NORTH IDAHO COLLEGE

The College on the Lake

COEUR D'ALENE, IDAHO

Welcome to North Idaho College

Dr. C. Robert Bennett
President
North Idaho College

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

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

Sincerely,

C. Robert Bennett
President

North Idaho College Mission Statement

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

Goals

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

NIC Library cover photo by Phil Corlis

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Published by College Relations, North Idaho College, 1000 W. Garden Avenue, Coeur d'Alene, Idaho 83814.

Telephone Directory

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

CAMPUS OPERATOR ***769-3300***
GENERAL INFORMATION ***769-3300***
Academic Transfer Programs 769-3403
- Business & Professional Programs 769-7784
- Communication Arts/Fine Arts 769-3419
- English & Foreign Languages 769-3394
- Natural Sciences 769-3495
- Nursing & Allied Health 769-3481
- PE & Dance 769-3353
- Social Sciences 769-7782

Admissions 769-3311
Adult Basic Education 769-3450
Advising 769-3370
Applied Technology Programs 769-3433
- Allied Health 769-3481
- Business & Professional Programs 769-7784

Area Agency on Aging 667-3179
Associated Students 769-3367
Athletics 769-3351
Auditorium 769-3424
Auditorium Box Office 769-3415
Auxiliary Services 769-3361
Book Store 769-3364
Business Office 769-3340
Center for New Directions 769-3445
Children's Center Day Care 769-3471
College Relations 769-3316
Community Education 769-3444
Computer Labs (Library/Computer Center) 769-3280
Computer Lab (Macintosh, Boswell Hall) 769-3331
Computer Services 769-3378
Counseling 769-3370
Emergency 9-911
- Pager 661-1899

Evening Classes 769-3403
FAX Machines
- Athletics 769-7779
- Hedlund Center 769-3459
- Lee Hall 769-3431
- Library 769-3428
- Sherman Administration Building 769-3273
- Workforce Training/Community Education 769-3223

Financial Aid 769-3368
Grounds/Custodial 769-3310
Gymnasium 769-3351
Head Start 667-8478
Health Services, nurse practitioner 769-3370
Human Resources 769-3304
International Student Advisor 769-3381
Instruction, Office of 769-3305
Instructional Technology 769-3429
Learning Assistance, tutoring 769-3306
Learning Center, ABE/GED 769-3450
Library ..... 769-3215 or 769-3355
NIC Foundation 769-3316
Nic's (Food Services) 769-3359
Outreach Offices
- Bonner County 263-4594
- Shoshone County 786-0731

Parking Information 769-3310
Physical Plant ..... 769-3413 or 769-3234
President 769-3303
Registrar 769-3320
Residence Hall
- Men's Main Floor 667-9848
- Men's Second Floor 667-9893
- Women's Main Floor 667-9051
- Women's Second Floor 667-9021
- Hall Lounge 769-3410

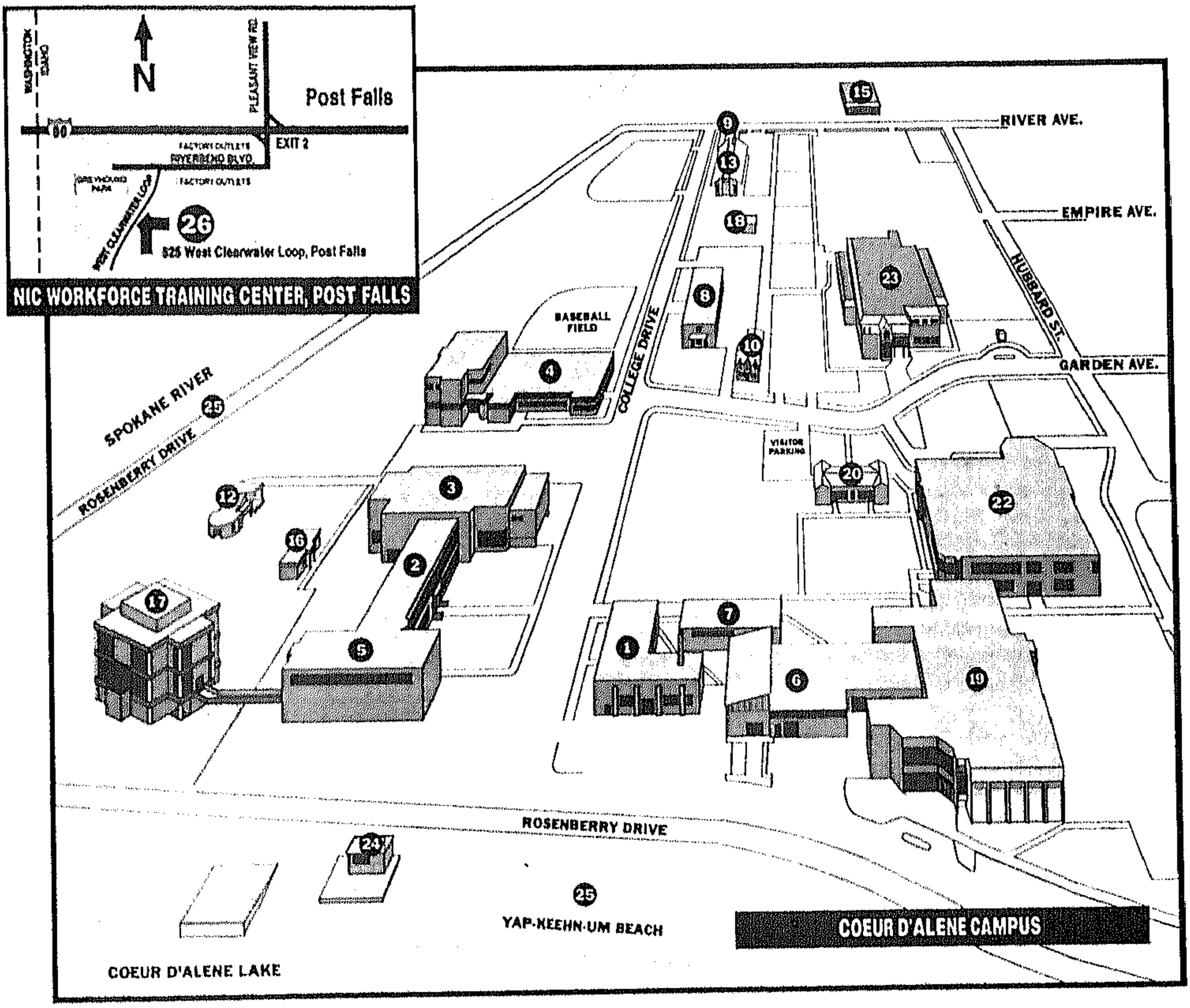
Security/Emergency 769-3310
- After Hours 661-1899

Sentinel Newspaper 769-3388
Student Activities/Intramural Sports 769-3366
Student Services 769-3370
Summer Classes 769-3400
Workforce Training 769-3444

Campus Locator

OFFICE	BUILDING
Academic Transfer Programs Office	Lee Hall
Admissions Office	Lee Hall
Adult Basic Education	Kildow Hall
Advising	Student Services, SUB 2nd Floor
Allied Health Department	Hedlund Center
Applied Technology Programs Office	Hedlund Center
Area Agency on Aging	1221 Ironwood, Ste.102
Art Department	Boswell Hall
Associate Dean-Transfer Programs	Lee Hall
Associate Dean-Applied Technology	Hedlund Center
Associate Dean-Workforce Training/Community Ed	Post Falls Training Center
Athletics	Christianson Gymnasium
Auto Body Technology	Hedlund Center
Automotive Technology	Siebert Building
Bookstore	Student Union, 1st Floor
Business and Professional Programs	Lee Hall
Business Office	Lee Hall
Cafeteria	Student Union
Campus Safety	River Avenue Building
Career Center	Student Union, 2nd Floor
Carpentry	Industrial Arts
Children's Center Day Care	Lakeside Center
College Relations	Sherman Building
Commercial Art	Boswell Hall
Communications Division	Boswell Hall
Community Education Department	Post Falls Training Center
Computer Services	Siebert Building
Computer Labs	Boswell Hall & Library/Computer Center
Counseling	Student Union, 2nd Floor
Culinary Arts	Hedlund Center
Customized Training	Post Falls Training Center
Dean of Administration	Lee Hall
Dean of Instruction	Sherman Building
Dean of College Relations	Sherman Building
Dean of Student Services	Student Union, 2nd Floor
Diesel Technology	Hedlund Center
Drafting Technology	Hedlund Center
Electronics Technician	Hedlund Center
English and Foreign Language Division	Lee Hall, 2nd Floor
Financial Aid Office	Lee Hall
Foreign Language Lab	Lee Hall Annex
Health Services	Student Union, 2nd Floor
Heating/Ventilation/AC/Refrigeration	Hedlund Center
History and Folklife Center	Fort Sherman Officers' Quarters
Housing Information	Auxiliary Services, Student Union
Instructional Technology	Boswell Hall
Journalism	Siebert Building
Law Enforcement	Hedlund Center
Learning Center	Kildow Hall
Library	Library/Computer Center
Life Sciences Division	Seiter Hall
Machining Technology	Hedlund Center
Maintenance	McLain Hall
Maintenance Mechanics	Siebert Building
Marine Technology	11th Street Marina
Microcomputer Lab	Library/Computer Center
Music Department	Boswell Hall
Natural Sciences Division	Seiter Hall
Nursing Division	Post Hall
Off-Campus Credit Programs	Sherman Building
Office of Instruction	Sherman Building
Outdoor Recreation Program	Student Union, Lower Level
Physical Education Division	Christianson Gymnasium
Practical Nursing	Post Hall
President's Office	Sherman Building
Public Relations (College Relations)	Sherman Building
Registrar's Office	Lee Hall
Sentinel, Student Newspaper	Siebert Building
Social Sciences Division	Lee Hall, 2nd Floor
Student Activities/Intramurals	Student Union, Lower Level
Student Government	Student Union, Lower Level
Student Housing/Residence Hall	Shepperd/Gridley Hall
Student Part-Time Work Referrals	Financial Aid, Lee Hall
Student Services	Student Union, 2nd Floor
Summer Credit Classes Director	Sherman Building
Switchboard	Lee Hall
Theatre Department	Boswell Hall
Transportation	River Avenue Building
Union Art Gallery	Student Union, Lower Level
University of Idaho Extension Office	Library/Computer Center
Veterans' Administration Representative	Lee Hall
Welding	Hedlund Center

Campus Maps



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

DIRECTORIES & CALENDAR

AUGUST '96

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

- 8 Admission application deadline for Fall Semester
- 13 Outreach registration - Bonner and Shoshone Counties
- 15-16 General registration for Fall Semester
- 19 General registration for Fall Semester
- 20 Faculty returns to campus
- 23 Student orientation
- 26 Fall Semester begins
- 26-30 Class add/drops by students

SEPTEMBER '96

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

- 2 Labor Day Holiday

OCTOBER '96

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

- 7 Last day to remove incompletes from 1996 Spring and Summer Sessions
- 14-18 Midterm week
- 16 Curriculum Day—no day classes scheduled

NOVEMBER '96

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

- 4 Last day to withdraw from semester-length classes or college
- 19 Advising Day—no day classes scheduled
- 27-29 Thanksgiving Holiday

DECEMBER '96

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

- 3-5 Registration for 1997 Spring Semester (continuing students only)
- 16-19 Final examinations
- 19 Last day of Fall Semester
- 23 Final grades due by noon
- 25 Christmas Holiday
- 27 Admission application deadline for 1997 Spring Semester

JANUARY '97

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

- 1 New Year's Day Holiday
- 6 Outreach registration - Bonner and Shoshone Counties
- 7 Faculty returns to campus
- 8-9 General registration for 1997 Spring Semester
- 13 Spring Semester begins
- 13-17 Class add/drops by students
- 20 Martin Luther King Holiday

LEGEND ■ College Holidays ▒ Advising/Curriculum Days ◯ Commencement

FEBRUARY '97

17 Presidents' Day Holiday
24 Last day to remove incompletes from Fall Semester

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

MARCH '97

4 Curriculum Day—no day classes scheduled
3-7 Midterm week
24 Last day to withdraw from semester-length classes or from college
31 Spring Break

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

APRIL '97

1-4 Spring Break
7-11 Popcorn Forum Week
24 Advising Day—no day classes scheduled
29-30 Registration for 1997 Fall Semester (continuing students)

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

MAY '97

6 General registration for Summer Session begins
12-15 Final examinations
16 Commencement
19 4-week and 8-week technical program blocks begin
26 Memorial Day Holiday

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

JUNE '97

2 Academic Summer Session begins
2-3 Class add/drops by students
13 End of 10-month technical programs

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

JULY '97

1 Apprenticeship registration begins
4 Independence Day Holiday
7 Admission application deadline for Fall Semester - July registration
8 Last day to withdraw from 8-week courses or from college
11 End of 11-month technical programs
21-22 Early registration for Fall Semester (tentative)
25 Summer Session ends
28 Marine Tech summer block begins

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

LEGEND — College Holidays — Advising/Curriculum Days — ◯ Commencement

The College

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

NIC offers associate degrees in more than 35 transferable academic majors and associate of applied science/certificates of completion in 25 applied technology programs. Many credit courses are offered evenings and during the summer on the NIC campus and at outreach sites. NIC's enrollment in credit courses is approximately 3,400 students with classes averaging 15-20 students. Noncredit classes and workforce training programs serve another 6,000 students each year.

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

The campus lies within the city limits of Coeur d'Alene, a 100-year-old city with a growing population of 25,000 residents. A new Workforce Training/Community Education Center is located in the Riverbend Commerce Park in nearby Post Falls.

In 1990 Coeur d'Alene was one of 10 cities in the country to be honored as an All America City. Cultural and social activities abound in this lakeside city, well-supplemented by the resources of nearby Spokane, Washington, a metropolitan area of 361,000.

Accreditation

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

History

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

Open Door Policy

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

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

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

Community Services

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

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

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

North Idaho College Foundation

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

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

The Foundation accepts and solicits both cash and non-cash gifts, investing and administering those funds to provide a growing source of additional support for

North Idaho College, now and into the future.

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

Use of NIC Facilities

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

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

NIC Publications

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

Equal Opportunity

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

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

How to Enroll at North Idaho College

If you are... Then...	Step 1 Apply for Admission	Step 2 Take Placement Assessments	Step 3 Plan Educational & Career Objectives	Step 4 Consult an Advisor & Register for Classes
Enrolling for credit courses at NIC, Coeur d'Alene campus, working toward an associate degree or a certificate of completion... (*Degree-Seeking Student*) An applicant for financial aid must be a degree-seeking student.	**Complete formal admissions process.** See Admissions section of the catalog (pg. 12). Forms are available at the Admissions Office in Lee Hall and outreach sites in Kellogg and Sandpoint. Applications are also available at area high school counseling offices.	**Refer to Class Schedule for information:** If you have questions about the Placement Assessment contact Student Services at 769-3370. To make a Placement Assessment appointment phone the Admissions Office at 769-3311.	**Refer to program descriptions in this catalog or contact Student Services:** Student Union Building, 2nd Floor, 769-3370	**Refer to Class Schedule for information. For advising information contact Student Services. Registration appointments are assigned by application date. Earliest applicants receive earliest appointments.** Student Union Building 2nd Floor, 769-3370
Enrolling for credit courses, day, evening, or weekend and not working toward a degree or certificate of completion *(Non-Degree Seeking)*	**Submit Application for Admission and $10 application fee. (Idaho residents NOT from Kootenai County must submit Certificate of Residency).**	**Refer to Class Schedule for instructions or contact Admissions:** Lee Hall, 769-3311	**Contact Student Services: (optional)** Student Union Building, 2nd Floor, 769-3370	**Refer to Class Schedule for instructions or contact Student Services.** Student Union Building, 2nd Floor, 769-3370
Enrolling for credit courses held in Kellogg, Sandpoint, and other outreach sites (Matriculating and Non-Matriculating students)	**Submit Application for Admission. Degree-seeking students should complete formal process - See Admissions section of catalog.**	**Refer to Class Schedule or contact Admissions at 769-3311.**	**Contact Student Services: (optional)** 769-3370 Advisable for those working toward a degree.	**Register:** • Kellogg, Kellogg High School • Sandpoint, Bonner Mall Office Check Class Schedule or call the Outreach Coordinator for dates and times. 769-3400
Enrolling for Community Education Courses (non-credit, special interest). Post Falls Center, Coeur d'Alene campus and all other outreach sites.	**Complete registration form available in schedule. Certificate of Residency is not required.** 769-3333			**Register:** • Post Falls • Coeur d'Alene • Kellogg, Kellogg High School • Sandpoint, Bonner Mall Office • Other sites, local high school 769-3333
Interested in Adult Basic Education, GED, or English as a second language. Held in various locations throughout North Idaho.	**Application for admission is not required. Students must be at least 18 years old.**	**Contact the Learning Center, 769-3450**	**Contact the Learning Center, 769-3450**	

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

Admissions Checklist

Non high school graduates who have not completed the GED should contact the Admissions Office.
NIC has an admissions application deadline. Check with the Admissions Office for further details, (208) 769-3311.

MATRICULATING STUDENTS (Degree Seeking, and Veteran Benefits or Financial Aid Recipients)					
Admissions Requirement	**First Time Freshman** Never Attended College (High School Graduate)	**First Time Freshman** Never Attended College (With GED Scores)	**Transfer** From Previous Colleges Never attended NIC	**Former Student** Attended NIC in Previous Semesters	**Continuing Student** (If you stay out for a semester, see Former Student)
Application for Admission	YES	YES	YES	YES	NO
$10 Application Fee	YES One Time Fee	YES One Time Fee	YES One Time Fee	NO	NO
Certificate of Residency	YES for Idaho residents not from Kootenai County	YES for Idaho residents not from Kootenai County	YES for Idaho residents not from Kootenai County	YES for Idaho residents not from Kootenai County	NO
High School Transcript (Showing date of graduation)	YES	Official GED scores instead of transcripts	NO	NO	NO
College Transcript(s)	N/A	N/A	YES From all colleges attended	Check with Admissions Office	NO
ASSET Placement Assessment	YES	YES	Contact Admissions	Contact Admissions	If changing from an Academic to Technical Program, please see Admissions Office
Additional Requirements for Selective Admission Programs ***(See page 15 for listings)*** (Check with Admissions Office for Application Deadlines)					
Three Letters of Recommendation	YES	YES	YES	YES	YES
Personal Statement	YES	YES	YES	YES	YES
High School Transcript	YES (7th semester)	YES	YES	YES	See Admissions Office
GED Scores	NO	YES	NO	NO	See Admissions Office
College Transcript(s)	NO	NO	YES	See Admissions Office	See Admissions Office
NON-MATRICULATING STUDENTS (Non-Degree Seeking, Not Receiving Financial Aid or Veteran's Benefits)					
Application for Admission	YES	YES	YES	YES	NO
Application Fee	YES	YES	YES	NO	NO
Certificate of Residency	Idaho residents NOT from Kootenai County must file certificate with home county.				NO

ADMISSIONS

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

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

Applying for Admission

All applicants follow the steps listed below to enroll. Some programs have additional requirements or materials that must be submitted prior to being accepted into the program.

Skills Assessment & Placement - ASSET

The Skills Assessment is an important part of enrollment and meets state and institutional requirements for student assessment and tracking. Since North Idaho College has an "open door" admissions policy, students are admitted with a wide range of entry skills. Entry levels in math, reading, and English skills are measured and results are used with other information in the advising process to assist students in selecting the most appropriate courses. For further information on skills assessment, contact Student Services at (208) 769-3370.

You do not need to complete the assessment if:

1. You have completed the ASSET at NIC within the last two years, or,
2. You have successfully completed at least 26 college-level semester credits, including English and college-level math, or
3. You are enrolling only in exempt courses. (See the Class Schedule when available).

If you feel you are exempt from completing the ASSET, please call the Admissions Office at (208) 769-3311.

Advising

All students taking NIC courses for credit must meet with an advisor. In keeping with the college mission, advising is a critical component of your success as a student.

(Degree or Certificate Seeking) Matriculating Students

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

1. Application for Admission.
2. **$10 application fee** (Non refundable, one-time fee).
3. ***OFFICIAL*** **high school transcript** showing date of graduation. *(Official transcripts are those sent directly from the issuing school to the Admissions Office. Any hand-carried transcript received in an unsealed envelope will be considered unofficial).* Students currently enrolled in high school should wait to have their transcripts sent until after their final grades are available at the end of the academic year. **(Students applying for the Associate Degree Nursing or the Licensed Practical Nursing Programs MUST have transcripts sent after completion of their seventh semester).**

OR

official GED scores if non-high school graduate. Students who have not completed the GED or are non-high school graduates, contact the Office of Admissions.

OR

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

4. Schedule appointment for the **ASSET Placement Assessment.**
5. **Certificate of Residency:** Required from Idaho students whose home county is NOT Kootenai County. Please refer to page **18** for details on determining residency status. Washington Reciprocity and Western Undergraduate Exchange Students: Students need to submit a statement of residency for eligibility to receive a reduction of out-of-state tuition. (To remain eligible for these programs students must apply each year for this waiver before June 1). Please refer to page **20** for further information.

Non-Degree Seeking (Non-Matriculating Students

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

1. Submit **Application for Admission** prior to application deadline.
2. Pay **$10 application fee.** (Non-refundable, one-time fee).
3. Schedule an appointment for the **ASSET Placement Assessment.**
4. File **Certificate of Residency.** This is required from Idaho students whose home county is other than Kootenai County. See page 18 for details on determining residency status.

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

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

Applied Technology (ATEC) Admission Requirements

Effective Fall 1997

Many Applied Technology (ATEC) programs have limited enrollment and fill quickly. These programs are designated by an asterisk* on the list below. Students applying for ATEC programs are only considered for acceptance after receipt of the $10 application fee and results of the ASSET. Appointments for the ASSET are scheduled through the Admissions Office.

The ASSET is a standardized assessment of basic skills and is used for advising purposes. Assistance in improving math, language, and reading skills is available at no cost.

Decision letters (Acceptance or Wait-List) for fall semester are usually mailed the middle of April. Students accepted into a limited enrollment program must submit a non-refundable $100 program deposit by May 1. Any student accepted after May 1 should submit the program deposit within three (3) weeks of acceptance notification.

The following programs are funded by the State Board of Vocational Education. Therefore, students must satisfy the Applied Technology admission requirements detailed below.

Auto Body Technology*
Automotive Technology*
Carpentry*
Computer Applications in Business
Culinary Arts*
Diesel Technology*
Drafting Technology*
Electronics Technology*
Heating, Ventilation, Refrigeration, and Air Conditioning*
Law Enforcement
Machine Technology*
Maintenance Mechanic/Millwright*
Marine Mechanics*
Office Information Specialist
Office Assistant
Secretarial Studies (Administrative, Legal, Medical)
Small Business Management
Welding Technology*

Limited Enrollment programs are listed with an *.

ATEC Regular Admission

(This policy was initiated and approved by the Idaho State Board of Education).

Students desiring *Regular Admission* to any of Idaho's technical colleges must meet the following standards. Students planning to enroll in programs of a technical nature are also strongly encouraged to complete the recommended courses listed below. Placement in a specific technical program is based on the capacity of the program and placement requirements established by North Idaho College.

STANDARDS FOR HIGH SCHOOL GRADUATES OF 1997 AND THEREAFTER:

- High School diploma with a minimum 2.0 GPA
- Placement examination (The ASSET is currently used at NIC) *and,*
- Satisfactory completion of high school coursework that includes at least the following:

Mathematics: 4 credits from challenging math sequences of increasing rigor selected from courses such as Algebra I, Geometry, Applied Math I & II, Algebra II, Trigonometry, Discrete Math, Statistics, and other higher level math courses. Two mathematics credits must be taken in the 11th or 12th grade. (After 1998, less rigorous math courses taken in grades 10-12, such as pre-algebra, review math and remedial math will not be counted).
Recommended: Three years (6 credits) for students seeking admission to technical programs.

Natural Science: 4 credits including at least two credits of laboratory science from challenging science courses including applied biology/chemistry, principles of technology (applied physics), anatomy, biology, earth science, geology, physiology, physical science, zoology, physics, chemistry, and agricultural science and technology courses (500 level and above).
Recommended: 3 years (6 credits) for students seeking admission to technical programs with 2 years (4 credits) in laboratory sciences.

English: 8 credits. Two credits of Applied English in the Workplace may be counted for English credit.

Other: Vocational-Technical courses, including Tech Prep sequences and organized work-based learning experiences connected to the school-based curriculum, are strongly recommended. (High School Work Release time not connected to the school-based curriculum will not be considered).

STANDARDS FOR OTHERS SEEKING REGULAR ADMISSION:

Individuals who graduated from high school prior to 1997, and who desire Regular Admission to the technical colleges must complete:

- High school diploma with a minimum 2.0 GPA

- General Educational Development (GED) certificate,
- **and** Placement examination

ATEC Provisional Admission

Students who do not meet all the requirements for Regular Admission to an applied technology program may be admitted to North Idaho College as a pre-technical student. Students admitted as pre-technical are required to successfully complete appropriate remedial, general and/or technical education coursework related to the technical program for which Regular Admission status is desired, and to demonstrate competence with respect to that program through methods and procedures established by NIC.

STUDENTS DESIRING PROVISIONAL ADMISSION MUST COMPLETE:

- High school diploma or GED certificate, **and**
- Placement examination.

ATEC Placement Criteria

PROCEDURES FOR PLACEMENT INTO SPECIFIC VOCATIONAL TECHNICAL PROGRAMS:

In addition to the requirements for admission to North Idaho College, students need to be aware that specific technical programs require different levels of competency in English, science and mathematics. Students must also be familiar with the demands of a particular occupation and how that occupation matches individual career interests and goals.

Before students can enroll in a specific program, the following placement requirements must be satisfied according to the State Board of Vocational Education:

- Each technical college in Idaho establishes specific program requirements (including placement exam scores) that must be met before students can enroll in those programs. A student who does not meet the established requirements for the program of choice will have the opportunity to participate in Basic Academic Development to improve their skills.
- Students must provide evidence of a career plan. (It is best if this plan is developed throughout high school prior to seeking admission to a technical college).
- Students must possess competency in basic computer skills. (These competencies should be developed prior to seeking admission if possible).

General Admissions Information

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

   For those students applying for **financial aid** beginning fall semester, admission applications should be received by **March 15** to be considered for the first round of financial aid awards. After that date, financial aid will be awarded on a funds available basis.

2. Students transferring from another college or university, and whose cumulative grade point average is below 1.75 will be admitted on probation. See the Academic Probation section on page 34.
3. Idaho students **not** from Kootenai County must have certificates of residency sent to NIC from their County Auditor's Office. If the certificate is not received prior to registration, out-of-district fees will be charged to the student. If you have completed more than six full-time semesters at NIC, you may not be eligible for the tuition benefit from your county. Students who exceed the tuition benefit will be charged non-district tuition. However, non-district tuition is significantly lower than out-of-state tuition. Please check with your county for further details.
4. Physical examinations are required for students accepted into the Registered Nursing (RN) and Practical Nursing (PN) programs. All students who take part in intercollegiate athletics are required to have annual physical examinations.

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

Continuing Students

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

Former Students

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

Non-High School Graduate

A non-high school graduate may be admitted as a regular matriculating student (seeking a degree or certificate of completion) upon passing the high school level General Educational Development (GED) tests. The student must receive a standard score of 35 or above on each test and an average standard score of at least 45 on all five tests. If a student has not completed the GED, they must complete the ASSET and receive a minimum score before being accepted for admission. However, students who do not attain the minimum score are still

allowed to enroll as a non-matriculating student. (Minimum ASSET scores required for matriculation are: Writing Skills 37, Reading Skills 37, Numerical Skills 31, or Elementary Algebra 26, or Intermediate Algebra 30). Please check with the Admissions Office for details.

Tech Prep/Articulation Students

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

Selective Programs Admissions

The following NIC programs have a selective admissions process:

- Mental Health Technology (Allied Health)
- Paralegal
- Pharmacy Technology (Allied Health)
- Physical Therapist Assistant (Allied Health)
- Practical Nursing
- Registered Nursing

Application packets are available from the Admissions Office. Admission procedures and requirements for each program are listed below.

Allied Health Programs General Information

Students applying for Allied Health programs have many options. When first applying for admission to the college, these students will be accepted with a major of Pre-Allied Health (PALH), unless the application received is for when the actual program begins.

Once enrolled, the course "Introduction to Allied Health" is designed to help students understand their options and choose which program is best for their particular needs and career goals.

Mental Health Technology

Application Deadline: April 2, 1997 for acceptance into Fall 1997 Mental Health Technology field experience.

ADMISSION PROCEDURES:

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

ADMISSION REQUIREMENTS:

1. High school diploma or GED.
2. Minimum grade of a "C" (2.00) must be achieved in prerequisite courses. (See program guidelines in the catalog). If currently enrolled, mid-term grades will be considered until final grades are available.
3. No course may be repeated more than once to achieve a 2.00 grade point average.
4. Completion of PSB Health Occupations Aptitude Examination. *(Testing will be scheduled in September and October, 1996. Phone (208) 769-3297 for an appointment. There is a $7 testing fee).*
5. Completion of ENGL 099, "Fundamentals of Writing" or equivalent with at least a "C" (2.00) grade, or recent ASSET scores (within last two years) indicating placement in ENGL 103, "English Composition."

Paralegal

Application Deadline: October 25, 1996 for acceptance into Spring 1997.

ADMISSION PROCEDURES:

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

ADMISSION REQUIREMENTS:

1. Cumulative GPA of 2.00 or higher.
2. Completion of, or be currently enrolled in:

BUSO 225	Legal Terminology/Transcription
BUSO 273	Word Processing/Machine Transcription
COMG 131	Introduction to Speech, *or,*
COMG 233	Interpersonal Communications, *or,*
COMG 236	Small Group Communications
ENGL 103	English Composition
PLEG 101	Intro to Law and Legal Practice
PLEG 103	Legal Procedures

3. One year of legal office experience or completion of a legal secretarial (A.A.S. degree) program that contains at least 135 hours of identified legal office internship, practicum or field experience.
4. Previous legal office experience or internship, practicum, or field experience must have occurred within the past five (5) years.

Pharmacy Technology

Application Deadline: October 25, 1996 for acceptance into Spring 1997 Pharmacy Technology coursework practicum.

ADMISSION PROCEDURES:

1. Application for Admission (including current students). New and former students must complete formal admissions process as listed for Degree Seeking Students (Matriculating).
2. Three Allied Health recommendation forms, completed

continued...

preferably by an employer, teacher, counselor or volunteer supervisor.
3. Completed Personal Statement form.
4. Transfer applicants must submit official transcripts of work-in-progress from current college. Final transcripts are required when available. The Allied Health Department will determine if previous college work will transfer.

ADMISSION REQUIREMENTS:
1. High school diploma or GED.
2. Minimum grade of a "C" (2.00) must be achieved in prerequisite courses. (See program guidelines in the catalog). If currently enrolled, mid-term grades will be considered until final grades are available.
3. No course may be repeated more than once to achieve a 2.00 grade point average.
4. Completion of PSB Health Occupations Aptitude Examination. *(Testing will be scheduled in September and October, 1996. Phone (208) 769-3297 for an appointment. There is a $7 testing fee).*
5. Completion of ENGL 099, "Fundamentals of Writing" or equivalent with at least a "C" (2.00) grade, or recent ASSET scores (within last two years) indicating placement in ENGL 103, "English Composition."

Physical Therapist Assistant

Application Deadline: The Physical Therapist Assistant program is expected to begin in the Fall of 1997 or Spring of 1998. The application deadline is still to be determined.

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

ADMISSION REQUIREMENTS (Proposed):
1. High school diploma or GED.
2. Minimum cumulative grade point average of 2.75 must be achieved. (Check with the Allied Health Department for details). If currently enrolled, mid-term grades will be considered until final grades are available.
3. No course may be repeated more than once to achieve a 2.00 grade point average.
4. Completion of PSB Health Occupations Aptitude Examination. *(Testing dates will be determined at the beginning of Fall Semester. Phone (208) 769-3297 for an appointment. There is a $7 testing fee).*
5. Completion of ENGL 099, "Fundamentals of Writing" or equivalent with at least a "C" (2.00) grade, or recent ASSET scores (within last two years) indicating placement in ENGL 103, "English Composition."
6. 80-120 hours of volunteer or paid experience in a physical therapy setting. More specific details will be available at a later date.

Practical Nursing

Application Deadline: March 15, 1997.

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

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

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

Registered Nursing

Application Deadline: March 15, 1997.

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

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

The Application for the Nursing Program may be picked up at the Admission's Office after October 15. Listed below are the guidelines for nursing applicants.

Students accepted into the nursing program shall: **Submit a $100 deposit by May 1 (or 15 days after receipt**

of acceptance letter).

ADMISSION CRITERIA:

1. A high school diploma or GED.
2. A cumulative grade point average of 2.75 OR a 2.75 grade point average from the last 12-15 college credits, which includes eight credits of science courses required by the Associate Degree Nursing Program. The sciences must be completed by the end of spring semester prior to Fall admission with a C or better and an overall cumulative grade point average of 2.00 or above is required.
3. A minimum grade of C or 2.00 GPA must be achieved in prerequisites which include:
   a. Chemistry 107 (Chemistry 103 is acceptable if Chemistry 107 is full). Chemistry 107 may be challenged if the student has taken two years of high school chemistry; or one year of chemistry and one year of physics and received a grade of C or better. The classes should be less than seven years old.
   b. Chemistry 108.
   c. English 103.
   d. Psychology 100.
   e. Algebra. Minimum accepted: Two years of high school algebra; or ASSET testing results indicating placement above MATH 030; or completion of MATH 030 with a C or better.
   f. Bacteriology 250.
4. The Nursing Department will determine if previous college work will be acceptable for transfer. Science courses (chemistry, bacteriology, and zoology) completed more than seven years ago must be repeated.
5. Arrangements will be made on an individual basis for students entering with previous nursing credit.
6. Advanced placement is available for Licensed Practical Nurses. Applicants must meet the same criteria and deadlines as other program applicants plus submit an additional recommendation from your previous program director. Contact the Nursing Division for specific guidelines and further information.

International Students

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

Admission Procedures

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

Requirements

1. **Submit an application for admission**
2. **Submit the $10 application fee** (non-refundable).
3. **Academic Records:** Submit original or certified copies of transcripts or documents from all secondary or post-secondary schools attended. If credentials are not in English, a certified English translation must be attached. Course syllabi for all post secondary transfer courses should be submitted in English. This will enable the college to provide a complete evaluation of credits to determine which courses fulfill degree requirements. International students who have taken academic work in the United States must also provide official transcripts of all work taken in the United States. The transcripts must show a minimum 2.00 grade point average for all transferable credits.
4. **Evidence of English Proficiency:** An international student whose native language is not English is required to supply official results of the Test of English as a Foreign Language (TOEFL). A total score of 500 or above is required for admission. To have score results submitted to NIC, please specify the NIC code number (4539) on all TOEFL registration materials. North Idaho College does not administer the TOEFL; however, the test is given worldwide. For further information write to: **TOEFL, Box 899, Princeton, New Jersey 08540 USA**
5. **Certificate of Health:** International students must have a thorough health examination by a recognized medical agency before admission may be granted. A signed certificate of health must be sent with the application for admission. Upon arrival to campus, students must provide documented results of TB skin test or chest X-rays along with immunization records for measles, mumps, rubella and tetanus boosters.
6. **Financial Declaration:** International students must have sufficient financial resources to fully meet all institutional and personal expenses while studying in the United States. Students are expected to be supported by parents, an individual, a sponsoring organization, or a governmental agency. Affidavits of financial support (Financial Declaration) must be furnished with the application for admission. Students cannot rely on part-time employment since off-campus work permits are not available. The college will not bear responsibility for a foreign student's finances. Therefore, North Idaho College requires each international student to have $10,000 (U.S.) or an equivalent sum of money adequate for a year's study.

   The following is an estimate of the current annual expenses the international student and his/her sponsor must meet:

Tuition and Fees*	$3,290
Room and Board*	$4,470
Books, supplies, clothing, incidentals*	$2,240
Total*	$10,000

   ** Subject to change without notice.*
7. **Guidelines for Returning Application Materials:** International students applying from abroad should submit all required admission forms and transcripts at **least six (6) months before registration to allow time for evaluation and notice of acceptance.** In the case of international students applying from within the United States, application materials should be submitted **at least one month before registration.** All forms must be sent to:

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

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

Idaho College only offers a two-year curriculum.

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

Dual Enrollment Program

North Idaho College offers two programs for high school students who would like to enroll in college-level courses.

- **The Dual Enrollment Program** is suggested for juniors or seniors in high school who would like to complete courses as a dually enrolled student at North Idaho College.
- **The Applied Technology (ATEC) Dual Enrollment Program** is for seniors in high school who would like to explore options in the applied technology training arena. ATEC Dual Enrolled students do not receive credit towards a North Idaho College certificate of completion.

To participate in either program:

1. Complete an NIC Application for Admission. Indicate "Dual Enrollment" or "ATEC Dual Enrollment" on the top of the application.
2. Demonstrate successful ability to the Director of Admissions and Financial Aid. This is determined by related test scores, grade reports or class standing (usually those students in the top 25% of their class or subject area). Submit official transcript (in sealed envelope from high school) of work completed to date.
3. Submit a supporting recommendation from the appropriate high school guidance counselor with a statement indicating how the student will be able to handle the increased academic load and that the student has permission from the high school to participate.

Dual Enrollment Program participants are allowed to take a maximum of two courses per semester. ATEC students may sign up for one theory class and one lab class.

Courses are normally limited to those classes not already filled or reserved for NIC students and those not requiring prerequisites. Students may participate in the following ATEC programs: Auto Body Technology, Automotive Technology, Culinary Arts, Marine Technology, Machine Shop, Diesel Mechanics and Welding. Only two spaces will be allowed for each program area with permission of the instructor.

Dual Enrollment students may be required to complete placement testing prior to registration for certain courses. ATEC students will be required to take the ASSET prior to enrolling. Participants must pay the applicable tuition and fees. *(Financial aid is not available for those students in the Dual Enrollment Program).*

Students should work closely with their high school counselor to ensure the classes they select will be beneficial.

Certificate of Residency

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

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

If you have completed more than six full-time semesters at NIC, you may not be eligible for the tuition benefit from your county. Students who exceed the tuition benefit will be charged non-district tuition. However, non-district tuition is significantly lower than out-of-state. Please check with your county for further details.

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

"Counties in Idaho are liable for the out-of-district tuition so long as the student is duly enrolled and attending the college. This liability shall be for six (6) semesters or the term of the curriculum for which the student is enrolled, whichever is lesser."

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

Resident Status

Residents of Idaho

Any applicant for admission who has been domiciled in Kootenai County for at least 12 months, but less than 18 months, will be asked to submit proof of Kootenai County residency. Until this documentation has been received and approved by the Admissions Office, out-of-state tuition will be charged at the time of registration.

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

1. Any student whose parents or court-appointed

guardians are domiciled in the college district and provide more than 50% of his or her support. (Domiciled means an individual's true, fixed, and permanent home and place of habitation. It is the place where he or she lives without intending to establish a new domicile elsewhere). To qualify under this section, the parents or guardian must have resided continuously in the college district for 12 months preceding the opening day of the term for which the student matriculates.

2. Any student who receives less than 50% of his/her support from parents or legal guardians who are not residents of the college district for voting purposes, and who has continuously resided in the college district for 12 months preceding the opening day of the term for which the student matriculates.
3. The spouse of a person who is classified or is eligible for classification as a resident of the college district for the purpose of attending the college.
4. A member of the armed forces of the United States, stationed in the college district on military orders.
5. A student whose parents or guardians are members of the armed forces and stationed in the college district on military orders and who receives 50% or more of support from parents or legal guardians. The student, while in continuous attendance, shall not lose his/her residency when his/her parents or guardians are transferred on military orders.
6. A person separated, under honorable conditions, from the United States armed forces after at least two years of active service, who, at the time of separation, designates the college district as his/her intended domicile or who has the district as the home of record while in service and enters the college within one year of the date of separation.
7. Any individual who has been domiciled in the college district, has qualified and would otherwise be qualified under the provisions of this statute, and who is away from the district for a period of less than one calendar year and has not established legal residence elsewhere, provided a 12 month period of continuous residence has been established immediately prior to departure.

Residents of Washington State Reciprocity

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

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

Western Undergraduate Exchange (WUE)

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

During the 1995/96 academic year the following western states are participating in this program for two-year institutions:

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

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

For information about either of these programs call or write:

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

Senior Citizens

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

Financial Information

Tuition and Fees Payment Procedures

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

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

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

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

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

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

Fees and Expenses

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

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

Estimated Costs Per Year*

Academic

Kootenai County Resident

Tuition and Fees	$984
Room and Board	$3,510
Books and Supplies	$500
	$4,994

Out-of-District

Tuition and Fees[1] (with approved home county assistance)	$984
Tuition and Fees (without approved home county assistance)	$1,984
Room and Board	$3,510
Books and Supplies	$500
Total with county assistance	$4,994
Total without county assistance	$5,994

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

Out-of-State

Tuition and Fees[2]	$3,290
Room and Board	$3,510
Books and Supplies	$500
	$7,300

[2]Western Undergraduate Exchange students pay $2,940. Washington Reciprocity recipients pay $2,290.

More than 17credits, additional fee

Idaho Residents	$60 per credit
Out-of-State/Country	$204 per credit

Applied Technology Programs

Idaho Resident

Tuition and Fees**	$984 - $1,190
Room and Board	$3,510
Books and Supplies***	$100 - $2,488
	$4,594 - $7,188

Out-of-State

Tuition and Fees**	$3,290 - $4,072
Room and Board	$3,510
Books and Supplies***	$100 - $2,488
	$6,900 - $10,070

* These costs are estimates for the 1996-1997 year based on two semesters per year and 8-17 credits per semester.

** Tuition and fees vary with the length of program. The majority of programs are between 9 and 11 months.

*** This figure varies with programs. It does not include the cost of tools required in many of the programs. Tool costs vary from program to program.

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

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

Part-Time Enrollment

Students enrolling for seven semester credits or less are charged a per-credit fee.

Kootenai County Residents ..... $68 first credit
..... $60 each additional credit

Out-of-County, Idaho Residents
Students qualifying for county support .. $68 first credit
..... $60 each additional

Not qualifying for county support ..... $131 first credit
..... $123 each additional

Out of State or Country ..... $212 first credit
..... $204 each additional

Special and Incidental Fees

Application Fee $10
This one-time fee is required at the time of an application for admission to NIC as a matriculating (degree seeking) student. It is non-refundable and non-transferable.

Credit by Examination Fee (per credit hour) $10

GED Testing Fee ..... $10 per test

Parking Fee (per year) $10

Special Course Fees ..... See class schedule for charges
(Labs, Physical Education and Music)

Transcript Fee $2
One official copy furnished upon request without charge. Additional copies, when requested, are $2 per copy.

Summer Session:
Consult Summer Session Schedule for tuition and fees.

Noncredit Special Interest Classes:
Fees for noncredit classes differ for each class. A complete fee schedule is available on the course list published each semester.

Room and Board (Dormitory per year) .....
14 meals per week $3,380
19 meals per week $3,510

FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE

Deposits

Associate Degree Nursing Deposit **$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 on or before July 1. No refund will be given if a student withdraws after the prescribed deadline.

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

Applied Technology Program Deposit **$100**
Upon acceptance to a specific applied technology program, students must submit a $100 program deposit by **May 1.** Students accepted after May 1 must submit the deposit no later than 15 days after the date on the acceptance letter. The deposit will be applied to the tuition and fee charges for the initial semester or term of enrollment. **See page 45 for those programs that require a deposit.**

Refund Policy

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

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

FINANCIAL AID

22

Financial Aid - What is it?

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

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

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

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

Eligibility For Financial Aid

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

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

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

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

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

Financial Aid Satisfactory Academic Progress Policy

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

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

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

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

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

Financial Aid Probation

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

Removal From Financial Aid Probation

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

Financial Aid Eligibility Suspension

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

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

Appeal

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

Applying For Scholarships

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

Applying For Financial Aid

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

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

Financial Aid Information

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

Other Financial Assistance Programs

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

Job Location and Development

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

Campus Services

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

Advising • 769-3370

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

Bookstore • 769-3364

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

Business Office • 769-3344

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

Campus Emergency Phones

Six 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 is equipped with two call buttons, one that rings to the Campus Safety Office and the other dials direct to the 911 switchboard. These phones are for the use of students, staff or visitors in case of an emergency. Emergency phone location maps are available at the Campus Safety Office.

Campus Safety • 769-3310 (24 hours)

Campus Security/Parking & Vehicle Registration

All matters concerning parking, parking permits, campus safety, security, emergency response, special event set-up, room openings, lost and found, custodial and grounds services, and enforcement of all college regulations and rules, and applicable federal, state, city, and county laws and ordinances on college property, should be directed to this office.

The Campus Security and Nightwatch Staff actively patrol the grounds, buildings and parking lots 24 hours a day and will respond to any emergency or problem.

The Campus Safety Office, located at 905 River Avenue, is open 7:30 a.m. to 5 p.m. Monday through Friday. Parking permits are $10 for the year beginning each fall semester. All motor driven vehicles operated on campus are required to be registered and display a parking permit.

Career Center • 769-7700

The NIC Career Center, located on the second floor of the Student Union Building, offers a wide variety of services to help students and prospective students with all aspects of career planning and job hunting. Career assessments are available to provide students with ideas for making meaningful career choices. The Center also provides the latest information on career planning and job hunting, including information on careers related to every major offered at NIC. Names of community contacts are located in the Informational Interview notebook, which gives students an opportunity to ask career questions of someone working in a specific occupation. Assistance is also available to help students discover the hidden job market, write a resume that gets an interview, and then interview in a manner that gets the desired job. Students may explore full-time and part-time job listings, Job Service jobs, summer jobs, volunteer opportunities, and internships. Computers are available for student use to access the Internet for job searching and to gather career information.

Center for New Directions • 769-3445

The Center for New Directions (CND) provides services for single parents and other adults returning to educational programs. The services include individual, personal, career, and educational counseling and a variety of classes and workshops. Project Re-Entry, a non-credit six week class for adults returning to school or the workforce, is offered five times a year. The Center for New Directions is located on the first floor of the Siebert Building.

Children's Center • 769-3471

The NIC Children's Center is located in the Lakeside Center behind the gymnasium and is open weekdays from 7 a.m. to 5:15 p.m. Students with children from 2 1/2 to 5 years of age may receive child care at very reasonable half-day or full-day rates. Child care is education-based with developmental activities provided

by qualified and caring teachers. Applications can be obtained at the Children's Center and should be submitted early since space is limited.

Computer Labs

Central Labs	Library/Computer Center	769-3380
Macintosh Lab	Boswell Hall, Rm. 204	769-3331

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

Counseling • 769-3370

Counseling Services, located on the second floor of the Student Union Building, offers direction or support to enrolled students who want help managing the demands of college and personal life. This confidential assistance could include easy access to helpful information, casual chats, support groups, career counseling, personal counseling, or referral to appropriate community resources. A friendly staff of counselors and counseling interns are available to help with any concern that might interfere with student success or well-being.

Support for Students With Disabilities 769-3370

The Support Coordinator for Students with Disabilities is located in Student Services on the second floor of the Student Union Building. The Coordinator helps students with a review of their needs, an orientation of procedures, academic advising, referrals, enrollment assistance, and coordination of appropriate accommodations that may include interpreters, notetakers, tutors, readers, scribes, taped materials, translations to large print, priority or assisted registration, disability parking, and other reasonable provisions. Students who would like to voluntarily declare a disability and receive support should contact the Coordinator at least two months prior to their first semester of attendance. Inquiries are considered confidential and do not influence the admissions process. As part of obtaining reasonable accommodations students must also:

1. Investigate any possible support for funding or services through appropriate non-college resources such as the Division of Vocational Rehabilitation, Recordings for the Blind, State of Idaho Commission for the Blind, etc.
2. Submit medical or other diagnostic documentation to verify the disability and/or limitation and participate in any additional needed evaluations.
3. Make specific disclosures or requests at least two weeks (or as early as possible) in advance of any course assignment, workshop, program, or activity for which an accommodation is needed and cooperate with efforts to arrange the needed provisions.

Minority Student Support • 769-3370

Specialized support is available to American bicultural students through Student Services on the second floor of the Student Union Building. A qualified advising specialist will offer a friendly and sensitive exploration of culture related needs, and will coordinate assistance with scholarships, enrollment, academic advising, tribal support programs, cultural recognition activities, campus clubs and more.

Health Insurance • 769-7761

Mandatory Accident Insurance is required for all students enrolled in one or more credits. The insurance covers accidents occurring only on the North Idaho College campus. The cost to the student is $8 per semester and will be charged at the time of registration.

Health insurance can be purchased in addition to the accident insurance for students enrolled in five or more credits. The health insurance is an 80/20 policy with a $50 per accident deductible. It can be purchased for a semester or on an annual basis.

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

For policy and coverage information, claims, questions, or to purchase the insurance contact Leah McGowan at 769-7761.

Health Services • 769-3370

A nurse practitioner or registered nurse is available weekdays for health consultation for students. Services include evaluation of minor injuries and acute health problems such as colds, flu, bladder infections, sexually transmitted diseases, etc. Reproductive health and general physical exams may be scheduled as well. Immunizations and allergy shots may be scheduled by appointment.

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

Health service visits are free to all students and **are not** related to whether or not you carry student health insurance. Students are responsible for most laboratory charges if they do not have any health insurance coverage. Health services that extend beyond the scope of a nurse practitioner will be referred to a physician.

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

Health Services is located on the second floor of the Student Union Building. All services are by appointment (unless it is an emergency) and can be scheduled by calling 769-3370.

International Student Advising 769-3381

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

The Learning Center • 769-3450

The Learning Center is a friendly, caring environment for North Idaho College students and community members. Services are provided through courses, tutoring, supplemental instruction, workshops, computers and other instructional modes. Assistance is available for many different learning styles and abilities.

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

The Learning Center also features computer-assisted instruction and uses computers to identify student learning styles, explore and establish career goals, and assist with time management.

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

Supplemental instruction targets historically difficult classes for extra assistance. A trained student leader provides special sessions to students of all ability levels in a small group, structured setting. Sessions are available several times per week.

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

Adult Basic Education offers free instruction for adults 16 years of age and older who did not complete high school or have a basic skills deficiency. Adult Basic Education students receive instruction in reading, writing, mathematics, careers and life skills. Students may also attain a GED or High School Equivalency Certificate.

Learning Resources

Library	769-3355
Instructional Technology	769-3429

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

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

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

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

The Library houses approximately 43,000 volumes and 450 periodical titles. Videos, audio cassettes, and compact discs play an important role in supporting NIC's diverse curriculum. Enhanced computer and telecommunications capabilities include on-line database services, Internet access, CD-ROM databases, a fax machine and telecommunications classroom.

The Library also offers a self-service copy center with copy machines, a transparency machine, paper cutters and other equipment needed to complete classroom assignments. A typewriter and color copies are also available for student use. Microcomputers for student use are located in the second floor computer labs.

Legal Advice • 769-3367 • 769-3370

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

Lost and Found • 769-3310

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

Registrar's Office • 769-3321

The Registrar's Office, located in Lee Hall, serves the students, faculty and staff of the college. The office registers students for credit and non-credit classes; records changes in student schedules; processes withdrawals from classes; maintains student transcripts and files;

mails out grade reports; issues diplomas; and verifies enrollment for student loan guarantors and the Veteran's Administration.

Special Populations/Applied Technology Program Services 769-3468

A Special Populations Coordinator is available to provide support services for Applied Technology students prior to and during enrollment in a technical program. The Coordinator also serves as a liaison between faculty, students and other on-campus departments on issues relating to advising, registration, transcript assessment, curriculum and counseling.

Veterans Administration (VA) Educational Benefits • 769-3281

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

Students receiving benefits should be aware that payment of benefits is based upon actual class attendance, not number of credits. Thus, if a student enrolls for 12 credits and one of the classes meets only eight weeks, the student will be considered full-time for benefits only during the time in which he/she is attending the eight-week class; at the end of the class, the student will be considered a three-quarter time student for benefit purposes only. This same regulation applies to courses such as ENGL 099A, 099B and 099C; even though the student is enrolled for three credits for the sequence, enrollment is considered as one credit for benefit purposes only.

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

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

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

Student Life

Campus Activities

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

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

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

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

Student clubs are another important part of the ASNIC system. The Intra-Club Council oversees more than 30 established clubs at NIC. Some of these organizations include the Engineering Club, Pub Club (publications), Sailing Club, DEC, Rodeo Club, VICA, Welding Club, International Student Relations Club, and many more. Clubs participate in many student activities and also get involved in volunteer projects in the local community.

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

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

Associated Student Body

769-3367

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

campus organizations.

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

Student Handbook

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

Student Identification Cards

All students enrolled at NIC will be issued a Student Identification Card. This card is one of the most important items you will receive during the registration process. With it you are able to access numerous areas on campus and enjoy a variety of events at a discount or free of charge.

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

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

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

NIC Popcorn Forum

The North Idaho College Popcorn Forum, sponsored by the Department of Political Science and the Associated Student Body governing board, was created during the 1970-71 academic year and has presented more than 325 lectures by national and international speakers over the past 26 years. The campus lectures deal with a variety of topics including politics, UFO's, Big Foot, theology, the Bill of Rights, mysteries, women's issues, nuclear war, world travel, evolution and creation, psychology, DNA, human sexuality, arts, humanities, sciences and wildlife photography.

NIC Convocations

NIC Convocations entail various programs around a central theme planned by a committee of faculty members and students. The events include outside speakers, entertainers, movies, and exhibits. The Convocations Committee often co-sponsors a week-long symposium in conjunction with the NIC Popcorn Forum.

NIC-TV Public Forum

Sponsored by the Learning Resources Department, the NIC-TV Public Forum television program is one of the longest running college produced TV programs in America. The "Public Forum" has been on the air since September, 1972. "Public Forum" is broadcast weekly and has produced more than 1,100 programs. It can be seen on PBS stations KSPS (Spokane), KUID (Moscow), KCDT (Coeur d'Alene), KAID (Boise), KIPT (Twin Falls), KISU (Pocatello) and commercial TV station Channel 58 in Coeur d'Alene.

Sentinel

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

Trestle Creek Review

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

History and Folklife Center

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

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

Directory Information

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

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

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

Housing

Shepperd/Gridley Hall

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

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

Residence hall information can be obtained through the Housing Coordinator in Shepperd/Gridley Hall (769-3409) or through Auxiliary Services (769-3361).

