



# North Idaho College



**2014-2015**  
**CATALOG**

## PHONE AND EMAIL DIRECTORY

Campus Switchboard and General Info .....	769-3300
Aerospace Center of Excellence .....	769-7802
Academic Divisions	
Business and Professional Programs .....	769-3226
College Skills .....	769-3327
Communication and Fine Arts .....	769-3276
English and Humanities .....	769-3394
Health Professions and Nursing .....	769-3481
Math, Computer Science, and Engineering .....	665-4521
Natural Sciences .....	769-3495
PE, Dance, and Resort/Recreation Management .....	769-3409
Social and Behavioral Sciences .....	769-7782
Trades and Industry .....	769-3433
Admissions .....	769-3311
Adult Basic Education/GED .....	665-5099
Advising .....	769-7821
Alumni Association .....	769-7806
American Indian Student Advisor .....	769-3365
Associated Students of NIC (ASNIC) .....	769-7761
Athletics .....	769-3348
Auxiliary Services .....	769-3361
Bookstore .....	769-3364
Bonnors Ferry Center .....	267-3878
Boswell Hall Box Office .....	769-7780
Business Office .....	625-2304
Career Services .....	769-3297
Center for New Directions .....	769-3445
Children's Center .....	769-3471
College Skills Center/Peer Tutoring .....	769-3206
Communications and Marketing .....	769-7764
Community Education (Workforce Training) .....	769-3333
Communications and Government Relations .....	769-3316
Computer Lab (Library) .....	769-3251
Copy Center (Staff and Faculty) .....	769-3357
Center for New Directions .....	769-3445
Custodial .....	765-5903
Development (NIC Foundation) .....	769-5978
Disability Support Services .....	769-5947
Dual Credit (High School Students) .....	769-3229
eLearning .....	665-5095
Emergency .....	9 1 1
Facilities .....	769-3413
Financial Aid .....	769-3368
Food Services .....	769-3359
GED .....	665-5099
Grants Coordinator .....	769-5978
Gymnasium .....	769-3348
Health Services and Therapeutic Counseling .....	769-7818

Help Desk (Information Technology) .....	769-3280
Human Resources .....	769-3304
Information Technology .....	769-3230
International Student Advisor .....	769-7713
Instruction .....	769-3400
Landscape Services/Facilities .....	769-5904
Library .....	769-3355
Lost and Found .....	769-3310
Mail Center .....	769-3225
Outdoor Pursuits .....	769-7809
Parking Services .....	769-5902
Peer Tutoring .....	769-3206
Physical Plant .....	769-3413
President's Office .....	769-3303
Professional-Technical Education	
Business and Professional Programs .....	769-3226
Health Professions and Nursing .....	769-3481
Student Support Services .....	769-5979
Trades and Industry .....	769-3433
Recreational Sports .....	769-3299
Registrar's Office .....	769-3320
Residence Hall .....	769-5932
Sandpoint Center (NIC at Sandpoint) .....	263-4594
Schuler Performing Arts Center .....	769-3424
Security/Emergency .....	769-3310
Sentinel (Student Newspaper) .....	769-3388
Silver Valley Center .....	783-1254
Student Accounts (Payments) .....	769-3344
Student Activities (ASNIC) .....	769-7761
Student Services .....	769-7863
Testing Center .....	676-7207 or 676-7203
Veterans Services .....	769-3281
Workforce Training Center .....	769-3333

## EMAIL ADDRESSES

Admissions Office .....	admit@nic.edu
Advising .....	advising@nic.edu
Alumni Office .....	alumni@nic.edu
Bookstore .....	bookstore@nic.edu
Career Services .....	career@nic.edu
Financial Aid Office .....	finaid@nic.edu
Foundation .....	foundation@nic.edu
eLearning .....	elearning@nic.edu
Housing .....	housing@nic.edu
Molstead Library .....	library@nic.edu
Registrar's Office .....	registration@nic.edu
Testing Center .....	testingcenter@nic.edu

*North Idaho College is committed to its policy of nondiscrimination on the basis of race, color, religion, national origin, gender, age, disability, pregnancy, sexual orientation, or status as a Vietnam-era veteran. This policy applies to education programs, services, and facilities, and includes, but is not limited to, admissions, employment, and access to programs and services.*

## BOARD OF TRUSTEES

**Ken Howard, Chair**

**Judy Meyer, Vice Chair**

**Ron Nilson, Secretary/Treasurer**

**Todd Banducci, Trustee**

**Christie Wood, Trustee**

## NIC VISION, MISSION, AND VALUES STATEMENTS

### VISION:

As a comprehensive community college, North Idaho College strives to provide accessible, affordable, quality learning opportunities. North Idaho College endeavors to be an innovative, flexible leader recognized as a center of educational, cultural, economic, and civic activities by the communities it serves.

### MISSION:

North Idaho College meets the diverse educational needs of students, employers, and the northern Idaho communities it serves through a commitment to student success, educational excellence, community engagement, and lifelong learning.

### VALUES:

North Idaho College is dedicated to these core values which guide its decisions and actions.

#### Student Success

A vibrant, lifelong learning environment that engages students as partners in achieving educational goals to enhance their quality of life.

#### Educational Excellence

High academic standards, passionate and skillful instruction, professional development, and innovative programming while continuously improving all services and outcomes.

#### Community Engagement

Collaborative partnerships with businesses, organizations, community members, and educational institutions to identify and address changing educational needs.

#### Stewardship

Economic and environmental sustainability through leadership, awareness, and responsiveness to changing community resources.

#### Diversity

A learning environment that celebrates the uniqueness of all individuals and encourages cultural competency.

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# College Calendar 2014-2015

- Important Dates
- Holidays
- Advising/Curriculum Days

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## May 2014

- 1 Deadline to apply for Fall Semester 2014 graduation.
- 2 First Friday campus visitation program for prospective students.
- 8 Last day of regular Spring Semester classes.
- 9 **Curriculum Day.** Classes that meet at 4 p.m. or later are in session.
- 12-15 Final exams.
- 12-16 Spring Semester textbook buy back at the Mica Peak Exchange bookstore.
- 15 Spring Semester ends.
- 16 **Commencement** at 10 a.m. Christianson Gymnasium.
- 19 Four-week and eight-week professional-technical Summer Sessions begin.
- 20 Spring Semester final grades due by 10 a.m.
- 26 **Memorial Day.** Campus closed.
- 28 Summer Session course sections cancelled for low enrollment.
- 28 Summer Session textbooks available.
- 28 Summer Session financial aid charges begin and continue through 5 p.m. June 3 at the Mica Peak Exchange bookstore.
- 29 **Admission application deadline** for Summer Session.
- 29 Orientation, Advising, and Registration Sessions (OARS) begin for new Fall Semester students by appointment.

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## June 2014

- 2 Registration begins for non-degree seeking students for Fall Semester.
- 2 **Summer Session begins.**
- 2-3 Summer Session course add/drops.
- 3 Summer Session financial aid charges end at 5 p.m. at the Mica Peak Exchange bookstore.
- 4 Payment due by 5 p.m. for students registered for Summer Session.
- 4 Drop for non-payment of Summer Session tuition and fees.
- 6 First Friday campus visitation program for prospective students.
- 9 Attendance rosters for Summer Session course sections due by 10 a.m.
- 10 Drop for non-attendance of Summer Session course sections.
- 10 Last day for 100 percent refund for Summer Session.
- 12 Four-week professional-technical Summer Session ends.
- 13 First Summer Session financial aid disbursement.
- 30 Last day to withdraw from Summer Session or from college.

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## July 2014

- 3 Second Summer Session financial aid disbursement.
- 4 **Independence Day.** Campus closed.
- 10 Eight-week professional-technical Summer Session ends.
- 21 Carpentry Summer Session begins.
- 25 Financial aid file completion deadline for Fall Semester 2014.
- 25 Summer Session ends.
- 29 Final grades for Summer Session due by 10 a.m.

# College Calendar 2014-2015

- Important Dates
- Holidays
- Advising/Curriculum Days

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## August 2014

- 11 Textbooks available for Fall Semester.
- 14 Admission application deadline 5 p.m. for Fall Semester.
- 14 Carpentry Summer Session ends.
- 18 Fall Semester financial aid charges begin and continue through 2:30 p.m. Sept. 5 at the Mica Peak Exchange bookstore.
- 19 Faculty return to campus.
- 19 Carpentry Summer Session final grades due by 10 a.m.
- 20 Fall course sections cancelled for low enrollment.
- 25 Fall Semester begins.
- 25-26 Summer Session textbook buy back at the Mica Peak Exchange bookstore from 8 a.m. to 4 p.m.
- 25-31 Fall Semester course add/drops.
- 27 Payment due by 5 p.m. for students registered for Fall Semester.
- 27 Payment plan registration due by 5 p.m.
- 27 Drop for non-payment of Fall Semester tuition and fees.

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## September 2014

- 1 Labor Day. Campus closed.
- 5 Fall Semester financial aid charges end at 2:30 p.m. at the Mica Peak Exchange bookstore.
- 8 Attendance rosters for Fall Semester course sections due by 10 a.m.
- 9 Drop for non-attendance of Fall Semester course sections.
- 9 Last day to receive 100 percent refund for Fall Semester 2014.
- 12 First Fall Semester financial aid disbursement.

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## October 2014

- 6 Incomplete grades due for 2014 Spring Semester and Summer Session.
- 13-17 Fall Semester midterm exams.
- 21 Fall Semester midterm grades due by 10 a.m.
- 28 Advising Day. Classes that meet at 4 p.m. or later are in session.

# College Calendar 2014-2015

- Important Dates
- Holidays
- Advising/Curriculum Days

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## November 2014

- 1 Deadline to apply for Spring Semester 2015 graduation.
- 3 Registration begins for continuing students for Spring Semester.
- 7 Registration begins for continuing dual credit students for Spring Semester.
- 7 Second Fall Semester financial aid disbursement.
- 10 Last day to withdraw from full-semester fall courses or college.
- 10 Registration begins for former students for Spring Semester.
- 24 Registration begins for new non-degree and new dual credit students for Spring Semester.
- 26-28 Thanksgiving Holiday.** Campus closed.

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## December 2014

- 4 Registration begins for new Spring Semester students.
- 11 Last day of regular Fall Semester classes.
- 12 Curriculum Day.** Classes that meet at 4 p.m. or later are in session.
- 15-18 Fall Semester textbook buy back at the Mica Peak Exchange bookstore.
- 15-18 Final exams.
- 18 Admission application deadline** 5 p.m. for Spring Semester.
- 18 Fall Semester ends.
- 19 Financial aid file completion deadline for Spring Semester 2015.
- 23 Fall Semester final grades due by 10 a.m.
- 25 Christmas Day.** Campus closed.
- 26-31 Holiday Break.** Campus closed.

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## January 2015

- 1 New Year's Day.** Campus closed.
- 1 Financial Aid FAFSA forms available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) for 2015-2016.
- 5 Textbooks available for Spring Semester.
- 5 Spring Semester financial aid charges begin and continue through 2:30 p.m. Jan. 23 at the Mica Peak Exchange bookstore.
- 6 Faculty return to campus.
- 7 Spring course sections cancelled for low enrollment.
- 12 Spring Semester begins.**
- 12-13 Fall Semester textbook buy back at the Mica Peak Exchange bookstore.
- 12-18 Spring Semester course add/drops.
- 14 Payment due by 5 p.m. for students registered for Spring Semester.
- 14 Payment plan registration due by 5 p.m.
- 14 Drop for non-payment of Spring Semester tuition and fees.
- 19 Martin Luther King, Jr. Holiday.** Campus closed.
- 23 Spring Semester financial aid charges end at 2:30 p.m. at the Mica Peak Exchange bookstore.
- 26 Attendance rosters for Spring Semester course sections due by 10 a.m.
- 27 Drop for non-attendance of Spring Semester course sections.
- 27 Last day for 100 percent refund for Spring Semester.
- 30 First Spring Semester financial aid disbursement.

# College Calendar 2014-2015

- Important Dates
- Holidays
- Advising/Curriculum Days

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## February 2015

- 16 Presidents' Day. Campus closed.
- 23 Last day to remove incompletes for Fall Semester 2014.

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## March 2015

- 2-6 Spring Semester midterm exams.
- 10 Spring Semester midterm grades due by 10 a.m.
- 15 Priority financial aid and scholarship application deadline.
- 20 First Fall Semester financial aid disbursement.
- 27 Last day to withdraw from full-length Spring Semester courses or college.
- 27 Second Spring Semester financial aid disbursement.
- 30-31 Spring Break. Classes not in session.

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## April 2015

- 1-3 Spring Break. Classes not in session.
- 1 Deadline to apply for Summer Session 2015 graduation.
- 9 Advising Day. Classes that meet at 4 p.m. or later are in session.
- 9 Registration begins for continuing students for Summer Session.
- 10 Registration begins for continuing dual credit students for Summer Session.
- 13 Registration begins for continuing students for Fall Semester.
- 17 Registration begins for continuing dual credit students for Fall Semester.
- 20 Registration begins for former students for Summer Session and Fall Semester.
- 27 Registration begins for new students and non-degree seeking students for Summer Session.
- 27 Registration begins for new dual credit students for Fall Semester.

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## May 2015

- 1 Deadline to apply for Fall Semester 2015 graduation.
- 7 Last day of regular Spring Semester classes.
- 8 Curriculum Day. Classes that meet at 4 p.m. or later are in session.
- 11-14 Final exams.
- 11-15 Spring Semester textbook buy back at the Mica Peak Exchange bookstore.
- 14 Spring Semester ends.
- 15 Commencement 10 a.m. Christianson Gymnasium.
- 18 Four-week and eight-week professional-technical Summer Sessions begin.
- 19 Spring Semester final grades due by 10 a.m.
- 25 Memorial Day. Campus closed.
- 27 Summer Session textbooks available.
- 27 Summer Session financial aid charges begin and continue through 5 p.m. June 2 at the Mica Peak Exchange bookstore.
- 27 Summer course sections cancelled for low enrollment.
- 28 Admission application deadline 5 p.m. for Summer Session.



## ABOUT NORTH IDAHO COLLEGE

Founded in 1933, North Idaho College is a comprehensive community college located on the beautiful shores of Lake Coeur d'Alene. NIC offers degrees and certificates in a wide spectrum of academic transfer, professional-technical, and general education programs. Approximately 6,000 students are enrolled in credit classes and more than 4,400 participate annually in non-credit courses offered by the Workforce Training Center in Post Falls.

The college serves a five-county region through regional centers in Bonners Ferry, Kellogg, and Sandpoint, as well as through an extensive array of Internet and interactive video conferencing courses. NIC also plays a key role in the region's economic development by preparing competent, trained employees for area businesses, industries, and governmental agencies.

NIC's campus is located in Coeur d'Alene, Idaho, a lakeside city with a growing population of 44,000 residents. Metropolitan amenities are close by with Spokane, Washington, a city of approximately 200,000 just 30 minutes away.

NIC offers Associate of Arts and Associate of Science degrees in various college transfer programs, and Associate of Applied Science degrees and technical certificates in its professional-technical programs.

Students obtaining an Associate of Arts or Associate of Science degree can transfer with junior standing to all other Idaho public colleges and universities.

As one of three community colleges in the state (the other two being College of Southern Idaho and College of Western Idaho), North Idaho College works closely with its sister colleges and universities. NIC partners with the University of Idaho, Lewis-Clark State College, and Idaho State University to enhance the higher education opportunities available in North Idaho.

## ACCREDITATION

North Idaho College is accredited by the Northwest Commission on Colleges and Universities, an institutional accrediting body recognized by the Secretary of the U.S. Department of Education. The Associate Degree Nursing program is accredited by the Accreditation Commission for Education in Nursing (ACEN). The Radiography Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). The Pharmacy Technology program is accredited by the American Society of Health-System Pharmacists (ASHP).

## HISTORY

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

## OPEN-DOOR POLICY

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

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

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

## 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, information sessions, and other events are offered to encourage community participation and involvement. Special courses, programs, and workshops are offered to meet the varied interests of individuals and community groups.

A Senior Citizen's Gold Card allows individuals 60 years of age and older to attend NIC-sponsored athletics and arts events free of charge. Gold Cards are available through the NIC Communications and Marketing Office.

## CARDINAL CARD

The Cardinal Card Office is located in the plaza of the Edminster Student Union Building. All students and employees at North Idaho College and NIC-supported outreach centers are issued a Cardinal Card. This card serves as the college's official student/employee photo ID and should be carried at all times and made available to Campus Security upon request. The Cardinal Card is a multi-functional card used for electronic access to buildings/rooms and access to services in departments across campus. For example, this card is used for identification, residence hall meal programs, financial aid verification, bookstore purchases, library services, printing services, access to student programming, Outdoor Pursuit rentals, and admission to athletic events and the computer lab. In addition, Cardinal Cash can be added to your card. Cardinal Cash is a prepaid, declining balance account that can be added to your card similar to a debit card. This allows you to have flexible spending options for bookstore purchases, printing, and dining services.



### NIC FOUNDATION

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

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

Through contributions from donors of all walks of life, the NIC Foundation is helping to change lives. Student success is central to the foundation's efforts. Scholarship awards are nearing \$1 million annually, and \$6.7 million has been distributed to students since 1977. Students are encouraged to apply for scholarship opportunities through the Financial Aid Office. In addition, more than \$15 million has been invested in NIC facilities and expansion, including the Meyer Health and Sciences Building, and \$1,044,000 has been distributed through the Foundation Grant Program that inspires creative and innovative teaching and support services since 1994.

The foundation raises funds through its annual and planned giving programs, scholarship drive, and community events. The foundation's Really BIG Raffle offers a grand prize of a \$250,000 custom home built by the NIC Carpentry program and more than \$35,000 worth of additional prizes each year.

To make a tax-deductible gift, request additional information, or inquire about charitable giving, go to [www.nic.edu/foundation](http://www.nic.edu/foundation) or call (208) 769-5978.

### NIC ALUMNI ASSOCIATION

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

Membership is free, and requires completion of only 12 academic credits and/or completion of the first semester of a certificate course or apprenticeship program. You need not be a graduate to become a member. Membership benefits include invitations to special events, Molstead Library privileges, newsletter subscription, and discounts at the NIC bookstore and home athletics events.

To join, visit [www.nic.edu/alumni](http://www.nic.edu/alumni) or call (208) 769-7806.

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

### NIC BOOSTER CLUB

The North Idaho College Booster Club is a non-profit organization, committed to providing financial support to the intercollegiate athletics programs through fundraising and endowment activities for student-athlete grants-in-aid and team programs.

Organized in the 1960s, the NIC Booster Club supports all NIC athletics teams as a lifelong learning experience that enhances the value of sportsmanship and provides a positive experience for student-athletes, students, and fans. The club also recognizes the commitment our athletes make to the young people of our community through our Cardinal Canine Club, WE Care Program, Cardinal Kids outreach program, the Coeur d'Alene Crossing, and the wrestling team's Shirley Parker Reading Program.

The Booster Club holds fundraising events throughout the year including an annual auction, Hall of Fame and Awards Banquet, 3-on-3 Basketball Tournament, the Idaho State High School All-Star Basketball Game, the Scott Hague Memorial Cardinal Golf Classic, and the Rolly Williams Golf Tournament. The NIC Booster Club also sponsors events each year at the North Idaho Fair and Art on the Green.

For more information or to become a member, contact the NIC Athletics Office at (208) 769-3348. Meetings are held twice monthly throughout the year.

### NIC PUBLICATIONS

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

### EQUAL OPPORTUNITY EMPLOYMENT

North Idaho College is committed to its policy of nondiscrimination on the basis of state and federal protected class status. This policy applies to all programs, services, and facilities, and includes, but is not limited to, applications, admissions, access to programs and services, and employment. Such discrimination is prohibited by state and federal laws and regulations.

**COLLEGE TERMINOLOGY**

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

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

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

**Academic probation:** All colleges require students to maintain a minimum cumulative grade point average (GPA) to remain in school. Students who do not meet the minimum GPA will be placed on academic probation. Refer to the Academic Probation, Suspension, and Disqualification Policy on page 34 for specifics.

**Academic suspension:** Students who do not meet the GPA requirements when on probation will be placed on suspension. Suspension requires a student to sit out the semester, excluding summer session, following suspension. In extraordinary cases, students can petition the Admissions and Academic Standards Committee to grant exemption from suspension. Refer to the Academic Probation, Suspension, and Disqualification Policy on page 34 for specifics.

**Adding a course:** A course that meets the entire fall or spring semester may be added online the first week of the semester. A late-start or summer session course may be added through the first two days of the course.

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

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

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

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

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

**Audit:** A student who does not want to receive credit or a grade in a course may audit the course. Audited courses will not fulfill graduation requirements and do not affect a student's grade point average. The application process and fees for auditing a course are the same as if a student were enrolling for credit. Course enrollment may be changed from credit to audit only during the drop/add

period. With the instructor's permission, course enrollment may be changed from audit to credit during the first four weeks of the semester or the first two weeks of summer session. Audited courses do not apply to credit/course load requirements for financial aid.

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

**Blackboard:** Blackboard Learn is an online learning management system. This software is used for delivering Internet courses with features for online collaboration, test-taking, and assignment submission.

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

**Cardinal Card:** The college's official student/employee photo ID. The card also provides access to campus housing access, meal program service, financial aid verification, bookstore purchases, library services, and more. Refer to page 8 for more details.

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

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

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

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

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

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

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

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

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

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

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

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

**District/non-district tuition:** See page 28.

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

**Dropping a course:** A course may be dropped online without a grade of W (withdrawal) being recorded during the first week of the semester for courses that meet the entire fall and spring semesters and the first two days for short-term courses or courses taught during summer session. A course may be dropped online with a grade of W (withdrawal) after the drop period has ended.

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

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

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

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

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

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

**Financial aid:** Aid for paying college expenses is made available from grants, scholarships, loans, and part-time employment from federal, state, institutional, and private sources. Financial aid from these programs may be combined in an "award package" to meet or defray the cost of college. The types and amounts of aid awarded are based on financial need, available funds, student classification, academic performance, and sometimes the timeliness of application.

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

**Full-time enrollment/Part-time enrollment:** A full-time student is enrolled in 12 or more credit hours per semester. A part-time student is enrolled in less than 12 credit hours per semester.

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

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

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

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

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

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

**Late-start course:** A course that begins after the start of a term or semester.

**Lecture/laboratory/discussion courses:** In lecture courses, students attend class on a regular basis and the instructor lectures on course material. Laboratory courses require students to perform certain functions in controlled situations that help them test and understand what is being taught in the lecture. Discussion courses, sometimes called seminar courses, offer students the opportunity to talk about material being taught, ask questions, and discuss material with their classmates.

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

**Major/Minor:** A major is a student's chosen field of study that usually requires the successful completion of a specified number of credit hours. A minor is designated as a specific number of credit hours in a secondary field of study.



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

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

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

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

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

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

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

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

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

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

**Short-term course:** A course that begins at the start of a term or semester and ends early.

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

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

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

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

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

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

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

**Waitlist:** If a class is full, a student may choose to add themselves to a waitlist for that course section. If a seat becomes available, the student will be added to that course and notified via their Cardinal Mail student email account. Waitlists are active from the time registration for a term begins until the add/drop period ends for that course.

**Web-Enhanced (WEBE):** These courses are conducted face-to-face with online components.

An aerial photograph of the North Idaho College campus. The image shows several large, modern academic buildings with flat roofs and large windows. In the foreground, there is a large green field, likely a sports field, with soccer goals and some equipment. To the left, there are parking lots filled with cars. The campus is surrounded by dense evergreen trees. In the background, a large body of water, possibly a lake or bay, stretches across the middle ground, with a forested shoreline and mountains visible in the distance under a clear sky.

# Important Information for Students

**North Idaho College 2014-2015**

## CONSUMER INFORMATION

North Idaho College's consumer information provides prospective students, current students, and community members with information about North Idaho College. This information is provided in compliance with the Higher Education Act of 1965 as amended, the Family Educational Rights and Privacy Act, the Student Right to Know Act, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Equity in Athletics Disclosure Act, the Drug Free Workplace Act and the Drug Free Schools and Communities Act. Hard copies are available upon request. Go to [www.nic.edu](http://www.nic.edu) to view all documents.

## STUDENT RECORDS, CONFIDENTIALITY, AND FERPA

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

### Release of Personally Identifiable Records

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

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

knowledge of such information is necessary to protect the health or safety of a student or other person(s).

## DIRECTORY INFORMATION

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

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

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

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

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

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

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

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

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

Upon examination of records, a student who believes that his or her record is inaccurate or misleading can request a formal hearing. Requests for a hearing should be directed in writing to the Registrar's Office. When a date, time, and place for the hearing has been established, a student may present evidence at the hearing



and be represented by an attorney, at the student's expense. The hearing panel will include the Vice President for Student Services or other appointed designee and the student's advisor/instructor. The hearing process does not replace other processes for student grievances. The decision of the hearing panel will be based solely on the evidence presented at the hearing. A written summary of the hearing will be prepared and distributed to all parties. The summary will include the reasons behind any decisions made by the hearing panel. The student's records may be amended in accordance with the ruling of the hearing panel.

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

### DRUG-FREE SCHOOLS AND CAMPUSES ACT

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

### TOBACCO-FREE CAMPUS GUIDELINES

To ensure a safe and healthy environment for students, employees, and visitors, North Idaho College prohibits the use of any tobacco products including, e-cigarettes and smokeless tobacco products, on campus except for in designated areas.

### CAMPUS SECURITY POLICY AND CAMPUS CRIMES STATISTICS ACT

Higher education institutions are required to publish and provide campus security information to students and staff.

NIC's campus safety policies, programs, and campus crime statistics are available at the Campus Security Office in the Headwaters Complex at 710 Military Drive, Coeur d'Alene or by calling (208) 769-3310.

### CRIME STATISTICS

The personal safety and security of students, employees, 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.

<b>CRIMINAL OFFENSES</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
<b>On-Campus</b>			
Murder/non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Aggravated assault	0	0	0
Simple assault	0	1	0
Burglary	0	1	0
Robbery	0	0	0
Larceny/theft	13	11	10
Motor vehicle theft	1	0	0
Forcible sex offenses (including forcible rape)	0	0	0
Non-forcible sex offenses	0	0	0
Vandalism	12	13	7
Arson	0	0	0
<b>On-Campus Residence Hall</b>			
Murder/non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Aggravated assault	0	0	0
Simple assault	0	0	0
Burglary	0	0	0
Robbery	0	0	0
Larceny/theft	2	0	0
Motor vehicle theft	0	0	0
Forcible sex offenses (including forcible rape)	0	0	0
Non-forcible sex offenses	0	0	0
Vandalism	0	2	0
Arson	0	0	0
<b>Non-Campus</b>			
Murder/non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Aggravated assault	0	0	0
Simple assault	0	0	0
Burglary	0	0	0
Robbery	0	0	0
Larceny/theft	1	1	1
Motor vehicle theft	0	0	0
Forcible sex offenses (including forcible rape)	0	0	0
Non-forcible sex offenses	0	0	0
Vandalism	0	0	0
Arson	0	0	0
<b>Public Property</b>			
Murder/non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Aggravated assault	0	0	0
Simple assault	0	0	0
Burglary	0	0	1
Robbery	0	0	0
Larceny/theft	2	0	0
Motor vehicle theft	0	0	0
Forcible sex offenses (including forcible rape)	0	0	0
Non-forcible sex offenses	0	0	0
Vandalism	0	1	1
Arson	0	0	0
<b>ARRESTS</b>			
<b>On-Campus</b>			
Liquor law violations	4	0	2
Drug law violations	0	1	0
Illegal weapons possessions	0	0	0
<b>On-Campus Residence Halls</b>			
Liquor law violations	0	0	0
Drug law violations	0	1	2
Illegal weapons possessions	0	0	0
<b>Non-Campus</b>			
Liquor law violations	0	0	0
Drug law violations	0	0	0
Illegal weapons possessions	0	0	0
<b>Public Property</b>			
Liquor law violations	0	0	2
Drug law violations	0	0	0
Illegal weapons possessions	0	0	0

<b>DISCIPLINARY REFERRALS</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
<b>On-Campus</b>			
Liquor law violations	21	17	9
Drug law violations	7	2	1
Illegal weapons possessions	0	0	1
<b>On-Campus Residence Halls</b>			
Liquor law violations	19	17	0
Drug law violations	7	2	0
Illegal weapons possessions	0	0	0
<b>Non-Campus</b>			
Liquor law violations	0	0	0
Drug law violations	0	0	0
Illegal weapons possessions	0	0	0
<b>Public Property</b>			
Liquor law violations	0	0	0
Drug law violations	0	0	0
Illegal weapons possessions	0	0	0
<b>HATE OFFENSES</b>			
<b>On-Campus</b>			
Murder/non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Aggravated assault	0	0	0
Simple assault	0	0	0
Forcible sex offenses (including forcible rape)	0	0	0
Non-forcible sex offenses	0	0	0
Burglary	0	0	0
Robbery	0	0	0
Larceny/theft	0	0	0
Motor vehicle theft	0	0	0
Vandalism/destruction of property	0	0	0
Arson	0	0	0
<b>On-Campus Residence Hall</b>			
Murder/non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Aggravated assault	0	0	0
Simple assault	0	0	0
Forcible sex offenses (including forcible rape)	0	0	0
Non-forcible sex offenses	0	0	0
Burglary	0	0	0
Robbery	0	0	0
Larceny/theft	0	0	0
Motor vehicle theft	0	0	0
Vandalism/destruction of property	0	0	0
Arson	0	0	0
<b>Non-Campus</b>			
Murder/non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Aggravated assault	0	0	0
Simple assault	0	0	0
Forcible sex offenses (including forcible rape)	0	0	0
Non-forcible sex offenses	0	0	0
Burglary	0	0	0
Robbery	0	0	0
Larceny/theft	0	0	0
Motor vehicle theft	0	0	0
Vandalism/destruction of property	0	0	0
Arson	0	0	0
<b>Public Property</b>			
Murder/non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Aggravated assault	0	0	0
Simple assault	0	0	0
Forcible sex offenses (including forcible rape)	0	0	0
Non-forcible sex offenses	0	0	0
Burglary	0	0	0
Robbery	0	0	0
Larceny/theft	0	0	0
Motor vehicle theft	0	0	0
Vandalism/destruction of property	0	0	0
Arson	0	0	0

Crimes that are not reported cannot be reflected in this report. The college also maintains facilities in Bonners Ferry, Post Falls, Sandpoint, and Kellogg.

### EMERGENCY PHONES

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 directly to the Campus Security Office. These phones are for the use of students, staff, or visitors in case of an emergency or the need for assistance, such as an escort or vehicle jump start. Emergency phone location maps are available at the Campus Security Office.

### FINANCIAL AID REFUND/ WITHDRAW POLICY

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

For more information, visit [www.nic.edu/financialaid](http://www.nic.edu/financialaid) and click on “Return of Title IV Funds.”

### SERVICE DOGS ON CAMPUS

Service Animals are permitted to accompany individuals with disabilities in all areas of North Idaho College’s facilities where members of the public, students, participants in services, programs, or activities, or invitees are allowed to go. Service Animals are defined by the ADA Amendments Act (ADAAA), as any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Service Animals do not need to wear a vest or have identification nor do they need to be necessarily leashed. Individuals with Service Animals should not be approached with questions about their dogs. Please do not pet, feed, or interfere with a Service Animal in any way.

Questions or concerns about Service Animals should be directed to Disability Support Services, (208) 769-7794 or (208) 665-4520. Please see the “Service Animal” link under the NIC Disability Support Services website to view the entire Service Animal Policy.

### NONDISCRIMINATION CLAUSE

North Idaho College does not discriminate on the basis of race, color, religion, sex, national origin, age, or disability in any educational programs or activities receiving federal financial assistance or in employment practices.

Inquiries regarding compliance with this non-discrimination policy and the college’s grievance process may be directed to the Executive Director of Human Resources at the NIC Human Resources Offices, Sherman Building, Room 108, 1000 West Garden Avenue, Coeur d’Alene, Idaho 83814, (208) 769-3272.

# Admissions



**North Idaho College 2014-2015**

## GETTING STARTED

### ADMISSIONS

North Idaho College's open-door admissions policy reflects a commitment of access to higher education. We welcome anyone seeking to benefit from our educational programs and services regardless of race, religion, color, national origin, sex, and/or disability. Our open-door policy results in a diverse student population with varied experiences, backgrounds, abilities, interests, needs, and educational goals. Selective and Limited programs and certain courses have special requirements for admission and registration.

### GENERAL ADMISSIONS

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

- Complete the application for admission (available online at [www.nic.edu](http://www.nic.edu))
- Submit one of the following:
  - A high school transcript showing graduation. OR
  - A home school transcript showing high school/secondary school graduation. OR
  - Official GED transcripts.
- Take the NIC placement test (COMPASS) or submit a copy of your ACT or SAT scores. Test scores are valid for two years and used to place students in appropriate coursework, not to determine admission status.

### FORMER STUDENTS

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

### NON-DEGREE SEEKING STUDENTS

Students interested in taking classes for personal enrichment, to improve job skills, or for other educational purposes can attend NIC as non-degree seeking students. The following conditions apply to non-degree seeking students.

- Non-degree students are not admitted to an academic program.
- Non-degree students are not eligible to receive financial aid.
- Non-degree students must apply to the Admissions Office if they wish to pursue a degree or certificate.

### NON-HIGH SCHOOL GRADUATES

Non-high school graduates who want to be admitted as a degree-seeking student may do so after passing the high school level General Educational Development (GED) tests.

### INTERNATIONAL STUDENTS

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

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

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

The following items are required for all international applicants:

1. International Student Application for Admission.
2. Official secondary (high school) transcript and confirmation of graduation (an original, certified English translation must accompany those documents that are not in English).
3. Official transcripts from all colleges attended (an original, certified English translation must accompany those documents that are not in English).
4. Official Test of English as a Foreign Language (TOEFL) Scores. Minimum scores are 500 (paper-based), 173 (computer-based), and 61 (Internet-based).

Information about the TOEFL is available on the Internet at [www.ets.org](http://www.ets.org) or official International English Language Testing (IELTS) scores. Minimum score of 5. Information about IELTS is available at [www.ielts.org](http://www.ielts.org).

5. Certificate of Health signed by a recognized medical agency which includes complete immunization records.
6. Proof of Health Insurance.
7. Financial Declaration:

International students must submit proof from a financial institution demonstrating sufficient financial resources to fully cover the costs of tuition, books, fees, room and board, and all personal expenses for one academic year. North Idaho College will not bear responsibility for an international student's finances. Estimated costs for the 2014-2015 academic year are listed below.

Tuition and Fees	\$7,702
Room and Board	\$7,600
(includes a \$200 deposit)	
Books, Supplies, Incidentals	<u>\$1,484</u>
Total *	\$16,786

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

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



## PROGRAMS WITH SPECIAL ADMISSION REQUIREMENTS

### *Limited Enrollment Professional-Technical Programs*

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

The following programs have limited space available:

- Aerospace Technology
- Carpentry and Construction Technology
- Collision Repair Technology
- Computer Aided Design Technology
- Heating, Ventilation, Air Conditioning/Refrigeration
- Industrial Mechanic/Millwright
- Machine and CNC Technology
- Medical Assistant
- Outdoor Leadership
- Outdoor Power/Recreational Vehicle Technology

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

- An application for admission to NIC and the specific program.
- Assessment materials in the form of the COMPASS, SAT, ACT test scores or transcripts of previous college coursework in math and English.
- Students considered for enrollment in the limited-enrollment programs, must satisfy NIC satisfactory academic progress requirements or have permission of the division chair to enroll.

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

For more information, contact the Admissions Office at (208) 769-3311 or the Professional-Technical Student Support Services Office at (208) 769-3448 or (208) 769-3468.

### *Selective Enrollment Programs*

The following programs have a selective and/or competitive entry and have additional admissions requirements. Application packets for all programs, except Law Enforcement, are available online at [www.nic.edu/admissions](http://www.nic.edu/admissions). Please see the program descriptions in the catalog for the specific admissions requirements for each program.

- Automotive Technology
- Construction Management
- Computer Information Technology
- Culinary Arts
- Diesel Technology
- Law Enforcement
- Pharmacy Technology

- Physical Therapist Assistant
- Practical Nursing
- Radiography Technology
- Registered Nursing
- Welding Technology

### *Dual Credit for High School Students*

Dual credit allows eligible high school juniors and seniors to enroll in NIC courses on campus, online, or at their high school. Credit for both high school and college is awarded. Students enrolled in NIC courses will receive an NIC transcript. These credits transfer to other colleges and universities across the nation.

Dual credit students are not eligible for financial aid. Some scholarships are available. Complete details about the Dual Credit program are available from high school counselors and the Dual Credit Office.

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

### **Dual Credit Application and Registration Process:**

1. Meet with a high school counselor to determine eligibility.
2. Complete the application for admission available at [www.nic.edu](http://www.nic.edu).
3. Submit completed Dual Credit Authorization Form, with high school counselor and parent signatures.
4. Take the NIC placement test (COMPASS) assessment or submit a copy of your ACT/SAT test scores for proper course placement.

Test scores are valid for two years and used to place students in appropriate coursework, not to determine admission status.

For more information, contact the Dual Credit Director at (208) 769-3229 or go to [www.nic.edu/dualcredit](http://www.nic.edu/dualcredit).

### *Tech Prep for High School Students*

Tech Prep is an advanced learning opportunity that links approved high school technical courses to technical certificate and degree programs at the college level. Students enrolled in approved high school programs throughout the state may receive credit from North Idaho College that is counted towards a professional-technical certificate or degree. This allows students to begin working on an Associate of Applied Science degree, Advanced Technical Certificate, or Technical Certificate while still in high school. Tech Prep students will not have to repeat courses in college that were successfully completed in high school.

For more information about Tech Prep opportunities, contact the Regional Transition Coordinator at (208) 769-5964 or go to [www.nic.edu/techprep](http://www.nic.edu/techprep).

## PLACEMENT ASSESSMENT

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

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

COMPASS appointments can be scheduled online at [www.nic.edu/compass](http://www.nic.edu/compass) after applying for admission to the college. Information about the COMPASS is available online at [www.nic.edu/testingcenter](http://www.nic.edu/testingcenter). Placement scores previously earned within two years from the date of course registration may satisfy the assessment requirement by having official copies of the ACT, SAT, COMPASS, or ASSET score report sent to the NIC Admissions Office, 1000 W. Garden Avenue, Coeur d'Alene, ID 83814. If you have questions about placement assessments, contact Advising Services at (208) 769-7821.

## OUTREACH CENTERS

NIC has outreach centers in Bonners Ferry, Sandpoint, and the Silver Valley. These centers offer a variety of services, including admissions and academic advising, proctored testing, credit and non-credit courses, Adult Basic Education courses, and GED instruction and testing. To learn more about the specific services and courses offered at the outreach center near you, call or visit:

NIC Bonners Ferry Center  
6791 Main Street, Suite B  
Bonners Ferry, ID 83805  
(208) 267-3878

NIC at Sandpoint  
102 South Euclid Street  
Sandpoint, ID 83864  
(208) 263-4594

NIC Silver Valley Center  
323 Main Street  
Kellogg, ID 83837  
(208) 783-1254

For registration information, go to [www.nic.edu](http://www.nic.edu). To purchase textbooks, go to [www.bookstore.nic.edu](http://www.bookstore.nic.edu).

## RESIDENCY STATUS

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

“...a student in a community college shall not be deemed a resident of the district, or of a county, or of the State of Idaho, unless such student shall have resided within said district, county, or state, for at least one (1) year continuously prior

to the date of his/her first enrollment in said community college.”

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

### Residents of Idaho

Residency status is determined when a student applies for admission and remains unchanged until the student supplies evidence to the contrary. To be classified as a resident the student, or for a dependent student the parent or legal guardians, must have established a domicile in the state of Idaho for 12 months prior to the beginning of the semester of enrollment.

For tuition purposes, a student who is a permanent resident of the United States may be classified as a resident of the district by meeting one or more of the following qualifications:

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



7. Any individual who has been domiciled in the college district, has qualified and would otherwise be qualified under the provisions of this statute, and who is away from the district for a period of less than one calendar year and has not established legal residence elsewhere, provided a 12-month period of continuous residence has been established immediately prior to departure.

A student's residency status remains unchanged unless the student can provide evidence that he or she has established a permanent domicile in Idaho and has resided there for 12 consecutive months. To challenge a residency determination a student must complete a Residency Change Form and submit it to the Admissions Office within 10 days of the beginning of the term. The evidence must prove convincingly that residency was established 12 months before the beginning of the term. Students may appeal the residency determination by submitting a written appeal to the Admissions Office who will forward it to the vice president for Student Services.

#### ***Idaho Residents – In-District***

Idaho residents who reside in Kootenai, Ada, Canyon, Jerome, and Twin Falls counties are classified as in-district residents. Residency for these counties is determined by NIC. In-district residents pay the "district" tuition rate.

#### ***Idaho Residents – Non-District***

Idaho residents who do NOT reside in Kootenai, Ada, Canyon, Jerome, and Twin Falls counties are classified as non-district residents. Non-district students may qualify for county support from their county of residence to cover the additional non-district tuition fees. To qualify for county support, non-district residents must file a Certificate of Residency with their home county auditor's office each academic year. Certificate forms are available from the Admissions Office, Student Accounts Office, or the county auditor's office. The counties will notify NIC if the Certificate of Residency has been approved.

If verification is not received from the student's home county, the student must pay non-district fees. (Exception: Students from Ada, Canyon, Jerome, Kootenai, and Twin Falls counties are not required to complete the Certificate of Residency.)

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. Non-district tuition rates do not apply to students enrolled in professional-technical programs.

of the non-district tuition rate. Students may not use any of the time accrued under the WUE program to establish residency in the state of Idaho. Residents from the following states are eligible for the reduced tuition rates (see page 28 for tuition rate tables).

Alaska	New Mexico
Arizona	North Dakota
California	Oregon
Colorado	South Dakota
Hawaii	Utah
Montana	Wyoming
Nevada	
Commonwealth of the Northern Marianas Islands	

#### **Senior Citizen's Rate**

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

## TUITION REDUCTION PROGRAMS

### **Washington State Residents**

Washington residents qualify for a reduction of a portion of the out-of-state tuition rate. Residency status is determined at the time of application to the college (see page 28 for tuition rate tables).

### **Western Undergraduate Exchange**

The Western Undergraduate Exchange Program (WUE) was established to financially assist individuals interested in attending college out of their home states. The tuition rate is 150 percent





# Financial Aid

**North Idaho College 2014-2015**

**FINANCIAL AID - WHAT IS IT?**

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

**For information about  
financial aid go to  
[www.nic.edu/financialaid](http://www.nic.edu/financialaid)**

<i>Source of Funding</i>	<i>Eligibility Requirements</i>	<i>Available Amounts</i>
<b>GRANTS</b>		
<b>Federal Pell Grant (PELL)</b>	Complete the FAFSA at <a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a> Undergraduate student who has NOT received a bachelor's degree.	Maximum award for the school year is \$5,730 (based on number of credits)
<b>Federal Supplemental Educational Opportunity Grant (SEOG)</b>	Complete the FAFSA at <a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a> Undergraduate student that demonstrates exceptional need and completes the FAFSA by the priority deadline.	Eligibility determined by Financial Aid Office.
<b>Grant-in-Aid (GIA)</b>	Determined by the NIC department that is awarding the grant-in-aid.	Maximum award is tuition and fees. Awarded by various NIC departments.
<b>SCHOLARSHIPS</b>		
	Determined by donor. Awarded by the NIC Scholarship Committee.	Determined by donor. Scholarship information is available at <a href="http://www.nic.edu/financialaid">www.nic.edu/financialaid</a> .
<b>LOANS</b>		
<b>Federal Direct Subsidized Stafford Loan</b>	Complete the FAFSA at <a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a> At least half-time (6 credits) enrollment.	Maximum award for students completing 0-25 credits is \$3,500. Maximum award after 25 credits is \$4,500.
<b>Federal Direct Unsubsidized Stafford Loan</b>	Complete the FAFSA at <a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a> At least half-time (6 credits) enrollment. Complete additional paperwork at <a href="http://www.nic.edu/financialaid">www.nic.edu/financialaid</a>	Maximum award for dependent students is \$2,000. Maximum award for independent students is \$6,000.
<b>Federal Direct Parent Plus Loan (Parent Loan)</b>	Complete the FAFSA at <a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a> At least half-time (6 credits) enrollment.	Parents may borrow up to the cost of education minus previously awarded financial aid.
<b>WORK-STUDY</b>		
<b>Federal Work-Study</b>	Complete the FAFSA at <a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a> At least half-time (6 credits) enrollment.	Maximum is determined by Financial Aid Office. Minimum award is \$1,000.
<b>Idaho Work-Study</b>	Complete the FAFSA at <a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a> At least half-time (6 credits) enrollment.	Maximum is determined by Financial Aid Office. Minimum award is \$1,000.

## ELIGIBILITY for FINANCIAL AID

North Idaho College awards financial aid on the basis of *merit* and *financial need*.

Eligibility for *need-based* financial aid is determined by the student's computed financial need, as established by the Department of Education. 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 (EFC). 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 EFC 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.

To be eligible for Federal Financial Aid - need-based or non need-based - a student must:

1. Have a high school diploma or GED certificate.
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, Federal Supplemental Loan for Students, or 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 Stafford Loan previously used for attendance at North Idaho College or any other educational institution.
5. Be a U.S. citizen, U.S. national, or eligible non-citizen.
6. Certify that, if required, the student has registered with Selective Service.
7. Maintain satisfactory academic progress toward his/her North Idaho College degree or certificate as defined by the North Idaho College Satisfactory Academic Progress Policy.

## SATISFACTORY ACADEMIC PROGRESS POLICY

The U.S. Department of Education requires students to maintain satisfactory progress toward their degree or certificate in order to be eligible for financial aid. **This applies to students who are applying for the first time, as well as to those who are currently receiving aid.** All semesters of attendance are reviewed, including periods when the student did not receive financial aid.

For more information about NIC's satisfactory academic progress policy, go to the "FAQs" section at [www.nic.edu/financialaid](http://www.nic.edu/financialaid).

## APPLYING for SCHOLARSHIPS

Students interested in scholarships should complete the Scholarship Application available through their MyNIC account by clicking on "NIC Foundation Scholarship Application" in the bookmarks section. Scholarships offered through the state and outside entities may be accessed by visiting [www.nic.edu/financialaid](http://www.nic.edu/financialaid) and clicking on "Scholarships" in the "Types of Aid" section.

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) available at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

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.

To apply for financial aid, follow the steps below:

### 1. With the Department of Education

- Apply for PIN at [www.pin.ed.gov](http://www.pin.ed.gov)
- Fill out the FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) (NIC's school code is 00162300).

### 2. With the NIC Financial Aid Office

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

- Fill out an NIC scholarship application.
- Fill out an Idaho scholarship application which is available at [www.boardofed.idaho.gov/scholarships](http://www.boardofed.idaho.gov/scholarships).
- Submit requested documentation if you are selected for verification.
- Your award can be viewed online in your MyNIC, Services, Financial Aid tab.
- Your award must be accepted or rejected electronically in your MyNIC, Services, Financial Aid tab.

### 3. For Loans

- The Entrance Counseling and Master Promissory Notes can be completed at [www.studentloans.gov](http://www.studentloans.gov).
- Those interested in unsubsidized loans must complete additional paperwork. Go to [www.nic.edu/financialaid](http://www.nic.edu/financialaid) and follow the directions under the tab "2014-15 Forms" under request for additional loans.
- Students receiving student loans (subsidized and unsubsidized) as part of their financial aid package will receive their disbursement in two increments per semester instead of receiving a lump sum at the start of the semester. The first disbursement will take place a few weeks into the semester and the second disbursement will occur after midterms each semester. This is to ensure that students receiving student loans are actively attending at least six credit hours of their registered courses. Once this is confirmed, the remaining loans will be distributed.

For more information, visit [www.nic.edu/financialaid](http://www.nic.edu/financialaid).

**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 Mica Peak Exchange bookstore beginning the week prior to the start of classes through the second week of classes, provided that he/she has met all eligibility requirements as previously outlined.

**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-Kildow Hall or access the information from the college website at [www.nic.edu/financialaid](http://www.nic.edu/financialaid).





# Tuition and Fees

**North Idaho College 2014-2015**

**TUITION and FEES for 2014-2015**

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

Tuition and fees at NIC are among the lowest in Idaho and

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

<b>ACADEMIC TRANSFER PROGRAMS</b>			
<b>12 credits:</b>	<b>Fall</b>	<b>Spring</b>	<b>Total</b>
<b>Kootenai County Residents</b>	\$1,511	\$1,511	\$3,022
<b>Non-Kootenai County Idaho Residents</b>			
Students qualifying for county support	\$1,511	\$1,511	\$3,022
Students not qualifying for county support	\$2,083	\$2,083	\$4,166
<b>Washington Residents</b>	\$2,507	\$2,507	\$5,014
<b>Western Undergraduate Exchange</b>	\$2,975	\$2,975	\$5,950
<b>Out-of-State/International Students</b>	\$3,851	\$3,851	\$7,702
<b>13 or more credits are assessed the following per-credit fee:</b>			
<b>Idaho Residents</b>	\$125	\$125	--
<b>Washington Residents</b>	\$208	\$208	--
<b>Western Undergraduate Exchange</b>	\$247	\$247	--
<b>Out-of-State/International Students</b>	\$320	\$320	--
<b>All credits are assessed the following PER CREDIT fee:</b>			
	<b>1 credit</b>	<b>2-11 credits</b>	
<b>Kootenai County Residents</b>	\$136	\$125	
<b>Non-Kootenai County Idaho Residents</b>			
Students qualifying for county support	\$136	\$125	
Students not qualifying for county support	\$192	\$181	
<b>Washington Residents</b>	\$219	\$208	
<b>Western Undergraduate Exchange</b>	\$258	\$247	
<b>Out-of-State/International Students</b>	\$331	\$320	

**PROFESSIONAL-TECHNICAL PROGRAMS**

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

<b>Kootenai County Residents</b>	
Tuition and Fees .....	\$3,022 - \$4,522
<b>Idaho Residents</b>	
Tuition and Fees .....	\$4,166 - \$5,738
<b>Washington Residents</b>	
Tuition and Fees .....	\$5,014 - \$7,510
<b>Western Undergraduate Exchange</b>	
Tuition and Fees .....	\$5,950 - \$8,914
<b>Out-of-State/International Students</b>	
Tuition and Fees .....	\$7,702- \$11,542

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

**SUMMARY of TUITION and FEES  
FOR 2014-2015 SCHOOL YEAR  
(per semester)**

Rates are subject to change.

<b>Tuition</b> .....	\$1,104
<b>General Fees</b> (paid as part of tuition and fees)	
Associated Student Body .....	\$28
Athletics .....	\$36
Commencement.....	\$4
Health Services.....	\$34
Instructional Technology.....	\$123
Learning Assistance .....	\$40
Student Accident Insurance (on first credit).....	\$11
Student Activities and Recreation .....	\$38
Student Service Fee (Debt) .....	\$93
<b>Total tuition and fees</b> .....	<b>\$1,511</b>

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

<b>GED Testing Fee</b> .....	<b>\$30 per test</b>
<b>On-Campus Parking Fee</b> .....	<b>\$31 per year</b>
<b>Special Course Fees</b> .....	<b>Varies</b>
Special fees are assessed for such things as labs, some physical education courses, and some music classes. Special fees are listed in the Class Schedule.	
<b>Transcript Fee</b> .....	<b>\$5</b>
Official transcripts are \$5 each. Turn around time is 5-10 days. Please note that transcripts will not be processed if a student has a financial hold on their records. Financial holds include parking fines, library fines, delinquent loan payments, etc.	
<b>Rush Transcript Fee</b> .....	<b>\$10</b>
A transcript will be mailed or ready for pick-up on the same day, if the request is received before noon. If received after noon, the transcript will be ready the next working day. An additional fee is required for overnight mailing.	
<b>Rush Transcript With Express Mail Delivery Fee</b> .....	<b>\$30</b>
A transcript will be express mailed and delivered by noon on the next business day, if the request is received before noon.	
<b>Residence Hall Room and Board</b> .....	<b>\$6,600 - \$9,600</b>

**DEPOSITS**

**Nursing Programs Deposit (R.N., L.P.N.)** ..... **\$100**  
The Nursing program deposit is due by May 1. It will be applied to the tuition and fee charges for the initial semester or term of enrollment. Deposits may be refunded if notification of cancellation is officially given to the Admissions Office by July 1. No refund will be given if a student withdraws after the prescribed deadline.

**Professional-Technical Program Deposit** ..... **\$100**

After being accepted into a specific professional-technical program, students will be asked to submit a \$100 deposit within three weeks of the date of their acceptance letter. The deposit will be applied to the tuition and fee charges for the initial semester or term of enrollment. See page 19 for those programs that require a deposit.

**Residence Hall Security Deposit** ..... **\$200**

A \$200 deposit must accompany the signed application/contract and is not to be construed as partial payment for room and board. This deposit serves as a guarantee against loss and breakage of residence hall equipment and furniture. The deposit remains in effect through the period of application and residency. All students who fulfill the terms of the contract after occupancy will receive a refund of their deposit within four weeks after checking out of the residence hall (less any deductions for losses, damages, or fines).

**TUITION and FEES  
PAYMENT PROCEDURES**

Tuition, fees, and any special fees must be paid on or before the due date noted on the payment screen when registering online, unless financial aid has been approved. Students failing to pay amounts due to NIC could be **cancelled** from classes and have their credits withheld. No student will be given a transcript of his/her record or allowed to register for classes until all accounts are settled in full. This includes any funds received through the Financial Aid Office involving overpayments, refunds, or delinquent loans.

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

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

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

Tuition and fees are established annually by the NIC 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 non-degree seeking individuals who are 60 years or older. The senior citizen rate for non-degree credit classes is \$25 per class plus \$5 per credit.

Fees for non-credit courses, materials, books, or special fees are full price. Degree seeking seniors will pay full tuition rates for all courses. A Senior Citizen's Gold Card allows individuals 60 years of age and older to attend NIC-sponsored athletics and arts events free of charge. Gold Cards are available through the Communications and Marketing Office. For more information, call (208) 769-7764.

### NORTH IDAHO COLLEGE REFUND POLICY

#### Refund

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

### REFUNDS for DROPS from SEMESTER-LENGTH COURSES

Full-time or part-time students who drop from semester-length credit courses (day, evening, or Internet) will, **on dropping the course(s) in MyNIC**, receive refunds as follows:

#### Fall Semester

If you drop from one or all of your classes by 11:59 p.m. the third Tuesday after the first day of the Fall Semester, you will receive a 100 percent refund.

#### Spring Semester

If you drop from one or all of your classes by 11:59 p.m. the third Tuesday after the first day of the Spring Semester, you will receive a 100 percent refund.

#### Summer Session

If you drop from one or all of your classes by 11:59 p.m. the second Tuesday after the first day of the Summer Session, you will receive a 100 percent refund.

Should a class be cancelled, students will receive a full refund for the class.

### REFUNDS for DROPS from SHORT-TERM COURSES

Students who withdraw from short-term courses (less than 15 weeks in length) will, **on dropping the course(s) in MyNIC**, receive refunds as follows:

1. If withdrawal is made within five days of the class starting 100 percent will be refunded.
2. No refund will be allowed after the fifth day.

Should a class be cancelled, students will receive a full refund for the class.

### 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 involuntarily to active duty, they will be administratively dropped with a grade of W 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 Veterans Coordinator who will initiate the administrative withdrawal from classes and the refund process.

### TUITION PAYMENT PLAN

North Idaho College provides a tuition payment plan option through Advanced Education Services, Inc. (AES), a nationally-recognized provider of education payment services. AES can be reached by calling their toll free number at (800) 3551-2773, Ext.15. The Interest-Free Monthly Payment Option allows for tuition and other expenses to be divided into three or four monthly payments, spread over the semester.

There is a \$50 semester enrollment fee (non-refundable, only available during the fall and spring semesters). The payment plan option is not a loan, so anyone is eligible to participate.

Automatic monthly deductions from checking, savings, or credit card are available. A 3 percent convenience fee will be charged to each credit card payment.



# Academic and Registration Info

**North Idaho College 2014-2015**



## REGISTRATION

Registration is the official process of enrolling in classes. NIC is on a 16-week Fall/Spring Semester, followed by a Summer Session. The student calendar on pages 4-7 of this catalog has information regarding application and registration dates. Registration information is available at [www.nic.edu](http://www.nic.edu).

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

Students register by assigned start times through their MyNIC account. Appointment times for continuing students are determined by the number of credits completed.

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

## MyNIC: STUDENT INFORMATION on the WEB

MyNIC is the college's online student information portal where students will receive the majority of their official college communications. By logging onto MyNIC, students can access their class schedules, unofficial transcripts, admissions and financial aid information, the name of their advisor, assessment scores, forms, and important announcements. MyNIC is used by students to determine class availability, register for courses, and pay tuition and fees.

After being admitted, students will receive MyNIC access information.

To log in to MyNIC:

1. Go to [www.nic.edu](http://www.nic.edu) and click "MyNIC."
2. Click on the orange "New Students and Employees Start Here" button.
3. Follow the instructions for how to log in.

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

## PAYMENT of TUITION and FEES

Tuition and fees are set annually by the Board of Trustees.

Students from Idaho who reside outside of Kootenai County are required to file a Certificate of Residency with their home county auditor's office to avoid being charged out-of-district rates (see page 21).

## COURSE SCHEDULE CHANGES (ADD/DROP)

The add/drop period allows students to add classes on a space-available basis or drop classes without transcript notation. The add/drop period is the first week of Fall and Spring Semesters and the first two days of Summer Session. Students can make schedule changes online or through the Registrar's Office in Lee-Kildow Hall. If the class is a late-start class, it may be added on MyNIC after the add/drop period ends. For all late-start classes, drops with no grade must be processed prior to the second calendar day.

## DROP WITH A GRADE OF W from INDIVIDUAL COURSES

To drop with a grade of W from a course, a student must log-in to their MyNIC account and drop the course. Final dates for drops with a grade of W are published on the college calendar located on pages 4-7. After the final drop with a grade of W date, students may not drop from a class regardless of their academic status. A student who drops with a grade of W officially from a course by the last day for drops with a grade of W will have a grade of W recorded on the student's transcript.

Drops with a grade of W 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 a drop with a grade of W from a course that consists of eight sessions would be on the date of the fourth session. Drops with a grade of W from summer session are permitted through the first day of the sixth week.

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

Open enrollment courses that are dropped anytime after the add/drop week will receive a grade of W even if the course was added after the add/drop week.

## DROP WITH A GRADE OF W from ALL NIC COURSES

To drop all courses with a grade of W, a student must log-in to their MyNIC account and drop all of their courses. Students may not drop with a grade of W from college after the published drop with a grade of W dates for that semester except for compelling and extraordinary reasons. In such circumstances, a student must petition the Admissions and Academic Standards Committee for a late drop with a grade of W using the form available in the Registrar's Office. Information on refunds of tuition and fees following a drop from all courses is on page 30.

## INDEPENDENT STUDIES

Independent study courses are available in most academic disciplines and are designated by the course number 299. Course content, learning, and evaluative criteria are developed primarily by the student with the guidance from an instructor. Independent studies may include a reading or a project and must be approved by the instructor, appropriate division chair, and vice president for instruction. These courses are open to students with a 3.0 GPA and have completed 30 semester credits.

Students may take no more than three credits per semester of independent study or six credits per year. Credits earned may not be used to fulfill associate's degree core requirements. Students may register for independent study classes during the first two weeks of the semester or the first week of summer session. Forms and information are available in the Registrar's Office.



## DIRECTED STUDIES

Directed study courses are identical to courses outlined in the catalog. A student must demonstrate the course is required for graduation or program purposes and that taking the course through directed study is the only option available to them. Directed study courses must be approved by the instructor, appropriate division chair, and vice president for instruction. Students may register for directed study classes during the first two weeks of the semester or the first week 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. Students who change their name or address should update their information through their MyNIC account or notify the Registrar's Office.

## GRADING POLICIES

### Grading Procedures

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

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

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

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

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

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

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

### Academic Appeals/Instructional Petitions

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

instructional matters, the student should:

#### STEP 1:

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

#### STEP 2 A: Admissions and Academic Standards Committee

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

#### STEP 2 B: Office of the Vice President for Instruction

- Unresolved concerns about an instructor or change of grade requests are processed by the Office of the Vice President for Instruction. **Requests for grade changes must occur within 30 days of the start of the next term.**
- Students may also appeal decisions rendered by the Admissions and Academic Standards Committee or any academic sanctions imposed as a result of violation of academic integrity (**appeal process for academic sanctions is detailed in the Student Code of Conduct and NIC Policy 5.06.01 and takes precedent over any process outlined herein**).

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

The Statement of Appeal must contain the following information:

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

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

After all the steps to voice a complaint with North Idaho College are exhausted, students have the right to forward their complaint to the State Board of Education. The Idaho State Board of Education Policy in Section III, Subsection P. 18, addresses this process. This policy can be viewed at [http://www.boardofed.idaho.gov/policies/documents/policies/iii/iiep\\_students\\_0610.pdf](http://www.boardofed.idaho.gov/policies/documents/policies/iii/iiep_students_0610.pdf).

## Audit

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

## Incompletes

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

All incomplete grades must be removed within six weeks after the first class day of the following term, excluding the summer session. If the incomplete is not removed by that date, the grade reverts to the grade indicated by the instructor's written statement authorizing the incomplete. Incompletes may affect financial aid eligibility and will prevent certificates or degrees from being awarded.

## Repeating a Course

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

## Dean's List (Honor Roll)

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

## Academic Renewal

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

for graduation.

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

1. At the time the petition is filed, a minimum of five years will have elapsed since the most recent course work to be disregarded was completed.
2. Before the petition may be filed, the student must complete at least 30 semester hours of course work at North Idaho College with a minimum cumulative grade point average of 2.50. These courses must be completed following the disregarded semester(s).
3. Renewal will not be granted for individual courses within a term.
4. Students holding an associate's or bachelor's degree are not eligible for academic renewal.

The student may have a maximum of two consecutive semesters (Summer Session excluded, unless it is one of the two disregarded 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.

Since this is already a policy of exception, no exceptions will be made to the aforesaid conditions. Students should be aware that this policy **might not be accepted** at transfer institutions.

## ACADEMIC PROBATION, SUSPENSION, and DISQUALIFICATION

This policy applies to any student carrying credit hours at the end of the add/drop period of any term.

### Policy for Students Under 26 Credits

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

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

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

## Policy for Students With 26 Credits or More

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

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

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

## CREDIT INFORMATION

### Definition of Credit

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

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

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

### Credit Enrollment Limits

Registering for an excessive number of credits may result in marginal performance. Students enrolling for more than 18 credits are required to get authorization from Advising Services. Students taking more than seven credits during the summer are required to get authorization from Advising Services.

## STUDENT CLASSIFICATION

### Full-Time Classification

A student must register for a minimum of 12 credits each semester to be classified as a full-time student; however, in most programs a student must earn at least 16 credits per semester to graduate in four semesters.

### Freshman and Sophomore Classification

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

## Course Numbering System

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

## CREDIT by EXAMINATION

### Challenge for Credit

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

### Foreign Language Placement

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

### CLEP Examination

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

### Advanced Placement Examination

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

## GRADUATION

Students may graduate at the end of any term. The commencement ceremony is held once each year in May. Students eligible to participate in commencement are graduates from the previous fall or students who plan to graduate in the current spring or summer.



A student must submit an Application for Graduation with the Registrar's Office whether or not they plan to participate in commencement. Suggested application dates for graduation are **Nov. 1** for Spring Semester, **April 1** for Summer Session, or **May 1** for Fall Semester. Applications filed after the suggested dates will be accepted. However, early filing enables the Registrar's Office to evaluate a student's transcript and determine any course deficiencies in the program of study prior to the student's final semester of enrollment. A diploma will not be issued if a student has not fulfilled all financial obligations to the college.

### Final Credits Earned and Exceptions

Candidates for an associate's degree or certificate of completion must earn a minimum of 12 credits toward the degree or certificate at North Idaho College. In cases where the certificate requires fewer than 12 credits, a minimum of six credits must be completed at North Idaho College. A student may petition the Admissions and Academic Standards Committee for a waiver in exceptional cases involving specific course or residence requirements for graduation.

### Catalog Issue

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

### Credit Limitations

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

### Physical Education Requirement

All A.A. and A.S. degrees require two credits of physical education unless excused for cause. These requirements are met by completing two semesters of P.E. activity or dance class that awards a letter grade – P.E. classes designated for senior citizens do not meet this requirement. Participants in intercollegiate athletics may receive one credit per semester per sport.

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

## TRANSCRIPTS

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

### Requests for Transcripts

NIC academic transcripts are permanent records and are maintained forever. Transcript requests must be made in writing and can be submitted by mail, fax at (208) 769-5976, or in person to the Registrar's Office. Request forms and additional information are available through the Registrar's Office website at [www.nic.edu/registrar](http://www.nic.edu/registrar). Federal regulations require that the request be signed by the student to authorize release of the transcript. The request should include the student's full name, maiden name if applicable, approximate last date of attendance, student identification number, student's current address and phone number, address(es) where the transcript(s) should be mailed, and the student's signature. Payment must accompany each request. Official copies are \$5 each or \$10 if needed in 24 hours or less. Transcripts will not be released if the student has not fulfilled all financial obligations to the college. Transcript production time is usually 3-5 working days during term. Please allow up to 10 working days at the completion of each term.

### Transcripts from Other Schools

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

## STUDENT RIGHTS and RESPONSIBILITIES

### Attendance

Students are responsible for attending the courses in which they are enrolled. Failure to attend during the first two weeks of a full-semester course or first week of short-term or summer courses will result in a drop for non-attendance. If necessary, student's financial aid awards and veteran's benefits will be adjusted if they are dropped for non-attendance.

### Conduct

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









**Workforce Training & Community Education**

**North Idaho College 2014-2015**

## **WORKFORCE TRAINING and COMMUNITY EDUCATION**

NIC's Workforce Training Center, located in the Riverbend Commerce Park in Post Falls, offers a wide variety of credit-free classes for career development and personal interest. Classes are open to the public, generally without pre-admission, academic, or residential requirements. The Workforce Training Center's catalog of classes is published each fall, spring, and summer and is mailed to Kootenai County residents. Class information and registration is available in the catalog and online at [www.workforcetraining.nic.edu](http://www.workforcetraining.nic.edu). The catalog is also available at the NIC campus, in libraries, and other locations throughout the community. For a copy of the catalog or more information, call the Workforce Training Center at (208) 769-3333. The Workforce Training Center is a self-sustaining entity of North Idaho College so that class expenses are supported by registration fees.

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

Workforce Development offers open enrollment career or job-related classes in a variety of subject areas to enhance skills for employment. Classes are generally short term, credit-free, conveniently scheduled, and do not require lengthy preparation.

New classes begin weekly, all year. Easy registration is usually without transcript, grade, academic, or residential requirements. Classes are offered in instructor-led classrooms or online. Instructors are experts in their fields with hands-on, practical information.

Workforce Development offers classes in health professions and emergency services; business and enterprise; computers and technology; and industry and trades, including apprenticeship instruction in electrical, plumbing, and heating, ventilation, and air conditioning. Specialized industry-specific training programs are offered in Certified Nursing Assistant (CNA), Commercial Truck Driver, Emergency Medical Technician, Esthetician, Fire Fighter 1 Academy, Nail Technician, and Welding Certification. These courses, and more, have been approved for veteran's benefits.

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

Community Education offers personal interest courses in response to community interests and needs. Students may cultivate a hobby, develop a skill, and enjoy group activities in the pursuit of lifelong learning. Courses are designed to be practical, affordable, enjoyable, and sensitive to the time constraints of today's busy world.

Community Education classes are offered in such categories as arts, crafts, healthy living, home and garden, language, money management, music, recreation, and test preparation. A growing number of classes are available online to accommodate students who wish to enjoy the convenience of learning at home.

### **Customized Training (208) 769-7732**

Customized Training specializes in assessing, developing, and delivering industry and company specific training to employees at the request of an organization. Customized training works directly with the organization to clearly identify and deliver convenient, affordable, and high quality training solutions for increased knowledge, performance, and productivity.

Customized Training is the regional leader responding to the training needs of business and industry for the incumbent worker. For more information, contact the Workforce Development Center.

### **Idaho Small Business Development Center (208) 665-5085**

The Idaho Small Business Development Center (SBDC) exists to help businesses in Idaho thrive and grow. The Idaho SBDC assists businesses to improve their profit, margin, sales, cash flow, management, productivity, and exporting by providing:

- No cost business coaching.
- Business training.
- Business resources.

Businesses that receive coaching and training assistance from Idaho SBDC grow on the average 700 percent faster than typical businesses in Idaho. The Idaho SBDC serves businesses in manufacturing, wholesale, service, and retail industries. The Idaho SBDC coaches leverage extensive business experience to provide business/leadership coaching to business owners. Business coaching covers most functional areas including strategy development, marketing and sales, financial management, operations, management, and exporting.

Idaho SBDC also provides workshops designed to equip business owners and leaders to become more effective leaders. The Idaho SBDC serves as the focal point for linking together the federal, state, and local resources.

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

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

The staff works with each person to develop individual employment and training plans aligned with occupations that support key sectors of the economy. Low income adults looking to begin a career or retrain for a new career, including those already enrolled in school, may qualify for services.

## CONTINUING EDUCATION UNIT

The Continuing Education Unit (CEU) is a nationally recognized measure of participation in an approved non-credit continuing education program. One Continuing Education Unit (1.0) is defined as 10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

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



# Program Offerings



**North Idaho College 2014-2015**



## INFORMATION ABOUT TRANSFERRING

General studies opportunities are possible in multiple areas of emphasis that can provide the first half of a bachelor's degree at nearly all transfer institutions. This catalog offers an education planning guide for each area of emphasis that lists some of the courses commonly required at regional transfer institutions. These 100- and 200-level courses are often referred to as lower division requirements. Upper division requirements are 300- and 400-level courses that must be completed at the transfer institution.

An efficient education plan for transferring credits from NIC and completing bachelor's degree requirements at other colleges or universities involves three groups of courses:

- General Education Courses
- Area of Emphasis (or Major) Courses
- Transfer Specific Courses

Sometimes courses in one group may also fulfill requirements in another group. NIC advisors will help you to combine courses from each group to design a personal education plan. Consultation with the intended transfer institution should always be part of this design process.

### General Education Courses

These are courses required for completion of an NIC associate's degree and for fulfilling the general education requirements at other institutions. General requirements are defined in the description of the Associate of Arts degree and the Associate of Science degree on pages 50-53. Choosing between the A.S. or the A.A. degree involves deciding which degree best coincides with your Area of Emphasis courses and Transfer Specific courses. Most area transfer institutions have agreed to accept either degree in automatically fulfilling their general education requirements. In the absence of the A.S. or A.A. degrees, transfer institutions will determine the completion of their general education requirements through an evaluation of your transcript to verify whether your completed courses individually fulfill each specific requirement.

### Area of Emphasis Courses

These discipline-specific courses fulfill the lower division requirements of your intended major at most regional transfer institutions.

### Transfer Specific Courses

These are additional lower division courses that may be required specifically by your intended transfer institution and are selected in consultation with that institution.

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**PROFESSIONAL-TECHNICAL AND OCCUPATIONAL PROGRAM OPTIONS**

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

**Technical Certificate of Completion**

Students may qualify for a Technical Certificate of Completion by completing a professional-technical program with an earned overall grade point average of at least 2.00 (C). A grade of C- or better is also required for each specific course listed within the program outline. This certificate is awarded for professional-technical programs that do not meet the criteria for other professional-technical certificates and consist of seven semester credits or less.

**Postsecondary Technical Certificate**

Students may qualify for a Postsecondary Technical Certificate by completing a professional-technical program with an earned overall grade point average of at least 2.00 (C). A grade of C- or better is also required for each specific course listed within the program outline. This certificate is awarded for completion of requirements in an approved professional-technical programs of instruction of at least eight semester credit hours and mastery of specific competencies drawn from requirements of business/industry.

**Technical Certificate**

Students may qualify for a Technical Certificate by completing a professional-technical program with an earned overall grade point average of at least 2.00 (C). A grade of C- or better is also required for each specific course listed within the program outline. This certificate is a credential awarded for the completion of requirements entailing at least 27 semester credit hours and less than one year of full-time work and includes mastery of specific competencies drawn from requirements of business/industry.

**Advanced Technical Certificate**

Students may qualify for an Advanced Technical Certificate by completing a professional-technical program with an earned overall grade point average of at least 2.00 (C). A grade of C- or better is also required for each specific course listed within the program outline. This certificate is a credential awarded after completion of technical and technical support requirements entailing more than one academic year, a minimum of 52 semester credit hours, and mastery of specific competencies from business/industry.

**Associate of Applied Science Degree**

Students may qualify for an Associate of Applied Science degree by completing a professional-technical program with an earned

overall grade point average of at least 2.00 (C). A grade of C- or better is also required for each specific course listed within the program outline. Some courses may not be transferable to other institutions and some programs may require electives that fulfill general education requirements.

Requirements are listed on page 54. Students should consult with an advisor when setting up their program of study. This degree is a credential awarded for completion of requirements entailing at least two but less than four years of full-time professional-technical study with a minimum of 60 semester credits (includes a minimum of 15 general education credits) and includes mastery of specific competencies drawn from requirements of business/industry. The A.A.S. degree has specific requirements in individual technical fields. An Associate of Applied Science degree for apprenticeship may be available at NIC for students who successfully complete four years (8,000 hours) of U.S. Bureau of Apprenticeship and Training (BAT) requirements. For information, call the NIC Admissions Office at (208) 769-3311.

**Limited and Selective Enrollment Program Entry**

Certain professional-technical programs have limited capacity and/or additional admission requirements (see page 19, Programs with Special Admission Requirements). Prospective students who do not meet the initial eligibility requirements for a limited-enrollment program will need to take selected courses to receive necessary skill-building prior to entering the program. Because of the variety of options and course requirements within each professional-technical program, new students should consult with an advisor to formulate a customized plan prior to registration. Students who are placed on a waitlist for a limited enrollment program may also wish to pursue this option. Call (208) 769-3448 for information and to make an appointment with a professional-technical advisor.

**Hands-on Training**

Professional-technical and occupational programs provide hands-on training in specialized skills that are designed to connect with immediate employment opportunities. This training is accomplished through experiential learning in labs and shops, and through additional supervised internships at selected job sites or co-op opportunities. Each program has its own curricula for ensuring that students receive hands-on training and work-related experience to be employable in their field of study. Refer to the program and course descriptions for more information about the type of hands-on training provided for each professional-technical program. Those wishing additional information or to tour the facilities may contact Professional-Technical Student Support Services at (208) 769-3448.

**PROFESSIONAL-TECHNICAL/ OCCUPATIONAL PROGRAM OPTIONS**

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<sup>1</sup> **Selective Program:** Admission process and requirements are explained on the appropriate page number or see admissions requirements on page 19.

<sup>2</sup> **Limited Enrollment Program:** Early application is encouraged. See admissions requirements on page 19.

**GENERAL EDUCATION for DEGREE-SEEKING STUDENTS**

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

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

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

**1. Critical/Creative Thinking and Problem Solving:**

The student will demonstrate the ability to analyze and evaluate information and arguments, and construct a well-supported argument. The student will select or design appropriate frameworks and strategies to solve problems in multiple contexts individually and collaboratively.

**2. Communication:**

The student will recognize, send, and respond to communications for varied audiences and purposes by the use of reading, writing, speaking, and listening.

**3. Mathematical, Scientific, and Symbolic Reasoning:**

The student will demonstrate the ability to apply mathematical and scientific reasoning to investigate and solve problems.

**4. Historical, Cultural, Environmental, and Global Awareness:**

The student will demonstrate the ability to think globally and inclusively with a basic understanding of key ideas, achievements, issues, diverse cultural views, and events as they pertain locally, nationally, and globally.

**5. Aesthetic Response:**

The student will demonstrate the ability to recognize the elements of design, the unifying element, context, purpose, and effect of craftsmanship and artistic creations.

**6. Social Responsibility/Citizenship:**

The student will demonstrate awareness of the relationships that exist between an individual and social groups, private/public institutions, and/or the environment, the nature of these relationships, the rights and 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.





# Degree Requirements



**North Idaho College 2014-2015**

**GENERAL EDUCATION CORE REQUIREMENTS**

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

1. Complete a minimum of 64 semester credits of 100- and 200-level courses with a grade point average of 2.00 (C) or better in all work attempted, **and**
  2. Satisfy distribution requirements listed below with a grade of C- or better in each course.
- \* Courses that are listed in more than one area may be used to fulfill only one requirement.

**ARTS AND HUMANITIES**

**Expected General Education Learning Outcomes:**

Aesthetic Response, Critical Thinking, and Valuing/Ethical Reasoning.

Complete one course in each group: (6 credits)

**Group 1**

___ ART	100	Survey of Art	3
___ ART	101	History of Western Art I	3
___ ART	102	History of Western Art II	3
___ CINA	126	Film and International Culture	3
___ HUMS	101	Montage: Intro to the Humanities *	3
___ HUMS	126	Film and International Culture	3
___ MUSH	101	Survey of Music	3
___ MUSH	140	Intro to Music Literature	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	271	Introduction to Shakespeare	3
___ ENGL	277	Survey of American Literature	3
___ ENGL	278	Survey of American Literature	3
___ HUMS	101	Montage: Intro. to the Humanities*	3
___ PHIL	101	Intro to Philosophy	3
___ PHIL	103	Ethics	3

**COMMUNICATION**

**Expected General Education Learning Outcomes:**

Communication, Critical Thinking, and Information Literacy.

Complete this course: (3 credits)

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

**Expected General Education Learning Outcome:**

Information Literacy, and/or Mathematical, Scientific, and Symbolic Reasoning.

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

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

___ CS	211	Languages of Computer Science: C++	3
___ CS	212	Languages of Computer Science: WWW3	
___ CS	213	Languages of Computer Science: Java	3
___ CS	228	Intro to UNIX	2

**CRITICAL THINKING**

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

Complete this course: (3 credits)

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

**Expected General Education Learning Outcomes:**

Historical, Cultural Environmental, and Global Awareness; and/or Valuing/Ethical Reasoning, Communication, and Critical Thinking.

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

___ AIST	101	Intro to American Indian Studies	3
___ AIST	225	Native People of North America	3
___ AIST	240	American Indian History	3
___ AIST	285	American Indian Literature	3
___ ANTH	225	Native People of North America	3
___ ASL	201	Intermediate American Sign Language I	4
___ ASL	202	Intermediate American Sign Language II	4
___ CDA	201	Interm. Coeur d'Alene Language	4
___ COMM	220	Intro to Intercultural Communication	3
___ ENGL	285	American Indian Literature	3
___ ENGL	295	Contemp. U.S. Multicultural Literature	3
___ FLAN	207	Contemp. World Cultures	3
___ FREN	201	Intermediate French I	4
___ FREN	202	Intermediate French II	4
___ GERM	201	Intermediate German I	4
___ GERM	202	Intermediate German II	4
___ HIST	131	Latin American History *	3
___ HIST	141	History of Africa *	3
___ HIST	181	East Asian History and Civilization *	3
___ HIST	240	American Indian History *	3
___ HUMS	200	Interdisciplinary Seminar	3
___ INTR	200	Interdisciplinary Seminar	3
___ MUSH	127	Survey of American Popular Music	3
___ MUSH	163	Survey of World Music	3
___ PHIL	111	World Religions	3
___ SOC	103	Cultural Diversity *	3
___ SOC	251	Race and Ethnic Relations *	3
___ SPAN	201	Intermediate Spanish I	4
___ SPAN	202	Intermediate Spanish II	4

**ENGLISH COMPOSITION**

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

Complete these two courses: (6 credits)

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

**GENERAL EDUCATION CORE REQUIREMENTS**

**LABORATORY SCIENCE**

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

Complete two courses from the following: (8 credits)

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

\* NOTE: BIOL-100, BIOL-115, and BIOL-175 cannot be used in combination to meet the Lab Science requirements. See the course descriptions.

**MATHEMATICS**

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

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

___	BUSA	271	Statistical Inference & Decision Analysis	4
___	MATH	123	Contemporary Mathematics	3
___	MATH	130	Finite Mathematics	4
___	MATH	143	College Algebra	3
___	MATH	144	Analytic Trigonometry	2
___	MATH	147	Pre-Calculus	5
___	MATH	160	Survey of Calculus	4
___	MATH	170	Analytic Geometry and Calculus I	4
___	MATH	175	Analytic Geometry and Calculus II	4
___	MATH	187	Discrete Math	4
___	MATH	253	Principles of Applied Statistics	3
___	MATH	275	Analytic Geometry and Calculus III	4

**PHYSICAL EDUCATION AND DANCE**

**Expected General Education Learning Outcome:** Wellness.

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

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**SOCIAL SCIENCE**

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

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

**Group 1**

___	ANTH	102	Social and Cultural Anthropology	3
___	PHIL	205	Political and Social Philosophy	3
___	PSYC	101	Introduction to Psychology	3
___	SOC	101	Introduction to Sociology	3

**Group 2**

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

**Group 3**

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

**Group 4**

___	AIST	240	American Indian History	3
___	ANTH	101	Intro to Physical Anthropology	3
___	ANTH	230	Intro to Arch & World Prehistory	3
___	CHD	134	Infancy through Middle Childhood	3
___	HIST	131	Latin American History *	3
___	HIST	141	History of Africa *	3
___	HIST	181	East Asian History and Civilization *	3
___	HIST	240	American Indian History *	3
___	POLS	237	International Politics and Problems	3
___	POLS	275	State & Local Government	3
___	PSYC	205	Developmental Psychology	3
___	SOC	102	Social Problems	3
___	SOC	103	Cultural Diversity *	3
___	SOC	220	Marriage and Family	3
___	SOC	251	Race and Ethnic Relations *	3

**GENERAL EDUCATION CORE REQUIREMENTS**

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

1. Complete a minimum of 64 semester credits of 100- and 200-level courses with a grade point average of 2.00 (C) or better in all work attempted: **and**,
  2. Satisfy distribution requirements listed below with a grade of C- or better in each course.
- \* Courses that are listed in more than one area may be used to fulfill only one requirement.

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

Complete 15 credits from the following two lists of courses.

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

___ AIST	101	Intro to American Indian Studies	3
___ AIST	225	Native People of North America	3
___ AIST	240	American Indian History	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 to 1500	3
___ HIST	102	History of Civilization since 1500	3
___ HIST	111	U.S. History: Discovery-Reconstruction	3
___ HIST	112	U.S. History: Gilded Age-The Present	3
___ HIST	131	Latin American History	3
___ HIST	141	History of Africa	3
___ HIST	181	East Asian History and Civilization	3
___ HIST	240	American Indian History	3
___ PHIL	205	Political and Social Philosophy *	3
___ POLS	101	American National Government	3
___ POLS	105	Introduction to Political Science	3
___ POLS	237	International Politics and Problems	3
___ POLS	275	State and Local Government	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 two different disciplines:**

___ AIST	285	American Indian Literature	3
___ 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	271	Introduction to Shakespeare	3
___ ENGL	277	Survey of American Literature	3
___ ENGL	278	Survey of American Literature	3
___ ENGL	285	American Indian Literature	3
___ ENGL	295	Contemp. U.S. Multicultural Literature	3
___ FLAN	207	Contemporary World Culture	3
___ HUMS	101	Montage: Intro to the Humanities	3
___ HUMS	126	Film and International Culture	3
___ HUMS	200	Interdisciplinary Seminar	3
___ INTR	200	Interdisciplinary Seminar	3
___ MUSH	101	Survey of Music	3
___ MUSH	127	Survey of American Popular Music	3
___ MUSH	140	Introduction to Music Literature	3
___ MUSH	163	Survey of World Music	3
___ PHIL	101	Introduction to Philosophy	3
___ PHIL	103	Ethics	3
___ PHIL	201	Logic and Critical Thinking	3
___ PHIL	111	World Religions	3
___ PHIL	205	Political and Social Philosophy *	3
___ THEA	101	Introduction to the Theatre	3

**All foreign languages are one Arts and Humanities discipline.**

___ ASL	201	Intermediate American Sign Language I	4
___ ASL	202	Intermediate American Sign Language II	4
___ CDA	201	Interm. Coeur d'Alene Language	4
___ FREN	201	Intermediate French I	4
___ FREN	202	Intermediate French II	4
___ GERM	201	Intermediate German I	4
___ GERM	202	Intermediate German II	4
___ SPAN	201	Intermediate Spanish I	4
___ SPAN	202	Intermediate Spanish II	4

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

Complete this course: (3 credits)

___ COMM	101	Intro to Speech Communication	3
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**ENGLISH COMPOSITION**  
**Expected General Education Learning Outcomes:**  
 Communication, Critical Thinking, and Information Literacy.

Complete these two courses: (6 credits)

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



## GENERAL EDUCATION CORE REQUIREMENTS

### LABORATORY SCIENCE

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

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

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

\* **NOTE:** BIOL-100, BIOL-115, and BIOL-175 cannot be used in combination to meet Lab Science requirements. See the course descriptions.

### MATHEMATICS

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

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

___	BUSA	271	Statistical Inference & Decision Analysis	4
___	MATH	123	Contemporary Mathematics	3
___	MATH	130	Finite Mathematics	4
___	MATH	143	College Algebra	3
___	MATH	144	Analytic Trigonometry	2
___	MATH	147	Pre-Calculus	5
___	MATH	160	Survey of Calculus	4
___	MATH	170	Analytic Geometry & Calculus I	4
___	MATH	175	Analytic Geometry & Calculus II	4
___	MATH	187	Discrete Mathematics	4
___	MATH	253	Principles of Applied Statistics	3
___	MATH	275	Analytic Geometry & Calculus III	4

### PHYSICAL EDUCATION AND DANCE

**Expected General Education Learning Outcome:** Wellness.

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

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**GENERAL EDUCATION CORE REQUIREMENTS**

The **Associate of Applied Science** 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's 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; **and**
2. Complete a minimum of 15 credits of general education coursework selected from the core listed below; **and**
3. Satisfy all core and program requirements with a grade of C- or better in each course. Candidates should reference their program guideline for a full list of requirements for graduation.

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

**ENGLISH COMPOSITION**  
**Expected General Education Learning Outcomes:** Communication, Critical Thinking, and Information Literacy.

Complete the following for a minimum of 6 credits.

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

\_\_\_ ENGL 101 English Composition 3

Complete one of the following courses:

\_\_\_ ENGL 102 English Composition 3

\_\_\_ ENGL 202 Technical Writing 3

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

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

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

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

\_\_\_ MATH 123 Contemporary Mathematics 3

\_\_\_ MATH 130 Finite Mathematics 4

\_\_\_ MATH 143 College Algebra 3

\_\_\_ MATH 144 Analytic Trigonometry 2

\_\_\_ MATH 147 Pre-Calculus 5

\_\_\_ MATH 160 Survey of Calculus 4

\_\_\_ MATH 170 Analytic Geometry & Calculus I 4

\_\_\_ MATH 175 Analytic Geometry & Calculus II 4

\_\_\_ MATH 187 Discrete Math 4

\_\_\_ MATH 253 Principles of Applied Statistics 3

\_\_\_ MATH 275 Analytic Geometry & Calculus III 4

**SOCIAL SCIENCE/HUMAN RELATIONS/INTERPERSONAL COMMUNICATIONS**

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

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

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

\_\_\_ AIST 225 Native People of North America 3

\_\_\_ AIST 240 American Indian History 3

\_\_\_ AIST 285 American Indian Literature 3

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

\_\_\_ ANTH 102 Intro to Social & Cultural Anthropology 3

\_\_\_ ANTH 225 Native People of North America 3

\_\_\_ ANTH 230 Intro to Arch & World Prehistory 3

\_\_\_ ART 100 Survey of Art 3

\_\_\_ ART 101 History of Western Art I 3

\_\_\_ ART 102 History of Western Art II 3

\_\_\_ ASL 201 American Sign Language I 4

\_\_\_ ASL 202 American Sign Language II 4

\_\_\_ BUSA 101 Intro to Business 3

\_\_\_ BUSA 211 Principles of Management 3

\_\_\_ CDA 201 Interm. Coeur d'Alene Language 4

\_\_\_ COMM 233 Interpersonal Communication 3

\_\_\_ ECON 201 Principles of Economics (Macro) 3

\_\_\_ ECON 202 Principles of Economics (Micro) 3

\_\_\_ ENGL 175 Introduction to Literature 3

\_\_\_ ENGL 257 Literature of Western Civilization 3

\_\_\_ ENGL 258 Literature of Western Civilization 3

\_\_\_ ENGL 267 Survey of English Literature 3

\_\_\_ ENGL 268 Survey of English Literature 3

\_\_\_ ENGL 271 Introduction to Shakespeare 3

\_\_\_ ENGL 277 Survey of American Literature 3

\_\_\_ ENGL 278 Survey of American Literature 3

\_\_\_ ENGL 285 American Indian Literature 3

\_\_\_ FREN 201 Intermediate French I 4

\_\_\_ FREN 202 Intermediate French II 4

\_\_\_ GERM 201 Intermediate German I 4

\_\_\_ GERM 202 Intermediate German II 4

\_\_\_ HIST 101 History of Civilization to 1500 3

\_\_\_ HIST 102 History of Civilization Since 1500 3

\_\_\_ HIST 111 U.S. History: Discovery-Reconstruction 3

\_\_\_ HIST 112 U.S. History: Gilded Age-Present 3

\_\_\_ HIST 131 Latin American History 3

\_\_\_ HIST 141 History of Africa 3

\_\_\_ HIST 181 East Asian History and Civilization 3

\_\_\_ HIST 240 American Indian History 3

\_\_\_ HUMS 101 Montage: Intro to the Humanities 3

\_\_\_ HUMS 200 Interdisciplinary Seminar 3

\_\_\_ HSS 101 Introduction to Human Services 3

\_\_\_ INTR 200 Interdisciplinary Seminar 3

\_\_\_ MUSH 101 Survey of Music 3

## GENERAL EDUCATION CORE REQUIREMENTS

___	MUSH	127	Survey of American Popular Music	3	___	GEOG	100	Physical Geography	4
___	MUSH	140	Introduction to Music Literature	3	___	GEOL	101	Physical Geology	4
___	MUSH	163	Survey of World Music	3	___	GEOL	102	Historical Geology	4
___	PHIL	101	Introduction to Philosophy	3	___	GEOL	123	Geology of Idaho & the Pacific NW	4
___	PHIL	103	Ethics	3	___	PHYS	101	Fundamentals of Physical Science	4
___	PHIL	111	World Religions	3	___	PHYS	103	Elementary Astronomy & Lab	4
___	PHIL	201	Logic and Critical Thinking	3	___	PHYS	111	General Physics I & Lab	4
___	PHIL	205	Political and Social Philosophy	3	___	PHYS	112	General Physics II & Lab	4
___	POLS	101	American National Government	3	___	PHYS	211	Engineering Physics I & Lab	5
___	POLS	105	Introduction to Political Science	3	___	PHYS	212	Engineering Physics II & Lab	5
___	POLS	237	International Politics and Problems	3					
___	POLS	275	State and Local Government	3					
___	PSYC	101	Introduction to Psychology	3					
___	PSYC	205	Developmental Psychology	3					
___	PSYC	211	Abnormal Psychology	3					
___	SOC	101	Introduction to Sociology	3					
___	SOC	102	Social Problems	3					
___	SOC	103	Cultural Diversity	3					
___	SOC	220	Marriage and Family	3					
___	SOC	251	Race & Ethnic Relations	3					
___	SOWK	240	Introduction to Social Work	3					
___	SPAN	201	Intermediate Spanish I	4					
___	SPAN	202	Intermediate Spanish II	4					
___	THEA	101	Introduction to the Theatre	3					

\* **NOTE:** BIOL-100, BIOL-115, and BIOL-175 cannot be used in combination to meet the Lab Science requirements. See the course descriptions.

## PROFESSIONAL-TECHNICAL REQUIREMENTS

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

### NATURAL SCIENCES

#### Expected General Education Learning Outcomes:

Mathematical, Scientific, and Symbolic Reasoning; and Critical Thinking.

In addition to the above requirements, a candidate may complete either one of the following courses, or additional courses from any category above, to satisfy the 15 credit hours of general education coursework.

___	BIOL	100	Fundamentals of Biology	4
___	BIOL	115	Introduction to Life Sciences	4
___	BIOL	175	Human Biology	4
___	BIOL	202	General Zoology	4
___	BIOL	203	General Botany	4
___	BIOL	205	General Soils	4
___	BIOL	221	Forest Ecology	4
___	BIOL	227	Human Anatomy & Physiology I w/ cadaver	4
___	BIOL	228	Human Anatomy & Physiology II w/ cadaver	4
___	BIOL	231	General Ecology & Lab	4
___	BIOL	241	Systematic Botany	4
___	BIOL	250	General Microbiology/Bacteriology	4
___	CHEM	100	Concepts of Chemistry I	4
___	CHEM	101	Intro to Essentials of Gen. Chemistry I	4
___	CHEM	102	Intro. to Essentials of Gen. Chemistry II	4
___	CHEM	111	Principles of Gen. College Chemistry I	5
___	CHEM	112	Principles of Gen. College Chemistry II	5
___	ENSI	119	Intro to Envir Science & Lab	4

# Student Education Plan

Name \_\_\_\_\_

Advisor \* \_\_\_\_\_

Major \_\_\_\_\_

Go to [www.nic.edu](http://www.nic.edu) and select your major from Instructional Programs located on the lower right side.

Recommended 1st Semester:	
Course	Cr
Alternative Courses:	
<b>Total</b>	

Recommended 2 <sup>nd</sup> Semester	
Course	Cr
Alternative Courses:	
<b>Total</b>	

Recommended 3 <sup>rd</sup> Semester:	
Course	Cr
Alternative Courses:	
<b>Total</b>	

Recommended 4 <sup>th</sup> Semester:	
Course	Cr
Alternative Courses:	
<b>Total</b>	

Additional Services			
<input type="checkbox"/> Advising Services	769-7821	<input type="checkbox"/> Help Desk	769-3280
<input type="checkbox"/> Career Services	769-7821	<input type="checkbox"/> Registrar's Office	769-3320
<input type="checkbox"/> Center for Educational Access	769-5947	<input type="checkbox"/> Student Accounts	769-3344
<input type="checkbox"/> Center for New Directions	769-3445	<input type="checkbox"/> Testing Center	676-7203
<input type="checkbox"/> Therapeutic Counseling	676-7156	<input type="checkbox"/> TRiO	769-5979
<input type="checkbox"/> Financial Aid	769-3368	<input type="checkbox"/> Tutoring	769-3206
<input type="checkbox"/> Writing Center	769-3394		

To find your assigned advisor, log into your MyNIC account then click on "Academic Profile" then "My Profile."









# Program Guidelines

**North Idaho College 2014-2015**



# Accounting Assistant-Bookkeeping Emphasis

## Technical Certificate

### Professional-Technical Program

The Accounting Assistant program prepares students for occupational opportunities in the field of bookkeeping including payroll clerk, accounts receivable clerk, accounts payable clerk, and full-charge bookkeeper. Bookkeeping and related fields involve the day-to-day analyzing and recording of business transactions, preparing payroll, preparing financial reports, filing state and federal forms, and analysis and decision making. Students will complete general education, general business, and accounting specific courses that will lead to a technical certificate, an advanced technical certificate, or an associate of applied science degree. Emphasis is placed on manual and computerized accounting applications, current business taxes, credit, collection, and payroll. During the final semester of the A.A.S. degree, students will participate in an accounting internship which is the capstone course for this program. The internship will include tips on job hunting, 135 hours of an off-campus internship, resume writing, interviewing skills, and occupational relations.

### Program Requirements

#### First Semester

Course No.	Title	Credits
ACCT-110	Small Business Accounting	3
or ACCT-201	Principles of Accounting	(3)
ACCT-150	10-Key Skill Building	1
CAOT-112	Keyboarding I	1
CAOT-113	Keyboarding II	1
CAOT-115	Outlook	1
CAOT-120	Word Processing/Word I	1
CAOT-130	Spreadsheets/Excel I	1
CAOT-131	Spreadsheets/Excel II	1
ENGL-101	English Composition	3
MATH-025	Elementary Algebra (or higher)	3-4
		<b>Semester Total 16-17</b>

#### Second Semester

ACCT-111	Small Business Accounting II	3
or ACCT-202	Managerial Accounting	(3)
ACCT-113	Payroll Accounting	3
ACCT-140	QuickBooks Pro	3
BUSA-101	Introduction to Business	3
CAOT-140	Database/Access I	1
CAOT-250	Office Skills Capstone	1
ENGL-272	Business Writing	3
		<b>Semester Total 17</b>
		<b>Program Total 33-34</b>

# Accounting Assistant-Bookkeeping Emphasis

## Advanced Technical Certificate

### Professional-Technical Program

The Accounting Assistant program prepares students for occupational opportunities in the field of bookkeeping including payroll clerk, accounts receivable clerk, accounts payable clerk, and full-charge bookkeeper. Bookkeeping and related fields involve the day-to-day analyzing and recording of business transactions, preparing payroll, preparing financial reports, filing state and federal forms, and analysis and decision making. Students will complete general education, general business, and accounting specific courses that will lead to a technical certificate, an advanced technical certificate, or an associate of applied science degree. Emphasis is placed on manual and computerized accounting applications, current business taxes, credit, collection, and payroll. During the final semester of the A.A.S. degree, students will participate in an accounting internship which is the capstone course for this program. The internship will include tips on job hunting, 135 hours of an off-campus internship, resume writing, interviewing skills, and occupational relations.

### Program Requirements

#### First Semester

Course No.	Title	Credits
ACCT-110	Small Business Accounting	3
or ACCT-201	Principles of Accounting	(3)
ACCT-150	10-Key Skill Building	1
CAOT-112	Keyboarding I	1
CAOT-113	Keyboarding II	1
CAOT-130	Spreadsheets/Excel I	1
CAOT-131	Spreadsheets/Excel II	1
CAOT-132	Spreadsheets/Excel III	1
ENGL-101	English Composition	3
MATH-025	Elementary Algebra (or higher)	3-4
		<b>Semester Total 15-16</b>

#### Second Semester

ACCT-111	Small Business Accounting II	3
or ACCT-202	Managerial Accounting	(3)
ACCT-113	Payroll Accounting	3
BUSA-101	Introduction to Business	3
CAOT-115	Outlook	1
CAOT-120	Word Processing/Word I	1
CAOT-121	Word Processing/Word II	1
CAOT-140	Database/Access I	1
PSYC-101	Introduction to Psychology	3
		<b>Semester Total 16</b>

#### Third Semester

ACCT-140	QuickBooks Pro	3
ACCT-244	Credit and Collections	3
ACCT-246	Current Business Taxes	3
BUSA-265	Legal Environment of Business	3
COMM-101	Introduction to Speech Communication	3
		<b>Semester Total 15</b>

#### Fourth Semester

CAOT-250	Office Skills Capstone	1
COMM-233	Interpersonal Communication	3
ENGL-272	Business Writing	3
		<b>Semester Total 7</b>
		<b>Program Total 53-54</b>

# Accounting Assistant

## Associate of Applied Science Degree

### Professional–Technical Program

The Accounting Assistant program prepares students for occupational opportunities in the field of bookkeeping including payroll clerk, accounts receivable clerk, accounts payable clerk, and full-charge bookkeeper. Bookkeeping and related fields involve the day-to-day analyzing and recording of business transactions, preparing payroll, preparing financial reports, filing state and federal forms, and analysis and decision making. Students will complete general education, general business, and accounting specific courses that will lead to a technical certificate, an advanced technical certificate, or an associate of applied science degree. Emphasis is placed on manual and computerized accounting applications, current business taxes, credit, collection, and payroll. During the final semester of the A.A.S. degree, students will participate in an accounting internship which is the capstone course for this program. The internship will include tips on job hunting, 135 hours of an off-campus internship, resume writing, interviewing skills, and occupational relations.

### Program Requirements

#### First Semester

Course No.	Title	Credits
ACCT-110	Small Business Accounting	3
or ACCT-201	Principles of Accounting	(3)
ACCT-150	10-Key Skill Building	1
BUSA-100	Introduction to Computers	3
CAOT-112	Keyboarding I	1
CAOT-113	Keyboarding II	1
CAOT-120	Word Processing/Word I	1
CAOT-130	Spreadsheets/Excel I	1
CAOT-131	Spreadsheets/Excel II	1
CAOT-132	Spreadsheets/Excel III	1
ENGL-101	English Composition <sup>1</sup>	<u>3</u>
<b>Semester Total</b>		<b>16</b>

#### Second Semester

ACCT-111	Small Business Accounting II	3
or ACCT-202	Managerial Accounting	(3)
ACCT-113	Payroll Accounting	3
BUSA-101	Introduction to Business	3
CAOT-121	Word Processing/Word II	1
COMM-101	Introduction to Speech Communication <sup>1</sup>	3
_____	A.A.S. Math Requirement <sup>2</sup>	<u>3-4</u>
<b>Semester Total</b>		<b>16-17</b>

#### Third Semester

ACCT-140	QuickBooks Pro	3
ACCT-244	Credit and Collections	3
ACCT-246	Current Business Taxes	3
CAOT-140	Database/Access I	1
ENGL-272	Business Writing	3
PSYC-101	Introduction to Psychology <sup>1</sup>	<u>3</u>
<b>Semester Total</b>		<b>16</b>

#### Fourth Semester

ACCT-248	Accounting Internship	4
BUSA-265	Legal Environment of Business	3
CAOT-115	Outlook	1
CAOT-250	Office Skills Capstone	1
COMM-233	Interpersonal Communication	3
ECON-201	Principles of Economics (macro)	<u>3</u>
<b>Semester Total</b>		<b>15</b>
<b>Program Total</b>		<b>63-64</b>

#### Notes:

- <sup>1</sup> Satisfies the A.A.S. degree general education requirement.
- <sup>2</sup> Mathematics requirement includes any math course that is MATH 123 or higher and meets the A.A.S. degree requirements listed on page 54.



# Administration of Justice

## Associate of Applied Science Degree

### Professional–Technical Program

The Administration of Justice program is an option designed for working law enforcement professionals who aspire to have, or are entering, supervisory or administrative positions. Credit will be awarded for POST coursework. This program has a selective admissions process. Contact the Coordinator for Professional-Technical Student Support Services or the Director of the NIC Basic Patrol Academy for more information.

### Program Requirements

Course No.	Title	Credits
<b>First Semester</b>		
BUSA-100	Introduction to Computers	3
ENGL-101	English Composition	3
LAWE	Law Enforcement Electives <sup>1</sup>	5
POLS-101	American National Government	3
PSYC-101	Introduction to Psychology	3
		<b>Semester Total 17</b>
<b>Second Semester</b>		
ENGL-102	English Composition	3
or COMM-101	Introduction to Speech Communication	(3)
LAWE	Law Enforcement Electives <sup>1</sup>	5
POLS-275	State and Local Government	3
SOC-101	Introduction to Sociology	3
		<b>Semester Total 14</b>
<b>Third Semester</b>		
COMM-233	Interpersonal Communication	3
or COMM-236	Small Group Communication	(3)
ENGL-202	Technical Writing	3
LAWE	Law Enforcement Electives <sup>1</sup>	5
_____	A.A.S. Math Requirement <sup>2</sup>	3-4
		<b>Semester Total 14-15</b>
<b>Fourth Semester</b>		
PHIL-103	Ethics	3
PHIL-201	Logic and Critical Thinking	3
PSYC-205	Developmental Psychology	3
or PSYC-211	Abnormal Psychology	(3)
or PSYC-223	Stress Management	(3)
_____	Sociology Electives	6
		<b>Semester Total 15</b>
		<b>Program Total 60-61</b>

**Notes:**

- <sup>1</sup> POST Academy courses may satisfy the requirement for LAWE-250-258.
- <sup>2</sup> Mathematics requirement includes any math course that is MATH 123 or higher and meets the A.A.S. degree requirement listed on page 54.
- <sup>3</sup> Credit may be given for LAWE 293 to individuals who have successfully completed the POST Basic Academy exam and have been continually employed as full-time law enforcement officers for more than six consecutive months.
- <sup>4</sup> Any foreign language course (French, German, Japanese, or Spanish) may satisfy this requirement. FLAN 106 or FLAN 207 does not satisfy this requirement.

