Welcome to North Idaho College

Dear Students,

Let me be the first to welcome you to North Idaho College! As a relative newcomer to the College, I can assure you that I made the best decision of my career to join my colleagues here at NIC, and I believe that you have made an equally beneficial and important decision in selecting North Idaho College as your college of choice. You will soon discover that NIC’s faculty and staff are committed to academic excellence, instructional innovation, lifelong learning, and student success. You will also find a supportive, nurturing environment where you can develop new skills, explore new career opportunities, and gain new perspectives on the world around you.

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

Sincerely,

Michael L. Burke, Ph.D
President

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.

North Idaho College, 1000 West Garden Ave., Coeur d'Alene, ID 83814
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# Telephone Directory

If calling from an on-campus phone, dial the last four digits only

<table>
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<tr>
<th>Department</th>
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<td>GENERAL INFORMATION</td>
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Office and Department Locations

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<td>Law Enforcement</td>
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<td>Nursing Division Chair</td>
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<td>Office of Institutional Affairs</td>
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<td>President's Office</td>
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<td>Public Relations (College Relations)</td>
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<td>Registrar's Office</td>
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<td>Sentinel, Student Newspaper</td>
<td>Siebert Building, 2nd Floor</td>
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<td>Social Sciences Division Chair</td>
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<td>* Student Activities</td>
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<td>* Student Government (ASNIC)</td>
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<td>Veterans' Administration Representative</td>
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* Scheduled to move into the remodeled Student Union Building in February, 1999.
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<td><strong>JANUARY '99</strong></td>
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**Legend:**
- **College Holidays**
- **Advising/Curriculum Days**
- **Commencement**
## February '99
- 15 Presidents' Day Holiday
- 22 Last day to remove incompletes from Fall Semester
- 23 Curriculum Day - no day classes scheduled

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## March '99
- 1-5 Midterm week
- 8 Midterm grades due by noon
- 8 Nursing program application deadline
- 16 Physical Therapist Assistant program application deadline
- 22 Last day to withdraw from semester-length classes at from college
- 29-31 Spring break

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## April '99
- 1-2 Spring break
- 5-9 Parent-Teacher week
- 22 Advising Day - no day classes scheduled
- 27-28 Registration for 1999 Fall Semester (continuing students)

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## May '99
- 4 General registration for Summer Session begins
- 10-13 Final examinations
- 14 Commencement
- 17 First day of 4-week and 8-week technical program blocks
- 18 Final grades due by noon
- 31 Memorial Day Holiday

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## June '99
- 7 Academic Summer Session begins
- 7-8 Class add/drops by students
- 11 End of 10-month technical programs

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## July '99
- 1 Apprenticeship registration begins
- 5 Independence Day Holiday (observed)
- 7 Admission application deadline for Fall Semester - July registration
- 9 End of 11-month technical programs
- 12 Last day to withdraw from 8-week courses or from college
- 21-23 Early registration for Fall Semester (tentative)
- 29 Summer Session ends

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### Legend
- □ College Holidays
- □ Advising/Curriculum Days
- ○ Commencement
North Idaho College

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

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

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

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

Accreditation

North Idaho College is fully accredited in all instructional areas by the Northwest Association of Schools and Colleges and the Idaho State Division of Vocational Education. The Nursing Program is accredited by the National League for Nursing Accrediting Commission. In July 1997 the Physical Therapist Assistant program received candidacy status from the Commission on Accreditation in Physical Therapy Education. The final accreditation decision for the Physical Therapist Assistant program is expected to be made in September of 1998.

History

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

Open Door Policy

NIC subscribes to the philosophy of the comprehensive community college, including an ‘open door’ admissions policy. To truly reflect its role as a community college, NIC accepts the fundamental responsibility to meet the varied needs of individuals with widely divergent interests and abilities. At the same time, NIC seeks to respond to the needs of individuals, 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.

North Idaho College Website

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

www.nic.edu

Campus e-mail addresses are:
Admissions Office .......... admit@nic.edu
Financial Aid Office .......... finaid@nic.edu
Registrar’s Office .......... registration@nic.edu

Community Services

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

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

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

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

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

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

Gifts to the Foundation are accepted through the Office of College Relations and Development. Further information about the Foundation is available by phoning (208) 769-3316 or writing to the NIC Foundation at 3000 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, and graduation from, the College and its various divisions; and, (e) change any other regulations affecting students. Changes shall be enacted for both prospective and presently enrolled students whenever deemed appropriate. Advance notice of such changes will be provided whenever possible.

Equal Opportunity

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

Drug Free Campus

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

## If you are...

### Step 1
Apply for Admission

- Enrolling for credit courses at NIC, Coeur d'Alene campus, working toward an associate degree or a certificate of completion... *(Degree-Seeking Student)*
- A Financial Aid applicant must be a degree-seeking student.

- Complete 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 all high schools in Idaho.

### Step 2
Take Placement Assessments

- 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.

### Step 3
Plan Educational & Career Objectives

- Refer to program descriptions in this catalog or contact Student Services.
- Halland 104
- 769-3370

### Step 4
Consult an Advisor & Register for Classes

- Refer to Class Schedule for information. For advising information contact Student Services. Registration appointments are assigned by application date. Earliest applicants receive earliest appointments.
- Halland 104
- 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 at 769-3311.

## Enrolling for credit courses held in Kellogg, Sandpoint, and other outreach sites *(Maturicating and Non-Maturicating students)*

- Submit Application for Admission and $10 application fee. Degree-seeking students should complete formal process - See Admissions section of catalog (pg. 12).

- Refer to Class Schedule or contact Admissions at 769-3311.

## Enrolling for Community Education Courses *(non-credit, special interest)*

- Peschke Center, Coeur d'Alene campus and all other outreach sites.

- Complete registration form available in schedule. Certificate of Residency is not required.
- 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 16 years old.

---

Certain programs such as allied health, 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 W. Garden Ave., Coeur d'Alene, ID 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.

<table>
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<tr>
<th>MATRICULATING STUDENTS</th>
<th>Degree Seeking, and Veteran Benefits or Financial Aid Recipients</th>
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<tr>
<td>Admissions Requirement</td>
<td>First Time Freshman, Never-Attended College High School Graduated</td>
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<tr>
<td>$10 Application Fee</td>
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<tr>
<td>Certificate of Residency</td>
<td>YES for Idaho residents not from Kootenai County</td>
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<tr>
<td>High School Transcript (Showing date of graduation)</td>
<td>YES (Official Transcript)</td>
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<tr>
<td>Official College Transcript(s)</td>
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<tr>
<td>Placement Assessment</td>
<td>YES</td>
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## SELECTIVE ADMISSION PROGRAMS • ADDITIONAL REQUIREMENTS
(See page 15 for list of programs, Check with Admissions Office for Application Deadlines)

| | YES | YES | YES | YES | YES |
| Three Letters of Recommendation | YES | YES | YES | YES | YES |
| Personal Statement | YES | YES | YES | YES | YES |
| High School Transcript | YES | 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)

| | YES | YES | YES | YES | NO |
| Application for Admission | YES | YES | YES | YES | NO |
| Application Fee | YES | YES | YES | YES | NO |
| Placement Assessment | YES | YES | See Admissions Office | See Admissions Office | NO |
| Certificate of Residency | Idaho residents NOT from Kootenai County must file certificate with home county | NO |

Idaho residents NOT from Kootenai County must file certificate with home county.
WELCOME TO NIC!

Operating as a comprehensive community college, North Idaho College accepts any student meeting minimum qualifications who can benefit from the credit-granting programs offered by the College. A diploma from an accredited high school or a G.E.D. is required to gain admission to the College as a matriculated student.

Students who intend to receive a degree or certificate from the College must submit all materials as listed below. Failure to do so will result in the student's status being changed to non-degree seeking.

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

Academic/Transfer Programs .................................. Page 12
Applied Technology Programs .................................. Page 13
General Information .............................................. Page 14
Selective Programs ................................................. Page 15
Paralegal ............................................................... Page 15
Pharmacy Technology ............................................. Page 15
Physical Therapist Assistant .................................... Page 15
Practical Nursing ................................................... Page 16
Registered Nursing ................................................ Page 16
International Students ............................................ Page 17
Dual Enrollment Program ....................................... Page 18
Residency Information ............................................ Page 18

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

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 Placement Assessment, please call the Admissions Office at (208) 769-3311.

DEGREE OR CERTIFICATE SEEKING (Matriculating Students)

To apply for admission the following items are necessary to complete your files:
1. Application for Admission.
2. $10 application fee (Nonrefundable, 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 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, see page 14.

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 Placement Assessment.
5. Certificate of Residency: Required from Idaho students whose home county is NOT Kootenai County. Refer to page 18 for details on determining residency status. Washington Reciprocity and Western Undergraduate Exchange Students: 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.) Refer to page 19 for further information.

NON-DEGREE SEEKING
(Non-Matriculating Students)

As an alternative education path for those who choose not to progress towards a degree, students 18 years of age or over may enroll in courses for their personal enrichment. 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. (Nonrefundable, one-time fee).
3. Schedule an appointment for the 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.

Applied Technology (ATEC) Admission Requirements

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 Placement Assessment.

Appointments for the Placement Assessment are scheduled through the Admissions Office.

The Placement Assessment 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 nonrefundable $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 regular admission requirements detailed below:

* Automotive Technology
* Carpentry
* Collision Repair Technology
* 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
* Office Information Specialist

Office Assistant
Secretarial Studies (Administrative, Legal, Medical)
Small Business Management
* Welding Technology

* Limited Enrollment programs

Applied Technology 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, and
- Satisfactory completion of high school coursework that includes at least the following:
  - Mathematics: 4 credits from challenging math sequences including 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.

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, or
• General Educational Development (GED) certificate
• and Placement examination

Applied Technology 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.

Applied Technology Placement Criteria

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, whose cumulative grade point average is below 1.75 will be admitted on probation. See the Academic Probation section on page 35.

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), Practical Nursing (PN), and Physical Therapist Assistant (PTA) programs. All students who take part in intercollegiate athletics are required to have annual physical examinations.

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 another college 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 Residence, 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 (or a student who graduated from a nonaccredited high school) 18 years or over may enroll in courses for his personal enrichment as a non-matriculated student. All credits completed will appear on an NIC transcript. A student under this classification wishing to be admitted as a regular matriculating student may do so upon passing the high school level General Educational Development (GED) tests. The student must receive a standard score of 40 or above on each test and an average standard score of at least 45 on all five tests. If a student has not completed the GED, they must complete the Placement Assessment and receive a minimum
score before being accepted for admission.

When a student is using the Placement Assessment as an option, they must complete specific sections as determined by the U.S. Department of Education to determine Ability-to-Benefit.

For the ASSET, the sections and minimum scores are: Writing Skills 34; Reading Skills 34; and Numerical Skills 33.

For the COMPASS, the sections and minimum scores are: Pre-Algebra/Numerical Placement 21; Reading Placement 60 and Writing Placement 21. For more information, call the Admissions Office at 769-3311.

**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:

- Paralegal
- Pharmacy Technology
- Physical Therapist Assistant
- Practical Nursing
- Registered Nursing

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

**Paralegal**

Application Deadline: October 27, 1999 for acceptance into Spring 1999

**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 Paralegal 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 2.80 or higher.
2. Completion of, or be currently enrolled in:
   a. BUSO 171
   b. BUSO 205
   c. COMM 101 or, COMM 233 or, COMM 236
   d. ENGL 101
   e. PLEG 101
   f. PLEG 103
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. Students currently enrolled in the Legal Secretary Program may apply when they have met the above outlined requirements and are currently enrolled in BUSO 292 Legal Secretary Internship.

**Pharmacy Technology**

Application Deadline: October 27, 1999 for acceptance into Spring 1999.

In addition to the regular college admissions requirements, students applying to the Pharmacy Technology program need to complete an application form. Current students should already have paid their application fee and have transcripts on file, but still need to submit a new admission application when applying to the Pharmacy Technology program.

The Application Packet for the Pharmacy Technology program may be picked up at the Admissions Office after September 1.

**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. Completed Personal Statement Form in the student's handwriting.
3. Three completed NIC Allied Health recommendation forms, preferably from an employer, teacher, counselor or volunteer supervisor. Recommendations from family members will not be accepted.

**ADMISSION REQUIREMENTS:**

1. High school diploma or GED.
2. Transfer applicants must submit official transcripts of work in progress from current college. Final transcripts are required when available.
3. Completion of PSB Health Occupations Aptitude Examination. (Testing will be scheduled in September and October, 1998. Phone (208) 769-3297 for an appointment. There is a $10 testing fee.)
4. A minimum grade of a "C" (2.00) must be achieved in prerequisite courses:
   a. ALTH 101, 102
   b. BIOL 175
   c. BUSO 109
   d. COMM 233
   e. ENGL 101
   f. MATT 102
3. No course may be repeated more than once to achieve a 2.00 grade point average.

**Physical Therapist Assistant**

Application Deadline: March 16, 1999 for acceptance into Fall 1999.

**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. Transfer applicants must submit official transcripts of work-in-
A D M I S S I O N S

progress from current college. Final transcripts are required when available.
3. Completion of PSB Health Occupations Aptitude Examination. (Testing dates will be determined during Fall Semester. Phone (208) 769-1257 for an appointment. There is a $10 testing fee.)

A D M I S S I O N R E Q U I R E M E N T S:
1. High school diploma or GED.
2. Minimum cumulative grade point average of 2.75 must be achieved. If currently enrolled, midterm grades will be considered until final grades are available.
3. No course may be repeated more than once to achieve a 2.00 grade point average.
4. Completion of the following prerequisites:
   a. ALTH 101 and 102
   b. ALTH 105
   c. COMM 233
   d. ENGL 101
   e. BIOL 227 and 228
   f. MATH 102
   g. BUSO 109
   h. PSYC 101
   NOTE: All science courses must have been taken within the last five years.
5. A total of 80 hours of volunteer or paid experience in a physical therapy setting. These hours must be completed before fall semester.

Practical Nursing
Application Deadline: March 8, 1999 for acceptance Into Fall 1999.

A D M I S S I O N P R O C E D U R E S:
In addition to the regular college admissions requirements, students applying for the Practical Nursing Program need to complete a Nursing Application which consists of:
1. Application for Admission (including current students). New and former students must complete formal admissions process as listed for Degree Seeking Students (Matriculating).
2. Three (3) completed NIC Nursing Recommendation Forms, preferably from an employer, teacher, counselor, or volunteer supervisor. Recommendations from family members will not be accepted.
3. A completed Personal Statement Form in the student’s own handwriting.
4. Results from the PSB Aptitude Exam (see application packet for information on scheduling the exam).
5. High school and college transcripts.
6. NIC Application for Admission.
7. NIC Application for Admission fee.

Current students should already have paid their application fee and have transcripts on file. These students still need to submit a new admission application when applying to the Practical Nursing program.

The Application Packet for the Practical Nursing program may be picked up at the Admission’s Office after October 15.
Students accepted into the Practical Nursing program shall submit a $100 deposit by May 1 or 15 days after receipt of their acceptance letter.

A D M I S S I O N R E Q U I R E M E N T S:
1. A high school diploma or GED.
2. A minimum cumulative grade point average of 2.50 or,
   a minimum cumulative grade point average of 2.00 of which the grade point average of the last 10-12 credits must be 2.00 or above.
   These last 10-12 credits must include four credits of laboratory science courses required by the Practical Nursing program
3. Prerequisite Courses:
The following courses must be successfully completed by June of the year application for admission is made to the Nursing program:
   a. Chemistry 101 or one year of high school chemistry with lab, with a grade of C or higher in each grading period, taken within the five years prior to applying to the program
   b. Math 102
   c. Psychology 101
   d. English 099 or NIC placement test score, taken within the past two years prior to application for admission to the program indicating placement out of ENGL 101 or one of 45 or higher on the ASSET Writing Skills Test
   4. Minimum grades of C or 2.00 must be earned in all courses required for the program
5. No course may be repeated more than once to achieve a 2.00 grade point.
6. Laboratory science courses completed more than five years previous to application to the program must be repeated
7. The Practical Nursing Department will determine if previous college work will be acceptable for transfer

Registered Nursing
Application Deadline: March 8, 1999 for acceptance Into Fall 1999.

A D M I S S I O N P R O C E D U R E S:
In addition to the regular college admissions requirements, students applying for the Registered Nursing (RN) Program need to complete a Nursing Application which consists of:
1. Application for Admission (including current students). New and former students must complete formal admissions process as listed for Degree Seeking Students (Matriculating).
2. Three (3) completed NIC Nursing Recommendation Forms, preferably from an employer, teacher, counselor, or volunteer supervisor. Recommendations from family members will not be accepted.
3. A completed Personal Statement Form in the student’s own handwriting.
4. High school and college transcripts.
5. NIC Application for Admission.
6. NIC Application for Admission fee.

Current students should already have paid their application fee and have transcripts on file. These students still need to submit a new admission application when applying to the Nursing program.

The Application for the Nursing Program may be picked up at the Admission’s Office after October 15.
Students accepted into the Nursing Program must submit a $100 deposit by May 1 or 15 days after receipt of their acceptance letter.

A D M I S S I O N R E Q U I R E M E N T S:
1. A high school diploma or GED.
2. Prerequisite Courses:
The following courses must be successfully completed by June of the year application for admission is made to the Nursing program:
   a. Algebra: Minimum accepted. Two years of high school algebra,
or

NMC placement test results indicating placement above MATH 025, or

completion of MATH 025 with a grade C or better.

b. Chemistry. One full year of high school chemistry with lab, with a grade of C or higher each grading period, taken within the five years prior to applying to the Nursing program, or Chemistry 101 with a grade of C or higher, taken within the five years prior to applying to the Nursing program.

c. Biology 227

d. Biology 228

e. Communications 101

f. English 101

g. Psychology 101

3. A cumulative college grade point average of 2.50 is required, but a cumulative of 2.75 is preferred.

4. A minimum grade of C or 2.00 GPA must be achieved in each required course. Each course may be repeated once to improve a grade.

5. All laboratory science courses must have been taken within five years of application to the program.

6. Priority in selection for admission will be given to students in the following order:

   a. Completed all, or the majority of, the required general education requirements including sciences prior to the start of the Nursing program with a cumulative GPA of 2.75.

   b. Completed all sciences with a cumulative GPA of 2.75.

   c. Completed admission prerequisites with a cumulative GPA of 2.75.

ADDITIONAL INFORMATION

1. The additional coursework required to meet the A.S. degree requirements is not completed at the time of admission to the Nursing program must be completed by the end of the program.

2. The Nursing Division will determine if previous college credit will be acceptable for transfer.

3. Arrangements will be made on an individual basis for students entering with previous nursing credits.

4. Advanced placement is available for Licensed Practical Nurses. Applicants must meet the same criteria and deadlines as other program applicants, plus submit a written 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 $50 application fee (nonrefundable).

3. Academic Records: Submit original or certified copies of transcripts or documentation from all secondary and 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 when 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). For the paper-based TOEFL, a score of 500 or above is required. For the computer based TOEFL, a score of 173 or higher is required (these minimums are subject to change). To have some results submitted to NIK, please specify the NIK 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 889, Princeton, New Jersey 08540 USA. Additional information is available on the Internet at www.toefl.org. Additional options for demonstrating English proficiency are being reviewed. Please contact the Admissions Office if you have any questions.

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 on 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. Health Insurance: International students are required to purchase the Student Health Insurance Plan (Plan B) made available through the Associated Students of North Idaho College. Exemptions are only granted if the student can provide comparable evidence of financial responsibility for medical expenses. Students purchasing this insurance will be covered until the end of the coverage period. This policy includes hospitalization and medical evacuation benefits.

7. 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 sponsor, or a governmental agency. Affidavits of support may be required with the application for admission. Students may not rely on part-time employment once off-campus work permits are not available. The college will be responsible for a foreign student's financial. Therefore, North Idaho College requires each international student to have $11,000 (U.S.) or an equivalent amount of money adequate for one 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: $3,884

   Room and Board: $4,500

   Mandatory Health Insurance: $440

   Books, supplies, clothing, incidentals: $2,176

   Total: $11,000

   * Subject to change without notice.
DUAL ENROLLMENT

NIC's Dual Enrollment Program allows high school juniors and seniors to enroll in NIC courses on campus or at their high school. Classes are limited to college-level courses. Credit for both high school and college may be awarded (high school counselors have course equivalency information). Students have the option of using credits completed at NIC as college credit only.

The credits completed through NIC will always appear on the NIC transcript. Students continuing at NIC after high school graduation can apply these credits toward NIC degree or certificate requirements. These credits should transfer to other colleges and universities across the nation that are regionally accredited.

Complete details about the Dual Enrollment Program are available from high school counselors and the NIC Admissions Office. Please ask for the Advanced Placement Learning Programs, Parent and Student Handbook.

To participate in the program applicants:
- Must be at least 16 years of age, or
- Successfully completed at least one-half of the high school graduation requirements as certified by the student's high school.

Entrance Requirements:
- 3.00 high school grade point average
- Placement scores indicating college-level courses

Once a student is accepted into the program, they should meet with their high school counselor to determine dual credit options and to complete the Advanced Placement Learning Programs Course Recommendation/Registration Form.

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's 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 the 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. 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 less."

If verification is not received from the home county, the student must pay the non-resident fee. (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 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.

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 1997/98 academic year the following western states are participating in this program for two-year institutions:

- Alaska
- Idaho
- New Mexico
- South Dakota
- Colorado
- Montana
- North Dakota
- Utah
- Hawaii
- Nevada
- Oregon
- 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 preregistration set aside for continuing students. Any student, new or continuing, applying for WUE will be considered on a space-available basis.

Senior Citizens

Any individual 60 years 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.

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 preregistration set aside for continuing students. Any student, new or continuing, applying for reciprocity will be considered on a space-available basis.
### Financial Costs & Information

Tuition and fees at NIC are the lowest in the State of Idaho and the Inland Northwest. All rates quoted below are subject to change without notice. Idaho residents not living in Kootenai County must submit a Certificate of Residency. Details on qualifying for out-of-state tuition reduction programs (Washington Reciprocity or Western Undergraduate Exchange) are available from the Admissions Office. The figures below do not include personal expenses or transportation. Books and supplies for academic transfer programs are estimated at $500 per year.

### TUITION AND FEES FOR THE 1998-99 SCHOOL YEAR

#### ACADEMIC TRANSFER PROGRAMS

<table>
<thead>
<tr>
<th>Student Category</th>
<th>Fall</th>
<th>Spring</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kootenai County Residents</td>
<td>$564</td>
<td>$564</td>
<td>$1,128</td>
</tr>
<tr>
<td>Out-of-County, Idaho Residents</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Students qualifying for county support</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Students not qualifying for county support</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Out-of-State/Country</td>
<td>$1,942</td>
<td>$1,942</td>
<td>$3,884</td>
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<tr>
<td>Washington Reciprocity</td>
<td>$1,442</td>
<td>$1,442</td>
<td>$2,884</td>
</tr>
<tr>
<td>Western Undergraduate Exchange</td>
<td>$1,600</td>
<td>$1,600</td>
<td>$3,200</td>
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</tbody>
</table>

Students registering for 15 or more credits are assessed an additional non-refundable fee per credit.

<table>
<thead>
<tr>
<th>Student Category</th>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Idaho Residents</td>
<td>$69</td>
<td>$69</td>
</tr>
<tr>
<td>Out-of-State/Country</td>
<td>$241</td>
<td>$241</td>
</tr>
</tbody>
</table>

Students registered for 7 credits or less are charged a per-credit fee.

<table>
<thead>
<tr>
<th>Student Category</th>
<th>1st Credit/Additional</th>
<th>1st Credit/Additional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kootenai County Residents</td>
<td>$79/$69</td>
<td>$79/$69</td>
</tr>
<tr>
<td>Out-of-County, Idaho Residents</td>
<td></td>
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<tr>
<td>Students qualifying for county support</td>
<td>$79/$69</td>
<td>$79/$69</td>
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<tr>
<td>Students not qualifying for county support</td>
<td>$142/$132</td>
<td>$142/$132</td>
</tr>
<tr>
<td>Out-of-State/Country</td>
<td>$251/$241</td>
<td>$251/$241</td>
</tr>
<tr>
<td>Washington Reciprocity</td>
<td>$188/$178</td>
<td>$188/$178</td>
</tr>
<tr>
<td>Western Undergraduate Exchange</td>
<td>$208/$198</td>
<td>$208/$198</td>
</tr>
</tbody>
</table>

#### APPLIED TECHNOLOGY PROGRAMS

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

<table>
<thead>
<tr>
<th>Student Category</th>
<th>Cost Range</th>
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</thead>
<tbody>
<tr>
<td>Idaho Residents</td>
<td>$1,128 - $1,687</td>
</tr>
<tr>
<td>Books, Supplies, Tools</td>
<td>$225 - $2,300</td>
</tr>
<tr>
<td>Total</td>
<td>$1,353 - $3,987</td>
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<tr>
<td>Out-of-State</td>
<td>$3,884 - $4,443</td>
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<tr>
<td>Books, Supplies, Tools</td>
<td>$225 - $2,300</td>
</tr>
<tr>
<td>Total</td>
<td>$4,109 - $6,743</td>
</tr>
</tbody>
</table>
Special and Incidental Fees

Application Fee ........................................... $10
This one-time fee is required at the time of submitting the initial Application for Admission to NIC. It is non-refundable and non-transferable.

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

Parking Fee ........................................... $10 per year

Special Course Fees .......... See Class Schedule for charges
(Labs, Physical Education and Music)

Transcript Fee ........................................... $2
Initial official copy furnished upon request without charge. Additional copies, when requested, are $2 per copy. Please note that transcripts will not be processed if a student has a financial hold on their records. Financial holds include parking fines, library fines, delinquent loan payments, etc.

Summer Session .... See Summer Session Schedule for charges

Noncredit Classes .......... See non-credit course catalog.

FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE

Deposits

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

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 47 for those programs that require a deposit.

Tuition and Fees Payment Procedures

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

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

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

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

North Idaho College Refund Policy

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

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

Full-time or part-time students who withdraw from semester-length credit courses (day or evening) will, ON WRITTEN NOTIFICATION to the College Registrar AT THE TIME OF WITHDRAWAL, receive refunds as follows:

1. If withdrawal is made before the second day of the semester, 100% less $10 will be refunded.
2. If withdrawal is made within the first week of the semester, 75% will be refunded.
3. If withdrawal is made after the first week and within the second week, 50% will be refunded.
4. No refunds will be allowed after two weeks of the start of the semester.

Students who withdraw from short-term courses (less than 15 weeks in length) will, ON WRITTEN NOTIFICATION to the College Registrar AT THE TIME OF WITHDRAWAL, receive refunds as follows:

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

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

NOTE: Federal financial aid regulations require a pro rata refund of tuition and fee charges for the student who enrolls at North Idaho College for the first time and is receiving federal financial aid funds. For more information please see page 24.
FINANCIAL AID - WHAT IS IT?

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

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

Approximately 45 percent of the students attending North Idaho College receive some type of financial aid. Students who think they may need help to pay for college should apply for financial aid. Due to limited funding, the earlier in the year the financial aid application is completed the better the chances are for receiving the maximum amount of eligible financial aid. The Pell Grant and the Stafford Loan are available all year so students who miss the Preferred Financial Aid deadline of 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 registration.

<table>
<thead>
<tr>
<th>PROGRAM AND SOURCE OF FUNDING</th>
<th>ELIGIBILITY REQUIREMENTS (All students must be degree seeking)</th>
<th>AVAILABLE AMOUNTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GRANTS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Pell Grant</td>
<td>Undergraduate student who has NOT received a bachelors degree</td>
<td>Maximum award for the 1998-99 school year is $3,000.</td>
</tr>
<tr>
<td>Federal Supplemental Educational Opportunity Grant (SEOG)</td>
<td>Full-time student (12 credits) with demonstrated exceptional need.</td>
<td>Eligibility determined by Financial Aid Office.</td>
</tr>
<tr>
<td>Idaho State Student Incentive Grant</td>
<td>Full-time (12 credits) Idaho residents with demonstrated need.</td>
<td>Eligibility determined by Financial Aid Office.</td>
</tr>
<tr>
<td>Grant-in-Aid (GIA)</td>
<td>At least half-time (6 credits) enrollment.</td>
<td>Maximum award is tuition and fees. Awards vary by NIC Department.</td>
</tr>
<tr>
<td>Scholarships</td>
<td>Determined by donor. Awarded by the NIC Scholarship and Financial Aid Committee.</td>
<td>Determined by donor. Scholarship information is posted outside Financial Aid Office in Lee Hall.</td>
</tr>
<tr>
<td><strong>LOANS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Perkins Loan Program (FPSSL)</td>
<td>At least full-time (12 credits) enrollment.</td>
<td>Maximum award for the 1998-99 school year is $2,500.</td>
</tr>
<tr>
<td>Federal Subsidized Stafford Loan</td>
<td>At least half-time (6 credits) enrollment.</td>
<td>Maximum award for students completing 0-25 credits is $2,625. Maximum award after 25 credits is $3,500.</td>
</tr>
<tr>
<td>Federal Plus Loan (Parent Loan)</td>
<td>At least half-time (6 credits) enrollment.</td>
<td>Parents may borrow up to the cost of education minus previously awarded financial aid.</td>
</tr>
<tr>
<td><strong>WORK</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Workstudy</td>
<td>At least half-time (6 credits) enrollment.</td>
<td>Amounts vary according to need. Maximum award for 1998-99 school year is $2,000.</td>
</tr>
<tr>
<td>Idaho Workstudy</td>
<td>At least half-time (6 credits) enrollment.</td>
<td>Amounts vary according to need. Maximum award for 1998-99 school year is $2,000.</td>
</tr>
</tbody>
</table>
Eligibility For Financial Aid

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

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

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

To be eligible for need-based financial aid, in addition to demonstrating financial need, the student must:
1. Have a high school diploma, GED, or equivalent, or pass the ability to benefit test.
2. Be a legal permanent resident or meet the qualifications for eligibility as defined by the United States Citizenship and Immigration Services.
3. Not be enrolled in a Federal Perkins Loan, Federal Stafford Loan (or a Federal Guaranteed Student Loan, Federal Supplemental Loan for Students, Federal Parent Loan for Undergraduate Students, or Federal Supplemental Educational Opportunity Grant, Federal State Student Incentive Grant, or Federal Family Education Loan previously used for attendance at North Idaho College or at any other educational institution.
4. Be a U.S. citizen, national, or permanent resident.
5. Certify that, if required, he has registered with Selective Service.
6. Maintain satisfactory academic progress toward her or his North Idaho College degree certificate as determined by the North Idaho College Satisfactory Academic Progress Policy.

Satisfactory Academic Progress Policy

The U.S. Department of Education requires students to maintain satisfactory progress toward their degree 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 2.0 grade point average (GPA) during the first semester of enrollment. A cumulative GPA of 2.0 is better.
2. Complete a specified number of credits per semester based on the number of credits enrolled in during that semester.

<table>
<thead>
<tr>
<th>Enrollment Status</th>
<th>Completed Credits Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time (&lt;12 credit)</td>
<td>11</td>
</tr>
<tr>
<td>Three Quarter Time (&lt; 11 credit)</td>
<td>8</td>
</tr>
<tr>
<td>Half Time (&lt; 6 credit)</td>
<td>5</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Degree Certificate</th>
<th>Enrollment Status</th>
<th>Max. Semesters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Degree</td>
<td>Full Time (12+ credits)</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>0-1 time (9-11 credits)</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>1-2 time (6-8 credits)</td>
<td>12</td>
</tr>
<tr>
<td>Technology Certificate</td>
<td>Any</td>
<td>6</td>
</tr>
</tbody>
</table>

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 for the semester that they are on probation.

Financial Aid Eligibility Suspension

Students will not be eligible for financial aid at North Idaho College and any current financial aid award will be cancelled if they:
1. Complete less than the required 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 certificate within the maximum number of semesters.

Making Up Deficit Credits

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

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

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

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

Appeal

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

Applying For Scholarships

Students who want to apply for a scholarship should complete the North Idaho College Scholarship Application and return it to the Financial Aid Office prior to April 15 for fall semester and prior to November 15 for 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.

Bookstore Charges and Financial Aid

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

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

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

Other Financial Assistance Programs

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

Financial Aid Recipients Refund Policy

Continuing Students and Former Students: Students receiving financial aid who are not enrolled in their first semester will have all refunds calculated by comparing the College Refund Policy and the Federal Refund Policy.

NIC Policy: 100 percent before the second day; 75 percent within the first week; 50 percent within the second week.

Federal Policy: 100 percent before the second day; 90 percent within the first two weeks; 50 percent within the third and fourth weeks; 25 percent within the fifth and eighth weeks.

New Students: Students receiving federal financial aid who are enrolled in their first semester at North Idaho College will have their refund calculated according to the pro rata refund calculation established by the Higher Education Amendments of 1992.

Pro rata refund is a refund by the College to a student who is attending the College for the first time. The College must refund a percentage of the tuition/fees and room/board charges based on the student's weeks of attendance. The pro rata refund policy does not apply to students whose date of withdrawal is after the 60 percent point in time in the period of enrollment for which the student has been charged (10th week of the semester).

Repayment Distribution: Refunds/Repayments that must be returned to the federal student aid programs will be returned to the programs in the following order: 1) Loans for Students (refund only); 2) Federal Perkins Loan; 3) Federal Pell Grant;
4) Federal Supplemental Educational Opportunity Grant; 5) State Student Incentive Grant-Washington State Need Grant; 6) Other scholarships.

Refund Distribution:
1) Unsubsidized Federal Stafford Loan;
2) Subsidized Federal Stafford Loan;
3) Federal PLUS Loan;
4) Federal Perkins Loan;
5) Federal Pell Grant;
6) Federal Supplemental Opportunity Educational Grant;
7) State Student Incentive Grant/Washington State Need Grant;
8) Other Scholarships.
HOW TO REGISTER FOR CLASSES

North Idaho College operates on a fall/spring semester system followed by an eight-week summer session. There are also some four- and eight-week technical program blocks both before and after the regular semesters.

Students must register for each semester/block they attend. Registration is the official process of enrolling in classes by completing a scheduling sheet, conferring with an advisor, and paying tuition and fees. Check the calendar on pages 6 and 7 for information regarding application and registration dates.