Application

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

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

Food Service

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

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

Plan 14 Two meals a day, Monday through Sunday.

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

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

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

Room and Board Costs

As with tuition and fees, room and board costs are set on an annual basis by the College Board of Trustees. The room and board costs for the 1996-97 school year are $3,510 (19 meal/week - double room) and $3,380 (14 meal/week - double room).

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

Off Campus

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

Evening Credit Courses

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

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

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

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

Outreach Credit Courses

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

Summer Credit Courses

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

Workforce Training and Community Education

NIC's Workforce Training and Community Education Department is located in the Riverbend Commerce Park in Post Falls and offers courses that are designed with "something for everyone." Over 7,000 students enroll annually in a wide variety of courses which offer personal and professional development opportunities. Workforce Training and Community Education courses and programs are open to anyone over the age of 16. Courses are non-credit and do not require diploma or residency restrictions. Instructors are experts in their fields with hands-on, practical information.

Workforce Training

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

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

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

Customized Training

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

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

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

Community Education

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

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

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

Student cultural exchanges are offered through International Studies. Through a sister college agreement

students from Korea and NIC participate in educational exchanges each year. Community Education offers year-round opportunities for travel and education throughout the world via affiliation with the TraveLearn program.

Idaho Small Business Development Center (ISBDC)

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

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

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

Continuing Education Unit

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

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

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

The Learning Center/ General Education Development/ Adult Basic Education

The Learning Center is a friendly, caring environment for North Idaho College students and community members. Services are provided through courses, tutoring, supplemental instruction, workshops, computers and other instructional modes. Assistance is available for many different learning styles and abilities.

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

The Learning Center also features computer-assisted instruction and uses computers to identify student learning styles, explore and establish career goals, and assist with time management.

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

Supplemental instruction targets historically difficult classes for extra assistance. A trained student leader provides special sessions to students of all ability levels in a small group, structured setting. Sessions are available several times per week.

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

Adult Basic Education offers free instruction for adults 16 years of age and older who did not complete high school or have a basic skills deficiency. Adult Basic Education students receive instruction in reading, writing, mathematics, careers and life skills. Students may also attain a GED or High School Equivalency Certificate.

Intensive English Language Program (IELP)

NIC's Intensive English Language Program (IEFL) offers three levels of instruction: Low-Intermediate, Intermediate and Advanced. A TOEFL (Test of English as a Second Language) test is not required to enter the program. Students who successfully complete the program may become full-time regular academic students.

Students spend 15-18 hours per week in the classroom where studying:
Listening and Speaking;
Writing;
Grammar;
Reading;
and Conversation.

To apply to the IELP, a prospective student must submit the following:

Application for Admission;
Transcripts from all high school and colleges attended;
Health Certificate;
Financial Statement;
Student Profile Sheet;
$10 Application Fee

Applicants must also have studied English for at least four years and have a limited understanding of English syntax and phonetics. For admissions and fee information see the Admissions section, page 17.

For more information and applications contact:

Office of Admissions
North Idaho College
1000 West Garden Avenue
Coeur d'Alene, Idaho, 83814 USA
(208) 769-3311 FAX (208) 769-3431

Correspondence Study

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

Definition of Credit

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

(1) 50 minutes in class each week for one semester (which assumes twice this amount of time in study and preparation outside the classroom),

or

(2) two to three hours in laboratory each week for a semester,

or

(3) the equivalent combinations of (1) and (2).

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

Credit Enrollment Limits

The normal credit enrollment limit for students is 15 to 18 credit hours, provided the student is not engaged in outside employment. Registering for an excessive number of credits may result in marginal performance. Students enrolling for more than 17 credits will be assessed a per-credit overload fee. Students who wish to carry more than 19 credit hours per semester must have the written permission of the Dean of Students.

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

College Transcript

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

Full-Time Classification

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

Freshman/Sophomore Classifications

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

Course Numbering System

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

Independent Studies

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

Credit by Examination

1. Challenge for Credit

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

2. CLEP Exam

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

3. Advanced Placement Examinations

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

Academic Probation, Suspension and Disqualification

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

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

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

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

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

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

Academic Renewal

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

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

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

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

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

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

Audit

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

Grading Procedure

Grades Issued

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

A	4.0	Excellent
A-	3.7	Excellent
B+	3.3	Good
B	3.0	Good
B-	2.7	Good
C+	2.3	Average

C	2.0	Average
C-	1.7	Average
D+	1.3	Poor
D	1.0	Poor
D-	.7	Poor
F	0.0	Failing

Other grades awarded are W (withdrawal according to proper procedure); I (incomplete work of passing grade); S (satisfactory - requires an equivalent of at least C or 2.0 work; used for designated courses only and for midterm grades); U (unsatisfactory - for courses in which an 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 103 and a grade of C in Math 101:

English 103: (B-) 2.7 x 3 credits = 8.1 grade points
Math 101: (C) 2.0 x 4 credits = 8.0 grade points
8.1 + 8.0 = 16.1 grade points + 7 credits = 2.3 GPA.

Grade Changes

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

Incompletes

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

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

Withdrawals

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

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

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

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

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

Instructor Initiated Withdrawal

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

Student Appeals

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

Repeating a Course

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

Physical Education Requirements

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

Participants in intercollegiate athletics receive one credit per semester per sport. Two credits will meet the P.E. requirements for the A.A. and A.S. degrees.

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

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

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

Transcript Request

Upon completion of college credit courses, a student may have his/her record of credits and general credentials transferred to any other institution. A special form provided for this purpose is made out by the Registrar and sent directly to the institution indicated. The transcript includes the college courses, grades, credits, grade point average and notation of program completion. Students are urged to consult with the Office of the Registrar for further details. Each student is entitled to one free copy of his or her transcript. Additional copies will require the payment of a special fee. It should be noted that the signature of the student is required by Federal law for release of the transcript.

Class Schedule Changes

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

Examinations

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

Dean's List (Honor Roll)

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

Attendance

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

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

Conduct

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

Graduation

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

Application for Graduation

Candidates for graduation at the annual spring commencement exercises must file an Application for Graduation form with the Registrar's Office no later than **November 15**. Candidates for graduation at other times during the year should file an Application for Graduation by April 1 for Summer Session or May 1 for Fall Semester. Filing early enables the Registrar's Office to evaluate the transcript early and advise students of any course deficiencies in their programs.

Final Credits Earned and Exceptions

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

Catalog Issue

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

Credit Limitations

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

(a) 24 credits earned by examination.

(b) 32 credits earned by correspondence or examination.

Second Associate Degree

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

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

Certificate of Completion

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

Information for Transfer Students

North Idaho College has "articulation" agreements with all Idaho public colleges and universities which mean students who have received either NIC's Associate of Arts (A.A.) or Associate of Science (A.S.) Degree transfer with junior standing. A similar agreement exists with Eastern Washington University and Gonzaga University for graduates of NIC's A.A. degree. There is also a special program for those students who wish to transfer to Montana State University-Northern.

Most four-year institutions require one-half of the total required bachelor degree credits to be upper division courses (300-400 level). In addition to the core requirements fulfilled by NIC's A.A. or A.S. degree, some programs may require specific lower division courses (100-200 level) within the student's major. Determination of required courses should include an early consultation with the transfer institution's catalog. To help with planning prior to the selection of a transfer institution, many suggested transfer programs are included in the Program Guidelines section of this catalog which begins on page 44.

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

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

Associate of Arts and Associate of Science Degree Goals

Goal 1: To express ideas in clear, logical, and grammatically correct written English.

Goal 2: To express ideas clearly, correctly, logically, and persuasively in spoken English.

Goal 3: To gain an understanding of mathematics as a language in which to express, define, and answer questions about the world.

Goal 4: To understand how the biological and physical sciences explain the natural world.

Goal 5: To understand the creative processes, the aesthetic principles, and the historical traditions of one or more of the fine arts.

Goal 6: To understand how major works of literature explore the human condition and examine human values.

Goal 7: To understand how major philosophies influence human thought and behavior.

Goal 8: To understand the history and culture of Western Civilization.

Goal 9: To understand cultures other than those of the United States and/or develop communication skills in a foreign language.

Goal 10: To understand how political and/or economic organization, structures, and institutions function and influence human thought and behavior.

Goal 11: To understand how people function within society.

The Associate of Arts (A.A.) Degree

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

1. Complete a minimum of 64 semester credits of 100 and 200 level courses with a gradepoint average of 2.000 (C) or better in all work attempted, ***and,***
2. Satisfy distribution requirements listed below, with a grade of C- or better in each course.

ENGLISH COMPOSITION REQUIREMENT
Complete these two courses (6 Credits)

____	ENGL 103	English Composition*	3
____	ENGL 104	English Composition	3

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

COMMUNICATION REQUIREMENT
Complete this course (3 Credits)

____	COMG 131	Introduction to Speech	3

CRITICAL THINKING REQUIREMENT
Complete this course (3 Credits)

____	PHIL 120	Logic & Critical Thinking	3

ARTS and HUMANITIES REQUIREMENT
Complete one course in each group (6 Credits)

		Group 1	
____	ART 101	Survey of Art I	3
____	ART 102	Survey of Art II	3
____	ART 103	Art Appreciation	3
____	CINA 126	Film and International Culture	3
____	HUMN 101*	Montage: Intro to Humanities	3
____	MUS 125	Survey of Music	3
____	MUS 140	Intro to Music Literature	3
____	MUS 251	Introduction to Music History	3
____	THTR 101	Introduction to the Theatre	3
		Group 2	
____	ENGL 111	Literature of W. Civilization	3
____	ENGL 112	Literature of W. Civilization	3
____	ENGL 175	Introduction to Literature	3
____	ENGL 267	Survey of English Literature	3
____	ENGL 268	Survey of English Literature	3
____	ENGL 277	Survey of American Literature	3
____	ENGL 278	Survey of American Literature	3
____	HUMN 101*	Montage: Intro. to Humanities	3
____	PHIL 103	Intro. to Philosophy	3
____	PHIL 201	Ethics	3

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

LABORATORY SCIENCE REQUIREMENT
Complete two courses from two different groups (8 credits)

		Group 1	
____	BIOL 100	Fundamentals of Biology	4
____	BIOL 175	Human Biology	4
____	BIOL 201	Intro to Life Sciences	4
____	BIOL 231	General Ecology	4
____	BTNY 203	General Botany	4
____	FORS 221	Forest Ecology	4
____	ZOOL 107	Human Anatomy & Physiology	4
____	ZOOL 202	General Zoology	4
		Group 2	
____	CHEM 107	Basic Concepts of Chemistry I	4
____	CHEM 111	Principles of Chemistry I	4
____	ENSI 119/120	Intro to Environmental Science	4
		Group 3	
____	GEOG 100/100L	Physical Geography	4
____	GEOL 101/101L	Physical Geology	4
____	GEOL 106/106L	Historical Geology	4
____	GEOL 123	Geology of Idaho & Pacific NW	4
		Group 4	
____	PHYS 101	Fund of Physical Science	4
____	PHYS 103/104	Elementary Astronomy	4
____	PHYS 113/115	General Physics I	4

CULTURAL DIVERSITY REQUIREMENT
Complete one of the following (3-4 Credits)

____	ANTH 225	Native People of N. America	3
____	FLAN 207	Contemporary World Cultures	3
____	FREN 201	Intermediate French	4
____	FREN 202	Intermediate French	4
____	GERM 221	Intermediate German	4
____	GERM 222	Intermediate German	4
____	MUS 127	Survey of Popular Music	3
____	PHIL 111	World Religions	3
____	SPAN 281	Intermediate Spanish	4
____	SPAN 282	Intermediate Spanish	4

Associate of Arts Degree (continued)

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

		Group 1	
____	ANTH 120	Social and Cultural Anthro	3
____	PSYC 100	Introduction to Psychology	3
____	SOC 110	Introduction to Sociology	3
		Group 2	
____	ECON 151	Principles of Economics (Macro)	3
____	ECON 152	Principles of Economics (Micro)	3
____	POLS 101	American Nat'l Government	3
____	POLS 105	Intro to Political Science	3
		Group 3	
____	HIST 101	History of Civilization	3
____	HIST 102	History of Civilization	3
____	HIST 111	U.S. History	3
____	HIST 112	U.S. History	3
		Group 4	
____	ANTH 110	Intro to Physical Anthropology	3
____	ANTH 230	Intro to Arch & World Prehistory	3
____	CHD 134	Infancy through Middle Childhood	3
____	PHIL 131	Introduction to Religion	3
____	POLS 102	State & Local Government	3
____	PSYC 205	Developmental Psychology	3
____	SOC 220	Marriage and Family	3
____	SOC 230	Social Problems	3

MATHEMATICS REQUIREMENT
Complete one of the following (3-5 Credits)

____	BUS 251	Principles of Statistics	3
____	MATH 115	Finite Mathematics	4
____	MATH 120	Contemporary Mathematics	3
____	MATH 155	Precalculus	5
____	MATH 160	Survey of Calculus	4
____	MATH 176	Discrete Math	4
____	MATH 180	Analytic Geom & Calc I	4

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

____ _____ _____ ____
____ _____ _____ ____

COMPUTER SCIENCE REQUIREMENT
Complete one of the following (2-3 Credits)

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

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

____ _____ _____ ____
____ _____ _____ ____
____ _____ _____ ____
____ _____ _____ ____
____ _____ _____ ____
____ _____ _____ ____
____ _____ _____ ____
____ _____ _____ ____
____ _____ _____ ____

The Associate of Science (A.S.) Degree

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

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

ENGLISH COMPOSITION REQUIREMENTS

Complete these two courses (6 credits)

____	ENGL 103*	English Composition	3
____	ENGL 104	English Composition	3

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

LABORATORY SCIENCE REQUIREMENT

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

____	BACT 250	General Microbiology	4
____	BIOL 100	Fundamentals of Biology	4
____	BIOL 175	Human Biology	4
____	BIOL 201	Introduction to Life Sciences	4
____	BIOL 231	General Ecology and Lab	4
____	BTNY 203	General Botany	4
____	BTNY 241	Systematic Botany	4
____	CHEM 103	Prep for College Chemistry	4
____	CHEM 107	Basic Concepts of Chemistry I	4
____	CHEM 111	Principles of Chemistry I	4
____	CHEM 112	Principles of Chemistry II	5
____	CHEM 114	Gen Chemistry	4
____	ENSI 119/120	Intro to Envir Science and Lab	4
____	FORS 221	Forest Ecology	4
____	GEOG 100/100L	Physical Geography and Lab	4
____	GEOL 101/101L	Physical Geology and Lab	4
____	GEOL 106/106L	Historical Geology and Lab	4
____	GEOL 123	Geology of Idaho & Pacific NW	4
____	PHYS 101	Fund of Physical Science	4
____	PHYS 103/104	Elementary Astronomy and Lab	4
____	PHYS 113/115	Gen Physics I and Lab	4
____	PHYS 114/116	Gen Physics II and Lab	4
____	PHYS 210/212	Engineering Physics and Lab	4
____	PHYS 220/223	College Physics I and Lab	4
____	PHYS 221/224	College Physics II and Lab	4
____	ZOOL 107	Human Anatomy & Physiology	4
____	ZOOL 108	Human Anatomy & Physiology	4
____	ZOOL 202	General Zoology	4

SOCIAL SCIENCE & ARTS & HUMANITIES REQUIREMENTS

Complete **15 credits** from the following two lists of courses.

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

____	ANTH 110	Intro to Physical Anthropology	3
____	ANTH 120	Social & Cultural Anthropology	3
____	ANTH 225	Native People of North America	3
____	ANTH 230	Intro to Arch & Wrld Prehistory	3
____	CHD 134	Infancy through Middle Childhood	3
____	ECON 151	Principles of Economics (Macro)	3
____	ECON 152	Principles of Economics (Micro)	3
____	HIST 101	History of Civilization	3
____	HIST 102	History of Civilization	3
____	HIST 111	U.S. History	3
____	HIST 112	U.S. History	3
____	PHIL 131	Introduction to Religion	3
____	POLS 101	American Nat'l Government	3
____	POLS 102	State and Local Government	3
____	POLS 105	Intro to Political Science	3
____	PSYC 100	Intro to Psychology	3
____	PSYC 205	Developmental Psychology	3
____	SOC 110	Introduction to Sociology	3
____	SOC 220	Marriage and Family	3
____	SOC 230	Social Problems	3

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

____	ART 101	Survey of Art I	3
____	ART 102	Survey of Art II	3
____	ART 103	Art Appreciation	3
____	CINA 126	Film and International Culture	3
____	ENGL 111	Literature of Western Civilization	3
____	ENGL 112	Literature of Western Civilization	3
____	ENGL 175	Introduction to Literature	3
____	ENGL 267	Survey of English Literature	3
____	ENGL 268	Survey of English Literature	3
____	ENGL 277	Survey of American Literature	3

continued...

Associate of Science Degree (continued)

____	ENGL 278	Survey of American Literature	3
____	FLAN 207	Contemporary World Culture	3
____	HUMN 101	Montage: Intro to the Humanities	3
____	MUS 125	Survey of Music	3
____	MUS 140	Introduction to Music Literature	3
____	MUS 127	Surv. of American Popular Music	3
____	MUS 251	Introduction to Music History	3
____	PHIL 103	Introduction to Philosophy	3
____	PHIL 111	World Religions	3
____	PHIL 201	Ethics	3
____	THTR 101	Introduction to the Theatre	3

All foreign languages are one discipline

____	FREN 201	Intermediate French	4
____	FREN 202	Intermediate French	4
____	GERM 221	Intermediate German	4
____	GERM 222	Intermediate German	4
____	SPAN 281	Intermediate Spanish	4
____	SPAN 282	Intermediate Spanish	4

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

____	_____	_____	____
____	_____	_____	____
____	_____	_____	____
____	_____	_____	____
____	_____	_____	____
____	_____	_____	____
____	_____	_____	____
____	_____	_____	____
____	_____	_____	____
____	_____	_____	____

COMMUNICATION REQUIREMENT
Complete this course (3 Credits)

____	COMG 131	Introduction to Speech	3

MATHEMATICS REQUIREMENT
Complete one of the following (3-5 Credits)

____	BUSA 251	Principles of Statistics	3
____	MATH 115	Finite Mathematics	4
____	MATH 120	Contemporary Mathematics	3
____	MATH 155	Precalculus	5
____	MATH 160	Survey of Calculus	4
____	MATH 176	Discrete Math	4
____	MATH 180	Analytic Geometry & Calculus I	4
____	MATH 251	Principles of Applied Statistics	3

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

____	_____	_____	____
____	_____	_____	____

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

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

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

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

General Education or Related Instruction Requirements (12 credits)

In order to qualify for an Associate of Applied Science degree, students are required to include 12 credits of related instruction as detailed below. Most programs include specific courses that meet the individual related instruction requirements, but are not identified as "communications" or "occupational and/or human relations." For programs that list an "Occupational and/or Human Relations elective," the courses listed below under the Occupational and/or Human Relations heading may be used to satisfy that requirement. Consult with your program instructor and or adivsor.

Communications

Choose from six (6) credits of the following:

COMG 101	Interview Techniques	2
COMG 131	Introduction to Speech	3
COMG 133	Improving Listening Skills	1
COMG 134	Nonverbal Communication	2
COMG 209	Argumentation	3
COMG 233	Interpersonal Communication	3
COMG 236	Small Group Communication	3
ENGL 099	Fundamentals for Writing	3
ENGL 103	English Composition	3
ENGL 104	English Composition	3
ENGL 202	Technical Writing	3
ENGL 272	Business Writing	3

Mathematics, Business, Economics, Statistics

Choose from three (3) credits of the following:

BUSA 110	Small Business Accounting	3
BUSA 127	Introduction to Business	3
BUSA 138	Accounting for Managers	3
BUSA 185	Business Mathematics	3
BUSA 201	Principles of Accounting	3
BUSA 202	Managerial Accounting	3
BUSA 211	Principles of Management	3
BUSA 221	Principles of Marketing	3
BUSA 251	Principles of Statistics	3
BUSA 265	Legal Environment of Business	3
MATH 101	Intermediate Algebra	4
MATH 115	Finite Mathematics	4
MATH 120	Contemporary Mathematics	3
MATH 145	Advanced Technical Mathematics I	4
MATH 146	Advanced Technical Mathematics II	3
MATH 155	Pre-Calculus	5
MATH 180	Analytic Geometry & Calculus I	4
MATH 251	Principles of Applied Statistics	3
ECON 201	Principles of Economics	3
ECON 202	Principles of Economics	3

Occupational and/or Human Relations

Choose from three (3) credits of the following:

ATEC 103	Aplied College Survival Skills	2
ATEC 109	Occupational Relations	1
ATEC 110	Successful Job Search	1
ATEC 119	Occupational Relations/Work Ethics	2
COMG 200	Seminar: Human Potential	2
HSS 101	Introduction to Human Services	2
LAWE 103	Introduction to Criminal Justice	3
MGMT 256	Problem Solving-Team Dynamics	3
PHIL 120	Logic and Critical Thinking	3
PHIL 201	Ethics	3
PHIL 292	Ethics in Health Care	3
PSYC 100	Introduction to Psychology	3
PSYC 205	Developmental Psychology	3
PSYC 211	Abnormal Psychology	3
SOC 110	Introduction to Sociology	3
SOC 220	Marriage and Family	3
SOC 230	Social Problems	3
SOWK 240	Introduction to Social Work	3

Student Educational Plan

1ST SEMESTER _____

COURSE	CR.	G	W
TOTAL			

2ND SEMESTER _____

COURSE	CR.	G	W
TOTAL			

3RD SEMESTER _____

COURSE	CR.	G	W
TOTAL			

G= Grade Earned
W= Withdrawal Date

4TH SEMESTER _____

COURSE	CR.	G	W
TOTAL			

5TH SEMESTER _____

COURSE	CR.	G	W
TOTAL			

6TH SEMESTER _____

COURSE	CR.	G	W
TOTAL			

College Transfer Programs

General Information

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

Transfer Credit Hours

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

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

Transfer Programs Offered

Applied Technology/Occupational Programs

General Information

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

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

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

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

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

Some programs require electives to fulfill the General Education Requirement. Those electives are listed on page 42. Students should consult their advisor for assistance in setting up their program of study.

The Bridge Program

Prior to entering a specific technical program, prospective students may wish to take advantage of the Bridge Program. This program is designed to afford students an opportunity to receive necessary skill-building, learn more information about Applied Technology programs, and/or take courses that will apply toward an Associate of Applied Science (A.A.S.) Degree within their chosen field prior to entering the technical program. Students receiving provisional admission to a technical program may be required to complete appropriate coursework in the Bridge Program prior to being accepted into the program (see page 13).

Suggested courses may include, but are not limited to the following:

ATEC 103, 108, 109, 110, 118, 119; DEED 010, 013, 017, 040, 041, 042, 100, 105; ENGL 095, 099, 103, 202; BUSO 101A, BUSA 100 and CS 100.

See page 42 for additional courses that may be slected from the A.A.S. Degree Electives.

In addition to these courses, the NIC Learning Center has tutorial support and computer programs designed to help students identify and remediate skills that relate directly to specific Applied Technology programs. Because of the variety of options and course requirements within each program, prosepective Applied Technology students are advised to consult with the Applied Technology Counselor in Student Services or the Special Populations Coordinator in the Applied Technology Administrative Office prior to enrolling in any classes.

Applied Technology/ Occupational Programs

**Limited Enrollment. Early application is encouraged. A $100 deposit is required for these programs after the student has been accepted. Please contact the Admissions Office for further information.*

Anthropology

Transfer Program

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

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

Associate of Arts Degree

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

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

Art

Transfer Program

The Art Department is structured as a broad introduction to the nature, vocabulary, media, styles, and themes of the visual arts. Students pursuing an art major and transferring credits to a four-year institution may complete all basic art requirements during their attendance at NIC or may pursue an A.A.S. degree in Commercial Art (page 54).

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

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

Associate of Arts Degree

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

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

Associate of Science Degree

Course	Title	Credit Hours
ART 103	Art Appreciation	3
ART 111/112	Drawing I and II	4
ART 121/122	Design and Creative Process	6
ART 217	Life Drawing I	3
ART 231/232	Beginning Painting I and II	6
ART 241	Sculpture I	3
ART 261	Ceramics I	3
ART 281	Watercolor I	3
COMG 131	Introduction to Speech Communication	3
ENGL 103/104	English Composition	6
	P.E. Activity/Dance	2
	Art Elective (ART 251 recommended)	3
	*Arts and Humanities Elective	3
	*Laboratory Science Electives	8
	*Mathematics Elective	3-4
	*Social Science Electives	6
	General Electives (COMP 281 recommended)	6
	TOTAL	**71-72**

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

Auto Body Technology

Applied Technology Program

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

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

All phases of refinishing, including clear coats; welding, including MIG; body panel repair; estimating; panel and glass replacing; unibody and frame aligning; electrical diagnosing and repair; and many other related subjects are covered in detail. Health and safety are promoted in the shop, along with learning to do quality work. Strong basic math skills and good reading skills are recommended. Remedial support is available through the NIC Learning Center.

A general education component consisting of communications, occupational relations, how to get a job, and computational skills (math for estimates, etc.) is also taught. Successful completion of the first semester is required to continue to the next semester of the program.

Certificate of Completion

First Semester

Course	Title	Credit Hours
ABRR 151	Auto Body Technology Theory I	6
ABRR 151L	Auto Body Technology Lab I	8
MATH 025	Computational Skills	1

Second Semester

ABRR 152	Auto Body Technology Theory II	3
ABRR 152L	Auto Body Technology Lab II	10
ATEC 109	Occupational Relations	1
ATEC 110	Successful Job Search	1
ENGL 095	Communication Skills	1

Summer Session

ABRR 153	Auto Body Technology Theory III	1
ABRR 153L	Auto Body Technology Lab III	2
	TOTAL	34

Automotive Technology

Applied Technology Program

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

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

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

Due to the complexity of today's cars, the service manuals used in the industry require a high degree of math skills, reading skills and comprehension. Skill-building courses are available in those areas and others, if necessary. Students with low assessment scores may be advised to improve basic skills through the Learning Center and/or the Bridge Program. (For more information see Bridge Program, page 45). Successful completion of each semester is required for admission to the next.

Certificate of Completion/ First Year Associate of Applied Science Degree

First Semester

Course	Title	Credit Hours
ATDT 105	Orientation/Safety/Gen. Shop Proc.	1.0
AUTO 121	Powertrain/Brakes	3.5
AUTO 122	Differential	0.5
AUTO 130	Gas Engine Fundamentals	3.0
AUTO 115L	Auto Lab	5.5
ATEC 119	Occupational Relations/Work Ethics	2.0
MATH 035	Technical Mathematics	3.0

Second Semester

AUTO 141	Electrical System Fundamentals	5.0
AUTO 160	Tune-Up Fundamentals	1.5
AUTO 126	Steering/Suspension	2.0
AUTO 116L	Auto Lab	5.0
ATEC 110	Successful Job Search	1.0
ENGL 099	Fundamentals for Writing	3.0
or ENGL 103	English Composition	(3.0)

Summer Session

(Required for one-year Certificate students, optional for two-year Certificate and Degree students)

AUTO 195	Specialization Study	1.0
AUTO 117L	Auto Lab	2.0
	TOTAL	39.0

Two Year Certificate/Second Year of Associate of Applied Science Degree

First Semester

Course	Title	Credit Hours
AUTO 210	Advanced Electrical	1.5
AUTO 221	Advanced Tune-up	1.5
AUTO 250	Computer Controls	1.5
AUTO 215L	General Auto Lab	6.5
	* General Ed. Elective (AAS degree)	3.0

Second Semester

AUTO 260	Computer Controlled Systems	3.0
AUTO 270	Transmission/Transaxle	2.5
AUTO 280	HVAC	1.5
AUTO 216L	Advanced Auto Lab	6.5
	* General Ed. Elective (AAS degree)	3.0
TOTALS	**One-Year Certificate**	**39.0**
	Two-Year Certificate	**60.5**
	A.A.S. Degree	**66.5**

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

Bacteriology-Medical Technology

Transfer Program

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

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

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

Associate of Science Degree

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

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

Biology, Botany, Zoology

Transfer Program

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

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

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

Associate of Science Degree

Course	Title	Credit Hours
BACT 250	General Microbiology	4
BIOL 201	Introduction to Life Sciences	4
BIOL 231	General Ecology	4
BTNY 203	General Botany	4
BTNY 241	Systematic Botany	4

CHEM 111	Principles of Chemistry I	4
CHEM 112	Principles of Chemistry II	5
COMG 131	Introduction to Speech Communication	3
CS 100	Introduction to Computers	3
ENGL 103	English Composition	3
ENGL 104	English Composition	3
MATH 155	Precalculus	5
PHYS 113	General Physics I	3
PHYS 114	General Physics II	3
PHYS 115	General Physics I Lab	1
PHYS 116	General Physics II Lab	1
ZOOL 202	General Zoology	4
	P.E. Activity/Dance	2
	*Arts and Humanities Electives	6
	*Social Science Electives	6-9
	TOTAL	72-75

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

Business Administration

Transfer Program

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

For admission to a College of Business and enrollment in 300-level business courses, the typical requirement is completion of a "business core" which usually includes the following five courses BUSA 201 and 202 (Principles of Accounting), ECON 201 and 202 (Principles of Economics), and BUSA 251 (Principles of Statistics).

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

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

Associate of Science Degree

Course	Title	Credit Hours
BUSA 100	Introduction to Computers	3
BUSA 201	Principles of Accounting	3
BUSA 202	Managerial Accounting	3
BUSA 251	Principles of Statistics	3
BUSA 265	Legal Environment of Business	3
COMG 131	Introduction to Speech Communication	3
ECON 201	Principles of Economics (Macro)	3
ECON 202	Principles of Economics (Micro)	3
ENGL 103	English Composition	3
ENGL 104	English Composition	3
ENGL 205	Interdisciplinary Writing	3
MATH 115	Finite Mathematics	4
MATH 160	Survey of Calculus	4
or MATH 180	Analytical Geometry and Calculus	(4)
PHIL 201	Ethics	3
	P.E. Activity/Dance	2
	Literature Elective	3
	(ENGL 267, 268, 277, or 278 are recommended)	
	*Arts and Humanities Elective	3
	*Laboratory Science Electives	8
	*Social Science Elective	3
	General Elective (students should consider BUSA 117 through BUSA 123)	3
	TOTAL	66

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

Business and Office Technology

Applied Technology Programs

The Administrative Assistant, Legal Secretarial, Medical Secretarial, Office Information Specialist and Paralegal Programs provide coursework required for an Associate of Applied Science Degree. (The Paralegal program guidelines can be found on page). The Office Assistant Program provides coursework required for a Certificate of Completion.

Students may also utilize some Business and Office Technology courses as part of a transfer curriculum in Business Education or Business Administration.

Administrative Assistant

This program provides coursework required for an Associate of Applied Science Degree that leads to responsible positions in a wide variety of office environments.

Course	Title	Credit Hours
BUSA 110	Small Business Accounting	3
or BUSA 201*	Principles of Accounting	(3)
BUSA 117	Introduction to MS-DOS	1
BUSA 121	Introduction to Spreadsheets	1
BUSA 123	Introduction to Databases	1
BUSA 127	Introduction to Business	3
BUSA 185	Business Mathematics	3
BUSA 211	Principles of Management	3
BUSA 265	Legal Environment of Business	3
BUSO 101A+	Basic Keyboarding	1
BUSO 101B+	Basic Keyboarding Applications	1
BUSO 112	Speedwriting	3
BUSO 113	Speedwriting	3
BUSO 115	Records Systems Management	3
BUSO 273	Word Processing/Transcription	3
BUSO 274	Word Processing Applications	3
BUSO 289	Administrative Assistant Internship I	4
BUSO 290	Administrative Assistant Internship II	4
BUSO 295	Office Procedures	3
COMG 131	Introduction to Speech Communication	3
or COMG 233	Interpersonal Speech	(3)
or COMG 236	Small Group Communication	(3)
ENGL 103	English Composition	3
ENGL 272	Business Writing	3
PSYC 100	Introduction to Psychology	3
	^ Electives	3
	^^ Electives	3
	TOTAL	64

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

+ Individuals with skills and knowledge of keyboarding may opt to challenge BUSO 101A and/or 101B.

^ To be mutally agreed upon by student and program coordinator.

^^ BUSA 107, 118B, 120, 122, 133 or BUSO 109, 205, or POLS 102.

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

Legal Secretarial Studies

This program provides coursework required for an Associate of Applied Science Degree that leads to positions in legal environments. Some of the courses in this program will transfer to the Paralegal Program.

Course	Title	Credit Hours
BUSA 110	Small Business Accounting	3
or BUSA 201*	Principles of Accounting	(3)
BUSA 121	Introduction to Spreadsheets	1
BUSA 185	Business Mathematics	3
BUSA 265	Legal Environment of Business	3
BUSO 101A+	Basic Keyboarding	1
BUSO 101B+	Basic Keyboarding Applications	1
BUSO 112	Speedwriting	3
BUSO 113	Speedwriting	3
BUSO 115	Records Systems Management	3
BUSO 205	Legal Terminology/Transcription I	3
BUSO 206	Legal TerminologyTranscription II	3
BUSO 273	Word Processing/Machine Transcription	3
BUSO 274	Word Processing Applications	3
BUSO 291	Legal Secretarial Internship I	4
BUSO 292	Legal Secretarial Internship II	4
BUSO 295	Office Procedures	3
COMG 131	Introduction to Speech Communication	3
or COMG 233	Interpersonal Speech	(3)
or COMG 236	Small Group Communication	(3)
ENGL 103	English Composition	3
ENGL 272	Business Writing	3
PSYC 100	Introduction to Psychology	3
	^ Elective	3
	^^ Elective	2
	Math/Business/Econ Requirement	3
	TOTAL	64

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

+ Individuals with skills and knowledge of keyboarding may opt to challenge BUSO 101A and/or 101B.

^ To be mutally agreed upon by student and program coordinator.

^^BUSA 107, 117, 118B, 120, 122, 123, 133 or BUSO 109, or POLS 102.

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

Medical Secretarial Studies

This program provides coursework required for an Associate of Applied Science Degree that leads to positions in a medical environment.

Course	Title	Credit Hours
BIOL 100	Fundamentals of Biology	4
or BIOL 175	Human Biology	(4)
BUSA 110	Small Business Accounting	3
or BUSA 201*	Principles of Accounting	(3)
BUSA 121	Introduction to Spreadsheets	1
BUSA 185	Business Mathematics	3
BUSO 101A+	Basic Keyboarding	1
BUSO 101B+	Basic Keyboarding Applications	1
BUSO 109	Medical Terminology	3
BUSO 115	Records Systems Management	3
BUSO 157	Medical Coding	3
BUSO 209	Medical Transcription	2
BUSO 210	Advanced Medical Transcription	2
BUSO 273	Word Processing/Transcription	3
BUSO 274	Word Processing Applications	3
BUSO 287	Medical Secretarial Internship I	4
BUSO 288	Medical Secretarial Internship II	4
BUSO 294	Medical Office Procedures	1
BUSO 295	Office Procedures	3
COMG 131	Introduction to Speech Communication	3
or COMG 233	Interpersonal Speech	(3)
or COMG 236	Small Group Communication	(3)
ENGL 103	English Composition	3
ENGL 272	Business Writing	3
PE 288	First Aid	3
PSYC 100	Introduction to Psychology	3
	^ Electives	3
	Math/Business/Econ Requirement	3
	TOTAL	65

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

+ Individuals with skills and knowledge of keyboarding may opt to challenge BUSO 101A and/or 101B.

^ To be mutally agreed upon by student and program coordinator.

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

Office Assistant

The Office Assistant program provides coursework required for a Certificate of Completion that leads to entry-level career opportunities in an office environment. Students may also transfer to an administrative, legal or medical secretarial studies program.

Certificate of Completion

Course	Title	Credit Hours
BUSA 110	Small Business Accounting	3
or BUSA 201*	Principles of Accounting	(3)
BUSA 121	Introduction to Spreadsheets	1
BUSA 185	Business Math	3
BUSO 101A+	Basic Keyboarding	1
BUSO 101B+	Basic Keyboarding Applications	1
BUSO 115	Records System Management	3
BUSO 186	Office Assistant Field Experience	2
BUSO 273	Word Processing/Transcription	3
BUSO 274	Word Processing Applications	3
BUSO 295	Office Procedures	3
COMG 131	Introduction to Speech Communication	3
or COMG 233	Interpersonal Communication	(3)
or COMG 236	Small Group Communication	(3)
ENGL 099	Fundamentals for Writing	3
or ENGL 103	English Composition	(3)
ENGL 272	Business Writing	3
	^ Electives	3
	^^ Microcomputer Electives	3
	TOTAL	38

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

+ Individuals with skills and knowledge of keyboarding may opt to challenge BUSO 101A and/or 101B.

^ To be mutally agreed upon by student and program coordinator.

^^ BUSA 107, 118B, 120, 122, 123 or 133

Office Information Specialist

This program provides coursework required for an Associate of Applied Science Degree that leads to positions in microcomputer-intensive offices.

Associate of Applied Science Degree

Course	Title	Credit Hours
BUSA 107	Survey of Macintosh	1
BUSA 110	Small Business Accounting	3
or BUSA 201*	Principles of Accounting	(3)
BUSA 117	Introduction to MS-DOS	1
BUSA 118B	Introduction to Microsoft Word	1

BUSA 120	Desktop Publishing	3
BUSA 121	Introduction to Spreadsheets	1
BUSA 122	Advanced Spreadsheets	2
BUSA 127	Introduction to Business	3
BUSA 133	Introduction to Microsoft Windows	1
BUSA 185	Business Math	3
BUSA 265	Legal Environment of Business	3
BUSO 101A+	Basic Keyboarding	1
BUSO 101B+	Basic Keyboarding Applications	1
BUSO 112	Speedwriting	3
BUSO 113	Speedwriting	3
or BUSA 211	Principles of Management	(3)
BUSO 115	Records Systems Management	3
BUSO 273	Word Processing/Machine Transcription	3
BUSO 274	Word Processing Applications	3
BUSO 289	Administrative Assistant Internship I	4
BUSO 290	Administrative Assistant Internship II	4
BUSO 295	Office Procedures	3
COMG 131	Introduction to Speech Communication	3
or COMG 233	Interpersonal Speech	(3)
or COMG 236	Small Group Communication	(3)
ENGL 103	English Composition	3
ENGL 272	Business Writing	3
PSYC 100	Introduction to Psychology	3
	^ Electives	3
	TOTAL	**65**

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

* Individuals with skills and knowledge of keyboarding may opt to challenge BUSO 101A and/or 101B.

^ To be mutally agreed upon by student and program coordinator.

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

Business Education

Transfer Program

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

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

Associate of Science Degree

Course	Title	Credit Hours
BUSA 100	Introduction to Computers	3
BUSA 185	Business Math	3
BUSA 201	Principles of Accounting	3
BUSA 202	Managerial Accounting	3
BUSA 265	Legal Environment of Business	3
BUSO 101A	Basic Keyboarding	1
BUSO 101B	Basic Keyboarding Applications	1
BUSO 273	Word Processing/Machine Transcription	3
COMG 131	Introduction to Speech Communication	3
ECON 201	Principles of Economics (Macro)	3
ECON 202	Principles of Economics (Micro)	3
ENGL 103	English Composition	3
ENGL 104	English Composition	3
EDUC 201	Introduction to Teaching	3
POLS 101	American National Government	3
PSYC 100	Introduction to Psychology	3
	P.E. Activity/Dance	2
	*Arts and Humanities Electives	6
	*Laboratory Science Electives	8
	*Mathematics Elective	4
	General Elective (students should consider BUSA 117 through BUSA 123)	2
	TOTAL	**66**

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

Carpentry

Applied Technology Program

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

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

The carpentry program attempts to create actual work situations, emphasizing work ethics, work habits, safety, and oral communication. These skills are necessary for the success of the student in this program. A general

education component consisting of communications, occupational relations, how to get a job, managerial skills, and computational skills is also included. Classes involve construction both on and off campus. Successful completion of the first semester is required for admission into the second semester.

Certificate of Completion

First Semester

Course	Title	Credit Hours
CARP 151	Carpentry Theory I	7.5
CARP 151L	Carpentry Lab I	7.5
MATH 025	Computational Skills	1.0

Second Semester

ATEC 109	Occupational Relations	1.0
ATEC 110	Successful Job Search	1.0
CARP 152	Carpentry Theory II	5.5
CARP 152L	Carpentry Lab II	7.5
ENGL 095	Communication Skills	1.0

Summer Session

CARP 153	Carpentry Theory III	1.0
CARP 153L	Carpentry Lab III	2.5
	TOTAL	35.5

Chemistry

Transfer Program

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

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

Associate of Science Degree

Course	Title	Credit Hours
CHEM 111	Principles of Chemistry I	4
CHEM 112	Principles of Chemistry II	5
ENGL 103	English Composition	3
ENGL 104	English Composition	3
MATH 180	Analytic Geometry and Calculus I	4
MATH 190	Analytic Geometry and Calculus II	4
COMG 131	Introduction to Speech Communication	3
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	2
PHYS 210	Engineering Physics I	3
PHYS 212	Engineering Physics Lab I	1
PHYS 221	Engineering Physics II	4
PHYS 224	Engineering Physics Lab II	1
MATH 200	Analytic Geometry and Calculus III	3
MATH 295	Introduction to Ordinary Differential Equations	3
	P.E. Activity/Dance	2
	*Arts and Humanities Electives	9
	*Social Science Electives	6
	TOTAL	72

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

Child Development

Transfer Program

The Child Development program is designed to meet the requirements of those students pursuing transfer to a four-year institution and/or seeking entry level career opportunities in early care and education, preschool and Head Start. Continued study leading to a baccalaureate degree affords career options in elementary education (particularly K-3), special education, and other child-related fields.

Completion of the following courses results in an associate degree and meets the general core requirements at all Idaho public universities. Course selection should be tailored to match requirements as defined by intended transfer institutions. Students planning to attend Eastern Washington University should consider the Associate of Arts Degree program, while students planning to attend Idaho universities should pursue the Associate of Science Degree program.

Associate of Arts Degree

Course	Title	Credit Hours
CHD 134	Infancy through Middle Childhood	3
CHD 243	Early Childhood Education	2
CHD 254	Child Guidance Theory	3
CHD 298A	Child Development Practicum	3
CHD 298B	Child Development Practicum	3
CHD 298C	Child Development Practicum	3
COMG 131	Introduction to Speech Communication	3
ENGL 103	English Composition	3
ENGL 104	English Composition	3
PE 288	First Aid	3

PHIL 120	Logic and Critical Thinking	3
PSYC 100	Introduction to Psychology	3
	P.E. Activity/Dance	2
	*Computer Science Elective	2-3
	*Social Science Electives	9
	*Mathematics Elective	3-4
	*Laboratory Science Electives	8
	*Arts and Humanities Electives	6
	*Cultural Diversity Elective	3-4
	TOTAL	68-71

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

Associate of Science Degree

Course	Title	Credit Hours
CHD 134	Infancy through Middle Childhood	3
CHD 243	Early Childhood Education	2
CHD 254	Child Guidance Theory	3
CHD 298A	Child Development Practicum	3
CHD 298B	Child Development Practicum	3
CHD 298C	Child Development Practicum	3
COMG 131	Introduction to Speech Communication	3
ENGL 103	English Composition	3
ENGL 104	English Composition	3
PE 288	First Aid	3
PSYC 100	Introduction to Psychology	3
	P.E. Activity/Dance	2
	*Arts and Humanities Electives	6
	*Laboratory Science Electives	8
	*Social Science Electives	6
	*Mathematics Elective	3-4
	*General Electives	10
	TOTAL	67-68

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

Commercial Art

Occupational Program

This occupational program prepares its graduates to meet the challenges of the design profession. The curriculum aims to equip students with a diverse and polished portfolio for employment possibilities or transfer to other institutions with similar programs. The broad range of media used to implement creative and aesthetic solutions includes print advertising, packaging, and the electronic media of TV and computer graphics. This program fulfills the requirements for an A.A.S. degree. There are no special program entry requirements.

Associate of Applied Science Degree

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

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

Communications

Transfer Program

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

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

Speech/General Communication

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

Public Relations

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

Visual Communication

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

Journalism

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

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

Associate of Arts Degree

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

Speech/General Communication Emphasis Electives:

COMG 101	Interview Techniques	2
COMG 133	Improved Listening Skills	1
COMG 134	Non-Verbal Communication	2
COMG 233	Interpersonal Communication	3
COMG 236	Small Group Communication	3
One class from the following list:		
COMG 103	Oral Interpretation	3
COMG 200	Human Potential	2
COMG 209	Argumentation and Debate	3

Public Relations Emphasis Electives:

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

Visual Communication Emphasis Electives:

ART 121/122	Design and the Creative Process I and II	6
COMP 281	Introduction to Photography	3
COMJ 140	Mass Media in a Free Society	3
One class from the following list:		
COMP 283	Intermediate Photography	3
COMP 289	Photojournalism	3

Journalism Emphasis Electives:

See page 68 for program guidelines and requirements.

continued...

Associate of Science Degree

Associate of Science Core Classes

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

Speech/General Communication Emphasis Electives:

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

Public Relations Emphasis Electives

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

Optional Coursework (not required for degree)

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

Visual Communications Emphasis Electives

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

Journalism Emphasis Electives

See page 68 for program description and requirements.

Computer Applications in Business

Applied Technology Program

This Associate of Applied Science degree program prepares the student for entry-level employment in the computer field. Graduates will install, modify, troubleshoot and make repairs to both hardware and software systems. The program will cover the overall concepts of computer systems, operating systems, networks and their interfaces with installed hardware and software applications.

Associate of Applied Science Degree

BUSA 127	Introduction to Business	3
BUSA 185	Business Math	3
CABS 100	Principles of Computer Systems	3
CABS 120	Personal Computer Architecture	3
CABS 130	Personal Computer Peripherals	3
CABS 140	Database	3
CABS 150	Introduction to Operating Systems	4
CABS 160	Introduction to Networking	3
CABS 170	System Analysis/Design	3
CABS 180	Introduction to Visual Basic	4
CABS 220	Integrated Software Concepts	3
CABS 241	Advanced Database	3
CABS 251	Advanced Operating Systems	3
CABS 262	Advanced Network Management	3
CABS 295	CABS Internship	4
ENGL 103	English Composition	3
ENGL 202	Technical Writing	3
MATH 101	Intermediate Algebra	4
COMG 236	Small Group Communication	3
	*Industrial/Human Relations Elective	3
	**CABS Lab	0
	TOTAL	64

* Electives to be determined by advisor

** 64 hours per semester in supervised computer lab is required.

Computer Science

Transfer Program

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

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

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

Associate of Science Degree

Course	Title	Credit Hours
COMG 131	Introduction to Speech Communication	3
CS 150	Computer Science I	4
CS 160	Computer Science II	3
CS 240	Digital Computer Fundamentals	3
CS 250	Data Structures	3
ENGL 103	English Composition	3
ENGL 104	English Composition	3
MATH 176	Discrete Math	4
MATH 180	Analytic Geometry and Calculus I	4
MATH 190	Analytic Geometry and Calculus II	4
MATH 200	Analytic Geometry and Calculus III	3
MATH 231	Linear Algebra	3
PHYS 210/212	Engineering Physics	4
PHYS 221/224	College Physics II	5
4 credits selected from the following electives:		
CS 204	Special Topics	arr.
CS 191	Programming in C	3
CS 270	Computer Organization & Assembly Language	3
	P.E. Activity/Dance	2
	*Social Science Electives	6
	*Arts and Humanities Electives	6
	*Social Science or Arts and Humanities Elective	3
	TOTAL	70

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

Criminal Justice

Transfer Program

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

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

Associate of Science Degree

Course	Title	Credit Hours
ANTH 225	Native People of North America	3
BUSA 100	Introduction to Computers	3
COMG 101	Interviewing Techniques	2
COMG 131	Introduction to Speech Communication	3
COMP 281	Introduction to Photography	3
ENGL 103	English Composition	3
ENGL 104	English Composition	3
ENGL 272	Business Writing	3
LAWE 103	Introduction to Criminal Justice	3
MATH 115	Finite Math	4
MATH 251	Principles of Applied Statistics	3
PHIL 201	Ethics	3
PHYS 101	Fundamentals of Physical Science	4
PHYS 113	General Physics I	3
PHYS 115	General Physics I Lab	1
POLS 101	American National Government	3
POLS 102	State and Local Government	3
PSYC 100	Introduction to Psychology	3
SOC 110	Introduction to Sociology	3
SOC 220	Marriage and Family	3
SOC 230	Social Problems	3
	*Arts and Humanities Electives	3
	P.E. Activity/Dance	2
	TOTAL	67

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

Culinary Arts

Applied Technology Program

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

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

Students will spend one hour in theory and six hours in kitchen lab per day during this 10-month program.

Certificate of Completion

Course	Title	Credit Hours
ATEC 109	Occupational Relations	1.0
ATEC 110	Successful Job Search	1.0
CULA 151	Stewardship and Purchasing	3.5
CULA 152	Breakfast Cooking and Catering Skills	3.5
CULA 153	Prep Station Skills	3.5
CULA 154	Pantry Station Skills	3.5
CULA 155	Stock, Soup and Sauce Preparation	3.5
CULA 156	Line Cook Skills	3.5
CULA 157	Grill Cook Skills	3.5
CULA 158	Bakery Skills	3.5
CULA 159	Grill Cook and Production Manager	3.5
CULA 160	Culinary Arts Seminar	1.0
ENGL 095	Communication Skills	1.0
MATH 025	Computational Skills	1.0
	TOTAL	**36.5**

Diesel Technology

Applied Technology Program

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

Instruction includes explanation of the problems involved in the repair and maintenance of engines, transmissions, differentials, brakes, steering, assemblies, suspension, cooling, and fuel and air systems. Also included in the program is a course in heavy duty mechanics welding and cutting using both oxy-acetylene and electric arc. Excellent math and reading skills are recommended. Skill-building courses in these areas are available through the Learning Center. (See page 26). Successful completion of each semester is required for admission into the next semester.

Certificate Program

First Semester

Course	Title	Credit Hours
ATDT 105	Basic Mechanical Concepts	1.0
ATEC 119	Occupation Relations/Work Ethics	2.0
DSLT 108	Diesel Welding Theory	2.0
DSLT 115L	Diesel Lab	4.5
DSLT 131	Diesel Engine/Electrical	5.5
MATH 035	Technical Mathematics	1.0

Second Semester

ATEC 110	Successful Job Search	1.0
DSLT 109	Diesel Welding Theory	2.0
DSLT 116L	Diesel Lab	4.5
DSLT 121	Powertrain/Brakes	7.0
ENGL 099	Fundamentals for Writing	1.0
or ENGL 103	English Composition	(1.0)

Summer Session

(Required for one-year Certificate students, optional for two-year Certificate and A.A.S. degree students)

DSLT 117L	Diesel Lab	2.0
DSLT 195	Specialization Study	1.0
	TOTAL	38.5

Two-Year Certificate/Second Year of Associate of Applied Science Degree

First Semester

Course	Title	Credit Hours
DSLT 215L	Advanced Diesel Lab	6.0
DSLT 221	Advanced Tune-up	5.0
	* General Ed. Elective (A.A.S. Degree)	3.0

Second Semester

ATDT 280	Heating/Ventilation/Air Conditioning	1.0
DSLT 216L	Advanced Diesel Lab	6.0
DSLT 261	Undercarriage/Hydraulics	5.0
	*General Ed. Elective (A.A.S. Degree)	3.0
TOTAL	One-Year Certificate	38.5
	Two Year Certificate	58.5
	Associate of Applied Science Degree	64.5

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

Drafting Technology

Applied Technology Program

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

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

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

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

A general education component is required. It consists of six credits in communications (three of which are technical writing) and six credits in economics. It is strongly recommended that students complete Math 101 before entering the program. Students must be at least eligible for MATH 101 (successful completion of MATH 030 or its equivalent) in order to qualify for acceptance into the program. Skill building courses in math and other areas are available. For more information see the Bridge Program on page 45. Successful completion of each semester is required for acceptance into the next semester.

Associate of Applied Science Degree

Freshman Level

First Semester

Course	Title	Credit Hours
BUSO 101A	Basic Keyboarding	1.0
DRFT 101	Drafting Theory & Lab I	5.0
DRFT 109	Computer Aided Drafting I	6.0
ENGL 099	Fundamentals for Writing	3.0
or ENGL 103	English Composition	(3.0)
or ENGL 104	English Composition	(3.0)
MATH 101	Intermediate Algebra	4.0
or MATH 115	Finite Math	(4.0)
or MATH 145	Advanced Technical Math I	(3.0)

Second Semester

DRFT 102	Drafting Theory & Lab	4.5
DRFT 110	Computer Aided Drafting II	4.5
DRFT 174	Descriptive Geometry	1.0
DRFT 175	Quality & Cost Control	1.0
MATH 145	Advanced Technical Math I	3.0
or MATH 146	Advanced Technical Math II	(3.0)
	*Economics/Human Relations Elective	3.0

Sophomore Level

First Semester

Course	Title	Credit Hours
DRFT 201	Drafting Theory & Lab III	2.5
DRFT 209	Computer Aided Drafting III	4.5
DRFT 235	Applied Physics	2.0
DRFT 262	Surveying	1.0
ENGL 202	Technical Writing	3.0

Second Semester

ATEC 110	Successful Job Search	1.0
ATEC 119	Occupational Relations/Work Ethics	2.0
DRFT 202	Drafting Theory & Lab IV	4.5
DRFT 210	Computer Aided Drafting IV	4.5
DRFT 236	Applied Physics	3.0
	*Economics/Human Relations Elective	3.0
	TOTAL	**66-67**

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

Education

Transfer Program

Elementary Education

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

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

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

Associate of Arts Degree

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

Associate of Science Degree

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

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

Electronics Technology

Applied Technology Program

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

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

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

Interested students should be eligible for MATH 101 (successful completion of MATH 030 or equivalent) and possess good reading skills. Skill building courses in these and other areas are available. (See Bridge Program, page 45). Completion of the technical course requirements is awarded by certification. The addition of 12 credit hours of applicable general education classes will result in awarding of an A.A.S. degree. Successful completion of each semester is required for acceptance into the next semester.