### Law Enforcement Electives

LAWE-103	Introduction to Criminal Justice (same as CJ 103)	3
LAWE-202	Corrections in America (same as CJ 202)	3
LAWE-205	Criminal Procedure (same as CJ 205)	3
LAWE-250	Self Defense <sup>1</sup>	2
LAWE-251	Basic Police Law <sup>1</sup>	3
LAWE-252	Professional Orientation for Peace Officers <sup>1</sup>	2
LAWE-253	Police Procedures <sup>1</sup>	4
LAWE-254	Patrol Procedures <sup>1</sup>	2
LAWE-255	Field Skills for Patrol Officers <sup>1</sup>	1
LAWE-256	Investigation <sup>1</sup>	3
LAWE-257	Enforcement Skills <sup>1</sup>	2
LAWE-258	Police Physical Fitness <sup>1</sup>	1

### Sociology Electives

SOC-155	Drug Abuse: Fact, Fiction, and the Future	3
SOC-220	Marriage and Family	3
SOC-251	Race and Ethnic Relations	3
SOC-283	Death and Dying	3

# Administrative Assistant

## Associate of Applied Science Degree

### Professional–Technical Program

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

### Program Requirements

#### First Semester

Course No.	Title	Credits
CAOT-112	Keyboarding I	1
CAOT-113	Keyboarding II	1
CAOT-120	Word Processing/Word I	1
CAOT-121	Word Processing/Word II	1
CAOT-122	Word Processing/Word III	1
CAOT-130	Spreadsheets/Excel I	1
CAOT-131	Spreadsheets/Excel II	1
CAOT-132	Spreadsheets/Excel III	1
CAOT-140	Database/Access I	1
CAOT-164	Computer Fundamentals for Tech Programs	1
CAOT-183	Business Editing and Proofreading	3
_____	A.A.S. Math Requirement <sup>1</sup>	<u>3-4</u>
		<b>Semester Total 16-17</b>

#### Second Semester

CAOT-150	PowerPoint	1
CAOT-160	Desktop Publishing/Publisher I	1
CAOT-161	Desktop Publishing/Publisher II	1
CAOT-184	Records Systems Management	3
CAOT-210	Office Procedures	3
CAOT-220	Administrative Support Internship I	3
ENGL-101	English Composition <sup>2</sup>	<u>3</u>
		<b>Semester Total 15</b>

#### Third Semester

ACCT-110	Small Business Accounting	3
or ACCT-201	Principles of Accounting <sup>3</sup>	(3)
BUSA-101	Introduction to Business	3
CAOT-115	Outlook	1
CAOT-141	Database/Access II	1
CAOT-166	Living Online for Tech Programs	1
CAOT-205	Machine Transcription/Document Formatting	2
CAOT-250	Office Skills Capstone	1
COMM-101	Introduction to Speech Communication <sup>2</sup>	<u>3</u>
		<b>Semester Total 15</b>

#### Fourth Semester

BUSA-240	Computer Systems & Business Applications	3
CAOT-221	Administrative Assistant Internship II	3
ENGL-272	Business Writing	3
PSYC-101	Introduction to Psychology <sup>2</sup>	3
_____	A.A.S. Social Science/Human Relations/ Interpersonal Communication Requirement <sup>4</sup>	<u>3</u>
		<b>Semester Total 15</b>
		<b>Program Total 61-62</b>

#### Notes:

- <sup>1</sup> Mathematics requirement includes any math course that is MATH 123 or higher and meets the A.A.S. degree requirements listed on page 54.
- <sup>2</sup> Satisfies the A.A.S. degree general education requirement.
- <sup>3</sup> Students intending to obtain a four-year degree should take ACCT-201.
- <sup>4</sup> Select from the A.A.S. degree requirements listed on page 54.

# Aerospace Composite Fabrication

## Post Secondary Certificate

### Professional-Technical Program

This program prepares students for entry level employment in the aerospace composites manufacturing industries. The curriculum provides students with the skills necessary to work in various phases of the composite fabrication and repair, and teaches industry recognized quality assurance procedures. Students receive hands-on working knowledge from a qualified instructor in a lab setting where the focus is on the manufacturing methods and techniques used in aerospace industry composite components. Coursework includes safety requirements, blueprint reading, composite fabrication and repair, geometric dimensioning and tolerance, shop math and projects specific to industry standards.

Students will participate in a blended learning environment. Some courses are delivered in an online delivery format. Students will be participating in an IBEST learning environment to support student success. Prospective students should have solid math skills and demonstrate mechanical aptitude. Computer and keyboarding skills are recommended.

Placement in specific math and English courses is determined by the college assessment test. Prospective students who do not meet the initial eligibility requirements for a professional-technical program will need to take selected courses to receive necessary skill building prior to entering the program.

### Program Requirements

Course No.	Title	Credits
AERO-110	Safety/OSHA	1
AERO-111	Blueprint Reading	2
AERO-120	Introduction to Composites	3
AERO-121	Composite Fabrication Methods/Applications	2
AERO-122	Composite Finish Trim	1
AERO-123	Composite Assembly	2
AERO-130	Disassembly and Damage Removal Techniques	1
MATH-022	Technical Math	<u>3</u>
<b>Program Total</b>		<b>15</b>

# Aerospace Composite Technician

## Technical Certificate

### Professional–Technical Program

This program prepares students for entry level employment in the aerospace composites manufacturing industries. The curriculum provides students with the skills necessary to work in various phases of the composite fabrication and repair, and teaches industry recognized quality assurance procedures. Students receive hands-on working knowledge from a qualified instructor in a lab setting where the focus is on the manufacturing methods and techniques used in aerospace industry composite components. Coursework includes safety requirements, blueprint reading, composite fabrication and repair, geometric dimensioning and tolerance, shop math and projects specific to industry standards.

Students will participate in a blended learning environment. Some courses are delivered in an online delivery format. Students will be participating in an IBEST learning environment to support student success. Prospective students should have solid math skills and demonstrate mechanical aptitude. Computer and keyboarding skills are recommended.

Placement in specific math and English courses is determined by the college assessment test. Prospective students who do not meet the initial eligibility requirements for a professional-technical program will need to take selected courses to receive necessary skill building prior to entering the program.

### Program Requirements

#### First Semester

Course No.	Title	Credit Hrs
AERO-110	Safety/OSHA	1
AERO-111	Blueprint Reading	2
AERO-120	Introduction to Composites	3
AERO-121	Composite Fabrication Methods/Applications	2
AERO-122	Composite Finish Trim	1
AERO-123	Composite Assembly	2
AERO-130	Disassembly and Damage Removal Techniques	1
MATH-022	Technical Math (or higher)	3
		<b>Semester Total 15</b>

#### Second Semester

AERO-131	Composite Repair	2
AERO-132	Complex Composite Repair	1
AERO-133	Electrical Bonding Repair	1
AERO-140	Introduction to Quality Assurance	3
AERO-141	Geometric Dimensioning and Tolerance	1
AERO-142	Composite Inspection	1
ENGL-099	Fundamentals for Writing	3
or ENGL-101	English Composition	(3)
		<b>Semester Total 12</b>
		<b>Program Total 27</b>

# Aerospace Repair and Quality Assurance

## Post Secondary Certificate

### Professional–Technical Program

This program provides students with the skills necessary to work in the composite industry providing quality assurance procedures and techniques. Students receive hands-on working knowledge of the manufacturing methods and techniques used in today’s composite components. Students will become familiar with the materials used in the aerospace industry and with testing methods. Students receive experience from a qualified instructor in the quality assurance manufacturing methods and techniques used in today’s composite industries. Students will acquire skills in composite repair through a lab and lecture course taught around disassembly and damage removal techniques. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention and advancement. The program emphasizes specialized training in quality control processes including selection measurement, testing, testing documentation of products manufactured in the aerospace industry, blueprint reading and safety techniques.

Students will participate in a blended learning environment. Some courses are delivered in an online delivery format. Students will be participating in an IBEST learning environment to support student success. Prospective students should have solid math skills and demonstrate mechanical aptitude. Computer and keyboarding skills are recommended.

Placement in specific English and math courses is determined by the college assessment test. Prospective students who do not meet the initial eligibility requirements for a professional-technical program will need to take selected courses to receive necessary skill building prior to entering the program.

### Program Requirements

Course No.	Title	Credits
AERO-131	Composite Repair	2
AERO-132	Complex Composite Repair	1
AERO-133	Electrical Bonding Repair	1
AERO-140	Introduction to Quality Assurance	3
AERO-141	Geometric Dimensioning and Tolerance	1
AERO-142	Composite Inspection	1
ENGL-099	Fundamentals of Writing (or higher)	3
<b>Program Total</b>		<b>12</b>



# Aerospace Technology Advanced Manufacturing

## Advanced Technical Certificate

### Professional-Technical Program

This program prepares students for entry level employment in the aerospace technology manufacturing specifically pertaining to composite fabrication and repair, Quality Assurance methods, CNC machine operation, and non-destructive testing and inspection. The curriculum provides students with the knowledge and skills necessary to work in various phases of the aerospace advanced manufacturing field. Students receive hands-on working knowledge from a qualified instructor in a lab setting where the focus is on manufacturing fabrication, repair, quality assurance, and non-destructive testing methods used by the aerospace industry.

### Program Requirements

#### First Semester

Course No.	Title	Credit Hrs
AERO-110	Safety/OSHA	1
AERO-111	Blueprint Reading	2
AERO-120	Introduction to Composites	3
AERO-121	Composite Fabrication Methods/Applications	2
AERO-122	Composite Finish Trim	1
AERO-123	Composite Assembly	2
AERO-130	Disassembly and Damage Removal Techniques	1
MATH-022	Technical Math (or higher)	<u>3</u>
		<b>Semester Total 15</b>

#### Second Semester

AERO-131	Composite Repair	2
AERO-132	Complex Composite Repair	1
AERO-133	Electrical Bonding Repair	1
AERO-140	Introduction to Quality Assurance	3
AERO-141	Geometric Dimensioning and Tolerance	1
AERO-142	Composite Inspection	1
ENGL-099	Fundamentals for Writing	3
or ENGL-101	English Composition	<u>(3)</u>
		<b>Semester Total 12</b>

#### Third Semester

AERO-151	Introduction to CNC Mill	3
AERO-152	CNC Mill Setup and Operation	3
AERO-153	Aerospace CNC Mill Operation	3
AERO-154	5-Axis Mill Setup and Operation	<u>3</u>
		<b>Semester Total 12</b>

#### Fourth Semester

AERO-101	Aviation Science	3
AERO-170	Visual Inspection Materials and Processes	2
AERO-171	Liquid Penetrant Theory	1
AERO-174	Magnetic Particle Theory	1
AERO-177	Eddy Current Theory	2
AERO-180	Ultrasonic Theory	2
AERO-183	Thermographic Theory	1
AERO-190	Nondestructive Testing and Inspection Lab	<u>2</u>
		<b>Semester Total 14</b>
		<b>Program Total 53</b>

# Aerospace Technology Advanced Manufacturing

Associate of Applied Science

## Professional–Technical Program

This program prepares students for entry level employment in the aerospace technology manufacturing specifically pertaining to composite fabrication and repair, Quality Assurance methods, CNC machine operation, and non-destructive testing and inspection. The curriculum provides students with the knowledge and skills necessary to work in various phases of the aerospace advanced manufacturing field. Students receive hands-on working knowledge from a qualified instructor in a lab setting where the focus is on manufacturing fabrication, repair, quality assurance, and non-destructive testing methods used by the aerospace industry.

## Program Requirements

### First Semester

Course No.	Title	Credit Hrs
AERO-110	Safety/OSHA	1
AERO-111	Blueprint Reading	2
AERO-120	Introduction to Composites	3
AERO-121	Composite Fabrication Methods/Applications	2
AERO-122	Composite Finish Trim	1
AERO-123	Composite Assembly	2
AERO-130	Disassembly and Damage Removal Techniques	1
MATH-123	Contemporary Math (or higher) <sup>1</sup>	3-4
<b>Semester Total</b>		<b>15-16</b>

### Second Semester

AERO-131	Composite Repair	2
AERO-132	Complex Composite Repair	1
AERO-133	Electrical Bonding Repair	1
AERO-140	Introduction to Quality Assurance	3
AERO-141	Geometric Dimensioning and Tolerance	1
AERO-142	Composite Inspection	1
ENGL-101	English Composition (or higher) <sup>1</sup>	3
<b>Semester Total</b>		<b>12</b>

### Third Semester

AERO-151	Introduction to CNC Mill	3
AERO-152	CNC Mill Setup and Operation	3
AERO-153	Aerospace CNC Mill Operation	3
AERO-154	5-Axis Mill Setup and Operation	3
_____	A.A.S. Social Science/Human Relations/ Interpersonal Communications Requirement <sup>2</sup>	3
_____	A.A.S. General Education Requirement <sup>2</sup>	3
<b>Semester Total</b>		<b>18</b>

### Fourth Semester

AERO-101	Aviation Science	3
AERO-170	Visual Inspection Materials and Processes	2
AERO-171	Liquid Penetrant Theory	1
AERO-174	Magnetic Particle Theory	1
AERO-177	Eddy Current Theory	2
AERO-180	Ultrasonic Theory	2
AERO-183	Thermographic Theory	1
AERO-190	Nondestructive Testing and Inspection Lab	2
_____	A.A.S. General Education Requirement <sup>2</sup>	3-4
<b>Semester Total</b>		<b>17-18</b>
<b>Program Total</b>		<b>62-63</b>

### Notes:

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

<sup>2</sup> Select from the A.A.S. degree requirements listed on page 54.

# Aerospace Technology Computer Numerical Control (CNC) Mill Operation

## Post Secondary Certificate

### Professional–Technical Program

This program prepares students for entry-level employment in the Aerospace manufacturing industries utilizing Computer Numerical Control (CNC) Mills. The curriculum will provide students with the fundamental skills necessary to setup and run CNC milling machines including setting works and cutter offsets, cutter and tool holder selection, speeds and feeds, the use of work holding fixtures and vises, handwork and inspection, along with the basics of G-code and an intro to Mastercam. The program will also provide students with an understanding of machining aircraft alloys and composites along with the basics of 5-axis and using a probe.

Students will participate in a blended learning environment. Some courses are delivered in an online delivery format. Students will be participating in an IBEST learning environment to support student success. Prospective students should have solid math skills and demonstrate mechanical aptitude. Computer and keyboarding skills are recommended.

### Program Requirements

Course No.	Title	Credit Hrs
AERO-110	Safety/OSHA	1
AERO-111	Blueprint Reading	2
AERO-151	Introduction to CNC Mill	3
AERO-152	CNC Mill Setup and Operation	3
AERO-153	Aerospace CNC Mill Operation	3
AERO-154	5-Axis Mill Setup and Operation	3
MATH-022	Technical Math	3
<b>Program Total</b>		<b>18</b>

# Aerospace Technology Core

## Post Secondary Certificate

### Professional–Technical Program

This program prepares students for entry level employment in the aerospace manufacturing industry. The curriculum provides students with the skills necessary to become a fabrication assistant. These courses also prepare students for entry into more advanced training in the manufacturing skills of composite fabrication, computer numerical control (CNC) mill operation and nondestructive testing. Course-work includes safety requirements, shop math, blueprint reading, and introduction to geometric dimensioning and tolerance, and a specific introduction to either composite materials or CNC mill operation. Students will participate in a blended learning environment. Some courses are delivered in an online delivery format. Prospective students should have solid math skills and demonstrate mechanical aptitude. Computer and keyboarding skills are recommended.

Placement in specific English and math courses is determined by the college assessment test.

The Aerospace program features many short-term certificates. These certificates are made up of clusters of related courses that can prepare students for specific work-related job skills in the aerospace industry. Students achieve this stand-alone certificate of completion before continuing into either the Aerospace Composite Fabrication Post Secondary Certificate program or the CNC Mill Operation Post Secondary Certificate taken simultaneously.

### Program Requirements

Course No.	Title	Credits
AERO-110	Safety/OSHA	1
AERO-111	Blueprint Reading	2
AERO-120	Introduction to Composites	3
or AERO-151	Introduction to Numerical Control (CNC) Mill	3
MATH-022	Technical Math (or higher)	3
<b>Program Total</b>		<b>9</b>

# Aerospace Technology Nondestructive Testing and Inspection

## Post Secondary Certificate

### Professional-Technical Program

This program prepares students for entry level employment as a Nondestructive Testing Technician to be placed in a position to be certified by industry. The program will provide quality, hands-on education with the industry's most current and sophisticated testing equipment. Non-destructive Testing and Inspection technicians are increasingly in demand. This program will provide students with the information required to be trained technicians who understand NDT's role in the aerospace industry and who have mastered the American Society for Nondestructive Testing's coursework for Level I and II certification in three NDT methods, including liquid penetrant, magnetic particle, and visual inspection processes with the option to learn eddy current, ultrasonic testing, and thermographic testing. Students will also learn the basics of materials and processes associated with NDT technology. Nondestructive evaluation (NDE) utilizes a number of techniques to determine the health of an engineering component or structure without affecting its usefulness.

### Program Requirements

Course No.	Title	Credit Hrs
AERO-101	Aviation Science	3
AERO-170	Visual Inspection Materials and Processes	2
AERO-171	Liquid Penetrant Theory	1
AERO-174	Magnetic Particle Theory	1
AERO-177	Eddy Current Theory	2
AERO-180	Ultrasonic Theory	2
AERO-183	Thermographic Theory	1
AERO-190	Nondestructive Testing and Inspection Lab	2
ENGL-099	Fundamentals for Writing	3
or ENGL-101	English Composition	(3)
<b>Program Total</b>		<b>17</b>



# American Indian Studies

## Associate of Arts Degree

### 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 peoples of North America 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 either an Associate of Arts or Associate of Science academic transfer degree and is intended to serve both Indian and non-Indian students. Course selections should be tailored to match requirements of the intended transfer institution.

### Program Requirements

#### General Education Requirements (see pages 50-51)

Area of Study	Credits
Arts and Humanities (Group I, II)	6
Communication	3
Computer Science	2-3
Critical Thinking	3
Cultural Diversity <sup>1</sup>	0
English Composition	6
Laboratory Science	8
Mathematics	3-5
Physical Education Activity and Dance	2
Social Science (Group I, II, III, IV) <sup>2</sup>	9

#### Program Requirements

Course No.	Title	Credits
AIST-101	Introduction to American Indian Studies	3
AIST-225	Native People of North America	3
or ANTH-225	Native People of North America	(3)
AIST-285	American Indian Literature	3
or ENGL-285	American Indian Literature	(3)
AIST-240	American Indian History	3
or HIST-240	American Indian History	(3)

#### Elective Requirements

Courses 100-level or higher	7-10
<b>Total Credits (minimum) 64</b>	

#### Notes:

- <sup>1</sup> This General Education Requirement is met by the Program Requirements.
- <sup>2</sup> This General Education Requirement is partially met by the Program Requirements.

# American Indian Studies

## Associate of Science Degree

### 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 peoples of North America 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 either an Associate of Arts or Associate of Science academic transfer degree and is intended to serve both Indian and non-Indian students. Course selections should be tailored to match requirements of the intended transfer institution.

### Program Requirements

#### General Education Requirements (see pages 52-53)

Area of Study	Credits
Arts and Humanities (2 disciplines)	6
Communication	3
English Composition	6
Laboratory Science	8
Mathematics	3-5
Physical Education Activity and Dance	2
Social Science (2 disciplines) <sup>1</sup>	0
Social Science and Arts and Humanities <sup>1</sup>	0

#### Program Requirements

Course No.	Title	Credits
AIST-101	Introduction to American Indian Studies	3
AIST-225	Native People of North America	3
	or ANTH-225 Native People of North America	(3)
AIST-285	American Indian Literature	3
	or ENGL-285 American Indian Literature	(3)
AIST-240	American Indian History	3
	or HIST-240 American Indian History	(3)

#### Elective Requirements

Courses 100-level or higher	22-24
<b>Total Credits (minimum) 64</b>	

#### Notes:

- <sup>1</sup> This General Education Requirement is met by the Program Requirements.

# American Sign Language Studies

## Associate of Science Degree

### Transfer Program

This program at NIC will prepare students for transfer to a four-year program in pursuit of careers in the Signing Professions. Course work is designed to provide information on the linguistic, historical, and cultural background of the American Deaf community.

An associate's degree with emphasis in American Sign Language Studies meets the general education requirements at all Idaho public universities. Course selection should be coordinated to meet requirements for the intended transfer institution's related majors. Such related majors may include: Deaf Studies, Early Childhood Education, Vocational Rehabilitation, and Sign Language Interpreting. Other professions that would benefit from this acquired skill and knowledge may include careers in Human Services, Education, Social Services, and Business.

Note: This is not an Interpreter Training Program (ITP), but most courses transfer to satisfy some ITP requirements at the transfer institution.

### Program Requirements

#### General Education Requirements (see pages 52-53)

Area of Study	Credits
Arts and Humanities (2 disciplines) <sup>1</sup>	3
Communication	3
English Composition	6
Laboratory Science	8
Mathematics	3-5
Physical Education Activity and Dance	2
Social Science (2 disciplines)	6
Social Science and Arts and Humanities <sup>2</sup>	0

#### Program Requirements

Course No.	Title	Credits
ASL-101	Elementary American Sign Language I	5
ASL-102	Elementary American Sign Language II	5
ASL-126	Introduction to American Sign Language	3
ASL-201	Intermediate American Sign Language I	4
ASL-202	Intermediate American Sign Language II	4
ASL-207	Deaf Culture and Community	3
ASL-210	American Sign Language Linguistics	3
ASL-225	Signing Professions	3
ASL-260	Creative Sign Language	3

#### Elective Requirements

Courses 100-level or higher	<u>0</u>
<b>Total Credits (minimum) 64</b>	

#### Notes:

- <sup>1</sup> This General Education Requirement is partially met by the Program Requirements.
- <sup>2</sup> This General Education Requirement is met by the Program Requirements.

# Anthropology

## Associate of Arts Degree

### 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 normally fulfills the first half of bachelor's degree requirements in Anthropology. Course selections should be tailored to match requirements of the intended transfer institution.

### Program Requirements

#### General Education Requirements (see pages 50-51)

Area of Study	Credits
Arts and Humanities (Group I, II)	6
Communication	3
Computer Science	3
Critical Thinking	3
Cultural Diversity <sup>1</sup>	0
English Composition	6
Laboratory Science	8
Mathematics <sup>1</sup>	0
Physical Education Activity and Dance	2
Social Science (Group I, II, III, IV) <sup>2</sup>	6

#### Program Requirements

Course No.	Title	Credits
ANTH-101	Introduction to Physical Anthropology	3
ANTH-102	Introduction to Social and Cultural Anthropology	3
ANTH-225	Native People of North America	3
or AIST-225	Native People of North America	(3)
ANTH-230	Introduction to Archeology and World Prehistory	3
MATH-253	Principles of Applied Statistics	3
<b>Choose one course from the following:</b>		3-4
MATH-130	Finite Mathematics	
MATH-143	College Algebra	

#### Elective Requirements

Courses 100-level or higher	8-9
<b>Total Credits (minimum) 64</b>	

#### Notes:

- <sup>1</sup> This General Education Requirement is met by the Program Requirements.
- <sup>2</sup> This General Education Requirement is partially met by the Program Requirements.

# Anthropology

## Associate of Science Degree

### 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 normally fulfills the first half of bachelor's degree requirements in Anthropology. Course selections should be tailored to match requirements of the intended transfer institution.

### Program Requirements

#### General Education Requirements (see pages 52-53)

Area of Study	Credits
Arts and Humanities (2 disciplines)	6
Communication	3
English Composition	6
Laboratory Science	8
Mathematics <sup>1</sup>	0
Physical Education Activity and Dance	2
Social Science (2 disciplines) <sup>2</sup>	3
Social Science and Arts and Humanities <sup>1</sup>	0

#### Program Requirements

Course No.	Title	Credits
ANTH-101	Introduction to Physical Anthropology	3
ANTH-102	Introduction to Social and Cultural Anthropology	3
ANTH-225 or AIST-225	Native People of North America	3 (3)
ANTH-230	Introduction to Archeology and World Prehistory	3
MATH-253	Principles of Applied Statistics	3

**Choose one course from the following:** 3-4

MATH-130	Finite Mathematics
MATH-143	College Algebra

#### Elective Requirements

Courses 100-level or higher 17-18  
**Total Credits (minimum) 64**

#### Notes:

- <sup>1</sup> This General Education Requirement is met by the Program Requirements.
- <sup>2</sup> This General Education Requirement is partially met by the Program Requirements.



# Art-Fine Arts Emphasis

## Associate of Arts Degree

### 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 81) and transferring credits may complete all basic art requirements while at NIC. Students may pursue an associate of applied science degree in Graphic Design as an occupational program.

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

Completion of the following courses results in an associate's 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 Arts. 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 bachelor of arts or bachelor of science degree may choose "emphasis electives" from either the Fine Arts or the Graphic Design area. Students interested in applying their art training immediately after graduation will want to consider the Graphic Design occupational degree option.

### 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.

### Program Requirements

#### General Education Requirements (see pages 50-51)

Area of Study	Credits
Arts and Humanities (Groups I, II) <sup>1</sup>	3
Communication	3
Computer Science	3
Critical Thinking	3
Cultural Diversity	3-4
English Composition	6
Laboratory Science	8
Mathematics	3-5
Physical Education Activity and Dance	2
Social Science (Groups I, II, III, IV)	12

#### Program Requirements

Course No.	Title	Credits
ART-100	Survey of Art	3
ART-111	Drawing I	2
ART-112	Drawing II	2
ART-121	2D/Design Foundations	3
ART-122	3D/Design Foundations	3

#### Choose two courses from the following:

ART-231	Beginning Painting I	6
ART-241	Sculpture I	
ART-251	Printmaking I	
ART-261	Ceramics I	

#### Elective Requirements

Courses 100-level or higher	<u>0</u>
<b>Total Credits (minimum) 65</b>	

#### Notes:

<sup>1</sup> This General Education Requirement is partially met by the Program Requirements.

# Art-Fine Arts Emphasis

## Associate of Science Degree

### 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 82) and transferring credits may complete all basic art requirements while at NIC. Students may pursue an associate of applied science degree in Graphic Design as an occupational program.

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

Completion of the following courses results in an associate's 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 Arts. 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 bachelor of arts or bachelor of science degree may choose "emphasis electives" from either the Fine Arts or the Graphic Design area. Students interested in applying their art training immediately after graduation will want to consider the Graphic Design occupational degree option.

### 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.

### Program Requirements

#### General Education Requirements (see pages 52-53)

Area of Study	Credits
Arts and Humanities (2 disciplines) <sup>1</sup>	3
Communication	3
English Composition	6
Laboratory Science	8
Mathematics	3-5
Physical Education Activity and Dance	2
Social Science (2 disciplines)	6
Social Science and Arts and Humanities	3

#### Program Requirements

Course No.	Title	Credits
ART-100	Survey of Art	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 I	3
ART-231	Beginning Painting I	3
ART-241	Sculpture I	3
ART-261	Ceramics I	3

#### Choose one or two courses from the following:

ART-251	Printmaking I	3
ART-281	Watercolor I	3
PHTO-183	Introduction to Digital Photography	3

#### Elective Requirements

Courses 100-level or higher	0
<b>Total Credits (minimum) 68</b>	

#### Notes:

<sup>1</sup> This General Education Requirement is partially met by the Program Requirements.

# Art-Graphic Design Emphasis

## Associate of Arts Degree

### 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 Fine Arts program is described on page 79) and transferring credits may complete all basic art requirements while at NIC. Students may pursue an associate of applied science degree in Graphic Design as an occupational program.

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

Completion of the following courses results in an associate's 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 Arts. 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 bachelor of arts or bachelor of science degree may choose "emphasis electives" from either the Fine Arts or the Graphic Design area. Students interested in applying their art training immediately after graduation will want to consider the Graphic Design occupational degree option.

### Graphic Design Emphasis

Graphic artists are visual specialists who convert ideas into symbols and devise print advertising, corporate identity systems, and electronic media. As the communications link between supplier and consumer, the commercial artist conceives and executes ideas that inform, motivate, educate, or sell. Students selecting a Graphic Design emphasis will be exposed to basic technical and conceptual skills using computers and other resources necessary to produce sophisticated and effective presentations. The Graphic Design associate of applied science degree option is described on page 133.

### Program Requirements

#### General Education Requirements (see pages 50-51)

Area of Study	Credits
Arts and Humanities (Groups I, II) <sup>1</sup>	3
Communication	3
Computer Science	3
Critical Thinking	3
Cultural Diversity	3
English Composition	6
Laboratory Science	8
Mathematics	3-5
Physical Education Activity and Dance	2
Social Science (Groups I, II, III, IV)	12

#### Program Requirements

Course No.	Title	Credits
ART-100	Survey of Art	3
ART-111	Drawing I	2
ART-112	Drawing II	2
ART-210	Illustration I	2
ART-211	Illustration II	2
GDES-131	Adobe Illustrator - Vector Graphics	3
GDES-221	Graphic Design I	3
GDES-222	Graphic Design II	3

#### Elective Requirements

Courses 100-level or higher	0
<b>Total Credits (minimum) 67</b>	

#### Notes:

<sup>1</sup> This General Education Requirement is partially met by the Program Requirements.

# Art-Graphic Design Emphasis

## Associate of Science Degree

### 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 Fine Arts program is described on page 80) and transferring credits may complete all basic art requirements while at NIC. Students may pursue an associate of applied science degree in Graphic Design as an occupational program.

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

Completion of the following courses results in an associate degree and meets the general core requirements at all Idaho public institutions. The suggested coursework below normally fulfills the first half of baccalaureate degree requirements for Graphic Design or Fine Arts. 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 bachelor of arts or bachelor of science degree may choose "emphasis electives" from either the Fine Arts or the Graphic Design area. Students interested in applying their art training immediately after graduation will want to consider the Graphic Design occupational degree option.

### Graphic Design Emphasis

Graphic artists are visual specialists who convert ideas into symbols and devise print advertising, corporate identity systems, and electronic media. As the communications link between supplier and consumer, the commercial artist conceives and executes ideas that inform, motivate, educate, or sell. Students selecting a Graphic Design emphasis will be exposed to basic technical and conceptual skills using computers and other resources necessary to produce sophisticated and effective presentations. The Graphic Design associate of applied science degree option is described on page 133.

### Program Requirements

#### General Education Requirements (see pages 52-53)

Area of Study	Credits
Arts and Humanities (2 disciplines) <sup>1</sup>	3
Communication	3
English Composition	6
Laboratory Science	8
Mathematics	3-5
Physical Education Activity and Dance	2
Social Science (2 disciplines)	6
Social Science and Arts and Humanities	3

#### Program Requirements

Course No.	Title	Credits
ART-100	Survey of Art	3
ART-111	Drawing I	2
ART-112	Drawing II	2
ART-121	2D/Design Foundations	3
ART-122	3D/Design Foundations	3
ART-210	Illustration I	2
ART-211	Illustration II	2
GDES-131	Adobe Illustrator - Vector Graphics	3
GDES-132	Adobe Photoshop - Raster Graphics	3
GDES-221	Graphic Design I	3
GDES-222	Graphic Design II	3

#### Elective Requirements

Courses 100-level or higher	0
<b>Total Credits (minimum) 64</b>	

#### Notes:

<sup>1</sup> This General Education Requirement is partially met by the Program Requirements.

# Automotive Technology

## Technical Certificate

### Professional–Technical Program

This program is designed to prepare students for employment as entry-level technicians in the automotive repair industry. All ASE (Automotive Service Excellence) areas will be taught through the use of lecture, mock-ups, and customer vehicles. Successful completion of each semester 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 courses is determined by the college assessment test. Prospective students who do not meet the initial eligibility requirements for a professional-technical limited-enrollment program will need to take selected courses to receive necessary skill building prior to entering the program (see page 45). The North Idaho College Automotive Technology program is NATEF certified and is taught by ASE Master Technicians.

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

### Program Requirements

#### First Semester

Course No.	Title	Credit Hrs
A TEC-117	Occupational Relations and Job Search <sup>1</sup>	2
AUTO-105	Orientation, Safety, and General Shop Practices	1
AUTO-111	Manual Drive Trains and Axles	2
AUTO-118	Electical Systems I	3
AUTO-119L	Automotive Lab I	7
MATH-021	Technical Math for Auto/Diesel/Outdoor Power/Recreational Vehicle (or higher)	3-4
		<b>Semester Total 18-19</b>

#### Second Semester

AUTO-124	Brakes, Steering and Suspension	2
AUTO-127	Engine Repair	3
AUTO-129L	Automotive Lab II	7
ENGL-099	Fundamentals of Writing	3
or ENGL-101	English Composition	(3)
		<b>Semester Total 15</b>
		<b>Program Total 33-34</b>

#### Notes:

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

# Automotive Technology

## Advanced Technical Certificate

### Professional–Technical Program

This program is designed to prepare students for employment as entry-level technicians in the automotive repair industry. All ASE (Automotive Service Excellence) areas will be taught through the use of lecture, mock-ups, and customer vehicles. Successful completion of each semester 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 courses is determined by the college assessment test. Prospective students who do not meet the initial eligibility requirements for a professional-technical limited-enrollment program will need to take selected courses to receive necessary skill building prior to entering the program (see page 45). The North Idaho College Automotive Technology program is NATEF certified and is taught by ASE Master Technicians.

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

### Program Requirements

#### First Semester

Course No.	Title	Credit Hrs
AUTO-105	Orientation, Safety, and General Shop Practices	1
AUTO-111	Manual Drive Trains and Axles	2
AUTO-118	Electrical Systems I	3
AUTO-119L	Automotive Lab I	7
MATH-021	Technical Math for Auto/Diesel/Outdoor Power/Recreational Vehicle (or higher)	3-4
		<b>Semester Total 16-17</b>

#### Second Semester

AUTO-124	Brakes, Steering and Suspension	2
AUTO-127	Engine Repair	3
AUTO-129L	Automotive Lab II	7
ENGL-099	Fundamentals of Writing	3
or ENGL-101	English Composition	(3)
		<b>Semester Total 15</b>

#### Third Semester

ATEC-117	Occupational Relations and Job Search <sup>1</sup>	2
AUTO-231	Engine Performance I	3
AUTO-233	Electrical Systems II and HVAC	2
AUTO-235L	Advanced Automotive Lab III	7
		<b>Semester Total 14</b>

#### Fourth Semester

AUTO-241	Automatic Transmissions/Transaxles	3
AUTO-243	Engine Performance II	2
AUTO-280	Heating, Ventilation, Air Conditioning	7
		<b>Semester Total 12</b>
		<b>Program Total 65-66</b>

#### Notes:

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



# Automotive Technology

## Associate of Applied Science Degree

### Professional-Technical Program

This program is designed to prepare students for employment as entry-level technicians in the automotive repair industry. All ASE (Automotive Service Excellence) areas will be taught through the use of lecture, mock-ups, and customer vehicles. Successful completion of each semester 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 courses is determined by the college assessment test. Prospective students who do not meet the initial eligibility requirements for a professional-technical limited-enrollment program will need to take selected courses to receive necessary skill building prior to entering the program (see page 45). The North Idaho College Automotive Technology program is NATEF certified and is taught by ASE Master Technicians.

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

### Program Requirements

**In addition to the specific Automotive Technology courses, students must take a minimum of 15 credits of A.A.S. general education courses as specified in the program below. (The math requirement should be taken during the student's first semester of the program.)**

#### First Semester

Course No.	Title	Credit Hrs
AUTO-105	Orientation, Safety, and General Shop Practices	1
AUTO-111	Manual Drive Trains and Axles	2
AUTO-118	Electical Systems I	3
AUTO-119L	Automotive Lab I	7
_____	A.A.S. Math Requirement <sup>1</sup>	3-4
		<b>Semester Total 16-17</b>

#### Second Semester

AUTO-124	Brakes, Steering and Suspension	2
AUTO-127	Engine Repair	3
AUTO-129L	Automotive Lab II	7
ENGL-101	English Composition <sup>2</sup>	3
		<b>Semester Total 15</b>

#### Third Semester

AUTO-231	Engine Performance I	3
AUTO-233	Electrical Systems II and HVAC	2
AUTO-235L	Advanced Automotive Lab III	7
_____	A.A.S. Social Science/Human Relations/ Interpersonal Communications Requirement <sup>3</sup>	3
		<b>Semester Total 15</b>

#### Fourth Semester

AUTO-241	Automatic Transmissions/Transaxles	3
AUTO-243	Engine Performance II	2
AUTO-280	Heating, Ventilation, Air Conditioning	7
_____	A.A.S. English Composition Requirement <sup>3</sup>	3
_____	A.A.S. General Education Requirement <sup>3</sup>	3
		<b>Semester Total 18</b>
		<b>Program Total 64-65</b>

#### Notes:

- <sup>1</sup> Mathematics requirement includes any math course that is MATH 123 or higher and meets the A.A.S. degree requirements listed on page 54.
- <sup>2</sup> Satisfies the A.A.S. degree general education requirement.
- <sup>3</sup> Select from the A.A.S. degree requirements listed on page 54.

# Biology, Botany, and Zoology

## Associate of Science Degree

### Transfer Program

The biological sciences deal with the basic principles of all living things: structure, function, and ecological associations. An understanding of biological principles is important in a wide variety of fields, including the health professions, education, agriculture, forestry, and environmental sciences.

Completion of the following courses results in an associate of science degree with an area of emphasis in Biology, Botany, and Zoology. The required 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 institution.

### Program Requirements

#### General Education Requirements (see pages 52-53)

Area of Study	Credits
Arts and Humanities (2 disciplines)	6
Communication	3
English Composition	6
Laboratory Science <sup>1</sup>	0
Mathematics <sup>1</sup>	0
Physical Education Activity and Dance	2
Social Science (2 disciplines)	6
Social Science and Arts and Humanities	3

#### Program Requirements

Course No.	Title	Credits
BIOL-115	Introduction to Life Sciences	4
BIOL-202	General Zoology	4
BIOL-203	General Botany	4
BIOL-231	General Ecology	4
CHEM-111	Principles of General College Chemistry I	5
CHEM-112	Principles of General College Chemistry II	5
PHYS-111	General Physics I	4

#### Choose one course from the following:

BIOL-241	Systematic Botany <sup>2</sup>	4
BIOL-250	General Microbiology <sup>2</sup>	

#### Choose one course from the following:

MATH-160	Survey of Calculus	4
MATH-170	Analytic Geometry and Calculus I	

#### Elective Requirements

Courses 100-level or higher	7
<b>Total Credits (minimum) 64</b>	

#### Notes:

- <sup>1</sup> This General Education Requirement is met by the Program Requirements.
- <sup>2</sup> Select course based on intended transfer institution.

# Business Administration

## Associate of Arts Degree

### Transfer Program

This program is intended for transfer to Eastern Washington University and Gonzaga University.

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

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

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

Students who intend to transfer to Lewis-Clark State College should take BUSA-265 (Legal Environment of Business) and BUSA-271 (Statistical Inference and Decision Analysis); ENGL-272 (Business Writing); and BUSA 240 (Computer Systems and Business Applications).

Completion of the following courses results in an associate's 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.

### Program Requirements

#### General Education Requirements (see pages 50-51)

Area of Study	Credits
Arts and Humanities (Group I, II) <sup>2</sup>	3
Communication	3
Computer Science <sup>1</sup>	0
Critical Thinking	3
Cultural Diversity	3-4
English Composition	6
Laboratory Science	8
Mathematics <sup>1</sup>	0
Physical Education Activity and Dance	2
Social Science (Group I, III, IV) <sup>2</sup>	6

#### Program Requirements

Course No.	Title	Credits
ACCT-201	Principles of Accounting	3
ACCT-202	Managerial Accounting	3
BUSA-100	Introduction to Computers	3
BUSA-265	Legal Environment of Business	3
BUSA-271	Statistical Inference and Decision Analysis	4
ECON-201	Principles of Economics (Macro)	3
ECON-202	Principles of Economics (Micro)	3
MATH-130	Finite Mathematics	4

#### Choose one course from the following: 3

ENGL-175	Introduction to Literature
ENGL-257	Literature of Western Civilization
ENGL-258	Literature of Western Civilization
ENGL-268	Survey of English Literature
ENGL-277	Survey of American Literature
ENGL-278	Survey of American Literature

#### Choose one course from the following: 3

ENGL-202	Technical Writing
ENGL-205	Interdisciplinary Writing
ENGL-272	Business Writing

#### Elective Requirements

Courses 100-level or higher	0
<b>Total Credits (minimum) 66</b>	

#### Notes:

- <sup>1</sup> This General Education Requirement is met by the Program Requirements.
- <sup>2</sup> This General Education Requirement is partially met by the Program Requirements.

# Business Administration

## Associate of Science Degree

### Transfer Program

This program is intended for transfer to Boise State University, Idaho State University, Lewis-Clark State College, and the University of Idaho.

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

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

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

Students who intend to transfer to Lewis-Clark State College should take BUSA 265 (Legal Environment of Business) and BUSA 271 (Statistical Inference and Decision Analysis); ENGL 272 (Business Writing); and BUSA 240 (Computer Systems and Business Applications).

Completion of the following courses results in an associate's 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.

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

### Program Requirements

#### General Education Requirements (see pages 52-53)

Area of Study	Credits
Arts and Humanities (2 disciplines) <sup>1</sup>	3
Communication	3
English Composition	6
Laboratory Science	8
Mathematics <sup>2</sup>	0
Physical Education Activity and Dance	2
Social Science (2 disciplines) <sup>1</sup>	3
Social Science and Arts and Humanities <sup>2</sup>	0

#### Program Requirements

Course No.	Title	Credits
ACCT-201	Principles of Accounting	3
ACCT-202	Managerial Accounting	3
BUSA-100	Introduction to Computers	3
BUSA-240	Computer Systems and Business Applications	3
BUSA-265	Legal Environment of Business	3
BUSA-271	Statistical Inference and Decision Analysis	4
ECON-201	Principles of Economics (Macro)	3
ECON-202	Principles of Economics (Micro)	3
MATH-130	Finite Mathematics <sup>3</sup>	4

#### Choose one course from the following 3

ENGL-175	Introduction to Literature
ENGL-257	Literature of Western Civilization
ENGL-258	Literature of Western Civilization
ENGL-268	Survey of English Literature
ENGL-277	Survey of American Literature
ENGL-278	Survey of American Literature

#### Choose one course from the following 3

ENGL-202	Technical Writing
ENGL-205	Interdisciplinary Writing
ENGL-272	Business Writing

#### Elective Requirements

Courses 100-level or higher	4
<b>Total Credits (minimum) 64</b>	

#### Notes:

- <sup>1</sup> This General Education Requirement is partially met by the Program Requirements.
- <sup>2</sup> This General Education Requirement is met by the Program Requirements.
- <sup>3</sup> Students intending to enroll at the University of Idaho or Boise State University should take MATH-160 or higher.

# Business Education

## Associate of Science Degree

### Transfer Program

NIC's Business Education studies lead to career opportunities in administrative office management, business education in secondary schools and colleges, management information systems, and other related fields of study. Completion of the following courses results in an associate degree and meets the general core requirements at all Idaho public universities. The suggested coursework normally fulfills the first half of baccalaureate degree requirements in Business Education. Course selection should be tailored to match requirements defined by intended transfer institutions.

### Program Requirements

#### General Education Requirements (see pages 52-53)

Area of Study	Credits
Arts and Humanities (2 disciplines) <sup>1</sup>	3
Communication	3
English Composition	6
Laboratory Science	8
Mathematics <sup>3</sup>	3-5
Physical Education Activity and Dance	2
Social Science (2 disciplines) <sup>2</sup>	0
Social Science and Arts and Humanities <sup>2</sup>	0

#### Program Requirements

Course No.	Title	Credits
ACCT-201	Principles of Accounting	3
ACCT-202	Managerial Accounting	3
BUSA-101	Introduction to Business	3
BUSA-265	Legal Environment of Business	3
CAOT-112	Keyboarding 1	1
CAOT-113	Keyboarding 2	1
CAOT-120	Word Processing/Word I	1
CAOT-121	Word Processing/Word II	1
CAOT-122	Word Processing/Word III	1
ECON-201	Principles of Economics (Macro)	3
ECON-202	Principles of Economics (Micro)	3
EDUC-201	Introduction to Teaching	3
ENGL-272	Business Writing	3
PSYC-101	Introduction to Psychology	3

**Choose one course from the following:** 3

ENGL-257	Literature of Western Civilization
ENGL-258	Literature of Western Civilization

#### Elective Requirements

Courses 100-level or higher	3-4
<b>Total Credits (minimum) 64</b>	

#### Notes:

- <sup>1</sup> This General Education Requirement is partially met by the Program Requirements.
- <sup>2</sup> This General Education Requirement is met by the Program Requirements.
- <sup>3</sup> Students intending to enroll at the University of Idaho or Boise State University should take MATH-160 or higher.



# Business Leadership

## Post-Secondary Certificate

### Professional-Technical Program

The Business Leadership program allows students to design an associate of applied science degree to fit their educational and professional goals by completing a set of post-secondary certificates. The components of the A.A.S. degree consist of four areas: a Post-Secondary Certificate in the Foundation Courses, a Post-Secondary Certificate in the General Business Core, two Post-Secondary Certificates selected from a rich mix of Professional-Technical Areas of Competence (PTAC), and completion of the General Education requirements for a total of 61 credits.

Successful completion of each of the Post-Secondary Certificate options will enable students to specialize in specific areas of interest for entry-level positions that meet their individual career goals. Placement in some of the courses in the Professional-Technical Areas of Competence may be determined by college assessment tests or prior to completion of prerequisites.

The requirements for the associate of applied science Business Leadership degree is described on the next page.

### Foundation Courses

Course No.	Title	Credits
BLDR-105	Customer Service	3
CAOT-120	Word Processing/Word I	1
or CAOT-160	Desktop Publishing/Publisher I	(1)
CAOT-130	Spreadsheets/Excel I	1
or CAOT-161	Desktop Publishing/Publisher II	(1)
COMM-233	Interpersonal Communication	3
CSC-106	College Internet Skills	1
		<b>Total 9</b>

### General Business Core Courses

Students completing the A.A.S. degree in Business Leadership must complete the following courses:

Course No.	Title	Credits
ACCT-138	Accounting for Managers	3
BUSA-101	Introduction to Business	3
BUSA-211	Principles of Management	3
or BUSA-221	Principles of Marketing	(3)
BUSA-265	Legal Environment of Business	3
		<b>Total 12</b>

### Areas of Competence

#### Supervision Option

Course No.	Title	Credits
BLDR-110	Supervisory Management	3
or BLDR-112	Achieve Global	(3)
BLDR-214	Budget and Finance	3
BLDR-216	Legal Issues for Supervisors	3
BMGT-256	Problem Solving Through Team Dynamics	3
		<b>Program Total 12</b>

#### Leadership Option

Course No.	Title	Credits
BLDR-122	Leadership	3
BLDR-222	Project Management	3
BLDR-225	Strategic Planning	3
BUSA-234	Ethical Conduct in Business	3
		<b>Program Total 12</b>

#### Human Resource Management Option

BLDR-132	Employee Benefits and Compensation	3
BMGT-260	Human Resource Management	3
HRA-110	Diversity and Human Relations	3
HRA-210	Recruiting, Selection, and Retention	3
		<b>Program Total 12</b>

#### Quality Option

BLDR-140	Lean I	3
BLDR-142	Safety	2
BLDR-144	Principles of Quality	2
BLDR-240	Lean II	3
BLDR-242	Inventory & Supply Chain Management	2
		<b>Program Total 12</b>

#### Medical/Health Care Option

ALTH-106	Working in Health Care	2
BLDR-150	Health Information Technology	3
CAOT-168	Integrated Medical Office Software	3
CAOT-179	Medical Terminology	2
CAOT-180	Legal Issues in Health Care	1
CAOT-186	Medical Coding	3
		<b>Program Total 14</b>

#### Office Management Option

BLDR-160	Business Communications	3
BUSA-240	Computer Systems & Business Apps.	3
CAOT-184	Records Systems Management	3
CAOT-210	Office Procedures	3
		<b>Program Total 12</b>

#### Computer Applications & Office Technology Option <sup>1</sup>

CAOT-112	Keyboarding I	1
CAOT-115	Outlook	1
CAOT-120	Word Processing/Word I	1
CAOT-121	Word Processing/Word II	1
CAOT-122	Word Processing/Word III	1
CAOT-130	Spreadsheets/Excel I	1
CAOT-131	Spreadsheets/Excel II	1
CAOT-132	Spreadsheets/Excel III	1
CAOT-140	Database I	1
CAOT-141	Database II	1
CAOT-142	Database III	1
CAOT-150	PowerPoint	1
CAOT-164	Computer Fundamentals for Technical Programs	1
CAOT-166	Living Online for Technical Programs	1
		<b>Program Total 14</b>

#### Notes:

<sup>1</sup> Students taking this option must take Desktop Publishing 1 and 2 in the Foundation Courses for the A.A.S. degree.



# Business Leadership

## Associate of Applied Science Degree

### Professional-Technical Program

The Business Leadership program allows students to design an associate of applied science degree to fit their educational and professional goals by completing a set of Post-Secondary Certificates. The components of the A.A.S. degree consist of four areas: a Post-Secondary Certificate in the Foundation Courses, a Post-Secondary Certificate in the General Business Core, two Post-Secondary Certificates selected from a rich mix of Professional-Technical Areas of Competence (PTAC), and completion of the General Education requirements for a total of 62-67 credits.

Successful completion of each of the Post-Secondary Certificate options will enable students to specialize in specific areas of interest for entry-level positions that meet their individual career goals. Placement in some of the courses in the Professional-Technical Areas of Competence may be determined by college assessment tests or prior to completion of prerequisites.

### Program Requirements

#### First Semester

Course No.	Title	Credits
ANTH-225	Native People of North America	3
or _____	A.A.S. Social Science/Human Relations/ Interpersonal Communications Requirement <sup>1</sup>	(3)
A TEC-117	Occupational Relations and Job Search	2
COMM-101	Introduction to Speech Communication	3
ECON-201	Principles of Economics (Macro)	3
ENGL-101	English Composition	3
MATH-123	Contemporary Math (or higher)	3-4
<b>Semester Total</b>		<b>17-18</b>

Complete the 9 credits of Foundation Courses:

#### Foundation Courses

Course No.	Title	Credits
BLDR-105	Customer Service	3
CAOT-120	Word Processing/Word I	1
or CAOT-160	Desktop Publishing/Publisher I	(1)
CAOT-130	Spreadsheets/Excel I	1
or CAOT-161	Desktop Publishing/Publisher II	(1)
COMM-233	Interpersonal Communication	3
CSC-106	College Internet Skills	1
<b>Total</b>		<b>9</b>

Complete the 12 credits of Business Core Courses:

#### General Business Core Courses

Students completing the A.A.S. degree in Business Leadership must complete the following courses:

Course No.	Title	Credits
ACCT-138	Accounting for Managers	3
BUSA-101	Introduction to Business	3
BUSA-211	Principles of Management	3
or BUSA-221	Principles of Marketing	(3)
BUSA-265	Legal Environment of Business	3
<b>Total</b>		<b>12</b>

#### Two areas of competence

Choose from two of the options listed on the Post Secondary Certificate Program Guidelines

24-28  
**Program Total 62-67**

#### Notes:

<sup>1</sup> Select from the A.A.S. degree requirements listed on page 54.

# Carpentry and Construction Technology

## Technical Certificate

### Professional-Technical Program

The 10-month Carpentry and Construction Technology program is intended to provide the skills and training for entry into the field of construction as a carpenter. Various aspects of carpentry connected with many areas of 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 and Construction Technology program involves actual work situations emphasizing teamwork, work ethics, safety, and communication. A general education component consisting of communications, occupational relations, and math is integrated into the program. Successful completion of the first semester or permission of the instructor is required for admission into the second semester. Placement in specific English and math courses is determined by the college assessment test. Prospective students who do not meet the initial eligibility requirements for a professional-technical limited-enrollment program will need to take selected courses to receive necessary skill building prior to entering the program (see page 45).

### Program Requirements

#### Summer Session

Course No.	Title	Credit Hrs
CARP-141	Introduction to Carpentry and Construction	3
CARP-142	Safe and Savvy Tool Use	3
		<b>Session Total 6</b>

#### Fall Semester

CARP-143	Blueprints for Carpenters	3
CARP-144	Construction Materials, Equipment and Methods I	3
CARP-145	All Things Concrete	2
CARP-146	Framing Applications	2
CARP-147	Construction Methods Lab I	5
MATH-015	Basic Mathematics (or higher)	3-4
		<b>Semester Total 18-19</b>

#### Spring Semester

ATEC-117	Occupational Relations and Job Search <sup>1</sup>	2
CARP-154	Building Science	3
CARP-155	Construction Materials, Equipment and Methods II	3
CARP-156	Exterior Finish Carpentry	2
CARP-157	Interior Finish Carpentry	2
CARP-158	Construction Methods Lab II	5
ENGL-099	Fundamentals for Writing	3
or ENGL-101	English Composition	(3)
		<b>Semester Total 20</b>
		<b>Program Total 44-45</b>

#### NOTES:

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

# Chemistry

## Associate of Science Degree

### Transfer Program

Chemistry is a science that deals with the composition, structure, and properties of substances and their transformations. A solid math and science background is important preparation for a college chemistry program. Completion of these courses results in an associate of science degree with an area of emphasis in Chemistry. The required 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.

### Program Requirements

#### General Education Requirements (see pages 52-53)

Area of Study	Credits
Arts and Humanities (2 disciplines)	6
Communication	3
English Composition	6
Laboratory Science <sup>1</sup>	0
Mathematics <sup>1</sup>	0
Physical Education Activity and Dance	2
Social Science (2 disciplines)	6
Social Science and Arts and Humanities	3

#### Program Requirements

Course No.	Title	Credits
CHEM-111	Principles of General College Chemistry I	5
CHEM-112	Principles of General College Chemistry II	5
CHEM-253	Quantitative Analysis	5
CHEM-277	Organic Chemistry I	3
CHEM-278	Organic Chemistry I Lab	1
CHEM-287	Organic Chemistry II	3
CHEM-288	Organic Chemistry II Lab	1
MATH-170	Analytic Geometry and Calculus I	4
MATH-175	Analytic Geometry and Calculus II	4
MATH-275	Analytic Geometry and Calculus III	4
PHYS-211	Engineering Physics I	5
PHYS-212	Engineering Physics II	5

#### Elective Requirements

Courses 100-level or higher	0
<b>Total Credits (minimum) 71</b>	

#### Notes:

- <sup>1</sup> This General Education Requirement is met by the Program Requirements.

# Child Development

## Associate of Arts Degree

### Transfer Program

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

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

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

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

### Program Requirements

#### General Education Requirements (see pages 50-51)

Area of Study	Credits
Arts and Humanities (Group I, II)	6
Communication	3
Computer Science	3
Critical Thinking	3
Cultural Diversity	3
English Composition	6
Laboratory Science	8
Mathematics	3-5
Physical Education Activity and Dance	2
Social Science (Group I, II, III, IV) <sup>1</sup>	9

#### Program Requirements

Course No.	Title	Credits
CHD-115	Early Childhood Curriculum	3
CHD-134	Infancy through Middle Childhood	3
CHD-235	Observation and Assessment	3
CHD-243	Early Childhood Education	3
CHD-254	Child Guidance Theory	3
CHD-298A	Child Development Practicum A	3
CHD-298B	Child Development Practicum B	3
CHD-298C	Child Development Practicum C	3

#### Elective Requirements

Courses 100-level or higher	<u>0</u>
<b>Total Credits (minimum) 70</b>	

#### Notes:

- <sup>1</sup> This General Education Requirement is partially met by the Program Requirements.

# Child Development

## Associate of Science Degree

### Transfer Program

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

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

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

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

### Program Requirements

#### General Education Requirements (see pages 52-53)

Area of Study	Credits
Arts and Humanities (2 disciplines)	6
Communication	3
English Composition	6
Laboratory Science	8
Mathematics	3-5
Physical Education Activity and Dance	2
Social Science (2 disciplines)	6
Social Science and Arts and Humanities <sup>1</sup>	0

#### Program Requirements

Course No.	Title	Credits
CHD-115	Early Childhood Curriculum	3
CHD -134	Infancy through Middle Childhood	3
CHD-235	Observation and Assessment	3
CHD-243	Early Childhood Education	3
CHD-254	Child Guidance Theory	3
CHD-298A	Child Development Practicum A	3
CHD-298B	Child Development Practicum B	3
CHD-298C	Child Development Practicum C	3

#### Elective Requirements

Courses 100-level or higher	4-6
<b>Total Credits (minimum) 64</b>	

#### Notes:

- <sup>1</sup> This General Education Requirement is met by the Program Requirements.

# Child Development

## Associate Certificate

### Associate Credential Preparation Program

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

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

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

### Program Requirements

Course No.	Title	Credits
CHD-110	Child Health and Safety	3
CHD-134	Infancy through Middle Childhood	3
CHD-150	Professional Partnerships: Families, Schools, and Community	3
CHD-254	Child Guidance Theory	3
<b>Program Total</b>		<b>12</b>



# Collision Repair Technology

## Technical Certificate

### Professional–Technical Program

The Collision Repair Technology program is a 9-month program designed to prepare students for entry-level employment as a collision repair technician and/or painter. All phases of refinishing are covered including basecoat and clear coat applications. MIG welding, plastic and fiberglass repair, sheet metal repair and replacement, estimating, glass replacement, damage analysis including unibody and full frame alignment, electrical and mechanical diagnosing, and other related topics are covered.

A general education component of communications, occupational relations, and computational skills is also integrated into the program. Successful completion of the first semester 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 courses is determined by the college assessment test. Prospective students who do not meet the initial eligibility requirements for a professional-technical limited-enrollment program will need to take selected courses to receive necessary skill building prior to entering the program (see page 45).

### Program Requirements

#### First Semester

Course No.	Title	Credits
ACRR-161	Exterior and Interior Renovation	1
ACRR-162	Fundamentals of Collision Repair	4
ACRR-163	Damage Analysis and Small Dent Repair	2
ACRR-164	Introduction to Paint Refinishing	1
ACRR-165L	Collision Repair Lab I	6
ACRR-166L	Collision Repair Lab II	5
MATH-015	Basic Mathematics (or higher)	3-4
WELD-140	Auto Collision Repair Welding	2

**Semester Total 24-25**

#### Second Semester

ACRR-171	Paint Refinishing Fundamentals	3
ACRR-172	Damage Analysis and Estimating	2
ACRR-173	Measurement and Structural Analysis	2
ACRR-174	Surface Prep and Adhesive Bonding	1
ACRR-175L	Collision Repair Lab III	5
ACRR-176L	Collision Repair Lab IV	5
ATEC-117	Occupational Relations and Job Search <sup>1</sup>	2
ENGL-099	Fundamentals for Writing	3
or ENGL-101	English Composition	(3)

**Semester Total 23**  
**Program Total 47-48**

#### Notes:

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

# Communication

## Associate of Arts Degree

### Transfer Program

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

Communication is an area of study that is not limited to public speaking. Communication 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 a variety of areas in communication. Completion of the following courses results in an associate's degree and normally fulfills the first half of baccalaureate degree requirements in communication. Course selections should be tailored to match requirements of the intended transfer institution.

### Program Requirements

#### General Education Requirements (see pages 50-51)

Area of Study	Credits
Arts and Humanities (Group I, II)	6
Communication	3
Computer Science	3
Critical Thinking	3
Cultural Diversity	3
English Composition	6
Laboratory Science	8
Mathematics	3-5
Physical Education Activity and Dance	2
Social Science (Group I, II, III, IV)	12

#### Program Requirements

Course No.	Title	Credits
COMM-209	Argumentation	3
COMM-220	Introduction to Intercultural Communication	3
COMM-233	Interpersonal Communication	3
COMM-236	Small Group Communication	3

#### Choose one from the following: 2-3

COMJ-140	Mass Media in a Free Society
COMM-103	Oral Interpretation
COMM-111	Interview Techniques
COMM-212	Nonverbal Communication

#### Elective Requirements

Courses 100-level or higher 0-1

**Total Credits (minimum) 64**

# Communication

## Academic Certificate

### Transfer Program

Communication skills, both verbal and nonverbal, are essential to success, sustainability, and upward progression in the workplace. Beyond the workplace, competence in communication is an integral component of relationships as well as positive local and global community citizenship. Good communication skills are unfailingly ranked as one of the most important attributes sought after by the business community.

This program offers students an opportunity to develop and refine communication skills in a variety of professional and personal contexts which are critical to success in the job market. The flexibility of the communication certificate, as well as the range of classes offered, will allow students to hone their communication abilities in areas specific to their needs and desired career path. Few assets are more valuable to career or community than a basic understanding of the dynamics of communication. This program applies toward the requirements for an associate degree in Communication.

Up to six transfer credits from an accredited institution may be applied toward this academic certificate.

### Program Requirements

Course No.	Title	Credits
<b>Choose twelve credits from the following:</b>		<u>12</u>
COMM-101	Introduction to Speech Communication	
COMM-103	Oral Interpretation	
COMM-111	Interview Techniques	
COMM-209	Argumentation	
COMM-212	Nonverbal Communication	
COMM-220	Introduction to Intercultural Communication	
COMM-233	Interpersonal Communication	
COMM-236	Small Group Communication	
COMM-252	Introduction to Public Relations	
COMJ-140	Mass Media in a Free Society	
<b>Total Credits</b>		<b>12</b>

# Communication

## Associate of Science Degree

### Transfer Program

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

Communication is an area of study that is not limited to public speaking. Communication 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 a variety of areas in communication. Completion of the following courses results in an associate's degree and normally fulfills the first half of baccalaureate degree requirements in communication. Course selections should be tailored to match requirements of the intended transfer institution.

### Program Requirements

#### General Education Requirements (see pages 52-53)

Area of Study	Credits
Arts and Humanities (2 disciplines)	6
Communication	3
English Composition	6
Laboratory Science	8
Mathematics	3-5
Physical Education Activity and Dance	2
Social Science (2 disciplines)	6
Social Science and Arts and Humanities	3

#### Program Requirements

Course No.	Title	Credits
COMM-209	Argumentation	3
COMM-220	Introduction to Intercultural Communication	3
COMM-233	Interpersonal Communication	3
COMM-236	Small Group Communication	3

#### Choose one from the following: 2-3

COMJ-140	Mass Media in a Free Society
COMM-103	Oral Interpretation
COMM-111	Interview Techniques
COMM-212	Nonverbal Communication

#### Elective Requirements

Courses 100-level or higher	10-13
<b>Total Credits (minimum) 64</b>	

# Computer Aided Design Technology- Architectural Design Option

## Technical Certificate

### Professional-Technical Program

The Computer Aided Design Technology program offers students the opportunity to learn skills required by today's industries. Students can pursue a two-semester technical certificate, a four-semester advanced technical certificate, and a four-semester associate of applied science degree. Portions of the associate of applied science degree options may transfer to various four-year institutions. Students entering the A.A.S. degree program should be prepared to complete an A.A.S. math requirement and ENGL-101 (or higher) during the first year of the program before they may continue. Placement in specific English and math courses is determined by the college assessment test. Prospective students who do not meet the initial eligibility requirements for a professional-technical limited-enrollment program will need to take selected courses to receive necessary skill building prior to entering the program.

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

### Program Requirements

#### First Semester

Course No.	Title	Credits
CADT-102A	Technical Sketching-Architectural Applications	2
CADT-104A	CAD Graphics I-Architectural Applications	2
CADT-106A	CAD Graphics II-Architectural Applications	2
CAOT-164	Computer Fundamentals for Tech Programs	1
CAOT-165	Productivity Software for Tech Programs	1
CAOT-166	Living Online for Tech Programs	1
MATH-022	Technical Math for Machining and Computer Aided Design Technology (or higher)	3-4
	General Elective	3
		<b>Semester Total 15-16</b>

#### Second Semester

ATEC-117	Occupational Relations and Job Search <sup>1</sup>	2
CADT-131	Residential Architecture I	4
CADT-133	Commercial Architecture I	2
CARP-154	Building Science	3
ENGL-099	Fundamentals for Writing	3
	or ENGL-101 English Composition	(3)
		<b>Semester Total 14</b>
		<b>Program Total 29-30</b>

#### Notes:

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

# Computer Aided Design Technology- Architectural Design Option

## Advanced Technical Certificate

### Professional-Technical Program

The Computer Aided Design Technology program offers students the opportunity to learn skills required by today's industries. Students can pursue a two-semester technical certificate, a four-semester advanced technical certificate, and a four-semester associate of applied science degree. Portions of the associate of applied science degree options may transfer to various four-year institutions. Students entering the A.A.S. degree program should be prepared to complete an A.A.S. math requirement and ENGL-101 (or higher) during the first year of the program before they may continue. Placement in specific English and math courses is determined by the college assessment test. Prospective students who do not meet the initial eligibility requirements for a professional-technical limited-enrollment program will need to take selected courses to receive necessary skill building prior to entering the program.

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

### Program Requirements

<b>First Semester</b>		
Course No.	Title	Credits
CADT-102A	Technical Sketching-Architectural Applications	2
CADT-104A	CAD Graphics I-Architectural Applications	2
CADT-106A	CAD Graphics II-Architectural Applications	2
CAOT-164	Computer Fundamentals for Tech Programs	1
CAOT-165	Productivity Software for Tech Programs	1
CAOT-166	Living Online for Tech Programs	1
MATH-022	Technical Math for Machining and Computer Aided Design Technology (or higher)	3-4
<b>Semester Total</b>		<b>12-13</b>
<b>Second Semester</b>		
A TEC-117	Occupational Relations and Job Search <sup>1</sup>	2
CADT-131	Residential Architecture I	4
CADT-133	Commercial Architecture I	2
CARP-154	Building Science	3
ENGL-099	Fundamentals for Writing	3
or ENGL-101	English Composition	(3)
<b>Semester Total</b>		<b>14</b>
<b>Third Semester</b>		
CADT-201	Architectural Print Reading and Estimating	2
CADT-202	Residential Architecture II	4
CADT-203	Light Commercial Architecture I	3
PHIL-201	Logic and Critical Thinking	3
<b>Semester Total</b>		<b>12</b>
<b>Fourth Semester</b>		
CADT-204	Residential Architecture III	4
CADT-205	Light Commercial Architecture II	3
CADT-207	Building Design Integration	2
_____	General Elective	3
_____	General Elective	3
<b>Semester Total</b>		<b>15</b>
<b>Program Total</b>		<b>53-54</b>

**Notes:**

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



# Computer Aided Design Technology- Architectural Design Option

*Associate of Applied Science Degree*

## Professional-Technical Program

The Computer Aided Design Technology program offers students the opportunity to learn skills required by today's industries. Students can pursue a two-semester technical certificate, a four-semester advanced technical certificate, and a four-semester associate of applied science degree. Portions of the associate of applied science degree options may transfer to various four-year institutions. Students entering the A.A.S. degree program should be prepared to complete an A.A.S. math requirement and ENGL-101 (or higher) during the first year of the program before they may continue. Placement in specific English and math courses is determined by the college assessment test. Prospective students who do not meet the initial eligibility requirements for a professional-technical limited-enrollment program will need to take selected courses to receive necessary skill building prior to entering the program.

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

## Program Requirements

**In addition to the specific Computer Aided Design Technology courses, students must take a minimum of 15 credits of A.A.S. general education courses as specified in the program below.**

### First Semester

Course No.	Title	Credits
CADT-102A	Technical Sketching-Architectural Applications	2
CADT-104A	CAD Graphics I-Architectural Applications	2
CADT-106A	CAD Graphics II-Architectural Applications	2
CAOT-164	Computer Fundamentals for Technology Programs	1
CAOT-165	Productivity Software for Technology Programs	1
CAOT-166	Living Online for Technology Programs	1
ENGL-101	English Composition <sup>1</sup>	3
<b>Semester Total</b>		<b>12</b>

### Second Semester

CADT-131	Residential Architecture I	4
CADT-133	Commercial Architecture I	2
CARP-154	Building Science	3
_____	A.A.S. Mathematics Requirement <sup>1</sup>	3
_____	A.A.S. Natural Science Requirement <sup>2</sup>	4
<b>Semester Total</b>		<b>16</b>

### Third Semester

CADT-201	Architectural Print Reading and Estimating	2
CADT-202	Residential Architecture II	4
CADT-203	Light Commercial Architecture I	3
_____	A.A.S. Social Science/Human Relations/ Interpersonal Communications Requirement <sup>1</sup>	3
_____	A.A.S. Natural Science Requirement <sup>2</sup>	4
<b>Semester Total</b>		<b>16</b>

### Fourth Semester

ATEC-117	Occupational Relations and Job Search <sup>3</sup>	2
CADT-204	Residential Architecture III	4
CADT-205	Light Commercial Architecture II	3
CADT-207	Building Design Integration	2
PHIL-201	Logic and Critical Thinking	3
_____	A.A.S. English Composition Requirement <sup>2</sup>	3
<b>Semester Total</b>		<b>17</b>
<b>Program Total</b>		<b>61</b>

### Notes:

<sup>1</sup> Select from the A.A.S. degree requirements listed on page 54.

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

<sup>3</sup> Students may substitute another course with written permission of instructor and division chair.

# Computer Aided Design Technology-Mechanical Design Option

## Technical Certificate

### Professional-Technical Program

The Computer Aided Design Technology program offers students the opportunity to learn skills required by today's industries. Students can pursue a two-semester Technical Certificate, a four-semester advanced technical certificate, and a four-semester associate of applied science degree. CADT-Mechanical places heavy emphasis on design principles and computer aided design applications. Portions of the associate of applied science degree options may transfer to various four-year institutions. Students entering the A.A.S. degree program should be prepared to complete an A.A.S. math requirement and ENGL-101 (or higher) during the first year of the program before they may continue. Placement in specific English and math courses is determined by the college assessment test. Prospective students who do not meet the initial eligibility requirements for a professional-technical limited-enrollment program will need to take selected courses to receive necessary skill building prior to entering the program.

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

### Program Requirements

#### First Semester

CADT-104M	CAD Graphics I-Mechanical Applications	2
CADT-106M	CAD Graphics II-Mechanical Applications	2
CAOT-164	Computer Fundamentals for Technology Programs	1
CAOT-165	Productivity Software for Technology Programs	1
ENGL-099	Fundamentals for Writing	3
or ENGL-101	English Composition	(3)
MATH-022	Technical Math for Machining and Computer Aided Design Technology (or higher)	<u>3-4</u>

**Semester Total 12-13**

#### Second Semester

ATEC-117	Occupational Relations and Job Search <sup>1</sup>	2
CADT-105	Descriptive Geometry	3
CADT-109	Basic Mechanical Design	4
CAOT-166	Living Online for Technology Programs	1
MACH-153	Precision Measuring	1
MACH-201	Design for Manufacturing	1
_____	General Elective	<u>3</u>

**Semester Total 15  
Program Total 27-28**

#### Notes:

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

# Computer Aided Design Technology-Mechanical Design Option

## Advanced Technical Certificate

### Professional-Technical Program

The Computer Aided Design Technology program offers students the opportunity to learn skills required by today's industries. Students can pursue a two-semester Technical Certificate, a four-semester advanced technical certificate, and a four-semester associate of applied science degree. CADT-Mechanical places heavy emphasis on design principles and computer aided design applications. Portions of the associate of applied science degree options may transfer to various four-year institutions. Students entering the A.A.S. degree program should be prepared to complete an A.A.S. math requirement and ENGL-101 (or higher) during the first year of the program before they may continue. Placement in specific English and math courses is determined by the college assessment test. Prospective students who do not meet the initial eligibility requirements for a professional-technical limited-enrollment program will need to take selected courses to receive necessary skill building prior to entering the program.

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

### Program Requirements

#### First Semester

CADT-104M	CAD Graphics I-Mechanical Applications	2
CADT-106M	CAD Graphics II-Mechanical Applications	2
CAOT-164	Computer Fundamentals for Technology Programs	1
CAOT-165	Productivity Software for Technology Programs	1
ENGL-099	Fundamentals for Writing	3
or ENGL-101	English Composition	(3)
MATH-022	Technical Math for Machining and Computer Aided Design Technology (or higher)	3-4
<b>Semester Total</b>		<b>12-13</b>

#### Second Semester

ATEC-117	Occupational Relations and Job Search <sup>1</sup>	2
CADT-105	Descriptive Geometry	3
CADT-109	Basic Mechanical Design	4
CAOT-166	Living Online for Technology Programs	1
MACH-153	Precision Measuring	1
MACH-201	Design for Manufacturing	1
<b>Semester Total</b>		<b>12</b>

#### Third Semester

CADT-250	SolidWorks I	2
CADT-252	SolidWorks II	2
CADT-253	Industrial Processes	3
CADT-255	Geometric Dimensioning and Tolerancing	3
MACH-231	Computers and Machines	3
_____	General Elective	2
<b>Semester Total</b>		<b>15</b>

#### Fourth Semester

CADT-254	Power Transmission	3
CADT-257	Advanced Mechanical Design	4
CADT-261	Statics and Strengths of Materials	3
_____	General Elective	3
<b>Semester Total</b>		<b>13</b>
<b>Program Total</b>		<b>52-53</b>

#### Notes:

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

# Computer Aided Design Technology-Mechanical Design Option

Associate of Applied Science Degree

## Professional-Technical Program

The Computer Aided Design Technology program offers students the opportunity to learn skills required by today's industries. Students can pursue a two-semester Technical Certificate, a four-semester advanced technical certificate, and a four-semester associate of applied science degree. CADT-Mechanical places heavy emphasis on design principles and computer aided design applications. Portions of the associate of applied science degree options may transfer to various four-year institutions. Students entering the A.A.S. degree program should be prepared to complete an A.A.S. math requirement and ENGL-101 (or higher) during the first year of the program before they may continue. Placement in specific English and math courses is determined by the college assessment test. Prospective students who do not meet the initial eligibility requirements for a professional-technical limited-enrollment program will need to take selected courses to receive necessary skill building prior to entering the program.

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

## Program Requirements

**In addition to the specific Computer Aided Design Technology courses, students must take a minimum of 15 credits of A.A.S. general education courses as specified in the program below.**

### First Semester

CADT-104M	CAD Graphics I-Mechanical Applications	2
CADT-106M	CAD Graphics II-Mechanical Applications	2
CAOT-164	Computer Fundamentals for Technology Programs	1
CAOT-165	Productivity Software for Technology Programs	1
ENGL-101	English Composition <sup>1</sup>	3
MATH-022	Technical Math for Machining and Computer Aided Design Technology (or higher)	3
_____	A.A.S. Natural Science Requirement <sup>2</sup>	4
	<b>Semester Total</b>	<b>16</b>

### Second Semester

A TEC-117	Occupational Relations and Job Search <sup>1</sup>	2
CADT-105	Descriptive Geometry	3
CADT-109	Basic Mechanical Design	4
CAOT-166	Living Online for Technology Programs	1
MACH-153	Precision Measuring	1
MACH-201	Design for Manufacturing	1
MATH-143	College Algebra (or higher) <sup>1</sup>	3
	<b>Semester Total</b>	<b>15</b>

### Third Semester

CADT-250	SolidWorks I	2
CADT-252	SolidWorks II	2
CADT-253	Industrial Processes	3
CADT-255	Geometric Dimensioning and Tolerancing	3
ENGL-202	Technical Writing <sup>1</sup>	3
MACH-231	Computers and Machines	3
	<b>Semester Total</b>	<b>16</b>

### Fourth Semester

CADT-254	Power Transmission	3
CADT-257	Advanced Mechanical Design	4
CADT-261	Statics and Strengths of Materials	3
_____	A.A.S. Social Science/Human Relations/ Interpersonal Communications Requirement <sup>2</sup>	3
_____	A.A.S. General Education Requirement <sup>2</sup>	3
	<b>Semester Total</b>	<b>16</b>
	<b>Program Total</b>	<b>63</b>

### Notes:

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

<sup>2</sup> Select from the A.A.S. degree requirements listed on page 54.

# Computer Applications

## Post-Secondary Certificate

### Professional–Technical Program

The Computer Applications certificate program provides comprehensive training in the latest Microsoft Office software. This certificate is designed for anyone who desires to work with computers and/or advance their computer software skills. The coursework prepares students for the Microsoft Certified Applications Specialist (MCAS) industry certification testing. Students are strongly encouraged to pursue MCAS (Microsoft Certified Application Specialist) Certification as part of this program.

### Program Requirements

#### First Semester

Course No.	Title	Credits
CAOT-112	Keyboarding I	1
CAOT-115	Outlook	1
CAOT-120	Word Processing/Word I	1
CAOT-121	Word Processing/Word II	1
CAOT-122	Word Processing/Word III	1
CAOT-130	Spreadsheets/Excel I	1
CAOT-131	Spreadsheets/Excel II	1
CAOT-132	Spreadsheets/Excel III	1
CAOT-140	Database/Access I	1
CAOT-141	Database/Access II	1
CAOT-142	Database/Access III	1
CAOT-150	PowerPoint	1
CAOT-164	Computer Fundamentals for Tech Programs	1
CAOT-166	Living Online for Tech Programs	1
CAOT-250	Office Skills Capstone	1
<b>Total Credits (minimum)</b>		<b>15</b>

# Computer Information Technology

## Technical Certificate

### Professional-Technical Program

The Computer Information Technology (CITE) program prepares students for careers in information technology by offering a one-year technical certificate, a two-year advanced technical certificate, and an associate of applied science degree. The A.A.S. degree in CITE is a two-year program that will prepare students for working with sophisticated networking hardware and operating system software and will lead to industry recognized certifications. It also includes all related coursework to complete A.A.S. degree requirements.

The CITE one-year technical certificate teaches the foundation of information technology job skills and the two-year advanced technical certificate includes all the technical coursework of the A.A.S. degree, but with reduced general education requirements. The CITE program is designed to provide students with essential skills to plan, implement, administer, support, and secure networked computer systems and associated users, as well as install and configure routers and switches in multiprotocol internetworks using LAN and WAN interfaces. North Idaho College operates a Cisco Regional Academy and a Local Academy that delivers training directly to students and professionals. NIC is a Microsoft IT Academy member institution and maintains academic partnerships with industry leaders such as CompTIA and VMware.

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

This is a selective enrollment program. Successful completion of the first semester is required to continue to the next semester. Contact the Professional-Technical Programs advisor for information on selective enrollment criteria.

### Program Requirements

#### First Semester

Course No.	Title	Credits
CAOT-112	Keyboarding I	1
CITE-116	Desktop Operating System Support	3
CITE-117	Desktop Operating System Support Projects	1
CITE-118	Computer Essentials	2
CITE-119	Computer Essentials Projects	2
ENGL-101	English Composition	3
MATH-025	Elementary Algebra (or higher)	3-4
		<b>Semester Total 15-16</b>

#### Second Semester

CITE-104	Systems Administration I	3
CITE-105	Systems Administration I Projects	3
CITE-121	Network Support I	3
CITE-122	Network Support I Projects	3
COMM-101	Introduction to Speech Communication	3
		<b>Semester Total 15</b>
		<b>Program Total 30-31</b>



# Computer Information Technology

## Advanced Technical Certificate

### Professional-Technical Program

The Computer Information Technology (CITE) program prepares students for careers in information technology by offering a one-year technical certificate, a two-year advanced technical certificate, and an associate of applied science degree. The A.A.S. degree in CITE is a two-year program that will prepare students for working with sophisticated networking hardware and operating system software and will lead to industry recognized certifications. It also includes all related coursework to complete A.A.S. degree requirements.

The CITE one-year technical certificate teaches the foundation of information technology job skills and the two-year advanced technical certificate includes all the technical coursework of the A.A.S. degree, but with reduced general education requirements. The CITE program is designed to provide students with essential skills to plan, implement, administer, support, and secure networked computer systems and associated users, as well as install and configure routers and switches in multiprotocol internetworks using LAN and WAN interfaces. North Idaho College operates a Cisco Networking Academy. NIC is a Microsoft IT Academy member institution and maintains academic partnerships with industry leaders such as CompTIA and VMware.

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

This is a limited enrollment program. Successful completion of each semester is required to continue to the next semester. Contact the Professional-Technical Programs advisor for information on selective enrollment criteria.

### Program Requirements

#### First Semester

Course No.	Title	Credits
CAOT-112	Keyboarding I	1
CITE-116	Desktop Operating System Support	3
CITE-117	Desktop Operating System Support Projects	1
CITE-118	Computer Essentials	2
CITE-119	Computer Essentials Projects	2
ENGL-101	English Composition	3
MATH-025	Elementary Algebra (or higher)	3-4
		<b>Semester Total 15-16</b>

#### Second Semester

CITE-104	Systems Administration I	3
CITE-105	Systems Administration I Projects	3
CITE-121	Network Support I	3
CITE-122	Network Support I Projects	3
COMM-101	Introduction to Speech Communication	3
		<b>Semester Total 15</b>

#### Third Semester

CITE-206	Systems Administration II	3
CITE-207	Systems Administration II Projects	3
CITE-213	Network Support II	3
CITE-215	Network Support II Projects	3
_____	A.A.S. Social Science/Human Relations/ Interpersonal Communications Requirement <sup>1</sup>	3
		<b>Semester Total 15-17</b>

#### Fourth Semester

CITE-208	Systems Administration III	3
CITE-209	Systems Administration III Projects	3
CITE-217	Network Support III	3
CITE-219	Network Support III Projects	3
CITE-295	CITE Internship	4
or ATEC-117	Occupational Relations and Job Search	(2)
_____	A.A.S. General Education Requirement <sup>1</sup>	3
		<b>Semester Total 17-19</b>
		<b>Program Total 62-65</b>

#### Notes:

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

# Computer Information Technology

Associate of Applied Science Degree

## Professional–Technical Program

In addition to the specific Computer Information Technology courses, students must take a minimum of 15 credits of A.A.S. general education courses as specified in the program below.

The Computer Information Technology (CITE) program prepares students for careers in information technology by offering a one-year technical certificate, a two-year advanced technical certificate, and an associate of applied science degree. The A.A.S. degree in Computer Information Technology is a two-year program that will prepare students for working with sophisticated networking hardware and operating system software and will lead to industry recognized certifications. It also includes all related coursework to complete A.A.S. degree requirements.

The CITE one-year technical certificate teaches the foundation of information technology job skills and the two-year advanced technical certificate includes all the technical coursework of the A.A.S. degree, but with reduced general education requirements.

The Computer Information Technology program is designed to provide students with essential skills to plan, implement, administer, support, and secure networked computer systems and associated users, as well as install and configure routers and switches in multiprotocol internetworks using LAN and WAN interfaces. North Idaho College operates a Cisco Regional Academy and a Local Academy that delivers training directly to students and professionals. NIC is a Microsoft IT Academy and a Microsoft Developer Network Academic Alliance partner.

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

This is a limited enrollment program. Successful completion of the each semester or permission of the instructor is required to continue to the next semester. Successful completion of the technical certificate or permission of the instructor is required for enrollment in third and fourth semester courses. Placement in specific math and English courses is determined by the college assessment test. Prospective students who do not meet the initial eligibility requirements for a professional-technical limited enrollment program will need to take selected courses to receive necessary skill building prior to entering the program (see page 45).

## Program Requirements

### First Semester

Course No.	Title	Credits
CAOT-112	Keyboarding I	1
CITE-116	Desktop Operating System Support	3
CITE-117	Desktop Operating System Support Projects	1
CITE-118	Computer Essentials	2
CITE-119	Computer Essentials Projects	2
ENGL-101	English Composition <sup>1</sup>	3
_____	A.A.S. Math Requirement <sup>2</sup>	3-5
		<b>Semester Total 15-16</b>

### Second Semester

CITE-104	Systems Administration I	3
CITE-105	Systems Administration I Projects	3
CITE-121	Network Support I	3
CITE-122	Network Support I Projects	3
COMM-101	Introduction to Speech Communication <sup>1</sup>	3
		<b>Semester Total 15</b>

### Third Semester

CITE-206	Systems Administration II	3
CITE-207	Systems Administration II Projects	3
CITE-213	Network Support II	3
CITE-215	Network Support II Projects	3
_____	A.A.S. Social Science/Human Relations/ Interpersonal Communications Requirement <sup>3</sup>	3
		<b>Semester Total 15-17</b>

### Fourth Semester

CITE-208	Systems Administration III	3
CITE-209	Systems Administration III Projects	3
CITE-217	Network Support III	3
CITE-219	Network Support III Projects	3
CITE-295	CITE Internship	4
_____	or ATEC-117 Occupational Relations and Job Search (2)	2
_____	A.A.S. General Education Requirement <sup>3</sup>	3
		<b>Semester Total 17-19</b>
		<b>Program Total 62-65</b>

### Notes:

- <sup>1</sup> Satisfies A.A.S. degree general education requirement.
- <sup>2</sup> Mathematics requirement includes any math course that is MATH-123 or higher and meets the A.A.S. degree requirements listed on page 54.
- <sup>3</sup> Select from A.A.S. degree requirements listed on page 54.

# Computer Science

## Associate of Science Degree

### 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, and numerical analysis. This program requires a solid mathematic background.

Completion of the following courses normally fulfills the first half of bachelor's degree requirements in Computer Science. Course selections should be tailored to match requirements of the intended transfer institution.

### Program Requirements

#### General Education Requirements (see pages 52-53)

Area of Study	Credits
Arts and Humanities (2 disciplines)	6
Communication	3
English Composition	6
Laboratory Science <sup>1</sup>	0
Mathematics <sup>1</sup>	0
Physical Education Activity and Dance	2
Social Science (2 disciplines)	6
Social Science and Arts and Humanities	3

#### Program Requirements

CS-150	Computer Science I	4
CS-151	Computer Science II	4
CS-155	Computer Organization and Assembly Language	3
CS-228	Introduction to UNIX	2
MATH-170	Analytic Geometry and Calculus I	4
MATH-175	Analytic Geometry and Calculus II	4
MATH-187	Discrete Math	4
MATH-335	Linear Algebra	3

#### Choose one of the following groups: 8-10

BIOL-115	Introduction to Life Science	
& BIOL-202	General Zoology	
CHEM-111	Chemistry I	
& CHEM-112	Chemistry II	
PHYS-211	Engineering Physics I	
& PHYS-212	Engineering Physics II	

#### Elective Requirements

Courses 100-level or higher	0-2
<b>Total Credits (minimum) 64</b>	

#### Recommended Courses

CS-107	Introduction to Robotics Programming	3
CS-211	Languages of Computer Science	3

#### Choose one of the following science electives: 4

BIOL-203	General Botany	
BIOL-227	Human Anatomy and Physiology with Cadaver I	
BIOL-228	Human Anatomy and Physiology with Cadaver II	
BIOL-250	General Microbiology	
GEOG-100	Physical Geography	
GEOL-101	Physical Geology	
GEOL-102	Historical Geology	
GEOL-123	Geology of Idaho and Pacific Northwest	
PHYS-101	Fundamentals of Physical Science	
PHYS-103	Elementary Astronomy	
PHYS-111	General Physics I	
PHYS-112	General Physics II	

#### Notes:

<sup>1</sup> This General Education Requirement is met by the Program Requirements.

# Construction Management

## Associate of Applied Science Degree

### Professional–Technical Program

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

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

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

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

**In addition to the specific Carpentry Management Technology courses, students must take a minimum of 15 credits of A.A.S. general education courses as specified in the program below.**

### Program Requirements

Course No.	Title	Credit Hrs
<b>Summer Session</b>		
CARP-141	Introduction to Carpentry and Construction	3
CARP-142	Safe and Savvy Tool Use	3
		<b>Session Total 6</b>
<b>Fall Semester</b>		
CARP-143	Blueprints for Carpenters	3
CARP-144	Construction Materials, Equipment and Methods I	3
CARP-145	All Things Concrete	2
CARP-146	Framing Applications	2
CARP-147	Construction Methods Lab I	5
ENGL-101	English Composition <sup>1</sup>	3
		<b>Semester Total 18</b>
<b>Spring Semester</b>		
CARP-154	Building Science	3
CARP-155	Construction Materials, Equipment and Methods II	3
CARP-156	Exterior Finish Carpentry	2
CARP-157	Interior Finish Carpentry	2
CARP-158	Construction Methods Lab II	5
_____	A.A.S. Math Requirement <sup>2</sup>	3-4
		<b>Semester Total 18-19</b>
<b>Fall Semester</b>		
CADT-201	Architectural Print Reading and Estimating	2
CARP-251	Carpentry Management I	4
_____	A.A.S. General Education Requirement <sup>3</sup>	3
		<b>Semester Total 9</b>
<b>Spring Semester</b>		
CAOT-164	Computer Fundamentals for Tech Programs	1
& CAOT-165	Productivity Software for Tech Programs	1
& CAOT-166	Living Online for Tech Programs	1
or BLDR-110	Supervisory Management	(3)
or BLDR-122	Leadership	(3)
or BLDR-222	Project Management	(3)
or BUSA-211	Principles of Management	(3)
CARP-252	Carpentry Management II	4
_____	A.A.S. English Composition Requirement <sup>3</sup>	3
_____	A.A.S. Social Science/Human Relations/ Interpersonal Communications Requirement <sup>3</sup>	3
		<b>Semester Total 13</b>
		<b>Program Total 65-67</b>

**Notes:**

- <sup>1</sup> Satisfies A.A.S. degree general education requirements.
- <sup>2</sup> Mathematics requirement includes any math course that is MATH-123 or higher and meets the A.A.S. degree requirements listed on page 54.
- <sup>3</sup> Select from A.A.S. degree requirements listed on page 54.

# Criminal Justice

## Associate of Arts Degree

### Transfer Program

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

Completion of the following courses results in an associate's 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.

### Program Requirements

#### General Education Requirements (see pages 50-51)

Area of Study	Credits
Arts and Humanities (Group I, II)	6
Communication	3
Computer Science	3
Critical Thinking	3
Cultural Diversity	3
English Composition	6
Laboratory Science	8
Mathematics <sup>1</sup>	0
Physical Education Activity and Dance	2
Social Science (Group I, II, III, IV) <sup>2</sup>	6

#### Program Requirements

Course No.	Title	Credits
CJ-103	Introduction to Criminal Justice	3
POLS-101	American National Government	3
SOC-101	Introduction to Sociology	3

**Choose one course from the following:** 3-4

MATH-130	Finite Mathematics
MATH-143	College Algebra

#### Elective Requirements

Courses 100-level or higher	11-12
<b>Total Credits (minimum) 64</b>	

#### Recommended Courses

CJ-202	Corrections in America	3
CJ-205	Criminal Procedure	3

#### Notes:

- <sup>1</sup> This General Education Requirement is met by the Program Requirements.
- <sup>2</sup> This General Education Requirement is partially met by the Program Requirements.

# Criminal Justice

## Associate of Science Degree

### Transfer Program

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

Completion of the following courses results in an associate's 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.

### Program Requirements

#### General Education Requirements (see pages 52-53)

Area of Study	Credits
Arts and Humanities (2 disciplines)	6
Communication	3
English Composition	6
Laboratory Science	8
Mathematics <sup>1</sup>	0
Physical Education Activity and Dance	2
Social Science (2 disciplines) <sup>1</sup>	0
Social Science and Arts and Humanities	3

#### Program Requirements

Course No.	Title	Credits
CJ-103	Introduction to Criminal Justice	3
POLS-101	American National Government	3
SOC-101	Introduction to Sociology	3

**Choose one course from the following:** 3-4

MATH-130	Finite Mathematics
MATH-143	College Algebra

#### Elective Requirements

Courses 100-level or higher 23-24  
**Total Credits (minimum) 64**

#### Recommended Courses

CJ-202	Corrections in America	3
CJ-205	Criminal Procedure	3

#### Notes:

<sup>1</sup> This General Education Requirement is met by the Program Requirements.



# Culinary Arts

## Technical Certificate

### Professional-Technical Program

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

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

Students spend approximately 10 hours a week in theory and 20 hours a week in the kitchen and dining room operating Emery's Restaurant to learn the front and back of restaurant operations. Successful completion of each semester or permission of the instructor is required for admission into the next semester. This is a limited enrollment program. Placement in specific math and English courses is determined by the college assessment test. Prospective students must score 33 or higher on the Pre-Algebra COMPASS placement test prior to entry into the program. Prospective students who do not meet the initial eligibility requirements for a professional-technical limited-enrollment program will need to take selected courses to receive necessary skill building prior to entering the program (see page 45).

### Program Requirements

#### First Semester

Course No.	Title	Credits
CULA-150	Sanitation and Safety	1
CULA-151	Introduction to Food Service	3
CULA-152	Breakfast Cookery and Food Presentation, Garnish, Quick Breads	1
CULA-155	Preparation of Stocks, Soups, and Sauces	1
CULA-165	Introduction to Customer Service	3
CULA-165L	Introduction to Customer Service Lab	0
CULA-170	Culinary Arts Lab I	6
MATH-015	Basic Math (or higher)	3-4

**Semester Total 18-19**

#### Second Semester

A TEC-117	Occupational Relations and Job Search	2
CULA-156	Preparation of Meats, Poultry, Fish, and Shellfish	1
CULA-157	Preparation of Vegetables, Starches, Sandwiches, and Salads	2
CULA-158	Bakeshop	2
CULA-166	Restaurant Customer Service Operations	3
CULA-166L	Restaurant Customer Service Operations Lab	0
CULA-171	Culinary Arts Lab II	6
CULA-173	Specialty Food Design and Event Menu Planning	2
CULA-176	Culinary Arts Internship	2
ENGL-099	Fundamentals for Writing	3
or ENGL-101	English Composition	(3)

**Semester Total 23**  
**Program Total 41-42**

# Diesel Technology

## Technical Certificate

### Professional-Technical Program

The Diesel Technology program is designed to prepare students for employment as entry-level truck/heavy equipment technicians. The program emphasizes extensive shop work using actual customer projects, as well as mock-up units and assemblies similar to those found in industry. Instruction includes theory and troubleshooting of problems involved in the repair and maintenance of engines, transmissions, differentials, brakes, steering, suspension, cooling, as well as hydraulics, undercarriages, fuel and air systems, and Class B Commercial Drivers License (CDL) training. Integrated in the program is a course in welding and cutting using both oxy-acetylene and electric arc. Successful completion of each semester or permission of the instructor is required to continue into the next semester. Placement in specific English and math courses is determined by the college assessment test. Prospective students who do not meet the initial eligibility requirements for a professional-technical limited enrollment program will need to take selected courses to receive necessary skill building prior to entering the program (see page 45).

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

### Program Requirements

#### First Semester

Course No.	Title	Credits
DSL-103	Basic Shop Safety	1
DSL-123	Diesel Engines/Electrical Systems	4
DSL-123L	Diesel Engines/Electrical Systems Lab	6
DSL-133	Electrical Systems	1
MATH-021	Technical Math for Auto/Diesel/Outdoor Power/Recreational Vehicle (or higher)	3-4
		<b>Semester Total 15-16</b>

#### Second Semester

ATEC-117	Occupational Relations and Job Search <sup>1</sup>	2
DSL-124	Powertrain/Brake Systems	5
DSL-124L	Powertrain/Brake Systems Lab	6
ENGL-099	Fundamentals for Writing	3
or ENGL-101	English Composition	(3)
WELD-109L	Diesel Welding Lab	1
		<b>Semester Total 17</b>

#### Summer Session

DSL-117L	Diesel Lab	2
DSL-137	Suspension/Steering/AC/Class B CDL	2
		<b>Semester Total 4</b>
		<b>Program Total 36-37</b>

#### Notes:

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

# Diesel Technology

## Advanced Technical Certificate

### Professional-Technical Program

The Diesel Technology program is designed to prepare students for employment as entry-level truck/heavy equipment technicians. The program emphasizes extensive shop work using actual customer projects, as well as mock-up units and assemblies similar to those found in industry. Instruction includes theory and troubleshooting of problems involved in the repair and maintenance of engines, transmissions, differentials, brakes, steering, suspension, cooling, as well as hydraulics, undercarriages, fuel and air systems, and Class B Commercial Drivers License (CDL) training. Integrated in the program is a course in welding and cutting using both oxy-acetylene and electric arc. Successful completion of each semester or permission of the instructor is required to continue into the next semester. Placement in specific English and math courses is determined by the college assessment test. Prospective students who do not meet the initial eligibility requirements for a professional-technical limited enrollment program will need to take selected courses to receive necessary skill building prior to entering the program (see page 45).

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

### Program Requirements

#### First Semester

Course No.	Title	Credits
DSLTL-103	Basic Shop Safety	1
DSLTL-123	Diesel Engines/Electrical Systems	4
DSLTL-123L	Diesel Engines/Electrical Systems Lab	6
DSLTL-133	Electrical Systems	1
MATH-021	Technical Math for Auto/Diesel/Outdoor Power/Recreational Vehicle (or higher)	<u>3-4</u>
		<b>Semester Total 15-16</b>

#### Second Semester

DSLTL-124	Powertrain/Brake Systems	5
DSLTL-124L	Powertrain/Brake Systems Lab	6
ENGL-099	Fundamentals for Writing	3
or ENGL-101	English Composition	(3)
WELD-109L	Diesel Welding Lab	<u>1</u>
		<b>Semester Total 15</b>

#### Summer Session

DSLTL-117L	Diesel Lab	2
DSLTL-137	Suspension/Steering/AC/Class B CDL	<u>2</u>
		<b>Semester Total 4</b>

#### Third Semester

ATEC-117	Occupational Relations and Job Search <sup>1</sup>	2
DSLTL-223	Advanced Tune-up Computerized Engines	4
DSLTL-223L	Advanced Tune-up Computerized Engines Lab	<u>6</u>
		<b>Semester Total 12</b>

#### Fourth Semester

DSLTL-203	Basic Hydraulic Systems	2
DSLTL-224	Undercarriage/Powershift Transmissions and Hydraulics	4
DSLTL-224L	Undercarriage/Powershift Transmissions and Hydraulics Lab	<u>6</u>
		<b>Semester Total 12</b>
		<b>Program Total 58-59</b>

#### Notes:

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

# Diesel Technology

## Associate of Applied Science Degree

### Professional-Technical Program

In addition to the specific Diesel Technology courses, students must take a minimum of 15 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.)

The Diesel Technology program is designed to prepare students for employment as entry-level truck/heavy equipment technicians. The program emphasizes extensive shop work using actual customer projects, as well as mock-up units and assemblies similar to those found in industry. Instruction includes theory and troubleshooting of problems involved in the repair and maintenance of engines, transmissions, differentials, brakes, steering, suspension, cooling, as well as hydraulics, undercarriages, fuel and air systems, and Class B Commercial Drivers License (CDL) training. Integrated in the program is a course in welding and cutting using both oxy-acetylene and electric arc. Successful completion of each semester or permission of the instructor is required to continue into the next semester. Placement in specific English and math courses is determined by the college assessment test. Prospective students who do not meet the initial eligibility requirements for a professional-technical limited enrollment program will need to take selected courses to receive necessary skill building prior to entering the program (see page 45).

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

### Program Requirements

#### First Semester

Course No.	Title	Credits
DSLTL-103	Basic Shop Safety	1
DSLTL-123	Diesel Engines/Electrical Systems	4
DSLTL-123L	Diesel Engines/Electrical Systems Lab	6
DSLTL-133	Electrical Systems	1
_____	A.A.S. Math Requirement <sup>1</sup>	<u>3-4</u>
		<b>Semester Total 15-16</b>

#### Second Semester

DSLTL-124	Powertrain/Brake Systems	5
DSLTL-124L	Powertrain/Brake Systems Lab	6
ENGL-101	English Composition <sup>2</sup>	3
WELD-109L	Diesel Welding Lab	1
		<b>Semester Total 15</b>

#### Summer Session

DSLTL-117L	Diesel Lab	2
DSLTL-137	Suspension/Steering/AC/Class B CDL	<u>2</u>
		<b>Session Total 4</b>

#### Third Semester

DSLTL-223	Advanced Tune-up Computerized Engines	4
DSLTL-223L	Advanced Tune-up Computerized Engines Lab	6
_____	A.A.S. English Composition Requirement <sup>3</sup>	3
_____	A.A.S. Social Science/Human Relations/Interpersonal Communications Requirement <sup>3</sup>	<u>3</u>
		<b>Semester Total 16</b>

#### Fourth Semester

DSLTL-203	Basic Hydraulic Systems	2
DSLTL-224	Undercarriage/Powershift Transmissions and Hydraulics	4
DSLTL-224L	Undercarriage/Powershift Transmissions and Hydraulics Lab	6
_____	A.A.S. General Education Requirement <sup>3</sup>	<u>3</u>
		<b>Semester Total 15</b>
		<b>Program Total 65-66</b>

#### Notes:

- <sup>1</sup> Mathematics requirement includes any math course that is MATH-123 or higher and meets the A.A.S. degree requirements listed on page 54.
- <sup>2</sup> Satisfies A.A.S. degree requirement.
- <sup>3</sup> Select from A.A.S. degree general education requirements listed on page 54.

# Education-Elementary or Middle School Teacher Education

## Associate of Arts Degree

### Transfer Program

The Education program is intended for students who wish to teach in an elementary or middle school education setting. It is strongly recommended that students who plan to teach kindergarten through grade eight in an elementary or middle school contact their transfer institution as soon as possible regarding specific coursework needed for the transfer institution's core curriculum, college of education requirements, and/or state certification requirements. Delay in contacting the transfer institution may result in taking unnecessary courses. The following courses have a high probability for transfer and meet core requirements for an associate's degree from North Idaho College.

### Program Requirements

#### General Education Requirements (see pages 50-51)

Area of Study	Credits
Arts and Humanities (Group I, II)	6
Computer Science	3
Critical Thinking	3
Cultural Diversity	3
English Composition	6
Laboratory Science	8
Mathematics <sup>1</sup>	0
Physical Education Activity and Dance	2
Social Science (Group I, II, III, IV) <sup>2</sup>	3

#### Program Requirements

Course No.	Title	Credits
EDUC-201	Introduction to Teaching	3
ENGL-175	Introduction to Literature	3
MATH-143	College Algebra (or higher)	3
MATH-157	Mathematics for Elementary Teachers I	3
MATH-257	Mathematics for Elementary Teachers II	3
PSYC-101	Introduction to Psychology	3
PSYC-205	Developmental Psychology	3

#### Choose one course from the following 3

HIST-111	U.S. History: Discovery to Reconstruction
HIST-112	U.S. History: Gilded Age to the Present

#### Elective Requirements

Courses 100-level or higher	<u>6</u>
<b>Total Credits (minimum) 64</b>	

#### Notes:

- <sup>1</sup> This General Education Requirement is met by the Program Requirements.
- <sup>2</sup> This General Education Requirement is partially met by the Program Requirements.

# Education-Elementary or Middle School Teacher Education

## Associate of Science Degree

### Transfer Program

The Education program is intended for students who wish to teach in an elementary or middle school education setting. It is strongly recommended that students who plan to teach kindergarten through grade eight in an elementary or middle school contact their transfer institution as soon as possible regarding specific coursework needed for the transfer institution's core curriculum, college of education requirements, and/or state certification requirements. Delay in contacting the transfer institution may result in taking unnecessary courses. The following courses have a high probability for transfer and meet core requirements for an associate's degree from North Idaho College.

### Program Requirements

#### General Education Requirements (see pages 52-53)

Area of Study	Credits
Arts and Humanities (2 disciplines)	6
Communication	3
English Composition	6
Laboratory Science	8
Mathematics <sup>1</sup>	0
Physical Education Activity and Dance	2
Social Science (2 disciplines) <sup>1</sup>	0
Social Science and Arts and Humanities <sup>1</sup>	0

#### Program Requirements

Course No.	Title	Credits
EDUC-201	Introduction to Teaching	3
ENGL-175	Introduction to Literature <sup>2</sup>	3
MATH-143	College Algebra (or higher)	3
MATH-157	Mathematics for Elementary Teachers I	3
MATH-257	Mathematics for Elementary Teachers II	3
PSYC-101	Introduction to Psychology	3
PSYC-205	Developmental Psychology	3

#### Choose one course from the following 3

HIST-111	U.S. History: Discovery to Reconstruction	
HIST-112	U.S. History: Gilded Age to the Present	

#### Elective Requirements

Courses 100-level or higher	<u>15</u>
<b>Total Credits (minimum)</b>	<b>64</b>

#### Notes:

<sup>1</sup> This General Education Requirement is met by the Program Requirements.



# Education-Secondary Education

## Associate of Arts Degree

### Transfer Program

The Education program is intended for students who wish to teach in a middle school, or high school setting. Most transfer institutions and state teacher certification standards require high school teachers to complete a major area of study such as English, History, Art, or Biology. In preparation for transfer, NIC students may enroll in courses which have a high probability for transfer and courses that support their major area of study. It is strongly recommended that students who plan to teach in a high school setting contact their transfer institution as soon as possible regarding specific coursework needed for the transfer institution's core curriculum, college of education requirements, and/or state certification requirements. Delay in contacting the transfer institution may result in taking unnecessary courses. Students wishing to pursue a career as a middle school teacher have two options. They can complete secondary requirements for high school teachers and be certified to teach grades 6-12 in their area. The second option would be to seek an elementary certification and seek an endorsement in their content area. Students who are uncertain about becoming a teacher may enroll in EDUC-201 as a sophomore. This course is designed to assist students in making an educated decision about teaching as a career choice.

### Program Requirements

#### General Education Requirements (see pages 50-51)

Area of Study	Credits
Arts and Humanities (Group I, II)	6
Communication	3
Computer Science	3
Critical Thinking	3
Cultural Diversity	3
English Composition	6
Laboratory Science	8
Mathematics <sup>1</sup>	0
Physical Education Activity and Dance	2
Social Science (Group I, II, III, IV) <sup>2</sup>	9

#### Program Requirements

Course No.	Title	Credits
EDUC-201	Introduction to Teaching	3
MATH-143	College Algebra	3
PSYC-101	Introduction to Psychology	3

#### Elective Requirements

Courses 100-level or higher	<u>12</u>
<b>Total Credits (minimum) 64</b>	

#### Notes:

- <sup>1</sup> This General Education Requirement is met by the Program Requirements.
- <sup>2</sup> This General Education Requirement is partially met by the Program Requirements.