Class Schedules are usually available in April for summer session and fall semester, and in November for the following spring semester. Currently enrolled students receive priority in registering.

Registration for new and former students for both fall and spring semesters is by appointment only. Dates and time are determined by the date that applications for admission are received. Those who turn in applications early, receive early appointment times. Specific steps for registration are included with appointment letters.

Please note that students who have a financial hold on their record will not be allowed to register until the hold has been cleared. Financial holds include parking fines, library fines, delinquent loan payments, etc.

Payment of Tuition and Fees

Payment of tuition and fees is due at the time of registration. The only exception to this is when continuing students register for fall semester in April and payment is due in July.

Adding/Dropping Classes

After initial registration, enrolled students may add courses, on a space available basis, with a Schedule Change Form. Using this same form, students may also drop a course and no record of the class will appear on the transcript. Classes may be added or dropped during the first week of fall and spring semesters and during the first two days of summer session.

Withdrawing from Classes

From the beginning of the second week until the first day of the eleventh week of each semester, students may withdraw from classes using a Course Withdrawal Form. Signature approval must be obtained on the form from both the class instructor and the student's advisor. A "W" will be recorded on the student's transcript. After the final withdrawal date, students may not withdraw from a class regardless of academic status.

Withdrawals from summer session are permitted beginning the third day of classes until the first day of the sixth week.

NOTE: Students cannot officially withdraw from a class either by ceasing attendance or by simply informing the instructor of the withdrawal. A Course Withdrawal Form must be processed through the Registrar's Office before the withdrawal is considered "official." Failure to officially drop a class will result in a failing grade. Withdrawals will not be processed until students have a financial hold on their record. Financial holds include parking fines, library fines, delinquent loan payments, etc.

Auditing a Class

To audit a class, students must select the audit option on the online registration form or during the first week of classes. Students auditing classes are not required to take tests and will not receive a grade of credit, but they are expected to attend class regularly. Auditing students cannot receive credit for an audited course unless they repeat the course as a regularly enrolled student. Audit students are required to pay standard tuition and fees.

Independent Studies

Independent study classes are available in most academic disciplines and are designated by the class number, 999. These classes are open to students with a 2.0 GPA and who have completed 26 semester credits. They cannot be used to fulfill associate degree core requirements.

Students may take no more than three credits per semester of independent study and no more than six credits per year. Students may register for independent study classes during the first four weeks of a regular semester or the first two weeks of a summer session. Forms and further information are available in the Registrar's Office.

Outreach Classes

North Idaho College offers a variety of classes at outreach sites to serve residents of North Idaho. Persons residing in Benewah, Bonner, Boundary, and Shoshone counties may obtain information about outreach offerings from their local coordinator or from area public libraries. Phone (208) 769-3300 for more information.

Concurrent Enrollment with Lewis-Clark State College or the University of Idaho

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

Name/Address Changes

Students' correct names, home and college addresses are vital for College records since students often receive material from the College through the mail. Students who change their name or address during the year should file a change in the Registrar's Office.
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 north side of the Hedlund 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 and they also receive important information about the NIC advising process. Students are then assigned a specific advisor once the semester begins and are responsible for meeting on a regular basis with their assigned advisor. Supplemental advising support is 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.

Applied Technology Student Support Services • 769-3468

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

Applied Technology Placement Services and Co-Op Opportunities • 769-3451

The Applied Technology Placement Specialist coordinates all job development and referral efforts for both graduate job placement and cooperative education (co-op) student employment. Assistance is available with resumes, cover letters, and job interviews for upcoming graduates preparing for a job search. Jobs with local and regional companies are regularly posted on the job board located in the Hedlund Building.

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

Bookstore • 769-3364

The NIC Bookstore is temporarily located in the Hedlund 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 cashier’s window at the Business Office. All checks to students may also be picked up from the Business Office (advanced V.A. checks, however, are available through the Registrar’s Office).

Campus Emergency Phones

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 dials direct to the Campus Safety Office. These phones are for the use of students, staff or visitors in case of an emergency. Emergency phone location maps are available at the Campus Safety Office.

Campus Safety/Security • 769-3310

All matters concerning parking, parking permits, campus safety, security, emergency response, special event set-up, room openings, lost and found, custodial and grounds services, enforcement of 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 in the River Building at 905 River Avenue, is open 8 a.m. to 4:30 p.m. Monday through Friday. Parking permits are required for the year beginning each fall semester and may be purchased at registration or at the Campus Safety Office. All motor driven vehicles operated on campus are required to be registered and display a parking permit.

Career Center • 769-3297

The NIC Career Center, temporarily located in Room 12 of the Siebert 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 with Internet access are available to students for exploring career information, conducting scholarship searches, accessing a complete U.S. college catalog database, and for job searching. For more information, feel free to look us up on the Internet through the student services section of the NIC home page (http://www.nic.edu).

**Center for New Directions • 769-3445**

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

**Children's Center • 769-3471**

The NIC Children's Center is located in the Lakeside Center behind the gymnasium and is a service available to NIC students as a way to provide children with quality early care and education services while their parent attends college. In addition, the Center provides Head Start services and serves as a lab site for students in the NIC Child Development program. The Center is staffed with qualified and dedicated child care professionals and operates from 7 a.m. to 4:30 p.m. Monday through Thursday and from 7 a.m. to 3 p.m. on Fridays. Enrollment is open for children from 12 weeks of age to 5 years of age with fees charged according to a sliding scale based on income. Enrolled families are strongly encouraged to apply to the Idaho Child Care Program (ICCP) at 769-1456 for assistance in paying child care costs. Due to the large demand for services, parents are encouraged to contact the Center as early as possible concerning upcoming child care needs.

**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 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**

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

**Disability Support Services • 769-3370**

Disability Support Services (DSS) was established in response to federal law and is available through Student Services at the north end of the Hedlund Building. Students who wish to voluntarily declare a permanent or temporary disability and receive support should contact DSS as early as possible. Any information regarding disabilities is confidential and will not adversely affect admission to the College. Qualifying students may receive accommodations such as interpreters, note takers, tutors, readers, scribes, information in alternative formats, priority registration, and other reasonable provisions. Courses and programs are readily accessible or will be made readily accessible upon request. Students with disabilities who have accessibility concerns and who wish to enroll in academic or technology courses or participate in physical education classes or sports programs should contact the Disability Support Services Office at 769-7794. Requests for program accommodation should be made as soon as possible after registering and at least six weeks before the start of classes.

**Cultural Student Support • 769-3370**

Specialized support is available to American bicultural students through Student Services at the north end of the Hedlund Building. A qualified advisor can offer a friendly and sensitive exploration of cultural- related needs, and can coordinate assistance with scholarships, enrollment, academic advising, tribal support programs, cultural recognition activities, campus clubs and more.

**Head Start • 769-3471**

Head Start is a federally funded family program for limited-income families attending North Idaho College. To be eligible a child must be four years of age by September 1 and meet income guidelines. Head Start provides a variety of services including 30 hours of child care and education at the NIC Children's Center. No fees are charged for Head Start Services. Head Start encourages parent participation in their children's education by linking home and school. Parents can actively participate in the Head Start program by volunteering in the classroom, attending educational and social activities, and by participating in home visits. A family service worker provides each family five home visits a year to assist families in identifying
needs, setting goals, reviewing progress and celebrating successes. A USDA nutrition program provides meals and snacks. The Child and Adult Care Food Program is available to all eligible participants regardless of race, sex, age, disability, religion or national origin.

For more information about the application process phone the Children’s Center at 769-3471.

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 $10 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 nine 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 call the insurance coordinator at 769-7761.

Health Services • 769-7818

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 temporarily located on the second floor of the Hedlund Building. All services are by appointment (unless it is an emergency) and can be scheduled by calling 769-7818.

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.

Job Location and Development • 769-3368

The Job Location and Development program assists students with full-time and part-time employment in the community. Current opportunities are posted in a display case in Lake 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.

Learning Center/ABE/GED • 769-3450

The Learning Center supports the mission of the community college by providing a variety of class offerings to enhance learning opportunities for North Idaho College students. Services are provided through college classes, tutoring, supplemental instruction, workshops, computers and other instructional modes. Assistance is available for many different learning styles and abilities. Developmental education classes provide concentrated skill development for underprepared or re-entry students, while college level classes allow students to maximize their optimal learning as college students.

A variety of credit classes are offered such as Basic Mathematics, Reading, College Study Skills, College Success Strategies, Rapid Reading and Library Research Strategies.

The Peer Tutoring Center provides assistance at no cost through qualified peer tutors. NIC students may receive two hours of free peer tutoring per class each week.

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

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

The Bridge Program is designed for students enrolling in applied technology programs who need assistance in required classes. An instructor is available to work with students 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 skill deficiency. Adult Basic Education students receive instruction in reading, writing, mathematics, career exploration and life skills. English as a Second Language (ESL) is also offered for adults in the community who need to learn basic English speaking skills. Students may also attain a GED certificate 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 through 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 materials and services for instructional design, such as video and television programming and computer-enhanced instruction including Web Centered and digital production. Instructional Technology supports faculty through managing satellite and off-air programs and interactive point-to-point and multi-point interactive teleconferences. Instructional Technology oversees 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, and 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 55,000 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, transparency machine, paper cutters and other equipment needed to complete assignments. A typewriter and color copier are also available for student use. Computers for student use are located in the second floor computer labs.

Legal Advice * 769-3370

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

Lost and Found * 769-3310

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

Outreach Credit Courses * 769-3300

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) 769-3300 for more information.

Registrar's Office * 769-3320

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

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

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

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, softball, track and women's soccer. 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 weekly and are open to all students and staff.

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

Student clubs are another important part of the ASNIC system. The Intra Club Council oversees more than 30 established clubs. Some of these organizations include the Engineering Club, Publications Club, Sailing Club, Role Club, VICA, Welding Club, International Student Relations Club, and many more.

Outdoor Pursuits offers outdoor student activities. Students learn new skills or work on improving their skills at rock climbing, white water rafting, backpacking, snowboarding and mountain biking throughout the year. This is a great way to enjoy our region in its fullest. During the summer, the Summer Camp on the beaches offers sailing and volleyball and a great place to socialize.

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

Office hours: 8:00 a.m. to 4:00 p.m., Monday through Friday. The Office is located in the basement of the Student Union Building.

Associated Student Body • 769-7844

The student housing is managed by the Associated Students of North Idaho College (ASNIC) plans, directs, promotes, and distributes student funding for extracurricular 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. A copy of this handbook is not received during the registration process. A student handbook is obtained from Student Services and includes the Constitution of the Associated Students, the Student Council 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 will be issued a Student Identification Card. This card is one of the most important items you will receive during the registration process. ID cards provide access to numerous areas on campus and a variety of events at a discount or free of charge.

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

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

This card should be kept with you through the duration at North Idaho College. 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 NIC rules and regulations. This card is non-transferable and must be presented to College officials upon request.

Crime Statistics

The personal safety and security of students, staff, and visitors and the protection of property are a high priority at NIC. By law, the college is required to report crimes that occur on its campus. This information is provided as part of NIC's commitment to safety and security on campus.
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 350 lectures by national and international speakers over the past 28 years. The campus lectures deal with a variety of topics such as politics, Big Foot, theology, the Bill of Rights, mysteries, women’s issues, nuclear war, world travel, evolution/creation, psychology, DNA, human sexuality, arts, humanities, journey through time, sciences and wildlife photography.

NIC Convocations
NIC Convocations entail various programs and events including outside speakers. The Convocations Committee 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 is one of the longest running college produced TV programs in America. The "Public Forum" has aired since September, 1972. "Public Forum" is broadcast weekly and has produced more than 1,260 programs. It can be seen on PBS stations KSPS (Spokane), KUID (Moscow), KCDT (Coeur d’Alene), KAID (Boise), KIPT (Twin Falls) and KISU (Pocatello). The program can be received by viewers in portions of seven Northwest states, as well as British Columbia and Alberta, Canada.

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 earned four national first-place awards: the Robert F. Kennedy Journalism Award for outstanding coverage of disadvantaged people, the "Story of the Year" from the Los Angeles Times, and the "Newspaper of the Year" and "Best Photo" from the Associated Collegiate Press.

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

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, etc. or 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.
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 5,000 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 participants and groups of 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, real estate professionals, as well as courses in welding, drafting, small engine repair, machine and many computer software programs.

Customized Training

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

Past offerings have included computer classes, technical skill development, interpersonal skills, safety 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 especially designed to be practical, enjoyable learning activities.

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

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

Idaho Small Business Development Center (ISBDC)

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

The ISBDC's purpose is to serve as a focal point for linking together the resources of higher education, the private business community and federal, state and local governments. The ISBDC also serves as a small business assistance program serving prospective and existing small businesses in Idaho focusing on areas of consulting, skill training and information research. The Center serves small businesses 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.
INTENSIVE ENGLISH LANGUAGE PROGRAM (IELP)

NIC's Intensive English Language Program (IELP) includes five eight-week sessions throughout the year.

The three levels of instruction are: Intermediate I, Intermediate II and Advanced. A TOEFL (Test of English as a Second Language) test is not required to enter the program. Students who successfully complete the program may become full-time regular academic students.

Students spend 15-18 hours per week in the classroom studying listening and speaking, writing, grammar, reading, and conversation.

To apply to the IELP, a prospective student must submit the following:
1. Application for Admission;
2. Transcripts from all high school and colleges attended;
3. Health certificate;
4. Financial statement;
5. Student profile sheet;
6. $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
Homepage: http://www.nic.edu
E-mail: admit@nic.edu

DISTANCE EDUCATION

Distance Education courses provide students with the opportunity to take classes for college credit without having to travel to campus on a regular basis. Distance Education classes are available to students as an alternative to attendance in traditional on-campus classes. Examples of distance education courses offered at NIC are telecourses, Internet courses and interactive video courses. The interactive video courses are offered at specific dates and times, but the Internet and telecourses are time and space flexible which means there are few, if any, formal classes to attend. More information about distance education courses can be found on the NIC homepage at www.nic.edu.

Internet courses are courses available on the Internet using a computer. Internet courses are available during the regular college semesters and occasionally during summer session. Class assignments and tests will have specific due dates and classes are to be completed within the semester/session in which students are enrolled. Some on-campus activities, such as labs, may be required.

Interactive video courses are those courses that offer interaction between students and faculty through two-way audio/video at locations throughout North Idaho.

Telecourses are those courses which may be viewed at home using the television and VCR. Telecourses are available through the Independent Study in Idaho program. Students may begin a telecourse at any time. More information about telecourses is available from the NIC Registrar's Office at 208 769-3320.
ACADEMIC REGULATIONS

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 not transferable and do not apply toward academic associate degrees. They may be required within same A.A.S. degrees.
100-199 Primarily for freshmen.
200-299 Primarily for sophomores.

Independent Studies
Independent Study courses are available in most academic disciplines and are designated by the course number 299. These courses are open to students with a 3.00 GPA and who have completed 26 semester credits. They cannot be used to fulfill associate degree core requirements.

Independent studies may be either of a reading or a project nature and must be approved by the instructor, appropriate division chair, and dean. Students may take no more than three credits per semester of independent study and no more than six credits per year. 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. Forms and further information 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 following Spring semester. Anyone suspended after Spring semester may not enroll in classes following Fall semester.

Disqualification—A student who has been suspended and returns is on probation. During the semester 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 aforesaid 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:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numerical Value</th>
<th>Grade Point Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>Excellent</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>Excellent</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>Good</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>Good</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>Good</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>Average</td>
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<tr>
<td>C</td>
<td>2.0</td>
<td>Average</td>
</tr>
<tr>
<td>D+</td>
<td>1.7</td>
<td>Average</td>
</tr>
<tr>
<td>D</td>
<td>1.3</td>
<td>Poor</td>
</tr>
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<td></td>
<td>No Grade</td>
</tr>
</tbody>
</table>

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

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

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

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 23.

NOTE: Students cannot officially withdraw from a course either by ceasing attendance or by simply informing the instructor of the withdrawal. A "Course Withdrawal Form" must be processed through the Registrar's Office before the course withdrawal is considered official. Failure to officially drop a course will likely result in a failing grade. Course withdrawals will not be processed if a student has a financial hold on their record. Withdrawals are not considered to be satisfactory progress for financial aid.

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 Vice President for 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.

NOTE: Repeating a course may affect financial aid funding.
Physical Education Requirements

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

Disabled students may be exempt from physical education activity course requirements upon the recommendation of a physician and the approval of the division chairperson, if alternative activity courses cannot be arranged. All students, regardless of age, must meet 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's Office and sent directly to the institution. 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/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.

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 NIC Student Conduct and Discipline Code which may be found in the Student Handbook. This handbook is distributed at registration. If a copy of the handbook is not received during registration, the student should obtain a copy from Student Services.

GRADUATION

Students may graduate at the end of fall semester, end of spring semester, end of either technical summer blocks. The commencement ceremony is held only once each year in May. Students eligible to participate in commencement are graduates from the previous fall, the current spring and the following summer academic and technical sessions.

All students expecting to graduate must complete an Application for Graduation with the Registrar's Office whether or not they plan to participate in commencement. Suggested application dates for graduation are October 15 for graduation at the end of spring semester, April 1 for graduation at the end of summer session or May 1 for graduation at the end of fall semester. Applications filed after the suggested dates will be accepted. However, early filing enables the Registrar's Office to evaluate a student's transcript early and to advise of any course deficiencies in the program of study prior to the student's final enrollment.

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 course residence requirements for graduation.

Catalog Issue

Please keep this catalog. North Idaho College students completing either an associates degree or certificate of completion may apply for graduation using any catalog in effect within the last four years. This policy is in effect only if the student is continuously enrolled at the College.

Credit Limitations

A candidate may count toward an associate degree no more than: (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 an approved academic program (Certificate of Completion in Major) with a cumulative grade point average of 2.000 or better. A grade of C- or better is required in each specific course listed within the program outline.

GENERAL EDUCATION FOR DEGREE-SEEKING STUDENTS

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

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

1. Critical/ Creative Thinking & Problem Solving: The student will demonstrate the ability to analyze and evaluate information and arguments, and construct well-supported arguments. The student will select or design appropriate frameworks and strategies to solve problems in multiple contexts individually and collaboratively.

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

3. Mathematical, Scientific, and Symbolic Reasoning: The student will demonstrate the ability to apply mathematical and scientific reasoning to investigate and to solve problems.

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

5. Aesthetic Response: The student will demonstrate the ability to recognize the elements of design, the uniting element, context, purpose, and effect of craftsmanship and artistic creations.

6. Social Responsibility/Citizenship: The student will demonstrate awareness of the relationships that exist between an individual and social groups, private/public institutions, and/or the environment, the nature of these relationships, the rights and responsibilities of these relationships, and the consequences that result from changes in these relationships.

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

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

9. Wellness: The student will demonstrate an understanding of the factors that contribute to physical, emotional, psychological, occupational, social, and spiritual well-being, lifelong learning, and success.
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 grade point average of 2.00 (C) or better in all work attempted, and
2. Satisfy distribution requirements listed below, with a grade of C- or better in each course.

<table>
<thead>
<tr>
<th>ENGLISH COMPOSITION REQUIREMENT</th>
<th>LABORATORY SCIENCE REQUIREMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete these two courses (6 Credits)</td>
<td>Complete two courses from two different groups (8 credits)</td>
</tr>
<tr>
<td>_____ ENGL 101 English Composition 3</td>
<td>Group 1</td>
</tr>
<tr>
<td>_____ ENGL 102 English Composition 3</td>
<td>BIOL 100 Fundamentals of Biology 4</td>
</tr>
<tr>
<td></td>
<td>BIOL 175 Human Biology 4</td>
</tr>
<tr>
<td></td>
<td>BIOL 202 General Zoology 4</td>
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<td></td>
<td>BIOL 203 General Botany 4</td>
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<td></td>
<td>BIOL 204 Intro to Life Sciences 4</td>
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<td></td>
<td>BIOL 205 General Soils 4</td>
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<tr>
<td></td>
<td>BIOL 221 Forest Ecology 4</td>
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<td></td>
<td>BIOL 231 General Ecology 4</td>
</tr>
<tr>
<td></td>
<td>BIOL 227 Human Anatomy &amp; Physiology 4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COMMUNICATION REQUIREMENT</th>
<th>CRITICAL THINKING REQUIREMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete this course (3 Credits)</td>
<td>Complete this course (3 Credits)</td>
</tr>
<tr>
<td>_____ COMM 101 Introduction to Speech 3</td>
<td>_____ PHIL 201 Logic &amp; Critical Thinking 3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ARTS and HUMANITIES REQUIREMENT</th>
<th>CULTURAL DIVERSITY REQUIREMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete one course in each group (6 Credits)</td>
<td>Complete one of the following (4 Credits)</td>
</tr>
<tr>
<td>_____ ART 100 Survey of Art 3</td>
<td>_____ ANTH 225 Native People of N. America 3</td>
</tr>
<tr>
<td>_____ ART 101 History of Western Art I 3</td>
<td>_____ COMM 220 Intro to Intercultural Commun 3</td>
</tr>
<tr>
<td>_____ ART 102 History of Western Art II 3</td>
<td>_____ FLAN 207 Contemporary World Cultures 3</td>
</tr>
<tr>
<td>_____ CINA 126 Film and International Culture 3</td>
<td>_____ FREN 201 Intermediate French 4</td>
</tr>
<tr>
<td>_____ HUMS 101 Montage: Intro to Humanities 3</td>
<td>_____ FREN 202 Intermediate French 4</td>
</tr>
<tr>
<td>_____ MUS 101 Survey of Music 3</td>
<td>_____ GERM 201 Intermediate German 4</td>
</tr>
<tr>
<td>_____ MUS 140 Intro to Music Literature 3</td>
<td>_____ GERM 202 Intermediate German 4</td>
</tr>
<tr>
<td>_____ MUS 251 Introduction to Music History 3</td>
<td>_____ MUS 127 Survey of Popular Music 3</td>
</tr>
<tr>
<td>_____ THEA 101 Introduction to the Theatre 3</td>
<td>_____ PHIL 111 World Religions 3</td>
</tr>
<tr>
<td></td>
<td>Group 4</td>
</tr>
<tr>
<td></td>
<td>PHYS 101 Fund of Physical Science 4</td>
</tr>
<tr>
<td></td>
<td>PHYS 103 Elementary Astronomy 4</td>
</tr>
<tr>
<td></td>
<td>PHYS 111 General Physics I 4</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Group 1</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 102 Social and Cultural Anthro</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 101 Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101 Introduction to Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group 2</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 201 Principles of Economics (Macro)</td>
<td>3</td>
</tr>
<tr>
<td>ECON 202 Principles of Economics (Micro)</td>
<td>3</td>
</tr>
<tr>
<td>POLS 101 American Nat'l Government</td>
<td>3</td>
</tr>
<tr>
<td>POLS 105 Intro to Political Science</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group 3</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 101 History of Civilization</td>
<td>3</td>
</tr>
<tr>
<td>HIST 102 History of Civilization</td>
<td>3</td>
</tr>
<tr>
<td>HIST 111 U.S. History</td>
<td>3</td>
</tr>
<tr>
<td>HIST 112 U.S. History</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group 4</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 101 Intro to Physical Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 230 Intro to Anth &amp; World Prehistory</td>
<td>3</td>
</tr>
<tr>
<td>CHID 134 Int Infancy through Middle Childhood</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 131 Introduction to Religion</td>
<td>3</td>
</tr>
<tr>
<td>POLS 102 State &amp; Local Government</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 205 Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 102 Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>SOC 220 Marriage and Family</td>
<td>3</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSA 100</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>CS 100</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>CS 125</td>
<td>Introduction to BASIC</td>
<td>2</td>
</tr>
<tr>
<td>CS 150</td>
<td>Computer Science I</td>
<td>3</td>
</tr>
<tr>
<td>CS 185</td>
<td>Intro to Numerical Computing with FORTRAN</td>
<td>3</td>
</tr>
</tbody>
</table>

**Mathematics Requirement**
Complete one of the following (3-5 Credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 251</td>
<td>Principles of Statistics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 123</td>
<td>Contemporary Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 130</td>
<td>Finite Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>MATH 145</td>
<td>Advanced Technical Math I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 147</td>
<td>Precalculus</td>
<td>5</td>
</tr>
<tr>
<td>MATH 160</td>
<td>Survey of Calculus</td>
<td>4</td>
</tr>
<tr>
<td>MATH 170</td>
<td>Analytic Geom &amp; Calc I</td>
<td>4</td>
</tr>
<tr>
<td>MATH 187</td>
<td>Discrete Math</td>
<td>4</td>
</tr>
</tbody>
</table>

**Physical Education Requirement**
Complete 2 courses from any P.E. activity or dance class

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>
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 101 English Composition 3
- ENGL 102 English Composition 3

### SOCIAL SCIENCE & ARTS & HUMANITIES REQUIREMENTS
Complete 15 credits from the following two lists of courses:
- Social Science: At least 6 credits, including courses from 3 different disciplines.
- Arts and Humanities: At least 3 credits including courses from 2 different disciplines.

#### LABORATORY SCIENCE REQUIREMENT
Complete 8 credits from the following. Courses must be from two different disciplines.
- BIOL 100 Fundamentals of Biology 4
- BIOL 175 Human Biology 4
- BIOL 201 General Zoology 4
- BIOL 203 General Botany 4
- BIOL 204 Introduction to Life Sciences 4
- BIOL 205 General Soils 4
- BIOL 221 Forest Ecology 4
- BIOL 227 Human Anatomy & Physiology 4
- BIOL 228 Human Anatomy & Physiology 4
- BIOL 231 General Ecology and Lab 4
- BIOL 231 Systematic Botany 4
- BIOL 250 General Microbiology 4
- CHEM 100 Concepts of Chemistry 4
- CHEM 101 Intro to Essential Gen. Chemistry 4
- CHEM 102 Principles of College Chemistry I 4
- CHEM 103 Principles of College Chemistry II 4
- ENGR 119 Intro to Engr. Science and Lab 4
- GEOG 100 Physical Geography 4
- GEOG 101 Physical Geography 4
- GEOG 102 Historical Geography 4
- GEOG 123 Geology of Idaho & Pacific NW 4
- PHYS 101 Fund of Physical Science 4
- PHYS 103 Elementary Astronomy and Lab 4
- PHYS 111 Gen Physics I and Lab 4
- PHYS 112 Gen Physics II and Lab 4
- PHYS 211 Engineering Physics and Lab 4
- PHYS 212 College Physics II and Lab 4
- ENGL 101 Intro to Physical Anthropology 3
- ENGL 102 Social & Cultural Anthropology 3
- ENGL 225 Native People of North America 3
- ENGL 230 Intro to Amer & West Pedagogy 3
- CHLD 131 Infant through Middle Childhood 3
- ECON 201 Principles of Economics (Micro) 3
- ECON 202 Principles of Economics (Macro) 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
- PHIIL 131 Introduction to Religion 3
- POLS 101 American Natl Government 3
- POLS 102 State and Local Government 3
- POLS 105 Intro to Political Science 3
- PSYCH 101 Intro to Psychology 3
- PSYCH 201 Developmental Psychology 3
- SOC 101 Introduction to Sociology 3
- SOC 102 Social Problems 3
- SOC 220 Marriage and Family 3
- ART 100 History of Western Art I 3
- ART 101 History of Western Art I 3
- CINA 126 Film and International Culture 3
- COMM 220 Intro to Intercultural Commun 3
- ENGL 175 Introduction to Literature 4
- ENGL 257 Literature of Western Civilization 3
- ENGL 288 Literature of Western Civilization 3
- ENGL 297 Survey of English Literature 3
- ENGL 298 Survey of English Literature 3
- ENGL 299 Survey of American Literature 3
- FLAN 201 Contemporary World Culture 3
- MUS 101 Survey of Music 3
## ASSOCIATE OF SCIENCE DEGREE (CONTINUED)

### Degree Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 140</td>
<td>Introduction to Music Literature</td>
<td>3</td>
</tr>
<tr>
<td>MUS 127</td>
<td>Surv. of American Popular Music</td>
<td>3</td>
</tr>
<tr>
<td>MUS 251</td>
<td>Introduction to Music History</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 101</td>
<td>Introduction to Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 103</td>
<td>Ethics</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 111</td>
<td>World Religions</td>
<td>3</td>
</tr>
<tr>
<td>THEA 101</td>
<td>Introduction to the Theatre</td>
<td>3</td>
</tr>
</tbody>
</table>

All foreign languages are one discipline.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FREN 201</td>
<td>Intermediate French</td>
<td>4</td>
</tr>
<tr>
<td>FREN 202</td>
<td>Intermediate French</td>
<td>4</td>
</tr>
<tr>
<td>GERM 201</td>
<td>Intermediate German</td>
<td>4</td>
</tr>
<tr>
<td>GERM 202</td>
<td>Intermediate German</td>
<td>4</td>
</tr>
<tr>
<td>SPAN 201</td>
<td>Intermediate Spanish</td>
<td>4</td>
</tr>
<tr>
<td>SPAN 202</td>
<td>Intermediate Spanish</td>
<td>4</td>
</tr>
</tbody>
</table>

### 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)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 101</td>
<td>Introduction to Speech</td>
<td>3</td>
</tr>
</tbody>
</table>

### Mathematics Requirement

Complete one of the following (3-5 Credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSA 251</td>
<td>Principles of Statistics</td>
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<tr>
<td>MATH 160</td>
<td>Survey of Calculus</td>
<td>4</td>
</tr>
<tr>
<td>MATH 170</td>
<td>Analytic Geometry &amp; Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>MATH 187</td>
<td>Discrete Math</td>
<td>4</td>
</tr>
<tr>
<td>MATH 253</td>
<td>Principles of Applied Statistics</td>
<td>3</td>
</tr>
</tbody>
</table>

### Physical Education Requirement

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>
## DEGREE REQUIREMENTS

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

The A.A.S. degree is designed to provide training in specialized skills that can connect with immediate employment opportunities. It is not intended as a preparation for transfer to bachelor degree programs although many credits may transfer to other institutions. To qualify for an A.A.S. degree, requirements of an established occupational program must be completed 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 course in the program outline. No program awarding an A.A.S. degree will be established that requires fewer than 60 credits.

### General Education or Related Instruction Requirements (12 credits)

In order to qualify for an A.A.S. 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." Consult with your program instructor and/or advisor for assistance in meeting these requirements.