Certificate of Completion

Freshman Level

First Semester

Course	Title	Credit Hours
ELEC 151	Electrical Theory I	8
ELEC 151L	Electrical Laboratory I	5
ENGL 095	Communication Skills	1
MATH 101	Intermediate Algebra	4
or MATH 115	Finite Math	(4)
or MATH 145	Advanced Technical Math I	(3)

Second Semester

ATEC 109	Occupational Relations	1
ELEC 152	Electrical Theory II	8
ELEC 152L	Electrical Laboratory II	5
MATH 145	Advanced Technical Math I	3
or MATH 146	Advanced Technical Math II	(3)

Sophomore Level

First Semester

ELEC 253	Electronics Theory III	10
ELEC 253L	Electronics Laboratory III	5

Second Semester

ATEC 110	Successful Job Search	1
ELEC 254	Electronics Theory IV	10
ELEC 254L	Electronics Laboratory IV	5
	TOTAL	65-66

Associate of Applied Science Degree

First Year

First Semester

ELEC 151	Electrical Theory I	8
ELEC 151L	Electrical Laboratory I	5
MATH 101	Intermediate Algebra	4
or MATH 115	Finite Math	(4)
or MATH 145	Advanced Technical Math I	(3)
	* Economics/Human Relations Elective	3

Second Semester

ATEC 109	Occupational Relations	1
ELEC 152	Electrical Theory II	8
ELEC 152L	Electrical Laboratory II	5
MATH 145	Advanced Technical Math I	3
or MATH 146	Advanced Technical Math II	(3)
	* Communications Elective	3

Second Year

First Semester

ELEC 253	Electronics Theory III	10
ELEC 253L	Electronics Laboratory III	5
ENGL 202	Technical Writing	3

Second Semester

ATEC 110	Successful Job Search	1
ELEC 254	Electronics Theory IV	10
ELEC 254L	Electronics Laboratory IV	5
	* Economics/Human Relations Elective	3
	TOTAL	76-77

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

Engineering

Transfer Program

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

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

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

Engineering Core

Freshman Level

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

Chemical Engineering

Sophomore Level

Course	Title	Credit Hours
CHEM 277	Organic Chemistry I	3
CHEM 278	Organic Chemistry I Lab	1

continued...

CHEM 287	Organic Chemistry II	3
CHEM 288	Organic Chemistry II Lab	1
ECON 201	Principles of Economics	3
ENGR 203	Electrical Circuits II	4
ENGR 211	Introduction to Mechanics	4
ENGR 221	Dynamics of Rigid Bodies	3
MATH 200	Analytic Geometry and Calculus III	3
MATH 295	Intro to Ordinary Differential Equations	3
PHYS 221	Engineering Physics II	4
PHYS 224	Engineering Physics II Lab	1
	*Arts and Humanities or *Social Science Elective	3
	TOTAL	36

Civil Engineering

Sophomore Level

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

Electrical Engineering

Sophomore Level

Course	Title	Credit Hours
CS 240	Digital Computer Fundamentals	4
ENGR 203	Electrical Circuits II	4
ENGR 211	Introduction to Mechanics	4
ENGR 221	Dynamics of Rigid Bodies	3
ENGR 295	Strength of Materials	3
MATH 200	Analytic Geometry and Calculus III	3
MATH 295	Intro to Ordinary Differential Equations	3
PHYS 221	College Physics II	4
PHYS 224	College Physics II Lab	1
	*Arts and Humanities Electives or *Social Science Electives	6
	TOTAL	35

Mechanical, Agricultural Engineering

Sophomore Level

Course	Title	Credit Hours
ECON 201	Principles of Economics	3
ECON 202	Principles of Economics	3
ENGR 203	Electrical Circuits II	4
ENGR 211	Introduction to Mechanics	4
ENGR 221	Dynamics of Rigid Bodies	3
ENGR 295	Strength of Materials	3
MATH 200	Analytic Geometry and Calculus III	3
MATH 295	Intro to Ordinary Differential Equations	3
PHYS 221	College Physics II	4
PHYS 224	College Physics II Lab	1
	*Arts and Humanities or *Social Science Elective	3
	TOTAL	34

Mining, Geological Engineering

Sophomore Level

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

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

English

Transfer Program

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

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

Associate of Arts Degree

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

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

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

Environmental Health

Transfer Program

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

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

Associate of Science Degree

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

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

Foreign Language

Transfer Program

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

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

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

Associate of Arts Degree

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

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

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

Forestry/Wildlife/Range/ Wildland Recreational Management

Transfer Program

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

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

Associate of Science Degree

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

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

General Studies

Transfer Program

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

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

Associate of Arts Degree

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

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

Associate of Science Degree

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

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

Geology

Transfer Program

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

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

Associate of Science Degree

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

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

Heating, Ventilation, Refrigeration and Air Conditioning

Applied Technology Program

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

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

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

It is recommended that students have strong math and reading skills. Skill-building support is available through the Learning Center. (See page 26).

The program includes the study of light commercial and industrial air conditioning systems, as well as air conditioning system control and installation. Successful completion of the first semester is required for admission into the second semester.

Certificate of Completion

First Semester

Course	Title	Credit Hours
ENGL 095	Communication Skills	1
HVAC 151	Domestic Refrigeration & Electrical Theory	4
HVAC 151L	Domestic Refrigeration & Electrical Lab	3
HVAC 152	Advanced Refrigeration & Electrical Theory	4
HVAC 152L	Advanced Refrigeration & Electrical Lab	3
MATH 035	Technical Mathematics	3

Second Semester

Course	Title	Credit Hours
ATEC 109	Occupational Relations	1
ATEC 110	Successful Job Search	1
HVAC 153	Comfort Heating Theory	4
HVAC 153L	Comfort Heating Lab	3
HVAC 154	Advanced Air Conditioning Theory	4
HVAC 154L	Advanced Air Conditioning Lab	3
	TOTAL	**34**

History

Transfer Program

The history major is designed for students desiring a broad liberal arts background either as preparation for a profession or for personal enrichment. Careers in history include teaching (primary, secondary, or college level), museum work, historical research and writing, and preserving and interpreting history for the general public through a variety of local, state, and federal agencies. The history major is also highly recommended preparation for law, politics, the ministry, and public service. Because it develops breadth of knowledge and critical thinking and problem-solving, a history degree is widely considered an excellent foundation for many managerial and executive careers. For this reason, it is a fine choice for the general studies student unsure of his or her career goals.

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

Associate of Arts Degree

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

Associate of Science Degree

Course	Title	Credit Hours
COMG 131	Introduction to Speech Communication	3
ENGL 103	English Composition	3
ENGL 104	English Composition	3
HIST 101	History of Civilization	3
HIST 102	History of Civilization	3

HIST 111	United States History	3
HIST 112	United States History	3
MATH 120	Contemporary Math	3
	P.E. Activity/Dance	2
	Foreign Language[1]	8
	*Social Science Elective (other than history)	6
	*Arts and Humanities Electives	6
	*Lab Science Electives	8
	*History Elective	3
	General Electives	7
	TOTAL	64

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

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

Hospitality

Applied Technology Program

The Hospitality program leads to upper entry-level positions in hotel, motel, and restaurant operations. The coursework includes a combination of general business, marketing and management courses, specific hospitality industry courses, and on-the-job experience and internships designed to prepare the student for a career in the hospitality industry. The program is also intended to provide educational qualification for individuals already working in this field. Successful completion of the program results in an associate of applied science degree.

Associate of Applied Science Degree

Course	Title	Credit Hours
BUSA 100	Introduction to Computers	3
BUSA 138	Accounting for Managers	3
BUSA 265	Legal Environment of Business	3
COMG 131	Introduction to Speech Communication	3
ENGL 103	English Composition	3
HOSP 100	Introduction to Hospitality Management	3
HOSP 105	Food & Beverage Service & Sanitation	3
HOSP 110	Front Office Procedures	3
HOSP 115	Hospitality Field Experience	3
HOSP 120	Supervisory Housekeeping	3
HOSP 125	Hospitality Maintenance & Engineering	3
HOSP 130	Hotel Security Management	3
HOSP 210	Food and Beverage Controls	3
HOSP 215	Bar and Beverage Management	3
HOSP 220	Hotel/Restaurant Management Principles	3
HOSP 225	Meeting and Convention Management	3
HOSP 290	Hospitality Internship I	4
MGMT 110	Human Relations	2
MGMT 236	Human Resource Management	3
MKTG 241	Fundamentals of Promotions & Advertising	3
MKTG 251	Prin. of Professional Selling & Sales Mgt	3
	• Math/Business/Economics Elective	3
	•• Hospitality Lab	0
	Total	66

- To be determined by advisor
- 64 hours per semester in supervised Hospitality lab setting is required.

Journalism

Transfer Program

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

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

Associate of Arts Degree

Associate of Arts Core

Course	Title	Credit Hours
COMG 131	Introduction to Speech Communication	3
ENGL 103	English Composition	3
ENGL 104	English Composition	3
PHIL 120	Logic and Critical Thinking	3
POLS 101	American National Government	3
PSYC 100	Introduction to Psychology	3
Core Electives:		
	*Arts and Humanities Electives	6
	*Cultural Diversity Elective	3-4
	*Social Science Electives (Group 3 & 4)	6
	*Mathematics Elective	3-4
	*Computer Science Elective	2-3
	*Laboratory Science Electives	8
	P.E. Activity/Dance	2
Journalism Emphasis Electives:		
COMG 101	Interview Techniques	2
COMJ 100	*Sentinel* Staff	1
COMJ 121	News Writing	3
COMJ 140	Mass Media in a Free Society	3
COMJ 204	Editing	2
COMJ 222	Reporting	3
COMP 281	Introduction to Photography	3
	TOTAL	**65-67**
Optional Coursework (Not required for degree):		
COMJ 100	*Sentinel* Staff	1
COMJ 298	Journalism Practicum	2
PHIL 201	Ethics	3

Associate of Science Degree

Associate of Science Core

Course	Title	Credit Hours
COMG 131	Introduction to Speech Communication	3
ENGL 103	English Composition	3
ENGL 104	English Composition	3
PHIL 201	Ethics	3
PSYC 100	Introduction to Psychology	3
Core Electives:		
	*Arts and Humanities Electives	3-6
	*Social Science Electives	3-6
	*Mathematics Elective	3-4
	*Laboratory Science Electives	8
	P.E. Activity/Dance	2
Journalism Emphasis Electives:		
COMG 101	Interview Techniques	2
COMJ 100	*Sentinel* Staff	3
COMJ 121	News Writing	3
COMJ 140	Mass Media in a Free Society	3
COMJ 204	Editing	2
COMJ 222	Reporting	3
COMP 281	Introduction to Photography	3
COMP 289	Photojournalism	3
PHIL 201	Ethics	3
POLS 101	American National Government	3
	TOTAL	**65-66**
Optional Coursework (Not required for degree):		
COMJ 100	*Sentinel* Staff	2
COMJ 298	Journalism Practicum	2

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

Law Enforcement

Applied Technology Program

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

Applications for the Sophomore Law Enforcement block may be picked up from T. Leach, Room 239, Hedlund Building, one week before midterms each semester. Application and acceptance into the Sophomore Law Enforcement block is required before enrolling in courses numbered 200 and above. A Hepatitis B vaccination is available at the Sophomore Law Enforcement level for a fee.

This program consists of two semesters of academic courses followed by one block of technical courses and one semester of internship.

Students who successfully complete or challenge the POST Academy exam will be given credit for LAWE 291-228. Credit may also be granted for LAWE 290 and 293, the internship sequence, for individuals who have successfully completed the POST Academy exam and have been continuously employed as full-time law enforcement officers for more than six consecutive months.

Contact the Law Enforcement Program instructor/ coordinator for more information.

Associate of Applied Science Degree

Freshman Level

Course	Title	Credit Hours
BUSA 100	Introduction to Computers	3
or CS 100	Introduction to Computer Science	(3)
BUSA 118	Introduction to Word Processing	1
BUSO 101A	Basic Keyboarding	1
COMG 131	Introduction to Speech Communication	3
or COMG 233	Interpersonal Communication	(3)
or COMG 236	Small Group Communication	(3)
COMG 133	Listening Skills	1
ENGL 103	English Composition	3
LAWE 103	Introduction to Criminal Justice	3
PE 288	First Aid	3
PHIL 120	Logic and Critical Thinking	3
POLS 101	American National Government	3
POLS 102	State and Local Government	3
PSYC 100	Introduction to Psychology	3
PSYC 205	Developmental Psychology	3
SOC 230	Social Problems	3

Sophomore Level

First Semester

Course	Title	Credit Hours
LAWE 219	Self Defense	3
LAWE 220	Basic Police Law	2
LAWE 221	Professional Orientation	1
LAWE 222	Police Procedures	2
LAWE 223	Patrol Procedures	1
LAWE 224	Practical Problems	1
LAWE 225	Investigation	3
LAWE 226	Enforcement Skills	1
LAWE 228	Police Physical Fitness	1

Second Semester

Course	Title	Credit Hours
LAWE 290	Law Enforcement Theory	3
LAWE 293	Law Enforcement Internship	10
	TOTAL	64

Machine Technology

Applied Technology Program

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

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

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

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

The prospective student should have basic algebra/ geometry skills, reading comprehension skills, and mechanical and spatial aptitude. Academic skill building courses are available. (See Bridge Program, page 45). Successful completion of each semester is required for acceptance into the next semester.

Associate of Applied Science Degree

First Year

First Semester

Course	Title	Credit Hours
MACH 151	Machine Technology Theory I	3.0
MACH 151L	Machine Technology Lab I	6.0
MACH 171	Blueprint Reading I	2.0
MATH 035	Technical Mathematics	3.0
ENGL 099	Fundamentals for Writing	3.0
or ENGL 103	English Composition	(3.0)

Second Semester

MACH 152L	Machine Technology Lab II	6.0
MACH 160	Manufacturing Processes	3.0
MACH 172	Blueprint Reading II	3.0
MACH 180	Materials	1.0
MACH 185	Statistical Control/Quality Control/ InspectionTech	1.0
	Human Relations Elective	3.0

continued...

Second Year

First Semester

Course	Title	Credit Hours
ENGL 202	Technical Writing	3.0
MACH 231	Computers in Machining	3.0
MACH 253L	Advanced Machining Lab I	6.0
MACH 273	Intermediate Blueprint Reading	2.0
MACH 283	Computer Numerical Control Theory I	3.0

Second Semester

ATEC 110	Successful Job Search	1.0
MACH 254L	Advanced Machining Lab II	6.0
MACH 274	Geometric Dimensioning & Tolerancing	2.0
MACH 284	Advanced Machining Processes	3.0
	*Human Relations Elective	3.0
	TOTAL	**67.0**

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

Maintenance Mechanic/ Millwright

Applied Technology Program

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

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

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

Interested students should possess basic math skills (knowledge of basic algebra and geometry), reading skills and have a keen interest in mechanics. Successful completion of the first semester is required for acceptance into the second semester.

Certificate of Completion

First Semester

Course	Title	Credit Hours
MM 151	Maintenance Mechanic Theory I	7
MM 151L	Maintenance Mechanic Lab I	5
MM 155	Blueprint Reading	2
MATH 035	Technical Math	3

Second Semester

ATEC 109	Occupational Relations	1
ATEC 110	Successful Job Search	1
ENGL 095	Communication Skills	1
MM 062	Shop Math	2
MM 152	Maintenance Mechanic Theory II	5
MM 152L	Maintenance Mechanic Lab II	5
MM 156	Hydraulics	3

Summer Session

MM 153	Maintenance Mechanic Theory III	5
MM 153L	Maintenance Mechanic Lab III	3
	TOTAL	**43**

Marine Mechanics

Applied Technology Program

This 10-month certificate program is designed to prepare students for entry level employment as marine mechanics. Persons interested in this field should have a strong interest in marine engines. High school classes such as math and small engine mechanics would be helpful, along with a mechanical aptitude and work experience. Good reading and math skills are important due to the extensive use of factory service manuals. Skill building courses are available in those areas if needed.

Theory classes provide extensive technical information pertaining to testing and repairing electrical components of the outboard, as well as the sterndrive units such as starters, alternators, standard and electronic ignition systems, fuel systems, such as 2BBL and 4BBL carburetors, and electronic fuel injection systems. Drive and cooling systems are also a major part of this program.

The lab portion of this program teaches the student to develop the skills needed to rebuild, test and troubleshoot the components taught in theory class. Each day's activities include lab units in which students work on mock-ups as well as serviceable boats.

The first semester emphasizes electricity and its importance in the marine field. The student will study, test and troubleshoot starters, alternators, standard and electronic ignition systems, trim and tilt, as well as the complete electrical system of the boat. The student will also train on the shift, cooling, drive, and electronic and standard fuel systems.

The outboard motor is taught in the second semester. The student will completely disassemble the two cylinder powerhead making the necessary measurements with micrometers and special tools recommended by the factory service manuals and then to factory specifications. The student will also train on the fuel, cooling and gearcases of the outboard. Special emphasis is placed on ignition systems. Students will start with the standard ignition system and work their way through testing and

troubleshooting the CD and ADI systems. Students will train on mock-ups as well as serviceable units. Rigging is also taught.

A general education component consisting of communications, occupational relations, successful job search and computational skills is also taught. Successful completion of each semester is required for admission to the next semester.

Certificate of Completion

Block 1

Course	Title	Credit Hours
MART 151	Electrical Theory/Four Cycle	1.5
MART 151L	Marine Mechanic Lab I	2.0

First Semester

Course	Title	Credit Hours
MART 152	Trim/Fuel & Cooling 4-Cycle Systems	1.0
MART 152L	Marine Mechanic Lab II	5.0
MART 153	Gearcase/Shift Systems (4-Cycle)	1.5
MART 153L	Marine Mechanic Lab III	5.0
MATH 025	Computational Skills	1.0

Second Semester

Course	Title	Credit Hours
ATEC 109	Occupational Relations	1.0
ATEC 110	Successful Job Search	1.0
ENGL 095	Communication Skills	1.0
MART 154	Two-Cycle/50 HP & Smaller	1.5
MART 154L	Marine Mechanic Lab IV	5.0
MART 155	Two-Cycle/50 HP & Larger	1.5
MART 155L	Marine Mechanic Lab	5.0
MART 178	Computer Applications Lab	1.0
	TOTAL	**34.0**

Mathematics

Transfer Program

This program leads to careers in teaching, industry, government, actuarial work, or as support for many science disciplines.

The mathematics background assumed for entry is four years of high school mathematics through pre-calculus and trigonometry. These entry-level courses, if needed, are also available through the college.

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

Associate of Science Degree

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

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

Mental Health Technology/ Human Services

Applied Technology Program

The Mental Health Technology program, an Allied Health program, is designed to train students for direct care positions working with individuals who are mentally ill, emotionally distressed, or developmentally disabled. Populations include children, adolescents, adults, and the elderly in hospital and community settings. The curriculum includes basic college coursework (English, psychology, interpersonal and small group communication); specialized Mental Health Technology courses addressing behavioral problems associated with mental disorders, anxiety disorders (schizophrenia, depression, mania, substance abuse, eating disorders, personality disorders, anxiety disorders, mental retardation) and how to be an effective helper. Field experiences will assist the student to develop basic skill in communication and interviewing techniques, establishing helping relationships, mental/social status assessment, designing and implementing therapeutic group activities, and managing problematic behaviors (anger, manipulation, compulsiveness, dependence). The program has a major focus on self-awareness and includes a special course addressing pertinent ethical and legal issues.

This program has open enrollment with 12-16 students admitted to the certification field experience each year. Applicants for the field experience must be nursing assistants and CPR certified. Students must provide documentation showing completion of MATH 030 or its equivalent, or recent (within last two years) ASSET scores indicating placement in MATH 101 (Intermediate Algebra). Courses required prior to the field experience are open to all students who meet specific course prerequisites. The Mental Health Technology Certificate of Completion can be attained in three semesters of intense full time study.

Applications to the Mental Health Technician field experience are due by April 3 of each year for the ensuing fall semester. For further information contact the Allied Health Division at (208) 769-3279.

Certificate of Completion

Fall Semester

Course	Title	Credit Hours
ALTH 101	Introduction to Allied Health.	1.0
ALTH 102	Introduction to Allied Health Lab	1.0
ALTH 105	Infection Prevention	2.0
BUSO 107	Medical Terminology/Anatomy	2.0
COMG 233	Interpersonal Communication	3.0
ENGL 103	English Composition	3.0
PSYC 100	Introduction to Psychology	3.0
SOWK 240	Introduction to Social Work	3.0

Spring Semester

HSS 107	Helping Process	1.0
HSS 108	Helping Skills Lab	1.0
MLTH 106	Mental Health Technology I	2.0
MLTH 107	Mental Health Technology Lab	1.0
PHIL 292	Ethics in Health Care	3.0
PSYC 211	Abnormal Psychology	3.0
	** Controlled Elective	3.0

Fall Semester *

ATEC 110	Successful Job Search	1.0
MLTH 120	Orientation to Field Experience	.5
MLTH 121	Mental Health Field Experience	6.0
MLTH 122	Mental Health Technology Seminar	2.0
	TOTAL	41.5

* In the Fall Semester the certificate program articulates with the A.A.S. in Human Services Degree. If pursuing an A.A.S., it is recommended that you take HSS 220 the semester you complete the MLTH certificate.

** Students may select the controlled elective from an established list. Contact the Allied Health Division at (208) 769-3279 for the list.

Human Services

Graduates of the Mental Health Technology certificate program may complete an Associate of Applied Science Degree in Human Services by completing 24 additional credits (see below). This degree broadens the perspective of the Mental Health Technology by focusing on human needs within the community. Human service worker roles include advocacy, case management, outreach and behavior change; as well as roles as teacher, caregiver, and assistant to specialists. Jobs might be found in group homes and halfway houses; corrections, community health centers; life and social skill training centers; family, child, and youth service agencies; and programs concerned with drug abuse/addictions, family violence, and aging.

This program is offered every other year; the next year will be 1997-98.

Associate of Applied Science Degree

Fall Semester

Course	Title	Credit Hours
HSS 220	Crisis Theory and Intervention	2

Spring Semester

BIOL 175	Human Biology	4
HSS 221	Field Experience & Seminar I	5
HSS 230	Case Management	2
SOC 110	Introduction to Sociology	3
or SOC 230	Social Problems	(3)

Summer Session

HSS 231	Field Experience & Seminar II	4
ENGL 104	English Composition	3
or ENGL 202	Technical Writing	(3)
	TOTAL	22

Music

Transfer Program

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

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

Associate of Arts Degree

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

Associate of Science Degree

Course	Title	Credit Hours
COMG 131	Introduction to Speech Communication	3
ENGL 103	English Composition	3
ENGL 104	English Composition	3
MUS 100/101	Individual Instruction	4
MUS 100/101	Individual Instruction: Piano	4
MUS 117	Music Convocations	0
MUS 140	Introduction to Music Literature	3
MUS 141/142	Harmony and Theory I and II	6
MUS 141L/142L	Harmony and Theory I and II Lab	2
MUS 201/202	Individual Instruction	4
MUS 241/242	Harmony and Theory III and IV	6
MUS 241L/242L	Harmony and Theory III and IV Lab	2
MUS 251	Introduction to Music History	3
	P.E. Activity/Dance	2
	*Arts and Humanities Electives	9
	*Mathematics Elective	3
	*Social Science Electives	6
	*Laboratory Science Electives	8
	Music Performance Electives	2
	TOTAL	73

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

Certificate of Completion

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

Certificate of Completion

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

continued...

Nursing: Practical Nursing (PN)

Applied Technology Program

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

A high school diploma or GED completion is required. Prerequisite courses include English 103, Chemistry 107, and Math 030 or testing higher. Equivalent courses in these subjects are also available at North Idaho College.

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

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

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

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

Certificate of Completion

Fall Semester

Course	Title	Credit Hours
MATH 102	Computational Skills for Allied Health	3
PN 101	Practical Nursing Theory	7
PN 101L	Practical Nursing Lab	7
PN 105	Communication Skills	1

Spring Semester

PN 102	Practical Nursing Theory	7
PN 102L	Practical Nursing Lab	9

Summer Session

ATEC 110	Successful Job Search	1
PN 103	Practical Nursing Theory	4
PN 103L	Practical Nursing Lab	4
	TOTAL	41

Nursing: Registered Nursing (RN)

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

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

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

Completion of the following courses does not fulfill all General Education requirements for the generic A.S. degree, but does meet the *nursing* requirements for the A.S. degree. (Upon completion of the General Education core for the generic A.S. degree, transfer to a B.S.N. completion program is available). BSN completion programs are available through the Intercollegiate Center for Nursing Education, Boise State University, Eastern Washington University, Gonzaga University, Idaho State University, Washington State University and Lewis-Clark State College.

Associate of Science Degree

First Year

Fall Semester

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

Spring Semester

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

Summer Session

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

Second Year

Fall Semester

Course	Title	Credit Hours
ENGL 104	English Composition	3

NURS 285	Nursing Interventions I	9
	*Humanities Elective	3

Spring Semester

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

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

(Curriculum varies somewhat from the college-wide general education requirements for the Associate of Science Degree).

Paralegal

Applied Technology Program

This program provides coursework required for an Associate of Applied Science Degree that leads to positions in legal environments. The paralegal program prepares the student for employment in the legal services field and as a trained specialist who, while not admitted to the practice of law, functions as a vital part of a legal service team by managing law office operation, relieving a practicing lawyer of routine duties that require knowledge of routine legal processes, and assisting a lawyer in the conduct of more complicated and difficult matters. This program has a selective admissions process. Students with legal office experience will be given preference. Applications are due by October 25 of each year. Refer to the admission section of this catalog on page for details regarding specific requirements.

Associate of Applied Science Degree

Course	Title	Credit Hours
BUSA 185	Business Math	3
BUSO 115	Records System Management	3
BUSO 205	Legal Terminology/Transcription I	3
BUSO 206	Legal TerminologyTranscription II	3
BUSO 273	Word Processing/Machine Transcription	3
COMG 131	Introduction to Speech Communication	3
or COMG 233	Interpersonal Speech	(3)
or COMG 236	Small Group Communication	(3)
ENGL 103	English Composition	3
PLEG 101	Introduction to Law and Legal Practice	2
PLEG 103	Legal Procedures I	2
PLEG 104	Legal Procedures II	2
PLEG 125	Contracts	3
PLEG 135	Torts	3
PLEG 201	Legal Ethics	1
PLEG 205	Law Office Management	1
PLEG 210	Legal Research I	3
PLEG 211	Legal Research II	3
PLEG 220	Legal Writing I	3
PLEG 221	Legal Writing II	3
PLEG 230	Evidence	3
PLEG 290	Paralegal Internship I	3
PLEG 291	Paralegal Internship II	3
PLEG	^ Electives	6
PSYC 100	Introduction to Psychology	3
	TOTAL	65

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

Pharmacy Technology

Applied Technology Program

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

The Pharmacy Technology program has a selective admissions process with 8-12 students admitted to the pharmacy course work and practicum which begins every spring semester. Course requirements prior to the technical pharmacy courses are open to all students who meet specific course prerequisites. The Certificate of Completion can be obtained in an 11-month course of study. The Associate of Applied Science Degree can be obtained in two additional semesters.

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

Certificate of Completion

Fall Semester

Course	Title	Credit Hours
ALTH 101	Introduction to Allied Health	1.0
ALTH 102	Introduction to Allied Health Lab	1.0
BIOL 175	Human Biology	4.0
BUSO 109	Medical Terminology/Anatomy	3.0

COMG 233	Interpersonal Communication	3.0
ENGL 103	English Composition	3.0
MATH 102	Computational Skills for Allied Health	3.0
PHAR 110	Pharmacy Law	1.0

Spring Semester

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

ALTH 105	Infection Prevention	2.0
PHAR 150	Orientation to OTC Drugs	2.0
PHAR 170	Pharmacy Technology	2.0
PHAR 180	Pharmacy Practicum I	3.0
PHAR 181	Pharmacy Seminar I	0.5
PHIL 292	Ethics in Health Care	3.0

Summer Session (10 weeks)

ATEC 110	Successful Job Search	1.0
PHAR 185	Pharmacy Practicum II	5.0
PHAR 186	Pharmacy Seminar II	0.5
	TOTAL	**39.0**

Associate of Applied Science Degree

Second Year

Fall Semester

PHAR 203	Advanced Pharmacy Lab	1
PHAR 221	Pharmacy Internship	1-6
PSYC 100	Introduction to Psychology	3
CS/BUSA 100	Introduction to Computers	3
MATH 101	Intermediate Algebra	4
ENGL 104	English Composition	3
or ENGL 202	Technical Writing	(3)

Spring Semester

BUSO 115	Records System Management	3
CHEM 103/107	Chemistry/Basic Concepts of Chemistry	4
COMG 236	Small Group Dynamics	3
ECON 151	Principles of Economics	3
PHAR 222	Pharmacy Internship	1-6
	TOTAL	**33**
	TOTAL CREDITS FOR A.A.S. DEGREE	**72**

Philosophy

Transfer Program

The philosophy program provides excellent preparation for most professions or fields of graduate study, especially business, law, medicine, public administration, and education.

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

Associate of Arts Degree

Course	Title	Credit Hours
COMG 131	Introduction to Speech Communication	3
CS 100	Introduction to Computers	3
ENGL 103	English Composition	3
ENGL 104	English Composition	3
PHIL 120	Logic and Critical Thinking	3
PHIL 103	Introduction to Philosophy	3
PHIL 111	World Religions	3
PHIL 131	Introduction to Religion	3
PHIL 201	Ethics	3
	P.E. Activity/Dance	2
	†Social Science Electives	9
	Foreign Language (200 level or higher)	4
	*Laboratory Science Electives	8
	*Mathematics Electives	3-4
	*Arts and Humanities Electives	3
	General Electives	7-8
	TOTAL	**64**

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

Physical Therapist Assistant

Applied Technology Program

This Allied Health program will prepare graduates to work as physical therapist assistants in a variety of settings (hospitals, nursing homes, private practice, rehabilitation centers, sports medicine clinics, etc.). There will be a selective admissions process. The program is in the process of development and additional information may be obtained by contacting the Allied Health Division at (208) 769-3279.

Required courses that can be taken prior to program entry are:

Course	Title	Credit Hours
ALTH 101	Introduction to Allied Health	1
ALTH 102	Introduction to Allied Health Lab	1
ALTH 105	Infection Prevention	2
BUSO 109	Medical Terminology/Anatomy	3
COMG 233	Interpersonal Communication	3
ENGL 103	English Composition	3
PHIL 292	Ethics in Health Care	3
PSYC 100	Introduction to Psychology	3
ZOOL 107	Human Anatomy and Physiology I	4
ZOOL 108	Human Anatomy and Physiology II	4

Physics/Astronomy

Transfer Program

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

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

Associate of Science Degree

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

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

Political Science and Pre-Law

Transfer Program

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

Associate of Arts Degree

Course	Title	Credit Hours
COMG 131	Introduction to Speech Communication	3
ECON 151	Principles of Economics	3
ENGL 103	English Composition	3
ENGL 104	English Composition	3
HIST 101 or 102	History of Civilization	3
MATH 115	Finite Mathematics	4
PHIL 120	Logic and Critical Thinking	3
POLS 101	American National Government	3
POLS 102	State and Local Government	3
POLS 105	Introduction to Political Science	3
PSYC 100	Introduction to Psychology	3
	P.E. Activity/Dance	2
	Foreign Language	16
	*Computer Science Elective	2-3
	*Arts and Humanities Electives	9
	*Laboratory Science Electives	8
	TOTAL	71-72

Associate of Science Degree

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

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

Pre-Agriculture

Transfer Program

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

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

Associate of Science Degree

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

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

Pre-Medical Related Fields

Transfer Program

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

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

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

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

Associate of Science Degree

Course	Title	Credit Hours
BACT 250	General Microbiology	4
BIOL 201	Introduction to Life Sciences	4
BIOL 207	Concepts in Human Nutrition	3
CHEM 111	Principles of Chemistry I	4
CHEM 114	General Chemistry	4
*CHEM 277	Organic Chemistry I	(3)
*CHEM 278	Organic Chemistry I Lab	(1)
*CHEM 287	Organic Chemistry II	(3)
*CHEM 288	Organic Chemistry II Lab	(1)
COMG 131	Introduction to Speech Communication	3
ENGL 103/104	English Composition	6
MATH 155	Precalculus	5
MATH 180	Analytic Geometry and Calculus I	4
PHYS 113	General Physics I	3
PHYS 115	General Physics I Lab	1
PHYS 114	General Physics II	3
PHYS 116	General Physics II Lab	1
PSYC 100	Introduction to Psychology	3
SOC 110	Introduction to Sociology	3
ZOOL 107/108	Human Anatomy and Physiology	8
	P.E. Activity/Dance	2
	**Arts and Humanities Electives	6-9
	TOTAL	**67-70**

*See requirements for specific transfer institutions.

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

Pre-Physical Therapy

Transfer Program

This program is designed for students planning to transfer to a major in physical therapy.

Typically, an overall GPA of 2.75 or better, a 3.00 GPA in all prerequisite work (i.e., biology, zoology, chemistry, physics, and psychology for transfer), and 150 hours (minimum) of work/observation under the direction of a licensed physical therapist is required for entry in physical therapy programs (may vary with transfer institution).

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

Associate of Science Degree

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

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

Pre-Veterinary Medicine

Transfer Program

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

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

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

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

Associate of Science Degree

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

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

Psychology

Transfer Program

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

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

Associate of Arts Degree

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

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

Small Business Management

Applied Technology Program

The Small Business Management Program leads to entry-level and mid-management positions in sales, management, marketing, and retailing and includes required course work for an Associate of Applied Science Degree (A.A.S) in Small Business Management. This coursework also provides an opportunity for small business owners to upgrade their management skills. Students must complete all of the following courses to receive an A.A.S. degree.

Associate of Applied Science Degree

Course	Title	Credit Hours
BUSA 100	Introduction to Computers	3
BUSA 127	Introduction to Business	3
BUSA 138	Accounting for Managers	3
or BUSA 201*	Principles of Accounting	(3)
BUSA 185	Business Math	3
BUSA 211	Principles of Management	3
BUSA 221	Principles of Marketing	3
BUSA 265	Legal Environment of Business	3
COMG 236	Small Group Communication	3
ECON 201	Principles of Economics (Macro)	3
or ECON 202	Principles of Economics (Micro)	(3)
ENGL 103	English Composition	3
ENGL 272	Business Writing	3
MKTG 231	Principles of Retailing	3
MKTG 241	Fundamentals of Promotion & Advertising	3
MKTG 261	Princ. of Professional Selling & Sales Mgmt	3
MGMT 236	Human Resource Management	3
MGMT 256	Problem Solving Through Group Dynamics	3
MGMT 266	Small Business Management	3
MGMT 280	Marketing Management Internship	4
MGMT 290	Marketing Management Development	1
PSYC 100	Introduction to Psychology	3
	^Elective	3
	TOTAL	**65**

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

^ To be mutally agreed upon by student and advisor.

Social Work

Transfer Program

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

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

Associate of Arts Degree

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

+ (Intermediate Foreign Language strongly recommended, preferably Spanish)

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

Recommended General Electives:

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

Associate of Science Degree

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

+ (Intermediate Foreign Language strongly recommended - preferably Spanish)

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

Recommended General Electives:

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

Sociology

Transfer Program

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

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

continued...

Associate of Arts Degree

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

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

Theatre

Transfer Program

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

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

Associate of Arts Degree

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

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

Associate of Science Degree

Course	Title	Credit Hours
COMG 103	Oral Interpretation	3
COMG 131	Introduction to Speech Communication	3
ENGL 103	English Composition	3
ENGL 104	English Composition	3
THTR 101	Introduction to Theatre	3
THTR 102	Stage Makeup	2
THTR 103	Introduction to Stagecraft	3
THTR 105	Basics of Performance	2
THTR 106	Basics of Performance	2
THTR 163	Basics of Scene Design	2
THTR 190	Theatre Practice	4
THTR 263	Technical Production	2
THTR 271	Play Analysis	2
THTR 272	Intermediate Acting	3
THTR 273	Stage Lighting	3
	P.E. Activity/Dance	2
	*Arts and Humanities Elective	6
	*Mathematics Elective	3-4
	*Laboratory Science Electives	8
	*Social Science Electives	6
	TOTAL	**67-68**

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

Welding Technology

Applied Technology Program

The Welding Technology Program offers the student three options. The one-year Certificate program is 10 months in length including a four-week summer session. This basic program is designed to provide entry-level skills for structural steel, fabrication and the construction industries. In addition, the student is required to pass a national standard American WeldingSociety written examination. This test allows the student to become a graduate of NIC's nationally recognized American Welding Society Certified Welding program.

The advanced Certificate of Completion program is nine months in length and requires individuals entering it to have successfully completed the Basic Welding Certificate of Completion program or pass competency exams to prove the ability to succeed in the program. The second year program is designed to provide entry-level skills for the pipe welding industry.

The third option is for students wishing to obtain an Associate of Applied Science Degree and requires 12 credits of general education courses. Strong basic math skills are recommended. Skill building is available through the Learning Center, see page 26 for more information.

Basic Welding Certificate of Completion

First Semester

Course	Title	Credit Hours
ATEC 119	Occupational Relations/Work Ethics	2
MATH 023	Computational Skills	1
WELD 130	Welding Blueprint I	3
WELD 161	Oxyacetylene Ctng/Basic SMAW	1
WELD 161L	Oxyacetylene Ctng/Basic SMAW Lab	4
WELD 162	Advanced SMAW Theory	1
WELD 162L	Advanced SMAW Lab	4

Second Semester

ATEC 110	Successful Job Search	1
ENGL 095	Communication Skills	1
WELD 132	Pattern Layout/Parallel Dev.	3
WELD 163	GMAW Theory	1
WELD 163L	GMAW Lab	4
WELD 164	GTAW & OAW Theory	1
WELD 164L	GTAW & OAW Lab	4

Summer Session

WELD 165	Introduction to Pipe Welding Theory	1
WELD 165L	Introduction to Pipe Welding Lab	2
	TOTAL	34

Advanced Welding Certificate of Completion

Prerequisite: Successful completion of the Basic Welding Certificate Program.

First Semester

Course	Title	Credit Hours
BUSA 100	Introduction to Computers	3.0
WELD 235	Blueprint II - Pipe Drawings	1.5
WELD 241	Materials Preparation	1.0
WELD 269	Inter. Pipe Welding Theory - Metallurgy	2.0
WELD 269L	Inter. Pipe Welding Lab	7.5

Second Semester

WELD 236	Fabrication Tech-Layout and Fitting	2.5
WELD 270	Adv. Pipe Welding Theory	3.0
WELD 270L	Adv. Pipe Welding Theory Lab	7.0
	Total	58.5 - 61.5

Associate of Applied Science Degree

First Year

First Semester

ATEC 119	Occupational Relations/Work Ethics	2.0
MATH 035	Technical Math	3.0
WELD 130	Welding Blueprint I	3.0
WELD 161	Oxyacetylene Ctng/Basic SMAW	1.0
WELD 161L	Oxyacetylene Ctng/Basic SMAW Lab	4.0
WELD 162	Advanced SMAW Theory	1.0
WELD 162L	Advanced SMAW Lab	4.0
	*Economics/Human Relations Elective	3.0

Second Semester

ATEC 110	Successful Job Search	1.0
ENGL 099	Communication Skills	3.0
or ENGL 103	English Composition	(3.0)
WELD 132	Pattern Layout/Parallel Dev.	3.0
WELD 163	GMAW Theory	1.0
WELD 163L	GMAW Lab	4.0
WELD 164	GTAW & OAW Theory	1.0
WELD 164L	GTAW & OAW Lab	4.0

Second Year

First Semester

BUSA 100	Introduction to Computers	3.0
WELD 235	Blueprint II - Pipe Drawings	1.5
WELD 241	Materials Preparation	1.0
WELD 269	Inter. Pipe Welding Theory -Metallurgy	2.0
WELD 269L	Inter. Pipe Welding Lab	7.5

Second Semester

WELD 236	Fabrication Tech-Layout and Fitting	2.5
WELD 270	Adv. Pipe Welding Theory	3.0
WELD 270L	Adv. Pipe Welding Lab	7.0
	*Economics/Human Relations Elective	3.0
	TOTAL	68.5

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

Course Information

Courses numbered 000 to 099 are non-transferable and do not apply toward the Associate of Arts and Associate of Science degrees. They may be required within some Associate of Applied Science degrees.

203 Workshop

Credits arranged.

NIC courses of a short duration conducted by qualified faculty or other authorities in a particular field. Six credits maximum may be applied toward graduation. Prerequisite: permission of the instructor.

204 Special Topic

Credits arranged.

Special Topic courses are semester-length courses dealing with unique subjects or timely topics conducted by qualified faculty or authorities in a particular field.

290 Internship

Credits arranged.

This is a course whereby a student is involved as an active participant-observer in a program and/or job related to the student's field of study. Six credits maximum per semester; six credits maximum applied toward graduation. Prerequisite: permission of the instructor.

298 Practicum

Credits arranged.

This is a course whereby a student is involved as an active participant-observer in a program and/or job related to the student's field of study. Eight credits maximum can be applied toward graduation. Prerequisite: permission of the instructor.

299 Independent Study

Credits arranged.

Individual study of either reading or project nature. Offered on demand only. Six credits maximum may be applied toward graduation. Contact the Registrar's Office for Independent Study Guidelines. Enrollment is accepted the first four weeks of each semester or first two weeks of summer session. Prerequisite: Sophomore standing, 3.00 GPA and permission of the instructor.

Allied Health

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

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

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

This weekly three-hour lab course provides the student an opportunity to explore health careers that may be of interest. It assists the student to develop beginning observation, recording, and reporting skills based on their selected field exploration areas. Students will conduct health care provider interviews and participate in on-the-job shadowing experiences. This is a required course for students interested in applying for the Pharmacy Technician program. All students who have a sincere interest in exploring health career options are welcome. Concurrent enrollment in ALTH 101 is required.

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

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

Anthropology

ANTH 110 **Introduction to Physical Anthropology**
3 Credits Offered Fall Semester

This course offers instruction in how the human species has developed over the past five million years. Information includes the African fossil finds, possible ancestors of the first humans, how human populations may differ from each other biologically, and the development of the human abilities to live in all of earth's environments.

An interesting course for students curious about the development of human life on earth and why people appear to differ greatly. Satisfies a social science course requirement for the A.A. and A.S. degrees. Prior completion of other courses is not required. BIOL 100 or BIOL 201 or one year of high school biology would be helpful and is recommended.

ANTH 120 **Introduction to Social & Cultural Anthropology**
3 Credits Offered Each Semester

ANTH 120 is a study of human culture, which involves the information and techniques people use to survive and get along with each other. Included are examples from exotic peoples around the world in the areas of religion, magic, kinship, coming of age ceremonies, marriage rituals, economic activities, hunting techniques, etc. The course is desirable for students seeking a broad understanding of how human beings live, and how human customs vary throughout the world. Satisfies a social

science course requirement for the A.A. and A.S. degrees. Prior completion of other courses is not required.

ANTH 225 **Native People of North America**
3 Credits Offered Each Semester

This course offers an examination of who the North American Indians are, and who they were. Various facets of Indian culture are explored, including hunting, religion, art, living styles, foods, and relationships between the Native American tribes, both now and in the past.

ANTH 225 is an interesting course for students curious about the Native Americans and their relationship with the environment, as well as those students wishing to satisfy the Cultural Diversity requirement for the A.A. degree or three Social Science credits toward an A.S. degree. Prior completion of other courses is not required.

ANTH 230 **Introduction to Archaeology and World Prehistory**
3 Credits Offered Spring Semester

This course offers classroom instruction in the ways archaeologists unearth the remains of ancient peoples. Included is a brief look at what those archaeologists have discovered in various places throughout the world from the earliest stone tools to the invention of agriculture.

ANTH 230 is an interesting course for those students curious about the human past in both the Old and New Worlds, as well as students wishing to satisfy the Group 4 Social Science requirement for the A.A. degree or three Social Science credits toward an A.S. degree. Prior completion of other courses is not required.

ANTH 299 **Independent Study: Readings in the History of Anthropology**
3 Credits Offered Each Semester

This course is an individual study in which the student completes reading from a list of books relating to the development of modern anthropological thinking. A document based on those readings will be prepared by the student.

This course is intended for anthropology majors wishing to transfer to B.A.-granting institutions. ANTH 110, ANTH 120, ANTH 230, and ENGL 104 must be completed prior to enrollment in this course.

Applied Technology

ATEC 103 **College Survival Skills for Applied Technology**
2 Credits Offered Both Semesters

ATEC 103 is designed to increase student success by helping students obtain the skills necessary to complete their educational objectives. An emphasis in practical study techniques for applied technology is provided. Other topics include goal setting, time management, notetaking, communication/listening skills, motivation and attitude, study techniques, thinking skills, college resources and test taking. The course also addresses General Education objectives such as lifelong learning and information literacy.

ATEC 108 **Introduction to Technical Careers**
3 Credits Offered Both Semesters

ATEC 108 is designed to enhance student success by helping students understand the critical forces reshaping work and the workplace in America. Students will examine major technological development in the last 50 years, as well as emerging trends in the workplace, such as total quality management, customer service, team development, and entrepreneurship. Students will explore skills critical for success in the new work environment, as well as conduct self-assessment and career exploration activities. Students will survey three to five occupations based on stated interest and develop a personal educational plan for their career choice.

ATEC 109 **Occupational Relations**
1 Credit Offered Either Semester

Instruction in practical application of on-the-job interpersonal relations as it applies to you as an employee, supervisor or consumer.

ATEC 110 **Successful Job Search**
1 Credit Offered Either Semester

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

ATEC 118 **Library Skills for Applied Technology**
1 Credit Offered Both Semesters

ATEC 118 is designed to increase student success by teaching students to access and use the professional resources available in a college library. Students will learn how to use interlibrary loans, how a library is organized, how to use the reference collection, and how to use periodical indexes, including papers, CD-ROM, and on-line information. Class members will find a discussion group in their chosen career on the Internet, locate and correspond with a professional association in their career, and locate additional information in their career. Students learn to critically assess the information they find during this class.

ATEC 119 **Occupational Relations/Work Ethics**
2 Credits Offered Fall Semester

Instruction in practical application of on-the-job interpersonal relations as it applies to you as an employee, supervisor or consumer. A variety of work ethics topics will be covered that will help employers define you as a "good" employee; such as punctuality, staying on task, being a team player, cleanliness/neatness in the work area, thoroughness, pride in workmanship and flexibility.

ATEC 190 **Cooperative Workbased Learning Seminar I**
1 Credit Offered Fall Semester

This course is a Field Experience Seminar course that provides an opportunity for students involved in

Cooperative Workbased Learning to share work-related experiences in a seminar situation with their work experience coordinator and fellow field placement students. Content presented at the seminar includes orientation to Cooperative Education, employability skills, basic planning and basic economics. It is recommended that this course be taken concurrently with ATEC 194. However, it is open to other students who want to know more about cooperative workbased learning experiences.

ATEC 191 Cooperative Workbased Learning Seminar II
1 Credit — Offered Spring Semester

This course is a continuation of ATEC 190 that provides additional opportunity for students involved in Cooperative Workbased Learning to share work-related experiences in a seminar situation with their work experience coordinator and fellow field placement students. Content presented at the seminar includes orientation to Cooperative Education, employability skills, basic planning and basic economics. It is recommended that this course be taken concurrently with ATEC 195. However, it is open to other students who want to know more about cooperative workbased learning experiences. Prior completion of ATEC 190 is required.

ATEC 194 Cooperative Workbased Learning Exp. I
1-3 Credits — Offered Fall Semester

This is an instructional program designed to give students practical experience in supervised employment related to their program. Students identify job performance objectives, work a specified number of hours during the term and attend a related CWL seminar. Note: Credits are based on identified objectives and number of hours worked. Prior approval of program instructor is required. This course must be taken concurrently with ATEC 190.

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

This course is a continuation of ATEC 194 and is designed to give students additional practical experience in supervised employment related to their program. Students build upon objectives completed in ATEC 194. Note: Credits are based on identified objectives and number of hours worked. Prior approval of program instructor is required. This course must be taken concurrently with ATEC 191. Prior completion of ATEC 194 is required.

ATEC 290 Cooperative Workbased Learning Seminar III
1 Credit — Offered Fall Semester

This course is a continuation of ATEC 191 that provides additional opportunity for students involved in Cooperative Workbased Learning to share work-related experiences in a seminar situation with their work experience coordinator and fellow field placement students. Content presented at the seminar includes orientation to Cooperative Education, employability skills, basic planning and basic economics. It is recommended that this course be taken concurrently with ATEC 294. However, it is open to other students who want to know more about cooperative workbased learning experiences. Prior completion of ATEC 191 is required.

ATEC 291 Cooperative Workbased Learning Seminar IV
1 Credit — Offered Spring Semester

This course is a continuation of ATEC 290 that provides additional opportunity for students involved in Cooperative Workbased Learning to share work-related experiences in a seminar situation with their work experience coordinator and fellow field placement students. Content presented at the seminar includes orientation to Cooperative Education, employability skills, basic planning and basic economics. It is recommended that this course be taken concurrently with ATEC 295. However, it is open to other students who want to know more about cooperative workbased learning experiences. Prior completion of ATEC 290 is required.

ATEC 294 Cooperative Workbased Learning Exp. III
1-3 Credits — Offered Fall Semester

This course is a continuation ATEC 195 designed to give students additional practical experience in supervised employment related to their program. Students build upon objectives completed in ATEC 195. Note: Credits are based on identified objectives and number of hours worked. Prior approval of program instructor is required. This course must be taken concurrently with ATEC 290. Prior completion of ATEC 195 is required.

ATEC 295 Cooperative Workbased Learning Exp. IV
1-3 Credits — Offered Spring Semester

This course is a continuation of ATEC 294 and is designed to give students additional practical experience in supervised employment related to their program. Students build upon objectives completed in ATEC 294. Note: Credits are based on identified objectives and number of hours worked. Prior approval of program instructor is required. This course must be taken concurrently with ATEC 291. Prior completion of ATEC 294 is required.

ATEC 220 Industrial Safety
2 Credits — Offered Fall/Spring Semester

A practical and theoretical hands-on study of how and why accidents occur and how to prevent them. OSHA requirements, Right to Know, Hazard Communication Standard and Material Safety Data Sheets will be covered. Stress management and employee responsibility, attitude, philosophy and commitment in the interest of accident prevention and loss control.

Art

ART 101 Survey of Art I
3 Credits — Offered Fall Semester

This course offers an historical overview of the development of Western visual art in its principal phases from prehistoric societies to the 12th century AD. The arts of these cultures will be examined through the analysis of

major monuments of architecture, sculpture, and painting with specific attention to the communicative function of the work of art in relation to its society.

ART 101 expands an understanding in the visual arts and the societies that produced them, and enables the student to make connections to contemporary society and culture and increases individual aesthetic concepts. It satisfies an arts and humanities course requirement for the A.A. and A.S. degrees.

ART 102 — **Survey of Art II**
3 Credits — Offered Spring Semester

Survey of Art II offers an historical overview of the development of Western painting, sculpture, and architecture from the Renaissance to the present with emphasis on the struggle to find a universal and unified visual language for a world of changing values, new institutions, and unprecedented diversity.

The course creates a higher understanding of the parallels and interconnections of visual art and the societies that made it. It enables students to thoughtfully view creative expression in its communicative function as seen in relation to contemporary society and culture. Satisfies an arts and humanities course requirement for A.A. and A.S. degrees.

ART 103 — **Art Appreciation**
3 Credits — Offered Each Semester

ART 103 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. Prior completion of other courses is not required.

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

Drawing I offers beginning experiences in the concepts of composition, line, value, form, perspective and texture, introduced through the use of still life, nature, and the model. The media used include charcoal, conte, pencil, and dry pastels.

This course is also fundamental for the commercial art 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. Prior completion of other courses is not required.

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

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

The course is fundamental for the Commercial Art program, for transfer programs in fine arts and architecture, and for personal enjoyment. Prior completion of ART 111 is required.

ART 121 — **Design and the Creative Process I**
3 Credits — Offered Fall Semester

This course offers instruction in the design process with consideration of abstract/concrete and intangible/tangible elements. These design elements are explored through various media in two-dimensional problems.

ART 121 helps students channel conceptual thinking and to organize and master skills of the basic elements of art. The course is necessary for the artist/designer in all fields. It is a required course in the Commercial Art program and for some transfer programs. Prior completion of other courses is not required.

ART 122 — **Design and the Creative Process II**
3 Credits — Offered Spring Semester

ART 122 offers instruction in the use of basic art fundamentals as applied to three-dimensional art work and the creative concepts evolving from these properties.

This course helps students to channel conceptual thinking and organize and master skills of the basic elements of art as they relate to three-dimensional expression. Design II is important for artists and designers in all fields and is a required course in the Commercial Art program and for some transfer programs. Prior completion of other courses, including ART 121, is not required.

ART 200A — **Professional Advertising Practices**
1 Credit — Offered Fall Semester

ART 200A offers exploration of the real-life world of the commercial artist. Lecture, textbook study, field trips, and guest lecturers will help provide a working knowledge of pricing and bidding a job, camera-ready copy, halftones, duotones, color separations, varnishing, proofs, negatives, paper, ink density, bindery, and other various printing methods.

This course helps prepare the sophomore commerical art student for future employment opportunities. ART 200 is a required course in the Commerical Art program. Restricted to sophomores only.

ART 200B — **Professional Advertising Practices**
1 Credit — Offered Spring Semester

ART 200B offers continued exploration of the real-life world of the commercial artist. This course emphasizes employment opportunities in art-related fields, including preparation for employment interviews by incorporating mock interviews and videotaping.

This course helps the graduating Commercial Art student prepare for employment opportunities. Restricted to sophomores only.

ART 210 **Illustration I**
2 Credits Offered Fall Semester

ART 210 offers an introduction to illustration for the commercial artist with emphasis on developing an ability to rapidly visualize and illustrate objects, environment and people. Skill instruction will include using 1-2-3 point perspective, creating objects out of simple forms and using shading, shadows, and textures. This is a required course in the Commercial Art program. Prior completion of other courses is not necessary.

ART 211 **Illustration II**
2 Credits Offered Spring Semester

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 Commercial Art program. Prior completion of ART 210 is necessary.

ART 212 **Illustration III**
2 Credits Offered Fall Semester

ART 212 offers instruction in basic airbrush techniques through simple two-dimensional illustrations. The course emphasizes the creation of strong and effective visual concepts for illustrations needed in various publications.

This course provides important skills for potential illustrators, artists, and designers. It is a required course in the Commercial Art program. Prior completion of ART 210 and ART 211 or permission of the instructor is necessary.

ART 213 **Illustration IV**
2 Credits Offered Spring Semester

Illustration IV is a continuation of instruction in general illustration using a wide range of techniques.