# Education-Secondary Education

## Associate of Science Degree

### Transfer Program

The Education program is intended for students who wish to teach in a middle school, or high school setting. Most transfer institutions and state teacher certification standards require high school teachers to complete a major area of study such as English, History, Art, or Biology. In preparation for transfer, NIC students may enroll in courses which have a high probability for transfer and courses that support their major area of study. It is strongly recommended that students who plan to teach in a high school setting contact their transfer institution as soon as possible regarding specific coursework needed for the transfer institution's core curriculum, college of education requirements, and/or state certification requirements. Delay in contacting the transfer institution may result in taking unnecessary courses. Students wishing to pursue a career as a middle school teacher have two options. They can complete secondary requirements for high school teachers and be certified to teach grades 6-12 in their area. The second option would be to seek an elementary certification and seek an endorsement in their content area. Students who are uncertain about becoming a teacher may enroll in EDUC-201 as a sophomore. This course is designed to assist students in making an educated decision about teaching as a career choice.

### Program Requirements

#### General Education Requirements (see pages 52-53)

Area of Study	Credits
Arts and Humanities (2 disciplines)	6
Communication	3
English Composition	6
Laboratory Science	8
Mathematics <sup>1</sup>	0
Physical Education Activity and Dance	2
Social Science (2 disciplines)	6
Social Science and Arts and Humanities <sup>1</sup>	0

#### Program Requirements

Course No.	Title	Credits
EDUC-201	Introduction to Teaching	3
MATH-143	College Algebra	3
PSYC-101	Introduction to Psychology	3

#### Elective Requirements

Courses 100-level or higher	<u>24</u>
<b>Total Credits (minimum) 64</b>	

#### Notes:

- <sup>1</sup> This General Education Requirement is met by the Program Requirements.

# Engineering

## Associate of Science Degree

### Transfer Program

A full range of engineering and related courses are offered to satisfy freshman and sophomore requirements for students planning to transfer to institutions offering baccalaureate degrees in engineering or engineering technology. A solid foundation is laid for further studies in civil, mechanical, chemical, and electrical engineering. This program provides the flexibility needed by students interested in emerging fields like computer science, robotics, bioengineering, geological engineering, environmental engineering, and many others. The advantages of small class size, individual attention, a knowledgeable professional staff, and state-of-the-art instructional equipment incorporating modern CAD (computer aided design) are well suited to meeting the lower division requirements for degrees in engineering. A solid math and science background is important preparation for a college engineering program. Completion of the following courses normally fulfills half of bachelor's degree requirements in Engineering. Course selections should be tailored to match requirements of the intended transfer institution.

### Program Requirements

#### General Education Requirements (see pages 52-53)

Area of Study	Credits
Arts and Humanities (2 disciplines)	6
Communication	3
English Composition	6
Laboratory Science <sup>1</sup>	0
Mathematics <sup>1</sup>	0
Physical Education Activity and Dance	2
Social Science (2 disciplines)	6
Social Science and Arts and Humanities	3

#### Program Requirements

Course No.	Title	Credits
CHEM-111	Principles of General College Chemistry I	5
ENGL-202	Technical Writing	3
ENGR-123	Intro to Engineering	2
ENGR-210	Statics	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 <sup>1</sup>	5

#### Elective Requirements

Courses 100-level or higher <sup>2</sup>	7-8
<b>Total Credits (minimum) 66-68</b>	

#### Recommended Courses

ECON-201	Principles of Economics (Macro)	3
ECON-202	Principles of Economics (Micro)	3
PHIL-103	Ethics	3

#### Notes:

- <sup>1</sup> This General Education Requirement is met by the Program Requirements.
- <sup>2</sup> Recommend choosing courses from the Areas of Emphasis according to transfer institution requirements.

### Recommended Electives

#### Civil Engineering

CHEM-112	Principles of College Chemistry II	5
ENGR-105	Engineering Graphics	2
ENGR-214	Surveying	4
ENGR-220	Dynamics of Rigid Bodies	3
ENGR-223	Engineering Analysis	3
ENGR-295	Strength of Materials	3
PHYS-212	Engineering Physics II	5

#### Chemical Engineering

CHEM-112	Principles of College Chemistry II	5
CHEM-277	Organic Chemistry I	3
CHEM-278	Organic Chemistry I Lab	1
CHEM-287	Organic Chemistry II	3
CHEM-288	Organic Chemistry II Lab	1
CS-150	Computer Science	4
ENGR-240	Circuits I	4
PHYS-212	Engineering Physics II	5

#### Electrical Engineering

CS-150	Computer Science	4
CS-240	Digital Logic	4
ENGR-220	Dynamics of Rigid Bodies	3
ENGR-240	Circuits I	4
ENGR-241	Circuits II	4
MATH-335	Linear Algebra	3
PHYS-212	Engineering Physics II	5

#### Mechanical Engineering

ENGR-105	Engineering Graphics	2
ENGR-220	Dynamics of Rigid Bodies	3
ENGR-223	Engineering Analysis	3
ENGR-240	Circuits I	4
ENGR-295	Strength of Materials	3
MATH-335	Linear Algebra	3
PHYS-212	Engineering Physics II	5

# English

## Associate of Arts Degree

### Transfer Program

The study of literature and composition helps students to acquire valuable interdisciplinary communication skills for a wide range of professions. Classes focus on the pleasures and challenges of reading and writing. Students learn to read critically, to think logically, to analyze and organize a wide variety of concepts, to research and evaluate sources, and to communicate clearly and effectively. Studying literature provides students with strong reading comprehension abilities and inspires cultural, social, philosophical, and historical inquiry. Studying composition teaches students to express their ideas artfully and to integrate diverse perspectives into convincing essays. English majors can apply these skills to a range of professional fields, such as business, advertising, media, law, health professions, and education.

Completion of the following courses normally fulfills the first half of bachelor's degree requirements in English. Course selections should be tailored to match requirements of the intended transfer institutions.

### Program Requirements

#### General Education Requirements (see pages 50-51)

Area of Study	Credits
Arts and Humanities (Group I, II) <sup>1</sup>	0
Communication	3
Computer Science	3
Critical Thinking	3
Cultural Diversity <sup>2</sup>	3
English Composition	6
Laboratory Science	8
Mathematics	3-5
Physical Education Activity and Dance	2
Social Science (Group I, II, III, IV)	12

#### Program Requirements

Course No.	Title	Credits
ENGL-175	Introduction to Literature	3
HUMS-101	Introduction to the Humanities	3

#### Choose one course from the following 3

ENGL-205	Interdisciplinary Writing
ENGL-210	Literary Analysis

#### Choose one course from the following 3

ENGL-216	Mythology
ENGL-257	Literature of Western Civilization
ENGL-258	Literature of Western Civilization
ENGL-267	Survey of English Literature
ENGL-268	Survey of English Literature
ENGL-271	Introduction to Shakespeare

#### Choose one course from the following 3

ENGL-277	Survey of American Literature
ENGL-278	Survey of American Literature
ENGL-285	Native American Literature
ENGL-295	Contemporary US Multicultural Literature

#### Elective Requirements

Courses 100-level or higher	4-6
<b>Total Credits (minimum) 64</b>	

#### Notes:

- <sup>1</sup> This General Education Requirement is met by the Program Requirements.
- <sup>2</sup> This General Education Requirement may be met by the Program Requirements.

# English

## Associate of Science Degree

### Transfer Program

The study of literature and composition helps students to acquire valuable interdisciplinary communication skills for a wide range of professions. Classes focus on the pleasures and challenges of reading and writing. Students learn to read critically, to think logically, to analyze and organize a wide variety of concepts, to research and evaluate sources, and to communicate clearly and effectively. Studying literature provides students with strong reading comprehension abilities and inspires cultural, social, philosophical, and historical inquiry. Studying composition teaches students to express their ideas artfully and to integrate diverse perspectives into convincing essays. English majors can apply these skills to a range of professional fields, such as business, advertising, media, law, health professions, and education.

Completion of the following courses normally fulfills the first half of bachelor's degree requirements in English. Course selections should be tailored to match requirements of the intended transfer institutions. This degree fulfills requirements for an English B.A. in Coeur d'Alene offered by the University of Idaho.

### Program Requirements

#### General Education Requirements (see pages 52-53)

Area of Study	Credits
Arts and Humanities (2 disciplines) <sup>1</sup>	0
Communication	3
English Composition	6
Laboratory Science	8
Mathematics	3-5
Physical Education Activity and Dance	2
Social Science (2 disciplines)	6
Social Science and Arts and Humanities <sup>1</sup>	0

#### Program Requirements

Course No.	Title	Credits
ENGL-210	Literary Analysis	3
ENGL-271	Introduction to Shakespeare	3

#### Choose one course from the following 3

ENGL-257	Literature of Western Civilization
ENGL-258	Literature of Western Civilization

#### Choose three courses from the following 9

ENGL-267	Survey of English Literature
ENGL-268	Survey of English Literature
ENGL-277	Survey of American Literature
ENGL-278	Survey of American Literature

#### Modern Language Requirement: Complete credits up to 202-level language competence. 18

ASL	American Sign Language
CDA	Coeur d'Alene Language
FREN	French
GERM	German
ITAL	Italian
SPAN	Spanish

#### Elective Requirements

Courses 100-level or higher	0
<b>Total Credits (minimum) 64</b>	

#### Notes:

<sup>1</sup> This General Education Requirement is met by the Program Requirements.

#### Recommended electives:

ENGL-285	Native American Literature
ENGL-295	Contemporary US Multicultural Literature

# Environmental Science

## Associate of Science Degree

### Transfer Program

Environmental science is the study of human impact on the environment. Our quality of life will depend on our understanding of complex environmental issues. Students enrolled in this program will receive a diverse background in the sciences, including biology, chemistry, and geology.

Completion of the following courses results in an associate of science degree with an area of emphasis in Environmental Science. This program normally fulfills the first two years of baccalaureate study in Environmental Science. Course selection should be tailored to match requirements defined by intended transfer institution.

### Program Requirements

#### General Education Requirements (see pages 50-51)

Area of Study	Credits
Arts and Humanities (2 disciplines)	6
Communication	3
English Composition	6
Laboratory Science <sup>1</sup>	0
Mathematics <sup>1</sup>	0
Physical Education Activity and Dance	2
Social Science (2 disciplines)	6
Social Science and Arts and Humanities	3

#### Program Requirements

Course No.	Title	Credits
BIOL-115	Introduction to Life Sciences	4
BIOL-202	General Zoology	4
BIOL-203	General Botany	4
BIOL-231	General Ecology	4
CHEM-111	Principles of General College Chemistry I	5
CHEM-112	Principles of General College Chemistry II	5
ENSI-119	Introduction to Environmental Science	4
GEOL-101	Physical Geology	4

<b>Choose one course from the following</b>	4
MATH-160 Survey of Calculus	
MATH-170 Analytic Geometry and Calculus I	

#### Elective Requirements

Courses 100-level or higher	0
<b>Total Credits (minimum)</b>	<b>64</b>

#### Notes:

<sup>1</sup> This General Education Requirement is met by the Program Requirements.



# Fire Service Technology

Associate of Applied Science Degree

## Professional-Technical Program

The Fire Service Technology curriculum is designed to develop and upgrade firefighting skills and knowledge of volunteer and paid firefighters, and covers all phases of firefighting. The intent is to provide firefighters with the skills needed to save lives and protect property in a safe and efficient manner. Participants must be members of a paid or volunteer fire department. Technical skills courses are developed through the Idaho Division of Professional Technical Education, Emergency Services Training program, and are offered through fire departments under the coordination of NIC's Workforce Development department. Fire service curricula is developed to the National Fire Protection Association (NFPA) Standards. Upon completion of the technical classes, students may choose to complete the NIC general education core classes and apply for an A.A.S. degree in Fire Service Technology. Upon completing the A.A.S. degree, students may transfer to Lewis-Clark State College to complete a bachelor of applied science degree in Fire Service Technology.

## Program Requirements

**General Education (Student must complete a minimum of 15 credits from the courses below).**

Course No.	Title	Credits
ENGL-101	English Composition	3
_____	A.A.S. English Composition Requirement <sup>1</sup>	3
_____	A.A.S. Math Requirement <sup>2</sup>	3-4
_____	A.A.S. Social Science/Human Relations/Interpersonal Communications Requirement <sup>1</sup>	3
_____	A.A.S. General Education Requirement <sup>1</sup>	3
<b>General Education Total</b>		<b>15</b>

### Additional courses:

FST-100	Fire Service Technology	48
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**This course is used to transcript the following courses:**

- Rapid Intervention Team Training Firefighter Safety and Survival
- Fire Fighter I
- Fire Fighter II
- Technical Rescue – Operations Elective
- Flashover Survival Training
- Hazardous Materials Awareness
- Hazardous Materials Operation
- Wildland Basic Firefighter II
- Wildland/Urban Interface
- Emergency Medical Technician Basic
- Arson Detection for First Responders
- Building Construction Combustible
- Building Construction Non-Combustible
- Incident Command System
- Silent Wars: Air and Blood Borne Pathogens
- Driver Operator/Pump Operations
- Fire Officer I
- Instructor I

**Program Total 64**

### Notes:

- <sup>1</sup> Select from A.A.S. degree requirements listed on page 52.
- <sup>2</sup> Mathematics requirement includes any math course that is MATH 123 or higher and meets the A.A.S. degree requirements listed on page 52.

# Forestry/Wildlife/Range Management

## Associate of Science Degree

### Transfer Program

This program provides required coursework for students interested in pursuing a career in natural resource management. The program acquaints students with the physical, biological, and social sciences, as well as the humanities. The curriculum provides a basis of general education and scientific-professional courses addressing the use of forests, rangelands, and related natural resources.

Completion of the following courses results in an associate's degree with an area of emphasis in Forestry/Wildlife/Range Management. The required coursework normally fulfills the first half of baccalaureate degree requirements in natural resource management for a variety of disciplines, including Forestry, Wildlife, Fisheries, Range Management, etc. Course selection should be tailored to match requirements defined by the intended transfer institution.

### Program Requirements

#### General Education Requirements (see pages 52-53)

Area of Study	Credits
Arts and Humanities (2 disciplines)	6
Communication	3
English Composition	6
Laboratory Science <sup>1</sup>	0
Mathematics <sup>1</sup>	0
Physical Education Activity and Dance	2
Social Science (2 disciplines) <sup>2</sup>	3
Social Science and Arts and Humanities	3

#### Program Requirements

Course No.	Title	Credits
BIOL-101	Forestry Orientation	1
BIOL-115	Introduction to Life Sciences	4
BIOL-221	Forest Ecology	4
CHEM-101	Introduction to Essentials of General Chemistry I <sup>1</sup>	4
ECON-202	Principles of Economics (Micro)	3
MATH-253	Principles of Applied Statistics	3

**Choose one course from the following:** 4

- MATH-160 Survey of Calculus
- MATH-170 Analytic Geometry and Calculus I

#### Elective Courses

Choose a minimum of 18 credits depending on the major chosen at your transfer institution.

BIOL-202	General Zoology	4
BIOL-203	General Botany	4
BIOL-241	Systematic Botany	4
BIOL-250	General Microbiology	4
BIOL-251	Principles of Range Resources Management	2
BIOL-290	Principles of Wildlife Biology	2
CHEM-275	Carbon Compounds	3
GEOL-101	Physical Geology	4
PHYS-101	Fundamentals of Physical Science	4
or PHYS-111	General Physics I	(4)

**Total Credits (minimum) 64**

#### Notes:

- <sup>1</sup> This General Education Requirement is met by the Program Requirements.
- <sup>2</sup> This General Education Requirement is partially met by the Program Requirements.

# General Studies

## Associate of Arts Degree

### Transfer Program

This program is suggested for students wishing to pursue a general studies option. Completion of the following courses results in an associate's 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.

### Program Requirements

#### General Education Requirements (see pages 50-51)

Area of Study	Credits
Arts and Humanities (Group I, II)	6
Communication	3
Computer Science	3
Critical Thinking	3
Cultural Diversity	3
English Composition	6
Laboratory Science	8
Mathematics	3-5
Physical Education Activity and Dance	2
Social Science (Group I, II, III, IV)	12

#### Elective Requirements

Courses 100-level or higher	<u>13-16</u>
<b>Total Credits (minimum) 64</b>	

# General Studies

## Associate of Science Degree

### Transfer Program

This program is suggested for students wishing to pursue a general studies option. Completion of the following courses results in an associate's 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.

### Program Requirements

#### General Education Requirements (see pages 52-53)

Area of Study	Credits
Arts and Humanities (2 disciplines)	6
Communication	3
English Composition	6
Laboratory Science	8
Mathematics	3-5
Physical Education Activity and Dance	2
Social Science (2 disciplines)	6
Social Science and Arts and Humanities	3

#### Elective Requirements

Courses 100-level or higher	<u>24-27</u>
<b>Total Credits (minimum) 64</b>	

# Geology

## Associate of Science Degree

### 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's degree with an area of emphasis in Geology. The required 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.

### Program Requirements

#### General Education Requirements (see pages 52-53)

Area of Study	Credits
Arts and Humanities (2 disciplines)	6
Communication	3
English Composition	6
Laboratory Science <sup>1</sup>	0
Mathematics <sup>1</sup>	0
Physical Education Activity and Dance	2
Social Science (2 disciplines)	6
Social Science and Arts and Humanities	3

#### Program Requirements

Course No.	Title	Credits
CHEM-111	Principles of General College Chemistry I	5
CHEM-112	Principles of General College Chemistry II	5
GEOL-101	Physical Geology	4
GEOL-102	Historical Geology	4
GEOL-255	Systematic Mineralogy	4
MATH-170	Analytic Geometry and Calculus I	4
MATH-175	Analytic Geometry and Calculus II	4
PHYS-111	General Physics I	4
PHYS-112	General Physics II	4

#### Elective Requirements

Courses 100-level or higher	0
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**Total Credits (minimum) 64**

#### Notes:

- <sup>1</sup> This General Education Requirement is met by the Program Requirements.

# Graphic Design

## Academic Certificate

### Transfer Program

This occupational program prepares graduates to meet the challenges of graphic design and related professions. The curriculum aims to equip students with the skills, knowledge, and abilities necessary to enter the job market. The broad range of media used to implement creative and aesthetic solutions includes work in print advertising, packaging, and a variety of electronic media including computer graphics and the Internet. This program applies toward the requirements for an associate of applied science degree in Graphic Design and an associate of applied science degree in Web Design.

For advising and more program information contact Instructor Philippe Valle: [pfvalle@nic.edu](mailto:pfvalle@nic.edu).

### Program Requirements

#### First Semester

Course No.	Title	Credits
ENGL-101	English Composition	3
GDES-101	History of Graphic Design	2
GDES-112	Drawing for Designers	2
GDES-120	Typography	2
GDES-130	Introduction to Apple Operating Systems (Mac OS)	1
GDES-131	Adobe Illustrator-Vector Graphics	3
GDES-132	Adobe Photoshop-Raster Graphics	3
GDES-133	Adobe InDesign-Layout and Composition	3
GDES-134	Acrobat Dynamic PDF	2
GDES-140	Internet Fundamentals	2
GDES-221	Graphic Design I	3
MATH-025	Elementary Algebra (or higher)	3
		<b>Total Credits (minimum) 29</b>



# Graphic Design

## Associate of Applied Science Degree

### Transfer Program

The Graphic Design program offers an occupational focused curriculum, which aims to equip students with the basic skills, knowledge, and abilities necessary to obtain entry-level positions in the job market. A project-oriented methodology is used to implement creative, technical, and esthetic solutions into print advertising, packaging, web, digital video production, and new media applications. This program fulfills the requirements for a certificate in Graphic Design and an associate of applied science degree in Graphic Design. Also, this program applies toward the requirements for an associate of applied science degree in Web Design.

For advising and more program information contact Instructor Philippe Valle: [pfvalle@nic.edu](mailto:pfvalle@nic.edu).

### Program Requirements

#### General Education Requirements (see pages 54)

Area of Study	Credits
English Composition <sup>1</sup>	0
Mathematics	3-5
Social Science/Human Relations/Interpersonal Communications <sup>1</sup>	0
Natural Sciences or additional course from above <sup>1</sup>	0

#### Program Requirements

ART-100	Survey of Art	3
BUSA-101	Introduction to Business	3
COMM-101	Introduction to Speech Communication	3
ENGL-101	English Composition	3
GDES-101	History of Graphic Design	2
GDES-112	Drawing for Designers	2
GDES-120	Typography	2
GDES-130	Introduction to Apple Operating Systems (Mac OS)	1
GDES-131	Adobe Illustrator-Vector Graphics	3
GDES-132	Adobe Photoshop-Raster Graphics	3
GDES-133	Adobe InDesign-Layout and Composition	3
GDES-134	Acrobat Dynamic PDF	2
GDES-140	Internet Fundamentals	2
GDES-213	Digital Illustration	2
GDES-221	Graphic Design I	3
GDES-222	Graphic Design II	3
GDES-223	Graphic Design III	3
GDES-225	Introduction to Digital Video	3
GDES-226	Computer Animation	2
GDES-250	Prepress	2
GDES-255	Design Concepts for the Web	3
GDES-271	Design Projects	3
GDES-283	Portfolio Development	3
GDES-290	Internship	1-6
PHTO-183	Introduction to Digital Photography	3
<b>Total Credits (minimum) 66-73</b>		

#### Notes:

<sup>1</sup> This General Education Requirement is met by the Program Requirements.

# Healthcare Informatics Technician

## Advanced Technical Certificate

### Professional-Technical Program

Healthcare informatics combines the fields of computer information technology and health to develop and support the computer systems required to administer information, advance clinical work flow, and improve the security of the computerized healthcare systems. It involves the integration of information sciences, computer technology, and medicine to collect, organize, and secure information systems and health related data. The extraordinary advancement of medical knowledge and technologies may vastly improve healthcare delivery to consumers, therefore keeping the information related to these advancements organized and accessible is crucial.

Healthcare informatics utilizes computer hardware, specialized software, and communication devices to form complex computer networks to collect, analyze, and transmit medical processes. Due to the widespread implementation and complexity of computerized health information, computer IT specialists with knowledge of healthcare practices are in high demand. The purpose of this program is to prepare people for entry-level employment in this exciting field.

This program may be used to help prepare for CompTIA HIT-001 Healthcare IT Technician certification.

Note: Students who wish to enroll in this program must apply to the first year CITE program and meet the selective enrollment criteria for that program. Contact the Professional-Technical advisor for information on selective enrollment criteria. Students waiting to be granted admission into the CITE program are able to register and take the courses that do not have the CITE prefix.

### Program Requirements

#### First Semester

Course No.	Title	Credits
CAOT-112	Keyboarding I	1
CITE-116	Desktop Operating System Support	3
CITE-117	Desktop Operating System Support Projects	1
CITE-118	Computer Essentials	2
CITE-119	Computer Essentials Projects	2
ENGL-101	English Composition <sup>1</sup>	3
MATH-025	Elementary Algebra (or higher)	3-5
		<b>Semester Total 15-17</b>

#### Second Semester

CITE-104	Systems Administration I	3
CITE-105	Systems Administration I Projects	3
CITE-121	Network Support I	3
CITE-122	Network Support I Projects	3
COMM-101	Introduction to Speech Communication <sup>1</sup>	3
		<b>Semester Total 15</b>

#### Third Semester

BLDR-150	Introduction to Health Information Technology	3
CAOT-140	Database/Access I	1
CAOT-141	Database/Access II	1
CAOT-168	Integrated Medical Office Software	3
CAOT-179	Medical Terminology	2
CAOT-180	Legal Issues in Health Care	1
		<b>Semester Total 11</b>

#### Fourth Semester

CAOT-186	Medical Coding	3
EMRS-122	Installation and Configuring EHRs	3
HCIT-210	Health IT Customer Service	3
HCIT-220	Healthcare Informatics Internship	3
		<b>Semester Total 12</b>
		<b>Program Total 53-55</b>

#### Notes:

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

# Healthcare Informatics Technician

Associate of Applied Science Degree

## Professional-Technical Program

Healthcare informatics combines the fields of computer information technology and health to develop and support the computer systems required to administer information, advance clinical work flow, and improve the security of the computerized healthcare systems. It involves the integration of information sciences, computer technology, and medicine to collect, organize, and secure information systems and health related data. The extraordinary advancement of medical knowledge and technologies may vastly improve healthcare delivery to consumers, therefore keeping the information related to these advancements organized and accessible is crucial.

Healthcare informatics utilizes computer hardware, specialized software, and communication devices to form complex computer networks to collect, analyze, and transmit medical processes. Due to the widespread implementation and complexity of computerized health information, computer IT specialists with knowledge of healthcare practices are in high demand. The purpose of this program is to prepare people for entry-level employment in this exciting field.

This program may be used to help prepare for CompTIA HIT-001 Healthcare IT Technician certification.

Note: Students who wish to enroll in this program must apply to the first year CITE program and meet the selective enrollment criteria for that program. Contact the Professional-Technical advisor for information on selective enrollment criteria. Students waiting to be granted admission into the CITE program are able to register and take the courses that do not have the CITE prefix.

## Program Requirements

### First Semester

Course No.	Title	Credits
CAOT-112	Keyboarding I	1
CITE-116	Desktop Operating System Support	3
CITE-117	Desktop Operating System Support Projects	1
CITE-118	Computer Essentials	2
CITE-119	Computer Essentials Projects	2
ENGL-101	English Composition <sup>1</sup>	3
_____	A.A.S. Math Requirement <sup>2</sup>	3-5
		<b>Semester Total 15-17</b>

### Second Semester

CITE-104	Systems Administration I	3
CITE-105	Systems Administration I Projects	3
CITE-121	Network Support I	3
CITE-122	Network Support I Projects	3
COMM-101	Introduction to Speech Communication <sup>1</sup>	3
		<b>Semester Total 15</b>

### Third Semester

BLDR-150	Introduction to Health Information Technology	3
CAOT-140	Database/Access I	1
CAOT-141	Database/Access II	1
CAOT-168	Integrated Medical Office Software	3
CAOT-179	Medical Terminology	2
CAOT-180	Legal Issues in Health Care	1
_____	A.A.S. Social Science/Human Relations/ Interpersonal Communications Requirement <sup>3</sup>	3
		<b>Semester Total 14</b>

### Fourth Semester

BIOL-175	Human Biology <sup>1</sup>	4
CAOT-186	Medical Coding	3
EMRS-122	Installation and Configuring EHRs	3
HCIT-210	Health IT Customer Service	3
HCIT-220	Healthcare Informatics Internship	3
		<b>Semester Total 16</b>
		<b>Program Total 60-62</b>

### Notes:

- <sup>1</sup> Satisfies A.A.S. degree general education requirement.
- <sup>2</sup> Mathematics requirement includes any math course that is MATH-123 or higher and meets the A.A.S. degree requirements listed on page 54.
- <sup>3</sup> Select from A.A.S. degree requirements listed on page 54.

# Health Information Fundamentals

## Technical Certificate

### Professional–Technical Program

The Health Information Fundamentals certificate program is designed for those who wish to continue their education with Idaho State University (ISU) and earn an associate of applied science degree in Health Information Technology. ISU courses required to complete the A.A.S. degree are offered through distance education so students can complete the degree without moving to ISU's campus. Upon completion of ISU's Health Information Technology A.A.S. degree, graduates are eligible to take the national certification examination through the American Health Information Management Association (AHIMA). Successful completion of the examination results in earning the Registered Health Information Technician (RHIT) credential.

### Health Information Technology through Idaho State University

Idaho State University (ISU) offers the following courses for the completion of the A.A.S. degree in Health Information Technology. NIC students can transfer their credits from the above technical certificate program to ISU and take the 39 credits listed below to receive an A.A.S. degree in Health Information Technology from ISU.<sup>3</sup>

Course No.	Title	Credits
HIT-0201	Practicum I	2
HIT-0202	Health Information I	4
HIT-0203	Health Care Statistics and QI	3
HIT-0204	Health Information II	4
HIT-0207	Practicum II	4
HIT-0208	ICD-10 Coding	3
HIT-0209	CPT-4 Coding	3
HIT-0213	Advanced Coding/Reimbursement	4
HIT-0299-01	Informatics 1	3
HIT-0299-02	Introduction to Reimbursement	2
HIT-0299-03	Informatics 2	3
HO-111	Anatomy and Physiology	4
		<b>ISU Total 39</b>
		<b>A.A.S. Degree Program Total 69</b>

### Program Requirements

First Semester		
ALTH-106	Working in Health Care	2
BIOL-100	Fundamentals of Biology <sup>1,2</sup>	4
or BIOL-175	Human Biology <sup>1,2</sup>	(4)
CAOT-112	Keyboarding I	1
CAOT-179	Medical Terminology	2
ENGL-101	English Composition <sup>1</sup>	3
PHAR-151	Introduction to Pharmacology	2
		<b>Semester Total 14</b>
Second Semester		
CAOT-180	Legal Issues in Health Care	1
ENGL-102	English Composition <sup>1</sup>	3
MAST-180	Introduction to Human Diseases	3
MATH-123	Contemporary Math <sup>1</sup>	3
PHIL-103	Ethics	3
PSYC-101	Introduction to Psychology <sup>1</sup>	3
		<b>Semester Total 16</b>
		<b>Program Total 30</b>

#### Notes:

- <sup>1</sup> Satisfies A.A.S. degree general education requirement.
- <sup>2</sup> Students wishing to pursue a Bachelor's degree must take BIOL-100.
- <sup>3</sup> The courses offered through ISU are subject to change. Please check the ISU website for the latest program guidelines.

# Heating, Ventilation, Air Conditioning/Refrigeration (HVAC/R)

## Technical Certificate

### Professional–Technical Program

Completion of the nine-month certificate program in Heating, Ventilation, Air Conditioning, and Refrigeration prepares students for entry-level positions in this challenging occupation. Entry-level HVACR technicians typically work on residential and light commercial HVACR 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 HVACR systems, electricity, heating systems, local fuel codes, applied thermodynamics, refrigeration cycle, psychometrics, duct system design, and system diagnosis. These skills are taught in classroom theory and learned in hands-on lab exercises and cooperative work experiences. A general education component consisting of communications, occupational relations, and math is integrated into the program. Successful completion of the first semester or permission of the instructor is required to continue into the second semester.

Successful completion of this program satisfies the four-year related training requirement and the first year of OJT for the Idaho State HVAC apprenticeship program.

Placement in specific English and math courses is determined by the college assessment test. Prospective students who do not meet the initial eligibility requirements for a professional-technical limited enrollment program will need to take selected courses to receive necessary skill building prior to entering the program (see page 45).

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

### Program Requirements

#### First Semester

Course No.	Title	Credit Hrs
CAOT-162 or	Introduction to Computer Applications	2
CAOT-164	Computer Fundamentals for Tech Programs (1)	
and CAOT-165	Productivity Software for Tech Programs (1)	
and CAOT-166	Living Online for Tech Programs (1)	
HVAC-161	HVAC/R Principles	3
HVAC-161L	HVAC/R Lab I	5
HVAC-165	HVAC/R Electrical	4
HVAC-167	HVAC Heating	4
MATH-023	Technical Math for Maintenance Mechanic/ Millwright/HVAC/Welding (or higher)	3-4
		<b>Semester Total 21-23</b>

#### Second Semester

ATEC-117	Occupational Relations and Job Search <sup>1</sup>	2
ENGL-099	Fundamentals for Writing	3
or ENGL-101	English Composition (3)	
HVAC-171L	HVAC/R Lab II	5
HVAC-175	HVAC Systems	4
HVAC-177	Refrigeration	4
HVAC-180	HVAC/R Codes and Licenses	3
		<b>Semester Total 21</b>
		<b>Program Total 42-44</b>

#### Notes:

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

# History

## Associate of Arts Degree

### Transfer Program

The history major is designed for students desiring a broad liberal arts background either as preparation for a profession or for personal enrichment. Careers in history include teaching (primary, secondary, or college level), museum work, historical research and writing, and preserving and interpreting history for the general public through a variety of local, state, and federal agencies. The history major is also highly recommended preparation for law, politics, the ministry, and public service. Because it develops breadth of knowledge as well as critical thinking and problem-solving skills, a history degree is widely considered an excellent foundation for many managerial and executive careers. For this reason, it is a fine choice for the general studies student.

Completion of the following courses normally fulfills the first half of bachelor's degree requirements in history. Course selections should be tailored to match requirements of the intended transfer institutions.

### Program Requirements

#### General Education Requirements (see pages 50-51)

Area of Study	Credits
Arts and Humanities (Group I, II)	6
Communication	3
Computer Science	2-3
Critical Thinking	3
Cultural Diversity	3
English Composition	6
Laboratory Science	8
Mathematics	3-5
Physical Education Activity and Dance	2
Social Science (Group I, II, III, IV) <sup>1</sup>	9

#### Program Requirements

HIST-101	History of Civilization to 1500	3
HIST-102	History of Civilization Since 1500	3
HIST-111	United States History: Discovery to Reconstruction	3
HIST-112	United States History: Gilded Age to Present	3
HIST-290	The Historian's Craft	3

#### Elective Requirements

Courses 100-level or higher	1-4
<b>Total Credits (minimum) 64</b>	

#### Notes:

- <sup>1</sup> This General Education Requirement is partially met by the Program Requirements.
- <sup>2</sup> This General Education Requirement is met by the Program Requirements.

#### Recommended Courses

POLS-101	American National Government	3
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#### Choose 4-18 credits from the following subjects: 4-18

CDA	Coeur d'Alene Language
FREN	French Language
GERM	German Language
ITAL	Italian Language
JAPA	Japanese Language
SPAN	Spanish Language



# History

## Associate of Science Degree

### Transfer Program

The history major is designed for students desiring a broad liberal arts background either as preparation for a profession or for personal enrichment. Careers in history include teaching (primary, secondary, or college level), museum work, historical research and writing, and preserving and interpreting history for the general public through a variety of local, state, and federal agencies. The history major is also highly recommended preparation for law, politics, the ministry, and public service. Because it develops breadth of knowledge as well as critical thinking and problem-solving skills, a history degree is widely considered an excellent foundation for many managerial and executive careers. For this reason, it is a fine choice for the general studies student.

Completion of the following courses normally fulfills the first half of bachelor's degree requirements in history. Course selections should be tailored to match requirements of the intended transfer institutions.

### Program Requirements

#### General Education Requirements (see pages 52-53)

Area of Study	Credits
Arts and Humanities (2 disciplines)	6
Communication	3
English Composition	6
Laboratory Science	8
Mathematics	3-5
Physical Education Activity and Dance	2
Social Science (2 disciplines) <sup>1</sup>	3
Social Science and Arts and Humanities <sup>2</sup>	0

#### Program Requirements

HIST-101	History of Civilization to 1500	3
HIST-102	History of Civilization Since 1500	3
HIST-111	United States History: Discovery to Reconstruction	3
HIST-112	United States History: Gilded Age to Present	3
HIST-290	The Historian's Craft	3

#### Elective Requirements

Courses 100-level or higher	16-18
<b>Total Credits (minimum) 64</b>	

#### Notes:

- <sup>1</sup> This General Education Requirement is partially met by the Program Requirements.
- <sup>2</sup> This General Education Requirement is met by the Program Requirements.

#### Recommended Courses

POLS-101	American National Government	3
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#### Choose 4-18 credits from the following subjects: 4-18

CDA	Coeur d'Alene Language
FREN	French Language
GERM	German Language
ITAL	Italian Language
JAPA	Japanese Language
SPAN	Spanish Language

# Hospitality - Food and Beverage

## Technical Certificate

### Professional-Technical Program

Hospitality Food and Beverage provides an overview of the various departmental functions of the food services industry. Students will learn skills in general Management, customer service, safety and sanitation, food appreciation, and bar and beverage management and controls. Business ethics and effective communication skills are also emphasized. This one year certificate program offers the basic skills needed to start a career as a food and beverage manager. Most graduates will enter the field as trainees or supervisors working on the customer side of a restaurant or bar and other food service establishments.

### Program Requirements

#### First Semester

Course No.	Title	Credits
CAOT-164	Computer Fundamentals for Tech Programs	1
CAOT-165	Productivity Software for Tech Programs	1
CAOT-166	Living Online for Tech Programs	1
HOSP-100	Introduction to Hospitality and Tourism	3
HOSP-102	Guest Focused Service	3
HOSP-140	Leadership Principles	3
HOSP-150	Food Service Sanitation and Safety	1
MATH-015	Basic Mathematics (or higher)	3-4
		<b>Semester Total 16-17</b>

#### Second Semester

ENGL-099	Fundamentals for Writing (or higher)	3
HOSP-117	Careers in Hospitality	3
HOSP-215	Bar and Beverage Management	3
HOSP-235	Food Appreciation	4
_____	Hospitality Elective	3
		<b>Semester Total 16</b>
		<b>Program Total 32-33</b>

#### Hospitality Elective Options

BUSA-221	Principles of Marketing
ECON-201	Principles of Economics (Macro)
HOSP-120	Supervisory Housekeeping
HOSP-125	Hospitality Maintenance and Engineering
HOSP-130	Hotel Security Management
PE-224	Nutrition for Health, Fitness and Exercise
RRM-234	Team Dynamics

# Hospitality - Lodging

## Technical Certificate

### Professional-Technical Program

The Lodging certificate specifically focuses on the guest experience. Students will learn skills in general management, front office and rooms operations, event planning, customer service, and financial controls. Business ethics and effective communication skills are also emphasized. This one-year certificate program offers specialized courses to enable students to enter the hospitality industry in lodging. Most graduates will enter the field as trainees or supervisors working in operations and with personnel.

### Program Requirements

#### First Semester

Course No.	Title	Credits
CAOT-164	Computer Fundamentals for Tech Programs	1
CAOT-165	Productivity Software for Tech Programs	1
CAOT-166	Living Online for Tech Programs	1
HOSP-100	Introduction to Hospitality and Tourism	3
HOSP-102	Guest Focused Service	3
HOSP-140	Leadership Principles	3
HOSP-150	Food Service Sanitation and Safety	1
MATH-015	Basic Mathematics (or higher)	3-4
		<b>Semester Total 16-17</b>

#### Second Semester

ENGL-099	Fundamentals for Writing (or higher)	3
HOSP-110	Front Office Procedures	3
HOSP-117	Careers in Hospitality	3
HOSP-225	Event Planning and Management	3
_____	Hospitality Elective	3
		<b>Semester Total 15</b>
		<b>Program Total 31-32</b>

#### Hospitality Elective Options

BUSA-221	Principles of Marketing
ECON-201	Principles of Economics (Macro)
HOSP-120	Supervisory Housekeeping
HOSP-125	Hospitality Maintenance and Engineering
HOSP-130	Hotel Security Management
PE-224	Nutrition for Health, Fitness and Exercise
RRM-234	Team Dynamics

# Hospitality Management

## Advanced Technical Certificate

### Professional-Technical Program

The Hospitality Management program prepares students for entry-level management in the hospitality industry. Hospitality Management blends classroom instruction with hands-on learning in the areas of management, human resources, accounting, food and beverage operations, and lodging operations. Internships provide students the opportunity for application in the industry culminating in potential positions in restaurant, catering, hotels, and other segments of the hospitality industry.

### Program Requirements

#### First Semester

Course No.	Title	Credits
CAOT-164	Computer Fundamentals for Tech Programs	1
CAOT-165	Productivity Software for Tech Programs	1
CAOT-166	Living Online for Tech Programs	1
HOSP-100	Introduction to Hospitality and Tourism	3
HOSP-102	Guest Focused Service	3
HOSP-140	Leadership Principles	3
HOSP-150	Food Service Sanitation and Safety	1
MATH-015	Basic Mathematics (or higher)	3-4

**Semester Total 16-17**

#### Second Semester

ENGL-099	Fundamentals for Writing (or higher)	3
HOSP-110	Front Office Procedures	3
HOSP-117	Careers in Hospitality	3
HOSP-215	Bar and Beverage Management	3
HOSP-235	Food Appreciation	4

**Semester Total 16**

#### Third Semester

BUSA-265	Legal Environment of Business	3
COMM-101	Introduction to Speech Communication	3
HOSP-225	Event Planning and Management	3
HOSP-250	Risk Management	3
_____	Hospitality Elective	3

**Semester Total 15**

#### Fourth Semester

BUSA-211	Principles of Management	3
HOSP-220	Resort Recreation Management Principles	3
HOSP-230	Financial Management	3
HOSP-290	Hospitality Field Experience	3
_____	Hospitality Elective	3

**Semester Total 15**

**Program Total 62-63**

#### Hospitality Elective Options

BUSA-221	Principles of Marketing
ECON-201	Principles of Economics (Macro)
HOSP-120	Supervisory Housekeeping
HOSP-125	Hospitality Maintenance and Engineering
HOSP-130	Hotel Security Management
PE-224	Nutrition for Health, Fitness and Exercise
RRM-234	Team Dynamics

# Hospitality Management

Associate of Applied Science Degree

## Professional–Technical Program

The Hospitality Management program prepares students for entry-level management in the hospitality industry. Hospitality Management blends classroom instruction with hands-on learning in the areas of management, human resources, accounting, food and beverage operations, and lodging operations. Internships provide students the opportunity for application in the industry culminating in potential positions in restaurant, catering, hotels, and other segments of the hospitality industry.

## Program Requirements

### First Semester

Course No.	Title	Credits
CAOT-164	Computer Fundamentals for Tech Programs	1
CAOT-165	Productivity Software for Tech Programs	1
CAOT-166	Living Online for Tech Programs	1
HOSP-100	Introduction to Hospitality and Tourism	3
HOSP-102	Guest Focused Service	3
HOSP-140	Leadership Principles	3
HOSP-150	Food Service Sanitation and Safety	1
MATH-123	Contemporary Math (or higher) <sup>1</sup>	3-4
		<b>Semester Total 16-17</b>

### Second Semester

ENGL-101	English Composition <sup>2</sup>	3
HOSP-110	Front Office Procedures	3
HOSP-117	Careers in Hospitality	3
HOSP-215	Bar and Beverage Management	3
HOSP-235	Food Appreciation	4
		<b>Semester Total 16</b>

### Third Semester

ACCT-110	Small Business Accounting	3
BUSA-265	Legal Environment of Business	3
COMM-101	Introduction to Speech Communication <sup>2</sup>	3
HOSP-225	Event Planning and Management	3
HOSP-250	Risk Management	3
_____	Hospitality Elective	3
		<b>Semester Total 18</b>

### Fourth Semester

BUSA-211	Principles of Management <sup>2</sup>	3
HOSP-220	Resort Recreation Management Principles	3
HOSP-230	Financial Management	3
HOSP-290	Hospitality Field Experience	3
PHIL-103	Ethics <sup>2</sup>	3
		<b>Semester Total 15</b>
		<b>Program Total 65-66</b>

### Hospitality Elective Options

BUSA-221	Principles of Marketing
ECON-201	Principles of Economics (Macro)
HOSP-120	Supervisory Housekeeping
HOSP-125	Hospitality Maintenance and Engineering
HOSP-130	Hotel Security Management
PE-224	Nutrition for Health, Fitness and Exercise
RRM-234	Team Dynamics

### Notes:

<sup>1</sup> Mathematics requirement includes any math course that is MATH-123 or higher and meets the A.A.S. degree requirements listed on page 54.

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

# Humanities

## Associate of Arts Degree

### Transfer Program

The Humanities program at NIC is grounded in an interdisciplinary approach to the liberal arts, including the fine arts of music, visual art, and theater; English literature and composition; history; philosophy; communications; and interdisciplinary studies. Courses in the humanities are excellent preparation for careers in the arts, business, law, and education. A degree in the humanities develops critical thinking skills that prepare students to succeed in an interconnected world. Courses require students to synthesize ideas from a range of disciplines and to think creatively when approaching complex problems. Students study and interact with a range of texts from diverse perspectives while working cooperatively, thinking, reading, speaking, writing, and engaging actively in experiential learning.

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

### Program Requirements

#### General Education Requirements (see pages 50-51)

Area of Study	Credits
Arts and Humanities (Group I, II) <sup>1</sup>	3
Communication	3
Computer Science	2-3
Critical Thinking	3
Cultural Diversity <sup>2</sup>	0
English Composition	6
Laboratory Science	8
Mathematics	3-5
Physical Education Activity and Dance	2
Social Science (Group I, II, III, IV)	12

#### Program Requirements

ENGL-205	Interdisciplinary Writing	3
HUMS-101	Montage: Introduction to the Humanities	3
HUMS-205	Visual Texts and Culture	3
HUMS-295	Themes in the Humanities	3
INTR-200	Interdisciplinary Seminar	3

#### Elective Requirements

Courses 100-level or higher <sup>3</sup>	4-7
<b>Total Credits (minimum) 64</b>	

#### Notes:

- <sup>1</sup> This General Education Requirement is partially met by the Program Requirements.
- <sup>2</sup> This General Education Requirement is met by the Program Requirements.
- <sup>3</sup> Recommend courses from Art, Cinema Arts, Communications, Humanities, Music, Philosophy, Literature, or Theatre.



# Humanities

## Associate of Science Degree

### Transfer Program

The Humanities program at NIC is grounded in an interdisciplinary approach to the liberal arts, including the fine arts of music, visual art, and theater; English literature and composition; history; philosophy; communications; and interdisciplinary studies. Courses in the humanities are excellent preparation for careers in the arts, business, law, and education. A degree in the humanities develops critical thinking skills that prepare students to succeed in an interconnected world. Courses require students to synthesize ideas from a range of disciplines and to think creatively when approaching complex problems. Students study and interact with a range of texts from diverse perspectives while working cooperatively, thinking, reading, speaking, writing, and engaging actively in experiential learning.

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

### Program Requirements

#### General Education Requirements (see pages 52-53)

Area of Study	Credits
Arts and Humanities (2 disciplines) <sup>1</sup>	0
Communication	3
English Composition	6
Laboratory Science	8
Mathematics	3-5
Physical Education Activity and Dance	2
Social Science (2 disciplines)	6
Social Science and Arts and Humanities	3

#### Program Requirements

ENGL-205	Interdisciplinary Writing	3
HUMS-101	Montage: Introduction to the Humanities	3
HUMS-205	Visual Texts and Culture	3
HUMS-295	Themes in the Humanities	3
INTR-200	Interdisciplinary Seminar	3

#### Elective Requirements

Courses 100-level or higher <sup>2</sup>	16-18
<b>Total Credits (minimum) 64</b>	

#### Notes:

- <sup>1</sup> This General Education Requirement is met by the Program Requirements.
- <sup>2</sup> Recommend courses from Art, Cinema Arts, Communications, Humanities, Music, Philosophy, Literature, or Theatre.

# Industrial Mechanic/Millwright

## Technical Certificate

### Professional–Technical Program

This 11-month program prepares students for employment as industrial plant maintenance mechanics or millwrights. Students learn the basics of maintenance, fabrication, installation and alignment of equipment used in modern industrial and manufacturing plants.

Theory classes provide technical information pertaining to welding, hydraulics, electricity, rigging, pipe fitting, mechanical drive/transmission systems, pumps, and equipment installation and alignment.

Laboratory classes teach students to skillfully perform welding and fabrication tasks as well as the maintenance of hydraulic, electro/mechanical systems. The well-equipped lab includes the latest technology in laser alignment of rotating equipment. Blueprint reading and shop math are taught and used in all areas of training. A general education component of English, occupational relations, and math is integrated into the program. Successful completion of the first semester or instructor permission is required to continue into the second semester and summer session.

Interested students should possess basic math skills (knowledge of basic algebra and geometry), reading skills, and have a keen interest in mechanics. Placement in specific English and math courses is determined by the college assessment test. Prospective students who do not meet the initial eligibility requirements for a professional-technical limited enrollment program will need to take selected courses to receive necessary skill building prior to entering the program (see page 45).

### Program Requirements

#### First Semester

Course No.	Title	Credits
MM-151	Maintenance Mechanic Theory I	10
MM-151L	Maintenance Mechanic Lab I	5
MM-155	Blueprint Reading	2
MATH-023	Technical Math for Maintenance Mechanic/ Millwright/HVAC/Welding (or higher)	3-4
		<b>Semester Total 20-21</b>

#### Second Semester

A TEC-117	Occupational Relations and Job Search <sup>1</sup>	2
ENGL-099	Fundamentals for Writing	3
or ENGL-101	English Composition	(3)
MM-152	Maintenance Mechanic Theory II	7
MM-152L	Maintenance Mechanic Lab II	5
MM-156	Hydraulics	3
		<b>Semester Total 20</b>

#### Summer Session

MM-153	Maintenance Mechanic Theory III	2
MM-153L	Maintenance Mechanic Lab III	4
		<b>Session Total 6</b>
		<b>Program Total 46-47</b>

#### Notes:

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

# Industrial Technology

## Technical Certificate

### Professional-Technical Program

The Industrial Technology program allows students to design an industrial technology technical certificate by completing courses from various professional-technical education programs. It is designed for students seeking entry-level employment or who may want to transfer into a specific professional-technical program. This certificate can be completed in two or four semesters with a minimum of 32 credits required.

### Program Requirements

Course No.	Title	Credits
A TEC-117	Occupational Relations and Job Search <sup>1</sup>	2
CAOT-162	Introduction to Computer Applications	2
ENGL-099 or ENGL-101	Fundamentals for Writing English Composition	3 (3)

**Choose one course from the following:** 3-4

MATH-021	Technical Math for Auto/Diesel/Outdoor Power/Recreational Vehicle (or higher)	
MATH-022	Technical Math for Machining and Computer Aided Design Technology (or higher)	
MATH-023	Technical Math for Maintenance Mechanic/Millwright/HVAC/Welding (or higher)	

**Choose one course from the following:** 1

CAOT-164	Computer Fundamentals for Technical Programs	
CAOT-166	Living Online for Technical Programs	

**Choose one course from the following:** 3

COMM-101	Introduction to Speech Communication	
COMM-233	Interpersonal Communication	

#### Safety

**Choose a minimum of two credits from the following:** 2

AUTO-105	Orientation, Safety, General Shop Practices	
CARP-142	Safe and Savvy Tool Use	
DSL T-105	Orientation, Safety, General Shop Practices	
OPRV-105	Orientation, Safety, General Shop Practices	
WELD-111	Safety Applications and Practice	

#### Electrical

**Choose a minimum of four credits from the following:** 4

AUTO-141	Electrical System Fundamentals	
DSL T-122	Electrical Systems	
HVAC-165	HVAC/R Electrical	

#### Design

**Choose a minimum of five credits from the following:** 5

CADT-102A	Technical Sketching - Architectural Applications	
CADT-201	Architectural Print Reading and Estimating	

CARP-141	Introduction to Residential Carpentry	
MACH-171	Blueprint Reading I	
MM-155	Blueprint Reading	
WELD-120	Blueprint Reading	
WELD-131	Advanced Blueprint Reading	
WELD-214	Mechanical Drawing	
WELD-224	Advanced Mechanical Drawing	

#### Manufacturing

**Choose a minimum of three credits from the following:** 3

CADT-261	Statics and Strengths of Materials	
MACH-151	Machining Technology Theory I	
MACH-160	Manufacturing Processes	
MACH-185	Statistical Process Control and Mechanical Measurements	
WELD-100A	Welding Theory	

#### Mechanical

**Choose a minimum of four credits from the following:** 4

AUTO-123	Brakes/Powertrain	
AUTO-126	Steering, Suspension, and Alignment	
AUTO-130	Gas Engine Fundamentals	
CADT-259	Power Transmission	
DSL T-120	Diesel Engines	
DSL T-130	Powertrain	
DSL T-132	Brake Systems	
DSL T-232	Hydraulic Systems	
HVAC-161	HVAC/R Principles	
MM-151	Maintenance Mechanic Theory I	
OPRV-110	2- and 4-Cycle Gas Engines	

**Total Credits (minimum) 32**

#### Notes:

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

# Integrated Business Entrepreneurship

## Academic Certificate of Completion

### Transfer Program

The Integrated Business Entrepreneurship (IBE) program at North Idaho College prepares students to obtain employment by launching a business venture, or to work in a variety of industries. Students will be able to enroll in as many classes as their schedule can support, allowing for the entire certificate program to be completed in one semester or over the course of several semesters. The IBE program is a 15 credit-hour certificate program. The IBE courses will include a hybrid online component, with students attending classes on campus and online. The program uses an interdisciplinary instructional approach, including topics from many departments across campus.

### Program Requirements

Course No.	Title	Credits
ENTP-105	Entrepreneurship Skills	3
ENTP-115	Entrepreneurship Opportunity Analysis	3
ENTP-125	Small Business Financial Management	3
ENTP-135	Business and Marketing Plan Development	3
<b>Choose one course from the following</b>		3
ACCT-113	Payroll Accounting	
ACCT-244	Credits and Collections	
BMKT-231	Principles of Retailing	
BMKT-241	Fundamentals of Advertising and Promotion	
BUSA-211	Principles of Management	
BUSA-221	Principles of Marketing	
BUSA-240	Computer Systems and Business Applications	
BUSA-265	Business Law	
ENGL-272	Business Writing	

**Total Credits (minimum) 15**

# Interdisciplinary Studies

## Associate of Arts Degree

### Transfer Program

NIC's interdisciplinary associate's degree program helps students to develop critical and creative thinking skills that will prepare them to succeed in a complex, interconnected world and in a variety of professions. Students may choose two main disciplines of study from two different departments. In interdisciplinary classes and other courses taught by faculty participating in the program, students are encouraged to recognize connections among disciplines and reflect on integrated community themes, such as sustainability, economic development, the arts, learning and leadership, and health and wellness. Experiential learning, writing and speaking across the curriculum, collaborative learning, and individualized advising unite faculty and students in the program.

Completion of the following courses results in either an associate of arts degree or associate of science degree and meets the general core requirements defined by intended transfer institutions. Collaboration among NIC and Coeur d'Alene campuses of the University of Idaho and Lewis-Clark State College make a local baccalaureate degree in Interdisciplinary Studies accessible.

### Program Requirements

#### General Education Requirements (see pages 50-51)

Area of Study	Credits
Arts and Humanities (Group I, II) <sup>2</sup>	3
Communication	3
Computer Science	3
Critical Thinking	3
Cultural Diversity <sup>1</sup>	0
English Composition	6
Laboratory Science <sup>2</sup>	4
Mathematics	3-5
Physical Education Activity and Dance	2
Social Science (Group I, II, III, IV) <sup>2</sup>	9

#### Program Requirements

ANTH-102	Introduction to Social and Cultural Anthropology	3
ENSI-119	Introduction to Environmental Science	4
HUMS-101	Montage: Introduction to Humanities	3
INTR-200	Interdisciplinary Seminar	3
SOC-103	Cultural Diversity	3

#### Elective Requirements

Minimum General Electives in first major subject	6
Minimum General Electives in second major subject	3
Courses 100-level or higher	<u>1-3</u>

**Total Credits (minimum) 64**

#### Notes:

- <sup>1</sup> This General Education Requirement is met by the Program Requirements.
- <sup>2</sup> This General Education Requirement is partially met by the Program Requirements.

# Interdisciplinary Studies

## Associate of Science Degree

### Transfer Program

NIC's interdisciplinary associate's degree program helps students to develop critical and creative thinking skills that will prepare them to succeed in a complex, interconnected world and in a variety of professions. Students may choose two main disciplines of study from two different departments. In interdisciplinary classes and other courses taught by faculty participating in the program, students are encouraged to recognize connections among disciplines and reflect on integrated community themes, such as sustainability, economic development, the arts, learning and leadership, and health and wellness. Experiential learning, writing and speaking across the curriculum, collaborative learning, and individualized advising unite faculty and students in the program.

Completion of the following courses results in either an associate of arts degree or associate of science degree and meets the general core requirements defined by intended transfer institutions. Collaboration among NIC and Coeur d'Alene campuses of the University of Idaho and Lewis-Clark State College make a local baccalaureate degree in Interdisciplinary Studies accessible.

### Program Requirements

#### General Education Requirements (see pages 52-53)

Area of Study	Credits
Arts and Humanities (2 disciplines) <sup>2</sup>	3
Communication	3
English Composition	6
Laboratory Science <sup>2</sup>	4
Mathematics	3-5
Physical Education Activity and Dance	2
Social Science (2 disciplines) <sup>1</sup>	0
Social Science and Arts and Humanities	3

#### Program Requirements

ANTH-102	Introduction to Social and Cultural Anthropology	3
ENSI-119	Introduction to Environmental Science	4
HUMS-101	Montage: Introduction to Humanities	3
INTR-200	Interdisciplinary Seminar	3
SOC-103	Cultural Diversity	3

#### Elective Requirements

Minimum General Electives in first major subject	6
Minimum General Electives in second major subject	3
Courses 100-level or higher	13-15
<b>Total Credits (minimum) 64</b>	

#### Notes:

- <sup>1</sup> This General Education Requirement is met by the Program Requirements.
- <sup>2</sup> This General Education Requirement is partially met by the Program Requirements.



# Journalism

## Associate of Arts Degree

### Transfer Program

This program prepares students for careers in journalism or communication. The focus is on knowledge and skills essential in those areas. Theoretical training and laboratory workshop methods are combined with special practical experience on the national award winning NIC newspaper, The Sentinel, and its website, www.nicsentinel.com.

Completion of the following courses results in an associate's 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.

### Program Requirements

#### General Education Requirements (see pages 50-51)

Area of Study	Credits
Arts and Humanities (Group I, II)	6
Communication	3
Computer Science	3
Critical Thinking	3
Cultural Diversity	3
English Composition	6
Laboratory Science	8
Mathematics	3-5
Physical Education Activity and Dance	2
Social Science (Group I, II, III, IV) <sup>1</sup>	6

#### Program Requirements

COMJ-100	Sentinel Staff	1-2
COMJ-121	News Writing	3
COMJ-140	Mass Media in a Free Society	3
COMJ-222	Reporting	3
COMJ-255	Editing	3
COMM-111	Interview Techniques	2
POLS-101	American National Government	3
PSYC-101	Introduction to Psychology	3

#### Elective Requirements

Courses 100-level or higher	<u>0-1</u>
<b>Total Credits (minimum) 64</b>	

#### Notes:

<sup>1</sup> This General Education Requirement is partially met by the Program Requirements.

# Journalism

## Associate of Science Degree

### Transfer Program

This program prepares students for careers in journalism or communication. The focus is on knowledge and skills essential in those areas. Theoretical training and laboratory workshop methods are combined with special practical experience on the national award winning NIC newspaper, The Sentinel, and its website, www.nicsentinel.com.

Completion of the following courses results in an associate's 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.

### Program Requirements

#### General Education Requirements (see pages 52-53)

Area of Study	Credits
Arts and Humanities (2 disciplines) <sup>1</sup>	3
Communication	3
English Composition	6
Laboratory Science	8
Mathematics	3-5
Physical Education Activity and Dance	2
Social Science (2 disciplines) <sup>2</sup>	0
Social Science and Arts and Humanities <sup>2</sup>	3

#### Program Requirements

COMJ-100	Sentinel Staff	1-2
COMJ-121	News Writing	3
COMJ-140	Mass Media in a Free Society	3
COMJ-222	Reporting	3
COMJ-255	Editing	3
COMM-111	Interview Techniques	2
PHIL-103	Ethics	3
PHIL-201	Logic and Critical Thinking	3
PHTO-183	Introduction to Digital Photography	3
PHTO-289	Photojournalism	3
POLS-101	American National Government	3
PSYC-101	Introduction to Psychology	3

#### Elective Requirements

Courses 100-level or higher	1-4
<b>Total Credits (minimum) 64</b>	

#### Notes:

- <sup>1</sup> This General Education Requirement is partially met by the Program Requirements.
- <sup>2</sup> This General Education Requirement is met by the Program Requirements.

# Law Enforcement

## Post-Secondary Certificate

### Professional-Technical Program

This program is designed to train newly-hired law enforcement agency officers, as well as to prepare students who wish to be employed in law enforcement. Students may elect to complete the post-secondary certificate, the technical certificate, or the associate of applied science degree requirements. This program includes the 16-week Peace Officer Standards and Training (P.O.S.T.) Approved Basic Patrol Academy. To successfully complete the Basic Patrol Academy, students will be required to pass all P.O.S.T. requirements for physical fitness, marksmanship, and P.O.S.T. written and certification tests.

This is a selective admissions program and applicants will be required to undergo a complete background check, including fingerprinting, a polygraph examination, a psychological evaluation, and an oral interview. Applicants must also pass P.O.S.T. required medical, vision, and hearing exams, and will be required to pass the P.O.S.T. Physical Readiness Test. Fees for these tests will be the student's responsibility. Upon acceptance into the Basic Patrol Academy, students will be required to purchase and wear Academy and P.T. uniforms while in class.

#### Admission Procedures

1. Applications for the program may be picked up from the Law Enforcement Program Director at the academy in Post Falls. Contact the director for more detailed information and for admission deadlines.
2. Applicants must complete an Idaho P.O.S.T. application packet.

#### Admission Requirements

1. Must be a citizen of the United States and attained the 20th birthday by the end of the academy.
2. High school diploma, GED, or have completed 15 academic college credits.
3. Two or more years of responsible work experience following high school graduation.
4. Fingerprint clearance by the Idaho State Police and the FBI. A conviction or withheld judgment for any local, state, or federal crime may be grounds for rejection.
5. Valid driver's license from the state of residence with no record of habitual violations (five or more) during the three years immediately preceding application to the Academy. No record of suspension, DUI conviction, or withheld judgment during the two years immediately preceding application to the Academy.
6. Medical examinations completed by a licensed medical physician and the medical forms filled out within the last 12 months.
7. Meet or exceed the P.O.S.T. vision and hearing standards as listed on the medical forms.
8. Pass the P.O.S.T. Physical Fitness Test taken no more than

three months prior to the Academy.

9. Successfully complete a psychological evaluation conducted by a licensed psychiatrist or clinical psychologist.
10. Pass a Police Officer Selection written examination.

### Certified Law Enforcement Professionals

Students who successfully complete the Basic Patrol Academy will be given credit for LAWE 250-258.

### Program Requirements

Course No.	Title	Credits
LAWE-151	Pre-Academy U.S. Laws	1
LAWE-152	Pre-Academy Officer Investigation and Procedures	1
LAWE-250	Self Defense	2
LAWE-251	Basic Police Law	3
LAWE-252	Professional Orientation for Peace Officers	2
LAWE-253	Police Procedures	4
LAWE-254	Patrol Procedures	2
LAWE-255	Field Skills for Patrol Officers	1
LAWE-256	Investigation	3
LAWE-257	Enforcement Skills	2
LAWE-258	Police Physical Fitness	1
<b>Program Total</b>		<b>22</b>

# Law Enforcement

## Technical Certificate

### Professional-Technical Program

This program is designed to train newly-hired law enforcement agency officers, as well as to prepare students who wish to be employed in law enforcement. Students may elect to complete the post-secondary certificate, the technical certificate, or the associate of applied science degree requirements. This program includes the 16-week Peace Officer Standards and Training (P.O.S.T.) Approved Basic Patrol Academy. To successfully complete the Basic Patrol Academy, students will be required to pass all P.O.S.T. requirements for physical fitness, marksmanship, and P.O.S.T. written and certification tests.

This is a selective admissions program and applicants will be required to undergo a complete background check, including fingerprinting, a polygraph examination, a psychological evaluation, and an oral interview. Applicants must also pass P.O.S.T. required medical, vision, and hearing exams, and will be required to pass the P.O.S.T. Physical Readiness Test. Fees for these tests will be the student's responsibility. Upon acceptance into the Basic Patrol Academy, students will be required to purchase and wear Academy and P.T. uniforms while in class.

#### Admission Procedures

1. Applications for the program may be picked up from the Law Enforcement Program Director at the academy in Post Falls. Contact the director for more detailed information and for admission deadlines.
2. Applicants must complete an Idaho P.O.S.T. application packet.

#### Admission Requirements

1. Must be a citizen of the United States and attained the 20th birthday by the end of the academy.
2. High school diploma, GED, or have completed 15 academic college credits.
3. Two or more years of responsible work experience following high school graduation.
4. Fingerprint clearance by the Idaho State Police and the FBI. A conviction or withheld judgment for any local, state, or federal crime may be grounds for rejection.
5. Valid driver's license from the state of residence with no record of habitual violations (five or more) during the three years immediately preceding application to the Academy. No record of suspension, DUI conviction, or withheld judgment during the two years immediately preceding application to the Academy.
6. Medical examinations completed by a licensed medical physician and the medical forms filled out within the last 12 months.
7. Meet or exceed the P.O.S.T. vision and hearing standards as listed on the medical forms.
8. Pass the P.O.S.T. Physical Fitness Test taken no more than

three months prior to the Academy.

9. Successfully complete a psychological evaluation conducted by a licensed psychiatrist or clinical psychologist.
10. Pass a Police Officer Selection written examination.

### Certified Law Enforcement Professionals

Students who successfully complete the Basic Patrol Academy will be given credit for LAWE 250-258.

### Program Requirements

Course No.	Title	Credits
<b>First Semester</b>		
ENGL-099	Fundamentals for Writing (or higher)	3
MATH-025	Elementary Algebra (or higher)	3-4
PE-288	First Aid	3
PHIL-103	Ethics	3
or PSYC-101	Introduction to Psychology	(3)
<b>Prerequisite or Corequisite Total 12-13</b>		
<b>Second Semester</b>		
LAWE-151	Pre-Academy U.S. Laws	1
LAWE-152	Pre-Academy Officer Investigation and Procedures	1
LAWE-250	Self Defense	2
LAWE-251	Basic Police Law	3
LAWE-252	Professional Orientation for Peace Officers	2
LAWE-253	Police Procedures	4
LAWE-254	Patrol Procedures	2
LAWE-255	Field Skills for Patrol Officers	1
LAWE-256	Investigation	3
LAWE-257	Enforcement Skills	2
LAWE-258	Police Physical Fitness	1
		<b>Semester Total 22</b>
		<b>Program Total 34-35</b>

# Law Enforcement

## Associate of Applied Science Degree

### Professional-Technical Program

In addition to the specific Law Enforcement courses, students must take a minimum of 15 credits of A.A.S. general education courses as specified in the program below.

This program is designed to train newly-hired law enforcement agency officers, as well as to prepare students who wish to be employed in law enforcement. Students may elect to complete the post-secondary certificate, the technical certificate, or the associate of applied science degree requirements. This program includes the 16-week Peace Officer Standards and Training (P.O.S.T.) Approved Basic Patrol Academy. To successfully complete the Basic Patrol Academy, students will be required to pass all P.O.S.T. requirements for physical fitness, marksmanship, and P.O.S.T. written and certification tests.

This is a selective admissions program and applicants will be required to undergo a complete background check, including fingerprinting, a polygraph examination, a psychological evaluation, and an oral interview. Applicants must also pass P.O.S.T. required medical, vision, and hearing exams, and will be required to pass the P.O.S.T. Physical Readiness Test. Fees for these tests will be the student's responsibility. Upon acceptance into the Basic Patrol Academy, students will be required to purchase and wear Academy and P.T. uniforms while in class.

#### Admission Procedures

1. Applications for the program may be picked up from the Law Enforcement Program Director at the academy in Post Falls. Contact the director for more detailed information and for admission deadlines.
2. Applicants must complete an Idaho P.O.S.T. application packet.

#### Admission Requirements

1. Must be a citizen of the United States and attained the 20th birthday by the end of the academy.
2. High school diploma, GED, or have completed 15 academic college credits.
3. Two or more years of responsible work experience following high school graduation.
4. Fingerprint clearance by the Idaho State Police and the FBI. A conviction or withheld judgment for any local, state, or federal crime may be grounds for rejection.
5. Valid driver's license from the state of residence with no record of habitual violations (five or more) during the three years immediately preceding application to the Academy. No record of suspension, DUI conviction, or withheld judgment during the two years immediately preceding application to the Academy.
6. Medical examinations completed by a licensed medical physician and the medical forms filled out within the last 12 months.
7. Meet or exceed the P.O.S.T. vision and hearing standards as listed on the medical forms.

8. Pass the P.O.S.T. Physical Fitness Test taken no more than three months prior to the Academy.
9. Successfully complete a psychological evaluation conducted by a licensed psychiatrist or clinical psychologist.
10. Pass a Police Officer Selection written examination.

#### Certified Law Enforcement Professionals

Students who successfully complete the Basic Patrol Academy will be given credit for LAWE 250-258.

### Program Requirements

Course No.	Title	Credits
<b>First Semester</b>		
ENGL-101	English Composition <sup>1</sup>	3
LAWE-103	Introduction to Criminal Justice	3
POLS-101	American National Government <sup>1</sup>	3
PSYC-101	Introduction to Psychology <sup>1</sup>	3
		<b>Semester Total 12</b>
<b>Second Semester</b>		
COMM-101	Introduction to Speech Communication <sup>1</sup>	3
ENGL-202	Technical Writing	3
PE-288	First Aid	3
POLS-275	State and Local Government <sup>1</sup>	3
_____	A.A.S. Social Science/Human Relations/ Interpersonal Communications Requirement <sup>1</sup>	3
		<b>Semester Total 15</b>
<b>Third Semester</b>		
PHIL-103	Ethics	3
PSYC-205	Developmental Psychology	3
or PSYC-211	Abnormal Psychology	(3)
or PSYC-223	Stress Management	(3)
SOC-155	Drug Abuse: Fact, Fiction and the Future	3
or SOC-220	Marriage and Family	(3)
or SOC-251	Race and Ethnic Relations	(3)
or SOC-283	Death and Dying	(3)
_____	A.A.S. Math Requirement <sup>2</sup>	3-4
		<b>Semester Total 12-13</b>
<b>Fourth Semester</b>		
LAWE-151	Pre-Academy U.S. Laws	1
LAWE-152	Pre-Academy Officer Investigation and Procedures	1
LAWE-250	Self Defense	2
LAWE-251	Basic Police Law	3
LAWE-252	Professional Orientation for Peace Officers	2
LAWE-253	Police Procedures	4
LAWE-254	Patrol Procedures	2
LAWE-255	Field Skills for Patrol Officers	1
LAWE-256	Investigation	3
LAWE-257	Enforcement Skills	2
LAWE-258	Police Physical Fitness	1
		<b>Semester Total 22</b>
		<b>Program Total 61-62</b>

#### Notes:

- <sup>1</sup> Satisfies the A.A.S. degree general education requirements listed on page 54.
- <sup>2</sup> Mathematics requirement includes any math course that is MATH 123 or higher and meets the A.A.S. degree requirements listed on page 54.

# Machining and CNC Technology

## Technical Certificate

### Professional–Technical Program

The Machining and CNC Technology program prepares students for entry-level employment in the machining and manufacturing industries. The curriculum features basic to advanced machining concepts involving various machine tools such as conventional lathes, mills, grinders, and their Computer Numerical Control (CNC) counterparts. Coursework also involves blueprint reading, geometric dimensioning and tolerancing, shop math, and statistical and mechanical measurements. The second year of the program places emphasis in CNC and CAD/CAM systems in preparation for employment in computerized manufacturing processes. Opportunity to certify in MasterCAM Mill is available to students who successfully complete the program.

Successful completion of each semester or permission of the instructor is required to continue into the next semester. Prospective students should have solid math skills and demonstrate mechanical aptitude. Computer and keyboarding skills are recommended. Placement in specific English and math courses is determined by the college assessment test. Prospective students who do not meet the initial eligibility requirements for a professional-technical limited enrollment program will need to take selected courses to receive necessary skill building prior to entering the program (see page 45).

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

### Program Requirements

#### First Semester

Course No.	Title	Credits
MACH-151	Machining Technology Theory I	4
MACH-151L	Machining Technology Lab I	6
MACH-153	Precision Measuring	1
MACH-154	Basics of Cutting Geometry	1
MACH-171	Blueprint Reading I	2
MATH-022	Technical Math for Machining/Computer Aided Design Technologies	<u>3-4</u>
<b>Semester Total</b>		<b>17-18</b>

#### Second Semester

ATEC-117	Occupational Relations and Job Search <sup>1</sup>	2
ENGL-099	Fundamentals for Writing	3
	or ENGL-101 English Composition	(3)
MACH-152L	Machining Technology Lab II	5
MACH-160	Manufacturing Processes	4
MACH-172	Blueprint Reading II	<u>2</u>
<b>Semester Total</b>		<b>16</b>
<b>Program Total</b>		<b>33-34</b>

#### Notes:

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



# Machining and CNC Technology

## Advanced Technical Certificate

### Professional-Technical Program

The Machining and CNC Technology program prepares students for entry-level employment in the machining and manufacturing industries. The curriculum features basic to advanced machining concepts involving various machine tools such as conventional lathes, mills, grinders, and their Computer Numerical Control (CNC) counterparts. Coursework also involves blueprint reading, geometric dimensioning and tolerancing, shop math, and statistical and mechanical measurements. The second year of the program places emphasis in CNC and CAD/CAM systems in preparation for employment in computerized manufacturing processes. Opportunity to certify in MasterCAM Mill is available to students who successfully complete the program.

Successful completion of each semester or permission of the instructor is required to continue into the next semester. Prospective students should have solid math skills and demonstrate mechanical aptitude. Computer and keyboarding skills are recommended. Placement in specific English and math courses is determined by the college assessment test. Prospective students who do not meet the initial eligibility requirements for a professional-technical limited enrollment program will need to take selected courses to receive necessary skill building prior to entering the program (see page 45).

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

### Program Requirements

#### First Semester

Course No.	Title	Credits
MACH-151	Machining Technology Theory I	4
MACH-151L	Machining Technology Lab I	6
MACH-153	Precision Measuring	1
MACH-154	Basics of Cutting Geometry	1
MACH-171	Blueprint Reading I	2
MATH-022	Technical Math for Machining/Computer Aided Design Technologies	3-4
		<b>Semester Total 17-18</b>

#### Second Semester

A TEC-117	Occupational Relations and Job Search <sup>1</sup>	2
ENGL-099	Fundamentals for Writing	3
or ENGL-101	English Composition	(3)
MACH-152L	Machining Technology Lab II	5
MACH-160	Manufacturing Processes	4
MACH-172	Blueprint Reading II	2
		<b>Semester Total 16</b>

#### 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
		<b>Semester Total 16</b>

#### Fourth Semester

MACH-254L	Advanced Machining Lab II	5
MACH-274	Geometric Dimensioning and Tolerancing	3
MACH-284	Advanced Machining Processes and Techniques	5
		<b>Semester Total 13</b>
		<b>Program Total 62-63</b>

#### Notes:

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

# Machining and CNC Technology

## Associate of Applied Science Degree

### Professional-Technical Program

The Machining and CNC Technology program prepares students for entry-level employment in the machining and manufacturing industries. The curriculum features basic to advanced machining concepts involving various machine tools such as conventional lathes, mills, grinders, and their Computer Numerical Control (CNC) counterparts. Coursework also involves blueprint reading, geometric dimensioning and tolerancing, shop math, and statistical and mechanical measurements. The second year of the program places emphasis in CNC and CAD/CAM systems in preparation for employment in computerized manufacturing processes. Opportunity to certify in MasterCAM Mill is available to students who successfully complete the program.

Successful completion of each semester or permission of the instructor is required to continue into the next semester. Prospective students should have solid math skills and demonstrate mechanical aptitude. Computer and keyboarding skills are recommended. Placement in specific English and math courses is determined by the college assessment test. Prospective students who do not meet the initial eligibility requirements for a professional-technical limited enrollment program will need to take selected courses to receive necessary skill building prior to entering the program (see page 45).

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

### Program Requirements

**In addition to the specific Machine Technology courses, students must take a minimum of 15 credits of A.A.S. general education courses as specified in the program below. (The math requirement should be taken during the student's first semester of the program.)**

#### First Semester

Course No.	Title	Credits
MACH-151	Machining Technology Theory I	4
MACH-151L	Machining Technology Lab I	6
MACH-153	Precision Measuring	1
MACH-154	Basics of Cutting Geometry	1
MACH-171	Blueprint Reading I	2
_____	A.A.S. Math Requirement <sup>1</sup> (MATH-143 recommended)	3-4
		<b>Semester Total 17-18</b>

#### Second Semester

ENGL-101	English Composition <sup>2</sup>	3
MACH-152L	Machining Technology Lab II	5
MACH-160	Manufacturing Processes	4
MACH-172	Blueprint Reading II	2
_____	A.A.S. Social Science/Human Relations/ Interpersonal Communications Requirement <sup>3</sup>	3
		<b>Semester Total 17</b>

#### 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. English Composition Requirement <sup>3</sup>	3
		<b>Semester Total 19</b>

#### Fourth Semester

MACH-254L	Advanced Machining Lab II	5
MACH-274	Geometric Dimensioning and Tolerancing	3
MACH-284	Advanced Machining Processes and Techniques	5
_____	A.A.S. General Education Requirement <sup>3</sup>	3
		<b>Semester Total 16</b>
		<b>Program Total 69-70</b>

#### Notes:

- <sup>1</sup> Mathematics requirement includes any math course that is MATH-123 or higher and meets the A.A.S. degree requirements listed on page 54.
- <sup>2</sup> Satisfies A.A.S. degree general education requirement.
- <sup>3</sup> Select from A.A.S. degree general education requirements listed on page 54.

# Mathematics

## Associate of Arts Degree

### 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 normally fulfills the first half of bachelor's degree requirements in Math. Course selections should be tailored to match requirements of the intended transfer institution.

### Program Requirements

#### General Education Requirements (see pages 50-51)

Area of Study	Credits
Arts and Humanities (Group I, II)	6
Communication	3
Computer Science <sup>1</sup>	0
Critical Thinking	3
Cultural Diversity	3
English Composition	6
Laboratory Science <sup>1</sup>	0
Mathematics <sup>1</sup>	0
Physical Education Activity and Dance	2
Social Science (Group I, II, III, IV)	12

#### Program Requirements

Course No.	Title	Credits
CS-150	Computer Science I	4
MATH-170	Analytic Geometry and Calculus I	4
MATH-175	Analytic Geometry and Calculus II	4
MATH-187	Discrete Mathematics	4
MATH-275	Analytic Geometry and Calculus III	4
MATH-335	Linear Algebra	3
MATH-370	Introduction to Ordinary Differential Equations	3
PHYS-211	Engineering Physics I	5
PHYS-212	Engineering Physics II	5

#### Elective Requirements

Courses 100-level or higher	0
<b>Total Credits (minimum) 71</b>	

#### Recommended Courses

CHEM-111	Principles of Chemistry I	5
CHEM-112	Principles of Chemistry II	5

#### Notes:

<sup>1</sup> This General Education Requirement is met by the Program Requirements.

# Mathematics

## Associate of Science Degree

### 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 normally fulfills the first half of bachelor's degree requirements in Math. Course selections should be tailored to match requirements of the intended transfer institution.

### Program Requirements

#### General Education Requirements (see pages 52-53)

Area of Study	Credits
Arts and Humanities (2 disciplines)	6
Communication	3
English Composition	6
Laboratory Science <sup>1</sup>	0
Mathematics <sup>1</sup>	0
Physical Education Activity and Dance	2
Social Science (2 disciplines)	6
Social Science and Arts and Humanities	3

#### Program Requirements

Course No.	Title	Credits
CS-150	Computer Science I	4
MATH-170	Analytic Geometry and Calculus I	4
MATH-175	Analytic Geometry and Calculus II	4
MATH-187	Discrete Mathematics	4
MATH-275	Analytic Geometry and Calculus III	4
MATH-335	Linear Algebra	3
MATH-370	Introduction to Ordinary Differential Equations	3
PHYS-211	Engineering Physics I	5
PHYS-212	Engineering Physics II	5

#### Elective Requirements

Courses 100-level or higher	<u>2</u>
<b>Total Credits (minimum) 64</b>	

#### Recommended Courses

CHEM-111	Principles of Chemistry I	5
CHEM-112	Principles of Chemistry II	5

#### Notes:

- <sup>1</sup> This General Education Requirement is met by the Program Requirements.

# Medical Administrative Assistant

## Associate of Applied Science Degree

### Professional–Technical Program

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

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

Students will be provided opportunities to develop skills to gain employment in clinics, private medical practices, hospitals, nursing homes, medical insurance and billing companies, and a variety of other healthcare facilities. With experience, the graduate may advance to office manager or department supervisor.

### Program Requirements

#### First Semester

Course No.	Title	Credits
CAOT-112	Keyboarding I	1
CAOT-113	Keyboarding II	1
CAOT-120	Word Processing/Word I	1
CAOT-164	Computer Fundamentals for Tech Programs	1
CAOT-166	Living Online for Tech Programs	1
CAOT-179	Medical Terminology	2
CAOT-183	Business Editing and Proofreading	3
ENGL-101	English Composition <sup>1</sup>	3
_____	A.A.S. Social Science/Human Relations/ Interpersonal Communications Requirement <sup>2</sup>	<u>3</u>
		<b>Semester Total 16</b>

#### Second Semester

BIOL-175	Human Biology <sup>1</sup>	4
CAOT-121	Word Processing/Word II	1
CAOT-122	Word Processing/Word III	1
CAOT-140	Database/Access I	1
CAOT-150	PowerPoint	1
CAOT-168	Integrated Medical Office Software	3
CAOT-205	Machine Transcription/Document Formatting	2
COMM-101	Introduction to Speech Communication <sup>1</sup>	<u>3</u>
		<b>Semester Total 16</b>

#### Third Semester

ACCT-110	Small Business Accounting	3
or ACCT-201	Principles of Accounting	(3)
CAOT-115	Outlook	1
CAOT-130	Spreadsheets/Excel I	1
CAOT-131	Spreadsheets/Excel II	1
CAOT-132	Spreadsheets/Excel III	1
CAOT-160	Desktop Publishing/Publisher I	1
CAOT-180	Legal Issues in Health Care	1
CAOT-184	Records Systems Management	3
CAOT-216	Medical Transcription I	1
CAOT-217	Medical Transcription II	<u>1</u>
		<b>Semester Total 14</b>

#### Fourth Semester

CAOT-186	Medical Coding	3
CAOT-210	Office Procedures	3
CAOT-224	Medical Administrative Assistant Internship	3
CAOT-250	Office Skills Capstone	1
ENGL-272	Business Writing	3
_____	A.A.S. Math Requirement <sup>3</sup>	<u>3-4</u>
		<b>Semester Total 16-17</b>
		<b>Program Total 62-63</b>

#### Notes:

- <sup>1</sup> Satisfies A.A.S. degree general education requirement.
- <sup>2</sup> Select from A.A.S. degree general education requirements listed on page 54.
- <sup>3</sup> Mathematics requirement includes any math course that is MATH-123 or higher and meets the A.A.S. degree requirements listed on page 54.

# Medical Assistant

## Technical Certificate

### Professional–Technical Program

The Medical Assistant program prepares students to work as entry-level healthcare providers in settings such as physician's offices, health care clinics, and hospitals. The role of the medical assistant is to assist the physician and other professionals in managing the care of clients. Medical assistants are responsible for performing duties in the areas of office management, patient care, and collecting and processing laboratory specimens. Medical assistants work under the direct supervision of a physician or other designated professional.

The Medical Assistant Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Successful completion of the Medical Assistant Technical Certificate program will result in eligibility to take the national certification exam for medical assisting.

Students are encouraged to continue their education by completing the Medical Assistant AAS degree.

Contact the Health Professions Division at (208) 769-3373 for further information.

### Admission Requirements

#### Competitive Entry

1. High school diploma or GED.
2. Application to the Medical Assistant program.
3. Minimum grade of C or 2.00 must be earned in each of the prerequisite courses required for the program.
 

*Prerequisites:*

  - ALTH-106
  - BIOL-175
  - CAOT-112 or demonstrate ability to key 35 wpm\*
  - MATH-102

\* Examples of documentation include, but are not limited to:

  - a. Proof of competency from a temporary employment agency or Idaho Department of Labor.
  - b. Credit by examination in CAPS-112.
  - c. Successful completion of CAPS-112.
4. All lab science courses which were completed more than seven years prior to application must be repeated.
5. A criminal background check will be required upon acceptance. Violations may result in denied access to clinical sites and therefore inability to complete the program. For questions regarding specific violations please contact the program director.

### Admission Procedure

For program specific requirements please refer to the Medical Assistant program website.

### Program Requirements

#### First Semester

Course No.	Title	Credit Hrs
CAOT-168	Integrated Medical Office Software	3
CAOT-179	Medical Terminology	2
MAST-100	Phlebotomy	2
MAST-101	Clinical Skills for Medical Assistants I	3
MAST-111	Administrative Skills for Medical Assistant I	3
PHAR-151	Introduction to Pharmacology	2
		<b>Semester Total 15</b>

#### Second Semester

ALTH-107	Communication for Health Professions	1
CAOT-186	Medical Coding	3
MAST-201	Clinical Skills for Medical Assistants II	3
MAST-205	Administration of Medications	3
MAST-211	Administrative Skills II	3
PSYC-101	Introduction to Psychology	3
or SOC-101	Introduction to Sociology	(3)
		<b>Semester Total 16</b>

#### Third Semester

ENGL-101	English Composition	3
MAST-216	Medical Assistant Externship	5
		<b>Semester Total 8</b>
		<b>Program Total 39</b>

**Program Total including prerequisites 48**



# Medical Assistant

## Associate of Applied Science Degree

### Professional–Technical Program

The Medical Assistant program prepares students to work as entry-level healthcare providers in settings such as physician's offices, health care clinics, and hospitals. The role of the medical assistant is to assist the physician and other professionals in managing the care of clients. Medical assistants are responsible for performing duties in the areas of office management, patient care, and collecting and processing laboratory specimens. Medical assistants work under the direct supervision of a physician or other designated professional.

The Medical Assistant Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Successful completion of the Medical Assistant Technical Certificate program will result in eligibility to take the national certification exam for medical assisting.

Contact the Health Professions Division at (208) 769-3373 for further information.

### Admission Requirements

#### Competitive Entry

1. High school diploma or GED.
2. Application to the Medical Assistant program.
3. Minimum grade of C or 2.00 must be earned in each of the prerequisite courses required for the program.

#### Prerequisites:

- ALTH-106
- BIOL-175
- CAOT-112 or demonstrate ability to key 35 wpm\*
- MATH-102

\* Examples of documentation include, but are not limited to:

- a. Proof of competency from a temporary employment agency or Idaho Department of Labor.
  - b. Credit by examination in CAPS-112.
  - c. Successful completion of CAPS-112.
4. All lab science courses which were completed more than seven years prior to application must be repeated.
  5. A criminal background check will be required upon acceptance. Violations may result in denied access to clinical sites and therefore inability to complete the program. For questions regarding specific violations please contact the program director.

### Admission Procedure

For program specific requirements please refer to the Medical Assistant program website.

### Program Requirements

#### First Semester

Course No.	Title	Credit Hrs
ALTH-106	Working In Health Care	2
BIOL-175	Human Biology	4
CAOT-112	Keyboarding I	1
CAOT-179	Medical Terminology	2
PSYC-101	Introduction to Psychology	3
or SOC-101	Introduction to Sociology	(3)

**Semester Total 12**

#### Second Semester

CAOT-120	Word Processing/Word I	1
CAOT-121	Word Processing/Word II	1
CAOT-122	Word Processing/Word III	1
CAOT-168	Integrated Medical Office Software	3
COMM-101	Introduction to Speech Communication	3
ENGL-101	English Composition	3
_____	A.A.S. Math Requirement <sup>1</sup>	3-4

**Semester Total 15-16**

#### Third Semester

CAOT-180	Legal Issues in Health Care	1
MAST-100	Phlebotomy	2
MAST-101	Clinical Skills for Medical Assistants I	3
MAST-111	Administrative Skills for Medical Assistants I	3
MAST-180	Introduction to Human Disease	3
PHAR-151	Introduction to Pharmacology	2

**Semester Total 14**

#### Fourth Semester

ATEC-110	Successful Job Search	1
CAOT-186	Medical Coding	3
MAST-201	Clinical Skills for Medical Assistants II	3
MAST-205	Administration of Medications	3
MAST-211	Administrative Skills II	3

**Semester Total 13**

#### Fifth Semester

MAST-216	Medical Assistant Externship	5
MAST-230	CMA Exam Review	3

**Semester Total 8**  
**Program Total 62-63**

#### Notes:

- <sup>1</sup> Mathematics requirement includes any math course that is MATH-123 or higher and meets the A.A.S. degree requirements listed on page 54.

# Medical Billing Specialist

## Associate of Applied Science Degree

### Professional–Technical Program

Trained, qualified medical billing specialists are in demand, particularly if they possess ICD and CPT coding skills. The Medical Billing Specialist program is designed to prepare individuals for entry-level positions processing and managing third-party reimbursement and managing patient accounts receivables in non-hospital healthcare settings. Physician practices, clinics, health maintenance organizations, and other healthcare entities including private billing services are all employment options. The Medical Billing Specialist associate of applied science degree includes both theoretical and practical laboratory instruction.

Students will complete general education courses and courses in medical terminology, coding, insurance reimbursement, medicolegal issues, manual and computerized accounting, and credit and collections. With a variety of career experiences, a professional medical billing specialist may pursue a Certified Coding Associate (CCA) credential by passing the national certification examination administered by the American Health Information Management Association (AHIMA) or the Certified Professional Coder (CPC) credential by passing the national certification examination administered by the American Academy of Professional Coders (AAPC). The medical billing specialist pursues a lifelong program of continuing education.

### Program Requirements

#### First Semester

Course No.	Title	Credit Hrs
ACCT-110	Small Business Accounting	3
ACCT-150	10-Key Skill Building	1
CAOT-112	Keyboarding I	1
CAOT-113	Keyboarding II	1
CAOT-130	Spreadsheets/Excel I	1
CAOT-131	Spreadsheets/Excel II	1
CAOT-132	Spreadsheets/Excel III	1
CAOT-164	Computer Fundamentals for Tech Programs	1
CAOT-179	Medical Terminology	2
ENGL-101	English Composition <sup>1</sup>	3
		<b>Semester Total 15</b>

#### Second Semester

ACCT-111	Small Business Accounting II	3
CAOT-120	Word Processing/Word I	1
CAOT-121	Word Processing/Word II	1
CAOT-122	Word Processing/Word III	1
CAOT-140	Database/Access I	1
CAOT-168	Integrated Medical Office Software	3
CAOT-186	Medical Coding	3
CAOT-210	Office Procedures	3
		<b>Semester Total 16</b>

#### Third Semester

ACCT-244	Credit and Collections	3
BIOL-175	Human Biology <sup>1</sup>	4
CAOT-180	Legal Issues in Health Care	1
CAOT-184	Records Systems Management	3
CAOT-225	Medical Billing Specialist Internship I	4
		<b>Semester Total 15</b>

#### Fourth Semester

CAOT-226	Medical Billing Specialist Internship II	4
CAOT-250	Office Skills Capstone	1
COMM-101	Introduction to Speech Communication	3
ENGL-272	Business Writing	3
_____	A.A.S. Math Requirement <sup>2</sup>	3-4
_____	A.A.S. Social Science/Human Relations/ Interpersonal Communications Requirement <sup>3</sup>	3
		<b>Semester Total 17-18</b>
		<b>Program Total 63-64</b>

#### Notes:

- <sup>1</sup> Satisfies A.A.S. degree general education requirement.
- <sup>2</sup> Mathematics requirement includes any math course that is MATH-123 or higher and meets the A.A.S. degree requirements listed on page 54.
- <sup>3</sup> Select from A.A.S. degree general education requirements listed on page 54.

# Medical Coding

## Technical Certificate

### Professional-Technical Program

The Medical Coding certificate program prepares one for an entry-level medical coding position in a hospital setting. Graduates of this program are encouraged to pursue a Certified Coding Associate (CCA) credential by passing the national certification examination administered by the American Health Information Management Association (AHIMA) or the Certified Professional Coder (CPC) credential by passing the national certification examination administered by the American Academy of Professional Coders (AAPC). A medical coder pursues a lifelong program of continuing education.

### Program Requirements

Course No.	Title	Credits
<b>First Semester</b>		
ALTH-106	Working in Health Care	2
BIOL-175	Human Biology	4
BLDR-150	Health Information Technology	3
CAOT-112	Keyboarding I	1
CAOT-120	Word Processing/Word I	1
CAOT-121	Word Processing/Word II	1
CAOT-164	Computer Fundamentals for Tech Programs	1
CAOT-179	Medical Terminology	2
ENGL-099	Fundamentals for Writing	
or ENGL-101	English Composition	3
		<b>Semester Total 18</b>
<b>Second Semester</b>		
CAOT-168	Integrated Medical Office Software	3
CAOT-180	Legal Issues in Health Care	1
CAOT-186	Medical Coding	3
MAST-180	Introduction to Human Diseases	3
MATH-025	Elementary Algebra (or higher)	3
PHAR-151	Introduction to Pharmacology	2
		<b>Semester Total 15</b>
		<b>Program Total 33</b>

# Medical Receptionist

## Technical Certificate

### Professional–Technical Program

Medical receptionists hold key positions in a medical office in greeting patients, scheduling appointments, processing patient information, managing the reception desk, and assisting with other administrative responsibilities. In today's modern medical office environment, the medical receptionist requires skills in human relations, data and word processing, records management, release of information, and respect for the confidential nature of patient information. Job opportunities are found in physician offices, hospitals, clinics, and medical facilities. Characteristics for career success include an interest in medicine; a desire to work with physicians and health care professionals; the ability to multi-task and prioritize work; a positive, caring personality; high energy; and a desire to help people.

### Program Requirements

#### First Semester

Course No.	Title	Credits
CAOT-112	Keyboarding I	1
CAOT-113	Keyboarding II	1
CAOT-120	Word Processing/Word I	1
CAOT-164	Computer Fundamentals for Tech Programs	1
CAOT-179	Medical Terminology	2
CAOT-183	Business Editing and Proofreading	3
COMM-101	Introduction to Speech Communication	3
or COMM-233	Interpersonal Communication	(3)
ENGL-099	Fundamentals for Writing	3
or ENGL-101	English Composition <sup>1</sup>	(3)
		<b>Semester Total 15</b>

#### Second Semester

CAOT-121	Word Processing/Word II	1
CAOT-122	Word Processing/Word III	1
CAOT-140	Database/Access I	1
CAOT-168	Integrated Medical Office Software	3
CAOT-210	Office Procedures	3
CAOT-205	Machine Transcription/Document Formatting	2
MATH-025	Elementary Algebra (or higher)	3-4
		<b>Semester Total 14-15</b>

#### Third Semester

CAOT-130	Spreadsheets/Excel I	1
CAOT-180	Legal Issues in Health Care	1
CAOT-184	Records Systems Management	3
CAOT-191	Medical Receptionist Internship I	3
CAOT-216	Medical Transcription I	1
CAOT-217	Medical Transcription II	1
CAOT-250	Office Skills Capstone	1
PE-288	First Aid	3
		<b>Semester Total 14</b>
		<b>Program Total 43-44</b>

#### Notes:

- <sup>1</sup> Students intending to obtain an A.A.S. degree or a four-year degree should complete ENGL-101 and COMM-101.

# Medical Transcriptionist

## Associate of Applied Science Degree

### Professional–Technical Program

Medical Transcriptionists key physician-dictated reports describing a patient's medical care and condition. These reports include office chart notes, history and physical examinations, consultations, operative reports, discharge summaries, laboratory/pathology reports, and diagnostic studies. Medical transcriptionists may work in either general or specialized fields of medicine. Medical clinics, hospitals, doctors' offices, private transcription agencies, and home offices offer various employment settings. The variety of each day's work presents unique challenges and opportunities for continuing medical knowledge.

The professional transcriptionist enjoys learning about the medical field; possesses mastery skills in medical terminology, spelling, grammar, punctuation, and keyboarding; works independently; and strives for quality and excellence. Graduates of this program will be prepared to sit for the national Registered Medical Transcriptionist (RMT) exam. 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 Association for Healthcare Documentation Integrity (AHDI). The medical transcriptionist pursues a lifelong program of continuing education.

### Program Requirements

#### Pre-Sequence

Course No.	Title	Credits
CAOT-112	Keyboarding I	1
CAOT-113	Keyboarding II	1
		<b>Total 2</b>

#### First Semester

Course No.	Title	Credits
ALTH-110	Over the Counter and Herbal Medications	2
CAOT-120	Word Processing/Word I	1
CAOT-121	Word Processing/Word II	1
CAOT-122	Word Processing/Word III	1
CAOT-164	Computer Fundamentals for Tech Programs	1
CAOT-179	Medical Terminology	2
CAOT-183	Business Editing and Proofreading	3
CAOT-205	Machine Transcription/Document Formatting	2
PHAR-151	Introduction to Pharmacology	2
		<b>Semester Total 15</b>

#### Second Semester

CAOT-140	Database/Access I	1
CAOT-184	Records Systems Management	3
CAOT-210	Office Procedures	3
CAOT-216	Medical Transcription I	1
CAOT-217	Medical Transcription II	1
ENGL-101	English Composition <sup>1</sup>	3
PHAR-152	Advanced Pharmacology	3
		<b>Semester Total 15</b>

#### Third Semester

BIOL-175	Human Biology <sup>1</sup>	4
CAOT-180	Legal Issues in Health Care	1
CAOT-218	Medical Transcription III	1
CAOT-219	Medical Transcription IV	1
CAOT-227	Medical Transcriptionist Internship I	3
ENGL-272	Business Writing	3
		<b>Semester Total 13</b>

#### Fourth Semester

CAOT-168	Integrated Medical Office Software	3
CAOT-228	Medical Transcriptionist Internship II	3
CAOT-250	Office Skills Capstone	1
COMM-101	Introduction to Speech Communication <sup>1</sup>	3
_____	A.A.S. Math Requirement <sup>2</sup>	3-4
_____	A.A.S. Social Science/Human Relations/Interpersonal Communications Requirement <sup>3</sup>	3
		<b>Semester Total 16-17</b>
		<b>Program Total 61-62</b>

#### Notes:

- <sup>1</sup> Satisfies A.A.S. degree general education requirement.
- <sup>2</sup> Mathematics requirement includes any math course that is MATH-123 or higher and meets the A.A.S. degree requirements listed on page 54.
- <sup>3</sup> Select from A.A.S. degree general education requirements listed on page 54.

# Modern Languages

## Associate of Arts Degree

### Transfer Program

The study of world cultures is an integral part of a well-rounded education. Learning a modern language provides a sense of shared humanity and offers insight into the human mind, thus helping international understanding. It improves intellectual skills; helps the learner understand the customs, culture, and literature of other countries; and provides a wealth of material in other languages. The knowledge of modern languages is in demand in business and commerce, civil service, law, media, applied sciences, service occupations, tourism, social sciences, and engineering among others. Students wanting to major in a modern language are urged to complete an associate of arts degree. Completion of the following courses results in an associate's degree and meets the general core requirements at all Idaho public universities. The suggested coursework normally fulfills the first half of baccalaureate degree requirements in modern language. Course selection should be tailored to match requirements defined by your intended transfer institution.

It is strongly suggested that students majoring in modern language take courses in at least two modern languages since many universities require such before issuing a bachelor of arts in modern languages.

### Program Requirements

#### General Education Requirements (see pages 50-51)

Area of Study	Credits
Arts and Humanities (Group I, II)	6
Communication	3
Computer Science	3
Critical Thinking	3
Cultural Diversity <sup>1</sup>	0
English Composition	6
Laboratory Science	8
Mathematics	3-5
Physical Education Activity and Dance	2
Social Science (Group I, II, III, IV)	12

#### Program Requirements

FLAN-207	Contemporary World Cultures	3
	Modern Language (select one; 101, 102, 201, and 202)	16

#### Choose one course from the following:

COMM-220	Intercultural Communication	3
SOC-103	Cultural Diversity	3

#### Elective Requirements

Courses 100-level or higher	0
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**Total Credits (minimum) 68**

#### Notes:

<sup>1</sup> This General Education Requirement is met by the Program Requirements.



# Music

## Associate of Arts Degree

### 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 is helpful. Students interested in scholarships must audition and selection is based on performance, grades, and letters of recommendation.

### Recommended First-Semester Class Schedule

MUSC-117	Music Convocation (each semester)	0
MUSA-124	Individual Instruction	2
MUSC-141	Harmony and Theory I	3
MUSC-141L	Harmony and Theory I Laboratory	1
MUSA-145	Piano Class I	1
MUSX-215	Introduction to Digital Recording and Notation	1
ENGL-099	Fundamentals for Writing (or higher)	3
_____	Mathematics Elective <sup>1</sup>	3-4
_____	Musical Ensemble	1
	<b>Semester Total 15-16</b>	

### Program Requirements

#### General Education Requirements (see pages 50-51)

Area of Study	Credits
Arts and Humanities (Group I, II) <sup>2</sup>	3
Communication	3
Computer Science	2-3
Critical Thinking	3
Cultural Diversity <sup>1</sup>	0
English Composition	6
Laboratory Science	8
Mathematics	3-5
Physical Education Activity and Dance	2
Social Science (Group I, II, III, IV)	12

#### Program Requirements

Course No.	Title	Credits
MUSC-117	Music Convocation (each semester)	0
MUSA-124	Individual Instruction	8
MUSH-140	Introduction to Music Literature	3
MUSC-141	Harmony and Theory I	3
MUSC-141L	Harmony and Theory I Laboratory	1
MUSC-142	Harmony and Theory II	3
MUSC-142L	Harmony and Theory II Laboratory	1
MUSA-145	Piano Class I	1
MUSA-146	Piano Class II	1
MUSH-163	Survey of World Music	3
MUSC-241	Harmony and Theory III	3
MUSC-241L	Harmony and Theory III Laboratory	1
MUSC-242	Harmony and Theory IV	3
MUSC-242L	Harmony and Theory IV Laboratory	1
MUSA-245	Piano Class III	1
MUSA-246	Piano Class IV	1

#### Complete one musical ensemble course each semester from the following: 4-6

MUSP-103	North Idaho College Cardinal Chorale
MUSP-104	Vocal Jazz Ensemble
MUSP-106	North Idaho College Wind Symphony
MUSP-107	Cardinal Pep Band
MUSP-110M	Chamber Singers
MUSP-111O	Cardinal Chamber Orchestra
MUSP-113	North Idaho Jazz Ensemble

#### Elective Requirements

Courses 100-level or higher	0
	<b>Total Credits (minimum) 80</b>

#### Notes:

- <sup>1</sup> This General Education Requirement is met by the Program Requirements.
- <sup>2</sup> This General Education Requirement is partially met by the Program Requirements.

# Music

## Associate of Science Degree

### 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 is helpful. Students interested in scholarships must audition, and selection is based on performance, grades, and letters of recommendation.

#### Recommended First-Semester Class Schedule

MUSC-117	Music Convocation (each semester)	0
MUSA-124	Individual Instruction	2
MUSC-141	Harmony and Theory I	3
MUSC-141L	Harmony and Theory I Laboratory	1
MUSA-145	Piano Class I	1
MUSX-215	Introduction to Digital Recording and Notation	1
ENGL-099	Fundamentals for Writing (or higher)	3
_____	Mathematics Elective <sup>1</sup>	3-4
_____	Musical Ensemble	1
<b>Semester Total 15-16</b>		

### Program Requirements

#### General Education Requirements (see pages 52-53)

Area of Study	Credits
Arts and Humanities (2 disciplines) <sup>2</sup>	3
Communication	3
English Composition	6
Laboratory Science	8
Mathematics	3-5
Physical Education Activity and Dance	2
Social Science (2 disciplines)	6
Social Science and Arts and Humanities <sup>1</sup>	0

#### Program Requirements

Course No.	Title	Credits
MUSC-117	Music Convocation (each semester)	0
MUSA-124	Individual Instruction	8
MUSH-140	Introduction to Music Literature	3
MUSC-141	Harmony and Theory I	3
MUSC-141L	Harmony and Theory I Laboratory	1
MUSC-142	Harmony and Theory II	3
MUSC-142L	Harmony and Theory II Laboratory	1
MUSA-145	Piano Class I	1
MUSA-146	Piano Class II	1
MUSH-163	Survey of World Music	3
MUSC-241	Harmony and Theory III	3
MUSC-241L	Harmony and Theory III Laboratory	1
MUSC-242	Harmony and Theory IV	3
MUSC-242L	Harmony and Theory IV Laboratory	1
MUSA-245	Piano Class III	1
MUSA-246	Piano Class IV	1

#### Complete one musical ensemble course each semester from the following: 4-6

MUSP-103	North Idaho College Cardinal Chorale
MUSP-104	Vocal Jazz Ensemble
MUSP-106	North Idaho College Wind Symphony
MUSP-107	Cardinal Pep Band
MUSP-110M	Chamber Singers
MUSP-111O	Cardinal Chamber Orchestra
MUSP-113	North Idaho Jazz Ensemble

#### Elective Requirements

Courses 100-level or higher	0
<b>Total Credits (minimum) 69</b>	

#### Notes:

- <sup>1</sup> This General Education Requirement is met by the Program Requirements.
- <sup>2</sup> This General Education Requirement is partially met by the Program Requirements.

# Nursing: Practical Nursing (P.N.)

## Technical Certificate

### Professional-Technical Program

This 11-month program prepares students for entry-level employment as practical nurses in hospitals, home health care, convalescent homes, and related health service professions. A technical certificate is awarded upon successful completion of the program. 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 January 2015. See below for details regarding specific requirements.

Graduates are eligible to take the National Council Licensure Examination (NCLEX-PN). Students who pass the exam are qualified to practice as licensed practical nurses in Idaho and may apply for licensure in other states by endorsement.