**Communications:** Choose 6 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 101</td>
<td>Introduction to Speech</td>
<td>3</td>
</tr>
<tr>
<td>COMM 111</td>
<td>Interview Techniques</td>
<td>2</td>
</tr>
<tr>
<td>COMM 133</td>
<td>Improving Listening Skills</td>
<td>1</td>
</tr>
<tr>
<td>COMM 134</td>
<td>Nonverbal Communication</td>
<td>2</td>
</tr>
<tr>
<td>COMM 209</td>
<td>Argumentation</td>
<td>3</td>
</tr>
<tr>
<td>COMM 220</td>
<td>Intro to Intercultural Commun.</td>
<td>3</td>
</tr>
<tr>
<td>COMM 233</td>
<td>Interpersonal Commun.</td>
<td>3</td>
</tr>
<tr>
<td>COMM 236</td>
<td>Small Group Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 099</td>
<td>Fundamentals for Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 202</td>
<td>Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 272</td>
<td>Business Writing</td>
<td>3</td>
</tr>
</tbody>
</table>

**Math, Business, Economics, Statistics:** Choose 3 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSA 100</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>BUSA 101</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSA 110</td>
<td>Small Business Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUSA 135</td>
<td>Computer Applications Technical</td>
<td>2-3</td>
</tr>
<tr>
<td>BUSA 138</td>
<td>Accounting for Managers</td>
<td>3</td>
</tr>
<tr>
<td>BUSA 185</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>BUSA 201</td>
<td>Principles of Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUSA 202</td>
<td>Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUSA 211</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSA 221</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BUSA 251</td>
<td>Principles of Statistics</td>
<td>3</td>
</tr>
<tr>
<td>BUSA 265</td>
<td>Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSO 109</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>CS 100</td>
<td>Intro to Computers/Computer Sci.</td>
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</tr>
<tr>
<td>MATH 102</td>
<td>Computational Skills for Allied Health</td>
<td>3</td>
</tr>
<tr>
<td>MATH 108</td>
<td>Intermediate Algebra</td>
<td>4</td>
</tr>
<tr>
<td>MATH 123</td>
<td>Contemporary Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 130</td>
<td>Finite Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>MATH 145</td>
<td>Advanced Technical Mathematics I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 146</td>
<td>Advanced Technical Mathematics II</td>
<td>3</td>
</tr>
<tr>
<td>MATH 147</td>
<td>Pre-Calculus</td>
<td>5</td>
</tr>
<tr>
<td>MATH 170</td>
<td>Analytic Geometry &amp; Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>MATH 253</td>
<td>Principles of Applied Statistics</td>
<td>3</td>
</tr>
<tr>
<td>ECON 201</td>
<td>Principles of Economics</td>
<td>3</td>
</tr>
<tr>
<td>ECON 202</td>
<td>Principles of Economics</td>
<td>3</td>
</tr>
</tbody>
</table>

**Occupational/Human Relations:** Choose 3 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 102</td>
<td>Intro to Social Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 225</td>
<td>Native People of North America</td>
<td>3</td>
</tr>
<tr>
<td>ALTH 101</td>
<td>Introduction to Allied Health</td>
<td>1</td>
</tr>
<tr>
<td>ALTH 102</td>
<td>Introduction to Allied Health Lab</td>
<td>1</td>
</tr>
<tr>
<td>ALTH 105</td>
<td>Infection Prevention</td>
<td>2</td>
</tr>
<tr>
<td>ATEC 103</td>
<td>Applied College Survival Skills</td>
<td>2</td>
</tr>
<tr>
<td>ATEC 109</td>
<td>Occupational Relations</td>
<td>1</td>
</tr>
<tr>
<td>ATEC 110</td>
<td>Successful Job Search</td>
<td>1</td>
</tr>
<tr>
<td>ATEC 119</td>
<td>Occupational Relations/Work Ethics</td>
<td>2</td>
</tr>
<tr>
<td>ATEC 120</td>
<td>Occupational Relations</td>
<td>3</td>
</tr>
<tr>
<td>CHD 134</td>
<td>Infancy Through Middle Child</td>
<td>3</td>
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<tr>
<td>CHD 243</td>
<td>Early Childhood Education</td>
<td>3</td>
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<tr>
<td>CHD 254</td>
<td>Child Guidance Theory</td>
<td>3</td>
</tr>
<tr>
<td>COMM 200</td>
<td>Seminar: Human Potential</td>
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<tr>
<td>EDUC 190</td>
<td>Special Ed Lab</td>
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<tr>
<td>EDUC 275</td>
<td>Education of Exceptional Individual</td>
<td>3</td>
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<tr>
<td>HSS 101</td>
<td>Introduction to Human Services</td>
<td>2</td>
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<tr>
<td>LAWE 103</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
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<tr>
<td>MGMT 256</td>
<td>Problem Solving-Team Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>PE 222</td>
<td>Wellness Lifestyles</td>
<td>3</td>
</tr>
<tr>
<td>PE 288</td>
<td>First Aid</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 103</td>
<td>Ethics</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 201</td>
<td>Logic and Critical Thinking</td>
<td>3</td>
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<tr>
<td>PHIL 292</td>
<td>Ethics in Health Care</td>
<td>3</td>
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<td>POLS 102</td>
<td>State and Local Government</td>
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<tr>
<td>PSYC 101</td>
<td>Introduction to Psychology</td>
<td>3</td>
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<td>PSYC 205</td>
<td>Developmental Psychology</td>
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<td>PSYC 211</td>
<td>Abnormal Psychology</td>
<td>3</td>
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<tr>
<td>PSYC 223</td>
<td>Stress Management</td>
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</tr>
<tr>
<td>SOC 101</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 102</td>
<td>Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>SOC 155</td>
<td>Drug Abuse: Fact/Fiction</td>
<td>3</td>
</tr>
<tr>
<td>SOC 220</td>
<td>Marriage and Family</td>
<td>3</td>
</tr>
<tr>
<td>SOC 283</td>
<td>Death and Dying</td>
<td>3</td>
</tr>
<tr>
<td>SOWK 240</td>
<td>Introduction to Social Work</td>
<td>3</td>
</tr>
<tr>
<td>SOWK 241</td>
<td>Social Work Generalist Practice</td>
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</table>
# Degree Requirements

## Student Educational Plan

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>4th Semester</th>
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<tbody>
<tr>
<td><strong>Course</strong></td>
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</tr>
<tr>
<td><strong>G</strong></td>
<td><strong>G</strong></td>
</tr>
<tr>
<td><strong>W</strong></td>
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| Total        | Total        |

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<thead>
<tr>
<th>2nd Semester</th>
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<td><strong>CR.</strong></td>
</tr>
<tr>
<td><strong>G</strong></td>
<td><strong>G</strong></td>
</tr>
<tr>
<td><strong>W</strong></td>
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</table>

| Total        | Total        |

<table>
<thead>
<tr>
<th>3rd Semester</th>
<th>6th Semester</th>
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<td><strong>CR.</strong></td>
</tr>
<tr>
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<td><strong>G</strong></td>
</tr>
<tr>
<td><strong>W</strong></td>
<td><strong>W</strong></td>
</tr>
</tbody>
</table>

| Total        | Total        |

**G** = Grade Earned  
**W** = Withdrawal Date
COLLEGE TRANSFER PROGRAMS

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

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

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

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

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

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

Transfer Programs Offered

<table>
<thead>
<tr>
<th>Program</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anthropology</td>
<td>48</td>
</tr>
<tr>
<td>Art</td>
<td>48</td>
</tr>
<tr>
<td>Astronomy</td>
<td>81</td>
</tr>
<tr>
<td>Bacteriology</td>
<td>50</td>
</tr>
<tr>
<td>Biology, Botany, Zoology</td>
<td>50</td>
</tr>
<tr>
<td>Business Administration</td>
<td>51</td>
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<tr>
<td>Business Education</td>
<td>55</td>
</tr>
<tr>
<td>Chemistry</td>
<td>56</td>
</tr>
<tr>
<td>Child Development</td>
<td>57</td>
</tr>
<tr>
<td>Communications</td>
<td>59</td>
</tr>
<tr>
<td>Computer Science</td>
<td>61</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>62</td>
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<td>Education</td>
<td>64</td>
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<tr>
<td>Engineering</td>
<td>66</td>
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<tr>
<td>English</td>
<td>67</td>
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<tr>
<td>Environmental Health</td>
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<tr>
<td>Environmental Science</td>
<td>68</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>69</td>
</tr>
<tr>
<td>Forestry/Wildlife/Range/</td>
<td>69</td>
</tr>
<tr>
<td>Wildland Recreation Management</td>
<td>70</td>
</tr>
<tr>
<td>General Studies</td>
<td>70</td>
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<tr>
<td>Geology</td>
<td>70</td>
</tr>
<tr>
<td>History</td>
<td>71</td>
</tr>
<tr>
<td>Journalism</td>
<td>72</td>
</tr>
<tr>
<td>Mathematics</td>
<td>76</td>
</tr>
<tr>
<td>Music</td>
<td>76</td>
</tr>
<tr>
<td>Nursing (RN)</td>
<td>77</td>
</tr>
<tr>
<td>Philosophy</td>
<td>79</td>
</tr>
<tr>
<td>Physical Education</td>
<td>79</td>
</tr>
<tr>
<td>Physics/Astronomy</td>
<td>81</td>
</tr>
<tr>
<td>Political Science/Pre-Law</td>
<td>81</td>
</tr>
<tr>
<td>Pre-Agriculture</td>
<td>82</td>
</tr>
<tr>
<td>Pre-Medical-Related Fields</td>
<td>82</td>
</tr>
<tr>
<td>Pre-Physical Therapy</td>
<td>83</td>
</tr>
<tr>
<td>Pre-Veterinary Medicine</td>
<td>83</td>
</tr>
<tr>
<td>Psychology</td>
<td>84</td>
</tr>
<tr>
<td>Social Work</td>
<td>85</td>
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<tr>
<td>Sociology</td>
<td>86</td>
</tr>
<tr>
<td>Theatre</td>
<td>86</td>
</tr>
</tbody>
</table>

APPLIED TECHNOLOGY/OCCUPATIONAL PROGRAMS

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 the classroom and lab and 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.

Certificate of Completion: 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.

Associate of Applied Science Degree: Students seeking an A.A.S. degree must have an overall grade point average of 2.00 (C) in all courses required in the program. A grade of "C" or better is also required for each specific course listed within the program outline. Students are cautioned that some of the courses offered in these programs may not be transferable to other institutions. Some programs require electives to fulfill the General Education Requirement. Those electives are listed on page 44. 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 give students an opportunity to receive necessary skill-building, learn more about Applied Technology programs, and/or take courses that will apply toward an A.A.S. degree within their chosen field prior to entering the technical program. Students receiving provisional admission (page 14) to a technical program may be required to complete appropriate coursework in the Bridge Program prior to being accepted into the program.

Suggested courses may include, but are not limited to the following: ATEC 103, 108, 109, 110, 118, 119, 120, DEED 010, 013, 043, 100, 105, ENGL 095, 099, 101, 202; BUSO 101A, BUSA 100 and CS 100. See page 44 for additional courses that may be selected 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, prospective Applied Technology students are advised to consult with the Applied Technology Counselor in Student Services or the Applied Technology Student Support Services Coordinator prior to enrolling in any classes.

Cooperative Education

Cooperative Education is an instructional program which provides opportunities for students enrolled in Applied Technology programs to earn up to 12 college-level credits for skills learned on the job.

Cooperative Education is a course where students work in a job that closely parallels his or her field of study. Through work experience, students determine interest in and suitability for an occupation, are exposed to work methods not taught in the classroom, and have access to equipment not normally available at the college. The program is designed to enhance self-realization and direction by providing career related experiences and having students relate their work experience to their classroom studies. Students enrolling in the program may already be employed in their field of study or may seek work with the Cooperative Education office to find appropriate employment.

Applied Technology/ Occupational Programs Offered

<table>
<thead>
<tr>
<th>Program</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automotive Technology*</td>
<td>48</td>
</tr>
<tr>
<td>Business and Office Technology</td>
<td>52</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>52</td>
</tr>
<tr>
<td>Legal Secretary</td>
<td>53</td>
</tr>
<tr>
<td>Medical Secretary</td>
<td>53</td>
</tr>
<tr>
<td>Office Assistant</td>
<td>54</td>
</tr>
<tr>
<td>Office Information Specialist</td>
<td>55</td>
</tr>
<tr>
<td>Carpentry*</td>
<td>56</td>
</tr>
<tr>
<td>Collision Repair Technology*</td>
<td>58</td>
</tr>
<tr>
<td>Commercial Art</td>
<td>58</td>
</tr>
<tr>
<td>Computer Applications in Business*</td>
<td>60</td>
</tr>
<tr>
<td>Culinary Arts*</td>
<td>62</td>
</tr>
<tr>
<td>Diesel Technology*</td>
<td>63</td>
</tr>
<tr>
<td>Drafting Technology*</td>
<td>63</td>
</tr>
<tr>
<td>Electronics Technology*</td>
<td>65</td>
</tr>
<tr>
<td>Heating, Ventilation, Refrigeration, and Air Conditioning*</td>
<td>71</td>
</tr>
<tr>
<td>Human Services</td>
<td>72</td>
</tr>
<tr>
<td>Law Enforcement/Administration of Justice</td>
<td>73</td>
</tr>
<tr>
<td>Machine Technology*</td>
<td>74</td>
</tr>
<tr>
<td>Maintenance Mechanic/Millwright*</td>
<td>75</td>
</tr>
<tr>
<td>Nursing (PN)</td>
<td>77</td>
</tr>
<tr>
<td>Paralegal</td>
<td>78</td>
</tr>
<tr>
<td>Pharmacy Technology</td>
<td>78</td>
</tr>
<tr>
<td>Physical Therapist Assistant</td>
<td>79</td>
</tr>
<tr>
<td>Small Business Management</td>
<td>84</td>
</tr>
<tr>
<td>Welding Technology*</td>
<td>87</td>
</tr>
</tbody>
</table>

* Limited Enrollment Programs. 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.
Program Guidelines

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 coursework below normally fulfills the first half of baccalaureate degree requirements for Commercial Art or Fine Art. Course selection should be tailored to match requirements defined by intended transfer institutions.

**Associate of Arts Degree**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 101</td>
<td>Introduction to Physical Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 102</td>
<td>Introduction to Social and Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 225</td>
<td>Native People of North America</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 230</td>
<td>Introduction to Archaeology and World Prehistory</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 299</td>
<td>Anthropology Independent Study</td>
<td>3</td>
</tr>
<tr>
<td>COMM 101</td>
<td>Introduction to Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 201</td>
<td>Logic and Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>P.E. Activity/Dance</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>* Mathematics Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(MATH 123, 253, or BUSA 251 recommended)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>* Computer Science Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>* Laboratory Science Electives</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>* Social Science Electives</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>* Arts and Humanities Electives</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>General Electives</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td>64-65</td>
</tr>
</tbody>
</table>

* Select electives from A.A. degree requirements on pages 40-41.

Fine Art Emphasis

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

Commercial Art Emphasis

Commercial artists are visual specialists who convert ideas into symbols and devise print advertising, corporate identity systems, and electronic media. As the communications link between supplier and consumer, the commercial artist conceives and executes ideas that inform, motivate, educate or sell. Students selecting a Commercial Art emphasis will be exposed to basic technical and conceptual skills using computers and other resources necessary to produce sophisticated and effective presentations. The Commercial Art Associate of Applied Science Degree option is described on page 58.

**Associate of Arts Degree**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 100</td>
<td>Survey of Art</td>
<td>3</td>
</tr>
<tr>
<td>COMM 101</td>
<td>Introduction to Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 201</td>
<td>Logic and Critical Thinking</td>
<td>3</td>
</tr>
</tbody>
</table>

Core Electives:

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

* Select electives from A.A. degree requirements on pages 40-41.

Fine Art Emphasis Coursework: 13-16

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 111</td>
<td>Drawing I</td>
<td>2</td>
</tr>
<tr>
<td>ART 112</td>
<td>Drawing II</td>
<td>2</td>
</tr>
<tr>
<td>ART 121</td>
<td>Design and Creative Process I</td>
<td>3</td>
</tr>
<tr>
<td>ART 122</td>
<td>Design and Creative Process II</td>
<td>3</td>
</tr>
</tbody>
</table>
PROGRAM GUIDELINES

Choose Two:
- ART 231 Painting I .............................................. 3
- ART 241 Sculpture I .............................................. 3
- ART 251 Printmaking I ......................................... 3
- ART 261 Ceramics I .............................................. 3

Commercial Art Emphasis Coursework: ........................................... 17
- ART 111 Drawing I ................................................. 2
- ART 112 Drawing II ................................................ 2
- ARTC 132 Computer Graphics I .................................. 3
- ARTC 210 Illustration I ............................................ 2
- ARTC 211 Illustration II ......................................... 2
- ARTC 221 Graphic Design I ..................................... 3
- ARTC 222 Graphic Design II .................................... 3

NOTE: The Commercial Art Associate of Applied Science Degree is described on pg. 58.

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 due to 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, reading and comprehension skills. Skill-building courses are available in those 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. (See Bridge Program on page 47). Successful completion of each semester and/or permission of the instructor is required for admission to the next.

Certificate of Completion/First Year Associate of Applied Science Degree

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATDT 105</td>
<td>Orientation/Safety/General Shop Procedures</td>
<td>1.0</td>
</tr>
<tr>
<td>ATEC 120</td>
<td>Occupational Relations</td>
<td>1.0</td>
</tr>
<tr>
<td>AUTO 115L</td>
<td>Auto Lab</td>
<td>5.5</td>
</tr>
<tr>
<td>AUTO 121</td>
<td>Powertrain/Brakes</td>
<td>3.5</td>
</tr>
<tr>
<td>AUTO 122</td>
<td>Differential</td>
<td>0.5</td>
</tr>
<tr>
<td>AUTO 130</td>
<td>Gas Engine Fundamentals</td>
<td>3.0</td>
</tr>
<tr>
<td>MATH 024</td>
<td>Technical Mathematics</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 116L</td>
<td>Auto Lab</td>
<td>5.0</td>
</tr>
<tr>
<td>AUTO 141</td>
<td>Electrical System Fundamentals</td>
<td>5.0</td>
</tr>
<tr>
<td>AUTO 160</td>
<td>Tune-Up Fundamentals</td>
<td>1.5</td>
</tr>
<tr>
<td>AUTO 126</td>
<td>Steering/Suspension</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Associate of Science Degree

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 100</td>
<td>Survey of Art</td>
<td>3</td>
</tr>
<tr>
<td>COMM 101</td>
<td>Introduction to Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition</td>
<td>3</td>
</tr>
</tbody>
</table>

Core Electives:

* Arts and Humanities Electives (non-art) 6
* Laboratory Science Electives 8
* Social Science Electives 6
* Mathematics Elective 3-5
* P.E. Activity/Dance 2

* Electives may be selected from options listed in the A.S. degree requirements on page 42-43.

Fine Art Emphasis Coursework: ........................................... 24-27

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 111</td>
<td>Drawing I</td>
<td>2</td>
</tr>
<tr>
<td>ART 112</td>
<td>Drawing II</td>
<td>2</td>
</tr>
<tr>
<td>ART 121</td>
<td>Design and Creative Process I</td>
<td>3</td>
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<tr>
<td>ART 122</td>
<td>Design and Creative Process II</td>
<td>3</td>
</tr>
<tr>
<td>ART 217</td>
<td>Life Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART 231</td>
<td>Painting I</td>
<td>3</td>
</tr>
<tr>
<td>ART 241</td>
<td>Sculpture I</td>
<td>3</td>
</tr>
<tr>
<td>ART 261</td>
<td>Ceramics I</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose One or Two:

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

Commercial Art Emphasis Coursework:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 111</td>
<td>Drawing I</td>
<td>2</td>
</tr>
<tr>
<td>ART 112</td>
<td>Drawing II</td>
<td>2</td>
</tr>
<tr>
<td>ART 121</td>
<td>Design and Creative Process I</td>
<td>3</td>
</tr>
<tr>
<td>ART 122</td>
<td>Design and Creative Process II</td>
<td>3</td>
</tr>
<tr>
<td>ARTC 131</td>
<td>Computer Graphics I</td>
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<tr>
<td>ARTC 132</td>
<td>Computer Graphics II</td>
<td>3</td>
</tr>
<tr>
<td>ARTC 210</td>
<td>Illustration I</td>
<td>2</td>
</tr>
</tbody>
</table>
PROGRAM GUIDELINES

ENGL 099 Fundamentals for Writing ........................................ 3.0
or ENGL 101 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 ................................................................. 3.0

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

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 210</td>
<td>Advanced Electrical</td>
<td>1.5</td>
</tr>
<tr>
<td>AUTO 215L</td>
<td>General Auto Lab</td>
<td>6.5</td>
</tr>
<tr>
<td>AUTO 221</td>
<td>Advanced Tune-up</td>
<td>4.0</td>
</tr>
<tr>
<td>AUTO 250</td>
<td>Computer Controls</td>
<td>1.5</td>
</tr>
<tr>
<td></td>
<td>*Communications/Math/Bus/Econ Elective ... 3.0</td>
<td></td>
</tr>
<tr>
<td>Second Semester</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 260</td>
<td>Computer Controlled Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>AUTO 270</td>
<td>Transmission/Transmit</td>
<td>2.5</td>
</tr>
<tr>
<td>AUTO 280</td>
<td>HVAC</td>
<td>1.5</td>
</tr>
<tr>
<td>AUTO 216L</td>
<td>Advanced Auto Lab</td>
<td>6.5</td>
</tr>
<tr>
<td></td>
<td>*Communications/Math/Bus/Econ Elective ... 3.0</td>
<td></td>
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<tr>
<td>TOTALS</td>
<td>One-Year Certificate</td>
<td>39.0</td>
</tr>
</tbody>
</table>

Two-Year Certificate .......... 66.0
A.A.S. Degree .................. 69.0

* Select electives from A.A.S. degree requirements on page 44.

Bacteriology-Medical Technology

Transfer Program

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

Recommended electives are BIOL 231 (General Ecology) and BIOL 2277-2288 (Human Anatomy and Physiology). Students planning to attend Eastern Washington University should follow the A.A. degree requirements. Students planning to transfer to another university may coordinate their program to meet that institution's requirements.

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

Associate of Science Degree

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 210</td>
<td>General Microbiology</td>
<td>1</td>
</tr>
<tr>
<td>BIOL 281</td>
<td>Introduction to Lab: Botany</td>
<td>1</td>
</tr>
<tr>
<td>CHEM 111</td>
<td>Principles of General &amp; Medical 1</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 112</td>
<td>Principles of General &amp; Medical 2</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 227</td>
<td>Organic Chemistry 1</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 227L</td>
<td>Organic Chemistry 1 Lab</td>
<td>1</td>
</tr>
<tr>
<td>CHEM 287</td>
<td>Organic Chemistry 2</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 287L</td>
<td>Organic Chemistry 2 Lab</td>
<td>1</td>
</tr>
<tr>
<td>COMM 101</td>
<td>Introduction to Speech &amp; Communications</td>
<td>1</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>MATH 147</td>
<td>Pre-Calculus</td>
<td>3</td>
</tr>
<tr>
<td>MATH 148</td>
<td>Graphing &amp; Calculations</td>
<td>3</td>
</tr>
<tr>
<td>MATH 150</td>
<td>Analytic Geometry and Calculus</td>
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</tr>
<tr>
<td>PHYS 111</td>
<td>General Physics I</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 112</td>
<td>General Physics II</td>
<td>4</td>
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<tr>
<td>FT 110</td>
<td>Astronomy Phase</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>*Arts and Humanities Electives</td>
<td>6</td>
</tr>
<tr>
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<td>*Social Science Electives</td>
<td>6, 8</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>78.0</td>
</tr>
</tbody>
</table>

* Select electives from A.S. degree requirements on pages 42-43

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 educators, 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 227 and 227L (Organic Chemistry I and lab), CHEM 287 and 287L (Organic Chemistry II and lab), MATH 160 (Survey of Calculus) or MATH 170 (Analytical Geometry and Calculus I), PHYS 111 or PHYS 112

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

Associate of Science Degree

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 203</td>
<td>General Botany</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 204</td>
<td>Introduction to Life Sciences</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 311</td>
<td>General Zoology</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 241</td>
<td>Systematics, Botany</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 250</td>
<td>General Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 111</td>
<td>Principles of General College Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 112</td>
<td>Principles of General College Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>COMM 101</td>
<td>Introduction to Speech Communication</td>
<td>3</td>
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<tr>
<td>CS 106</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>MATH 147</td>
<td>Precalculus</td>
<td>5</td>
</tr>
<tr>
<td>MATH 148</td>
<td>Graphing Calculus</td>
<td>1</td>
</tr>
<tr>
<td>PHYS 111</td>
<td>General Physics I</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 112</td>
<td>General Physics II</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 202</td>
<td>General Zoology</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>P.E. Activity/Dance</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>* Arts and Humanities Electives</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>* Social Science Electives</td>
<td>6</td>
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<tr>
<td></td>
<td>TOTAL</td>
<td>72-75</td>
</tr>
</tbody>
</table>

* Select electives from A.S. degree requirements on pages 42-43

Business Administration

Transfer Program

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

For admission to a College of Business and enrollment in 300-level business courses, the required 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, Lewis-Clark State College, and most other business schools should complete BUSA 121 (Introduction to Spreadsheets) or possess equivalent knowledge. Accounting students are usually required to take additional courses beyond other business majors. Students should see their advisor for these requirements.

Students who intend to transfer to Lewis-Clark State College should take BUSA 251 (Principles of Statistics); ENGL 272 (Business Writing); and LCSC's DP 221 (Introduction to Computers and Information Systems) which is offered in Coeur d'Alene, but should not take BUSA 265 (Legal Environment of Business).

Completion of the following courses results in an associate degree. The associate degrees meet the general core requirements at the identified colleges and universities with the exception of Gonzaga University. The suggested 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

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

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSA 100</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>COMM 101</td>
<td>Introduction to Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>ECON 201</td>
<td>Principles of Economics (Macro)</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>MATH 130</td>
<td>Finite Math</td>
<td>4</td>
</tr>
</tbody>
</table>

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 202</td>
<td>Principles of Economics (Micro)</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>* Arts and Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>P.E. Activity/Dance</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Non Core Elective</td>
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</table>

Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSA 201</td>
<td>Principles of Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUSA 251</td>
<td>Principles of Statistics</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 202</td>
<td>Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>or ENGL 203</td>
<td>Interdisciplinary Writing</td>
<td>3</td>
</tr>
<tr>
<td>or ENGL 272</td>
<td>Business Writing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>English Elective (175, 257, 258, 267, 268, 277, 278)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>* Laboratory Science Elective</td>
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</table>

Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSA 202</td>
<td>Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUSA 265</td>
<td>Legal Environment of Business</td>
<td>3</td>
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<tr>
<td></td>
<td>* Arts and Humanities Elective</td>
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<tr>
<td></td>
<td>* Laboratory Science Elective</td>
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<tr>
<td></td>
<td>Non Core Elective</td>
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<tr>
<td></td>
<td>P.E. Activity/Dance</td>
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<tr>
<td></td>
<td>TOTAL</td>
<td>64-65</td>
</tr>
</tbody>
</table>

* Electives must be selected from options listed in the A.S. degree requirements on pages 42-43

Students intending to enroll at the University of Idaho should take PHL 103 as one of the Arts & Humanities requirements.

Students intending to enroll at Lewis-Clark State College should take PSYC 101 as the Social Science requirement and should not take BUSA 265.

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

Consult your advisor and the transfer college catalog for more information.
Associate of Arts Degree
Suggested for transfer to Eastern Washington University and Gonzaga University.

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>BUSA 100</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>COMM 101</td>
<td>Introduction to Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>ECON 201</td>
<td>Principles of Economics (Macroe)</td>
<td>3</td>
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<tr>
<td>ENGL 101</td>
<td>English Composition</td>
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<tr>
<td>MATH 130</td>
<td>Finite Math</td>
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**Second Semester**

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<tbody>
<tr>
<td>ECON 202</td>
<td>Principles of Economics (Micro)</td>
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<tr>
<td>ENGL 102</td>
<td>English Composition</td>
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<tr>
<td>PHIL 201</td>
<td>Logic and Critical Thinking</td>
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<tr>
<td></td>
<td>P.E. Activity/Dance</td>
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</tr>
<tr>
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**Third Semester**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>BUSA 201</td>
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<td>BUSA 251</td>
<td>Principles of Statistics</td>
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<td>Technical Writing</td>
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<td>or ENGL 205</td>
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<td></td>
<td>Interdisciplinary Writing</td>
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<tr>
<td></td>
<td>or ENGL 272</td>
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</tr>
<tr>
<td></td>
<td>Business Writing</td>
<td>(3)</td>
</tr>
<tr>
<td></td>
<td>Engl. Elective (175, 257, 258, 267, 268, 277, 278)</td>
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</tr>
<tr>
<td></td>
<td>Laboratory Science Elective</td>
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<tr>
<td></td>
<td>P.E. Activity/Dance</td>
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**Fourth Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>BUSA 202</td>
<td>Managerial Accounting</td>
<td>3</td>
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<tr>
<td>BUSA 265</td>
<td>Legal Environment of Business</td>
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<tr>
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<td>Cultural Diversity Elective</td>
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<td></td>
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</table>

**TOTAL** .................................................................................................................. 65-66

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

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

**Business and Office Technology**

**Applied Technology Programs**

The Administrative Assistant, Legal Secretary, Medical Secretary, Office Information Specialist and Paralegal Programs provide coursework required for an Associate of Applied Science Degree. The Paralegal program guidelines can be found in the catalog under the Selective Programs Admissions on page 15.

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**

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

**Associate of Applied Science Degree**

**Pre-Administrative Assistant Sequence**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>BUSO 101A</td>
<td>Basic Keyboarding</td>
<td>1</td>
</tr>
<tr>
<td>BUSO 101B</td>
<td>Keyboarding Speed Development</td>
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**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>BUSO 121</td>
<td>Introduction to Spreadsheets</td>
<td>1</td>
</tr>
<tr>
<td>BUSO 185</td>
<td>Business Mathematics</td>
<td>1</td>
</tr>
<tr>
<td>BUSO 112</td>
<td>Speedwriting Theory and Dictation</td>
<td>1</td>
</tr>
<tr>
<td>BUSO 173</td>
<td>Word Processing</td>
<td>1</td>
</tr>
<tr>
<td>BUSO 175</td>
<td>Grammar Skills &amp; Machine Transcription</td>
<td>1</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition</td>
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<td></td>
<td>Computer Applications Requirement</td>
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**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>BUSO 110</td>
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<td>3</td>
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<tr>
<td></td>
<td>or BUSO 201</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Principles of Accounting</td>
<td>1</td>
</tr>
<tr>
<td>BUSO 115</td>
<td>Records System Management</td>
<td>1</td>
</tr>
<tr>
<td>BUSO 174</td>
<td>Word Processing Applications</td>
<td>1</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>Introduction to Psychology</td>
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<td>Other Requirement From List Below</td>
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**Third Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>BUSO 101</td>
<td>Introduction to Business</td>
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</tr>
<tr>
<td>BUSO 123</td>
<td>Introduction to Databases</td>
<td>1</td>
</tr>
<tr>
<td>BUSO 289</td>
<td>Administrative Assistant Internship</td>
<td>1</td>
</tr>
<tr>
<td>BUSO 295</td>
<td>Office Procedures</td>
<td>1</td>
</tr>
<tr>
<td>ENGL 272</td>
<td>Business Writing</td>
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**Fourth Semester**

<table>
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<tbody>
<tr>
<td>BUSO 211</td>
<td>Principles of Management</td>
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<td>BUSO 266</td>
<td>Legal Environment of Business</td>
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<td>BUSO 240</td>
<td>Administrative Assistant Internship II</td>
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<td>COMM 101</td>
<td>Introduction to Speech Communication</td>
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<tr>
<td></td>
<td>or COMM 233 Interspersonal Speech</td>
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</tr>
<tr>
<td></td>
<td>or COMM 236 Small Group Communication</td>
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<tr>
<td></td>
<td>Other Requirement From List Below</td>
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**TOTAL** .................................................................................................................. 64
### Other Requirements (6 Credits Total)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BUSA 110</td>
<td>Accounting for Managers</td>
<td>3</td>
</tr>
<tr>
<td>BUSA 202</td>
<td>Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUSA 209</td>
<td>Computerized Accounting</td>
<td>2</td>
</tr>
<tr>
<td>BUSO 111</td>
<td>Speed Writing, Dictation and Transcription</td>
<td>3</td>
</tr>
<tr>
<td>BMGT 250</td>
<td>Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>BMKT 241</td>
<td>Fundamentals of Promotion and Advertising</td>
<td>3</td>
</tr>
<tr>
<td>BMKT 261</td>
<td>Principles of Prof. Selling &amp; Sales Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSA 221</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>COM 101</td>
<td>Introduction to Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>COM 111</td>
<td>Interpersonal Techniques</td>
<td>1</td>
</tr>
<tr>
<td>COM 133</td>
<td>Improving Listening Skills</td>
<td>3</td>
</tr>
<tr>
<td>COM 233</td>
<td>Interpersonal Communication</td>
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</tr>
<tr>
<td>COM 236</td>
<td>Small Group Communication</td>
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<tr>
<td>ENGL 102</td>
<td>English Composition</td>
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<tr>
<td>COMM 270</td>
<td>Introduction to Intercultural Communication</td>
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<td>HLAN 201</td>
<td>Contemporary World Cultures</td>
<td>3</td>
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<tr>
<td>ANTH 102</td>
<td>Intro to Social and Cultural Anthropology</td>
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<td>FREN 101, 102, 201, 202, GER 101, 102, 201, 202, SPAN 101, 102, 201, 202</td>
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NOTE: COM 101, 111, 133, 233, 236 may be used to fulfill "other requirements" if not taken to meet degree requirements.

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

Students intending to obtain a four-year degree should take a math course meeting the mathematics requirement for the Associate of Science degree.

Computer Applications Requirement options (3 credits required) are, BUSA 102, 103, 120, 122A, 122B, 123, 133.

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

Students intending to obtain a four-year degree should take COM 101.

### Legal Secretarial Studies

The Legal Secretarial program is a mix of specific coursework in the legal area combined with academic, business, and technical expertise. A Legal Secretary is a skilled professional who performs all general office work in addition to specialized legal assignments. Employment opportunities are in public defender’s offices, prosecuting attorney’s offices, private law firms, government agencies, and legal departments of large manufacturing, banking, insurance or real estate firms. This specialized secretary takes shorthand and/or uses transcribing machines, creates and modifies legal instruments and documents utilizing computer technology, and adheres to court procedures such as calendaring, scheduling and docketing. In addition, the legal secretary files legal documents, maintains clients’ files, and performs legal office public relations.

### Associate of Applied Science Degree

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSO 101A</td>
<td>Basic Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td>BUSO 101B</td>
<td>Keyboarding/Speed Development</td>
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### First Semester (9 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BUSA 121</td>
<td>Introduction to Spreadsheets</td>
<td>3</td>
</tr>
<tr>
<td>BUSA 185</td>
<td>Business Mathematics</td>
<td>3</td>
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<tr>
<td>BUSO 112</td>
<td>Speedwriting Theory and Dictation</td>
<td>3</td>
</tr>
<tr>
<td>BUSO 173</td>
<td>Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>BUSO 175</td>
<td>Grammar Skills &amp; Machine Transcription</td>
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</tr>
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<td>ENGL 101</td>
<td>English Composition</td>
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### Second Semester (3 credits)

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<tbody>
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<td>BUSA 110</td>
<td>Small Business Accounting</td>
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<tr>
<td>BUSA 201</td>
<td>Principles of Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUSO 113</td>
<td>Speedwriting Dictation and Transcription</td>
<td>3</td>
</tr>
<tr>
<td>BUSO 115</td>
<td>Records Systems Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSO 174</td>
<td>Word Processing Applications</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 272</td>
<td>Business Writing</td>
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### Third Semester (9 credits)

<table>
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<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>BUSO 205</td>
<td>Legal Terminology/Transcription I</td>
<td>3</td>
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<tr>
<td>BUSO 291</td>
<td>Legal Secretary Internship I</td>
<td>4</td>
</tr>
<tr>
<td>BUSO 292</td>
<td>Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>COM 101</td>
<td>Introduction to Speech Communication</td>
<td>3</td>
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### Fourth Semester (9 credits)

<table>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BUSO 285</td>
<td>Legal Environment of Business</td>
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</tr>
<tr>
<td>BUSO 295</td>
<td>Legal Terminology/Transcription II</td>
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</tr>
<tr>
<td>BUSO 292</td>
<td>Legal Secretary Internship II</td>
<td>4</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>BUSO 109, 110, 119, 120, 122A, 122B, 123, 133</td>
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<td></td>
</tr>
</tbody>
</table>

### Medical Secretarial Studies

For those who have always been interested in the medical field, but their strengths lie in clerical administration, a career as a medical secretary could be the perfect choice. Medical secretaries combine clerical skills and word processing with specialization in medical terminology, anatomy, medical transcription, and medical coding.

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

The student will be provided the opportunity to develop skills to gain employment in clinics, private medical practices, hospitals, nursing homes, medical insurance and billing companies and a variety of other health care facilities. With experience, the graduate may advance to office manager or department supervisor.