This course helps the graduating commercial art student establish a strong portfolio for employment opportunities in illustration. ART 213 is a required course in the Commercial Art program. Prior completion of ART 210, 211, and 212 or permission of the instructor is necessary.

ART 217 **Life Drawing I**
3 Credits Offered Fall Semester

Life Drawing I offers an exploration of various media to develop an artistic understanding of the human form. Emphasis will include both an anatomical analysis and an interpretive drawing of the undraped and draped model.

ART 217 helps to develop eye/hand coordination that is important for careers in applied arts and fine arts. This course is a required course in the Commercial Art program. Prior completion of ART 111 and 112 or permission of the instructor is necessary.

ART 218 **Life Drawing II**
3 Credits Offered Spring Semester

Life Drawing II offers an exploration in the artistic expression of the draped and undraped human form. Included will be drawing in various media from the model with an emphasis on personal interpretation.

ART 218 offers a basis for development in any of the visual arts. The course equally accommodates the gestural artist and the technical illustrator. It is a required course in the Commercial Art program. Prior completion of ART 217 or permission of the instructor is required.

ART 221 **Graphic Design I**
3 Credits Offered Fall Semester

This course offers instruction in the principles of design, layout, and problem solving as they apply to print communication. Students explore typography, photography, and illustration used in publications to develop concepts with roughs and comprehensives. Students are introduced to computer graphics and work on assigned projects. This is a required course in the Commercial Art program. Prior completion of other courses is not necessary.

ART 222 **Graphic Design II**
3 Credits Offered Spring Semester

This course is a continuation of ART 221. It is designed to give the student more hands-on experiences in developing skills with tools, materials, and professional methods for creating the total graphic concept. The student will learn to incorporate research, illustrations, and graphics necessary to complete the "mechanical," a prerequisite for reproduction. Continued emphasis is placed on computergraphics and on assigned projects.

This course is helpful in building visual literacy, expanding conceptual and technical skills, and improving creative problem solving. It is a required course in the Commercial Art program. Prior completion of ART 221 or permission of the instructor is required.

ART 231 **Beginning Painting I**
3 Credits Offered Fall Semester

Beginning Painting I develops competence with oil paint medium through specific assignments designed to emphasize composition and the fundamentals of painting and color. Particular attention is given to visual thinking, exploration, exposure to materials, and technical procedures. The course is structured around individual instruction and group critiques.

ART 231 helps develop ideas and competence with a creative medium. It promotes the articulation of feelings and objectives through a descriptive visual vocabulary. This course is a required course in the Commercial Art program. Class supplies are to be purchased by the student. Prior completion of other courses is not necessary.

ART 232 **Beginning Painting II**
3 Credits Offered Spring Semester

ART 232 offers additional instruction in the knowledge and understanding of the paint medium with special emphasis on personal development. The course is structured around personal instruction and group critiques.

Beginning Painting II encourages divergent thinking and different approaches with the medium through the

presentation of abstract concepts. It is a required course in the Commercial Art program. Class supplies are to be purchased by the student. Prior completion of other courses, including ART 231, is not necessary.

ART 241 — **Sculpture I**
1 Credits — Offered Fall Semester

Sculpture I provides an introduction to ideas and materials designed to facilitate the student's response to three-dimensional forms. Emphasis will be on concepts of modeling, carving, and constructing.

This course promotes confidence for the three dimensional artist through technical fundamentals. It is a recommended elective for the Commercial Art program. Prior completion of other courses is not required.

ART 242 — **Sculpture II**
1 Credits — Offered Spring Semester

ART 242 is a continuation of Sculpture I. The course explores problems of greater complexity through both technical and personal involvement.

The course further develops the necessary skills for three-dimensional work. It is a recommended elective for the Commercial Art program. Prior completion of ART 241 is required.

ART 243 — **Graphic Design III**
3 Credits — Offered Fall Semester

Graphic Design III offers instruction in the use of computer technology for the graphic designer. Students gain hands-on exposure to a variety of computer hardware, including a review of hardware options for creating an electronic design station. This course introduces the student to various computer and software applications (word processing, paint, draw, and page design programs) to design ads, illustrations, and other print communications.

ART 243 develops the creative use of computer technology for graphic design applications. It is a required course in the commercial art program. Prior completion of ART 221 and 222 is necessary for enrollment.

ART 244 — **Graphic Design IV**
3 Credits — Offered Spring Semester

ART 244 offers exploration in the challenges of corporate design. This involves advertising theory and a system of creative strategy development, including product analysis, identifying a target market, and creating an advertising plan. Students will create appropriate print ads and package decisions necessary to bring a product to the market place.

This course helps to gain a hands-on understanding of the design aspects of advertising and product marketing. It is a required course in the commercial art program. Prior completion of ART 243 is necessary for enrollment.

ART 245 — **Intermediate Painting I**
3 Credits — Offered Fall Semester

This course is structured to meet students' needs and interests with an emphasis on creative expression and exploration beyond the visual image. The course includes individual instruction and group critiques.

Intermediate Painting I promotes an appreciation for the complexity of the medium and the range of possibilities associated with it. Intended for the intermediate student who has a firm understanding of the properties and fundamentals of this studio discipline, the course is a recommended elective for the commercial art program. Class supplies are to be purchased by the student. Prior completion of ART 231 and 232 is required.

ART 246 — **Intermediate Painting II**
3 Credits — Offered Spring Semester

Intermediate Painting II is a continuation of ART 245. The course focuses on developing students' greater understanding of personal intent, continuing creative expression, and exploration beyond the visual image. The course offers individual instruction and group critiques.

Class supplies are to be purchased by the student. It is a recommended elective for the commercial art program. Prior completion of ART 245 is required.

ART 251 — **Printmaking I**
3 Credits — Offered Fall Semester

Printmaking explores the relief printing processes of wood and lino blocks, silkscreen methods, and handmade paper processes. Emphasis is on methods, techniques, exploration of materials, and individual development. An additional focus will be on the historic influence and importance of each media and its relationship to other artistic expressions.

ART 251 is a recommended elective for the Commercial Art program. Prior completion of other courses is not required.

ART 252 — **Printmaking II**
3 Credits — Offered Spring Semester

Printmaking II provides an introduction to engraving, collagraphic, and mixed media processes. Emphasis is on exploration of materials, methods, and creative expression. Additional focus will be on the historical influence and importance of each media and its relationship to other artistic expressions.

ART 252 is a recommended elective for the Commercial Art program. Prior completion of other courses is not required.

ART 253 — **Letterform Design**
2 Credits — Offered Fall Semester

ART 253 offers instruction in basic type styles and design. The course includes characteristics of letters in relationship to technical, free style, and creative letter rendering as they apply within the commercial art and illustration fields.

Letterform Design provides a fundamental knowledge of hand lettering. This is a required course in the Commercial Art program. Prior completion of other courses is not necessary.

ART 261 **Ceramics I**
3 Credits Offered Both Semesters

Ceramics I introduces the student to wheel-thrown and handbuilt clay forming techniques, ceramic design concepts, and glaze experimentation. Emphasis is on the development of fundamental skills and understanding the creative potential of clay.

This course helps develop sensitivity of design and aesthetics for the clay objects we use daily. The course enhances an appreciation for the creative process and establishes the student as a designer/craftsperson. It is a recommended elective for the Commercial Art program and a fundamental course for transfer art majors or minors. Prior completion of other courses is not required.

ART 262 **Ceramics II**
3 Credits Offered Both Semesters

ART 262 is a continuation of Ceramics I. Structured to develop the creative potential of the student using the medium of clay as a vehicle of communication, the course focuses on continued development of fundamental skills and expressive use of materials. Additional emphasis is placed on establishing individual design criteria and expanding awareness of aesthetic qualities of ceramics as art forms or as utilitarian vessels.

This is a recommended elective for the Commercial Art program. Prior completion of ART 261 is required. The course may be repeated for a total of 12 credits.

ART 281 **Watercolor I**
3 Credits Offered Fall Semester

Watercolor I introduces the student to a water-based medium that includes the application of visual and tactile elements and the functions of design. Emphasis will be on visual thinking, exploration, exposure to materials, and technical approaches. Individual instruction and group critiques are utilized.

ART 281 helps to develop an appreciation for complexities and the potential for creative expression. Class supplies are to be purchased by the student. Prior completion of other courses is not required.

ART 282 **Watercolor II**
3 Credits Offered Spring Semester

ART 282 offers additional instruction in watercolor designed to increase student awareness, knowledge, and understanding of the 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. Prior completion of other courses is not required.

ART 283 **Portfolio I**
2 Credits Offered Fall Semester

Portfolio I is an intensive course designed to assist committed, self-motivated students in preparing a portfolio that effectively demonstrates their abilities. Portfolios are assessed for their strengths and weaknesses, and appropriate presentational methods are recommended.

This course helps art students with the important development of an individualized and professionally competitive portfolio. This is a required course in the Commercial Art program. Restricted to sophomores.

ART 284 **Portfolio II**
2 Credits Offered Spring Semester

ART 284 is a continuation of ART 283. This is a required course in the Commercial Art program. Restricted to sophomores.

Auto Body Technology

Note: Course enrollment requires prior acceptance into the Auto Body Technology Program.

ABRR 151 **Auto Body Technology Theory I**
6 Credits Offered Fall Semester

Auto Body Technology Theory I offers classroom instruction in all phases of automobile refinishing including base coat and clear coat systems, cutting, heating and gas metal arc welding, basic body panel repair, fiberglass and plastic parts repair. Health and safety rules are also taught.

ABRR 151L **Auto Body Technology Lab I**
8 Credits Offered Fall Semester

This lab features hands-on shop experience in all phases of auto refinishing, gas metal arc welding, basic body panel repair techniques, fiberglass and plastic parts repair. Mock-up vehicles as well as actual customer work will be experienced. Health and safety practices are promoted.

ABRR 152 **Auto Body Technology Theory II**
3 Credits Offered Spring Semester

Auto Body Technology Theory II presents classroom instruction in automobile construction and panel identification, estimating, hardware and fastener identification, body panel replacement, uni-body and frame alignment, steering and suspension components, glass replacement, cooling and air conditioning components, and electrical systems.

ABRR 152L **Auto Body Technology Lab II**
10 Credits Offered Spring Semester

This lab offers hands-on shop experience in repair, estimating, replacements of hardware and body panels, alignment of uni-body vehicles and frames, replacement and steering and suspension parts, replacement of auto glass, restoring cooling and air conditioning systems, and diagnosing and repairing electrical problems. Health and safety practices along with quality work is promoted.

ABRR 153 **Auto Body Technology Theory III**
1 Credit Offered Summer Session

ABRR 153 presents instruction in wreck rebuilding and meeting production shop schedules.

ABRR 153L **Auto Body Technology Lab III**
2 Credits Offered Summer Session

This course provides hands-on shop experience in wreck rebuilding and meeting production shop time schedules. Quality work is promoted.

Auto/Diesel Technology

NOTE: Course enrollment requires prior acceptance into either the Automotive Technology program or the Diesel Technology program.

ATDT 105 **Orientation/Safety/General Shop Practices**
1 Credit Offered Fall Semester

This course will introduce students to on-campus services including including the library and learning center. It will give them instruction about the industry, including wages, job opportunities and the nature of the work. This course will also give instruction in safety equipment and procedures. Instruction will be given in a variety of general shop practices such as drilling and tapping holes, drilling out broken bolts, Heli-coils, double flares, soldering and the care of equipment and floors.

ATDT 280 **Heating, Ventilation, Air Conditioning**
3 Credits Offered Spring Semester

Students will receive instruction in heating and air conditioning theory, as well as the use of equipment related to the evacuating, recycling,and recharging of air conditioning systems. The course will cover both R-12 and R-134a refrigerant handling. Prior successful completion of the first year of the Automotive A.A.S. degree program is required.

Automotive Technician

Note: Course enrollment requires prior acceptance into the Automotive Technician Program.

AUTO 115L **Auto Lab**
5.5 Credits Offered Fall Semester

This course will give the students hands-on exposure in a shop setting to those subjects covered in ATDT 120 and 130 as well as AUTO 100, 110, 120 theory classes. The instruction will utilize a variety of mock-ups, training aids, components and live work. The student will be able to explain and demonstrate proper safety precautions when lifting and supporting a vehicle, or using tools or equipment, or handling asbestos-containing materials.

AUTO 116L **Auto Lab**
5.5 Credits Offered Spring Semester

This course will give the students hands-on exposure in a shop setting to those subjects covered in ATDT 160 and AUTO 125 theory classes. The instruction will utilize a variety of mock-ups, training aids, components and live work. The student will be able to explain and demonstrate proper safety precautions when lifting and supporting a vehicle, or using tools or equipment, or handling asbestos-containing materials.

AUTO 117L **Auto Lab**
2 Credits Offered Summer Session

This course will give the student additional exposure to lab experiences related to the area of special interest selected by the student in AUTO 195. It may consist of work with mock-ups, components, live work, or in some cases School to Work arrangements with local shops. Prior successful completion of the first year of the Automotive A.A.S. program is required, or instructor permission.

AUTO 121 **Powertrain/Brakes**
3.5 Credits Offered Fall Semester

This course will teach students the principles of hydraulic brakes and friction, as well as the operation and construction of drum and disc brake systems. Students will also learn the operation, construction and repair of clutch systems, drivelines and universal joints.

AUTO 122 **Differential**
.5 Credit Offered Fall Semester

This course will teach students the principles of differential operation, construction and overhaul procedures, including how to read patterns and adjust bearing preloads.

AUTO 126 **Steering/Suspension**
2 Credits Offered Spring Semester

This course will teach the various steering and supension systems used on today's cars and light trucks. The construction, service and repair of components will be taught along with their relation to the steering geometry of the vehicle. In-depth instruction will be given to four-wheel alignment principles using the Hunter D-111 Computerized Alignment machine.

AUTO 130 **Gas Engine Fundamentals**
3 Credits Offered Fall Semester

This course will teach the student how to identify, repair or replace components as necessary on gasoline engines. The four-stroke cycle and accompanying valve action will be tuaght, as well as the construction, operation and servicing of cooling and lubrication systems. The student will learn proper engine disassembly, measuring, machining and assembly procedures.

AUTO 141 **Electrical System Fundamentals**
5 Credits Offered Spring Semester

This course will cover basic electrical theory, including types of circuits and components, as well as batteries, starter and charging systems. Students will also learn about wiring schematics and diagrams, along with the 25 most common car wiring systems.

AUTO 160 **Tune-Up Fundamentals**
1.5 Credits Offered Spring Semester

This course will cover basic ignition systems, basic combustion theory, and general tune-up procedures such as setting timing, adjusting mixture screws and setting idle speed.

AUTO 195 **Specialization Study**
1 Credit Offered Summer Session

Students will select an area of special interest in which they wish to pursue additional study. The instructor will assist the student by providing instruction through one or more of the following: classroom instruction, videos, slides, library research projects or short field trips. Prior successful completion of the first year of the Automotive A.A.S. degree program is required, or instructor permission.

AUTO 210 **Advanced Electrical**
1.5 Credits Offered Fall Semester

Students will be exposed to a variety of accessory electrical circuits, such as windshield wipers, power windows, door locks, seats, and cruise control systems as well as more in-depth instruction into troubleshooting procedures and theories.

AUTO 215L **Advanced Auto Lab**
6.5 Credits Offered Fall Semester

Students will perform troubleshooting on computerized engine controls on live vehicles that have been "bugged" by the instructor. Students will use various scanners and electronic test equipment typically used in the industry to diagnose the "bugs." Prior successful completion of the first year of the Automotive A.A.S. degree program is required, or instructor permission.

AUTO 216L **Advanced Auto Lab**
6.5 Credits Offered Spring Semester

This course will give students hands-on exposure, in a shop setting, to those subjects covered in AUTO 260, 270 and 280 theory classes. The instruction will utilize a variety of mock-ups, training aids, components and live work. Prior successful completion of the first year of the Automotive A.A.S. degree program is required or instructor permission.

AUTO 221 **Advanced Tune-Up**
4 Credits Offered Fall Semester

This course will teach the various ignition systems used on today's cars, as well as the use of electronic engine analyzers, scope patterns. Students will learn about carburetor theory, overhaul and adjustments. Instruction will include emission control systems and related regulations, as well as the use of the four gas emisson analyzer. Students will learn about "driveability" and how each of the systems must work together to produce it. Prior successful completion of the first year of the Automotive A.A.S. degree program is required.

AUTO 250 **Computer Controls**
1.5 Credits Offered Fall Semester

The theory and systems of automotive computer controls will be covered including the various sensors and output devices. The use of scanners, computerized engine analyzers, and a multitude of special tools will also be taught. Prior successful completion of the first year of the Automotive A.A.S. degree program is required.

AUTO 260 **Computer Controlled Systems**
3 Credits Offered Spring Semester

Students will receive instruction on various systems on the automobile that are computer controlled such as fuel injection and anti-lock brakes, as well as some introduction to digital dash, keyless entry and active suspension systems. Prior successful completion of the first year of the Automotive A.A.S. degree program is required.

AUTO 270 **Trans/Transaxle**
3 Credits Offered Spring Semester

This course will cover the general theory of manual and automatic transmission and transaxle operation. Students will learn appropriate testing, dissassembly and repair procedures. Prior successful completion of the first year of the Automotive A.A.S. degree program is required.

AUTO 280 **Heating, Ventilation, Air Conditioning**
1.5 Credits Offered Spring Semester

Students will receive instruction in heating and air conditioning theory, as well as the use of equipment related to the evacuating, recycling, and recharging of air conditioning systems. The course will cover both R-12 and R-134a refrigerant handling. Prior successful completion of the first year of the Automotive A.A.S. degree program is required.

Bacteriology

BACT 250 **General Microbiology/Bacteriology**
4 Credits Offered Each Semester

Introductory survey of microorganisms. Emphasis will be on bacteria as examples of all microorganisms, and as models for all living organisms/cells in regard to structure, physiology, and reproduction. This is a fairly rigorous lab course requiring attendance to cover various lab skills of media use, culturing, slide-staining, use of lab materials, and processes relating to microorganisms.

This course has applications to programs in life sciences, the medical health field, health sciences, agriculture, food industries, pharmaceutical industries, environmental science, and laboratory research. BACT 250 satisfies a laboratory science course requirement for the A.S. degree. The course includes classroom lectures and separate lab sessions. Previous completion of other courses is not required. However, completion of BIOL 100 or BIOL 201 and CHEM 103 or CHEM 107 is recommended. This course includes three hours of lecture and one three-hour lab (BACT 250L) each week.

Biology

BIOL 100 — **Fundamentals of Biology**
4 Credits — Offered Each Semester

This introductory course provides a general overview of evolution, the five kingdoms, ecology, DNA, cell structure, genetics, and human systems.

BIOL 100 is designed to give non-biology majors a better understanding and appreciation of the living world. It is not intended as a preparation for BIOL 201, and upon completion of BIOL 100, BIOL 175 and BIOL 201 cannot be taken for credit. This course may not be accepted as fulfilling biology course requirements by some medical programs. The course satisfies a laboratory science course requirement for the A.S. and A.A. degrees. Prior completion of other courses is not required. This course includes three hours of lecture and one two-hour lab (BIOL 100L) each week.

BIOL 111 — **Living with the Environment**
3 Credits — Offered Fall Semester

This course is a study of the environment that includes population dynamics, ecological principles, use and misuse of resources, worldwide environmental problems, and man in relation to land, air, and water resources.

Living with the Environment helps enhance an understanding of current environmental issues and the application of environmental principles to everyday decisions. Prior completion of other courses is not required. This course includes three hours of lecture each week; it does not have a lab component. It does not fulfill a lab science requirement for an associate degree.

BIOL 175 — **Human Biology**
4 Credits — Offered Fall Semester

This introductory course provides a general overview of the structure, function, healthy maintenance and common diseases of the human body. BIOL 175 is designed to give the non-biology major a better understanding and appreciation of the human body. It is not intended to be a preparation or alternative for ZOOL 107 and 108, Human Anatomy and Physiology. Upon completion of BIOL 175, BIOL 100 cannot be taken for credit. Students must petition the Division of Natural Sciences for permission to take ZOOL 107 and 108 upon completion of BIOL 175. Credits may be restricted depending upon the student's educational objectives. This course may not be accepted as fulfilling the course requirements for some medical programs. Students should get clearance from their prospective transfer institution prior to taking the class. This course satisfies laboratory science course requirements for the A.S., A.A. and A.A.S. degrees. Prior completion of other courses is not required. BIOL 175 includes three hours of lecture and one three-hour lab (BIOL 175L) each week.

BIOL 201 — **Introduction to Life Sciences**
4 Credits — Offered Each Semester

BIOL 201 is an introduction to the fundamental principles which govern living organisms, including molecular biology, cell biology, homeostasis, reproduction, genetics, and evolution.

The course provides an important foundation for more advanced coursework in the life sciences and medical related programs. The course cannot be taken for credit after completion of BIOL 100. It satisfies a laboratory science course requirement for the A.S. and A.A. degrees. Prior completion of one year of high school biology and chemistry is recommended. This course includes four hours of lecture and one three-hour lab (BIOL 201L) each week.

BIOL 207 — **Concepts in Human Nutrition**
3 Credits — Offered Each Semester

BIOL 207 offers instruction in basic nutrition concepts, current nutritional controversies, and in food selection for individual needs. Topics covered will include carbohydrates, fats, proteins, vitamins, minerals, energy balance, vegetarian diets, product labels and additives, life cycle needs, and diets for athletes. Individual dietary habits will be closely examined through a self-evaluation of personal diet studies.

Concepts in Human Nutrition provides important basic knowledge in making personal dietary decisions. Prior completion of other courses is not required. This course consists of three hours of lecture each week, it does not satisfy a lab science requirement for an associate degree.

BIOL 231 — **General Ecology (Same as FORS 221)**
4 Credits — Offered Spring Semester

This introductory course shows the relationships between the living and non-living components of the environment. The course examines the processes which influence the distribution of plant and animal communities.

It provides an exposure to the fundamental principles of ecology in natural resource management. This course is designed for forestry and biology majors with applications for pre-agriculture, zoology and botany disciplines. This is not an environmental science course. Permission of the instructor or prior completion of BIOL 100 or 201 is required. The course includes three hours of lecture and one three-hour lab (BIOL 231L) per week.

BIOL 299 — **Independent Study**
Credits arranged — Offered Each Semester

BIOL 299 is individual study culminating in a project or product that will become property of the Division of Life Sciences. Individual study will be based on a mutual agreement between the student and instructor and must be outlined on a form available from the Registrar.

Individual study allows for an in-depth study of areas of biology that are of personal interest. Prior completion of 26 college credits with a 3.00 GPA is required, in addition to the approval of the instructor, the division

chair, and the Associate Dean of Instruction. A maximum of three credits is allowed per semester and only six credits can apply toward graduation requirements.

Independent study cannot be used to fulfill associate degree core requirements.

Botany

BTNY 203 **General Botany**
4 Credits Offered Spring Semester

BOT 203 is an introduction to the plant kingdom starting with the bluegreen algae or cyanobacteria and progressing in an evolutionary fashion up through the gymnosperms and angiosperms. Where possible, each group is related to the higher plants.

The course is designed for individuals pursuing a degree in biology, botany, agriculture, or forestry, and for others who are interested in the plant kingdom. It satisfies a laboratory science course requirement for the A.S. degree. Prior completion of BIOL 100 or 201 is preferred but not required. This course includes three hours of lectures and two two-hour labs (BTNY 203L) each week.

BTNY 241 **Systematic Botany**
4 Credits Offered Spring Semester

BOT 241 offers instruction in plant identification focusing on local gymnosperms and spring angiosperms using a recognized botanical key. The course includes field trips and plant collection.

Systematic Bontony is designed for individuals pursuing a degree in biology, botany, or forestry, and for those with an interest in the identification of local plants. This course includes two hours of lectures and two two-hour labs (BTNY 241L) each week. It satisfies a laboratory science course requirement for the A.S. degree. Prior completion of BIOL 100 or 201 may be beneficial but is not required.

Business Administration

BUSA 100 **Introduction to Computers**
3 Credits Offered Each Semester

BUSA 100 is the study of computer systems and applications. It introduces students to computer hardware, and a hands-on exploration of application and system software for microcomputers and includes the history, terminology, industry trends and social impact of computers. This course is appropriate for students from any discipline wishing to gain basic computer literacy with computers and several popular software packages.

This course is required for the Business Administration, Business Education, and Small Business Management degree programs. It meets the computer science requirement for the A.A. degree. This course cannot be taken for credit after completion of CS 100. Prior completion of other courses is not required.

BUSA 107 **Survey of the Macintosh Computer**
1 Credit Offered Each Semester

This course is a beginning level course using the Macintosh to learn the basics of the Macintosh operating system, initializing disks, using the mouse, and keyboard. The class includes basic word processing using WordPerfect, an introduction to a basic drawing program using SuperPaint, and basic database use with Hypercard. Prior completion of other courses is not required. This course is a microcomputer elective in the Business and Office Technology programs.

BUSA 110 **Small Business Accounting**
3 Credits Offered Each Semester

BUSA 110 provides an introduction to accounting procedures for individual proprietorship businesses. Emphasis is on the accounting cycle, double-entry accounting system, special journals, 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 using accounting software.

This course is required for students in all Business and Office Technology programs and is helpful to others who want to upgrade business skills for improved employability. Prior completion of, or concurrent enrollment in BUSA 121 or an equivalent course is required.

BUSA 117 **Introduction to DOS**
1 Credit Offered Each Semester

BUSA 117 provides an introduction to the major microcomputer operating system, MS-DOS on IBM compatible microcomputers. It includes file management, creating and using directories and subdirectories, batch files, menu development, creating and editing files, and managing hard disk systems. Hands-on computer use is involved.

This is an important course for anyone who wants to learn how to use the disk operating system on IBM-type microcomputers. It is a required course in the Administrative Assistant and the Office Information Specialist programs and is a microcomputer elective course for all other Business and Office Technology programs. Prior completion of other courses is not required.

BUSA 118 **Introduction to Word Processing**
1 Credit Offered Each Semester

BUSA 118 provides an introduction to word processing fundamentals using the word processing program, WordPerfect for Windows, on IBM compatible computers. A hands-on class with business-oriented examples, it includes creating, storing, retrieving, editing and printing documents.

This is a valuable course for those who want to learn how to use word processing software. It does not fulfill

the word processing requirement for the Business and Office Technology programs. This course does not count as a microcomputer elective for the Business and Office Technology programs. Prior completion of other courses is not required, although some keyboarding proficiency is assumed.

BUSA 118B **Introduction to Microsoft Word**
1 Credit Offered Each Semester

This course provides an introduction to word processing fundamentals using the word processing program, Microsoft Word for Windows, on IBM compatible computers. A hands-on class with business-oriented examples, it includes creating, storing, retrieving, and printing documents.

This is a valuable course for those who want to learn how to use word processing software. This course is a microcomputer elective for the Business and Office Technology programs. It does not fulfill the word processing requirement for the Business and Office Technology programs. Prior completion of other courses is not required, although some keyboarding proficiency is assumed.

BUSA 119 **Intermediate Word Processing**
1 Credit Offered Each Semester

BUSA 119 is an extension of BUSA 118. It utilizes WordPerfect software on IBM compatible computers and provides additional word processing functions, including cutting and pasting text, merging text, and utilizing columns.

This course does not fulfill the word processing requirement for Business and Office Technology programs and does not count as a microcomputer elective for the Business and Office Technology programs. Prior completion of BUSA 118 is required.

BUSA 120 **Introduction to Desktop Publishing**
3 Credits Offered Either Semester

BUSA 120 provides an introduction to desktop publishing fundamentals with primary emphasis on PageMaker software for IBM compatible microcomputers. This course incorporates both theory and hands-on activities using business-oriented examples. The instruction includes designing and creating page layout, using and or importing word processing text, using various typefaces and fonts, and importing and creating artwork and graphic images.

This is a required course in the Office Information Specialist program and a microcomputer elective course In the other Business and Office Technology programs. Prior completion of BUSA 118 or BUSO 273 is required.

BUSA 121 **Introduction to Spreadsheets**
1 Credit Offered Each Semester

BUSA 121 is an introduction to spreadsheet fundamentals using a software program (Quattro Pro for Windows or Excel) on IBM compatible microcomputers. It includes basic spreadsheet construction and layout, commands, files, graphics, and printing, and involves hands-on computer use. This course is required for the Administrative Assistant program. Prior completion of other courses is not required; however, some computer knowledge and basic math skills are recommended.

BUSA 122 **Advanced Spreadsheets**
2 Credits Offered Each Semester

BUSA 122 provides advanced instruction using spreadsheet software ((Quattro Pro for Windows or Excel) on IBM compatible microcomputers. It includes spreadsheet programming, macros, using templates, creating graphic applications, and involves hands-on computer use with business-oriented examples.

This course is required for the Office Information Specialist program and is a microcomputer elective for the other Business and Office Technology programs. Prior completion of BUSA 121 is required.

BUSA 123 **Introduction to Database**
1 Credit Offered Each Semester

BUSA 123 provides an introduction to database fundamentals. It involves hands-on computer experience using either the software program, dBase or Paradox, on IBM compatible microcomputers. Database design and theory, file structure, sorting, editing, report generating at the query-level of dBase, and printing records are included.

This course provides skills in the computer management of data for any application. It is a required course for the Administrative Assistant program and serves as a microcomputer elective for the other Business and Office Technology programs. Prior completion of other courses is not required; however, some computer knowledge is recommended.

BUSA 127 **Introduction to Business**
3 Credits Offered Each Semester

BUSA 127 is an introductory overview of the organization, functions, and activities of business in contemporary society. Emphasis is placed on the terminology necessary to understanding business principles and practices. The course also includes an exploration of business environments, human resources, management, marketing management, finance, management information tools, and international marketing. Focus is on critical factors essential to understanding the interdependence between different facets of business operations.

This course is useful for those who are considering a career in business or who want an overview of what the study of business encompasses. This is a required course in the Administrative Assistant, Office Information Specialist, and Small Business Management programs. Students enrolled in the Small Business Management program should complete this course before enrolling in other marketing and management courses. Prior completion of other courses is not required.

BUSA 133 **Introduction to Microsoft Windows**
1 Credit Offered Each Semester

This course provides an introduction to Microsoft Windows fundamentals on IBM compatible computers. The course includes utilizing and controlling windows, Help, Write, Paintbrush, sharing data between applications with Clipboard, printing using Print Manager, and working with the Control Panel. This course is useful for anyone who wants to learn how to use Microsoft Windows software. This course is a microcomputer elective for the Business and Office Technology programs. Prior completion of other courses is not required; however, some keyboarding proficiency is assumed.

BUSA 138 **Accounting for Mangers**
3 Credits Offered Each Semester

BUSA 138 is an introduction to accounting from a user's perspective. Students will explore accounting information's role in the decision-making process, and learn 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.

This course is required in the Small Business Management and Hospitality programs. 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. This course does not replace BUSA 201 or 202.

BUSA 185 **Business Math**
3 Credits Offered Each Semester

BUSA 185 provides instruction in the basic operations necessary to solve business problems including the areas of decimals, fractions, percentages, interest, discount, markup, installment buying, stocks and bonds, insurance, and taxes. The touch method of operating an electronic calculator to solve business work examples is developed.

This course is required in the Business Education, Computer Applications in Business, Small Business Management, and all Business and Office Technology programs. Prerequisite for Business Math is completing the ASSET Test with a scaled score of 38 or higher on the numerical skills test or 28 or higher on the elementary algebra test or successful completion of Math 020 or higher. Concurrent enrollment in Math 030 is recommended.

BUSA 201 **Principles of Accounting**
3 Credits Offered Each Semester

BUSA 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 required in the Business Education and Business Administration programs. It fulfills the accounting course requirement for the Small Business Management and all Business and Office Technology programs. Prior completion of other courses is not required.

BUSA 202 **Managerial Accounting**
3 Credits Offered Each Semester

BUSA 202 is a continuation of BUSA 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 required in the Business Education and Business Administration programs. Prior completion of BUSA 201 is required.

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

BUSA 209 applies accounting theory and principles in practical situations involving hands-on computer use. This course serves as a business elective for the Small Business Management and Business Administration programs. Prior completion of BUSA 201 or permission of the instructor is required.

BUSA 211(formerly BUSA 130) **Principles of Management**
3 Credits Offered Each Semester

BUSA 211 provides an overview of theories and practices of management. Major topic areas include the evolution and scope of management and the universal functions of management including planning, organizing, directing, staffing, controlling, coordinating, and delegating. Emphasis is also placed on the art of negotiating, leadership skills, team performance and productivity, and creative problem solving.

This course fosters an awareness of the operational skills and administrative activities of managers; it also helps in upgrading management skills. BUSA 211 is a required course in the Administrative Assistant and Small Business Management programs. Prior completion of other courses is not required.

BUSA 221 **Principles of Marketing**
3 Credits Offered Each Semester

This is an introductory course designed to provide an overview of marketing principles and practices. The course includes marketing research, strategic planning, marketing segments and environments, and marketing mixes. Issues relating to product, promotion, pricing, and distribution are discussed.

This course promotes an awareness of the operational and administrative activities of marketing managers; it also helps in upgrading marketing skills. This is a required course for the Small Business Management program. Prior completion of other courses is not required.

BUSA 251 **Principles of Statistics**
3 Credits Offered Each Semester

BUSA 251 presents an introduction to the techniques used to describe and analyze data. It emphasizes

recognizing types of problems and their solutions, and provides an overview of averages, deviations, probability, sampling, hypothesis testing, analysis of variance, and regression analysis.

This course is a required course in the Business Administration program. Prior completion of MATH 115 or 155 is required.

BUSA 265 **Legal Environment of Business**
3 Credits Offered Each Semester

BUSA 265 provides an introduction to the areas of law including contracts and torts, which apply most closely to businesses. This course is a required course in the Business Administration, Business Education, Small Business Management, Paralegal and Legal Secretarial Studies programs. Prior completion of other courses is not required.

Business and Office Technology

BUSO 101A **Basic Keyboarding**
1 Credit Offered Each Semester

BUSO 101A provides introductory development of basic keyboarding skills. It proceeds from basic alphabetic keyboarding through numeric and symbolic keyboarding. Emphasis is placed on developing skills for personal use. This is a required course in the Business and Office Technology programs. This is an important course for those who want to learn to type; it is especially useful for microcomputer word processing. Prior completion of other courses is not required. (This is an eight-week course).

BUSO 101B **Basic Keyboarding Applications**
1 Credit Offered Each Semester

BUSO 101B is a continuation of BUSO 101A. Emphasis is placed on skills for personal use. Areas of concentration include correspondence, simple tables, formatted reports, and printed forms. This is a required course in the Business and Office Technology programs. Prior completion of BUSO 101A is required. (This is an eight-week course).

BUSO 109 (Formerly BUSO 107&108) Medical Terminology
3 Credits Offered Each Semester

This course is an introduction to terminology used in the medical field with an emphasis on anatomy, diagnostic and surgical procedures, system disorders, and reports. This is a required course in the Medical Secretarial Studies program and is helpful for any medical paraprofessional or legal assistant.

BUSO 112 **Speedwriting Theory and Dictation**
3 Credits Offered Fall Semester

BUSO 112 is an introductory course in speedwriting. Emphasis is placed on learning the correct outlines and theory while developing speed in taking and transcribing dictation. This course is required for all students in the Office Information Specialist, Administrative Assistant and Legal Secretarial programs. It is a valuable aid for students who want to take notes more efficiently. Prior completion of, or concurrent enrollment in BUSO 101A is required.

BUSO 113 Speedwriting Dictation and Transcription
3 Credits Offered Spring Semester

This course is a continuation of BUSO 112 with emphasis on developing skills in taking and transcribing dictation. It involves daily skill-building practice for speed and accuracy and for producing mailable copy.

BUSO 113 is required for all students in the Administrative Assistant and Legal Secretarial programs. Prior completion of BUSO 112 or one year of high school speedwriting is required.

BUSO 115 **Records Systems Management**
3 Credits Offered Each Semester

This course offers instruction in various systems of record management. General areas covered include principles of record creation, retention, transfer, and disposal. Topics also include organization and management of stored records, records facilities, personnel and retention programs, and safety and security of information. Technologies of micrographics, optical disk, and bar coding are included. Use of manual, mechanical, and automated means of storing and retrieving information are covered. This course is required for Business and Office Technology programs. Prior or concurrent enrollment in BUSO 101B is required.

BUSO 157 **Medical Coding**
3 Credits Offered Each Semester

This course is designed to identify diagnoses and services by code. The student will also learn to transform written descriptions of diseases, injuries, and procedures into numeric designations using the Current Procedural Terminology (CPT) and the International Classification of Diseases, Clinical Modification (ICD-9-CM) coding books. This is a required course in the Medical Secretarial program. Prerequisite: Completion of BUSO 109 (previously BUSO 107 and 108) is required.

BUSO 186 **Office Assistant Field Experience**
2 Credits Offered Each Semester

Office Assistant Field Experience provides supervised training in office skills through on-the-job experience. This course allows a practical application of office skills learned in the Office Assistant program course work. It involves approximately six hours per week of in-office work. It is a required course in the Office Assistant program and is graded on a satisfactory/unsatisfactory basis. Prior completion of BUSO 273 and prior completion or concurrent enrollment in BUSO 274 and BUSO 295 are required.

BUSO 205 **Legal Terminology/Transcription I**
3 Credits Offered Fall Semester

This course provides an introduction to the pronunciation and usage of legal terminology. It includes typing legal documents from transcription and provides instruction in office procedures within the legal field.

BUSO 205 is a required course in the Legal Secretarial and Paralegal programs. Prior completion or concurrent enrollment in BUSO 273 is required.

BUSO 206 **Legal Terminology/Transcription II**
3 Credits Offered Spring Semester

BUSO 206 is a continuation of BUSO 205. It is required for the Legal Secretarial and Paralegal programs. Prior completion of BUSO 205 is required.

BUSO 209 **Medical Transcription**
2 Credits Offered Fall Semester

This course provides an introduction to transcribing taped dictation, covers basic reports used in the medical field, and reinforces knowledge of medical terminology and procedures. It is required for students in the Medical Secretarial program. Prior completion of BUSO 273 and 109 is required.

BUSO 210 **Advanced Medical Transcription**
2 Credits Offered Spring Semester

The Advanced Medical Transcription course emphasizes realistic dictation situations used in the medical community. It is required for students in the Medical Secretarial program. Prior completion of BUSO 209 is required.

BUSO 273 **Word Processing/Machine Transcription**
3 Credits Offered Each Semester

This course provides an introduction to word processing fundamentals using microcomputers and the software package, WordPerfect. It includes instruction in creating, storing, retrieving, editing, and printing documents and utilizes spelling, vocabulary, punctuation, and proofreading skills. Machine transcription skills on the microcomputer are also developed. This is a required course in the Business and Office Technology programs. Prior completion of BUSO 101B is required.

BUSO 274 **Word Processing Applications**
3 Credits Offered Each Semester

BUSO 274 is a continuation of BUSO 273. It emphasizes advanced word processing and machine transcription skills. It is a required course in the Business and Office Technology programs. Prior completion of BUSO 273 is required.

BUSO 287 (formerly BUSO 187) **Medical Secretarial Internship I**
4 Credits Offered Each Semester

Medical Secretarial Internship I provides supervised training in secretarial skills through on-the-job experience in a medical-related office.

This course provides a practical application of secretarial skills as a part of the learning process. It involves approximately 11 hours per week of in-office work. This is a required course in the Medical Secretarial program and is graded on a satisfactory/unsatisfactory basis. Prerequisites: Permission of the instructor, sophomore standing, prior completion of BUSA 110 or 201, BUSO 109, 115, 209, 273, and ENGL 103, and prior completion or concurrent enrollment in BUSA 185, BUSO 210, 274, 295 and ENGL 272.

BUSO 288 (formerly BUSO 188) **Medical Secretarial Internship II**
4 Credits Offered Each Semester

BUSO 288 is a continuation of BUSO 287. It is a required course in the Medical Secretarial program and is graded on a satisfactory/unsatisfactory basis. Permission of the instructor and prior completion of BUSO 287 is required.

BUSO 289 (formerly BUSO 189) **Administrative Assistant Internship I**
4 Credits Offered Each Semester

Administrative Assistant Internship I provides supervised training in secretarial skills through on-the-job experience in a business office. This course provides practical application of secretarial skills as a part of the learning process. It involves approximately 11 hours per week of in-office work. This is a required course in the Administrative Assistant and Office Information Specialist programs and is graded on a satisfactory/unsatisfactory basis. Prerequisite: Permission of the instructor, sophomore standing, prior completion of BUSA 110 or 201, BUSO 112, 115, 273, and ENGL 103, and prior completion or concurrent enrollment in BUSA 185, BUSO 274, 295, and ENGL 272.

BUSO 290 (formerly BUSO 190) **Administrative Assistant Internship II**
4 Credits Offered Each Semester

BUSO 290 is a continuation of BUSO 289. It is a required course in the Administrative Assistant and the Office Information Specialist program and is graded on a satisfactory/unsatisfactory basis. Permission of the instructor and prior completion of BUSO 289 is required.

BUSO 291 (formerly BUSO 191) **Legal Secretarial Internship I**
4 Credits Offered Each Semester

Legal Secretarial Internship I provides supervised training in secretarial skills through on-the-job experience in a legal-related office. The course provides practical application of secretarial skills as a part of the learning process. It involves approximately 11 hours per week of in-office work. This is a required course in the Legal Secretarial program and is graded on a satisfactory/unsatisfactory basis. Prerequisites: permission of the instructor, sophomore standing, prior completion of BUSA 110 or 201, BUSO 112, 115, 273 and ENGL 103, and prior completion or concurrent enrollment in BUSA 185, BUSO 205, 274, 295 and ENGL 272.

BUSO 292 (formerly BUSO 192) **Legal Secretarial Internship II**
4 Credits — Offered Each Semester

BUSO 292 is a continuation of BUSO 291. It is a required course in the Legal Secretarial program and is graded on a satisfactory/unsatisfactory basis. Permission of the instructor and prior completion of BUSO 291 is required.

BUSO 294 **Medical Office Procedures**
1 Credit — Offered Each Semester

This course emphasizes the procedures utilized in the medical office setting. Included are insurance billing, appointment scheduling, patient file creation and maintenance, and medical telephone communication. The course also covers medical forms and reports, medical laws and ethics, and terminology for procedures, surgery, and prescription drugs. This is a required course in the Medical Secretarial program. Prior completion or concurrent enrollment in BUSO 109 (formerly BUSO 107 & 108) is required.

BUSO 295 **Office Procedures**
3 Credits — Offered Each Semester

BUSO 295 is a capstone course designed to give students a practical insight in the nature of current office procedures. Topics include interpersonal skills in written and oral communication, supervision and public contact; job search, mail processing; professional appearance; reference material; reprographics; scheduling; telephone techniques; and time and stress management.

This course is required for all Business and Office Technology Programs. Prior completion or concurrent enrollment in BUSO 273 is required.

Carpentry

Note: Course enrollment requires prior acceptance into the Carpentry Program.

CARP 151 **Carpentry Theory I**
7.5 Credits — Offered Fall Semester

A look at the trade and its applications as a career is initially covered. All aspects of construction safety are taught. Hand and power tools are covered as well as all types of building materials. Much emphasis is given to blueprint reading, house design, building codes, and site development. Concrete and framework, as well as floor, wall, and roof framing are taught.

CARP 151L **Carpentry Laboratory I**
7.5 Credits — Offered Fall Semester

Students will spend time at an actual work-like situation. Students will use many hand, electric, portable, and stationary tools, and must acquire good skills in this area as well as understand all safety aspects of the tools used. Actual job situations will correspond with time spent in the classroom.

CARP 152 **Carpentry Theory II**
5.5 Credits — Offered Spring Semester

Stair layout, insulation, roofing, and drywall techniques along with interior and exterior finishing are covered during this session. All aspects of safety are continuously covered.

CARP 152L **Carpentry Laboratory II**
7.5 Credits — Offered Spring Semester

On the same project as the first semester, the students will have the opportunity to sharpen their skills and put them into practice, as well as learn additional tasks. Stair layout, insulation, roofing, drywall techniques, and interior and exterior finishing will be covered. More emphasis will be placed on teamwork, work ethics, and work habits.

CARP 153 **Carpentry Theory III**
1 Credit — Offered Summer Session

The summer session provides a chance to review any required material not covered in the first two semesters. This session allows additional time for students needing extra help.

CARP 153L **Carpentry Laboratory III**
2.5 Credits — Offered Summer Session

The summer lab session is spent completing a project, if necessary, as well as an opportunity for students to fine tune their skills. Students may exit early provided they 1) Have completed their required competency tasks; 2) Maintained a "C" grade; 3) Received instructor permission; and 4) Have a job which meets required criteria.

Chemistry

CHEM 103 **Preparation of College Chemistry**
4 Credits — Offered Each Semester

An introduction to problem-solving and techniques needed for college-level chemistry. It is designed as a preparation for CHEM 111 and for students without sufficient background in chemistry. This course satisfies a laboratory science course requirement for the A.S. degree. It includes three hours of lecture and one three-hour lab (CHEM 103L) each week. Prior completion of high school algebra or its equivalent is required.

CHEM 107 **Basic Concepts of Chemistry I**
4 Credits — Offered Each Semester

CHEM 107 is a survey of the basic concepts of inorganic chemistry and is designed primarily for health science degrees or to meet general core requirements. The course satisfies a laboratory science course requirement for the A.S. and A.A. degrees. It is not intended as a preparation for CHEM 111. Only six credits can be earned by students taking both CHEM 103 and CHEM 107. This course includes three hours of lecture and one three-hour lab (CHEM 107L) each week. Prior completion of high school algebra or its equivalent is required.

CHEM 108 **Basic Concepts of Chemistry II**
4 Credits Offered Each Semester

This course is a continuation of CHEM 107 and surveys basic concepts of organic and bio-chemistry. It is designed primarily for health science degrees or to meet general core requirements. The course satisfies a laboratory science requirement for the A.S. degree. It includes three hours of lecture and one three-hour lab (CHEM 108L) each week. Prior completion of CHEM 107, 111, or other chemistry background and a satisfactory score on the CHEM 107 equivalency examination is required.

CHEM 111 **Principles of Chemistry I**
4 Credits Offered Each Semester

CHEM 111 is a study of matter and its interactions, including properties of matter, changes that it undergoes, and energy changes that accompany these processes. Emphasis is on concepts and problem-solving. However, many interesting applications will be examined. This course includes three hours of lecture and one three-hour lab (CHEM 111L) each week.

It is a required course for many transfer degree programs in the sciences and engineering. The course satisfies a laboratory science requirement for the A.S. and A.A. degrees. Prior completion of one year of recent high school chemistry or CHEM 103, or CHEM 107, or a satisfactory score on the chemistry placement test (given at the first lab session) is required.

CHEM 112 **Principles of Chemistry II**
5 Credits Offered Each Semester

A continuation of CHEM 111. Laboratory work involves small-scale qualitative analysis. The course requires four hours of lecture and two three-hour labs (CHEM 112L and CHEM 114L) each week.

It is a required course for many transfer degree programs in chemistry, life science, pharmacy, and most health science areas and satisfies a laboratory science course requirement for the A.S. degree. Prior completion of CHEM 111 (grade of "C" or better is strongly recommended) and a working knowledge of logarithms is required (completion of MATH 155 is recommended).

CHEM 114 **General Chemistry**
4 Credits Offered Each Semester

A continuation of CHEM 111. Laboratory work involves brief small-scale qualitative analysis. This course includes four hours of lecture and one three-hour lab (CHEM 114L) each week.

CHEM 114 is intended for transfer programs that do not require any further chemistry courses. It satisfies a laboratory science course requirement for the A.S. degree. Prior completion of CHEM 111 (grade of "C" or better is strongly recommended) and a working knowledge of logarithms is required (completion of MATH 155 is recommended).

CHEM 277 **Organic Chemistry I**
3 Credits Offered Fall Semester

CHEM 277 is a comprehensive study of the principles and theories of organic chemistry, emphasizing properties, preparations, and reactions. Required for transfer degree programs in chemistry, medicine, dentistry, pharmacy, engineering, and related fields. This course includes three hours of lecture and one three-hour lab (CHEM 278) each week. Prior completion of CHEM 112 or 114 with a grade of "C" or better is required.

CHEM 278 **Organic Chemistry I Laboratory**
1 Credit Offered Fall Semester

CHEM 278 is an introduction to the techniques of the organic laboratory including application of chromatography and spectrometry, reaction mechanisms, and synthesis. This course consists of three hours of lab time each week. Prior completion or concurrent enrollment in CHEM 277 is required.

CHEM 287 **Organic Chemistry II**
3 Credits Offered Spring Semester

This is a continuation of CHEM 277 with an introduction to biological molecules. This course includes three hours of lecture and one three-hour lab (CHEM 288) each week. Prior completion of CHEM 277 with a grade of "C" or better, or permission of the instructor is required.

CHEM 288 **Organic Chemistry II Laboratory**
1-2 Credits Offered Spring Semester

Laboratory work to accompany CHEM 287. The second credit option includes qualitative organic chemistry which is intended for chemistry majors and others who can benefit from additional laboratory work. This course consists of three hours of lab time each week per credit. Prior completion or concurrent enrollment in CHEM 287 is required.

Child Development

CHD 134 **Infancy through Middle Childhood**
3 Credits Offered Every Semester

CHD 134 provides an introductory overview of human development from conception through middle childhood. Physical, cognitive and social-emotional development are examined in the context of family and social issues. It is a required course for the Child Development program and is strongly recommended for Elementary Education majors.

CHD 243 **Early Childhood Education**
2 Credits Offered Fall Semester

This course introduces the student to the field of early childhood education. Developmentally appropriate curriculum, behavior guidance, primary grade education, child care and various issues within the field are examined. Prior or concurrent completion of CHD 134 is required.

CHD 254 **Child Guidance Theory**
3 Credits Offered Spring Semester

Techniques for understanding and effectively guiding children's behaviors are examined and practiced in this course. Included are skills for managing classroom situations, conflict resolution, verbal guidance, effective use of praise, preventing behavior problems, promoting self esteem and setting individual goals. It is a required course for the Child Development program and is strongly recommended for Elementary Education majors.

CHD 298A **Child Development Practicum**
3 Credits Offered Each Semester

This course offers a supervised experience working with pre-schoolers in the NIC Children's Center and is for those students in their first three Practicum semesters. (Practicum B and C are completed in an off-campus site). Students gain practical experience planning, preparing and implementing curriculum, practicing behavior guidance techniques and discussing how to meet the needs of individual children in the program. It is a required course for the Child Development program. Prior completion of CHD 134 is required.

CHD 298B **Child Development Practicum**
3 Credits Offered Each Semester

CHD 298B offers continued experience working with young children. Students are placed in an approved off campus setting such as Head Start, kindergartens and private early care and education programs. Students continue practicing skills in curriculum development, behavior guidance and teaching effectiveness under the direction of a site based supervisor. Prior completion of CHD 298A is required.

CHD 298C **Child Development Practicum**
3 Credits Offered Each Semester

CHD 298C provides the final experience working directly with young children in a supervised setting. Students are placed in an off campus early childhood setting and continue practicing skills in curriculum development, behavior guidance, assessment and teaching effectiveness. Prior completion of CHD 298B is required.

Cinema Arts

CINA 126 **Film and International Culture**
3 Credits Offered Each Semester

This course presents films as artifacts of culture and history, examines foreign and North American films, and evaluates selected critical readings to promote meaningful comparative analysis. It focuses on becoming more critically aware of the rich and diverse forms of cinematic expression, developing an appreciation for our responses to visual imagery, and using basic concepts of film theory and cultural analysis to enrich our viewing experience.

The concepts and methods introduced have applications to careers in broadcasting, commercial art, public relations, journalism, and corporate communications. This course is required for transfer into radio/television programs. It satisfies an arts and humanities course requirement for the A.S. and A.A. degrees. Involves classroom lecture and separately scheduled screening sessions. Prior completion of other courses is not required.

Communications

COMG 101 **Interview Techniques**
2 Credits Offered Each Semester

This course provides practical experience in the development of interviewing techniques for a variety of settings and career applications. The process is analyzed and practiced, including setting up, conducting, and assessing the interview.

Students learn to design and carry out effective interviews through study and practice of the practical "do's and don'ts" for several types of interviews. Skills gained are helpful to those pursuing careers in journalism, communications, law enforcement, psychology, oral history, and counseling. Use of an audio tape recorder is suggested. Prior completion of other courses is not required.

COMG 103 **Oral Interpretation**
3 Credits Offered Either Semester

Making literature come alive through effective reading and interpreting is the goal of this course. Students will learn to select, analyze, and perform a variety of literary pieces including stories, plays, poems, and famous orations. COMG 103 is a useful elective for elementary education, performing arts, literature, and communication majors, as well as for parents. Prior completion of other courses is not required.

COMG 131 **Introduction to Speech Communication**
3 Credits Offered Each Semester

This course introduces students to what communication is and how it affects human interaction. Emphasis is on public speaking with attention to audience analysis, organizational, and delivery skills.

The controlled and supportive classroom environment is an ideal setting for students to practice and perfect those communication skills of effective speaking and critical listening valued in all professions, the community, and personal relations. This course is a requirement for both the A.A. and A.S. degrees. Strong college-level reading and writing skills are recommended.

COMG 133 **Improving Listening Skills**
1 Credit Offered Either Semester

This course involves instruction in the skills necessary for effective listening. These skills apply to all aspects of life from the job to personal relationships. Listening is the most used (and least trained) of the four basic communication skills. Prior completion of other courses is not required.

COMG 134 **Nonverbal Communication**
2 Credits Offered Either Semester

This course is an introduction to the basic concepts in the study of body language, symbols, and various means of communicating without using spoken language.

The study of nonverbal communication will help students better understand how people communicate in relationships at work and at home, and may create an awareness of students' own nonverbal communication style. Prior completion of other courses is not required. Strong college-level reading and writing skills are recommended.

COMG 200 **Seminar: Human Potential**
2 Credits Offered Each Semester

This seminar features a structured small group with interactive experiences designed to assist students in becoming more self-directed, self-motivated, self-confident, and empathetic towards others.

It is an elective that helps students uncover insights into personal values, motivations, successes, achievements, and satisfactions. Short and long-term goal setting is learned and practiced, making the course a useful one for success in college, determining career choices, establishing close relationships, and tapping into our unique potential as humans. Students of all majors, academic backgrounds, and experience are welcomed. Prior completion of other courses is not required.

COMG 209 **Argumentation**
3 Credits Offered Either Semester

This course is an introduction to the principles and practices of argumentation as a form of communication. Analysis, reasoning, evidence, and refutation skills are stressed.