The curriculum includes basic and clinical foundations of nursing, medical and surgical nursing, maternal and infant care, nursing of children, psychiatric nursing, pharmacology, and geriatrics. The program is offered in cooperation with Kootenai Health, local extended care facilities, physician offices, and the Idaho Division of Professional-Technical Education.

### Admission Requirements

#### Competitive Entry

1. High school diploma or GED.
2. Application to the Practical Nursing program.
3. Minimum grades of C or 2.00 must be earned in each of the prerequisite courses required for the program.

#### Prerequisites:

- CAOT-179
- CHEM-105\*
- ENGL-099\*\*
- MATH-102
- PSYC-101

\*or one year of high school chemistry with lab.

\*\*or ENGL-101 or NIC assessment scores taken within two years prior to application for admission to the program indicating placement above ENGL-099.

4. All lab science courses which were completed more than seven years prior to application must be repeated.
5. Obtain a valid Certified Nursing Assistant certificate from any state by application deadline.
6. Completion of an approved medical terminology course with a grade of C or 2.00 or higher within three years prior to application in program.
7. Minimum cumulative grade point average of 2.50 calculated on all courses which meet the curriculum requirements. This excludes the medical terminology and Certified Nursing Assistant courses.

8. Test of Essential Academic Skills (TEAS) Results.
7. A criminal background check will be required upon acceptance. Violations may result in denied access to clinical sites and therefore inability to complete the program. For questions regarding specific violations, please contact program director.

### Admission Procedures

For program specific requirements please refer to the Practical Nursing program website.

### Program Requirements

#### First Semester

Course No.	Title	Credits
BIOL-175	Human Biology	4
PN-106	Practical Nursing Theory I	6
PN-106L	Practical Nursing Laboratory I	6
		<b>Semester Total 16</b>

#### Second Semester

ATEC-110	Successful Job Search	1
PN-107	Practical Nursing Theory II	8
PN-107L	Practical Nursing Laboratory II	6
		<b>Semester Total 15</b>

#### Third Semester

PN-108	Practical Nursing Theory III	3
PN-108L	Practical Nursing Laboratory III	5
		<b>Semester Total 8</b>

**Total Credits (minimum) including prerequisites 48**

# Nursing: Registered Nursing (R.N.)

## Associate of Science Degree

### Transfer Program

The faculty of the Associate Degree Nursing program upholds the mission of North Idaho College in its commitment to student success, educational excellence, community engagement, and lifelong learning.

The mission of the nursing program is to provide the opportunity for eligible individuals to acquire the education necessary for entry into the profession of nursing as a registered nurse. In collaboration with the healthcare community, the program strives to provide competent, caring registered nurses who are committed to lifelong learning. The curriculum includes general education courses in the arts and sciences and nursing courses, which provide nursing theory in the classroom and clinical experiences in health care agencies.

Upon completion of the program, graduates will have demonstrated the ability to:

1. Act in accordance with professional values, ethics, legalities, and standards.
2. Collaborate effectively with others in planning, providing, and evaluating care within the health care system.
3. Apply the nursing process in practice using scientific and nursing knowledge and critical thinking in problem-solving, decision-making, and clinical judgment.
4. Practice nursing in a safe, competent, and caring manner which meets the multidimensional health care needs of individuals, families, and communities.

Graduates are eligible to take the National Council Licensure Examination (NCLEX-RN). Passing the examination qualifies the individual to apply for licensure as a registered nurse in any state. The program prepares the graduate for employment in entry level positions in a variety of health care settings and areas of nursing practice. The program is designed as a transfer degree and will satisfy core requirements at Idaho public colleges and universities which offer RN to BSN programs.

The Associate Degree Nursing Program is approved by the Idaho Board of Nursing and is accredited by the Accreditation Commission for Education in Nursing, Inc. Inquires can be made by contacting the above agencies at: Idaho Board of Nursing, P.O. Box 83702, Boise, ID 83720-0061, (208) 334-3110, [www2.state.id.us/ibn/ibnhome.htm](http://www2.state.id.us/ibn/ibnhome.htm), and/or Accreditation Commission for Education in Nursing, Inc., 3343 Peachtree Road N.E. Suite 850, Atlanta, GA, 30326 or [www.nlnac.org](http://www.nlnac.org)

The Associate Degree Nursing program has a competitive entry process requiring specific prerequisite courses. See below for details regarding specific requirements. It is highly recommended that potential applicants meet with an advisor as they begin planning their pre-nursing coursework. Licensed Practical Nurses (LPNs) are eligible to apply for advanced placement. LPNs must meet the same admission criteria as other program applicants. Applicants desiring advanced placement should meet with the chair of the Nursing Advanced Placement Committee for advisement.

### Admission Procedures

**For application deadlines, please refer to the Registered Nursing program website.**

In addition to the regular college admissions require-

ments, students applying for the Registered Nursing program need to complete a Nursing program application, which consists of:

1. Application for admission to NIC (if not already complete). New and former students must complete the formal admissions process as listed for Degree Seeking (Matriculating) students.
2. Associate Degree Nursing program application.
3. Official high school and college transcripts.
4. Results from the entrance exam (see application packet for information on scheduling the exam).
5. Applicants who have attended any other nursing program must submit a recommendation from an instructor or administrator of that program.
6. Secondary process may include a writing sample and/or interview.

Application forms may be obtained from the Admissions Office and on the NIC website two months prior to the application deadline.

### Admission Requirements

1. High school diploma or GED.
2. Applicants must have a valid Certified Nursing Assistant (CNA) certificate from any state and submit it by the application deadline. The only acceptable documentation will be a copy of the state issued certificate.
3. Evidence of completion of an approved medical terminology course with a grade of C/2.0 or higher within three years prior to application to the program.
4. Prerequisite courses: The coursework must be successfully completed prior to the term for which application for admission is made. See application packet for specific deadlines:
  - a. Algebra: Demonstrate competency in algebra above the MATH-025 level. Competency can be demonstrated through ACT, SAT, or COMPASS scores from testing within two years prior to application or by completion of MATH-025 or MATH-108 or a math course from the Math list for the North Idaho College A.S. degree with a grade of C/2.0 or better.
  - b. BIOL-227 (Human Anatomy and Physiology I) - 4 credits
  - c. BIOL-228 (Human Anatomy and Physiology II) - 4 credits
  - d. ENGL-101 (English Composition) - 3 credits
5. A minimum cumulative grade point average of 3.00 is required. The required GPA is calculated on all courses which meet the nursing curriculum requirements for the North Idaho College associate of science degree.
6. A minimum grade of C/2.0 must be earned in each of the prerequisite courses which are a part of the nursing program curriculum.
7. Lab science courses which were completed more than seven years prior to application to the program must be repeated. Applicants who completed Anatomy and Physiology more than seven years ago with the required grade(s) of C/2.0 or better may repeat it or complete an approved pathophysiology course with a grade of C/2.0 or better.

### Additional Information

Enrollment in the Nursing program is limited. Because of the number of applicants, completion of all admission requirements does not ensure acceptance into the program. Candidates for admis-

# Nursing: Registered Nursing (R.N.) Continued

## Associate of Science Degree

sion are selected from the pool of qualified applicants using a point-based process. Students with the highest point total will be accepted until the designated enrollment limit is reached. An alternate list will be developed using the same process.

Specific information on the selection process and point system are available two months prior to the application deadline and can be obtained from the NIC Admissions Office, (208) 769-3311, or from the Nursing (R.N.) homepage at [www.nic.edu](http://www.nic.edu) and clicking on Instructional Programs.

1. 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 no later than the sequence identified in the nursing curriculum in order to meet prerequisites for nursing courses. All required courses must be completed by the end of the program.
2. The Admissions Office will determine transferability of courses from other colleges.
3. The Nursing Department will determine if previous nursing credits will be acceptable for transfer.
4. Advanced placement is available for Licensed Practical Nurses. Applicants must meet the same criteria and deadlines as other program applicants. For further information, view the Nursing (RN) homepage by going to the college website at [www.nic.edu](http://www.nic.edu) and clicking on instructional programs or contact the NIC Division of Health Professions and Nursing at (208) 769-3329 for specific guidelines and further information.
5. A criminal background check will be required upon acceptance into the nursing program. Violations which appear on the criminal background check may result in denied access to clinical sites and therefore inability to complete the program.
6. Students with visible body art may be denied access to clinical sites, which could result in the inability to complete the program.

### Program Requirements

#### General Education Requirements (see pages 52-53)

Area of Study	Credits
Arts and Humanities (2 disciplines)	6
Communication	3
English Composition	6
Laboratory Science <sup>1</sup>	0
Mathematics	3-5
Physical Education Activity and Dance	2
Social Science (2 disciplines) <sup>2</sup>	0
Social Science and Arts and Humanities	3

#### Program Requirements

Course No.	Title	Credits
BIOL-250	General Microbiology	4
ENGL-114	Writing Across the Curriculum: APA Research and Documentation	1
NURS-190	Nursing Practice I	8
NURS-195	Nursing Practice II	8
NURS-290	Nursing Practice III	8
NURS-294	Nursing Practice IV	8
PSYC-101	Introduction to Psychology	3
SOC-101	Introduction to Sociology	3

#### Elective Requirements

Courses 100-level or higher	0
<b>Total Credits (minimum) including prerequisites <sup>3</sup></b>	<b>74</b>

#### Recommended Course

NURS-198	Nursing Practice Clinical Practicum	1
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#### Notes:

- <sup>1</sup> This General Education Requirement is partially met by the Program Requirements and prerequisite courses.
- <sup>2</sup> This General Education Requirement is met by the Program Requirements.
- <sup>3</sup> See Admission Requirements for list of prerequisite courses.

A grade of C or 2.00 GPA or better is required in each nursing course and general education course that is part of the nursing curriculum. General education courses must be completed with the required grade in the sequence listed to meet prerequisites and progress to the next nursing course. For students who wish to continue their education in nursing, BSN completion programs are available through colleges in Idaho, Eastern Washington, and throughout the country.



# Office Specialist/Receptionist

## Technical Certificate

### Professional–Technical Program

The Office Specialist/Receptionist program provides coursework required for a technical certificate that prepares students for entry-level career positions in today's offices. Students who complete this program earn a technical certificate and will have the foundation to earn an advanced certificate or an associate of applied science degree in any of NIC's Computer Applications and Office Technology programs. Students develop skills to enhance their opportunities for employment, including interpersonal skills, telephone skills, and customer relations skills. Students also become proficient using up-to-date computer applications, including word processing, spreadsheets, database, and presentation software.

### Program Requirements

#### First Semester

Course No.	Title	Credits
CAOT-112	Keyboarding I	1
CAOT-113	Keyboarding II	1
CAOT-120	Word Processing/Word I	1
CAOT-121	Word Processing/Word II	1
CAOT-122	Word Processing/Word III	1
CAOT-130	Spreadsheets/Excel I	1
CAOT-131	Spreadsheets/Excel II	1
CAOT-132	Spreadsheets/Excel III	1
CAOT-140	Database/Access I	1
CAOT-164	Computer Fundamentals for Tech Programs	1
CAOT-183	Business Editing and Proofreading	3
MATH-025	Elementary Algebra (or higher)	3-4
		<b>Semester Total 16-17</b>

#### Second Semester

CAOT-150	PowerPoint	1
CAOT-160	Desktop Publishing/Publisher I	1
CAOT-161	Desktop Publishing/Publisher II	1
CAOT-184	Records Systems Management	3
CAOT-210	Office Procedures	3
CAOT-220	Administrative Support Internship I	3
CAOT-250	Office Skills Capstone	1
ENGL-099	Fundamentals for Writing	3
or ENGL-101	English Composition <sup>1</sup>	(3)
		<b>Semester Total 16</b>
		<b>Program Total 32-33</b>

#### Notes:

- <sup>1</sup> Students intending to obtain an A.A.S. degree or a four-year degree should complete ENGL-101.



# Office Technology

## Technical Certificate

### Professional-Technical Program

The Office Technology program allows students to design an Office Technology technical certificate by completing courses from the Accounting, Business Administration, Computer Applications and Office Technology, and Paralegal programs. It is designed for students seeking entry-level employment or who want to upgrade their office technology skills as required for an office-related position. The certificate can be completed in two to four semesters with a minimum of 28 credits required.

### Program Requirements

Course No.	Title	Credits
COMM-101	Intro to Speech Communication	3
or COMM-233	Interpersonal Communication	(3)
ENGL-099	Fundamentals for Writing	3
or ENGL-101	English Composition	(3)
MATH-025	Elementary Algebra (or higher)	3-4

**Choose one course from the following:** 3-4

ACCT-248	Accounting Internship	
CAOT-191	Medical Receptionist Internship I	
CAOT-220	Administrative Support Internship I	
CAOT-222	Legal Administrative Assistant Internship I	
CAOT-224	Medical Administrative Assistant Internship	
CAOT-225	Medical Billing Specialist Internship I	
CAOT-227	Medical Transcriptionist Internship I	
PLEG-290	Paralegal Internship I	

**Choose 18 credits from the following subjects:** 18  
(Excluding internship courses listed above and CAOT-100, 101, 102, 103, 162)

ACCT	Accounting	
BUSA	Business Administration	
CAOT	Computer Applications and Office Technology	
PLEG	Paralegal	

**Total Credits (minimum) 28**

# Outdoor Leadership

## Technical Certificate

### Professional-Technical Program

This program gives students the necessary skills and certificates needed to obtain employment in the outdoor recreation field. The coursework in this curriculum is primarily field based and leadership development centered. Graduates will have confidence to excel in this growing industry.

This is a limited enrollment program. See catalog for special admission procedures or contact a PTE advisor for more information.

### Program Requirements

#### First Semester

Course No.	Title	Credit Hrs
RRM-237E	Outdoor Programming and Leadership	3
RRM-237F	Outdoor Navigation	3
RRM-110	Wilderness First Responder	3
RRM-234	Team Dynamics	3
_____	Program electives (select 2 courses totaling at least 4 credits)	<u>4-6</u>
		<b>Semester Total 16-18</b>

#### Second Semester

ENGL-099	Fundamentals for Writing (or higher)	3
MATH-025	Elementary Algebra (or higher)	3-4
RRM-237C	Whitewater Guiding	3
or RRM-237D	Mountaineering	(3)
RRM-125	Wilderness Ethics and Interpretation	3
_____	Program electives (select 1-2 courses totaling at least 3 credits)	<u>3</u>
		<b>Semester Total 15-16</b>
		<b>Program Total 31-34</b>

### Technical Certificate Electives

7-9 credits are required from the following list:

PE-110/111	Individual and Team Sports (rock climbing, whitewater kayaking, rowing, etc.)	1
PE-237DD	Mountaineering II	1
RRM-237A	Wilderness Backpacking	3
RRM-237B	Wilderness Survival	3
RRM-237C	Whitewater Guiding	3
RRM-237D	Mountaineering	3
RRM-237G	Avalanche Level I	1
RRM-237H	Introduction to Outdoor Cooking	3
RRM-237J	Swift Water Rescue	3
RRM-130	Terrain Park Management	2
RRM-135	Introduction to Ski Instruction	1
RRM-140	Leadership Principles	3
RRM-230	Leisure and Recreation Programming	3
RRM-250	Risk Management in the Resort Industry	3

# Outdoor Power/Recreational Vehicle Technology

## Technical Certificate

### Professional–Technical Program

This nine-month program is designed to prepare students for entry-level employment in the small engine/power equipment industry. Graduates of this program will be ready to work as outdoor power equipment, motorcycle, and recreational vehicle technicians.

This program begins with the basics of power theory and progresses through aspects of engine, drivetrain, and ancillary systems that make up modern small engine powered equipment. Students will learn theory, application, and troubleshooting of 2- and 4-stroke engines, electrical systems, fuel systems, powertrain systems, and many other related systems pertaining to these and other topics.

Successful completion of each course or permission of the instructor is required to continue into the next course. Placement in specific English and math courses is determined by the college assessment test. Prospective students who do not meet the initial eligibility requirements for a professional-technical limited enrollment program will need to take selected courses to receive necessary skill building prior to entering the program (see page 45).

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

### Program Requirements

#### First Semester

Course No.	Title	Credits
ATEC-117	Occupational Relations and Job Search <sup>1</sup>	2
MATH-021	Technical Math for Auto/Diesel/Outdoor Power/Recreational Vehicle (or higher)	3-4
OPRV-105	Orientation/Safety/Shop Practices	2
OPRV-110	2- and 4-Cycle Gas Engines	5
OPRV-110L	2- and 4-Cycle Gas Engines Lab	2
OPRV-120	Power Equipment Service and Repair	5
OPRV-120L	Power Equipment Service and Repair Lab	2
<b>Semester Total</b>		<b>21-22</b>

#### Second Semester

ENGL-099	Fundamentals for Writing	3
or ENGL-101	English Composition	(3)
OPRV-130	ATV and Snowmobile Systems	5
OPRV-130L	ATV and Snowmobile Systems Lab	2
OPRV-140	Motorcycle Systems	5
OPRV-140L	Motorcycle Systems Lab	2
OPRV-150	Advanced Service Procedures	2
OPRV-150L	Advanced Service Procedures Lab	2
<b>Session Total</b>		<b>21</b>
<b>Program Total</b>		<b>42-43</b>

#### Notes:

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

# Paralegal

## Associate of Applied Science Degree

### Professional-Technical Program

This program provides coursework required for an associate of applied science degree that leads to positions in legal environments. A paralegal, under the supervision of an attorney, applies knowledge of law and legal procedures in rendering direct assistance to attorneys, clients, and courts. They may conduct initial client interviews and follow up on investigation of factual information. Paralegals design, develop and modify procedures, techniques, services, and processes; prepare and interpret legal documents; and detail procedures for practicing in certain fields of law. Paralegals research, select, assess, compile, and use information from the law library and other references, and analyze and handle procedures and problems that involve independent decisions.

Employment and internships in the legal field will often require a background check. Violations which appear on the applicant's criminal background check may result in denied approval for required internships and the inability to complete the program.

### Program Requirements

#### First Semester

Course No.	Title	Credits
CAOT-112	Keyboarding I	1
CAOT-113	Keyboarding II	1
CAOT-115	Outlook	1
CAOT-120	Word Processing/Word I	1
CAOT-121	Word Processing/Word II	1
ENGL-101	English Composition <sup>1</sup>	3
PLEG-110	Introduction to Law	2
PLEG-115	Legal Terminology	1
PLEG-210	Legal Research and Writing I	4
		<b>Semester Total 15</b>

#### Second Semester

CAOT-130	Spreadsheets/Excel I	1
CAOT-140	Database/Access I	1
CAOT-183	Business Editing and Proofreading	3
PLEG-105	Civil Procedures and Litigation	3
PLEG-220	Legal Research and Writing II	4
PLEG-250	Family Law	3
		<b>Semester Total 15</b>

#### Third Semester

CAOT-184	Records Systems Management	3
PLEG-260	Criminal Law	3
PLEG-285	Evidence and Ethics	3
_____	A.A.S. Math Requirement <sup>2</sup>	3-4
_____	A.A.S. General Education Requirement <sup>3</sup>	3
		<b>Semester Total 15-16</b>

#### Fourth Semester

CAOT-205	Machine Transcription and Document Formatting	2
CAOT-250	Office Skills Capstone	1
COMM-101	Introduction to Speech Communication <sup>1</sup>	3
PLEG-280	Torts and Contracts	3
PLEG-290	Paralegal Internship I	3
_____	A.A.S. Social Science/Human Relations/ Interpersonal Communications Requirement <sup>3</sup>	3
		<b>Semester Total 15</b>
		<b>Program Total 60-61</b>

#### NOTES:

- <sup>1</sup> Satisfies A.A.S. degree requirement.
- <sup>2</sup> Mathematics requirement includes any math course that is MATH-123 or higher and meets the A.A.S. degree requirements listed on page 54.
- <sup>3</sup> Select from A.A.S. degree general education requirements listed on page 54. The American Bar Association Requires 18 credits of General Education.

# Pharmacy Technology

## Technical Certificate

### Professional-Technical Program

The Pharmacy Technology program prepares graduates for positions working under the supervision of a licensed and registered pharmacist in retail and institutional pharmacy practice settings. Students completing the program will have a basic understanding of anatomy, physiology, medical terminology, pharmacy law, and the therapeutic classification and use of the top-200 prescription drugs. Students will develop skills in pharmaceutical preparation, maintaining patient profiles or records, sterile products preparation, performing stock procedures, communication and presentation, and computer use to enter, store, and recall patient information.

The Pharmacy Technology program is a selective admissions program, which is explained below. Approximately 12-16 students are admitted to the program each fall semester. Course requirements prior to the technical pharmacy courses are open to all students who meet specific course prerequisites. The technical certificate can be obtained in an 11-month course of study.

Contact the Health Professions Division at (208) 769-3373 for further information.

### Admission Requirements

#### Competitive Entry

1. High school diploma or GED.
2. Application to the Pharmacy Technology program.
3. Minimum grades of C or 2.00 must be earned in each of the prerequisite courses required for the program.

#### Prerequisites:

- ALTH-106
  - BIOL-100 or BIOL-175
  - CAOT-112
  - CAOT-113
  - MATH-102
  - Completion of the NIC COMPASS test (or equivalent with an English score of 68 or the completion of ENGL-099 or ENGL-101 with a grade of C or better.
4. All lab science courses which were completed more than seven years prior to application must be repeated.
  5. Completion of a drug test will be required upon acceptance.
  6. A criminal background check will be required upon acceptance. Violations may result in denied access to clinical sites and therefore inability to complete the program. For questions regarding specific violations, please contact program director.

### Admission Procedures

For program specific requirements please refer to the Pharmacy Technology program website.

### Program Requirements

#### First Semester

Course No.	Title	Credits
ALTH-105	Infection Prevention	2
ALTH-110	Over the Counter and Herbal Medication	2
CAOT-179	Medical Terminology	2
ENGL-101	English Composition	3
PHAR-110	Pharmacy Law and Ethics	2
PHAR-150	Introduction to Pharmacology	3
PHAR-171	Applied Pharmacy Technology I	3
PHAR-171L	Applied Pharmacy Technology I Lab	0
		<b>Semester Total 17</b>

#### Second Semester

ATEC-110	Successful Job Search	1
COMM-233	Interpersonal Communication	3
PHAR-161	Extemporaneous Compounding and IV Certification	3
PHAR-161L	Extemporaneous Compounding and IV Certification Lab	0
PHAR-172	Applied Pharmacy Technology II	2
PHAR-172L	Applied Pharmacy Technology Lab II	0
PHAR-182	Pharmacy Technology Practicum and Seminar I <sup>1</sup>	5
		<b>Semester Total 17</b>

#### Third Semester

PHAR-175	National Certification Exam Prep	1
PHAR-187	Pharmacy Technology Practicum and Seminar II <sup>1</sup>	5
		<b>Semester Total 6</b>
		<b>Total Credits 40</b>

#### Notes:

- <sup>1</sup> One-half of students will be scheduled in retail pharmacy experience and one-half will be scheduled in hospital pharmacy experience. Both must be completed to obtain a certificate.

# Pharmaceutical Manufacturing

## Associate of Science Degree

### Transfer Program

The Pharmaceutical Manufacturing program is designed for students who desire careers in the research and production of pharmaceutical and medicine products. These products are used to treat disease and for the betterment of life. The production of these products requires a fundamental understanding of biology, chemistry, and manufacturing processes.

Upon completion of this program students shall have demonstrated the ability to:

- Be familiar with the language of biotechnology production.
- Be able to articulate, read and follow a standard operating procedure.
- Be able to understand and apply the regulatory requirements of current good manufacturing practices.
- Understand the basic biology and chemistry behind the manufacturing processes.
- Demonstrate the ability to perform laboratory skills and work in team settings.

Completion of the following courses results in an associate of science degree with an area of emphasis in pharmaceutical manufacturing. It will ready the students for entry- to mid-level positions in a biotechnology environment. The required coursework also supports baccalaureate degree requirements in biology, chemistry, and other scientific disciplines. When advanced degrees are desired, course selection should be tailored to match requirements defined by intended transfer institution.

### Program Requirements

#### General Education Requirements (see pages 52-53)

Area of Study	Credits
Arts and Humanities (2 disciplines)	3
Communication	3
English Composition	6
Laboratory Science <sup>1</sup>	0
Mathematics <sup>1</sup>	0
Physical Education Activity and Dance	2
Social Science (2 disciplines)	6
Social Science and Arts and Humanities	3

#### Program Requirements

Course No.	Title	Credits
BIOL-115	Introduction to Life Sciences	4
BIOL-250	General Microbiology	4
BLDR-140	Lean I	3
BMGT-256	Problem Solving Through Team Dynamics	3
CHEM-111	Principles of General College Chemistry I	5
CHEM-112	Principles of General College Chemistry II	5
PHIL-103	Ethics	3
PHMF-100	Pharmaceutical Manufacturing Principles	3
PHMF-105	Pharmaceutical Quality Systems and Regulations	2

**Complete one course from the following:** 3-4

MATH-143	College Algebra
MATH-160	Survey of Calculus
MATH-170	Analytic Geometry and Calculus I

**Complete one of the following series:** 7-8

BIOL-203	General Botany
CHEM-275	Carbon Compounds
or	
CHEM-277	Organic Chemistry I
CHEM-278	Organic Chemistry I Lab
CHEM-287	Organic Chemistry II
CHEM-288	Organic Chemistry II Lab
or	
PHYS-111	General Physics I
PHYS-112	General Physics II

#### Elective Requirements

Courses 100-level or higher 0  
**Total Credits (minimum) 65**

#### Notes:

<sup>1</sup> This General Education Requirement is met by the Program Requirements.

#### Recommended Courses

BLDR-144	Principles of Quality	2
CHEM-253	Quantitative Analysis	5
ENGL-202	Technical Writing	3



# Philosophy

## Associate of Arts Degree

### 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's degree and meets the general core requirements at all Idaho public universities.

Completion of the following courses normally fulfills the first half of bachelor's degree requirements in Philosophy. Course selections should be tailored to match requirements of the intended transfer institution.

### Program Requirements

#### General Education Requirements (see pages 50-51)

Area of Study	Credits
Arts and Humanities (Group I, II) <sup>2</sup>	3
Communication	3
Computer Science	3
Critical Thinking	3
Cultural Diversity <sup>1</sup>	0
English Composition	6
Laboratory Science	8
Mathematics	3-5
Physical Education Activity and Dance	2
Social Science (Group I, II, III, IV)	9

#### Program Requirements

Course No.	Title	Credits
PHIL-101	Introduction to Philosophy	3
PHIL-103	Ethics	3
PHIL-111	World Religions	3

#### Elective Requirements

Courses 100-level or higher	<u>12-15</u>
<b>Total Credits (minimum) 64</b>	

#### Notes:

- <sup>1</sup> This General Education Requirement is met by the Program Requirements.
- <sup>2</sup> This General Education Requirement is partially met by the Program Requirements.

# Philosophy

## Associate of Science Degree

### 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's degree and meets the general core requirements at all Idaho public universities.

Completion of the following courses normally fulfills the first half of bachelor's degree requirements in Philosophy. Course selections should be tailored to match requirements of the intended transfer institution.

### Program Requirements

#### General Education Requirements (see pages 52-53)

Area of Study	Credits
Arts and Humanities (2 disciplines) <sup>2</sup>	3
Communication	3
English Composition	6
Laboratory Science	8
Mathematics	3-5
Physical Education Activity and Dance	2
Social Science (2 disciplines)	6
Social Science and Arts and Humanities <sup>1</sup>	0

#### Program Requirements

Course No.	Title	Credits
PHIL-101	Introduction to Philosophy	3
PHIL-103	Ethics	3
PHIL-201	Logic and Critical Thinking	3
PHIL-111	World Religions	3

#### Elective Requirements

Courses 100-level or higher	<u>19-21</u>
<b>Total Credits (minimum) 64</b>	

#### Notes:

- <sup>1</sup> This General Education Requirement is met by the Program Requirements.
- <sup>2</sup> This General Education Requirement is partially met by the Program Requirements.

# Photography

## Associate of Arts Degree

### Transfer Program

The photographic image plays a vital role in contemporary society. The Photography program focuses on the constantly evolving knowledge, skills, and abilities needed to create visual images that communicate and stand on their own as an art form. The course of study offered at NIC gives students the opportunity to explore their role as photographers capturing images, creating art, and communicating their vision.

### Program Requirements

#### General Education Requirements (see pages 50-51)

Area of Study	Credits
Arts and Humanities (Group I, II) <sup>1</sup>	3
Communication	3
Computer Science	3
Critical Thinking	3
Cultural Diversity	3
English Composition	6
Laboratory Science	8
Mathematics	3-5
Physical Education Activity and Dance	2
Social Science (Group I, II, III, IV) <sup>1</sup>	9

#### Program Requirements

Course No.	Title	Credits
ART-121	2D/Design Foundations	3
COMJ-140	Mass Media in a Free Society	3
PHTO-183	Introduction to Digital Photography	3
PHTO-288	Intermediate Digital Photography	3
PHTO-289	Photojournalism	3
PSYC-101	Introduction to Psychology	3
THEA-101	Introduction to Theatre	3

#### Elective Requirements

Courses 100-level or higher	<u>0</u>
<b>Total Credits (minimum) 64</b>	

#### Notes:

<sup>1</sup> This General Education Requirement is partially met by the Program Requirements.

# Photography

## Associate of Science Degree

### Transfer Program

The photographic image plays a vital role in contemporary society. The Photography program focuses on the constantly evolving knowledge, skills, and abilities needed to create visual images that communicate and stand on their own as an art form. The course of study offered at NIC gives students the opportunity to explore their role as photographers capturing images, creating art, and communicating their vision.

### Program Requirements

#### General Education Requirements (see pages 52-53)

Area of Study	Credits
Arts and Humanities (2 disciplines) <sup>1</sup>	0
Communication	3
English Composition	6
Laboratory Science	8
Mathematics	3-5
Physical Education Activity and Dance	2
Social Science (2 disciplines) <sup>2</sup>	3
Social Science and Arts and Humanities <sup>1</sup>	0

#### Program Requirements

Course No.	Title	Credits
ART-111	Drawing I	2
ART-121	2D/Design Foundations	3
CINA-126	Film and International Culture	3
COMJ-140	Mass Media in a Free Society	3
PHIL-103	Ethics	3
PHTO-183	Introduction to Digital Photography	3
PHTO-288	Intermediate Digital Photography	3
PHTO-289	Photojournalism	3
PSYC-101	Introduction to Psychology	3
THEA-101	Introduction to Theatre	3

#### Choose one group from the following:

ART-112	Drawing II	5
ART-122	3D/Design Foundations	
or		
COMJ-100	Sentinel Staff (repeated)	

#### Elective Requirements

Courses 100-level or higher	3-5
<b>Total Credits (minimum) 64</b>	

#### Notes:

- <sup>1</sup> This General Education Requirement is met by the Program Requirements.
- <sup>2</sup> This General Education Requirement is partially met by the Program Requirements.

# Physical Education

## Associate of Science Degree

### Transfer Program

NIC's Physical Education Department provides students with the competence, confidence, and motivation necessary to ensure health, fitness, and life-long learning. This program is for students interested in pursuing careers in teaching, coaching, athletic training, recreation, fitness, and health promotion fields. Areas of instruction include human movement studies, motivation studies, rules and practice of specific sports, exercise/fitness principles and techniques, basic athletic injury prevention/treatment, and organizing/leading fitness and recreation programs. The suggested coursework normally fulfills the first half of baccalaureate degree requirements for physical education.

### Program Requirements

#### General Education Requirements (see pages 52-53)

Area of Study	Credits
Arts and Humanities (2 disciplines)	6
Communication	3
English Composition	6
Laboratory Science <sup>1</sup>	4
Mathematics	3-5
Physical Education Activity and Dance	2
Social Science (2 disciplines)	6
Social Science and Arts and Humanities	3

#### Program Requirements

Course No.	Title	Credits
<b>Choose 16 credits from the following:</b>		
PE-160	Foundations of Physical Education	3
PE-220	Sports Ethics	2
PE-221	Fitness Activities and Concepts	2
PE-222	Wellness Lifestyles	3
PE-223	Exercise Physiology	3
PE-225	Sport Psychology	3
PE-227	Legal Aspects of Sport and Recreation	3
PE-288	First Aid	3

<b>Choose one course from the following:</b>		
BIOL-207	Concepts in Human Nutrition	3
PE-224	Nutrition for Health, Fitness, & Exercise	3

<b>Choose one course from the following:</b>		
BIOL-175	Human Biology	4
BIOL-227	Human Anatomy and Physiology I with Cadaver	4

<b>Elective Requirements</b>		
Courses 100-level or higher <sup>2</sup>		6-8
<b>Total Credits (minimum)</b>		<b>64</b>

#### Notes:

- <sup>1</sup> This General Education Requirement is partially met by the Program Requirements.
- <sup>2</sup> Recommend choosing courses from the Areas of Emphasis according to transfer institution requirements.

### Areas of Emphasis

#### Athletic Training/Exercise Science

BIOL-228	Human Anatomy and Physiology II with Cadaver	4
CAOT-179	Medical Terminology	2
CHEM-101	Introduction to Essentials of General Chemistry I	4
CHEM-111	Principles of General Chemistry I	5
PE-248	Care and Prevention of Athletic Injuries	3
PE-250	Clinical Athletic Training	3
PE-251	ACE Personal Trainer Certification	2
PE-253	ACE Group Fitness Instructor Certification	2

#### Coaching

PE-241B	Coaching Methods: Volleyball	2
PE-241C	Coaching Methods: Soccer	2
PE-241D	Coaching Methods: Softball/Baseball	2
PE-241E	Coaching Methods: Basketball	2
PE-241F	Coaching Methods: Wrestling	2
PE-242	Sports Officiating	2
PE-248	Care and Prevention of Athletic Injuries	3
PE-251	ACE Personal Trainer Certification	2
PE-253	ACE Group Fitness Instructor Certification	2
SOC-155	Drug Abuse: Fact, Fiction, and Future	3

#### K-12 Education

EDUC-201	Introduction to Teaching	3
PE-110/111	Individual and Team Sport Courses	1-7
PE-243	Play and Game Theory	2
PE-251	ACE Personal Trainer Certification	2
PE-253	ACE Group Fitness Instructor Certification	2

#### Outdoor Recreation

PE-237A	Wilderness Backpacking	3
PE-237B	Wilderness Survival	3
PE-237C	Whitewater Guide	3
PE-237D	Mountaineering	3
PE-237E	Outdoor Programming and Leadership	3
PE-237F	Outdoor Navigation	3
PE-237H	Introduction to Outdoor Cooking	3
PE-237J	Swift Water Rescue	3

# Physical Therapist Assistant

## Associate of Applied Science Degree

### Professional–Technical Program

The Physical Therapist Assistant Consortium Program prepares students for employment as physical therapist assistants (PTA). The PTA functions through the direction of a physical therapist (PT) to implement the PT’s plan of care. The ultimate goal of physical therapy is to aid patients and clients in their return to maximal function. PTA students are instructed in thinking processes and skills such as therapeutic exercise, orthopedic and neurological interventions, therapeutic modalities, and the art of patient care. In addition to patient treatment courses, students study the basic sciences of anatomy, physiology, clinical pathology, and kinesiology. Clinical education experiences are integrated throughout the curriculum and offer students the opportunity to practice the techniques learned and practiced each semester. The program is designed to be completed in two years.

Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; phone; 703-706-3245; accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states.

The PTA Consortium Program is seeking accreditation of a new physical therapist assistant education program from CAPTE. The program will submit an Application for Candidacy, which is the formal application required in the pre-accreditation stage. Submission of this document does not assure that the program will be granted Candidate for Accreditation status. Achievement of Candidate for Accreditation status is required prior to implementation of the technical phase of the program; therefore, no students may be enrolled in technical courses until Candidate for Accreditation status has been achieved. Further, though achievement of Candidate for Accreditation status signifies satisfactory progress toward accreditation, it does not assure that the program will be granted accreditation.

### Admission Requirements

#### Competitive Entry

1. High school diploma or GED.
2. Application to the Physical Therapist Assistant program.
3. Minimum grades of C or 2.00 must be earned in each of the prerequisite courses required for the program.

#### Prerequisites:

- BIOL-227
- CAOT-179
- ENGL-101
- MATH-123\*

\* Mathematics requirement includes any math course that is MATH-123 or higher and fulfills the A.A.S. degree requirement as list in the NIC catalog.

4. All lab science courses which were completed more than seven years prior to application must be repeated.

### Program Requirements

Course No.	Title	Credits
BIOL-227	Anatomy and Physiology I	4
BIOL-228	Anatomy and Physiology II	4
CAOT-179	Medical Terminology	2
COMM-101	Introduction to Communications	3
ENGL-101	English Composition	3
MATH-123	Contemporary Math	3
PTAE-101	Physical Therapy in Health Care	2
PTAE-107	Kinesiology	4
PTAE-110	Principles and Procedures in Physical Therapy	3
PTAE-112	Clinical Pathology 1	1
PTAE-202	Therapeutic Modalities	4
PTAE-203	Therapeutic Exercise	3
PTAE-205	Orthopedic Rehabilitation	2
PTAE-211	Data Collection	3
PTAE-212	Clinical Pathology 2	2
PTAE-215	Special Populations	3
PTAE-217	Neurological Rehabilitation	4
PTAE-220	Seminar	3
PTAE-245	Clinical Affiliation 1	2
PTAE-250	Clinical Affiliation 2	6
PTAE-255	Clinical Affiliation 3	6
PSYC-101	Introduction to Psychology	3
<b>Total Credits</b>		<b>70</b>

5. Documentation showing a minimum of 16 hours of observation in a physical therapy clinical setting.
6. A criminal background check will be required upon acceptance. Violations may result in denied access to clinical sites and therefore inability to complete the program. For questions regarding specific violations, please contact program director.

### Admission Procedures

For program specific requirements please refer to the Physical Therapist Assistant program website.



# Physics/Astronomy

## Associate of Science Degree

### Transfer Program

Physics is the science that deals with matter and energy and their interactions in selected fields such as mechanics, acoustics, and electricity. A strong background in science and mathematics is important preparation for a college physics program.

Completion of the following courses results in an associate's degree with an area of emphasis in Physics. The required 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.

### Program Requirements

#### General Education Requirements (see pages 52-53)

Area of Study	Credits
Arts and Humanities (2 disciplines)	6
Communication	3
English Composition	6
Laboratory Science <sup>1</sup>	0
Mathematics <sup>1</sup>	0
Physical Education Activity and Dance	2
Social Science (2 disciplines)	6
Social Science and Arts and Humanities	3

#### Program Requirements

Course No.	Title	Credits
CHEM-111	Principles of General College Chemistry I	5
CHEM-112	Principles of General College Chemistry II	5
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-335	Linear Algebra	3
MATH-370	Introduction to Ordinary Differential Equations	3
PHYS-211	Engineering Physics I	5
PHYS-212	Engineering Physics II	5

#### Elective Requirements

Courses 100-level or higher	<u>0</u>
<b>Total Credits (minimum) 64</b>	

#### Notes:

- <sup>1</sup> This General Education Requirement is met by the Program Requirements.

# Political Science and Pre-Law

## Associate of Arts Degree

### Transfer Program

The Associate of Arts in Political Science and Pre-Law approximates the equivalence of the first two years of study in for a Bachelor of Arts in Political Science. It requires a foreign language component and a broader depth of courses in other social sciences. Students are introduced to some of the various subfields of political science and the scope of the discipline. The Associates of Arts program also serves as a foundation for further professional or academic study in pre-law, business, secondary teaching with an emphasis in social studies, public administration, international studies and other related social sciences. Undergraduate degrees in Political Science are often the path chosen by many seeking entrance into law school, though it should be noted that other disciplines can be equally successful. Please contact the political science department for a list of potential careers in political science. Students are strongly encouraged to check with their undergraduate transfer institution for specific degree and coursework requirements. Completion of the associate of arts degree meets the general core requirements at all Idaho public universities.

### Program Requirements

#### General Education Requirements (see pages 50-51)

Area of Study	Credits
Arts and Humanities (Group I, II)	6
Communication	3
Computer Science	3
Critical Thinking	3
Cultural Diversity	3
English Composition	6
Laboratory Science	8
Mathematics <sup>1</sup>	0
Physical Education Activity and Dance	2
Social Science (Group I, II, III, IV) <sup>2</sup>	6

#### Program Requirements

MATH-130	Finite Math (or higher)	3-4
<b>Choose one course from the following:</b>		3
POLS-101	American National Government	
POLS-105	Introduction to Political Science	

**Choose two additional Political Science courses other than POLS-298 (one must be from the Group IV Social Sciences).** 6

**Choose 4-5 credits from any modern language:** <sup>3</sup> 4-5

#### Elective Requirements

Courses 100-level or higher	6-8
<b>Total Credits (minimum) 64</b>	

- <sup>1</sup> This General Education Requirement is met by the Program Requirements.
- <sup>2</sup> This General Education Requirement is partially met by the Program Requirements.
- <sup>3</sup> Additional courses in modern language are recommended for transfer to some four-year institutions.

# Political Science and Pre-Law

## Associate of Science Degree

### Transfer Program

The Associate of Science in Political Science and Pre-Law approximates the equivalence of the first two years of study in for a Bachelor of Science in Political Science. Students are introduced to many of the various subfields of political science and the scope of the discipline. The Associates of Science program also serves as a foundation for further professional or academic study in pre-law, business, secondary teaching with an emphasis in social studies, public administration, international studies and other related social sciences. Undergraduate degrees in Political Science are often the path chosen by many seeking entrance into law school, though it should be noted that other disciplines can be equally successful. Please contact the political science department for a list of potential careers in political science. Students are strongly encouraged to check with their undergraduate transfer institution for specific degree and coursework requirements. Completion of an Associate of Science degree meets the general core requirements at all Idaho public universities.

### Program Requirements

#### General Education Requirements (see pages 52-53)

Area of Study	Credits
Arts and Humanities (2 disciplines)	6
Communication	3
English Composition	6
Laboratory Science	8
Mathematics <sup>1</sup>	0
Physical Education Activity and Dance	2
Social Science (2 disciplines)	6
Social Science and Arts and Humanities <sup>1</sup>	0

#### Program Requirements

CS-100	Introduction to Computers and Computer Science	3
MATH-130	Finite Mathematics	4
POLS-101	American National Government	3
<b>Choose one of the following courses:</b>		3-4
MATH-108	Intermediate Algebra	
MATH-143	College Algebra	
MATH-253	Principles of Applied Statistics	

**Choose two additional Political Science courses other than POLS-298.** 6

#### Elective Requirements

Courses 100-level or higher	13-14
<b>Total Credits (minimum) 64</b>	

#### Notes:

<sup>1</sup> This General Education Requirement is met by the Program Requirements.

# Pre-Medical Related Fields

## Associate of Science Degree

### Transfer Program

The pre-medical field has a wide variety of options, including Pre-Dental Hygiene, Pre-Medical/Pre-Dental Studies, Pre-Optometry, Pre-Pharmacy, Radiologic Technology, Respiratory Therapy, Radiographic Science, Speech Pathology and Audiology, and Sports Medicine. Most professional school admission requirements will be satisfied with a baccalaureate degree in biology or chemistry with substantial coursework in other disciplines. Professional schools are extremely competitive. It is important to contact an advisor at your transfer institution.

Completion of the following courses results in an associate's degree with an area of emphasis in Pre-Medical Related Fields. Course selection should be tailored to match requirements of the transfer institution.

### Program Requirements

#### General Education Requirements (see pages 52-53)

Area of Study	Credits
Arts and Humanities (2 disciplines)	6
Communication	3
English Composition	6
Laboratory Science <sup>1</sup>	0
Mathematics <sup>1</sup>	0
Physical Education Activity and Dance	2
Social Science (2 disciplines)	6
Social Science and Arts and Humanities	3

#### Program Requirements

BIOL-115	Introduction to Life Sciences	4
BIOL-227	Human Anatomy and Physiology I with Cadaver	4
BIOL-228	Human Anatomy and Physiology II with Cadaver	4
BIOL-250	General Microbiology	4
CHEM-111	Principles of General College Chemistry I	5
CHEM-112	Principles of General College Chemistry II	5
MATH-170	Analytic Geometry and Calculus I	4
PHYS-111	General Physics I	4
PHYS-112	General Physics II	4

#### Elective Requirements

Courses 100-level or higher	0
<b>Total Credits (minimum) 64</b>	

#### Notes:

<sup>1</sup> This General Education Requirement is met by the Program Requirements.

# Pre-Microbiology/Medical Technology

## Associate of Science Degree

### Transfer Program

The Pre-Microbiology/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.

Completion of the following coursework results in an associate's degree with an area of emphasis in Pre-Microbiology/Medical Technology. The required coursework normally fulfills the first half of baccalaureate degree requirements in Microbiology/Medical Technology. Course selection should be tailored to match requirements of intended transfer institutions.

### Program Requirements

#### General Education Requirements (see pages 52-53)

Area of Study	Credits
Arts and Humanities (2 disciplines)	6
Communication	3
English Composition	6
Laboratory Science <sup>1</sup>	0
Mathematics <sup>1</sup>	0
Physical Education Activity and Dance	2
Social Science (2 disciplines)	6
Social Science and Arts and Humanities	3

#### Program Requirements

BIOL-115	Introduction to Life Sciences	4
BIOL-250	General Microbiology	4
CHEM-111	Principles of General College Chemistry I	5
CHEM-112	Principles of General College Chemistry II	5
CHEM-277	Organic Chemistry I	3
CHEM-278	Organic Chemistry I Lab	1
CHEM-287	Organic Chemistry II	3
CHEM-288	Organic Chemistry II Lab	1
MATH-170	Analytic Geometry and Calculus I	4
PHYS-111	General Physics I	4
PHYS-112	General Physics II	4

#### Elective Requirements

Courses 100-level or higher	0
<b>Total Credits (minimum) 64</b>	

#### Notes:

<sup>1</sup> This General Education Requirement is met by the Program Requirements.

# Pre-Nutrition

## Associate of Science Degree

### Transfer Program

This program is for students who love science, think critically, and want to help others live healthier lives. The required coursework is designed specifically for students who plan on transferring to the University of Idaho - Coeur d'Alene to complete a bachelor's degree in Food and Nutrition.

Completion of the following courses results in an associate of science degree with an area of emphasis in Pre-Nutrition. Course selection should be tailored to match requirements defined by intended transfer institution.

### Program Requirements

#### General Education Requirements (see pages 52-53)

Area of Study	Credits
Arts and Humanities (2 disciplines)	6
Communication	3
English Composition	6
Laboratory Science <sup>1</sup>	0
Mathematics <sup>1</sup>	0
Physical Education Activity and Dance	2
Social Science (2 disciplines) <sup>1</sup>	0
Social Science and Arts and Humanities <sup>1</sup>	0

#### Program Requirements

BIOL-170	Introductory Foods	3
BIOL-170L	Introductory Foods Lab	1
BIOL-207	Concepts in Human Nutrition	3
BIOL-227	Human Anatomy and Physiology I with Cadaver	4
BIOL-228	Human Anatomy and Physiology II with Cadaver	4
BIOL-250	General Microbiology	4
CHEM-101	Introduction to Essentials of General Chemistry I	4
CHEM-275	Carbon Compounds	3
MATH-143	College Algebra	3
MATH-253	Principles of Applied Statistics	3
PSYC-101	Introduction to Psychology	3
PSYC-205	Developmental Psychology	3
SOC-101	Introduction to Sociology	3

#### Elective Requirements

Courses 100-level or higher	<u>6</u>
<b>Total Credits (minimum) 64</b>	

#### Notes:

<sup>1</sup> This General Education Requirement is met by the Program Requirements.



# Pre-Physical Therapy

## Associate of Science Degree

### Transfer Program

This program is designed for students planning to transfer to a major suitable for entry into a physical therapy program. Physical therapy programs are very competitive and typically require an overall GPA of 2.75 or better and a 3.00 GPA in all prerequisite work (i.e., biology, zoology, chemistry, and physics). In addition, 75-80 hours (minimum) of work/observation under the direction of a licensed physical therapist are required for entry into physical therapy programs (may vary with transfer institution).

Completion of the following courses results in an associate's degree with an area of emphasis in Pre-Physical Therapy. The required coursework normally fulfills the prerequisite requirements for most physical therapy programs. Course selection should be tailored to match requirements defined by intended transfer institutions.

### Program Requirements

#### General Education Requirements (see pages 52-53)

Area of Study	Credits
Arts and Humanities (2 disciplines)	6
Communication	3
English Composition	6
Laboratory Science <sup>1</sup>	0
Mathematics <sup>1</sup>	0
Physical Education Activity and Dance	2
Social Science (2 disciplines) <sup>1</sup>	0
Social Science and Arts and Humanities	3

#### Program Requirements

Course No.	Title	Credits
BIOL-227	Human Anatomy and Physiology I with Cadaver	4
BIOL-228	Human Anatomy and Physiology II with Cadaver	4
CHEM-111	Principles of General College Chemistry I	5
CHEM-112	Principles of General College Chemistry II	5
MATH-253	Principles of Applied Statistics	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

#### Elective Requirements

Courses 100-level or higher	<u>9</u>
<b>Total Credits (minimum) 64</b>	

#### Notes:

<sup>1</sup> This General Education Requirement is met by the Program Requirements.

# Pre-Veterinary Medicine

## Associate of Science Degree

### Transfer Program

The states of Idaho and Washington have an agreement which guarantees a certain number of places in the Washington State University College of Veterinary Medicine to qualified Idaho residents. Normally, students must maintain an overall undergraduate GPA of at least 3.50 in their studies prior to admission to the program. Candidates with greater depth and breadth of academic background are given preference by WSU.

The Graduate Record Examination (GRE) scores must be received by October 1 of the year of application. While students may enter the program following completion of an associate's degree program, acceptance is normally not gained until a baccalaureate program is completed.

Completion of the following courses results in an associate's degree with an area of emphasis in Pre-Veterinary Medicine. The required coursework normally fulfills the first half of baccalaureate degree requirements in Pre-Veterinary Medicine. Course selection should be tailored to match requirements defined by intended transfer institutions.

### Program Requirements

#### General Education Requirements (see pages 52-53)

Area of Study	Credits
Arts and Humanities (2 disciplines)	6
Communication	3
English Composition	6
Laboratory Science <sup>1</sup>	0
Mathematics <sup>1</sup>	0
Physical Education Activity and Dance	2
Social Science (2 disciplines)	6
Social Science and Arts and Humanities	3

#### Program Requirements

Course No.	Title	Credits
BIOL-115	Introduction to Life Sciences	4
BIOL-202	General Zoology	4
CHEM-111	Principles of General College Chemistry I	5
CHEM-112	Principles of General College Chemistry II	5
CHEM-277	Organic Chemistry I	3
CHEM-278	Organic Chemistry I Lab	1
PHYS-111	General Physics I	4
PHYS-112	General Physics II	4

<b>Choose one course from the following:</b>	4
MATH-160	Survey of Calculus
MATH-170	Analytic Geometry and Calculus I

#### Elective Requirements

Courses 100-level or higher	<u>4</u>
<b>Total Credits (minimum)</b>	<b>64</b>

#### Notes:

- <sup>1</sup> This General Education Requirement is met by the Program Requirements.

# Psychology

## Associate of Arts Degree

### Transfer Program

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

Completion of the following courses normally fulfills the first half of bachelor's degree requirements in Psychology. Course selections should be tailored to match requirements of the intended transfer institutions.

### Program Requirements

#### General Education Requirements (see pages 50-51)

Area of Study	Credits
Arts and Humanities (Group I, II)	6
Communication	3
Computer Science	3
Critical Thinking	3
Cultural Diversity	3
English Composition	6
Laboratory Science	8
Mathematics <sup>1</sup>	0
Physical Education Activity and Dance	2
Social Science (Group I, II, III, IV) <sup>2</sup>	6

#### Program Requirements

Course No.	Title	Credits
MATH-253	Principles of Applied Statistics	3
PSYC-101	Introduction to Psychology	3
PSYC-205	Developmental Psychology	3
PSYC-211	Abnormal Psychology	3
PSYC-218	Introduction to Research in the Behavioral Sciences	4

<b>Choose one course from the following:</b>	3-4
MATH-130	Finite Mathematics
MATH-143	College Algebra

#### Elective Requirements

Courses 100-level or higher	<u>4-5</u>
<b>Total Credits (minimum) 64</b>	

#### Notes:

- <sup>1</sup> This General Education Requirement is met by the Program Requirements.
- <sup>2</sup> This General Education Requirement is partially met by the Program Requirements.

# Psychology

## Associate of Science Degree

### Transfer Program

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

Completion of the following courses normally fulfills the first half of bachelor's degree requirements in Psychology. Course selections should be tailored to match requirements of the intended transfer institutions.

### Program Requirements

#### General Education Requirements (see pages 52-53)

Area of Study	Credits
Arts and Humanities (2 disciplines)	6
Communication	3
English Composition	6
Laboratory Science	8
Mathematics <sup>1</sup>	0
Physical Education Activity and Dance	2
Social Science (2 disciplines) <sup>2</sup>	3
Social Science and Arts and Humanities <sup>1</sup>	0

#### Program Requirements

Course No.	Title	Credits
MATH-253	Principles of Applied Statistics	3
PSYC-101	Introduction to Psychology	3
PSYC-205	Developmental Psychology	3
PSYC-211	Abnormal Psychology	3
PSYC-218	Introduction to Research in the Behavioral Sciences	4

**Choose one course from the following:** 3-4

- MATH-130 Finite Math
- MATH-143 College Algebra

#### Elective Requirements

Courses 100-level or higher 16-17  
**Total Credits (minimum) 64**

#### Notes:

- <sup>1</sup> This General Education Requirement is met by the Program Requirements.
- <sup>2</sup> This General Education Requirement is partially met by the Program Requirements.

# Public Relations

## Associate of Arts Degree

### Transfer Program

This program prepares students for careers in public relations or communication. Public relations is a strategic communication process that builds mutually beneficial relationships between organizations and their publics. The degree focus is on knowledge and skills essential in those areas. Completion of the following courses results in an associate's 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 Public Relations. Course selection should be tailored to match requirements defined by intended transfer institutions.

### Program Requirements

#### General Education Requirements (see pages 50-51)

Area of Study	Credits
Arts and Humanities (Group I, II) <sup>2</sup>	3
Communication	3
Computer Science	3
Critical Thinking	3
Cultural Diversity <sup>1</sup>	0
English Composition	6
Laboratory Science	8
Mathematics	3-5
Physical Education Activity and Dance	2
Social Science (Group I, II, III, IV)	12

#### Program Requirements

COMJ-121	News Writing	3
COMJ-140	Mass Media in a Free Society	3
COMM-220	Intercultural Communication	3
COMM-252	Introduction to Public Relations	3

#### Choose one course from the following:

PHIL-101	Introduction to Philosophy	3
PHIL-103	Ethics	

#### Choose one course from the following:

BMKT-241	Fundamentals of Promotion and Advertising	3
BUSA-221	Principles of Marketing	
COMJ-222	Reporting	
COMJ-255	Editing	
COMM-233	Interpersonal Communication	
PHTO-183	Introduction to Digital Photography	

#### Elective Requirements

Courses 100-level or higher	0
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**Total Credits (minimum) 61**

<sup>1</sup> This General Education Requirement is partially met by the Program Requirements.

<sup>2</sup> This General Education Requirement is partially met by the Program Requirements.

# Public Relations

## Associate of Science Degree

### Transfer Program

This program prepares students for careers in public relations or communication. Public relations is a strategic communication process that builds mutually beneficial relationships between organizations and their publics. The degree focus is on knowledge and skills essential in those areas. Completion of the following courses results in an associate's 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 Public Relations. Course selection should be tailored to match requirements defined by intended transfer institutions.

### Program Requirements

#### General Education Requirements (see pages 52-53)

Area of Study	Credits
Arts and Humanities (2 disciplines) <sup>1</sup>	0
Communication	3
English Composition	6
Laboratory Science	8
Mathematics	3-5
Physical Education Activity and Dance	2
Social Science (2 disciplines)	6
Social Science and Arts and Humanities	3

#### Program Requirements

COMJ-121	News Writing	3
COMJ-140	Mass Media in a Free Society	3
COMJ-222	Reporting	3
COMM-220	Intercultural Communication	3
COMM-252	Introduction to Public Relations	3
PHTO-183	Introduction to Digital Photography	3

#### Choose one course from the following:

PHIL-101	Introduction to Philosophy	3
PHIL-103	Ethics	

#### Choose two courses from the following:

BMKT-241	Fundamentals of Promotion and Advertising	6
BUSA-221	Principles of Marketing	
COMJ-255	Editing	
COMM-233	Interpersonal Communication	
PHTO-289	Photojournalism	

#### Elective Requirements

Courses 100-level or higher	0-2
<b>Total Credits (minimum) 60</b>	

#### Notes:

<sup>1</sup> This General Education Requirement is met by the Program Requirements.



# Radiography Technology

## Associate of Applied Science Degree

### Professional–Technical Program

The Radiography Technology program prepares students to become a radiography technologist and member of a health care team. The program integrates knowledge from the biological sciences, social sciences, and math with the theory and practice of radiography technology to prepare students as entry-level technologists. Upon successful completion of this program students will graduate with an associate of applied science degree and be eligible to become certified by taking the registry examination of the American Registry of Radiologic Technologists (ARRT). The Radiography Technology associate of applied science degree program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Inquiries can be made by contacting JRCERT at 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182 or (312) 704-5300 or mail@jrcert.org.

Contact the Health Professions Division at (208) 769-3373 for further information.

### Admission Requirements

#### Competitive Entry

1. High school diploma or GED.
2. Application to the Radiography Technology program.
3. Minimum grades of C or 2.00 must be earned in each of the prerequisite courses required for the program.

#### Prerequisites:

- BIOL-227
- BIOL-228
- CAOT-179
- MATH-025\*

- Completion of the NIC COMPASS test (or equivalent) with an English score of 68 or the completion of ENGL-099 or ENGL-101 with a grade of C or better.

\* Completion of MATH-025 or competency may be demonstrated by ACT, SAT, or COMPASS score taken in the two years prior to the program application deadline indicating placement above MATH-025 or completion of MATH-025 or MATH-108 or math class meeting the A.A.S. degree requirement as listed in the NIC catalog.

4. All lab science courses which were completed more than seven years prior to application must be repeated.
5. Minimum cumulative grade point average of 2.50 calculated on all courses which meet the curriculum requirements.
6. A criminal background check will be required upon acceptance. Violations may result in denied access to clinical sites and therefore inability to complete the program. For questions regarding specific violations, please contact program director.

### Admission Procedures

For program specific requirements please refer to the Radiography Technology program website.

### Program Requirements

#### First Semester

Course No.	Title	Credits
MATH-143	College Algebra <sup>1</sup>	3
RADT-101	Introduction to Radiography	2
RADT-102	Patient Care in Radiography	3
RADT-104A	Radiographic Images I	1
RADT-106	Radiographic Procedures I	3
RADT-110	Law and Ethics for Radiography	1
RADT-180	Clinical Education I	<u>3</u>

**Semester Total 16**

#### Second Semester

ENGL-101	English Composition	3
RADT-104B	Radiographic Images I	1
RADT-105	Radiation Protection	2
RADT-109	Radiographic Procedures II	3
RADT-182	Clinical Education II	<u>6</u>

**Semester Total 15**

#### Third Semester

RADT-192	Clinical Education III	3
RADT-202A	Radiographic Images II	1
RADT-204	Radiographic Procedures III	<u>2</u>

**Semester Total 6**

#### Fourth Semester

COMM-101	Introduction to Speech Communication	3
RADT-107	Radiography Physics	3
RADT-202B	Radiographic Images II	1
RADT-206	Radiographic Procedures IV	2
RADT-292	Clinical Education IV	<u>8</u>

**Semester Total 17**

#### Fifth Semester

PSYC-101	Introduction to Psychology	3
or SOC-101	Introduction to Sociology	(3)
RADT-201	Pharmacology and Contrast Procedures in Radiography	2
RADT-298	Clinical Education V	<u>8</u>

**Semester Total 13**

**Program Total 67**

### Recommended Courses

RADT-291	Clinical Education Option	1
RADT-297	Senior Radiography Review	1

#### Notes:

- <sup>1</sup> An approved higher A.A.S. math requirement may be substituted.

# Resort/Recreation Management

## Associate of Applied Science Degree

### Professional-Technical Program

This program leads to opportunities in recreationally based organizations. Students will complete a core of classes and choose an area(s) of interest in the industry, i.e. hotel and restaurant hospitality, resort management, outdoor recreation to include topics of wilderness/white-water training, skiing, golfing, etc. Students will receive classroom instruction and field experience.

### Program Requirements

#### First Semester

Course No.	Title	Credits
CAOT-120	Word Processing/Word I <sup>1</sup>	1
ENGL-101	English Composition <sup>2</sup>	3
MATH-123	Contemporary Math (or higher) <sup>3</sup>	3-4
RRM-100	Introduction to Hospitality and Tourism	3
RRM-140	Leadership Principles	3
_____	Program Electives	1-3
<b>Semester Total</b>		<b>14-17</b>

#### Second Semester

BUSA-221	Principles of Marketing	3
CAOT-130	Spreadsheets/Excel I <sup>1</sup>	1
_____	or CAOT-140 Database/Access I <sup>1</sup>	(1)
COMM-101	Introduction to Speech Communication <sup>2</sup>	3
RRM-220	Resort/Recreation Management Principles	3
_____	A.A.S. Natural Science Requirement <sup>4</sup>	4
_____	Program Electives	2-3
<b>Semester Total</b>		<b>16-17</b>

#### Third Semester

ACCT-110	Small Business Accounting	3
_____	or ACCT-201 Principles of Accounting	(3)
PHIL-103	Ethics <sup>2</sup>	3
RRM-225	Event Planning and Management	3
_____	Program Electives	6
<b>Semester Total</b>		<b>15</b>

#### Fourth Semester

BUSA-265	Legal Environment of Business	3
RRM-230	Leisure and Recreation Programming	3
RRM-250	Risk Management in the Resort Industry	3
RRM-290	Resort/Recreation Management Internship	3
_____	Program Electives	3
<b>Semester Total</b>		<b>15</b>
<b>Program Total</b>		<b>60-64</b>

#### Notes:

- <sup>1</sup> These classes are offered in the Flexible Learning Center. Individuals with prior skills or knowledge should enroll in the class and inquire about a proof of competency exam.
- <sup>2</sup> Satisfies the A.A.S. degree general education requirement listed on page 54.
- <sup>3</sup> The mathematics requirement includes any math course that is MATH-123 or higher and meets the A.A.S. degree requirements listed on page 54.
- <sup>4</sup> Select from the A.A.S. degree natural sciences requirement listed on page 54.

### Recreation Elective Course List

PE-110/111	Topic of student's choice (2 credits)	2
PE-237DD	Mountaineering II	1
PE-288	First Aid	3
RRM-234	Team Dynamics	3
RRM-237A	Wilderness Backpacking	3
RRM-237B	Wilderness Survival	3
RRM-237C	Whitewater Guiding	3
RRM-237D	Mountaineering	3
RRM-237E	Outdoor Programming and Leadership	3
RRM-237F	Outdoor Navigation	3
RRM-237G	Avalanche Level I	1
RRM-237 H	Introduction to Outdoor Cooking	3
RRM-237J	Swift Water Rescue	3
RRM-110	Wilderness First Responder	3
RRM-120	Natural Resource Conservation and Management	3
RRM-125	Wilderness Ethics and Interpretation	3
RRM-130	Terrain Park Management	2
RRM-135	Introduction to Ski Instruction	1

### Hospitality/Tourism Elective Course List

BMGT-260	Human Resource Management	3
FDBV-110	Food and Beverage Customer Service Management	3
FDBV-125	Hospitality Supervision	2
FDBV-230	Food and Beverage Operations Management	3

# Social Work

## Associate of Arts Degree

### Transfer Program

This program is for students planning to transfer to a bachelor's degree program in social work (BSW). Career opportunities in social work include social services at federal, state, and local levels; health care social work in nursing homes, hospitals, and outpatient care facilities; mental health facilities; children and youth services; aging services casework; rehabilitation counseling; juvenile detention; family services; pre-adoption investigation; drug and alcohol counseling; group home casework and counseling; and employee assistance counseling. Completion of the following courses results in an associate's degree and meets the general core requirements at Idaho public universities. The suggested coursework normally fulfills the first half of baccalaureate degree requirements in social work. Course selection should be tailored to match requirements defined by intended transfer institutions. Students planning to attend Lewis-Clark State College should pursue the associate of science degree program.

### Program Requirements

#### General Education Requirements (see pages 50-51)

Area of Study	Credits
Arts and Humanities (Group I, II)	6
Communication	3
Computer Science	3
Critical Thinking	3
Cultural Diversity	3
English Composition	6
Laboratory Science <sup>2</sup>	8
Mathematics	3-5
Physical Education Activity and Dance	2
Social Science (Group I, II, III, IV) <sup>1</sup>	9

#### Program Requirements

Course No.	Title	Credits
PSYC-101	Introduction to Psychology	3
SOWK-240	Introduction to Social Work	3
SOWK-241	Social Work Generalist Practice	3

**Choose one course from the following:** 3-4

BIOL-100	Fundamentals of Biology
SOC-101	Introduction to Sociology

#### Elective Requirements

Courses 100-level or higher	<u>2-6</u>
<b>Total Credits (minimum) 64</b>	

#### Recommended Courses

ANTH-225	Native People of North America	3
FLAN-207	Contemporary World Cultures	3
PHIL-103	Ethics	3
PHIL-111	World Religions	3
PSYC-205	Developmental Psychology	3
PSYC-211	Abnormal Psychology	3
SOC-220	Marriage and Family	3
SOC-283	Death and Dying	3

#### Notes:

- <sup>1</sup> This General Education Requirement is met by the Program Requirements.
- <sup>2</sup> This General Education Requirement may be met by the Program Requirements.

# Social Work

## Associate of Science Degree

### Transfer Program

This program is for students planning to transfer to a bachelor's degree program in social work (BSW). Career opportunities in social work include social services at federal, state, and local levels; health care social work in nursing homes, hospitals, and outpatient care facilities; mental health facilities; children and youth services; aging services casework; rehabilitation counseling; juvenile detention; family services; pre-adoption investigation; drug and alcohol counseling; group home casework and counseling; and employee assistance counseling. Completion of the following courses results in an associate's degree and meets the general core requirements at Idaho public universities. The suggested coursework normally fulfills the first half of baccalaureate degree requirements in social work. Course selection should be tailored to match requirements defined by intended transfer institutions. Students planning to attend Lewis-Clark State College should pursue the associate of science degree program.

### Program Requirements

#### General Education Requirements (see pages 52-53)

Area of Study	Credits
Arts and Humanities (2 disciplines)	6
Communication	3
English Composition	6
Laboratory Science <sup>2</sup>	8
Mathematics	3-5
Physical Education Activity and Dance	2
Social Science (2 disciplines) <sup>2</sup>	6
Social Science and Arts and Humanities <sup>1</sup>	0

#### Program Requirements

Course No.	Title	Credits
PSYC-101	Introduction to Psychology	3
SOWK-240	Introduction to Social Work	3
SOWK-241	Social Work Generalist Practice	3

<b>Choose one course from the following:</b>	3-4
BIOL-100	Fundamentals of Biology
SOC-101	Introduction to Sociology

#### Elective Requirements

Courses 100-level or higher	15-18
<b>Total Credits (minimum) 64</b>	

#### Recommended Courses

ANTH-225	Native People of North America	3
FLAN-207	Contemporary World Cultures	3
PHIL-103	Ethics	3
PHIL-111	World Religions	3
PSYC-205	Developmental Psychology	3
PSYC-211	Abnormal Psychology	3
SOC-220	Marriage and Family	3
SOC-283	Death and Dying	3

#### Notes:

- <sup>1</sup> This General Education Requirement is met by the Program Requirements.
- <sup>2</sup> This General Education Requirement is partially met by the Program Requirements.

# Sociology

## Associate of Arts Degree

### 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's 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.

### Program Requirements

#### General Education Requirements (see pages 50-51)

Area of Study	Credits
Arts and Humanities (Group I, II)	6
Communication	3
Computer Science	3
Critical Thinking	3
Cultural Diversity	3
English Composition	6
Laboratory Science	8
Mathematics <sup>1</sup>	0
Physical Education Activity and Dance	2
Social Science (Group I, II, III, IV) <sup>2</sup>	6

#### Program Requirements

Course No.	Title	Credits
MATH-253	Principles of Applied Statistics	3
SOC-101	Introduction to Sociology	3
SOC-102	Social Problems	3

**Choose one course from the following:** 3-4

MATH-130	Finite Mathematics
MATH-143	College Algebra

#### Elective Requirements

Courses 100-level or higher	11-12
<b>Total Credits (minimum) 64</b>	

#### Recommended Courses

ANTH-102	Introduction to Social and Cultural Anthropology	3
HIST-102	History of Civilization Since 1500	3

#### Notes:

- <sup>1</sup> This General Education Requirement is met by the Program Requirements.
- <sup>2</sup> This General Education Requirement is partially met by the Program Requirements.

# Sociology

## Associate of Science Degree

### 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's 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.

### Program Requirements

#### General Education Requirements (see pages 52-53)

Area of Study	Credits
Arts and Humanities (2 disciplines)	6
Communication	3
English Composition	6
Laboratory Science	8
Mathematics <sup>1</sup>	0
Physical Education Activity and Dance	2
Social Science (2 disciplines) <sup>1</sup>	3
Social Science and Arts and Humanities <sup>1</sup>	0

#### Program Requirements

Course No.	Title	Credits
MATH-253	Principles of Applied Statistics	3
SOC-101	Introduction to Sociology	3
SOC-102	Social Problems	3

**Choose one course from the following:** 3-4

MATH-130	Finite Mathematics
MATH-143	College Algebra

#### Elective Requirements

Courses 100-level or higher 23-24

**Total Credits (minimum) 64**

#### Recommended Courses

ANTH-102	Introduction to Social and Cultural Anthropology	3
HIST-102	History of Civilization Since 1500	3

#### Notes:

<sup>1</sup> This General Education Requirement is met by the Program Requirements.



# Theatre

## Associate of Arts Degree

### Transfer Program

This program is designed for students who want to emphasize the theatre arts in the planning of their undergraduate degree. Emphasis is placed on the theatre arts as a valuable study for a wide range of career choices. Theatre arts at NIC are not restricted to those who would like to make theatre a profession. Rather, through the study of communication, literary, physical, technical, and psychological/emotional skills, theatre prepares students for success in many different professions. There are no program prerequisites. Previous experience is helpful. Scholarships are available. Participation in theatre requires some evenings and some weekends.

### Program Requirements

#### General Education Requirements (see pages 50-51)

Area of Study	Credits
Arts and Humanities (Group I, II) <sup>1</sup>	3
Communication	3
Computer Science	3
Critical Thinking	3
Cultural Diversity	3
English Composition	6
Laboratory Science	8
Mathematics	3-5
Physical Education Activity and Dance	2
Social Science (Group I, II, III, IV)	12

#### Program Requirements

Course No.	Title	Credits
COMM-103	Oral Interpretation	3
THEA-101	Introduction to the Theatre	3
THEA-102	Stage Makeup	3
THEA-103	Introduction to Stagecraft	3
THEA-104	Stagecraft II	3
THEA-105	Basics of Performance I	2
THEA-106	Basics of Performance II	2
THEA-163	Basics of Scene Design and Graphics	2
THEA-190	Theatre Practice	1
THEA-263	Technical Production	2
THEA-271	Play Analysis	3
THEA-272	Intermediate Acting	3
THEA-273	Stage Lighting	3

#### Elective Requirements

Courses 100-level or higher	0
<b>Total Credits (minimum) 79</b>	

#### Notes:

<sup>1</sup> This General Education Requirement is partially met by the Program Requirements.

# Theatre

## Associate of Science Degree

### Transfer Program

This program is designed for students who want to emphasize the theatre arts in the planning of their undergraduate degree. Emphasis is placed on the theatre arts as a valuable study for a wide range of career choices. Theatre arts at NIC are not restricted to those who would like to make theatre a profession. Rather, through the study of communication, literary, physical, technical, and psychological/emotional skills, theatre prepares students for success in many different professions. There are no program prerequisites. Previous experience is helpful. Scholarships are available. Participation in theatre requires some evenings and some weekends.

### Program Requirements

#### General Education Requirements (see pages 52-53)

Area of Study	Credits
Arts and Humanities (2 disciplines) <sup>1</sup>	3
Communication	3
English Composition	6
Laboratory Science	8
Mathematics	3-5
Physical Education Activity and Dance	2
Social Science (2 disciplines)	6
Social Science and Arts and Humanities	3

#### Program Requirements

Course No.	Title	Credits
COMM-103	Oral Interpretation	3
THEA-101	Introduction to the Theatre	3
THEA-102	Stage Makeup	3
THEA-103	Introduction to Stagecraft	3
THEA-104	Stagecraft II	3
THEA-105	Basics of Performance I	2
THEA-106	Basics of Performance II	2
THEA-163	Basics of Scene Design and Graphics	2
THEA-190	Theatre Practice	1
THEA-263	Technical Production	2
THEA-271	Play Analysis	3
THEA-272	Intermediate Acting	3
THEA-273	Stage Lighting	3

#### Elective Requirements

Courses 100-level or higher	0
<b>Total Credits (minimum) 67</b>	

#### Notes:

<sup>1</sup> This General Education Requirement is partially met by the Program Requirements.

# Virtual Administrative Assistant

## Technical Certificate

### Professional–Technical Program

The Virtual Administrative Assistant certificate is designed for students to develop administrative support skills that can be delivered virtually. These skills include in-depth computer applications, desktop publishing, transcription, and other general clerical skills. Graduates of this program have opportunities to work as employees who telecommute or are independent contractors providing much-needed administrative support skills to a wide variety of organizations.

### Program Requirements

Course No.	Title	Credits
BUSA-101	Introduction to Business	3
CAOT-112	Keyboarding I	1
CAOT-113	Keyboarding II	1
CAOT-115	Outlook	1
CAOT-120	Word Processing/Word I	1
CAOT-121	Word Processing/Word II	1
CAOT-122	Word Processing/Word III	1
CAOT-130	Spreadsheets/Excel I	1
CAOT-131	Spreadsheets/Excel II	1
CAOT-132	Spreadsheets/Excel III	1
CAOT-140	Database/Access I	1
CAOT-141	Database/Access II	1
CAOT-142	Database/Access III	1
CAOT-150	PowerPoint	1
CAOT-160	Desktop Publishing/Publisher I	1
CAOT-161	Desktop Publishing/Publisher II	1
CAOT-164	Computer Fundamentals for Tech Programs	1
CAOT-166	Living Online for Tech Programs	1
CAOT-183	Business Editing and Proofreading	3
CAOT-205	Machine Transcription/Document Formatting	2
CAOT-220	Administrative Support Internship I	3
CAOT-250	Office Skills Capstone	1
ENGL-272	Business Writing	3
<b>Total Credits (minimum)</b>		<b>32</b>

### Optional Courses

ACCT-110	Small Business Accounting	(3)
BMGT-210	How to Start a Small Business	(1)

# Web Design

## Associate of Applied Science Degree

### Transfer Program

The associate of applied science degree in Web Design provides students with knowledge of how to prototype, design, and create compelling business, informational, educational and self-promotional websites, meeting professional standards for visual design content, user interactivity, usability, and accessibility by using HTML, CSS, JavaScript, and additional web technologies. Students will produce designs that communicate logically structured hierarchies of information using industry-standard software applications. The curriculum is based on graphic design foundation courses from the existing associate of applied science Graphic Design program, utilizing modern design skills of the web profession.

For advising and more program information contact Instructor Philippe Valle: [pfvalle@nic.edu](mailto:pfvalle@nic.edu).

### Program Requirements

#### General Education Requirements (see pages 54-55)

Area of Study	Credits
English Composition <sup>1</sup>	0
Mathematics	3-5
Social Science/Human Relations/Interpersonal Communications	3
Natural Sciences or additional course from above <sup>1</sup>	0

#### Program Requirements

BUSA-101	Introduction to Business	3
COMM-101	Introduction to Speech Communication	3
COMM-233	Interpersonal Communication	3
ENGL-101	English Composition	3
GDES-101	History of Graphic Design	2
GDES-112	Drawing for Designers	2
GDES-120	Typography	2
GDES-130	Introduction to Apple Operating Systems (MAC-OS)	1
GDES-131	Adobe Illustrator-Vector Graphics	3
GDES-132	Adobe Photoshop-Raster Graphics	3
GDES-134	Acrobat Dynamic PDF	2
GDES-140	Internet Fundamentals	2
GDES-221	Graphic Design I	3
GDES-222	Graphic Design II	3
GDES-246	Web Usability	2
GDES-254	Interaction Design and Prototyping	3
GDES-255	Design Concepts for the Web	3
GDES-258	DOM Scripting for Designers	3
GDES-260	Development for Mobile Devices	3
GDES-283	Portfolio Development	3
GDES-290	Internship	3-6
<b>Total Credits (minimum)</b>		<b>60-65</b>

#### Notes:

<sup>1</sup> This General Education Requirement is met by the Program Requirements.

# Welding Technology

## Technical Certificate

### Professional-Technical Program

The Welding Technology program is designed to prepare students for entry-level employment. The program complies with national standards established by the American Welding Society (AWS). It combines theory and applied shop practice designed to develop welding skills. Students receive instruction on welding processes including OAC (oxy-acetylene cutting), SMAW (shielded metal arc welding), GMAW (gas metal arc welding), and GTAW (gas tungsten arc welding), as well as blueprint reading, layout procedures, 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 courses is determined by the college assessment test. Due to the complexity of the second year welding courses a prerequisite requiring the completion of MATH-023 or higher is required to gain admission to the second year. Prospective students who do not meet the initial eligibility requirements for a professional-technical limited enrollment program will need to take selected courses to receive necessary skill building prior to entering the program.

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

### Program Requirements

#### First Semester

Course No.	Title	Credits
MATH-023	Technical Math for Maintenance Mechanic/Millwright/HVAC/Welding (or higher)	3-4
WELD-100A	Welding Theory	2
WELD-111	Safety	1
WELD-120	Blueprint Reading	3
WELD-181L	Welding Lab I	5
WELD-197L	Oxy/Fuel Cutting Lab	1
<b>Semester Total</b>		<b>15-16</b>

#### Second Semester

ATEC-117	Occupational Relations and Job Search <sup>1</sup>	2
ENGL-099	Fundamentals for Writing	3
	or ENGL-101 English Composition	(3)
WELD-100B	Welding Theory	2
WELD-131	Advanced Blueprint Reading	3
WELD-182L	Welding Lab II	6
<b>Semester Total</b>		<b>16</b>
<b>Program Total</b>		<b>31-32</b>

#### Notes:

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

# Welding Technology

## Advanced Technical Certificate

### Professional–Technical Program

The Welding Technology program is designed to prepare students for entry-level employment. The program complies with national standards established by the American Welding Society (AWS). It combines theory and applied shop practice designed to develop welding skills. Students receive instruction on welding processes including OAC (oxy-acetylene cutting), SMAW (shielded metal arc welding), GMAW (gas metal arc welding), and GTAW (gas tungsten arc welding), as well as blueprint reading, layout procedures, 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 courses is determined by the college assessment test. Due to the complexity of the second year welding courses a prerequisite requiring the completion of MATH-023 or higher is required to gain admission to the second year. Prospective students who do not meet the initial eligibility requirements for a professional-technical limited enrollment program will need to take selected courses to receive necessary skill building prior to entering the program (see page 45).

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

### Program Requirements

#### First Semester

Course No.	Title	Credits
MATH-023	Technical Math for Maintenance Mechanic/Millwright/HVAC/Welding (or higher)	3-4
WELD-100A	Welding Theory	2
WELD-111	Safety	1
WELD-120	Blueprint Reading	3
WELD-181L	Welding Lab I	5
WELD-197L	Oxy/Fuel Cutting Lab	1
<b>Semester Total</b>		<b>15-16</b>

#### Second Semester

ATEC-117	Occupational Relations and Job Search <sup>1</sup>	2
ENGL-099	Fundamentals for Writing	3
or ENGL-101	English Composition	(3)
WELD-100B	Welding Theory	2
WELD-131	Advanced Blueprint Reading	3
WELD-182L	Welding Lab II	6
<b>Semester Total</b>		<b>16</b>

#### Third Semester

WELD-225	Advanced Welding Theory	3
WELD-226	Layout/Mechanical Drawing	2
WELD-281L	Shielded Metal Arc Welding	7
<b>Semester Total</b>		<b>12</b>

#### Fourth Semester

WELD-227	Advanced Welding Theory II	3
WELD-228	Advanced Mechanical Drawing	3
WELD-291L	Gas Tungsten Arc Welding Lab	6
<b>Semester Total</b>		<b>12</b>
<b>Program Total</b>		<b>55-56</b>

#### Notes:

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



# Welding Technology

Associate of Applied Science Degree

## Professional-Technical Program

The Welding Technology program is designed to prepare students for entry-level employment. The program complies with national standards established by the American Welding Society (AWS). It combines theory and applied shop practice designed to develop welding skills. Students receive instruction on welding processes including OAC (oxy-acetylene cutting), SMAW (shielded metal arc welding), GMAW (gas metal arc welding), and GTAW (gas tungsten arc welding), as well as blueprint reading, layout procedures, 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 courses is determined by the college assessment test. Due to the complexity of the second year welding courses a prerequisite requiring the completion of MATH-023 or higher is required to gain admission to the second year. Prospective students who do not meet the initial eligibility requirements for a professional-technical limited enrollment program will need to take selected courses to receive necessary skill building prior to entering the program.

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

## Program Requirements

### First Semester

Course No.	Title	Credits
WELD-100A	Welding Theory	2
WELD-111	Safety	1
WELD-120	Blueprint Reading	3
WELD-181L	Welding Lab I	5
WELD-197L	Oxy/Fuel Cutting Lab	1
_____	A.A.S. Math Requirement <sup>1</sup>	3-4
		<b>Semester Total 15-16</b>

### Second Semester

ENGL-101	English Composition <sup>2</sup>	3
WELD-100B	Welding Theory	2
WELD-131	Advanced Blueprint Reading	3
WELD-182L	Welding Lab II	6
		<b>Semester Total 14</b>

### Third Semester

WELD-225	Advanced Welding Theory	3
WELD-226	Layout/Mechanical Drawing	2
WELD-281L	Shielded Metal Arc Welding	7
_____	A.A.S. English Composition Requirement <sup>3</sup>	3
_____	A.A.S. General Education Requirement <sup>3</sup>	3
		<b>Semester Total 17</b>

### Fourth Semester

WELD-227	Advanced Welding Theory II	3
WELD-228	Advanced Mechanical Drawing	3
WELD-291L	Gas Tungsten Arc Welding Lab	6
_____	A.A.S. Social Science/Human Relations/ Interpersonal Communications Requirement <sup>3</sup>	3
		<b>Semester Total 15</b>
		<b>Program Total 62-63</b>

### Notes:

- <sup>1</sup> Mathematics requirement includes any math course that is MATH 123 or higher and meets the A.A.S. degree requirements listed on page 54.
- <sup>2</sup> Satisfies A.A.S. degree requirement.
- <sup>3</sup> Select from A.A.S. degree general education requirements listed on page 54.

# Course Descriptions



**North Idaho College 2014-2015**

**DEFINITIONS****Corequisite**

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

**Prerequisite**

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

**Recommendation**

A recommendation in the course description identifies previously established skill levels or completed courses that are important in assuring a successful enrollment. Recommendations should be carefully considered, but are not required.

**COLLEGE-WIDE COURSE NUMBERS****203-Workshop**

*Credits arranged*

Certain courses that are of a short duration are typically called workshops. They can be conducted by qualified NIC faculty members or other authorities in a particular field. Six credits maximum may be applied toward graduation.

**Prerequisite:** Permission of the instructor

**097-, 197-, or 297-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**

ACCT-110 is an introduction to accounting procedures for individual proprietorship businesses. Emphasis is on the accounting cycle, double-entry accounting system, special journals, payroll, and systems and procedures for handling accounting problems associated with small businesses. Accounting for both service and merchandising businesses will be included in this course. Students will practice proper accounting procedures manually, on spreadsheet software, and accounting software. This course is required for students in all Business and Office Technology programs and the Accounting Assistant program. It is also helpful to those who want to upgrade business skills for improved employability. Students may not receive duplicate credit for ACCT-110 and ACCT-201.

**Lecture/Lab:** 3 hours per week

**Corequisite:** CAOT-130

**ACCT-111**  
*3 Credits***Small Business Accounting II**

ACCT-111 is a continuation of ACCT-110 with an introduction to accounting procedures for partnerships and corporations. Emphasis will include asset valuation, inventory valuation, and financial statement analysis for small businesses. This course is required for students in the Accounting Assistant program and others who want to upgrade business skills for improved employability.

**Lecture/Lab:** 3 hours per week

**Prerequisite:** ACCT-110 or ACCT-201

**ACCT-113**  
*3 Credits***Payroll Accounting**

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 or ACCT-201

**ACCT-138**  
*3 Credits***Accounting for Managers**

This course is an introduction to accounting from a user's perspective. Students will explore accounting information's role in the decision-making process and how to use various types of accounting information found in financial statements and annual reports. This course will emphasize what accounting information is, why it is important, and how it is used by economic decision makers. Understanding how accounting information can be used to make better business decisions can benefit all students, regardless of their major course of study or chosen career. Prior completion of other courses is not required.

**ACCT-140**  
*3 Credits***QuickBooks Pro**

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 account-

ing system will also be discussed.

**Lecture/Lab:** 4 hours per week

**Prerequisite:** ACCT-110 or ACCT-201

### **ACCT-150** **10-Key Skill Building** 1 Credit

This course is a self-paced course provided by online delivery. It is intended to introduce the methods used for 10-key data entry and calculators using a computer program and number key pad. Students must master the correct keystrokes and a minimum speed of 9,000 keystrokes per hour with no mistakes for minimum successful completion (a passing grade of C).

**Lab:** Online delivery

**Recommended:** Some keyboarding proficiency

### **ACCT-201** **Principles of Accounting** 3 Credits

ACCT-201 is an introduction to contemporary financial accounting. It emphasizes basic terminology and concepts, the theoretical framework of double entry accounting, and descriptions and derivation of the primary financial statements prepared by accountants. This course is included in the Business Education and Business Administration curricula. It fulfills the accounting course requirement for all Business and Office Technology programs. Upon completion of ACCT-201, students may not receive credit for ACCT-110 and/or ACCT-111.

**Lecture/Lab:** 3 hours per week

### **ACCT-202** **Managerial Accounting** 3 Credits

ACCT-202 is a continuation of ACCT-201 with emphasis on accounting theory and procedures relating to corporations. Manufacturing accounting and accounting for managerial decision making, including analysis and interpretations of financial statements and introduction to cost behavior, is emphasized. This course is included in the Business Education and Business Administration curricula.

**Lecture/Lab:** 3 hours per week

**Prerequisite:** ACCT-201

### **ACCT-244** **Credit and Collections** 3 Credits

ACCT-244 is an introduction to credit and its role in the economy. 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 or ACCT-202

### **ACCT-246** **Current Business Taxes** 3 Credits

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 or ACCT-202

### **ACCT-248** **Accounting Internship** 4 Credits

ACCT-248 is the capstone course for the Accounting Assistant program and should be taken after the completion of all required accounting courses. This course consists of on-campus meetings, as well as 135 hours of an off-campus internship which allows for the practical application of concepts learned throughout the program. Emphasis will be on accounting records of an existing business, records management, efficient telephone use, employee/employer relations, customer service, resumes, cover letters, interview techniques, and stress/time management.

**Lecture:** 15 hours

**Internship:** 135 hours of site work

**Prerequisites:** ACCT-113, ACCT-140, ACCT-244, and ACCT-246

## **AEROSPACE TECHNOLOGY**

### **AERO-101** **Aviation Science** 3 credits

Aviation Science, AERO 101, will provide a study of aeronautical mathematical applications, applied aeronautical physics principles, and drawing interpretation as required by the Federal Aviation Administration (FAA) for airframe mechanics.

**Lecture:** 2 hours per week

**Lab:** 2 hours per week

### **AERO-110** **Safety/OSHA** 1 credit

AERO-110 will teach the fundamentals of health and safety in the workplace. Applicable safety regulations by OSHA and environmental requirements by the EPA will be understood. Safe handling of hazardous materials and disposal of hazardous wastes will be primary. Accident prevention will be emphasized. Instruction will also include basic first aid and fire safety. This course is designed to prepare students to safely perform the job functions of an aerospace composite technician in an accident free manner.

**Lecture:** 1 hour per week

### **AERO-111** **Blueprint Reading** 2 credits

AERO-111 will teach basic aircraft blueprint reading skills. Topics will include lines and symbols, orthographic drawings, views, materials, form and position, title blocks, sketching, features, and sections. Students will learn a systematic approach to reading aircraft blueprints through actual manipulation of working drawings.

**Lecture:** 2 hours per week

### **AERO-120** **Introduction to Composites** 3 credits

AERO-120 will teach the materials and processes associated with polymer composite structures, components and design. Emphasis will be placed on material properties, manufacturing processes and safety.

**Lecture:** 3 hours per week

### **AERO-121** **Composite Fabrication Methods/ Applications** 2 credits

AERO-121 will teach the fundamentals of several fabrication methods. Processes will be applied including hand lay-up, bonding, vacuum bagging and vacuum assisted resin transfer molding. Emphasis will also be placed on composites safety and inspection/testing of composite components.

**Lecture:** 1 hour per week

**Lab:** 2 hours per week



**AERO-122**
*1 credit*
**Composite Finish Trim**

AERO-122 will teach students an understanding of the processes used to finish trim composites parts. Topics include safety, documentation, tools, procedures and inspection. Skills learned in theory sessions are transferred to the lab through projects.

**Lab:** 2 hours per week

**AERO-123**
*2 credits*
**Composite Assembly**

AERO-123 will teach the fundamentals of joining composite structures. Adhesive bonding as well as mechanical fasteners is covered. Safety procedures are emphasized. Essentials elements of this course include the preparation of holes for mechanical fasteners and surface preparation for adhesive bonding. The course consists of theory and practical application and through hands-on projects.

**Lab:** 4 hours per week

**AERO-130**
*1 credit*
**Disassembly and Damage Removal Techniques**

AERO-130 will teach students the knowledge required to safely and effectively prepare a part for repair. In the laboratory setting, students will learn to effectively removed finishes, disassemble and remove damaged composite material. Special attention is paid to developing students' tactile skills in all of these areas.

**Lab:** 2 hours per week

**AERO-131**
*2 credits*
**Composite Repair**

This course provides students with the knowledge and application techniques used in general repairs with composite materials. Students complete multiple industry-based projects designed to challenge their skills with both wet lay-up and pre-impregnated composite materials.

**Lab:** 4 hours per week

**Prerequisites:** AERO-110, AERO-111, AERO-120, AERO-121, AERO-122, AERO-123, AERO-130, MATH-022

**Corequisites:** AERO-132, AERO-133, AERO-140, AERO-141, AERO-142

**AERO-132**
*1 credit*
**Complex Composite Repair**

This course provides students with hands-on experience working with nonstructural composite repairs. Instruction includes learning how to solve problems presented in non-production atmospheres in relation to composite repairs. Students also review case studies and problem solving methods.

**Lab:** 2 hours per week

**AERO-133**
*1 credit*
**Electrical Bonding Repair**

This course provides students with the knowledge and skills used in electrical bonding composite repair. Students learn theory and application using secondary bonding techniques as it applied to manufacturer's specifications.

**Lab:** 2 hours per week

**Prerequisites:** AERO-110, AERO-111, AERO-120, AERO-121, AERO-122, AERO-123, AERO-130, MATH-022

**AERO-140**
*3 credits*
**Introduction to Quality Assurance**

This course is designed to provide general familiarization with aircraft systems and processes. Topics include introduction to, aerospace regulations, conformity, process improvement, documentation procedures, and verification of aircraft assemblies. This course

is designed to provide entry-level quality control technicians with the hands-on experience they will need to inspect and document aircraft systems and processes.

**Lecture:** 3 hours per week

**Prerequisites:** AERO-110, AERO-111, AERO-120, AERO-121, AERO-122, AERO-123, AERO-130, MATH-022

**AERO-141 Geometric Dimensioning and Tolerance**
*1 credit*

This course provides an understanding of the basic terms and principles of Geometric Dimensioning and Tolerance (GD&T) and its applications. The course provides students with the skills and knowledge necessary to identify GD&T symbols and how to interpret those symbols as applied to Aerospace Technology.

**Lab:** 2 hours per week

**Prerequisites:** AERO-110, AERO-111, AERO-120, AERO-121, AERO-122, AERO-123, AERO-130, MATH-022

**AERO-142**
*1 credit*
**Composite Inspection**

This course provides students with an understanding of the inspection process during repair procedures. Students learn the role of repair technicians in the inspection process while obtaining hands-on experience in basic Non-Destructive Testing techniques (NDT). Emphasis is placed on the importance of documentation and verification when inspecting repairs.

**Lab:** 2 hours per week

**Prerequisites:** AERO-110, AERO-111, AERO-120, AERO-121, AERO-122, AERO-123, AERO-130, MATH-022

**AERO-151**
*3 credits*
**Introduction to Computer Numerical Control (CNC) Mill**

This course will teach the fundamentals necessary to setup and run a Computer Numerical Control (CNC) milling machine including the Cartesian Coordinate System and how it related to the operation of a CNC mill. We will touch upon the basics of G-Code.

**Lecture:** 3 hours per week

**AERO-152**
*3 credits*
**CNC Mill Setup and Operation**

This course will teach the setup and operation of a CNC (Computer Numerical Control) Mill including setting work and tool offsets, cutter and tool selection, calculation of speeds and feeds and machine maintenance. We will learn the basics of G-Code and applied math including Trigonometry. Learning to work safely will be emphasized. The course will be taught on Haas mills and simulators.

**Lecture:** 1 hour per week

**Lab:** 6 hours per week

**AERO-153**
*3 credits*
**Aerospace CNC Mill Operation**

This course will teach the skills in operating a CNC (Computer Numerical Control) Mill, including the use of work-holding fixtures and vises, handwork, layout and inspection, along with programming with G-code. This course will teach the machining of aircraft alloys and composites.

**Lecture:** 1 hour per week

**Lab:** 6 hours per week

**AERO-154**
*3 credits*
**5 Axis Mill Setup and Operation**

This course will teach the advanced skills in running CNC (Computer Numerical Control) milling machine, including multi-work

coordinate setups, 5-axis, using a probe, advanced programming with G-code, and an introduction to Mastercam.

**Lecture:** 1 hour per week

**Lab:** 6 hours per week

**AERO-170 Visual Inspection Materials & Processes**  
2 credits

Students will learn visual inspection techniques that enhance suspect area with a bright light, a magnifying glass, and a mirror (when required). Students will learn that lack of visible defects does not necessarily mean further inspection is unnecessary. This lecture course satisfies a requirement as set forth by the American Society for Nondestructive Testing (ASNT) for certification.

**Lecture:** 2 hours per week

**AERO-171 Liquid Penetrant Theory**  
1 credit

Students will learn nondestructive penetrant inspection technique and test for defects open to the surface in parts made of any non-porous material. This lecture course satisfies a requirement as set forth by the American Society for Nondestructive Testing (ASNT) for certification.

**Lecture:** 1 hour per week

**AERO-174 Magnetic Particle Theory**  
1 credit

Students will learn magnetic particle inspection methods detecting invisible cracks and other defects in ferromagnetic materials such as steel. With this method students will proficiently locate defects indicated along with their approximate size and shape. This lecture course satisfies a requirement as set forth by the American Society for Nondestructive Testing (ASNT) for certification.

**Lecture:** 1 hour per week

**AERO-177 Eddy Current Theory**  
2 credits

Students will learn electromagnetic analysis through a broad spectrum of electronic test methods involving the intersection of magnetic fields and circulatory currents. This lecture course satisfies a requirement as set forth by the American Society for Nondestructive Testing (ASNT) for certification.

**Lecture:** 2 hours per week

**AERO-180 Ultrasonic Theory**  
2 credits

Students will learn the use of ultrasonic detection equipment making it possible to locate defects in metal and composite materials. Students will detect minute cracks, checks, and voids too small to be detected by other inspection methods. This lecture course satisfies a requirement as set forth by the American Society for Nondestructive Testing (ASNT) for certification.

**Lecture:** 2 hours per week

**AERO-183 Thermographic Theory**  
1 credit

Students will learn thermographic testing to detect thermal anomalies or "hot spots" which usually precede equipment failure. This lecture course satisfies a requirement as set forth by the American Society for Nondestructive Testing (ASNT) for certification.

**Lecture:** 1 hour per week

**AERO-190 Nondestructive Testing and Inspection Lab**  
2 credits

This lab course will provide students with hands-on experience

to become familiar with Nondestructive Testing and Inspection equipment used in the industry as required by the American Society for Nondestructive Testing (ASNT) standards.

**Lab:** 6 hours per week

**ALLIED HEALTH**

**ALTH-103 Mental Fitness and Aging**  
1 Credit

Students will explore current scientific understandings of how lifestyle behaviors, brain exercises, and memory boosting practices can maintain or even enhance our thinking processes as we age. Within a holistic perspective, strategies that support memory function will be emphasized. Students will be invited to participate in exercises that support these brain functions and will leave the course with a variety of resources for individual use.

**Lecture:** 2 hours per week for 8 weeks

**ALTH-104 Saturday at the Movies for Older Adults**  
1 Credit

This course is designed for older adults wishing to discuss movies of interest, including those with aging-related themes. Films will vary year to year, based on student interest and film availability. Examples include *Surfing for Life*, *On Golden Pond*, *Nobody's Fool*, *Young at Heart*, *The Bucket List*, *Steel Magnolias*, etc. Discussion topics are likely to include myths and realities of aging, relationships with family and friends, the joys and challenges of coping with aging and loss, traditions of the past compared to the pressures of today, aging as a journey of the soul, and finding and maintaining your life's passions.

**Lecture:** 18 hours

**ALTH-105 Infection Prevention**  
2 Credits

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-106 Working in Health Care**  
2 Credits  
(Formerly ALTH-101 and ALTH-102)

ALTH-106 exposes students to the structure, driving forces, concepts, and expectations of the health care system so that they can evaluate whether a health career will be a good fit for their interests and aptitudes. In addition to developing an understanding of the health care delivery system, students will participate in career exploration and development exercises, conduct informational interviews on selected health careers, and virtual or in-person health care facility tours.

**Lecture:** 2 hours per week

**ALTH-107 Communication for Health Professionals**  
1 Credit

This lecture/discussion course provides allied health students the opportunity to develop communication skills necessary for effective helping and teamwork relationships. This course is required for Practical Nursing and Medical Assistant program completion.

**Lecture:** 2 hours per week for 8 weeks



**ALTH-109 Guided Autobiography for Older Adults**
**1 Credit**

The focus of this course is on remembering and sharing stories. Each week members of the course explore a different life theme that has been influential in shaping their lives. Participants write up to two pages on each theme at home and bring their writing to share in a small group with others also sharing their stories. The emphasis of this experience is on sharing stories and not on writing style. Participants start with a history of life branching points and in subsequent classes explore topics such as family, the role of money, major life work, health and body, and other topics that interweave to form the tapestry of a life.

**Lecture:** 2 hours per week for 8 weeks

**ALTH-110 Over the Counter and Herbal Medications**
**2 Credits**

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**
**3 Credits**
*(Previously PN 104)*

This course is a presentation of the essential anatomy and physiology of the human body. All body organ systems are discussed in a format of lecture, diagrams, and audiovisual materials. The course will introduce some aspects of chemistry and microbiology as it relates to health care. Knowledge of the anatomy and physiology of the human body as a basis for later study of disease processes is an essential part of the curriculum for students in the nursing profession. This course is limited to Practical Nursing students only.

**ALTH-130 Nursing Assistant (CNA)**
**5 Credits**

This course serves as an introduction to health care as a provider. It prepares students to provide basic physical and environmental care for individuals in a variety of health care and home care settings. The course is designed as competency-based education, meaning that students will be required to demonstrate the knowledge and skills they have acquired. At the completion of this course, students will be eligible to take the state mandate written and clinical skills exams. Successful completion of the state exams meets the requirements of P.L. 100-203, Omnibus Budget Reconciliation Act (OBRA) of 1987.

**Lecture:** 4 hours per week

**Lab:** 4 hours per week

**AMERICAN INDIAN STUDIES**
**AIST-101 Introduction to American Indian Studies**
**3 Credits**

This course provides a general overview of American 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-225

**AIST-225 Native People of North America (same as ANTH-225)**
**3 Credits**

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

**AIST-240 American Indian History (same as HIST-240)**
**3 Credits**

AIST-240 provides a historical overview of post-contact Indian and non-Indian relations and their effect on Indian culture, including reactions, adaptations, and conflicts in social, political, and economic systems. Some emphasis will be placed on prominent Indian personages and geographical groups, their migrations and intertribal and U.S. government relationships, including federal Indian policy. Students will gain a deeper sense of "nations" and an understanding of the importance of tribal heritage and identify from a historical perspective. It meets a cultural diversity requirement for the A.A. degree or a social science requirement for the A.A., A.S., and A.A.S. degrees.

**Lecture:** 3 hours per week

**Prerequisites:** ENGL-101

**AIST-285 American Indian Literature (same as ENGL-285)**
**3 Credits**

AIST-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

**Recommended:** Prior completion of ENGL-175

**ANTHROPOLOGY**
**ANTH-101 Introduction to Physical Anthropology**
**3 Credits**

This course offers instruction in how the human species has de-

veloped 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 course satisfies a social science course requirement for the A.A. and A.S. degrees.

**Lecture:** 3 hours per week

**ANTH-102 Introduction to Social and Cultural Anthropology**  
3 Credits

ANTH-102 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 includes a broad understanding of how human beings live and how human customs vary throughout the world. This course 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**  
(same as AIST-225)  
3 Credits

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

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

This course is an individual study in which students complete readings from books relating to the development of modern anthropological thinking. Students 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-110 Successful Job Search**  
1 Credit

This course serves as an introduction to the fundamental tech-

niques 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

ATEC-117 is designed to expose students to a variety of skills for workplace success. Topics to be discussed include learning styles, change, communications, conflict, work teams, leadership, and attitude. Students will also explore the fundamental techniques necessary to get a job, such as matching skills to job requirements, writing resumes and cover letters, and learning strategies for successful interviewing.

**Lecture:** 2 hours per week

## ART AND DESIGN

**ART-100 Survey of Art**  
3 Credits

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

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

**Lecture:** 3 hours per week

**ART-102 History of Western Art II**  
3 Credits

ART-102 offers a historical overview of the development of Western painting, sculpture, and architecture from the Renaissance to the present with emphasis on the struggle to find a universal and unified visual language for a world of changing values, new institutions, and unprecedented diversity. This course creates a higher understanding of the parallels and interconnections of visual art and the societies that made them. It enables students to thoughtfully view creative expression in its communicative function in relation to contemporary society and culture. This course satisfies an arts and humanities course requirement for A.A. and A.S. degrees.

**Lecture:** 3 hours per week

**ART-111**  
2 Credits**Drawing I**

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

**Lecture/Lab:** 4 hours per week

**ART-112**  
2 Credits**Drawing II**

ART-112 is a continuation of ART-111 with an emphasis on personal artistic expression and imagery. Students will be exposed to a variety of drawing mediums and approaches to the picture plane. Traditional, as well as contemporary trends in drawing, will be explored. The course is fundamental for the Graphic Design program, for transfer programs in fine arts and architecture, and for personal enjoyment.

**Lecture/Lab:** 4 hours per week

**Prerequisite:** ART-111

**ART-121**  
3 Credits**2D/Design Foundations**

This course offers instruction in the design process with consideration of abstract/concrete and intangible/tangible elements. These design elements are explored through various media in two-dimensional problems. ART-121 helps students to channel conceptual thinking and to organize and master skills of the basic elements of art. The course is necessary for the artist/designer in all fields. It is a required course in the Graphic Design program and for some transfer programs.

**Lecture/Lab:** 5 hours per week

**ART-122**  
3 Credits**3D/Design Foundations**

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-210**  
2 credits**Illustration I**

This course is an introduction to illustration from the perspective of a graphic design professional. Particular emphasis is placed on how to quickly and efficiently visualize and render objects, environments, and figures under real-world constraints of time, media, and imagination. This course is a real-media artistic construction course that uses paint, ink, pens, and pencils to teach fundamental skill sets that prepare students for subsequent courses and digital illustration.

**Lecture:** 1 hour per week

**Lab:** 3 hours per week

**ART-211**  
2 credits**Illustration II**

This course is a continuation of ART-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.

**Recommended:** ART-111

**ART-217**  
3 Credits**Life Drawing I**

Life Drawing I offers an exploration of various media to develop an artistic understanding of the human form. Emphasis will include both anatomical analysis and interpretive drawing of the undraped and draped model. ART-217 helps to develop eye/hand coordination that is important for careers in applied arts and fine arts. ART-217 or ART-218 are required courses in the Graphic Design program.