### Associate of Applied Science Degree

#### Pre-Medical Secretary Sequence

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSO 101A</td>
<td>Basic Keyboarding</td>
<td>1</td>
</tr>
<tr>
<td>BUSO 101B</td>
<td>Keyboarding Speed Development</td>
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<tr>
<td>BIOL 100</td>
<td>Fundamentals of Biology</td>
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<td>or BIOL 175</td>
<td>Human Biology</td>
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<tr>
<td>BUSA 121</td>
<td>Introduction to Spreadsheets</td>
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</tr>
<tr>
<td>BUSO 109</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>BUSO 173</td>
<td>Word Processing</td>
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<tr>
<td>BUSO 175</td>
<td>Grammar Skills &amp; Machine Transcription</td>
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</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition</td>
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#### First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSA 110</td>
<td>Small Business Accounting</td>
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</tr>
<tr>
<td>or BUSA 201</td>
<td>Principles of Accounting</td>
<td>(3)</td>
</tr>
<tr>
<td>BUSA 185</td>
<td>Business Mathematics</td>
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</tr>
<tr>
<td>BUSA 115</td>
<td>Records Systems Management</td>
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<td>BUSO 157</td>
<td>Medical Coding</td>
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<tr>
<td>BUSO 174</td>
<td>Word Processing Applications</td>
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</tr>
<tr>
<td>BUSO 209</td>
<td>Medical Transcription</td>
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#### Second Semester

<table>
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<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
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<tr>
<td>BUSO 287</td>
<td>Medical Secretary Internship I</td>
<td>4</td>
</tr>
<tr>
<td>BUSO 295</td>
<td>Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>COMM 101</td>
<td>Introduction to Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>or COMM 233</td>
<td>Interpersonal Speech</td>
<td>(3)</td>
</tr>
<tr>
<td>or COMM 236</td>
<td>Small Group Communication</td>
<td>(3)</td>
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<tr>
<td>ENGL 272</td>
<td>Business Writing</td>
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#### Third Semester

<table>
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<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>BUSO 288</td>
<td>Medical Secretary Internship II</td>
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<tr>
<td>BUSO 294</td>
<td>Medical Office Procedures</td>
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<tr>
<td>PE 288</td>
<td>First Aid</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>Introduction to Psychology</td>
<td>3</td>
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<td></td>
<td>* Math/Business/Econ Elective</td>
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</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>64</td>
</tr>
</tbody>
</table>

---

* Students intending to obtain a four year degree should take BUSA 201.
* Students intending to obtain a four year degree should take BUSA 118, 119, 120, 121A, 122B, 123, 125, 133, BIOL 225, 228, CHEM 101, SOC 101, 220, 241, SPAN 101, PHIL 101, 103, 292, or PSYC 121.

### 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

#### Pre-Certificate Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSO 101A</td>
<td>Basic Keyboarding</td>
<td>1</td>
</tr>
<tr>
<td>BUSO 101B</td>
<td>Keyboarding Speed Development</td>
<td>1</td>
</tr>
</tbody>
</table>

#### First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSA 121</td>
<td>Introduction to Spreadsheets</td>
<td>1</td>
</tr>
<tr>
<td>BUSA 185</td>
<td>Business Math</td>
<td>2</td>
</tr>
<tr>
<td>BUSA 115</td>
<td>Records System Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSO 173</td>
<td>Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>BUSO 175</td>
<td>Grammar Skills &amp; Machine Transcription</td>
<td>1</td>
</tr>
<tr>
<td>ENGL 109</td>
<td>Fundamentals for Writing</td>
<td>3</td>
</tr>
<tr>
<td>or ENGL 101</td>
<td>English Composition</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Computer Applications Requirement</td>
<td></td>
</tr>
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</table>

#### Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSA 110</td>
<td>Small Business Accounting</td>
<td>3</td>
</tr>
<tr>
<td>or BUSA 201</td>
<td>Principles of Accounting</td>
<td>(3)</td>
</tr>
<tr>
<td>BUSA 174</td>
<td>Word Processing Applications</td>
<td>3</td>
</tr>
<tr>
<td>BUSO 186</td>
<td>Office Assistant Field Experience</td>
<td>2</td>
</tr>
<tr>
<td>BUSO 295</td>
<td>Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>COMM 101</td>
<td>Introduction to Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>or COMM 233</td>
<td>Interpersonal Communication</td>
<td>(3)</td>
</tr>
<tr>
<td>or COMM 236</td>
<td>Small Group Communication</td>
<td>(3)</td>
</tr>
<tr>
<td>ENGL 272</td>
<td>Business Writing</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Other Requirement List Below</td>
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</tr>
<tr>
<td></td>
<td>* Math/Business/Econ Elective</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>48</td>
</tr>
</tbody>
</table>

---

* Students intending to obtain a four year degree should take BUSA 201 and/or BUSO 101B.
* Students intending to obtain a four year degree should take BUSA 118, 119, 120, 121A, 122B, 123, 125, or 133.
* Students intending to obtain a four year degree should take BUSA 225, 228, CHEM 101, SOC 101, 220, 241, SPAN 101, PHIL 101, 103, 292, or PSYC 121.
* Students intending to obtain a four year degree should take BUSA 201.
Office Information Specialist

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

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

Students who successfully complete this program will earn an Associate of Applied Science degree. The potential for employment growth is high in the office information field due to increasing use of computers for document preparation, communication and desktop publishing in government, business and industry.

**Associate of Applied Science Degree**

**Pre-Office Information Specialist Sequence**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSA 101A</td>
<td>Basic Keyboarding</td>
<td>1</td>
</tr>
<tr>
<td>BUSA 101B</td>
<td>Keyboarding Speed Development</td>
<td>1</td>
</tr>
</tbody>
</table>

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSA 121</td>
<td>Introduction to Spreadsheets</td>
<td>1</td>
</tr>
<tr>
<td>BUSA 131</td>
<td>Introduction to Windows</td>
<td>1</td>
</tr>
<tr>
<td>BUSA 185</td>
<td>Business Math</td>
<td>3</td>
</tr>
<tr>
<td>BUSA 212</td>
<td>Spreadsheets Theory and Designation</td>
<td>3</td>
</tr>
<tr>
<td>BUSO 171</td>
<td>Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>BUSO 175</td>
<td>Grammar Skills &amp; Machine Transcription</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition</td>
<td>3</td>
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</table>

**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSA 110</td>
<td>Small Business Accounting</td>
<td>3</td>
</tr>
<tr>
<td>or BUSA 201</td>
<td>Principles of Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUSA 118</td>
<td>Introduction to MS Word</td>
<td>1</td>
</tr>
<tr>
<td>BUSA 122A</td>
<td>Intermediate Spreadsheets</td>
<td>1</td>
</tr>
<tr>
<td>BUSO 145</td>
<td>Records Systems Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSO 174</td>
<td>Word Processing Applications</td>
<td>3</td>
</tr>
<tr>
<td>BUSO 176</td>
<td>Computer Applications Requirement</td>
<td>2</td>
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<tr>
<td>or BUSO 101</td>
<td>Other Requirement From List Below</td>
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</table>

**Third Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>BUSO 288</td>
<td>Office Information Specialist Internship</td>
<td>4</td>
</tr>
<tr>
<td>BUSO 293</td>
<td>Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>COMM 301</td>
<td>Introduction to Speech Communications</td>
<td>3</td>
</tr>
<tr>
<td>or COMM 233</td>
<td>Interpersonal Communication</td>
<td>(3)</td>
</tr>
<tr>
<td>or COMM 236</td>
<td>Small Group Communication</td>
<td>(3)</td>
</tr>
<tr>
<td>ENGL 272</td>
<td>Business Writing</td>
<td>3</td>
</tr>
<tr>
<td>or BUSO 101</td>
<td>Other Requirement From List Below</td>
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</tr>
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</table>

**Fourth Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSA 101</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSO 265</td>
<td>Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSO 286</td>
<td>Office Information Specialist Internship</td>
<td>4</td>
</tr>
<tr>
<td>PSYC 201</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>or BUSO 101</td>
<td>Computer Applications Requirement</td>
<td>2</td>
</tr>
</tbody>
</table>

**TOTAL** ................................................................................. 44

* Individuals with skills/knowledge of Keyboarding may opt to challenge BUSO 101A and/or BUSO 101B
* Students intending to obtain a four-year degree should take a math course meeting the mathematics requirement for the Associate of Science degree
* Students intending to obtain a four-year degree should take BUSA 201
* Computer Applications Requirement options (4 credits required) are BUSA 107, 119, 122B, 123, or 125
* Other requirement options (6 credits required) are BUSA 120, 211, 221 or BUSO 113
* Students intending to obtain a four-year degree should take COMM 101.

**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 coursework normally fulfills the first half of baccalaureate degree requirements in Business Education. Course selection should be tailored to match requirements defined by intended transfer institutions.

**Associate of Science Degree**

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSA 100</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>BUSO 101A</td>
<td>Basic Keyboarding</td>
<td>1</td>
</tr>
<tr>
<td>BUSO 101B</td>
<td>Keyboarding Speed Development</td>
<td>1</td>
</tr>
<tr>
<td>ECON 201</td>
<td>Principles of Economics (Macro)</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>or MATH 122</td>
<td>Mathematics Elective</td>
<td>4</td>
</tr>
<tr>
<td>or BUSA 101</td>
<td>P.E. Activity/Dance Requirement</td>
<td>1</td>
</tr>
</tbody>
</table>

**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSA 183</td>
<td>Business Math</td>
<td>3</td>
</tr>
<tr>
<td>BUSO 173</td>
<td>Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>ECON 202</td>
<td>Principles of Economics (Micro)</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>POLS 101</td>
<td>American National Government</td>
<td>3</td>
</tr>
<tr>
<td>or BUSA 101</td>
<td>P.E. Activity/Dance Elective</td>
<td>1</td>
</tr>
</tbody>
</table>
Program Guidelines

Third Semester
- BUSA 201 Principles of Accounting.................. 3
- COMM 101 Introduction to Speech Communication........ 3
- EDUC 201 Introduction to Teaching................... 3
- * Laboratory Science Elective......................... 4

Fourth Semester
- BUSA 202 Managerial Accounting.................... 3
- BUSA 265 Legal Environment of Business............... 3
- PSYC 101 Introduction to Psychology................ 3

* Arts and Humanities Elective........................... 3

TOTAL .................................................. 64

Requirements should be selected from options listed in the A.S. degree requirements on pages 42-43.

Carpentry

Applied Technology Program

The 10-month Carpentry program is intended to provide the skills and training for entry into 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, roofing, 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 and/or permission of the instructor is required for admission into the second semester.

Certificate of Completion

Summer Block
- CARP 151 Carpentry Theory I.......................... 4.0
- CARP 51L Carpentry Lab I............................. 2.5

First Semester
- CARP 152 Carpentry Theory II........................ 10.0
- CARP 152L Carpentry Lab II.......................... 12.0
- MATH 020 Computational Skills....................... 1.0

Second Semester
- ATEC 109 Occupational Relations.................... 5.0
- ATEC 110 Successful Job Search....................... 1.0
- CARP 153 Carpenters' Theory III.................... 4.0
- CARP 153L Carpenters' Lab III...................... 12.0
- ENGL 095 Communication Skills...................... 3.0

TOTAL .................................................. 64

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 an 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 Michigan public universities. The suggested course work may also fulfill the first half of the baccalaureate degree requirements. Chemistry course selection should be tailored to match requirements defined by intended transfer institutions.

Associate of Science Degree

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 111</td>
<td>Principles of General College Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 112</td>
<td>Principles of General College Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 277</td>
<td>Organic Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 277L</td>
<td>Organic Chemistry I Lab</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 287</td>
<td>Organic Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 287L</td>
<td>Organic Chemistry II Lab</td>
<td>3</td>
</tr>
<tr>
<td>COMM 101</td>
<td>Introduction to Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>MATH 170</td>
<td>Analytic Geometry and Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>MATH 175</td>
<td>Analytic Geometry and Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>MATH 275</td>
<td>Analytic Geometry and Calculus III</td>
<td>4</td>
</tr>
<tr>
<td>MATH 370</td>
<td>Intro to Ordinary Differential Equations</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 211</td>
<td>Engineering Physics I</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 212</td>
<td>Engineering Physics II</td>
<td>4</td>
</tr>
<tr>
<td>CH 103</td>
<td>P.E. Activity/Dance</td>
<td>2</td>
</tr>
<tr>
<td>* Arts and Humanities Elective</td>
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<td></td>
</tr>
<tr>
<td>* Social Science Elective</td>
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<td></td>
</tr>
</tbody>
</table>

TOTAL .................................................. 68

* Select electives from A.S. degree requirements on pages 42-43.
Child Development

Transfer Program

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

Completion of the following courses results in an associate degree and meets the general core requirements at all Idaho public universities. Course selection should be tailored to match requirements as defined by intended transfer institutions.

Associate of Arts Degree

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHD 114</td>
<td>Infant through Middle Childhood</td>
<td>3</td>
</tr>
<tr>
<td>CHD 241</td>
<td>Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>CHD 244</td>
<td>Child Development</td>
<td>3</td>
</tr>
<tr>
<td>CHD 298A</td>
<td>Child Development Practicum</td>
<td>3</td>
</tr>
<tr>
<td>CHD 298B</td>
<td>Child Development Practicum</td>
<td>3</td>
</tr>
<tr>
<td>CHD 298C</td>
<td>Child Development Practicum</td>
<td>3</td>
</tr>
<tr>
<td>COMM 101</td>
<td>Introduction to Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>PE 288</td>
<td>First Aid</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Logic and Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>PSY 201</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

* Select electives from AS degree requirements on pages 42-43.

TOTAL .......................... 65

Associate of Science Degree

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHD 114</td>
<td>Infant through Middle Childhood</td>
<td>3</td>
</tr>
<tr>
<td>CHD 241</td>
<td>Early Childhood Education</td>
<td>2</td>
</tr>
<tr>
<td>CHD 244</td>
<td>Child Guidance Theory</td>
<td>1</td>
</tr>
<tr>
<td>CHD 298A</td>
<td>Child Development Practicum</td>
<td>1</td>
</tr>
<tr>
<td>CHD 298B</td>
<td>Child Development Practicum</td>
<td>1</td>
</tr>
<tr>
<td>CHD 298C</td>
<td>Child Development Practicum</td>
<td>1</td>
</tr>
<tr>
<td>COMM 101</td>
<td>Introduction to Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>PE 288</td>
<td>First Aid</td>
<td>3</td>
</tr>
<tr>
<td>PSY 201</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

* Select electives from AS degree requirements on pages 40-41.

TOTAL .......................... 68

Preparation For Child Development Associate Certificate

This program is primarily intended for the early care and education provider already working in an early childhood setting. Fifteen credits of coursework provide the basic theoretical and practical framework for establishing appropriate program practices for young children and their families. Upon completion of these courses, and with documentation of 480 hours of direct work with young children in an early childhood program, the student is prepared to apply for the Child Development Associate Certificate from the Council for Early Childhood Professional Recognition.

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

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

Child Development Associate Certificate

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHD 110</td>
<td>Child Health and Safety</td>
<td>3</td>
</tr>
<tr>
<td>CHD 115</td>
<td>Early Childhood Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>CHD 134</td>
<td>Infant through Middle Childhood</td>
<td>3</td>
</tr>
<tr>
<td>CHD 150</td>
<td>Family School Relations</td>
<td>1</td>
</tr>
<tr>
<td>CHD 155</td>
<td>Program Management</td>
<td>1</td>
</tr>
<tr>
<td>CHD 160</td>
<td>Professionalism</td>
<td>1</td>
</tr>
<tr>
<td>CHD 254</td>
<td>Child Guidance Theory</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL .......................... 15
Collision Repair Technology

Applied Technology Program

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

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 workplace. Excellent individual instruction occurs because of the small number of students in class.

All phases of refinishing, including clear coats; MIG welding; plastic parts; body panel repair; estimating, body panel and glass replacing, unibody repair and aligning; electrical and mechanical diagnosing and repair; and 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, successful job search, and computational skills (math for estimates, etc.) is also taught. Successful completion of the first semester and/or permission of the instructor is required to continue to the next semester of the program.

Certificate of Completion

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACRR 151</td>
<td>Auto Collision Repair Technology Theory I</td>
<td>5</td>
</tr>
<tr>
<td>ACRR 151L</td>
<td>Auto Collision Repair Technology Lab I</td>
<td>10</td>
</tr>
<tr>
<td>MATH 020</td>
<td>Computational Skills</td>
<td>1</td>
</tr>
</tbody>
</table>

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACRR 152</td>
<td>Auto Collision Repair Technology Theory II</td>
<td>5</td>
</tr>
<tr>
<td>ACRR 152L</td>
<td>Auto Collision Repair Technology Lab II</td>
<td>10</td>
</tr>
<tr>
<td>ATEC 109</td>
<td>Occupational Relations</td>
<td>1</td>
</tr>
<tr>
<td>ATEC 110</td>
<td>Successful Job Search</td>
<td>1</td>
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<tr>
<td>ENGL 095</td>
<td>Communication Skills</td>
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Summer Session

<table>
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<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>ACRR 153</td>
<td>Auto Collision Repair Technology Theory III</td>
<td>1</td>
</tr>
<tr>
<td>ACRR 153L</td>
<td>Auto Collision Repair Technology Lab III</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL 38

Program Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 111</td>
<td>Drawing I</td>
<td>2</td>
</tr>
<tr>
<td>ART 112</td>
<td>Drawing II</td>
<td>2</td>
</tr>
<tr>
<td>ART 121</td>
<td>Design &amp; Creative Process I</td>
<td>3</td>
</tr>
<tr>
<td>ART 122</td>
<td>Design &amp; Creative Process II</td>
<td>3</td>
</tr>
<tr>
<td>ART 217</td>
<td>Life Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART 231</td>
<td>Beginning Painting</td>
<td>3</td>
</tr>
<tr>
<td>ARTC 131</td>
<td>Computer Graphics I</td>
<td>3</td>
</tr>
<tr>
<td>ARTC 132</td>
<td>Computer Graphics II</td>
<td>3</td>
</tr>
<tr>
<td>ARTC 210</td>
<td>Illustration I</td>
<td>3</td>
</tr>
<tr>
<td>ARTC 211</td>
<td>Illustration II</td>
<td>3</td>
</tr>
<tr>
<td>ARTC 212</td>
<td>Illustration III</td>
<td>3</td>
</tr>
<tr>
<td>ARTC 221</td>
<td>Graphic Design I</td>
<td>3</td>
</tr>
<tr>
<td>ARTC 222</td>
<td>Graphic Design II</td>
<td>3</td>
</tr>
<tr>
<td>ARTC 223</td>
<td>Graphic Design III</td>
<td>3</td>
</tr>
<tr>
<td>ARTC 254</td>
<td>Prepress and Typography</td>
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</tr>
<tr>
<td>ARTC 283</td>
<td>Capstone Class I</td>
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</tr>
<tr>
<td>ARTC 284</td>
<td>Capstone Class II</td>
<td>3</td>
</tr>
<tr>
<td>ARTC 290</td>
<td>Internship (optional)</td>
<td>3</td>
</tr>
<tr>
<td>COMP 281</td>
<td>Introduction to Photography</td>
<td>3</td>
</tr>
</tbody>
</table>

Arts Electives 6 Total 47.78

Commercial Art

Occupational Program

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

Associate of Applied Science Degree

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 100</td>
<td>Survey of Art</td>
<td>3</td>
</tr>
<tr>
<td>COMM 101</td>
<td>Introduction to Speech Communication I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 272</td>
<td>Business Writing</td>
<td>3</td>
</tr>
</tbody>
</table>

Program Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 111</td>
<td>Drawing I</td>
<td>2</td>
</tr>
<tr>
<td>ART 112</td>
<td>Drawing II</td>
<td>2</td>
</tr>
<tr>
<td>ART 121</td>
<td>Design &amp; Creative Process I</td>
<td>3</td>
</tr>
<tr>
<td>ART 122</td>
<td>Design &amp; Creative Process II</td>
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</tr>
<tr>
<td>ART 217</td>
<td>Life Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART 231</td>
<td>Beginning Painting</td>
<td>3</td>
</tr>
<tr>
<td>ARTC 131</td>
<td>Computer Graphics I</td>
<td>3</td>
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<tr>
<td>ARTC 132</td>
<td>Computer Graphics II</td>
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<tr>
<td>ARTC 210</td>
<td>Illustration I</td>
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<td>ARTC 211</td>
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<td>ARTC 212</td>
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<td>ARTC 221</td>
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<td>3</td>
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<td>ARTC 222</td>
<td>Graphic Design II</td>
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<tr>
<td>ARTC 223</td>
<td>Graphic Design III</td>
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<td>ARTC 254</td>
<td>Prepress and Typography</td>
<td>3</td>
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<td>ARTC 283</td>
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<td>ARTC 284</td>
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<tr>
<td>ARTC 290</td>
<td>Internship (optional)</td>
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</tr>
<tr>
<td>COMP 281</td>
<td>Introduction to Photography</td>
<td>3</td>
</tr>
</tbody>
</table>

Arts Electives 6 Total 47.78
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 courses of study offered at NIC give students the opportunity to explore all these aspects 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 workplace.

Visual Communication

The visual image is communication, especially the photographs image, plays a vital role in contemporary 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 72 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 coursework normally fulfills the first half of baccalaureate degree requirements in Communications.

**Associate of Arts Degree**

<table>
<thead>
<tr>
<th>Course</th>
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<th>Credits</th>
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<tbody>
<tr>
<td>COMM 101</td>
<td>Introduction to Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 201</td>
<td>Logic and Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>Introduction to Psychology</td>
<td>3</td>
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<tr>
<td>THEA 101</td>
<td>History of Theatre</td>
<td>3</td>
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<tr>
<td>Core Electives:</td>
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<tr>
<td></td>
<td>* Arts and Humanities Elective (Group 2 or Group 3)</td>
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<tr>
<td></td>
<td>* Civilian Diversity Elective</td>
<td>3-4</td>
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<tr>
<td></td>
<td>* Social Sciences Electives (Groups 2, 3 &amp; 4)</td>
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<tr>
<td></td>
<td>* Mathematics Elective</td>
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<td></td>
<td>* Computer Science Elective</td>
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<tr>
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<td>* Laboratory Science Electives</td>
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<tr>
<td></td>
<td>P.E. Activity/Dance</td>
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</table>

Speech/General Communication Emphasis Electives:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 111</td>
<td>Interview Techniques</td>
<td>2</td>
</tr>
<tr>
<td>COMM 133</td>
<td>Improved Listening Skills</td>
<td>1</td>
</tr>
<tr>
<td>COMM 134</td>
<td>Non-Verbal Communication</td>
<td>2</td>
</tr>
<tr>
<td>COMM 220</td>
<td>Intro to Intercultural Communication</td>
<td>3</td>
</tr>
<tr>
<td>COMM 233</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>COMM 236</td>
<td>Small Group Communication</td>
<td>3</td>
</tr>
<tr>
<td>One class from the following list:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMM 103</td>
<td>Oral Interpretation</td>
<td>3</td>
</tr>
<tr>
<td>COMM 200</td>
<td>Human Potential</td>
<td>2</td>
</tr>
<tr>
<td>COMM 209</td>
<td>Argumentation and Debate</td>
<td>3</td>
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</tbody>
</table>

Public Relations Emphasis Electives:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSA 221</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>COM 140</td>
<td>Mass Media in a Free Society</td>
<td>3</td>
</tr>
<tr>
<td>COM 220</td>
<td>Intro to Intercultural Communication</td>
<td>3</td>
</tr>
<tr>
<td>COM 233</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>COM 236</td>
<td>Small Group Communication</td>
<td>3</td>
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<tr>
<td>PHIL 105</td>
<td>Ethics</td>
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Visual Communication Emphasis Electives:

<table>
<thead>
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<th>Title</th>
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<tr>
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<td>Design and the Creative Process</td>
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<tr>
<td>ART 122</td>
<td>Design and the Creative Process</td>
<td>3</td>
</tr>
<tr>
<td>COMP 281</td>
<td>Introduction to Photography</td>
<td>3</td>
</tr>
<tr>
<td>COM 140</td>
<td>Mass Media in a Free Society</td>
<td>3</td>
</tr>
<tr>
<td>One class from the following list:</td>
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<td></td>
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<tr>
<td>COMP 284</td>
<td>Intermediate Photography</td>
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<tr>
<td>COMP 293</td>
<td>Photography</td>
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</table>

Journalism Emphasis Electives:

See page 68 for program guidelines and requirements.

* Select electives from AA degree requirements on pages 48-41
PROGRAM GUIDELINES

Associate of Science Degree

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>COMM 101</td>
<td>Introduction to Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 103</td>
<td>Ethics</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>THEA 101</td>
<td>Introduction to the Theatre</td>
<td>3</td>
</tr>
</tbody>
</table>

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 102 Social/Cultural Anthropology .......... 3
- COMM 111 Interview Techniques .......... 2
- COMM 103 Oral Interpretation .......... 3
- COMM 133 Improved Listening Skills .......... 1
- COMM 134 Nonverbal Communication .......... 2
- COMM 200 Human Potential .......... 2
- COMM 209 Argumentation and Debate .......... 3
- COMM 220 Intro to Intercultural Communication .......... 3
- COMM 233 Interpersonal Communication .......... 3
- COMM 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
- COMJ 121 News Writing .......... 3
- COMJ 140 Mass Media in a Free Society .......... 3
- COMJ 204 Editing .......... 2
- COMM 220 Intro to Intercultural Communication .......... 3
- COMM 233 Interpersonal Communication .......... 3
- COMM 236 Small Group Communication .......... 3
- PHIL 103 Ethics .......... 3

Optional Coursework (not required for degree):

- COMM 111 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.

* Select electives from A.S. degree requirements on pages 42-43

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, and networks and their interfaces with installed hardware and software applications.

The CABS program is a limited enrollment program; students must be accepted into the program before enrolling in the curriculum. To gain acceptance into the program, students must meet the following criteria:

1. Assessment results must indicate placement in MATH 108 or higher and ENGL 101. It is recommended that students complete these two courses prior to entry into the program whenever possible.

2. Students must demonstrate basic understanding and competency with computers. This experience may be through work history, academic coursework, or the CABS entrance examination. Documentation of competency must be provided to the CABS Program Director at (503) 768-3498 for admission.

Please refer to the Admissions section of the catalog for additional information regarding application to technical programs. Students who do not meet the prerequisites for the program will be admitted as pre-technical students. See the Provisional Admission section on page 14.

Once enrolled in the program, students must follow the curriculum exactly. The only exception is for the general education courses (MATH 108, ENGL 101, BUSA 101, COMM 101 or 216, and the required Occupational Human Relations elective). It is recommended that students complete these courses prior to acceptance into the program. Other electives that may be helpful are BUSA 100 or CS 100 or other computer classes. Successful completion of each semester
and/or permission of the Program Director is required for admission into the next semester.

**Associate of Applied Science Degree**

**First Semester**
- CABS 150 Principles of Computer Systems ............................................. 3
- CABS 170 Personal Computer Architecture ............................................. 3
- CABS 190 Introduction to Operating Systems ........................................... 4
- ENGL 101 English Composition ............................................................. 3
- MATH 108 Intermediate Algebra* ........................................................... 4

**Second Semester**
- CABS 150 Personal Computer Peripherals ............................................. 3
- CABS 140 Introduction to Database ....................................................... 3
- CABS 170 Systems Analysis/Design ....................................................... 3
- CABS 251 Advanced Operating System .................................................. 4
- * Occupational/Human Relations Elective .............................................. 3

**Third Semester**
- BUSA 101 Introduction to Business ........................................................ 3
- CABS 160 Introduction to Networking .................................................... 3
- CABS 180 Introduction to Visual Basic .................................................. 3
- CABS 241 Advanced Database ............................................................... 3
- ENGL 202 Technical Writing ................................................................. 3

**Fourth Semester**
- CABS 262 Advanced Network Management ............................................. 3
- CABS 270 Web Programming ................................................................. 3
- CABS 284 Emerging Information Technologies ....................................... 3
- CABS 295 CABS Internship ................................................................. 3
- COMM 101 Introduction to Speech Communication* .................................. 3
- or COMM 250 Small Group Communication ............................................ 3

**TOTAL** ................................................................. 64

* Select electives from A.S. degree requirements on page 44

Students intending to obtain a four year degree should take a math course meeting the mathematics requirement for the Associate of Science degree.

Students intending to obtain a four year degree should take COMM 101.

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**Computer Science**

**Transfer Program**

This program leads to career opportunities in a wide variety of computer science areas such as operating systems, expert systems, graphics, databases, software engineering, compilers, numerical analysis, etc. This program requires a good math background. Students should complete MATH 105, 108, and 147, or their equivalents.

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

**Associate of Science Degree**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 101</td>
<td>Introduction to Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>CS 150</td>
<td>Computer Science I</td>
<td>4</td>
</tr>
<tr>
<td>CS 160</td>
<td>Computer Science II</td>
<td>3</td>
</tr>
<tr>
<td>CS 240</td>
<td>Digital Computer Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>CS 250</td>
<td>Data Structures</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>MATH 187</td>
<td>Discrete Math</td>
<td>4</td>
</tr>
<tr>
<td>MATH 170</td>
<td>Analytic Geometry and Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>MATH 175</td>
<td>Analytic Geometry and Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>MATH 335</td>
<td>Linear Algebra</td>
<td>3</td>
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<tr>
<td>PHYS 211</td>
<td>Engineering Physics I</td>
<td>5</td>
</tr>
<tr>
<td>PHYS 212</td>
<td>Engineering Physics II</td>
<td>5</td>
</tr>
</tbody>
</table>

**Computer Science Electives: (4 credits)**

- CS 204 Special Topics ................................................................. 3
- 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/Humanities Elective .............................. 3

**TOTAL** ........................................................................... 71

* Select electives from A.S. degree requirements on page 42, 43.
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 (adjuster, investigator, etc.), or with a state's Department of Motor Vehicles.

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

Associate of Science Degree

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

* Select electives from A.S. degree requirements on pages 42-43.

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, menu, cost controls, storage, 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 bakeries.
- Gain an appreciation for the history, evolution, and international diversity of the culinary arts.
- Develop a sense of professionalism necessary to working successfully in the food service industry.

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

Certificate of Completion

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CULA 151</td>
<td>Stewardship and Purchasing</td>
<td>1</td>
</tr>
<tr>
<td>CULA 152</td>
<td>Breakfast Cooking and Catering Skills</td>
<td>1</td>
</tr>
<tr>
<td>CULA 153</td>
<td>Prep Station Skills</td>
<td>1</td>
</tr>
<tr>
<td>CULA 154</td>
<td>Pantry Station Skills</td>
<td>1</td>
</tr>
<tr>
<td>CULA 160</td>
<td>Culinary Arts Seminar</td>
<td>1</td>
</tr>
<tr>
<td>MATH 020</td>
<td>Computational Skills</td>
<td>1</td>
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</tbody>
</table>

**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATEC 109</td>
<td>Occupational Relations</td>
<td>1</td>
</tr>
<tr>
<td>ATEC 110</td>
<td>Successful Job Search</td>
<td>1</td>
</tr>
<tr>
<td>CULA 155</td>
<td>Stock, Soup and Sauce Preparation</td>
<td>1</td>
</tr>
<tr>
<td>CULA 156</td>
<td>Line Cook Skills</td>
<td>1</td>
</tr>
<tr>
<td>CULA 157</td>
<td>Grill Cook Skills</td>
<td>1</td>
</tr>
<tr>
<td>CULA 158</td>
<td>Baker Skills</td>
<td>1</td>
</tr>
<tr>
<td>CULA 160</td>
<td>Culinary Arts Seminar</td>
<td>1</td>
</tr>
<tr>
<td>ENGL 093</td>
<td>Communication Skills</td>
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</table>

**Summer Session**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CULA 159</td>
<td>Grill Cook and Production Manager</td>
<td>1</td>
</tr>
<tr>
<td>TOTAL</td>
<td>12</td>
<td></td>
</tr>
</tbody>
</table>
Program Guidelines

Diesel Technology

Applied Technology Program

The Diesel Technology program is designed to prepare students for employment as an entry-level heavy duty mechanic. The program emphasizes shop work using actual customer projects, as well as mock-up units and assemblies similar to those found in the 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 29). Successful completion of each semester and/or permission of the instructor is required for admission into the next semester.

One-Year Certificate/First Year of Associate of Applied Science Degree

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATDT 105</td>
<td>Orientation/Shop Safety/General Shop Procedures</td>
<td>2</td>
</tr>
<tr>
<td>ATEC 120</td>
<td>Shop Safety/General Shop Procedures</td>
<td>3</td>
</tr>
<tr>
<td>DSLT 109L</td>
<td>Diesel Welding Lab</td>
<td>2</td>
</tr>
<tr>
<td>DSLT 111L</td>
<td>Diesel Lab</td>
<td>5</td>
</tr>
<tr>
<td>DSLT 131</td>
<td>Diesel Engine/Electrical</td>
<td>9</td>
</tr>
<tr>
<td>MATH 1024</td>
<td>Technical Mathematics</td>
<td>3</td>
</tr>
</tbody>
</table>

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DSLT 109L</td>
<td>Diesel Welding Lab</td>
<td>2</td>
</tr>
<tr>
<td>DSLT 111L</td>
<td>Diesel Lab</td>
<td>5</td>
</tr>
<tr>
<td>DSLT 121</td>
<td>Powertrain/Brakes</td>
<td>9</td>
</tr>
<tr>
<td>ENGL 099</td>
<td>Fundamentals of Writing</td>
<td>3</td>
</tr>
<tr>
<td>or ENGL 101</td>
<td>English Composition</td>
<td>(3)</td>
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</table>

Summer Session

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>DSLT 117L</td>
<td>Diesel Lab</td>
<td>3</td>
</tr>
<tr>
<td>DSLT 195</td>
<td>Specialization Study</td>
<td>1</td>
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</tbody>
</table>

TOTAL One-Year Certificate: 47

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

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>DSLT 215L</td>
<td>Advanced Diesel Lab</td>
<td>6</td>
</tr>
<tr>
<td>DSLT 221</td>
<td>Advanced Tune-up</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>Communications Electives</td>
<td>3</td>
</tr>
</tbody>
</table>

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATDT 280</td>
<td>Heating/Ventilation/Air Conditioning</td>
<td>1</td>
</tr>
<tr>
<td>DSLT 216L</td>
<td>Advanced Diesel Lab</td>
<td>6</td>
</tr>
<tr>
<td>DSLT 261</td>
<td>Advanced Diesel Lab</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Math/Bus/Econ Elective</td>
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<td></td>
<td>TOTAL A.A.S. Degree</td>
<td>80</td>
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</table>

* Select electives from A.A.S. Degree requirements on page 44
Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>DRFT 110</td>
<td>AutoCAD and Industrial Drafting</td>
<td>5.0</td>
</tr>
<tr>
<td>DRFT 110L</td>
<td>AutoCAD and Industrial Drafting Lab</td>
<td>3.5</td>
</tr>
<tr>
<td>DRFT 130</td>
<td>Plan and Blueprint Reading</td>
<td>2.0</td>
</tr>
<tr>
<td>DRFT 135</td>
<td>Applied Physics</td>
<td>2.0</td>
</tr>
<tr>
<td>DRFT 135L</td>
<td>Applied Physics Lab</td>
<td>1.0</td>
</tr>
<tr>
<td>DRFT 174</td>
<td>Descriptive Geometry</td>
<td>2.0</td>
</tr>
<tr>
<td>DRFT 174L</td>
<td>Descriptive Geometry Lab</td>
<td>1.0</td>
</tr>
<tr>
<td>ENGL 099</td>
<td>Fundamentals of Writing</td>
<td>3.0</td>
</tr>
<tr>
<td>or ENGL 101</td>
<td>English Composition</td>
<td>(3.0)</td>
</tr>
</tbody>
</table>

Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRFT 215</td>
<td>Advanced Architecture Design</td>
<td>3.0</td>
</tr>
<tr>
<td>DRFT 215L</td>
<td>Advanced Architecture Design Lab</td>
<td>3.5</td>
</tr>
<tr>
<td>DRFT 225</td>
<td>Civil/Survey/GIS/Cartography</td>
<td>3.0</td>
</tr>
<tr>
<td>DRFT 225L</td>
<td>Civil/Survey/GIS/Cartography Lab</td>
<td>3.5</td>
</tr>
<tr>
<td>DRFT 203</td>
<td>Building Codes</td>
<td>2.0</td>
</tr>
<tr>
<td>ENGL 202</td>
<td>Technical Writing</td>
<td>3.0</td>
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</tbody>
</table>

Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATEC 120</td>
<td>Occupational Relations</td>
<td>3.0</td>
</tr>
<tr>
<td>DRFT 210</td>
<td>Advanced AutoCAD</td>
<td>2.0</td>
</tr>
<tr>
<td>DRFT 210L</td>
<td>Advanced AutoCAD Lab</td>
<td>1.0</td>
</tr>
<tr>
<td>DRFT 211</td>
<td>Technical Illustration</td>
<td>3.0</td>
</tr>
<tr>
<td>DRFT 211L</td>
<td>Technical Illustration Lab</td>
<td>3.0</td>
</tr>
<tr>
<td>DRFT 220</td>
<td>Advanced Engineering Graphics</td>
<td>3.0</td>
</tr>
<tr>
<td>DRFT 220L</td>
<td>Advanced Engineering Graphics Lab</td>
<td>3.5</td>
</tr>
<tr>
<td>DRFT 295</td>
<td>Drafting Co-op</td>
<td>1.0-3.0</td>
</tr>
<tr>
<td>DRFT 299</td>
<td>Directed Study - Special Issues</td>
<td>3.0-6.0</td>
</tr>
<tr>
<td>DRFT 236</td>
<td>Applied Physics</td>
<td>3.0</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>82.5-87.5</td>
</tr>
</tbody>
</table>

* Select electives from A.A. degree requirements on page 44.