It provides skills in reasoned argumentation and is useful for pre-law, business, and careers where logical analysis and structured reasoning is stressed. Prior completion of COMG 131 or permission of instructor is required. Strong college-level reading and writing skills are recommended.

COMG 233 **Interpersonal Communication**
3 Credits Offered Each Semester

This course is an introduction to the skills and concepts that impact how people deal on a one-to-one level within interpersonal relationships. Emphasis is on self-examination and understanding how "I communicate with others" and how that can be improved.

This is an excellent course for developing skills necessary for everyday life and living where relationships must be developed and maintained. Prior completion of other courses is not required.

COMG 236 **Small Group Communication**
3 Credits Offered Either Semester

This course is designed to present the fundamentals of small group communication in such a way that the student actually experiences the small group process and evaluates his/her own and other's behaviors for success. The course will combine theory and practical application.

Computer Applications in Business

CABS 100 **Principles of Computer Systems**
3 Credits Offered Fall Semester

This course is designed to cover the principles of computer systems—their applications, organization and control, and technological impacts of the information age. Topics covered include information representation and processing techniques, elementary computer architecture, input and output hardware concepts, secondary storage devices, data communications for connectivity, computer security, futuristic trends in hardware and software components and processing techniques, artificial intelligence and knowledge-based systems, and a discussion of ethical and legal issues within computer systems.

CABS 120 **Personal Computer Architecture**
3 Credits Offered Fall Semester

This is an introduction to personal computer hardware. Basic architecture from the motherboard up will be discussed. The assembly of the different components and the installation of the operating system required for a personal computer are emphasized.

CABS 130 **Personal Computer Peripherals**
3 Credits Offered Spring Semester

An advanced look at personal computer hardware covering various interface architectures and communication protocols. The assembly of peripherals such as CD drives, sound cards, and fax/modems, network interface cards, printers and scanners will be discussed along with advanced software driver configuration. Prior completion of CABS 120 is required.

CABS 140 **Database**
3 Credits Offered Spring Semester

CABS 140 provides an introduction to database fundamentals. Using dBASE (or similar software) and hands-on instruction, students will be introduced to database design, creating and modifying data and file structures, simple lists, manipulating the order of data, and an introduction to reports. Before taking this course, it is recommended students become familiar with DOS and Windows.

CABS 150 **Introduction to Operating Systems**
4 Credits Offered Spring Semester

An introductory level class in personal computer operating systems and graphic user interfaces. The course will discuss basic concepts of how operating systems work and how applications interact with operating systems. Also covered are fundamental skills in command line and graphic user interface environments. MS

Windows and MS-DOS are utilized to illustrate these concepts. Prior completion of CABS 100 and 120 are required.

CABS 160 **Introduction to Networking**
3 Credits Offered Fall Semester

This is an introductory course in networking and networking technologies focusing on the basic concepts of data communications, logical LAN configurations, topologies, networking and connectivity. This course also provides the data communications framework for subsequent classes by introducing industry-specific language/terminology and protocols.

CABS 170 **Systems Analysis/Design**
3 Credits Offered Spring Semester

This course provides an overview of the field of systems analysis, basic systems design tools and the procedures for conducting a systems analysis. Analysis via feasibility studies, structured analysis techniques, requirements, creation, and definition will be emphasized. System specification and the logical and physical elements of systems design will be covered. The student will define and model business processes and data flows. The relationship of analysis and design to systems implementation and maintenance will be identified. Prior completion of CABS 100 and 140 are required.

CABS 180 **Introduction to Visual Basic**
4 Credits Offered Fall Semester

This course provides the overall concepts of programming in the Visual Basics for Windows. Topics discussed will be: designing, coding, testing, and debugging simple Windows applications. Other advanced topics discussed will be Dynamic Data Exchange (DDE), Object Linking and Embedding (OLE), Window's Application Programming Interface (API's), database interface and documenting. Prior completion of CABS 140 and prior completion or concurrent enrollment in CABS 251 is required.

CABS 220 **Integrated Software Concepts**
3 Credits Offered Spring Semester

This course provides an extensive investigation into the integration of suite products. Advanced techniques for Microsoft Office Pro will be used as an example of product suites. The use of Object Linking and Embedding (OLE) and Dynamic Data Exchange (DDE) for Microsoft products will be discussed. A study of Microsoft Visual Basic for applications impact on product suite applications is reviewed to complete a comprehensive study of integration applications concepts. Prior completion of CABS 241 and CABS 251 and prior completion or concurrent enrollment in CABS 180 is required.

CABS 241 **Advanced Database**
3 Credits Offered Fall Semester

CABS 241 is a continuation of CABS 140 and provides instruction on advanced features of database use. Using dBASE (or similar software) and hands-on instruction, students will create conditional and compound queries, and multi-table queries; manipulate data and objects; create data entry and report forms, and multilevel reports; control the dBASE environment, and learn database record and file maintenance. Prior completion of CABS 140, or completion of comparable database course with permission of the instructor, is required.

CABS 251 **Adv. Personal Computer Operating Systems**
3 Credits Offered Fall Semester

An advanced course delving into DOS commands, configuring the system, and working with memory management. The course examines the Windows system file, initialization file, and advanced PIF file functions as well as the options in the main window. MS Windows and MS-DOS are utilized to illustrate these concepts. Prior completion of CABS 140 and 150 are required.

CABS 262 **Advanced Network Management**
3 Credits Offered Spring Semester

This course teaches the skills needed to monitor and maintain NetWare 3.x, 4.x (server/client), and Windows for Workgroup (peer-to-peer) networks. Course topics include high-level system management features of NetWare and Windows for workgroups; how to analyze and improve network performance; advanced printing setup and how to customize printing; and how to prevent problems using recommended backup strategies. Lab activities are included to provide hands-on practice. Prior completion of CABS 160 and sophomore standing in the CABS program is required.

CABS 295 Computer Applications in Business Internship
4 Credits Offered Spring Semester

The Computer Applications in Business Internship involves a working partnership in which North Idaho College and the sophomore students of the CABS program join with area computer processing employers in a structured relationship. The basic purpose is to provide CABS students insight and on-the-job work experience doing projects that would normally be assigned to the employer's entry-level computer programming operations, networking, or end-user support staff. Sophomore standing in the CABS program and permission of the instructor are required.

Computer Science

CS 100 Introduction to Computers & Computer Science
3 Credits Offered Each Semester

CS 100 is intended as an introduction to computers for non-computer science majors. No prior experience with computers is necessary. Topics include an historical perspective, evolving hardware and software, word processing, and a programming language. Problem solving and algorithm development are the focus of the class. The course involves substantial use of microcomputers and the possible use of a minicomputer. This course includes three hourse of lecture each week. Prior completion of

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MATH 030 or its equivalent is required.

NOTE: A special section for education majors is offered each spring semester with emphasis on sofware packages that are useful for classrooms and classroom management. Current educational topics and trends are discussed.

CS 102 Introduction to Computers & Computer Science for Educators
3 Credits Offered Spring Semester

CS 102 is a survey of computer systems and their applications intended for education majors. Topics include the historical and continuing evolution of computer hardware and educational software, terminology, the uses of computers in classroom management, their impact on society, and structured programming techniques. Hands-on lab exercises will be required in using a word processing software package and in program design and implementation with BASIC or a similar language. Students should expect to devote considerable time outside class to complete lab assignments. No previous computer background is assumed. Prior completion of MATH 030 or its equivalent is required. Students may not receive duplicate credit for CS 100, BUSA 100 and CS 102.

CS 125 Introduction to Visual BASIC Programming
2 Credits Offered Either Semester on Demand

This course is an introduction to the MS Visual BASIC programming language. It is intended for students who may need an introduction to MS Visual BASIC or students interested in programming their home computers. Prior completion of MATH 101 is required.

CS 150 Computer Science I
4 Credits Offered Each Semester

CS 150 offers an introduction to the field of computer science using C/C++. Central themes of the class include an introduction to computer organization, algorithmic problem solving and structured and object oriented program design, and societal and professional context in which computer science exists. Fundamental data types including arrays and structures will be explored and concepts such as complexity, invariants, and abstract data types will be introduced. This course includes three hours of lecture each week. Concurrent enrollment in CS 150L is required. Prerequisite: Two years of high school algebra or MATH 115 or MATH 155. CS 100 is recommended for students without computer experience.

CS 150L Computer Science I Lab
0 Credit Offered Each Semester

CS 150L is a computer laboratory experience included as an integral part of CS 150. Students will have hands on experience with C/C++ to become comfortable with the C/C++ user interface and tools while studying classical computer science problems in an instructor guided laboratory experience. This course includes two hours in lab each week. Concurrent enrollment in CS 150 is required.

CS 160 Computer Science II
3 Credits Offered Spring Semester

CS 160 provides continuing experience in problem-solving and software design methods. The analysis of algorithms, use of non-text files, and dynamic data structures are introduced and the entire software design cycle is considered in greater depth. A large group project will be completed. Standard algorithms for numeric and text processing, searching, and sorting will be covered. The exploration of recursion is continued. Students must be concurrently enrolled in a college level mathematics class such as MATH 160 or 176. This course includes three hours of lecture each week. Prerequisite: CS 150 and CS 150L.

CS 185 Introduction to Numerical Computing with FORTRAN
3 Credits Offered Each Semester

This course is an introduction to numerical computing using FORTRAN. Students will be introduced to techniques of computer programming and the elements of the FORTRAN language. Practical applications will include the techniques of solving equations in one variable, polynomial approximation, numerical differentiation, numerical integration and matrix manipulations. The course is intended for engineering and science majors. It includes three hours of lecture each week. Prior completion of MATH 180 is required.

CS 191 Programming In C
3 Credits Offered Spring Semester

This course provides an introduction to structured programming using the language C. Features of the UNIX operating system may be discussed. This course is suitable for those students aspiring to major in computer science, but the course will also serve science and engineering majors as well as people from the community. Prior programming experience in a structured language is required. This requirement is best met with a course in Pascal, but Pascal is not required. This course includes three hours of lecture each week.

CS 240 Digital Computer Fundamentals
4 Credits Offered Spring Semester

Digital logic concepts, logic design, Karnaugh maps, combinational and sequential networks, state tables, state machines, and program logic arrays are covered in this course. Laboratory activities use basic lab equipment, logic analyzers, and digital oscilloscopes. This course includes three hours of lecture and one two-hour lab (CS 240L) each week. Math 155 or permission of instructor is required for enrollment in this class.

CS 250 Data Structures
3 Credits Offered Fall Semester with sufficient demand

Standard data structures are examined using a high level programming language such as C++, Stacks, Queues, Linked lists, trees, and graphs are presented and explored through manipulation methods specific to each. Other

topics include a continued development of skills in the analysis of algorithms, dynamic memory use and the use of external files. This course includes three hours of lecture each week. Prior completion of CS 160 and MATH 176 is required.

CS 270 Computer Organization and Assembly Language
3 Credits Offered Spring Semester on demand

Students will study computer organization, assembly language, the use of assemblers, addressing methods, and structured assembly programming methods. Prior completion of CS 150 and CS 240 is required.

Culinary Arts

Note: Course enrollment requires prior acceptance into the Culinary Arts Program.

CULA 151 Stewardship and Purchasing
3.5 Credits Offered Each Semester

This course includes both theory and practice with emphasis on practical application. Sanitation topics include correct sanitation skills with tableware, equipment, and facilities. Storeroom topics include ordering and receiving goods and checking invoices. Emphasis is placed on storing and dating goods. Prior completion of other courses is not required.

CULA 152 Breakfast Cooking and Catering Skills
3.5 Credits Offered Each Semester

This course involves breakfast cooking skills with emphasis on eggs, their properties, and how to prepare them skillfully in an industrial setting. Also included are the fundamentals of front of the house activities including on-site busing and catering with emphasis on the special needs of logistics, sanitation, rental requirements, and safety. Prior completion of other courses is not required.

CULA 153 Prep Station Skills
3.5 Credits Offered Each Semester

This course presents instruction in knife skills and the identification and preparation of vegetables, fruits, and meats. Correct methods of trimming, filleting, and portioning will be emphasized. Breading and batters will also be included. Prior completion of other courses is not required.

CULA 154 Pantry Station Skills
3.5 Credits Offered Each Semester

Students are involved in the production process for preparation of a variety of salads and dressings, hors d'oeuvres and quiches, and quality set-ups for sandwiches. Plate presentation is stressed. Prior completion of other courses is not required.

CULA 155 Stock, Soup, and Sauce Preparation
3.5 Credits Offered Each Semester

This course features the preparation of stocks and their use as the base for sauces and soups. Emphasis is on mother sauces, small sauces, clear soups, vegetable soups, cream soups, purees, chowders, and ethnic soups. Thickening agents, temperature control, and seasoning of food will also be stressed. Prior completion of other courses is not required.

CULA 156 Line Cook Skills
3.5 Credits Offered Each Semester

Students will practice the different skills involved in being a line cook. Included are broiling, roasting, braising, grilling, stewing, poaching, steaming, and broiling. Preparation of hot specials is also included. Prior completion of CULA 151, 152, 153 and 154 is required.

CULA 157 Grill Cook Skills
3.5 Credits Offered Each Semester

Grill Cook Skills students will practice mise en place, making hot sandwiches, deep frying, pan frying, and grilling. The use of leftovers in food preparation is included. Prior completion of CULA 151, 152, 153 and 154 is required.

CULA 158 Bakery Skills
3.5 Credits Offered Each Semester

This course involves the theory and application of baking basics: vocabulary, weights and measures, and applied mathematical skills. Emphasis is placed on hands-on baking production. Prior completion of CULA 151, 152, 153 and 154 is required.

CULA 159 Grill Cook and Production Manager
3.5 Credits Offered Each Semester

Students are presented with additional management responsibilities in assisting with set-up, answering questions, checking storage, and clean-up. This is a capstone course. Upon completion of this course the student should understand the entire scope of running a kitchen. Prior completion of CULA 151, 152, 153 and 154 is required.

CULA 160 Culinary Arts Seminar
1 Credit Offered Each Semester

This class is a seminar meeting one hour per week where all Culinary Arts students meet with the instructor to review the material during the week, its application, success and failures in the applications and solutions for problems that arose during the courses and laboratory.

Dance

DANC 105 Aerobic Dance/Fitness
1 Credit Offered Each Semester

This course combines cardiovascular conditioning, toning, and flexibility exercises along with a fat burning intensity level. DANC 105 is offered in two levels: Nice and Easy, involving low impact with moderate intensity for the beginner; and Intermediate, involving muscle strengthening and a higher level of intensity. It satisfies a P.E./dance requirement for the A.S. and A.A. degrees. May be repeated for a total of four credits.

DANC 113 **Jazz Dance: Beginning I**
1 Credit Offered Each Semester

DANC 113 is an introduction to the movements and styles particular to today's jazz dancer. It emphasizes exercises and combinations of steps and explores theatrical, lyrical, and "funk" styles set to popular music.

This course is a fun alternative to sports and helps develop an appreciation for the art form, music, rhythm awareness, and coordination. It also provides physical conditioning through strength and flexibility. This course satisfies a P.E./dance requirement for the A.S. and A.A. degrees. May be repeated for a total of four credits. Prior dance experience is not required.

DANC 114 **Jazz Dance II**
1 Credit Offered Spring Semester

Jazz Dance II is a continuation of DANC 113, exploring movements and styles particular to today's jazz dancer. It emphasizes exercise, combination steps, and explores theatrical, lyrical, and "funk" styles set to popular music.

This course provides an alternative to sports and helps develop an appreciation for the art form, music, rhythm awareness, and coordination. It also provides physical conditioning through strength and flexibility.

This course satisfies a P.E./dance requirement for the A.S. and A.A. degrees and may be repeated for a total of four credits. DANC 113 or some knowledge of jazz dance is recommended prior to this course.

DANC 115 **Modern Dance: Beginning I**
1 Credit Offered Each Semester

DANC 115 is a discovery of dance movement through the physical and mental discipline techniques of Graham and Cunningham. Includes an insight into how dances are created through improvisation, and by analyzing these movements, students will explore choreography.

This course provides a creative outlet and physical conditioning of strength and flexibility. It also develops coordination and an appreciation of the art form. This is an excellent course for theatre and performing arts students. Satisfies a P.E./dance requirement for the A.S. and A.A. degrees. Prior dance experience is not required. May be repeated for a total of four credits.

DANC 117 **Ballet: Beginning I**
1 Credit Offered Each Semester

This course concentrates on basic technique, body alignment, and the development of step combinations. It includes related terminology and history of the art form.

DANC 117 helps gain more flexibility, muscle strength and control, and mental discipline over the body. It also promotes the aesthetic understanding and appreciation of classical ballet. This course satisfies a P.E./dance requirement for the A.S. and A.A. degrees. May be repeated for a total of two credits. Prior dance experience is not required.

DANC 118 **Ballet: Beginning II**
1 Credit Offered Each Semester

This course is a continuation of DANC 117 for beginners and concentrates on technique, alignment, and progressions. The student is introduced to more complex steps through faster-paced instruction.

The course increases flexibility, muscle strength and control, and mental discipline over the body. It further enhances an appreciation of the art form as technique improves. This course satisfies a P.E./dance requirement for the A.S. and A.A. degrees. It may be repeated for a total of two credits. Prior completion of DANC 117 or its equivalent is required.

Developmental Education

DEED 010 **Reading Fundamentals**
2 Credits Offered Each Semester

An open-entry, open-exit course, DEED 010 is designed for instruction in basic reading skills that include word attack, word structure, sentence sense, paragraph patterns, and main ideas. This is an important skill-building course that can influence college success but does not fulfill degree requirements. Enrollment is recommended based on placement test results. Graded either satisfactory or unsatisfactory.

DEED 013 **Reading Comprehension**
2 Credits Offered Each Semester

DEED 013 is an open-entry, open-exit course designed to enhance basic reading skills with an emphasis on the comprehension of expressed and implied main ideas. The course also focuses on understanding basic patterns of organization and supporting details. This is an important skill-building course that can influence college success but does not fulfill degree requirements. Enrollment is recommended based on placement test results. Graded either satisfactory of unsatisfactory.

DEED 017 **Spelling I**
1 Credit Offered Each Semester

DEED 017 is an open-entry, open-exit course which offers effective strategies and tools to help overcome personal spelling problems. It includes the study of common letter patterns, basic rules, and successful techniques designed to improve overall spelling performance. Spelling I is helpful for any student whose poor spelling is interfering with efforts toward success. This is an important skill-building course that can influence college success, but will not fulfill degree requirements.

DEED 023 **Vocabulary I**
1 Credit Offered Each Semester

Vocabulary I is an open-entry, open-exit individualized program emphasizing practical ways to increase personal and academic vocabulary. It includes a focus on words that are important for adults to understand in today's world. The level of vocabulary study is determined by

preliminary test scores on the first day of class. This is an important skill-building course that can influence college success but will not fulfill degree requirements.

DEED 040 **Reading in the Social Sciences**
1 Credit Offered Each Semester

This is an open-entry, open-exit course designed to improve reading skills related to the social sciences. Actual reading situations are used to enhance performance in social sciences courses.

This is an important skill-building course that can influence college success but does not fulfill degree requirements. Planned or concurrent enrollment in social science courses is recommended.

DEED 041 **Reading in the Sciences and Mathematics**
1 Credit Offered Each Semester

This is an open-entry, open-exit course designed to improve reading skills related to the sciences and mathematics. Actual reading situations are used to enhance performance in science and math courses.

This is an important skill-building course that can influence college success but does not fulfill degree requirements. Planned or concurrent enrollment in science or math courses is recommended.

DEED 042 **Reading in the Humanities**
1 Credit Offered Each Semester

DEED 042 is an open-entry, open-exit course designed to improve reading skills related to the humanities. Actual reading situations are used to enhance performance in humanities courses.

This is an important skill-building course that can influence college success but does not fulfill degree requirements. Planned or concurrent enrollment in humanities courses is recommended.

DEED 043 **Reading in Applied Technology**
1 Credit Offered Each Semester

This course is an open-entry, open-exit course designed to improve reading skills for technical materials. This course emphasizes learning for critical and efficient reading, including reading for information, following directions, critical reading, checking information, drawing conclusions, vocabulary, and understanding graphics in technical materials.

DEED 100 **College Success Strategies**
2 Credits Offered Either Semester

This course offers instruction in academic, personal and career skills, as well as provides an introduction to campus resources. It is designed to promote student success in college through an emphasis on using successful study techniques, test-taking skills, improving self esteem, clarifying personal values, and setting goals. Students are also taught the importance of budgeting time and money, working with advisors, creating and maintaining supportive relationships, caring for one's health, managing stress and planning a career.

DEED 104 **Rapid Reading**
2 Credits Offered Either Semester

This course is designed for the skilled reader who would like to increase reading rate and flexibility while maintaining comprehension. Reading techniques are applied to reading lessons and outside reading materials.

DEED 105 **College Study Skills**
2 Credits Offered Either Semester

How to Study in College provides instruction in practical study techniques essential for academic success. This course emphasizes managing time, taking notes, reading textbooks efficiently, and preparing for and taking exams.

NOTE: Other skill-building courses that are part of the DEED program are Library Skills (LIBS 120) and Basic Mathematics (MATH 020).

Diesel Technology

Note: Course enrollment requires prior acceptance into the Diesel Technology Program.

DSLT 108 **Diesel Welding Theory**
2 Credits Offered Fall Semester

This course is designed to provide the student with welding skills required by the diesel mechanic industry.

DSLT 109 **Diesel Welding Theory**
2 Credits Offered Spring Semester

This course is designed to provide the student with welding skills required by the diesel mechanic industry. Prior completion of DSLT 108 is required.

DSLT 115L **Diesel Lab**
4.5 Credits Offered Fall Semester

This course will give the student hands-on exposure in a shop setting to those subjects covered in DSLT 100, 110, 120 and 130 theory classes. The instruction will utilize a variety of mock-ups, training aids, components and live customer work. The student will be able to explain and demonstrate proper safety precautions when lifting and supporting a vehicle or component, when using tools or equipment, and when handling cleaning agents or other hazardous materials.

DSLT 116L **Diesel Lab**
4.5 Credits Offered Spring Semester

This course will give the students hands-on exposure in a shop setting to those subjects covered in DSLT 170, 180, and 190 theory classes. The instruction will utilize a variety of mock-ups, training aids, components and live customer work. The student will be able to explain and demonstrate proper safety procedures and precautions in the lab which include lifting and supporting vehicles or components, using tools or equipment, and proper handling of cleaning agents or hazardous materials.

DSLT 117L — **Diesel Lab**
2 Credits — Offered Summer Session

This course provides students with additional exposure to lab experiences related to a special interest area selected by the student in DSLT 195. It may consist of work with mock-ups, components, live work, or in some cases School-to-Work arrangements with local shops. Successful completion of the first year of the Automotive A.A.S. program is required, or instructor permission.

DSLT 121 — **Powertrain/Brakes**
7 Credits — Offered Spring Semester

This course will teach students the operation, construction and repair of heavy-duty clutch systems, manual transmissions, drivelines, universal joints, single and two-speed differentials as well as wheels, bearings and seals.

DSLT 131 — **Diesel Engine/Electrical**
5.5 Credits — Offered Fall Semester

This course will teach students how to identify, repair or replace diesel engines. The student will learn two-stroke and four-stroke diesel engine theory as well as engine performance factors and basic tune-up procedures. In addition, this course will cover basic electrical theory, including types of circuits and components, as well as batteries, starters, and charging systems. Students will also learn about wiring schematics and diagrams.

DSLT 195 — **Specialization Study**
1 Credit — Offered Summer Session

During this course of study each student will select an area of special interest in which they wish to pursue additional study. The instructor will assist the student by providing instruction through one or more of the following: classroom instruction, videos, slides, library research projects or short field trips. Prior successful completion of the first year of the Diesel A.A.S. degree program is required, or instructor permission.

DSLT 215L — **Advanced Diesel Lab**
6 Credits — Offered Fall Semester

This course will give the students hands-on exposure in a shop setting to those subjects covered in DSLT 210, 220, 230 and 250 theory classes. The instruction will utilize a variety of mock-ups, training aids, components and live customer work. The student will be able to explain and demonstrate proper safety precautions when lifting and supporting a vehicle or using tools or equipment.

DSLT 216L — **Advanced Diesel Lab**
6 Credits — Offered Spring Semester

This course will give the students hands-on exposure in a shop setting to those subjects covered in DSLT 260, 270 and 280 theory classes. The instruction will utilize a variety of mock-ups, training aids, components and live customer work. The student will also be able to explain and demonstrate proper safety precautions when lifting and supporting a vehicle or using tools or equipment.

DSLT 221 — **Advanced Tune-Up**
5 Credits — Offered Fall Semester

This course will teach the student how to test, troubleshoot, adjust, repair, or replace components associated with proper tune up procedures for Caterpillar, Cummins, Detroit and other common diesel engines. Instruction will also be given on fuel and induction systems as well as fuels, additives, emission controls and regulations, troubleshooting procedures. Prior successful completion of the first year of the Diesel A.A.S. degree program is required.

DSLT 261 — **Undercarriages/Suspension**
5 Credits — Offered Spring Semester

This course will teach the student about the operation, construction and repair of undercarriages and suspension systems. The student will be taught basic hydraulic theory, systems, construction, and operation, as well as its application to the maintenance and repair of heavy equipment. Prior successful completion of the first year of the Diesel A.A.S. degree program is required.

Drafting Technology

Note: Course enrollment requires prior acceptance into the Drafting Technology Program.

DRFT 101 — **Drafting Theory and Laboratory I**
5 Credits — Offered Fall Semester

This course is divided into two sections. The first half deals with fundamentals of geometric construction and lettering. The second half of the course deals with multiview projection, dimensioning, intersection, and development and introduction to computer-aided drafting (CAD).

DRFT 102 — **Drafting Theory and Laboratory II**
4.5 Credits — Offered Spring Semester

This course teaches the fundamentals of sectional views, auxiliary views, and axonometric projections revolutions.

DRFT 109 — **Computer Aided Drafting (CAD) I**
6 Credits — Offered Fall Semester

This course provides an introduction to micro-computer assisted drafting using IBM AT compatible computers running AUTOCAD software.

DRFT 110 — **Computer Aided Drafting (CAD) II**
4.5 Credits — Offered Spring Semester

This course covers Computer Assisted Drafting utilizing 100 AUTOCAD commands and learning how to use the Microsoft Disk Operating Systems (MS-DOS).

DRFT 174 — **Descriptive Geometry**
1 Credit — Offered Spring Semester

This course is an introduction to the graphical solution of point, line, and plane problems in space. These solutions are accomplished by means of the same principles of

orthographic drawing which are involved in making a simple three-view drawing of an object.

DRFT 175 **Quality and Cost Control**
1 Credit Offered Spring Semester

This course teaches the fundamentals of taking a project and breaking it down to determine how much material is needed and costs projected. Due to the number of items generally needed, a set of house plans is used.

DRFT 201 **Drafting Theory and Laboratory III**
2.5 Credits Offered Fall Semester

This course teaches the fundamentals of topography, mapping, and road bed cross-section drawing, which directly relate to the survey class. Threads, fasteners, and weldments are used to complete the class.

DRFT 202 **Drafting Theory and Laboratory IV**
4.5 Credits Offered Spring Semester

This course teaches the drawing fundamental of a basic house plan, piping, electrical, elevations, plot plans, and heating. Threads, fasteners, weldments, and working drawings are used to complete the class.

DRFT 209 **Computer Aided Drafting (CAD) III**
4.5 Credits Offered Fall Semester

This course provides instruction in MS-DOS and the drawing environment, prototype (default) drawings, symbol libraries, and assembling complex drawings.

DRFT 210 **Computer Aided Drafting (CAD) IV**
4.5 Credits Offered Spring Semester

This course focuses on the techniques of plotting drawings and symbol sheets, customizing AUTOCAD through scripts, macros, tablet and screen menus, and AUTOLISPCH routines.

DRFT 235 **Applied Physics**
2 Credits Offered Fall Semester

This course provides a mathematical review of precision measurements, vectors, and graphic methods. It also covers working problems in force and motion, work and energy, power, basic machines, torque, and power transmission.

DRFT 236 **Applied Physics**
3 Credits Offered Spring Semester

This course covers the mechanical properties of matter, solids, liquids, gases, and the study of heat and thermodynamics.

DRFT 262 **Surveying**
1 Credit Offered Fall Semester

This course provides instruction in performing physical measurements in the horizontal and vertical planes, computation of areas, topographical mapping, and road profile layout are taught. Field work includes use of transit, level, rod, tape, and electronic distance meter (EDM), techniques.

Economics

ECON 201 **Principles of Economics (Macro)**
(formerly ECON 151)
3 Credits Offered Each Semester

This course is an introductory study of the behavior of our national economy, including the tools of supply and demand and the measurement of inflation, employment, business cycles, national income, and money. Economic vocabulary and analysis of economic situations are emphasized.

ECON 201 is a required course in the Business Administration, Business Education, and Small Business Management programs. It satisfies a social science requirement for the A.S. and A.A. degrees. Prior completion of MATH 101 or two years of high school algebra is strongly recommended.

ECON 202 **Principles of Economics (Micro)**
(formerly ECON 152)
3 Credits Offered Each Semester

ECON 202 is an introductory study of the economic behavior of individual consumers and suppliers. It examines consumer response to price changes and levels of satisfaction, supplier response to costs, and business response to degree of competition. Economic vocabulary and analysis of economic situations are emphasized.

This is a required course in the Business Administration, Business Education, and Small Business Management programs. It satisfies a social science requirement for the A.S. and A.A. degrees. Prior completion of other courses is not required. However, ECON 201 provides some familiarity with the vocabulary and methodology used in the course. Prior completion of MATH 101 or two years of high school algebra is strongly recommended.

Education

EDUC 190 **Special Education Lab**
1 Credit Offered Alternate Spring Semesters

This course involves observation of and involvement with exceptional individuals in a variety of educational settings. It includes interaction with practicing special educators and the exceptional individuals they are serving.

This course provides valuable insights by observing the teaching techniques used by special educators as they teach. Concurrent enrollment in EDUC 275 is required.

EDUC 201 **Introduction to Teaching**
3 Credits Offered Each Semester

EDUC 201 provides an introduction to the world of teaching by focusing on teachers, learners, curriculum, and the social context in which teaching occurs. Insight and understanding of this world will be facilitated through reflection and analysis of the student's observations and

participation in 30 hours of field experience in the public schools.

This course is required for some transfer degrees in education. Its major goals are to assist students in making an educated decision about teaching as a career choice, to develop communications and interpersonal skills, to encourage creativity and critical thinking, and to provide opportunities to examine personal values and beliefs about teaching. Prior completion of other courses is not required. Sophomore standing or permission of the instructor is required.

EDUC 275 **Education of the Exceptional Individual**
3 Credits Offered Alternate Spring Semesters

This course offers a general overview of special education. It emphasizes an introduction to the different handicapping categories, teaching methods, and unique legal requirements associated with educating exceptional individuals.

EDUC 275 provides important knowledge about exceptional individuals who are found throughout the educational system (not just special education classrooms). This course is appropriate for all education degrees. Concurrent enrollment in EDUC 190 is required.

Electronics Technology

ELEC 151 **Electrical Theory I**
8 Credits Offered Fall Semester

Theory of DC and AC electricity is presented in this course and includes the study of voltage, current, resistance and their relationships. Also presented is the theory of magnetism, inductance and capacitance and their reaction to AC and DC electricity. These basics pr epare the student for understanding the action of electrical circuits and how passive components work in a circuit. Component recognition and schematic symbols of passive components are taught as a precursor to circuits and analysis.

ELEC 151L **Electrical Laboratory I**
5 Credits Offered Fall Semester

Laboratory experience is gained in using and measuring DC and AC electricity, voltage and current, in circuits constructed of passive components. Test equipment such as meters and oscilloscopes are introduced, and their proper use and operation is learned. Safety and general lab practices from schematics and analyzing their operation for the purpose of troubleshooting component and circuit problems.

ELEC 152 **Electrical Theory II**
8 Credits Offered Spring Semester

This course studies voltage and current sources, general semiconductor theory, diodes, transistors, DC and AC amplifiers and field effect transistors. The use of semiconductors in DC and AC circuits and troubleshooting problems in semiconductor component and circuit problems.

ELEC 152L **Electrical Laboratory II**
5 Credits Offered Spring Semester

This course features laboratory practices in the use and troubleshooting of circuits constructed with semiconductors. It includes DC and AC amplifiers and AM radio operation and troubleshooting of radio and amplifier problems. Semiconductors are used in many electrical circuits; understanding their operation and practice in building and troubleshooting prepares the student for problem solving in future employment. Prior completion of ELEC 151L is required.

ELEC 253 **Electronics Theory III**
10 Credits Offered Fall Semester

The study of semiconductor devices and their application is continued and expanded to include digital devices. Boolean algebra and computer number systems are taught coincidentally with developing an understanding of digital devices. Prior completion of ELEC 152 is required.

ELEC 253L **Electronics Laboratory III**
5 Credits Offered Fall Semester

Laboratory experiments are planned to provide hands-on experience with the devices being taught in ELCT 253. Familiarity with test equipment will be expanded to include logic analyzer and digital oscilloscope. Troubleshooting of problems in complex analog and simple digital circuits are provided as part of the planned experimentation. Prior completion of ELEC 252L is required.

ELEC 254 **Electronics Theory IV**
10 Credits Offered Spring Semester

The study of digital devices and circuits is expanded to include complex systems and microprocessor systems. An overview of TV, VCR and compact disk systems is presented. An introduction is made to assembly language programming. Prior completion of ELEC 253 is required.

ELEC 254L **Electronics Laboratory IV**
5 Credits Offered Spring Semester

Laboratory experiments designed to provide hands-on training with the devices and systems covered in ELCT 254 are presented. Familiarity with industry test equipment as a part of troubleshooting digital systems is reinforced. Practical experience is gained in using assembly language programming as a troubleshooting tool. Prior completion of ELEC 253L is required.

Engineering

ENGR 101 **Engineering Graphics**
2 Credits Offered Each Semester

This course provides instruction in computer-aided engineering drafting with emphasis on visualization of points, lines, planes, and solids in space; freehand sketching; orthographic projection; axonometric and

oblique drawing; sectioning; dimensioning; descriptive geometry; mechanical, electrical, and civil drawing.

It provides engineering students with beginning skills in computer-aided engineering drawing but is not intended as a preparation for professional drafting. It is required for engineering transfer degrees. The course consists of four hours of lecture/lab each week. A basic understanding of mathematics is required and completion of high school algebra and geometry is recommended.

ENGR 201 **Circuits I**
4 Credits Offered Spring Semester

ENGR 201 presents a study of Ohm's Law, analysis methods, network theorems, Laplace transforms, and energy storage elements. It includes the exploration of electrical circuits using hands-on lab activities and computers.

This is an important course for transfer degree programs in engineering, physics, math, computer science, or chemistry. The course includes four hours of lecture each week. Prior completion or concurrent enrollment in MATH 180 is required.

ENGR 203 **Circuits II**
4 Credits Offered Fall Semester

Circuits II presents a study of power, three phase, transformers, filters, Farrier transforms, and Laplace transforms. It includes the exploration of electrical circuits using hands-on lab activities and computers.

This is an important course for transfer degree programs in engineering, physics, math, computer science, or chemistry. It requires of four hours of lecture and one two-hour lab (ENGR 203L) each week. Prior completion of ENGR 201 and prior completion or concurrent enrollment in MATH 190 is required.

ENGR 211 **Introduction to Mechanics**
4 Credits Offered Fall Semester

ENGR 211 is a study of vector analysis, resolution of forces, free body diagrams, equilibrium, friction, entroids, 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. It is required for all engineering transfer degree programs. It requires four hours of lecture each week. Prior completion of MATH 180 is required and PHYS 210 is required.

ENGR 214 **Surveying**
4 Credits Offered Fall Semester on Demand

ENGR 214 presents theory and field applications of elementary surveying. It includes the use of instruments, error and precision, level circuits, running traverses, field calculations, boundary surveys, route surveys, construction surveys, triangulation, state coordinate systems, engineering astronomy, and photogrammetry.

This course provides basic surveying skills that may help engineering students gain summer employment, but it is not intended as a preparation for direct entry into surveying occupations. It is required for transfer degrees in civil engineering and surveying and recommended for other engineering programs. This course requires three hours of lecture and one three-hour lab (ENGR 214L) each week. Prior completion of MATH 155 or its equivalent is required.

ENGR 221 **Dynamics of Rigid Bodies**
3 Credits Offered Spring Semester

ENGR 221 is the study of kinematics and kinetics of particles and rigid bodies. Includes position, velocity, acceleration, relative velocity and acceleration, translation and rotation by Newtons 2nd Law, energy, and momentum methods, collision equations, and vibrations.

The course provides basic engineering skills that apply to all machines and other engineering bodies in motion. It is required for transfer degree programs in civil and mechanical engineering and recommended as an engineering science elective for other engineering programs. It requires three hours of lecture each week. Prior completion of MATH 190 and ENGR 211 is required.

ENGR 233 **Introduction to Engineering Design**
3 Credits Offered Either Semester on Demand

Engineering 233 is a required class in engineering at the University of Idaho and Gonzaga University, as well as at most four-year engineering institutions. The class is taught in the sophomore year and is considered to be fundamental to any pre-engineering program. It combines numerical analysis skills with basic engineering applications using various computer software programs for analysis and presentation. The University of Idaho, as well as other universities, expect transferring engineering students to be proficient in the use of computer methods for use in junior level classes. Prior completion of ENGR 101 and MATH 180 or permission of instructor is required. Corequisite: CS 135 or 150, or permission of instructor.

ENGR 295 **Strength of Materials**
4 Credits Offered Spring Semester on Demand

ENGR 295 is the study of material strength, including elasticity, stress, strain, beam analysis, analysis of structural forms, deformation, modes of failure, and column analysis.

The course provides a basic understanding of how structures and machines should be designed to prevent failure. It is required for transfer degree programs in mechanical and civil engineering and is recommended for all other engineering programs. It requires three hours of lecture each week. Prior completion of ENGR 211 and MATH 190 is required.

English

The Writing Center

The Writing Center, located in the Kildow Learning Center, is open 10-15 hours per week (scheduled hours may vary each semester). NIC students can drop in to receive professional assistance with their writing assignments. Experienced writing instructors are available to offer help in all areas of concern ranging from correct punctuation to word choice and organization. A student may come in one time or use the center on an on-going basis all semester.

ENGL 045 — **Writer's Workshop**
3 Credits — Offered Each Semester

English 045 offers introductory instruction in grammar, sentence construction, and paragraph development. This class includes instruction in constructing simple, compound, and complex sentences; writing thesis and topic statements; and developing a paragraph with primary and secondary support.

Writer's Workshop is helpful to those who need to improve skills before taking a college composition course. It is an important skill-building course that can influence college success but will not fulfill degree requirements. Enrollment is recommended based on placement test results.

ENGL 095 — **Communication Skills**
1 Credit — Offered Either Semester

English 095 is a course designed specifically to meet the needs of certificate technical students. It focuses on the writing tasks students may encounter in the work force. The course introduces technical writing forms and strategies for approaching writing tasks relevant to the trade and industrial programs and also reinforces fundamentals of grammar and English mechanics. Enrollment is restricted to students enrolled in certificate technical programs.

ENGL 099 — **Fundamentals for Writing**
3 Credits — Offered Each Semester

Fundamentals for Writing is a course focusing on building sentence, paragraph, and basic essay skills. This class teaches some related language skills, such as dictionary use and spelling development.

English 099 positively influences college success by providing entry-level skills necessary to tackle required English composition courses. It is offered in traditional or lab classroom settings. English 099 may be taken on a graded or satisfactory/unsatisfactory basis. It will not fulfill A.A. or A.S. degree requirements, but it applies toward a certificate of completion and specified A.A.S. degree requirements. Enrollment is based on placement test results.

ENGL 099A, 099B, 099C — **Fundamentals for Writing**
1 Credit each (3 credits) — Offered Each Semester

These courses are the same as English 099, but are scheduled as three one-credit units that must be taken sequentially. The class is structured in a self-paced setting with each student working one-to-one with the instructor. The student must sign up at the beginning of the semester for three hours per week selected from the five hours the class is offered as listed on the semester schedule. Students may work with the instructor during Writing Center hours also.

ENGL 103 — **English Composition**
3 Credits — Offered Each Semester

English 103 provides students the opportunity to deal with any writing challenges which may be encountered in the future—in their job, personal life, or recreational activities. Students will learn to write strong, clear prose, and will learn to use words accurately and precisely; to write clear and direct sentences that follow conventional structure, grammar, and punctuation; to use paragraphs that show unity and coherence while developing one primary idea that relates directly to preceding and succeeding paragraphs; and to develop essays that focus on a central idea, develop the idea adequately, and show organization and unification.

This course is required for all degree programs. An appropriate placement test score and a satisfactory entry essay (written during the first class session) are required.

ENGL 104 — **English Composition**
3 Credits — Offered Each Semester

English 104 provides instruction in the research process which includes the gathering, the critical evaluation, and the presentation of evidence. Critical thinking is emphasized as vital to drawing conclusions from evidence.

This class helps provide techniques for conducting research in all areas of study. It is required for all transfer degree programs. Prior completion of ENGL 103 with a grade of C- or better and passing a minimal competency essay exam administered by the English department are required for enrollment.

ENGL 111 — **Literature of Western Civilization**
3 Credits — Offered Fall Semester

English 111 examines significant literary works of Western Civilization from about 800 B.C. through Shakespeare. This course focuses on the values, traditions, themes, and ideas that have shaped Western culture and have influenced other humanistic disciplines such as art, psychology, and philosophy.

This course helps link the basic concepts of early literature to the contemporary world. It satisfies an arts and humanities course requirement for the A.S., A.A., and most transfer degrees. Prior completion of ENGL 103 with a grade of C- or better is required.

ENGL 112 — **Literature of Western Civilization**
3 Credits — Offered Spring Semester

English 112 is the study of Western (European and North American) classics from the mid-1600s to the present. This course includes internationally acclaimed writers who are representative of the major literary movements (Enlightenment, Romantic, Realist, and

Modernist traditions) and who are significant in shaping Western Civilization.

English 112 serves as a foundation to the humanities through an exploration of writers and works that comprise the core of our literary and philosophical tradition. It satisfies an arts and humanities course requirement for the A.S., A.A., and most transfer degrees. Prior completion of ENGL 103 with a grade of C- or better is required.

ENGL 175 **Introduction to Literature**
3 Credits Offered Each Semester

Introduction to Literature surveys literature's many forms including essay, short story, poetry, and drama. This course focuses on literature as a primary vehicle for ideas and values.

This course helps students to recognize and appreciate the humanistic and artistic elements of literature. It satisfies an arts and humanities course requirement for the A.S., A.A., and most transfer degrees. Prior completion of ENGL 103 with a grade of C- or better is required.

ENGL 202 **Technical Writing**
3 Credits Offered Fall Semester

Technical Writing offers instruction in the writing skills applicable to business and industry. This class emphasizes factual information in the form of writing instructions and describing mechanisms and processes. It includes the fundamentals of composing memos, letters, and reports.

Technical Writing is designed for those interested in practical applications of technical writing principles. This class is required for some occupational programs and is a useful general elective for all programs in science and technology. Prior completion of ENGL 099 and sophomore standing or permission of instructor are required. Prior completion of ENGL 103 with a grade of C- or better is recommended.

ENGL 204A **Writing a Personal Family History (Same as HIST 204A)**
3 Credits Offered on Demand

English 204A offers instruction for the beginning or experienced student in researching and writing a personal or family history. This course focuses on the use of oral history, family folklore, genealogical research in private and public records, and techniques to make the writing interesting. It includes field trips to major archives.

This course helps the student develop research and writing skills while pursuing a project of great personal value. It is recommended for history and English students as a way to put theories into actual practice. Participation without submitting research and writing for evaluation is possible by enrolling for zero credit. Prior completion of ENGL 103 with a grade of C- or better is advisable.

ENGL 204B Modern Writers & What They Are Saying
3 Credits Offered on Demand

English 204B provides a study of fiction, poetry, drama, essays, and other formative documents from 1940 to the present. It includes works of major American and European authors. Prior completion of ENGL 103 with a grade of C- or better is required.

ENGL 204C Modern Writers & What They Are Saying
3 Credits Offered on Demand

English 204C provides a study of fiction, drama, poetry, and formative documents from 1940 to the present period. It includes the works of Malamud, Williams, Thomas, Camus, Plath, and others. Prior completion of ENGL 103 with a grade of C- or better is required.

ENGL 205 **Interdisciplinary Writing**
3 Credits Offered Each Semester

This course builds on writing skills gained from ENGL 103 and ENGL 104. In addition, the course enables students to make connections among many disciplines, including a choice of art, mythology, poetry, architecture, music, culture, travel, nature, science, theater, autobiography and biography. Emphasis is placed on the student's own writing of essays and explications based on the 5-step critical thinking method.

This course encourages applied writing through projects in each student's field of study. It also encourages students to practice and to learn to apply the steps in the writing process: prewriting, arrangement, revision, and editing. Prior completion of ENGL 103 and ENGL 104 with a grade of C- or better is required.

ENGL 216 **Mythology**
3 Credits Offered Spring Semester

Mythology surveys both Greek myths and themes common to all Western mythologies, particularly those of the hero quest. This course includes the study of a variety of stories, poems, plays, and films, and it focuses on learning to identify the mythological elements at work within them.

Mythology creates an awareness and appreciation of mythological stories and themes as a base for much of our literature and art; therefore, it enhances literary and artistic experiences. Prior completion of ENGL 103 with a grade of C- or better is required.

ENGL 267 **Survey of English Literature**
3 Credits Offered Fall Semester

English 267 is a study of historical documents, poetry, fiction, drama, and essays illustrating the development of English literature from the Anglo-Saxon period through the Eighteenth Century.

This course enhances cultural literacy and awareness of pertinent issues in the humanities. It satisfies an arts and humanities course requirement for the A.A., A.S., and most transfer degrees. Prior completion of ENGL 103 with a grade of C- or better is required.

ENGL 268 **Survey of English Literature**
3 Credits Offered Spring Semester

English 268 is a study of historical documents, poetry, fiction, drama, and essays illustrating the development of English literature from the Romantic period to the present.

continued

This course enhances cultural literacy and awareness of pertinent issues in the humanities. It satisfies an arts and humanities course requirement for the A.A., A.S., and most transfer degrees. Prior completion of ENGL 103 with a grade of C- or better is required.

ENGL 272 **Business Writing**
3 Credits Offered Each Semester

Business Writing offers instruction in the practical application of business writing principles. This course includes business writing strategies for memos, letters, and reports. It emphasizes audience analysis, content planning, language effectiveness, and message layout.

English 272 helps develop the writing skills necessary for effective business communication. It is required for some business and business-related programs. A working knowledge of correct grammar and a satisfactory score on the English Placement Test are essential. Prior completion of ENGL 103 with a grade of C- or better is recommended.

ENGL 277 **Survey of American Literature**
3 Credits Offered Fall Semester

English 277 is a study of selected historical documents, journals, essays, poetry, and fiction illustrating the development of American literary ideas, values, and philosophy from the Colonial Period (1620) to the end of the Civil War (1865). This course satisfies an arts and humanities course requirement for the A.A., A.S., and most transfer degrees. Prior completion of ENGL 103 with a grade of C- or better is required.

ENGL 278 **Survey of American Literature**
3 Credits Offered Spring Semester

English 278 is a study of selected historical documents, journals, essays, poetry, fiction, and drama illustrating the development of American literary ideas, values, and philosophy from the Civil War (1865) to the present. This course satisfies an arts and humanities course requirement for the A.A., A.S., and most transfer degrees. Prior completion of ENGL 103 with a grade of C- or better is required.

ENGL 291 **Creative Writing I**
3 Credits Offered Fall Semester

English 291 introduces the principles and techniques of poetry writing, examined through exercises and discussions of student and professional writing. Exact content will depend on student preference.

This course helps develop a personal, advanced writing style and an appreciation of literary forms. An above average writing ability and some familiarity with literature are necessary. Prior completion of ENGL 175 with a grade of C- or better is required.

ENGL 292 **Creative Writing II**
3 Credits Offered Spring Semester

English 292 introduces the principles and techniques of fiction and non-fiction writing, examined through exercises and discussions of student and professional writing. The exact content of the course will depend on student preference.

This course helps develop a personal, advanced writing style and an appreciation of literary forms. Above average writing ability and some familiarity with literature are necessary. Prior completion of ENGL 175 with a grade of C- or better is required.

English as a Second Language

ESL 090 **ESL Conversant Program**
1-2 Credits Offered On Demand

ESL 090 is a lab course for students who wish to master spoken English. It emphasizes idioms, pronunciation, and language styles appropriate for informal and formal situations both on and off campus.

This course is designed for students whose native language is not English. It will be individualized to suit student objectives and may be repeated for a total of four credits. Graded either satisfactory or unsatisfactory.

ESL 100 **ESL Grammar and Structure**
4 Credits Offered On Demand

ESL 100 is an intensive review of the grammar and sentence structures of written English. Particular attention is given to complex verb forms, verbal phrases, models, preposition, modifiers, and basic sentence strategies. Attendance at the language laboratory is required.

This course prepares students to compete successfully with native English speakers in an academic setting and provides an important language base for students planning to enter English composition courses. It is designed for students whose native language is not English. Students must have earned a minimum score of 500 on the Test of English as a Foreign Language (TOEFL). The course may be repeated for a total of eight credits. Placement is determined by instructor.

ESL 101 **ESL Composition**
3 Credits Offered On Demand

ESL 101 helps non-native speakers of English to understand and produce the kind of academic writing required in college. Emphasis is on the most common and effective formats of academic writing and on editing for accuracy of expression, grammar, and sentence structure.

This course is valuable for building fluency in written expression. It prepares students for success in competing with native English speakers in college writing courses. A working knowledge of English grammar and basic sentence strategies is required. Students must have earned a minimum score of 500 on the Test of English as a Foreign Language (TOEFL). The course may be repeated for a total of eight credits. Placement determined by instructor.

Environmental Science

ENSI 119 **Introduction to Environmental Science**
3 Credits Offered Both Semester

The content of this course may vary somewhat with class interest, current world affairs, and instructors. The topics covered generally include air and water pollution, land use, biocides, resource and energy crises, nuclear energy and radiation, population, world food supply, food additives, and environmental ethics. This course satisfies a laboratory science course requirement for the A.S. degree if enrollment includes the accompanying lab. It includes three hours of lecture and one three-hour lab (ENSI 120) each week. Prior completion of Math 030 or its equivalent is strongly recommended.

ENSI 120 **Introduction to Environmental Science Lab**
1 Credit Offered Both Semester

This laboratory accompanies Environmental Science 119 and involves one three-hour laboratory per week. Some Saturday field trips may be required. Prior completion of Math 030 or its equivalent is strongly recommended.

Foreign Language

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

FLAN 106 **Collaborative Cultural Exchange Program**
1-2 Credits Offered Either Semester

This course is designed to match non-native speakers of English with American, or other native English students, to the mutual benefit of both. They will study and converse with one another in a structured and monitored situation, working on projects in established courses and in short-term EFL programs. The course may be repeated for a total of three credits.

FLAN 207 **Contemporary World Cultures**
3 Credits Offered Each Semester

Foreign Language 207 examines a single national culture in terms of its historical background and expression in contemporary life, language, institutions, literature, art, music, and lifestyles.

This course provides a basis for comparative cultural studies for students interested in multicultural or international scholarship. It meets the cultural diversity requirement for the A.A. degree and satisfies an arts and humanities requirement for the A.S. degree. The national culture selected for study may change each semester, allowing students to repeat the course for elective credit. Prior completion of other courses is not necessary.

FREN 101 **Elementary French I**
4 Credits Offered Fall Semester

The first semester of Elementary French is designed for students with no previous language study. This course provides training in the acquisition and application of basic language skills and culture. A laboratory is included in the course.

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. Prior completion of other courses is not required.

FREN 102 **Elementary French II**
4 Credits Offered Spring Semester

This course is the second semester of Elementary French. Elementary French II continues training in the acquisition and application of basic language skills and culture. A laboratory is included in the course.

Successful completion of this course gives students the required skills to take the intermediate level courses which satisfy the cultural diversity requirement of the A.A. degree or one of the arts and humanities requirements for the A.S. degree. Prior completion of FREN 101 with a grade of C- or better is required.

FREN 103 **French Language Laboratory**
1 Credit Offered Each Semester

The French language lab provides individualized, self-paced practice in listening comprehension, pronunciation, and grammatical structure through use of an audio-laboratory facility. The lab assists development of language fluency through additional practice. The lab is an elective supplement to classroom studies and is graded on a satisfactory/unsatisfactory basis. It may be repeated for total of two credits.

FREN 104 **Conversation Course: Open Door to French, Level I**
2 Credits Offered Each Semester

This course emphasizes conversation skills, contemporary language, and culture. Its content is designed to meet the professional or leisure linguistic needs of the community. Prior completion of other courses is not required.

FREN 105 **Conversation Course: Open Door to French, Level II**
2 Credits Offered Each Semester

FREN 105 is a continuation of FREN 104. This course is designed to meet the linguistic needs of the community. Prior completion of FREN 104 with a grade of C- or better is required.

FREN 201 **Intermediate French I**
4 Credits Offered Fall Semester

Intermediate French provides training in the acquisition and application of basic language skills and culture. A laboratory is included in the course. It satisfies four credits of the cultural diversity requirement for the A.A. degree or one of the arts and humanities requirements for the A.S. degree. Prior completion of FREN 102, its equivalent, or permission of the instructor is required.

FREN 202 **Intermediate French II**
4 Credits Offered Spring Semester

The second semester of Intermediate French provides additional training in the acquisition and application of basic language skills and culture. A laboratory is included in the course.

Intermediate French II satisfies four credits of the cultural diversity requirement for the A.A. degree or one of the arts and humanities requirements for the A.S. degree. Prior completion of FREN 201 with a grade of C- or better is required.

GERM 121 **Elementary German I**
4 Credits Offered Fall Semester

The first semester of Elementary German is designed for students with no previous language study. This course provides training in the acquisition and application of basic language skills and culture. A laboratory is included in the course.

Successful completion of GERM 121 and GERM 122 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. Prior completion of other courses is not required.

GERM 122 **Elementary German II**
4 Credits Offered Spring Semester

This course is the second semester of Elementary German and continues training in the acquisition and application of basic language skills and culture. A laboratory is included in the course.

Completion of this course provides the required skills for intermediate level courses which satisfy the cultural diversity requirement for the A.A. degree or one of the arts and humanities requirements for the A.S. degree. Prior completion of GERM 121 with a grade of C- is required.