**Lecture/Lab:** 5 hours per week

**Prerequisites:** ART-111 and ART-112

**ART-218**  
3 Credits**Life Drawing II**

Life Drawing II is an exploration in the artistic expression of the draped and undraped human form. Included will be drawing in various media from the model with an emphasis on personal interpretation. ART-218 offers a basis for development in any of the visual arts. The course equally accommodates the gestural artist and the technical illustrator. ART-218 or ART-217 are required courses in the Graphic Design program.

**Lecture/Lab:** 5 hours per week

**Prerequisites:** ART-111 and ART-112

**ART-231**  
3 Credits**Beginning Painting I**

Beginning Painting I develops competence with the oil paint medium through specific assignments designed to emphasize composition and the fundamentals of painting and color. Attention is given to visual thinking, exploration, exposure to materials, and technical procedures. The course is structured around individual instruction and group critiques. ART-231 helps develop ideas and competence with a creative medium. It promotes the articulation of feelings and objectives through a descriptive visual vocabulary. ART-231 or ART-232 are required courses in the Graphic Design program. Class supplies are to be purchased by the student.

**Lecture/Lab:** 5 hours per week

**ART-232**  
3 Credits**Beginning Painting II**

ART-232 offers additional instruction in the knowledge and understanding of the paint medium with special emphasis on personal development. The course is structured around personal instruction and group critiques. Beginning Painting II encourages divergent thinking and different approaches with the medium through the presentation of abstract concepts. ART-232 or ART-231 are required courses in the Graphic Design program. Class supplies are to be purchased by the student.

**Lecture/Lab:** 5 hours per week

**ART-241**  
3 Credits**Sculpture I**

Sculpture I provides an introduction to ideas and materials designed to facilitate the student's response to three-dimensional forms. Emphasis is on concepts of modeling, carving, and constructing. This course promotes confidence for the three-dimensional artist through technical fundamentals. It is a recommended elective for the Graphic Design program.

**Lecture/Lab:** 5 hours per week



**ART-242**  
3 Credits**Sculpture II**

ART-242 is a continuation of Sculpture I. The course explores problems of greater complexity through both technical and personal involvement. The course further develops the necessary skills for three-dimensional work. It is a recommended elective for the Graphic Design program.

**Lecture/Lab:** 5 hours per week

**ART-245**  
3 Credits**Intermediate Painting I**

This course is structured to meet students' needs and interests with an emphasis on creative expression and exploration beyond the visual image. The course includes individual instruction and group critiques. It promotes an appreciation for the complexity of the medium and the range of possibilities associated with it. It is intended for the intermediate student who has a firm understanding of the properties and fundamentals of this studio discipline and is a recommended elective for the Graphic Design program. Class supplies are to be purchased by the student.

**Lecture/Lab:** 5 hours per week

**Prerequisite:** ART-231 and ART-232

**ART-246**  
3 Credits**Intermediate Painting II**

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

**Prerequisites:** ART-231 and ART-232

**ART-251**  
3 Credits**Printmaking I**

Printmaking I explores the relief printmaking processes of woodcut, linocut, wood engraving, and collagraph. Emphasis is on developing compositional and design skills using the various methods, techniques, and exploration of materials. Additional focus will be placed on the historical influence of each medium and its relationship to other artistic expressions. The course is structured around individual instruction, group critiques, lectures/slides, and studio time. ART-251 is a recommended elective for the Graphic Design program.

**Lecture/Lab:** 5 hours per week

**ART-252**  
3 Credits**Printmaking II**

Printmaking II provides additional exploration of the relief printmaking process. While concentrating on linocuts and one other medium of choice, the course explores various techniques and methods of printmaking. Focus is on developing compositional and design skills, using color, and developing personal expression. The course is structured around individual instruction, group critiques, lectures/slides, and studio time. ART-252 is a recommended elective for the Graphic Design program.

**Lecture/Lab:** 5 hours per week

**ART-253**  
2 Credits**Letterform Design**

ART-253 offers instruction in type styles and design. The course includes characteristics of letters in relationship to technical, free style, and creative letter rendering as they apply within the

graphic design and illustration fields. Letterform Design provides a fundamental knowledge of hand lettering.

**Lecture/Lab:** 4 hours per week

**ART-261**  
3 Credits**Ceramics I**

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 used 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**

ART-262 is a continuation of Ceramics I and is structured to develop the creative potential of the student using the medium of clay as a vehicle of communication. The course focuses on continued development of fundamental skills and expressive use of materials. Additional emphasis is placed on establishing individual design criteria and expanding awareness of aesthetic qualities of ceramics as art forms or as utilitarian vessels. This is a recommended elective for the Graphic Design program and may be repeated for a total of 12 credits.

**Lecture/Lab:** 5 hours per week

**Prerequisite:** ART-261

**ART-281**  
3 Credits**Watercolor I**

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**

ART-282 offers additional instruction in watercolor design to increase student awareness, knowledge, and understanding of the medium's potential. This course introduces mixed media for the purpose of combining with the watercolor medium. Individual approaches are encouraged and personal development is emphasized. This course helps to develop different approaches and divergent thinking through the presentation of abstract concepts. Class supplies are to be purchased by the student.

**Lecture/Lab:** 5 hours per week

**ART-285**  
3 Credits**Professional Practices**

ART-285 is an elective for associate of art and associate of science degree majors. The course provides instruction in the business of art, guides in the development of portfolios, and requires a final exhibition of students' work. Art students transferring to colleges and universities will prepare portfolios, artist statements, and resumes. Moreover, students will learn about the business of fine art and design and its career options. Each student is expected to conduct both traditional and field research, to select from among

artwork and completed in previous classes for a strong portfolio, to write an essay that articulates the artwork's focus, and to show selected work in a group exhibition.

**Lecture:** 3 hours per week

**Prerequisite:** Must be an Art major

## AUTOMOTIVE TECHNOLOGY

**NOTE: Course enrollment requires prior acceptance into the Automotive Technology program. Successful completion of each semester and/or permission of the instructor is required for enrollment in the next semester.**

### **AUTO-105** **Orientation, Safety, and General Shop Practices**

**1 Credit**

This course will introduce students to on-campus services including the library and College Skills Center. It will teach students about the industry, including wages, job opportunities, and the nature of the work. This course will also give instruction about safety equipment and procedures. Instruction will be given in a variety of general shop practices such as drilling and tapping holes and drilling out broken bolts. Students will also work on Heli-coils, double flares, soldering, and the care of equipment and floors.

### **AUTO-111** **Manual Drive Trains and Axles**

**2 Credits**

This course discusses the theory and operation of current, manually-shifted transmissions, transaxles and transfer cases, as well as the theory and operation of drive shafts, axles and differentials as used with passenger cars and light trucks and SUVs.

**Lecture/Lab:** 4 hours per week

**Corequisites:** AUTO-105, AUTO-119L

**Recommended:** AUTO-118

### **AUTO-118** **Electrical Systems I**

**3 Credits**

This course discusses basic electrical and electronic theory, basic circuits, circuit repair, and circuit failure. Batteries, starting systems, charging systems, and testing as applicable to the automotive industry will be covered, as well as semiconductors and basic computer operations.

**Lecture/Lab:** 5 hours per week

**Corequisites:** AUTO-105, AUTO-119L

**Recommended:** AUTO-111

### **AUTO-119L** **Automotive Lab I**

**7 Credits**

This is a lab course that is designed to apply the theory and practices discussed in the corequisite lecture courses through hands-on tasks. Lab activities include, but are not limited to, demonstrations by instructor, assigned tasks utilizing tools, equipment on various mock up vehicles and components. Other lab activities may include familiarization of system operation, research of service information, service and repair procedures, as well as component and system diagnosis.

**Lab:** 14 hours per week

**Corequisites:** AUTO-105, AUTO-111, AUTO-118

### **AUTO-124** **Brakes, Suspension and Steering**

**2 Credits**

This course discusses the theory, operation, diagnosis, adjustment and repair of current braking, steering, and suspension systems as

used on current automobiles, light trucks and SUVs. Antilock braking systems, stability control systems, tire pressure monitoring systems, tire service and wheel alignment will also be covered.

**Lecture/Lab:** 4 hours per week

**Corequisites:** AUTO-129L

**Prerequisites:** AUTO-105, AUTO-111, AUTO-118, AUTO-119L

**Recommended:** AUTO-127

### **AUTO-127** **Engine Repair**

**3 Credits**

This is a lecture course that discusses the theory, operation, diagnosis, adjustment and repair of current internal combustion engines as used in passenger cars and light trucks.

**Lecture/Lab:** 5 hours per week

**Corequisites:** AUTO-129L

**Prerequisites:** AUTO-105, AUTO-111, AUTO-118, AUTO-119L

**Recommended:** AUTO-124

### **AUTO-129L** **Automotive Lab II**

**7 Credits**

This is a lab course that is designed to apply the theory and practices discussed in the corequisite lecture courses through hands-on tasks. Lab activities include, but are not limited to, demonstrations by instructor, assigned tasks utilizing tools, equipment on various mock up and live vehicles and components. Other lab activities may include familiarization of system operation, research of service information, service and repair procedures, as well as component and system diagnosis.

**Lab:** 14 hours per week

**Corequisites:** AUTO-124, AUTO-127

**Prerequisites:** AUTO-111, AUTO-118, AUTO-119L

### **AUTO-231** **Engine Performance I**

**3 Credits**

This course discusses the theory, operation, diagnosis and repair of the mechanical, electrical/electronic, fuel, induction, exhaust and emission systems of the modern internal combustion engine as related to current automobiles, light trucks and SUVs.

**Lecture/Lab:** 5 hours per week

**Corequisites:** AUTO-235L

**Prerequisites:** AUTO-105, AUTO-111, AUTO-118, AUTO-119L, AUTO-124, AUTO-127, AUTO-129L

**Recommended:** AUTO-233

### **AUTO-233** **Electrical Systems II and HVAC**

**2 Credits**

This course discusses the theory, operation, diagnosis and repair of advanced electrical systems and electronic systems, as related to current automobiles, light trucks and SUVs. This course also includes the theory, diagnosis, service practices and repair of the current automotive air conditioning and automatic temperature control systems used with current automobiles, light trucks and SUVs.

**Lecture/Lab:** 4 hours per week

**Corequisites:** AUTO-235L

**Prerequisites:** AUTO-105, AUTO-111, AUTO-118, AUTO-119L, AUTO-124, AUTO-127, AUTO-129L

**Recommended:** AUTO-231

### **AUTO-235L** **Advanced Automotive Lab III**

**7 Credits**

This is an advanced-level lab course that is designed to apply the theory and practices discussed in the corequisite lecture courses

through hands-on tasks. Lab activities include, but are not limited to, demonstrations by instructor, assigned tasks utilizing tools, equipment on various mock up and live vehicles and components. Other lab activities may include familiarization of system operation, research of service information, service and repair procedures, as well as component and system diagnosis.

**Lab:** 14 hours per week

**Corequisites:** AUTO-231, AUTO-233

**Prerequisites:** AUTO-105, AUTO-111, AUTO-118, AUTO-119L, AUTO-124, AUTO-127, AUTO-129L

### **AUTO-241 Automatic Transmissions/Transaxles**

**3 Credits**

This course discusses the theory, operation, diagnosis and repair of current, electronically controlled automatic transmissions and transaxles.

**Lecture/Lab:** 5 hours per week

**Corequisites:** AUTO-245L

**Prerequisites:** AUTO-105, AUTO-111, AUTO-118, AUTO-119L, AUTO-124, AUTO-127, AUTO-129L, AUTO-231, AUTO-233, AUTO-235L

**Recommended:** AUTO-243

### **AUTO-243 Engine Performance II**

**2 Credits**

This course focuses on advanced drivability issues that affect engine performance. Emphasis will be on diagnostic strategies. Discussions will involve the function, diagnosis and repair of current automobile systems that affect engine performance and emissions utilizing the diagnostic equipment available. This course is designed for students to prepare for the ASE L1 - Advanced Level Engine Performance certification test.

**Lecture/Lab:** 4 hours per week

**Corequisites:** AUTO-245L

**Prerequisites:** AUTO-105, AUTO-111, AUTO-118, AUTO-119L, AUTO-124, AUTO-127, AUTO-129L, AUTO-231, AUTO-233, AUTO-235L

**Recommended:** AUTO-241

### **AUTO-245L Advanced Automotive Lab IV**

**7 Credits**

This is an advanced-level lab course that is designed to apply the theory and practices discussed in the corequisite lecture courses through hands-on tasks. Lab activities include, but are not limited to, demonstrations by instructor, assigned tasks utilizing tools, equipment on various mock up and live vehicles and components. Other lab activities may include familiarization of system operation, research of service information, service and repair procedures, as well as component and system diagnosis.

**Lab:** 14 hours per week

**Corequisites:** AUTO-243, AUTO-245

**Prerequisites:** AUTO-105, AUTO-111, AUTO-118, AUTO-119L, AUTO-124, AUTO-127, AUTO-129L, AUTO-231, AUTO-233, AUTO-235L

## BIOLOGY

### **BIOL-100 Fundamentals of Biology**

**4 Credits**

This introductory course provides a general overview of evolution, the five kingdoms, DNA, cell structure, genetics, and human systems. BIOL-100 is designed to give non-biology majors a bet-

ter understanding and appreciation of the living world. It is not intended as a preparation for BIOL-115 or BIOL-175.

**Upon completion of BIOL-115 or BIOL-175, BIOL-100 will count as elective science credits only and will not satisfy core lab science credits.** This course may not be accepted as fulfilling biology course requirements for biology majors or some medical programs. Students should get clearance from their prospective transfer institution prior to taking this course. This course satisfies a laboratory science course requirement for the A.S., A.A., and A.A.S. degrees except after completing BIOL-115 or BIOL-175.

**Lecture:** 3 hours per week

**Corequisite Lab:** 2 hours per week (BIOL-100L)

### **BIOL-101 Forestry Orientation**

**1 Credit**

BIOL-101 is an introduction to forestry and related natural resources management professions. Students will explore various career opportunities in natural resource management. This course does not fulfill a lab science requirement for an associate's degree.

**Lecture:** 1 hour per week

### **BIOL-105 Health Talk Seminar Series**

**1 Credit**

This course is a seven evening exploration into conditions which affect our health and well being. It is presented in a seminar fashion with questions and answers following presentations by guest speakers. Seven topics will be selected from subjects such as depression, hypertension, cardiovascular disease, stroke, diabetes, obesity, arthritis, Parkinson's disease, food allergies, asthma, osteoporosis, multiple sclerosis, eye disorders, back problems, and sinus conditions.

**Lecture:** 14 hours per semester

### **BIOL-115 Introduction to Life Sciences**

**4 Credits**

BIOL-115 is an introduction to the fundamental principles that govern living organisms, including molecular biology, cell biology, homeostasis, reproduction, genetics, and evolution. **Upon completion of BIOL-100 or BIOL-175, BIOL-115 will count as elective science credits only and will not satisfy core lab science credits.** It satisfies a laboratory science course requirement for the A.S. and A.A. degrees.

**Lecture:** 4 hours per week

**Corequisite Lab:** 3 hours per week (BIOL-115L)

**Recommended:** One year of high school biology or chemistry

### **BIOL-170 Introductory Foods**

**3 Credits**

This course will cover the composition of food and the chemical and biological changes that occur in food preparation.

**Lecture:** 3 hours per week

### **BIOL-170L Introductory Foods Lab**

**1 Credit**

This is a lab setting to explore the composition of food and the chemical and biological properties that occur in food preparation.

**Lab:** 2 hours per week

### **BIOL-175 Human Biology**

**4 Credits**

This introductory course provides a general overview of the structure, function, healthy maintenance, and common diseases of the human body. BIOL-175 is designed to give the non-biology major a better understanding and appreciation of the human body.



Upon completion of BIOL-100 or BIOL-115, BIOL-175 will count as elective science credits only and will not satisfy core lab science credits. This course may not be accepted as fulfilling the course requirements for some medical programs. Students should get clearance from their prospective transfer institution prior to taking this course. This course satisfies lab science course requirements for the A.A., A.S., and A.A.S. degrees except after completing BIOL-100 or BIOL-115.

**Lecture:** 3 hours per week

**Corequisite Lab:** 3 hours per week (BIOL-175L)

### **BIOL-202** **General Zoology** 4 Credits

This course presents a survey of the animal kingdom from invertebrates through the vertebrates. It includes classification, structure, physiology, histology, reproduction, embryology, and life histories of representative forms of the major animal groups and their relationship, application, and economic importance to man. This course is often required for students in medicine, dentistry, optometry, pharmacy, veterinary medicine, certain forestry options, medical technicians, and biology majors. Students should get clearance from their prospective transfer institution prior to taking this course to assure that it is a requirement. This course fulfills a laboratory science requirement for the A.S., A.A. and A.A.S. degrees.

**Lecture:** 3 hours per week

**Corequisite Lab:** Two 2-hour labs per week (BIOL-202L)

**Recommended:** BIOL-100 or BIOL-115

### **BIOL-203** **General Botany** 4 Credits

BIOL-203 is an introduction to the plant kingdom starting with the bluegreen algae or cyanobacteria and progressing in an evolutionary fashion through gymnosperms and angiosperms. When possible, each group is related to the higher plants. The course is designed for individuals pursuing a degree in biology, botany, agriculture, or forestry, and for others interested in a survey of the plant kingdom. BIOL-203 satisfies a lab science course requirement for the A.S., A.A., and A.A.S. degrees.

**Lecture:** 3 hours per week

**Corequisite Lab:** One 3-hour lab per week (BIOL-203L)

**Recommended:** BIOL-100 or BIOL-115

### **BIOL-207** **Concepts in Human Nutrition** 3 Credits

BIOL-207 offers instruction in basic nutrition concepts, current nutritional controversies, and food selection for individual needs. Topics covered include carbohydrates, fats, proteins, vitamins, minerals, energy balance, vegetarian diets, product labels and additives, life cycle needs, and diets for athletes. Individual dietary habits will be closely examined through a self-evaluation of personal diet studies. BIOL-207 provides important basic knowledge in making personal dietary decisions. This course does not fulfill a lab science requirement for an associate's degree.

**Lecture:** 3 hours per week

### **BIOL-221** **Forest Ecology (Same as BIOL-231)** 4 Credits

Forest Ecology is an introduction to the relationships among living and non-living components in the environment, including an examination of the processes which influence the distribution of plant and animal communities. This course exposes students to fundamental principles of ecology used in careers in natural resource management. It fulfills a science requirement for the A.A., A.S., and A.A.S. degree. This course is designed for forestry

and biology majors with applications for pre-agriculture, zoology, environmental science, and botany disciplines.

**Lecture:** 3 hours per week

**Corequisite Lab:** 3 hours per week (BIOL-221L)

**Prerequisite:** BIOL-115

### **BIOL-227** **Human Anatomy and Physiology I with Cadaver** 4 Credits

This course offers a homeostatic approach to the study of the human body from the level of the cell to organ systems with emphasis on normal structure and function, as well as selected physiological imbalances. Systems covered include integument, skeletal, muscular, and nervous. It is designed primarily for students enrolled in health-related fields. Human Anatomy and Physiology will give students a strong background in the fundamentals of structure and function of the body. All aspects of life processes will be covered in a manner that should interest students wishing to take a science elective, as well as those in the health-related areas. The laboratory sessions require preserved cat dissection and identification of anatomical structures on a prosected cadaver. This course fulfills a laboratory science requirement for the A.S., A.A., and A.A.S. degrees.

**Lecture:** 3 hours per week

**Corequisite Lab:** 3 hours per week (BIOL-227L)

**Recommended:** BIOL-100 or BIOL-175

### **BIOL-228** **Human Anatomy and Physiology II with Cadaver** 4 Credits

This course is a continuation of BIOL-227. Systems covered include cardiovascular, digestive, urinary, respiratory, and reproductive, as well as the sense organs and metabolism. It is designed for students enrolled in health-related fields. This course gives 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. The laboratory sessions require preserved cat dissection and identification of anatomical structures on a prosected cadaver. It fulfills a laboratory science requirement for the A.A., A.S., and A.A.S. degrees.

**Lecture:** 3 hours per week

**Prerequisite:** Complete BIOL-227 with a minimum grade of C-

**Corequisite Lab:** 3 hours per week (BIOL-228L)

### **BIOL-231** **General Ecology (Same as BIOL-221)** 4 Credits

This introductory course shows relationships between living and non-living components of the environment. It examines the processes which influence the distribution of plant and animal communities. It provides an exposure to the fundamental principles of ecology in natural resource management. This course is designed for forestry and biology majors with applications for pre-agriculture, zoology, environmental science, and botany disciplines. This course fulfills a laboratory science requirement for the A.S., A.A., and A.A.S. degrees.

**Lecture:** 3 hours per week

**Corequisite Lab:** 3 hours per week (BIOL-231L)

**Prerequisite:** BIOL-100 or BIOL-115

### **BIOL-241** **Systematic Botany** 4 Credits

BIOL-241 offers instruction in plant identification focusing on local gymnosperms and spring angiosperms using a recognized botanical key. The course includes field trips and a plant collection.

It is designed for students pursuing a degree in biology, botany, or forestry and for those interested in the identification of local plants. BIOL-241 fulfills a laboratory science requirement for the A.S., A.A., and A.A.S. degrees.

**Lecture:** 2 hours per week

**Corequisite Lab:** Two 2-hour labs per week (BIOL-241L)

**Recommended:** BIOL-100 or BIOL-115

### **BIOL-250** **General Microbiology**

**4 Credits**

This course is an introductory survey of microorganisms emphasizing bacteria as examples of all microorganisms and as models for all living organisms/cells in regard to structure, physiology, and reproduction. This is a fairly rigorous lab course requiring attendance to cover various lab skills of media use, culturing, slide-staining, use of lab materials, and processes relating to microorganisms. This course has applications to programs in life sciences, the medical health field, health sciences, agriculture, food industries, pharmaceutical industries, environmental science, and laboratory research. BIOL-250 satisfies a laboratory science course requirement for the A.S., A.A., and A.A.S. degrees.

**Lecture:** 3 hours per week

**Corequisite Lab:** 3 hours per week (BIOL-250L)

**Recommended:** BIOL-100 or BIOL-115; CHEM-101

### **BIOL-251** **Principles of Range Resources Management**

**2 Credits**

BIOL-251 studies the development of range use, range resource management, rangeland vegetation types, current management issues, and the relationship of grazing use with other land uses and values. It does not satisfy a laboratory science requirement for an associate's degree.

**Lecture:** 2 hours per week

**Prerequisite:** BIOL-100 or BIOL-115

### **BIOL-255** **Microbial Diseases**

**3 Credits**

This course is a natural extension of any microbiology class emphasizing the principles of disease and epidemiology, microbial mechanisms of pathogenicity, nonspecific and specific defenses of the human host, and a survey of diseases from a human systematic approach. 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. In exploring the scientific material, application will be made to the art, history, literature, human rights issues, religions, and socioeconomics for a mature view of the human condition.

**Lecture:** 3 hours per week

**Prerequisite:** BIOL-250

### **BIOL-260** **Human Cadaver Prosection I**

**2 Credits**

Supervised cadaver dissections will follow the sequence of gross anatomy studies observed in BIOL-227 and BIOL-228. Dissections for the semester will begin with a review of previous cadaver dissections. Cadaver dissection sequencing will follow this general outline: torso, upper extremity, lower extremity, ventral cavities, head and neck, and finish with the dorsal cavities. Fall semester students will present a review of the muscle anatomy to the BIOL-227 students. This course is designed to improve competency in human gross anatomy.

**Lab:** 3 hours per week

### **BIOL-261** **Human Cadaver Prosection II**

**2 Credits**

Supervised cadaver dissections will follow the sequence of gross anatomy studies observed in BIOL-227 and BIOL-228. Dissections will begin with a review of previous cadaver dissections. Cadaver dissection sequencing will follow this general outline: torso, upper extremity, lower extremity, ventral cavities, head and neck, and finish with the dorsal cavities. Spring semester students will present a review of the vascular anatomy to the BIOL-228 students. This course is designed to improve competency in human gross anatomy.

**Lab:** 3 hours per week

### **BIOL-290** **Principles of Wildlife Biology**

**2 Credits**

This course introduces the principles of wildlife ecology including such topics as basic ecological laws, wildlife biology, and management of wildlife populations. This course does not satisfy a laboratory science requirement for an associate's degree.

**Lecture:** 2 hours per week

**Prerequisite:** BIOL-100 or BIOL-115

**Recommended:** BIOL-202 or BIOL-203

## **BUSINESS ADMINISTRATION**

### **BUSA-100** **Introduction to Computers**

**3 Credits**

BUSA-100 is the study of computer systems and applications. This course includes computer terminology, an introduction to computer hardware, application and system software, and Internet concepts. It also includes societal issues and concerns of security, privacy, computer crime, and viruses. This course is required for the Business Administration, Business Education, and Accounting Assistant programs. It meets the computer science requirement for the A.A. degree.

**Lecture:** 3 hours per week

### **BUSA-101** **Introduction to Business**

**3 Credits**

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. This 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.

**Lecture:** 3 hours per week

**Recommended:** MATH-025

### **BUSA-180** **Personal Finance**

**1 Credit**

Personal Finance is designed to empower students to analyze and develop their own personal financial plan. Students will be challenged to develop solid financial management skills through effective tax and savings strategies. Various financing options for large purchases such as automobiles and housing will also be discussed, along with developing techniques for controlling consumer credit. Students will learn how to evaluate different insurance options

including life, health, and disability insurance. This course will also include some basic stock market strategies, including the choice to invest in stocks, mutual funds, or bonds.

**Lecture:** 15 hours

**BUSA-211 Principles of Management**  
3 Credits

BUSA-211 provides an overview of theories and practices of management. Topic areas include the evolution and scope of management and the universal functions of management including planning, organizing, directing, staffing, controlling, coordinating, and delegating. Emphasis is also placed on the art of negotiating, leadership skills, team performance and productivity, and creative problem solving. This course fosters an awareness of the operational skills and administrative activities of managers, and it also helps in upgrading management skills. Prior completion of other courses is not required.

**Lecture:** 3 hours per week

**BUSA-221 Principles of Marketing**  
3 Credits

This is an introductory course designed to provide an overview of marketing segments and environments, and marketing mixes. Issues relating to product, promotion, pricing, and distribution are discussed. This course promotes an awareness of the operational and administrative activities of marketing managers; it also helps in upgrading marketing skills. This is a required course in the Resort/Recreation Management program. Prior completion of other courses is not required.

**Lecture:** 3 hours per week

**BUSA-234 Ethical Conduct in Business**  
3 Credits

BUSA-234 introduces basic business ethical concepts, principles, and examples. Topics focus on solving moral dilemmas and introduce the stakeholder and issues management methods as a strategic and practical way for applying ethical reasoning in the workplace. Emphasis is placed on establishing solid decision criteria, moral creativity, and responsibility in ethical reasoning. This course also fosters an awareness of corporate responsibility in advertising, product safety and liability, and the environment. Timely ethical issues such as globalization, discrimination, sexual harassment, and whistle-blowing will be discussed as they relate to the workplace.

**Lecture:** 3 hours per week

**BUSA-236 Introduction to Finance**  
3 Credits

This course provides students with general concepts, processes, and tools necessary for the financial management of a business enterprise. The course also discusses the financial/business environment in which an enterprise operates. The course is designed to give students with a wide variety of backgrounds and interests a foundational knowledge about the world of finance. Topics covered include time value of money, risk and return, capital asset pricing model (CAPM), cost of capital, and other topics.

**Lecture:** 3 hours per week

**Prerequisite:** Complete MATH-108 or higher with a minimum grade of C-.

**BUSA-240 Computer Systems and Business Applications**  
3 Credits

This course provides applied instruction using computer systems and Microsoft Office suite application software within the business environment. The course includes both lecture and hands-on learning and emphasizes practical concepts of file management;

the creation of documents using word processing, spreadsheets, databases, and presentation software; use of the Internet to access and retrieve data; and how various software components work together efficiently and effectively. This course is based on hardware and software that uses the Windows operating system. This is a highly recommended course for students majoring in the Business Administration and Business Education A.S. degree programs and meets the computer science requirements for the A.A. degree.

**Lecture:** 3 hours per week

**Prerequisite:** Math skills at a level equivalent to MATH-025 or higher

**Recommended:** Basic computer literacy skills (BUSA-100 or CS-100 or equivalent) and keyboarding skills (CAOT-112)

**BUSA-250 International Business**  
3 Credits

This course provides an overview of the international business environment and conditions affecting firms that do business overseas. The course explores the economic and cultural context for global business, cross-border trade and investment, the global monetary system, and competition in the global environment. The course addresses issues of international marketing, research and development, production and operations management, and human resource management. This course is useful for those who are considering a career in business or who want an overview of what the study of international business encompasses.

**Lecture:** 3 hours per week

**Prerequisite:** BUSA-101

**BUSA-255 E-Commerce**  
3 Credits

This is a principles course in e-commerce covering the business strategies used in e-commerce and the technology needs. The course focuses on entry strategies, emerging web-based business models, legal and privacy issues, online payment systems, as well as contemporary web marketing, regulatory, technological, social, and ethical issues. Website development processes and website architectures are also presented. The course provides a solid foundation in conducting business in the networked economy. Emphasis is placed on online consumer behavior, customer service, online order and fulfillment, as well as capital and human infrastructure needs to make effective business decisions. This course should be of interest to students pursuing a career in business or anyone considering launching a web-based business, using e-commerce as a component of a traditional business or pursuing employment in occupations that involve e-commerce activities.

**Lecture:** 3 hours per week

**BUSA-260 Principles of Banking**  
3 Credits

Principles of Banking is an introduction to basic money, banking, and financial market concepts. The course includes an analysis of financial instruments, markets, and interest rates. In addition, depository institutions and the financial industry structure is discussed. A brief review of bonds and stock and the role the equity markets play in the banking sector is included, along with a look at various risk management tools such as futures, options, and swaps.

**Lecture:** 3 hours per week

**BUSA-265 Legal Environment of Business**  
3 Credits

BUSA-265 provides an introduction to the areas of law including contracts and torts which apply most closely to businesses.

**Lecture/Lab:** 3 hours per week



**BUSA-271 Statistical Inference and Decision Analysis**
**4 Credits**

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, MATH-143, or MATH-147

**BUSA-280 Investment and Retirement Planning**
**2 Credits**

Investment and Retirement Planning will assist students in taking an active role in the planning process for their retirement. This course evaluates the problems associated with accumulating assets for retirement and managing assets to create and sustain retirement income. The course takes an in-depth look at the various investment products available as well as the associated risks. Students will have the opportunity to prepare a retirement plan "road map" designed to maximize assets and maintain a predetermined standard of living.

**Lecture:** 30 hours

**BUSINESS LEADERSHIP**
**BLDR-105 Customer Service**
**3 Credits**

This course gives participants the foundations for the skills and knowledge necessary to work effectively with customers. Topics include customer behavior, use of technology, diversity in customers, managing stress and time, ways to encourage customer loyalty, and how to communicate effectively with customers.

**Lecture:** 3 hours per week

**BLDR-110 Supervisory Management**
**3 Credits**

This course provides participants with an understanding of the management functions supervisors must perform at work. Participants will receive the knowledge and skills they will need to help their organization meet today's challenges and create value for their employees.

**Lecture:** 3 hours per week

**BLDR-112 Achieve Global**
**3 Credits**

This course examines the principles and qualities of a good leader. This course will provide learners with the skills and strategies required to solve problems, deal with strong emotions, and handle conflicts skillfully and confidently. This course helps learners improve their listening skills and develop speaking techniques and strategies that achieve business results. Learners will also identify work priorities, set goals, learn ways to manage priorities, and learn ways to effectively deal with change.

**Lecture:** 3 hours per week

**BLDR-122 Leadership**
**3 Credits**

This course gives students the skills and tools necessary to begin or enhance his or her role as an effective leader. Students will learn how to motivate staff, implement mission and core values, demonstrate ethical behavior, identify personal leadership style, and examine

ways to manage change. Students will also learn how to facilitate employee development, coach others, and deal with conflict.

**Lecture:** 3 hours per week

**BLDR-132 Employee Benefits and Compensation**
**3 Credits**

This course focuses on the various components that make up a total employee compensation package. Base pay, merit pay, and variable pay programs are covered. Students examine benefits including government regulations, group welfare plans, pension plans, and flexible benefit plans. Students will also explore the impact of current trends.

**Lecture:** 3 hours per week

**BLDR-140 Lean I**
**3 Credits**

This course explores the basic concepts of Lean Manufacturing. The course provides an overview of lean and examines ways to build a lean culture in manufacturing. This course examines the use of teams, ways to run effective meetings, and covers the basic tools used when implementing lean. Throughout this course, students will have an opportunity to use the tools learned to improve processes at work.

**Lecture/Lab:** 60 hours

**BLDR-142 Safety**
**2 Credits**

This course covers the basic of safety in the workplace. Students will learn about fire safety, human health and wellbeing, ways to control energy, ways to keep customers and employees safe, and ways to prevent accidents.

**Lecture:** 2 hours per week

**BLDR-144 Principles of Quality**
**2 Credits**

This course explores the principles of quality including customer service, use of teams, and process improvement. Students will learn the importance of prevention and of process improvement. Students will also learn the principles of ISO and Six Sigma and how to incorporate these principles into the workplace.

**Lecture:** 2 hours per week

**BLDR-150 Health Information Technology**
**3 Credits**

This course introduces students to the general components of the content, use, and structure of health care data and the health information profession. Students will build basic skills in the compilation, processing, and maintenance of health records in accordance with the standards and regulations governing these functions and the use of technology.

**Lecture:** 3 hours per week

**BLDR-160 Business Communications**
**3 Credits**

This course will analyze business situations, determine the specific communication strategies required, the audience, and the purpose as you prepare the most effective business communication format to address the situation. Students will apply concepts to team collaboration, various types of business correspondence, report writing, and business presentations. Proofreading skills, word processing skills, and keyboarding skills are strongly recommended.

**Lecture:** 3 hours per week

**BLDR-170 Personal Role in Business Success**  
*2 Credits*

This course assesses the role of business, its internal structures, and its relationship to the external environment. Students will analyze the supervisor's role in the functions of business management, employee management, and human resources management. Students will also learn the marketing, information technology, accounting and finance processes, and how they interact and drive business decisions.

**Lecture:** 2 hours per week

**BLDR-214 Budget and Finance**  
*3 Credits*

This course examines the methods of budgeting and financing of an organization. Topics include financial statement analysis, basic accounting terminology, working capital management, and budget and trend analysis.

**Lecture:** 3 hours per week

**BLDR-216 Legal Issues for Supervisors**  
*3 Credits*

This course provides an overview of the general legal responsibilities of an organization. It analyzes the current employment laws in the United States and their impact on employers and employees. Students will examine the supervisor's role in dealing with harassment and discrimination in the workplace.

**Lecture:** 3 hours per week

**BLDR-222 Project Management**  
*3 Credits*

This course is an overview of project management and focuses on developing project management skills. These skills will help students in their everyday lives as they work with people on projects in their organization.

**Lecture:** 3 hours per week

**BLDR-225 Strategic Planning**  
*3 Credits*

This course covers the fundamentals of strategic planning to include ways to carefully and thoroughly examine external threats and opportunities and develop strategic plans including organization-wide plans with goals and objectives. Participants will learn to use strategic thinking in their day-to-day work lives and learn how to be part of the strategic planning team. Participants will also learn the importance of and ways to carry out and monitor the strategic plan.

**Lecture:** 3 hours per week

**BLDR-240 Lean II**  
*3 Credits*

This course starts where Lean I left off. Further use of the Lean/Six Sigma tools is incorporated into actual work practices. Students will learn how to gather data, present data using charts and graphs, evaluate data, and make recommended improvements. Students will learn how to run a live Lean Team meeting where they will present data found in their own company and make recommendations for improvement.

**Lecture/Lab:** 60 hours

**Prerequisite:** BLDR-140

**BLDR-242 Inventory and Supply Chain Management**  
*2 Credits*

This course covers the basics of supply chain management by examining ways to control and manage inventory, create flow, and set up efficient storage and retrieval systems. This course also examines

logistics, freight management, and ways to control transportation costs. Students will learn how to develop a basic contract with vendors and suppliers and practice negotiating skills.

**Lecture:** 2 hours per week

**BUSINESS MANAGEMENT**
**BMGT-210 How to Start a Small Business**  
*1 Credit*

This course provides a practical guide to the process of successfully launching and growing a small business. The course will cover a broad range of topics from opportunity recognition and feasibility analysis, assessing the financial viability, developing the necessary plans to secure financing and facilities, developing strategies to compete in the marketplace, and the process involved to meet the challenge of building a new venture team and planning for growth.

**Lecture:** 15 hours

**BMGT-220 Business Plan Development**  
*2 Credits*

This course covers the important topic of writing a business plan, which is a step that all start-up firms should do. Topics include the reasons for writing a business plan, a description of the audience for the business plan, what the audience is looking for, and guidelines to follow when preparing a written business plan. Students will work with an outline for preparing a business plan and develop the material for each section and then cover strategies for presenting the plan to the target audience.

**Lecture:** 30 hours

**BMGT-230 Introduction to Entrepreneurship**  
*3 Credits*

This course gives students an understanding of the entrepreneurial process. It will include a discussion of entrepreneurship, the characteristics of successful entrepreneurs, the role of entrepreneurship in the economy, and practical financial and business considerations for the successful entrepreneur.

**Lecture:** 3 hours per week

**BMGT-256 Problem Solving Through Team Dynamics**  
*3 Credits*

This course explores the creation of teams and their utilization to solve problems. Team dynamics and strategies, brainstorming, information gathering methods, interpersonal communication, interdependence, and synergy are examined. Prior completion of other courses is not required.

**Lecture:** 3 hours per week

**BMGT-260 Human Resource Management**  
*3 Credits*

This is an introductory course to human resource management. It is designed to give students an overview of the challenges faced by an organization in using employees in a legal and ethical manner. Emphasis will be placed on the legal issues and ethical dilemmas faced by business on a daily basis. This course will be useful to any students contemplating a career in business, as well as others who are interested in managing human resources. Prior completion of other courses is not required.

**Lecture:** 3 hours per week

**BMGT-266 Small Business and Entrepreneurial Management**  
*3 Credits*

This is an intensive course that applies management and market-

ing concepts to planning, owning, and operating a small business. Topics covered include entrepreneurial opportunities, developing a business plan, marketing and management, financial management, and the social and legal environment of business. A major emphasis is on the business plan. Some knowledge of accounting, management, and marketing are recommended.

**Lecture:** 3 hours per week

## BUSINESS MARKETING

### **BMKT-231** 3 Credits

#### **Principles of Retailing**

This is an introductory course that provides an opportunity to explore the strategies and practices within retail and service industries. Students begin to develop the skills necessary to make efficient and productive decisions. Topics include retail marketing analysis and segmentation, buying and selling, inventory planning and control, and price setting and adjustment. The focus is on the evaluation of the role of a retail and service enterprise within a given economy through self-directed/team building activities. The course creates an awareness of the operational and administrative activities of a marketing manager and helps to upgrade marketing skills.

**Lecture:** 3 hours per week

### **BMKT-241** 3 Credits

#### **Fundamentals of Promotion and Advertising**

This introductory course presents an overview of the basic principles and procedures in promoting a product, service, or idea. Principles covered include target marketing positioning, buyer behavior, creative development (copy writing, art direction, and production), media planning and selection, and measurement of promotional effectiveness and related cost. Emphasis is placed on small business budgets. Prior completion of other courses is not required.

**Lecture:** 3 hours per week

### **BMKT-261** 3 Credits

#### **Principles of Professional Selling**

*Offered Upon Demand*

This is an introductory course in the fundamentals of selling and sales management. The course explores the evolution of selling techniques, learning selling skills, communicating messages, and the buying decision process. Students will learn how to apply a wide range of selling skills and how to prepare a sales demonstration. There will be some discussion on managing a sales force. Prior completion of other courses is not required.

**Lecture:** 3 hours per week

## 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-141** 3 Credits

#### **Introduction to Carpentry and Construction**

CARP-141, Introduction to Carpentry and Construction, is a four-week course introducing the carpentry trade and its application as a career in the construction industry. Basic building materials and construction methods are thoroughly covered in preparation for the carpentry program's construction of NIC's "Really Big Raffle" house. Classroom emphasis is on construction-related math, reading and interpretation of both commercial and residential plans

and blueprints, applicable building codes, building layout, and sustainable green construction methods. This course has a laboratory component that applies classroom curriculum to assigned shop projects, includes appropriate local field trips, and begins site preparation and layout for the fall and spring semester's class project house.

**Lecture:** 8 hours per week

**Lab:** 8 hours per week

**Corequisite:** CARP-142

### **CARP-142** 3 Credits

#### **Safe and Savvy Tool Use**

CARP-142 is a four-week course that introduces and emphasizes safe and proper use of the tools of the carpentry trade. Shop and job-site safety issues are thoroughly covered, including developing a class safety plan for the year's construction of NIC's Really Big Raffle" house. Hand tools, hand held power tools, and shop-based bench power tools are covered. The laboratory component of CARP-142 includes assigned projects in the shop as well as activities on-campus or on-site. Laboratory projects are designed to require use of all tools and procedures covered in the classroom.

**Lecture:** 8 hours per week

**Lab:** 8 hours per week

### **CARP-143** 3 Credits

#### **Blueprints for Carpenters**

This course includes a classroom and laboratory component. It covers detailed interpretations of both residential and commercial blueprints, specific engineered shop drawings, models, sketches, and other representation of construction projects. Students will learn to identify and use critical building information contained in the plans, including accurate dimensioning and the meanings of architectural notations and symbols, especially as they apply to the construction of NIC's annual Really Big Raffle house, the Carpentry program's main yearly class project. Related and required municipal building codes are thoroughly covered as they apply to the raffle house construction. Classroom time includes a heavy construction math emphasis as the class does materials take-offs from a variety of plans and creates a materials list and budget for the raffle house. Laboratory time is spent practicing house layout procedures with a variety of plans, especially the current project house plans. On-site, the raffle house is located and laid out and preparations are made for excavation. As time permits, through the semester students independently plan, sketch, and lay out smaller projects and side jobs around the NIC campus and local Coeur d'Alene community.

**Lecture:** 2 hours per week

**Lab:** 2 hours per week

**Prerequisites:** Carpentry program students must first complete CARP-141 and CARP-142 or present transcribed post-secondary articulation credits. CARP-143 is open to the campus and community at large with no prerequisites with instructor permission and depending on available class space.

**Corequisite:**s Carpentry program students must also be enrolled in CARP-144, CARP-145, CARP-146, and CARP-147

**Recommended:** CARP-144 for non-program students

### **CARP-144 Construction Materials, Equipment, and Methods I** 3 Credits

This course covers a broad range of both current and timeless construction materials and methods with emphasis on problem solving, tool savvy, and building techniques directly applicable to carpentry work on a residential construction site. Classroom



curriculum includes a text and special calculator, classroom lecture, after-class research and assignments, field trips, websites, and visitors from the community and industry. Laboratory time consists primarily of building NIC's Really Big Raffle house, with other projects around the NIC campus and local Coeur d'Alene community added as time permits. Special attention is given to all construction safety issues, especially tool use and OSHA standards. Sustainable, energy efficient green building practices are infused into all course curriculum.

**Lecture:** 2 hours per week

**Lab:** 2 hours per week

**Prerequisites:** Carpentry program students must first complete CARP-141 and CARP-142 or present transcribed post-secondary articulation credits. CARP-144 is open to the campus and community at large with no prerequisites with instructor permission and depending on available course space.

**Corequisites:** Carpentry program students must also be enrolled in CARP-143, CARP-145, CARP-146, and CARP-147

**Recommended:** CARP-143 for non-program students

### **CARP-145** **All Things Concrete** 2 Credits

This course is a half-semester course designed to impart knowledge about the characteristics of concrete as a building material, and its many forms and uses in construction. Concrete's chemical composition, specific terminology, estimating methods, and common related building codes are thoroughly covered. Aspects of site preparation, including soils and excavation knowledge, are also covered. This course is intended to give students the skills and knowledge to construct standard forms for footings, foundation stem walls, flatwork, and stairs. Skills and methods taught in class are practiced as students construct the required concrete forms and then place the concrete for NIC's annual Really Big Raffle house as part of CARP-147 - Residential Construction Lab I. Also covered are concrete's related products, including code required steel reinforcement, concrete masonry units (CMU's), insulated concrete forms (ICF's), and decorative concrete products such as stamped and colored concrete, manufactured stone veneers, bricks, blocks, and others. Course curriculum is delivered through classroom lecture, independent student research, class field trips, and cogent Internet websites on the carpentry classroom's big screen.

**Lecture:** 4 hours per week

**Prerequisites:** CARP-141 and CARP-142

**Corequisite:** CARP-147

**Recommended:** CARP-143 and CARP-144

### **CARP-146** **Framing Applications** 2 Credits

Students will learn how to frame a residential structure from the foundation to the roof. Framing terminology, dimensional and manufactured lumber, floor frame systems, wall framing, roof framing, and truss systems are fully covered. A special construction calculator is required and used to determine and lay out walls, rafter cuts, and stairs. Advanced green framing techniques are explored and emphasized. Classroom topics include applicable building codes pertaining to framing, an array of available fastener systems, commercial metal stud framing, balloon framing, post and beam framing, sustainable green building practices, and the latest and greatest in construction methods. Skills, methods, and techniques taught in the classroom are practiced on NIC's annual "Really Big Raffle" house as a part of CARP-147 - Construction Methods Lab I.

**Lecture:** 2 hours per week

**Lab:** 4 hours per week

**Prerequisites:** CARP-141, CARP-142, and CARP-145 or instructor

permission

**Corequisites:** CARP-143, CARP-144, and CARP-147

### **CARP-147** **Construction Methods Lab I** 5 Credits

This course is a semester-long, on-site, hands-on laboratory application of all student learning outcomes from previous and corequisite carpentry courses. There is heavy and frequent tool and equipment use, climbing of scaffolds and ladders, caring for lumber and other building materials, and working in any kind of weather. Safety issues and OSHA standards are practiced daily. Students will build NIC's annual "Really Big Raffle" house, with time made for other smaller projects and side jobs benefitting the NIC campus and the local Coeur d'Alene community. Work is most often completed by small groups of students using their own basic tools with ample opportunity for both leadership and team player roles. Emphasis is placed on real-world construction industry demands for critical thinking, problem solving, positive work ethic, and teamwork. Carpentry students work alongside hired professional subcontractors also working on the house through its construction stages, starting with site preparation and excavation, through concrete footings and foundation, ending the term with a framed house.

**Lab:** 10 hours per week

**Prerequisites:** CARP-141 and CARP-142, or instructor permission

**Corequisites:** CARP-143, CARP-144, CARP-145, CARP-146

### **CARP-154** **Building Science** 4 Credits

CARP-154 is a lecture/lab combination course that considers and studies building structures as complete systems that can be built to perform predictably. Classroom time will cover issues surrounding building science, including but not limited to types and strengths of construction materials, insulation, ventilation, rating and testing programs for building sustainability and livability and "green" building best practices. Special attention is paid to required codes and construction techniques as they apply to the carpentry program's class project, NIC's annual "Really Big Raffle" house. The laboratory component of CARP-154 will reinforce classroom building science theory with activities that center around completing the building envelope, including siding and window installation, air-infiltration sealing, and making way for professional subcontractors hired to complete the main house systems. Students will have ample opportunity to plan, observe and participate in all testing and inspection procedures, as well as work alongside the hired subs as the "building science" specific to the raffle house progresses. Classroom topics will closely precede/follow the actual activities and projects at the project house.

**Corequisite:** CARP-155, CARP-156, CARP-157, and CARP-158 are required for students in the Carpentry program.

**Note:** This course is open to all students with instructor permission.

### **CARP-155** **Construction Materials and Methods II** 3 Credits

This course covers the broad range of both current and timeless construction materials and methods introduced in CARP-144. Emphasis remains on problem solving, tool savvy and building techniques directly applicable to carpentry work on a construction site, but now especially as it relates to interior and exterior finish work, and building science topics. Classroom curriculum includes text and special calculators, classroom lecture, after-class research and assignments, field trips, on-line research, and visitors from the community and industry. Laboratory time continues to primarily consist of building, but

especially finishing, NIC's annual "Really Big Raffle" house. Other projects around the NIC campus and local Coeur d'Alene community are added as time permits. Special attention is given to construction safety issues, especially tool use and OSHA standards. Sustainable, energy efficient green building practices are infused into all course curriculum.

**Lecture:** 2 hours per week

**Lab:** 2 hours per week

**Corequisite:** CARP-154, CARP-156, CARP-157, and CARP-158

**Prerequisite:** CARP-143, CARP-144, CARP-145, CARP-146, and CARP-147

### **CARP-156** Exterior Finish Carpentry 2 Credits

CARP-156 is a lecture/lab combination class that applies exterior building finish theory from other or previous CARP courses (CARP-155 and entire first semester carpentry classes), directing students' mental and physical efforts at the program project "Really Big Raffle" house. Class time will deal with which and how much specific exterior building materials will be bought and how the class will install them. Particular emphasis will be placed on applicable codes and covenants, strong building science and the most current best construction practices. Main theory and activities include closing the building envelope, siding and window installation, roofing, exterior trim, concrete flatwork prep, decks and whatever else is required to complete the project house's exterior, making it ready for the painter (hired subcontractor) and the "Really Big Raffle."

**Lecture:** 2 hours per week

**Lab:** 4 hours per week

**Corequisite:** CARP-154, CARP-155, CARP-157, and CARP-158

**Prerequisite:** CARP-143, CARP-144, CARP-145, CARP-146, and CARP-147

### **CARP-157** Interior Finish Carpentry 2 Credits

CARP-157 is a lecture/lab combination class that applies interior building finish theory from other or previous CARP courses (CARP-155 and entire first semester carpentry classes), directing students' mental and physical efforts at the the program project "Really Big Raffle" house. Class time will deal with which, and how much, specific interior finish materials will be bought and how the class will install them. Particular emphasis will be placed on applicable codes and covenants, strong building science and the most current best construction practices. Main theory and activities include prepping for sheetrock installation and painting (by others), learning about multiple construction trim tools and methods, hanging and trimming all doors, observe/assist the cabinet installation, lay out and construct stairs as well as whatever else is required to complete the project house's interior making it ready for the painter (hired subcontractor) and the "Really Big Raffle."

**Lecture:** 2 hours per week

**Lab:** 4 hours per week

**Corequisite:** CARP-154, CARP-155, CARP-156, and CARP-158

**Prerequisite:** CARP-143, CARP-144, CARP-145, CARP-146, and CARP-147

### **CARP-158** Construction Methods Lab II 5 Credits

This course is a semester long, on-site, hands-on laboratory application of all student learning outcomes from previous and corequisite carpentry courses. There is heavy and frequent tool and equipment use, climbing of scaffolds and ladders, caring for lumber and other building materials, and working in any kind

of weather. Safety issues and OSHA standards are practiced daily. Students will be completing construction of NIC's annual "Really Big Raffle" house, with time made for other smaller projects and side jobs benefiting the NIC campus and the local Coeur d'Alene community. Work is completed by individual and small groups of students using their own basic tools and ample opportunity for both leadership and team player roles. Emphasis is placed on real-world construction industry demands for critical thinking, problem solving, positive work ethic, and teamwork. Carpentry students work alongside hired professional subcontractors through the project house's finishing construction stages, starting with final "pick-up" framing early in the spring semester. This relationship continues through siding, exterior finishing, interior door hanging and trimming. The term ends with a completed house ready for the "Really Big Raffle" raffle.

**Lab:** 10 hours per week

**Corequisite:** CARP-154, CARP-155, CARP-156, and CARP-157

**Prerequisite:** CARP-143, CARP-144, CARP-145, CARP-146, and CARP-147

### **CARP-251** Carpentry Management I 4 Credits

This course consists of weekly theory and field study. Students will obtain experience in planning and management of various construction projects that are part of the program's laboratory curriculum. Cost and materials estimating, advanced math concepts applied to construction projects, worksite issues/ethics, advanced communication skills, and construction scheduling and estimating are applied under supervision. In addition, advanced specialty construction skills will be addressed according to students' individual preferences. Weekly seminars will provide opportunities for students to share experiences, debrief, and obtain faculty assistance in applying theory concepts to field experience.

**Prerequisite:** Successful completion of the first year of the Carpentry program and instructor permission

### **CARP-252** Carpentry Management II 4 Credits

This course provides students with opportunities to further their skills in advanced carpentry techniques and to advance their supervisory skills through on-site supervision of students in the first-year Carpentry program. Students will continue to meet weekly to share experiences, debrief, and obtain faculty assistance in applying theory concepts to field experience. During their supervised experience, students will be evaluated on their performance of program outcomes.

**Prerequisite:** Successful completion of the first year of the Carpentry program and instructor permission

## CHEMISTRY

### **CHEM-100** Concepts of Chemistry I 4 Credits

CHEM-100 is an introduction to 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. Upon completion of CHEM-101, CHEM-100 will count as elective science credits only and will not satisfy core lab science credits. CHEM-100 fulfills a laboratory science course requirement for the A.S. and A.A. degrees.

**Lecture:** 3 hours per week

**Corequisite Lab:** CHEM-100L

### CHEM-101 Introduction to Essentials of General Chemistry I

4 Credits

CHEM-101 is a survey of the basic concepts of inorganic chemistry that includes quantitative concepts and development of problem solving methods. This course is designed for general education majors. It can be used by students as preparation for CHEM-111. It also satisfies chemistry requirements for allied health majors. Upon completion of CHEM-101, CHEM-100 will count as elective sciences credits only and will not satisfy core lab science credits. This course satisfies a laboratory science course requirement for the A.S., A.A., and A.A.S. degrees.

**Lecture:** 3 hours per week

**Corequisite Lab:** CHEM-101L

**Prerequisite:** MATH-025 or higher with grade of C- or better or COMPASS Algebra >40, ACT Math >18, or SAT Math >430

### CHEM-102 Introduction to Essentials of General Chemistry II

4 Credits

CHEM-102 is a continuation of CHEM-101 and surveys basic concepts of organic and biochemistry. It is designed for health science degrees and to satisfy general core requirements. CHEM-102 satisfies a laboratory science requirement for the A.S. and A.A. degrees.

**Lecture:** 3 hours per week

**Corequisite Lab:** CHEM-102L (3 hours per week)

**Prerequisite:** CHEM-101 or passing scores on an ACS examination held during the first week the class meets and an assessment of laboratory skills equivalent to CHEM-101L

### CHEM-105 General, Organic and Biochemistry

4 Credits

This introductory course provides a general overview of inorganic, organic, and biological chemistry topics with a health care emphasis. CHEM-105 is designed to provide necessary chemistry background for subsequent courses in the health care field. CHEM-105 will count as elective science credits only and will not satisfy core lab science credits. CHEM-105 will not satisfy the chemistry prerequisite for CHEM-111.

**Lecture:** 3 hours per week

**Corequisite Lab:** CHEM-105L (3 hours per week)

**Prerequisite:** MATH-025 with a grade of C- or higher or earn appropriate test score COMPASS Algebra >40, ACT >18, or SAT >430

### CHEM-111 Principles of General College Chemistry I

5 Credits

CHEM-111 is a study of matter and its interactions, including properties of matter, changes that it undergoes, and energy changes that accompany these processes. Emphasis is on concepts and problem solving; however many applications are examined. Students entering CHEM-111 are expected to have some chemistry background. This may be satisfied by completing at least one year of high school chemistry or CHEM-101. CHEM-111 satisfies a laboratory science requirement for the A.S., A.A., and A.A.S. degrees, and is a required course for many transfer degree programs in sciences and engineering.

**Lecture:** 4 hours per week

**Corequisite Lab:** CHEM-111L (3 hours per week)

**Prerequisite:** MATH-108 or COMPASS Algebra >45, ACT Math >19, or SAT Math >460

### CHEM-112 Principles of General College Chemistry II

5 Credits

CHEM-112 is a continuation of a study of matter and its interactions, including properties of matter, changes that it undergoes,

and energy changes that accompany these processes. Emphasis is on concepts and problem solving; however, many applications are examined. CHEM-112 satisfies a laboratory science course requirement for the A.S., A.A., and A.A.S. degrees and is a required course for many transfer degree programs in sciences and engineering.

**Lecture:** 4 hours per week

**Corequisite Lab:** CHEM-112L (3 hours per week)

**Prerequisites:** CHEM-111 and CHEM-111L

### CHEM-253 Quantitative Analysis

5 Credits

CHEM-253 is the first course in the study of analytical chemistry for scientists. Students who are majoring in the physical or life sciences may take this course as an introduction to the basic concepts of quantitative analysis.

**Lecture:** 3 hours per week

**Corequisite Lab:** CHEM-253L (two 3-hour labs per week)

**Prerequisite:** CHEM-112 with a grade of C or better

### CHEM-275 Carbon Compounds

3 Credits

This course introduces students to aspects of organic chemistry important to life sciences. The course covers the structure, nomenclature, and physical and chemical organic compounds.

**Lecture:** 3 hours per week

**Prerequisite:** CHEM-101 or CHEM-111 with a grade of C or better

### CHEM-277 Organic Chemistry I

3 Credits

CHEM-277 is the first course in a two-semester sequence of a comprehensive study of the principles and theories of organic chemistry emphasizing properties, synthesis structures, and reactions of organic compounds. CHEM-277 and CHEM-287 are required courses for transfer degree programs in chemistry, medicine, dentistry, pharmacy, some engineering programs, and related fields.

**Lecture:** 3 hours per week

**Recommended:** CHEM-278 (3 hours per week) is highly recommended, but not required

**Prerequisite:** CHEM-112 with a grade of C- or better

### CHEM-278 Organic Chemistry I Lab

1 Credit

CHEM-278 is the laboratory that accompanies CHEM-277. It is an introduction to organic laboratory techniques and spectroscopy, including organic compound synthesis. This course consists of three hours of laboratory per week.

**Prerequisite:** Prior successful completion or concurrent enrollment in CHEM-277

### CHEM-287 Organic Chemistry II

3 Credits

CHEM-287 is a continuation of CHEM-277 and includes an introduction to biological molecules.

**Lecture:** 3 hours per week

**Recommended:** Concurrent enrollment in CHEM-288 (3 hours per week) is highly recommended, but not required

**Prerequisite:** CHEM-277

### CHEM-288 Organic Chemistry II Lab

1 Credit

CHEM-288 is the laboratory that accompanies CHEM-287. It is a continuation of organic synthesis and spectroscopy. This course



consists of three hours of laboratory per week.

**Prerequisite:** CHEM-278 and prior successful completion or concurrent enrollment in CHEM-287

## CHILD DEVELOPMENT

### **CHD-110** **Child Health and Safety** 3 Credits

This course introduces the student to essentials in creating a safe and healthy environment for young children, birth to age 8, both typically and atypically developing. Students will explore both the indoor and outdoor environment and learn how to promote health and nutrition in the classroom, prevent illnesses and reduce injuries, and create mentally healthy environments.

**Lecture:** 3 hours per week

### **CHD-115** **Early Childhood Curriculum** 3 Credits

Students will examine the critical role of curriculum in meeting the physical, social, emotional, and cognitive needs of typically and atypically developing children from birth through age 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. Self reflection and hands-on learning are vital components of this course. Some class sessions will be held at the NIC Children's Center to facilitate this process. Prior completion or concurrent enrollment in CHD-134 is encouraged, but not required.

**Lecture:** 3 hours per week

### **CHD-134** **Infancy through Middle Childhood** 3 Credits

CHD-134 provides an introductory overview of human development from conception through middle childhood. Physical, cognitive, and social-emotional development of typically and atypically developing children will be examined in the context of family and social issues. This is a required course for the Child Development program and is strongly recommended for elementary education majors.

**Lecture:** 3 hours per week

### **CHD-150** **Professional Partnerships - Families, Schools, and Community** 3 Credits

This course will cover the essentials for professionally managing an effective early care and education program or classroom by developing partnerships among staff, family, and community members. Topics include the design and implementation of contracts and policies, record keeping, communication strategies, family involvement, professional affiliations, and the importance of collaboration to supporting typically and atypically developing children and their families. Students will become aware of the impact personal attitudes and philosophies have on building partnerships, solving problems, and resolving conflicts. Students will become familiar with the NAEYC Code of Ethical Conduct and its practical application.

**Lecture:** 3 hours per week

### **CHD-235** **Observation and Assessment** 3 Credits

CHD-235 provides students with the skills necessary to observe, record, and interpret the behavior of young children.

**Lecture:** 2 hours per week

**Lab:** 2 hours per week

**Prerequisite:** CHD-134

### **CHD-243** **Early Childhood Education** 3 Credits

This course introduces students to the field of early childhood education. Developmentally appropriate practices for programs serving both typically and atypically developing children birth to age 8 are examined. Topics include curriculum, play theory, literacy, behavior guidance, early care, education programs in the U.S. and internationally, primary grade education, and working with families.

**Lecture:** 3 hours per week

### **CHD-254** **Child Guidance Theory** 3 Credits

Techniques are examined for understanding and effectively guiding the behavior of young children, both typically and atypically developing. Included are skills for managing classroom situations, encouraging conflict resolution, effective use of praise, preventing problems, promoting self esteem, and setting individualized goals for young children in a classroom setting. It is a required course for the Child Development program and is strongly recommended for elementary education majors. Prior completion or concurrent enrollment in CHD-134 is encouraged, but not required.

**Lecture:** 3 hours per week

### **CHD-298A** **Child Development Practicum A** 3 Credits

This course offers a supervised experience working with young children in the NIC Children's Center and is the first of three practicum experiences for students in the A.A or A.S. Child Development program. Students gain practical experience planning, preparing, and implementing curriculum, practicing behavior guidance techniques, working with families, and discussing how to meet the individual needs of children with varying abilities. It is a required course for the Child Development program.

**Lecture:** 2 seminar hours per week and 4 classroom hours per week

**Prerequisite:** CHD-134

### **CHD-298B** **Child Development Practicum B** 3 Credits

CHD-298B offers continued experience working with young children in a supervised setting. Students may be placed in an approved off-campus early childhood setting or continue practice at the NIC Children's Center. Emphasis is on practicing skills in curriculum development, behavior guidance, and working with families of young children both typically and atypically developing.

**Lecture/Lab:** 6 hours per week

**Prerequisites:** CHD-134 and CHD-298A

### **CHD-298C** **Child Development Practicum C** 3 Credits

CHD-298C is the final experience working directly with young children in a supervised setting in the NIC Children's Center or in an approved off-campus setting. Students continue practicing skills in curriculum development, behavior guidance, assessment, and working with families of young children of varying abilities.

**Lecture:** 2 hours per week

**Lab:** 4 hours per week

**Prerequisites:** CHD-134 and CHD-298B

### **CHD-298D** **Child Development Practicum D** 5 Credits

CHD-298D is intended primarily for those students who have

completed degree or certificate programs, but need ongoing college credit for professional development purposes. This may include those professionals seeking CDA Certificate renewal, Head Start staff, and community early childhood teachers who have already completed child development courses at NIC but need further skill and development in a particular domain. Topics of study and application will be individualized according to student and program need.

**Lecture/Lab:** 6 hours per week

**Prerequisite:** CHD-134 with a grade of C- or higher

## CINEMA ARTS

### **CINA-126** Film and International Culture 3 Credits (same as HUMS-126)

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 responses to visual imagery, and using basic concepts of film theory and cultural analysis to enrich the viewing experience. The concepts and methods introduced have applications to careers in broadcasting, graphic design, public relations, journalism, and corporate communications. This course is required for transfer into radio/television programs. It satisfies an arts and humanities course requirement for the A.S. and A.A. degrees.

**Lecture:** 3 hours per week

**Corequisite:** CINA-126L

## COLLEGE SKILLS

### **CSC-013** Reading Comprehension and 3 Credits Vocabulary Development

CSC-013 is designed to enhance reading and vocabulary skills with an emphasis on comprehension of expressed and implied main ideas. The course also focuses on developing vocabulary skills including contextual clues, synonyms, antonyms, and affixes. Enrollment is based on a COMPASS score of 61–80. This course does not fulfill degree requirements.

### **CSC-043** Reading in Applied Technology 1 Credit

This course is designed to improve reading skills when using technical materials. This course emphasizes learning for critical and efficient reading, including reading for information, following directions, critical reading, checking information, drawing conclusions, vocabulary acquisition, and comprehending graphics in technical materials. Enrollment is based on a COMPASS score below 80.

### **CSC-100** College Transition 1 Credit

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. This course will orient students to the processes, resources, and multiple services available at North Idaho College.

**Lecture:** 1 hour per week

### **CSC-104** College Reading 2 Credits

CSC-104 is a college-level reading course designed for the skilled reader who would like to learn strategies for improving reading comprehension, enhancing textbook reading skills, and developing flexible reading rates. Reading techniques are applied to reading assignments in content areas such as sciences, social sciences, and humanities. The course is taught using lecture, computer-aided instruction, and small group participation.

**Lecture:** 2 hours per week

**Prerequisite:** College-level reading ability verified with appropriate placement test scores

### **CSC-105** College Study Skills 2 Credits

This course provides instruction and practical study techniques essential for academic success. This course emphasizes managing time, taking notes, reading textbooks efficiently, and preparing for and taking exams.

**Lecture:** 2 hours per week

### **CSC-106** College Internet Skills 1 Credit

This course covers the basics of taking an interactive course via the Internet. Students will learn how to use NIC's learning management system for Internet classes. This involves developing skills in the use of email, online discussion boards, World Wide Web access, equipment needs, and navigating an online course. Students will analyze the difference between online and traditional courses to evaluate his or her learning style in order to develop good academic skills to succeed in online classes. This course provides an excellent opportunity to learn how to navigate classes for future Internet coursework.

**Lecture:** 16 hours

### **CSC-107** College Educational Technology Skills 1 Credit

This course is designed to introduce students to Dragon Naturally Speaking Voice Recognition software and Kurzweil 3000 scan and read software. Following the introduction of both programs, students will have the choice of focusing on the one program that best meets their needs and interests.

**Lecture:** 16 hours

### **CSC-108** Tutoring Skills 1 Credit

This course provides an introduction to learning theories, styles, and techniques as related to tutoring. Topics will include active listening, effective questioning, diversity awareness, implementation of tutoring strategies, and assessment of learning styles and study skills. Participatory classroom activities will be included to develop communication, critical thinking, and problem solving skills. This course provides participants with leadership and communication skills that may be applied throughout the college experience. Students do not need to be a peer tutor to be enrolled in this course.

**Lecture:** 16 hours

### **CSC-109** TRIO Peer Tutoring, Level I 1 Credit

This course is designed to prepare peer tutors for their role as a tutor. This course provides instruction in practical tutoring techniques and processes essential for tutoring success. Students will become knowledgeable about tutoring responsibilities, tutor-

ing methodology, learning differences, boundaries, and assistive technology. Experiential learning activities will be used to develop communication, critical thinking, problem solving skills, and diversity awareness.

**Lecture:** 4 hours per day for 1 week

**CSC-110 TRIO Peer Tutoring, Level II**  
1 Credit

This course is designed to prepare peer tutors for their role as tutors. This course provides instruction in practical tutoring techniques and processes essential for tutoring success. Students will become knowledgeable about tutoring methodology, leadership, adult learners, at-risk students, cultural differences, and advanced tutoring strategies. Experiential learning activities will be used to develop communication, critical thinking, problem solving skills, and diversity awareness.

**Lecture:** 4 hours per day for 1 week

**Prerequisite:** CSC-109 with a minimum grade of C

**CSC-111 TRIO Peer Mentor Training**  
1 Credit

This course is designed to prepare peer tutors for their role as mentors. This course provides instruction in practical mentoring techniques and processes essential for mentoring success. Students will become knowledgeable about mentoring responsibilities, tutoring methodology, learning differences, boundaries, coaching, relationships, assistive technology, and campus and community resources. Experiential learning activities will be used to develop communication, critical thinking, problem solving skills, and diversity awareness.

**Lecture:** 4 hours per day for 1 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-161 Exterior and Interior Renovation**  
1 Credit

Exterior and Interior Renovation provides classroom introduction to basic automotive refinishing and primarily covers automotive detailing. Automotive finishes, products used, and techniques will be covered. Emphasis will be placed on prewash, exterior polish, and interior renovation of "live" customer vehicles. Health and safety issues will also be covered.

**Lecture:** 6 hours per week for 2 weeks

**ACRR-162 Fundamentals of Collision Repair**  
4 Credits

Fundamentals of Collision Repair provides classroom introduction and discussion related to the fundamentals of collision repair, welding, trim and hardware, and exterior panel repair for automobiles. Vehicle construction and terminology, collision energy management, automotive fasteners, and bolt-on replacement parts will also be covered in addition to health and safety issues.

**Lecture:** 6 hours per week for 7 weeks

**ACRR-163 Damage Analysis and Small Dent Repair**  
2 Credits

Damage Analysis and Small Dent Repair provides classroom

introduction and discussion to automotive refinishing related to straightening and repairing steel, body fillers and application techniques, analysis of damage, and appropriate repair strategies. Health and safety issues will also be covered.

**Lecture:** 6 hours per week for 3 weeks

**ACRR-164 Introduction to Paint Refinishing**  
1 Credit

Introduction to Paint Refinishing provides classroom introduction and discussion related to automotive corrosion protection and application, and introduction to automotive painting fundamentals. Surface preparation, masking, finish identification, primers, and fundamentals of paint chemistry will also be covered. Health and safety issues will also be covered.

**Lecture:** 6 hours per week for 3 weeks

**ACRR-165L Collision Repair Lab I**  
6 Credits

Collision Repair Lab I 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 utilized. Health and safety practices are promoted.

**Lab:** 19 hours per week for 8 weeks

**ACRR-166L Collision Repair Lab II**  
5 Credits

This course is a continuation of the hands-on concepts covered in ACRR-165L and includes 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 utilized.

**Lab:** 19 hours per week for 8 weeks

**ACRR-171 Paint Refinishing Fundamentals**  
3 Credits

Paint Refinishing Fundamentals provides classroom introduction and discussion related to safety and the environment; refinish equipment; and color theory, application, tinting, and blending. MSDS, environmental laws, and material mixing will also be covered in addition to health and safety issues.

**Lecture:** 6 hours per week for 5 weeks

**ACRR-172 Damage Analysis and Estimating**  
2 Credits

Damage Analysis and Estimating provides classroom introduction and discussion related to vehicle construction and vehicle identification numbers (VIN), collision repair estimates, crash manuals, damage analysis, and introduction to measuring. Damage reporting, cooling systems, air conditioning, and interior analysis will also be covered in addition to health and safety issues.

**Lecture:** 6 hours per week for 4 weeks

**ACRR-173 Measurement and Structural Analysis**  
2 Credits

Measurement and Structural Analysis provides classroom introduction and discussion related to damage conditions, point-to-point measuring and three-dimensional measuring, and structural steel parts. Frame sectioning and vehicle body assembly will also be covered in addition to health and safety issues.

**Lecture:** 6 hours per week for 4 weeks



**ACRR-174 Surface Prep and Adhesive Bonding**

1 Credit

Surface Prep and Adhesive Bonding provides classroom introduction and discussion related to adhesive bonding, and panel removal and installation will also be covered in addition to health and safety issues.

**Lecture:** 6 hours per week for 2 weeks

**ACRR-175L Collision Repair Lab III**

5 Credits

Collision Repair Lab III features hands-on shop experience in all phases of auto refinishing, gas metal arc welding, basic body panel repair techniques, and fiberglass and plastic parts repair. Mock-up vehicles as well as actual customer work will be utilized. Health and safety practices are promoted.

**Lab:** 19 hours per week for 8 weeks

**ACRR-176L Collision Repair Lab IV**

5 Credits

Collision Repair Lab IV 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 utilized. Health and safety practices are promoted.

**Lecture:** 22.5 hours per week for 8 weeks

## COMMUNICATION

**COMM-101 Introduction to Speech Communication**

3 Credits

This course introduces students to what communication is and how it affects human interaction. Emphasis is on public speaking with attention to audience analysis, organizational, and delivery skills. The controlled and supportive classroom environment is an ideal setting for students to practice and perfect those communication skills of effective speaking and critical listening valued in all professions, the community, and personal relations. 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

**Prerequisite:** Entry is based on an appropriate score on the placement test, either COMPASS E-Write > 5, COMPASS Writing > 67, ACT > 7, SAT Verbal > 440, or a grade of C- or above in ENGL-099

**Recommended:** ENGL-101

**COMM-103 Oral Interpretation**

3 Credits

Making literature come alive through effective reading and interpreting is the goal of this course. Students will learn to select, analyze, and perform literary pieces including stories, plays, poems, and famous orations. COMM-103 is a useful elective for elementary education, performing arts, literature, and communication majors, as well as for parents.

**Lecture:** 3 hours per week

**COMM-111 Interview Techniques**

2 Credits

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-209 Argumentation**

3 Credits

This course is an introduction to the principles and practices of argumentation as a form of communication. Analysis, reasoning, evidence, and refutation skills are stressed. It provides skills in reasoned argumentation and is useful for pre-law, business, and careers where logical analysis and structured reasoning is stressed.

**Lecture:** 3 hours per week

**Recommended:** COMM-101 and strong college-level reading and writing skills

**COMM-212 Nonverbal Communication**

3 Credits

This course is an introduction to the basic concepts in the study of body language, symbols, and various means of communicating without using spoken language. The study of nonverbal communication will help students better understand how people communicate in relationships at work and at home, and may create an awareness of the student’s own nonverbal communication style.

**Lecture:** 3 hours per week

**COMM-220 Introduction to Intercultural Communication**

3 Credits

This course is an introduction to 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 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. This course satisfies the cultural diversity requirement for the A.A. degree and partially satisfies the arts and humanities requirement for the A.S. degree.

**Lecture:** 3 hours per week

**Prerequisite:** COMM-101

**COMM-233 Interpersonal Communication**

3 Credits

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 where relationships must be developed and maintained.

**Lecture:** 3 hours per week

**COMM-236 Small Group Communication**

3 Credits

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 others’ behaviors for success. The course will combine theory and practical application.

**Lecture:** 3 hours per week

**COMM-252 Introduction to Public Relations**  
3 Credits

This course examines issues, tasks, and responsibilities of public relations practitioners in a variety of professional settings. Public relations is a strategic communication process that builds mutually beneficial relationships between organizations and their publics. This course will cover the theories and foundations of public relations and provide an overview of the principles, strategies, and practices of the profession. Legal and ethical issues facing public relations professionals will also be addressed. Multiple writing assignments address basic requirements of public relations professionals.

**Lecture:** 3 hours per week

**Prerequisites:** COMJ-121, COMJ-140, ENGL-101

**COMPUTER AIDED DESIGN  
TECHNOLOGY**

**NOTE:** Course enrollment requires prior acceptance into the Computer Aided Design Technology program. Successful completion of each semester and/or permission of the instructor is required for enrollment in the next semester.

**CADT-102A Technical Sketching-Architectural Applications**  
2 Credits

CADT-102A is an introduction to architectural design principles and applications including terminology and fundamentals, size and shape descriptions, projection methods, floor plans, elevation, views, and drawing reproduction processes.

**Lecture/Lab:** 3 hours per week

**CADT-104A CAD Graphics I-Architectural Applications**  
2 Credits

CADT-104A is an introduction to the components utilized in CAD technology. The primary focus will be on learning the fundamental capabilities of the current CAD program and how it applies to architectural design principles and applications.

**Lecture/Lab:** 6 hours per week

**CADT-104M CAD Graphics I-Mechanical Applications**  
2 Credits

CADT-104M is an introduction to the components utilized in Computer Aided Design (CAD) technology. The primary focus will be on learning the fundamental capabilities of the current CAD program and how they apply to mechanical design principles and applications. Concentrated efforts will be made to stress learning 2-D CAD commands and the importance of accuracy and clarity toward basic drawing solutions.

**Lecture/Lab:** 6 hours per week

**CADT-105 Descriptive Geometry**  
3 Credits

CADT-105 focuses 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 skills in pattern development. 2-D CAD software will be used as the instructional platform. Concepts will be reinforced through hands-on activities that focus on theories discussed.

**Lecture:** 3 hours per week

**CADT-106A CAD Graphics II-Architectural Applications**  
2 Credits

The primary focus of CADT-106A will be on learning the advanced capabilities of the current CAD program and how it applies to architectural design principles and applications. This course is a continuation of CADT-104A CAD Graphics I - Architectural Applications.

**Lecture/Lab:** 6 hours per week

**Prerequisite:** CADT-104A

**CADT-106M CAD Graphics II-Mechanical Applications**  
2 Credits

CADT-106M is a continuation of CADT-104M. The primary focus will be on learning advanced concepts of the current CAD program and how they apply to mechanical design principles and applications. Concentrated efforts will be made to stress learning CAD commands and the importance of accuracy and clarity toward basic drawing solutions.

**Lecture/Lab:** 6 hours per week

**Prerequisite:** CADT-104M

**CADT-109 Basic Mechanical Design**  
4 Credits

CADT-109 is developed for the second semester entry-level mechanical design student in the Computer Aided Design Technology program. The focus is to learn contemporary documentary procedures toward 2-D mechanical working drawings in accordance with current industry standards. Students will use 2-D CAD software as a design platform. Concentrated efforts will be made to stress the importance of accuracy and clarity in mechanical working drawings, procedures, and practices. Emphasis will also be placed on developing confidence and proficiency in the development of contemporary working drawings. In the lecture/lab environment students will be presented with hands-on assignments/projects to reinforce learning outcomes.

**Lecture/Lab:** 4 hours per week

**Prerequisites:** CADT-104M and CADT-106M with a minimum grade of C- or instructor permission

**CADT-131 Residential Architecture I**  
4 Credits

CADT-131 is an introduction to residential construction techniques including terminology, media, line conventions, architectural lettering, scaling, floor plans, elevations, dimensioning techniques and building codes. Emphasis is placed on architectural standards. Various architectural CAD software applications will be utilized.

**Lecture/Lab:** 5 hours per week

**Prerequisites:** CADT-106A or instructor permission

**CADT-133 Commercial Architecture I**  
2 Credits

CADT-133 is an introduction to commercial techniques including materials, equipment, fixtures, and building codes. Development of various working drawings will be included. Various architectural software applications will be utilized.

**Lecture/Lab:** 3 hours per week

**Prerequisite:** CADT-106A or instructor permission

**CADT-201 Architectural Print Reading and Estimating**  
2 Credits

CADT-201 is an introduction to print reading and interpretation, layout, terminology, materials, construction methods, dimensions,

symbols, building codes, estimating techniques, and methods of preparing estimates.

**Lecture:** 2 hours per week

### **CADT-202 Residential Architecture II**

*4 Credits*

CADT-202 focuses on residential architectural standards, fixtures, floor plans, sections, elevations, stairs, roofs, foundations, and building codes. Primary focus is on wood construction techniques, terminology, and materials. Various architectural CAD software applications will be utilized.

**Lecture/Lab:** 5 hours per week

**Prerequisite:** CADT-131 or instructor permission

### **CADT-203 Commercial Architecture II**

*3 Credits*

CADT-203 focuses on commercial construction techniques including materials, equipment, fixtures, and building codes. Development of various working drawings will be included. Various architectural CAD software applications will be utilized.

**Lecture/Lab:** 4 hours per week

**Prerequisite:** CADT-133 or instructor permission

### **CADT-204 Residential Architecture III**

*4 Credits*

CADT-204 focuses on advanced residential architectural standards, fixtures, floor plans, sections, elevations, stairs, roofs, foundations, and building codes. Development of various working drawings will be included. Various architectural CAD software applications will be utilized.

**Lecture/Lab:** 5 hours per week

**Prerequisite:** CADT-202 or instructor permission

### **CADT-205 Commercial Architecture III**

*3 Credits*

CADT-205 focuses on advanced commercial construction techniques including materials, equipment, fixtures, and building codes. Development of various working drawings will be included. Various architectural CAD software applications will be utilized.

**Lecture/Lab:** 4 hours per week

**Prerequisite:** CADT-203 or instructor permission

### **CADT-207 Building Design Integration**

*2 Credits*

CADT-207 focuses on building design with the integration of design principles, structural components and the mechanical, electrical and plumbing systems. Development of various working drawings will be included. Various architectural software applications will be utilized.

**Lecture/Lab:** 3 hours per week

**Corequisite:** CADT-204 and CADT-205, or instructor permission

### **CADT-250 SolidWorks I**

*2 Credits*

CADT-250 is an introduction to SolidWorks and presents fundamental principles toward feature-based parametric modeling and design. Emphasis will be on using basic tools toward the creation of parts, assemblies, and drawings.

**Lecture/Lab:** 3 hours per week

### **CADT-252 SolidWorks II**

*2 Credits*

CADT-252 is a continuation of CADT-250 and presents more in-depth knowledge with feature-based parametric modeling and

design. Emphasis will be on parts, assemblies, and drawings.

**Lecture/Lab:** 3 hours per week

**Prerequisite:** CADT-250

### **CADT-253 Industrial Processes**

*3 Credits*

CADT-253 introduces the product cycle theory in regard to Machine Control Processes via CAD/CAM/CAE methodology. CADT-253 is an exploratory/hands-on learning environment that includes visiting local industries to gain understanding of industrial processes and their role in the product cycle process. Students will be introduced to rapid-prototyping and produce rapid-prototype parts.

**Lecture:** 3 hours per week

### **CADT-254 Power Transmission**

*3 Credits*

CADT-254 is an introduction to kinematic analysis of mechanical mechanisms and the transmission of power. Using selected computer aided design programs, students will gain understanding of linkages, gears, cams, belts, and chain systems.

**Lecture:** 3 hours per week

**Prerequisites:** CADT-250, CADT-253, and MATH-024

**Corequisites:** CADT-257, MATH-143, and MATH-143D

### **CADT-255 Geometric Dimensioning and Tolerancing**

*3 Credits*

CADT-255 builds on the knowledge learned in CADT-109. This course will focus on geometric dimensioning and tolerancing principles and standards as they relate to working drawings. Topics include, but are not limited to, symbols, datum selection, feature control frames, and related tolerances. Students will learn to interpret and apply geometric dimensioning and tolerancing standards to drawings.

**Lecture:** 3 hours per week

### **CADT-257 Advanced Mechanical Design**

*4 Credits*

CADT-257 places further emphasis on learning feature-based parametric software for the creation of parts, assemblies, and drawings while gaining further knowledge in computer aided design technology. The primary focus of the course will be in combination of using parametric software toward design intent. Students will continue to produce actual parts through the cooperation of the NIC Machine Technology program and will be expected to choose a final project of which they will design, develop, produce working drawings, and present to the class for their final grade. This final project will be at the student's own expense.

**Lecture:** 4 hours per week

**Prerequisites:** CADT-255 with a minimum grade of C- and/or instructor permission

### **CADT-261 Statics and Strengths of Materials**

*3 Credits*

CADT-261 introduces the basics of statics and strengths of materials without calculus. Students will study stress and strength factors of rigid bodies toward practical mechanical design problems. A good understanding of algebra and trigonometry, along with a knowledge of Microsoft Excel and CAD systems, are recommended to solve a variety of problems.

**Lecture:** 3 hours per week

**Prerequisites:** MATH-143 and MATH-143D or higher, MATH-024 or higher, or instructor permission



**COMPUTER APPLICATIONS**
**CAPS-112**

1 Credit

**Keyboarding I  
(same as CAOT-112)**

This course 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 an important course for those who want to learn to key by touch and is especially useful for word processing. Prior completion of other courses is not required. Same course as CAOT-112. Students majoring in the following should take CAOT-112: Administrative Assistant, Computer Applications, Legal Administrative Assistant, Medical Administrative Assistant, Medical Billing Specialist, Medical Office Transcriptionist/Pre-Health Information Technology, Medical Receptionist, Medical Transcriptionist, Office Specialist/Receptionist, Paralegal, and Virtual Administrative Assistant.

**CAPS-113**

1 Credit

**Keyboarding II  
(same as CAOT-113)**

CAPS-113 is a continuation of CAPS-112. Emphasis is placed on improving keystroke efficiency and on reinforcing and building keying speed and accuracy. Same course as CAOT-113. Students majoring in the following should take CAOT-113: Administrative Assistant, Computer Applications, Legal Administrative Assistant, Medical Administrative Assistant, Medical Billing Specialist, Medical Office Transcriptionist/Pre-Health Information Technology, Medical Receptionist, Medical Transcriptionist, Office Specialist/Receptionist, Paralegal, and Virtual Administrative Assistant.

**Prerequisite:** CAPS-112 with a minimum grade of C-. Students may enroll and complete these courses during the same semester.

**CAPS-115**

1 Credit

**Outlook  
(same as CAOT-115)**

This course will introduce the functions used in Microsoft Outlook including email messages, calendar, contacts, tasks, journals, and notes. It is a required course in some Computer Application Office Technology programs. Prior completion of other courses is not required. This course is based on hardware and software that uses the Windows operating system. Same course as CAOT-115. Students majoring in the following should take CAOT-115: Administrative Assistant, Computer Applications, Legal Administrative Assistant, Medical Administrative Assistant, Medical Billing Specialist, Medical Office Transcriptionist/Pre-Health Information Technology, Medical Receptionist, Medical Transcriptionist, Office Specialist/Receptionist, Paralegal, and Virtual Administrative Assistant.

**CAPS-120**

1 Credit

**Word Processing/Word I  
(same as CAOT-120)**

This course provides an introduction to word processing fundamentals in a hands-on environment with business-oriented examples. It includes creating, storing, retrieving, editing, printing, formatting paragraphs and documents, and tables. This is a valuable course for those who want to learn how to use word processing software. This is a required course in the Accounting Assistant and Resort Recreation Management programs. This course fulfills the first credit of the word processing requirement for the Computer Applications and Office Technology, Medical Assistant, and Business Education programs. This course is based on hardware and software that uses the Windows operating system. Same course as CAOT-120. Students majoring in the following should take CAOT-120: Administrative Assistant, Computer Applications, Legal Administrative Assistant, Medical Administrative Assistant, Medical Billing Specialist, Medi-

cal Office Transcriptionist/Pre-Health Information Technology, Medical Receptionist, Medical Transcriptionist, Office Specialist/Receptionist, Paralegal, and Virtual Administrative Assistant.

**Recommended:** Completion of CAPS-112

**CAPS-121**

1 Credit

**Word Processing/Word II  
(same as CAOT-121)**

This course is a continuation of CAPS-120. This course provides additional word processing functions, including graphics, themes and building blocks, merging, styles, templates, and developing multi-page documents. This course is based on hardware and software that uses the Windows operating system. Same course as CAOT-121. Students majoring in the following should take CAOT-121: Administrative Assistant, Computer Applications, Legal Administrative Assistant, Medical Administrative Assistant, Medical Billing Specialist, Medical Office Transcriptionist/Pre-Health Information Technology, Medical Receptionist, Medical Transcriptionist, Office Specialist/Receptionist, Paralegal, and Virtual Administrative Assistant.

**Prerequisites:** CAPS-112 and CAPS-120 with a minimum grade of C-. Students may enroll and complete these courses during the same semester.

**CAPS-122**

1 Credit

**Word Processing/Word III  
(same as CAOT-122)**

This course is a continuation of CAPS-121. This course provides instruction in advanced word processing functions including working with references, integrating Word with other programs, advanced graphics, forms, collaboration, and customizing Word. This course is based on hardware and software that uses the Windows operating system. Same course as CAOT-122. Students majoring in the following should take CAOT-122: Administrative Assistant, Computer Applications, Legal Administrative Assistant, Medical Administrative Assistant, Medical Billing Specialist, Medical Office Transcriptionist/Pre-Health Information Technology, Medical Receptionist, Medical Transcriptionist, Office Specialist/Receptionist, and Virtual Administrative Assistant.

**Prerequisite:** CAPS-112 and CAPS-121 with a minimum grade of C-. Students may enroll and complete these courses during the same semester.

**CAPS-130**

1 Credit

**Spreadsheets/Excel I  
(same as CAOT-130)**

This course is an introduction to spreadsheet fundamentals. This is a hands-on class that includes basic spreadsheet construction and formatting, formulas and functions, charts, and basic data analysis. This course fulfills the first credit of the spreadsheets requirement for the Accounting Assistant and Computer Applications and Office Technology programs and the spreadsheet requirement for the Resort Recreation Management program. Some computer knowledge and basic math skills are recommended. This course is based on hardware and software that uses the Windows operating system. Same course as CAOT-130. Students majoring in the following should take CAOT-130: Administrative Assistant, Computer Applications, Legal Administrative Assistant, Medical Administrative Assistant, Medical Billing Specialist, Medical Receptionist, Office Specialist/Receptionist, Paralegal, and Virtual Administrative Assistant.

**CAPS-131**

1 Credit

**Spreadsheets/Excel II  
(same as CAOT-131)**

CAPS-131 is a continuation of CAPS-130. This course provides additional spreadsheets functions including managing workbook data, using tables, analyzing table data, automating worksheet tasks, enhancing charts, sharing files, and incorporating web information. This course fulfills the second credit of the spreadsheets requirement for the Accounting Assistant and Computer Applications and Of-

Office Technology programs. This course is based on hardware and software that uses the Windows operating system. Same course as CAOT-131. Students majoring in the following should take CAOT-131: Administrative Assistant, Computer Applications, Legal Administrative Assistant, Medical Administrative Assistant, Medical Billing Specialist, Office Specialist/Receptionist, and Virtual Administrative Assistant.

**Prerequisite:** CAPS-130 with a minimum grade of C-. Students may enroll and complete these courses during the same semester.

**CAPS-132** **Spreadsheets/Excel III**  
*1 Credit* **(same as CAOT-132)**

CAPS-132 is a continuation of CAPS-131. This course provides additional spreadsheets functions including using what-if analyses, pivot tables, importing and exporting data, advanced worksheet management, and macros. This course fulfills the third credit of the spreadsheets requirement for the Accounting Assistant and Computer Applications and Office Technology programs. This course is based on hardware and software that uses the Windows operating system. Same course as CAOT-132. Students majoring in the following should take CAOT-132: Administrative Assistant, Computer Applications, Legal Administrative Assistant, Medical Administrative Assistant, Medical Billing Specialist, Office Specialist/Receptionist, and Virtual Administrative Assistant.

**Prerequisite:** CAPS-131 with a minimum grade of C-. Students may enroll and complete these courses during the same semester.

**CAPS-140** **Database/Access I**  
*1 Credit* **(same as CAOT-140)**

This course is an introduction to database management fundamentals. This is a hands-on course that includes basic skills for designing and manipulating a database, building and using queries, sorting and editing records, using forms and reports, and introducing database relationships. This course fulfills the first credit of the database requirement for Computer Applications and Office Technology and Resort Recreation Management programs. This course is based on hardware and software that uses the Windows operating system. Same course as CAOT-140. Students majoring in the following should take CAOT-140: Administrative Assistant, Computer Applications, Legal Administrative Assistant, Medical Administrative Assistant, Medical Billing Specialist, Medical Receptionist, Medical Transcriptionist, Office Specialist/Receptionist, Paralegal, and Virtual Administrative Assistant.

**CAPS-141** **Database/Access II**  
*1 Credit* **(same as CAOT-141)**

CAPS-141 is a continuation of CAPS-140. This hands-on course includes intermediate skills in database management software including advanced query, forms, and reports; importing and exporting data; working with wizards and design view; and analyzing data. This course fulfills the second credit of the database requirement for Computer Applications and Office Technology programs. This course is based on hardware and software that uses the Windows operating system. Same course as CAOT-141. Students majoring in the following should take CAOT-141: Administrative Assistant, and Computer Applications.

**Prerequisite:** Complete CAPS-140 or CAOT-140 with a minimum grade of C-. Students may enroll and complete these courses during the same semester.

**CAPS-142** **Database/Access III**  
*1 Credit* **(same as CAOT-142)**

CAPS-142 is a continuation of CAPS-141. This hands-on course

includes advanced skills in database management software including advanced reports, managing database objectives, macros, modules, and maintaining a database. This course fulfills the third credit of the database requirement for Computer Applications and Office Technology programs. This course is based on hardware and software that uses the Windows operating system. Same course as CAOT-142. CAOT majors should enroll in CAOT-142.

**Prerequisite:** Complete CAPS-141 or CAOT-141 with a minimum grade of C-. Students may enroll and complete these courses during the same semester.

**CAPS-150** **PowerPoint**  
*1 Credit* **(same as CAOT-150)**

This course provides an introduction to presentation software fundamentals using PowerPoint. A hands-on course that uses business-oriented examples, it includes planning, creating, storing, retrieving, editing, formatting, and viewing presentations. This is a valuable course for those who want to learn how to use presentation software. This course can be an elective for the Computer Applications and Office Technology programs. This course is based on hardware and software that uses the Windows operating system. Same course as CAOT-150. CAOT majors should enroll in CAOT-150.

**Recommended:** Some keyboarding proficiency

**CAPS-160** **Desktop Publishing/Publisher I**  
*1 Credit* **(same as CAOT-160)**

This course provides an introduction to desktop publishing fundamentals using Microsoft Publisher. A hands-on course, it includes creating, storing, retrieving, editing, and printing business publications. This course is based on hardware and software that uses the Windows operating system. Same course as CAOT-160. Students majoring in the following should take CAOT-160: Administrative Assistant, Medical Administrative Assistant, Office Specialist/Receptionist, and Virtual Administrative Assistant.

**Recommended:** Some keyboarding proficiency

**CAPS-161** **Desktop Publishing/Publisher II**  
*1 Credit* **(same as CAOT-161)**

CAPS-161 is a continuation of CAPS-160. This course will take an intermediate look at desktop publishing using Microsoft Publisher. This course is hands-on and will further explore desktop publishing techniques and terminology. This is a valuable course for those who create in-house publications. This course is based on hardware and software that uses the Windows operating system. Same course as CAOT-161. Students majoring in the following should take CAOT-161: Administrative Assistant, Medical Administrative Assistant, Office Specialist/Receptionist, and Virtual Administrative Assistant.

**Prerequisite:** Complete CAPS-160 or CAOT-160 with a minimum grade of C-. Students may enroll and complete these courses during the same semester.

**COMPUTER APPLICATIONS  
 OFFICE TECHNOLOGY**

**CAOT-102** **Introduction to  
 Computers for Seniors II**  
*1 Credit*

This course covers intermediate understanding and use of the computer for word processing and spreadsheets and beginning presentations. This course will include a further understanding of text and graphics in Word, and understanding and using formulas and functions in Excel, and using PowerPoint templates and customizing slide shows. A hands-on course using real-world applica-

tions and uses, it is a valuable course for those who want to gain an intermediate knowledge of technology.

**Recommended:** CAOT-101

**CAOT-110**  
*1 Credit***Windows I**

CAOT-110 provides an introduction to the Windows operating system. The course includes utilizing and controlling windows, Help, file management using My Computer and Windows Explorer, sharing data between applications, printing using Print Manager, and working with the Control Panel. This course is useful for anyone who wants to learn how to use Windows software.

**Recommended:** Basic keyboarding

**CAOT-111**  
*1 Credit***Windows II**

CAOT-111 is a continuation of CAOT-110. It is a valuable resource for those who are looking to enhance their operating system experience with tips and tricks to add to the usefulness of their Windows knowledge. This course is intended to provide students with the ability to become comfortable using the Windows operating system for personal and business reasons. A hands-on course using real-world personal and business functions, it is a valuable course for those who want to gain more extensive knowledge of the current Windows technology.

**Prerequisite:** CAOT-110 with a minimum grade of C-. Students may enroll and complete these courses during the same semester.

**CAOT-112**  
*1 Credit***Keyboarding I**

CAOT-112 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 an important course for those who want to learn to key by touch and is especially useful for word processing. Prior completion of other courses is not required. Enrollment in this course is restricted to professional-technical students who are declared majors in a program for which it is required (see program requirements in current catalog).

**CAOT-113**  
*1 Credit***Keyboarding II**

CAOT-113 is a continuation of CAOT-112. Emphasis is placed on improving keystroke efficiency and on reinforcing and building keying speed and accuracy. Enrollment in this course is restricted to professional-technical students who are declared majors in a program for which it is required (see program requirements in current catalog).

**Prerequisite:** CAOT-112 with a minimum grade of C-. Students may enroll and complete these courses during the same semester.

**CAOT-114**  
*1 Credit***Internet I**

This course will cover use of the Internet including information about the World Wide Web, connecting to and researching on the Internet, using email, exploring blogs, exploring copyright issues, and privacy and security concerns. This course is intended to provide students with the ability to become comfortable using the Internet for personal and business reasons. This is a hands-on course using real-world personal and business websites and is a valuable course for those who want to gain a beginning knowledge of current Internet technology. It is a required course in some Computer Applications and Office Technology programs. Prior completion of other courses is not required.

**CAOT-115**  
*1 Credit***Outlook**

This course will introduce the functions used in Microsoft Outlook including email messages, calendar, contacts, tasks, journals, and notes. It is a required course in some Computer Application Office Technology programs. Prior completion of other courses is not required. This course is based on hardware and software that uses the Windows operating system. Enrollment in this course is restricted to professional-technical students who are declared majors in a program for which it is required (see program requirements in current catalog).

**CAOT-120**  
*1 Credit***Word Processing/Word I**

CAOT-120 provides an introduction to word processing fundamentals in a hands-on environment with business-oriented examples. It includes creating, storing, retrieving, editing, printing, formatting paragraphs and documents, and tables. This is a valuable course for those who want to learn how to use word processing software. This is a required course in the Accounting Assistant and Resort Recreation Management programs. This course fulfills the first credit of the word processing requirement for the Computer Applications and Office Technology, Medical Assistant, and Business Education programs. This course is based on hardware and software that uses the Windows operating system. Enrollment in this course is restricted to professional-technical students who are declared majors in a program for which it is required (see program requirements in current catalog).

**Recommended:** Completion of CAOT-112

**CAOT-121**  
*1 Credit***Word Processing/Word II**

CAOT-121 is a continuation of CAOT-120. This course provides additional word processing functions, including graphics, themes and building blocks, merging, styles, templates, and developing multi-page documents. This course is based on hardware and software that uses the Windows operating system. Enrollment in this course is restricted to professional-technical students who are declared majors in a program for which it is required (see program requirements in current catalog).

**Prerequisites:** CAOT-112 and CAOT-120 with a minimum grade of C-. Students may enroll and complete these courses during the same semester.

**CAOT-122**  
*1 Credit***Word Processing/Word III**

CAOT-122 is a continuation of CAOT-121. This course provides instruction in advanced word processing functions including working with references, integrating Word with other programs, advanced graphics, forms, collaboration, and customizing Word. This course is based on hardware and software that uses the Windows operating system. Enrollment in this course is restricted to professional-technical students who are declared majors in a program for which it is required (see program requirements in current catalog).

**Prerequisite:** CAOT-112 and CAOT-121 with a minimum grade of C-. Students may enroll and complete these courses during the same semester.

**CAOT-130**  
*1 Credit***Spreadsheets/Excel I**

CAOT-130 is an introduction to spreadsheet fundamentals. This is a hands-on class that includes basic spreadsheet construction and formatting, formulas and functions, charts, and basic data analysis. This course fulfills the first credit of the spreadsheets requirement for the Accounting Assistant and Computer Applications and



Office Technology programs and the spreadsheet requirement for the Resort Recreation Management program. Some computer knowledge and basic math skills are recommended. This course is based on hardware and software that uses the Windows operating system. Enrollment in this course is restricted to professional-technical students who are declared majors in a program for which it is required (see program requirements in current catalog).

**CAOT-131** **Spreadsheets/Excel II**  
1 Credit

CAOT-131 is a continuation of CAOT-130. This course provides additional spreadsheets functions including managing workbook data, using tables, analyzing table data, automating worksheet tasks, enhancing charts, sharing files, and incorporating web information. This course fulfills the second credit of the spreadsheets requirement for the Accounting Assistant and Computer Applications and Office Technology programs. This course is based on hardware and software that uses the Windows operating system. Enrollment in this course is restricted to professional-technical students who are declared majors in a program for which it is required (see program requirements in current catalog).

**Prerequisite:** CAOT-130 with a minimum grade of C-. Students may enroll and complete these courses during the same semester.

**CAOT-132** **Spreadsheets/Excel III**  
1 Credit

CAOT-132 is a continuation of CAOT-131. This course provides additional spreadsheets functions including using what-if analyses, pivot tables, importing and exporting data, advanced worksheet management, and macros. This course fulfills the third credit of the spreadsheets requirement for the Accounting Assistant and Computer Applications and Office Technology programs. This course is based on hardware and software that uses the Windows operating system. Enrollment in this course is restricted to professional-technical students who are declared majors in a program for which it is required (see program requirements in current catalog).

**Prerequisite:** CAOT-131 with a minimum grade of C-. Students may enroll and complete these courses during the same semester.

**CAOT-140** **Database/Access I**  
1 Credit

CAOT-140 is an introduction to database management fundamentals. This is a hands-on course that includes basic skills for designing and manipulating a database, building and using queries, sorting and editing records, using forms and reports, and introduces database relationships. This course fulfills the first credit of the database requirement for Computer Applications and Office Technology and Resort Recreation Management programs. This course is based on hardware and software that uses the Windows operating system. Enrollment in this course is restricted to professional-technical students who are declared majors in a program for which it is required (see program requirements in current catalog).

**CAOT-141** **Database/Access II**  
1 Credit

CAOT-141 is a continuation of CAOT-140. This hands-on course includes intermediate skills in database management software including advanced query, forms, and reports; importing and exporting data; working with wizards and design view; and analyzing data. This course fulfills the second credit of the database requirement for Computer Applications and Office Technology programs. This course is based on hardware and software that uses the Windows operating system. Enrollment in this course is restricted to professional-technical students who are declared majors in a program for which it is required (see program requirements

in current catalog).

**Prerequisite:** Complete CAOT-140 with a minimum grade of C-. Students may enroll and complete these courses during the same semester.

**CAOT-142** **Database/Access III**  
1 Credit

CAOT-142 is a continuation of CAOT-141. This hands-on course includes advanced skills in database management software including advanced reports, managing database objectives, macros, modules, and maintaining a database. This course fulfills the third credit of the database requirement for Computer Applications and Office Technology programs. This course is based on hardware and software that uses the Windows operating system. Enrollment in this course is restricted to professional-technical students who are declared majors in a program for which it is required (see program requirements in current catalog).

**Prerequisite:** Complete CAOT-141 with a minimum grade of C-. Students may enroll and complete these courses during the same semester.

**CAOT-150** **PowerPoint**  
1 Credit

CAOT-150 provides an introduction to presentation software fundamentals using PowerPoint. A hands-on course that uses business-oriented examples, it includes planning, creating, storing, retrieving, editing, formatting, and viewing presentations. This is a valuable course for those who want to learn how to use presentation software. This course can be an elective for the Computer Applications and Office Technology programs. This course is based on hardware and software that uses the Windows operating system. Enrollment in this course is restricted to professional-technical students who are declared majors in a program for which it is required (see program requirements in current catalog).

**Recommended:** Some keyboarding proficiency

**CAOT-160** **Desktop Publishing/Publisher I**  
1 Credit

CAOT-160 provides an introduction to desktop publishing fundamentals using Microsoft Publisher. A hands-on course, it includes creating, storing, retrieving, editing, and printing business publications. This course is based on hardware and software that uses the Windows operating system. Enrollment in this course is restricted to professional-technical students who are declared majors in a program for which it is required (see program requirements in current catalog).

**Recommended:** Some keyboarding proficiency

**CAOT-161** **Desktop Publishing/Publisher II**  
1 Credit

CAOT-161 is a continuation of CAOT-160. This course will take an intermediate look at desktop publishing using Microsoft Publisher. This course is hands-on and will further explore desktop publishing techniques and terminology. This is a valuable course for those who create in-house publications. This course is based on hardware and software that uses the Windows operating system. Enrollment in this course is restricted to professional-technical students who are declared majors in a program for which it is required (see program requirements in current catalog).

**Prerequisite:** Complete CAOT-160 with a minimum grade of C-. Students may enroll and complete these courses during the same semester.

**CAOT-162** **Introduction to  
Computer Applications**  
2 Credits

CAOT-162 is a rich interactive learning experience designed to give students the basic tools and aptitudes they need to meet today's technology challenges. This course explores how computers

and their peripheral devices work and the capabilities of software to meet the needs of the user. Emphasis is placed on the use of computers to manage information for personal and professional uses. Software applications in word processing, spreadsheets, and databases are used during the semester. Lab assignments using software applications are a major portion of the course requirement. No prior experience is necessary.

**CAOT-164 Computer Fundamentals for Tech Programs**  
*1 Credit*

This course covers basic computer concepts including computer hardware, computer software, and using an operating system. Emphasis will be placed on current industry-recognized business applications. Students will become familiar with the basic operations and performance of personal computers. This course is based on hardware and software that uses the Windows operating system.

**Lecture:** 1 hour per week

**CAOT-165 Productivity Software for Tech Programs**  
*1 Credit*

This course covers productivity software based on Microsoft Office including common program functions, word processing functions, spreadsheet functions, and presentation software functions. Emphasis will be placed on current industry-recognized business applications. This course is based on hardware and software that uses the Windows operating system.

**CAOT-166 Living Online for Tech Programs**  
*1 Credit*

This course covers the basics of the Internet, including networks and the Internet, email, using the Internet, and the impact of computing and the Internet on society. Emphasis will be placed on current industry-recognized business applications. This course is based on hardware and software that uses the Windows operating system.