Students must select any combination of 15 credits minimum from DRFT 220, 210, 211, 299 or 295.

Education

Secondary Education

Transfer Program

Students who plan to teach at the middle school or high school level need to identify the subject(s) they wish to teach (English, math, history, etc.) and then pursue an Associate of Science or Associate of Arts Degree in that area (see an appropriate program guideline). An Associate of Science Degree is most efficient for transfer to Idaho colleges and the Associate of Arts Degree works best for Eastern Washington University, Gonzaga University and possibly other out-of-state colleges. Specific course selections should include PSYC 101, EDUC 201 and other courses identified by your intended transfer institution’s catalog. Refer to the A.A. and A.S degree requirements on pages 40-43.

Elementary Education

Transfer Program

Students who plan to teach at the elementary school level should pursue an Associate of Science Degree for transfer to Idaho colleges (University of Idaho offers an elementary education at NIC through its Coeur d'Alene Center) or an Associate of Arts Degree for transfer to Eastern Washington University, Gonzaga University and possibly other out-of-state colleges. Course selections should include PSYC 101, EDUC 201, MATH 157 and 257, HIST 111 or 112 and other courses specified by your intended transfer institution’s catalog. Refer to the A.A. and A.S degree requirements on pages 40-43.

Associate of Arts Degree

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>COMM 101</td>
<td>Introduction to Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 201</td>
<td>Introduction to Teaching</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>MATH 157</td>
<td>Math for Elementary School Teachers I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 257</td>
<td>Math for Elementary School Teachers II</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 201</td>
<td>Logic and Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>P.E. Activity/Dance</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Mathematics Elective</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Social Science Elective</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Arts and Humanities Elective</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Cultural Diversity Elective</td>
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<td>1</td>
</tr>
<tr>
<td>General Electives</td>
<td></td>
<td>12</td>
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<tr>
<td>(EDUC 190 &amp; 275 recommended)</td>
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<td>67-69</td>
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</table>

TOTAL

Associate of Science Degree

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 101</td>
<td>Introduction to Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 201</td>
<td>Introduction to Teaching</td>
<td>3</td>
</tr>
</tbody>
</table>
PROGRAM GUIDELINES

ENGI 101  English Composition ........................................... 3
ENGI 102  English Composition ........................................... 3
FT  Activity/ Dance ......................................................... 2
* Mathematics Elective .................................................. 1-4
* Laboratory Science Elective ........................................... 8
* Social Science Elective ................................................ 6-9
* Arts and Humanities Elective ....................................... 6-9
General Electives ......................................................... 20-29
(FHRL 190 & 275 recommended)
TOTAL ........................................................................ 64-73
* Select electives from A A and A S degree requirements on pages 40 41

MATH 145  Advanced Technical Math I .................................... 3

Second Semester
ELT 130  Alternating Current Theory ................................... 5
ELT 130L  Alternating Current Lab ....................................... 3
ELT 140  Solid State I Theory .............................................. 5
ELT 140L  Solid State I Lab ................................................. 3
ENGI 095  Communication Skills ........................................ 1

Third Semester
ELT 280  Solid State II Theory ............................................ 5
ELT 280L  Solid State II Lab .............................................. 3
ELT 260  Solid State III Theory .......................................... 5
ELT 260L  Solid State III Lab .............................................. 3

Fourth Semester
ATEC 120  Occupational Relations ....................................... 3
ELT 270  Digital I Theory ................................................... 5
ELT 270L  Digital I Lab ..................................................... 3
ELT 280  Digital II Theory .................................................. 5
ELT 280L  Digital II Lab .................................................... 3
TOTAL ............................................................................ 71

Associate of Applied Science Degree

First Semester
ELT 110  Direct Current I Theory ....................................... 5
ELT 110L  Direct Current I Lab ........................................... 3
ELT 120  Direct Current II Theory ...................................... 5
ELT 120L  Direct Current II Lab ........................................ 3
MATH 145  Advanced Technical Math I ................................. 3

Second Semester
ELT 130  Alternating Current Theory ................................. 5
ELT 130L  Alternating Current Lab .................................... 3
ELT 140  Solid State I Theory .......................................... 5
ELT 140L  Solid State I Lab .............................................. 3
ENGI 099  Fundamentals of Writing .................................. 3
or ENGI 101  English Composition ..................................... (3)

Third Semester
ELT 280  Solid State II Theory .......................................... 5
ELT 280L  Solid State II Lab ............................................. 3
ELT 260  Solid State III Theory ....................................... 5
ELT 260L  Solid State III Lab ........................................... 3
ENGI 202  Technical Writing ............................................. 1

Fourth Semester
ELT 270  Digital I Theory ................................................... 5
ELT 270L  Digital I Lab ..................................................... 3
ELT 280  Digital II Theory .................................................. 5
ELT 280L  Digital II Lab .................................................... 3
ATEC 120  Occupational Relations ..................................... 3
TOTAL ............................................................................ 76

Electronics Technology

Applied Technology Program

This two year (four semester) program is designed to give students a strong in-depth foundation in electronics principles. Students will be prepared for employment as entry level 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, transistors, SCRs, UUTs), integrated circuits (both analog and digital), microprocessor systems and a brief introduction to communication and industrial electronics fundamentals.

Skills gained will include component identification, reading schematics, use of industry standard test equipment (Oscilloscope, Volt/Ohm/Milliammeter, Logic Analyzer, Transistor Curve Tracer), soldering techniques, and use of industry standard documentation (data books and technical literature). A heavy emphasis is placed on troubleshooting and practical design techniques.

Interested students should be eligible for MATH 108 (successful completion of MATH 025 or equivalent) and possess good reading skills. Skill building courses in these and other areas are available (See Bridge Program, page 47). In addition to technical course requirements, 12 credit hours of applicable general education classes will result in awarding of an A A S degree. Successful completion of each semester and/or permission of the instructor is required for acceptance into the next semester.

Certificate Program

First Semester
ELT 110  Direct Current I Theory ....................................... 5
ELT 110L  Direct Current I Lab ........................................... 3
ELT 120  Direct Current II Theory ...................................... 5
ELT 120L  Direct Current II Lab ........................................ 3

TOTAL ............................................................................ 76
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 flexibility needed by students interested in emerging fields like robotics, bioengineering, 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 students 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 similar 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 40-43.

Engineering Core
Freshman Level

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 111</td>
<td>Principles of Gen. College Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 112</td>
<td>Principles of Gen. College Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>CS 150 or CS 185</td>
<td>Computer Science I</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 101</td>
<td>Engineering Graphics</td>
<td>2</td>
</tr>
<tr>
<td>ENGR 201</td>
<td>Electric Circuits I</td>
<td>4</td>
</tr>
<tr>
<td>MATH 170</td>
<td>Analytic Geometry and Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>MATH 175</td>
<td>Analytic Geometry and Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 211</td>
<td>Engineering Physics I</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>* Arts and Humanities/Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
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</table>

Chemical Engineering
Sophomore Level

<table>
<thead>
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<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>CHEM 277</td>
<td>Organic Chemistry I</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 277L</td>
<td>Organic Chemistry I Lab</td>
<td>1</td>
</tr>
<tr>
<td>CHEM 287</td>
<td>Organic Chemistry II</td>
<td>3</td>
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<tr>
<td>CHEM 287L</td>
<td>Organic Chemistry II Lab</td>
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<tr>
<td>ECON 201</td>
<td>Principles of Economics</td>
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</tr>
<tr>
<td>ENGR 203</td>
<td>Electrical Circuits II</td>
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</tr>
<tr>
<td>ENGR 211</td>
<td>Introduction to Mechanics</td>
<td>4</td>
</tr>
<tr>
<td>ENGR 214</td>
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</tr>
<tr>
<td>ENGR 221</td>
<td>Dynamics of Rigid Bodies</td>
<td>4</td>
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<tr>
<td>ENGR 295</td>
<td>Strength of Materials</td>
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</tr>
<tr>
<td>MATH 275</td>
<td>Analytic Geometry and Calculus III</td>
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<td>MATH 277</td>
<td>Analytic Geometry and Calculus III</td>
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<tr>
<td>PHYS 212</td>
<td>Engineering Physics II</td>
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Civil Engineering
Sophomore Level

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ENGR 203</td>
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<td>4</td>
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<tr>
<td>ENGR 211</td>
<td>Introduction to Mechanics</td>
<td>4</td>
</tr>
<tr>
<td>ENGR 214</td>
<td>Surveying</td>
<td>4</td>
</tr>
<tr>
<td>ENGR 221</td>
<td>Dynamics of Rigid Bodies</td>
<td>4</td>
</tr>
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<td>ENGR 295</td>
<td>Strength of Materials</td>
<td>4</td>
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<tr>
<td>MATH 275</td>
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<tr>
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<td>Analytic Geometry and Calculus III</td>
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Electrical Engineering
Sophomore Level

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<td>MATH 275</td>
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Mechanical, Agricultural Engineering
Sophomore Level

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<td>ENGR 211</td>
<td>Introduction to Mechanics</td>
<td>4</td>
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<tr>
<td>ENGR 221</td>
<td>Dynamics of Rigid Bodies</td>
<td>4</td>
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<td>ENGR 295</td>
<td>Strength of Materials</td>
<td>4</td>
</tr>
<tr>
<td>MATH 275</td>
<td>Analytic Geometry and Calculus III</td>
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<td>PHYS 212</td>
<td>Engineering Physics II</td>
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<td>PHYS 212L</td>
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Mining, Geological Engineering
Sophomore Level

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<td>FNGR 233</td>
<td>Introduction to Mechanics</td>
<td>4</td>
</tr>
<tr>
<td>FNGR 274</td>
<td>Surveying</td>
<td>4</td>
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<td>FNGR 275</td>
<td>Dynamics of Rigid Bodies</td>
<td>3</td>
</tr>
<tr>
<td>FNGR 296</td>
<td>Strengths of Materials</td>
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<td>GEOI 141</td>
<td>Physical Geology</td>
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<td>GEOI 191</td>
<td>Physical Geology Lab</td>
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<td>MATH 370</td>
<td>Intro to Ordinary Differential Equations</td>
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</tbody>
</table>

* Select electives from A.A. and A.S. degree requirements on pages 40-41.

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

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

Associate of Arts Degree

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>COMM 101</td>
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<td>3</td>
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<tr>
<td>ENGL 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition</td>
<td>3</td>
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<tr>
<td>HUMS 101</td>
<td>Montage: Introduction to the Humanities</td>
<td>3</td>
</tr>
<tr>
<td>PHII 201</td>
<td>Logic and Critical Thinking</td>
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<td>One Foreign Language</td>
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<td>P.E. Activity/Dance</td>
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<td>* Mathematics Elective</td>
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<td>* Computer Science Elective</td>
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<td>* Laboratory Science Elective</td>
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<td></td>
<td>* Social Science Electives</td>
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</table>

* Select electives from A.A. degree requirements on pages 40-41.
## 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
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<td>BIOL 203</td>
<td>General Botany</td>
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<tr>
<td>BIOL 204</td>
<td>Introduction to Life Sciences</td>
<td>4</td>
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<tr>
<td>CH 111</td>
<td>Principles of General College Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CH 112</td>
<td>Principles of General College Chemistry II</td>
<td>4</td>
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<td>COMM 101</td>
<td>Introduction to Speech Communication</td>
<td>3</td>
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<td>ENGL 101</td>
<td>English Composition</td>
<td>3</td>
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<td>MATH 147</td>
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<td>Graphing Calculator</td>
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<tr>
<td>PHYS 111</td>
<td>General Physics I</td>
<td>4</td>
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<tr>
<td>PHYS 112</td>
<td>General Physics II</td>
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<td>PSYC 101</td>
<td>Introduction to Psychology</td>
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<td>PSYC 102</td>
<td>Introduction to Psychology</td>
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</tbody>
</table>

* Select electives from A.S. degree requirements on page 32-43

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## Environmental Science

**Transfer Program**

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

### Associate of Science Degree

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>BIOL 202</td>
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<td>General Botany</td>
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<td>BIOL 241</td>
<td>Systematic Botany</td>
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<td>BIOL 201</td>
<td>Introduction to Life Sciences</td>
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<td>BIOL 205</td>
<td>General Soils</td>
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<td>BIOL 291</td>
<td>General Ecology</td>
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<td>BIOL 250</td>
<td>General Microbiology</td>
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<tr>
<td>BIOL 281</td>
<td>Principles of Range Resources I</td>
<td>2</td>
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<tr>
<td>BIOL 290</td>
<td>Principles of Wildlife Biology</td>
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<td>CHEM 111</td>
<td>Principles of General College Chemistry II</td>
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<td>MATH 149</td>
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<tr>
<td>or MATH 147</td>
<td>Precalculus</td>
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</tr>
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<td>or MATH 148</td>
<td>Graphing Calculator</td>
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</table>

* Select electives from A.S. degree requirements on page 32-43
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 opens the mind to new ways of thinking and 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 wishing to major in a foreign language are urged to complete an Associate of Arts Degree.

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

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

Associate of Arts Degree

<table>
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<tr>
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<td>English Composition</td>
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<td>ENGL 102</td>
<td>English Composition</td>
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<td>PHI 201</td>
<td>Logic and Critical Thinking</td>
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<td>P.E. Activity/Dance</td>
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<td>* Life Science Electives</td>
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* Select electives from A.A. 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 coursework normally fulfills the first half of baccalaureate degree requirements in a General Studies Program. Course selection should be tailored to match requirements defined by intended transfer institutions.

Associate of Arts Degree

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<td>ENGL 101</td>
<td>English Composition</td>
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<tr>
<td>ENGL 102</td>
<td>English Composition</td>
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<tr>
<td>PHIL 201</td>
<td>Logic and Critical Thinking</td>
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<td>P.E. Activity/Dance</td>
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<td>* Computer Science Elective</td>
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* Select electives from A.A. degree requirements on pages 40-41.

Associate of Science Degree

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<td>ENGL 101</td>
<td>English Composition</td>
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<td>ENGL 102</td>
<td>English Composition</td>
<td>3</td>
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<tr>
<td>P.E. Activity/Dance</td>
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<td></td>
</tr>
<tr>
<td>* Mathematics Elective</td>
<td>3-4</td>
<td></td>
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<tr>
<td>* Laboratory Science Electives</td>
<td>8</td>
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<tr>
<td>* Social Science Electives</td>
<td>6-9</td>
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</tbody>
</table>

* Select electives from A.A. degree requirements on pages 42-43.

Geology
Transfer Program

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

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

Associate of Science Degree

<table>
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<td>Introduction to Life Sciences</td>
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<td>BIOL 100</td>
<td>Principles of General College Embryology</td>
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<tr>
<td>BIOL 100</td>
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<td>BIOL 100</td>
<td>Introduction to Speech Communication</td>
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</tr>
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<td>CS 185</td>
<td>Intro to Num Computing with FORTRAN</td>
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<td>ENGL 101</td>
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<td>ENGL 102</td>
<td>English Composition</td>
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<tr>
<td>GEOL 101</td>
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<td>4</td>
</tr>
<tr>
<td>GEOL 102</td>
<td>Historical Geology</td>
<td>4</td>
</tr>
<tr>
<td>GEOL 102</td>
<td>Systematic Mineralogy</td>
<td>4</td>
</tr>
<tr>
<td>MATH 170</td>
<td>Analytic Geometry and Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>MATH 253</td>
<td>Principles of Applied Statistics</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 111</td>
<td>General Physics I</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 112</td>
<td>General Physics II</td>
<td>4</td>
</tr>
<tr>
<td>P.E. Activity/Dance</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>* Arts and Humanities Electives</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>* Social Science Electives</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Geology Elective</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>71</td>
<td></td>
</tr>
</tbody>
</table>

* Select electives from A.S. degree requirements on pages 42-43.
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 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 electronics, safety, 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 psychrometric charts and their uses, load calculations, and duct designs.

The program includes the study of light commercial and industrial air conditioning systems, system controls and installation. Successful completion of the first semester and/or permission of the instructor is required for admission into the second semester.

It is recommended that students have strong math and reading skills. Skill-building support is available through the Learning Center. (See page 29).

Certificate of Completion

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSA 113</td>
<td>Computer Applications for Technical Prog</td>
<td>2</td>
</tr>
<tr>
<td>HVAC 160</td>
<td>HVAC/R Principles</td>
<td>3</td>
</tr>
<tr>
<td>HVAC 161</td>
<td>HVAC/R Laboratory</td>
<td>5</td>
</tr>
<tr>
<td>HVAC 165</td>
<td>HVAC/R Electrical</td>
<td>4</td>
</tr>
<tr>
<td>HVAC 167</td>
<td>HVAC/R Heating Systems</td>
<td>4</td>
</tr>
<tr>
<td>MATH 024</td>
<td>Technical Mathematics</td>
<td>3</td>
</tr>
</tbody>
</table>

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATEC 109</td>
<td>Occupational Relations</td>
<td>1</td>
</tr>
<tr>
<td>ATEC 110</td>
<td>Successful Job Search</td>
<td>1</td>
</tr>
<tr>
<td>ENGL 105</td>
<td>Communication Skills</td>
<td>1</td>
</tr>
<tr>
<td>HVAC 171</td>
<td>HVAC/R Laboratory</td>
<td>5</td>
</tr>
<tr>
<td>HVAC 175</td>
<td>HVAC Systems</td>
<td>4</td>
</tr>
<tr>
<td>HVAC 177</td>
<td>Refrigeration</td>
<td>4</td>
</tr>
<tr>
<td>HVAC 180</td>
<td>HVAC/R Codes &amp; Licenses</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>40</td>
</tr>
</tbody>
</table>

History

Transfer Program

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

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

Associate of Arts Degree

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 101</td>
<td>Introduction to Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>CS 100</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>HIST 101</td>
<td>History of Civilization</td>
<td>3</td>
</tr>
<tr>
<td>HIST 102</td>
<td>History of Civilization</td>
<td>3</td>
</tr>
<tr>
<td>HIST 111</td>
<td>United States History</td>
<td>3</td>
</tr>
<tr>
<td>HIST 112</td>
<td>United States History</td>
<td>3</td>
</tr>
<tr>
<td>MATH 123</td>
<td>Contemporary Math</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 201</td>
<td>Logic and Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>P.E. Activity</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>* Social Science Elective (other than history)</td>
<td></td>
<td>9</td>
</tr>
<tr>
<td>* Arts and Humanities Elective</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>* Laboratory Science Elective</td>
<td></td>
<td>8</td>
</tr>
<tr>
<td>* History Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>* Cultural Diversity Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>General Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>64</td>
</tr>
</tbody>
</table>

* Select electives from A.A. degree requirements on page 40-41

Associate of Science Degree

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 101</td>
<td>Introduction to Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>HIST 101</td>
<td>History of Civilization</td>
<td>3</td>
</tr>
<tr>
<td>HIST 102</td>
<td>History of Civilization</td>
<td>3</td>
</tr>
<tr>
<td>HIST 111</td>
<td>United States History</td>
<td>3</td>
</tr>
</tbody>
</table>
**Human Services**

**Applied Technology Program**

The Human Services program is designed to prepare students for entry into a variety of positions in institutions and community-based agencies which provide psychosocial, community support and educational services. Students may focus on intervention in the field of chemical dependency, developmental disabilities, criminal justice, mental health, child health, aging, social work, and residential care. The A.A.S. degree portion of the program is currently under revision.

Class and field experience combine to develop student skill in assistance with individual and group rehabilitation and treatment, problem solving, life-skill training, assessment and behavioral intervention.

The Human Services program offers two alternatives for students. A certificate of completion can be attained in three semesters (11 months) or students may choose the two-year Associate of Applied Science degree option. A list of suggested elective courses which focus on the student's field of interest is available from the Allied Health Secretary in the Holland Building. Classes begin each fall, and students must obtain approval from the program coordinator and complete prerequisite coursework prior to field experience in the spring and summer session. Certified Nursing Assistant (CNA) training, available through the NIC Workforce Training Center in Post Falls, is also required prior to or in conjunction with the spring semester field experience. Phone the Human Services program director at 769-3279 for specific advising and further information.

**Certificate Program**

**Fall Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALTH 107</td>
<td>Communications for ALTH Professionals</td>
<td>1</td>
</tr>
<tr>
<td>or ENGL 099</td>
<td>Fundamentals of Writing</td>
<td>3</td>
</tr>
<tr>
<td>or ENGL 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
</tbody>
</table>
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, Heidlund Building, three weeks before midterm week each semester. Application and acceptance into the Sophomore Law Enforcement block is required before enrolling in courses numbered 200 and above. Applicants for the Sophomore Law Enforcement block must undergo a polygraph examination, fingerprinting, and a background check. A Hepatitis B vaccination is available at the Sophomore Law Enforcement level for a fee.

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

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

The Administration of Justice program is an option designed for working law enforcement professionals who aspire to, have, or are entering supervisory management positions. Credit will be granted for POST coursework. This is a selective admissions program.

### Associate of Applied Science Degree

#### First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>LAWE 103</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>MATH 108</td>
<td>Intermediate Algebra</td>
<td>4</td>
</tr>
<tr>
<td>POLS 101</td>
<td>American National Government</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>BUSA 100</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>or CS 103</td>
<td>Introduction to Computer Science</td>
<td>(3)</td>
</tr>
<tr>
<td>or COMM 101</td>
<td>Introduction to Speech Communication</td>
<td>(3)</td>
</tr>
</tbody>
</table>

#### Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>LAWE 103</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>MATH 108</td>
<td>Intermediate Algebra</td>
<td>4</td>
</tr>
<tr>
<td>POLS 101</td>
<td>American National Government</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>BUSA 100</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>or CS 103</td>
<td>Introduction to Computer Science</td>
<td>(3)</td>
</tr>
<tr>
<td>or COMM 101</td>
<td>Introduction to Speech Communication</td>
<td>(3)</td>
</tr>
<tr>
<td>or COMM 233</td>
<td>Interpersonal Communication</td>
<td>(3)</td>
</tr>
</tbody>
</table>
**Program Guidelines**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>or COMM 236</td>
<td>Small Group Communication</td>
<td>3</td>
</tr>
<tr>
<td>FE 288</td>
<td>First Aid</td>
<td>3</td>
</tr>
<tr>
<td>PHL 201</td>
<td>Logic and Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>POLS 102</td>
<td>State and Local Government</td>
<td>3</td>
</tr>
<tr>
<td>SOC 102</td>
<td>Social Problems</td>
<td>3</td>
</tr>
</tbody>
</table>

**Third Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAWE 219</td>
<td>Self Defense</td>
<td>3</td>
</tr>
<tr>
<td>LAWE 220</td>
<td>Basic Police Law</td>
<td>2</td>
</tr>
<tr>
<td>LAWE 221</td>
<td>Professional Orientation</td>
<td>1</td>
</tr>
<tr>
<td>LAWE 222</td>
<td>Police Procedures</td>
<td>2</td>
</tr>
<tr>
<td>LAWE 223</td>
<td>Patrol Procedures</td>
<td>1</td>
</tr>
<tr>
<td>LAWE 224</td>
<td>Practical Problems</td>
<td>1</td>
</tr>
<tr>
<td>LAWE 225</td>
<td>Investigation</td>
<td>3</td>
</tr>
<tr>
<td>LAWE 226</td>
<td>Enforcement Skills</td>
<td>1</td>
</tr>
<tr>
<td>LAWE 228</td>
<td>Police Physical Fitness</td>
<td>1</td>
</tr>
</tbody>
</table>

**Fourth Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAWE 290</td>
<td>Law Enforcement Theory</td>
<td>3</td>
</tr>
<tr>
<td>LAWE 293</td>
<td>Law Enforcement Internship</td>
<td>10</td>
</tr>
<tr>
<td>PSYC 205</td>
<td>Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>65</td>
</tr>
</tbody>
</table>

*Students intending to obtain a four-year degree should take a math course meeting the mathematics requirement for the Associate of Science degree.

**Administration of Justice**

**Associate of Applied Science Degree**

**First Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSA 101</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>LAWE 219*</td>
<td>Self Defense</td>
<td>3</td>
</tr>
<tr>
<td>LAWE 220</td>
<td>Basic Police Law</td>
<td>2</td>
</tr>
<tr>
<td>LAWE 221*</td>
<td>Professional Orientation</td>
<td>1</td>
</tr>
<tr>
<td>LAWE 222*</td>
<td>Police Procedures</td>
<td>2</td>
</tr>
<tr>
<td>LAWE 223*</td>
<td>Patrol Procedures</td>
<td>1</td>
</tr>
<tr>
<td>LAWE 224*</td>
<td>Practical Problems</td>
<td>1</td>
</tr>
<tr>
<td>LAWE 225*</td>
<td>Investigation</td>
<td>3</td>
</tr>
<tr>
<td>LAWE 226*</td>
<td>Enforcement Skills</td>
<td>1</td>
</tr>
<tr>
<td>LAWE 228*</td>
<td>Police Physical Fitness</td>
<td>1</td>
</tr>
<tr>
<td>POLS 101</td>
<td>American National Government</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

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

**Second Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 101</td>
<td>Introduction to Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>or ENGL 202</td>
<td>Technical Writing</td>
<td>(3)</td>
</tr>
<tr>
<td>LAWE 293*</td>
<td>Law Enforcement Internship</td>
<td>10</td>
</tr>
<tr>
<td>POLS 102</td>
<td>State and Local Government</td>
<td>3</td>
</tr>
<tr>
<td>SOC 220</td>
<td>Marriage and Family</td>
<td>3</td>
</tr>
<tr>
<td>or SOC 283</td>
<td>Death and Dying</td>
<td>(3)</td>
</tr>
<tr>
<td>PSYC 205</td>
<td>Developmental Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

*Credit may be given for LAWE 293 to individuals who have completed the POST Basic Academy or have SERV 100 or equivalent; or as full-time law enforcement officers for more than 5 years.

**Fourth Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 233</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>or COMM 236</td>
<td>Small Group Communication</td>
<td>3</td>
</tr>
<tr>
<td>LAWE 240</td>
<td>Administration of Justice</td>
<td>3</td>
</tr>
<tr>
<td>MATH 130</td>
<td>Finite Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>PSYC 211</td>
<td>Abnormal Psychology</td>
<td>3</td>
</tr>
<tr>
<td>or PSYC 223</td>
<td>Stress Management</td>
<td>3</td>
</tr>
<tr>
<td>or FLAN*</td>
<td>Foreign Language</td>
<td>3</td>
</tr>
<tr>
<td>PHL 201</td>
<td>Logic and Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>LAWE 241</td>
<td>Administration of Justice II</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>66</td>
</tr>
</tbody>
</table>

*Any foreign language course through German, Norwegian, Spanish, Italian, Dutch, Russian, or French satisfies this requirement. FLAN 206 and 207 do not satisfy this requirement.

**Machine Technology**

**Applied Technology Program**

Machine Technology prepares the student for entry level employment in the machining industry. There are several different types of machinists employed in all sectors of the industry. Good job opportunities exist for the future. The program 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 knowledge necessary to perform good judgment in carrying out the machining of materials, maintenance of machines, and the assembly of machined parts required of machinists. The program teaches an appreciation for good workmanship and emphasizes safety, contact work habits, and positive work attitudes.

Coursework will include basic machining tool operations on lathes, milling machines, grinding machines, drill presses, saws, computer controlled lathes and milling machines (NC), along with bench work and the proper use of hand tools. Also included will be machine theories, 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, mechanical skills, reading comprehension, skills, and an interest in spatial aptitude. Academic skill building courses are available (see the Bridge Program on page 47). Successful completion of each semester and/or permission of the instructor is required for acceptance into the next semester.
**Certificate Program**

**First Semester**
- ATEC 120 Occupational Relations .................................. 3
- MACH 131 Machine Technology Theory I .......................... 4
- MACH 138 Machine Technology Lab I ................................. 9
- MATH 171 Blueprint Reading I ......................................... 2
- MATH 024 Technical Mathematics .................................... 3

**Second Semester**
- MACH 132 Machine Technology Lab II ................................ 8
- MACH 250 Manufacturing Processes ................................... 4
- MACH 172 Blueprint Reading II ....................................... 2
- MACH 188 Statistical Control Quality Control/Inspection Tech. ........................................... 1

**Third Semester**
- MACH 141 Computer in Machining ................................... 3
- MACH 251 Advanced Machining Lab I .............................. 8
- MACH 253 Intermediate Blueprint Reading ......................... 3
- MACH 283 Computer Numerical Control Theory I ................. 5

**Fourth Semester**
- ENGL 095 Communication Skills ..................................... 1
- MACH 254 Advanced Machining Lab II ............................ 8
- MACH 274 Geometric Dimensioning & Tolerancing ................. 3
- MACH 284 Advanced Machining Processes .......................... 5

**TOTAL** ............................................................................. 72

**Associate of Applied Science Degree**

**First Semester**
- ATEC 120 Occupational Relations .................................. 3
- MACH 131 Machine Technology Theory I .......................... 4
- MACH 138 Machine Technology Lab I ................................. 9
- MATH 171 Blueprint Reading I ......................................... 2
- MATH 024 Technical Mathematics .................................... 3

**Second Semester**
- ENGL 095 Fundamentals for Writing ............................... 3
- ENGL 101 English Composition ...................................... 3 (3)
- MACH 152 Machine Technology Lab II ............................ 8
- MACH 163 Manufacturing Processes ................................ 4
- MACH 172 Blueprint Reading II ....................................... 2
- MACH 185 Statistical Control Quality Control/Inspection Tech. ........................................... 1

**Third Semester**
- ENGL 202 Technical Writing .......................................... 3
- MACH 231 Computer in Machining ................................... 3
- MACH 251 Advanced Machining Lab I .............................. 8
- MACH 253 Intermediate Blueprint Reading ......................... 3
- MACH 283 Computer Numerical Control Theory I ................. 5

**Fourth Semester**
- MACH 254 Advanced Machining Lab II ............................ 8
- MACH 274 Geometric Dimensioning & Tolerancing ................. 3
- MACH 284 Advanced Machining Processes .......................... 5

**TOTAL** ............................................................................. 50

*Select electives from AAS degree requirements on page 44*

---

**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, pipefitting, 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, math and successful job search 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 and/or permission of the instructor is required for acceptance into the second semester.

**Certificate of Completion**

**First Semester**
- Course  
  - MATH 024 Technical Math ........................................ 1
  - MM 151 Maintenance Mechanic Theory I ...................... 7
  - MM 151L Maintenance Mechanic Lab I .......................... 5
  - MM 153 Blueprint Reading ......................................... 2

**Second Semester**
- Course  
  - ATEC 107 Occupational Relations ............................ 1
  - ATEC 110 Successful Job Search ................................. 1
  - ENGL 095 Communication Skills ................................. 1
  - MM 162 Shop Math .................................................... 2
  - MM 152 Maintenance Mechanic Theory II ..................... 5
  - MM 152L Maintenance Mechanic Lab II ........................ 5
  - MM 156 Hydraulics ................................................... 3

**Summer Session**
- Course  
  - MM 153 Maintenance Mechanic Theory III .................... 5
  - MM 153L Maintenance Mechanic Lab III ....................... 3

**TOTAL** ............................................................................. 43
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 of Arts degree and meets the general core requirements at all Idaho public universities. The suggested coursework normally fulfills the first half of baccalaureate degree requirements in Mathematics. Course selection should be tailored to match requirements defined by intended transfer institutions.