GERM 123 **German Language Laboratory**
1 Credit Offered Each Semester

The German Language Laboratory provides individualized, self-paced practice in listening comprehension, pronunciation, and grammatical structure through the use of an audio-laboratory facility.

It assists development of language fluency through additional practice in the language and is an elective supplement to classroom studies. This course is graded on a satisfactory/unsatisfactory basis. It may be repeated for a total of two credits.

GERM 124 **Conversation Course: Open Door to German Level I**
2 Credits Offered Each Semester

This course emphasizes conversation skills, contemporary language, and culture. Its content is designed to meet the professional or leisure linguistic needs of the community. Prior completion of other courses is not required.

GERM 125 **Conversation Course: Open Door to German Level II**
2 Credits Offered Each Semester

German 125 is a continuation of GERM 124. This course is designed to meet the linguistic needs of the community. Prior completion of GERM 124 with a grade of C- or better is required.

GERM 221 **Intermediate German I**
4 Credits Offered Fall Semester

Intermediate German provides training in the acquisition and application of basic language skills and culture. A laboratory is included in the course.

It satisfies four credits of the cultural diversity requirement for the A.A. degree or one of the arts and humanities requirements for the A.S. degree. Prior completion of GERM 122, its equivalent, or permission of the instructor is required.

GERM 222 **Intermediate German II**
4 Credits Offered Spring Semester

The second semester of Intermediate German provides additional training in the acquisition and application of basic language skills and culture. A laboratory is included in the course.

This course satisfies four credits of the cultural diversity requirement for the A.A. degree or one of the arts and humanities requirements for the A.S. degree. Prior completion of GERM 221 with a grade of C- or better is required.

JAPA 123 **Conversation Course: Open Door to Japanese Level I**
2 Credits Offered Fall Semester

This introductory course is designed for students who wish to learn elementary communication skills in Japanese. Subjects discussed include travelling, food, lodging, shopping and customs. Students will gain practical conversation skills and become familiar with cultural differences likely to be encountered in Japan.

JAPA 124 **Conversation Course: Open Door to Japanese Level I**
2 Credits Offered Spring Semester

This course is a continuation of Japanese 123. Prior completion of Japanese 123 with a grade of C- or better is required.

SPAN 181 **Elementary Spanish I**
4 Credits Offered Fall Semester

This introductory course in Spanish language is based on the study of vocabulary, grammar, and pronunciation. It emphasizes the development of proficiencies in speaking, reading, listening, and writing.

Students will enhance their understanding of the language, culture, and geography of the Hispanic world. A laboratory is included in the course. Prior completion of other courses is not required.

SPAN 182 **Elementary Spanish II**
4 Credits Offered Spring Semester

This course is a continuation of SPAN 181, emphasizing further development of basic language fluency. A laboratory is included in the course. Prior completion of SPAN 181 with a grade of C- or better is required.

SPAN 183 **Spanish Language Lab**
1 Credit Offered Each Semester

This course is an independent language study for students who plan to enter a more advanced course or who have taken all available language courses. It may be repeated for a total of two credits and is graded on a satisfactory/unsatisfactory basis.

This lab allows students to develop listening and oral skills and gain additional practice for language fluency. Permission of the instructor is required for enrollment.

SPAN 184 **Conversation Course: Open Door to Spanish Level I**
2 Credits Offered Each Semester

This introductory course is designed for students who wish to learn elementary communication skills in Spanish. Subjects discussed include travelling, food, lodging, and shopping.

Student will gain practical conversation skills and become familiar with cultural differences likely to be encountered in the Hispanic world.

SPAN 185 **Conversation Course: Open Door to Spanish Level II**
2 Credits Offered Each Semester

This is a continuation of SPAN 184. Prior completion of SPAN 184 with a grade of C- or better is required.

SPAN 281 **Intermediate Spanish I**
4 Credits Offered Fall Semester

Intermediate Spanish further develops Spanish fluency with an emphasis on conversation, reading, grammar, and composition. The culture and literature of Spain and Latin America are also examined.

This course provides a continuation and refinement of language skills and greater depth in the study of cultural aspects. It meets the cultural diversity requirement for the A.A. degree or one of the arts and humanities requirements for the A.S. degree. Laboratory work is included. Prior completion of SPAN 182 or an appropriate language placement test score is required.

SPAN 282 **Intermediate Spanish II**
4 Credits Offered Spring Semester

Spanish 282 is a continuation of SPAN 281. This course has the same degree applications as SPAN 281. Laboratory work is included. Prior completion of SPAN 281 with a grade of C- or better is required.

Forestry

FORS 101 **Forestry Orientation**
1 Credit Offered Fall Semester

FORS 101 is an introduction to forestry and related wildlife management professions.

Students will explore career opportunities in natural resource management. It includes one hour of lecture each week. Prior completion of other courses is not required.

FORS 221 **Forest Ecology (Same as BIOL 231)**
4 Credits Offered Spring Semester

Forest Ecology is an introduction to the relationships among living and non-living components in the environment, including an examination of the processes which influence the distribution of plant and animal communities.

This course exposes students to fundamental principles of ecology used in careers in natural resource management. It fulfills a science requirement for the A.S. degree. This course is designed for forestry and biology majors with applications for pre-agriculture, zoology and botany disciplines. This is not an environmental science course. It includes three hours of lecture and one three-hour lab (FORS 221L) each week. Prior completion of BIOL 201 or permission of instructor is required.

Geography

GEOG 100 **Physical Geography**
3 Credits Offered Each Semester

Physical Geography is an introduction to the earth sciences. It emphasizes atmospheric sciences (weather and climate), landforms, water resources, native plants and animals, and soils. Concurrent enrollment in GEOG 100L is required. In combination with GEOG 100L, this course satisfies a laboratory science course requirement for the A.S. and A.A. degrees. This course includes three hours of lecture and one two-hour lab (GEOG 100L) each week. Prior completion of other courses is not necessary.

GEOG 100L **Physical Geography Laboratory**
1 Credit Offered Each Semester

The Physical Geography Laboratory provides an introduction to map-reading applications. It emphasizes the use of maps in weather and climate studies, and includes the study of earth-sun relationships, latitude, and longitude.

Concurrent enrollment in GEOG 100 is required. An

combination with GEOG 100, this course satisfies a laboratory science course requirement for the A.S. and A.A. degrees. It consists of one two-hour session per week. Prior completion of other courses is not necessary.

Geology

GEOL 101 **Physical Geology**
3 Credits Offered Each Semester

Physical Geology is the study of the origin and development of the earth. It includes the detailed study of the development of the earth's crust, its minerals, rocks, volcanoes, glaciers, mountains, and continents.

This course provides an understanding of the natural and physical processes of the planet earth and an appreciation for the impact geology has on everyday life. Concurrent enrollment in GEOL 101L is required. In combination with GEOL 101L, this course satisfies a laboratory science course requirement for the A.S. and A.A. degrees. It includes three hours of lecture and one two-hour lab (GEOL 101L) each week. Prior completion of other courses is not required.

GEOL 101L **Physical Geology Laboratory**
1 Credit Offered Each Semester

The Physical Geology Laboratory provides an introduction to the description, identification, and classification of common minerals and rocks. It focuses on the study of topographic landforms through applications of map reading skills and the utilization of topographic maps. Also included are field trips to observe real-world phenomena related to lab exercises.

Concurrent enrollment in GEOL 101 is required. In combination with GEOL 101, this course satisfies a laboratory science course requirement for the A.S. and A.A. degrees. It consists of one two-hour session per week. Prior completion of other courses is not necessary.

GEOL 106 **Historical Geology**
3 Credits Offered Fall Semester

Historical Geology is an introduction to the principles and interpretation of geologic history. It emphasizes the evolution of the earth's lithosphere (crust), atmosphere, and biosphere through geologic time. This course includes consideration of the historical aspects of plate tectonics, the geologic development of North America, and important events in biological evolution and the resulting assembly of fossils.

Geology 106 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. The course satisfies a laboratory science requirement for the A.S. degree. It includes three hours of lecture and one two-hour lab (GEOL 106L) each week. Previous or concurrent enrollment in GEOL 101 is helpful. Concurrent enrollment in GEOL 106L is required.

GEOL 106L **Historical Geology Lab**
1 Credit Offered Fall Semester

This course provides supporting lab work for GEOL 106 and includes related field trips. Concurrent enrollment in GEOL 106 is required. It consists of two hours of lab time each week.

GEOL 123 Geology of Idaho & the Pacific Northwest
4 Credits Offered on Demand

Geology 123 is the study of the geologic history of Idaho and the Pacific Northwest. It examines the development of existing geologic structures and rock types, focussing on the development and distribution of major topographic and scenic features. Included are field trips to areas of important mineral and gem occurrences.

This course provides an appreciation for the development and distribution of geologic natural resources in the region. It includes three hours of lecture and one two-hour lab (GEOL 123L) each week. Prior or concurrent enrollment in GEOL 101 is recommended.

GEOL 255 **Systematic Mineralogy**
4 Credits Offered Spring Semester on Demand

Systematic Mineralogy studies the classification and determination of minerals by physical, chemical, and crystallographic properties. It emphasizes occurrences, identification, and uses of the silicate minerals and the non-silicate ore and rock-forming minerals. The weekly three-hour laboratory will include hands-on testing and identification of mineral samples and field trips to significant mineral locations.

Students learn to recognize and identify many important ore and industrial minerals, while gaining an enhanced appreciation for the application of mineral resources to everyday life. Some background in chemistry is helpful. This course includes three hours of lecture and one two-hour lab (GEOL 255L) each week. Prior completion of GEOL 101 and 101L is required.

Heating, Ventilation, Refrigeration, & Air Conditioning

Note: Course enrollment requires prior acceptance into the Heating, Ventilation, Refrigeration, and Air Conditioning Program.

HVAC 151 Domestic Refrigeration & Electrical Theory
4 Credits Offered Fall Semester

This course covers the fundamentals of refrigeration and air conditioning using domestic refrigeration units. It is an introduction to basic refrigeration and basic electricity.

HVAC 151L Domestic Refrigeration & Electrical Lab
3 Credits Offered Fall Semester

This is a lab which covers the fundamentals of

refrigeration and air conditioning. It includes the basic cycle and what happens in the system at all points, what tools are needed and how to use them, basic soldering, and on-the-job safety.

HVAC 152 Advanced Refrigeration & Electricity Theory
4 Credits Offered Fall Semester

HVAC 152 covers advanced electricity and basic control wiring for the refrigeration and air conditioning industry.

HVAC 152L Advanced Refrigeration & Electricity Lab
3 Credits Offered Fall Semester

HVAC 152L is an introduction to electricity as it relates to the air conditioning and refrigeration industry. Instruction focuses on electrical circuits, symbols, wiring practices, and interpreting schematic wiring diagrams.

HVAC 153 Comfort Heating Theory
4 Credits Offered Spring Semester

HVAC 153 is an introduction to electricity's relationship to heating and air conditioning systems. Student should have a basic knowledge of heat transfer and control wiring or approval of the instructor.

HVAC 153L Comfort Heating Lab
3 Credits Offered Spring Semester

At the conclusion of this course, students should have the knowledge and understanding of the following: psychometric charts and why they are used: oil furnaces and gas heating furnaces with add-on air conditioning units; electric heating furnaces; heat pump units with electric heating units; and safety procedures.

HVAC 154 Advanced Air Conditioning Theory
4 Credits Offered Spring Semester

HVAC 154 is an introduction to light commercial refrigeration and air conditioning. Students will study the commercial refrigeration air conditioning cycles.

Students should have a background in refrigeration and control wiring, pass a prerequisite exam, or have the approval of the instructor.

HVAC 154L Advanced Air Conditioning Lab
3 Credits Offered Spring Semester

HVAC 154L focuses on types of commercial refrigeration, air conditioning and ice machines; the use of psychometric charts, and the computation of heat gain and product load for commercial systems. Safety procedures are emphasized.

History

HIST 101 History of Civilization to 1500
3 Credits Offered Each Semester

History 101 explores important chapters of the human past from the earliest civilizations through the middle ages. It focuses on Western cultures which have most influenced ours: Hebrew, Greek, Roman, barbarian, and medieval European. The course considers how people, ideas, and events are interconnected across such broad-ranging fields as politics, religion, social movements, technology, and the arts.

History of Civilization is recommended for all students seeking a broad background of general knowledge, whether as the foundation of a liberal arts education, out of curiosity, or to be well informed. It develops critical thinking skills essential in every career. It meets a social science requirement for A.A. and A.S. degrees. Previous successful completion of, or concurrent enrollment in, English 103 is recommended. Good reading skills are recommended.

HIST 102 History of Civilization Since 1500
3 Credits Offered Each Semester

History 102 explores human society's development and variety from the Renaissance to today, focusing on Western culture. It examines such world-changing events and ideas as the reformation and the age of discovery, the scientific revolution and enlightenment, the rise of nationalism and world war, technological change and "future shock." Students will consider how the past affects the present and future.

History of Civilization is recommended for any liberal arts program and is required for many degrees and majors. It provides an excellent opportunity for students to discover how all fields of knowledge fit together into a big picture. It meets a social science requirement for A.A. and A.S. degrees. Previous successful completion of, or concurrent enrollment in, English 103 is recommended. Previous completion of HIST 101 is not required. Good reading skills are highly recommended.

HIST 111 United States History: Discovery Through Reconstruction
3 Credits Offered Each Semester

History 111 offers a broad chronological overview of U.S. History which deals with political, economic, social, and cultural development from the Pre-Columbian period through post-Civil War Reconstruction (c. 1876). Attention is focused on differing historical interpretations, and on themes which illuminate current events.

This course serves as partial fulfillment of the social science requirement for A.A. and A.S. degrees, and is transferrable to regional four-year institutions. Because students are expected to participate in discussion and to perform in writing, successful completion of the English and reading proficiency examinations is recommended. No course prerequisite.

HIST 112 United States History: Gilded Age through the Present
3 Credits Offered Each Semester

History 112 offers a broad chronological overview of U.S. History which deals with political, economic, social, and cultural development from the Gilded Age (c. 1876) through the present. Attention is focused on differing

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historical interpretations, and on themes which illuminate current events.

This course serves as partial fulfillment of the social science requirement for A.A. and A.S. degrees, and is transferrable to regional four-year institutions. Because students are expected to participate in discussion and to perform in writing, successful completion of the English and reading proficiency examinations is recommended. No course prerequisite.

HIST 204A **Writing a Personal Family History (Same as ENGL 204A)**
3 Credits Offered Spring Semester

History 204A assists any student, beginner or experienced, in researching and writing a personal or family history. Students learn to use oral history, family folklore, genealogical research in private and public records, and techniques to make writing interesting. Included are field trips to major archives.

Writing a Personal Family History provides an excellent opportunity to develop research and writing skills while pursuing a project of great personal value. This elective is recommended for history and English majors and minors as a way to put theory into practice. No research experience is required, but English 103 level writing skills are advised. Those who wish to participate without submitting research and writing for evaluation should take the course for zero credit. Prior completion of other courses is not necessary.

HIST 204B **Oral History Research**
3 Credits Offered on Demand

Oral History Research uses audio or videotape to record the first-hand experiences and knowledge of men and women who have helped shape North Idaho history. Each student will choose a topic of special interest and prepare a series of interviews to be preserved for the future in the regional oral history archive, housed in the NIC library.

History 204B provides guided practice in one of today's historians most indispensable research techniques, as well as a chance to make a significant contribution to the community. This transferable elective is recommended for history majors, future teachers, and those with an interest in preserving local history.

Students should own or borrow an audio cassette tape recorder or video camcorder with a microphone and furnish their own blank tapes. Prior completion of other courses is not required.

Hospitality

HOSP 100 **Intro. to Hospitality Management**
3 Credits Offered Fall Semester

A general overview of hospitality management. The course covers the growth and development, organization and structure, and all of the functional areas of the lodging and food service industry. 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. This is a required course in the hospitality program.

HOSP 105 **Food & Beverage Service & Sanitation**
3 Credits Offered Fall Semester

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. It 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. This is a required course in the hospitality program.

HOSP 110 **Front Office Procedures**
3 Credits Offered Fall Semester

Front Office Procedures details the flow of business through a hotel beginning with the reservation process and ending with check-out settlement. Included are an examination of how front desk activities and functions influence other departments and impacts management. This course also addresses ethics and general strategies when dealing with the public. This is a required course in the hospitality program.

HOSP 115 **Hospitality Field Experience**
3 Credits Offered Fall Semester

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 students 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. This course includes student, employer, and coordinator evaluations, on-site work visits, written assignments and oral presentations. This is a required course in the hospitality program.

HOSP 120 **Supervisory Housekeeping**
3 Credits Offered Spring Semester

HOSP 120 describes the management functions, tools, and practices required in the lodging housekeeping department. This is a required course in the hospitality program. Prior completion of HOSP 100, 105, 110, and 115 are required.

HOSP 125 **Hospitality Maintenance and Engineering**
3 Credits Offered Spring Semester

This course is an introduction to the technical knowledge required to establish preventative maintenance procedures. This is a required course in the hospitality program. Prior completion of HOSP 100, 105, 110, and 115 are required.

HOSP 130 **Hotel Security Management**
3 Credits Offered Spring Semester

An examination of the issues surrounding the need for individualized security programs. This course explores how to make a difference in the safety and security of guests, hotel property, and fellow employees. This is a required course in the hospitality program. Prior completion of HOSP 100, 105, 110, and 115 are required.

HOSP 210 **Food and Beverage Controls**
3 Credits Offered Fall Semester

This course covers the principles involved in an effective system of food, beverage, labor, and sales income controls in the hospitality industry. This is a required course in the hospitality program. Prior completion of HOSP 100, 105, 110, and 115 are required.

HOSP 215 **Bar and Beverage Management**
3 Credits Offered Spring Semester

HOSP 215 explores how to balance marketing and control objectives, plan the business, select and train employees, and establish and maintain control systems. In depth material on responsible alcohol service and range of beverage products is included. This is a required course in the hospitality program. Prior completion of HOSP 210 is required.

HOSP 220 **Hotel/Restaurant Management Principles**
3 Credits Offered Spring Semester

An introduction to the principles of hotel and restaurant management and their relationship to the overall management of the facilities and personnel. The development of supervisory skills and coaching techniques needed to improve the performance of employees is emphasized. This is a required course in the hospitality program. Prior completion of HOSP 210 is required.

HOSP 225 **Meeting and Convention Management**
3 Credits Offered Spring Semester

HOSP 225 identifies the elements and techniques used in obtaining convention business. The course describes the different types of corporate meetings, the personnel who control these meetings, and the management skills and methods required to communicate with the meeting planners. A required course in the hospitality program. Prior completion of HOSP 210 is required.

HOSP 290 **Hospitality Internship 1**
4 Credits Offered Spring Semester

The Hospitality Internship provides supervised training in the hospitality industry through on-the-job experience. Students participate in a variety of employment experiences under the direction of an employer/supervisor that utilize the skills learned in their academic course work and applied laboratories. This is a required course in the hospitality program. Sophomore standing, approval of the program coordinator, and prior completion of the third semester of the hospitality program are required.

Humanities

HUMN 101 Montage: Introduction to the Humanities
3 Credits Offered Spring Semester

This course explores how the humanities, through many varied types of creative works, comment on human experience and raise questions of value and meaning. Students will learn an approach to understanding a wide variety of works in art, music, literature, and philosophy, based on questions applicable to all genres. The course is highly interactive, with frequent class discussion.and informal written responses to works being explored.

Humanities 101 provides a good foundation for further humanities study in courses focusing on one particular field such as literature, philiosophy, or one of the arts. It is an ideal course for students who intend to focus on areas other than the humanities, but wish to broaden their education. This course fulfills an arts and humanities requirement for the A.A. and the A.S. degrees. Prior completion of, or concurrent enrollment in, ENGL 103 is required.

Human Services

NOTE: Application and acceptance into the Human Services AAS degree program is required before enrolling in courses numbered 220 or above.

HSS 101 **Introduction to Human Services**
2 Credits Not currently available

This course defines and describes the history of human services. Agencies, institutions, and programs which help meet human services needs are studied in the broad context of social and political systems. Various human service worker roles are explored with emphasis on the mental health technician. Concurrent enrollment in ALTH 101 is required.

HSS 102 **Introduction to Human Services Lab**
1 Credit Not currently available

This weekly three-hour lab course provides the student an opportunity to explore health careers that may be of interest. It assists the student to develop beginning observation, recording, and reporting skills based on their selected field exploration areas. Students will conduct health care provider interviews and participate in on-the-job shadowing experiences. This is a required course for students interested in applying for the Mental Health Technician Certificate and/or the Human Services Associate of Applied Science program. All students who have a sincere interest in exploring health and human services career options are welcome. Concurrent enrollment in HSS 101 is required.

HSS 107 **The Helping Process**
1 Credit Offered Spring Semester

This course focuses on helping goals, principles, and therapeutic communication techniques that entry-level workers can employ in working with human services clients. It uses a problem-management model to enhance student understanding of the helping process. Concurrent enrollment in HSS 108 is required.

HSS 108 **Helping Skills Lab**
1 Credit Offered Spring Semester

This course provides the student with an overview of a problem-management model of helping and opportunities to practice a variety of therapeutic approaches and strategies. Prior completion of COMG 101, COMG 233, HSS 102, PSYC 100 is required.

HSS 220 **Crisis Intervention**
2 Credits Offered On Demand

This course provides an introduction and overview of crisis theory and management. It will assist Human Services students in developing the necessary skills and attitudes appropriate for working with individuals and families in crisis. Prerequisite: Admission into the Human Services program.

HSS 221 Human Services Field Experience & Seminar I
5 Credits Offered On Demand

Students obtain on-the-job training in selected human services settings. Helping and problem management principles are applied under agency supervision. Weekly seminars provide opportunities for students to share experiences, debrief, and obtain faculty assistance in applying classroom concepts to the field experience. Prior completion or concurrent enrollment in HSS 220 is required.

HSS 230 **Case Management and Human Services**
2 Credits Offered On Demand

This course provides the student with the knowledge and skills required to perform case management services with clients in a variety of program settings. Discusses activities the case manager performs in the service of the client, ensuring to the maximum extent possible, that the client has access to, and receives all resources and services which can help the client reach and maintain his optimal level of functioning. Case management standards, responsibilities and obligations will be incorporated. Prior completion of HSS 220 is required.

HSS 231 Human Services Field Experience & Seminar II
3 Credits Offered On Demand

This practicum experience provides students the opportunity to apply previous and current course concepts to individual clients and groups in an area of special interest to the student. Weekly on-campus seminars provide opportunities for students to share experiences, debrief, and obtain faculty assistance in applying classroom concepts to the field experience. Prior completion of HSS 220 and concurrent enrollment in HSS 230 are required.

Journalism

COMJ 100 **Sentinel (NIC Newspaper) Staff**
1-2 Credits Offered Each Semester

This course provides practical training and application of journalism theory and techniques. Students are considered as staff members of ***The Sentinel***, the NIC student newspaper. Students work in a variety of positions corresponding to those in a professional journalistic organization.

Sentinel staff students learn the practical workings of a newspaper, including reporting, editing, design, layout, paste-up, computer-based technologies, and advertising. Writing and design projects contribute to the student's portfolio and provide the basis for refining journalistic skills supporting career development. The course may be repeated for a total of ten credits. Prior completion or concurrent enrollment in COMJ 121 or permission of instructor is required.

COMJ 121 **News Writing**
3 Credits Offered Fall Semester

This course provides an introduction to the principles of news writing, focusing on organization and writing methods for news media. Students develop news stories in lab and outside of class.

Mastering the basics of news writing, students will improve their abilities to participate as members of communications professions in print, broadcast, and corporate areas. Prior completion of ENGL 103, some typing ability, or permission of instructor is required.

COMJ 140 **Mass Media in a Free Society**
3 Credits Offered Spring Semester

Mass Media in a Free Society examines how and why today's American media works: their development, successes, and failures. Career options are explored through media facilities tours and guest presentations by working media professionals.

After completion of COMJ 140, students will know if a media career is an option to pursue. All students will gain a clear view of themselves as media consumers. Many topics that will be covered extensively in upper division course work will be introduced. Prior completion of other courses is not necessary.

COMJ 222 **Reporting**
3 Credits Offered Spring Semester

Reporting provides practical experience working with different types of new sources. Students gather and write articles about on-and off-campus events. Assignments include writing multi-source stories, features, editorials, columns, and research pieces. The course includes some "deadline critical" situations corresponding to professional newspaper practices.

Students learn and exercise the duties of a reporter in preparation for advancement to upper division college course work and career development in journalism. Prior completion of COMJ 121 is necessary.

COMJ 254 **Editing**
2 Credits Offered Spring Semester

This course studies the elementary principles of newspaper makeup and fundamentals of editing copy and photographs. It includes practice in news selection and evaluation, writing headlines and photo captions, and newspaper design and composition. The course uses Apple Macintosh computers for desktop publishing. Students learn and practice the responsibilities of an editor, including copy reading and measuring, article evaluation, headlining, page design, and photo editing. Skills gained contribute to portfolio development and career preparation. Prior completion of COMJ 121 is required.

COMJ 298 **Journalism Practicum**
2 Credits Offered Each Semester

Journalism Practicum provides on-the-job training and experience through a four-hour weekly internship in a media-related work place.

Developed as a "contract" agreement between the student intern and a "host" organization, the practicum offers practical work experience supporting preparation for upper division college studies or career entry. Students seeking clarification of career direction or "real-world" experience will benefit. Prior completion of COMJ 121 or permission of instructor is necessary. This course may be repeated for a total of eight credits.

Law Enforcement

NOTE: Application and acceptance into the sophomore Law Enforcement block is required before enrolling in courses numbered 200 and above.

LAWE 103 **Introduction to Criminal Justice**
3 Credits Offered Each Semester

This course offers an introduction to the purpose, function, and brief history of the agencies dealing with criminal justice, while presenting a survey of requirements for entering criminal justice service. Students discuss crime, the criminal, traffic, and vice as social problems; the function of the courts; prosecution and defense attorneys; correctional and penal institutions; and probation and parole.

This course will introduce the student to the various agencies and employment opportunities within the criminal justice system.

LAWE 219 **Self Defense**
3 Credits Offered Each Semester

This course covers the use of force, baton training, pepper spray training, handcuffing techniques, people searches, firearms liability, safety, inspection and maintenance, basic marksmanship, day and night range practice, and handgun and shotgun qualifications. Classroom and hands-on training in the above areas are integral to this course. Students must demonstrate skills taught and qualify for Idaho POST standards with firearms.

LAWE 220 **Basic Police Law**
2 Credits Offered Each Semester

This course is the study of basic police law as it relates to the U.S. Constitution, the Idaho Code, liquor laws, rules of evidence, criminal law, arrest, search and seizure, traffic code, and Idaho Fish and Game Laws. When they have completed the course, students will be able to determine traffic offenses, criminal offenses, probable cause for arrest and how to process cases.

LAWE 221 **Professional Orientation**
1 Credit Offered Each Semester

This course studies the human dimensions of the police profession including standards for police ethics and professionalism, media relations, crime prevention and human relations.

LAWE 222 **Police Procedures**
2 Credits Offered Each Semester

This course teaches fundamental patrol skills such as searching buildings, operating emergency vehicles, and writing reports. Also examined are jail procedures, communication methods, officer survival, courtroom demeanor, and courtroom testifying.

LAWE 223 **Patrol Procedures**
1 Credit Offered Each Semester

This course teaches patrol procedures and techniques for crimes in progress including responding to armed robberies, low-risk, high-risk, and felony traffic stops, prowler calls, hostage situations, and domestic disputes.

LAWE 224 **Practical Problems**
1 Credit Offered Each Semester

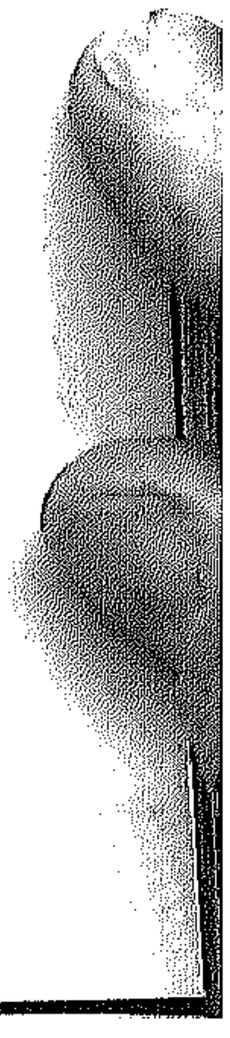
This course provides an opportunity for the student to demonstrate and utilize classroom skills in simulations and exercises in the following areas: crime scene investigation, search warrant exercise, traffic stops, arrest situations, and domestic disputes.

LAWE 225 **Investigation**
3 Credits Offered Each Semester

This course provides theory, techniques, and procedures for the investigation of traffic accidents, auto theft, juvenile crimes, allegations of child abuse, DUI situations and suspicious deaths. Techniques and procedures explored include drug identification, protection of crime scenes, collecting evidence, fingerprinting, interviewing, notification and interrogation.

LAWE 226 **Enforcement Skills**
1 Credit Offered Each Semester

This course provides hands-on training in handgun retention, arrest and control techniques, and handling hazardous materials.



LAWE 228 **Police Physical Fitness**
1 Credit Offered Each Semester

This course provides physical health and conditioning methods for Law Enforcement students. Included are work on agility, flexibility, and conditioning. Students must pass the Idaho POST Physical Fitness Test.

LAWE 290 **Law Enforcement Theory**
3 Credits Offered Each Semester

LAWE 290 meets weekly to evaluate, critique, and document intern performance and experiences.It incorporates specialized or refresher training as needs arise during the intern experience. Prior completion of LAWE 219-228 is required.

LAWE 293 **Law Enforcement Internship**
10 Credits Offered Each Semester

This is a structured internship experience within local law enforcement agencies designed to match the student's abilities and career goals. Students will function in a law enforcement position under the direct supervision of a selected, experienced law enforcement officer and is evaluated on a daily basis in accordance with the agency's established training policies for new officers. The student will be expected to participate in the enforcement activities being performed by the supervising officer. Prior completion of LAWE 219-228 is required.

Library Skills

LIBS 120 Introduction to Library Research Strategies
1 Credit Offered Each Semester

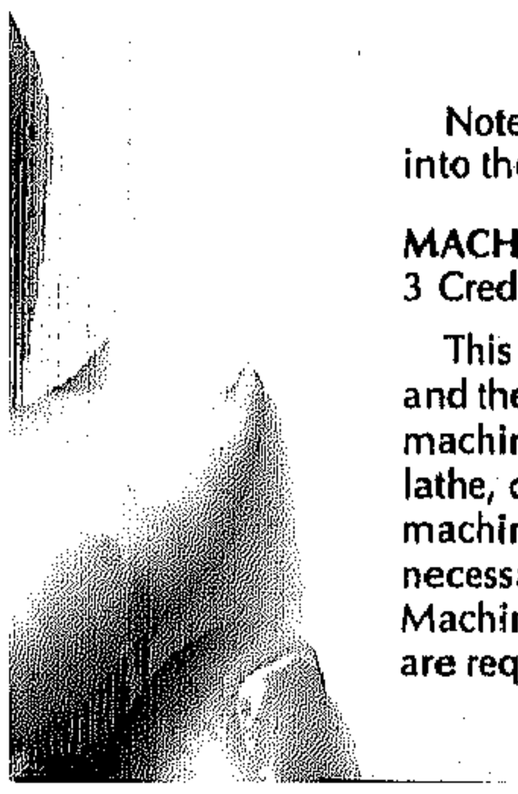
Introduction to Library Research Strategies is intended to enhance the research skills of students enrolled in college transfer programs. This course provides instruction in the use of the public catalog, periodical indexes, reference works, library classification systems, computer information systems and basic research techniques. Students are introduced to a variety of services and resources offered by libraries that are essential to most college programs. Prior completion of other courses is not required.

Machine Technology

Note: Course enrollment requires prior acceptance into the Machine Technology Program.

MACH 151 **Machining Technology Theory I**
3 Credits Offered Fall Semester

This basic course consists of measuring instruments and their use, use of hand tools, knowledge of operating machine sections, cutting tools and machine set-up for lathe, components of a milling machine, and safety and machining preparation. Machining Technology Theory is necessary for the safe, efficient operation of machinery. Machine tool practices and machinist reference books are required.



MACH 151L **Machining Technology Laboratory I**
7.5 Credits Offered Fall Semester

Machining Technology Lab consists of machining projects designed to promote machining skills on all shop machinery and hand tools. Projects are graded to assure that blueprint tolerances are met. Skills learned In theory sessions are transferred to the lab through projects. Students must acquire their own tools but may use shop tools temporarily. A tool list is supplied to students at the beginning of the course.

MACH 152 **Machine Technology Theory II**
3 Credits Offered Spring Semester

This course is a continuation of MACH 151. It includes sawing, drilling, grinding, heat treating, and new technology machining. The course is necessary for the safe, efficient operation of machinery.

MACH 152L **Machining Technology Laboratory II**
7 Credits Offered Spring Semester

This lab is a continuation of MACH 151L lab. Students continue to progress through different machines and methods with their projects. Students are given varied outside work to improve machining skills. Skills learned in theory sessions are transferred to the shop projects.

MACH 160 **Manufacturing Processes**
3 Credits Offered Spring Semester

This course covers manufacturing strategies from interchange ability of common parts to third wzve production techniques and "design for assembly." The instructor will suppplement the text with information on common scheduling, inventory, and shop floor control techniques. Major topics include sections on metallic materials, thermoplastics, thermosetting plastics, adhesives, ceramic materials, natural materials, and composite and engineered materials. Each section covers historical information, forming, separating, joining, conditioning, and finishing for each of the major categories. The class closes with a section on automated production processes and computer integrated manufacturing.

The material presented in this class is geared for Machine Technology students, although engineering and other applied technology students would benefit from the content of this class; the student's understanding of the materials presented here will have a positive impact on day-to-day decisions in their chosen arenas of work.

MACH 171 **Blueprint Reading I**
2 Credits Offered Fall Semester

Blueprint reading consists of a series of exercises involving visualization skills. This series takes students from basic knowledge to a point where they can interpret simple orthographic blueprints. Blueprint reading is essential to produce required work pieces on machines.

MACH 172 **Blueprint Reading II**
3 Credits Offered Spring Semester

Blueprint Reading is a continuation of MACH 171. Students learn to interpret increasingly difficult prints and geometric tolerance prints.

MACH 180 **Materials**
1 Credit Offered Spring Semester

This course introduces the student to metals and non-metals used in manufacturing and manufacturing processes. The student will learn strength-to-weight ratios, tensile strengths, uses, advantages, disadvantages, and costs of using different materials in the manufacturing of parts and assemblies. The student will also learn how these materials are made and handled, as well as how they might be alloyed.

MACH 185 **Statistical Process Control, Quality Control and Inspection Techniques and Mechanical Measurements**
1 Credit Offered Spring Semester

The topics covered in this class are geared towards real life application in the machine trades. The course will concentrate on the statistical concepts of mode, median, mean and standard deviation for both samples and populations. Success is dependent on being able to read precision measuring instruments and to use these on real manufactured parts for data gathering. The lab component of this class will address the application of different methods of inspection and measurement of mechanical parts. Activities will include measuring instruments, gauging equipment, work holding methods, and surface finishes. The lab application will utilize tools found in machine shops and inspection departments.

MACH 231 **Computers in Machining**
3 Credits Offered Fall Semester

This course will introduce the student to the use of computers as associated with the manufacturing industry. The student will learn CAD/CAM practices, production management, quality control documentation and how robots interface with machining. The students will be required to use micro computers to create, edit and process files and programs.

MACH 253L **Advanced Machining Laboratory I**
6 Credits Offered Fall Semester

This course teaches hands-on use of advanced machine tools and equipment. The student will become familiar with precision grinders, advanced milling, advanced grinding, and computer numerical control (CNC) machine tools, and computer aided drafting - computer aided machinery (CAD-CAM). Prior completion of MACH 151L and MACH 152L is required.

MACH 254L **Advanced Machining Laboratory II**
6 Credits Offered Spring Semester

This course involves hands-on experience under work-like conditions and in-depth CNC projects. Students will learn to make parts and complete repairs according to customer specifications with a minimum of supervision. Upon successful completion of this course, students should have the necessary skills to be employed as an entry-level machinist. Prior completion of MACH 253L is required.

MACH 273 **Intermediate Blueprint Reading**
2 Credits Offered Fall Semester

Students learn interpretation of advanced blueprints and drawings. This course includes complex and datum dimensioning as well as making sketches and working drawings. Advanced Blueprint Reading is necessary if students are to accomplish the projects and tasks given in the lab or work place. It will enable students to interpret nearly any type of print or drawing with which they may come in contact. Prior completion of MACH 171 is required.

MACH 274 **Geometric Dimensioning & Tolerancing**
2 Credits Offered Spring Semester

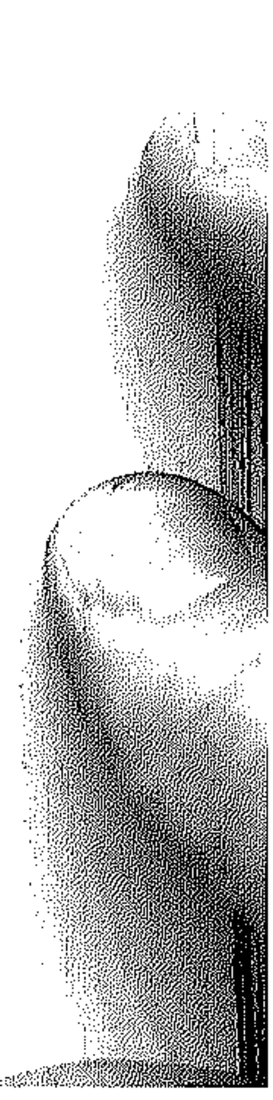
This course introduces the student to the concepts used in the machine trades known as GD&T. The course takes what the students have already learned about blueprint reading and teaches them how to read drawings that are "geometrically toleranced." The students will learn how to computer such things as true position and bonus tolerances. Students will examine parts to determine if the parts meet specifications of the manufacture. They will also use some of the control ducuments that are found in industry to determine quality. Students will also use statistical process control methods as part of this course. Prior completion of MACH 171 and 172 is required.

MACH 283 **Computer Numerical Control Theory I**
3 Credits Offered Fall Semester

This course is an introduction to the standard practices and methods of CNC machines and controls. Students will become familiar with accepted practices in the use, programming, and setup of modern CNC machine tools. Prior completion of MACH 151, MACH 151L, MACH 152L, MACH 171, and MACH 172 is required.

MACH 284 **Adv. Machining Processes & Techniques**
3 Credits Offered Spring Semester

This course will continue with the practice of CNC programming and use and will also include information on tooling selection, fixturing, setup and advanced CNC techniques. Students will also learn basics of precision grinding and finishing, special tooling and tool grinding, as well as basic production planning. Students will also be introduced to programming languages other than the ones used in MACH 283. Successful completion of MACH 283 is required to enter the course.



Maintenance Mechanic/ Millwright

Note: Course enrollment requires prior acceptance into the Maintenance Mechanic/Millwright Program.

MM 062 **Shop Math**
2 Credits Offered Spring Semester

Students study the skills necessary to solve practical problems using areas, volumes, weights or materials, and basic trigonometry. The effective maintenance mechanic/ millwright requires competence in these math skills.

MM 151 **Maintenance Mechanic Theory I**
7 Credits Offered Fall Semester

Maintenance Mechanics Theory is an introduction to the principles of oxyacetylene and arc welding; hand, power, precision measuring tools; thread systems and fasteners; industrial materials; safe rigging practices; mechanical drive systems; and equipment installation and alignment.

MM 151L **Maintenance Mechanic Laboratory I**
5 Credits Offered Fall Semester

Maintenance Mechanic Lab applies the skills learned in MM 051, 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**
5 Credits Offered Spring Semester

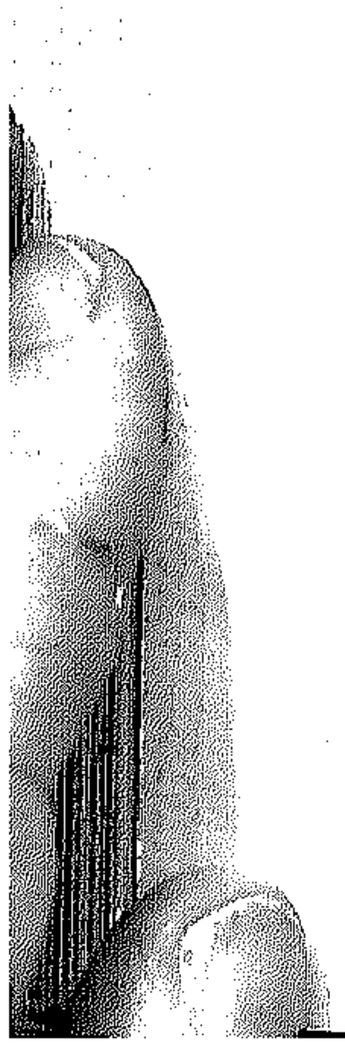
Maintenance Mechanic Theory II provides instruction in the technical skills required in the safe use of GMAW & GTAW welding, industrial electricity, pipe fitting, coupling maintenance and alignment, bearings, packings, seals, and pumps. Prior completion of MM 151 with a grade of C- or better is required.

MM 152L **Maintenance Mechanic Laboratory II**
5 Credits Offered Spring Semester

This laboratory applies the skills learned in MM 152 including exercises in: GMAW (wirefeed) and GTAW (TIG) welding, coupling alignment and maintenance, bearing maintenance, pipe fitting, electric motor and control maintenance, and pump maintenance. Exercises in hydraulics components and troubleshooting areas also included. Prior completion of MM 151 and MM 151L with a grade of C- or better is required.

MM 153 **Maintenance Mechanic Theory III**
5 Credits Offered Summer Session

This course continues instruction in safety, welding, and industrial mechanic skills, including flat pattern layout, sheet metal, conveyor systems, compressors, and specialty maintenance welding. Prior completion of MM 152 with a grade of C- or better is required.



MM 153L **Maintenance Mechanic Laboratory III**
3 Credits Offered Summer Session

This laboratory applies skills learned in MM 153. Students will work on assigned tasks, projects, and performance tests. Prior completion of MM 151 and MM 152L with a grade of C- or better is required.

MM 155 **Blueprint Reading**
2 Credits Offered Fall Semester

This course provides the maintenance mechanic/ millwright with the necessary skills to understand industrial blueprints. Students will learn to read and understand title blocks, bills of materials, dimensions and notes, welding symbols, orthographic projection, auxiliary views, and section views.

MM 156 **Hydraulics**
3 Credits Offered Spring Semester

This is a basic course in the fundamentals of fluid power. Students will learn how to effectively troubleshoot industrial hydraulic systems, with emphasis on reservoirs, pumps, filters, directional flow and pressure control valves, cylinders, and motors. Hands-on applications are addressed in MM 052L.

Management

MGMT 236 (formerly BUSA 226) **Human Resource Management**
3 Credits Offered Spring Semester

This is an intensive course in the management of people. Management styles and theories, along with management processes, are an important component of this course. Additional topics include HRM roles and duties, job analysis, job design, job description, skills inventory, employee recruitment and selection, performance appraisal, motivation, team building, compensation, HRM performance, and employee development. Students will assist a client in the preparation of an employees' and supervisor's handbook by using self-directed team performance.

MGMT 236 helps to develop important personnel management skills. It is a required course in the Small Business Management program. Prior completion of BUSA 211 is required.

MGMT 256 **Problem Solving Through Team Dynamics**
3 Credits Offered Spring Semester

This course explores the creation of teams and their utilization to solve problems. Team dynamics and strategies, brainstorming, information gathering methods, interpersonal communication, interdependence, and synergy are examined.

This course is a required course in the Small Business Management program. Prior completion of BUSA 211 and BUSA 221 are recommended.

MGMT 266 (formerly BUSA 257) **Small Business Management**
3 Credits Offered Fall Semester

MGMT 266 is an intensive course that applies management and marketing concepts to planning, owning, and operating a small business. Students make presentations illustrating steps in planning and creating a small business. Field trips to area small businesses to assist students in developing business plans will be utilized. A major emphasis is the creation of a business plan, and the presentation of that plan for review and evaluation to a panel of judges from the community.

This course is a required course in the Small Business Management program. Prior completion of BUSA 138 or 201 and BUSA 211 are required.

MGMT 280 **Marketing/Management Internship**
4 Credits Offered Each Semester

This course is an on-the-job application of principles and procedures learned in the Small Business Management program. Students are placed in business organizations and are expected to perform a variety of tasks and/or observe those which cannot be performed. MGMT 280 includes approximately 8-9 hours per week on-the-job and a weekly one hour seminar.

This course is a required course in the Small Business Management program. Students must have completed the first three semesters of the Small Business Management program, have the consent of the SBM program coordinator, and possess a 3.0 grade point average for the Small Business Management core. The core is defined as consisting of all courses in the Small Business Management program with a BUSA, MGMT, or MKTG prefix. Note that students must complete the necessary documentation, screening, and interview before they will be placed.

MGMT 290 **Marketing Management Development**
1 Credit Offered Each Semester

MGMT 290 provides additional skills in developing professional students in business. Students participate through group activities in leadership development skills, interpersonal communications, parliamentary procedures and committee work. Social and business ethics will be explored. Activities include business-oriented community and campus projects, professional development projects and guest speakers from area management, marketing and merchandising professionals. This course is a required course in the Small Business Management program. This course may be repeated for up to four credits.

Marine Mechanics

Note: Course enrollment requires prior acceptance into the Marine Mechanics Program.

MART 151 **Electrical Theory/4-Cycle**
1.5 Credits Offered Block 1

MART 151 includes the study of four-cycle electrical, carburetor, and ignition systems as well as engine maintenance, diagnosis, and repair. This course is critical to job placement in the marine mechanic trade.

MART 151L **Marine Mechanic Laboratory I**
2 Credits Offered Block 1

The laboratory applies the concepts studied in MART 151. It prepares the student for work as an entry-level mechanic in the marine mechanic trade.

MART 152 **Trim/Fuel and Cooling 4-Cycle Systems**
1 Credit Offered Fall Semester

This course covers hydraulic systems, trim and tilts, cooling systems, and basic rigging of boats and trailers.

MART 152L **Marine Mechanic Laboratory II**
5 Credits Offered Fall Semester

The laboratory applies the concepts studied in MART 152.

MART 153 **Gearcase/Shift Systems (4-Cycle)**
1.5 Credits Offered Fall Semester

This course covers power train and gearcase theory.

MART 153L **Marine Mechanic Laboratory III**
5 Credits Offered Fall Semester

This laboratory applies the concepts studied in MART 153.

MART 154 **Two-Cycle/50 HP and Smaller**
1.5 Credits Offered Spring Semester

Two-cycle electrical, carburetor, and ignition systems as well as engine maintenance, diagnosis, and repair for 50 HP or smaller will be studied.

MART 154L **Marine Mechanic Laboratory IV**
5 Credits Offered Spring Semester

This laboratory applies the concepts studied in MART 154.

MART 155 **Two-Cycle/50 HP and Larger**
1.5 Credits Offered Spring Semester

Two-cycle electrical, carburetor, and ignition systems as well as engine maintenance, diagnosis, and repair for 50 HP or larger will be studied.

MART 155L **Marine Mechanic Laboratory V**
5 Credits Offered Spring Semester

This laboratory applies the concepts studied in MART 155.

MART 178 **Computer Applications Laboratory**
1 Credit Offered Block 5

This course teaches basic keyboard skills and the use of terminology will be stressed. Specialized computers and software used for inventory within the marine mechanics trade will be studied.

Marketing

MKTG 231 (formerly BUSA 156) Principles of Retailing
3 Credits **Offered Spring Semester**

MKTG 231 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 retailing marketing analysis and segmentation, buying and selling, inventory planning and control, and price setting and adjustment. The focus is on evaluation of the role of retail and service enterprises within a given economy through self-directed/team building activities.

This course creates an awareness of the operational and administrative activities of a marketing manager; it also helps in upgrading marketing skills. This is a required course for the Small Business Management program. Prior completion of BUSA 221 is required.

MKTG 241 (formerly BUSA 157) Fundamentals of Promotion and Advertising
3 Credits Offered Fall Semester

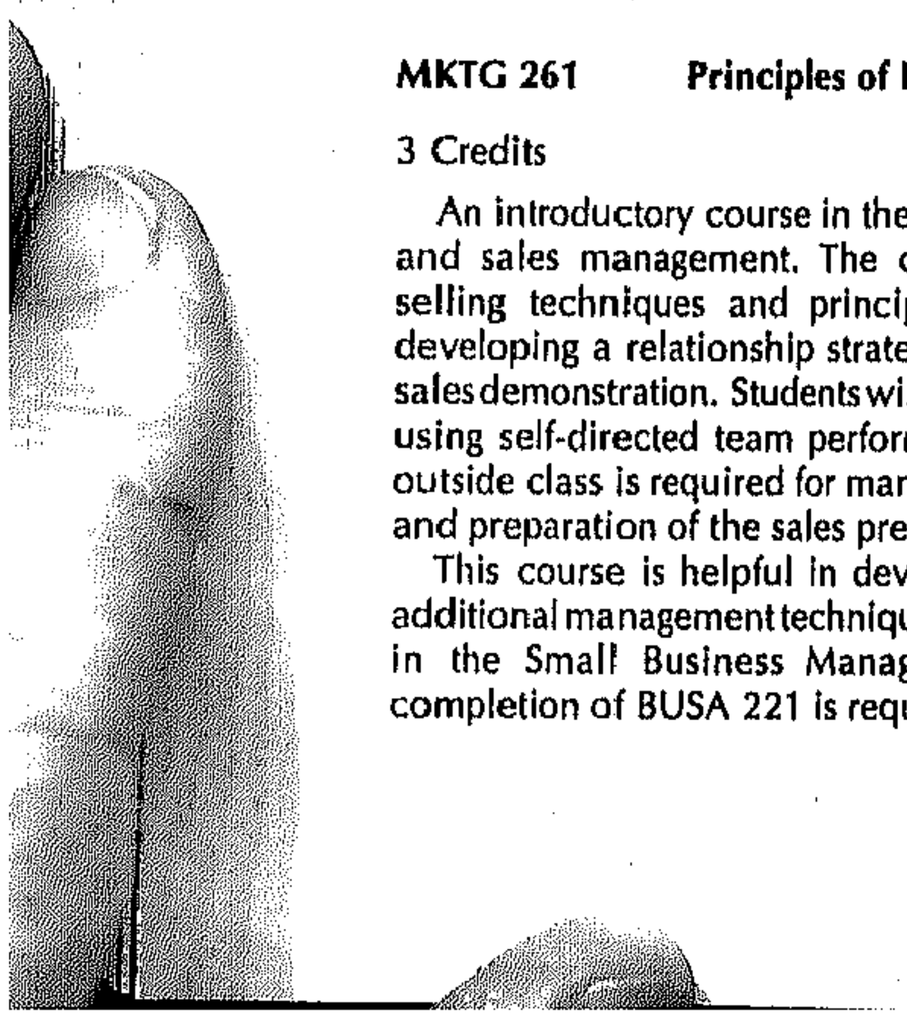
This introductory course presents an overview of the basic principles and procedures in promoting a product, service, or idea. Principles covered include target marketing, positioning, buyer behavior, creative development (copy writing, art direction, and production), media planning and selection, and measurement of promotional effectiveness and related cost. Emphasis is placed on small business budgets. Self-directed team performance is utilized in the development of an advertising campaign for either a client (provided by the instructor) or for a fictitious business.

Fundamentals of Promotion and Advertising is a required course in the Small Business Management program. Prior completion of BUSA 221 is required.

MKTG 261 Principles of Professional Selling and Sales Management
3 Credits Offered Fall Semester

An introductory course in the fundamentals of selling and sales management. The course explores current selling techniques and principles with emphasis on developing a relationship strategy and preparation of a sales demonstration. Students will conduct a sales meeting using self-directed team performance. Substantial time outside class is required for management team meetings and preparation of the sales presentation.

This course is helpful in developing sales skills and additional management techniques. It is a required course in the Small Business Management program. Prior completion of BUSA 221 is required.



Mathematics

MATH 020 **Basic Mathematics**
3 Credits Offered Each Semester

MATH 020 is an introduction to operations in the arithmetic of whole numbers, fractions, ratio and proportion, decimals, percents, positive and negative integers, and geometry. The course format includes informal lecture with instructor assistance in a lab setting.

Students are assisted in developing arithmetic proficiency in basic computational skill areas required for pre-college level math courses. Prior completion of other courses is not necessary. Students must complete the mathematics placement test to determine appropriate enrollment in preparatory course sequence.

MATH 025 **Computational Skills**
1 Credit Offered Fall Semester

Instruction in fractions, decimals, percents, ratios and proportions, measurement and formulas with emphasis on practical application to specific programs. This course includes one hour of lecture each week.

MATH 030 **Elementary Algebra**
3 Credits Offered Each Semester

MATH 030 is an introduction to mathematical concepts dealing with signed numbers, variables, polynomials, factoring, and solving and graphing first degree equations. It emphasizes the practical applications of these concepts.

The course provides important skill-building for those who have not taken or have had difficulty with high school algebra. Prior completion of MATH 020 or its equivalent (expertise with whole numbers, fractions, decimals and percents) is required. The course requires three hours of lecture each week.

MATH 035 **Technical Mathematics**
3 Credits Offered Fall Semester

Technical Mathematics is designed as a basic mathematics course for students in technical programs. Each section of the course will be specific to one technical program and appropriate applications for that program will be stressed throughout the course. All sections will review fractions, decimals, percents, ratios and proportions, and continue on to calculator usage, signed numbers, evaluating formulas, equation solving, geometry and metric system. Trigonometry will also be introduced when appropriate. Enrollment is based on placement test results. The course requires three hours of lecture each week.

MATH 075 **Geometry for the College Student**
3 Credits Offered Every Third Semester (Spring 97, Fall 98)

This course presents geometry as an axiomatic system with the aim of enabling students to understand the role of proof in mathematical systems, to apply the rules of geometry in concrete situations, and to prepare for continued mathematical growth. This course is

recommended to those students who intend to study pre-calculus and whose background in geometry is inadequate. This course does not fulfill degree requirements. Prior completion of MATH 030 with a grade of C+ or better or its equivalent is required.

MATH 101 **Intermediate Algebra**
4 Credits Offered Each Semester

MATH 101 continues development of mathematical concepts beyond MATH 030 or first year high school algebra. It includes second degree equations, algebraic fractions, circles and parabolas, complex numbers, functions and logarithms. There is an emphasis on the application of these skills.