**Lecture:** 1 hour per week

**CAOT-168 Integrated Medical Office Software**  
*3 Credits*

This course presents the use of an integrated medical practice management and electronic health record system (PM/EHR) in a medical office setting. Students first learn the conceptual framework both for medical billing and for the use of electronic health records in medical documentation and patient management. By working through exercises of increasing difficulty that simulate use of a PM/EHR, students develop transferable skills needed to manage the required software tasks across the total patient encounter. Concepts learned in this course are general enough to cover most integrated medical 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 Assistant, Medical Billing Specialist, Medical Receptionist, and the Business Leadership Medical/Healthcare Option programs.

**Lecture:** 3 hours per week

**Prerequisite:** CAOT-112

**CAOT-179 Medical Terminology**  
*2 Credits*

This course is a comprehensive introduction to terminology used in the medical field. Taking a body systems approach, 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, understanding basic human anatomy, and spelling

of medical terms.

**Lecture/Lab:** 2 hours per week

**CAOT-180 Legal Issues in Health Care**  
*1 Credit*

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 communications, medical records and informed consent, and workplace legalities. This is a required course in the Medical Administrative Assistant, Medical Assistant, Medical Billing Specialist, Medical Receptionist, Medical Office Transcriptionist/Pre-Health Information Technology, and Medical Transcriptionist programs.

**CAOT-183 Business Editing and Proofreading**  
*3 Credits*

This course deals with the principles of English grammar, punctuation, sentence structure, and usage necessary for preparation of all business communications with an emphasis on proofreading, spelling, and editing documents. This is a required course in Computer Applications and Office Technology programs. It is also useful for students who need to apply correct rules or the mechanics of our language to written communications.

**Lecture:** 3 hours per week

**CAOT-184 Records Systems Management**  
*3 Credits*

This course provides instruction in the management of manual and electronic records. The life cycle of records from creation through disposal or permanent retention is covered. Emphasis is placed on the classification of records, application of the ARMA filing rules, the organization and management of manual and electronic information, types of records storage facilities, the importance of records retention programs, and the necessity of providing for the safety and security of information. The use of manual, mechanical, and automated methods of information storage and retrieval including micrographic and optical disk storage is also discussed. This is a required course in Computer Applications and Office Technology programs.

**Lecture:** 3 hours per week

**Prerequisite:** CAOT-140

**Pre/Corequisite:** CAOT-120

**CAOT-186 Medical Coding**  
*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. Exercises will cover all medical specialties including dermatology, cardiology, primary care, and orthopedics and addresses the common coding problems encountered in the real world. Skill emphasis is placed on knowledge of coding theories and practical coding applications. This is a required course in the Medical Administrative Assistant and Medical Billing Specialist programs.

**Prerequisite:** CAOT-179 with a minimum grade of C- or instructor permission

**CAOT-190 Office Specialist/ Receptionist Internship**  
*1 Credit*

This course provides supervised training in office skills through on-the-job experience. It provides a practical application of office skills

learned in the Office Specialist/Receptionist program. Students work in an office environment six hours per week for eight weeks. Instructor permission is required.

**On-the-Job Activities:** 6 hours per week for 8 weeks

### **CAOT-191 Medical Receptionist Internship I** 3 Credits

This course provides supervised training in medical receptionist skills through on-the-job experience in a medical-related office. It provides a practical application of medical receptionist skills as part of the learning process and involves approximately nine hours per week of in-office work. This is a required course in the Medical Receptionist program and is graded on a satisfactory/unsatisfactory basis.

**In-Office Work:** 9 hours per week

**Prerequisites:** Complete CAOT-179 and CAOT-212 with a minimum grade of C- and instructor permission

### **CAOT-205 Machine Transcription/ Document Formatting** 2 Credits

CAOT-205 is an introduction to machine transcription and document formatting including formatting business documents such as letters, memos, reports, agendas, itineraries, and news releases. Students prepare documents by listening to recorded dictation and transcribing the dictation using word processing software. Development of good listening skills is stressed. Emphasis is placed on developing proofreading and editing skills to produce mailable documents. This is a required course in the Computer Applications and Office Technology programs.

**Prerequisites:** CAOT-113 and CAOT-120

**Recommended:** CAOT-183

### **CAOT-210 Office Procedures** 3 Credits

This course is designed to provide students with the information necessary to be successful in today's rapidly changing office environment. In addition to providing students with opportunities to practice and use previously learned skills and abilities, topics include office technology; the global economy; increased diversity in the workplace; career planning and preparation; the importance of interpersonal, oral, and written communication skills; teamwork; critical thinking skills; ethical issues in the work environment; learning and applying effective telephone techniques; handling office callers; scheduling appointments, meetings, and conferences; making travel arrangements; handling the office mail; and stress and time management. This is a required course in Computer Applications and Office Technology programs.

**Lecture:** 3 hours per week

**Pre/Corequisite:** CAOT-120

### **CAOT-211 Machine Transcription/ Document Formatting I** 1 Credit

CAOT-211 is an introduction to machine transcription and document formatting including formatting letters and memos. Students prepare business documents by listening to recorded dictation and transcribing the dictation using word processing software. Development of good listening skills is stressed. Emphasis is placed on developing proofreading and editing skills to produce mailable documents. Prior completion or concurrent enrollment in CAOT-183 Business Editing and Proofreading is recommended. This is a required course in the Computer Applications and Office Technology programs.

**Prerequisites:** CAOT-113 and CAOT-120

### **CAOT-212 Machine Transcription/ Document Formatting II** 1 Credit

CAOT-212 is a continuation of CAOT-211. Students will enhance their machine transcription and document formatting skills and knowledge by formatting complex documents such as two-page letters, reports, agendas, itineraries, and news releases. Students prepare business documents by listening to recorded dictation and transcribing the dictation using word processing software. Development of good listening skills is stressed. Emphasis is placed on developing proofreading and editing skills to produce mailable documents. This is a required course in the Computer Applications and Office Technology programs.

**Prerequisite:** CAOT-211 with a minimum grade of C-. Students may enroll and complete these courses during the same semester.

### **CAOT-213 Legal Transcription I** 1 Credit

This course provides an introduction to the transcribing and formatting of the legal documents required in different substantive areas of law. Legal procedures required for these different types of law are also emphasized. CAOT-213 is the first credit of a two-credit sequence of legal transcription courses and covers documents and procedures required in basic civil litigation and correspondence. This is a required course in some Computer Applications and Office Technology programs.

**Prerequisites:** CAOT-212 and PLEG-106 with a minimum grade of C-

### **CAOT-214 Legal Transcription II** 1 Credit

CAOT-214 is a continuation of CAOT-213. CAOT-214 is the second credit of a three-credit sequence of legal transcription courses and covers documents and procedures required in basic probate and family law. This is a required course in some Computer Applications and Office Technology programs.

**Prerequisite:** CAOT-213 with a minimum grade of C-. Students may enroll and complete these courses during the same semester.

### **CAOT-216 Medical Transcription I** 1 Credit

This course is an introduction to transcribing recorded 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. Medical reports will be transcribed from four individual case studies covering the reproductive, musculoskeletal, cardiopulmonary, and integumentary body systems. Application testing is completed under timed conditions. This is a required course for students in the Medical Administrative Assistant, Medical Receptionist, Medical Office Transcriptionist/Pre-Health Information Technology, and Medical Transcriptionist programs.

**Prerequisites:** CAOT-179 and CAOT-212 with a minimum grade of C-

### **CAOT-217 Medical Transcription II** 1 Credit

This course is a continuation of CAOT-216. Medical reports will be transcribed from six individual case studies covering the urinary, nervous, digestive, endocrine, lymphatic, and respiratory body systems. This is a required course for students in the Medical Administrative Assistant, Medical Receptionist, Medical Office Transcriptionist/Pre-Health Information Management Technician, and Medical Transcriptionist programs.

**Prerequisite:** CAOT-216 with a minimum grade of C-. Students may enroll and complete these courses during the same semester.



**CAOT-218**  
*1 Credit*
**Medical Transcription III**

This course builds on the foundation laid in the Medical Transcription 1 and 2 courses and bridges the gap between the typically easy-to-understand dictation in the beginning transcription course and the difficult, often indistinct, dictation heard in the work environment of a medical transcriptionist. Emphasis is on proofreading and editing of medical reports, knowledge of abbreviations used in a variety of medical specialties, and speed and accuracy of transcription. Application testing is completed under timed conditions. Medical specialty areas covered include surgery, cardiology, diagnostic imaging/interventional radiology, pathology, obstetrics/gynecology, orthopedics, and gastroenterology. This is a required course for students in the Medical Transcriptionist and Medical Office Transcriptionist/Pre-Health Information Technology programs.

**Prerequisite:** CAOT-217 with a minimum grade of C-

**CAOT-219**  
*1 Credit*
**Medical Transcription IV**

This course is a continuation of CAOT-218. Medical specialty areas covered include respiratory/pulmonary medicine, urology/nephrology, oncology, hematology/infectious diseases, neurology/neurosurgery, plastic surgery, pediatrics/neonatology, otorhinolaryngology, ophthalmology, psychiatry, and dentistry/oral surgery. This is a required course for students in the Medical Transcriptionist and Medical Office Transcriptionist/Pre-Health Information Management programs.

**Prerequisite:** CAOT-218 with a minimum grade of C-. Students may enroll and complete these courses during the same semester.

**CAOT-220**  
*3 Credits*
**Administrative Support Internship I**

This course provides supervised training in administrative skills through on-the-job experience in a business office. It provides a practical application of administrative office skills as a part of the learning process and involves approximately nine hours per week of in-office work. This is a required course in the Office Specialist Receptionist, Administrative Assistant, and Virtual Assistant programs and is graded on a satisfactory/unsatisfactory basis. Instructor permission is required.

**On-the-Job Activities:** 9 hours per week

**CAOT-221**  
*3 Credits*
**Administrative Assistant Internship II**

CAOT-221 is a continuation of CAOT-220. It is a required course in the Administrative Assistant program and is graded on a satisfactory/unsatisfactory basis. Instructor permission is required.

**On-the-job Activities:** 9 hours per week

**Prerequisite:** CAOT-220 with a satisfactory grade

**CAOT-222**  
*3 Credits*
**Legal Administrative Assistant Internship I**

This course provides supervised training in administrative skills through on-the-job experience in a legal-related office. It provides a practical application of legal administrative office skills as part of the learning process and involves approximately nine hours per week of in-office work. This is a required course in the Legal Administrative Assistant program for the A.A.S. degree and advanced technical certificate and is graded on a satisfactory/unsatisfactory basis. Instructor permission is required.

**In-Office Work:** 9 hours per week

**Prerequisite:** CAOT-213 with a minimum grade of C-

**CAOT-223**  
*3 Credits*
**Legal Administrative Assistant Internship II**

This is a continuation of CAOT-222. It is a required course in the Legal Administrative Assistant program and is graded on a satisfactory/unsatisfactory basis. Instructor permission is required.

**In-Office Work:** 9 hours per week

**Prerequisite:** CAOT-222 with a satisfactory grade

**CAOT-224**  
*3 Credits*
**Medical Administrative Assistant Internship**

This course provides supervised training in administrative medical office skills through on-the-job experience in a medical-related office. It provides a practical application of administrative medical office skills as part of the learning process and involves approximately nine hours per week of in-office work. This course is graded on a satisfactory/unsatisfactory basis. Instructor permission is required.

**In-Office Work:** 9 hours per week

**Prerequisites:** CAOT-217 with a minimum grade of C- and instructor permission

**CAOT-225**  
*4 Credits*
**Medical Billing Specialist Internship I**

This course provides supervised training in medical accounts receivables/insurance billing through on-the-job experience in a medical facility. It provides practical application of medical accounts receivables/insurance billing as part of the learning process and involves approximately 11 hours per week of on-site work. This is a required course in the Medical Billing Specialist program and is graded on a satisfactory/unsatisfactory basis. Instructor permission is required.

**On-Site Work:** 11 hours per week

**Prerequisites:** ACCT-110 and CAOT-186 with a minimum grade of C- and instructor permission

**CAOT-226**  
*4 Credits*
**Medical Billing Specialist Internship II**

The Medical Billing Specialist Internship 2 is a continuation of CAOT-225. It is a required course in the Medical Billing Specialist program and is graded on a satisfactory/unsatisfactory basis. Instructor permission is required.

**On-Site Work:** 11 hours per week

**Prerequisite:** CAOT-225 with a satisfactory grade

**CAOT-227**  
*3 Credits*
**Medical Transcriptionist Internship I**

The Medical Transcriptionist Internship 1 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 part of the learning process. It involves approximately nine hours per week of on-site work. This is a required course in the Medical Transcriptionist and Medical Office Transcriptionist programs and is graded on a satisfactory/unsatisfactory basis. Instructor permission is required.

**On-Site Work:** 9 hours per week

**Prerequisite:** CAOT-217 and PHAR-151 with a minimum grade of C- and instructor permission

**CAOT-228**  
*3 Credits*
**Medical Transcriptionist Internship II**

The Medical Transcriptionist Internship 2 is a continuation of CAOT-227. It is a required course in the Medical Transcriptionist and the Medical Office Transcriptionist/Pre-Health Information Technology programs and is graded on a satisfactory/unsatisfactory basis. Instructor permission is required.

**On-Site Work:** 9 hours per week

**Prerequisite:** CAOT-227 with a satisfactory grade and instructor permission

**CAOT-250 Office Skills Capstone**  
1 Credit

This course is an application-oriented capstone assessment of students' proficiency in Computer Application and Office Technology (CAOT), Paralegal (PLEG), or Accounting Assistant skills. Only CAOT, PLEG, and Accounting Assistant majors with guidance from their advisor should enroll in this class.

**Lecture:** 1 hour per week

**COMPUTER INFORMATION TECHNOLOGY**

**CITE-101 Networking I**  
4 Credits

This course provides students with the fundamental knowledge and skills to install and configure server operating systems in a small business environment. It will focus on four main areas: installing, securing, networking, and basic network services. By the end of the course, students will have installed and configured a server operating system that is secure, on the network, and provides basic network services to the end user. Concurrent enrollment in CITE-101L is required.

**Lecture/Lab:** 4 hours per week

**Corequisite:** CITE-101L

**CITE-102 Networking II**  
3 Credits

This course provides students with the knowledge and skills to configure server operating systems in a small to medium business environment. It will focus on four main areas: resource access, security, advanced networking, and advanced network services. By the end of the course, students will have configured a server operating system that is fault-tolerant, secure, scalable, and provides advanced network services to the end user. Concurrent enrollment in CITE-102L is required.

**Lecture/Lab:** 4 hours per week

**Prerequisite:** CITE-101

**Corequisite:** CITE-102L

**CITE-102A Networking II Certification Exam Preparation**  
1 Credit

This course is intended to assist students in preparing for the Networking 2 information technology industry certification examination by providing instructor mentoring, simulation certification practice exam questions, supplemental resources, and optional supplemental lab exercises.

**Lab:** 8-16 hours per week

**Co-requisite:** CITE-102

**CITE-103 Command Line Fundamentals**  
1 Credit

This course teaches the fundamental skills necessary for working in a command line environment of today's common operating systems such as Microsoft DOS and PowerShell, and the Linux Bash environment. This course is intended for technical professionals wanting to advance their skills and for students preparing for a technology related career.

**Lecture:** 1 hour per week

**CITE-104 Systems Administration I**  
3 Credits

This course covers the fundamentals of implementing, managing, maintaining, and provisioning services and infrastructure in a server-based network environment. This course covers the initial implementation and configuration of core networking services, such as IP networking, file storage, Directory Services, user & group management, file and print services, and virtualization.

**Lecture:** 3 hours per week

**CITE-105 Systems Administration I Projects**  
3 Credits

This course utilizes projects in teaching the fundamentals of implementing, managing, maintaining, and provisioning services and infrastructure in a server-based network environment. This course covers the initial implementation and configuration of core networking services, such as IP networking, file storage, Directory Services, user & group management, file and print services, and virtualization.

**Lecture:** 1 hour per week

**Lab:** 6 hours per week

**Corequisite:** CITE-104

**CITE-106 Systems Administration I Certification**  
1 Credit

This course will assist students in preparing for Information Technology Systems Administration level one industry certification exam(s).

**Lecture:** 1 hour per week

**Recommended:** CITE-104 and CITE-105

**CITE-110 Personal Computer Support I**  
3 Credits

This course covers the fundamentals of computer technology, networking, and security, and the skills required to identify hardware, peripheral, networking, and security components. It introduces PC hardware and software installation, the basic functionality of the operating system, basic troubleshooting methodology, practicing of proper safety procedures, and effectively interacting with customers and peers. Students will work hands on with computer components and PC operating systems. This is a required course in the Computer Information Technology certificate program. Concurrent enrollment in CITE-110L is required.

**Lecture:** 8 hours per week

**Lab:** 8 hours per week

**Corequisite:** CITE-110L

**CITE-110A PC Support I Certification Exam Preparation**  
1 Credit

This course is intended to assist students in preparing for part one of the CompTIA A+ information Technology industry certification examination by providing instructor mentoring, simulation certification practice exam questions, supplemental resources, and optional supplemental lab exercises.

**Lab:** 8-16 hours per week

**Corequisite:** CITE-110

**CITE-111A Supporting Desktop OS Certification Exam Preparation**  
1 Credit

This course is intended to assist students in preparing for supporting desktop operating systems in Business Information Technology industry certification examination by providing instructor mentoring, simulation certification practice exam questions, supplemental

resources, and optional supplemental lab exercises.

**Lab:** 8-16 hours per week

**Corequisite:** CITE-111

**CITE-112                      Personal Computer Support II**  
**3 Credits**

This course presents the underlying technology and methodology for installing, configuring, upgrade, and maintaining PC workstations, the Windows OS and SOHO networks. This course includes a hands-on component involving building, maintaining, and upgrading PC-type (Intel and Intel-compatible) microcomputer systems. Students will utilize troubleshooting techniques and tools to effectively and efficiently resolve PC, OS, and network connectivity issues and implement security practices. This is a required course in the Computer Information Technology certificate program. Concurrent enrollment in CITE-112L is required.

**Lecture:** 8 hours per week

**Lab:** 8 hours per week

**Corequisite:** CITE-112L

**CITE-112A                      PC Support II Certification**  
**1 Credit    Exam Preparation**

This course is intended to assist students in preparing for part two of the CompTIA A+ information technology industry certification examination by providing instructor mentoring, simulation certification practice exam questions, supplemental resources, and optional supplemental lab exercises.

**Lab:** 8-16 hours per week

**Corequisite:** CITE-112

**CITE-114                      Supporting a Desktop Operating**  
**4 Credits    System in Business**

This course provides students with the knowledge and skills to install and configure secure PC desktop operating systems in a business environment. It will focus on installing, deploying, managing, maintaining, supporting business applications, security, networking, and mobile computing and remote access. Concurrent enrollment in CITE-114L is required.

**Lecture/Lab:** 16 hours per week

**Corequisite:** CITE-114L

**Recommended:** CITE-110 and CITE-112

**CITE-115                      Desktop Operating System Support**  
**1 Credit    Certification**

This course will assist students in preparing for Information Technology desktop operating system industry certification exam(s).

**Lecture:** 1 hour per week

**Recommended:** CITE-116 and CITE-117

**CITE-116                      Desktop Operating System Support**  
**3 Credits**

This course concentrates on supporting desktop and mobile operating systems in an enterprise computing environment. It examines installation, configuration, networking, remote access, resource access, secure wireless network access, security issues and their resolution.

**Lecture:** 3 hours per week

**CITE-117                      Desktop Operating System Support**  
**1 Credit    Projects**

This course utilizes projects in supporting desktop and mobile operating systems in an enterprise computing environment. It

examines installation, configuration, networking, remote access, resource access, secure wireless network access, security issues and their resolution.

**Lab:** 3 hours per week

**Corequisite:** CITE-116

**CITE-118                      Computer Information Technology**  
**2 Credits    Essentials**

This course provides students with the knowledge of computer hardware and software and advanced concepts such as security, networking, and the responsibilities of an IT professional. Students who complete this course will be able to explain the internal components of a computer, describe how to assemble a computer system and install an operating system. Understand troubleshooting methodologies used in both computer system repair and maintenance as well as in a networked environment.

**Lecture:** 2 hours per week

**CITE-119                      Computer Information Technology**  
**2 Credits    Essentials Projects**

This course presents a comprehensive advanced exposure to computer operating systems and hardware. Students working through hands-on activities and labs gain skills in assembling components, install, configure and maintain devices, PCs and software, understand the basics of networking and security/forensics, laptops, printers and properly diagnose, document, resolve common hardware and operating system software issues while applying troubleshooting skills. Students also gain understanding of appropriate customer support; understand the basics of virtualization, desktop imaging, and deployment.

**Lecture:** 1 hour per week

**Lab:** 6 hours per week

**Corequisite:** CITE-118

**Recommended:** CITE-116 and CITE-117

**CITE-120                      Computer Information Technology**  
**1 Credit    Essentials Certification**

This course is intended to assist the student in preparing for the Information Technology industry certification examination by providing instructor mentoring, practice and simulation certification practice exam questions, supplemental resources, and optional supplemental lab exercises.

**Lecture:** 1 hour per week

**Recommended:** CITE-118 and CITE-119

**CITE-121    Network Support I**  
**3 Credits**

This course provides students with the knowledge of the architecture, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of IP addressing and the fundamentals of LAN concepts, media, and operations are introduced to provide a foundation for students.

**Lecture:** 3 hours per week

**CITE-122    Network Support I Projects**  
**3 Credits**

This course provides students with the knowledge of the architecture, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of IP addressing and the fundamentals of LAN concepts, media, and operations are introduced to provide a foundation for the student to be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes and



troubleshoot network issues.

**Lecture:** 1 hour per week

**Lab:** 6 hours per week

**Corequisite:** CITE-121

**CITE-123**                      **Network Support I Certification**  
*1 Credit*

This course will assist students in preparing for entry level network technician industry certification exam(s).

**Lecture:** 1 hour per week

**Recommended:** CITE-121 and CITE-122

**CITE-150**                      **Introduction to Networking**  
*3 Credits*

This course is designed to provide students with the background to understand local area networking information including industry language, data communication protocols, and an overview of microcomputers and network user basics. Topics include operating systems, network operating systems, network card configuration, and installations for network connectivity. Hands-on exercises and scenario-based reviews are included with coverage of critical networking issues and concepts.

**Lecture/Lab:** 4 hours per week

**CITE-165**                      **Linux System Administration**  
*3 Credits*

This course is for anyone interested in gaining a greater understanding of Linux. It contains essential information for anyone responsible for providing basic installation, operation, and troubleshooting services on Linux workstations and servers. This course will also appeal to Microsoft professionals seeking to gain Linux expertise.

**Lecture/Lab:** 8 hours per week for 8 weeks

**Prerequisite:** Proficiency in one or more non-Linux operating systems

**CITE-166**                      **New and Emerging Technologies**  
*1 Credit*

This course introduces new and emerging technologies in the information technology industry. These could include: desktop and network operating systems, network services, and hardware. The purpose of this course is to introduce the learning to these new and emerging technologies with an emphasis on design, installation, and support.

**Lecture/Lab:** 16 hours

**CITE-167**                      **Scripting for Network Administration**  
*1 Credit*

This course provides students with the knowledge and fundamental experience to develop their own administrative scripts with Microsoft Visual Basic Scripting Edition and Microsoft Visual Basic Scripting Edition and Microsoft Windows Script Host. This course focuses on writing scripts for commonly encountered administrative tasks.

**Lecture/Lab:** 16 hours

**CITE-171**                      **Internetworking I**  
*4 Credits*

This course covers the fundamentals of networking protocols and processes, building an in-depth understanding and a foundation in these protocols. This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. It uses the OSI and TCP layered models to examine the nature and roles of protocols and services at the application, network, data link, and physical layers. Lab work is designed to simulate real-world internetworking. This course introduces students to the networking field. Concurrent enrollment

in CITE-171L is required.

**Lecture:** 10 hours per week

**Lab:** 6 hours per week

**Corequisite:** CITE-171L

**CITE-172**                      **Internetworking II**  
*3 Credits*

This course is titled "Internetworking 2: Introduction to Cisco Router Configuration" and begins with an overview of LAN's covered in Internetworking 1 and continues to Wide Area Networks (WAN). Topics include Network layer, Cisco IOS (Internetwork Operating System), software user interface, display router configuration information, router startup and setup configuration, router configuration, sources for Cisco IOS software, TCP/IP, configuring router interfaces with IP addresses, router configuration and routing protocols (RIP and IGRP), and access lists. This is the second of four courses leading to the Cisco Certified Network Associate (CCNA certification). This course is part of the Cisco Network Academy Program. Concurrent enrollment in CITE-172L is required.

**Lecture/Lab:** 8 hours per week for 8 weeks

**Prerequisite:** CITE-171

**Corequisite:** CITE-172L

**CITE-172A**                      **Internetworking II Certification**  
*1 Credit*                              **Exam Preparation**

This course is intended to assist students in preparing for the Internetworking 2 Information Technology industry certification examination by providing instructor mentoring, simulation certification practice exam questions, supplemental resources, and optional supplemental lab exercises.

**Lab:** 8-16 hours per week

**Corequisite:** CITE-172

**CITE-201**                      **Networking III**  
*3 Credits*

This course provides students the fundamental knowledge and skills needed to configure network identity and access management services in a corporate business environment through the use of central administration and policy enforcement. Concurrent enrollment in CITE-201L is required.

**Lecture/Lab:** 4 hours per week

**Prerequisite:** CITE-102

**Corequisite:** CITE-201L

**CITE-202**                      **Networking IV**  
*3 Credits*

This course provides students the knowledge and skills needed to maintain and support network identity and access management services in a corporate business environment. Topics addressed include managing policies, performing backup and restore, and monitoring and troubleshooting directory services related issues. Concurrent enrollment in CITE-202L is required.

**Lecture/Lab:** 4 hours per week

**Prerequisite:** CITE-201

**Corequisite:** CITE-202L

**CITE-202A**                      **Networking IV Certification**  
*1 Credit*                              **Exam Preparation**

This course is intended to assist students in preparing for the Networking 4 Information Technology industry certification examination by providing instructor mentoring, simulation certification practice exam question, supplemental resources, and optional supplemental lab exercises.

**Lab:** 8-16 hours per week

**Corequisite:** CITE-202

### **CITE-203**

**3 Credits**

### **Networking V**

This course addresses the responsibilities of server administration and the day-to-day operations and management of an infrastructure of servers for an enterprise organization. Topics addressed include server administration using scripts and batch files, remote administration, and managing hosted services. Concurrent enrollment in CITE-203L is required.

**Lecture/Lab:** 4 hours per week

**Prerequisite:** CITE-202

**Corequisite:** CITE-203L

### **CITE-203A**

**1 Credit**

### **Networking V Certification Exam Preparation**

This course is intended to assist students in preparing for the Networking 5 Information Technology industry certification examination by providing instructor mentoring, simulation certification practice exam questions, supplemental resources, and optional supplemental lab exercises.

**Lab:** 8-16 hours per week

**Corequisite:** CITE-203

### **CITE-205 Systems Administration II Certification**

**1 Credit**

This course will assist students in preparing for Information Technology Systems Administration level two industry certification exam(s).

**Lecture:** 1 hour per week

**Recommended:** CITE-206 and CITE-207

### **CITE-206**

**3 Credits**

### **Systems Administration II**

This course covers the administration tasks necessary in maintaining a network server in a business infrastructure. Topics include deploying images, managing users and groups in a directory database, managing policies, securing data, remote access, monitoring, and update management.

**Lecture:** 3 hours per week

**Prerequisite:** CITE-104

### **CITE-207 Systems Administration II Projects**

**3 Credits**

Using projects this course teaches the skills necessary to maintain network servers in a business infrastructure. Projects include deploying images, managing users and groups using a directory database, management policies, securing data, configuring remote access, monitoring, and configuring update management.

**Lecture:** 1 hour per week

**Lab:** 6 hours per week

**Corequisite:** CITE-206

### **CITE-208**

**3 Credits**

### **Systems Administration III**

This course covers advanced administration tasks necessary in supporting enterprise network infrastructures. Topics include deploying an enterprise network infrastructure, advanced user and group management, advanced networking services, cross vendor network integration, identity management, designing for fault tolerance, and disaster recovery.

**Lecture:** 3 hours per week

**Prerequisite:** CITE-206

### **CITE-209**

**3 Credits**

### **Systems Administration III Projects**

Using projects this course teaches the skills necessary to support enterprise network infrastructures. Projects include deploying an enterprise network infrastructure, implementing advanced user and group management, implementing advanced networking services, supporting cross vendor network integration, supporting identity management, designing for fault tolerance and disaster recovery.

**Lecture:** 1 hour per week

**Lab:** 6 hours per week

**Corequisite:** CITE-208

### **CITE-211 Systems Administration III Certification**

**1 Credit**

This course will assist students in preparing for Information Technology Systems Administration level three industry certification exam(s).

**Lecture:** 1 hour per week

**Recommended:** CITE-208 and CITE-209

### **CITE-213**

**3 Credits**

### **Network Support II**

This course describes the architecture, components, and operations of routers and switches in larger and more complex networks. Students learn about configuration of routers and switches for advanced functionality. Students will develop the knowledge for configuring and troubleshooting routers and switches to resolve common issues in both IPv4 and IPv6 networks. Students will also develop the knowledge and skills needed to implement a WLAN in a small-to-medium network.

**Lecture:** 3 hours per week

**Prerequisite:** CITE-121

### **CITE-215**

**3 Credits**

### **Network Support II Projects**

This course describes the architecture, components, and operations of routers and switches in larger and more complex networks. Students learn how to configure routers and switches for advanced functionality. Students will be able to configure and troubleshoot routers and switches and resolve common issues in both IPv4 and IPv6 networks. Students will also develop the knowledge and skills needed to implement a WLAN in a small-to-medium network.

**Lecture:** 1 hour per week

**Lab:** 6 hours per week

**Corequisite:** CITE-213

### **CITE-217**

**3 Credits**

### **Network Support III**

This course discusses the WAN technologies and network services required by converged applications in a complex network. The course enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements.

**Lecture:** 3 hours per week

**Prerequisite:** CITE-213

### **CITE-219**

**3 Credits**

### **Network Support III Projects**

This course discusses the WAN technologies and network services required by converged applications in a complex network. The course enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. Students learn how to configure and troubleshoot network devices

and resolve common issues with data link protocols. Students will also develop the knowledge and skills needed to implement remote access operations in a complex network.

**Lecture:** 1 hour per week

**Lab:** 6 hours per week

**Corequisite:** CITE-217

### **CITE-221 Network Support III Certification**

*1 Credit*

This course will assist students in preparing for an associate level network technician industry certification exam(s).

**Lecture:** 1 hour per week

**Recommended:** CITE-217 and CITE-219

### **CITE-267 Advanced New and Emerging Technologies**

*1 Credit*

This course introduces advanced new and emerging technologies in the information technology industry. These could include advanced desktop and network operating systems, advanced network services, and advanced hardware. The purpose of this course is to introduce students to these advanced new and emerging technologies with an emphasis on design, installation, and support.

**Lecture/Lab:** 16 hours

**Prerequisite:** CITE-102 or equivalent knowledge and experience

### **CITE-281 Internetworking III**

*3 Credits*

This course titled "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 is the third of four courses leading to the Cisco Certified Network Associate (CCNA) certification. This course is part of the Cisco Network Academy Program. Concurrent enrollment in CITE-281L is required.

**Lecture/Lab:** 8 hours per week for 8 weeks

**Prerequisite:** CITE-171 and CITE-172

**Corequisites:** CITE-281L

### **CITE-282 Internetworking IV**

*3 Credits*

This course titled "Internetworking 4: Cisco WAN Design" is the fourth and last course in a series of courses designed to prepare students for the Cisco Certified Network Associate (CCNA) exam and the Network+ exam. It provides students with the knowledge and skills to design and configure Wide Area Networks (WANs) using the Cisco IOS command set. This course is part of the Cisco Network Academy Program. Concurrent enrollment in CITE-282L is required.

**Lecture/Lab:** 8 hours per week for 8 weeks

**Prerequisites:** CITE-171, CITE-172, and CITE-281

**Corequisite:** CITE-282L

### **CITE-282A Internetworking IV Certification Exam Preparation**

*1 Credit*

This course is designed to assist students to prepare for the Internetworking 4 information technology certification examination by providing instructor mentoring, simulation practice exam questions, supplemental resources, and optional supplemental lab exercises.

**Lab:** 8-16 hours per week

**Corequisite:** CITE-282

### **CITE-283 Fundamentals of Wireless LANs**

*3 Credits*

This course is an introduction of Wireless LANs, focusing on the design, planning, implementation, operation, and trouble-shooting of Wireless LANs and bridging. It covers a comprehensive overview of technologies, security, and design best practices with particular emphasis on hands-on skills in the following areas: Wireless LAN setup and troubleshooting, 802.11a and 802.11b technologies, products and solutions, Site Surveys, Resilient WLAN design, installation and configuration, WLAN Security, and vendor interoperability strategies. The Fundamentals of Wireless LANs will map against the Cisco Wireless LAN Support Specialist designation.

**Lecture/Lab:** 4 hours per week for 16 weeks

**Prerequisites:** CITE-171 and CITE-172, or a valid CCNA certification, or equivalent knowledge and skills

### **CITE-285 Fundamentals of Network Security**

*4 Credits*

The Fundamentals of Network Security course is designed for students interested in securing the network infrastructure. It focuses on the overall security process based on a security policy with the particular emphasis on hands-on skills in the area of secure perimeter, secure connectivity security management, identity services, and intrusion detection. Concurrent enrollment in CITE-285L is required.

**Lecture/Lab:** 16 hours per week for 5 weeks

**Prerequisites:** CITE-281 and CITE-282 or CCNA certification

**Corequisite:** CITE-285L

### **CITE-285A Fundamentals of Network Security Certification Exam Preparation**

*1 Credit*

This course is intended to assist students in preparing for the Security Information Technology industry certification examination by providing instructor mentoring, practice and simulation certification practice exam questions, supplemental resources, and optional supplemental lab exercises.

**Lab:** 8-16 hours per week

**Corequisites:** CITE-285

### **CITE-290 Voice Over IP**

*1 Credit*

This course gives an overview of the subject of voice over IP and IP telephony. Students will learn how voice and data communications merge in the voice over IP (VoIP) technology. It will cover basic operation, issues that need to be considered when deploying voice over IP, and how these may be dealt with. It provides a foundation for understanding the protocols in use in VoIP networks.

**Lecture/Lab:** 16 hours

### **CITE-291 Advanced Routing Technologies**

*1 Credit*

Advanced Routing Technologies introduces students to scaling IP networks. Students learn to use VLSM, private addressing, and NAT optimize IP address utilization. The majority of the course content is related to learning how to implement the RIPv2, EIGRP, OSPF, IS-IS, and BGP routing protocols as well as the important techniques used for route filtering and route redistribution.

**Lecture/Lab:** 16 hours

**Prerequisites:** CITE-281 and CITE-282

### **CITE-295 Computer Information Technology Internship**

*4 Credits*

The Computer Information Technology Internship involves a work-



ing partnership in which the sophomore students of the CITE program join with area employers in a structured, real-life relationship. Students will gain insight and on-the-job work experience doing projects that would normally be assigned to the employer's entry-level support staff. During this supervised experience, students will be evaluated on their performance of course competencies. Students are responsible for finding an appropriate internship site and permission of the instructor is required. This is an elective course in the Computer Information Technology A.A.S. degree option. This course includes 135 hours of on-site work experience and 15 hours of directed study/lecture in occupational relations for four credits. This course may be used to substitute for ATEC-117.

**Prerequisite:** Sophomore standing in the CITE program

## COMPUTER SCIENCE

### **CS-100 Intro to Computers and Computer Science** 3 Credits

CS-100 is 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 basics 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 course. The course involves substantial use of microcomputers outside of class and the possible use of minicomputers and alternative operating systems.

**Lecture:** 3 hours per week

**Prerequisite:** MATH-025 or COMPASS Algebra > 40, ACT > 18, or SAT > 430

### **CS-107 Intro to Robotics Programming** 3 Credits

This course provides an introduction to programming using RobotC programming language. No prior programming experience is expected. The course is appropriate for students interested in learning how to program in C with hands-on experience of making the NXT Robot run on programs designed in class. It provides an introduction to fundamentals of programming basics of RobotC programming language and hardware NXT design. Students will program robots and learn how to control a robot's direction and speed. Students will also learn how robots use feedback from sensors (touch, light, and sound) to interpret the world around them. Students will apply their knowledge to create obstacle course challenges that the programmed robot will run autonomously.

**Lecture:** 3 hours per week

**Recommended:** CS-100

### **CS-125 Intro to Programming Using Visual Basic** 3 Credits

This course provides an introduction to programming using Visual Basic and Visual Basic Script. No prior programming experience is expected. The course is appropriate for any student interested in learning how to create applications for Windows or the World Wide Web. It provides an introduction to creating graphical user interfaces for Windows, Pocket PC, and WWW applications. The course focuses on algorithm design and implementation for event driven operating systems such as Windows. Object oriented programming and the syntax of Visual Basic are core topics. In addition, students will apply their knowledge to create interactive

web pages and Visual Basic's database capabilities will be introduced.

**Lecture:** 3 hours per week

**Prerequisite:** MATH-108 or COMPASS Algebra > 45, ACT > 19, or SAT > 460

### **CS-150 Computer Science I** 4 Credits

CS-150 offers an introduction to the field of computer science using a current programming language. Central themes of the course include an introduction to computer organization, algorithmic problem solving, structured and object oriented program design, and the 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, abstract data types, pointers, and linked lists will be introduced.

**Lecture:** 3 hours per week

**Corequisite:** CS-150L (2 hours per week)

**Prerequisite:** Entry is based on an appropriate score on the placement test, either COMPASS Algebra > 61, ACT Math > 23, SAT Math > 540, or a grade of C- or above in MATH-108

**Recommended:** CS-100 for students without computer experience

### **CS-151 Computer Science II** 4 Credits

CS-151 provides continuing experience in problem solving and software design methods. The exploration of recursion is continued and the entire software-design cycle is considered in greater depth. Introduction to abstract data types and fundamental data structures will cover topics: writing code to generate, use, and maintain complex dynamic structures, including linked lists, pointers, stacks, queues, sorts, searches, and trees. 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

**Corequisite:** CS-151L (2 hours per week) and MATH-187

**Prerequisite:** CS-150

### **CS-155 Computer Organization and Assembly Language** 3 Credits

Course topics include digital logic, machine-level representation of data, and processor architecture covering the ALU, control unit, assembly language, memory organization, addressing methods, I/O and interrupts.

**Lecture:** 3 hours per week

**Corequisite:** MATH-187

**Prerequisite:** CS-150

### **CS-211 Languages of Computer Science: C++** 3 Credits

This course provides an introduction to object oriented programming using the language C++. Features of the UNIX operating system, programming for the Windows environment, and the Standard Template Library may be discussed. This course is suitable for students aspiring to major in computer science, but will also serve science and engineering majors as well as members of the community desiring to add object oriented programming to their repertoire of skills.

**Lecture:** 3 hours per week

**Recommended:** Prior programming experience in a structured language. This requirement may be met with a course in Java, C, or other high level language.

**CS-212 Languages of the World Wide Web**  
*3 Credits*

This course is designed to teach programming and computational thinking skills to create rich, interactive documents for the World Wide Web. Focus is on using information resources, current markup and scripting languages, and creating applications utilizing current web technologies. Students will learn to create documents that contain text, video, audio, and image data to request and process input from users. Image, video, and audio representation will be covered. Techniques of indexing, searching, and browsing data, the societal impact of the Internet, security, cryptography, and freedom of speech will be covered.

**Lecture:** 3 hours per week

**Recommended:** Experience using the World Wide Web and the Internet

**CS-213 Languages of Computer Science: Java**  
*3 Credits*

This course provides an introduction to the programming language Java. The course will include the features of Java such as objects, classes, wrappers, constructors, inheritance, method overloading, threads, error handling with exceptions, applets, java.awt (the Abstract Windows Toolkit), and possibly other Java packages.

**Lecture:** 3 hours per week

**Recommended:** High level language programming course such as C++ or permission of the instructor

**CS-214 Languages of Computer Science: C#**  
*3 Credits*

CS-214 provides an introduction to computer programming, using the unique visual and object-oriented features of the C# language and the Visual Studio.NET integrated development environment. Topics include object-oriented programming, Windows and web applications, web forms, database access using ADO.NET, file access, exception handling, and other current topics as time allows.

**Lecture:** 3 hours per week

**Recommended:** Prior programming experience in a structured and/or object oriented language such as Visual Basic Java, C, or C++

**CS-228 Introduction to UNIX**  
*2 Credits*

CS-228 is offered with the primary goal of providing Computer Science majors with UNIX operating system experience to facilitate their transfer to a four-year university. It is also helpful for students who are interested in learning about the UNIX operating system, which is used extensively in business and on the Internet. Course topics typically include basic command line use of the UNIX operating system; the file structure and permissions; using text editors; creating scripts; the shells, network, and Internet tools; graphical environments; and an introduction to UNIX administration. Students will be expected to complete homework that may be completed on campus, on a PC or MAC using a UNIX variant, or via the Internet. Students will have accounts on a UNIX or Linux server on campus that can be accessed via the Internet.

**Lecture:** 2 hours per week

**Recommended:** Prior computer experience such as that gained in CS-100 including significant experience using the Internet and some programming experience is strongly recommended

**CS-240 Digital Logic**  
*4 Credits*

Digital logic concepts, logic design, Karnaugh maps, combinational and sequential networks, state tables, state machines, and programmable logic arrays are covered in this course. Laboratory activities use basic lab equipment, logic analyzers, and digital oscilloscopes.

**Lecture:** 3 hours per week

**Corequisite Lab:** CS-240L (2 hours per week)

**Prerequisite:** MATH-170 or MATH-187 or instructor permission

**COOKING**
**COOK-110 Soups and Sauces**  
*1 Credit*

This course will focus on the fundamental knife skills and basic food organization and preparation. Students will learn techniques for preparing soups and sauces. A variety of sauces will be introduced including mother sauces, small sauces, clear soup, cream soup, chowders, purees, and specialties.

**Lecture:** 1 hour per week

**COOK-111 Low-Fat/Low-Salt Cooking**  
*1 Credit*

This course will focus on how to prepare and serve healthy, low-fat/low-salt meals. Students will learn to use fresh herbs, salt alternatives, and healthy oils to prepare healthy satisfying meals. Cooking techniques will also be discussed.

**Lecture:** 1 hour per week

**COOK-112 Cooking for One or Two**  
*1 Credit*

This course is about learning to prepare meals for one or two people. Focus will be placed on putting fun into preparing healthy, attractive meals. Planning, shopping, preparation, and storing will also be discussed.

**Lecture:** 1 hour per week

**COOK-113 Cooking Around the World**  
*1 Credit*

This course will focus on the fundamentals of international cuisines. Students will learn to identify flavor combinations and cooking techniques from around the world. International cuisines explored will include Thai, Indian, Mediterranean, and Central and South American.

**Lecture:** 1 hour per week

**COOK-114 Easy and Elegant Desserts**  
*1 Credit*

This course will focus on easy, yet elegant desserts. Students will work with both hot and cold desserts as well as combination desserts. Ingredients, proper tools, and techniques will be discussed. Ease and elegance are the keys to these recipes.

**Lecture:** 1 hour per week

**CREDIT FOR PRIOR LEARNING**
**CPL-121 Introduction to Credit for Prior Learning**  
*1 Credit*

This course is designed to introduce students to credit for prior learning. Students will summarize prior learning experiences, request and review outlines for applicable courses, develop goal statements, and write a detailed work history.

**CPL-122 Credit for Prior Learning Portfolio Development**  
*2 Credits*

This course is designed to instruct students in methods utilized to summarize and document prior learning experiences. Students

will describe skills, competencies and areas of knowledge that may have been attained outside of a traditional classroom environment. Students will write, edit, and build a portfolio.

**Prerequisite:** CPL-121

**CPL-123 Portfolio Credit Assessment**  
1-15 Credits

A team comprised of a minimum of three people including program instructors, the Division Chair, and the Dean will evaluate portfolio requests for credit. It is the student's responsibility to provide sufficient information about previous learning experiences and how they have applied the learning in the specific profession.

**Prerequisites:** CPL-121 and CPL-122

## CRIMINAL JUSTICE

**CJ-103 Introduction to Criminal Justice**  
3 Credits  
(same as LAWE-103)

This course offers an introduction to the purpose, function, and brief history of the agencies dealing with criminal justice, while presenting a survey of requirements for entering criminal justice service. Students discuss crime, the criminal, traffic, and vice as social problems; the function of the courts; prosecution and defense attorneys; correctional and penal institutions; and probation and parole. This course will introduce the student to the various agencies and employment opportunities within the criminal justice system. This is a required course in the Law Enforcement program.

**CJ-202 Corrections in America**  
3 Credits  
(same as LAWE-202)

This course includes a survey of the historical, philosophical, and legal bases of correctional procedures and institutions. It also includes an examination of current problems and innovations.

**Prerequisite:** LAWE-103 or CJ-103 or permission of instructor

**CJ-205 Criminal Procedure**  
3 Credits  
(same as LAWE-205)

This course includes an examination of the procedural aspects of criminal law. It will include specific applications of procedures by actors in the criminal justice process including police, prosecutors, defense attorneys, judges, and corrections officials. This examination will provide a basic understanding of state and local legal codes, as well as current applications of law in both arrest and search and seizure.

## CULINARY ARTS

**NOTE: Course enrollment requires prior acceptance into the Culinary Arts program.**

**CULA-150 Sanitation and Safety**  
1 Credit

This course focuses on the basics of safety and sanitation as it applies to the food service industry. On completion of this course, students will be certified by the National Restaurant Association in Applied Food Safe Sanitation. Students will be instructed in the basics of first aid as it relates to food service.

**CULA-151 Introduction to Food Service**  
3 Credits

Through lecture and demonstration, this course includes an intro-

duction 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

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

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

Students will gain an understanding of the composition and structure of meats, fish, poultry, and shellfish as they relate to the industry. Field trips to a production meat company and fishmonger will be included. Application of theories will be experienced in lab.

**CULA-157 Preparation of Vegetables, Starches, Sandwiches, and Salads**  
2 Credits

Students will gain an understanding of the different techniques and methods used to prepare vegetables and starches as these techniques relate to quality. In addition, students will learn about various types of salads and dressings, as well as hot and cold sandwich preparation.

**CULA-158 Bakeshop**  
2 Credits

Preparation techniques and procedures for a variety of baked goods will be explored. Breads, cakes, icings, cookies, pies, and pastries will be among specific items discussed.

**CULA-165 Introduction to Customer Service**  
3 Credits

This course will focus on the basics of customer service. Quality customer service will be at the center of all discussions. Special attention will be placed on front-end restaurant and dining service procedures. Students will apply principles learned in class during the "on-the-job" lab in the college restaurant. A skills development log and completion of written assignments will be required. This course consists of approximately 30 hours of theory and 45 hours of lab.

**CULA-165L Introduction to Customer Service Lab**  
0 Credits

This is an 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

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

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

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

Students will continue to apply the knowledge taught in theory courses by exploring more advanced complexities of menu offerings while operating Emery’s Restaurant.

**Prerequisite:** Completion of CULA-170

**CULA-173** **Specialty Food Design and Event Menu Planning**  
2 Credits

Students will gain an appreciation for the complexities in planning a special function with emphasis on food preparation. In addition, they will learn the art of cake and pastry decorating as well as the fundamentals of vegetable and fruit art as it relates to aesthetics and taste.

**Prerequisites:** Completion of CULA-165 and CULA-170

**CULA-176** **Culinary Arts Internship**  
2 Credits

This course provides supervised training in culinary arts through on-the-job experience in a restaurant or related facility. It provides a practical application of culinary skills as part of the learning process and involves 90 hours of hands-on production. This is a required course in the Culinary Arts program and is graded on a satisfactory/unsatisfactory basis.

**Prerequisites:** Completion of CULA-165 and CULA-170

**On-site Work:** 90 hours

**DANCE**

**DANC-105** **Aerobic Dance/Fitness**  
1 Credit

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. This course satisfies one of the P.E. requirements for the A.S. and A.A. degrees and may be repeated for a total of four credits.

**Activity:** 2 hours per week

**DANC-111** **Beginning Rhythm and Movement**  
1 Credit

This course 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. This course satisfies one of the P.E. requirements for the A.S. and A.A. degrees and may be repeated for a total of four credits.

**Activity:** 2 hours per week

**DANC-112** **Social/Swing Dance I**  
1 Credit

Students will learn East Coast Swing dance, a popular couple dance. Single, double, and triple rhythm will be covered, along with both 6-count and Lindy Hop 8-count step versions. Other related dances (West Coast Swing, Jive, Foxtrot) may be introduced depending on the students’ interests and skill level. Students will get a moderate intensity workout that improves endurance, agility, coordination, balance, and posture. This course satisfies one of the P.E. requirements for the A.A. and A.S. degrees and may be repeated for a total of four credits. No prior dance experience is required. A special activity fee may be required.

**Activity:** 2 hours per week

**DANC-112A** **Social/Swing Dance I for Seniors**  
1 Credit

Seniors will learn a variety of social dances with an emphasis on East Coast Swing, Foxtrot, Waltz, Cha Cha, and Rumba. Basic footwork and beginning figures will also be covered, giving students the ability to dance to a variety of musical styles. Students will get a moderate intensity workout that improves endurance, agility, coordination, balance, and posture. This seniors course does not meet A.A. or A.S. degree requirements. A special activity fee may be required. No prior dance experience is required.

**Activity:** 2 hours per week

**DANC-113** **Jazz Dance I**  
1 Credit

DANC-113 is an introduction to the movements and styles of today’s jazz dancer. It emphasizes exercises and combinations of steps and explores theatrical, lyrical, and “funk” styles set to popular music. This course is a fun alternative to sports and helps develop an appreciation for the art form, music, rhythm awareness, and coordination. It also provides physical conditioning through strength and flexibility. This course satisfies one of the P.E. requirements for the A.S. and A.A. degrees and may be repeated for a total of four credits.

**Activity:** 2 hours per week

**DANC-114** **Jazz Dance II**  
1 Credit

This is a continuation of DANC-113, exploring movements and styles of today’s jazz dancer. It emphasizes exercise, combination steps, and explores theatrical, lyrical, and “funk” styles to popular music. This course provides an alternative to sports and helps develop an appreciation for the art form, music, rhythm awareness, and coordination. It also provides physical conditioning through strength and flexibility. This course satisfies one of the P.E. requirements for the A.S. and A.A. degrees and may be repeated for a total of four credits.

**Activity:** 2 hours per week

**Recommended:** DANC-113 or some knowledge of jazz dance

**DANC-115** **Modern Dance: Beginning I**  
1 Credit

DANC-115 is a discovery of dance movement through the physical

and mental discipline techniques of Graham and Cunningham. It includes an insight into how dances are created through improvisation, and by analyzing these movements, students will explore choreography. This course provides a creative outlet and physical conditioning of strength and flexibility. It also develops coordination and an appreciation of the art form. This is an excellent course for theatre and performing arts students. This course satisfies one of the P.E. requirements for the A.S. and A.A. degrees and may be repeated for a total of four credits.

**Activity:** 2 hours per week

**DANC-117**  
1 Credit

**Ballet: Beginning I**

This course focuses on basic technique, body alignment, and the development of step combinations. It includes related terminology and history of the art form. DANC-117 helps improve flexibility, muscle strength and control, and mental discipline over the body and promotes the aesthetic understanding and appreciation of classical ballet. This course satisfies one of the P.E. requirements for the A.S. and A.A. degrees and may be repeated for a total of four credits.

**Activity:** 2 hours per week

**DANC-118**  
1 Credit

**Ballet: Beginning II**

This course is a continuation of DANC-117 for beginners and concentrates on technique, alignment, and progressions. The student is introduced to more complex steps through faster-paced instruction. The course increases flexibility, muscle strength and control, and mental discipline over the body and enhances an appreciation of the art form as technique improves. This course satisfies one of the P.E. requirements for the A.S. and A.A. degrees and may be repeated for a total of four credits.

**Activity:** 2 hours per week

**Prerequisite:** DANC-117 or equivalent

**DANC-119**  
1 Credit

**Multicultural Dance**

Students will learn authentic ethnic group dances and steps from such countries as Ireland, Africa, Japan, Greece, Romania, Mexico, the United States, and others. Students will get a moderate intensity workout that improves endurance, agility, coordination, balance, and posture. This course satisfies one of the P.E. requirements for the A.S. and A.A. degrees and may be repeated for a total of four credits. Prior dance experience is not required. A special activity fee may be required.

**Activity:** 2 hours per week

**DANC-120**  
1 Credit

**Latin Social Dance**

Students will learn popular and exciting Latin couple dances, with an emphasis on Salsa and Cha Cha. Students will learn steps, techniques, and Latin motion style particular to these social dances. Other Latin dances may be introduced (Rumba, Samba, and Merengue) depending on the student's interest and skill level. This course satisfies one of the P.E. requirements for the A.S. and A.A. degrees and may be repeated for a total of four credits. Prior dance experience is not required. A special activity fee may be required.

**Activity:** 2 hours per week

**DANC-121**  
1 Credit

**Tap Dance: Beginning I**

This course is a basic class in standard tap dance technique. The course will focus on an introduction to the history of American tap dance. Students will be given exposure to fads and current styles

which are popular in the tap technique syllabus. This includes classical tap, stomp, step dance and clogging, and rhythm tap. This course satisfies one of the P.E. requirements for the A.S. and A.A. degrees and may be repeated for a total of four credits.

**Activity:** 2 hours per week

**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-103**  
1 Credit

**Basic Shop Safety**

Basic Shop Safety exposes students to personal safety equipment. Instruction will include hand tools, power tools, shop equipment safety procedures, and various shop practices.

**Lecture:** 1 hour per week

**DSLTL-117L**  
2 Credits

**Diesel Lab**

This course provides students with hands-on exposure in a shop setting on the subjects covered in the DSLTL-137 theory course. Instruction utilizes a variety of mock-ups, training aids, components, and limited live customer work. Primary emphasis will be placed on suspension system and steering diagnostics and repair.

**DSLTL-123**  
4 Credits

**Diesel Engines/Electrical Systems**

Diesel Engines/Electrical Systems 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. This course will also include instruction on theory, operation, construction, and repair of heavy-duty electrical systems. Students will gain an understanding of starting systems, charging systems, batteries, wiring schematics, and lighting, along with associate testing and repair procedures for each system.

**Lecture/Lab:** 8 hours per week

**Corequisite:** DSLTL-123L

**DSLTL-123L Diesel Engines/Electrical Systems Lab**  
6 Credits

This course will give students hands-on exposure in a shop setting to those subjects covered in the DSLTL-123 theory class. This instruction will utilize a variety of mock-ups, training aids, components, and limited live customer work.

**Lab:** 12 hours per week

**Corequisite:** DSLTL-123

**DSLTL-124**  
5 Credits

**Powertrain/Brake Systems**

Powertrain/Brake Systems 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. This course will also 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.

**Lecture/Lab:** 10 hours per week

**Corequisite:** DSLTL-124L

**DSLT-124L Powertrain/Brake Systems Lab**  
*6 Credits*

This course will give students hands-on exposure in a shop setting to those subjects covered in the DSLT-124 theory class. This instruction will utilize a variety of mock-ups, training aids, components, and limited live customer work.

**Lab:** 12 hours per week  
**Corequisite:** DSLT-124

**DSLT-133 Electrical Systems**  
*1 Credit*

Electrical Systems will include instruction on theory, operation, construction, and repair of heavy-duty electrical systems. Students will gain an understanding of starting systems, charging systems, batteries, wiring schematics, and lighting, along with associated testing and repair procedures for each system.

**Lecture/Lab:** 1.5 hours per week

**DSLT-137 Suspension/Steering/AC/Class B CDL**  
*2 Credits*

This course teaches students the operation, components, and repair of various truck and heavy equipment suspension systems. Instruction will include spring, pad, and air components, adjustments, and alignment procedure for truck steering systems. Instruction also covers the theory, operation, components, and repair of mobile air conditioning systems. A component of this class will also include Class B Commercial Driver's License.

**Lecture:** 2 hours per week  
**Corequisite:** DSLT-117L

**DSLT-203 Basic Hydraulic Systems**  
*2 Credits*

Basic Hydraulic Systems covers basic hydraulic system principles and concepts, plus hydraulic components. Exposure to simple hydraulic formulas will also be covered.

**Lecture:** 2 hours per week

**DSLT-223 Advanced Tune-Up/Computerized Engines**  
*4 Credits*

Advanced Tune-Up/Computerized Engines 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. This course will also 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.

**Lecture/Lab:** 8 hours per week  
**Corequisite:** DSLT-223L

**Recommended:** DSLT-123 and DSLT-133

**DSLT-223L Advanced Tune-Up/Computerized Engines Lab**  
*6 Credits*

Advanced Tune-Up/Computerized Engines Lab will give students hands-on exposure in a shop setting to those subjects covered in DSLT-223 theory class. This instruction will utilize a variety of mock-ups, training aids, components, and limited live customer work.

**Lab:** 12 hours per week

**Corequisite:** DSLT-223

**Recommended:** DSLT-123, DSLT-123L and DSLT-133

**DSLT-224 Undercarriage/Powershift Transmissions and Hydraulics**  
*4 Credits*

Undercarriage/Powershift Transmissions and Hydraulics teaches students the operation, construction, and repair of heavy equipment undercarriages and heavy-duty power-shift transmissions. Instruction covers construction and repair of various power-train components used in the heavy equipment industry. Students will also gain an understanding of the operation, construction, and theory of torque converters and final drives. This course will also teach students the theory of operation, construction, adjustment, maintenance, and repair of heavy equipment hydraulic systems. Students will also learn how to design hydraulic systems and implement changes to existing hydraulic systems.

**Lecture/Lab:** 8 hours per week  
**Corequisite:** DSLT-224L

**DSLT-224L Undercarriage/Powershift Transmissions and Hydraulics Lab**  
*6 Credits*

Undercarriage/Powershift Transmissions and Hydraulics Lab gives students hands-on experience in a shop setting. It is designed to provide opportunities for application of subjects covered in the DSLT-224 theory class. Instruction will utilize a variety of mock-ups, training aid, components, and limited live customer work.

**Lab:** 12 hours per week  
**Corequisite:** DSLT-224

**ECONOMICS**
**ECON-201 Principles of Economics (Macro)**  
*3 Credits*

This course is an introductory study of our national economy. This includes the tools of supply and demand, the measurement of inflation and employment, and discussion of the definition, role, and importance of national income and money and the banking system. The course also analyzes the role of government and the effects of international trade on the U.S. economy. Economic vocabulary and analysis of economic situations are emphasized. ECON-201 is a required course in the Business Administration, Business Education, and the Accounting Assistant programs. It satisfies a social science requirement for the A.S., A.A., and A.A.S. degrees.

**Lecture:** 3 hours per week

**Recommended:** MATH-108 or two years of high school algebra

**ECON-202 Principles of Economics (Micro)**  
*3 Credits*

ECON-202 is an introductory study of the economic behavior of individual consumers and suppliers. It examines consumer response to price and income changes and levels of satisfaction, supplier response to costs, and business response to degree of competition. Economic vocabulary and analysis of economic situations are emphasized. This is a required course in the Business Administration and Business Education programs. It satisfies a social science requirement for the A.S., A.A. and A.A.S. degrees.

**Lecture:** 3 hours per week

**Recommended:** Sophomore standing and successful completion of



ECON-201 are strongly recommended. In addition to ECON-201, completion of MATH-108 or two years of high school algebra will aid in the understanding of course principles and the application of graphing concepts.

**ECON-225 International Economics**  
3 Credits

ECON-225 investigates aspects of international economics such as international trade, exchange rates, and related monetary matters. Emphasis is placed on understanding why nations trade, the impact of tariffs and non-tariff barriers, and measures taken to liberalize international trade. The course also includes a historic look at the United States' commercial policy, international and regional trade organizations, trade problems of developing countries as well as international financial relations, exchange rates, and international currency systems. Focus is placed on critical factors essential to understanding the interdependence among different facets of international economics. This course is useful for those who are considering a career in business or who want an overview of what the study of international economics encompasses.

**Lecture:** 3 hours per week

**Prerequisites:** ECON-201 and ECON-202

## EDUCATION

**EDUC-201 Introduction to Teaching**  
3 Credits

EDUC-201 provides an introduction to the world of teaching by focusing on teachers, learners, curriculum, and the social context in which teaching occurs. Insight and understanding will be facilitated through reflection and analysis of the students observations and participation in 30 hours of field experience in public schools. This course is required for some education transfer degrees. Its goals are to assist students in making an educated decision about teaching as a career choice, develop communication and interpersonal skills, encourage creativity and critical thinking, and provide opportunities to examine personal values and beliefs about teaching. Prior completion of other courses is not required.

**Lecture:** 2 hours per week

**Field Experience:** 30 hours per semester

**Prerequisite:** Sophomore standing or permission of instructor

**Recommended:** College-level reading, oral and written English language, and computer skills

## ELECTRONIC MEDICAL RECORDS

**EMRS-100 Electronic Medical Records (EMR)**  
2 Credits  
System Planning and Selection

Using a project management framework, this course introduces health care information technology strategic planning, key applications/systems, and related practical and applicable knowledge and skills for health care practice managers. The process of system planning and selection is laid out step-by-step, with particular emphasis on the electronic medical record (EMR).

**Lecture:** 2 hours per week

**EMRS-110 Electronic Medical Records (EMR)**  
2 Credits  
System Deployment and Management

This course covers the overall project management flow as the focus shifts to the actual EMR system deployment. Change management is revisited with greater emphasis at this time and students learn the basics of decision support and data mining. Project close-out

and return on investment (ROI) concepts are explored, as well as resources for ongoing student learning concerning health information technology.

**Lecture:** 2 hours per week

**EMRS-120 Health Information Exchange**  
2 Credits

This course provides in-depth analysis of data mobility including the hardware infrastructure (wires, wireless, and devices supporting them), the ISO stack, standards, Internet protocols, federations and grids, the Nationwide Health Information Network (NHIN), and other nationwide approaches.

**Lecture:** 2 hours per week

**EMRS-121 Working with IT Software**  
3 Credits

Students will work with simulated systems or real systems with simulated data. As they play the role of practitioners using these systems, they will learn what is happening "under the hood." They will experience threats to security and appreciate the need for standards, high levels of usability, and how errors can occur. Materials will support hands-on experience in computer labs or on a virtual server. This course will also give an overview of the most popular vendor systems highlighting the features of each as they would relate to practical deployments and noting the differences between the systems.

**Lecture:** 3 hours per week

**EMRS-122 Installing and Configuring EHRs**  
3 Credits

This course provides instruction in installation and maintenance of health IT systems, including testing prior to implementation. The course also provides an introduction to principles underlying system configuration, and hands-on experiences in computer labs or on a virtual server addressing approaches to assessing, selecting, and configuring EHRs/EMRs to meet the specific needs of customers and end-users.

**Lecture:** 3 hours per week

**Prerequisites:** CAOT-140, CAOT-168

**EMRS-123 HIT Customer Service**  
2 Credits

This course covers the development of skills necessary to communicate effectively across the full range of roles that will be encountered in health care and public health settings.

**Lecture:** 2 hours per week

## EMERGENCY MEDICAL SERVICES

**EMS-101 Basic EMT**  
5 Credits

This course will transcript the fundamentals of emergency medical practice including patient assessment, basic life support, trauma management, pediatrics and childbirth, and the management of medical and environmental emergencies. The course presents the foundational information and core competencies required at the EMT-Basic level. The course format conforms to the requirements of the Department of Transportation national EMT standards curriculum and the state of Idaho. This course is delivered at the North Idaho College Workforce Training Center in Post Falls.

**Lecture:** 80 hours

**EMS-103 Basic EMT Lab and Practicum**  
*5 Credits*

This course will transcript the supervised practice in the fundamental skills required at the EMT-Basic level including patient assessment, airway maintenance, spinal stabilization, trauma management, childbirth, and the use of medications. The learning experience will include a clinical rotation in an emergency room setting. The course presents the practical competencies required of the EMT-Basic. This course is delivered at the North Idaho College Workforce Training Center in Post Falls.

**Lab:** 144 hours

**Corequisite:** EMS-101

**EMS-110 Advanced EMT**  
*4 Credits*

This course leads to eligibility for certification as an Advanced Emergency Medical Technician with the National Registry of Emergency Medical Technicians. Topics include the roles and responsibilities of the Advanced EMT-A, medical legal considerations of EMS, respiratory and cardiac emergencies, CPR, practical use of airway adjuncts, bleeding and shock, trauma management, medical emergencies and their management, environmental emergencies, emergency childbirth, pediatrics, geriatrics, exposure to hazardous situations, introduction to hazardous materials, psychological emergencies, patient packaging and triage, stabilization and transport of the sick and injured, and communication and report writing.

**Lecture:** 4 hours per week

**Corequisite:** EMS-113

**EMS-113 Advanced EMT Lab and Practicum**  
*2 Credits*

This course provides supervised practice of the advanced skills required of the Advanced EMT. Training will include the use of advanced airway devices, the administration of intravenous fluids, blood drawing and blood glucose analysis, pulse oximetry, administration of medications, and defibrillation. In addition, students will complete clinical rotations in emergency room and pre- and post-operative settings. This course covers the practical competencies required of the Advanced EMT-A.

**Lab:** 6 hours per week

**Corequisite:** EMS-110

## ENGINEERING

**ENGR-105 Engineering Graphics**  
*2 Credits*

This course provides instruction in computer-aided engineering drafting with emphasis on visualization of points, lines, planes, and solids in space; freehand sketching; orthographic projection; isometric and oblique drawing; sectioning; dimensioning; descriptive geometry; and 3D modeling. It provides engineering students with beginning skills in computer-aided engineering drawing, but is not intended to train AutoCAD technicians.

**Lecture/Lab:** 4 hours per week

**Prerequisite:** MATH-025 or COMPASS Algebra > 40, ACT > 18, or SAT > 430

**ENGR-123 Introduction to Engineering**  
*2 Credits*

This course allows students to explore careers and opportunities in engineering and technology. Topics covered include becoming an engineer, the history, opportunities and potential fields, and career

paths in engineering. This course is conducted using lectures, discussions, research, projects, guest speakers, and at least one field trip. This course will also allow students to experience the design process and engineering problem solving, as well as graphical analysis, data analysis, and oral and written communication skills. It is recommended that students be familiar with the Internet.

**Lecture:** 1 hour per week

**Lab:** 3 hours per week

**ENGR-210 Statics**  
*3 Credits*

ENGR-210 is a study of vector analysis, resolution of forces, free body diagrams, equilibrium, friction, centroids, moments of inertia, statics of rigid bodies, trusses, frames, machines, and cables. The course provides basic engineering skills in mechanics necessary for analysis of structures and dynamics of rigid bodies.

**Lecture:** 3 hours per week

**Prerequisites:** MATH-170 and PHYS-211

**ENGR-214 Surveying**  
*4 Credits*

ENGR-214 presents theory and field applications of elementary surveying. It includes the use of instruments, error and precision, level circuits, running traverses, field calculations, boundary surveys, route surveys, construction surveys, triangulation, state coordinate systems, engineering astronomy, and photogrammetry. This course provides basic surveying skills that may help engineering students gain summer employment, but it is not intended as a preparation for direct entry into surveying occupations.

**Lecture:** 3 hours per week

**Corequisite Lab:** ENGR-214L (3 hours per week)

**Prerequisite:** MATH-147 or COMPASS College Algebra > 51, ACT > 27, or SAT > 620

**ENGR-220 Dynamics of Rigid Bodies**  
*3 Credits*

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, collisions, and vibrations. It provides basic engineering skills that apply to all machines and other engineering bodies in motion.

**Lecture:** 3 hours per week

**Prerequisites:** MATH-175 and ENGR-210 with a minimum grade of C-

**ENGR-223 Engineering Analysis**  
*3 Credits*

ENGR-223 introduces a combination of numerical analysis skills, problem solving and design techniques, and various computer software as they are utilized in basic engineering applications. Students will utilize oral and written communication skills in presenting their solutions.

**Lecture:** 2 hours per week and 2 hours of lab

**Corequisite:** MATH-175

**ENGR-240 Circuits I**  
*4 Credits*

ENGR-240 presents a study of Ohm's Law, analysis methods, network theorems, Ideal Operational Amplifiers, and energy storage elements. It includes the exploration of electrical circuits using hands-on lab activities and computers.

**Lecture/Lab:** 3 hours of lecture per week, 2 hours of lab per week

**Prerequisite:** MATH-175 or permission of instructor

**Corequisite Lab:** ENGR-240L

**ENGR-241**

4 Credits

Circuits II presents a study of power, three phase, transformers, filters, Fourier transforms, and Laplace transforms. It includes the exploration of electrical circuits using hands-on lab activities and computers.

**Lecture:** 3 hours per week

**Corequisite Lab:** ENGR-241L (2 hours per week)

**Prerequisite:** ENGR-240

**Circuits II**
**ENGR-295**

3 Credits

ENGR-295 is the study of material strength, including elasticity, stress, strain, beam analysis, analysis of structural forms, torsion, deformation, modes of failure, and column analysis. The course provides a basic understanding of how structures and machines should be designed to prevent failure.

**Lecture:** 3 hours per week

**Prerequisites:** ENGR-210 and MATH-175

**Note:** This course is equivalent to U of I Engineering 350

**Strength of Materials**
**ENGLISH**

**THE WRITING CENTER:** The Writing Center, a comprehensive facility serving the entire campus, is located in the Lee Hall Annex. It is open daily from 8 a.m. to 3 p.m. The English and Modern Languages Division encourages all NIC students and faculty to drop in for assistance in document organization, sentence style, grammar, and punctuation. Computers and resource materials are available for use. Mini-courses and one-on-one tutoring are available to all programs, students, faculty, and staff.

**NOTE: Once placed in an English class, students must pass that course with a C- or better before enrolling in the next class in the sequence. Classes in a sequence cannot be skipped once the student has been placed. Students should be prepared to provide a hard copy of their placement scores to their instructor.**

**ENGL-045**

3 Credits

ENGL-045 offers introductory instruction in grammar, sentence construction, and paragraph development. This course includes instruction in constructing simple, compound, and complex sentences; writing thesis and topic statements; and developing a paragraph with primary and secondary support. Writer's Workshop is helpful to those who need to improve skills before taking a college composition course. It is an important skill-building course that can influence college success, but will not fulfill degree requirements. A grade of C- or above allows the student to enroll in ENGL-099.

**Lecture:** 3 hours per week

**Prerequisite:** Entry is based on an appropriate score on the placement test of either between 0-30 on the COMPASS Writing, or 0-14 on the ACT English, or 0-370 on the SAT Verbal

**Writer's Workshop**
**ENGL-099**

3 Credits

ENGL-099 provides writing instruction that focuses on fluency, development, organization, revision, and editing/proofreading. As a part of this course, students will practice reading actively and critically, engaging in dialogues with texts, drafting essays in a format appropriate to purpose and audience, and utilizing a process approach to writing. A grade of C- or above allows the student to enroll in ENGL-101.

**Fundamentals for Writing**

**Lecture:** 3 hours per week

**Prerequisite:** Entry is based on an appropriate score on the placement test of either between 31-67 on the COMPASS Writing, or between 15-17 on the ACT English, or between 380-440 on the SAT Verbal, **OR** a grade of C- or above in ENGL-045

**ENGL-099A**

1 Credit

ENGL-099 provides writing instruction that focuses on fluency, development, organization, revision, and editing/proofreading. As a part of this course, students will practice reading actively and critically, engaging in dialogues with texts, drafting essays in a format appropriate to purpose and audience, and utilizing a process approach to writing. ENGL-099A is the first credit of the three-credit course. Students who demonstrate high achievement will have the opportunity to complete English department assessments and a standardized placement test that could qualify them to move on early to ENGL-101.

**Lecture:** 1 hour per week

**Prerequisite:** By permission of the English department chair and either a minimum grade of C- in ENGL-045 or appropriate test scores: COMPASS E-Write <6, COMPASS Writing <68, ACT <18, or SAT Verbal <450.

**Fundamentals for Writing**
**ENGL-099B**

2 Credits

ENGL-099 provides writing instruction that focuses on fluency, development, organization, revision, and editing/proofreading. As a part of this course, students will practice reading actively and critically, engaging in dialogues with texts, drafting essays in a format appropriate to purpose and audience, and utilizing a process approach to writing. ENGL-099B is a two credit continuation of ENGL-099A. A grade of C- or above for all three credits of ENGL-099A and 099B allows the students to enroll in ENGL-101.

**Lecture:** 2 hours per week

**Prerequisite:** By permission of the English department chair and either a minimum grade of C- in ENGL-045 or appropriate test scores: COMPASS E-Write <6, COMPASS Writing <68, ACT <18, or SAT Verbal <450.

**Fundamentals for Writing**
**ENGL-101**

3 Credits

English 101 prepares students for the demands for a range of audiences, purposes, and contexts. Students will learn processes and strategies for writing and revising clear, precise, and accurate prose and will demonstrate their abilities in a series of academic essays, mainly expository. Students will also learn to read, analyze, synthesize, and respond to a collection of texts. 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:** Complete ENGL-099 or ESL-101 with a minimum grade of C- of have the appropriate test score: COMPASS E-Write >5, COMPASS Writing >67, ACT >17, SAT Verbal >440.

**English Composition**
**ENGL-102**

3 Credits

ENGL-102 provides instruction in the research and writing skills and processes. Students will learn methods for gathering, evaluating, synthesizing, and documenting a range of sources in support of expository and argumentative essays. Emphasis is on critical thinking and writing clear, concise, and effective prose. The course 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

**English Composition**



on the SAT Verbal will result in placement into ENGL-102 and credit for ENGL-101. A score of 31-37 in the ACT English, or 700-800 in the SAT Verbal will result in credit for ENGL-101 and ENGL-102

### **ENGL-114**                      **Writing Across the Curriculum** 1 Credit

ENGL-114 provides focused instruction and practice in the writing process. Based on writing across the curriculum principles, sections are offered on specific topics that supplement courses, subject areas, or writing tasks, with some sections emphasizing research and documentation. This course is a hybrid course, involving traditional classroom instruction, flexible-learning modules, Internet resources, and individual instruction in the Writing Center.

**Lecture:** 1 hour per week

### **ENGL-175**                      **Introduction to Literature** 3 Credits

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

Technical Writing offers instruction in the writing skills applicable to business and industry. This course 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 course 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 the Division Chair are required.

**Lecture:** 3 hours per week

**Recommended:** ENGL-101

### **ENGL-205**                      **Interdisciplinary Writing** 3 Credits

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 and instructs students to write effective papers in the sciences, social sciences, history, business fields, as well as in the humanities. Emphasis is placed on the student's own writing of essays and explications.

**Lecture:** 3 hours per week

**Prerequisites:** ENGL-101 and ENGL-102

### **ENGL-207**                      **Trestle Creek Review** 2 Credits

This course introduces students to small-press publishing. Students solicit and read manuscripts from NIC and the community and collaboratively determine the contents of *Trestle Creek Review*, an annual literary magazine. Through the publication of the magazine, students become conversant with contemporary literature written by budding and established writers and gain skills in literary design, editing, and criticism. Additionally, students learn about the North American literary industry, and gain practical tools to advance their own writing and editing careers through involvement with national and international small magazines and presses. Students receive

acknowledgment on the masthead of *Trestle Creek Review* as members of the editorial staff. This course may be taken twice for credit.

**Lecture:** 2 hours per week

**Recommended:** ENGL-101

### **ENGL-210**                      **Literary Analysis** 3 Credits

ENGL-210 introduces the basic methods and theories of literary analysis, research, and writing. This course provides the critical vocabulary, skills, and methodologies with which to understand not only what a literary (or visual) text means, but also how it means. The course emphasizes the development of the skills necessary for analytical writing about literature and the importance of composing clear, compelling, and valid arguments in the interpretation of a text.

**Lecture:** 3 hours per week

### **ENGL-216**                      **Mythology** 3 Credits

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

ENGL-257 examines significant literary works of Western Civilization from about 800 B.C. through Shakespeare. This course focuses on the values, traditions, themes, and ideas that have shaped Western culture and have influenced other disciplines such as art, psychology, and philosophy. This course helps link the basic concepts of early literature to the contemporary world. It satisfies an arts and humanities course requirement for the A.S., A.A., and most transfer degrees.

**Lecture:** 3 hours per week

**Prerequisite:** ENGL-101

### **ENGL-258**                      **Literature of Western Civilization** 3 Credits

ENGL-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

This course is a study of historical documents, poetry, fiction, drama, and essays illustrating the development of English literature from the Anglo-Saxon period through the 18th 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

ENGL-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-271** **Introduction to Shakespeare**  
3 Credits

ENGL-271 surveys major works of Shakespeare. Students will apply critical approaches to analysis of representative works among Shakespeare's poetry, tragedies, comedies, romances, and histories.

**Lecture:** 3 hours per week

**Prerequisite:** ENGL-101

**ENGL-272** **Business Writing**  
3 Credits

Business Writing offers instruction in the practical application of business writing principles. It includes business writing strategies for memos, letters, and reports, and emphasizes audience analysis, content planning, language effectiveness, and message layout. ENGL-272 helps develop writing skills necessary for effective business communication. It is required for some business and business-related programs.

**Lecture:** 3 hours per week

**Prerequisite:** Entry is based on an assessment score of 68-94 on the COMPASS Writing, or 18-24 on the ACT English, or 450-560 on the SAT Verbal, **OR** a grade of C- or above in ENGL-099

**Recommended:** ENGL-101

**ENGL-277** **Survey of American Literature**  
3 Credits

ENGL-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

ENGL-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 (same as AIST-285)

ENGL-285 explores traditional American Indian world views and belief systems as reflected in myths and legends, as well as con-

temporary 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

**Recommended:** Prior completion of ENGL-175

**ENGL-291** **Creative Writing: Poetry**  
3 Credits

ENGL-291 introduces the principles and techniques of poetry writing, examined through exercises and discussions of student and professional writing. 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

**Recommended:** ENGL-101

**ENGL-292** **Creative Writing: Fiction**  
3 Credits

ENGL-292 introduces the principles and techniques of fiction writing, examined through exercises and discussions of student and professional writing. 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-101

**ENGL-293** **Creative Writing: Literary Nonfiction**  
3 Credits

This course introduces the principles and techniques of literary nonfiction writing, examined through exercises and discussions of student and professional writing. 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-101

**ENGL-295** **Contemporary U.S. Multicultural Literature**  
3 Credits

ENGL-295 provides a study of fiction, nonfiction, poetry, and film across a diverse range of cultures in the United States. Selections each semester will include works from the 1960s to the present, including the perspective of women and men who may represent diverse races, ethnicities, social classes, religions, sexual orientations, ages and abilities. Since the Civil Rights movement, writers once marginalized are now published in the mainstream, expressing diverse themes in challenging, experimental styles. This course fulfills a cultural diversity requirement for the A.A. degree or an arts and humanities requirement for the A.S. degree.

**Lecture:** 3 hours per week

**Prerequisite:** ENGL-101 with a grade of C- or above

**ENGLISH AS A SECOND LANGUAGE**

**ESL-090** **ESL Conversant Program**  
1-2 Credits

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

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

### **ESL-101** **ESL Composition** 3 Credits

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

## ENTREPRENEURSHIP

### **ENTP-105** **Entrepreneurship Skills** 3 Credits

This course provides an overview of the role of entrepreneurial businesses in the United States and the impact of those businesses on the national and global economy. Students evaluate the skills and commitment necessary to successfully operate an entrepreneurial venture. Additionally, students review the challenges and rewards of entrepreneurship as a career choice, as well as the entrance strategies needed to accomplish such a choice. As a key component of this course, students will generate a prospective business idea that can be honed in future entrepreneurship courses. Integrated course content to include: marketing, management, operations, finance, and computer skills and literacy. Note: This course must be taken either as a prerequisite to ENTP-115, ENTP-125, and ENTP-135 or concurrently in the first semester of coursework.

**Lecture:** 3 hours per week

### **ENTP-110** **Starting and Managing the Business Enterprise** 3 Credits

This course introduces students to processes for starting a new venture. Topics include the characteristics of an entrepreneur, aspects

of starting a business, evaluation of entrepreneurial opportunities and risks, and legal structures for new ventures. Focus is on developing new venture concepts, identifying and solving problems, planning for survival and growth, and enhancing profitability. Human resource needs and services for an entrepreneurship will also be covered.

**Lecture:** 3 hours per week

### **ENTP-115** **Entrepreneurship Opportunity Analysis** 3 Credits

This course provides students with the skills to assess the personal attributes, as well as the skills base, professional talent, and educational and work experiences within an organization that are necessary to create successful business ideas. Students examine the external environment to identify trends and needs in the marketplace for potential business opportunities. Each individual has the opportunity to screen potential business ideas by assessing whether or not these compliment the individual and his/her organization based on an evaluation of its strengths and skills base, as well as the student's personal, professional, and financial goals. Students develop initial market feasibility analyses to test their concepts through basic market research.

**Lecture:** 3 hours per week

**Prerequisite/Corequisite:** ENTP-105

### **ENTP-120** **Marketing the Business Enterprise** 3 Credits

This course will help students learn about conducting market research, making strategic marketing decisions, wisely allocating budget funds to implement marketing goals, selecting the proper tools for advertising/sales and public relations to capture business markets, building customer loyalty, and measuring business promotional efforts to effectively enhance their marketing strategies. Emphasis will be on developing a marketing plan using marketing research techniques.

**Lecture:** 3 hours per week

### **ENTP-125** **Small Business Financial Management** 3 Credits

This course includes a focused approach on the financial and accounting aspects of operating and growing a business. Students will learn about options for capital and how to manage credit. This course also examines the relationship of managerial accounting to control cash flow and the decision-making functions of management. It includes a study of how costs are classified and analyzed for cost-volume-profit analysis (i.e. breakeven and target profit analysis). Students will also learn basic dual-entry accrual accounting theories, financial statement structure and cash flow projection. In addition, students will learn the basic tenets of establishing and evaluating budgets and the implementation of a strong internal control system.

**Lecture:** 3 hours per week

**Prerequisite/Corequisite:** ENTP-105

### **ENTP-130** **Finances and Taxes for Entrepreneurs** 3 Credits

This course emphasizes consideration and selection of financing vehicles, financial forecasting, and various accounting and legal issues considered in strategic decision-making. Participants will review various types of financial statements in order to analyze business operations. In addition, tax responsibilities, tax forms, and how to access resources to ensure effective financial management for small business opportunities and growth potential will be covered.

**Lecture:** 3 hours per week



**ENTP-135**
**3 Credits**
**Business and Marketing  
Plan Development**

This course is designed to enable students to manage and operate a small business. In this course, students will develop a business and marketing plan. The areas covered include developing a business plan, securing financing, developing advertising and promotional materials, choosing a site location, and managing the business. This course is beneficial for those planning to start a business as well as those already operating a business.

**Lecture:** 3 hours per week

**Prerequisite/Corequisite:** ENTP-105

**ENTP-140**
**3 Credits**
**Writing a Business Plan**

ENTP-140 offers students the opportunity to write a high-impact business plan. This course integrates all the components of a business plan including the business description and focus, location selection, marketing strategies, financial planning, personnel and management needs, and strategic planning for business growth. Participants will explore and develop a practical business plan for success by establishing realistic goals and objectives, developing strategies for a secure business, preparing for contingencies, and writing a plan.

**Lecture:** 3 hours per week

**ENVIRONMENTAL SCIENCE**
**ENSI-119 Introduction to Environmental Science**
**4 Credits**

ENSI-119 reviews basic concepts of chemistry, biology, the growth of human population, man's use of energy and other resources, species extinction, and pollution of the environment. This course satisfies a laboratory science course requirement for the A.S. and A.A. degrees.

**Lecture:** 3 hours per week

**Corequisite Lab:** ENSI-119L (2 hours per week)

**Prerequisite:** MATH-025 or COMPASS Algebra > 40, ACT Math > 19, or SAT Math > 430

**FIRE SERVICE TECHNOLOGY**
**FST-100**
**48 Credits**
**Fire Service Technology**

This course will transcript the non-credit Idaho State Fire Fighters certification courses to 48 credits so they can be utilized as the technical skills course for the Fire Service Technology A.A.S. degree. These courses are delivered through fire departments statewide.

**Lecture:** 622 hours

**Lab:** 222 hours

**FOOD AND BEVERAGE MANAGEMENT**
**FDBV-110 F and B Customer Service Management**
**3 Credits**

This theory course will focus on basic principles for creating an exceptional dining experience for customers. Students will cover topics such as menu development, restaurant supplies and equipment, facility requirements, labor costs and revenue, casual/theme restaurant environments, banquets and catered events, and on-site food service operations. Upon completion of this course, students

will demonstrate a thorough understanding of guest-driven service.

**Lecture:** 3 hours per week

**FDBV-125**
**2 Credits**
**Hospitality Supervision**

This course discusses key supervisory and communication skills essential for effective leadership in the hospitality industry. Students learn techniques that will prepare them to juggle the expectations of management, guests, and employees. Industry-driven case studies will help students practice solving problems that they face on the job.

**FDBV-230**
**3 Credits**
**F and B Operations Management  
(same as HOSP-215)**

This course will focus on profit/cost margins, daily balance sheets, banking procedures, charting and forecasting products and services, personnel development and management, documentation systems, target marketing, and regulations governing the food and beverage industry.

**Lecture:** 3 hours per week

**GEOGRAPHY**
**GEOG-100**
**4 Credits**
**Physical Geography**

Physical Geography is an introduction to the Earth's physical systems and the interaction among the atmosphere, hydrosphere, biosphere, and lithosphere. It emphasizes the atmospheric sciences (weather and climate), landforms, water resources, and soils. Concurrent enrollment in GEOG-100L is required. This course satisfies a laboratory science course requirement for the A.S. and A.A. degrees, and a general education requirement for the A.A.S. degree.

**Lecture:** 3 hours per week

**Corequisite Lab:** GEOG-100L (2 hours per week)

**GEOLOGY**
**GEOL-101**
**4 Credits**
**Physical Geology**

Physical Geology is the study of the origin and development of the earth. It includes the detailed study of the development of the Earth's crust, its minerals, rocks, volcanoes, glaciers, mountains, and continents. This course provides an understanding of the natural and physical processes of the planet Earth and an appreciation for the impact geology has on everyday life. Concurrent enrollment in GEOL-101L is required. In combination with GEOL-101L, this course satisfies a laboratory science course requirement for the A.S., A.A., and A.A.S. degrees.

**Lecture:** 3 hours per week

**Corequisite Lab:** GEOL-101L (2 hours per week)

**GEOL-102**
**4 Credits**
**Historical Geology**

This course is an introduction to the principles and interpretation of geologic history. It emphasizes the evolution of the Earth's lithosphere (crust), atmosphere, and biosphere through geologic time. This course includes consideration of the historical aspects of plate tectonics, the geologic development of North America, and important events in biological evolution and the resulting assembly of fossils. GEOL-102 provides an appreciation for the vast extent of geologic time, the natural processes affecting change

on the Earth, and the identification of common fossil types. This course satisfies a laboratory science requirement for the A.S., A.A., and A.A.S. degrees.

**Lecture:** 3 hours per week

**Corequisite Lab:** GEOL-102L (2 hours per week)

**Recommended:** Prior or concurrent enrollment in GEOL-101

**GEOL-123** **Geology of Idaho and the Pacific Northwest**  
4 Credits

GEOL-123 is the study of the geologic history of Idaho and the Pacific Northwest. It examines the development of existing geologic structures and rock types, focusing on the development and distribution of major topographic and scenic features. Included are field trips to areas of important mineral and gem occurrences. This course provides an appreciation for the development and distribution of geologic natural resources in the region. This course satisfies a laboratory science requirement for the A.S., A.A., and A.A.S. degrees.

**Lecture:** 3 hours per week

**Corequisite Lab:** GEOL-123L (2 hours per week)

**Recommended:** Prior or concurrent enrollment in GEOL-101

**GEOL-255** **Systematic Mineralogy**  
4 Credits

This is a study of the classification and determination of minerals by physical, chemical, and crystallographic and optical properties. It emphasizes occurrences, identification, and uses of the silicate minerals and the non-silicate ore and rock-forming minerals. The weekly three-hour laboratory includes hands-on testing and identification of mineral samples including utilizing their optical properties in oil mounts and thin section, and field trips to significant mineral locations. Students learn to recognize and identify important ore and industrial minerals, while gaining an appreciation for the application of mineral resources to everyday life. A background in chemistry is helpful. This course satisfies a laboratory science requirement for the A.S., A.A., and A.A.S. degrees.

**Lecture:** 3 hours per week

**Corequisite Lab:** GEOL-255L (3 hours per week)

**Prerequisites:** GEOL-101 and GEOL-101L

**GEOL-270** **Geology of National Parks**  
3 Credits

This course is designed to enhance student understanding of key geological concepts by examining features from selected national parks. Landscape genesis and evolution is studied in relation to the wider scope of regional geologic history. One three-day field trip is required.

**Lecture:** 3 hours per week

**Prerequisite:** GEOL-101, GEOL-102, GEOL-123, or GEOG-100

**GRAPHIC DESIGN/  
VISUAL COMMUNICATIONS**

**NOTE:** Course enrollment requires student to be a Graphic Design or Web Design major.

**GDES-101** **History of Graphic Design**  
2 Credits

GDES-101 introduces students to the characteristic manner of expressions, basic designs, various constructions, and execution of graphic design, and its visual aesthetics at particular times and places throughout history. The course covers how the look of graphic design has evolved and what caused this evolution, starting with

commercial art at the beginning of the industrial revolution in the 19th century and ending with the current digital era.

**Lecture:** 2 hours per week

**Lab:** 2 hours per week

**GDES-112** **Drawing for Designers**  
2 Credits

GDES-112 introduces students to the fundamentals of drawing for graphic designers. Topics and activities include hand-eye coordination, observation techniques, attention to format and proportion, perspective, and composition. Students will be introduced to current techniques used by working graphic designers. Students will be expected to complete a minimum of five projects.

**Lecture:** 2 hours per week

**Lab:** 2 hours per week

**GDES-120** **Typography**  
2 Credits

GDES-120 introduces the techniques used in typography, which is the visual communication of information through type. A historical perspective will trace the development of typography from its beginning to its current use in graphic design. Students will learn about the transition from traditional techniques and concepts to the creation of electronic documents utilizing quality typographic work. Attention to detail will be stressed so that students have an opportunity to acquire and demonstrate the use of the typographic skills necessary in today's graphic design work.

**Lecture:** 2 hours per week

**Lab:** 2 hours per week

**Prerequisites:** GDES-130, GDES-131, and GDES-221

**GDES-130** **Introduction to Apple Operating Systems**  
1 Credit

GDES-130 is an introduction to Apple's current operating system for graphic designers. The course will cover the necessary hardware, the basics of the operating system, the necessary peripheral devices, the use of wireless networking, and Mac troubleshooting in a graphic design environment. Students will be exposed to basic software installation and troubleshooting basic problems. This course also provides knowledge and skills that will be used in other NIC Graphic Design courses.

**Lecture:** 1 hour per week

**Lab:** 1 hour per week

**Recommended Corequisite:** GDES-131

**GDES-131** **Adobe Illustrator - Vector Graphics**  
3 Credits

GDES-131 offers in-depth knowledge of the Adobe Illustrator for Graphic Design software program. This course introduces students to basic hardware and software, standard input and output devices, and basic troubleshooting in a graphic design environment. Students will explore the fundamental concepts associated with Illustrator and learn the basics of computer-aided illustration.

**Lecture:** 3 hours per week

**Lab:** 2 hours per week

**Recommended Corequisite:** GDES-130

**GDES-132** **Adobe Photoshop - Raster Graphics**  
3 Credits

GDES-132 offers in-depth knowledge of the Adobe Photoshop - Raster Graphics software program. This course introduce students to basic hardware and software, standard input and output devices, and basic troubleshooting in a graphic design environment. In addition, students will gain experience in image creation and manipulation.



This course will cover the fundamental concepts needed to scan, correct, manipulate, and enhance bitmap (Raster) images. This course should provide students with valuable knowledge of Raster imagery for use in NIC Graphic Design courses.

**Lecture:** 3 hours per week

**Lab:** 2 hours per week

**Prerequisite:** GDES-130

### **GDES-133**

**3 Credits**

### **Adobe InDesign- Layout and Composition**

GDES-133 offers in-depth knowledge of the Adobe InDesign software program. It also introduces students to basic hardware and software, standard input and output devices, and basic troubleshooting in a graphic design environment. Students will also gain experience in typesetting, and preparing single-page and multi-page layouts for publication. This course should provide the student with valuable knowledge of page design for future NIC Graphic Design courses.

**Lecture:** 3 hours per week

**Lab:** 2 hours per week

**Prerequisites:** GDES-130, GDES-131, GDES-132, GDES-221, and GDES-222

### **GDES-134**

**2 Credits**

### **Acrobat Dynamic PDF**

GDES-134 provides students with Acrobat PDF to connect, interact, and engage in powerful new ways. Students will learn how to streamline their work, collaborate more easily, and create high impact digital communications. This course is designed to meet the needs of today's business, and is applicable for both designers and non-designers. Acrobat Dynamic PDF will help students get more done, easier, faster, and better.

**Lecture:** 2 hours per week

**Lab:** 2 hours per week

**Prerequisites:** GDES-130, GDES-131, GDES-132, GDES-133, or permission of instructor based on portfolio review

### **GDES-140**

**2 Credits**

### **Internet Fundamentals**

GDES-140 gives students a basic understanding of the Internet, who uses it, and how it is used. Skill building topics will include email, blogs, browsers, search, feeds, FTP, downloads, rich media, and social media. The course will explore a variety of communication methods on the web.

**Lecture:** 2 hours per week

**Lab:** 2 hours per week

**Prerequisites:** GDES-120, GDES-130, GDES-131, GDES-132, GDES-133, and GDES-221, or permission of instructor based on portfolio review.

**Recommended:** GDES-222

### **GDES-213**

**2 Credits**

### **Digital Illustration**

GDES-213 is a digital drawing fundamentals lab for graphic designers that includes working with a stylus and tablet, introduction to various media techniques, and conceptual integration with design and layout tools to achieve a knowledgeable broad project overview from start to finish. Students will be introduced to tools and digital paradigms used by working professionals in creating digital visuals in a timely manner applicable to graphic design, web, game design and video production. This course is meant to develop hands-on experience within a series of five projects constructed in class.

**Lecture:** 2 hours per week

**Lab:** 2 hours per week

**Prerequisites:** GDES-120, GDES-131, GDES-132, GDES-221, GDES-

222, and GDES-223, or permission of instructor based on portfolio review

### **GDES-221**

**3 Credits**

### **Graphic Design I**

GDES-221 offers instruction in the principles of design. Students research case studies and use problem solving skills and techniques, gain an understanding of basic layout composition and color theories in print, web, and video. Students develop concepts with roughs and comprehensives on assigned projects including creation of their own business package. Field trips and students' presentations support theories and concepts learned in the classroom.

**Lecture:** 3 hours per week

**Lab:** 2 hours per week

**Prerequisites:** GDES-131, GDES-132, or permission of instructor

### **GDES-222**

**3 Credits**

### **Graphic Design II**

GDES-222 is a continuation of GDES-221 and is designed to give students more hands-on experiences in developing skills with tools, materials, and professional methods for creating professional visuals. Students will learn to incorporate research, illustrations, and other graphics necessary to complete packaging, advertising proposals, and then present results individually and as a group. Continued emphasis is placed on computer applications and on assigned projects. This course is helpful in building visual literacy, expanding conceptual and technical skills, and improving creative problem solving.

**Lecture:** 3 hours per week

**Lab:** 2 hours per week

**Prerequisites:** GDES-120, GDES-131, GDES-132, GDES-133, and GDES-221, or instructor permission

### **GDES-223**

**3 Credits**

### **Graphic Design III**

GDES-223 is a continuation of GDES-222 and provides hands-on exposure to a variety of complex visual design problems. Real life interaction with customers provides opportunities to best prepare students for future design careers. GDES-223 develops the creative use of computer technologies and requires working with clients for proposal submissions, presentations, and respect to stringent deadlines.

**Lecture:** 3 hours per week

**Lab:** 2 hours per week

**Prerequisites:** GDES-101, GDES-120, GDES-130, GDES-131, GDES-132, GDES-133, GDES-140, GDES-221, and GDES-222, or permission of instructor based on portfolio review

**Recommended:** GDES-283

### **GDES-225**

**3 Credits**

### **Introduction to Digital Video**

GDES-225 introduces students to the basic technical skills necessary for using digital video cameras, lighting equipment, and audio/video editing software used in conjunction with Apple hardware and software. The course covers the step-by-step processes necessary to create effective video projects including story boarding techniques and sequences related to a video production workflow. Individual and team video projects produced in a DVD format will be required.

**Lecture:** 3 hours per week

**Lab:** 2 hours per week

**Prerequisites:** GDES-112, GDES-120, GDES-130, GDES-131, GDES-132, GDES-133, and GDES-221, or permission of instructor based on portfolio review

**Recommended:** GDES-222

**GDES-226**  
2 Credits**Computer Animation**

GDES-226 provides students with computer animation techniques using leading vector and Raster software commonly used in the graphic design and media industries. The end product is integrated into various existing and new media including web browsers, self-running applications such as DVDs, and/or interactive kiosks. This course covers step-by-step process animation projects combining graphic design and professional video animation software.

**Lecture:** 2 hours per week

**Lab:** 2 hours per week

**Prerequisites:** GDES-101, GDES-130, GDES-131, GDES-132, GDES-133, GDES-221, GDES-222, and GDES-225, or permission of instructor based on portfolio review

**GDES-246**  
2 Credits**Web Usability**

GDES-246 will introduce students to usability design concepts and authentic test methods for interactive media. Usability is grounded in tailoring interface design for the most effective user experience. Students will design, conduct, and analyze usability tests based on established principles, research findings, and theory. Upon completion of this course, students will be able to develop a usability test plan, recruit appropriate users, create robust task scenarios, facilitate testing, and analyze and communicate the test results.

**Lecture:** 3 hours per week

**Lab:** 2 hours per week

**Prerequisites:** GDES-101, GDES-112, GDES-120, GDES-130, GDES-131, GDES-132, GDES-140, GDES-221, and GDES-222, or instructor permission

**GDES-250**  
2 Credits**Prepress**

GDES-250 provides a systematic introduction to the complex print production process. By taking a step-by-step approach through simple, straightforward projects and examples, students will gain a better understanding of the essentials of digital color prepress. Students will learn which type of software to use for optimal results at each stage of the prepress process, the advantages and disadvantages of different proofing methods, and the steps graphic designers can take to ensure high-quality printed output. Students will experience both the theoretical and practical challenges of new prepress tools.

**Lecture:** 2 hours per week

**Lab:** 2 hours per week

**Prerequisites:** GDES-120, GDES-130, GDES-131, GDES-132, GDES-133, GDES-213, GDES-221, GDES-222, and GDES-223, or permission of instructor based on portfolio review

**GDES-254**      **Interaction Design and Prototyping**  
3 Credits

GDES-254 provides learning and usage of the principles of interaction design to define a software project in terms of its purpose, scope, audience, major elements, task flows, layout, and more. Students will identify a need, define a solution, and create deliverables for an entire interaction design project. Students will also learn how to use prototyping as a method to explore design, communicate, and test design concepts with fellow team members and clients through paper, PowerPoint/Keynote, Visio/OmniGraffle, Fireworks, Axure, and HTML.

**Lecture:** 3 hours per week

**Lab:** 2 hours per week

**Prerequisites:** GDES-101, GDES-120, GDES-130, GDES-131, GDES-132, GDES-140, GDES-221, GDES-222, GDES-246, and GDES-255, or permission of instructor based on portfolio review

**GDES-255**  
3 Credits**Design Concepts for the Web**

GDES-255 is an introduction to HTML and CSS for web-based content. The course will focus on standards of contemporary web-interface development, keeping content, presentation, and behavior separate. Students will use optimized Raster graphics, typography, layout, and style to create operational websites from sketches to publication.

**Lecture:** 3 hours per week

**Lab:** 2 hours per week

**Prerequisites:** GDES-101, GDES-130, GDES-131, GDES-132, GDES-133, GDES-140, GDES-221, and GDES-222, or instructor permission

**Recommended:** GDES-223 and GDES-283

**GDES-258**  
3 Credits**DOM Scripting for Designers**

GDES-258 introduces students to basic programming concepts through the use of ECMAScript (JavaScript) and the Document Object Model. Students will learn the history of ECMAScript and its role in contemporary websites and web applications. Basic and intermediate scripts will be created to solve common interface problems. Students will learn to evaluate existing libraries and scripts so that they can make informed decisions about their applicability for a given task. Students will learn best practices and unobtrusive DOM scripting techniques.

**Lecture:** 3 hours per week

**Lab:** 1 hour per week

**Prerequisites:** GDES-130, GDES-131, GDES-132, GDES-133, GDES-140, GDES-221, GDES-222, and GDES-255

**GDES-260**  
3 Credits**Development for Mobile Devices**

GDES-260 is designed to bring students up to speed on designing for smaller platforms, namely mobile phones and handheld devices. Students will build upon foundational CSS to achieve adaptive layouts based on minimal viewports and discuss the importance of supporting this audience segment.

**Lecture:** 3 hours per week

**Lab:** 2 hours per week

**Prerequisites:** GDES-101, GDES-130, GDES-131, GDES-132, GDES-140, GDES-221, GDES-222, GDES-246, GDES-254, GDES-255, and GDES-258, or with instructor permission based on portfolio review

**GDES-271**  
3 Credits**Design Projects**

GDES-271 includes the development of real-life design projects under the direction and guidance of experienced graphic design professionals. Students will complete publishable projects while performing client-graphic designer interaction; designing pre-production, production, and marketing costs; and delivering projects to the customer in a variety of media for different markets. Students must be responsive to client-driven deadlines.

**Lecture:** 3 hours per week

**Lab:** 2 hours per week

**Prerequisites:** GDES-101, GDES-112, GDES-120, GDES-130, GDES-131, GDES-132, GDES-133, GDES-140, GDES-213, GDES-221, GDES-222, GDES-223, GDES-255, and GDES-283, or instructor permission

**GDES-283**  
3 Credits**Portfolio Development**

GDES-283 provides an overview of the graphic design profession, provides techniques to engage students in the first assembly of their

graphic design professional resume and portfolio, and knowledge of essential job interview skills. The result of combining a first portfolio, while acquiring practical and relevant information about the industry, prepares students for internship opportunities. The course is designed to further prepare students toward clients' expectations, to stress deadlines, and to reinforce necessary technical learning. Assigned projects mirror real life assignments, including professional ethics, communication, and production costs.

**Lecture:** 3 hours per week

**Lab:** 2 hours per week

**Prerequisites:** GDES-101, GDES-120, GDES-130, GDES-131, GDES-132, GDES-133, GDES-140, GDES-221, and GDES-222, or instructor permission

### **GDES-290**

*1-6 Credits*

### **Internship**

GDES-290 provides students with practical, on-the-job experience in preparation for a successful career in the graphic design field. The internship is paired with in-class learning and weekly meetings with the sponsoring instructor and designated business or agency. An internship is an excellent job market pathway. An exit portfolio review is scheduled at the completion of the course. GDES-290 can be repeated up to five times with a credit maximum of six.

**Prerequisites:** GDES-120, GDES-130, GDES-131, GDES-132, GDES-221, and GDES-222, or instructor permission

## **HEALTHCARE INFORMATICS**

### **HCIT-210**

*3 Credits*

### **Health IT Customer Service**

This course covers the development of skills necessary to communicate effectively across the full range of roles that will be encountered in health care and public health settings. This course also introduces how to use Lean Six Sigma decision-making processes, team-building principles and efficiency-boosting tools to do more without increasing costs.

**Lecture:** 3 hours per week

**Prerequisite:** CAOT-168

### **HCIT-220**

*3 Credits*

### **Healthcare Informatics Internship**

This course provides the sophomore student of the HCIT program supervised, structured training in healthcare informatics skills through on-the-job experience in a healthcare-related facility. Students will gain insight and on-the-job work experience doing projects that would normally be assigned to the employer's entry-level support staff. Students are responsible for finding an appropriate internship site and permission of the instructor is required. This is a required course in the Healthcare Informatics program and is graded on a satisfactory/unsatisfactory basis. This course includes 135 hours of on-site work experience/approximately 9 hours per week for 15 weeks in a healthcare-related facility.

**Lecture:** 3 hours per week

**Prerequisites:** CAOT-168, CAOT-180, CITE-114

**Corequisites:** BLDR-140

## **HEATING, VENTILATION, AIR CONDITIONING, AND REFRIGERATION**

**NOTE:** Course enrollment requires prior acceptance into the Heating, Ventilation, Air Conditioning, and Refrigeration program. Students

enrolled in this program are required to earn a grade of C- or better in their classes or receive instructor permission in order to advance to the next semester.

### **HVAC-161**

*3 Credits*

### **HVAC/R Principles**

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 course in the HVAC/R program. Current industry professionals who want to update skills are invited to take this as a stand-alone course.