Associate of Science Degree

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 101</td>
<td>Introduction to Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>MATH 170</td>
<td>Analytic Geometry and Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>MATH 175</td>
<td>Analytic Geometry and Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>MATH 187</td>
<td>Discrete Math</td>
<td>4</td>
</tr>
<tr>
<td>MATH 275</td>
<td>Analytic Geometry and Calculus III</td>
<td>4</td>
</tr>
<tr>
<td>MATH 335</td>
<td>Linear Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MATH 370</td>
<td>Intro to Ordinary Differential Equations</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 211</td>
<td>Engineering Physics I</td>
<td>5</td>
</tr>
<tr>
<td>PHYS 212</td>
<td>Engineering Physics II</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>P.E. Activity/Dance</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>* Laboratory Science Electives</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>(CHEM 111 and 114 recommended)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>* Computer Science Elective</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>* Arts and Humanities Electives</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>* Social Science Electives</td>
<td>6</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>66-67</td>
</tr>
</tbody>
</table>

* Select electives from A.S. degree requirements on pages 42-43.

Music
Transfer Program

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

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

Associate of Arts Degree

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 101</td>
<td>Introduction to Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition</td>
<td>4</td>
</tr>
<tr>
<td>MUS 117</td>
<td>Music Composition</td>
<td>9</td>
</tr>
<tr>
<td>MUS 124</td>
<td>Individual Instruction</td>
<td>4</td>
</tr>
<tr>
<td>MUS 124B</td>
<td>Individual Instruction</td>
<td>4</td>
</tr>
<tr>
<td>MUS 140</td>
<td>Introduction to Music Literature</td>
<td>4</td>
</tr>
<tr>
<td>MUS 141</td>
<td>Harmony and Theory I</td>
<td>3</td>
</tr>
<tr>
<td>MUS 141L</td>
<td>Harmony and Theory Lab</td>
<td>1</td>
</tr>
<tr>
<td>MUS 142</td>
<td>Harmony and Theory II</td>
<td>3</td>
</tr>
<tr>
<td>MUS 142L</td>
<td>Harmony and Theory II Lab</td>
<td>1</td>
</tr>
<tr>
<td>MUS 251</td>
<td>Introduction to Music Literature</td>
<td>4</td>
</tr>
<tr>
<td>PHL 201</td>
<td>Logic and Critical Thinking</td>
<td>1</td>
</tr>
<tr>
<td>P.E. Activity/Dance</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>* Mathematics Elective</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>* Laboratory Science Elective</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>* Social Science Elective</td>
<td>12</td>
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<tr>
<td>* Computer Science Elective</td>
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<tr>
<td>* Arts and Humanities Elective</td>
<td>4</td>
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<tr>
<td>* Cultural Diversity Elective</td>
<td>1</td>
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</tr>
<tr>
<td>* Music Performance Elective</td>
<td>1</td>
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<tr>
<td>TOTAL</td>
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</table>

Associate of Science Degree

<table>
<thead>
<tr>
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<tr>
<td>COMM 101</td>
<td>Introduction to Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition</td>
<td>4</td>
</tr>
<tr>
<td>MUS 117</td>
<td>Music Composition</td>
<td>9</td>
</tr>
<tr>
<td>MUS 124</td>
<td>Individual Instruction</td>
<td>4</td>
</tr>
<tr>
<td>MUS 124B</td>
<td>Individual Instruction</td>
<td>4</td>
</tr>
<tr>
<td>MUS 140</td>
<td>Introduction to Music Literature</td>
<td>4</td>
</tr>
<tr>
<td>MUS 141</td>
<td>Harmony and Theory I</td>
<td>3</td>
</tr>
<tr>
<td>MUS 141L</td>
<td>Harmony and Theory Lab</td>
<td>1</td>
</tr>
<tr>
<td>MUS 142</td>
<td>Harmony and Theory II</td>
<td>3</td>
</tr>
<tr>
<td>MUS 142L</td>
<td>Harmony and Theory II Lab</td>
<td>1</td>
</tr>
<tr>
<td>MUS 241</td>
<td>Harmony and Theory III</td>
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</tr>
<tr>
<td>MUS 241L</td>
<td>Harmony and Theory III Lab</td>
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</tr>
<tr>
<td>MUS 242</td>
<td>Harmony and Theory IV</td>
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<td>MUS 242L</td>
<td>Harmony and Theory IV Lab</td>
<td>1</td>
</tr>
<tr>
<td>MUS 251</td>
<td>Introduction to Music Literature</td>
<td>4</td>
</tr>
<tr>
<td>P.E. Activity/Dance</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>* Arts and Humanities Elective</td>
<td>9</td>
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</tr>
<tr>
<td>* Mathematics Elective</td>
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<td></td>
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<tr>
<td>* Social Science Elective</td>
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<td></td>
</tr>
<tr>
<td>* Laboratory Science Elective</td>
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<td></td>
</tr>
<tr>
<td>* Music Performance Elective</td>
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</tr>
<tr>
<td>TOTAL</td>
<td>64</td>
<td></td>
</tr>
</tbody>
</table>

* Select electives for A.A. and A.S. degree requirements on pages 42-43.
Nursing: Practical Nursing (PN)

**Applied Technology Program**

This 11-month program prepares students for entry-level employment as practical nurses in hospitals, home health care, convalescent homes, and related health service professions. A Certificate of Completion is awarded. Students who wish to continue to the RN level should consult with their advisor for those program requirements.

A high school diploma or GED completion is required. Pre-requisite courses include English 101, Chemistry 101, and MATH 025 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 on page 16 of this catalog for details regarding specific requirements.

Graduates are eligible to take the National Council Licensure Examination (NCLEX-PN). Students who pass the exam are qualified to practice as licensed practical nurses in the state of Idaho and may apply for licensure in other states 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. The program is offered in cooperation with Kootenai Medical Center, local extended care facilities, and the State Board for Vocational Education.

**Certificate of Completion**

Pre-requisite college courses for the Practical Nursing program are PSYC 101 and MATH 102. A grade of C or higher is required for all pre-requisite courses. Students taking the ASSET must score above 44 in writing skills or above 48 in elementary algebra; those who do not will be required to take ENGL 099 and/or MATH 025. Students who have not had high school chemistry or CHEM 101 with a C or above within the past five years will be required to take chemistry.

**Fall Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALTH 107</td>
<td>Basic Concepts of Practical Nursing</td>
<td>1</td>
</tr>
<tr>
<td>PN 104</td>
<td>Human Body Structure &amp; Function</td>
<td>3</td>
</tr>
<tr>
<td>PN 106</td>
<td>Practical Nursing Theory</td>
<td>6</td>
</tr>
<tr>
<td>PN 108L</td>
<td>Practical Nursing Lab</td>
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</table>

**Spring Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PN 107</td>
<td>Practical Nursing Theory</td>
<td>8</td>
</tr>
<tr>
<td>PN 107L</td>
<td>Practical Nursing Lab</td>
<td>6</td>
</tr>
</tbody>
</table>

**Summer Session**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PN 108</td>
<td>Practical Nursing Theory</td>
<td>3</td>
</tr>
<tr>
<td>PN 108L</td>
<td>Practical Nursing Lab</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL** 38

---

Nursing: Registered Nursing (RN)

**Transfer Program**

The Associate Degree Nursing program provides opportunities for individuals to acquire the necessary education for entry into the profession of nursing as a registered nurse. The curriculum includes general education courses in the arts and sciences and nursing courses providing nursing theory in the classroom and patient care experiences in health care agencies.

Graduates are eligible to take the National Council Licensure Examination (NCLEX-RN). Upon passing the examination, the graduate is licensed to practice as a Registered Nurse in the state in which the exam was taken and may apply for licensure in other states without repeat examination.

The nursing program is approved by the Idaho State Board of Nursing and is accredited by the National League for Nursing Accrediting Commission. Inquiries can be made by contacting the above agencies at:

- Idaho State Board of Nursing
  PO Box 83720
  Boise, ID 83720-0001
- National League for Nursing Accrediting Commission
  350 Hudson Street
  New York, NY 10014
  212-989-9393

The nursing program has a selective admission process. Please see the admissions section on page 16 of the catalog for details of admission criteria and procedure. It is highly recommended that potential applicants meet with a nursing department advisor as they begin planning their pre-nursing program. Licensed practical nurses are eligible to apply for advanced placement. LPNs must meet the same admission criteria as other program applicants. Those applicants desiring advanced placement should meet with the nursing chair of the Advanced Placement Committee for advisement.

**Associate of Science Degree**

**Prerequisites**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 250</td>
<td>General Microbiology/Bacteriology</td>
<td>4</td>
</tr>
<tr>
<td>COMM 101</td>
<td>Introduction to Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>Introduction to Psychology</td>
<td>3</td>
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</tbody>
</table>

**First Year**

**Fall Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 127</td>
<td>Human Anatomy and Physiology</td>
<td>4</td>
</tr>
<tr>
<td>NURS 119</td>
<td>Nursing Process</td>
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</tr>
<tr>
<td>NURS 120</td>
<td>Conceptual Basis of Nursing Lab I</td>
<td>1</td>
</tr>
<tr>
<td>NURS 183</td>
<td>Fundamentals of Nursing</td>
<td>6</td>
</tr>
</tbody>
</table>
Program Guidelines

Spring Semester
BIOL 228 Human Anatomy and Physiology .......... 4
NURS 121 Conceptual Basis of Nursing Lab II ........ 1
NURS 186 Nursing Management Medical-Surgical Patient ... 8

Summer Semester
NURS 187 Obstetrical Nursing ..................... 3
NURS 188 Psychiatric Mental Health Nursing .......... 3

Second Year
ENGL 102 English Composition ...................... 3
NURS 285 Nursing Intervention I .................... 9
* Humanities Elective ............................... 3

Spring Semester
NURS 221 Issues in Nursing Practice ................... 1
NURS 286 Nursing Intervention II .................... 8
SOC 101 Introduction to Sociology .................... 3
* Mathematics Elective ............................... 3

TOTAL including prerequisites ...................... 74

* Select electives from A.S. degree requirements on pages 42-43.

To progress in the nursing curriculum a grade of C or better is required for each nursing course and for each general education course listed as a prerequisite for the next nursing course.

To achieve a grade of C or better in a nursing course requires a 75% minimum test average and satisfactory clinical performance evaluation.

Students who wish to continue their education in nursing will need to complete all the core requirements for the Associate of Science degree as outlined on pages 40-41 of the catalog to articulate with junior standing. BSN completion programs are available through several colleges in Idaho and in Eastern Washington.

Students entering the nursing program in the fall of 1997 will be required to meet all A.S. degree requirements.

Paralegal

Applied Technology Program

This program provides coursework required for an Associate of Applied Science Degree that leads to positions in legal environments. A paralegal, under the supervision of an attorney, applies knowledge of law and legal procedures in rendering direct assistance to attorneys, clients, and courts. They may conduct initial client interviews and follow up on investigation of factual information. Paralegals design, develop and modify procedures, techniques, services and processes; prepare and interpret legal documents; and detail procedures for practicing in certain fields of law. Paralegals research, select, assess, cite, and use information from the law library and other references and analyze and handle procedures and problems that involve independent decisions.

This program has a selective admissions process which is explained on page 16 of this catalog. 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 for details regarding specific requirements.

Associate of Applied Science Degree

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>BUSA 185</td>
<td>Business Math</td>
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<tr>
<td>BUSO 115</td>
<td>Records System Management</td>
<td>3</td>
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<tr>
<td>BUSO 173</td>
<td>Word Processing</td>
<td>1</td>
</tr>
<tr>
<td>BUSO 205</td>
<td>Legal Terminology &amp; Transcription I</td>
<td>1</td>
</tr>
<tr>
<td>BUSO 206</td>
<td>Legal Terminology &amp; Transcription II</td>
<td>1</td>
</tr>
<tr>
<td>COMM 101</td>
<td>Introduction to Speech Communications</td>
<td>1</td>
</tr>
<tr>
<td>or COMM 233 Interpersonal Communication</td>
<td>3</td>
<td></td>
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<tr>
<td>or COMM 236 Small Group Communication</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition</td>
<td>1</td>
</tr>
<tr>
<td>PLEG 101</td>
<td>Introduction to Law and Legal Practice</td>
<td>2</td>
</tr>
<tr>
<td>PLEG 103</td>
<td>Criminal Procedure</td>
<td>2</td>
</tr>
<tr>
<td>PLEG 104</td>
<td>Civil Litigation</td>
<td>2</td>
</tr>
<tr>
<td>PLEG 125</td>
<td>Contracts</td>
<td>3</td>
</tr>
<tr>
<td>PLEG 135</td>
<td>Torts</td>
<td>2</td>
</tr>
<tr>
<td>PLEG 201</td>
<td>Legal Ethics</td>
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<tr>
<td>PLEG 205</td>
<td>Law Office Management</td>
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<tr>
<td>PLEG 210</td>
<td>Legal Research I</td>
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<td>PLEG 211</td>
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<td>PLEG 221</td>
<td>Legal Writing II</td>
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<tr>
<td>PLEG 230</td>
<td>Evidence</td>
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<tr>
<td>PLEG 290</td>
<td>Paralegal Internship I</td>
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<tr>
<td>PLEG 291</td>
<td>Paralegal Internship II</td>
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<tr>
<td>PSYC 100</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

Degree Requirements: 68

* Students intending to obtain a baccalaureate degree should take a course meeting the requirement for the Associate of Science Degree.
* Students intending to obtain a baccalaureate degree should take COMM 233.
* Requirement options (6 credits required): BUSO 219, 220, 221, 222, 223, 224, 225, or 226.

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 hospital pharmacies. Students completing the program will have a basic understanding of pharmacology, chemical principles, and the treatment classification and use of the top 500 drugs. Students will develop skills in pharmacy, customer preparation, maintaining patient profiles, 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 which is explained on page 18 of this catalog. Approximately 8-12 students are admitted to the pharmacy program each year.
Coursework and practicum each spring semester. Course requirements prior to the technical pharmacy courses are open to all students who meet specific course prerequisites. The Certificate of Completion can be obtained in an 11-month course of study. The Associate of Applied Science Degree can be obtained in two additional semesters.

The deadline for submitting completed application packets is October 27 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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALTH 101</td>
<td>Introduction to Allied Health</td>
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<td>ALTH 102</td>
<td>Introduction to Allied Health Lab</td>
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<td>BIOL 175</td>
<td>Human Biology</td>
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</tr>
<tr>
<td>BUSO 189</td>
<td>Medical Terminology/Anatomy</td>
<td>1.0</td>
</tr>
<tr>
<td>COMM 233</td>
<td>Interpersonal Communication</td>
<td>3.0</td>
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<tr>
<td>ENGL 101</td>
<td>English Composition</td>
<td>3.0</td>
</tr>
<tr>
<td>MATH 102</td>
<td>Computational Skills for Allied Health</td>
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<tr>
<td>PHAR 110</td>
<td>Pharmacy Law</td>
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**Spring Semester**

Prerequisite to PHAR 150 and above is admission into the program.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ALTH 108</td>
<td>Infection Prevention</td>
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</tr>
<tr>
<td>PHAR 150</td>
<td>Orientation to OTC &amp; Prescription Drugs</td>
<td>4.0</td>
</tr>
<tr>
<td>PHAR 179</td>
<td>Pharmacy Technology</td>
<td>2.0</td>
</tr>
<tr>
<td>PHAR 189</td>
<td>Pharmacy Practicum I</td>
<td>3.0</td>
</tr>
<tr>
<td>PHAR 191</td>
<td>Pharmacy Seminar I</td>
<td>0.5</td>
</tr>
<tr>
<td>PHI 103</td>
<td>Ethics With Health Care</td>
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</tr>
</tbody>
</table>

**Summer Session (10 weeks)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>ATFC 110</td>
<td>Successful Job Search</td>
<td>1.0</td>
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<tr>
<td>PHAR 185</td>
<td>Pharmacy Practicum II</td>
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</tr>
<tr>
<td>PHAR 186</td>
<td>Pharmacy Seminar II</td>
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<tr>
<td><strong>TOTAL</strong></td>
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<td><strong>40.0</strong></td>
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</tbody>
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**Associate of Arts Degree**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>COMM 101</td>
<td>Introduction to Speech Communication</td>
<td>3.0</td>
</tr>
<tr>
<td>CS 100</td>
<td>Introduction to Computers</td>
<td>3.0</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition</td>
<td>3.0</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition</td>
<td>3.0</td>
</tr>
<tr>
<td>PHIL 101</td>
<td>Introduction to Philosophy</td>
<td>3.0</td>
</tr>
<tr>
<td>PHIL 103</td>
<td>Ethics</td>
<td>3.0</td>
</tr>
<tr>
<td>PHIL 111</td>
<td>World Religions</td>
<td>3.0</td>
</tr>
<tr>
<td>PHIL 131</td>
<td>Introduction to Religion</td>
<td>3.0</td>
</tr>
<tr>
<td>PHIL 201</td>
<td>Logic and Critical Thinking</td>
<td>3.0</td>
</tr>
<tr>
<td>P.E. Activity/Dance</td>
<td></td>
<td>2.0</td>
</tr>
<tr>
<td>Foreign Language (200 level or higher)</td>
<td>4.0</td>
<td></td>
</tr>
<tr>
<td>* Social Science Electives</td>
<td>9.0</td>
<td></td>
</tr>
<tr>
<td>* Laboratory Science Electives</td>
<td>8.0</td>
<td></td>
</tr>
<tr>
<td>* Mathematics Electives</td>
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</tr>
<tr>
<td>* Arts and Humanities Electives</td>
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<td></td>
</tr>
<tr>
<td>General Electives</td>
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<td><strong>TOTAL</strong></td>
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* Select electives from the list of AA degree requirements on pages 40-41.

**Associate of Applied Science Degree**

<table>
<thead>
<tr>
<th>Second Year</th>
<th>Fall Semester</th>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>PHAR 204</td>
<td>Advanced Pharmacy Lab</td>
<td>1.0</td>
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<td></td>
<td></td>
<td>PHAR 221</td>
<td>Pharmacy Internship</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PSYC 101</td>
<td>Introduction to Psychology</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CS/BUSA 100</td>
<td>Introduction to Computers</td>
<td>3.0</td>
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<tr>
<td></td>
<td></td>
<td>MATH 108</td>
<td>Intermediate Algebra</td>
<td>4.0</td>
</tr>
<tr>
<td></td>
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<td>ENGL 102</td>
<td>English Composition</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>or ENGL 202</td>
<td>Technical Writing</td>
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**Spring Semester**

<table>
<thead>
<tr>
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<th>Credit Hours</th>
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<tr>
<td>BUSO 115</td>
<td>Records System Management</td>
<td>3.0</td>
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<tr>
<td>CHEM 101</td>
<td>Intro to Essentials of General Chemistry I</td>
<td>3.0</td>
</tr>
<tr>
<td>COMM 236</td>
<td>Small Group Dynamics</td>
<td>3.0</td>
</tr>
<tr>
<td>ECON 201</td>
<td>Principles of Economics</td>
<td>3.0</td>
</tr>
<tr>
<td>PHAR 222</td>
<td>Pharmacy Internship</td>
<td>1.0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>73.0</strong></td>
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</tbody>
</table>

**Philosophy**

**Transfer Program**

The philosophy program provides excellent preparation for most professions or fields of graduate study, especially business, law, medicine, public administration, and education. Completion of the following courses results in an associate degree and meets the general core requirements at all Idaho public universities. The suggested coursework normally fulfills the first half of baccalaureate degree requirements in Philosophy. Course selection should be tailored to match requirements by intended transfer institutions.
Physical Education
Transfer Program
This program is for students interested in pursuing a baccalaureate degree in Physical Education for teaching grades 1-12, with options in Exercise Science/Fitness or Coaching or a minor in Health Education.

Completion of the following courses results in an Associate degree and meets the general core requirements at all Idaho public universities. The suggested coursework normally fulfills the first half of the baccalaureate degree requirements for Physical Education at the University of Idaho-Coeur d’Alene campus.

Associate of Science Degree

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 227</td>
<td>Anatomy &amp; Physiology</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 228</td>
<td>Anatomy &amp; Physiology</td>
<td>4</td>
</tr>
<tr>
<td>COMM 101</td>
<td>Introduction to Speech</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 201</td>
<td>Introduction to Teaching</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 205</td>
<td>Interdisciplinary Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 227</td>
<td>Survey of American Literature</td>
<td>3</td>
</tr>
<tr>
<td>or ENGL 228</td>
<td>Survey of American Literature (3)</td>
<td></td>
</tr>
<tr>
<td>PE 160</td>
<td>Foundations of Physical Education</td>
<td>3</td>
</tr>
<tr>
<td>PE 220</td>
<td>Sports and Society</td>
<td>2</td>
</tr>
<tr>
<td>PE 221</td>
<td>Fitness Activities and Concepts</td>
<td>2</td>
</tr>
<tr>
<td>PE 222</td>
<td>Wellness Lifestyles</td>
<td>3</td>
</tr>
<tr>
<td>PE 235</td>
<td>**Individual/Team Sports (Select 7)</td>
<td>7</td>
</tr>
<tr>
<td>PE 235E</td>
<td>Weight Training</td>
<td>1</td>
</tr>
<tr>
<td>PE 243</td>
<td>Play and Game Theory</td>
<td>3</td>
</tr>
<tr>
<td>PE 288</td>
<td>First Aid</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Intro to Sociology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>* Mathematics Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>* Arts &amp; Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>* Social Science Electives</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(HIST 111, 112 or POLS 101)</td>
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</table>

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

Exercise Science/Fitness Option
(15 additional credits; no minor needed)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 207</td>
<td>Concepts in Human Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>DANC 105</td>
<td>Aerobic Dance</td>
<td>1</td>
</tr>
<tr>
<td>PSYC 223</td>
<td>Stress Management</td>
<td>3</td>
</tr>
<tr>
<td>SOC 155</td>
<td>Drugs Abuse: Fact, Fiction &amp; the Future</td>
<td>3</td>
</tr>
<tr>
<td>PE 207</td>
<td>Water Aerobics</td>
<td>1</td>
</tr>
<tr>
<td>PE 235E</td>
<td>Weight Training</td>
<td>1</td>
</tr>
<tr>
<td>PE 248</td>
<td>Athletic Injuries</td>
<td>3</td>
</tr>
</tbody>
</table>

Coaching Option
(13 additional credits; no minor needed)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 207</td>
<td>Concepts in Human Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>SOC 155</td>
<td>Drugs Abuse: Fact, Fiction &amp; the Future</td>
<td>3</td>
</tr>
</tbody>
</table>

Coaching Methods (select 2):
- PE 241 A Coaching Basketball 2
- PE 241 B Coaching Volleyball 2
- PE 241 C Coaching Football Soccer 2
- PE 241 D Coaching Baseball Softball 2
- PE 241 E Coaching Track & Field Crews Events 2
- PE 241 F Coaching Wrestling 2
- PE 248 Athletic Injuries 3

Health Education Minor

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 207</td>
<td>Concepts in Human Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>SOC 155</td>
<td>Drug Abuse: Fact, Fiction &amp; the Future</td>
<td>3</td>
</tr>
<tr>
<td>SOC 220</td>
<td>Marriage and Family</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 223</td>
<td>Stress Management</td>
<td>3</td>
</tr>
<tr>
<td>PE 222</td>
<td>Wellness Lifestyle</td>
<td>3</td>
</tr>
<tr>
<td>PE 288</td>
<td>First Aid</td>
<td>3</td>
</tr>
</tbody>
</table>

Physical Therapist Assistant
Applied Technology Program
This Allied Health program prepares graduates to work as physical therapist assistants in a variety of settings (hospitals, nursing homes, private practice, rehabilitation centers, sports medicine clinics, etc.). This program has a selective admissions process which is explained on page 10 of this catalog.

The PTA program is in the process of accreditation. The first and second class of students will be accepted into an accredited program until the final accreditation process is completed in September of 1998. Although all will be done to achieve accreditation, North Idaho College and the Commission on Accreditation for Physical Therapy Education make no guarantee as to the final accreditation of the program.

Required courses that can be taken prior to program entry are:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALTH 101</td>
<td>Introduction to Allied Health</td>
<td>1</td>
</tr>
<tr>
<td>ALTH 102</td>
<td>Introduction to Allied Health Lab</td>
<td>1</td>
</tr>
<tr>
<td>ALTH 105</td>
<td>Infection Prevention</td>
<td>2</td>
</tr>
<tr>
<td>BIOL 227</td>
<td>Human Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 228</td>
<td>Human Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>BUSO 109</td>
<td>Medical Terminology/Anatomy</td>
<td>3</td>
</tr>
<tr>
<td>COMM 213</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>MATH 102*</td>
<td>Computation Skills for Allied Health</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

* or any other math course that satisfies AAS degree requirements

Associate of Applied Science Degree
Enrollment requires prior acceptance into the Physical Therapist Assistant Program.
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 size facilitates student interaction with qualified faculty and excellent laboratories offer state-of-the-art instrumentation. A strong background in science and mathematics is important preparation for a college physics program.

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

Associate of Science Degree

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>CS 180</td>
<td>Intro to Computing with FORTRAN</td>
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<td>or CS 190</td>
<td>Computer Science I</td>
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<td>CS 280</td>
<td>Digital Computer Fundamentals</td>
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<tr>
<td>CHEM 111</td>
<td>Principles of General College Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 112</td>
<td>Principles of General College Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>COMM 101</td>
<td>Introduction to Speech Communications</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition</td>
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<tr>
<td>ENGR 201</td>
<td>Electronic Circuits I</td>
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<tr>
<td>ENGR 211</td>
<td>Introduction to Mechanics</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 221</td>
<td>Dynamics of Rigid Bodies</td>
<td>3</td>
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<tr>
<td>MATH 150</td>
<td>Analytic Geometry and Calculus I</td>
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<tr>
<td>MATH 175</td>
<td>Analytic Geometry and Calculus II</td>
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<tr>
<td>MATH 275</td>
<td>Analytic Geometry and Calculus III</td>
<td>4</td>
</tr>
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</table>

TOTAL: 71-72

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 defined by intended transfer institutions.

Associate of Arts Degree

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 101</td>
<td>Introduction to Speech Communication</td>
<td>3</td>
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<tr>
<td>ECON 201</td>
<td>Principles of Economics</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>HIST 101</td>
<td>History of Civilization</td>
<td>3</td>
</tr>
<tr>
<td>or HIST 102</td>
<td>History of Civilization</td>
<td>(3)</td>
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<tr>
<td>MATH 130</td>
<td>Finite Mathematics</td>
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</tr>
<tr>
<td>PHIL 201</td>
<td>Logic and Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>POLS 101</td>
<td>American National Government</td>
<td>3</td>
</tr>
<tr>
<td>POLS 102</td>
<td>State and Local Government</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>P.E. Activity/Dance</td>
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<tr>
<td>Foreign Language</td>
<td>16</td>
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<td>or Computer Science Elective</td>
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</tr>
<tr>
<td>or Arts and Humanities Electives</td>
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</tr>
<tr>
<td>or Laboratory Science Electives</td>
<td>8</td>
<td></td>
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<tr>
<td>TOTAL:</td>
<td>71-72</td>
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Associate of Science Degree

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 101</td>
<td>Introduction to Speech Communication</td>
<td>3</td>
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<tr>
<td>CS 100</td>
<td>Introduction to Computers</td>
<td>3</td>
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<tr>
<td>EDUC 201</td>
<td>Introduction to Teaching</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 292</td>
<td>Creative Writing</td>
<td>3</td>
</tr>
</tbody>
</table>
Pre-Medical Related Fields

Transfer Program

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

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

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

Associate of Science Degree

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 204</td>
<td>Introduction to Life Sciences</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 207</td>
<td>Concepts in Human Nutrition</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 227</td>
<td>Human Anatomy and Physiology</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 228</td>
<td>Human Anatomy and Physiology</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 250</td>
<td>General Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 111</td>
<td>Principles of General College Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 112</td>
<td>Principles of General College Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 277</td>
<td>Organic Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 278</td>
<td>Organic Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 287</td>
<td>Organic Chemistry II Lab</td>
<td>4</td>
</tr>
<tr>
<td>COMM 101</td>
<td>Introduction to Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>MATH 147</td>
<td>Precalculus</td>
<td>3</td>
</tr>
<tr>
<td>MATH 148</td>
<td>Graphing Calculator</td>
<td>3</td>
</tr>
<tr>
<td>MATH 170</td>
<td>Analytic Geometry and Calculus</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 111</td>
<td>General Physics I</td>
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<td>PHYS 112</td>
<td>General Physics II</td>
<td>4</td>
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<tr>
<td>PSYC 101</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>P.E. Activity/Dance</td>
<td></td>
<td>2</td>
</tr>
</tbody>
</table>

TOTAL: 64

* See requirements for specific transfer institutions
** Select electives from the list of A.S. degree requirements on pages 42-43.

* Select electives from the list of A.S. degree requirements on pages 42-43.
Pre-Physical Therapy
Transfer Program
This program is designed for students planning to transfer to another institution. Typically, an overall GPA of 2.75 or better, a 4.00 GPA in prerequisites (e.g., biology, anatomy, physiology, and psychology) and 150 hours of university work are necessary for the acceptance. The program is designed to prepare students for a career as a physical therapist in a licensed setting.

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

**Associate of Science Degree**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 200</td>
<td>Introduction to Life Sciences</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 222</td>
<td>Human Anatomy and Physiology</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 225</td>
<td>Human Anatomy and Physiology</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 230</td>
<td>General Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 111</td>
<td>Principles of General College Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 112</td>
<td>Principles of General College Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>COMM 101</td>
<td>Introduction to Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>MATH 118</td>
<td>Precalculus</td>
<td>5</td>
</tr>
<tr>
<td>MATH 120</td>
<td>Analytic Geometry and Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 111</td>
<td>General Physics I</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 112</td>
<td>General Physics II</td>
<td>4</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>P.E. Activity/Occupation</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>*Arts and Humanities Electives</td>
<td>6-9</td>
<td></td>
</tr>
<tr>
<td>*Social Science Electives</td>
<td>3-6</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>65-71</td>
<td></td>
</tr>
</tbody>
</table>

* Select electives from A.A. degree requirements on pages 42-43.

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 3.00 overall grade point average in their academic studies prior to admission to the program. Candidates with greater depth and breadth of academic background are given preference by WSU.

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

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

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

**Associate of Science Degree**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 202</td>
<td>General Zoology</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 204</td>
<td>Introduction to Life Sciences</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 111</td>
<td>Principles of General College Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 112</td>
<td>Principles of General College Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 277</td>
<td>Organic Chemistry I</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 278</td>
<td>Organic Chemistry II</td>
<td>3</td>
</tr>
<tr>
<td>COMM 101</td>
<td>Introduction to Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>MATH 130</td>
<td>Finite Math, Precalculus, or</td>
<td>4-5</td>
</tr>
<tr>
<td>117 or 120</td>
<td>Analytic Geometry and Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 111</td>
<td>General Physics I</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 112</td>
<td>General Physics II</td>
<td>4</td>
</tr>
<tr>
<td>P.E. Activity/Occupation</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>*Arts and Humanities Electives</td>
<td>6-9</td>
<td></td>
</tr>
<tr>
<td>*Social Science Electives</td>
<td>6-9</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>64-65</td>
<td></td>
</tr>
</tbody>
</table>

* Select electives from the list of A.A. 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 coursework normally fulfills the first half of baccalaureate degree requirements in Psychology. Course selection should be tailored to match requirements defined by intended transfer institutions.

### Associate of Arts Degree

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>COMM 101</td>
<td>Introduction to Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 201</td>
<td>Logic and Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 205</td>
<td>Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 218</td>
<td>Intro to Research in the Behavioral Sciences</td>
<td>4</td>
</tr>
<tr>
<td>P.E. Activity/Dance</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>* Mathematics Elective</td>
<td>3-4</td>
<td></td>
</tr>
<tr>
<td>* Computer Science Elective</td>
<td>2-3</td>
<td></td>
</tr>
<tr>
<td>* Laboratory Science Electives</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>* Social Science Elective</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>* Arts and Humanities Electives</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>* Cultural Diversity Elective</td>
<td>3-4</td>
<td></td>
</tr>
<tr>
<td>General Electives</td>
<td>12</td>
<td></td>
</tr>
<tr>
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<td><strong>64-67</strong></td>
<td></td>
</tr>
</tbody>
</table>

* Select electives from the list of A.A. degree requirements on pages 40-41.

---

# 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. It includes required coursework 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 business skills. Students must complete a common core of classes to receive an A.A.S. degree.

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

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

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

### Associate of Applied Science Degree

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSA 100</td>
<td>Introduction to Computers</td>
<td>1</td>
</tr>
<tr>
<td>BUSA 101</td>
<td>Introduction to Business</td>
<td>1</td>
</tr>
<tr>
<td>BUSA 121</td>
<td>Introduction to Spreadsheets</td>
<td>1</td>
</tr>
<tr>
<td>BUSA 201</td>
<td>Principles of Accounting</td>
<td>1</td>
</tr>
<tr>
<td>BUSA 202</td>
<td>Principles of Marketing</td>
<td>1</td>
</tr>
<tr>
<td>BUSA 211</td>
<td>Principles of Management</td>
<td>1</td>
</tr>
<tr>
<td>BUSA 221</td>
<td>Principles of Marketing</td>
<td>1</td>
</tr>
<tr>
<td>BUSA 265</td>
<td>Legal Environment of Business</td>
<td>1</td>
</tr>
<tr>
<td>COMM 101</td>
<td>Introduction to Speech Communication</td>
<td>1</td>
</tr>
<tr>
<td>or COMM 236</td>
<td>Group Communication</td>
<td></td>
</tr>
<tr>
<td>ECON 201</td>
<td>Principles of Economics (Macro)</td>
<td>1</td>
</tr>
<tr>
<td>ECON 202</td>
<td>Principles of Economics (Micro)</td>
<td>1</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition</td>
<td>1</td>
</tr>
<tr>
<td>ENGL 272</td>
<td>Business Writing</td>
<td>1</td>
</tr>
<tr>
<td>MATH 108</td>
<td>Intermediate Algebra</td>
<td>1</td>
</tr>
<tr>
<td>or MATH 130</td>
<td>Finite Mathematics</td>
<td></td>
</tr>
<tr>
<td>PSYC 101</td>
<td>Introduction to Psychology</td>
<td>1</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>44</strong></td>
</tr>
</tbody>
</table>

**Management Option**:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSA 138</td>
<td>Accounting for Managers</td>
<td>1</td>
</tr>
<tr>
<td>BMGT 120</td>
<td>Occupational Relations</td>
<td>1</td>
</tr>
<tr>
<td>BMGT 236</td>
<td>Human Resource Management</td>
<td>1</td>
</tr>
<tr>
<td>BMGT 256</td>
<td>Problem Solving Through Team Dynamics</td>
<td>1</td>
</tr>
<tr>
<td>BMGT 266</td>
<td>Small Business Management</td>
<td>1</td>
</tr>
<tr>
<td>Electives From List Below</td>
<td>5-6</td>
<td></td>
</tr>
</tbody>
</table>
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 and state and local levels, health care social work in such agencies as nursing homes, hospitals and outpatient care facilities, mental health facilities, children and youth services; aging service casework; rehabilitation counseling; juvenile detention; family services; pre-adoption investigation; drug and alcohol counseling; group home casework and counseling; and employee assistance counseling.