The course provides important skill building for entry into college-level math courses. Enrollment is based on placement test results. Successful completion of MATH 030 with a grade of C+ or better or its equivalent is required. This course does not fulfill the math requirement for the A.A. or A.S. degrees. It includes four hours of lecture each week.

MATH 102 **Computational Skills for Allied Health**
3 Credits Offered Fall Semester

This course includes instruction in fractions; decimals and the decimal system; solving equations in one variable; ratio and proportion involving dimensions; equivalents and conversion between decimals, fractions, ratios and percents; metric international, metric and SI measurement system; apothecary and household measurement systems; and calculations/conversions between metric and household systems. Prerequisite: MATH 030, Elementary Algebra or its equivalent.

NOTE: Enrollment in this class is limited to Practical Nursing and Pharmacy Technician students. MATH 102 satisfies the core math requirement for the A.A.S. degrees in Allied Health. MATH 102 does not satisfy the core math requirement for the A.A. or A.S. degrees.

MATH 115 **Finite Mathematics**
4 Credits Offered Each Semester

MATH 115 is the study of solutions to systems of linear equations and inequalities, linear programming, sets, counting techniques, probability, and elementary concepts of statistics. It emphasizes the practical applications of these skills.

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. and A.A. degrees and is often required for transfer business degrees. It requires four hours of lecture each week. Successful completion of two years of high school algebra and an appropriate score on the placement test or prior completion of MATH 101 is required.

MATH 120 **Contemporary Mathematics**
3 Credits Offered Each Semester

MATH 120 explores the application of mathematics to solve or gain greater understanding of diverse contemporary problems. It includes management science (networks, critical path analysis, and linear programming), a wide variety of topics with social and political impact (voting theory, apportionment, Banzhaf power index, game theory, growth patterns, population growth, and sustainable yields), and geometry (symmetries, indirect measurement, and scaling). The integral use of a video series will complement the text book.

This course will help students gain practical insights into the important role of mathematics in the world around us. It is designed primarily for degree programs requiring little college-level mathematics and satisfies the mathematics requirement for the A.A. and A.S. degrees. It consists of four hours of lecture each week. Successful completion of two years of high school algebra and an appropriate score on the placement test or prior completion of MATH 101 is required.

MATH 135 **Mathematics for Elementary Teachers I**
3 Credits Offered Each Semester

MATH 135 provides the prospective elementary school teacher with a problem-solving approach to the mathematics topics of the elementary school curriculum. Focus is on the development of the real number system from the whole numbers, fractions, integers, and rational and irrational numbers. It emphasizes the study of math in a variety of ways, using techniques of cooperative learning, both for more effective learning and to address the concerns of "math anxiety." It is designed to broaden students' appreciation of math. This course includes three hours of lecture each week.

This course is required for elementary teacher certification by the State of Idaho. MATH 135 will no longer satisfy the core requirement for the A.A. degree. Therefore, it will NOT satisfy the core requirement for *any* degree at NIC. Prior completion of MATH 101 or its equivalent is required.

MATH 136 Mathematics for Elementary School Teachers II
3 Credits Offered Each Semester

This course is a continuation of MATH 135, with a topical emphasis on statistics, probability, and geometry. It demonstrates the usefulness of math in ordinary life (particularly with statistics), the aesthetics/"artsy" side of math, and the overall richness of the study of geometry. It includes three hours of lecture each week.

This course is required for elementary teacher certification by the State of Idaho. It does ***not*** satisfy the math core requirement for either the A.A. or the A.S. degree. Prior completion of MATH 135 is required.

MATH 145 **Advanced Technical Mathematics I**
3 Credits Offered Fall Semester

This course is designed to continue the development of mathematical skills beyond MATH 030 or first year high school algebra for the technical student. MATH 145/146 is not designed for mathematics majors. It includes the study of rational expressions, radicals, linear functions, logarithmic and exponential equations, right angle

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trigonometry and complex numbers. Students finishing both MATH 145 and MATH 146 with a grade of a B should be able to successfully complete MATH 180 (Calculus I). This course consists of three hours of lecture each week. Students completing MATH 155 after the successful completion of MATH 145 will receive 3 credits for MATH 155. (NOTE: MATH 155 is a 5 credit course. MATH 145 satisfies the math requirements for an A.A., A.S., and A.A.S. degrees. Prerequisite: MATH 101 (Intermediate Algebra) or its equivalent with a grade of "B" or better, or appropriate ASSET score for placement in MATH 145 is required.

MATH 146 **Advanced Technical Mathematics II**
3 Credits Offered Spring Semester

This course is designed to continue the development of mathematical skills begun in MATH 145. It includes the study of second degree equations, conic sections, linear and nonlinear inequalities, trigonometric identities and an introduction to differentiation and integration. Students finishing both MATH 145 and MATH 146 with a grade of a B should be able to successfully complete MATH 180 (Calculus I). (NOTE: MATH 145/146 is not designed for mathematics majors. This course consists of three hours of lecture each week. Students completing MATH 145 and MATH 146 cannot receive credit for MATH 155 (PreCalculus). This course satisfies the math requirements for an A.A., A.S., A.A.S., degrees. Prerequisite: Successful completion of MATH 145 or its equivalent.

MATH 154 **Graphing Calculator TI-85**
1 Credit Offered Each Semester

This course explores the use of the TI-85 graphing calculator. Topics will include basic operation and computation, entering numeric and symbolic data, and utilizing display screens and menu bars. Rectangular, parametric and polar graphs will be explored, utilizing a variety of graphing techniques. An overview of built-in calculator functions such as matrix, vector, probability computations, solving systems of equations and unit conversions will also be included. This course requires one hour of lecture each week.

Successful completion of MATH 101 or two years of high school algebra is required. Concurrent enrollment in MATH 115, MATH 120, MATH 155 or higher is recommended. This course counts as an elective towards the A.A. or A.S. degree.

MATH 155 **Pre-Calculus**
5 Credits Offered Each Semester

Pre-Calculus is the study of polynomial and rational equations, functions and their inverses, graphs, systems of equations, complex numbers, exponential and logarithmic functions, trigonometric functions, identities and graphs, applications of triangles and polar coordinates. This course consists of five hours of lecture each week.

This course prepares students for calculus courses which are required for degrees in mathematics, engineering, computer science, physics, chemistry, and others. It satisfies the mathematics requirement for the A.S. and A.A. degrees. Successful completion of two years of high school algebra and an appropriate score on the placement test or prior completion of MATH 101 with a grade of "B" or better is required. Completion of or concurrent enrollment in MATH 154 or its equivalent is required.

MATH 160 **Survey of Calculus**
4 Credits Offered Each Semester

MATH 160 is the introduction to calculus as used in business, social sciences, and life sciences. It focuses on functions, graphs, the derivative, exponential and logarithm functions, and integration applications.

The course develops an understanding of the fundamentals of differential and integral calculus and how to apply these principles and theories to the solution of real problems. This course requires four hours of lecture each week. Prior completion of MATH 115 or 155 is required.

NOTE: MATH 160 carries no credit if taken after MATH 180.

MATH 176 **Discrete Mathematics**
4 Credits Offered on Demand

This course is intended for computer science majors, mathematics majors, and for other students wishing to pursue in-depth study in computer science.

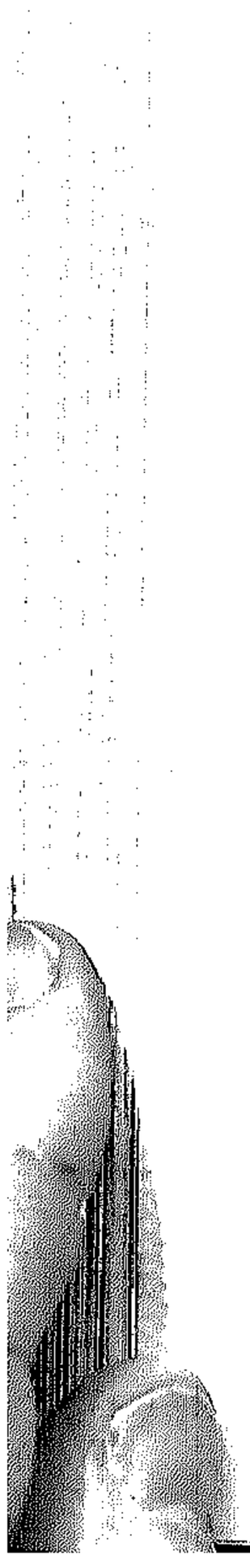
Topics covered will include basic set theory, propositional and predicate logic, number systems, Boolean algebra, combinatories and graph theory. Analysis and development of algorithms will be emphasized. Little or no programming will be done. This course consists of four hours of lecture each week. Prior completion of MATH 155 or two years of high school algebra is required. Knowledge of programming language, e.g., PASCAL, is highly recommended.

MATH 180 **Analytic Geometry and Calculus I**
4 Credits Offered Each Semester

MATH 180 is an introduction to calculus as the mathematics of change and motion. It emphasizes limits, the derivative, techniques of differentiation, continuity, applications of differentiation and the integral.

This course builds a foundation for all further study in mathematics and science that is typically required in mathematics, engineering, computer science, physics, chemistry, and other transfer degrees. It satisfies the mathematics requirement for the A.S. and A.A. degrees. This course consists of four hours of lecture each week. Requirements include successful completion of two years of high school algebra, one year of plane geometry, one-half year each of trigonometry and analytic geometry, and an appropriate score on the placement test, or prior completion of MATH 155.

NOTE: MATH 180 carries two (2) credits if taken after MATH 160.



MATH 190 **Analytic Geometry and Calculus II**
4 Credits Offered Each Semester

This course is a continuation of MATH 180 emphasizing techniques and applications of integration, vectors and vector-valued functions, polar coordinates, and parametric equations. It includes four hours of lecture each week. Prior completion of MATH 180 with a grade of "C" or better is required.

MATH 200 **Analytic Geometry and Calculus III**
3 Credits Offered Each Semester

MATH 200 is a continuation of the calculus sequence. It includes the study of sequences and series. The ideas of the calculus of a single variable are extended to functions of several variables. Partial differentiation and multiple integration are used to examine Green's Theorem, Stokes' Theorem and the Divergence Theorem from vector analysis.

This course provides an understanding of the mathematics necessary for mathematics degrees and the study of multi-variable physical phenomena in the physical science, chemistry, and engineering areas. It includes three hours of lecture each week. Prior completion of MATH 190 is required.

MATH 231 **Linear Algebra**
3 Credits Offered on Demand

This course includes the study of linear systems, matrices, determinants, vector spaces, linear transformations, eigenvalues, and diagonalization of matrices with applications. Prior completion of MATH 115 or MATH 155 with permission of instructor, or completion of MATH 180 is required.

MATH 251 **Principles of Applied Statistics**
3 Credits Offered Each Semester

MATH 251 is an introduction to applied statistical methods including, descriptive statistics, confidence intervals, hypothesis testing, small and large sample methods, linear regression and correlations, chi-square, and analysis of variance. Probability, as needed, will be included. This course includes three hours of lecture each week. Prior completion of MATH 115 or MATH 155 and two years of high school algebra are required.

MATH 295 **Intro. to Ordinary Differential Equations**
3 Credits Offered Spring Semester

MATH 295 studies classification, initial value problems, exact equations, second order equations with constant coefficients, variation of parameters, Laplace transforms, series methods, and systems of linear equations. This course includes three hours of lecture each week. Prior completion of MATH 200 or permission of instructor is required.

Mental Health Technology

NOTE: Course enrollment requires prior acceptance into the Mental Health Technology Program.

MLTH 106 **Direct Care Assessment and Intervention**
2 Credits Offered Spring Semester

This course builds on abnormal psychology concepts and DSMIII-R diagnostic groups of disorders to incorporate assessment and interventions in direct care provider roles. Psychosocial history, mental status exam and how to manage client behaviors including anger, manipulation, hallucinations, delusions and suicidality will be included. Acute care settings and roles will be emphasized. Prior completion of ALTH 102 or HSS 102, PSYC 100, and COMG 233 are required; prior completion or concurrent enrollment in PSYC 211 is required; concurrent enrollment in MLTH 107 is required.

MLTH 107 **Mental Health Technology Lab**
1 Credit Offered Spring Semester

This lab course provides students the opportunity to apply principles and techniques of assessment and intervention presented in MLTH 106. Concurrent enrollment in MLTH 106 is required.

MLTH 120 **Orientation to MHT Field Experience**
1 Credit Offered Spring Semester

Summer field experience plans, processes, and guidelines will be discussed with students accepted in the Mental Health Technology Program. Student expectations during field experience will be highlighted. Students will be oriented to their assigned field experience agency.

MLTH 121 **Mental Health Technology Field Experience**
6 Credits Offered Summer Session

The 10-week field experience provides the student opportunity to apply concepts in assessment and intervention with psychiatric clients, function as members of an interdisciplinary team and to practice recording on the patient record. Prior completion of MLTH 120 is required.

MLTH 122 **Mental Health Technology Seminar**
2 Credits Offered Summer Session

This seminar provides the student the opportunity to share learning experiences with peers, raise questions and obtain clarification of practices or concerns regarding their field experience and gain assistance in applying classroom concepts in the field environment. Concurrent enrollment in MLTH 121 is required.

continued

Music

MUS 090 — **Individual Instruction**
2 or 4 Credits — Offered Each Semester

MUS 090 provides individual instruction in all band and orchestra instruments. This course is designed for beginners, students with limited musical background, or experienced students with a special interest.

Individualized instruction in an area of choice can assist students of all levels to improve their performance abilities. Credits are non-transferrable. Special fees may apply. Two credits require one half-hour lesson per week. Four credits require one hour weekly. May be repeated for credit. Prior completion of other courses is not necessary.

MUS 100 — **Individual Instruction I**
2 or 4 Credits — Offered Each Semester

MUS 100 provides individual instruction in voice, piano, guitar, and all band and orchestra instruments. This course is designed as the first level of study for music majors and experienced students. A jury exam is required. Individualized instruction in an area of choice can assist students to improve their performance abilities. Credits may be transferable. Special fees may apply. Two credits require one half-hour lesson per week. Four credits require one hour weekly. May be repeated for credit. Prior completion of other courses is not necessary. Audition and permission of instructor are required. The number of credits must be approved by instructor.

MUS 101 — **Individual Instruction II**
2 or 4 Credits — Offered Each Semester

MUS 101 provides individual instruction in voice, piano, guitar, and all band and orchestra instruments. The course is designed as the second level of study for music majors and experienced students. A jury exam is required.

Individualized instruction in area of choice can help students improve their performance abilities. Credits may be transferable. Special fees may apply. Two credits require one hour-half lesson per week. Four credits require one hour weekly. May be repeated for credit. Prior completion of MUS 100 or its equivalent skill level as demonstrated by audition and approval of the instructor are required.

MUS 103 — **North Idaho College Concert Choir**
1 Credit — Offered Each Semester

Concert Choir is North Idaho College's large vocal ensemble organized to perform standard and mixed choir arrangements. The choir frequently performs with the North Idaho Symphony Orchestra.

This course may be taken as an ensemble elective for music majors. Credit may be transferrable. It may be repeated for credit. An audition and permission of instructor are necessary. Choir membership is open to college students and area residents.

MUS 104 — **Vocal Jazz Ensemble**
1 Credit — Offered Each Semester

The North Idaho College Vocal Jazz Ensemble is a small group that performs studio quality popular and swing jazz music. It provides a choral learning atmosphere with an emphasis on small group dynamics, solo performance, and an aggressive singing style.

This course is for students interested in an intense study of the vocal jazz form. An audition and permission of the instructor are required. It may be repeated for credit. MUS 103 must be taken in conjunction.

MUS 106 — **North Idaho College Symphonic Band**
1 Credit — Offered Each Semester

The North Idaho College Symphonic Band is an instrumental ensemble designed to perform traditional and contemporary concert band literature. Band membership is open to college students and area residents.

This course provides student and area residents a chance to enhance their music appreciation through musical performance. An audition and permission from instructor is necessary. It may be repeated for credit.

MUS 107 — **Cardinal Pep Band**
1 Credit — Offered Each Semester

The Cardinal Pep Band is an instrumental ensemble designed to perform at athletic events and other school events. It may be repeated for a maximum of four credits. An audition and permission of instructor are required.

MUS 109 — **North Idaho College Symphony Orchestra**
1 Credit — Offered Each Semester

The North Idaho College Symphony Orchestra is an ensemble organized to perform a standard orchestral repertoire. Credit may be transferrable. The course may be used as an ensemble elective for music majors and can be repeated for credit. An audition and permission of instructor are required. Orchestra membership is open to college students and area residents.

MUS 110 — **Vocal Ensemble**
1 Credit — Offered Each Semester

This course introduces students to literature for the particular type of ensemble and includes involvement in regular public performances with other small ensembles. It is desgned to provide a variety of vocal experiences for the student: male quartet, mixed quartet, female trio, duets, etc. An audition and permission of instructor are required. Ensemble membership is open to college students and area residents.

MUS 111 — **Instrumental Ensemble**
1 Credit — Offered Each Semester

Instrumental ensembles are small groups of brass, woodwind, string, percussion, or mixed instruments organized to perform a standard chamber music repertoire. Credit may be transferrable and can be repeated for credit. An audition and permission of instructor are required. Ensemble membership is open to college students and area residents.

MUS 112 **Introduction to Voice**
1 Credit Offered Either Semester

This introductory level course is designed to provide group instruction in the basic techniques of vocal performance. This course will emphasize reading musical notation and vocal production. Students enrolling in Class Voice need no prior musical background. This course may be repeated for credit.

MUS 113 **North Idaho Jazz Ensemble**
1 Credit Offered Each Semester

North Idaho Jazz Ensemble is an instrumental ensemble designed to perform jazz literature in all 20th century styles. Ensemble membership is open to college students and area residents. This course provides students and area residents a vehicle for jazz appreciation through performance. It may be repeated for credit. An audition and permission from instructor are required.

MUS 115 **Pit Orchestra**
1 Credit Offered Each Semester

Pit Orchestra is an ensemble organized to perform operas or musicals in conjunction with the Theatre Department. Credit may be transferrable and this course can be repeated for credit. An audition and permission of instructor are required. Orchestra membership is open to college students and area residents.

MUS 116 **Musical Theatre**
1 Credit Offered Each Semester

Musical Theatre is a performance experience with a Broadway musical repertoire. An audition and permission of instructor are required. It may be repeated for credit.

MUS 117 **Music Convocation**
0 Credit Offered Each Semester

Concert attendance is required for all music majors. Written critiques of eight concerts are required each semester. Supplemental experience in music analysis and appreciation assists music majors in refining listening capabilities.

MUS 120 **Fundamentals of Music**
2 Credits Offered Each Semester

Music 120 is an introduction to the basic materials of music. Areas explored are acoustics, rhythmic and melodic notation of music, scales, keys, and basic harmony. Music theory is for the novice or experienced musician who wants to develop or refresh music reading skills. Prior completion of other courses is not required.

MUS 125 **Survey of Music**
3 Credits Offered Each Semester

Survey of Music is an introduction for students (majors and non-majors) to musical styles of our civilization. The study will include music of different periods and its cultural context, including a study of the American culture and the present musical scene. This course is designed to enhance students' musical appreciation through an increase in musical knowledge. It fulfills an arts and humanities requirement for either the A.A. or A.S. degree. Prior completion of other courses is not required.

MUS 127 Survey of American Popular Music Since 1900
3 Credits Offered Fall or Spring Semester

MUS 127 is an introduction for students (majors and non-majors) to the various styles of American popular music—its roots and development. Music will be presented with regard to its historical and social implications. Study includes dixieland, swing, bebop, fusion, musical theatre, country western, and all types of rock'n'roll.

This course is designed to enhance musical appreciation through an increase in musical knowledge. It fulfills an arts and humanities requirement for the A.S. degree. Prior completion of other courses is not required.

MUS 130 **Introduction to Piano**
1 Credit Offered Either Semester

This introductory level course is designed to provide group instruction at the piano keyboard. The emphasis of this course is on reading music and playing melody with simple chord accompaniment. Students enrolling in Class Piano need no prior musical background. This course may be repeated for credit.

MUS 140 **Introduction to Music Literature**
3 Credits Offered Fall Semester

MUS 140 is an introduction to the art and nature of music with an emphasis on aural skills, historical styles, musical forms, and the literature of music.

It is designed for freshman music majors and other students interested in humanity-oriented subject matter. This course fulfills an arts and humanities requirement for the A.A. and A.S. degrees. Prior completion of other courses is not necessary.

MUS 141 **Harmony and Theory I**
3 Credits Offered Fall Semester

MUS 141 is the study and application of the basic materials in four-part harmony. Emphasis is placed upon a thorough knowledge of the fundamentals of music, development of composition skills, and beginning analysis skills. It deals with harmonic practice from the year 1600 on. This course fulfills a theory requirement for music majors. MUS 141L must be taken concurrently. Music reading skills and permission of instructor are required.

MUS 141L **Harmony and Theory I Laboratory**
1 Credit Offered Fall Semester

This laboratory assists students in the development of aural skills, i.e. sight-singing; rhythmic, melodic, and simple harmonic music dictation; and recognition. Emphasis is on materials covered in MUS 141.

This course fulfills a theory requirement for music majors and expands upon musical understanding developed in MUS 141. Music reading skills and permission of instructor are required.

MUS 142 **Harmony and Theory II**
3 Credits Offered Spring Semester

This course is a continuation of MUS 141, emphasizing expanded use of harmonies in writing and analysis. MUS 142L must be taken concurrently. It fulfills a theory requirement for music majors. Prior completion of MUS 141 is required.

MUS 142L **Harmony and Theory II Laboratory**
1 Credit Offered Spring Semester

This laboratory is a continuation of MUS 141L. It fulfills a theory requirement for music majors. Prior completion of MUS 141L is required.

MUS 201 **Individual Instruction III**
2-4 Credits Offered Each Semester

MUS 201 provides individual instruction in piano, guitar, and all band and orchestra instruments. This course is designed as the third level of study for music majors and experienced students. A jury exam is required.

Credit may be transferrable and may be repeated for credit. Prior completion of MUS 101 or audition and permission of instructor is required. Special fees apply. For two credits, a one half-hour lesson per week is required. For four credits, a one-hour lesson is required. The number of credits must be approved by the instructor.

MUS 202 **Individual Instruction IV**
2-4 Credits Offered Each Semester

MUS 202 provides individual instruction in voice, piano, guitar, and all band and orchestra instruments. This course is designed as the fourth level of study for music majors and experienced students. A jury exam is required.

Credit may be transferrable and can be repeated for credit. Prior completion of MUS 201 or audition and permission of instructor is required. Special fees apply. For two credits, one half-hour lesson per week is required. For four credits, a one-hour lesson per week is required. The number of credits must be approved by the instructor.

MUS 215 **Computer Music Notation**
1 Credit Offered Each Semester

This course is an introduction to the use of Finale software (on Macintosh computers) for use of music printing and playback. The course provides musicians training in current technological advances important to the field of music.

MUS 216 **Advanced Computer Music Notation**
1 Credit Offered Each Semester

This course is a continuation of MUS 215, with an emphasis on mastery of advanced computer editing skills using Finale software.

MUS 241 **Harmony and Theory III**
3 Credits Offered Fall Semester

This course is a continuation of MUS 142, emphasizing writing and analysis of music up through the Romantic era of music. MUS 241L must be taken concurrently. It fulfills a theory requirement for music majors. Prior completion of MUS 142 is required.

MUS 241L **Harmony and Theory III Laboratory**
1 Credit Offered Fall Semester

This course is a continuation of MUS 142L. It fulfills a theory requirement for music majors. Prior completion of MUS 142L is required.

MUS 242 **Harmony and Theory IV**
3 Credits Offered Spring Semester

This course is a continuation of MUS 241 with emphasis on writing and analysis of music in the 20th century. MUS 242L must be taken concurrently. It fulfills a theory requirement for music majors. Prior completion of MUS 241 is required.

MUS 242L **Harmony and Theory IV Laboratory**
3 Credits Offered Spring Semester

This laboratory is a continuation of MUS 241L. It fulfills a theory requirement for music majors. Prior completion of MUS 241L is required.

MUS 251 **Introduction to Music History**
3 Credits Offered Spring Semester

MUS 251 is a general introductory course in music history designated for music majors. It fulfills an arts and humanities requirement for the A.A. degree. The course is designed for students desiring core humanities credit and for sophomore music majors. Prior completion of MUS 141 or permission of the instructor is required.

Nursing: Practical Nursing (PN)

Note: Course enrollment requires prior acceptance into the Practical Nursing Program.

PN 101 **Practical Nursing Theory I**
7 Credits Offered Fall Semester

This course includes an introduction to the fundamentals of nursing and therapeutic skills. It includes the study of anatomy and physiology (body systems), microbiology, nutrition, growth and development, adaptation to the life cycle, nursing process, medical and surgical nursing, pharmacology, and obstetrics nursing. Pharmacology must be successfully completed to enable the student to continue into spring semester.

PN 101L **Practical Nursing Laboratory I**
7 Credits Offered Fall Semester

This laboratory involves supervised hospital experiences with patient care, applying theory from PN 101. It comprises progression of skill experiences, including operating room observations.

PN 102 **Practical Nursing Theory II**
7 Credits Offered Spring Semester

This course covers the nursing aspects of psychiatric nursing, obstetrics, pediatrics, first aid, cardiopulmonary resuscitation (CPR), emergency nursing, oncology, and death and dying. It explores nursing responsibilities in more complex diseases of major body systems. Prior completion of PN 101 and PN 101L is required.

PN 102L **Practical Nursing Laboratory II**
9 Credits Offered Spring Semester

This course correlates hospital and convalescent-care patient experiences with theory of Practical Nursing 102. Course work includes medication administration, aseptic skills, and rehabilitation opportunities with instructor supervision. Prior completion of PN 101L is required.

PN 103 **Practical Nursing Theory III**
4 Credits Offered Summer Session

This course covers nursing care of the nervous, sensory, and integumentary systems. It also includes studies of allergies, the immune system, and geriatric care. Prior completion of PN 101 and PN 102 is required.

PN 103L **Practical Nursing Laboratory III**
4 Credits Offered Summer Session

Supervised clinical experiences include convalescent homes, doctors offices, and multiple patient care in an acute care setting. Prior completion of PN 101L and PN 102L is required.

PN 105 **Communication Skills**
1 Credit Offered Fall Semester

This course explores nurse-patient relationships. The focus is on the differences between therapeutic and non-therapeutic interactions. Course work includes interviewing skills, appropriate documentation of nursing performance, telephone protocols, and hospital shift reporting. This course is an integral part of PN 051 and is required for program completion.

PN 205 **Intravenous Therapy for LPNs - Part I**
1 Credit Offered On Demand

This course provides theory and hands-on instruction in skills relating to the LPN's role in IV therapy. It will include the essential responsibilities in IV therapy and the initiation and maintenance of IV infusion. The course meets the requirements for Part I of the Rules and Regulations of the Board of Nursing for LPNs who wish to perform functions related to IV therapy.

PN 210 **Intravenous Therapy for LPNs - Part II**
2 Credits Offered On Demand

This course will provide theory and hands-on instruction in all skills relating to the LPN's role in IV therapy. It will include the essential responsibilities in IV therapy; initiation and maintenance of IV infusions; and monitoring and maintenance of central venous lines. The course meets the requirements of the Rules and Regulations of the Board of Nursing for LPNs who wish to perform functions related to IV therapy.

PN 215 **Nursing Management for LPNs**
3 Credits Offered On Demand

This course will provide 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 in accordance with federal and state regulations. It will give the LPN the means to perfect management skills and assess them on a continuing basis.

Nursing: RN

Note: Course enrollment requires prior acceptance into the Associate Degree Nursing Program.

NURS 104 **HIV/AIDS Education**
1 Credit Offered Spring Semester

Every individual, regardless of sex, color, creed, sexual orientation, or religion, is at risk for HIV infection. The purpose of this course is to provide a basic knowledge and understanding of the HIV virus, its impact on the immune system, its devastating impact on the individual who becomes infected, the process of living and dying from AIDS, how society has been mpacted and how it has impacted those living with HIV disease.

NURS 119 **Nursing Process**
1 Credit Offered Fall Semester

Nursing 119 explores the nursing process as a systematic, rational, and scientific method of problem solving. Students will learn to use this process as a framework for applying nursing knowledge and skills to meet the needs of patients. Concurrent enrollment in NURS 120 and NURS 185 is required.

NURS 120 Conceptual Basis of Nursing - Laboratory I
1 Credit Offered Fall Semester

In this course, selected psychosocial concepts are explored to assist students to better understand themselves and others as multidimensional, holistic beings. Students will acquire knowledge and develop skills which can be used to enhance their own adaptation and facilitate the adaptations of others. Concurrent enrollment in NURS 119 and NURS 185 is required.

NURS 121Conceptual Basis of Nursing - Laboratory II
1 Credit Offered Spring Semester

This course expands concepts presented in NURS 120 and introduces additional concepts basic to nursing practice. Students will develop interpersonal skills for application to patient care. Prior completion of NURS 119, NURS 120, and NURS 180 or permission of division chair is required. Concurrent enrollment in and NURS 186 is required.

NURS 185 — **Fundamentals of Nursing I**
6 Credits — Offered Fall Semester

This course introduces the student to basic nursing theory and practice. Developmental theory, pharmacology, basic physical assessment, physiologic and psychologic needs form the ground work for future nursing courses. Care of the gerontological patient will be emphasized. The basic foundation for nursing practice is presented. Laboratory experience provides for nursing skill development and application of theory to the care of patients in hospitals and long-term care settings. Practice of nursing skills in the learning laboratory is required. High school competencies in algebra, biology and chemistry are necessary. College-level prerequisites which must be complete before admission to the nursing program are \BACT 250, CHEM 108, ENGL 103, PSYC 100.

NURS 186 — **Nursing Managment of the Medical-Surgical Patient**
8 Credits — Offered Spring Semester

Medical-surgical nursing builds upon the concepts of nursing practice learned in Nursing 185. This course specifically focuses upon the adaptation of pediatric and adult patients and their families experiencing common medical-surgical disorders. Clinical experiences will include nursing skill development and the provision of care to selected patients requiring medical or surgical interventions within hospital and/or outpatient settings. Successful completion of NURS 185, NURS 119, NURS 120 and ZOOL 107 is required.

NURS 187 — **Obstetrical Nursing**
3 Credits — Offered Summer Session

Obstetrical Nursing focuses on the methods which nurses and other health care providers can utilize in assisting patients and their families in their adaptation to childbearing. Prenatal, labor and delivery, newborn, and postpartum care are taught with a family-centered emphasis. Common complications in maternal-newborn care are introduced. Opportunities are provided for students to care for the patient and their family during all aspects of the childbearing experience. Prior completion of ZOOL 108, NURS 185 and NURS 186 is required.

NURS 188 — **Psychiatric Mental Health Nursing**
3 Credits — Offered Summer Session

Psychiatric Mental Health Nursing is designed to assist the student in using the concept of adaptation in applying the nursing process to the client experiencing mental health problems. Laboratory experiences include care of clients in an acute psychiatric facility. Basic concepts in Psychiatric Mental Health Nursing will apply to clients in all clinical settings - the general hospital, specialty units, and psychiatric settings. Prior completion of NURS 121, 185, and 186 is required.

NURS 204A — **Nursing Management**
2 Credits — Offered Either Semester

Nursing Management expands concepts from previous courses and presents selected topics relating to the management of patient care. This course is designed to assist the learner in patient management techniques needed as a beginning nurse. Prior completion of NURS 285 or permission of instructor is required.

NURS 204B — **Wellness Lifestyles**
3 Credits — (Same as PE 222) Offered Either Semester

Wellness Lifestyles examines contemporary health/wellness issues with emphasis on personal decision making and behavioral changes to create a personal lifestyle which promotes high level wellness. Prior completion of other courses is not required.

NURS 221 — **Issues in Nursing**
1 Credit — Offered Spring Semester

Nursing 221 expands concepts from previous nursing courses and presents selected topics to examine issues in nursing practice. It is designed to assist the learner in transition from the student role to the graduate nurse.

NURS 285 — **Nursing Interventions I**
9 Credits — Offered Fall Semester

Nursing Intervention I focuses on the nursing management of patients of all ages with common disorders and problems related to all body systems and provides for progressive development and application of concepts introduced in preceding nursing and support courses. Opportunity is provided for the student to manage the care of patients under supervision, utilizing the nursing process and is based on the related pathophysiology, treatment, psychosocial need of the patients and their families. It provides the students with opportunity to become increasingly self-directed in their learning and the application of health care concepts. Prior completion of NURS 187 and NURS 188 or permission of the division chair is required.

NURS 286 — **Nursing Interventions II**
8 Credits — Offered Spring Semester

This course focuses on the nursing management of patients of all ages with emergent, traumatic, and complex disorders and problems related to all body systems. The course provides for progressive development and application of concepts introduced in preceding nursing and support courses. Opportunity is provided for the students to manage and coordinate care, under supervision. The nursing process is utilized in planning and providing care for patients and their families. The clinical experience provides the student with opportunity to become self-directed in probelm solving and critical thinking in meeting the health care needs of patients and their families. Prior completion of NURS 285 or permission of the division chair is required.

NURS 290 — **Advanced Cardiac Life Support**
1 Credit — Offered On Demand-Contact the Nursing Div.

This course is for the education of health professionals whose jobs include the management of patients in arrest

or near-arrest situations. The focus is on the end stage of the process that leads to cardiovascular disease by describing the management of "sudden death" and cardiac emergencies. The course is designed for learner acquisition of both knowledge and psychomotor skills through practical application and written examination. The goal of the course is to have each participant succeed in acquiring the skills and knowledge required for resuscitation. Successful completion of the course grants the student certification by the American Heart Association in ACLS. Prerequisites: Current CPR card. The student must be a second year nursing student, EMT (advanced), paramedic, LPN, RT, RN, MD, or have permission of the instructor.

Paralegal

PLEG 101 **Introduction to Law and Legal Practice**
2 Credits Offered Fall Semester

This course is an introduction into American and Idaho legal institutions and processes. The course examines the sources of law, the relationship between the federal and state court systems, legal reasoning, and ethical standards. Included is a discussion of the role of the Paralegal. This is a required course in the Paralegal program. Prior completion of other courses is not required.

PLEG 103 **Legal Procedures I**
2 Credits Offered Fall Semester

This course is a study of the criminal process. Emphasis is placed on the procedures necessary to create and carry out a lawsuit including trial preparation. This is a required course in the Paralegal program. Prior completion of other courses is not required.

PLEG 104 **Legal Procedures II**
2 Credits Offered Spring Semester

This course is a study of the civil process. Emphasis will be placed on the procedures necessary to create and carry out a lawsuit, including trial preparation. This is a required course in the Paralegal program. Prior completion of PLEG 103 is required.

PLEG 125 **Contracts**
3 Credits Offered Spring Semester

This course is a study of contract law as found in the Common Law and Article Two of the Uniform Commercial Code. This is a required course in the Paralegal program. Prior completion of PLEG 101 and 103 is required.

PLEG 135 **Torts**
3 Credits Offered Spring Semester

This course examines the principles of civil wrongs and liabilities (torts) including causes of action from negligence, industrial injuries, and professional malpractice. The course addresses fault and without fault actions, strict liability, and intentional torts. Defenses and damages are also explored. This is a required course in the Paralegal program. Prior completion of PLEG 101 and 103 is required.

PLEG 201 **Legal Ethics**
1 Credit Offered Fall Semester

This course is a survey of ethics as applied to the legal profession. Uses the Code of Professional Responsibility and the Code of Judicial Ethics to examine the boundaries of authorized practice, confidentiality, and delegation of authority. Prior completion of PLEG 101 and 104 is required. This is a required course in the Paralegal program.

PLEG 205 **Law Office Management**
1 Credit Offered Spring Semester

This course is an overview of procedures for managing a law office. Emphasis is placed on various structures and their organization, legal fees, timekeeping, billing, and docket control systems. Specific management topics include financial, records, file, and library management. This is a required course in the Paralegal program. Sophomore standing in the Paralegal program or permission of the instructor is required.

PLEG 210 **Legal Research I**
3 Credits Offered Fall Semester

This course is an introduction to legal resource materials and methodology. Research skills are developed through law library research and drafting assignments. Emphasis is placed on the use of the Westlaw legal database; and on effective communication of research results. Prior completion of PLEG 101 and 104 is required. This class is a required course in the Paralegal program.

PLEG 211 **Legal Research II**
3 Credits Offered Spring Semester

This is a continuation of PLEG 210 with emphasis on further development of use of Westlaw researching techniques. It includes administrative and executive agency research, legislative research, non-legal reference materials, and looseleaf services. Prior completion of PLEG 210 is required. This is a required course in the Paralegal program.

PLEG 220 **Legal Writing I**
3 Credits Offered Fall Semester

This is an introduction in the drafting and preparation of legal documents and instruments. Prior completion of ENGL 103 and prior completion or concurrent enrollment in PLEG 210 are required. This is a required course in the Paralegal program.

PLEG 221 **Legal Writing II**
3 Credits Offered Spring Semester

This course is a continuation of PLEG 220. Prior completion of PLEG 220 and prior completion or concurrent enrollment in PLEG 211 are required. This is a required course in the Paralegal program.

PLEG 230 **Evidence**
3 Credits Offered Fall Semester

This course is an examination of the statutory and case law regarding judicial methods of proof, the hearsay rule, materiality, presumptions, and relevancy. This is a required course in the Paralegal program.

PLEG 240 **Real Estate and Property Law**
3 Credits Offered Fall Semester in Odd Numbered Years

This course will explore the law of real property including common types of real estate transactions and conveyances, forms and procedures, document recording, and title searches. Discussion will be held on 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.

PLEG 245 Estate and Probate Practices & Procedures
3 Credits Offered Fall Semester in Odd Numbered Years

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.

PLEG 250 **Family Law**
3 Credits Offered Spring Semester in Odd Numbered Years

This course is a study of the Idaho laws and procedures regarding marriage and dissolution of marriage; child custody, visitation, and support; adoptions; domestic violence, and property rights. This is an elective course in the Paralegal program.

PLEG 255 **Administrative Law**
3 credits Offered Spring Semester in Odd Numbered Years

This course is a review of federal and state administrative laws. It discusses 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.

PLEG 260 **Criminal Law**
3 Credits Offered Spring Semester in Even Numbered Years

This course is an exploration of the criminal justice system including the application of Idaho laws. It involves a study of the definition of a crime; institution of criminal action; defenses to criminal accusation; the court process; negotiated and formal pleadings; constitutional safeguards; and sentencing and probation. This is an elective course in the Paralegal program.

PLEG 265 **Corporation & Partnership Law**
3 Credits Offered Fall Semester in Even Numbered Years

This course is a study of the laws, documents, and procedures involved in the organization, operation, and dissolution of business enterprises. It emphasizes corporations and partnerships. This is an elective course in the Paralegal program.

PLEG 270 **Bankruptcy and Creditor's Rights**
3 Credits Offered Fall Semester in Even Numbered Years

This course is an examination of bankruptcy laws and proceedings. It includes attachments, collection, executions, garnishment, liquidation, and reorganization. This is an elective course in the Paralegal program.

PLEG 290 **Paralegal Internship I**
3 Credits Offered Fall Semester

This course provides a practical application of paralegal skills in a law office or law-related office. It includes approximately eight hours per week of supervised work in an office intended to add breadth and depth to the student's paralegal experiences. This course is graded on a satisfactory/unsatisfactory basis. Permission of the instructor, sophomore standing in the paralegal program and concurrent enrollment in PLEG 201, 210, 220, and 230 are required. This course is a required course in the Paralegal program.

PLEG 291 **Paralegal Internship II**
3 Credits Offered Spring Semester

This course is a continuation of PLEG 290 and offers a practical application of paralegal skills in a law office or law-related office. It includes approximately eight hours per week of supervised work in the office intended to add breadth and depth to the student's paralegal experiences. This course is graded on a satisfactory/unsatisfactory basis. Permission of the instructor, sophomore standing in the paralegal program, and prior completion of the first semester sophomore courses and concurrent enrollment in BUSA 185, PLEG 205, 211, and 221 are required. This course is a required course in the Paralegal program.

Pharmacy Technology

PHAR 110 **Pharmacy Law**
1 Credit Offered Fall Semester

This course provides the student with an introduction to federal and state laws regulating the practice of pharmacy. Special emphasis is given to the areas of state law for Idaho and Washington regulating the activities of the technician. This course includes a focus on record keeping and medical ethics.

NOTE: Application and acceptance into the Pharmacy Technology Program is required before enrolling in courses numbered 150 and above.

PHAR 150 Orientation to Over The Counter Drugs
2.5 Credits Offered Spring Semester

This course provides an overview of prescription and non-prescription medication, with emphasis on therapeutic classification and use of the top 200 drugs. It

includes generic and brand naming, general mode of action, side effects and potential drugs for this drug group.

PHAR 170 **Pharmacy Technology**
2.5 Credits Offered Spring Semester

This course is designed to provide students with the knowledge and skills needed in the performance of technical pharmacy tasks in hospital and retail settings. Included are prescription processing, dispensing, compounding and prepacking, pharmacy software and computer systems and third-party reimbursement. Pharmacy calculations and preparations will be emphasized. Previous exposure to keyboarding is recommended.

PHAR 180 **Pharmacy Technology Practicum I**
3 Credits Offered Spring Semester

Supervised pharmacy technician practice in the retail setting. Instruction and guidance are provided by the staff of participating agencies. Emphasis is on application of classroom content in the pharmacy setting. Concurrent enrollment in PHAR 150 and PHAR 170 is required.

PHAR 181 **Pharmacy Technology Seminar**
0.5 Credit Offered Spring Semester

Taken concurrently with PHAR 180, this seminar provides the student the opportunity to share learning experiences with peers; raise questions and obtain clarification of practices or concerns regarding their practicum experience. Concurrent enrollment in PHAR 180 is required.

PHAR 185 **Pharmacy Technology Practicum II**
5 Credits Offered Summer Session

Supervised pharmacy technician practice in the hospital setting. Instruction and guidance is provided by the staff of participating agencies. Emphasis is on application of classroom content in the pharmacy setting. This course occurs during a 10-week summer session. Prior completion of PHAR 180 is required.

PHAR 186 **Pharmacy Technology Seminar**
0.5 Credits Offered Summer Session

This seminar provides the student the opportunity to share learning experiences with peers; raise questions and obtain clarification of practices or concerns regarding their practicum experience. Additionally, students will have the opportunity to discuss role transition – student to worker–and their job search plans and attempts. Concurrent enrollment in PHAR 185 is required.

PHAR 203 **Advanced Pharmacy Technology Lab**
1 Credit Offered On Demand

This three-hour per week lab course provides students the opportunity to enhance their preparation and dispensing skills in a campus lab environment. Intravenous medication preparation and evaluation will be a major focus. Prior completion of the Pharmacy Certificate of Completion program is required.

PHAR 221 **Pharmacy Internship**
1-6 Credits Offered On Demand

Students participate in a structured internship experience under the direction of selected community and/or hospital pharmacy preceptors. Emphasis is on the distributive aspects of pharmacy practice. Prior completion of the Pharmacy Certificate of Completion program is required. Variable credits may be taken in sequential semesters. A total of six credits of PHAR 221/222 is required for completion of the A.A.S. degree.

PHAR 222 **Pharmacy Internship**
1-6 Credits Offered On Demand

Students participate in a structured internship experience under the direction of selected community and/or hospital pharmacy preceptors. Emphasis is on the distributive aspects of pharmacy practice. Prior completion of the Pharmacy Certificate of Completion program is required. Variable credits may be taken in sequential semesters. A total of six credits of PHAR 221/222 is required for completion of the A.A.S. degree.

Philosophy

PHIL 103 **Introduction to Philosophy**
3 Credits Offered Each Semester

Introduction to Philosophy is the discovery and exploration of major intellectual problems of humankind through methods of questioning, analysis, synthesis, and critique. It emphasizes developing a world view and higher-order reasoning skills through consideration of such issues as the nature of time and physical reality, mind and consciousness, free will, evil, truth, ethics, and the nature and existence of God.

This course is for students interested in the meaning of life and the implications of modern science for understanding our world. It fulfills an arts and humanities requirement for the A.S. degree. Prior completion or concurrent enrollment in ENGL 103 strongly encouraged but not required.

PHIL 111 **World Religions**
3 Credits Offered Each Semester

World Religion presents an overview of the historical and cultural settings, main beliefs, and practices of the great Eastern and Western religions - Hinduism, Buddhism, Taoism, Confucianism, Judaism, Islam, and Christianity. Special attention is given to similarities and differences in concepts of humanity and our relationships to society, nature, and the divine.

This course is for students interested in humankind's religious heritage and cultures of other parts of the world. It fulfills an arts and humanities requirement for the A.S. degree. Prior completion or concurrent enrollment in ENGL 103 is strongly encouraged, but not required.

PHIL 120 **Logic and Critical Thinking**
3 Credits Offered Each Semester

Philosophy 120 is a general introduction to the reasoning skills and psychological approaches used for effective decision-making, problem-solving, and argument analysis and evaluation.

This course provides instruction in skills essential to success in everyday life, citizenship, and as a professional in any career. It fulfills the critical thinking requirement for the A.A. degree, but does not fulfill an arts and humanities requirement for either the A.A. or A.S. degrees. Prior completion or concurrent enrollment in ENGL 103 and/or COMG 131 is strongly encouraged, but not required.

PHIL 131 **Introduction to Religion**
3 Credits Offered Either Semester

This course introduces the study of religion as a cultural institution. It focuses on the nature, history, functions, structure and features of religion in society. Emphasis will be given to exploring the psychology of religious experience and behavior, the influence of religion on social structures and community, the patterns and issues of belief, ritual and symbolism associated with the sacred. The course does not focus on any one or group of religions, but draws on a wide variety of religious contexts to exemplify and illustrate the elements of religion identified above. It is not an introduction to Christianity or a course in Bible study. The course features a strong emphasis on cultural diversity.

This course satisfies Group IV of the Social Science requirement for the Associate of Arts degree and partially satisfies the Arts, Humanities and Social Science requirement for the Associate of Science degree. Independent of an NIC Associate's degree, the course will transfer as an elective to most colleges and universities in the United States.

PHIL 201 **Ethics**
3 Credits Offered Each Semester

Ethics is the investigation and discussion of personal, social, and professional moral problems and the principles and thinking skills used for their resolution. Emphasis is on the development and application of reasoning skills for problem-solving and decision-making in the moral domain.

This course provides awareness, sensitivity, and skills essential to the success and moral integrity of the person in today's morally complex society. It fulfills an arts and humanities requirement for the A.S. degree. Prior completion or concurrent enrollment in ENGL 103 is recommended.

PHIL 292 **Ethics in Heath Care**
3 Credits Offered Either Semester On Demand

This course provides an introduction to ethical theories and their practical application to the real issues and bioethical dilemmas encountered by health care professionals. Typical issues include euthanasia, assisted suicide, personhood, human society and disease, costs and access to health care, moral value and responsibility conflicts, patient rights and the professional relationship.

Photography

COMP 281 **Introduction to Photography**
3 Credits Offered Each Semester

This course is designed to build basic skills in students who have an interest in photography but no prior experience. The course uses a combination of lecture/demonstration and hands-on exercises to develop mastery of basic photographic tools and techniques.

Students will be exposed to a wide variety of technical and aesthetic concerns involved in making photographs. These include camera handling, shooting color and black and white film, basic darkroom techniques, composition and developing a photographic vision. Students entering this course must have a 35mm camera with adjustable f-stops, shutter speeds, and focus. Students are also responsible for all photographic film and paper. Prior completion of other courses is not necessary.

COMP 283 **Intermediate Photography**
3 Credits Offered Spring Semester

This course is designed to expand the photographic knowledge of motivated students who have completed COMP 281. Basic skills in shooting, printing, and processing black and white film will be refined, and students will work to develop a personal photographic vision.

Further photographic experience will enhance student abilities through exposure to more challenging concepts including the zone system of exposure control, studio and natural lighting schemes, and printing and presenting the fine print. Prior completion of COMP 281 or permission of instructor is required. Students entering this course must have a 35mm camera with adjustable f-stop, shutter speeds, and focus. Students are responsible for all photographic film and paper.

COMP 285 **Wildlife Photography**
3 Credits Offered Fall Semester

This course is an introduction to outdoor and nature photography with a specific focus on understanding common wildlife species, basic photographic skills, marketing opportunities, magazine analysis, and other subjects related to wildlife photography.

It provides basic skills and knowledge for students interested in photographing nature and marketing photographs. A background in basic photography, successful completion of COMP 281, or permission of instructor or Communications Division Chair is required.

COMP 289 **Photojournalism**
3 Credits Offered Spring Semester

This course provides exposure to the challenge of publications photography for students who have completed an introductory photography course. Through

lecture, demonstration, and hands-on exercises, students develop their abilities in visual communication.

Students will gain valuable skills in recognizing photo opportunities, covering news events and features, and composing page layouts. Most importantly, students will refine capabilities to create storytelling photographs in individual and photo essay formats. The course requires that students have a 35mm camera with adjustable f-stops, shutter speeds, focus, and synchronized strobe flash. Students are responsible for purchasing all photo paper and film stock. Prior completion of COMP 281 or permission of instructor is required.

Physical Education

Note: Students in special physical education activity courses are charged extra fees payable at registration. These additional fees are charged to students taking PE 235, which includes courses such as bowling, rollerskating, equitation, firearms, and racquetball. Students enrolled in skeet and trap shooting must pay for the cost of clay pigeons and shells; students enrolled in riflery must provide their own ammunition.

Activity Courses

The following courses fulfill physical education activity course requirements for the A.A. and A.S. degrees. Courses may be repeated for the maximum number of credits indicated under the course descriptions. In special situations, subject to approval by the division chair, students may be allowed to exceed the maximum number of credits.

PE 105 **Varsity Sports**
1 Credit Offered Each Semester

This course is restricted to varsity athletes who compete in cross country, volleyball, wrestling, basketball, baseball, track and field. Teams compete regionally with two and four-year colleges and may advance to tournament competition. Student athletes practice daily during the season. This course offers development of skills and personal potential for student athletes interested in improving their performance or preparing for further competition at upper collegiate level. This course fulfills a physical education requirement for the A.A. and A.S. degrees and may be repeated for credit.

PE 105Z **Cheerleading**
1 Credit Offered Each Semester

This course involves instruction and practice in cheerleading for members of the NIC cheerleading squad. Areas developed include gymnastics, dance, communication, group leadership, and social skills.

It provides experience for improving self-confidence, public performance, and gymnastic abilities. Students must participate in team tryouts to earn a place on the squad. It fulfills a partial physical education requirement for the A.A. and A.S. degrees and may be repeated for credit. Prior completion of other courses is not necessary.

PE 106 **Equitation**
1 Credit Offered Each Semester

Equitation provides instruction and practice in horseback riding, focusing on development of skills and techniques for safe Western and English pleasure riding. It fulfills a partial physical education requirement for the A.A. and A.S. degrees and may be repeated for a total of four credits. Prior completion of other courses is not required.

PE 108 **Hiking and Lightweight Camping**
1 Credit Offered On Demand

Instruction and guided practice in hiking and camping techniques, including proper clothing and equipment selection, outdoor cooking, and edible plant identification is part of this course. Students participate in weekly field trips for conditioning and skill development.

This course is for students interested in outdoorsmanship and area ecology. For optional overnight trips, students must furnish their own food and gear. It fulfills a physical education requirement for the A.A. and A.S. degrees and may be repeated for a total of four credits. Prior completion of other courses is not required.

PE 109 **Kayaking**
1 Credit Offered On Demand

This course offers instruction in white-water kayaking skills, including basic strokes, Eskimo roll, and river-reading. Through this course, one develops safe kayaking skills and fulfills a physical education requirement for the A.A. and A.S. degrees. It may be repeated for a total of four credits. Prior completion of other courses is not necessary.

PE 131 **Multiple Sports**
1 Credit Offered Each Semester

This course offers instruction and practice in a variety of individual and team sports, including volleyball, touch football, basketball, swimming, tennis, and softball. It requires participation of two hours weekly.

It improves athletic skills and explores a variety of sporting activities. It fulfills a physical education requirement for the A.A. and A.S. degrees and may be repeated for a total of four credits. Prior completion of other courses is not required.

PE 206 **Step Aerobics**
1 Credit Offered Each Semester

Step aerobics is a high intensity, low impact workout achieved through simple, effective patterns performed while stepping up and down onto a platform that is 4 to 8 inches high. This cardiovascular activity will tone and strengthen muscles, improve and strengthen the cardio-respiratory systems and enhance flexibility, agility, coordination and balance. This course satisfies a PE/Dance requirement for the A.S. and A.A. degrees.

PE 207 **Water Aerobics**
1 Credit Offered Each Semester

Instruction and participation in Water Aerobics is a combination of aquatic toning, strengthening and cardiovascular conditioning. It consists of a thermal warm-up, pre-stretch, cardiovascular workout, toning, cool down, and post-stretch. Water offers 12 times the resistance of air which makes water exercise the perfect place to condition the muscles without injury. Prior completion of other courses is not required.

PE 208 **Beginning Swimming**
1 Credit Offered Fall Semester

In this course, students are taught fundamental swimming and water safety skills for the non-swimmer or beginner. The course requires two hours of practice weekly. It fulfills a physical education requirement for the A.A. and A.S. degrees and may be repeated for a total of four credits. Prior completion of other courses is not necessary.

PE 209 **Intermediate Swimming**
1 Credit Offered Each Semester

This course is a continuation of PE 208, focusing on developing intermediate swimming strokes, safety skills, versatility, and endurance. It requires two hours of practice weekly. This course fulfills a physical education requirement for the A.A. and A.S. degrees and may be repeated for a total of four credits. Beginning swimming ability is necessary. Prior completion of other courses is not required.

PE 210 (formerly PE 244) **Advanced Swimming**
1 Credit Offered Spring Semester

This course offers instruction and practice for the intermediate or advanced swimmer, emphasizing cardiovascular conditioning by lap swimming. Advanced swimming is designed for physical fitness, developing endurance, and perfecting various styles of swimming. It fulfills a physical education requirement for the A.A. and A.S. degrees. Two hours of practice weekly is required. Prior completion of PE 209 is required.

PE 235 **Individual and Team Sports**
1 Credit Offered Each Semester

Fundamental instruction in a variety of courses that offer instruction in many different activities including: bowling, golf, jogging, tennis, racquetball, roller skating, self-defense, skiing, riflery, skeet & trap shooting, weight training, basketball, softball, volleyball, and more.