### **HVAC-161L**

*5 Credits*

### **HVAC/R Lab I**

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 course. Students enrolled in the HVAC/R program are required to take this class concurrently with theory courses. Of the required five credits, a maximum of two credits can be substituted in an approved internship/co-op with instructor permission.

### **HVAC-165**

*4 Credits*

### **HVAC/R Electrical**

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 course as a refresher to update skills. Students enrolled in the HVAC/R program are required to take this course as part of their program.

### **HVAC-167**

*4 Credits*

### **HVAC Heating**

This course will focus on basic heat transfer theory and concepts. Specific areas of study include the different mediums used for heat transfer, electric heat systems, and fossil fuel systems (natural gas, propane, and fuel oil). Residential and light commercial system applications will be made throughout the program. Industry professionals who want to update skills are encouraged to take this as a stand-alone course. Students enrolled in the HVAC/R program are required to take this course as part of their program.

### **HVAC-171L**

*5 Credits*

### **HVAC/R Lab II**

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 course concurrently with theory courses. Of the required five credits, up to two credits can be substituted in an approved internship/co-op with instructor permission.

### **HVAC-175**

*4 Credits*

### **HVAC/R Systems**

HVAC systems that utilize the refrigeration cycle will be the main focus of this course. Refrigeration, as it applies to air conditioning, typical operation conditions, heat pumps, room air conditioners, furnaces, and AC combined will be covered. Students will have



the opportunity to explore troubleshooting methods for HVAC systems. Students enrolled in the HVAC/R program are required to take this course as part of their program. Industry professionals who want to update skills are encouraged to take this as a stand-alone course.

**HVAC-177**  
*4 Credits*
**Refrigeration**

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 course as part of their program. Industry professionals who want to update skills are encouraged to take this as a stand-alone course.

**HVAC-180**  
*3 Credits*
**HVAC/R Codes and Licenses**

This course provides information needed to successfully pass the Gas Fitter License exam and the EPA refrigerant license- Type II level. Students will have the opportunity to take both exams during the semester. Students enrolled in the HVAC/R program are required to take this course as part of their program. Current industry professionals that want to update skills are invited to take this as a stand-alone course.

**HISTORY**
**HIST-101**  
*3 Credits*
**History of Civilization to 1500**

HIST-101 explores important chapters of the human past from the earliest civilizations through the 15th century. The course considers how people, environment, social movements, religion, political ideologies, and philosophical ideas have shaped human society. 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**

HIST-102 explores important chapters of the human past from the Voyages of Discovery in the 15th century to the 20th century. The course considers how people, environment, social movements, religion, political ideologies, and philosophical ideas have shaped human society. 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-103**  
*3 Credits*
**History of Civilization 20th Century**

This course explores the history of the world in the 20th century, beginning with the Berlin Conference in 1885 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

terrorism, and the role of the nation-state. Students are expected to read and write at college level and are required to participate in discussions.

**Lecture:** 3 hours per week

**Recommended:** ENGL-101 and good reading skills

**HIST-111**
**U.S. History to 1876**

HIST-111 offers a broad chronological overview of U.S. history with emphasis on the political, economic, social, and cultural currents from the Pre-Columbian period through post-Civil War Reconstruction (c. 1876). Attention is given to themes which illuminate current events. This course serves as partial fulfillment of the social science requirement for A.A. and A.S. degrees and is transferable to regional four-year institutions.

**Lecture:** 3 hours per week

**Prerequisites:** Good writing and communication skills

**HIST-112**
**U.S. History after 1876**

*3 Credits*

HIST-112 offers a broad chronological overview of U.S. History with emphasis on political, economic, social, and cultural currents from the Gilded Age (c. 1876) through the present. Attention is given to themes which illuminate current events. This course serves as partial fulfillment of the social science requirement for A.A. and A.S. degrees and is transferable to regional four-year institutions.

**Lecture:** 3 hours per week

**Prerequisites:** Good writing and communication skills

**HIST-131**
**History of Latin America**

*3 Credits*

This course provides a survey of the historical development of Latin America from pre-Columbian times to the present day. The course examines the origins and legacies of economic, religious, and political institutions and the cultural and social contributions of Native Americans, Africans, and Europeans. Students are expected to read and write at college level and will be required to participate in discussions. It meets a cultural diversity requirement for the A.A. degree or a social science requirement for the A.A., A.S., and A.A.S. degrees.

**Lecture:** 3 hours per week

**HIST-141**
**History of Africa**

*3 Credits*

This course is an introductory survey of Africa history from ancient times to the present. The course covers traditional political systems and culture, the impact of Christianity and Islam, the economic and political intrusion of Europe, and the development of economic and political crises in contemporary Africa.

**Lecture:** 3 hours per week

**HIST-181**
**East Asian History and Civilizations**

*3 Credits*

This course is a survey of East Asian history and civilization from ancient times to the present. It concentrates on East Asian contributions to civilizations. Areas to be covered are China, Korea, Japan, and Southeast Asia. It meets a cultural diversity requirement for the A.A. degree or a social science requirement for the A.A., A.S., and A.A.S. degrees.

**Lecture:** 3 hours per week

**HIST-207**
**Explorations in the History of Civilization**

*3 Credits*

This course provides an in-depth study of a historical period, geographical area, or historical theme. Topics will vary by semester and

will be determined annually by history faculty. Reading, discussion, lectures, and media will focus on the issues and forces contributing to the chosen topic. See the class schedule for announcement of the semester's chosen topic(s).

**Lecture:** 3 hours per week

**HIST-208 Explorations in U.S. History**  
3 Credits

This course provides an in-depth study of a historical period, geographical area, or historical theme. Topics will vary by semester and will be determined annually by history faculty. Reading, discussion, lectures, and media will focus on the issues and forces contributing to the chosen topic. See the class schedule for announcement of the semester's chosen topic(s).

**Lecture:** 3 hours per week

**HIST-211 History of the Americas I:  
First Peoples and Colonial Period**  
3 Credits

This course provides a comparative topical study of Indian cultures, European colonization, race relations, society, culture, economy, religion, and government in the Western Hemisphere from the first peoples to the wars of independence.

**Lecture:** 3 hours per week

**Prerequisite:** ENGL-101

**HIST-212 History of the Americas II:  
Since Independence**  
3 Credits

This course provides a comparative topical study of the U.S., Canadian and Latin American nations from independence to the present within the broader context of the Western World. Emphasis will be placed on political, social and economic developments, minority experience and inter-American relations.

**Lecture:** 3 hours per week

**Prerequisite:** ENGL-101

**HIST-223 History of the Pacific Northwest**  
3 Credits

This course provides a chronological and thematic study of the Pacific Northwest from pre European contact through the present. The focus of the course is on the history of Oregon, Washington and Idaho. Emphasis is placed on the socio/cultural, economic, and political growth of the region and its role in the larger transnational landscape. Special attention will be given to the Inland Northwest within the greater Pacific Northwest.

**Lecture:** 3 hours per week

**HIST-240 American Indian History**  
(same as AIST-240)  
3 Credits

HIST-240 provides a historical overview of post-contact Indian and non-Indian relations and their effect on Indian culture, including reactions, adaptations, and conflicts in social, political, and economic systems. Some emphasis will be placed on prominent Indian personages and geographical groups, their migrations and intertribal and U.S government relationships, including federal Indian policy. Students will gain a deeper sense of "nations" and an understanding of the importance of tribal heritage and identify from a historical perspective. It meets a cultural diversity requirement for the A.A. degree or a social science requirement for the A.A., A.S., and A.A.S. degrees.

**Lecture:** 3 hours per week

**Prerequisites:** ENGL-101

**HIST-261 Historical Roots of Modern Russia:  
An Introduction Through Film and Fiction**  
3 Credits

This course surveys the history of Russia from earliest times to the present. It investigates political, economic, multi-national, social, and cultural aspects of Russian and Soviet history by reading historical literature, novels, and analyzing films.

**Lecture:** 3 hours per week

**HIST-282 Introduction to the History of Mexico**  
3 Credits

This course provides an introduction to the basic issues and themes of Mexican history from the pre-Hispanic era to the present. This course emphasizes how women, campesinos, indigenous populations, and the urban poor experienced and helped shape Mexican society.

**Lecture:** 3 hours per week

**Recommended:** ENGL-101

**HIST-290 The Historian's Craft**  
3 Credits

HIST-290 provides an introduction to the discipline of history, to basic skills for research methodology, and to major schools of historical writing. This course fulfills a major requirement for transfer institutions in Idaho.

**Lecture:** 3 hours per week

**Prerequisite:** ENGL-101

**Prerequisite or Corequisite:** ENGL-102

**HOSPITALITY**

**HOSP-100 Introduction to Hospitality and Tourism**  
3 Credits

This course provides a general overview of hospitality management. It covers the growth and development, organization and structure, and all of the functional areas of the hospitality industry, including travel and tourism, lodging, food services, and recreation. Included are an explanation of both the management and operational functions of hospitality operations, a discussion of the personal and professional demands of hospitality management, examination of managing human resources, and an exploration of the future of the industry.

**Lecture:** 3 hours per week

**HOSP-102 Guest Focused Service**  
3 Credits

This course will show students how hospitality professionals create and deliver guest-driven service, enhance value, build guest loyalty, promote repeat business, and continuously improve the process of providing excellent service. Students will learn how every aspect of food service and lodging operations contribute to the guest experience.

**Lecture:** 3 hours per week

**HOSP-105 Food and Beverage Service Sanitation**  
3 Credits

This course provides practical skills and knowledge for effective management of food and beverage service in outlets ranging from cafeterias and coffee shops to room service, banquet areas, and high-check average dining rooms. HOSP-105 presents basic service principles while emphasizing the special needs of guests. The course also emphasizes how to effectively manage sanitation to achieve high standards that will keep customers coming back.

**Lecture:** 3 hours per week



**HOSP-110 Front Office Procedures**  
*3 Credits*

Front Office Procedures details the flow of business through a hotel beginning with the reservation process and ending with check-out settlement. Included are examinations of how front desk activities and functions influence other departments and impacts management. The course also addresses ethics and general strategies when dealing with the public.

**Lecture:** 3 hours per week

**HOSP-115 Hospitality Field Experience**  
*3 Credits*

This is an introduction to actual on-the-job work experience. Exposure to the demands and practices of the hospitality industry is intended to help the student discover whether the hospitality field is an appropriate career choice. This course is waived for students with one full year of appropriate employment experience in the industry. The course includes student, employer, and coordinator evaluations; on-site work visits; written assignments; and oral presentations.

**Lecture:** 3 hours per week

**HOSP-117 Careers in Hospitality**  
*3 Credits*

This course highlights the many career opportunities in the hospitality industry. Students learn the techniques necessary to gain employment such as resume writing, interviewing skills, appropriate interview attire, and networking.

**Lecture:** 3 hours per week

**HOSP-120 Supervisory Housekeeping**  
*3 Credits*

This course describes the management functions, tools, and practices required in the lodging housekeeping department.

**Lecture:** 3 hours per week

**Prerequisites:** HOSP-105, HOSP-110, HOSP-115, and RRM-100

**HOSP-125 Hospitality Maintenance and Engineering**  
*3 Credits*

This course is an introduction to the technical knowledge required to establish preventative maintenance procedures.

**Lecture/Lab:** 3 hours per week

**Prerequisites:** HOSP-105, HOSP-110, HOSP-115, and RRM-100

**HOSP-130 Hotel Security Management**  
*3 Credits*

This course examines the issues surrounding the need for individualized security programs. It also explores how to make a difference in the safety and security of guests, hotel property, and fellow employees.

**Lecture:** 3 hours per week

**Prerequisites:** HOSP-105, HOSP-110, HOSP-115, and RRM-100

**HOSP-140 Leadership Principles**  
*3 Credits*

This course is an introduction to the principles of leadership and its relationship to management. Emphasis will be on leadership techniques, group dynamics, facilitation styles, problem solving, decision making, and communication techniques needed to inspire and influence. Students will apply leadership styles through experiential and group practice.

**Lecture:** 3 hours per week

**HOSP-150 Food Service Sanitation and Safety**  
*1 Credit*

This course provides practical skills and knowledge for safe food service in outlets ranging from cafeterias and coffee shops to room service, banquet areas, and high-check average dining rooms. On completion of this course, students will be certified in ServSafe.

**Lecture:** 1 hour per week

**HOSP-202 Guest Service Gold**  
*1 Credit*

This course is an in-depth look at guest service. Upon completion, students will demonstrate a thorough understanding of guest driven service. Students who successfully complete a 30-question exam provided by the American Hotel and Lodging Association will be certified as a Guest Service Professional.

**Lecture:** 1 hour per week

**Prerequisites:** HOSP-100 or RRM-100, HOSP-102, HOSP-140 or RRM-140, and HOSP-115 or RRM-290

**HOSP-210 Food and Beverage Controls**  
*3 Credits*

This course covers the principles involved in an effective system of food, beverage, labor, and sales income controls in the hospitality industry.

**Lecture:** 3 hours per week

**Prerequisites:** HOSP-105, HOSP-110, HOSP-115, and RRM-100

**HOSP-215 Bar and Beverage Management**  
*3 Credits*

This course explores how to balance marketing and control objectives, plan the business, select and train employees, and establish and maintain control systems. As well as an in-depth look at a range of beverage products including beers, wine varieties, spirits, specialty coffees, and teas. Proper beverage presentation, food pairing, and extensive coverage of responsible alcohol service will be taught.

**Lecture:** 3 hours per week

**Recommended:** HOSP-100

**HOSP-220 Resort and Recreation Management Principles**  
*3 Credits*

This course is an introduction to the principles of management and their relationship to the overall management of facilities, personnel, and programs. The development of supervisory skills and coaching techniques needed to improve the performance of employees are emphasized.

**Lecture:** 3 hours per week

**HOSP-225 Event Planning and Management**  
*3 Credits*

This course identifies the elements of event planning and management. Students will learn about different types of events, venues, step-by-step planning, and the management skills required to communicate with various stakeholders in the process.

**Lecture:** 3 hours per week

**HOSP-230 Financial Management**  
*3 Credits*

This course will focus on profit/cost margins, daily balance sheets, banking procedures, charting and forecasting products and services, personnel development and management, documentation systems, target marketing, and regulations governing the food and beverage industry. Students will learn to use management tools in analyzing operational effectiveness of hotel and restaurant organizations.

**Lecture:** 3 hours per week

**Prerequisites:** HOSP-100 and MATH-025 or higher

**HOSP-235** **Food Appreciation**  
4 Credits

Provides a food appreciation laboratory experience where students will examine the different preparation and service methods of commercial food operation. Traditional restaurant menus will be prepared and evaluated for quality standards.

**Lecture:** 3 hours per week

**Lab:** 2 hours per week

**Recommended:** CULA-150 or HOSP-150

**HOSP-250** **Risk Management**  
3 Credits

This course helps students appreciate and understand both the needs and techniques for identifying and managing risks to employees, guests, and property in the resort industry. This course focuses on identification and control of risk, incident investigation, and increasing employee and public awareness of potential risk. Enrollment in this course is restricted to professional-technical students who are declared majors in a program for which it is required (see program requirements in current catalog).

**Lecture:** 3 hours per week

**HOSP-290** **Hospitality Field Experience**  
3 Credits

Student will work under the supervision of a member of the management staff at a hospitality venue applying skills learned in the classroom. The student must demonstrate a minimum of entry-level competence as determined by the field experience supervisor and must document 135 hours at the job site.

**On-Site Training:** 135 hours

**Recommended:** HOSP-117

**HUMANITIES**

**HUMS-101** **Montage: Introduction to the Humanities**  
3 Credits

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

**HUMS-126** **Film and International Culture**  
3 Credits (same as CINA-126)

This course presents films as artifacts of culture and history, examines foreign and North American films, and evaluates selected critical readings to promote meaningful comparative analysis. It focuses on becoming more critically aware of the rich and diverse forms of cinematic expression, developing an appreciation for our responses to visual imagery, and using basic concepts of film

theory and cultural analysis to enrich our viewing experience. The concepts and methods introduced have applications to careers in broadcasting, graphic design, public relations, journalism, and corporate communications. This course is required for transfer into radio/television programs. It satisfies an arts and humanities course requirement for the A.S. and A.A. degrees.

**Lecture:** 3 hours per week

**Corequisite:** HUMS-126L

**HUMS-200** **Interdisciplinary Seminar**  
3 Credits (same as INTR-200)

Integrating a range of disciplines, including social sciences, the arts, history, literature, philosophy, and natural sciences, interdisciplinary studies courses explore issues related to community, sustainability and/or humanity's role in maintaining public and environmental health in the 21st century. Utilizing experiential learning, writing across the curriculum, reading, research, and special projects, students use problem-solving skills to explore these issues. This course satisfies a cultural diversity requirement for the A.A. degree or an arts and humanities requirements for the A.S. degree.

**Lecture:** 3 hours per week

**Prerequisite or Corequisite:** ENGL-101

**HUMS-205** **Visual Texts and Culture**  
3 Credits

This course is an interdisciplinary introduction to the study of visual culture. Borrowing from literary, cultural, and critical theory, this course investigates visual texts (images) and how they construct, subvert, reinforce, or otherwise participate in the exchange of cultural meaning. Students will develop specific visual, written, and verbal skills for observing, analyzing, and describing visual artifacts in mediums including film, fashion, art, television, photography, the Internet, and other visual sources.

**Lecture:** 3 hours per week

**Prerequisite:** ENGL-101

**Recommended:** HUMS-101

**HUMS-295** **Themes in the Humanities**  
3 Credits

This is an integrated humanities course designed to examine historical, philosophical, and aesthetic themes in the humanities. The emphasis is on ways that artist, musicians, film makers, and writers have responded to such themes. Each semester the theme will focus on one significant contemporary issue, such as trends in the arts, architecture, the environment, technology, human rights, and regional conflicts.

**Lecture:** 3 hours per week

**Prerequisite:** ENGL-101

**Recommended:** HUMS-101

**HUMAN RESOURCES ASSISTANT**

**HRA-110** **Diversity and Human Relations**  
3 Credits

This course is designed to help human resources professionals recognize the need to incorporate diversity into all phases of the organization. Topics include understanding and valuing diversity, diversity in the workplace, managing diversity, cultural elements, and communication issues.

**Lecture:** 3 hours per week

**HRA-210 Recruiting, Selection, and Retention**  
*3 Credits*

This course is designed to give students a basic understanding of the employment process. Emphasis is placed on legal compliance, planning, recruitment, selection, and retention. By the end of the course students should understand the fundamentals and legal aspects of various methods and techniques in recruiting, selection, and employment.

**Lecture:** 3 hours per week

**INDUSTRIAL MECHANIC/  
MILLWRIGHT**

**NOTE: Enrollment requires prior acceptance into the program. Successful completion of each semester and/or permission of the instructor is required for enrollment in the next semester.**

**MM-151 Maintenance Mechanic Theory I**  
*10 Credits*

Maintenance Mechanics Theory is an introduction to the principles of oxyacetylene and arc welding; hand, power, precision measuring tools; thread systems and fasteners; industrial materials; safe rigging practices; mechanical drive systems; and equipment installation and alignment.

**MM-151L Maintenance Mechanic Laboratory I**  
*5 Credits*

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*

This course provides instruction in the technical skills required in the safe use of GMAW and 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*

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*

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*

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*

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*

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.

**INTERDISCIPLINARY STUDIES**
**INTR-200 Interdisciplinary Seminar**  
*3 Credits* (same as HUMS-200)

Integrating a range of disciplines, including social sciences, the arts, history, literature, philosophy, and natural sciences, interdisciplinary studies courses explore issues related to community, sustainability, and/or humanity's role in maintaining public and environmental health in the 21st century. Utilizing experiential learning, writing across the curriculum, reading, research, and special projects, students use problem-solving skills to explore these issues. This course satisfies a cultural diversity requirement for the A.A. degree or an arts and humanities requirements for the A.S. degree.

**Lecture:** 3 hours per week

**Prerequisite or Corequisite:** ENGL-101

**INTR-290 Internship**  
*Credits arranged*

The interdisciplinary internship is an off-campus experience designed to give students the opportunity to apply their chosen areas of interdisciplinary study to specific community-related or employment-related situations. The internship will be overseen by a faculty member either in the Interdisciplinary Studies program or in one of the student's main areas of study. Eight credits maximum can be applied toward graduation.

**Prerequisite:** Permission of the instructor

**INTR-299 Independent Study**  
*Credits arranged*

Independent Study involves readings or projects integrating the student's two selected areas of study, designed under the supervision of a faculty member in the Interdisciplinary Studies program or in one of the student's main areas of study. Six credits maximum may be applied toward graduation. Contact the Registrar's Office for Independent Study guidelines.

**Prerequisite:** Sophomore standing (26 credits completed), 3.00 GPA, and permission of the instructor

**JOURNALISM**
**COMJ-100 Sentinel (NIC Newspaper) Staff**  
*1 or 2 Credits*

This course provides a practical working environment to apply journalism theory and techniques. Enrolled students become staff members of *The Sentinel*, the national award-winning NIC student news organization. Sentinel students learn the mechanics of produc-

ing a newspaper and maintaining a multimedia website. Students must contribute in one or more of the following areas: reporting, editing, design, photography, illustrations, comics, website maintenance, mobile applications, and/or advertising. The course may be repeated for a total of 10 credits. Previous or concurrent news writing, photo, design, art, business and/or web page experience is advised in area(s) of interest.

**Lab:** 3 hours per week for 1 credit; 6 hours per week for 2 credits

**Recommended:** COMJ-121

### COMJ-121

3 Credits

### News Writing

This course provides an introduction to the principles of news writing, focusing on organization and writing methods for media. Students develop news stories in lab and outside of class. Sentence structure competence is necessary. Mastering the basics of news writing, students will improve their abilities to participate as members of communications professions in print, broadcast, and corporate areas.

**Lecture:** 4 hours a week combined with lab time

**Prerequisite or Corequisite:** ENGL-101

### COMJ-140

3 Credits

### Mass Media in a Free Society

This course examines the development, successes and failures of today's American media. Students will learn to become media literate consumers of books, magazines, newspapers, film, television, the Internet and other modern formats. Media theories, public relation and advertising will also be discussed.

**Lecture:** 3 hours per week

### COMJ-222

3 Credits

### Reporting

This course provides practical experience learning and working with modern technology to enhance news coverage and reporting skills. Students learn to create and post online multimedia content that adheres to journalistic standards and practices. Students learn reporter duties in preparation for advancement to upper division coursework and journalism career development.

**Lecture/Lab:** 3 hours per week

**Prerequisite:** COMJ-121

### COMJ-255

3 Credits

### Editing and Publishing

This course examines the principles of newspaper composition and the fundamentals of editing copy, photographs and videos. Students learn and practice the responsibilities of modern editors, which includes selecting and evaluating news content, copy editing news articles, writing headlines and photo captions, editing video footage and designing news pages. Ethical guidelines for the industry are also addressed. Skills gained contribute to portfolio development and career preparation.

**Lecture/Lab:** 3 hours per week

**Prerequisite:** COMJ-121

### COMJ-298

2 Credits

### Journalism Practicum

Journalism Practicum provides on-the-job training and experience through averaging a four-hour weekly internship in a media-related workplace. Developed as a "contract" agreement between the student intern and a "host" organization with permission of the instructor, this practicum offers practical work experience supporting preparation for upper division college studies or career entry. Students seeking clarification of career direction or real-world

experience will benefit. This course may be repeated for a total of eight credits.

**Time:** Varies according to project

## LAW ENFORCEMENT

**NOTE:** LAWE-103, LAWE-202, and LAWE-205 may be taken without being accepted into the Law Enforcement program. All other LAWE courses require application and acceptance into the program before enrolling.

### LAWE-103

3 Credits

### Introduction to Criminal Justice (same as CJ-103)

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-151

1 Credit

### Pre-Academy U.S. Laws

This course consists of 43 hours of self-paced CD instruction on U.S., State, and local laws that will be covered in more detail during the Basic Patrol Academy. This coursework consists of CD based lectures and quizzes the student will take upon completion of each of the segments. This CD coursework will be sent to the student upon their acceptance into the Basic Patrol Academy. This Pre-Academy coursework must be completed and turned in for grading one week prior to the start of the academy.

### LAWE-152

1 Credit

### Pre-Academy Officer Investigation and Procedures

This course consists of 43 hours of self-paced CD instruction. This pre-academy coursework emphasizes specific procedures and general investigation techniques on major social issues they will encounter in Law enforcement. This coursework consists of CD lectures and quizzes the student will take upon completion of each of the segments. This CD coursework will be sent to the student upon their acceptance into the Basic Patrol Academy. This pre-academy coursework must be completed and turned in for grading one week prior to the start of the academy.

### LAWE-202

3 Credits

### Corrections in America (same as CJ-202)

This course includes a survey of the historical, philosophical, and legal bases of correctional procedures and institutions and an examination of current problems and innovations.

**Prerequisites:** LAWE-103 or CJ-103 or permission of instructor

### LAWE-205

3 Credits

### Criminal Procedure (same as CJ-205)

This course includes an examination of the procedural aspects of criminal law. It will include specific applications of procedures by actors in the criminal justice process including police, prosecutors, defense attorneys, judges, and corrections officials. This examination will provide a basic understanding of state and local legal codes, as well as current applications of law in both arrest and search and seizure.



**LAWE-248** **General Instructors Course**  
*3 credits*

The objective of this course is to prepare individuals to become effective instructors. This course provides the skills necessary to create lesson plans, including correct procedures for documenting the citing references. Students will walk away from the class with a basic understanding of adult learning and the five phases of the Instructional Systems Development (ISD) model. Students will also learn how to incorporate the ISD model as they research and write their own lesson plans.

This course covers the evaluation process for performance testing to include types of tests, characteristics of good tests, and uses of test results. Methods and strategies that are used in the classroom to provide an efficient and effective learning experience are covered, along with the use of proper communication techniques for a classroom setting. In order to give students multiple tools to enhance instruction, ways to incorporate the use of audio-visual aid is also covered. Upon completion of the course, students will have learned the tools necessary to become effective instructors who are able to transfer their knowledge to others.

**LAWE-250** **Self Defense**  
*2 Credits*

This course covers the use of force, baton training, pepper spray training, electroshock weapons, handcuffing techniques, people searches, firearms liability, safety, inspection and maintenance, basic marksmanship, day and night range practice, and handgun, carbine, and shotgun qualifications.

**Prerequisite:** Enrollment by permission only

**LAWE-251** **Basic Police Law**  
*3 Credits*

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, brand laws, and Idaho Fish and Game laws. After completing the course, students will be able to determine traffic offenses, criminal offenses, probable cause of arrest, and how to process cases.

**Prerequisite:** Enrollment by permission only

**LAWE-252** **Professional Orientation  
for Peace Officers**  
*2 Credits*

This course emphasizes and studies the human dimensions of the police profession, including standards for police ethics and professionalism, media relations, crime prevention, and human relations.

**Prerequisite:** Enrollment by permission only

**LAWE-253** **Police Procedures**  
*4 Credits*

This course teaches fundamental police skills such as searching buildings, operating emergency vehicles, Incident Command System (ICS), and writing reports. It also includes jail procedures, communication methods, officer survival, and courtroom demeanor and testifying. This course will also address issues related to homeland security, as well as gangs and other threat groups.

**Prerequisite:** Enrollment by permission only

**LAWE-254** **Patrol Procedures**  
*2 Credits*

This course teaches patrol procedures and techniques for crimes in progress, including responding to armed robberies, unknown risk, high risk and felony traffic stops, prowler calls, hostage situations, and domestic disputes.

**Prerequisite:** Enrollment by permission only

**LAWE-255** **Field Skills for Patrol Officers**  
*1 Credit*

This course provides an opportunity for students to demonstrate and utilize classroom skills in simulations and exercises in crime scene investigation, search warrant application, traffic stops, arrest situations, building search, and domestic disputes.

**Prerequisite:** Enrollment by permission only

**LAWE-256** **Investigation**  
*3 Credits*

This course provides theory, techniques, and procedures for the investigation of traffic accidents, auto theft, juvenile crimes, allegations of child abuse, DUI situations, and suspicious deaths. It includes techniques and procedures for drug identification, protection of crime scenes, collecting evidence, fingerprinting, interviewing, notification, and interrogation.

**Prerequisite:** Enrollment by permission only

**LAWE-257** **Enforcement Skills**  
*2 Credits*

This course provides hands-on training in handgun retention, defensive tactics/arrest and control techniques, handcuffing techniques, and handling hazardous materials.

**Prerequisite:** Enrollment by permission only

**LAWE-258** **Police Physical Fitness**  
*1 Credit*

This course provides physical health and conditioning methods, focusing on a fitness lifestyle, and includes work on nutrition, agility, flexibility, and conditioning. Students must pass the Idaho P.O.S.T. Physical Readiness Test (PRT) prior to admission to the academy.

**Prerequisite:** Enrollment by permission only

**LAWE-290** **Law Enforcement Theory**  
*3 Credits*

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.

**Prerequisites:** LAW-250, LAW-251, LAW-252, LAW-253, LAW-254, LAW-255, LAW-256, LAW-257, and LAW-258

**LAWE-293** **Law Enforcement Internship**  
*10-12 Credits*

This is an internship experience with law enforcement agencies designed to match the student's abilities and career goals. Students will function in a law enforcement position under the direct supervision of a selected, experienced law enforcement officer. Students are evaluated on a daily basis in accordance with the agency's established training policies for new officers. Students will be expected to participate in the enforcement activities performed by the supervising officer. This is a required course in the Law Enforcement program.

**Prerequisites:** LAW-250, LAW-251, LAW-252, LAW-253, LAW-254, LAW-255, LAW-256, LAW-257, and LAW-258

**MACHINING AND CNC TECHNOLOGY**

**NOTE:** Enrollment requires acceptance into the program. Successful completion of each semester and/or permission of the instructor is required for enrollment in the next semester.

**MACH-151** **Machining Technology Theory I**  
*4 Credits*

This basic course consists of learning terminology, measuring sys-



tems, 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

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

This lab is a continuation of MACH-151L. Students continue to progressively attempt more difficult projects. These projects will utilize an assortment of materials and machining strategies related to industry standards. The honing of skills and effective time management are emphasized.

**MACH-153 Precision Measuring**  
1 Credit

This basic course consists of learning terminology, measuring systems, and using measuring tools. Instruments used include hand tools, micrometers, calipers, scales, height gauges, and other measuring devices. Success is dependent on being able to read precision measuring instruments and applying it to real manufactured parts as related to the machining industry.

**MACH-154 Basics of Cutter Geometry**  
1 Credit

In the Basics of Cutter Geometry course, students will learn the basics of cutter geometry for various cutters related to drills, lathe bits, end mills, and profile cutters as they pertain to the machining industry.

**MACH-160 Manufacturing Processes**  
4 Credits

This course covers manufacturing strategies from interchangeability of common parts through various “waves” of production techniques including “lean manufacturing” as practiced in the Toyota production system and others. This course also includes an introduction to computer aided machining (CAM) and word address programming.

**Lecture:** 4 hours per week

**MACH-171 Blueprint Reading I**  
2 Credits

Blueprint reading consists of a series of exercises involving visualization skills. This series takes students from basic knowledge to a point where they can interpret simple orthographic blueprints. Blueprint reading is essential to produce required work pieces on machines.

**MACH-172 Blueprint Reading II**  
2 Credits

This course is a continuation of MACH-171 with an emphasis on more complex prints, geometric dimensioning, and tolerancing.

**MACH-201 Design for Manufacturing**  
1 Credit

This course will expose Computer Aided Design Technology - Mechanical students to basic manufacturing processes, concepts, and principles that will help prepare them with skills needed in

the mechanical design industry. Students will be exposed to various manufacturing methods including machining, casting, welding, prototyping, and composites.

**Lecture:** 1 hour per week

**MACH-231 Computers in Machining**  
3 Credits

This course is designed to provide students with extensive experience with CAD/CAM systems. Students will use PCs to prepare for employment in the computerized manufacturing workplace with the opportunity to become certified in Master CAM Mill. Students will also explore other software applications commonly used in the workplace.

**MACH-253L Advanced Machining Laboratory I**  
5 Credits

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 CNC lathes, CNC mills, and precision grinders, as well as advanced technique practice on other manual machines.

**Prerequisite:** MACH-152L or instructor permission

**MACH-254L Advanced Machining Laboratory II**  
5 Credits

This course offers hands-on experience under work-like conditions and in-depth CNC and manual projects that build on skills acquired in MACH-253L. Upon successful completion of this course, students should have the necessary skills to be employed as an entry-level machinist.

**Prerequisite:** MACH-253L

**MACH-273 Intermediate Blueprint Reading**  
3 Credits

Students will learn to interpret advanced drawings and blueprints as well as make sketches with dimensions and additional information necessary to complete projects. Study of all types of section views, complex drawings, and unusual methods of drawing parts to better show features will also be completed. Students will receive hands-on experience sketching and interpreting sketches.

**Prerequisite:** MACH-172

**MACH-274 Geometric Dimensioning and Tolerancing**  
3 Credits

This course introduces students to the concepts used in the machine trades known as geometric dimensioning and tolerancing. It builds on prior knowledge of blueprints and machined parts and applies that knowledge to “geometric toleranced” drawings. Students will learn the terminology and definitions of geometric dimensioning and tolerancing and how to apply its concepts.

**MACH-283 Computer Numerical Control Theory I**  
5 Credits

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

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

## MATHEMATICS

**NOTE:** Once placed in a mathematics course, students must pass that course with a C- or above before enrolling in the next course in the sequence. Courses in a sequence cannot be skipped once the student has been placed. Students should be prepared to provide a hard copy of their placement scores to their instructor.

### **MATH-015** Basic Mathematics 3 Credits

MATH-015 is an introduction to operations and applications of whole numbers, fractions, ratios and proportions, decimals, percents, positive and negative numbers, and solving algebraic equations. The course provides important skill building in basic computational skills, the language of mathematics, and problem solving required for pre-college level math courses.

**Lecture:** 3 hours per week

**Prerequisite:** COMPASS Pre-Algebra test score > 19

### **MATH-021** Technical Mathematics for Auto/Diesel/ Outdoor Power/Recreational Vehicle 3 Credits

This course is designed as a basic math course for students in the Automotive Technology, Diesel Technology, and Outdoor Power/Recreational Vehicle Technology technical programs. Appropriate applications for those specific technical programs will be stressed throughout. The course will review operations of fractions and decimals, percents, ratios and proportion, calculator usage, signed numbers, evaluating formulas, equation solving, geometry, the metric system, and measurement tools.

**Lecture:** 3 hours per week

**Prerequisite:** Entry is based on an appropriate score on the placement test, either COMPASS Pre-Algebra > 32 or a grade of C- or above in MATH-015. These scores are under review—refer to the online catalog for up-to-date information.

### **MATH-022** Technical Mathematics for Machining and Computer Aided Design Technologies 3 Credits

This course is designed as a basic math course for students in the technical programs of Machining and CNC Technology and Computer Aided Design Technology. Appropriate applications for those specific technical programs will be stressed throughout. The course will review calculator usage and explore plane and angular geometry, congruent and similar figures, circles, applications of right-triangle trigonometry, Law of Sines and Law of Cosines, vectors, and trigonometric functions.

**Lecture:** 3 hours per week

**Prerequisite:** Entry is based on an appropriate score on the placement test, either COMPASS Pre-Algebra > 32 or a grade of C- or above in MATH-015. These scores are under review—refer to the online catalog for up-to-date information.

### **MATH-023** Technical Mathematics for Maintenance Mechanic/Millwright/Heating, Ventilation, and Air Conditioning/Welding 3 Credits

This course is designed as a basic math course for students in the technical programs of Maintenance Mechanic/Millwright; Heating, Ventilation, and Air Conditioning; and Welding. Appropriate applications for those specific technical programs will be stressed

throughout. The course will review operations with fractions, decimals, percents and signed numbers, ratios and proportions, the metric system, geometry, and right-triangle trigonometry.

**Lecture:** 3 hours per week

**Prerequisite:** Entry is based on an appropriate score on the placement test, either COMPASS Pre-Algebra > 32 or a grade of C- or above in MATH-015. These scores are under review—refer to the online catalog for up-to-date information.

### **MATH-024** Technical Mathematics 3 Credits

MATH-024 is designed as a basic math course for students in technical programs. Each section of the course will be specific to one technical program and appropriate applications for that program will be stressed throughout. All sections will review operations of fractions and decimals, percents, ratios and proportions, calculator usage, signed numbers, evaluating formulas, equation solving, geometry, and the metric system. Trigonometry will be introduced when appropriate.

**Lecture:** 3 hours per week

**Prerequisite:** Entry is based on an appropriate score on the placement test, either COMPASS Pre-Algebra > 32 or a grade of C- or above in MATH-015. These scores are under review—refer to the online catalog for up-to-date information.

### **MATH-025** Elementary Algebra 3 Credits

MATH-025 is an introduction to mathematical concepts dealing with signed numbers, variables, polynomials, exponents, factoring, solving and graphing first-degree equations, and inequalities. The course also introduces solving factorable second-degree equations. It emphasizes the practical applications of these concepts. The course provides important skill-building for those who have not taken or have had difficulty with high school algebra.

**Note:** MATH-025 carries no credit if taken after successful completion of a higher numbered math course.

**Lecture:** 3 hours per week

**Prerequisite:** Entry is based on an appropriate score on the placement test, either COMPASS Pre-Algebra > 44 or a grade of C- or above in MATH-015

### **MATH-102** Computational Skills for Allied Health 3 Credits

MATH-102 includes instruction in systems of measurement (including metric and apothecary); conversions; reductions; dimension analysis; interpreting drug orders and labels; calculating oral, parenteral, and pediatric dosages; intravenous (IV) and advanced IV calculations; ratios and proportions; solving linear equations, formulas, and solution; and mixture problems. MATH-102 does not satisfy the core math requirement for the A.A. or A.S. degrees.

**Lecture:** 3 hours per week

**Prerequisite:** Entry is based on an appropriate score on the placement test, either COMPASS Algebra > 40, ACT Math > 18, SAT Math > 430, or a grade of C- or above in MATH-025. Enrollment is limited to Practical Nursing and Pharmacy Technician students.

### **MATH-108** Intermediate Algebra 4 Credits

MATH-108 continues development of mathematical concepts beyond MATH-025 or first year high school algebra. It includes linear and quadratic equations, algebraic fractions, radicals, circles and parabolas, complex numbers, functions, and logarithms. There is an emphasis on the application of these skills. The course provides important skill building for entry into college-level math courses. Enrollment is based on placement test results. This course does not

fulfill the math requirement for the A.A., A.S., or A.A.S degrees.

**Note:** MATH-108 carries no credit if taken after successful completion of a higher numbered math course with the exception of MATH-123 or MATH-130.

**Lecture:** 4 hours per week

**Prerequisite:** Entry is based on an appropriate score on the placement test, either COMPASS Algebra > 40, ACT Math > 18, SAT Math > 430, or a grade of C- or above in MATH-025

### **MATH-123** **Contemporary Mathematics** 3 Credits

In MATH-123, mathematical methods and concepts are applied to modern day situations. Intended primarily for liberal arts majors, this course offers many useful techniques and insights for our increasingly technical world. It is assumed that students coming into the course have a working knowledge of algebra at an intermediate level. Topics may vary as textbooks change, but typically include a variety from the following: voting theory, apportionment, probability, statistics, consumer finance, paths and networks, scheduling, fair division, right-angle trigonometry, similarity and scaling, exponential and logistic growth, renewable resources, linear programming, and game theory. MATH-123 satisfies the math requirement for the A.A., A.S., and A.A.S. degrees.

**Lecture:** 3 hours per week

**Prerequisite:** Entry is based on an appropriate score on the placement test, either COMPASS Algebra > 45, ACT Math > 19, SAT Math > 460, or a grade of C- or above in MATH-108

### **MATH-130** **Finite Mathematics** 4 Credits

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.

**Lecture:** 4 hours per week

**Prerequisite:** Entry is based on an appropriate score on the placement test, either COMPASS Algebra > 45, ACT Math > 19, SAT Math > 460, or a grade of C- or above in MATH-108

### **MATH-143** **College Algebra** 3 Credits

MATH-143 begins by taking a deeper look at the definition of functions, their properties and notation in both an algebraic and graphical context. The course then focuses on the study of equations and graphs of polynomial, rational, exponential, and logarithmic functions. Additional topics include conic sections and sequences. This course prepares students for MATH-160. The combination of MATH-143 followed by MATH-144 may be used in place of MATH-147 as the prerequisite for MATH-170. MATH-143 satisfies the math requirement for the A.A., A.S., and A.A.S. degrees.

**Note:** MATH-143 carries no credit if taken after successful completion of any higher numbered math course with the exception of MATH-148.

**Lecture:** 3 hours per week

**Prerequisite:** Entry is based on an appropriate score on the placement test, either COMPASS Algebra > 61, ACT Math > 23, SAT Math > 540, or a grade of C- or above in MATH-108

### **MATH-143D** **College Algebra-Computer Aided Drafting Technology Applications** 1 Credit

MATH-143D is a lab/recitation course for students in the Com-

puter Aided Drafting Technology program. This course includes radian measure, applications of right-triangle trigonometry, areas of triangles, Laws of Sines and Cosines, and vectors. Mathematical modeling with drafting emphasis is stressed.

**Lecture/Recitation:** 1 hour per week

**Prerequisites:** MATH-108, MATH-143, or successful completion of two years of high school algebra and an appropriate score on the placement test

**Corequisite:** MATH-143

### **MATH-143E** **College Algebra-Electronics Applications** 1 Credit

MATH-143E is a lab/recitation course for students in the Electronic Technology program. This course includes radian measure, applications of right-triangle trigonometry, graphs of trigonometric functions, complex numbers, polar coordinates, and vectors. Mathematical modeling with electronics emphasis is stressed.

**Lecture/Recitation:** 1 hour per week

**Prerequisites:** MATH-108 or successful completion of two years of high school algebra and an appropriate score on the placement test

**Corequisite:** MATH-143

### **MATH-144** **Analytic Trigonometry** 2 Credits

MATH-144 includes angles, trigonometric functions, their graphs and the application thereof, right-triangle trigonometry, trigonometric identity verification, trigonometric formulas, inverse trigonometric functions, and the law of sines and cosines. It satisfies two credits toward the mathematics requirement for the A.A., A.S., and A.A.S. degrees.

**Note:** MATH-144 carries no credit if taken after successful completion of any higher numbered math course with the exception of MATH-148, MATH-157, MATH-160, and MATH-253.

**Lecture:** 2 hours per week

**Prerequisite:** Entry is based on an appropriate score on the placement test, either COMPASS College Algebra > 51, ACT Math > 27, SAT Math > 620, or a grade of C- or above in MATH-143

### **MATH-147** **Pre-Calculus** 5 Credits

MATH-147 is designed for the well-prepared mathematics student who wishes to condense the one-year sequence of MATH-143 and MATH-144 into one semester. It is the study of polynomial and rational equations, functions and their inverses, graphs, systems of equations, complex numbers, exponential and logarithmic functions, trigonometric functions, identities and graphs, applications of triangles, and polar coordinates. This course prepares students for calculus courses which are required for degrees in mathematics, engineering, computer science, physics, chemistry, and others. It satisfies the mathematics requirement for the A.A., A.S., and A.A.S. degrees.

**Note:** MATH-147 carries no credit if taken after successful completion of any higher numbered math course with the exception of MATH-148. MATH-147 carries two credits if taken after MATH-143.

**Lecture:** 5 hours per week

**Prerequisite:** Entry is based on an appropriate score on the placement test, either COMPASS Algebra > 61, ACT Math > 23, SAT Math > 540 or a grade of C- or above in MATH-108

### **MATH-148** **Mathematics Technology** 1 credit

This course explores the use of technological tools such as graphing calculators and mathematical software to solve problems in mathematics. Opportunities to perform basic operations including



computation, graphing, and manipulation of statistical data are presented. Students are encouraged to compare different techniques and develop strategies to determine how to effectively utilize the available tools. This course counts as an elective toward the A.A. or A.S. degrees.

**Lecture:** 1 hour per week

**Prerequisite:** MATH-108 with a grade of C- or higher

### **MATH-157**

**3 Credits**

MATH-157 is a lecture/lab course that is required for elementary teacher certification by the State of Idaho. It does not satisfy the math core requirement for the A.A. or A.S. degrees at NIC. This course provides prospective elementary school teachers with a problem-solving approach to the topics of the elementary school math curriculum. Focus is on teaching basic arithmetic operations on the set of real numbers while strengthening prospective teachers' mathematical skills and appreciation of mathematics.

**Lecture:** 3 hours per week

**Lab:** 1 hour per week

**Prerequisite:** Completion of MATH-143 or MATH-147 with a C- or better or an appropriate score on the placement test, either COMPASS College Algebra > 51, ACT Math > 27, SAT Math > 620

### **MATH-160**

**4 Credits**

MATH-160 is the introduction to calculus as used in business, social sciences, and life sciences. It focuses on functions, graphs, limits, the derivative, exponential and logarithm functions, and integration applications. The course develops an understanding of the fundamentals of differential and integral calculus and how to apply these principles and theories to the solution of real problems. MATH-160 satisfies the math requirement for the A.A., A.S., and A.A.S. degrees.

**Note:** MATH-160 carries no credit if taken after successful completion of any higher numbered math course with the exception of MATH-187, MATH-253, and MATH-257.

**Lecture:** 4 hours per week

**Prerequisite:** Entry is based on an appropriate score on the placement test, either COMPASS College Algebra > 51, ACT Math > 27, SAT Math > 620, or a grade of C- or above in MATH-143 or MATH-147

### **MATH-170**

**4 Credits**

MATH-170 is an introduction to calculus as the mathematics of change and motion. It emphasizes limits, the derivative, techniques of differentiation, and the integral. This course builds a foundation for all further study in mathematics and science that is typically required in mathematics, engineering, computer science, physics, chemistry, and other transfer degrees.

**Note:** MATH-170 carries no credit if taken after successful completion of a higher numbered math course with the exception of MATH-187, MATH-253, and MATH-257.

**Lecture:** 4 hours per week

**Prerequisites:** Entry is based on an appropriate score on the placement test, either COMPASS College Algebra > 51 and Trigonometry > 51, ACT Math > 29, SAT Math > 650 or a grade of C- or above in MATH-144 or MATH-147

### **MATH-175**

**4 Credits**

MATH-175 is a continuation of the calculus sequence emphasizing techniques of integration, applications of integration, polar coordinates, parametric equations, sequences, and series. It is required

for most transfer degrees in mathematics and science.

**Note:** MATH-175 carries no credit if taken after successful completion of a higher numbered math course with the exception of MATH-187, MATH-253, MATH-257, and MATH-335.

**Lecture:** 4 hours per week

**Prerequisite:** MATH-170 with a grade of C- or higher

### **MATH-187**

**4 Credits**

MATH-187 is intended for computer science majors, mathematics majors, and for other students wishing to pursue in-depth study in computer science. Topics covered will include basic set theory, propositional and predicate logic, number systems, Boolean algebra, combinatorics, and graph theory. Little or no programming will be done.

**Lecture:** 4 hours per week

**Prerequisite:** MATH-147 with a grade of C- or higher

**Recommended:** Knowledge of programming language such as C++ or Java

### **MATH-253**

**3 Credits**

MATH-253 is an introduction to statistical methods covering both descriptive statistics and inferential statistics, which includes hypothesis testing, correlations and regression, chi-square, and analysis of variance. Probability is included as needed. This course is suitable for a broad range of majors.

**Lecture:** 3 hours per week

**Prerequisite:** Entry is based on an appropriate score on the placement test, either COMPASS Algebra > 61, ACT Math > 23, SAT Math > 540, or a grade of C- or above in MATH-130, MATH-143, or MATH-147

### **MATH-257**

**3 Credits**

This course is a lecture/lab course that is a continuation of MATH-157 and is required for elementary teacher certification by the State of Idaho. It does **NOT** satisfy the math requirement for the A.A., A.S., or A.A.S. degree. This course has a topical emphasis on statistics, probability, geometry, and measurement. It demonstrates the usefulness of math in ordinary life, the aesthetic side of math, and the overall richness of the study of geometry.

**Lecture:** 3 hours per week

**Lab:** 1 hour per week

**Prerequisite:** MATH-157 with a grade of C- or higher

### **MATH-275**

**4 Credits**

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 multivariable physical phenomena in the physical science, chemistry, and engineering areas.

**Note:** MATH-275 carries no credit if taken after successful completion of MATH-370.

**Lecture:** 4 hours per week

**Prerequisite:** MATH-175 with a grade of C- or higher

### **MATH-335**

**3 Credits**

This course includes the study of linear systems, matrices, deter-

### **Discrete Mathematics**

### **Principles of Applied Statistics**

### **Mathematics for Elementary School Teachers II**

### **Analytic Geometry and Calculus III**

### **Linear Algebra**

minants, 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 Introduction to Ordinary Differential Equations**  
3 Credits

MATH-370 studies classification, initial value problems, exact equations, second order equations with constant coefficients, variation of parameters, Laplace transforms, series methods, and linear and non-linear systems of equations amid various applications.

**Lecture:** 3 hours per week

**Prerequisite:** MATH-275 with a grade of C- or higher

## MEDICAL ASSISTANT

**NOTE:** Course enrollment requires prior acceptance into the Medical Assistant program. Successful completion of each semester and/or permission of the instructor is required for enrollment in the next semester.

**MAST-100 Phlebotomy**  
2 Credits

This course provides students with the knowledge and skills needed for specimen collection in health care facilities. The fundamentals of blood drawing and testing will be taught. Students will perform multiple venous and capillary blood withdrawal techniques. Students will be trained in blood testing that is commonly used in health care facilities. Phlebotomy and laboratory quality control measures will be emphasized throughout this course. The use of aseptic technique and universal precaution procedures will be taught as a standard element of all procedures.

**Lecture:** 1 hour per week

**Lab:** 3 hours per week

**MAST-101 Clinical Skills for Medical Assistants I**  
3 Credits

This course is an introduction to the clinical aspect of medical assisting. Students will become familiar with a physician's clinical office environment and use of equipment. Clinical procedures include vital signs, sterile surgical trays, sterilization techniques, and rooming of patients including a complete physical examination. Basic patient nutrition/wellness and how to handle medical office emergencies will be discussed. Written and verbal communication skills, charting methodologies, and patient education will be utilized. The use of aseptic technique and universal precaution procedures will be emphasized throughout the course.

**Lecture:** 1.5 hours per week

**Lab:** 4.5 hours per week

**Prerequisites:** ALTH-106 and BIOL-175

**Corequisite:** CAOT-179

**MAST-111 Administrative Skills for Medical Assistants I**  
3 Credits

This course introduces students to the components of the administrative aspects of work in a physician's office, medical clinic, and other health care facilities. Students will learn the requirements to become a medical assistant and the role they perform as a member of the health care team. A variety of operational tasks such as telephone technique, reception duties, and managing patient appointments will be taught. Maintaining manual and electronic medical records will be performed. Written and verbal communication skills, chart-

ing methodologies, and patient education will be utilized.

**Lecture:** 2 hours per week

**Lab:** 3 hours per week

**Prerequisites:** ALTH-106 and BIOL-175

**Corequisite:** CAOT-179

**MAST-180 Introduction to Human Disease**  
3 Credits

Students will be presented with the basic concepts of diseases and their courses and functional disturbances as they relate to body systems. Included are the precipitating risk factors, treatment protocols, and appropriate methods of patient education regarding various disease processes.

**Lecture:** 3 hours per week

**Prerequisite:** BIOL-175

**Corequisite/Prerequisite:** CAOT-179

**MAST-201 Clinical Skills for Medical Assistants II**  
3 Credits

This course builds on the knowledge acquired in MAST-101. Using body systems as a framework, students will learn specific health testing, procedures, and treatments utilized in physician's offices, outpatient facilities, and hospital settings. Students will learn the medical assistant's role in assisting with adult and child health and wellness/illness examinations. Training will include equipment maintenance, quality control and procedures used in testing, and treatments performed in outpatient facilities.

**Lecture:** 1.5 hours per week

**Lab:** 4.5 hours per week

**Prerequisites:** MAST-100, MAST-101, MAST-111, and MAST-115 with a grade of C or better

**MAST-205 Administration of Medications**  
3 Credits

This course provides the knowledge and skills necessary to safely administer medications in the ambulatory care setting. A review of the principles of pharmacology, standard math conversions, and calculation of medications will be provided. The use of aseptic technique and universal precautions procedures will be emphasized throughout the course. Students will be expected to demonstrate knowledge of HIPAA regulations, charting methodologies, and patient education skills acquired in previous Medical Assistant courses.

**Lecture:** 2 hours per week

**Lab:** 3 hours per week

**Prerequisites:** MAST-100, MAST-101, MAST-111, and MAST-115 with a grade of C or better

**MAST-211 Administrative Skills II**  
3 Credits

This course builds on the foundational knowledge provided in MAST-111 and provides students with a more in-depth understanding of the administrative aspects of working in a medical office environment. Students will learn the medical assistant's role in medical records management using paper and electronic formats. The course provides an introduction to health insurance programs, health care billing systems, medical office bookkeeping systems, and banking services. Students will engage in job preparation activities such as job search, completing applications, creating a resume, and mock interviews.

**Lecture:** 2 hours per week

**Lab:** 3 hours per week

**Prerequisites:** MAST-100, MAST-101, MAST-111, and MAST-115 with a grade of C or better



**MAST-216 Medical Assistant Externship**  
*5 Credits*

This course provides opportunities to observe, perform, and discuss various administrative and clinical competencies under supervision, with learning experiences obtained in selected physician's offices, clinics, or hospitals. The externship is a non-paid, supervised, 180 contact hour work experience course.

**Lecture:** 1 hour per week

**Lab:** 12 hours per week

**Prerequisites:** CAOT-168, CAOT-179, CAOT-186, MAST-100, MAST-101, MAST-111, MAST-201, MAST-205, MAST-211, and PHAR-151

**MAST-230 Certified Medical Assistant Exam Review**  
*3 Credits*

This course is designed to review the entire Medical Assistant program in preparation for the national CMA examination.

**Lecture:** 3 hours per week

**Prerequisites:** CAOT-168, CAOT-179, CAOT-186, MAST-100, MAST-101, MAST-111, MAST-115, MAST-201, MAST-205, MAST-211, and PHAR-151

**MILITARY SCIENCE**
**MSA-101 Introduction to Military Science**  
*1 Credit*

This course is a basic introduction to military science. The course will introduce students to the mission and organization of the U.S. Army and provide background in role of an Army officer as a career choice in either the active Army or the National Guard/Reserves. Students will participate in lecture, conference, and activities dealing with military subjects and will have the option of participating in challenging outdoor activities such as whitewater rafting, mountaineering, rifle marksmanship, and rappelling. Texts and lab fees will be provided by the department. There is no mandatory uniform to wear. Students will also learn about available two- and three-year scholarships and other financial programs for which they may be eligible. Participation entails no military obligation.

**Lecture:** 1 hour per week

**Corequisite:** MSA-111

**MSA-111 Leadership Lab**  
*1 Credit*

Students will build fundamental characteristics of leadership using a military model and hands-on training in small group leadership.

**Lab:** 2 hours every other week

**Corequisite:** MSA-101

**MSA-102 Fundamentals of Leadership and Management**  
*1 Credit*

This course is a continuation of MSA-101. Students will develop a greater understanding of roles and responsibilities of Army officers. The course will consist of lecture, conference, and activities dealing with military subjects. Students will participate in challenging outdoor activities such as orienteering, mountaineering, and weapons qualification. Students will occasionally be required to wear a uniform. Texts, uniforms, and lab fees will be provided by the department. In this course there will be more focus on leadership development and the development of personal confidence. Participation entails no military obligation.

**Lecture:** 1 hour per week

**Corequisite:** MSA-112

**MSA-112 Leadership Lab**  
*1 Credit*

Students will build fundamental characteristics of leadership using a military model and hands-on training in small group leadership.

**Lab:** 2 hours every other week

**Corequisite:** MSA-102

**MSA-151 Army Standard Physical Fitness Training I**  
*2 Credits*

This course will teach Army Standard Physical Fitness Training to students with class time emphasis on nutrition, healthy lifestyles, proper equipment fitting, diagnostic testing and risk assessment. Open to all NIC students who may take the course twice. ROTC contracted students are required to take the course twice. This course fulfills one P.E. requirement for the A.A. and A.S. degrees..

**Activity:** 2 hours per week

**Lecture:** 1 hour per week

**MSA-201 Applied Leadership and Management**  
*2 Credits*

MSA-201 is the first of two courses designed to teach applied leadership and management. This course focuses on the application of leadership and management skills to various situations. Emphasis is placed on enhancing leader and communication skills by using a variety of hands-on training. The labs provide practical field training in a variety of outdoor skills (rappelling, rafting, rifle marksmanship, and orienteering) geared toward the application of classroom studies.

**Lecture/Lab:** 2 hours per week

**Prerequisite:** MSA-102 with a minimum grade of C-

**Corequisite:** MSA-211

**MSA-202 Applied Leadership and Management**  
*2 Credits*

MSA-202 is the second of two courses designed to teach applied leadership and management. This course focuses on the application of leadership and management skills to various case studies. Emphasis is placed on enhancing leader and communication skills by using a variety of hands-on training at the infantry squad level. The labs provide practical field training in a variety of outdoor skills (rappelling, rafting, rifle marksmanship, and orienteering) geared toward the application of classroom studies.

**Lecture/Lab:** 2 hours per week

**Prerequisite:** MSA-201 with a minimum grade of C-

**Corequisite:** MSA-212

**MSA-211 Leadership Lab**  
*1 Credit*

Students will build fundamental characteristics of leadership using a military model and hands-on training in small group leadership.

**Lab:** 2 hours every other week

**Corequisite:** MSA-201

**MSA-212 Leadership Lab**  
*1 Credit*

Students will build fundamental characteristics of leadership using a military model and hands-on training in small group leadership.

**Lab:** 2 hours every other week

**Corequisite:** MSA-201

**MSA-251 Army Standard Physical Fitness Training II**  
*2 Credits*

This course will teach Army Standard Physical Fitness Training to

students with class time emphasis on nutrition, healthy lifestyles, proper equipment fitting, diagnostic testing and risk assessment. An emphasis will be placed on leadership and small group leader challenge in the PE training. Open to all NIC students who can take the course twice. ROTC contracted students are required take the course twice. This course fulfills one P.E. requirement for the A.A. and A.S. degrees.

**Activity:** 2 hours per week

**Lecture:** 1 hour per week

**Prerequisite:** MSA-151

## MODERN LANGUAGES

**One full year of high school study in a modern language is generally considered equivalent to one semester's work in college. To receive college credit for high school or independent work, a student must take an advanced placement examination in the target language and complete the next semester advanced level with a grade of C or better. Placement in and completion of the second elementary level (102) allows students to petition for credits for the 101 level; placement in and completion of the third semester level (201) allows students to petition for two elementary levels; and placement in and completion of the second semester level (202) allows students to petition for credits for the three semesters of the target language. While native speakers may take Modern Language courses at the 202 level, credit will not be offered to them at the 101, 102, or 201 levels.**

### **ASL-101 Elementary American Sign Language I** 5 Credits

This course is designed for students with no previous language study. It creates a visual-gestural environment to introduce to ASL grammar and vocabulary without presenting English equivalents. This course includes interactive activities, cultural awareness education, and individual feedback. Emphasis is on appropriate language use in common communication settings. ASL-101 will prepare students for ASL-102.

**Lecture:** 5 hours per week

### **ASL-102 Elementary American Sign Language II** 5 Credits

American Sign Language II is designed for students continuing from ASL-101. It creates a visual-gestural environment to introduce to ASL grammar and vocabulary without presenting English equivalents. This course includes interactive activities, cultural awareness education, and individual feedback. Emphasis is on appropriate language use in common communication settings. ASL-102 will prepare students for intermediate ASL courses at other colleges/universities to satisfy cultural diversity and/or foreign language requirements (depending on the institution).

**Lecture:** 5 hours per week

**Prerequisite:** ASL-101

### **ASL-126 Introduction to ASL** 3 Credits

This course is an introduction to, and overview of, different possibilities for students who pursue a degree with emphasis on ASL. Included is an explanation of the ASL program at NIC and requirements, transfer options, and career paths related to the degree. This course is a requirement of the ASL program.

**Lecture:** 3 hours per week

**Recommended:** ASL-101 and ENGL-101

### **ASL-184** 2 Credits

### **Open Door ASL I**

ASL-184 is an 8-week, 2-credit class intended to be taken before ASL-185. This course focuses on the needs of those who are, or will be, working in the community in occupations where a basic knowledge of American Sign Language (ASL) and deaf culture is needed. This course is ideal for non-degree seeking students and non-ASL Studies majors. The course is not designed as an alternative to the traditional ASL-101, 102, 201, 202 sequence, but will focus on the special vocabulary, basic grammatical structures, and cultural insights needed to effectively serve the ASL using community. Special emphasis is placed on signed proficiency as it related to various real-world applications. This one-semester course does not satisfy the prerequisite for ASL-102. It will be taught primarily in English. This course counts as a non-core elective for students working toward their degrees at NIC, but does not fulfill the requirements to for the ASL Studies program. No prior knowledge of ASL is necessary.

**Lecture:** 2 hours per week

### **ASL-185** 2 Credits

### **Open Door ASL II**

ASL-185 is a continuation of ASL-184. Prior completion of ASL-184 with a grade of C- or better is required. ASL-185 will continue to focus on the special vocabulary, basic grammatical structures, and cultural insights needed to effectively serve the ASL using community. Special emphasis is placed on signed proficiency as it related to various real-world applications.

**Lecture:** 2 hours per week

**Prerequisite:** ASL-184

### **ASL-201 Intermediate American Sign Language I** 4 Credits

This course is designed for students continuing from ASL-102. It continues the learning process in visual-gestural environment and enforces linguistic/grammatical principles in the use of the target language. The English Glossing and Transcription systems will be introduced to help accelerate vocabulary acquisition. This course includes interactive activities, cultural awareness education, and individual feedback. Emphasis is on appropriate language use in common and uncommon communication settings. This course fulfills the cultural diversity requirement for the A.A. degree and fulfills the arts and humanities requirement for the A.S. degree.

**Lecture:** 4 hours per week

**Prerequisite:** ASL-102

### **ASL-202 Intermediate American Sign Language II** 4 Credits

ASL-202 is a continuation of ASL-201. This course has the same degree applications as ASL-201.

**Lecture:** 4 hours per week

**Prerequisite:** ASL-201

### **ASL-207 Deaf Culture and Community** 3 Credits

This course examines the works of prominent people and events that support the history and evolution of deaf culture. Comparisons are drawn from broader, parallel, fundamental studies on language and culture. Materials emphasize current issues relating to language study and minority group dynamics. This course will also address dynamics within family groups and/or educational institutions, cross-cultural issues, culturally appropriate behavior in the deaf community, and the structure and development of the deaf com-

munity. This course is a requirement for the ASL Studies program.

**Lecture:** 3 hours per week

**Prerequisites:** ASL-101 or ASL-184

**Recommended:** ENGL-101

### **ASL-210** **Linguistics of ASL** 3 Credits

This course is designed to examine the linguistic properties of ASL, including phonology, morphology, syntax, semantics, and how signed languages differ and are similar to spoken languages. Students will be introduced to the linguistic and culturally based communication issues that impact the process between deaf and hearing persons. This course is a requirement for the ASL Studies program.

**Lecture:** 3 hours per week

**Prerequisites:** ASL-102

**Recommended:** ENGL-101

### **ASL-225** **Introduction to Signing Professions** 3 Credits

This course introduces students to signing professions and discusses employment options, sign systems, and ethical considerations for signers and professionals. Emphasis is also placed on the specific history, philosophy, terminology, and principles related to the interpreting field.

**Lecture:** 3 hours per week

**Prerequisites:** ENGL-101 and ASL-101 or higher

### **ASL-260** **Creative Sign Language** 3 Credits

This performance based course introduces sign language students to enhanced forms of signing beyond conversation. Features of ASL are integrated with common forms of literature performed in the community. Subjects include pantomime, storytelling, poetry, and songs of deaf and hearing artists. This course is a requirement for the ASL Studies program.

**Lecture:** 3 hours per week

**Prerequisites:** ASL-201 and ASL-207

**Recommended:** ENGL-101

### **CDA-101** **Elementary Coeur d'Alene Language I** 5 Credits

CDA-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 CDA-101 and CDA-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 requirements for the A.S. degree.

**Lecture:** 5 hours per week

### **CDA-102** **Elementary Coeur d'Alene Language II** 5 Credits

CDA-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 CDA-101 and CDA-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 requirements for the A.S. degree.

**Lecture:** 5 hours per week

**Prerequisite:** CDA-101

### **CDA-201** **Intermediate Coeur d'Alene Language** 4 Credits

CDA-201 provides training in conversational proficiency in an American Indian language. It features detailed discussion of grammar knowledge gained in CDA-101 and CDA-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 requirements for the A.S. degree.

**Lecture:** 4 hours per week

**Prerequisite:** CDA-102

### **FLAN-106** **Collaborative Cultural Exchange Program** 1-2 Credits

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

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

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. 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

### **FREN-102** **Elementary French II** 5 Credits

This course is the second semester of Elementary French and continues the acquisition and application of basic language skills and culture. 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

**Prerequisite:** FREN-101 or appropriate language placement test score

### **FREN-104** **Open Door to French I** 2 Credits

This course emphasizes conversation skills, contemporary language, and culture. The content is designed to meet the professional or leisure linguistic needs of the community.

**Lecture:** 2 hours per week



**FREN-105**  
*2 Credits*
**Open Door to French II**

FREN-105 is a continuation of FREN-104. This course is designed to meet the linguistic needs of the community.

**Lecture:** 2 hours per week

**Prerequisite:** FREN-104

**FREN-201**  
*4 Credits*
**Intermediate French I**

Intermediate French provides training in the acquisition and application of basic language skills and culture. 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

**Prerequisite:** FREN-102 or appropriate language placement test score

**FREN-202**  
*4 Credits*
**Intermediate French II**

The second semester of Intermediate French provides additional training in the acquisition and application of basic language skills and culture. 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

**Prerequisite:** FREN-201 or appropriate language placement test score

**GERM-101**  
*5 Credits*
**Elementary German I**

This course is focused on the study and application of vocabulary and pronunciation at an introductory level. Students will develop proficiencies in speaking, reading, listening, and writing while enhancing their understanding of the language, culture, and geography of German-speaking countries.

**Lecture:** 5 hours per week

**GERM-102**  
*5 Credits*
**Elementary German II**

This course is a continuation of GERM-101, stressing the further expansion of basic fluency in German.

**Lecture:** 5 hours per week

**Prerequisite:** GERM-101 or appropriate language placement test score

**GERM-201**  
*4 Credits*
**Intermediate German I**

Intermediate German provides additional development in the language with an emphasis on conversation, reading, grammar, and composition. Varied aspects of the current cultural climate of Germany are woven into the course, so students increase proficiency of their language skills. This course meets the cultural diversity requirement for the A.A. degree or one of the arts and humanities requirements for the A.S. degree.

**Lecture:** 4 hours per week

**Prerequisite:** GERM-102 or appropriate language placement test score

**GERM-202**  
*4 Credits*
**Intermediate German II**

This course is a continuation of GERM-201 and meets the cultural diversity requirement for the A.A. degree or one of the arts and humanities requirements for the A.S. degree.

**Lecture:** 4 hours per week

**Prerequisite:** GERM-201 or appropriate language placement test score

**ITAL-101**  
*5 Credits*
**Beginning Italian I**

This course includes the study of vocabulary, grammar, and pronunciation. It emphasizes the development of proficiencies in speaking, reading, listening, and writing. Students will enhance their understanding of the Italian language and culture, as well as the physical and political geography of Italy. Outside listening comprehension is a part of the course.

**Lecture:** 5 hours per week

**ITAL-102**  
*5 Credits*
**Beginning Italian II**

This course is a continuation of ITAL-101, emphasizing further development of basic language fluency. Students will enhance their understanding of the Italian language and culture, as well as the physical and political geography of Italy. Outside listening comprehension is a part of the course.

**Lecture:** 5 hours per week

**Prerequisite:** ITAL-101 or appropriate language placement test score

**SPAN-101**  
*5 Credits*
**Elementary Spanish I**

This course includes the study of vocabulary, grammar, and pronunciation. It emphasizes the development of proficiencies in speaking, reading, listening, and writing and a better understanding of the language, culture, and geography of the Hispanic world. A lab is included in the course.

**Lecture:** 5 hours per week

**SPAN-102**  
*5 Credits*
**Elementary Spanish II**

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

**Prerequisite:** SPAN-101 or appropriate language placement test score

**SPAN-104**  
*3 Credits*
**Spanish for the Professions**

This course is a three semester-hour class focused on the needs of those who are, or will be, working in the community in occupations where a basic knowledge of the Spanish language and culture is needed. The course is not designed as an alternative to the traditional SPAN-101, -102, -201, and -202 sequences, but will focus on the special vocabulary, basic grammatical structures, and cultural insights needed to effectively serve the Spanish-speaking community. Special emphasis is placed on oral proficiency as it relates to various real-world applications corresponding to the profession selected for the particular course. Each semester a specific profession is chosen for emphasis on a rotational basis. The one-semester courses include Spanish for Medical Personnel, Spanish for Law Enforcement, and Spanish for Social Services. This course counts as a non-core elective for students working toward their degrees at NIC. No prior knowledge of Spanish is necessary.

**Lecture:** 3 hours per week

**SPAN-184**  
*2 Credits*
**Open Door to Spanish I**

This introductory course is designed for students who wish to learn elementary communication skills in Spanish. Subjects discussed include traveling, food, lodging, and shopping. Students will gain practical conversation skills and become familiar with cultural differences likely to be encountered in the Hispanic world.

**Lecture:** 2 hours per week

**SPAN-185 Open Door to Spanish II**  
*2 Credits*

SPAN-185 is a continuation of SPAN-184. Prior completion of SPAN-184 with a grade of C- or better is required.

**Lecture:** 2 hours per week  
**Prerequisite:** SPAN-184

**SPAN-201 Intermediate Spanish I**  
*4 Credits*

This course further develops Spanish fluency with emphasis on conversation, reading, grammar, and composition. The culture and literature of Spain and Latin America are included. 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  
**Prerequisite:** SPAN-102 or appropriate language placement test score

**SPAN-202 Intermediate Spanish II**  
*4 Credits*

SPAN-202 is a continuation of SPAN-201. This course has the same degree applications as SPAN-201. Laboratory work is included.

**Lecture:** 4 hours per week  
**Prerequisite:** SPAN-201 or appropriate language placement test score

**SPAN-205 Intermediate Spanish Conversation**  
*3 Credits*

This course is for students who wish to further their conversational skills in Spanish at the intermediate level. The emphasis is on the development of oral and written discourse skills, and on the acquisition of cultural and linguistic knowledge related to specific Spanish-speaking countries. This course is conducted entirely in Spanish.

**Lecture:** 3 hours per week  
**Prerequisite or Corequisite:** SPAN-202

**MUSIC-APPLIED**
**MUSA-112 Introduction to Voice**  
*1 Credit*

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.

**MUSA-114 Individual Instruction**  
*2 Credits*

MUSA-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

**MUSA-124 Individual Instruction**  
*2 or 4 Credits*

MUSA-124 provides instruction in voice, piano, guitar, all band and orchestra instruments, and music composition. 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:** MUSA-114 or permission of instructor

**MUSA-130 Introduction to Piano**  
*1 Credit*

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.

**MUSA-145 Piano Class I**  
*1 Credit*

This is the first in a four-semester sequence designed for music majors and minors preparing for a keyboard competency exam. Emphasis is on developing basic piano technique, music-reading skills, and reinforcement of music theory fundamentals. Music selections range from classic to contemporary. A minimum grade of C- is required to advance to MUSA-146. This class may be repeated for a maximum of two credits.

**Lecture:** 2 hours per week  
**Prerequisite or Corequisite:** MUSC-141 or permission of instructor

**MUSA-146 Piano Class II**  
*1 Credit*

This class is a continuation of MUSA-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 MUSA-245. This class may be repeated for a maximum of two credits.

**Lecture:** 2 hours per week  
**Prerequisite:** MUSA-145 or permission of instructor

**MUSA-245 Piano Class III**  
*1 Credit*

MUSA-245 is a continuation of MUSA-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 MUSA-246. This class may be repeated for a maximum of two credits.

**Lecture:** 2 hours per week  
**Prerequisite:** MUSA-146 or permission of instructor

**MUSA-246 Piano Class IV**  
*1 Credit*

This course is a continuation of MUSA-245 and prepares music majors and minors preparing for a keyboard competency exam. Emphasis will be on reviewing previously acquired phases in technique, sight reading, harmonization, transposition, improvisation, and score reading. More complex harmonies will be introduced. The piano repertoire is at an intermediate level. A minimum grade of C- is required to complete pretesting requirements. This class may be repeated for a maximum of 2 credits.

**Lecture:** 2 hours per week  
**Prerequisite:** MUSA-245 or permission of instructor



**MUSIC-COMPOSITION**
**MUSC-117 Music Convocation**  
*0 Credit*

Concert attendance is required for all music majors. Attendance at ten concerts is required each semester.

**MUSC-120 Fundamentals of Music**  
*3 Credits*

MUSC-120 is an introduction to the basic materials of music. Areas explored are acoustics, rhythmic and melodic notation of music, scales, keys, and basic harmony. Fundamentals of Music is for the novice or experienced musician who wants to develop or refresh music reading skills.

**Lecture:** 3 hours per week

**MUSC-126 Improvisation**  
*1 Credit*

MUSC-126 is an introductory course in the elements of music improvisation. Although a basic musical element in jazz, improvisation is used in every genre of music, including classical. This course is designed to study the theory and practice of improvisation. Elements of melodic structure, harmonic understanding, and musical structure will be studied in this course. Students will form small ensembles and practice elements of improvisation in the lab.

**Lecture:** 1 hour per week

**Lab:** 1 hour per week

**MUSC-141 Harmony and Theory I**  
*3 Credits*

MUSC-141 is the study and application of the basic materials of music in four-part harmony. Emphasis is placed upon a thorough knowledge of the fundamentals of music, development of composition skills, and beginning analysis skills. It deals with harmonic practice from the year 1600 on. This course fulfills a theory requirement for music majors.

**Lecture:** 3 hours per week

**Corequisite:** MUSC-141L

**MUSC-141L Harmony and Theory I Laboratory**  
*1 Credit*

This laboratory assists students in the development of aural skills such as sight-singing, rhythmic, melodic, and simple harmonic music dictation, and recognition. Emphasis is on materials covered in MUSC-141. This course fulfills a theory requirement for music majors and expands upon musical understanding developed in MUSC-141.

**Lecture:** 2 hours per week

**Corequisite:** MUSC-141

**MUSC-142 Harmony and Theory II**  
*3 Credits*

This course is a continuation of MUSC-141, emphasizing expanded use of harmonies in writing and analysis. It fulfills a theory requirement for music majors.

**Lecture:** 3 hours per week

**Corequisite:** MUSC-142L

**Prerequisite:** MUSC-141

**MUSC-142L Harmony and Theory II Laboratory**  
*1 Credit*

This laboratory is a continuation of MUSC-141L. It fulfills a theory requirement for music majors.

**Lecture:** 2 hours per week

**Corequisite:** MUSC-142

**Prerequisite:** MUSC-141L

**MUSC-241 Harmony and Theory III**  
*3 Credits*

This course is a continuation of MUSC-142 with an emphasis on writing and analysis of music through the Romantic era. It fulfills a theory requirement for music majors.

**Lecture:** 3 hours per week

**Corequisite:** MUSC-241L

**Prerequisite:** MUSC-142

**MUSC-241L Harmony and Theory III Laboratory**  
*1 Credit*

This laboratory is a continuation of MUSC-142L. It fulfills a theory requirement for music majors.

**Lecture:** 2 hours per week

**Corequisite:** MUSC-241

**Prerequisite:** MUSC-142L

**MUSC-242 Harmony and Theory IV**  
*3 Credits*

This course is a continuation of MUSC-241 with emphasis on writing and analysis of music in the 20th century. It fulfills a theory requirement for music majors.

**Lecture:** 3 hours per week

**Corequisite:** MUSC-242L

**Prerequisite:** MUSC-241

**MUSC-242L Harmony and Theory IV Laboratory**  
*1 Credit*

This laboratory is a continuation of MUSC-241L. It fulfills a theory requirement for music majors.

**Lecture:** 2 hours per week

**Corequisite:** MUSC-242

**Prerequisite:** MUSC-241L

**MUSIC-HUMANITIES**
**MUSH-101 Survey of Music**  
*3 Credits*

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

**MUSH-127 Survey of American Popular Music Since 1900**  
*3 Credits*

MUSH-127 is an introduction for students (majors and non-majors) to the various styles of American popular music, including 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 and a cultural diversity requirement for the A.A. degree.

**Lecture:** 3 hours per week

**MUSH-140 Introduction to Music Literature**  
3 Credits

MUSH-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

**MUSH-163 Survey of World Music**  
3 Credits

This course explores musical cultures throughout the world, including but not limited to Africa, the Americas, Asia, Near East, Europe, and South Pacific. The course is designed to enhance the student's appreciation for the diversity of music throughout the world as well as the people that perform it. Students gain an understanding of features in the music that distinguish one style from another and the cultural and social-historical factors that shape the development of music. Lectures, films, recordings, and live presentations assist students in their understanding of topics. Though a knowledge of music is helpful, a music background is not required. It partially fulfills the arts and humanities requirement for the A.S. degree and the cultural diversity requirement for the A.A. degree.

**Lecture:** 3 hours per week

**MUSIC-PERFORMANCE****MUSP-103 North Idaho College Cardinal Chorale**  
1 Credit

Cardinal Chorale is North Idaho College's large vocal ensemble organized to perform standard and mixed choir arrangements. This course may be taken as an ensemble elective for music majors and it may be repeated for credit. Credit may be transferrable. Choir membership is open to college students and area residents.

**MUSP-104 Vocal Jazz Ensemble**  
1 Credit

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.

**Prerequisites:** Audition and permission of instructor

**MUSP-106 North Idaho College Wind Symphony**  
1 Credit

The North Idaho College Wind Symphony is an instrumental ensemble designed to perform traditional and contemporary concert band literature. Band membership is open to college students and area residents. This course provides students and area residents a chance to enhance their music appreciation through musical performance. It may be repeated for credit.

**MUSP-107 Cardinal Pep Band**  
1 Credit

The Cardinal Pep Band is an instrumental ensemble designed to perform at athletics events and other school events. It may be repeated for credit.

**Lecture:** 2 hours per week

**Prerequisites:** Audition and permission of instructor

**MUSP-110 Vocal Ensemble**  
1 Credit

This course introduces students to literature for the particular type of ensemble and includes involvement in regular public performances with other small ensembles. It is designed to provide a variety of vocal experiences for the student: male quartet, mixed quartet, female trio, duets, musical theater, etc. Ensemble membership is open to college students and area residents. This course may be repeated for credit.

**Prerequisites:** Audition and permission of instructor

**MUSP-111 Instrumental Ensemble**  
1 Credit

Instrumental ensembles are small groups of brass, woodwind, string, percussion, pit orchestra, or mixed instruments organized to perform a standard chamber music repertoire. Credit may be transferable and can be repeated for credit. Ensemble membership is open to college students and area residents.

**Prerequisites:** Audition and permission of instructor

**MUSP-113 North Idaho Jazz Ensemble**  
1 Credit

North Idaho Jazz Ensemble is a group 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.

**Prerequisites:** Audition and permission of instructor

**MUSIC-TECHNOLOGY****MUSX-215 Introduction to Digital Recording and Notation**  
1 Credit

This course is an introduction to the use of digital recording and digital notation softwares on Macintosh computers for use in music recording, playback, and printing. The course provides musicians training in current technological advances important to the field of music.

**Lecture:** 1 hour per week

**MUSX-216 Advanced Digital Recording and Notation**  
1 Credit

This is a continuation of MUSX-215 with an emphasis on mastery of advanced computer editing skills using digital recording and digital notation softwares.

**Lecture:** 1 hour per week

**Prerequisite:** MUSX-215

**NURSING: PRACTICAL NURSING**

**NOTE:** Course enrollment requires prior acceptance into the Practical Nursing program.

**PN-106 Practical Nursing Theory I**  
6 Credits

This course includes an introduction to the fundamentals of nursing and therapeutic skills. A lifespan approach will be used to assist students in the theory of oxygenation, circulation, nutritional, fluid, elimination, activity, and safety needs of patients of all ages. Growth and development and an introduction to pediatric and geriatric care will be included.

**Prerequisite:** Acceptance into the Practical Nursing program

**PN-106L                      Practical Nursing Laboratory I**  
*6 Credits*

This course correlates PN-106 theory with supervised practice in providing patient care utilizing the campus laboratory for skills practice and clinical settings such as long term care facilities, behavioral health centers, and home health agencies 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*

PN-107 explores nursing responsibilities in more complex diseases of major body systems. Medical-surgical, perinatal, and pediatric nursing are included. IV therapy, including phlebotomy and blood administration, is also included.

**Prerequisites:** BIOL-175, PN-106, and PN-106L

**PN-107L                     Practical Nursing Laboratory II**  
*6 Credits*

PN-107L correlates PN-107 theory with practice in clinical settings. Students may rotate through medical-surgical, perinatal, pediatric units, operating room, recovery room, short stay unit, minor care, EKG, respiratory therapy, clinics, and physician offices. IV therapy is included with certification.

**Prerequisites:** BIOL-175, PN-106, and PN-106L

**PN-108                        Practical Nursing Theory III**  
*3 Credits*

PN-108 covers emergency nursing, oncology, advanced concepts of geriatric care and nursing management/leadership. A review of all previous nursing theory will be provided.

**Prerequisites:** PN-107 and PN-107L

**PN-108L                     Practical Nursing Laboratory III**  
*5 Credits*

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.

**Prerequisites:** PN-107 and PN-107L

**PN-205                        Intravenous Therapy for LPNs-Part I**  
*1 Credit*

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*

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*

This course provides theory and hands-on instruction in all skills relating to the LPN's role in nursing management. The course is

designed to prepare the LPN to function in the role of charge nurse in long-term care facilities according to federal and state regulations. It gives the LPN the means to perfect management skills and assess them on a continuing basis.

**NURSING: REGISTERED NURSING**

**NOTE:** Enrollment requires prior acceptance into the program.

**NURS-190                     Nursing Practice I**  
*8 Credits*

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

**Prerequisites:** BIOL-227, BIOL-228, and ENGL 101

**NURS-195                     Nursing Practice II**  
*8 Credits*

NURS-195 focuses on the medical-surgical management of pathological processes common through the lifespan, effects on person/family, and implications for nursing care. The course emphasizes the application of the nursing process, caring relationships, and other therapeutic nursing interventions to assist the person in adaptation. Learning experiences in health care settings provide students with opportunities to develop skills in implementation of the nursing process, application of communication abilities, caring behaviors, and utilization of therapeutic nursing interventions.

**Lecture:** 4 hours per week

**Lab:** 12 hours per week

**Prerequisites:** NURS-190, BIOL-250, PSYC-101, and COMM-101

**NURS-196                     LPN Transition**  
*4 Credits*

This eight-week course is intended for students who are Licensed Practical Nurses and are seeking advanced placement in the Associate's Degree Nursing Program at North Idaho College. The course consists of 30 hours of lecture and includes both classroom and online components. The course is designed to provide content from the first year nursing courses that is not typically covered in LPN programs. The course content includes legal/ethical issues, teaching/learning principles, therapeutic communication, group and nursing process, and dosage calculations. The 90-hour clinical component is designed to transition the LPN to the RN student role, as well as introduce the student to the ADN program requirements.

**Lecture:** 3.75 hours per week for 8 weeks

**Lab:** 11.25 hours per week for 8 weeks

**NURS-198                     Nursing Practice Clinical Practicum**  
*1 Credit*

This course is an elective for students enrolled in the Associate's Degree Nursing program. It provides students with opportunities to apply the theory and skills from preceding nursing courses in clinical nursing practice. Patient care experience in an acute care

health setting allows students to further develop skills in critical thinking and application of the nursing process, effective communication with patients, family and other health care providers, and implementing therapeutic nursing interventions. This course may be repeated twice for credit.

**Lab:** 45 hours per two-week block

**Prerequisite:** NURS-190

### **NURS-290 Nursing Practice III** 8 Credits

Nursing Practice III focuses on providing nursing care for persons and families experiencing acute or chronic illness. The course also focuses on providing care for persons and families with mental health disorders. Emphasis is placed 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

**Prerequisites:** NURS-195, ENGL-102, SOC-101, and a MATH course that meets the A.S. degree requirements

### **NURS-294 Nursing Practice IV** 8 Credits

Nursing Practice IV focuses on providing nursing care at any of the six levels of health care: preventative, primary, secondary, tertiary, restorative, and continuing care. The course also focuses on providing nursing care for persons and families experiencing pregnancy and childbirth. The course emphasizes the development of critical thinking and the development of competencies required to provide care for individuals, families, and groups of patients in a variety of health care settings. Learning experiences take place in acute care and long term care facilities, and community health care settings. The hallmark of this course is the preempting experience which provides the student opportunities to develop competencies in providing care, clinical decision making, collaborating with other health care providers, and professional development.

**Lecture:** 4 hours per week

**Lab:** 12 hours per week

**Prerequisite:** NURS-290

**Corequisites:** ENGL-114, NURS-294L

## **OUTDOOR POWER/ RECREATIONAL VEHICLE TECHNOLOGY**

### **OPRV-105 Orientation/Safety/Shop Practices** 2 Credits

This course introduces students to on-campus services including the library and College Skills Center. It includes instruction about the industry including wages, job opportunities, and the nature of the work. Instruction will be provided on a variety of general shop practices, procedures, shop safety, and proper equipment usage.

### **OPRV-110 2- and 4-Cycle Gas Engines** 5 Credits

This course teaches students how to identify, repair, rebuild, and/or replace small engines used in outdoor power equipment. Students will learn two-stroke and four-stroke combustion engine theory as well as engine performance criteria. They will gain understanding in the operation and basic principles of the various components and their respective systems related to small engines.

### **OPRV-110L 2- and 4-Cycle Gas Engines Lab** 2 Credits

Students will receive hands-on experience using hand and power tools in performing repairs and maintenance on a variety of 2- and 4-cycle gas engines and related components common to outdoor power equipment. Emphasis will be placed on industry accepted practices and techniques as well as shop safety.

### **OPRV-120 Power Equipment Service and Repair** 5 Credits

This course includes the study of hydraulic system principles and operation, transmission and final drive theory of operation, and advanced electrical system concepts. Students will learn proper disassembly, measuring, reassembly, and troubleshooting procedures. They will gain an understanding of the operation and basic principles of the various components and their respective systems related to outdoor power equipment.

### **OPRV-120L Power Equipment Service and Repair Lab** 2 Credits

Students will receive hands-on experience using hand and power tools in performing repairs and maintenance on outdoor power equipment. Instruction will utilize group and individual class projects including a variety of mock-ups, training aids, components, and limited live customer work.

### **OPRV-130 ATV and Snowmobile Systems** 5 Credits

This course will teach students fundamental principles of operation, troubleshooting techniques, and repair procedures for all-terrain vehicles and snowmobile equipment. Students will learn the basics of how to identify, repair, rebuild, and/or replace components and systems.

### **OPRV-130L ATV and Snowmobile Systems Lab** 2 Credits

Students will receive hands-on experience using hand and power tools in performing repairs and maintenance on various types of ATVs and snowmobiles. Instruction will utilize group and individual class projects including a variety of mock-ups, training aids, components, and limited live customer work.

### **OPRV-140 Motorcycle Systems** 5 Credits

This course will teach students the theory and principles of operation for various motorcycle systems. Students will be introduced to concepts related to engines, powertrains, chassis, suspension, electrical, warranty, pre-delivery, service and repair procedures, and performance characteristics.

### **OPRV-140L Motorcycle Systems Lab** 2 Credits

Students will receive hands-on experience using hand tools, power tools, and related shop equipment in performing troubleshooting, repairs and maintenance on various types of motorcycles. Instruction will utilize group and individual class projects including a variety of mock-ups, training aids, components, and limited live customer work.

### **OPRV-150 Advanced Service Procedures** 2 Credits

This course introduces students to advanced principles and concepts related to motorcycles, ATVs, and snowmobiles. Students will learn performance tuning and set-up procedures for various vehicle systems as well as racing and aftermarket applications.



**OPRV-150L      Advanced Service Procedures Lab**  
*2 Credits*

This course introduces students to advanced performance applications as related to motorcycles, ATVs, and snowmobiles. In addition, students will have the opportunity to specialize in particular areas of interest related to occupational opportunities and learn various procedures related to those areas.

**PARALEGAL**
**PLEG-105      Civil Procedure and Litigation**  
*3 Credits*

Civil procedures is a course designed to teach students the steps necessary to institute and advance a civil lawsuit from the initial client interview through trial. Emphasis is placed on drafting documents instrumental in a civil lawsuit as well as understanding the process. This is a required course in the Paralegal and Legal Administrative Assistant programs.

**Lecture:** 3 hours per week

**PLEG-106      Introduction to Paralegal and Legal Ethics**  
*3 Credits*

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. The Code of Professional Responsibility and the Code of Judicial Ethics are used to examine the boundaries of authorized practices, confidentiality, and delegation of authority. Law office administration is introduced and emphasis on legal fees, timekeeping, billing, and docket control systems. This course is required in the Paralegal and Legal Administrative Assistant programs.

**Lecture:** 3 hours per week

**PLEG-110      Introduction to Law**  
*2 Credits*

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. Law office administration is introduced and emphasis on legal fees, timekeeping, billing, and docket control systems.

**Lecture:** 3 hours per week

**PLEG-115      Legal Terminology**  
*1 Credit*

This course introduces the spelling, pronunciation, definition, and usage of basic legal terms. The course broadly covers general law terms as well as specialized legal terminology. Topics include word origins, word building, abbreviations and symbols, correct spelling, pronunciation, and meanings of terminology related to the course system, contracts, family law, real estate, litigation, wills/probate, bankruptcy, and other areas of the law.

**Lecture:** 1 hour per week

**PLEG-125      Contracts**  
*3 Credits*

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-210

**PLEG-135      Torts**  
*3 Credits*

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

**Prerequisite:** PLEG-210

**PLEG-210      Legal Research and Writing**  
*4 Credits*

This course is an introduction to legal resource materials and methodology. Research skills are developed through law library research and drafting assignments. Emphasis is placed on the use of the legal database and on effective communication of research results through the drafting and preparation of legal documents and instruments. This is a required course in the Paralegal program.

**Lecture:** 3 hours per week

**Lab:** 2 hours per week

**PLEG-220      Legal Research and Writing II**  
*4 Credits*

This course is a continuation of PLEG-210 with emphasis on the further development of research techniques. Discussion topics include administrative and executive agency research, legislative research, non-legal reference materials, and loose-leaf services. Advanced processes in drafting and preparation of legal documents and instruments are emphasized. This is a required course in the Paralegal program.

**Lecture:** 3 hours per week

**Lab:** 2 hours per week

**Prerequisite:** PLEG-210

**PLEG-240      Real Estate and Property Law**  
*3 Credits*

This course explores the law of real property including types of real estate transactions and conveyances, forms and procedures, document recording, and title searches. Topics include deeds, contracts, deeds of trust, joint ventures, lease and rental agreements, mortgages, legal descriptions, liens and encumbrances, zoning and covenants, appraisals, titles, and foreclosure. This is an elective course in the Paralegal program.

**Lecture:** 3 hours per week

**PLEG-245      Estate and Probate Practices and Procedures**  
*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

**Prerequisites:** PLEG-105

**PLEG-250      Family Law**  
*3 Credits*

This course is a study of 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 a required course in the Paralegal program.

**Lecture:** 3 hours per week

**Prerequisite:** PLEG-115



**PLEG-255**  
*3 Credits*
**Administrative Law**

This course is a review of federal and state administrative laws. Discussion topics include administrative agencies, administrative law procedures, the use of expert witnesses, evidence, constitutional and judicial limits, and judicial review. This is an elective course in the Paralegal program.

**Lecture:** 3 hours per week

**PLEG-260**  
*3 Credits*
**Criminal Law and Procedure**

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 a required course in the Paralegal program.

**Lecture:** 3 hours per week

**Prerequisites:** PLEG-115

**PLEG-265**  
*3 Credits*
**Business Organizations**

This course is designed to give the student a basic understanding of the formation and operation of business enterprises, focusing on sole proprietorship, general and limited partnerships, limited liability company, and the business corporation. Students will be introduced to the advantages of each form of business enterprise and will learn how to draft various business-related documents. This is an elective course in the Paralegal program.

**Lecture:** 3 hours per week

**PLEG-270**  
*3 Credits*
**Bankruptcy and Creditor's Rights**

This course is an examination of bankruptcy laws and proceedings. Discussion topics include attachments, collection, executions, garnishment, liquidation, and reorganization. This is an elective course in the Paralegal program.

**Lecture:** 3 hours per week

**PLEG-275**  
*3 Credits*
**Evidence and Legal Transcription**

This course will examine specific legal issues pertaining to the laws of evidence, including the transcribing of documents complying with evidentiary requirements. Areas of study include the functions of the judge and jury, the principles of standard and burden of proof in civil and criminal cases, the admissibility of evidence, cross examination and re-examination, trial procedures, hearsay evidence, competence and compellability of witnesses, character evidence, and corroborating evidence. This course also provides an introduction to the transcribing and formatting of the legal documents required in different substantive areas of law.

**Lecture:** 3 hours per week

**Prerequisites:** CAOT-211, CAOT-212, PLEG-106, and PLEG-115

**PLEG-280**  
*3 Credits*
**Torts and Contracts**

This course teaches a basic understanding of two important aspects of law: torts and contracts. The course examines the principles of civil wrongs and liabilities (torts) including causes of action from negligence, industrial injuries, and professional malpractice. The class will address fault and without-fault actions, strict liability, and intentional torts. Defenses and damages are also explored. The semester includes a study of contract law as found in the Common Law and Article Two of the Uniform Commercial Code.

**Prerequisites:** PLEG-110 and PLEG-115

**Recommended:** PLEG-210

**PLEG-285**  
*3 Credits*
**Evidence and Ethics**

This course will examine specific legal issues pertaining to the laws of evidence and of legal ethics. Areas of study include the functions of the judge and jury, the principles of standard and burden of proof in civil and criminal cases, the admissibility of evidence, cross examination and re-examination, trial procedures, hearsay evidence, competence and compellability of witness, character evidence and corroborating evidence. The Code of Professional Responsibility and the Code of Judicial Ethics are used to examine the boundaries of authorized practices, confidentiality, and delegation of authority.

**Prerequisites:** PLEG-110, PLEG-115, and PLEG-210

**PLEG-290**  
*3 Credits*
**Paralegal Internship I**

This course provides a practical application of paralegal skills in a law office or law-related office. There are approximately nine hours per week of supervised work in the office to add breadth and depth to the student's paralegal experiences. The course is graded on a satisfactory/unsatisfactory basis. This is a required course in the Paralegal program. Instructor permission is required.

**In-Office Work:** 9 hours per week

**Prerequisites:** PLEG-105, PLEG-110, PLEG-115, and PLEG-210

**PLEG-291**  
*3 Credits*
**Paralegal Internship II**

This course is a continuation of PLEG-290. This course is graded on a satisfactory/unsatisfactory basis. This is an elective course in the Paralegal program. Instructor permission is required.

**In-Office Work:** 9 hours per week

**Prerequisite:** PLEG-290

## PHARMACEUTICAL MANUFACTURING

**PHMF-100 Pharmaceutical Manufacturing Principles**  
*3 Credits*

This course offers an introduction to manufacturing principles. These principles are applied to pharmaceutical manufacturing, but can also be applied more generally to production settings. Participants will see how the intersection of logistics, production, engineering, and quality meet to produce products satisfying business requirements.

**Lecture:** 3 hours per week

**PHMF-105**  
*2 Credits*
**Pharmaceutical Quality Systems and Regulations**

This course offers an introduction to manufacturing principles. These principles are applied to pharmaceutical manufacturing, but can also be applied more generally to production settings. Participants will see how the intersection of logistics, production, engineering, and quality meet to produce products satisfying business requirements.

**Lecture:** 2 hours per week

## PHARMACY TECHNOLOGY

**PHAR-110**  
*2 Credits*
**Pharmacy Law and Ethics**

This course provides the student with an introduction to federal and

state laws regulating the practice of pharmacy. Special emphasis is given to the areas of state law for Idaho and Washington regulating the activities of the technician. This course includes a focus on recordkeeping and medical ethics to better fulfill the technical needs of the students and bring the program in line with national standards.

**PHAR-150 Introduction to Pharmacology**

**3 Credits**

This course is designed to provide an overview of pharmacologic principles with an emphasis on therapeutic drug classification. 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).

**Lecture:** 3 hours per week

**PHAR-152 Advanced Pharmacology**

**3 Credits**

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 and top 100 injectable 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-161 Extemporaneous Compounding and IV Certification**

**3 Credits**

This course is designed to train pharmacy technicians in the latest practices and equipment used in extemporaneous compounding, sterile product preparation and aseptic technique. Upon successful completion of the course the pharmacy technician will be eligible for Nation Certification through NPTA in IV/Sterile Products and Compounding.

**Lecture:** 1.5 hours per week

**Lab:** 3 hours per week

**Corequisite:** PHAR-161L

**PHAR-171 Applied Pharmacy Tech I**

**3 Credits**

This course is designed to provide students with the background information and knowledge about pharmacy practice in a variety of settings including ambulatory, home care, and institutional pharmacy. Overviews of prescription processing and filling in both ambulatory and institutional settings will be covered. Students will develop entry skills for prescription interpretation and processing by completing both paper and electronic assignments. In addition to prescription processing, other topics that will be covered include the following: role of the pharmacist and the technician, dosage forms, routes of administration, drug/medical abbreviations, insurance billing, drug information, medication errors, purchasing and inventory control, computer technology, professionalism, and customer service. The knowledge base and skills developed in this course will focus on preparing students for their first practicum experience during spring semester.

**Lecture:** 2 hours per week

**Lab:** 2 hours per week

**Prerequisite:** Acceptance into the Pharmacy Technology program

**Corequisite:** PHAR-171L

**PHAR-172 Applied Pharmacy Tech II**

**2 Credits**

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.

**Lecture:** 1 hour per week

**Lab:** 2 hours per week

**Corequisites:** PHAR-172L

**PHAR-175 Pharmacy Technician Certification Exam Preparation**

**1 Credit**

This course is designed to prepare students for the National Pharmacy Technician Certification Exam. The course covers the major areas of focus for the national exam: assisting the pharmacist in serving patients, maintaining medication and inventory control systems, and participating in the administration and management of pharmacy practice. The course will also cover test taking techniques and strategies for success on the national exam.

**Lecture:** 1 hour per week

**PHAR-182 Pharmacy Technology Practicum and Seminar I**

**5 Credits**

This is a supervised pharmacy technician practice in a retail or institutional setting. Instruction and guidance are provided by the staff of participating pharmacies. Emphasis is on application of classroom content in the pharmacy setting.

**Lecture:** 1 hour per week

**Onsite:** 190 hours

**Prerequisite:** PHAR-150 and PHAR-171

**PHAR-187 Pharmacy Technology Practicum and Seminar II**

**5 Credits**

This is a supervised pharmacy technician practice in a retail or institutional setting. Instruction and guidance are provided by the staff of participating pharmacies. Emphasis is on application of classroom content in the pharmacy setting.

**Lecture:** 1 hour per week

**Onsite:** 190 hours

**Prerequisite:** PHAR-152, PHAR-172 and PHAR-182

**PHILOSOPHY**

**PHIL-101 Introduction to Philosophy**

**3 Credits**

This course is the discovery and exploration of major intellectual problems of humankind through methods of questioning, analysis, synthesis, and critique. It emphasizes developing a world view and higher-order reasoning skills through consideration of such issues as the nature of time and physical reality, mind and consciousness, free will, evil, truth, ethics, and the nature and existence of God. This course is for students interested in the meaning of life and the implications of modern science for understanding our world. It fulfills

an arts and humanities requirement for the A.S. and A.A. degrees.

**Lecture:** 3 hours per week

**Recommended:** ENGL-101

### **PHIL-103**

*3 Credits*

#### **Ethics**

Ethics is the investigation and discussion of personal, social, and professional moral issues and the principles and thinking skills used for their resolution. Emphasis is on the development and application of reasoning skills for decision making in the moral domain. This course provides awareness, sensitivity, insights, and skills essential to the success and moral integrity of the person in today's morally complex world. It fulfills an arts and humanities requirement for the A.S. and A.A. degrees.

**Lecture:** 3 hours per week

**Recommended:** ENGL-101

### **PHIL-111**

*3 Credits*

#### **World Religions**

World Religions presents an overview of the historical and cultural settings, main beliefs, and practices of American Indian indigenous spirituality, of the great Eastern religions (Hinduism, Buddhism, Taoism and Confucianism) and of the Western religions (Judaism, Christianity and Islam). Attention is given to similarities and differences in concepts of humanity and in relationship 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 the cultural diversity requirement for the A.A. degree and an arts and humanities requirement for the A.S. degree.

**Lecture:** 3 hours per week

**Recommended:** ENGL-101

### **PHIL-201**

*3 Credits*

#### **Logic and Critical Thinking**

PHIL-201 is a general introduction to the reasoning skills and psychological approaches used for effective decision-making, problem-solving, and argument analysis and evaluation. This course provides instruction in skills essential to success in everyday life, citizenship, and as a professional in any career. It fulfills the critical thinking requirement for the A.A. degree and an arts and humanities for the A.S. degree.

**Lecture:** 3 hours per week

**Recommended:** ENGL-101 and/or COMM-101

### **PHIL-205**

*3 Credits*

#### **Political and Social Philosophy**

This class will examine some of the fundamental questions that have shaped Western political thought since its inception in fifth century B.C. Athens, together with some of the most influential answers that political theorists since then have proposed. Some of the issues to be addressed include the essential characteristics of human nature and the good society, the relationship between the individual and society, and the fundamental dynamics of political change. The questions associated with these issues include: "Is human nature essentially spirit or matter?" "Is human nature fixed or malleable?" "Is it innately violent and aggressive or non violent and cooperative?" "What is the relationship of individual freedom to social and political authority?" "What constituted legitimate political authority?" "What constitutes legitimate political authority?" "Are there inexorable laws of history that produce change?" "Are humans fundamentally equal or unequal?" Students will also investigate the timeless theme of idealism and realism in political philosophy on the national and on the international level. It fulfills the social science requirement for the A.A. degree and a social sci-

ence for the A.S. degree.

**Lecture:** 3 hours per week

**Recommended:** PHIL-101

### **PHIL-220**

*3 Credits*

#### **Asian Philosophy**

This course will examine the major Asian philosophical traditions of India, China, and Japan with a focus on the epistemological, political, and ethical issues that characterize each of these traditions. Students will study Buddhism, Taoism, Confucianism, Hinduism, and yoga as well as become familiar with contemporary Asian philosophical spokespersons such as Mahatma Gandhi, Sri Aurobindo, and Lin Yutang. This course will transfer as an elective, but students are encouraged to contact their transfer institution for articulation details.

**Lecture:** 3 hours per week

**Recommended:** PHIL-101

## **PHOTOGRAPHY**

### **PHTO-183**

*3 Credits*

#### **Introduction to Digital Photography**

This introductory course uses the advanced digital camera to build basic skills in students who have an interest in photography, but no prior experience. Using a combination of lecture, demonstration, and hands-on exercises, this course will explore basic photographic techniques and artistic concerns involved in making photographs. These include camera handling, composition, effective use of light, file management, digital image manipulation, and developing a photographic vision. Students entering the course must have a digital camera with aperture priority, shutter priority, and exposure compensation. Students are also responsible for all digital storage media.

**Lecture:** 3 hours per week

### **PHTO-285**

*3 Credits*

#### **Nature Photography**

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 per week

**Prerequisite:** PHTO-181, PHTO-183, or PHTO-281 with a grade of C- or better

### **PHTO-288**

*3 Credits*

#### **Intermediate Digital Photography**

This intermediate level course is designed to expand the knowledge and abilities of motivated students who have completed PHTO-183 Introduction to Digital Photography. Basic photographic and post-process skills learned in PHTO-183 will be refined as students work to develop a personal photographic vision. Each student will be challenged visually and intellectually, exploring four major photographic themes. Students will create a portfolio of unique photographs to fit one of those themes. Students entering this course must have a digital camera with aperture and shutter priority and exposure compensation. Students are also responsible for all digital storage media and purchasing an online book (portfolio) of their work.

**Lecture:** 3 hours per week

**Prerequisite:** PHTO-183 with a grade of C or better



**PHTO-289**

3 Credits

**Photojournalism**

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 visual communication abilities. Students will gain valuable skills in recognizing photo opportunities, covering news events and features, and composing page layouts. Most importantly, students will refine capabilities to create storytelling photographs in individual and photo essay formats. Students entering this course must have a digital camera with aperture and shutter priority and exposure compensation. Students are also responsible for all digital storage media

**Lecture:** 3 hours per week

**Prerequisite:** PHTO-181, PHTO-183, or PHTO-281 with a grade of C- or better

**PHYSICAL EDUCATION**

**NOTE:** Some physical education activity and lecture courses have an extra fee which is payable at registration. These fees are for such courses as kayaking, rock climbing, sailing, equestrian, mountain biking, golf, racquetball, bowling, cardio training, lake kayaking/canoeing, skiing and snowboarding, whitewater rafting, wilderness backpacking, wilderness survival, whitewater guiding, mountaineering, mountaineering II, outdoor adventure, outdoor program leadership, team dynamics, care and prevention of athletic injuries, lifeguard training, first aid, rowing, swimming, swim conditioning, water aerobics, fly fishing, fencing, and dance.