Completion of the following courses results in an associate degree and meets the general education core requirements at all Idaho public universities. The suggested coursework normally fulfills the first half of baccalaureate degree requirements in Social Work. Course selection should be tailored to match requirements defined by the intended transfer institution. Students planning to attend Eastern Washington University should consider the Associate of Arts degree program, while students planning to attend Lewis-Clark State College should pursue the Associate of Science degree program.

Associate of Arts Degree

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 101</td>
<td>Introduction to Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>CS 100</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>MATH 130</td>
<td>Finite Mathematics (or higher)</td>
<td>4</td>
</tr>
<tr>
<td>PHIL 201</td>
<td>Logic &amp; Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 102</td>
<td>Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>SOWK 240</td>
<td>Introduction to Social Work</td>
<td>3</td>
</tr>
<tr>
<td>SOWK 241</td>
<td>Social Work Generalist Practice</td>
<td>3</td>
</tr>
<tr>
<td>P.E. Activity/Dance</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>* Cultural Diversity Electives</td>
<td>3-4</td>
<td></td>
</tr>
<tr>
<td>* Laboratory Science Electives</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>* Arts and Humanities Electives (Group 1&amp;2)</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>* Social Science Electives (Group 2&amp;3)</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>General Electives</td>
<td>9-10</td>
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<tr>
<td>TOTAL</td>
<td>68-70</td>
<td></td>
</tr>
</tbody>
</table>

* (Intermediate Foreign Language strongly recommended, preferably Spanish)

* Select electives from the A.A. degree requirements on pages 40-41.

Recommended General Electives:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 175</td>
<td>Human Biology</td>
<td>4</td>
</tr>
<tr>
<td>PHIL 103</td>
<td>Ethics</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 205</td>
<td>Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 211</td>
<td>Abnormal Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 223</td>
<td>Stress Management</td>
<td>3</td>
</tr>
<tr>
<td>SOC 155</td>
<td>Drug Abuse</td>
<td>3</td>
</tr>
<tr>
<td>SOC 283</td>
<td>Death and Dying</td>
<td>3</td>
</tr>
</tbody>
</table>

Associate of Science Degree

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 175</td>
<td>Human Biology</td>
<td>4</td>
</tr>
<tr>
<td>COMM 101</td>
<td>Introduction to Speech Commun</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>MATH 130</td>
<td>Finite Mathematics (or higher)</td>
<td>4</td>
</tr>
<tr>
<td>PHIL 103</td>
<td>Ethics</td>
<td>3</td>
</tr>
<tr>
<td>POLS 102</td>
<td>State and Local Government</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOWK 240</td>
<td>Introduction to Social Work</td>
<td>3</td>
</tr>
<tr>
<td>SOWK 241</td>
<td>Social Work Generalist Practice</td>
<td>3</td>
</tr>
<tr>
<td>P.E. Activity/Dance</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>* Foreign Language Electives</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>* Laboratory Science Electives</td>
<td>4</td>
<td></td>
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<tr>
<td>General Electives</td>
<td>19</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>64</td>
<td></td>
</tr>
</tbody>
</table>

* (Intermediate Foreign Language strongly recommended, preferably Spanish)

* Select electives from A.S. degree requirements on pages 42-43.
Recommended General Electives:
ANTH 225 Native People in North America .... 3
PSYC 205 Developmental Psychology ........ 3
PSYC 211 Abnormal Psychology ............. 3
PSYC 223 Stress Management .................. 3
SOC 155 Drug Abuse ............................ 3
SOC 102 Social Problems ...................... 3
SOC 283 Death and Dying ..................... 3

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

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

Associate of Arts Degree

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 101</td>
<td>Introduction to Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>CS 100</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>MATH 123</td>
<td>Contemporary Math</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 201</td>
<td>Logic and Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 205</td>
<td>Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 218</td>
<td>Intro to Research in the Behavioral Sciences</td>
<td>4</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 102</td>
<td>Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>SOC 220</td>
<td>Marriage and Family</td>
<td>3</td>
</tr>
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<td>P.E. Activity/Dance</td>
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</tr>
<tr>
<td>&quot; Cultural Diversity Elective</td>
<td>3-4</td>
<td></td>
</tr>
<tr>
<td>&quot; Social Science Electives</td>
<td>9</td>
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<tr>
<td>&quot; Arts and Humanities Electives</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>&quot; Laboratory Science Electives</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>65-66</td>
<td></td>
</tr>
</tbody>
</table>

* Select electives from the A.A. degree requirements on pages 40-41.

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

Emphasis is placed on the theatre arts as a desirable study for a wide range of career choices. Theatre arts at NIC is not restricted to those who would like to make theatre a profession. Rather, through the study of communication, literary, physical, technical and psychological/emotional skills, a theatre major prepares students for success in many different professions.

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

Associate of Arts Degree

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 101</td>
<td>Introduction to Speech Communications</td>
<td>3</td>
</tr>
<tr>
<td>COMM 103</td>
<td>Oral Interpretation</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition</td>
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<td>PHIL 201</td>
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<td>THEA 101</td>
<td>Introduction to Theatre</td>
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<td>THEA 102</td>
<td>Stage Makeup</td>
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<td>THEA 103</td>
<td>Introduction to Stagecraft</td>
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<tr>
<td>THEA 105</td>
<td>Basics of Performance</td>
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<tr>
<td>THEA 106</td>
<td>Basics of Performance</td>
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<tr>
<td>THEA 163</td>
<td>Basics of Scene Design</td>
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<td>THEA 190</td>
<td>Theatre Practice</td>
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<tr>
<td>THEA 263</td>
<td>Technical Production</td>
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<tr>
<td>THEA 271</td>
<td>Play Analysis</td>
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<td>THEA 272</td>
<td>Intermediate Acting</td>
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<td>THEA 273</td>
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<td>&quot; Arts and Humanities Elective</td>
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<td>&quot; Cultural Diversity Elective</td>
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<td>&quot; Computer Science Elective</td>
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<td>&quot; Laboratory Science Electives</td>
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<td>TOTAL</td>
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* Select electives from the A.A. degree requirements on pages 40-41.

Associate of Science Degree

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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>COMM 101</td>
<td>Introduction to Speech Communications</td>
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<td>COMM 103</td>
<td>Oral Interpretation</td>
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Certificate of Completion
First Semester

<table>
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<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>ATEC 120</td>
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<td>WELD 111</td>
<td>Safety Applications &amp; Practice</td>
<td>1</td>
</tr>
<tr>
<td>WELD 120</td>
<td>Blueprint Reading</td>
<td>3</td>
</tr>
<tr>
<td>WELD 160L</td>
<td>Oxygen Gas Principles &amp; Practices</td>
<td>5</td>
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<tr>
<td>WELD 165L</td>
<td>Shielded Metal Arc Welding</td>
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Second Semester

<table>
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<tr>
<th>Course</th>
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<tr>
<td>ENGL 105</td>
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<td>Flux Cored Arc Welding</td>
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<td>WELD 175L</td>
<td>Gas Metal Arc Welding</td>
<td>3</td>
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<tr>
<td>WELD 180L</td>
<td>Shielded Metal Arc Welding</td>
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<td>WELD 195L</td>
<td>Carbon Arc Cutting/Plasma Arc Cutting</td>
<td>1</td>
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<td>WELD 220</td>
<td>Advanced Blueprint Reading</td>
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Summer Session

<table>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>WELD 100C</td>
<td>Welding Theory</td>
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<tr>
<td>WELD 110</td>
<td>Distortion Control</td>
<td>1</td>
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<td>WELD 130</td>
<td>Quality Control/NDT Processes</td>
<td>1</td>
</tr>
<tr>
<td>WELD 280L</td>
<td>Layout Procedures</td>
<td>6</td>
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<tr>
<td>or WELD 199L</td>
<td>Cooperative Education/Internship</td>
<td>6</td>
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</table>

TOTAL: 67-68

Certificate of Completion-Pipe Welding
Prerequisite: Successful completion of the Basic Welding Certificate Program and permission of the instructor.

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>WELD 200</td>
<td>Welding Theory Metallurgy</td>
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<tr>
<td>WELD 230</td>
<td>Layout Procedures</td>
<td>2</td>
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<tr>
<td>WELD 280L</td>
<td>Shielded Metal Arc Welding</td>
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Second Semester (eight weeks)

<table>
<thead>
<tr>
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<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>WELD 114</td>
<td>Mechanical Drawing</td>
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<tr>
<td>WELD 160</td>
<td>Gas Tungsten Arc Welding</td>
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<td>WELD 280L</td>
<td>Gas Tungsten Arc Welding - Pipe</td>
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TOTAL: 73-77

Associate of Applied Science Degree
First Year

First Semester

<table>
<thead>
<tr>
<th>Course</th>
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<th>Credit Hours</th>
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<tr>
<td>MATH 103</td>
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<td>or MATH 108</td>
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<td>WELD 100A</td>
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<tr>
<td>WELD 111</td>
<td>Safety Applications &amp; Practice</td>
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<tr>
<td>WELD 120</td>
<td>Blueprint Reading</td>
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<tr>
<td>WELD 160L</td>
<td>Oxygen Gas Principles &amp; Practices</td>
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<tr>
<td>WELD 165L</td>
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</table>
Second Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ENGL 099</td>
<td>Fundamentals for Writing</td>
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<td>or ENGL 101</td>
<td>English Composition</td>
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<tr>
<td>WELD 100</td>
<td>Welding Theory</td>
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<tr>
<td>WELD 170L</td>
<td>Flux Cored Arc Welding</td>
<td>3</td>
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<tr>
<td>WELD 175J</td>
<td>Gas Metal Arc Welding</td>
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<tr>
<td>WELD 180L</td>
<td>Shielded Metal Arc Welding</td>
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<tr>
<td>WELD 195L</td>
<td>Carbon Arc Cutting/Plasma Arc Cutting</td>
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</tr>
<tr>
<td>WELD 220</td>
<td>Advanced Blueprint Reading</td>
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Summer Session

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>WELD 100C</td>
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<tr>
<td>WELD 110</td>
<td>Distortion Control</td>
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<td>WELD 130</td>
<td>Quality Control/NDT Processes</td>
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<td>WELD 240L</td>
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Second Year

First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>WELD 200</td>
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<td>WELD 240</td>
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<td>WELD 280L</td>
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<td>* Communications Elective</td>
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<tr>
<td>Math, Business, Economics Elective</td>
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Second Semester (eight weeks)

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ATEC 120</td>
<td>Occupational Relations</td>
<td>3</td>
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<tr>
<td>WELD 114</td>
<td>Mechanical Drawing</td>
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<tr>
<td>WELD 190</td>
<td>Gas Tungsten Arc Welding</td>
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<tr>
<td>WELD 290L</td>
<td>Gas Tungsten Arc Welding - Type</td>
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<tr>
<td>TOTAL</td>
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<td>73-77</td>
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</table>

1. Does not fulfill AAS degree core requirements. Students must complete an additional 3 credit Math/Business elective.
2. This requirement is for students who have not completed a 100-level math class.
3. Select electives from A.A.S. degree requirements on page 44.
Prerequisite

When a prerequisite is listed as a requirement in a course description, it normally means the course must have been completed with a grade of C+ or above.

Course Information

Courses numbered 000 to 099 are nontransferable 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.

College Wide Course Numbers

203 Workshop

Credits arranged.

Six or less courses of 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

An off-campus experience directed by on-site supervision, but overseen by a faculty member designed to provide the student with an opportunity to observe and/or participate in a job-related activity that falls within the student’s field of study. Six credits maximum may be applied toward graduation.

Prerequisite: Permission of the instructor.

298 Practicum

An off-campus experience designed to give the student an opportunity to apply principles learned in academic coursework to specific community-related or employment-related situations. Practica are overseen by a faculty member. 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.

Lecture: 1 hour per week
Concurrent: ALTH 102

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

This weekly three-hour lab course provides the student an opportunity to explore health careers 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.

Lab: 2 hours per week
Concurrent: ALTH 101

ALTH 105 Infection Prevention 2 Credits Offered Each Semester

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

Lecture: 2 hours per week

ALTH 107 Communication Skills 1 Credit Offered Fall Semester

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

Lecture: 1 hour per week

Anthropology

ANTH 101 Introduction to Physical Anthropology 3 Credits Offered Fall Semester

This course offers instruction in how the human species has developed over the past five million years. Information includes the African fossil finds, possible ancestors of the first humans, how human populations differ from each other biologically,
COURSE DESCRIPTIONS

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. This class satisfies a social science course requirement for the A.A. and A.S. degrees.
Lecture: 3 hours per week
Prerequisite: BIOL 100 or 204 or one year of high school biology is recommended.

ANTH 102 Intro 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 to understand 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.
Lecture: 3 hours per week

ANTH 225 Native People of North America
3 Credits Offered Each Semester

This course offers an examination of who the North American Indians are, and who they were. Various facets of Indian culture are explored, including hunting, religion, art, living styles, foods, and relationships between the Native American tribes, both now and in the past.

ANTH 230 Intro 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 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.

Applied Technology

ATEC 103 College Survival Skills for Applied Technology
2 Credits Offered Fall Semester

ATEC 103 is designed to increase student success by helping students obtain the skills necessary to complete their educational objectives. An emphasis is placed on study techniques for applied technology is provided. Other topics include goal setting, time management, notetaking, communication learning skills, motivation and attitude, study techniques, thinking skills, career resources and test taking. The course also addresses General Education objectives such as lifelong learning and information literacy.
Lecture: 2 hours per week

ATEC 108 Introduction to Technical Careers
3 Credits Offered Fall Semester

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 needed to be successful in the new workplace environment, as well as conduct self-assessment and career exploration activity. Students will survey three to five occupations based on stated interests and develop a personal educational plan for their career choice.
Lecture: 3 hours per week

ATEC 109 Occupational Relations
1 Credit Offered Either Semester

Instruction in practical job applications from the interpersonal relations as it applies to you as an employee, supervisor or consumer.
Lecture: 1 hour per week

ATEC 110 Successful Job Search
1 Credit Offered Either Semester

This course serves as an introduction to the fundamental techniques necessary to gain entry level employment. The underlying assumption is that it is better to teach someone how to find his or her own job, than to have one put that person on a job search. Techniques include identifying skills, resumes, interviewing, and conducting a successful job search.
Lecture: 1 hour per week
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 online 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.

Lecture: 1 hour per week.

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 employees, supervisors, or customers. 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.

Lecture: 2 hours per week

ATEC 120 (Same as BMGT 120) Occupational Relations 3 Credits **  
Offered Either Semester

This course provides instruction in practical application of on-the-job interpersonal relations, including work habits, attitudes and fundamental job search and preparation techniques. A variety of topics will be covered including learning strategies for work, adapting to change, taking responsibility, work habits, sexual harassment, teamwork, communications, and problem solving. Emphasis will be placed on identifying skills, resumes, cover letters, and interviewing. **Note: ATEC 120 is 2 credits if ATEC 110 has been completed; 1 credit if ATEC 119 has been completed.

Lecture: 3 hours per week.

ATEC 184 Cooperative Work Based Learning I 1-3 Credits  
Offered Fall Semester

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

Prerequisite: Enrollment as a freshman in an Applied Technology program

ATEC 185 Cooperative Work Based Learning II 1-3 Credits  
Offered Spring Semester

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

Prerequisite: Enrollment as a freshman in an Applied Technology program

Prerequisite: Enrollment as a freshman in an Applied Technology program.

ATEC 220 Industrial Safety 2 Credits  
Offered Fall/Spring Semester

This course is a practical and theoretical hands-on study of how and why accidents occur and how to prevent them. Topics include OSHA requirements, Right to Know, Hazard Communication Standard and Material Safety Data Sheets. Course content also covers stress management and employee responsibility, attitude, philosophy and commitment in the interest of accident prevention and loss control.

Lecture: 2 hours per week

ATEC 284 Cooperative Work Based Learning III 1-3 Credits  
Offered Fall Semester

This course is designed to provide students with career-related experience and an opportunity to reflect on those experiences. The experiences in the field (the job) give students the chance to apply the skills and knowledge gained in theory/lab with other students and receive guidance from the instructor.

Prerequisite: Enrollment as a sophomore in an Applied Technology program.

ATEC 285 Cooperative Work Based Learning IV 1-3 Credits  
Offered Spring Semester

This course is designed to provide students with career-related experience and an opportunity to reflect on those experiences. The experiences in the field (the job) give students the chance to apply the skills and knowledge gained in theory/lab with other students and receive guidance from the instructor.

Prerequisite: Enrollment as a sophomore in an Applied Technology program.

ART 100 Survey of Art 3 Credits  
Offered Each Semester

ART 100 is designed to create a greater aesthetic understanding and appreciation of the various visual arts. Emphasis will be on painting, sculpture, architecture, and related art forms. When appropriate, gallery tours, films, and visiting artists will be included. A basic understanding of visual art coordinates with the principles emphasized in studio art classes. This course is appropriate for both non-art students and art majors who wish to view art with greater awareness and respond to and evaluate art, with approaches that are both objective and critically subjective. It satisfies an arts and humanities course requirement for A.A. and A.S. degrees.

Lecture: 3 hours per week
ART 101  History of Western Art I  3 Credits
Offered Fall Semester

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

Lecture: 3 hours per week

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

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

Lecture: 3 hours per week

ART 111  Drawing I  2 Credits
Offered Each Semester

Drawing I offers beginning experiences in the concepts of composition, line, value, form, perspective and texture, introduced through the use of still life, nature, and the model. The media used include charcoal, conte, pencil, and dry pastels. This course is also fundamental for the 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.

Lecture/Lab: 5 hours per week

ART 112  Drawing II  2 Credits
Offered Spring Semester

ART 112 is a continuation of ART 111, with an emphasis on personal artistic expression and imagery. In this course students will be exposed to a variety of drawing mediums and approaches to the picture plane. Traditional as well as contemporary trends in drawing will be explored. The course is fundamental for the Commercial Art program, for transfer programs in fine arts and architecture, and for personal enjoyment.

Lecture/Lab: 5 hours per week

Prerequisite: ART 111

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.

Lecture/Lab: 5 hours per week

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 expressions. 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.

Lecture/Lab: 5 hours per week

ART 217  Life Drawing I  3 Credits
Offered Fall Semester

Life Drawing I offers an exploration of various media to develop an artistic understanding of the human form. Emphasis will include both an anatomical analysis and an interpretive drawing of the undraped and draped model. ART 217 helps to develop eye/hand coordination that is important for careers in applied arts and fine arts. This course is a required course in the Commercial Art program.

Lecture/Lab: 5 hours per week

Prerequisite: ART 111, 112 or permission of instructor

ART 218  Life Drawing II  3 Credits
Offered Spring Semester

Life Drawing II offers an exploration of 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.

Lecture/Lab: 5 hours per week

Prerequisite: ART 111, 112 or permission of instructor

ART 231  Beginning Painting I  3 Credits
Offered Fall Semester

Beginning Painting I develops competence with oil paint medium through specific assignments designed to emphasize composition and the fundamentals of painting and color.
Particular attention is given to visual thinking, exploration, exposure to materials, and technical procedures. The course is structured around individual instruction and group critiques.

ART 232
Beginning Painting II
3 Credits
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.
Lecture/Lab: 5 hours per week

ART 241
Sculpture I
3 Credits
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.
Lecture/Lab: 5 hours per week

ART 242
Sculpture II
3 Credits
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.
Lecture/Lab: 5 hours per week
Prerequisite: ART 241

ART 245
Intermediate Painting I
3 Credits
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.
Lecture/Lab: 5 hours per week
Prerequisite: ART 231, 232

ART 246
Intermediate Painting II
3 Credits
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.
Lecture/Lab: 5 hours per week
Prerequisite: ART 245

ART 251
Printmaking I
3 Credits
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.
Lecture/Lab: 5 hours per week

ART 252
Printmaking II
3 Credits
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.
Lecture/Lab: 5 hours per week

ART 253
Letterform Design
2 Credits
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.
Lecture/Lab: 5 hours per week

ART 261
Ceramics I
3 Credits
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/craftsperosn. It is a recommended elective for the Commercial Art program and a fundamental course for transfer art majors or minors.
Lecture/Lab: 5 hours per week
ART 262  Ceramics II  Offered Both Semesters
3 Credits

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 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. The course may be repeated for a total of 12 credits.
Lecture/Lab: 5 hours per week
Prerequisite: ART 261

ART 281  Watercolor I  Offered Fall Semester
3 Credits

Watercolor I introduces the student to a water-based medium that includes the application of visual and tactile elements and the functions of design. Emphasis will be on visual thinking, exploration, exposure to materials, and technical approaches. Individual instruction and group critiques are utilized. ART 281 helps to develop an appreciation for complexities and the potential for creative expression. Class supplies are to be purchased by the student.
Lecture/Lab: 5 hours per week

ART 282  Watercolor II  Offered Spring Semester
3 Credits

ART 282 offers additional instruction in watercolor designed to increase student awareness, knowledge, and understanding of the medium's potential. This course introduces mixed media for the purpose of combining with the watercolor medium. Individual approaches are encouraged, and personal development is emphasized. This course helps to develop different approaches and divergent thinking through the presentation of abstract concepts. Class supplies are to be purchased by the student.
Lecture/Lab: 5 hours per week

Art-Commercial

NOTE: Course enrollment requires prior acceptance into the Commercial Art program.

ARTC 131  Computer Graphics I  Offered Fall Semester
3 Credits

ARTC 131 offers an introduction to Macintosh computer system basics for commercial art students. This course will explore industry standard input devices, hardware, software and output devices. In addition, students will gain extensive experience with PageMaker as an example of a page assembly software program. This is a required course in the Commercial Art curriculum.
Lecture/Lab: 5 hours per week
Prerequisite: Commercial Art major or permission of instructor

ARTC 132  Computer Graphics II  Offered Spring Semester
3 Credits

ARTC 132 will explore industry standard hardware and software and will provide extensive experience with Macintosh computer systems utilizing Illustrator as an example of a vector based art program and Photoshop as an example of a raster based art program. This is a required course in the Commercial Art curriculum.
Lecture/Lab: 5 hours per week
Prerequisite: Commercial Art major or permission of instructor

ARTC 210  Illustration I  Offered Fall Semester
2 Credits

ARTC 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.
Lecture/Lab: 4 hours per week
Prerequisite: Commercial Art major or permission of instructor

ARTC 211  Illustration II  Offered Spring Semester
2 Credits

This course is a continuation of ARTC 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.
Lecture/Lab: 4 hours per week
Prerequisite: ARTC 210

ARTC 212  Illustration III  Offered Fall Semester
2 Credits

ARTC 212 offers advanced instruction in the creation of illustrations suitable for inclusion in a commercial art portfolio. Work will be created using computer software including Adobe Illustrator and Photoshop as well as traditional hand rendering techniques. This course provides important skills for potential illustrators, artists, and designers. It is a required course in the Commercial Art program.
Lecture/Lab: 4 hours per week
Prerequisite: ARTC 210, 211

ARTC 213  Illustration IV  Offered Spring Semester
2 Credits

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. It is a required course in the Commercial Art program.
Lecture/Lab: 4 hours per week
Prerequisite: ARTC 210, 211, 212 or permission of the instructor
COURSE DESCRIPTIONS

ARTC 221 Graphic Design I
4 Credits
Offered Spring Semester
This course offers instruction in the principles of design, layout, and problem solving as they apply to print communication. Students explore typography, photography, and illustration used in publications to develop concepts with roughs and comprehensives. Students are introduced to computer graphics and work on assigned projects. This is a required course in the Commercial Art program. Prior completion of other courses is not necessary.
Lecture/Lab: 4 hours per week
Prerequisite: ART 121, 122, ARTC 131, 132, 210, 211, 222

ARTC 222 Graphic Design II
3 Credits
Offered Fall Semester
This course is a continuation of ARTC 221. It is designed to give the student more hands-on experiences in developing skills with tools, materials, and professional methods for creating the final graphic concept. The student will learn to incorporate research, illustrations, and graphics necessary to complete the "final product," a prerequisite for reproduction. Continued emphasis is placed on computer graphics and on assigned projects. This course is helpful in building visual literacy, expanding conceptual and technical skills, and improving creative problem solving. It is a required course in the Commercial Art program.
Lecture/Lab: 3 hours per week
Prerequisite: ARTC 221

ARTC 223 Graphic Design III
3 Credits
Offered Spring Semester
Graphic Design III offers instruction in the use of computer technology for the graphic designer. Students gain hands-on exposure to a variety of computer hardware, including a review of hardware options for creating an electronic design station. This course introduces the student to various computer and software applications (word processing, paint, draw, and page design programs) to design ads, illustrations, and other print communications. ARTC 223 develops the creative use of computer technology for graphic design applications. It is a required course in the Commercial Art program.
Lecture/Lab: 3 hours per week
Prerequisite: ARTC 221, 222

ARTC 254 Pre Press and Typography
3 Credits
Offered Fall Semester
ARTC 254 is a course designed to teach the production skills needed by the computer artist. Various printing processes, inks, papers, and service bureau skills will be addressed. In addition, information on type and its design relevance will be addressed. This is a required course in the Commercial Art program.
Lecture/Lab: 4 hours per week
Prerequisite: ART 121, 122, ARTC 131, 132, 221, 222

ARTC 283 Graphic Design III
3 Credits
Offered Spring Semester
ARTC 283 offers the commercial art student the opportunity to complete a working portfolio and learn the business strategies necessary to compete in the world of graphic design. This is a required course in the Commercial Art program. It is restricted to sophomores.
Lecture/Lab: 4 hours per week
Prerequisite: ART 121, 122, ARTC 131, 132, 210, 211, 222

ARTC 284 Capstone II
3 Credits
Offered Fall Semester
ARTC 284 is a continuation of Capstone I and is a required course in the Commercial Art program. This course culminates with a portfolio show and focuses on business and personal marketing skills as well as generating artwork.
Lecture/Lab: 4 hours per week
Prerequisite: ART 121, 122, ARTC 131, 132, 211, 212, 221, 222, 283

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
2 Credits
Offered Fall Semester
This course will introduce students to on-campus services 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, flanges, double flares, soldering and the care of equipment and floors.

ATDT 280 Heating, Ventilation, Air Conditioning
1 Credit
Offered Spring Semester
Students will receive instruction in heating and air conditioning theory, as well as the use of equipment related to the heating, recycling, and recharging of air conditioning systems. The course will cover both R-12 and R-134b 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 gives 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. Instruction utilizes a variety of mock-ups, training aids, components and live work. Students will be able to explain and demonstrate proper safety precautions when lifting and supporting a vehicle, or using tools 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 preload.

AUTO 126  Steering/Suspension
2 Credits  Offered Spring Semester
This course will teach the various steering and suspension
systems used on today's cars and light trucks. The construction,
service and repair of components will be taught along with their
relation to the steering geometry of the vehicle. In-depth
instruction will be given to four-wheel alignment principles
using the Hunter D-111 Computerized Alignment machine.

AUTO 130  Gas Engine Fundamentals
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 taught,
as well as the construction, operation and servicing of cooling
and lubrication systems. The student will learn proper engine
disassembly, measuring, machining and assembly procedures.

AUTO 141  Electrical System Fundamentals
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 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 in starting the class 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 five 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 vacuum systems,
overhaul and adjustments. Instruction will include emission
control systems and related regulations, as well as the use of the
four gas emission analyzers. 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  
1.5 Credits  
Computer Controls  
Offered Fall Semester  
The theory and systems of automotive computer controls will be covered, including the various sensors and output devices. The use of scan tools, 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  
3 Credits  
Computer Controlled Systems  
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  
3 Credits  
Trans/Transaxle  
Offered Spring Semester  
This course will cover the general theory of manual and automatic transmission and transaxle operation. Students will learn appropriate testing, disassembly and repair procedures. Prior successful completion of the first year of the Automotive A.A.S. degree program is required.

AUTO 280  
3 Credits  
Heating, Ventilation, Air Conditioning  
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.

Biology

BIOL 100  
4 Credits  
Fundamentals of Biology  
Offered Each Semester  
This introductory course provides a general overview of evolution, the five kingdoms, ecology, DNA, cell structure, genetics, and human systems. BIOL 100 is designed to give non-biology majors a better understanding and appreciation of the living world. It is not intended as a preparation for BIOL 204 or BIOL 175, and upon completion of BIOL 100, BIOL 175 and BIOL 204 cannot be taken for credit. This course may not be accepted as fulfilling biology course requirements by some medical programs. The course satisfies a laboratory science course requirement for the A.S. and A.A. degrees.  
Lecture: 3 hours per week  
Corequisite Lab: 2 hours per week (BIOL 101)

BIOL 101  
1 Credit  
Forestry Orientation  
Offered Fall Semester  
BIOL 101 is an introduction to forestry and related wildlife management professions. Students will explore career opportunities in natural resource management. 
Lecture: 1 hour per week

BIOL 111  
3 Credits  
Living with the Environment  
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. This course does not fulfill a lab science requirement for an associate degree.  
Lecture: 3 hours per week

BIOL 175  
4 Credits  
Human Biology  
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 BIOL 204 or BIOL 227 and 228, Human Anatomy and Physiology. Upon completion of BIOL 175, BIOL 100 and BIOL 204 cannot be taken for credit. Students must petition the Division of Natural Sciences for permission to take BIOL 227 and 228 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 a laboratory science course requirements for the A.S., A.A. and A.A.S. degrees. 
Lecture: 3 hours per week  
Corequisite Lab: 3 hours per week (BIOL 175L)

BIOL 202  
4 Credits  
General Zoology  
Offered Spring Semester  
This course presents a survey of the animal kingdom from invertebrates through the vertebrates. It includes classification, structure, physiology, histology, reproduction, embryology, and life histories of representative forms of the major animal groups and their relationship, application, and economic importance to man. This course is required for students in medicine, dentistry, optometry, pharmacy, veterinary medicine, certain forestry options, medical technicians, all biology majors, and interested general studies students. 
Lecture: 3 hours per week  
Corequisite Lab: Two 2-hour labs per week (BIOL 202L)  
Prerequisite: BIOL 100 or 204 preferred, but not required

BIOL 203  
4 Credits  
General Botany  
Offered Spring Semester  
BIOL 203 is an introduction to the plant kingdom starting with the bluegreen algae or cyanobacteria and progressing in an
evolutionary fashion up through the gymnosperms and angiosperms. Where possible, each group is related to the higher plants. The course is designed for individuals pursuing a degree in biology, botany, agriculture, or forestry, and for others who are interested in the plant kingdom. It satisfies a laboratory science course requirement for the A.S. degree.

Lecture: 3 hours per week
Corequisite Lab: Two 2-hour labs per week (BIOL 201L)
Prerequisite: BIOL 100 or 204 preferred, but not required.

BIOL 204 Introduction to Life Sciences
4 Credits
Offered Each Semester

BIOL 204 is an introduction to the fundamental principles which govern living organisms, including molecular biology, cell biology, homeostasis, reproduction, genetics, and evolution. The course provides an important foundation for more advanced coursework in the life sciences and medical related programs. The course cannot be taken for credit after completion of BIOL 100. It satisfies a laboratory science course requirement for the A.S. and A.A. degrees.

Lecture: 4 hours per week
Corequisite Lab: 3 hours per week (BIOL 204L)
Prerequisite: One year high school biology or chemistry recommended.

BIOL 205 General Soils
4 Credits
Offered Spring Semester Alternate Years

This course is an introduction to the basic physical, chemical, and biological properties of soils and land resources. The emphasis is on the fundamental principles of soil processes and soil formation with examples drawn from numerous disciplines. This course is designed for a variety of majors such as crop sciences, forestry, landscape architecture, wildlife and fisheries, agribusiness, biosystems engineering or agricultural education.

This course satisfies the laboratory science requirement for the A.S. and A.A. degrees.

Lecture: 3 hours per week
Corequisite Lab: 3 hours per week (BIOL 205L)
Prerequisite: CHEM 101 or 111.

BIOL 207 Concepts in Human Nutrition
3 Credits
Offered Each Semester

BIOL 207 offers instruction in basic nutrition concepts, current nutritional controversies, and food selection for individual needs. Topics covered 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.

Lecture: 3 hours per week

BIOL 221 Forest Ecology (Same as BIOL 231)
4 Credits
Offered Spring Semester

Forest Ecology is an introduction to the relationships among living and non-living components in the environment, including an examination of the processes which influence the distribution of plant and animal communities. This course exposes students to fundamental principles of ecology used in careers in natural resource management. It fulfills a science requirement for the A.S. degree. This course is designed for forestry and biology majors with applications for pre-agriculture, ecology, environmental science and botany disciplines.

Lecture: 3 hours per week
Corequisite Lab: 3 hours per week (BIOL 221L)
Prerequisite: BIOL 204 or permission of instructor.

BIOL 227 Human Anatomy and Physiology
4 Credits
Offered Fall Semester

Note: Students having completed BIOL 175 must petition the Division of Natural Sciences for permission to take BIOL 227 and 228 and credits may be restricted.

This course offers an introduction to the study of the human body from the level of the cell to organ systems, with special emphasis on the blood and skeletal and muscular systems. It is designed primarily for students enrolled in health-related fields.

Human Anatomy and Physiology will give students a strong background in the fundamentals of the structure and function of the body. All aspects of life processes will be covered in a manner that should interest students wishing to take a science elective as well as those in the health-related areas. This course fulfills a laboratory science requirement for the A.S. degree.

Lecture: 3 hours per week
Corequisite Lab: 3 hours per week (BIOL 227L)
Prerequisite: CHEM 101 is strongly recommended.

BIOL 228 Human Anatomy and Physiology II
4 Credits
Offered Spring Semester

Note: Students having completed BIOL 175 must petition the Division of Natural Sciences for permission to take BIOL 227 and 228 and credits may be restricted. This course is a continuation of BIOL 227 and covers the cardiovascular, digestive, urinary, and reproductive systems, the sense organs, and metabolism. It is designed primarily for students enrolled in health-related fields.