It fulfills a physical education requirement for the A.A. and A.S. degrees and may be repeated for a total of four credits. Special activity fees may be required. Prior completion of other courses is not necessary.

Professional/Academic Courses

Note: The following courses are professional and/or academic courses and **will not** fulfill physical education activity requirements for A.A. and A.S. degrees.

PE 160 **Foundations of Physical Education**
2 Credits Offered Each Semester

This course presents an overview of the history and development of professional physical education and related fields, including principles and objectives of program development and management. It is beneficial for students considering a career in physical education or recreation services. Prior completion of other courses is not required.

PE 220 **Sports and Society**
2 Credits Offered each semester

The interrelationship of sports with other aspects of culture, economics, drugs, gambling, and media will be among the topics studied in this course. The role of sports in American society will also be discussed.

PE 222 (Same as NURS 204B) **Wellness Lifestyles**
3 Credits Offered Either Semester

Wellness Lifestyles examines contemporary health/wellness with emphasis on personal decision making and behavioral changes to create a personal lifestyle which promotes high level wellness. Prior completion of other courses is not required.

PE 240 **Elementary School Physical Education**
3 Credits Offered on Demand

This course examines current theory in curriculum and teaching methods with practical applications through laboratory and field experiences. It is beneficial for students considering a career in physical education or recreation service. Prior completion of other courses is not required.

PE 241 **Basketball Coaching Methods**
2 Credits Offered On Demand

This course offers instruction and practice in the principles and techniques of teaching basketball strategy, fundamentals of offense and defense, and styles of play. It is beneficial for students considering a career in physical education or recreation service. Prior completion of other courses is not required.

PE 243 **Play and Game Theory**
2 Credits Offered on Demand

This course offers instruction and practice in the principles of play and game strategy for high- and low-organization activities. It is beneficial for students considering a career in physical education or recreation service. Prior completion of other courses is not required.

PE 248 **Care and Prevention of Athletic Injuries**
3 Credits Offered Each Semester

This course offers instruction and practice in the care, prevention and evaluation of injuries common to men's and women's sports. It is designed for PE majors, coaches, and individuals considering a career in athletic training or physical therapy. Prior completion of other courses is not required.

PE 259 — **Lifeguard Training**
2 Credits — Offered On Demand

This course offers instruction and skill development for non-surf lifeguarding, including hazard management, rescue procedures, and interaction with the public. Students may elect to qualify for American Red Cross (ARC) certification. This is designed for students interested in aquatic safety and advanced training. To enroll, students must pass a lifeguarding skills test requiring strong swimming ability. Completion of First Aid and CPR training is necessary to qualify for Lifeguard Training Certification. Prior completion of other courses is not necessary.

PE 266 — **Water Safety Instructor**
2 Credits — Offered On Demand

This course involves training in water safety for the aquatics instructor and meets requirements for the American Red Cross Water Safety Instructor course. Emphasis is on theory and application of aquatic skills, teaching methods, and practice in instruction.

It is designed for students interested in teaching aquatic skills and safety. Students will have the opportunity to qualify for American Red Cross (ARC) certification. Enrollment requires students have a current ARC Emergency Water Safety or Lifeguarding Certificate. Prior completion of other courses is not required.

PE 277 — **Lifeguard Instructor**
1 Credit — Offered On Demand

This course offers training for those wishing to teach American Red Cross (ARC) Basic Water Safety, Emergency Water Safety, and Lifeguard Training courses. Emphasis is on practice teaching of ARC methods. Students will have the opportunity to qualify for ARC certification. It is designed for students interested in teaching aquatic skills and safety. Current lifeguard training certification is required.

PE 288 — **First Aid**
3 Credits — Offered Each Semester

This course offers instruction and practice in the emergency care for victims of injury or sudden illness. Students will have an opportunity to qualify for American Red Cross certification in First Aid and CPR. It is designed for students interested in safety, prevention, and first aid treatment. Prior completion of other courses is not required.

Physics

PHYS 101 — **Fundamentals of Physical Science**
4 Credits — Offered Each Semester

This course provides a general presentation of the spirit of scientific investigation for the non-science major. It includes treatment of physics, chemistry, astronomy, and geology, and their relation to the world in which we live.

This course is designed for the non-science major interested in an overview of the physical sciences and developing an appreciation for the nature of the physical universe. It includes three hours of lecture and one two-hour lab (PHYS 101L) each week. It fulfills a laboratory science requirement for the A.A. and A.S. degrees. A working knowledge of basic mathematics and satisfactory scores on placement tests are recommended.

PHYS 103 — **Elementary Astronomy**
3 Credits — Offered Each Semester

PHYS 103 is an introductory study of astronomy including properties of stars, stellar evolution, the Milky Way, galaxies, theories of cosmology and cosmogony, and the history of astronomy.

This course includes three hours of lecture and one two-hour lab (PHYS 104) each week. It fulfills a laboratory science requirement for the A.A. and A.S. degrees. Concurrent enrollment in PHYS 104 lab is necessary. Prior completion of other courses is not required.

PHYS 104 — **Elementary Astronomy Laboratory**
1 Credit — Offered Each Semesters

The Elementary Astronomy Laboratory offers practical experience to accompany PHYS 103. It includes activities in naked eye and telescopic stellar observation, mechanics, optics, and stellar evolution. It consists of two hours of lab time each week. Concurrent enrollment or prior completion of PHYS 103 is required.

PHYS 113 — **General Physics I**
3 Credits — Offered Fall Semester

General Physics I is the study of mechanics, sound, linear and rotational m1otion, momentum, energy, vectors, elasticity, vibration, and mechanical wave motion. This course includes three hours of lecture and one two-hour lab (PHYS 115) each week. Concurrent enrollment in PHYS 115 is required. High school Algebra II or MATH 155 or permission of instructor is required.

PHYS 114 — **General Physics II**
3 Credits — Offered Spring Semester

General Physics II is the study of temperature, gas laws, kinetic molecular theory, electricity and magnetism, light, and optics. This course includes three hours of lecture and one two-hour lab (PHYS 116) each week. Concurrent enrollment in PHYS 116 is required. Prior completion of PHYS 113 or 210 or permission of instructor is also required.

PHYS 115 — **General Physics I Laboratory**
1 Credit — Offered Fall Semester

This laboratory is required for students enrolled in PHYS 113. It consists of two hours of lab time each week.

PHYS 116 — **General Physics II Laboratory**
1 Credit — Offered Spring Semester

This laboratory is required for students enrolled in PHYS 114. It consists of two hours of lab time each week.

PHYS 210 — **Engineering Physics I**
4 Credits — Offered Each Semester

PHYS 210 is the study of physics applicable to engineering fields, including examination of statics, dynamics, work and energy, sound and fluids. Students

continued...

majoring in engineering, computer science, physics, chemistry, physical science, or mathematics will benefit from exposure to the principles and practices investigated. This course includes three hours of lecture and one two-hour lab (PHYS 212) each week. It fulfills a laboratory science requirement for the A.S. degree. Concurrent enrollment in PHYS 212 and MATH 180 is necessary. Prior completion of high school physics or PHYS 101 is recommended.

PHYS 212 **Engineering Physics Laboratory**
1 Credit Offered Each Semester

PHYS 212 is a practical laboratory experience taken concurrently with PHYS 210. It consists of two hours of lab time each week.

PHYS 221 **Engineering Physics II**
4 Credits Offered Spring Semester

PHYS 221 is a continuation of PHYS 210, focusing on the study of heat and thermodynamics, electricity and magnetism, and optics.

Students majoring in engineering, computer science, physics, chemistry, physical science, or mathematics will benefit from exposure to the principles and practices investigated. This course includes four hours of lecture and one two-hour lab (PHYS 224) each week. It fulfills a laboratory science requirement for the A.S. degree. Prior completion of MATH 180 and PHYS 210 is required.

PHYS 224 **Engineering Physics Laboratory II**
1 Credit Offered Spring Semester

This laboratory course must be taken concurrently with PHYS 221: It consists of two hours of lab time each week.

Political Science

POLS 101 **American National Government**
3 Credits Offered Each Semester

Political Science 101 is the study of the foundation of the United States Government and the evolution of constitutional principles. Special attention is given to the Declaration of Independence, the United States Constitution, the three branches of national government, powers and limits of national government, public ethics, political parties, voters, pressure groups, and public opinion. The topic "Morality and Ethics in American Politics" has a close link to PHIL 201.

This is an essential course for students majoring in political science, pre-law, or law enforcement. It fulfills a social science requirement for A.A. and A.S. degrees. Prior completion of other courses is not required.

POLS 102 **State and Local Government**
3 Credits Offered Each Semester

Political Science 102 presents a comparative study of the 50 state governments and the local governments operating within those states. Emphasis is placed upon state constitutions, the three branches of state governments, county governments, metropolitan politics, relationships between state and local governments, and the powers and limits of these governments.

This is an essential course for students wishing to major in political science, pre-law, or law enforcement. It fulfills a social science requirement for A.A. and A.S. degrees. Prior completion of other courses is not required.

POLS 105 **Introduction to Political Science**
3 Credits Offered Spring Semester

This is the introductory course in political science. It is a study of the basis, scope, nature, content, alternative theories, and comparative aspects of politics and political science. The purpose is to analyze the nature of politics, government, and international politics; to trace the development and changes in political cultures; and to deal with political science mythology. This course addresses cultural diversity in addressing the various political systems of the world. It is strongly recommended that the course be taken at the same time as ENGL 104 so that the Political Science 105 research design can be coordinated with the ENGL 104 research paper.

This is an essential course for students majoring in political science or pre-law and should be taken the first semester of the freshman year. It fulfills a social science requirement for A.A. and A.S. degrees.

POLS 298 **Political Involvement Practicum**
1-6 Credits Offered Each Semester

In this practicum, students are participants and observers within local, state, or national government. They will be supervised by a government employee and an NIC political science instructor. A maximum of two credits per semester is offered to students serving as ASB officers/board members.

This course is useful for students wishing to obtain practical experience in government operations. Permission of the instructor, who will find a practicum assignment for the student, is required.

Psychology

PSYC 100 **Introduction to Psychology**
3 Credits Offered Each Semester

This course is designed to provide students with a general overview of the science which seeks to understand and explain behavior and mental processing. Variations in psychology faculty training and research interest influence topic emphasis. However, students will be introduced to many of the major contemporary theories and concepts in psychology.

This course will prove interesting and useful to those students wishing to better understand human behavior and thinking. As such, it should prove helpful to students preparing for a career that will bring them into contact with other people. This course fulfills a social science elective for both the A.A. and A.S. degrees. Prior

completion of other courses is not required. Strong reading and writing skills are recommended.

PSYC 205 **Developmental Psychology**
3 Credits Offered Each Semester

This course is valuable to students pursuing a career that will necessitate working with and being sensitive to people of various ages (teachers, social workers, nurses, law enforcement officers, etc.). This course fulfills a social science degree elective for both the A.A. and A.S. degrees. Prior completion of PSYC 100 is recommended. Strong reading and writing skills are recommended.

PSYC 211 **Abnormal Psychology**
3 Credits Offered Spring Semester

This course provides a study of the nature, cause, treatment, and prevention of patterns of emotional distrubance and personality disorganization. It introduces the major categories of mental disorders as defined in the DSMIIIR. This course will not fulfill a requirement for the A.A. or A.S. degree and may not be transferable.

PSYC 218 Intro to Research in the Behavioral Sciences
4 Credits Offered Alternate Spring Semesters

Psychology 218 is primarily designed for behavioral and social sciences majors. In this course, students will be introduced to the basic methods of behavioral research. This will be accomplished through active participation in the design, implementation, and analysis of class research projects. This class involves three one-hour lectures and a two-hour lab per week.

This course is applicable for those students who plan to pursue an undergraduate and graduate degree in one of the behavioral or social sciences. Prior completion of PSYC 100 is required. Strong reading and writing skills are recommended.

PSYC 223 **Stress Management**
3 Credits Offered Each Semester

This course explores the concepts of stress from a holistic approach, emphasizing identification of sources of stress, understanding physical and emotional consequences, and developing techniques for dealing with stress.

Students will gain improved personal stress management skills through discussion and practice in communication techniques, nutrition, exercise, relaxation, values clarification, and will learn strategies for dealing with change, loss, and enhancing self-esteem. Prior completion of other courses is not necessary.

Social Work

SOWK 240 **Introduction to Social Work**
3 Credits Offered Each Semester

This course presents a survey of social welfare and human service programs in the United States as a response to problems and needs within our society. Issues relating to historical and comtemporary social service institutions and their place in both an ethical and public context are examined. The course begins the professional foundation for social work.

SOWK 241 **Social Work Generalist Practice**
3 Credits Offered Each Semester

Social Work 241 is a continuation of Social Work 240 which introduced students to the social work profession in relation to social services in a social welfare system context. Elementary social work processes focus on an overview of the theoretical knowledge and methodological skills necessary for entry level practice in social work. Topics covered include generalist practice; social work values; principles of interviewing; assessment; confidentiality; contemporary theories of counseling; social work with individuals, groups, families and community practice; evaluation; general systems theory; cross cultural social work; working within a bureaucratic system; burnout; and the frustrations and satisfactions of being a social worker. Case examples are discussed and role-played to apply the theory that is presented. Prior completion of or concurrent enrollment in SOWK 240 is recommended.

Sociology

SOC 110 **Introduction to Sociology**
3 Credits Offered Each Semester

This introductory course presents the fundamental principles affecting human social systems. The concepts of traditional as well as contemporary theorists will be discussed. Emphasis will be placed on the forces governing groups and the conditions that transform social life. This course fulfills a social science requirement for the A.A. and A.S. degrees. Prior completion of other courses is not required.

SOC 155 Drug Abuse: Fact, Fiction, and the Future
3 Credits Offered Each Semester

This course is designed to provide information about drugs, their effects, and the laws and social implications relative to them. Students will learn about the causes of drug abuse, treatment modalities, community resources, alternatives, and problem-solving skills.

SOC 220 **Marriage and Family**
3 Credits Offered Each Semester

Sociology 220 is designed to help students understand the responsibilities that marriage creates. Students will have to confront such issues as marriage expectations, money management, interpersonal needs, marriage adjustment, contraception, communication, pregnancy and child care, divorce, and the like. This course fulfills a social science requirement for the A.A. and A.S. degrees. Prior completion of other courses is not required.

SOC 230 **Social Problems**
3 Credits Offered Each Semester

This course investigates the persistent problems of American society as they relate to values, attitudes, and social change. Application of sociological principles to the identification and analysis of selected problems will be consistently developed. SOC 230 fulfills a social science requirement for the A.A. and A.S. degrees. Prior completion of other courses is not required.

SOC 283 **Death and Dying**
3 Credits Offered Once Each Year

This course introduces the concepts, attitudes and social dynamics of death and dying, including various cultural perspectives. Topics include demographics, who dies and why, suicide, treatment of the dying and dead, religious and legal perspectives, stages of dying, caregiving, grief and bereavement.

Speech
(See Communications, page 101)

Theatre

THTR 101 **Introduction to the Theatre**
3 Credits Offered Each Semester

Theatre 101 examines the contributions of individual artists to the collective art of theatre. Through discussion and attendance at plays, students will become familiar with elements of dramatic structure and the roles and responsibilities of the director, lighting designer, costumer, playwright, sound technician, actors, and scene designer.

This is a non-performance course open to non-majors designed to enhance students' understanding of dramatic art and the appreciation and enjoyment of live performance. Skills in observation, writing, critical thinking, and verbal expression are emphasized and developed. Students are required to attend five plays during the semester. This course fulfills an arts and humanities requirement for the A.A. and A.S. degrees.

THTR 102 **Stage Makeup**
1 Credit Offered Each Semester

This course is an introduction to the principles and practices of stage makeup design and its application for theatre and television/film. Practical lab experiences are provided to demonstrate and practice makeup techniques.

Theatre 102 offers an opportunity to develop makeup skills for theatre and media production for students exploring these career areas or interested in community theatre participation. Students must purchase a theatrical makeup kit. The course may be repeated for a total of four credits. Prior completion of other courses is not necessary.

THTR 103 **Introduction to Stagecraft**
3 Credits Offered Fall Semester

Theatre 103 offers practical lab experience in applying theories and methods of scenery and prop design and construction. It focuses on the creative use of production tools and stage equipment.

This course provides an opportunity to develop technical skills for theatre and media production for students exploring those career areas or who are interested In community theatre participation. Prior completion of other courses is not necessary.

THTR 105 **Basics of Performance I**
2 Credits Offered Fall Semester

Theatre 105 is an introduction to the art of stage performance, emphasizing practice of exercises for developing acting skills. It includes basic verbal skills of articulation, projection, and inflection as well as the study of script formats, actor language, voice, movement, and imagination.

Emphasis is on developing and understanding and appreciation for the total performance of the actor, combining creative imagination and discipline. Students will do solo and duo acting, requiring script memorization and performance before an audience. Tickets to area theatrical shows may have to be purchased at a total cost of under $12. Prior completion of other courses is not necessary.

THTR 106 **Basics of Performance II**
2 Credits Offered Spring Semester

This course is a continuation of THTR 105, focusing on enhanced voice and movement and the development of characters from scripts. Students will study and practice techniques actors use in working with ensembles, memorizing parts, and developing stage presence. The skills introduced in THTR 105 are improved upon and includes verbal and nonverbal communication techniques, memorization, script analysis, and the interpretation of character. Prior completion of THTR 105 is required.

THTR 163 **Basics of Scene Design and Graphics**
2 Credits Offered Fall Semester

This course offers an introduction to visual interpretation, research, and rendering techniques used in scenery design. Emphasis is on creation of authentic and appropriate stage environments for theatrical scripts. It provides the opportunity to develop set design skills for theatre and media production for students exploring those career areas or who are interested in community theatre participation. Prior completion of other courses is not required. However, previous participation in theatre productions or completion of THTR 103 and THTR 263 is recommended.

THTR 190 **Theatre Practice**
1 Credit Offered Each Semester

Students participate in the development and production of an NIC play, gaining experience in one or more areas,

including lighting, properties, costuming, set construction, audio and sound support, and stage managing. Practical experience in theatrical production may include basic carpentry, electrical, makeup, sewing, painting—skills applied to theatre but useful in other fields.

Students will refine these skills as they develop an appreciation for the total process of theatre art involving organization, creativity, discipline, and ensemble teamwork. The course is open to non-majors and may be repeated for a total of four credits. Some evening and weekend work will be included. Prior completion of other courses is not required.

THTR 263 **Technical Production**
2 Credits Offered Spring Semester

Theatre 263 provides instruction and practice in the techniques of stage management and production roles and responsibilities. Students will participate in the design, development, and execution of NIC Theatre Department productions.

This course offers an opportunity to develop stage management skills for theatre and media production for students exploring those career areas or who are interested in community theatre participation. Prior completion of THTR 103 or permission of instructor is required.

THTR 271 **Play Analysis**
2 Credits Offered Spring Semester

Focusing on the role of the playwright, students will explore the structure of dramatic works and the process of script creation. The course includes exposure to live and recorded plays of Ibsen, Shakespeare, Chekov, Arthur Miller, and other great playwrights. Different styles of drama including tragedy, comedy, melodrama, and farce are emphasized.

Students will strengthen skills in reading, listening, writing, script, and character interpretation as they develop an appreciation of dramatic literature and the playwright's art and craft. Weekend attendance at plays is anticipated. Prior completion of other classes is not required, but strong writing skills and prior completion of THTR 101 are recommended.

THTR 272 **Intermediate Acting**
3 Credits Offered Spring Semester

Theatre 272 introduces the student actor to aspects of the Stanislavski system of acting and realistic acting techniques for the modern theatre. Emphasis is on character analysis, ensemble acting for an audience with exercises in concentration, observation, and use of inner truth and emotional recall.

Skills learned include interpretive and internal techniques for character identification and "bringing a character to life." Attention is given to improving verbal and nonverbal acting qualities. Some evening and weekend participation may be necessary. Prior completion of THTR 105 and THTR 106 or permission of instructor is required.

THTR 273 **Stage Lighting**
3 Credits Offered Spring Semester

Theatre 273 provides an introduction to the theory and practice of lighting, with attention to visual interpretation and design of the performance environment for theatre, dance, and rock n'roll.

This course offers an opportunity to develop technical lighting skills for theatre and media production for students exploring those career areas or who are interested in lighting support for community theatre, dance, and rock bands. Prior completion of other courses is not required. However, previous participation in theatrical productions and/or completion of THTR 103, 163, and 263 is recommended.

Welding Technology

NOTE: Course enrollment requires prior acceptance into the Welding Program.

WELD 130 **Welding Blueprint I**
3 Credits Offered Fall Semester

Reading and interpretation of advanced blueprints as they pertain to the welding field will be covered.

WELD 132 Pattern Layout & Parallel Line Development
3 Credits Offered Spring Semester

This course acquaints the welding student with layout methods to include parallel and radial line development, triangulation, layout of 90 degree elbows, square to round transitions, frustums, cones and "Y" and "T" structures. Techniques for sketching and drawing orthographic projections, oblique and isometric views, as well as dimensioning techniques will be covered.

WELD 161 Oxacetylene Cutting & Basic SMAW Theory
1 Credit Offered Fall Semester

Oxyacetylene cutting and stick (SMAW) welding are essential skills for the welding professional. Students will become proficient in the theory of cutting and stick welding and be prepared to apply this theory in lab or work situations.

WELD 161L Oxacetylene Cutting & Basic SMAW Lab
4 Credits Offered Fall Semester

This lab course will enable the student to practice and use the theory skills taught in WELD 161. Skill development is the primary goal of this course. Both oxyacetylene cutting and stick (SMAW) welding are vital skills in the welding industry.

WELD 162 **Advanced SMAW Theory**
1 Credit Offered Fall Semester

Advanced processes of stick welding are studied in this theory course. Open root welding on plate, cast, aluminum, stainless steel and other common materials will be discussed.

WELD 162L **Advanced SMAW Lab**
4 Credits Offered Fall Semester

Using the information from WELD 162, students will become proficient in advanced welding procedures of open root welding on plate, cast, aluminum, stainless steel and other common materials, as well as plasma arc cutting of non-ferrous material. Students will receive one-on-one instruction to develop these skills. Welder certification testing is included.

WELD 163 **GMAW Theory**
1 Credit Offered Spring Semester

Wire feeding is one of the fastest growing methods of welding. It is necessary for the welder to study set-up, adjustment, and manipulation of this process before actual welding starts. Many welding shops and manufacturers use this process of welding.

WELD 163L **GMAW Lab**
4 Credits Offered Spring Semester

Practice and use of WELD 163 theory will be used in this lab. Many welding jobs require welders to be certified in gas metal arc welding.

WELD 164 **Welding Theory - GTAW and OAW**
1 Credit Offered Spring Semester

Theory and uses of TIG are studied as well as oxyacetylene welding practices. Both of these processes use similar skills and are studied at the same time. A high degree of understanding of this welding process is necessary to set-up and obtain X-ray quality welds. This theory will enable students to obtain these skills.

TIG and gas welding are used in many industries where aluminum and stainless steel are used. It is a vital skill for professional welders, especially in the aircraft and pipe welding industry.

WELD 164L **GTAW & OAW Lab**
4 Credits Offered Spring Semester

Using information from WELD 164, students will become proficient in oxyacetylene welding skills and TIG welding. One-on-one instruction enables the student to gain a high degree of welding skill for this demanding procedure. X-ray quality welds are necessary in much of the welding industry. These processes provide that high quality weld and require a highly skilled welder to perform them. The pipe welding industry is only one of many employment areas that uses this process.

WELD 165 **Introduction to Pipe Welding Theory**
1 Credit Offered Summer Semester

This class will give students an introduction to the theory of procedures and methods of pipe welding using shielded metal arc welding process.

WELD 165L **Introduction to Pipe Welding Lab**
2 Credits Offered Summer Semester

Students will apply the knowledge from WELD 165 through practical lab exercises acquiring a rudimentary skill level in pipe welding.

WELD 235 **Welding Blueprint II - Pipe Drawings**
1.5 Credits Offered Fall Semester

This course provides the welding technologist with the skills necessary for reading and interpreting pipe drawings. Course content includes the AWS's adopted standards for welding symbols. Prior completion of Basic Blueprint reading or its equivalent with a passing grade on a competency test is required.

WELD 236 **Fabrication Techniques - Layout & Fitting**
2.5 Credits Offered Spring Semester

This course will enable the student to perform basic layout of pipe, figure offsets, runs, and travel distances, and aid students in understanding the variables that greatly affect welding fabrication.

WELD 241 **Material Preparation**
1 Credit Offered Fall Semester

This course provides students with the methods and procedures for preparing materials for various pipe welding operations.

WELD 269 **Intermediate Pipe Welding Theory-Metallurgy**
2.5 Credits Offered Fall Semester

Course concepts explain the metallurgical behaviors and determinations of the weldability of ferrous and non-ferrous metals; explanations of commonly used welding codes; requirements and preparations for certification in ASME and API pipe welding codes; and all related safety issues.

WELD 269L **Intermediate Pipe Welding Lab**
7.5 Credits Offered Fall Semester

Procedures are aimed at producing welds which will meet the requirements of the commonly used codes. Included is preparation for the certification of welding test in accordance with AWS and ASME codes. This course will enable the welding student to perform pipe welds using gas tungsten arc welding and shielded metal arc welding on ferrous metals.

WELD 270 **Advanced Pipe Welding Theory**
3 Credit Offered Spring Semester

This course is an introduction to the fundamentals of welding inspection, terminology, codes, standards and specifications, test methods, quality control and welder qualification. Students will also be introduced to automated welding processes to give them a good understanding of the trends toward automation in welding. The metallurgical behaviors of stainless steels and other exotic metals and their preparation for welding to established codes will also be covered.

WELD 270L **Advanced Pipe Welding Lab**
7 Credits Offered Spring Semester

Students will apply code quality procedures to develop a high quality and appearance using the gas tungsten arc welding process on both ferrous and non-ferrous metals. Students will also gain practical experience in fitting

branches and lateral configurations. Practical application of methods and procedures for qualification tests for piping and tubing will also be covered.

Zoology

ZOOL 107 **Human Anatomy and Physiology I**
4 Credits Offered Fall Semester

This course offers a homeostatic approach to the study of the human body, from the level of the cell to organ systems, with special emphasis on acid-base balance and important physiological problems. Systems covered include skeletal, muscular, nervous, and respiratory. It is designed primarily for students enrolled in health-related fields. This course includes three hours of lecture and one three-hour lab (ZOOL 107L) each week.

Human Anatomy and Physiology will give students a strong background in the fundamentals of the structure and function of the body. All aspects of life processes will be covered in a manner that should interest students wishing to take a science elective as well as those in the health-related areas. Prior completion of CHEM 107 is strongly recommended. This course fulfills a laboratory science requirement for the A.S. degree.

ZOOL 108 **Human Anatomy and Physiology II**
4 Credits Offered Spring Semester

This course is a continuation of ZOOL 107 and covers the cardiovascular, digestive, urinary, and reproductive systems; the sense organs; and metabolism. It is designed primarily for students enrolled in health-related fields. This course includes three hours of lecture and one three-hour lab (ZOOL 108L) each week.

Human Anatomy and Physiology will give students a strong background in the fundamentals of the structure and function of the body. All aspects of life processes will be covered in a manner which should interest students wishing to take a science elective as well as those in the health-related areas. Prior completion of ZOOL 107 or CHEM 107 and permission of the instructor is required. It fulfills a laboratory science requirement for the A.S. degree.

ZOOL 202 **General Zoology**
4 Credits Offered Spring Semester

This course presents a survey of the animal kingdom from invertebrates through the vertebrates. It includes classification, structure, physiology, histology, reproduction, embryology, and life histories of representative forms of the major animal groups and their relationship, application, and economic importance to man. This course includes three hours of lecture and two two-hour labs (ZOOL 202L) each week. This course is required for students in medicine, dentistry, optometry, pharmacy, veterinary medicine, certain forestry options, medical technicians, all biology majors, and interested general studies students. Prior completion of BIOL 100, BIOL 201, or high school biology and permission of instructor is required.

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B.S.N., Idaho State University, Pocatello, ID
M.S., University of Washington, Seattle, WA

Carr, Mary M.
Director of Learning Resources
B.A., University of Washington, Seattle, WA
M.Libm., University of Washington, Seattle, WA
M.S., Gonzaga University, Spokane, WA

Cheesman, Joseph F.
Director of Human Resources
B.A., Western Washington University Bellingham, WA

Coffman, Gary
Director of Counseling Services
B.S., Eastern Montana College, Billings, MT
M.A., University of Northern Colorado, Greeley, CO

Headley, Jim
Athletic Director
B.A., University of Idaho, Moscow, ID - Business

Johnson, Alan C.
Director of Learning Assistance Programs
A.A, Yuba College, Marysville, CA
B.A., Humboldt State University, Arcata, CA -- History
M.A., Humboldt State University, Arcata, CA -- Counseling

Koenig, M. Kirk
Director of Admissions and Financial Aid
B.B.A., Gonzaga University, Spokane, WA
M.A., Gonzaga University, Spokane, WA

Ruppel, Stephen A.
Director of Computer Services
A.S., University of Wisconsin, Rice Lake, WI
B.S., University of Wisconsin, Superior, WI

Saathoff, Thomas D.
Controller
B.S., University of Utah, Salt Lake City, UT

Silva, Linda Maxwell
Director of Extended Instructional Programs
A.A., Monterey Peninsula College, Monterey, CA
B.A., Boise State University, Boise, ID
M.A., Boise State University

Stein, Lanny A.
Director of Auxiliary Services
B.S., Purdue University West Lafayette, IN

Streeter, Karen K.
Registrar
A.A., North Idaho College, Coeur d'Alene, ID
B.S., Lewis Clark State College, Lewiston, ID

FACULTY

Judy Adams: Chemistry/Mathematics
B.S., California State University,
Long Beach, CA -- Chemistry
M.S., Indiana University,
Bloomington, IN -- Chemistry

Doug Anderson: Diesel Technology
A.A.S., Peninsula Community College,
Port Angeles, WA -- Automotive Technology
A.A.S., Peninsula Community College,
Port Angeles, WA -- Diesel Technology
A.A., Oregon Institute of Technology,
Klamath Falls, OR
B.S., Oregon Institute of Technology,
Klamath Falls, OR
M.Ed., University of Idaho,
Moscow, ID -- Vocational Education
Idaho State Vocational Specialist Certificate

Dawna Andrea: Business and Office Technology
B.S., Lewis Clark State College,
Lewiston, ID
M.Ed., University of Idaho,
Moscow, ID
Idaho State Vocational Specialist Certificate

Frances Bahr: English
B.A., Eastern Washington University,
Cheney, WA -- English
M.A., Eastern Washington University,
Cheney, WA -- English/College Instruction

Nina Bartlett: Business
B.S., University of Idaho,
Moscow, ID -- Business Education
M.S., University of Idaho,
Moscow, ID -- Business Education

Laureen Belmont: English
A.A., Cottey College,
Nevada, MO -- English
B.A., University of Colorado,
Boulder, CO -- English
M.A.T., Gonzaga University,
Spokane, WA -- English

Donald Bjorn: Counselor
B.A., University of Wyoming,
Laramie, WY -- English
M.Ed., University of Idaho,
Moscow, ID -- Counseling and Human Services

Jack Bloxom: Physical Education
B.S., University of Idaho,
Moscow, ID -- Physical Education
M.S., University of Idaho,
Moscow, ID -- Education

Rolland Bouchard: Business
B.S., University of Idaho,
Moscow, ID -- Business Education
M.S., Colorado State University,
Fort Collins, CO -- Business Administration

Sandra Brashears: Speech
B.A., Eastern Washington University,
Cheney, WA -- Communications
M.A., Eastern Washington University,
Cheney, WA -- Communications/Education

Susanne Bromley: Mathematics
B.A., Eastern Washington University,
Cheney, WA -- Mathematics
M.A., Eastern Washington University,
Cheney, WA -- Mathematics

Judith Brower: Mathematics
B.A., Silver Lake College,
Manitowoc, WI -- Mathematics
M.A., Stanford University,
Stanford, CA -- Mathematics

Krista Brown: Mathematics
B.S., Iowa State University,
Ames, IA -- Civil Engineering
M.S., Iowa State University,
Ames, IA -- Soil Engineering

R. Michael Bundy: English
A.A., Menlo College,
Menlo Park, CA
B.A., University of Washington,
Seattle, WA -- English
M.A.T., Whitworth College,
Spokane, WA -- English

Walter Carlson: Division Chair, Applied Technology
Carpenter Apprenticeship, North Idaho College
B.S., University of Idaho,
Moscow, ID -- Education
M.Ed., University of Idaho,
Moscow, ID -- Vocational Education
Idaho State Vocational Specialist Certificate

Timothy Christie: Speech/Photography
B.S., Eastern Montana College,
Billings, MT -- Education
M.A., University of Montana,
Missoula, MT -- Communication

Denise Clark: Librarian
B.A., Michigan State University,
East Lansing, MI -- English
M.L.S., Western Michigan University,
Kalamazoo, MI -- Library Science

Robert Clark: Chemistry
B.A., University of Montana,
Missoula, MT -- Pre-Medical Science
Ph.D., University of Montana,
Missoula, MT -- Organic Chemistry

Gayne Clifford: Business
M.S., Navel Postgraduate School,
Monterey, CA
B.S., University of Montana,
Missoula, MT -- Business Administration

David Cohen: Sociology
B.A., San Jose State College,
San Jose, CA -- Sociology
M.A., San Jose State College,
San Jose, CA -- Sociology

Douglas Compton: Heating, Ventilation, Air Conditioning, Refrigeration
Certified HVAC/R Technician
Idaho State Vocational Standard Certificate

Brian Coons: Electronics Technology
A.A.S., Skagit Valley College,
Mt. Vernon, WA -- Electronics Technology
B.S., Colorado State University,
Fort Collins, CO -- Industrial Sciences & Technology
Idaho State Vocational Advanced Specialist Certificate

Rhena Cooper: Biology
B.S., West Texas State University,
Canyon, TX -- Biology
M.S., West Texas State University,
Canyon, TX -- Biology

Leonard G. Cope: Drafting Technology
Completion Certificate, School of Trade and Technical Education, Idaho State Univ., Pocatello, ID
Idaho State Vocational Specialist Certificate

Philip Corlis: Photography
B.S., Lewis Clark State College,
Lewiston, ID -- Art/Speech
M.F.A., University of Idaho,
Moscow, ID -- Art

Susan Hill Crowley: Coordinator/Instructor Allied Health Programs
Diploma, St. Lukes School of Nursing,
Cedar Rapids, IA -- RN
B.S., University of California,
San Francisco, CA -- Nursing
M.S., University of California,
San Francisco, CA – Mental Health Nursing Administration

James M. Cultra: Maintenance Mechanics
A.A.S., North Idaho College -- Millwright
B.S., West Texas State University,
Canyon, TX -- Industrial Education
M.Ed., University of Idaho,
Moscow, ID -- Vocational Education
Idaho State Vocational Specialist Certificate

Victor Duarte: Psychology
A.A., City College of San Francisco,
San Francisco, CA
B.A., San Francisco State College,
San Francisco, CA -- Psychology
M.Ed., University of Idaho,
Moscow, ID -- Counseling and Human Services
Ph.D., University of Minnesota,
Minneapolis, MN -- Educational Psychology

Lloyd Duman: English
B.S., Southern Oregon State College
Ashland, OR -- Education
B.S., Southern Oregon State College
Ashland, OR -- English
M.A., University of Montana,
Missoula, MT -- English

John Dunn: Electronics Technology
Certified Electronics Technician
Idaho State Vocational Specialist Certificate

Jeanne Emerson: English
B.S., University of Idaho,
Moscow, ID -- Education
M.Ed., University of Idaho,
Moscow, ID -- Education

Dan Erlacher: English
A.A.S., Illinois Central College,
East Peoria, IL -- General Education
B.S., San Diego State University,
San Diego, CA -- Business Administration Marketing
M.A., San Francisco State University,
San Francisco, CA -- English Literature

Peggy Federici: Education and Sociology
B.S., Bowling Green State University,
Bowling Green, OH -- Education
M.A., California State University,
Sonoma, CA -- English/Education
Ph.D, University of Idaho,
Moscow -- Education/Sociology

Margaret Fedje: Counselor
B.A., University of North Dakota,
Grand Forks, ND -- Spanish
M.A., Washington State University,
Pullman, WA -- Spanish
M.A., Washington State University,
Pullman, WA -- Counseling

Thomas Flint: Philosophy
B.A., Colorado State University,
Fort Collins, CO -- Philosophy
M.A., Colorado State University,
Fort Collins, CO -- Philosophy

Maralee Foss: Physical Education
B.S., Brigham Young University,
Provo, UT -- Physical Education
M.S., Brigham Young University,
Provo, UT -- Physical Education

David Foster: Biology
B.S., University of Idaho,
Moscow, ID -- Wildlife/Range Management
M.Ed., University of Idaho,
Moscow, ID -- Biology Education

Donald Frils: Business
B.S., University of Northern Colorado,
Greeley, CO -- Business
M.S., Montana State University,
Bozeman, MT -- Business
M.S., University of Montana,
Missoula, MT -- Education

Richard Gaertner: Automotive Technology
B.S., Bradley University,
Peoria, IL
M.A. Voc.Ed., University of Idaho,
Moscow, ID
Idaho State Vocational Specialist Certificate

Janet Gossett: Mathematics
B.S., University of California,
Los Angeles, CA -- Physics
M.A.T., University of Idaho,
Moscow, ID -- Mathematics

Clive Grimmett: Auto Body Repair
Completion Certificate in Body and Fender, School of
Trade and Technical Education,
Idaho State University, Pocatello, ID
Idaho State Vocational Specialist Certificate

Judy Halverson: Nursing
A.S.N., Southern College,
Collegedale, TN
B.S.N., University of Phoenix,
Phoenix, AZ
M.S.N., Whitworth College,
Spokane, WA

Michael Harrod: Biology
B.S., Washington State University,
Pullman, WA -- Agronomy
M.S., Eastern Washington University,
Cheney, WA -- Biology

Beverly Hatrock: Nursing
B.S., University of North Carolina,
Chapel Hill, NC -- Nursing
M.S., University of North Carolina,
Chapel Hill, NC -- Nursing

Babette Hess: Nursing
B.S.N., Incarnate Word College,
San Antonio, TX -- Nursing
M.N., Washington State University,
Pullman, WA -- Nursing Education

Michelle Holt: English
B.A., Montana State University,
Bozeman, MT -- English
M.A., University of Montana,
Missoula, MT -- English

George Ives: English
B.A., Southern Oregon College,
Ashland, OR -- English
M.S., Southern Oregon College,
Ashland, OR -- Humanities

Jill Jascha: Librarian
B.A., University of Maryland,
College Park, M.D.
M.L.I.S., University of Oklahoma.
Norman, OK -- Library Science

Michele Jerde: Developmental Education
A.A., North Hennepin Community College,
Brooklyn Center, MN
B.A., Augsburg College,
Minneapolis, MN --
M.Ed., University of Idaho,
Moscow, ID --

Virginia Tinsley Johnson: English
B.A., College of Idaho,
Caldwell, ID -- English
M.A., University of Idaho,
Moscow, ID -- English
D.A., Idaho State University,
Pocatello, ID -- English

Joseph Jonas: Art
B.A., Eastern Washington University,
Cheney, WA -- Education
B.A., Eastern Washington University,
Cheney, WA -- Art
M.A., Eastern Washington University,
Cheney, WA -- Education

Terry Jones: Music
B.A., Montana State University,
Bozeman, MT -- Music Education
M.A., Eastern Washington University,
Cheney, WA -- Music Education
M.M., Eastern Washington University,
Cheney, WA -- Conducting

Ann Johnston: Librarian
B.A., University of Montana,
Missoula, MT -- Biology
M.L.I.S., Brigham Young University,
Provo, UT-- Library Services

Chad Klinger: English
B.A., Gettysburg College,
Gettysburg, PA -- English
M.A., Columbia University,
New York, NY -- English/Literature

Ramona Klinger: Speech
B.A., University of Hawaii,
Honolulu, HI -- Speech - Communications
M.A., University of Hawaii,
Honolulu, HI -- Speech - Communications

Edward (Tad) Leach: Law Enforcement
A.A.S., Harper College
Palatine, IL -- Criminal Justice
B.S., Bowling Green State University,
Bowling Green, OH -- Business Administration
M.B.A., Loyola University,
Chicago, IL -- Marketing
M.A., Webster Univeristy,
St. Louis, MO -- Administration of Justice

Gene Leroy: French/German
B.A., Florida International University,
Miami, FL -- French
B.S., Florida International University,
Miami, FL -- French/Education
M.S., Florida International University,
Miami, FL -- Modern Language Education

Joyce Lider: Spanish
B.A., Humboldt State University,
Arcata, CA -- Spanish
M.A., University of Nevada-Reno,
Reno, NV -- Spanish Language & Literature

Carol Lindsay: Child Development
B.A., College of Idaho,
Caldwell, ID -- Education
M.A., Boise State University,
Boise, ID -- Early Childhood Education

Patrick Lippert: Philosophy
B.A., University of Washington,
Seattle, WA -- English Literature
M.A., St. Louis University,
St. Louis, MO -- Philosophy
M.A., Jesuit School of Theology,
Berkeley, CA -- Divinity
Ph.L., St. Louis University,
St. Louis, MO -- Philosophy

Lisa Lynes: Art
B.A., University of California,
Davis, CA -- Art
M.A., Eastern Washington University,
Cheney, WA -- Art/Instruction

David Mann: Mathematics/Computer Science
B.A., University of Idaho,
Moscow, ID -- Psychology
M.S., University of Idaho,
Moscow, ID -- Computer Science

Dale Marcy: Chemistry and Environmental Science
B.S., University of Idaho,
Moscow, ID -- Secondary Education, Chemistry
M.S., University of Idaho,
Moscow, ID -- Chemistry

Maxine Martin: Nursing
Diploma, Trinity Hospital School of Nursing,
San Antonio, TX
B.S.N., Texas Christian University,
Fort Worth, TX -- Nursing
M.S., University of Idaho,
Moscow, ID -- Guidance/Counseling
M.S.N., University of Portland,
Portland, OR -- Nursing

Gerard Mathes: Music
B.Mus., University of Idaho,
Moscow, ID -- Music Education
M.Mus., University of Idaho,
Moscow, ID -- Composition

Joanne Mathews: Business
B.S., Ohio State University,
Columbus, OH -- Education
M.S., University of Idaho,
Moscow, ID -- Business Education

Daralyn Mattei: English
B.A., University of Arizona,
Tucson, AZ -- English
M.A.T., Whitworth College,
Spokane, WA -- Teaching

James McDonald: Math/Computer Science
A.A., North Idaho College
B.S., Idaho State University,
Pocatello, ID -- Pharmacy
M.B.A., Idaho State University,
Pocatello, ID -- Business Education

Anna McKinley: Speech
B.A., Eastern Washington University,
Cheney, WA -- Merchandising
M.S., Eastern Washington University,
Cheney, WA -- Communications

James McLeod: English
B.A., University of Washington,
Seattle, WA -- English/History
M.A., Eastern Washington University,
Cheney, WA -- English

Michael L. Miller: Business
B.S., University of Missouri,
Columbia, MO -- Agricultural Economics
M.B.A., University of Missouri,
Columbia, MO -- Finance

James Minkler: Philosophy/Japanese
B.A., University of Idaho,
Moscow, ID -- History/Philosophy
M.A., University of Idaho,
Moscow, ID -- Philosophy

Robert Murray: Botany
B.S., Washington State University,
Pullman, WA -- Botany
M.S., Washington State University,
Pullman, WA -- Botany

Curtis Nelson: Physics/Math
B.A., University of Washington,
Seattle, WA -- Math
M.S., University of Idaho,
Moscow, Idaho -- Physics

JoAnn Nelson: Business and Office Technology
B.S., University of Idaho,
Moscow, ID -- Business Education
M.S., University of Idaho,
Moscow, ID -- Business Education

Kay Nelson: Business
B.S., University of Idaho,
Moscow, ID -- Education
M.S., University of Idaho,
Moscow, ID -- Education

Robert Newell: Counselor
M.A., University of California,
Berkley, CA
M.S., Cal State-Hayward,
Hayward, CA

Laurie Olson-Horswill: English
B.A., Montana State University -- English
Bozeman, MT
M.A.T., Gonzaga University -- English
Spokane, WA

John Owen: Physical Education
A.A., Yakima Valley College, Yakima, WA
B.A., Central Washington State College,
Ellensburg, WA -- Physical Education
M.Ed., Whitworth College,
Spokane, WA -- Education

Judy Parker: Business
B.A., Eastern Washington University,
Cheney, WA -- Business Education
M.A., University of Idaho,
Moscow, ID -- Business Education

William Pecha: Chemistry
B.S., Iowa University,
Iowa City, IA -- Chemistry
M.A., Iowa University,
Iowa City, IA -- Chemistr

Pat Pidcock: History
B.A., Eastern Washington University,
Cheney, WA -- Education
M.A., Washington State University,
Pullman, WA -- History
Ph.D., Washington State University,
Pullman, WA -- History

Mary (Tina) Pinzotti: Developmental Education
B.A., D'Youville College
Buffalo, NY -- English
M.Ed., University of Idaho,
Moscow, ID -- Adult/Vocational Education
Idaho State Vocational Special Needs Certificate

Tim Rarick: Theatre
B.S., Washington State University,
Pullman, WA -- Education
M.S., University of Oregon,
Eugene, OR -- Theatre/English

Bill D. Richards: Geology/Geography
B.S., Stephen Austin State University,
Nacogdoches, TX -- Geology
M.S., Kansas State University,
Manhattan, KS -- Geology

Thomas Rigles: Math/Computer Science
B.A., University of Michigan,
Ann Arbor, MI -- Mathematics
M.A., Western Michigan University,
Kalamazoo, MI -- Mathematics
M.S., Western Michigan University,
Kalamazoo, MI -- Applied Statistics
Ph.D, Washington State University,
Pullman, WA -- Computer Science

Nils Rosdahl: Journalism
B.A., University of Montana,
Missoula, MT -- Journalism
M.A., University of Washington,
Seattle, WA -- Communications

Donna Runge: Counselor
B.S., University of Idaho
Moscow, ID -- Business Education
M.Ed., University of Idaho
Moscow, ID -- Counseling and Human Services

Richard Schultz: Culinary Arts
Idaho State Vocational Specialist Certificate

David E. Schumann: Drafting Technology
A.A., American River College, Sacramento, CA
Idaho State Vocational Specialist Certificate

Barry Simon: Engineering
A.A., North Idaho College, Coeur d'Alene, ID
B.S., University of Washington,
Seattle, WA -- Mechanical Engineering
M.S., University of Washington,
Seattle, WA -- Mechanical Engineering

Marcia Skinner: Nursing
Diploma, Deaconess Hospital School of Nursing,
Spokane, WA -- R.N.
B.S., Whitworth College,
Spokane, WA -- Nursing Certificate,
B.S., University of Washington,
Seattle, WA -- Community Health Nursing
M.Ed., University of Florida,
Gainesville, FL -- Health

Sharon Smith: Reading
B.A., Eastern Washington State College
Cheney, WA -- English
M.Ed., Eastern Washington University,
Cheney, WA -- Reading
Ph.D., University of Idaho,
Moscow, ID -- Education

Todd Snyder: Music
B.M.E., University of Iowa, Iowa City, IA -- Music Education
M.F.A., University of Iowa, Iowa City, IA -- Music

Debra Sprague: English
B.A., Eastern Washington University, Cheney, WA -- English/Psychology
M.A., Eastern Washington University, Cheney, WA -- English
Ph.D, University of Washington, Seattle, WA -- English

Donald Sprague: Psychology
B.A., Eastern Washington University, Cheney, WA -- Psychology
M.S., Eastern Washington University Cheney, WA -- Psychology

D. Tony Stewart: Political Science
B.A., Western Carolina University, Collowhee, NC -- Political Science
M.A., University of Tennessee, Knoxville, TN -- Political Science

Lamona Stinnette: Business and Office Technology
B.S., Western Oregon State University, Monmouth, OR -- Education
M.S., University of Idaho, Moscow, ID -- Business Education

Edwina Stowe: Mathematics
B.S., College of Idaho, Caldwell, ID -- Mathematics
M.S., Stephen F. Austin State University, Nacogdoches, TX -- Mathematics

James J. Straub: Machining Technology
B.S., University of Idaho, Moscow, ID
Idaho State Vocational Specialist Certificate

Michael A. Swaim: Automotive Technology
B.S., University of Idaho, Moscow, ID
Idaho State Vocational Specialist Certificate

Judith Sylte: History
B.A., Whitworth College, Spokane, WA -- History
M.A., University of California, Los Angeles, CA -- English/History

Donna Talty: Nursing
A.A.S., Waubonsee Community College, Sugar Grove, IL
B.S.N., University of Illinois, Chicago - -Nursing
M.S.N., Northern Illinois University, DeKalb, IL -- Nursing

Robert Traverse: Marine Technology
Idaho State Vocational Specialist Certificate

Milton D. Turley: Welding
Certified Welding Inspector
A.A., North Idaho College
B.S., University of Idaho, Moscow, ID
M.Ed., University of Idaho, Moscow, ID
Ed.S., University of Idaho, Moscow, ID
Idaho State Vocational Specialist Certificate

Alice Vogt: Art
B.F.A., Colorado State University, Fort Collins, CO -- Painting
M.F.A., Colorado State University, Fort Collins, CO -- Painting

John Weller: Nursing
B.A., Gonzaga University, Spokane, WA -- English/Philosophy
B.S.N., Eastern Washington University, Cheney, WA -- Nursing
P.N.P., University of Oregon, Portland, OR -- Pediatric Nursing
M.N., University of Oregon, Portland, OR -- Nursing

Kristine Wold: Developmental Education
B.Ed., Eastern Washington University, Cheney, WA -- Education
M.Ed., University of Oregon, Eugene, OR -- Education

Bernice Wright: Nursing
B.S., Columbia Union College, Takoma Park, MD -- Nursing
M.S., University of Maryland, College Park, MD -- Nursing

M. Fay Wright: English
B.A., Washington State University, Pullman, WA -- English
M.A., Western Washington University, Bellingham, WA -- English

Kenneth Wright: Chemistry/Mathematics
B.S., Portland State University, Portland, OR -- Chemistry
Ph.D., University of Idaho, Moscow, ID -- Chemistry

Peter Zao: Zoology
B.A., University of California, San Diego, CA -- Biology
M.A., University of California, San Diego, CA -- Biology

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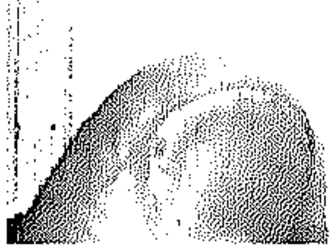

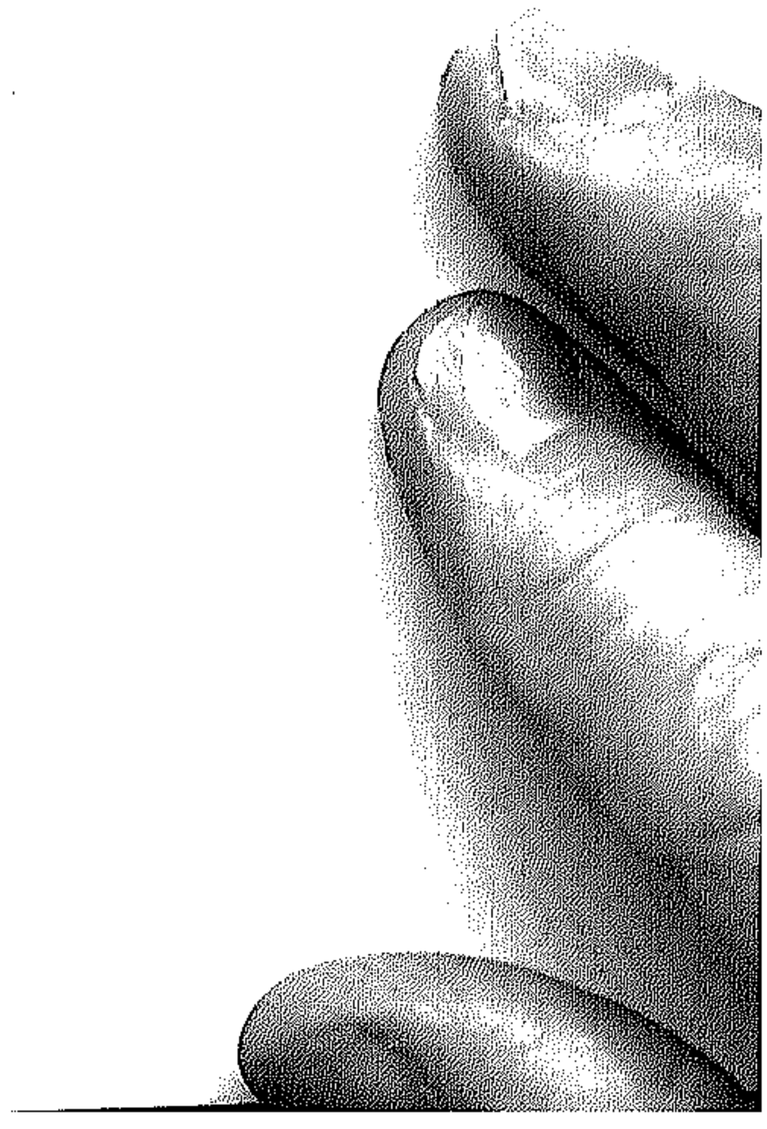

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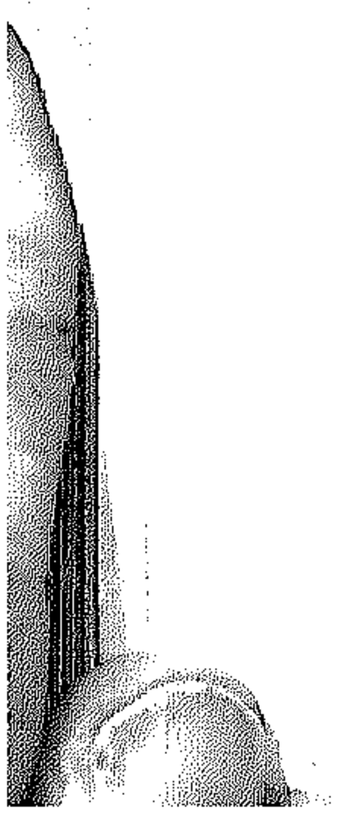

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