**ACTIVITY COURSES:**

The following courses fulfill physical education activity course requirements for the A.A. and A.S. degrees with the exception of PE-112 courses. Courses may be repeated for a total of four credits. In special situations, subject to approval by the division chair, students may be allowed to exceed the maximum number of credits.

**PE-105Z**

1 Credit

**Cheerleading**

This course involves instruction and practice in cheerleading for members of the NIC cheerleading squad. Areas developed include gymnastics, dance, communication, group leadership, and social skills. It provides experience for improving self-confidence, public performance, and gymnastic abilities. Students must participate in team tryouts to earn a place on the squad. This course satisfies one of the physical education requirements for the A.A. and A.S. degrees and may be repeated for a total of four credits.

**PE-110A**

1 Credit

**Beginning/Intermediate Swimming**

Students are taught fundamental swimming and water safety skills for the non-swimmer or beginner. This course 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.

**Activity:** 2 hours per week

**PE-110B**

1 Credit

**Beginning Whitewater Kayaking**

The purpose of this course is to introduce students to the lifetime sport of whitewater kayaking. Theoretical and practical aspects of kayaking equipment, trip planning, river hazards, reading white-water, accidents, rescue issues, group leadership, and processing will be taught through lecture, discussion, video, and practical

experience. Emphasis is placed on proper equipment, safety, and general preparedness for river outings. A strong component of the course will deal with leadership principles in the organization, presentation, and conduct of river outings. This is a beginning course. Do not expect to emerge from this course as a proficient boater or qualified instructor of whitewater kayaking. 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.

**Activity:** 2 hours per week

**PE-110C**

1 Credit

**Beginning Rock Climbing**

The purpose of this course is to introduce the lifetime sport of rock climbing. This course emphasizes the basic skills needed for the safe and enjoyable participation of this sport. Basic skills and knowledge include climbing technique, equipment, belay techniques, knots, rope work, anchors, safety, and rescue information. Suggested reading is *Mountaineering: The Freedom of the Hills, 7th Edition*. 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.

**Activity:** 2 hours per week

**PE-110CC**

1 Credit

**Tai Chi**

This course teaches a traditionally structured Tai Chi form that builds the physical skills and knowledge required for correct performance of Tai Chi Chuan. An emphasis on employing the eight methods and five directions, as well as demonstrating the 10 essential body principles during form practice is a focus of this course. 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.

**Activity:** 2 hours per week

**PE-110D**

1 Credit

**Beginning Sailing**

This course introduces students to the lifetime sport of sailing. Theoretical and practical aspects of sailing equipment, boat handling, terminology, basic navigation, and group leadership will be taught through lecture, discussion, video, and practical experience. Emphasis will be placed on proper equipment, safety, and general preparedness for sailing. A strong component of the course is leadership principles in the organization, presentation, and conduct of sailing trips. This is a beginning course. Do not expect to emerge from this course as a proficient sailor or qualified sailing instructor. 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.

**Activity:** 2 hours per week

**PE-110E**

1 Credit

**Beginning Yoga**

The purpose of this course is to develop techniques that enhance strength, flexibility, and body/mind awareness through breathing, yoga postures, concentration, and relaxation. 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.

**Activity:** 2 hours per week

**PE-110F**

1 Credit

**Cardiovascular Training**

The purpose of this course is to enable students to improve their cardiovascular fitness and muscular strength, as well as gain knowledge about basic exercise physiology and personal health and wellness. 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.

**Activity:** 2 hours per week

**PE-110G***1 Credit*

Equitation is the art and science of riding a horse. Equitation is different from all the other P.E. courses in that a student is working with a live animal with feelings and you need to learn teamwork, be partners, and learn to dance together. Students will learn how to approach, catch, halter, lead, and tie up horses using horse behavior and psychology to handle and control the horse at all times. Students will learn and use horse communication skills at all times. Students will learn how to prepare the horse for riding by proper grooming and feet cleaning procedures before putting the blanket, saddle, and bridle on. Students will learn how to mount properly as though without a cinch, guide the horse at the walk jog, canter in correct leads by using the correct aids, and ride by "feel." By using their mind and body, students will learn how to do lateral work, transition from one gait to another, stop, and back up under objectives. Safety, control, respect, relaxation, balance, and calmness, is stressed and practiced at all times. 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.

**Activity:** 2 hours per week**Equitation****PE-110H***1 Credit*

This course introduces exercise techniques specifically for the woman's body. Students will be taken through a variety of stretches, exercises, and postures while being taught the benefit of each. The course includes isometrics, strengthening exercises, yoga, calisthenics, light aerobics, stress-relieving techniques, walking sessions, and discussions on diet concerns. 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.

**Activity:** 2 hours per week**Exercise for Women****PE-110I***1 Credit*

This course is designed to develop techniques which enhance strength, flexibility, and body/mind awareness through breathing, yoga postures, concentration, and relaxation. This course follows the beginning yoga course and builds on skills learned there. Outcomes, assessment, evaluation, and schedules remain similar or identical to the beginning course. 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.

**Activity:** 2 hours per week**Intermediate Yoga****Prerequisite:** PE-110E**PE-110J***1 Credit*

The purpose of this course is to introduce the lifetime fitness activity of jogging/power walking. This course includes aerobic jogging/walking at a brisk, powerful pace using all of the major muscle groups in the upper and lower body simultaneously, resulting in a complete aerobic workout. Jogging/walking with power will help students achieve a high overall fitness level when done correctly for the proper amount of time. 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.

**Activity:** 2 hours per week**Jogging/Powerwalking****PE-110K***1 Credit*

Cardio Kickboxing is a pre-designed non-contact aerobic course that uses no equipment. The cardio section uses intensity drills and energy sprints in an interval format followed by work recovery

**Cardio Kickboxing**

sections. Each class will consist of 40 minutes of an aerobic session followed by 10 minutes of conditioning and cool down. 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.

**Activity:** 2 hours per week**PE-110L***1 Credit*

The purpose of this course is to introduce the lifetime sports of lake kayaking and canoeing. This course will emphasize the basic skills needed for safe and enjoyable participation in these sports. Basic skills and knowledge include equipment, paddle strokes, navigation, and essential kayaking/canoeing safety and rescue information. 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.

**Activity:** 2 hours per week**Lake Kayak/Canoe****PE-110M***1 Credit*

The focus of this course is core conditioning. This course encourages individuals to have a better body awareness. Students will challenge strength, balance, and learn principles of pilates and yoga. 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.

**Activity:** 2 hours per week**Pilates****PE-110NN***1 Credit*

Mall walking is a low impact workout that utilizes proper walking techniques combined with upper body conditioning to improve and maintain cardiovascular fitness, muscular strength, flexibility, balance, and coordination. 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.

**Activity:** 2 hours per week**Mall Walking****PE-110O***1 Credit*

The purpose of this course is to introduce self-defense. The course emphasizes the basic skills needed for safe and enjoyable participation, along with self-defense skills for personal protection. 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.

**Activity:** 2 hours per week**Self-Defense****PE-110OO***1 Credit*

The purpose of this course is to introduce intermediate self-defense. The course emphasizes the skills needed for safe and enjoyable participation, along with more advanced self-defense skills for personal protection. 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.

**Activity:** 2 hours per week**Intermediate Self-Defense****PE-110P***1 Credit*

The purpose of this course is to learn basic skiing and snowboarding skills. The course focuses on skill improvement and development, equipment selection, and safety issues. 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.

**Activity:** 2 hours per week**Skiing/Snowboarding**



**PE-110PP***1 Credit*

Cross country skiing is a versatile winter sport activity. It incorporates full body movement with low physical impact on the body. The sport can be enjoyed by virtually all age groups and a wide variety of skiing abilities. The course will cover all aspects of cross country skiing, including the history of the sport, how to properly dress, purchasing and maintaining nordic ski equipment and ski technique from beginning to more advanced skills, such as skating and telemarking. 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.

**Activity:** 2 hours per week

**PE-110Q***1 Credit*

This step course is a low impact, aerobic activity. Movements will be performed on and off a step platform with risers. Intensity level is determined by speed, travel, and execution of movement patterns. Each class will consist of 40 minutes of an aerobic session followed by 10 minutes of conditioning and cool down. 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.

**Activity:** 2 hours per week

**PE-110QQ***1 Credit*

Zumba is a fitness program inspired by Latin dance. Zumba combines Latin rhythms with cardiovascular exercise to create an aerobic routine that is fun and easy to follow.

**Activity:** 2 hours per week

**PE-110R***1 Credit*

The purpose of this course is to teach the lifetime fitness activity of weight training. The course will familiarize students with weight training equipment, teach proper training principles and mechanics, and help students develop a personalized training program. Weight training has been shown to improve metabolism, cardiovascular fitness, body composition, muscular strength/endurance, flexibility, and emotional wellbeing. 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.

**Activity:** 2 hours per week

**PE-110S***1 Credit*

The purpose of this course is to enable students to work on improving endurance, speed, and efficiency in the water as well as general cardiovascular fitness. 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.

**Activity:** 2 hours per week

**PE-110SS***1 Credit*

The purpose of this course is to provide students with fundamental swimming techniques and water safety skills for the beginner open water swimmer. Basic swimming skills are required. 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.

**Activity:** 2 hours per week

**Cross Country Skiing****Step Aerobics****Zumba****Strength Training****Swim Conditioning****Open Water Swimming****PE-110T***1 Credit*

The focus of this course is total body conditioning. Students will use weights, balls, bands, steps, mats, and the great outdoors to improve their health. Students will experiment with many different forms of exercise including pilates, yoga, cardiovascular training, and total body strengthening. 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.

**Activity:** 2 hours per week

**PE-110TT***1 Credit*

This course will introduce students to indoor cycling on a stationary bicycle. Students will learn how to cycle correctly and train indoors. Students will learn different hand positions and how to ride at different resistance and varying speeds. Students will have the opportunity to ride several different formats throughout the semester. 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.

**Activity:** 2 hours per week

**PE-110U***1 Credit*

Water aerobics is a low impact workout that utilizes water resistance to improve or maintain cardiovascular fitness, muscular fitness, flexibility, balance, and coordination. This is a fun activity class for all levels from beginner to advanced athletes. 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.

**Activity:** 2 hours per week

**PE-110V***1 Credit*

The purpose of this course is to introduce multiple cardiovascular conditioning workouts. Students will learn how to monitor intensities through heart rate and ratings of perceived exertion; gain an understanding of progressive overload as it pertains to aerobic fitness; and improve technique, form, and coordination with a variety of aerobic based activities. 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.

**Activity:** 2 hours per week

**PE-110VV***1 Credit*

CrossFit is an incredibly effective strength and conditioning program. CrossFit utilizes functional workout movements that are varied and performed to your personal intensity level. You will learn proper lifting, running, body weight and beginning gymnastics form, including biking, running, rowing, pull-ups, push-ups, squats, handstands, presses, dead lifts, and more. CrossFit is scalable, making it applicable for all fitness levels and ages. CrossFit is effective, usable, and best of all, fun. 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.

**Activity:** 2 hours per week

**PE-110W***1 Credit*

The purpose of this course is to introduce the lifetime sport of mountain biking. This course will emphasize the basic skills needed for safe and enjoyable participation. Basic skills and knowledge include bike maintenance and related equipment, riding techniques, and safety information. This course fulfills a physical education

**Tone and Trim****Spinning****Water Aerobics****Cardio Cross Training****Introduction to CrossFit****Mountain Biking**

requirement for the A.A. and A.S. degrees and may be repeated for a total of four credits.

**Activity:** 2 hours per week

**PE-110X**  
1 Credit

**Kenpo Karate**

The purpose of this course is the study of Kenpo Karate. The course will emphasize the basic skills needed for safe and enjoyable participation, along with self-defense skills for personal protection. 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.

**Activity:** 2 hours per week

**PE-110XX**  
1 Credit

**Intermediate Kenpo Karate**

The purpose of this course is to build on the skills acquired through the Kenpo Karate course. The course will emphasize the skills needed for safe and enjoyable participation, along with more advanced self defense skills for personal protection. 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.

**Activity:** 2 hours per week

**Prerequisite:** PE-110X

**PE-110Y**  
1 Credit

**Bowling**

The focus of this course is on fundamental instruction in the activity of bowling. This is an introductory course. Topics include bowling basics and tips, warm up stretches, manual and computer scorekeeping, plus bowling etiquette and terms. While content is applicable to many levels of bowling, the coursework is focused on fundamentals of the game and aimed at introducing bowling as a sport to enjoy for exercise and recreation. 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.

**Activity:** 2 hours per week

**PE-110Z**  
1 Credit

**Beginning Fly Fishing**

This course will teach students the basic skills related to catching fish with the use of a fly rod. This is an activity lab course where students will participate daily. Students will develop the skills and knowledge that they will be able to use in the natural environment. Instruction and participation will include casting, equipment, entomology, knot tying, safety, reading the water, approach, and presentation. Hands-on activities will include practice casting and knot tying skills. Each class will include a variety of visual presentations from the instructor and resource people from the community. We will conclude with a class fishing experience on the Coeur d'Alene River. 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.

**Activity:** 2 hours per week

**PE-111A**  
1 Credit

**Basketball**

The purpose of this course is to introduce the lifetime sport of basketball. The course will emphasize the basic skills needed for safe and enjoyable participation. The basic skills and knowledge include rules of the game, fundamentals, and strategies of the game, along with safety principles. 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.

**Activity:** 2 hours per week

**PE-111B**  
1 Credit

**Beginning Golf**

The purpose of this course is to introduce the lifetime sport of golf. The course will emphasize the basic skills needed for safe and enjoyable participation. The basic skills and knowledge include rules of the game, grip, stance, strokes, and safety principles. 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.

**Activity:** 2 hours per week

**PE-111BB**  
1 Credit

**Intermediate Golf**

The purpose of this course is to advance individual golf skills/knowledge to a higher level. The course will emphasize the basic skills needed for safe and enjoyable participation. The basic skills and knowledge include rules of the game, mechanics of the swing, establishing a repeatable swing, establishing a USGA handicap, basic club/grip assembly, and safety principles. 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.

**Activity:** 2 hours per week

**Prerequisite:** PE-111B

**PE-111C**  
1 Credit

**Multiple Sports**

The purpose of this course is to introduce students to multiple sports for participation over a lifetime. The sports selected offer a mix of both team and individual sports, along with the emphasis on cardiovascular fitness. Each unit will be two to three weeks in length and consist of three phases: safety and skill development, rules of the game, and game competition. Sports will be selected from ultimate Frisbee, soccer, flag football, kickball, disc golf, whiffle ball, dodge ball, volleyball, 3-on-3 basketball, and 5-on-5 basketball. 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.

**Activity:** 2 hours per week

**PE-111D**  
1 Credit

**Racquetball**

The purpose of this course is to introduce the lifetime sport of racquetball. The course will emphasize the basic skills needed for safe and enjoyable participation. The basic skills and knowledge include rules of the game, grip, stance, racquet strokes, individual and doubles play, and safety principles. 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.

**Activity:** 2 hours per week

**PE-111E**  
1 Credit

**Softball**

The purpose of this course is to introduce the lifetime sport of softball. The course will emphasize the basic skills needed for safe and enjoyable participation. The basic skills and knowledge include rules of the game, fundamentals, strategies of the game, and safety principles. 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.

**Activity:** 2 hours per week

**PE-111F**  
1 Credit

**Beginning Tennis**

The purpose of this course is to introduce the lifetime sport of tennis. The course will emphasize the basic skills needed for safe and enjoyable participation. The basic skills and knowledge include

rules, etiquette, and game strategy. 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.

**Activity:** 2 hours per week

**PE-111FF**  
1 Credit

**Intermediate Tennis**

The purpose of this course is to advance the student's tennis skills/knowledge to a higher level. This course will focus on tennis stroke technique, control of the ball, consistency, accuracy, variety, power, and physical conditioning as well as singles and doubles strategy. 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.

**Activity:** 2 hours per week

**Prerequisite:** PE-111F

**PE-111G**  
1 Credit

**Volleyball**

The purpose of this course is to introduce the lifetime sport of volleyball. The course will emphasize the basic skills needed for safe and enjoyable participation. Basic skills and knowledge include rules of the game, passing, setting, serving, and basic principles of game play. 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.

**Activity:** 2 hours per week

**PE-111H**  
1 Credit

**Whitewater Rafting**

This course is an introduction to whitewater rafting. Paddling skills as well as river running competencies will be taught through hands-on experience on the river with attention given to the safety and logistical concerns of whitewater rafting. 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.

**Activity:** 2 hours per week

**PE-111K**  
1 Credit

**Rowing**

The purpose of this course is to introduce the lifetime sport of rowing. The course will emphasize the basic skills needed for safe and enjoyable participation. The basic skills and knowledge include use of equipment, paddle strokes, navigation, and safety principles. 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.

**Activity:** 2 hours per week

**PE-111M**  
1 Credit

**Soccer**

The purpose of this course is to introduce the lifetime sport of soccer. The course will emphasize the basic skills needed for safe and enjoyable participation. Basic skills and knowledge include rules of the game, fundamentals, strategies of the game, and safety principles. 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.

**Activity:** 2 hours per week

**PE-111N**  
1 Credit

**Beginning Fencing**

This course introduces students to Olympic-style fencing. Fencing has been part of the modern Olympics since its inception and comprises the three disciplines of foil, epee, and saber. Students will learn how to fence with the foil. The course will cover fencing movements (stances, footwork, and blade work), tactical concepts, Olympic fencing rules, proper use of equipment, and principles

of safety. The course will prepare students for individual and team competitions. 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.

**Activity:** 2 hours per week

**PE-111NN**  
1 Credit

**Intermediate Fencing**

This course builds on skills introduced in Beginning Fencing. It focuses on refining fencing actions and combining skills in different tactical situations. The course covers additional footwork and blade actions and students will learn the basics of epee and saber fencing. Bouting will be emphasized. Students will have the opportunity to participate in a novice fencing tournament.

**Activity:** 2 hours per week

**Prerequisite:** PE-111N

**PE-111O**  
1 Credit

**Outdoor Adventures**

The purpose of this course is to introduce the students to a variety of outdoor adventure sports. During the semester, students will be exposed to sea kayaking, sailing, whitewater rafting, hiking, rock climbing, snow shoeing, cross country skiing, and seasonal activities. Students will learn the very basics of each of these lifetime sports and hopefully pursue them in the future. 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.

**Activity:** 2 hours per week

**PE-111P**  
1 Credit

**Stand Up Paddle Boarding**

This course is designed to introduce and expose the participant to equipment, sufficient skills, and knowledge so that they can enjoy the sport of stand up paddling boarding.

**Activity:** 2 hours per week

**PE-111S**  
1 Credit

**Beginning Scuba Diver**

Beginning Scuba Diver is the entry-level confined water training session involving classroom and pool instruction. It provides the fundamental knowledge and skills to scuba dive. During this course students will apply dive principles, while learning and practicing dive procedures, and skills. Upon successful completion of all of the required elements of this course, students are considered prepared to enter the open water portion of the certification course.

**Activity:** 2 hours per week

**PE-112B**  
1 Credit

**Tai Chi for Seniors**

Tai Chi for Seniors is an introductory course for an exercise system that is performed slowly in a relaxed fashion with fluid graceful motions and that is accessible for any fitness level. It is based on traditional Chinese philosophies and is useful for improving the health of body and mind. It increases balance, range of motion, and helps to relieve stress. Through learning Tai Chi, students develop techniques and skills which enhance balance, strength, bone density, flexibility, and general vitality. The course includes traditional warm-up of soft style calisthenics and accupoint massage, followed by a 24-movement simplified form of Tai Chi Chuan; with a traditional closing sequence of An-Mo (self-massage). Proper breathing, postural alignment, balance, weight shifting, and awareness of sequential muscular effort are emphasized throughout. This senior course does not meet A.A. or A.S. degree requirements.

**Activity:** 2 hours per week



**PE-112BB Intermediate Tai Chi for Seniors**  
1 Credit

Intermediate Tai Chi for Seniors teaches a more complex, traditionally structured Tai Chi form that builds on the skills and knowledge of simplified Tai Chi acquired in the Tai Chi for Seniors course. An emphasis on employing the eight methods and five directions, as well as demonstrating the 10 essential body principles during form practice is a prime focus of this course. This senior course does not meet A.A. or A.S. degree requirements.

**Activity:** 2 hours per week

**PE-112E Yoga for Seniors**  
1 Credit

Yoga is an integrated system of education for the body, mind, and inner spirit. Yoga is all about being flexible. Yoga can be practiced by anyone, regardless of age or physical ability. It will enhance studies, reduce stress, and help students enjoy their free time. This senior course does not meet A.A. or A.S. degree requirements.

**Activity:** 2 hours per week

**PE-112F Tennis for Seniors**  
1 Credit

This course focuses on learning and/or improving each student's fundamental tennis skills, match play, game strategy, and physical fitness. This senior course does not meet A.A. or A.S. degree requirements.

**Activity:** 2 hours per week

**PE-112T Senior Fitness**  
1 Credit

The purpose of this course is to teach the lifetime fitness activity of weight training and yoga. This course will familiarize senior citizens with weight training equipment and teach proper training principles and mechanics through a circuit training workout. The yoga section of the course will focus on the development of techniques which enhance strength, flexibility, and body/mind awareness through breathing, yoga postures, concentration, and relaxation. This senior course does not meet A.A. or A.S. degree requirements.

**Activity:** 2 hours per week

**PE-112X Kenpo Karate for Seniors**  
1 Credit

The purpose of this course is to expose students to the study of Kenpo Karate. The course will emphasize the basic skills needed for safe and enjoyable participation, along with self defense skills for personal protection. Historical perspectives as well as philosophical overviews will be presented to familiarize students with all aspects of Kenpo Karate. This senior course does not meet A.A. or A.S. degree requirements.

**Activity:** 2 hours per week

**ACTIVITY COURSES/VARSITY SPORTS:**

The following courses fulfill physical education activity course requirements for the A.A. and A.S. degrees. Courses may be repeated for a total of two credits. In special situations, subject to approval by the division chair, students may be allowed to exceed the maximum number of credits.

**PE-100 Varsity Sports**  
1 Credit

This course is restricted to freshman varsity athletes who compete in NIC soccer, softball, wrestling, golf, volleyball, and basketball. 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 satisfies a physical education requirement for the A.A. and A.S. degrees and may not be repeated.

**PE-101 Varsity Sports Strength Training**  
1 Credit

This course is restricted to freshman varsity athletes who compete in NIC soccer, softball, wrestling, golf, volleyball, and basketball. The purpose of this course is to teach the lifetime fitness activity of weight training, focusing on these sport disciplines. The course will familiarize students with weight training equipment, teach proper training principles and mechanics, and help students develop a personalized training program. Weight training has been shown to improve metabolism, cardiovascular fitness, body composition, muscular strength/endurance, flexibility, and emotional wellbeing. This course satisfies a physical education requirement for the A.A. and A.S. degrees and may not be repeated.

**PE-102 Varsity Sports**  
1 Credit

This course is restricted to freshman varsity athletes who compete in NIC soccer, softball, wrestling, golf, volleyball, and basketball. 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 satisfies a physical education requirement for the A.A. and A.S. degrees and may not be repeated.

**PE-103 Varsity Sports Strength Training**  
1 Credit

This course is restricted to freshman varsity athletes who compete in NIC soccer, softball, wrestling, golf, volleyball, and basketball. The purpose of this course is to teach the lifetime fitness activity of weight training, focusing on these sport disciplines. The course will familiarize students with weight training equipment, teach proper training principles and mechanics, and help students develop a personalized training program. Weight training has been shown to improve metabolism, cardiovascular fitness, body composition, muscular strength/endurance, flexibility, and emotional wellbeing. This course satisfies a physical education requirement for the A.A. and A.S. degrees and may not be repeated.

**PE-200 Varsity Sports**  
1 Credit

This course is restricted to sophomore varsity athletes who compete in NIC soccer, softball, wrestling, golf, volleyball, and basketball. 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 satisfies a physical education requirement for the A.A. and A.S. degrees and may not be repeated.

**Activity:** 2 hours per week

**PE-201 Varsity Sports Strength Training**  
1 Credit

This course is restricted to sophomore varsity athletes who compete in NIC soccer, softball, wrestling, golf, volleyball, and basketball. The purpose of this course is to teach the lifetime fitness activity of weight training, focusing on these sport disciplines. The course will familiarize students with weight training equipment, teach proper training principles and mechanics, and help students develop a personalized training program. Weight training has been shown to improve metabolism, cardiovascular fitness, body composition,

muscular strength/endurance, flexibility, and emotional wellbeing. This course satisfies a physical education requirement for the A.A. and A.S. degrees and may not be repeated.

**Activity:** 2 hours per week

**PE-202**  
1 Credit

**Varsity Sports**

This course is restricted to sophomore varsity athletes who compete in NIC soccer, softball, wrestling, golf, volleyball, and basketball. 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 satisfies a physical education requirement for the A.A. and A.S. degrees and may not be repeated.

**Activity:** 2 hours per week

**PE-203**  
1 Credit

**Varsity Sports Strength Training**

This course is restricted to sophomore varsity athletes who compete in NIC soccer, softball, wrestling, golf, volleyball, and basketball. The purpose of this course is to teach the lifetime fitness activity of weight training, focusing on these sport disciplines. The course will familiarize students with weight training equipment, teach proper training principles and mechanics, and help students develop a personalized training program. Weight training has been shown to improve metabolism, cardiovascular fitness, body composition, muscular strength/endurance, flexibility, and emotional wellbeing. This course satisfies a physical education requirement for the A.A. and A.S. degrees and may not be repeated.

**Activity:** 2 hours per week

**PROFESSIONAL/ACADEMIC COURSES**

The following courses are professional and/or academic courses and will not fulfill physical education activity requirements for A.A. and A.S. degrees.

**PE-160**  
3 Credits

**Foundations of Physical Education**

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 per week

**PE-220**  
2 Credits

**Sports Ethics**

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 per week

**PE-221**  
2 Credits

**Fitness Activities and Concepts**

This course includes individual fitness development with focus on developing personal skills in presenting and teaching fitness activities for public and private sector programs. This is a combined lecture/lab course.

**Lab/Lecture:** 2 hours per week

**PE-222**  
3 Credits

**Wellness Lifestyles**

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 per week

**PE-223**  
3 Credits

**Exercise Physiology**

This course covers physiological responses/adaptations to exercise. Topics include neuromuscular, metabolic, cardiovascular, hormonal, and respiratory systems as they pertain to acute and chronic exercise. The goal of the course is to develop a basic understanding of exercise physiology that will allow students to utilize exercise physiology in their daily lives and future profession, and prepare students to take additional courses in exercise science.

**Lecture:** 3 hours per week

**PE-224**  
3 Credits

**Nutrition for Health, Fitness, and Exercise**

This course examines the basic concepts of nutrition related to exercise training to improve fitness, health, and athletic performance.

**Lecture:** 3 hours per week

**PE-225**  
3 Credits

**Sports Psychology**

This course provides an overview of the growing field of sports psychology, which involves applying psychological science to sports. Topics include how sports psychologists assist athletes and teams in setting and achieving sports, fitness, and exercises goals. Topics also include theoretical foundations of behavior, psychological interventions of performance problems, adherence and maintenance of gains, and the impaired athlete.

**Lecture:** 3 hours per week

**PE-227**  
3 Credits

**Legal Aspects of Sport and Recreation**

This course provides an examination of legal and legislative issues affecting sports-related activities. It will include a focus on some of the legal issues which arise in sport business as well as discussion of some of those which occur in professional sports arenas. The course focuses on risk management to discuss tort, contract, agency, constitutional law, antitrust law, labor law and intellectual property law in the sport industry. It also provides the student with a foundation of comprehensive information relevant to practitioners in the sport industry.

**Lecture:** 3 hours per week

**Recommended:** PE-160

**PE-234**  
3 Credits

**Team Dynamics  
(same as RRM-234)**

This course is designed to introduce students to the design and application of a challenge course, and to train students in the technical skills required to instruct and sequence various activities on a challenge course. Topics include team building, equipment, individual element description and safety, belay techniques, activity introduction and framing, spotting techniques, instructor awareness, activity variations and introductory processing, inspection, maintenance, emergency procedures, participant screening, accident reporting, and rescue skills.

**Lecture:** 1 hour per week

**Lab:** 4 hours per week

**PE-237A**  
3 Credits

**Wilderness Backpacking  
(same as RRM-237A)**

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.

**Lecture:** 3 hours per week

**PE-237B Wilderness Survival**  
(same as RRM-237B)

**3 Credits**

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.

**Lecture:** 3 hours per week

**PE-237C Whitewater Guiding**  
(same as RRM-237C)

**3 Credits**

This course develops whitewater guiding skills and competencies through hands-on experience with attention given to the safety concerns of whitewater rafting. The skill and competencies include trip leadership, risk management, reading whitewater, maneuvering rafts, swift water rescue, and outfitting.

**Lecture:** 1 hour per week

**Lab:** 4 hours per week

**PE-237D Mountaineering**  
(same as RRM-237D)

**3 Credits**

This course provides a foundation of mountaineering skills with special attention given to trip leadership. Focus is also on snow and glacier travel, avalanche awareness, winter camping, backcountry travel, rock climbing, minimum-impact techniques, equipment selection, and safety issues.

**Lecture:** 1 hour per week

**Lab:** 4 hours per week

**PE-237DD Mountaineering II**  
*1 Credit*

This course builds on the skill sets acquired in PE-237D with special attention given to trip preparation, logistics, and route finding. Students will attempt to climb Mount Rainier. This course meets one P.E. requirement for A.S. and A.A. degrees.

**Lab:** 2 hours per week

**Prerequisite:** PE-237D or instructor permission

**PE-237E Outdoor Programming and Leadership**  
(same as RRM-237E)

**3 Credits**

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.

**Lecture:** 3 hours per week

**PE-237F Outdoor Navigation**  
(same as RRM-237F)

**3 Credits**

This course introduces students to the importance of using a map and compass while working and recreating. It covers the reading of forest service and topographical maps which include symbols, legends, border information, and contour lines. The course includes the use of magnetic compasses and GPSs in an outdoor environment and functions that plot a course on maps. Supplemental navigation skills are included.

**Lecture:** 1 hour per week

**Lab:** 4 hours per week

**PE-237G Avalanche Level I**  
(same as RRM-237G)

**1 Credit**

Students can expect to develop a good grounding in how to prepare for and carry out a trip, to understand basic decision making while in the field, and to learn rescue techniques required to find and retrieve a buried person in avalanche country.

**Lecture:** 1 hour per week

**Lab:** 2 hours per week

**PE-237H Introduction to Outdoor Cooking**  
(same as RRM-237H)

**3 Credits**

This course is designed to teach the basic skills needed to cook meals in an outdoor setting. Students will learn to plan and prepare satisfying and interesting meals using the supplies and equipment needed in an outdoor environment.

**Lecture:** 3 hours per week

**PE-237J Swift Water Rescue**  
(same as RRM-237J)

**3 Credits**

This course is designed to give students basic paddle and swift water rescue skills. The course teaches recognition and avoidance of common river hazards, execution of self-rescue techniques, and rescue techniques for paddlers in distress. Emphasis is placed both on personal safety and on simple, commonly used skills. Techniques for dealing with hazards that carry greater risks for both victim and rescuer, such as strainers, rescue vest applications, entrapments, and pins are also practiced. Scenarios will provide an opportunity for participants to practice their skills both individually and within a team/group context. Students will receive an American Canoe Association Level 4 Swift Water certificate.

**Lecture:** 1 hour per week

**Lab:** 4 hours per week

**Recommended:** PE-237C or RRM-237C

**PE-241B Coaching Methods: Volleyball**  
*2 Credits*

This course offers instruction in methods of volleyball with emphasis on fundamentals, strategy, conditioning, and practical applications. This course is beneficial to students considering a career in physical education with a coaching option who will need an endorsement for coaching sports at the interscholastic level.

**Lecture:** 2 hours per week

**PE-241C Coaching Methods: Soccer**  
*2 Credits*

This course offers instruction in methods of soccer with emphasis on fundamentals, strategy, conditioning, and practical applications. This course is beneficial to students considering a career in physical education with a coaching option who will need an endorsement for coaching sports at the interscholastic level.

**Lecture:** 2 hours per week

**PE-241D Coaching Methods: Softball/Baseball**  
*2 Credits*

This course offers instruction in methods of softball and baseball with emphasis on fundamentals, strategy, conditioning, and practical applications. This course is beneficial to students considering a career in physical education with a coaching option who will need an endorsement for coaching sports at the interscholastic level.

**Lecture:** 2 hours per week

**PE-241E Coaching Methods: Basketball**  
*2 Credits*

This course offers instruction in methods of basketball with emphasis

on fundamentals, strategy, conditioning, and practical applications. This course is beneficial to students considering a career in physical education with a coaching option who will need an endorsement for coaching sports at the interscholastic level.

**Lecture:** 2 hours per week

**PE-241F Coaching Methods: Wrestling**  
2 Credits

This course offers instruction in methods of wrestling with emphasis on fundamentals, strategy, conditioning, and practical applications. This course is beneficial to students considering a career in physical education with a coaching option who will need an endorsement for coaching sports at the interscholastic level.

**Lecture:** 2 hours per week

**PE-242 Sports Officiating**  
2 Credits

This course is designed to provide students opportunities to acquire knowledge, skill, and experience to function effectively as a sports official. This course stresses philosophy of officiating, officiating tips, code of ethics for officials, dealing with aggressive behavior, and preventative officiating. Other topics covered include personal equipment, pre-game and game duties, post-game duties, rules and regulations, and proper field or floor mechanics. The goal is to develop confidence as an official in order to feel comfortable refereeing intramural, AAU, city recreation, and high school games.

**Lecture:** 2 hours per week

**PE-243 Play and Game Theory**  
2 Credits

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 per week

**PE-248 Care and Prevention of Athletic Injuries**  
3 Credits

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 per week

**PE-250 Clinical Athletic Training**  
3 Credits

This course 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. Special emphasis will be placed on taping, wrapping, evaluation, and rehabilitation techniques.

**Lab:** 10 hours per week

**Prerequisites:** Complete PE-248 and PE-288 with a grade of C-

**PE-251 ACE Personal Trainer Certification**  
2 Credits

This course provides theoretical knowledge and practical skills in preparation for a national certification exam in personal training. Topics include guidelines for instructing safe, effective, and purposeful exercise; essentials of the client-trainer relationship; conducting health and fitness assessments; and designing and implementing appropriate exercise programming.

**Lecture:** 2 hours per week

**PE-253 ACE Group Fitness Instructor Certification**  
2 Credits

This course is designed to provide theoretical knowledge and practical skills in preparation for a national certification exam in group fitness instruction. Topics include guidelines for instructing safe, effective, and purposeful exercise; essentials of the instructor-participant relationship; the principles of motivation to encourage adherence in the group fitness setting; effective instructor-to-participant communication techniques; methods for enhancing group leadership; and the group fitness instructor's professional role.

**Lecture:** 2 hours per week

**PE-259 Lifeguard Training**  
2 Credits

This course offers instruction for lifeguarding, waterpark lifeguarding, and waterfront lifeguarding. Skill development will cover rescue procedures and injury prevention. First Aid, CPR/AED, emergency oxygen, and blood borne pathogens prevention material will also be covered. Students may elect to qualify for American Red Cross (ARC) certification. To enroll, students must pass a rigorous swim test, demonstrating front crawl and breast strokes, treading water, and a timed retrieval of a 10 pound object from the deep end of the pool. For ARC certification, attendance of all sessions is required.

**PE-266 Water Safety Instructor**  
2 Credits

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.

**Prerequisites:** Proficiency in swimming is required for Water Safety Instructor candidates. Students must be able to swim freestyle, backstroke, breaststroke, elementary backstroke, sidestroke for 25 yards, butterfly for 15 yards, and tread water.

**PE-277 Lifeguard Instructor**  
1 Credit

This course offers training for those wishing to teach American Red Cross (ARC) Basic Water Safety, Emergency Water Safety, and Lifeguard Training courses. Emphasis is on the practice of teaching ARC methods. Students will have the opportunity to qualify for ARC certification. It is designed for students interested in teaching aquatic skills and safety.

**Prerequisite:** Current lifeguard training certification is required.

**PE-288 First Aid**  
3 Credits

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 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.

**PTAE-101 Physical Therapy in Healthcare**  
2 Credits

This course studies the role of physical therapy in the health care world. Discussions include the role of the physical therapist assistant

(PTA), the relationship between the PTA and the physical therapist (PT), and the delivery of physical therapy care. An introduction to the “patient/client” and the overall health care team is included. Health care ethics, standards specific to physical therapist assistants, diverse patient populations, and other topics are explored. Only those students who have been accepted into the Physical Therapist Assistant Program are eligible to register for this course.  
**Corequisites:** PTAE-107, PTAE-110 and PTAE-112

**PTAE-107**  
4 Credits**Kinesiology**

The study of human movement and the functional anatomy of the human body are learned in this course. The framework of musculoskeletal anatomy, muscle stabilization, balance, and function in daily activities is applied to physical therapy care. Normal and abnormal mechanics of body movement is explored. Students analyze tasks that span from simple activities of daily living to more complex occupational and athletic tasks. Includes lab. Only those students who have been accepted into the Physical Therapist Assistant Program are eligible to register for this course.

**Corequisite Lab:** PTAE-107L**Corequisites:** PTAE-101, PTAE-110, and PTAE-112**PTAE-110 Principles and Procedures of Physical Therapy**  
3 Credits

This course develops competencies in treatment interventions used by physical therapist assistants. The rationale for treatment, progression of treatment, and working under the direction of the physical therapist are emphasized. Students learn skills such as bed mobility, range of motion, transfers, gait training, assistive device use, and wheelchair mobility. Infection control and safety for patients, self, and others are emphasized. Includes lab. Only those students who have been accepted into the Physical Therapist Assistant Program are eligible to register for this course.

**Corequisite Lab:** PTAE-110L**Corequisites:** PTAE-101, PTAE-107, and PTAE-112**PTAE-112 Clinical Pathology I**  
1 Credit

An overview of basic disease progression and classification with special emphasis to the inflammatory response are presented in this course. Musculoskeletal and nervous system pathologies treated with physical therapy interventions are explored. Common therapeutic treatments and care for these pathologic conditions is learned. Only those students who have been accepted into the Physical Therapist Assistant Program are eligible to register for this course.

**Corequisites:** PTAE-101, PTAE-107, and PTAE-110**PTAE-202 Therapeutic Modalities**  
4 Credits

This course provides an in-depth understanding of therapeutic modalities used as adjuncts to physical therapy interventions. Students develop competence in the application of therapeutic modalities including heat, cold, electrotherapy, intermittent compression, massage, traction, and ultrasound. The use of hydrotherapy and various treatments for wound care are explored. Evidenced-based practice and indications/contraindications are emphasized. Includes lab. Only those students who have successfully completed all previous PTAE courses are eligible to register for this course.

**Corequisite Lab:** PTAE-202L**Corequisites:** PTAE-203, PTAE-205, PTAE-211, and PTAE-245**PTAE-203 Therapeutic Exercise**  
3 Credits

This course provides an in-depth understanding of therapeutic modalities used as adjuncts to physical therapy interventions. Students develop competence in the application of therapeutic modalities including heat, cold, electrotherapy, intermittent compression, massage, traction, and ultrasound. The use of hydrotherapy and various treatments for wound care are explored. Evidenced-based practice and indications/contraindications are emphasized. Includes lab. Only those students who have successfully completed all previous PTAE courses are eligible to register for this course.

**Corequisite Lab:** PTAE-203L**Corequisites:** PTAE-202, PTAE-205, PTAE-211 and PTAE-245**PTAE-205 Orthopedic Rehabilitation**  
2 Credits

This course emphasizes development, progression, and understanding of therapeutic exercise and other treatment practices for patients with musculoskeletal pathologies. Includes lab. Only those students who have successfully completed all previous PTAE courses are eligible to register for this course.

**Corequisite Lab:** PTAE-205L**Corequisites:** PTAE-202, PTAE-203, PTAE-211, and PTAE-245**PTAE-211 Data Collection**  
3 Credits

Students develop competence in the skills of measurements used in physical therapy. The use of goniometers, blood pressure cuffs, grip meters, and other tools of measurement are included. Analyzing gait, posture, and measuring muscle strength are included. Lab assessments include the reporting of observable and measurable data and their significance to patient progress. Emphasis is given to effective oral and written communication for reporting and documentation. Includes lab. Only those students who have successfully completed all previous PTAE courses are eligible to register for this course.

**Corequisite Lab:** PTAE-211L**Corequisites:** PTAE-202, PTAE-203, PTAE-205, and PTAE-245**PTAE-212 Clinical Pathology 2**  
2 Credits

A continuation of Clinical Pathology 1 with further exploration of pathologies that include oncology, developmental and genetic diseases, hemodynamic disorders, nutritional pathology, infections disease, cardiovascular and pulmonary disorders, lymphatic, endocrine, and dermatological disorders. Includes physical therapy interventions. Only those students who have successfully completed all previous PTAE courses are eligible to register for this course.

**Corequisites:** PTAE-215, PTAE-217, and PTAE-220**PTAE-215 Special Populations**  
3 Credits

Students are introduced to the therapeutic principles and practices underlying the treatment of patients with amputations, burns, cardiopulmonary pathologies and considerations, women's health issues, and selected age-specific disorders. Includes lab. Only those students who have successfully completed all previous PTAE courses are eligible to register for this course.

**Corequisite Lab:** PTAE-215L**Corequisites:** PTAE-212, PTAE-217, and PTAE-220**PTAE-217 Neurological Rehabilitation**  
4 Credits

This course guides students through the principles and practices used in the rehabilitation of individuals with neurological condi-



tions. The principles incorporate musculoskeletal and neurological therapeutic exercise across the lifespan. Proprioceptive neuromuscular facilitation, neurodevelopmental theory and other facilitation techniques are learned. Pediatric training for developmental conditions is explored. Includes lab. Only those students who have successfully completed all previous PTAE courses are eligible to register for this course.

**Corequisite Lab:** PTAE-217L

**Corequisites:** PTAE-212, PTAE-215, and PTAE-220

**PTAE-220**  
3 Credits

**Seminar**

Psychological considerations are reviewed with application to cultural/gender/aging/family dynamics in relation to disease, dysfunction, death and dying and the grieving process. In addition, caregiver self-care, assertive communication, and clinical burnout are presented. It includes an introduction to effective administration aspects of varied physical therapy environments. Preparation for entering the physical therapy workplace is also explored. A review of the required text with an emphasis on board exam study and test-taking strategies is included. Only those students who have successfully completed all previous PTAE courses are eligible to register for this course.

**Corequisites:** PTAE-212, PTAE-215, and PTAE-217

**PTAE-245**  
2 Credits

**Clinical Affiliation 1**

A three-week, full-time clinical experience in a physical therapy workplace setting. Students experience opportunities to apply the thinking processes and skills learned during the first two semesters of PTA technical courses. Supervision is provided by physical therapists and physical therapist assistants employed by the host facility. Only those students who have successfully completed all previous PTAE courses are eligible to register for this course.

**Corequisites:** PTAE-202, PTAE-203, PTAE-205, and PTAE-211

**PTAE-250**  
6 Credits

**Clinical Affiliation 2**

This course is a six-week, full-time clinical experience in a physical therapy clinical environment. Students use the competencies learned in their PTA technical courses to assist with treatment of patients/clients. Patient treatment, progression, rationale, and critical thinking, are practiced in a supervised setting. Only those students who have successfully completed all previous PTAE courses are eligible to register for this course.

**Corequisites:** PTAE-255

**PTAE-255**  
6 Credits

**Clinical Affiliation 3**

The final, full-time clinical experience in a physical therapy clinical environment. Students apply treatment intervention competencies, oral and written communication skills, and the art of caring for diverse populations in a physical therapy workplace setting. Patient progression, rationale for treatment, and critical thinking, are practiced in a supervised setting. Only those students who have successfully completed all previous PTAE courses are eligible to register for this course.

**Corequisites:** PTAE-250

**PHYSICS**

**PHYS-101**  
4 Credits

**Fundamentals of Physical Science**

This course is designed for the non-science major interested in an

overview of the physical sciences and in developing an appreciation for the nature of the physical universe. It includes physics, chemistry, astronomy, and geology and their relation to the world and universe in which we live. It fulfills one of the laboratory science requirements for the A.A., A.S., and A.A.S. degrees.

**Lecture:** 3 hours per week

**Corequisite Lab:** PHYS-101L (2 hours per week)

**PHYS-103**  
4 Credits

**Elementary Astronomy**

PHYS-103 is an introductory study of astronomy. Topics include the history of astronomy; the motions and physical properties of the sun, moon, and Earth; the electromagnetic spectrum; solar system planets, satellites, and minor bodies; stars; galaxies; evolution of the solar system; the universe; and cosmology. It fulfills a laboratory science requirement for the A.A., A.S., and A.A.S. degrees.

**Lecture:** 3 hours per week

**Corequisite Lab:** PHYS-103L (2 hours per week)

**PHYS-111**  
4 Credits

**General Physics I**

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)

**Prerequisites:** MATH-147, or MATH-143, and MATH-144, or COMPASS Trig > 21

**PHYS-112**  
4 Credits

**General Physics II**

This is the study of electricity and magnetism, light, optics, and modern physics. It fulfills a laboratory science requirement for the A.A., A.S., and A.A.S. degrees.

**Lecture:** 3 hours per week

**Corequisite Lab:** PHYS-112L (2 hours per week)

**Prerequisite:** PHYS-111 or PHYS-211

**PHYS-211**  
5 Credits

**Engineering Physics I**

This is the study of kinematics and dynamics, Newton's Laws, work and energy, rotational dynamics, linear and angular momentum, collisions, static equilibrium, oscillations, gravity, central forces, fluid dynamics, and sound waves. It fulfills a laboratory science requirement for the A.S., A.A., and A.A.S. degrees.

**Lecture:** 4 hours per week

**Corequisite Lab:** PHYS-211L (2 hours per week)

**Corequisite:** MATH-170

**Prerequisites:** MATH-143 and MATH-144, or MATH-147, or appropriate score on the placement test

**PHYS-212**  
5 Credits

**Engineering Physics II**

This is the study of heat and thermodynamics, electric and magnetic fields and potentials, DC and AC circuits, electromagnetic waves, and geometric and physical optics. It fulfills a laboratory science requirement for the A.S., A.A., and A.A.S. degrees.

**Lecture:** 4 hours per week

**Corequisite Lab:** PHY-212L (2 hours per week)

**Corequisite:** MATH-175

**Prerequisites:** MATH-170 and PHYS-211

**POLITICAL SCIENCE****POLS-101 American National Government**  
3 Credits

POLS-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, civil rights, political parties, campaigns, political participation, interest groups, media, public opinion, and select public policies. 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-105 Introduction to Political Science**  
3 Credits

This course is designed to introduce students to several areas of political science such as international relations, comparative politics, political philosophy, and research methods. Important theories and models to politics will be introduced as well as how political science study is conducted. Students typically will be required to write a literature review on a political topic of their choice and offer suggestions on how future research could be conducted. This course addresses cultural diversity by giving students an introduction into different philosophies of government and how various political systems of the world may be organized. This course is ideal for anyone interested in political science and fulfills a program requirement for A.A. and A.S. degrees.

**Lecture:** 3 hours per week

**Recommended:** ENGL-101

**POLS-237 International Politics and Problems**  
3 Credits

This course examines the causes of war and the determinants of peace between nations. Special attention is also devoted to the future prospects or roadblocks toward global governance. Students will learn about various topics that nations face when relating to each other such as foreign policy, development, human rights, terrorism, energy, the environment, and international economic issues. The major theories of international relations and the assumptions that are important to each theory are discussed. The United Nations and other international organizations will be introduced along with the covenants and treaties that such groups administer. This course is ideal for anyone interested in global politics and fulfills a program requirement and a social science requirement for the A.A. and A.S. degrees.

**Lecture:** 3 hours per week

**POLS-275 State and Local Government**  
3 Credits

Using a comparative approach, this course examines the characteristics and qualities of both state and local governments. Emphasis is placed on how local and state governments are organized and how they operate. Additional issues that are examined from a state and local government context include federalism, the role of political parties, participation, land use, finances, and various policies that are important to government at the state and local levels. This course fulfills a social science requirement for both the A.A. and A.S. degrees.

**Lecture:** 3 hours per week

**POLS-298 Political Involvement Practicum**  
1-6 Credits

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.

**PSYCHOLOGY****PSYC-101 Introduction to Psychology**  
3 Credits

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

This course covers the full spectrum of human development from conception through death. Students examine the biological, cognitive, and social aspects of an individual's development. Individual faculty preparation will determine areas of emphasis. This course is valuable to students pursuing a career that will necessitate working with and being sensitive to people of various ages (teachers, social workers, nurses, law enforcement officers, etc.). This course fulfills a social science requirement for both the A.A. and A.S. degrees.

**Lecture:** 3 hours per week

**Prerequisite:** PSYC-101

**Recommended:** Strong reading and writing skills

**PSYC-210 Psychology of Personality**  
3 Credits

This course is a study of theory and research of the normal personality including basic concepts, techniques of measurement, and relevant findings. This course surveys the major theories of personality, including trait, psychodynamic, humanistic, cognitive, and behavioral perspectives.

**Lecture:** 3 hours per week

**Prerequisite:** PSYC-101

**PSYC-211 Abnormal Psychology**  
3 Credits

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. 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

**Prerequisite:** PSYC-101



**PSYC-218**
*4 Credits*
**Intro to Research in the Behavioral Sciences**

PSYC-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 course involves three hours of lecture 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

**Corequisite:** PSYC-218L

**Recommended:** Strong reading and writing skills

**PSYC-223**
*3 Credits*
**Stress Management**

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

## RADIOGRAPHY TECHNOLOGY

**RADT-101**
*2 Credits*
**Introduction to Radiography**

The course includes an introduction to, and overview of, radiology and basic radiation protection instruction to allow students to begin the clinical practicum. Students will learn basic radiographic principles: image acquisition and processing, factors affecting radiographic quality, calibration, equipment design, filters, electromagnetic radiation, exposure factors, quality assurance and control testing, fundamentals of computers, and the Internet in radiology.

**Lecture:** 2 hours per week

**RADT-102**
*3 Credits*
**Patient Care in Radiography**

This course provides an introduction to fundamental patient care procedures. Students will learn the role of the radiographer and other members of the health care team, patient and technologist interactions, body mechanics and patient transfer, aseptic technique, patient care during special exams, mobile and surgical radiography, emergency procedures, drug administration, and use and care of support equipment in preparation for patient contact. Students will receive an introduction to the hospital environment, health care teams, and basic patient care.

**Lecture:** 2 hours per week

**Lab:** 3 hours per week

**RADT-104A**
*1 Credit*
**Radiographic Images I**

This course includes beginning image evaluation and radiographic anatomy. Students will learn disease causes, definitions, radiographic manifestations, and effects on image production. Students will present radiographs taken in the laboratory or clinic with emphasis on exam indication, pathology, positioning, radiographic technique, and anatomy demonstrated.

**Lecture:** 1 hour per week

**Corequisites:** RADT-106

**RADT-104B**
*1 Credit*
**Radiographic Images I**

This course includes beginning image evaluation and radiographic anatomy. Students will learn disease causes, definitions, radiographic manifestations, and effects on image production. Students will present radiographs taken in the laboratory or clinic with emphasis on exam indication, pathology, positioning, radiographic technique, and anatomy demonstrated.

**Lecture:** 1 hour per week

**Prerequisite:** RADT-104A with a grade of C or higher

**RADT-105**
*2 Credits*
**Radiation Protection**

This course includes principles of radiation safety, biological effects of radiation, x-ray production, radiation units, radiation detection devices, measurement, regulations, personnel monitoring, and objectives of a radiation protection program.

**Lecture:** 2 hours per week

**RADT-106**
*3 Credits*
**Radiographic Procedures I**

This course introduces radiographic anatomy and positioning procedures necessary to produce beginning diagnostic radiographs. Students will learn proper technical factors for different imaging situations, radiographic equipment operation, radiation protection, positioning terminology, patient considerations, and radiographic pathology.

**Lecture:** 2 hours per week

**Lab:** 3 hours per week

**RADT-107**
*3 Credits*
**Radiography Physics**

This course includes electromagnetic radiation, electromagnetism, and x-ray physics. Students will learn the x-ray circuit, generators, equipment, quality control, radiation units, production, interactions, image intensification, fluoroscopy, conventional tomography, computed tomography, and mammography. Students will perform technique selection problems with advanced formula application.

**Lecture:** 3 hours per week

**Prerequisites:** RADT-108 and RADT-192 with a grade of C or higher

**RADT-109**
*3 Credits*
**Radiography Procedures II**

This course is the second course in radiographic anatomy and positioning procedures necessary to produce diagnostic radiographs of the entire body (except skull). Students will learn proper technical factors for different imaging situations, radiographic equipment operation, radiation protection, positioning terminology, patient considerations, and radiographic pathology.

**Lecture:** 2 hours per week

**Lab:** 3 hours per week

**Prerequisites:** RADT-106 and RADT-180 with a grade of C or higher

**RADT-110**
*1 Credit*
**Law and Ethics for Radiography**

This course introduces students to ethical principles related to radiography technology. Students will learn the historical and philosophical basis of ethics in radiography; ethical and legal concepts in health care; the legal responsibilities of the technologist; and how professional organizations, credentialing, and development influence the role of the radiologic technologist.

**Lecture:** 1 hour per week

**RADT-180**  
3 Credits**Clinical Education I**

This course consists of supervised rotations through routine diagnostic areas. Students will perform beginning radiologic examinations on patients under direct supervision of a technologist until competency has been achieved.

**Clinical:** 135 hours

**RADT-182**  
6 Credits**Clinical Education II**

This course is the second course in clinical education for the Radiography Technology program and consists of supervised rotations through routine diagnostic areas. Students will perform radiologic examinations on patients under direct supervision of a technologist until competency has been achieved.

**Clinical:** 270 hours

**Corequisites:** RADT-104B, RADT-105, and RADT-108

**Prerequisite:** RADT-180 with a grade of C or higher

**RADT-192**  
3 Credits**Clinical Education III**

This course consists of supervised rotations through routine diagnostic areas. Students will perform radiologic examinations on patients under direct supervision of a technologist until competency has been achieved.

**Clinical:** 135 hours

**Corequisites:** RADT-202A and RADT-205

**Prerequisites:** RADT-108 and RADT-182 with a grade of C or higher

**RADT-201**  
2 Credits**Pharmacology and Contrast Procedures in Radiography**

This course includes an introduction to the uses, contraindications, and pharmacology of contrast media. Students will learn pharmacology principles, drug classification and safety, routes of administration, intravenous drug therapy, current practice status, and informed consent. Procedural considerations for contrast studies (such as upper gastrointestinal exams and barium enemas) and fluoroscopic techniques will be covered.

**Lecture:** 2 hours per week

**Prerequisites:** RADT-192 and RADT-206 with a grade of C or higher

**RADT-202A**  
1 Credit**Radiographic Images II**

This course is a continuation of RADT-104 with advanced image evaluation, radiographic anatomy, and pathology. Students will present radiographs taken in the laboratory or clinic with emphasis on exam indication, pathology, positioning, radiographic technique, and anatomy demonstrated. Emphasis will be on higher level procedures.

**Lecture:** 1 hour per week

**Prerequisites:** RADT-104B and RADT-182 with a grade of C or higher

**RADT-202B**  
1 Credit**Radiographic Images II**

This course is a continuation of RADT-104 with advanced image evaluation, radiographic anatomy, and pathology. Students will present radiographs taken in the laboratory or clinic with emphasis on exam indication, pathology, positioning, radiographic technique, and anatomy demonstrated. Emphasis will be on higher level procedures.

**Lecture:** 1 hour per week

**Prerequisites:** RADT-192 and RADT-202A with a grade of C or higher

**RADT-204**  
2 Credits**Radiographic Procedures III**

This course introduces students to advanced radiographic anatomy and positioning procedures. Students will learn advanced procedures, pathology, and image evaluation including the skill. This course includes an introduction to principles of pediatric radiography.

**Lecture:** 2 hours per week

**Lab:** 6 hours per week

**Prerequisites:** RADT-109 and RADT-182 with a grade of C or higher

**RADT-206**  
2 Credits**Radiographic Procedures IV**

This course introduces students to advanced imaging.

**Lecture:** 2 hours per week

**Prerequisites:** RADT-192 and RADT-202A with a grade of C or higher

**RADT-291**  
1 Credit**Clinical Education Option**

This course is a continuation of clinical education for the student that desires additional clinical education in either a routine diagnostic area or special rotation. Students have the option of picking (upon availability) a rotation of interest. Rotations that are available include the emergency room, mobile radiography, surgery, fluoroscopy, outpatient imaging, interventional procedures, computed tomography (CT), magnetic resonance imaging (MRI), nuclear medicine, ultrasound, mammography, radiation therapy, and cardiovascular laboratory.

**Clinical:** 45 hours

**Prerequisites:** RADT-202, RADT-206, and RADT-292 with a grade of C or higher

**RADT-292**  
8 Credits**Clinical Education IV**

This course is the fourth course in clinical education for the Radiography Technology program. Students will be supervised in rotations through diagnostic areas. Students will perform increasingly difficult radiologic examinations on patients under direct supervision of a technologist until competency has been achieved.

**Clinical:** 360 hours

**Prerequisites:** RADT-192 and RADT-202A with a grade of C or higher

**RADT-297**  
1 Credit**Senior Radiography Review**

This course is designed to prepare students to take the American Registry of Radiologic Technologists (ARRT) examination. Students will review the main content areas that are identified by the ARRT. Course review includes radiation protection, equipment operation, quality control, image production and evaluation, radiographic procedures, patient care, and education. Students will learn test taking techniques and strategies for success on the national exam.

**Lecture:** 1 hour per week

**Prerequisites:** RADT-292 and RADT-202B with a grade of C or higher

**RADT-298**  
8 Credits**Clinical Education V**

This course is the final course in clinical education for the Radiography Technology program. Students will be supervised in rotations through diagnostic areas and will perform increasingly difficult radiologic examinations on patients under direct supervision of a technologist until competency has been achieved.

**Clinical:** 360 hours

**Corequisite:** RADT-201

**Prerequisite:** RADT-292 with a grade of C or higher

**REAL ESTATE**
**RE-101 Real Estate Module I**  
*3 Credits*

The goal of this course is to provide students with the minimum competency to practice in the field of real estate. Topics include seeking employment with a brokerage firm, real estate licensing law, agency law, real property law, legal descriptions, forms of ownership, transfer of title, and limits on rights of ownership. This lecture/discussion course meets 45 hours of the 90-hour requirement for salesperson licensing in Idaho. No previous knowledge in the field of real estate is required. Module I and II can be used to meet the 60-hour preclicensing requirement in Washington.

**RE-102 Real Estate Module II**  
*3 Credits*

This course is the second 45-hour required course for real estate salesperson licensing in Idaho. Course topics include real estate contract law, listing and selling property, working with buyers and sellers, closing transactions, and ethical duties owed to the public. Practical case studies require students to understand and fill out various real estate forms such as seller and buyer agency agreements, purchasing agreements, and counter offers. Module I and II can be used to meet the 60-hour preclicensing requirement in Washington.

**Prerequisite:** Real Estate Module I

**RESORT/RECREATION MANAGEMENT**
**RRM-100 Intro to Hospitality and Tourism**  
*3 Credits*

This course provides a general overview of hospitality management. It covers the growth and development, organization and structure, and all of the functional areas of the hospitality industry, including travel and tourism, lodging, food service, and recreation. Included are an explanation of both the management and operational functions of hospitality operations, a discussion of the personal and professional demands of hospitality management, an examination of managing human resources, and an exploration of the future of the industry.

**Lecture:** 3 hours per week

**RRM-110 Wilderness First Responder**  
*3 Credits*

This course is designed for students who will be working with groups in the backcountry setting at a professional level. Course content will address the issues of long-term patient care, survival skills, and backcountry rescue techniques. Upon successful completion, students will be certified as Wilderness First Responders and in CPR. Lectures are combined with practical applications through a variety of hands-on simulations and activities. This course is highly recommended for guides, trip leaders, camp counselors, hunters, rescue team members, outdoor recreation enthusiasts, and anyone who spends considerable time in the wilderness or other remote settings.

**Lecture:** 1 hour per week

**Lab:** 4 hours per week

**RRM-120 Natural Resource Conservation and Management**  
*3 Credits*

This course includes an overview of ethical practices and behavior for those utilizing wilderness resources. Topics of study include low-impact camping and traveling methods, history of environ-

mental and wilderness ethics, and current issues in the outdoor recreation industry. Students will learn guiding principles behind land management decisions and regulations.

**Lecture/Lab:** 3 hours per week

**RRM-125 Wilderness Ethics and Interpretation**  
*3 Credits*

This course will have two distinct parts. The first part covers the concepts of wilderness ethics such as Leave No Trace and the Wilderness Act. The remainder of the course will focus on communicating these concepts to audiences in natural resource situations. Communication skills including environmental and cultural interpretation and multi-media presentations will be covered through discussion and practice.

**Lecture:** 3 hours per week

**RRM-130 Terrain Park Management**  
*2 Credits*

This course teaches students the techniques for building and maintaining terrain park features including documentation and decision-making processes critical to terrain park management. Students will be involved in building and maintaining terrain park features as well as learning about guest services, event planning, risk management, and marketing through hands-on training.

**Lecture:** 1 hour per week

**Lab:** 2 hours per week

**RRM-135 Introduction to Ski Instruction**  
*1 Credit*

This course provides thorough training in all aspects of entry-level ski instruction. It combines indoor theory with outdoor application and covers topics such as interpersonal communication in the lesson environment, the skills concept for snow sports, building logical progressions, group management and interaction, movement analysis, and giving feedback and creating change. It also includes on-snow clinics, personal ski/snowboard improvement clinics, and class observation/shadowing. This course is useful for anyone interested in a career in the recreation industry as it provides a frontline look at how to manage the guest experience in a variety of ways and situations.

**Lecture:** 8 hours

**Lab:** 16 hours

**RRM-140 Leadership Principles**  
*3 Credits*

This course is an introduction to the principles of leadership and its relationship to management. Emphasis will be on leadership techniques, group dynamics, facilitation styles, problem solving, decision making, and communication techniques needed to inspire and influence. Students will apply leadership styles through experiential and group practice.

**Lecture:** 3 hours per week

**RRM-220 Resort/Recreation Management Principles**  
*3 Credits*

This course is an introduction to the principles of management and their relationship to the overall management of facilities, personnel, and programs. The development of supervisory skills and coaching techniques needed to improve the performance of employees are emphasized.

**Lecture:** 3 hours per week

**RRM-225 Event Planning and Management**  
*3 Credits*

This course identifies the elements of event management and



planning. Students will learn about different types of events, venues, step-by-step planning, and the management skills required to communicate with various stakeholders in the process.

**Lecture:** 3 hours per week

**RRM-230 Leisure and Recreation Programming**  
3 Credits

This course provides a comprehensive plan for successful programming of services, program leadership, and understanding operational management of program systems in recreation and leisure service organizations. The course provides a systematic plan for students to learn the essentials of successful recreation programming with examples of a variety of activities in community, outdoor, sport, cultural arts, and tourism sectors of the field.

**Lecture:** 3 hours per week

**RRM-234 Team Dynamics**  
3 Credits (same as PE-234)

This course is designed to introduce students to the design and application of a challenge course, and to train students in the technical skills required to instruct and sequence various activities on a challenge course. Topics include team building, equipment, individual element description and safety, belay techniques, activity introduction and framing, spotting techniques, instructor awareness, activity variations and introductory processing, inspection, maintenance, emergency procedures, participant screening, accident reporting, and rescue skills. Enrollment in this course is restricted to professional-technical students who are declared majors in a program for which it is required (see program requirements in current catalog).

**Lecture:** 1 hour per week

**Lab:** 4 hours per week

**RRM-237A Wilderness Backpacking**  
3 Credits (same as PE-237A)

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. Enrollment in this course is restricted to professional-technical students who are declared majors in a program for which it is required (see program requirements in current catalog).

**Lecture:** 3 hours per week

**RRM-237B Wilderness Survival**  
3 Credits (same as PE-237B)

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. Enrollment in this course is restricted to professional-technical students who are declared majors in a program for which it is required (see program requirements in current catalog).

**Lecture:** 3 hours per week

**RRM-237C Whitewater Guiding**  
3 Credits (same as PE-237C)

This course develops whitewater guiding skills and competencies through hands-on experience with attention given to the safety concerns of whitewater rafting. The skill and competencies include trip leadership, risk management, reading whitewater, maneuvering rafts, swift water rescue, and outfitting. Enrollment in this course is restricted to professional-technical students who are declared majors in a program for which it is required (see program requirements

in current catalog).

**Lecture:** 1 hour per week

**Lab:** 4 hours per week

**RRM-237D Mountaineering**  
3 Credits (same as PE-237D)

This course provides a foundation of mountaineering skills with special attention given to trip leadership. Focus is also on snow and glacier travel, avalanche awareness, winter camping, backcountry travel, rock climbing, minimum-impact techniques, equipment selection, and safety issues. Enrollment in this course is restricted to professional-technical students who are declared majors in a program for which it is required (see program requirements in current catalog).

**Lecture:** 1 hour per week

**Lab:** 4 hours per week

**RRM-237E Outdoor Programming and Leadership**  
3 Credits (same as PE-237E)

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. Enrollment in this course is restricted to professional-technical students who are declared majors in a program for which it is required (see program requirements in current catalog).

**Lecture:** 3 hours per week

**RRM-237F Outdoor Navigation**  
3 Credits (same as PE-237F)

This course introduces students to the importance of using a map and compass while working and recreating. It covers the reading of forest service and topographical maps which include symbols, legends, border information, and contour lines. The course includes the use of magnetic compasses and GPSs in an outdoor environment and functions that plot a course on maps. Supplemental navigation skills are included. Enrollment in this course is restricted to professional-technical students who are declared majors in a program for which it is required (see program requirements in current catalog).

**Lecture:** 1 hour per week

**Lab:** 4 hours per week

**RRM-237G Avalanche Level I**  
1 Credit (same as PE-237G)

Students can expect to develop a good grounding in how to prepare for and carry out a trip, to understand basic decision making while in the field, and to learn rescue techniques required to find and retrieve a buried person in avalanche country. Enrollment in this course is restricted to professional-technical students who are declared majors in a program for which it is required (see program requirements in current catalog).

**Lecture:** 1 hour per week

**Lab:** 2 hours per week

**RRM-237H Introduction to Outdoor Cooking**  
3 Credits (same as PE-237H)

This course is designed to teach the basic skills needed to cook meals in an outdoor setting. Students will learn to plan and prepare satisfying and interesting meals using the supplies and equipment needed in an outdoor environment. Enrollment in this course is restricted to professional-technical students who are declared

majors in a program for which it is required (see program requirements in current catalog).

**Lecture:** 3 hours per week

**RRM-237J**

*3 Credits*

This course is designed to give students basic paddle and swift water rescue skills. The course teaches recognition and avoidance of common river hazards, execution of self-rescue techniques, and rescue techniques for paddlers in distress. Emphasis is placed both on personal safety and on simple, commonly used skills. Techniques for dealing with hazards that carry greater risks for both victim and rescuer, such as strainers, rescue vest applications, entrapments, and pins are also practiced. Scenarios will provide an opportunity for participants to practice their skills both individually and within a team/group context. Students will receive an American Canoe Association Level 4 Swift Water certificate. Enrollment in this course is restricted to professional-technical students who are declared majors in a program for which it is required (see program requirements in current catalog).

**Lecture:** 1 hour per week

**Lab:** 4 hours per week

**Recommended:** PE-237C or RRM-237C

**Swift Water Rescue  
(same as PE-237J)**
**RRM-250**

*3 Credits*

This course helps students appreciate and understand both the needs and techniques for identifying and managing risks to employees, guests, and property in the resort industry. This course focuses on identification and control of risk, incident investigation, and increasing employee and public awareness of potential risk. Enrollment in this course is restricted to professional-technical students who are declared majors in a program for which it is required (see program requirements in current catalog).

**Lecture:** 3 hours per week

**Risk Management in the  
Resort Industry**
**RRM-290**

*3 Credits*

Resort/Recreation Management Internship provides supervised training in program skills through on-the-job experience in a program-related site. This course provides practical application of skills learned as a part of the learning process. It involves 135 hours of on-site training. It is a required course in the Resort/Recreation Management program and is graded on a satisfactory/unsatisfactory basis. Enrollment in this course is restricted to professional-technical students who are declared majors in a program for which it is required (see program requirements in current catalog).

**Internship Site Work Experience:** 135 hours

**Resort/Recreation  
Management Internship**
**SOCIAL SCIENCE**
**SOSC-102**

*2 Credits*

This course is designed to prepare students for their role as leaders on campus. Strengths-based curriculum will help students identify their personal strengths in order to increase proficiency and confidence as leaders. Experiential learning activities will be used to develop leadership styles, communication skills, diversity awareness, and etiquette. Students will learn how these skills are an essential part of competent leadership on campus and in the community.

**Lecture:** 2 hours per week

**Student Leadership Development**
**SOSC-103**

*3 Credits*

This course will focus on sustainability and subsistence in nature to understand the ancient way of living from which modern cultures have evolved. Students will journey into primitive wilderness areas to study pristine natural environments and experience subsistence living from a cultural anthropological and ecological perspective. It is a journey into the last periods of living simply with the land on its terms followed by the transition into modern times.

**Cultural Anthropology and Ecology**
**SOSC-104**

*1 Credit*

This course focuses on student development theory and its application in a college residence hall setting. The course provides an emphasis on the development of leadership styles, peer counseling techniques, crisis intervention, and interpersonal communication skills.

**Lecture:** 1 hour per week

**Resident Assistant Training**
**SOSC-106**

*3 Credits*

This course provides students with the skills necessary to make informed career decisions including identifying and assessing individual interests, skills and abilities, values, and preferred job characteristics. Students will also examine the world of work, job search strategies and current and future work trends.

**Lecture:** 3 hours per week

**Career Development**
**SOSC-202**

*3 Credits*

This course provides an analysis and overview of the relationship between film and political ideology. A number of state sponsored films will be screened and shown to have had a significant impact on social change in the 20th century. The mass manipulation of society by established propaganda techniques will be examined with relevance to the rise of socialism, fascism, and cold war position. Visual themes, musical scores, rhetorical composition, and symbolic elements will be analyzed for implicit and explicit messages. The role of directors and studio houses in the production of these films will also be considered. This course takes a socio-political approach to critically analyze the effects of visual media on mass populations.

**Lecture:** 3 hours per week

**Political Propaganda and Film**
**SOCIAL WORK**
**SOWK-240**

*3 Credits*

This course presents a survey of social welfare and human service programs in the United States as a response to problems and needs within society. Issues relating to historical and contemporary social service institutions and their place in both an ethical and public context are examined. The course begins the professional foundation for social work.

**Lecture:** 3 hours per week

**Introduction to Social Work**
**SOWK-241**

*3 Credits*

This course is a continuation of SOWK-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;

**Social Work Generalist Practice**



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

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

This course applies sociological concepts and methods of analysis to current social problems in the United States. Topics of study include issues such as racism, social inequality, crime and environmental degradation. This course is recommended for students entering the fields of sociology, counseling, social work and justice studies. 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

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

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

SOC-220 is designed to help students understand more about marriage and family life processes. Students will examine values, needs, and responsibilities as they relate to intimacy, the selection of partners, cohabitation and marriage, family planning choices, parenting, family economics, and interpersonal communication. Students will also address the issues of family violence, divorce, and the restructuring of new families. This course will be helpful to those who wish to have more knowledge about relationship, marriage, and family issues or those who are entering such fields as counseling and social work. This course fulfills a social science requirement for the A.A. and A.S. degrees.

**Lecture:** 3 hours per week

**Recommended:** College level reading and writing skills

### **SOC-251** Race and Ethnic Relations 3 Credits

This course explores the influence of race and ethnic membership in structuring social interaction and behavior amongst people in the United States. Although the primary focus is in the ethnic experience in the U.S., comparative models will also be explored to provide a framework for the American situation. A major element of the course will be an investigation of the five major ethnic groups: Native Americans, Hispanics (Latinos), African-Americans, Asian-Americans, and white Americans; with a special emphasis on the condition of Native Americans. Principal topics will include historical aspects of race and ethnicity, theoretical viewpoints, causes of ethnic conflict, racism and prejudice, psychopathology and ethnicity, focal topics (e.g. affirmative action, "reverse" discrimination, bilingual education, immigration issues) and future trends and directions. This course will be helpful for individuals seeking to work in professions or environments where they will be in contact with members of diverse ethnic and racial groups. This course fulfills a social science requirement for the A.A. and A.S. degrees or the cultural diversity requirement for the A.A. degree.

**Lecture:** 3 hours per week

**Recommended:** PSYC-101

### **SOC-283** Death and Dying 3 Credits

This course introduces the concepts, attitudes, and social dynamics of death and dying, including various cultural perspectives. Topics include demographics, who dies and why, suicide, treatment of the dying and dead, religious and legal perspectives, stages of dying, caregiving, grief, and bereavement.

**Lecture:** 3 hours per week

## THEATRE

### **THEA-101** Introduction to the Theatre 3 Credits

THEA-101 examines the contributions of individual artists to the art of theatre. Through discussion and attendance at plays, students will become familiar with elements of dramatic structure and the roles and responsibilities of the director, lighting designer, costumer, playwright, sound technician, actors, and scene designer. This is a nonperformance course open to non-majors. It is designed to enhance students' understanding of dramatic art and the appreciation and enjoyment of live performance. Skills in observation, writing, critical thinking, and verbal expression are emphasized and developed. Students are required to attend three plays during the semester. This course fulfills an arts and humanities requirement

for the A.A. and A.S. degrees.

**Lecture:** 3 hours per week

**THEA-102**  
3 Credits

**Stage Makeup**

THEA-102 offers instruction in the basic principles and techniques of theatre makeup. Students will explore, through the eye of the makeup artist, concepts of facial structure, aging, style, and modeling with paint and will observe demonstrations of basic techniques. Weekly labs offer the opportunity to translate knowledge into design and practical application of theatrical makeup. This course will benefit students seeking careers or further education in the theatre arts as well as community members who participate in the theatre. Students must purchase a theatrical makeup kit which is approximately \$50.

**Lecture/Lab:** 5.5 hours per week

**THEA-103**  
3 Credits

**Introduction to Stagecraft**

THEA-103 offers practical lab experience in applying theories and methods of scenery and prop design and construction. It focuses on the creative use of production tools and stage equipment. This course provides an opportunity to develop technical skills for theatre and media production for students exploring those career areas or who are interested in community theatre participation. Prior completion of other courses is not necessary.

**THEA-104**  
3 Credits

**Stagecraft II**

THEA-104 offers the continuing theatre 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 course emphasizes application of techniques, skills, and attitude established in THEA-103. The course 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**

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**

This course is a continuation of THEA-105, focusing on enhanced voice and movement and the development of characters from scripts. Students will study and practice techniques actors use in working with ensembles, memorizing parts, and developing stage presence. The skills introduced in THEA-105 are improved upon and include verbal and nonverbal communication techniques, memorization, script analysis, and the interpretation of character.

**Prerequisite:** THEA-105

**THEA-163**      **Basics of Scene Design and Graphics**  
2 Credits

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**

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**

THEA-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**

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**

THEA-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.

**Prerequisites:** THEA-105 and THEA-106 or permission of instructor

**THEA-273**  
*3 Credits*
**Stage Lighting**

THEA-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, THEA-163, and THEA-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**

This course introduces students to the problems associated with heating and cooling metals and the properties of various metals used in the welding process. Students will gain a working knowledge of fabrication techniques and manufacturing processes used in welding. Characteristics of the traditional welding, and bonding agents used in welding, will be 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 two-part class totaling four credits.

**WELD-100B**  
*2 Credits*
**Welding Theory**

This course is a continuation of WELD-100A. This is part two of a two-part class totaling four credits.

**WELD-101**      **Shielded Metal Arc Welding Theory**  
*2 Credits*

This course provides in-depth theoretical practical experiences and structured practical exercises as they might apply to the welder in the workplace. This course provides instruction and practical theory exercises on the basic skills needed to weld with mild steel electrodes. Students will weld concepts relating to common joints found in industry. Arc welding theory, equipment set-up, polarities, and the metallurgy associated with SMAW are covered. Students will learn procedures pertaining to welding mild steel plate in all four positions.

**Lecture:** 2 hours per week

**WELD-102**      **Flux Cored Arc Welding Lab**  
*2 Credits*

This lab will focus on in-depth practical experiences and structured practical exercises in flux cored arc welding and the American Welding Society's Entry Level Welder qualification requirements. The course will emphasize practices and applications as they might apply to the welder in the workplace. Instruction and practice will be provided on the basic to intermediate skills needed to weld with mild steel electrodes. Students will weld using common joints found in related industries and learn about arc welding theory, equipment set-up, polarities, and the metallurgy associated with FCAW. Students will weld on mild steel in all four positions. Students will be expected to gain competency in FCAW applications on mild steel. AWS and ASME standards will apply for welds on tee, lap, corner, and butt and corner joints.

**Lab:** 4 hours per week

**WELD-103**  
*2 Credits*
**Flux Cored Arc Welding Theory**

This theory course will focus on in-depth practical experiences and structured practical exercises in flux cored arc welding focusing on the American Welding Society's Entry Level Welder qualification requirements. The course will emphasize practices and applications as they might apply to the welder in the workplace. This course provides instruction on the basic to intermediate skills needed to weld with mild steel electrodes. Students will learn about common joints found in related industries. Arc welding theory, equipment set-up, polarities, and the metallurgy associated with FCAW are covered. Students will learn about weld procedures on mild steel in all four positions.

**Lecture:** 2 hours per week

**WELD-104**  
*2 Credits*
**Shielded Metal Arc Welding Lab**

This course contains laboratory assignments and exercises focused on in-depth practical experiences and structured practical exercises in shielded metal arc welding as they might apply to the welder in the workplace. There are no prerequisites or corequisites required for enrollment in this course.

**Lab:** 4 hours per week

**WELD-109L**  
*1 Credit*
**Diesel Welding Lab**

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.

**WELD-111**  
*1 Credit*
**Safety Applications and Practice**

This course provides 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**

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-131**  
*3 Credits*
**Advanced Blueprint Reading**

Students will interpret drawings and develop material lists, sketch or draw components for layout, and calculate material costs from blueprints. Specific applications for steel, pipe, or other welding projects will be directed to meet student and community needs. AWS adopted standards for welding symbols will be the primary reference for blueprint interpretation.

**Lecture:** 3 hours per week

**WELD-140**  
*2 Credits*
**Auto Collision Repair Welding**

This course is part of the Auto Collision Repair Technology program. It prepares repair technicians to perform basic welding processes and techniques required by industry. Students will gain skills in several welding processes including oxy-acetylene cutting and welding, plasma arc cutting of steel and aluminum, gas tungsten arc welding, and gas metal welding. Students will learn proper safety in operating welding and cutting equipment. Students may obtain the I-CAR Welder Certificate.



**WELD-181L**  
5 Credits**Welding Lab I**

This course provides instruction and practice on the basic skills needed to weld with mild steel E7018 and E6010 electrodes using the shielded metal arc welding process. Students will weld using common joints found in related industries. Arc welding theory, equipment setup, and polarities with SMAW are covered. Students will weld on steel plate and other common materials using the proper welding techniques on butt, lap, tee, and corner joints in all four welding position. Students will also become proficient in advanced welding techniques of open-root welding on plate and other common metals and materials. AWS certification testing conditions will prevail on completion of this course.

**Corequisites:** WELD-100A, WELD-111, WELD-120, and WELD-197L

**WELD-182L**  
5 Credits**Welding Lab II**

Students will be expected to gain competency in FCAW and GMAW application on ferrous steel plate in the flat, horizontal, vertical, up, and overhead welding position. Students will weld on steel plate and other common materials using the proper welding techniques on butt, lap, tee, and corner joints in all four welding position. This course will also introduce students to the methods of Gas Tungsten Arc Welding. Instruction and practice will be focused on the use of metallic and non-metallic metals using inert gas welding with and without filler wire. Welding will be done on steel, stainless steel, and aluminum plate using the Gas Tungsten Arc Welding process. AWS standards will apply for welds on butt, tee, lap, and corner joints. AWS D1.1 structural bend test standards will also apply.

**Corequisites:** WELD-100B and WELD-131

**Prerequisites:** WELD-100A, WELD-111, WELD-120, WELD-181L, and WELD-197L, or instructor permission

**WELD-197L**  
1 Credit**Oxy/Fuel Cutting Lab**

This course includes instruction in the techniques of cutting using manual, machine processes and equipment with the oxy/fuel process. Students will practice using manual and machine methods on ferrous metal assignments.

**Lab:** 15 hours per week

**WELD-225**  
3 Credits**Advanced Welding Theory**

This course is a continuation of WELD-100A. This course will also emphasize ASME and AWS welding test procedures in SMAW, GMAW, FCAW, and GTAW. Students will also be exposed to Plasma Cam operations.

**Lecture/Lab:** 5 hours per week

**Corequisites:** WELD-226 and WELD-281L

**Prerequisites:** WELD-100A, WELD-100B, WELD-111, WELD-120, WELD-131, WELD-181L, WELD-182L and WELD-197L, or instructor permission

**WELD-226**  
2 Credits**Layout/Mechanical Drawing**

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. This course will also 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.

**Lecture/Lab:** 4 hours per week

**Corequisites:** WELD-225 and WELD-281L

**Prerequisites:** WELD-100A, WELD-100B, WELD-111, WELD-120, WELD-131, WELD-181L, WELD-182L and WELD-197L, or instructor permission

**WELD-227****Advanced Welding Theory II**

3 Credits

This course is a continuation of WELD 225 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. This course will also teach students 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.

**Lecture/Lab:** 5 hours per week

**Corequisites:** WELD-228 and WELD-291L

**Prerequisites:** WELD-100A, WELD-100B, WELD-111, WELD-120, WELD-131, WELD-181L, WELD-182L, WELD-197L, WELD-225, WELD-226, and WELD-281L or instructor permission

**WELD-228****Advanced Mechanical Drawing**

3 Credits

This course covers detail drawings related to the welding industry. Proper dimensioning and tolerances, use of sectioning techniques, isometrics and oblique drawings, including pip welding symbols and bill of materials will be covered as well.

**Lecture/Lab:** 5 hours per week

**Corequisites:** WELD-227 and WELD-291L

**Prerequisites:** WELD-100A, WELD-100B, WELD-111, WELD-120, WELD-131, WELD-181L, WELD-182L, WELD-197L, WELD-225, WELD-226, and WELD-281L

**WELD-281L****Shielded Metal Arc Welding**

7 Credits

This course covers 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 over passes. Qualification in various pipe fitter levels may be offered.

**Lab:** 14 hours per week

**WELD-291L****Gas Tungsten Arc Welding Lab**

6 Credits

This course covers the advanced applications of GTAW and will include small diameter wall pipe and tubing in all positions. Additional instruction will cover high pressure pipe welding using GTAW on root pass, E7018 fill, and over passes. AWS certification in various pipe-fitting levels may be offered.

**Lab:** 12 hours per week





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# Application for Undergraduate Admission to Idaho's Public Colleges & Universities

<i>For office use only</i>	

Mail the completed application or a photocopy along with the appropriate nonrefundable application fee(s) to each Idaho institution to which you are applying.

**Applying to:**

**Boise State University**  
1910 University Dr.  
Boise, ID 83725-1320  
Fee: \$50  
**1-800-824-7017**  
www.boisestate.edu

**College of Southern Idaho**  
P.O. Box 1238  
Twin Falls, ID 83303  
Fee: None.....Online Application  
Fee: \$10.....Paper Application  
**(208) 733-9554**  
www.csi.edu

**College of Western Idaho**  
One Stop Student Services, MS 2500  
P.O. Box 3010  
Nampa, ID 83653  
Fee: \$25  
**(208) 562-3000**  
www.cwidaho.cc

**Eastern Idaho Technical College**  
Student Services, 1600 S. 25<sup>th</sup> E.  
Idaho Falls, ID 83404  
Fee: \$15  
**1-800-662-0261**  
www.eitc.edu

**Idaho State University**  
Office of Admissions  
921 S 8<sup>th</sup> Ave, Stop 8270  
Pocatello, ID 83209-8270  
Fee: \$50  
**(208) 282-2475**  
www.isu.edu

**Lewis-Clark State College**  
500 8<sup>th</sup> Ave.  
Lewiston, ID 83501  
Fee: None.....Paper Application  
Fee: \$5.25.....Online Application  
**1-800-933-LCSC**  
www.lcsc.edu

**North Idaho College**  
1000 W. Idaho Garden Ave.  
Coeur d'Alene, ID 83814  
Fee: No Application Fee  
**(208) 769-3311, option 5**  
www.nic.edu

**University of Idaho**  
P.O. Box 444264  
Moscow, ID 83844-4264  
Fee: \$60  
**1-888-884-3246**  
www.uidaho.edu

**Start Date:**      Fall, 20\_\_\_\_\_      Spring, 20\_\_\_\_\_      Summer, 20\_\_\_\_\_

## APPLICANT INFORMATION

**Legal Name:** \_\_\_\_\_     **Name You Prefer:** \_\_\_\_\_  
(as on Soc. Sec. Card)                          last                          first                          middle

**Other Names Appearing on Records:** \_\_\_\_\_

**U.S. Social Security Number:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_     **Date of Birth (mo/day/year):** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Permanent Home Address:** \_\_\_\_\_  
number & street/P.O. box                          city                          county                          state                          zip                          area code                          cell phone

**Current Mailing Address:** \_\_\_\_\_  
number & street/P.O. box                          city                          county                          state                          zip                          area code                          home phone

**Email Address:** \_\_\_\_\_

## GENERAL INFORMATION

**Citizenship:**      USA      Other     **Native Language:**      English      Other: \_\_\_\_\_

*If citizenship is "other," answer the following questions:*     Country of citizenship: \_\_\_\_\_

Resident alien of U.S.:      Yes, Resident alien number: **A** - \_\_\_\_\_     Expiration Date: (month/year) \_\_\_\_\_ / \_\_\_\_\_

No, Current visa type: \_\_\_\_\_

**Are you a U.S. Military Veteran?**      Yes      No     Branch: \_\_\_\_\_     Service Dates: \_\_\_\_\_ to \_\_\_\_\_

**Have you served in the U.S. Active Reserves?**      Yes      No     Branch: \_\_\_\_\_     Service Dates: \_\_\_\_\_ to \_\_\_\_\_

**Ethnicity:**                          Are you Hispanic or Latino?      Yes      No                          **Gender:**                           Female      Male

**Race:** (*select one or more*)      American Indian or Alaska Native      Asian  
    Black or African American                           Native Hawaiian or Other Pacific Islander      White

**Highest level of education or degree attained by either parent:**      Bachelor     Other Degree: \_\_\_\_\_

**Emergency Contact:** \_\_\_\_\_  
(For ALL to complete. If under 18, list parents or guardians here.)                          name                          relationship

\_\_\_\_\_                          \_\_\_\_\_                          \_\_\_\_\_                          \_\_\_\_\_                          \_\_\_\_\_                          \_\_\_\_\_  
number & street/P.O. box                          city                          county                          state                          zip                          area code                          phone

## ENROLLMENT INFORMATION

**Intended Degree Type:**      Certificate      Associate      Not Seeking Degree or Certificate

**Program Type:**                           Academic Program                           Professional Technical Program

**Intended Major:** (Refer to each institution's publication for a list of majors offered)

Undecided

\_\_\_\_\_                          \_\_\_\_\_                          \_\_\_\_\_                          \_\_\_\_\_  
**Enrollment Status:**      New      Transfer      Returning (readmission)      High School Student (seeking dual enrollment)

**Do you plan to apply for federal financial aid?**                           Yes                           No

Name: \_\_\_\_\_

**ACADEMIC INFORMATION**

List the last high school you attended and any schools since, including colleges, trade schools, correspondence, etc. *Do not omit any schools.* Attach a separate sheet if more space is needed. Failure to list all schools attended, or submission of inaccurate information, is considered fraud and is cause for refusal of admission or dismissal from the institution. **Students seeking certificates or degrees must have official transcripts submitted from each school listed. To be considered official, transcripts must be mailed in a sealed envelope directly from the school to the institution's admissions office.**

Did/Will you graduate from high school?  Yes (month/year \_\_\_\_ / \_\_\_\_ )  No

High School: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Do you have a GED or high school equivalency certificate?  Yes (month/year \_\_\_\_ / \_\_\_\_ )  No

If yes, degree-seeking applicants are required to submit official GED test scores.

Are/Were you a Tech Prep Student?  Yes  No If yes, in which program area did you enroll? \_\_\_\_\_

**PREVIOUS COLLEGE ATTENDANCE**

Name of College, Trade School, etc.	City & State	Dates Attended	Grad. Date	Degree/# Credits Earned

**RESIDENCY**

Residency for community colleges is determined by county of residence. Checking any one box does not establish residency. Verification may be requested.

State of Residence: \_\_\_\_\_ From: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ If less than 12 months, previous state: \_\_\_\_\_

County of Residence: \_\_\_\_\_ From: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ If less than 12 months, previous county: \_\_\_\_\_

**IF LESS THAN 12 MONTHS, Idaho residency MAY be determined by one or more of the following. Please check all statements that are applicable if claiming Idaho residency for tuition purposes. Records may be requested.**

- One or more of my parents/legal guardians or spouse's parents is domiciled in Idaho and has maintained a bona fide domicile in Idaho for at least 12 months prior to the opening day of the term which I plan to enroll, **and** I receive at least 50% of my financial support from my parents/legal guardians.
- Parent's name and address \_\_\_\_\_ From \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_
- I receive **less than** 50% of my financial support from parents/legal guardians. I have continuously resided in Idaho for purposes other than education for at least 12 months prior to the opening day of the term which I plan to enroll.
- I am/will be a graduate of an accredited Idaho high school and I will attend this institution during the term immediately following high school graduation.
- I am married to an Idaho resident. My spouse is a resident of \_\_\_\_\_ County.
- I or my spouse is a member of the Armed Forces stationed in Idaho on military orders. I or my spouse is stationed in \_\_\_\_\_ County.
- I am an officer or an enlisted member of the Idaho National Guard.
- One or more of my parents/legal guardians, from whom I receive 50% or more of my support, is a member of the Armed Forces of the United States who entered service as an Idaho resident and who has maintained Idaho resident status, but is not stationed within the state of Idaho on military orders.
- One or more of my parents/legal guardians, from whom I receive 50% or more of my support, is a member of the Armed Forces stationed in Idaho. They are stationed in \_\_\_\_\_ County.
- I have been separated under honorable conditions from the Armed Forces after at least two years of service. **Check one of the following:**
  - 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.
  - I intend to make Idaho my state of residence and will actively establish domicile within one calendar year.
- I have been away from the State of Idaho for a period of less than 30 months. I have not established legal residence elsewhere. I was a resident of the State of Idaho for a continuous 12-month period immediately prior to departure.
- I am a member of one of the following Idaho American Indian tribes: Coeur d'Alene, Shoshone-Paiute, Nez Perce, Shoshone-Bannock, Kootenai, including Colville Confederated, Flathead, Kalispel, Pend Oreille, and Spokane *if applying to NIC.*

**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 the Selective Service to be eligible for enrollment at a state college, to receive state and federal financial aid, and to be employed in a state or federal job. You may register with Selective Services online at <http://www.sss.gov>.

**Acceptance or receipt of financial aid and scholarship awards certifies that the funds will be used for educational purposes.**

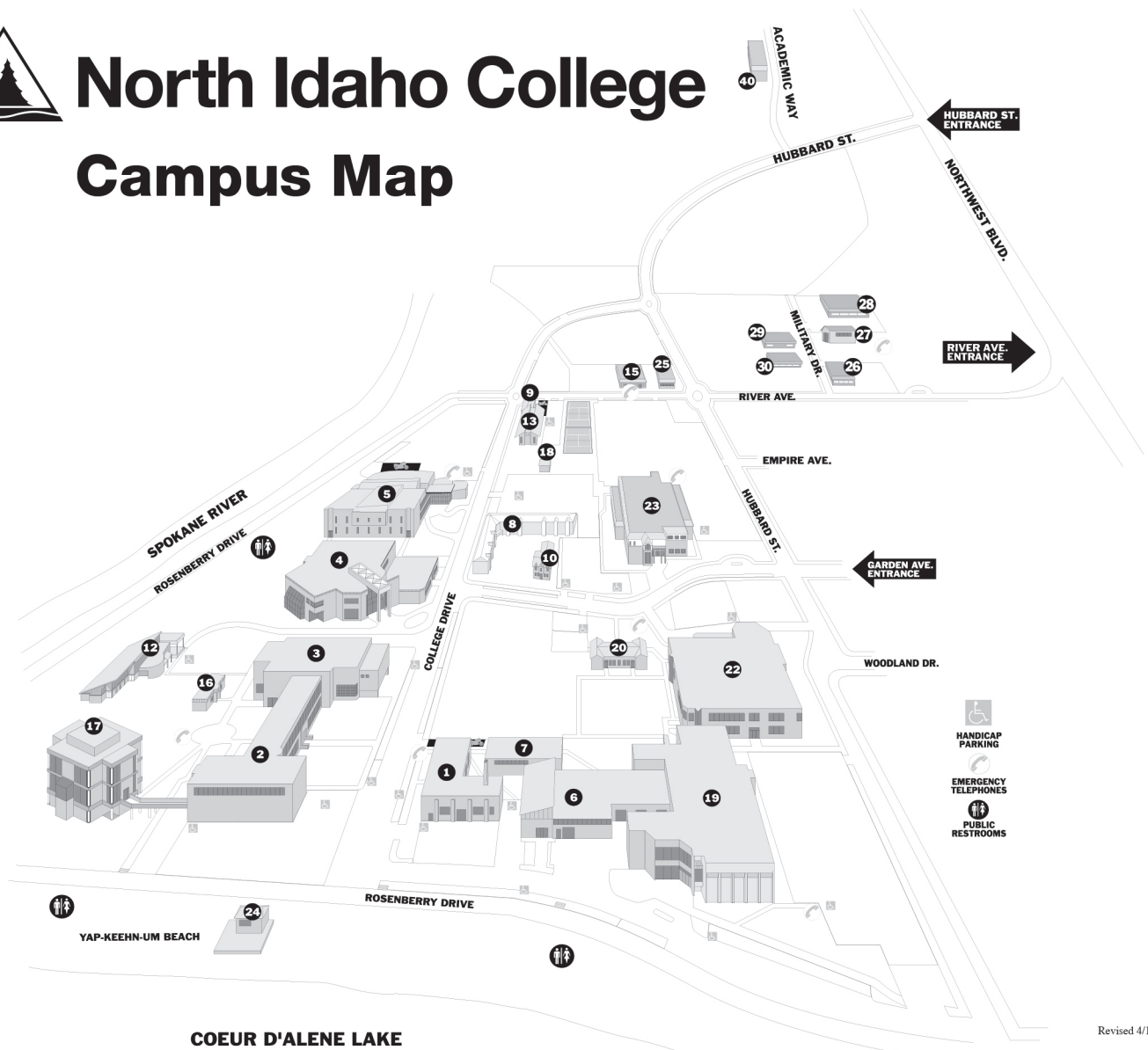
Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Idaho public colleges subscribe to the principles and laws of the State of Idaho and the Federal Government, including applicable executive orders pertaining to civil rights. These institutions are committed to the policy that all persons shall have equal access to programs and facilities without regard to age, color, creed, marital status, national or ethnic origin, physical handicap, race, religion, or sex.



# North Idaho College

## Campus Map



Revised 4/14

### Map Legend

#### 1 McLain Hall (MCL)

Flexible Learning Center, Outdoor Pursuits, classrooms, computer labs

#### 2 Lee-Kildow Hall (LKH)

Admissions, Business Office, Center for New Directions, Counseling, Financial Aid, Student Accounts, Registrar, classrooms, College Skills Center (Math/Science Study Center, Peer Tutoring), English and Modern Languages Division, Social and Behavioral Sciences Division

#### 3 Christianson Gymnasium (GYM)

Athletics Department offices, gymnasium

#### 4 Edminster Student Union Building (SUB)

Market Food Court, Educated Cup, Mica Peak Exchange (Bookstore), ASNIC offices, Student Services (Advising, Student Health), Cardinal Card Office (Student ID, Parking Services), Career Services, Veterans Services, Student Support Services, Auxiliary Services, Recreational Sports, American Indian Support Advisor, Student Housing

#### 5 Meyer Health and Sciences Building (MHS)

Health Professions and Nursing Division, Natural Sciences Division, classrooms, labs, DeArmond Auditorium, Rolphe Auditorium

#### 6 Siebert Building (SBT)

Information Technology, The Sentinel, classrooms, Employee Learning Facility (ELF)

#### 7 Industrial Arts (IND)

Carpentry lab, classroom

#### 8 Residence Hall (RES)

#### 9 Post Hall (PST)

Athletics Department offices

#### 10 Fort Sherman Officers' Quarters (FSQ)

Faculty offices, Heritage Conference Room

#### 12 Lakeside Center (LKC)

Children's Center

#### 13 Winton Hall (WIN)

Physical Education classrooms, faculty offices

#### 15 River Building (RVB)

Mail and Copy Center, Fleet Services

#### 16 Lee Hall Annex (LHA)

Writing Center, Modern Languages Lab

#### 17 Seiter Hall (STR)

Math, Computer Science, and Engineering Division; faculty offices; Disability Support Services

#### 18 Fort Sherman Powder Magazine (FSM)

Study area/Meeting space

#### 19 Hedlund Building (HED)

Emery's Restaurant, Professional-Technical offices, Professional-Technical Student Support Services Coordinator, ABE/GED, Outreach Office, classrooms

#### 20 Sherman Building (SHE)

President's Office, Human Resources, Community Relations, Communications and Marketing, NIC Foundation, Alumni Association, Grants

#### 22 Boswell Hall (BOS)

Schuler Performing Arts Center; classrooms; Corner Gallery; Box Office; Communication, Fine Arts, and Humanities Division, Coeur d'Alene Summer Theatre office

#### 23 Molstead Library (MOL)

Library, Todd Lecture Hall, computer labs, Office of Instruction, Institutional Effectiveness, eLearning, classrooms, University of Idaho classroom, University of Idaho Recruitment Office, LCSC classroom, LCSC Recruitment Office

#### 24 Sunspot

Concessions and rentals (June-September)

#### 25 Timber Hall (TMB)

Testing Center

#### Headwaters Complex

#### 26 Facilities Operations (FAC)

#### 27 Security (PSO)

#### 28 Maintenance Department (MNT)

#### 29 Custodial Services (CST)

#### 30 Landscape Services (LND)

#### 40 Harbor Center

Lewis-Clark State College, University of Idaho





**OFFICE AND DEPARTMENT LOCATOR**

<u>OFFICE</u>	<u>BUILDING</u>	<u>OFFICE</u>	<u>BUILDING</u>
Admissions Office	Lee-Kildow Hall	Health Services	Edminster Student Union Building
Adult Basic Education	Hedlund Building	Heating, Ventilation, AC/Refrigeration	Hedlund Building
Advising	Edminster Student Union Building	Human Resources	Sherman Building
Alumni Association	Sherman Building	Industrial Mechanic/Millwright	Siebert Building
Art Department	Boswell Hall	Information Technology	Siebert Building
Art Gallery (Corner Gallery)	Boswell Hall	Institutional Effectiveness	Molstead Library
Athletics	Christianson Gymnasium/Post Hall	Journalism	Siebert Building
Automotive Technology	Siebert Building	Law Enforcement	Kaniksu Building (Post Falls)
Auxiliary Services	Edminster Student Union Building	Library	Molstead Library
Bookstore (Mica Peak Exchange)	Edminster Student Union Building	Machining and CNC Technology	Hedlund Building
Business and Professional Programs	Hedlund Building	Mail Services	River Building
Business Office	Lee-Kildow Hall	Mathematics, Computer Science, and Engineering	Seiter Hall
Campus Security Office	Headwaters Complex	Music Department	Boswell Hall
Career Services	Edminster Student Union Building	Natural Sciences Division	Meyer Health and Sciences Building
Carpentry	Industrial Arts Building	Nursing	Meyer Health and Sciences Building
Center for New Directions	Lee-Kildow Hall	Office of Instruction	Molstead Library
Children's Center	Lakeside Center	Outdoor Power/Recreation Vehicle Technology	Howard Technical Building
College Skills Center	Lee-Kildow Hall	Outdoor Pursuits	McLain Hall
Collision Repair Technology	Hedlund Building	Parking Services	Edminster Student Union Building
Communication and Fine Arts	Boswell Hall	Peer Tutoring	Lee-Kildow Hall (College Skills Center)
Communications and Marketing	Sherman Building	Physical Education	Winton Hall
Community Education	Workforce Training Center	Practical Nursing	Meyer Health and Sciences Building
Computer Aided Design Technology	Hedlund Building	President's Office	Sherman Building
Computer Information Technology	Hedlund Building	Professional-Technical Education	Hedlund Building
Computer Labs	Boswell Hall and Molstead Library	Recreational Sports	Edminster Student Union Building
Copy Center	River Building	Registrar's Office	Lee-Kildow Hall
Counseling	Lee-Kildow Hall	Sentinel (Student Newspaper)	Siebert Building
Culinary Arts	Hedlund Building	Social and Behavioral Sciences	Lee-Kildow Hall
Customized Training	Workforce Training Center	Student Accounts	Lee-Kildow Hall
Diesel Technology	Hedlund Building	Student Activities	Edminster Student Union Building
Disability Support Services	Seiter Hall	Student Government (ASNIC)	Edminster Student Union Building
eLearning	Molstead Library	Student Services	Edminster Student Union Building
English and Humanities	Lee-Kildow Hall	Testing Center	Timber Hall
Facilities	Headwaters Complex	Theatre Department	Boswell Hall
Financial Aid Office	Lee-Kildow Hall	Trades and Industry	Hedlund Building
Flexible Learning Center	McLain Hall	Transportation	River Building
Foreign Language Lab	Lee Hall Annex	Veterans Services	Edminster Student Union Building
GED	Hedlund Building	Welding Technology	Hedlund Building
Graphic Design	Kaniksu Building (Post Falls)	Writing Center	Lee Hall Annex
Health Professions and Nursing	Meyer Health and Sciences Building		

# Instructional Programs

## Transfer Programs

*Prepares students for transfer to a four-year college. May lead to an Associate of Arts (A.A.) or Associate of Science (A.S.) degree.*

American Indian Studies  
American Sign Language  
Anthropology  
Art  
Biology, Botany, Zoology  
Business Administration  
Business Education  
Chemistry  
Child Development  
Communication  
Computer Science  
Criminal Justice  
Education  
Engineering  
English  
Environmental Science  
Forestry/Wildlife/Range Management  
General Studies  
Geology  
Graphic Design  
History  
Humanities  
Integrated Business Entrepreneurship  
Interdisciplinary Studies  
Journalism  
Mathematics  
Modern Languages  
Music  
Nursing (RN)  
Pharmaceutical Manufacturing  
Philosophy  
Photography  
Physical Education  
Physics/Astronomy  
Political Science/Pre-Law  
Pre-Medical Related Fields  
Pre-Microbiology/Medical Technology  
Pre-Nutrition  
Pre-Physical Therapy  
Pre-Veterinary Medicine  
Psychology  
Public Relations  
Social Work  
Sociology  
Theatre  
Web Design

## Professional-Technical/ Occupational Programs

*Prepares students for immediate employment. May lead to an Associate of Applied Science (A.A.S.) degree or a Technical Certificate.*

Accounting Assistant  
Administration of Justice  
Administrative Assistant  
Aerospace Technology  
Automotive Technology  
Business Leadership  
Carpentry and Construction Technology  
Collision Repair Technology  
Computer Aided Design Technology  
Computer Applications  
Computer Information Technology  
Construction Management  
Culinary Arts  
Diesel Technology  
Fire Service Technology  
Healthcare Informatics  
Health Information Fundamentals  
Heating, Ventilation, Air Conditioning/  
Refrigeration  
Hospitality  
Industrial Mechanic/Millwright  
Industrial Technology  
Law Enforcement  
Machining and CNC Technology  
Medical Administrative Assistant  
Medical Assistant  
Medical Billing Specialist  
Medical Coding  
Medical Receptionist  
Medical Transcriptionist  
Nursing (PN)  
Office Specialist/Receptionist  
Office Technology  
Outdoor Leadership  
Outdoor Power/Recreational Vehicle Technology  
Paralegal  
Pharmacy Technology  
Physical Therapist Assistant  
Radiography Technology  
Resort/Recreation Management  
Virtual Administrative Assistant  
Welding Technology