Human Anatomy and Physiology will give students a strong background in the fundamentals of the structure and function of the body. All aspects of life processes will be covered in a manner which should interest students wishing to take a science elective as well as those in the health-related areas. It fulfills a laboratory science requirement for the A.S. degree.

Lecture: 3 hours per week
Corequisite Lab: 3 hours per week (BIOL 228L)
Prerequisite: BIOL 227 or CHEM 101 and permission of instructor.

BIOL 231 General Ecology (Same as BIOL 221)
4 Credits
Offered Spring Semester

This introductory course shows the relationships between the living and non-living components of the environment. 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, environmental science, and botany disciplines.

Lecture: 3/2 hours per week
Corequisite Lab: 3 hours per week (BIOL 241)
Prerequisite: BIOL 100 or 204 or permission of instructor

**BIOL 241** Systematic Botany 4 Credits Offered Spring Semester

BIOL 241 offers instruction in plant identification focusing on local gymnosperms and flowering angiosperms using a recognized botanical key. The course includes field trips and plant collection. Systematic Botany is designed for individuals pursuing a degree in biology, botany, or forestry, and for those with an interest in the identification of local plants.

Lecture: 2 hours per week
Corequisite Lab: 2 to 3 hours per week (BIOL 241)
Prerequisite: BIOL 100 or 204 recommended, but not required

**BIOL 250** General Microbiology/Bacteriology 4 Credits Offered Each Semester

This course is an introductory survey of microorganisms emphasizing bacteria as examples of all microorganisms and as models for all living organisms 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 sciences, and laboratory research. BIOL 250 satisfies a laboratory science course requirement for the A.S. degree.

Lecture: 3 hours per week
Corequisite Lab: 3 hours per week (BIOL 250)
Prerequisite: BIOL 100 or 204 and CHEM 101 is recommended, but not required

**BIOL 281** Principles of Range Resources Management 2 Credits Offered Spring Semester Alternate Year

BIOL 281 studies the development of range use, range resource management, rangeland vegetation types, current management issues, and the relationship of grazing use with other land uses and values. It does not satisfy a laboratory science requirement for the A.S. or A.A. degree.

Lecture: 2 hours per week
Prerequisite: BIOL 100 or 204

**BIOL 290** Principles of Wildlife Biology 2 Credits Offered Spring Semester 1999

This course introduces the principles of wildlife ecology including such topics as basic ecological laws, wildlife biology, and management of wildlife populations. This course does not satisfy a laboratory science requirement for the A.S. or A.A. degrees.

Lecture: 2 hours per week
Prerequisite: BIOL 100 or 204 required, BIOL 202 or 203 is recommended

**BIOL 299** Independent Study 4 Credits

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. Independent study cannot be used to fulfill associate degree core requirements.

Instructor Contact: 1 hour per week per credit hour
Prerequisite: 26 college-level credits; 3.0 GPA or above; approval of instructor, division chair, and vice president

**Business Administration**

**BUSA 100** Introduction to Computers 3 Credits Offered Each Semester

BUSA 100 is the study of computer systems and applications. It introduces students to computer hardware, and a hands-on exploration of application and system software for microcomputers, including word processing, spreadsheets, and several applications within the Windows environment. This course is appropriate for students from any discipline wishing to gain basic computer literacy with computers and several popular software packages.

This course is required for 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.

Lecture: 3 hours per week

**BUSA 101** Introduction to Business 3 Credits Offered Each Semester

BUSA 101 is an introductory overview of the organization, functions, and activities of business in contemporary society. Emphasis is placed on the terminology necessary to understanding business principles and practices. The course also includes an exploration of business environments, human resources, management, marketing management, finance, management information tools, and international marketing.

Focus is on critical factors essential to understanding the interdependence between different facets of business operations.

This course is useful for those who are considering a career in business or who want an overview of what the study of business encompasses. This is a required course in the Administrative Assistant, 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.

Lecture: 3 hours per week
COURSE DESCRIPTIONS

BUSA 107  Survey of the Macintosh Computer
1 Credit  Offered Either Semester

This course is a beginning level course using the Macintosh computer to
learn the basics of the Macintosh operating system, initializing
the screen, using the mouse, and keyboard. The course includes basic
word processing using MS Office, 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 required in the Office Information
Specialist Program and is a microcomputer elective in the
Business and Office Technology programs.

Lecture/Lab: 5 hours per week for 5 weeks or 3 hours per week for 8
weeks

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
for those who want to upgrade business skills for improved
employability. Students may not receive duplicate credit for
BUSA 110 and 201.

Lecture: 4 hours per week  
Prerequisite: BUSA 121 or equivalent

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
required in the Administrative Assistant and the
Office Information Specialist programs and is a microcomputer
elective course for all other Business and Office Technology
programs.

Lecture/Lab: 5 hours per week for 5 weeks or 3 hours per week for 8
weeks

BUSA 118  Introduction to Word Processing
1 Credit  Offered Each Semester

BUSA 118 provides an introduction to word processing
fundamentals using MS Word for Windows software on IBM
compatible computers. A hands-on class with business-oriented
examples, it includes creating, storing, retrieving, editing and
printing documents. This is a valuable course for those who
want to learn how to use word processing software. It does not
fulfill the word processing requirement for the Business and
Office Technology programs, however, this course does count
as a microcomputer elective for the Business and Office
Technology programs.

Lecture/Lab: 5 hours per week for 5 weeks or 3 hours per week for 8
weeks  
Prerequisite: Some keyboarding proficiency assumed

BUSA 119  Intermediate Word Processing
1 Credit  Offered Each Semester

BUSA 119 is an extension of BUSA 118. It utilizes MS
Word for Windows software on IBM compatible computers.
The course provides additional word processing functions,
including cutting and pasting text, merging text, and utilizing
columns. This course does not fulfill the word processing
requirement for Business and Office Technology programs,
but does count as a microcomputer elective for the Business and
Office Technology programs.

Lecture/Lab: 5 hours per week for 5 weeks or 3 hours per week for 8
weeks  
Prerequisite: BUSA 118

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. The course incorporates
both theory and hands-on activities using business-oriented
examples. The instructor includes designing and creating
page layout, using and 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.

Lecture: 3 hours per week  
Prerequisite: BUSA 118 or BUSA 173

BUSA 121  Introduction to Spreadsheets
1 Credit  Offered Each Semester

BUSA 121 is an introduction to spreadsheet fundamentals
using MS Excel for Windows on IBM compatible
microcomputers. It includes basic spreadsheet construction
and layout, commands, files, graphs, and printing, and involves
hands-on computer use. This course is required for the Business
and Office Technology and Small Business Management
programs.

Lecture/Lab: 5 hours per week for 5 weeks or 3 hours per week for 8
weeks  
Prerequisite: Some computer knowledge and basic math skills
recommended

BUSA 122A  Intermediate Spreadsheets
1 Credit  Offered Either Semester

BUSA 122A provides a continuation of spreadsheet software
skills at an intermediate level using MS Excel for Windows on
IBM compatible computers. A hands-on class with business-
COURSE DESCRIPTIONS

BUSA 122B   Advanced Spreadsheets 1 Credit
            Offered Either Semester

BUSA 122B continues development of spreadsheet software skills at an advanced level using MS Excel for Windows on IBM compatible computers. A hands-on class with business-oriented examples, the course includes spreadsheet programming, creating and testing macros, using advanced functions and creating graphics applications. This is a valuable course for those who want to enhance their spreadsheet software knowledge. The course is required for the Office Information Specialist program and is a microcomputer elective for the other Business and Office Technology programs.

Lecture/Lab: 3 hours per week for 8 weeks
Prerequisite: BUSA 121

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.

Lecture/Lab: 5 hours per week for 8 weeks

BUSA 135   Computer Applications for Technical Programs 2-3 Credits
            Offered Either Semester

This course provides an introduction to DOS/Windows based computers and computer software. It involves exposure to commonly used packages including windows, word processing, spreadsheets, database, and/or Internet search engines. Emphasis will be placed on one or two applications. Students will also learn computer technology and become familiar with basic computer operations. Examples of applications software directly related to the student program area is used or demonstrated where possible. Credits granted will depend on the specific technical program involved. For three credits the length of the class will be extended and more material will be included. This is a required course for the HVAC Certificate and the Drafting Technology A.A.S. degree programs.

Lecture: 2 hours per week for 3 credits

BUSA 138   Accounting for Managers 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 program. 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. This course does not replace BUSA 201 or 202.

Lecture: 4 hours per week

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 curriculum and in all Business and Office Technology programs.
Lecture: 5 hours per week
Prerequisite: Minimum score of 38 on ASSET numerical skills test or minimum of 28 ASSET elementary algebra test or completion of Math 015 or higher. Concurrent enrollment in Math 025 is recommended.

BUS 201 Principles of Accounting
3 Credits
Offered Each Semester

BUS 201 is an introduction to contemporary financial accounting. It emphasizes basic terminology and concepts, the theoretical framework of double-entry accounting, and descriptions and derivation of the primary financial statements prepared by accountants. This course is included in the Business Education and Business Administration curricula and is required in the Small Business Management program. It fulfills the accounting course requirement for all Business and Office Technology programs. Students may not receive duplicate credit for BUSA 110 and 201.
Lecture: 4 hours per week

BUS 202 Managerial Accounting
3 Credits
Offered Each Semester

BUS 202 is a continuation of BUS 201 with emphasis on accounting theory and procedures relating to corporations. Manufacturing accounting and accounting for managerial decision making, including analysis and interpretation of financial statements and introduction to cost behavior is emphasized. This course is included in the Business Education and Business Administration curricula and is required in the Small Business Management program.
Lecture: 4 hours per week
Prerequisite: BUSA 201

BUS 209 Computer Accounting
1 Credit
Offered Each Semester

BUS 209 applies accounting theory and principles in practical situations involving hands-on computer use.
Lecture: 4 hours per week
Prerequisite: BUSA 201 or permission of instructor

BUS 211 Principles of Management
3 Credits
Offered Each Semester

BUS 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 and administrative activities of managers; it also helps in upgrading management skills. BUS 211 is a required course in the Administrative Assistant and Small Business Management programs.
Lecture: 3 hours per week

BUS 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, strategy planning, marketing environments, and marketing issues. Topics relating to product, promotion, pricing, and distribution are discussed. This course promotes awareness of the operational and administrative activities of marketing managers. It also helps in upgrading marketing skills. This is a required course in the Small Business Management program.
Lecture: 3 hours per week

BUS 251 Principles of Statistics
3 Credits
Offered Each Semester

BUS 251 presents an introduction to the techniques needed 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.
Lecture: 3 hours per week
Prerequisite: MATH 103 or 147

BUS 265 Legal Environment of Business
3 Credits
Offered Each Semester

BUS 265 provides an introduction to the areas of law including contracts and torts which apply most closely to businesses. This course is required in the Business Administration, Business Education, Small Business Management, Paralegal, and Legal Office Assistant programs.
Lecture: 3 hours per week

Business-Management

BMGT 120 (Same as ATEC 120) Occupational Relations
3 Credits
Offered Each Semester

This course provides instruction in practical application of on-the-job interpersonal relations, including work habits, attitudes, and fundamental knowledge and preparation for business. A variety of topics will be covered including learning strategies for work, adapting to change, taking responsibility, study habits, sexual harassment, teamwork, communications, and problem solving. Emphasis will be placed on identifying skills, resumes, cover letters, and interviewing. **Note: BMGT 120 is 3 credits if ATEC 110 has been completed, 1 credit if ATEC 119 has been completed.
Lecture: 3 hours per week

BMGT 238 Human Resource Management
3 Credits
Offered Fall '97 and Fall '99

This is an intensive course in the management of people. Management styles and theories, along with management processes, are important components of this course. Additional topics include HRM roles and duties, job analysis, job design,
Business-Marketing

BMKT 231 Principles of Retailing
3 Credits Offered Spring Semester 98 and Spring 00

BMKT 231 is an introductory course that provides an opportunity to explore the strategies and practices within retail and service industries. Students begin to develop 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/teambuilding 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 Marketing Option in the Small Business Management program and is an elective in the Management and General Business Options in the Small Business Management program.

Lecture: 3 hours per week

BMKT 241 Fundamentals of Promotion & Advertising
3 Credits Offered Fall 99

This introductory course presents an overview of the basic principles and procedures in promoting a product, service, or idea. Principles covered include target marketing, positioning, buyer behavior, creative development (copy writing, art direction, and production), media planning and selection, and measurement of promotional effectiveness and related cost. Emphasis is placed on small business budgets.

Fundamentals of Promotion and Advertising is a required course in the Marketing Option in the Small Business Management program and is an elective in the Management and General Business Options in the Small Business Management program.

Lecture: 3 hours per week

BMKT 260 Small Business Management
3 Credits Offered Spring Semester 99 and Spring 00

BMKT 260 is an intensive course that applies management and marketing concepts to planning, owning, and operating a small business. Topics covered include entrepreneurial opportunities, developing a business plan, marketing and management, financial management, and the social and legal environment of business. A major emphasis is placed on developing a business plan. This course is a required course in the Management Option in the Small Business Management program and is an elective in the Marketing and General Business Options in the Small Business Management program.

Lecture: 3 hours per week

Prerequisite: BUSA 118 or 201 and 221

BMGT 290 Marketing/Management Internship
3 Credits Offered Each Semester

This course is an on-the-job application of principles and procedures learned in the Small Business Management program. Students are placed in business organizations and are expected to perform a variety of tasks and observe those which cannot be performed. BMGT 290 includes approximately 8-9 hours per week on the job.

This course is an elective course in the Small Business Management program. Students must have completed 42 credits in the Small Business Management program and possess a 2.8 grade point average for the Small Business Management program. Note that students must return a completed application form to the Division of Business and Professional Programs secretary by the end of mid-term week in the semester prior to enrolling in BMGT 290. Approval by a division screening committee is required.

On the job: 8-9 hours per week

Prerequisite: Approval by division screening committee
Business and Office Technology

BUSO 101A Basic Keyboarding 1 Credit Offered Each Semester

BUSO 101A provides introductory development of basic keyboarding skills. It proceeds from basic alphabetic keyboarding through numeric and symbolic keyboarding. Emphasis is placed on developing touch control of the keyboard using proper keyboarding techniques and building speed and accuracy. This is a required course in the Administrative Assistant, Legal Secretarial, Medical Secretarial, Office Assistant and Office Information Specialist programs. This is an important course for those who want to learn to type and is especially useful for microcomputer word processing. This is an eight-week course.

Lecture/Lab: 5 hours per week for 8 weeks

BUSO 101B Keyboarding Speed Development 1 Credit Offered Each Semester

BUSO 101B is a continuation of BUSO 101A. Emphasis is placed on improving keystroking efficiency and on reinforcing and building keying speed and accuracy. This is a required course in the Administrative Assistant, Legal Secretarial, Medical Secretarial, Office Assistant and Office Information Specialist programs. This is an eight-week course.

Lecture/Lab: 5 hours per week for 8 weeks
Prerequisite: BUSO 101A or challenge of BUSO 101A

BUSO 109 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, Pharmacy Technology, and Physical Therapist Assistant programs and is helpful for any medical or legal paraprofessional. It is an elective course in the Human Services Certificate program.

Lecture: 4 hours per week

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 Administrative Assistant, Legal Secretarial Office Information Specialist 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.

Lecture/Lab: 5 hours per week
Prerequisite: BUSO 101A or concurrent enrollment in BUSO 101A

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 readable copy. This course is required for all students in the Legal Secretarial program and is an elective in the Office Information Specialist and Administrative Assistant programs.

Lecture: 5 hours per week
Prerequisite: BUSO 112 or one year of high school speedwriting.

BUSO 115 Records Systems Management 3 Credits

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 office records, indexes, record facilities, personnel and retention programs, and safety and security of information. Technology systems, including optical disk, and bar coding are included. Use of manual, mechanical, and automated means of storing and retrieving information is covered. This is a required course in the Administrative Assistant, Legal Secretarial, Medical Secretarial, Office Assistant, Office Information Specialist, and Paralegal programs.

Lecture: 5 hours per week
Prerequisite: BUSO 113 or concurrent enrollment in BUSO 113

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 diagnoses, services, and procedures into current 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.

Lecture: 4 hours per week
Prerequisite: BUSO 109

BUSO 173 Word Processing 3 Credits

This course provides an introduction to word processing fundamentals using Corel WordPerfect. It includes instruction in creating, storing, retrieving, editing, proofreading, and printing documents. It utilizes word processing terminals such as spell check, grammar check, and formatting features. Emphasis is placed on formatting letters, memos, tables, reports, and other business documents. Application testing is completed under timed conditions. This is a required course in the Administrative Assistant, Legal Secretarial, Medical Secretarial, Office Assistant, Office Information Specialist, and Paralegal programs.

Lecture/Lab: 4 hours per week
Prerequisite: BUSO 112B

BUSO 174 Word Processing Applications 3 Credits

BUSO 174 is a continuation of BUSO 173. It emphasizes advanced word processing techniques and beginning desktop publishing skills using Corel WordPerfect. Application testing is completed under timed conditions. This is a required course in the
BUSO 175 Grammar Skills and Machine Transcription
1 Credit
Offered Each Semester

This course reviews and develops language skills by emphasizing the study of grammar usage, sentence structure, spelling, punctuation and proofreading of business communications. Students prepare business correspondence by listening to recorded dictation and transcribing the dictation using word processing software. Development of good listening skills is stressed. Application testing is completed under timed conditions. This is a required course in the Administrative Assistant, Medical Secretarial, Medical Secretary, Office Assistant, and Office Information Specialist programs.

Lecture/Lab: 4 hours per week
Prerequisite: BUSO 175 or concurrent enrollment in BUSO 175

BUSO 186 Office Assistant Internship
2 Credits
Offered Each Semester

Office Assistant Internship provides supervised training in office skills through on-the-job experience. This course allows 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.

On the job: 5 hours per week
Prerequisites: BUSO 115, 174 and 175 and ENGL 099 or 101
Prerequisite or Corequisite: BUSA 110 or BUSA 115, BUSO 174 and 295

BUSO 205 Legal Terminology/Transcription I
4 Credits
Offered Fall Semester

This course provides an introduction to the pronunciation and usage of legal terminology. It includes the transcription of recorded dictation using word processing software. Dictation tapes reinforce the knowledge of legal terminology and procedures. Application testing is completed under timed conditions. BUSO 205 is a required course in the Legal Secretary and Paralegal programs.

Lecture/Lab: 4 hours per week
Prerequisites: BUSO 174 and 175

BUSO 206 Legal Terminology/Transcription II
4 Credits
Offered Spring Semester

BUSO 206 is a continuation of BUSO 205. Emphasis is placed on usage of legal terminology in legal documents, documenting legal documents, and transcribing documents from recorded dictation. This course reinforces knowledge of legal procedures. Application testing is completed under timed conditions. It is a required course for the Legal Secretary and Paralegal programs.

Lecture/Lab: 4 hours per week
Prerequisites: BUSO 205

BUSO 209 Medical Transcription
2 Credits
Offered Each Semester

This course provides an introduction to transcribing taped medical dictation and covers basic reports used in the medical field, related medical terminology, use of reference material and specialized rules of grammar and punctuation peculiar to dictated medical reports. Emphasis is on the importance of correct usage of medical terms with an introduction to proofreading and editing of medical reports. Application testing is completed under timed conditions. This is a required course for students in the Medical Secretarial program.

Lecture/Lab: 4 hours per week
Prerequisite: BUSO 105, 115 and 175

BUSO 210 Advanced Medical Transcription
2 Credits
Offered Each Semester

The Advanced Medical Transcription course is designed to build on the foundation laid in the beginning medical transcription course and to bridge the gap between the typically easy-to-understand dictation in the beginning transcription course and the difficult, often indistinct dictation heard in the work environment of a medical transcriptionist. Emphasis is on proofreading and editing of medical reports, knowledge of abbreviations used in a variety of medical specialties, and speed and accuracy of transcription. Application testing is completed under timed conditions. This is a required course for students in the Medical Secretarial program.

Lecture/Lab: 4 hours per week
Prerequisite: BUSO 209

BUSO 285 Office Information Specialist Internship I
4 Credits
Offered Each Semester

Office Information Specialist Internship I provides supervised training in secretarial skills through on-the-job experience in an office environment. The emphasis is placed on practical application of computer software such as word processing, spreadsheet, and database programs. It involves approximately 11 hours per week of in-office work. This is a required course in the Office Information Specialist program and is graded on a satisfactory/unsatisfactory basis.

In-Office Work: 11 hours per week
Prerequisites: Sophomore standing, BUSA 121, 123, 133, BUSO 112, 115, 173, 175, ENGL 101, permission of instructor
Prerequisite or Corequisite: BUSA 110 or 201 and 185, BUSO 174, 295 and ENGL 122

BUSO 286 Office Information Specialist Internship II
4 Credits
Offered Each Semester

BUSO 286 is a continuation of BUSO 285. It is a required course in the Office Information Specialist program and is graded on a satisfactory/unsatisfactory basis.

In-Office Work: 11 hours per week
Prerequisites: BUSA 285 and permission of instructor
BUSO 287  Medical Secretary Internship I  
4 Credits  
Offered Each Semester

Medical Secretary 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 Secretary program and is graded on a satisfactory/unsatisfactory basis.

In-Office Work: 11 hours per week
Prerequisites: Sophomore standing, BUSO 109, 115, 173, 175, 209; ENGL 101, permission of instructor
Prerequisites or Corequisites: BUSA 110 or 201 and 185; BUSO 174, 210, 295 and ENGL 272

BUSO 288  Medical Secretary 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.

In-Office Work: 11 hours per week
Prerequisite: BUSO 287 and permission of instructor

BUSO 289  Administrative Assistant Internship I  
4 Credits  
Offered Each Semester

Administrative Assistant Internship I provides supervised training in 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 program and is graded on a satisfactory/unsatisfactory basis.

In-Office Work: 11 hours per week
Prerequisites: Sophomore standing, BUSO 112, 115, 173, 175; ENGL 101, permission of instructor
Prerequisites or Corequisites: BUSA 110 or 201 and 185; BUSO 174, 295; ENGL 272

BUSO 290  Administrative Assistant Internship II  
4 Credits  
Offered Each Semester

BUSO 290 is a continuation of BUSO 289. It is a required course in the Administrative Assistant program and is graded on a satisfactory/unsatisfactory basis.

In-Office Work: 11 hours per week
Prerequisite: BUSO 289 and permission of instructor

BUSO 291  Legal Secretary Internship I  
4 Credits  
Offered Each Semester

Legal Secretary 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.

In-Office Work: 11 hours per week
Prerequisites: Sophomore standing, BUSO 112, 115, 173, 175; ENGL 101, permission of instructor
Prerequisites or Corequisites: BUSA 110 or 201 and 185; BUSO 174, 295; ENGL 272

BUSO 292  Legal Secretary 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.

In-Office Work: 11 hours per week
Prerequisite: BUSO 291 and permission of the instructor

BUSO 294  Medical Office Procedures  
1 Credit  
Offered Each Semester

This course emphasizes the procedures utilized in the medical office setting. Topics include medical law and ethics, appointment scheduling, patient relations, telephone techniques, medical records, confidentiality, billing, and collections, medical forms and reports, insurance, and policy and procedure manuals. This is a required course in the Medical Secretary program.

Lecture/Lab: 2 hours per week
Prerequisite: BUSO 189

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, search, mail processing, professional appearance, reference material, photocopier scheduling, telephone techniques, and time and stress management. This is a required course in the Administrative Assistant, Legal Secretarial, Medical Secretarial, Office Assistant, and Office Information Specialist programs.

Lecture/Lab: 2 hours per week
Prerequisite: BUSO 173, 175
Corequisites: BUSO 186 or 285 or 295 or 289 or 343

Carpentry

Note: Course enrollment requires prior acceptance into the Carpentry Program.

CARP 151  Carpentry Theory I  
4 Credits  
Offered Summer Session

A look at the carpentry trade and its applications as a career are covered. All aspects of construction, safety, hand and power tools, and most types of building materials are discussed. In preparation for building a house as a workshop class project, much emphasis is placed on construction-related math, blueprint reading, building codes, site preparation and foundation layout.

Prerequisite: Prior admittance to the program.
Carpentry Laboratory I
Carpentry Laboratory I
2.5 Credits
Offered Summer Session
Students will spend time in a shop/lab setting working on projects that require the use of a variety of layout skills as well as hand and power tools (portable and stationary). In order to be successful in the field, students must learn to be proficient in the operation of such tools and fully understand the safety aspects. Students will also spend time on the job site laying out the project house that will be constructed during the Fall and Spring semesters.
Prerequisite: Completion of CARP 151, 151L, and permission of the instructor.

Carpentry Theory II
Carpentry Theory II
10 Credits
Offered Fall Semester
Students will spend time in the classroom and on-site learning techniques and methods of carpentry and building construction. The classroom curriculum will closely correspond with progress on the house project. Topics to be included are foundations, floor, wall, and roof framing. Emphasis will also be placed on teamwork, work ethics/habits, and job site safety.
Prerequisite: Prior completion of CARP 151, 151L, and permission of the instructor.

Carpentry Laboratory II
Carpentry Laboratory II
12 Credits
Offered Fall Semester
The primary focus is on the house project. Emphasis will be on expanding and refining previously learned skills as house construction progresses. The project allows students to experience a "real life" job situation. Special attention will be paid to safety, accuracy, as well as speed and production. Most work will be performed in small groups with all students having the opportunity to lead and follow within their groups.
Prerequisite: Prior completion of CARP 151, 151L, permission of the instructor, and concurrent enrollment in CARP 152.

Carpentry Theory III
Carpentry Theory III
10 Credits
Offered Spring Semester
Topics covered will coincide with the project house. Such areas as stair layout, roofing, drywall, and interior/exteriors will be the primary focus. As time permits, new materials and techniques, commercial construction applications, related construction areas may be examined. Safety aspects will be continuously covered.
Prerequisite: Prior completion of CARP 151, 151L, 152, and 152L, and permission of the instructor.

Carpentry Laboratory III
Carpentry Laboratory III
12 Credits
Offered Spring Semester
As the project house nears completion, students will focus on sharpening and refining those skills taught in previous courses as well as applying new concepts such as drywall, siding, and exterior/interior finish. As students prepare to find jobs in the carpentry field much emphasis will be placed on work ethics, habits and teamwork. Depending on the progress of the project house, other carpentry projects that benefit the NIC campus or the local community may be introduced.
Prerequisite: Successful completion of CARP 151, 151L, 152, and 152L, permission of the instructor and concurrent enrollment in CARP 153.

Chemistry

CHEM 100
Concepts of Chemistry I
4 Credits
Offered Each Semester
This is a non-mathematical course designed to acquaint students with the science of chemistry as it relates to modern technological society. It is designed for non-science majors who would like to learn about chemistry in the context of their everyday lives or find it useful in their intended careers.
Lecture: 3 hours per week
Corequisite Lab: 3 hours per week

CHEM 101
Intro to Essentials of General Chemistry I
4 Credits
Offered Each Semester
CHEM 101 is a survey of the basic concepts of inorganic chemistry that includes qualitative concepts and development of problem solving methods. It is designed for health science majors, but also provides satisfactory preparation for CHEM 111 for students without sufficient background in chemistry. This course satisfies a laboratory science course requirement for the A.S. and A.A. degrees.
Lecture: 3 hours per week
Corequisite Lab: 3 hours per week (CHEM 101L)
Prerequisite: One year of high school algebra or equivalent (MATH 025)

CHEM 102
Intro to Essentials of General Chemistry II
4 Credits
Offered Each Semester
This course is a continuation of CHEM 101 and surveys basic concepts of organic and biochemistry. It is designed for health science degrees or to meet general core requirements. The course satisfies a laboratory science requirement for the A.S. degree.
Lecture: 3 hours per week
Corequisite Lab: 3 hours per week (CHEM 102L)
Prerequisite: CHEM 101, 111 or other chemistry background and satisfactory score on CHEM 101 equivalency examination

CHEM 111
Principles of General College Chemistry I
4 Credits
Offered Each Semester
CHEM 111 is a study of matter and its interactions, including properties of matter, changes that it undergoes, and energy changes that accompany these processes. Emphasis is on concepts and problem solving, but many applications are examined. Laboratory investigations support theory covered in lecture. This course satisfies a laboratory science requirement for the A.S. and A.A. degrees. It is a required course for many transferrable degree programs in sciences and engineering.
Lecture: 3 hours per week
Corequisite Lab: 3 hours per week (CHEM 111L)
Prerequisite: One year of recent high school chemistry, CHEM 101,
COURSE DESCRIPTIONS

or satisfactory score on the chemistry placement test (at first lab session); two years of high school algebra or MATH 108

CHEM 112 Principles of General College Chemistry II 4 Credits Offered Each Semester

CHEM 112 is a continuation of study of matter and its interactions, including properties of matter, changes that it undergoes, and energy changes that accompany these processes. Emphasis is on concepts and problem solving; however, many applications are examined. Laboratory investigations support theory covered in lecture. This course satisfies a laboratory science course requirement for the A.S. and A.A. degrees. It is a required course for many transfer degree programs in the sciences and engineering.

Lecture: 4 hours per week
Corequisite Lab: 3 hours per week (CHEM 112L)
Prerequisite: CHEM 101 (grade of C or better recommended) and working knowledge of logarithms (completion of MATH 147 or equivalent recommended)

CHEM 114 Qualitative Analysis 2 Credits Offered Each Semester

CHEM 114 investigates the chemistry of separation and identification of selected cations and anions. It includes the theory of chemical equilibrium of acids, bases, buffers, complexes, and precipitation reactions and practical application of the concepts in the laboratory. The course is designed to accompany CHEM 112 for students whose transfer programs require additional skill in chemistry.

Lecture: 1 hour per week
Corequisite Lab: 3 hours per week (CHEM 114L)
Prerequisite: CHEM 111 (grade of C or better recommended) and working knowledge of logarithms (completion of MATH 147 or equivalent is recommended)

CHEM 204 (Formally CHEM 253) Special Topics: Qualitative Analysis 5 Credits Offered On Demand

CHEM 204 is the first course in the study of analytical chemistry for scientists. Students who are majoring in the physical or life sciences take this course to be introduced to the basic concepts of quantitative analysis.

Lecture: 3 hours per week
Corequisite Lab: Two 1-3 hour labs per week
Prerequisites: CHEM 111, 112, MATH 147 or comparable courses or experience.

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.

Lecture: 3 hours per week
Corequisite Lab: 3 hours per week (CHEM 277L)
Prerequisite: CHEM 112 or 114

CHEM 277L Organic Chemistry I Laboratory 1 Credit Offered Fall Semester

CHEM 277L is an introduction to the techniques of the organic laboratory including application of chromatography and spectrometry, reaction mechanisms, and syntheses.

Lab: 3 hours per week
Corequisite: CHEM 277

CHEM 287 Organic Chemistry II 3 Credits Offered Spring Semester

This is a continuation of CHEM 277 with an introduction to biological molecules.

Lecture: 3 hours per week
Corequisite Lab: 3 hours per week (CHEM 287L)
Prerequisite: CHEM 277 or permission of instructor

CHEM 287L Organic Chemistry II Laboratory 1-2 Credits Offered Spring Semester

CHEM 287L is the laboratory that accompanies 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.

Lab: 3 hours per week per credit
Corequisite: CHEM 287

Child Development

CHD 110 Child Health and Safety 3 Credits Offered Each Semester

This course introduces the student to essentials for creating a safe and healthy environment for young children from birth through the early elementary school years. Students will explore both the indoor and outdoor environment and learn how to promote health and nutrition in the classroom, prevent diseases and reduce injuries, and create mentally healthy environments.

Lecture: 3 hours per week
Prerequisite: CHD 134 or consent of enrollment and CHD 134

CHD 114 Early Childhood Curriculum 3 Credits Offered Each Semester

Students will examine the critical role of curriculum in meeting the physical, social, emotional, and cognitive needs of young children from birth to age 8. Strategies for creating a child-centered approach to curriculum will be practiced, including the use of space, materials, relationships, and routines. Students will gain experience in observing, assessing, and documenting children's ideas and works.

Lecture: 3 hours per week
Prerequisite: CHD 114

CHD 134 Infancy through Middle Childhood 3 Credits Offered Each Semester

CHD 134 provides an introductory overview of human development from conception through middle childhood. Physical, cognitive, and social-emotional development are examined in the context of family and social issues.
required course for the Child Development program and is strongly recommended for Elementary Education majors.

Lecture: 3 hours per week

CHD 150 Family-School Relations
1 Credit
Spring Semester and Summer Session

This course provides students with practices to establish healthy, communicative relationships with parents and caregivers. Students will gain insight into dynamics of the modern family and learn strategies for creating a classroom environment that invites, supports and embraces families as a partner in their child's school experiences.

Lecture: 3 hours per week
Prerequisite: CHD 134

CHD 155 Program Management
1 Credit
Spring Semester and Summer Session

Students will study the essentials for managing an effective early childhood classroom. Topics of study include becoming a cooperative co-worker, organization strategies, recordkeeping, and communication.

Lecture: 3 hours per week
Prerequisite: CHD 110, 115, 134, 150, 254

CHD 160 Professionalism
1 Credit
Offered Spring Semester and Summer Session

This is the culminating course for the CDA candidate. Issues associated with ongoing professionalism in early childhood will be studied including locating and utilizing community resources and professional affiliations and organizations, advocacy strategies, understanding child abuse reporting laws and examining opportunities for continued education. Final preparation for CDA application will be reviewed.

Lecture: 3 hours per week
Prerequisite: CHD 110, 115, 134, 150, 155, 254

CHD 254 Child Guidance Theory
3 Credits
Offered Spring Semester

Techniques for understanding and effectively guiding children's behaviors are examined and practiced in this course. Included are skills for managing classroom situations, conflict resolution, verbal guidance, effective use of praise, preventing behavior problems, promoting self-esteem and setting individual goals. It is a required course for the Child Development program and is strongly recommended for Elementary Education majors.

Lecture: 3 hours per week

CHD 298A Child Development Practicum
3 Credits
Offered Each Semester

This course offers a supervised experience working with preschoolers in the NIC Children’s Center and is for those students in their first three Practicum semesters. Practicum B and C are completed in an off-campus site. Students gain practical experience planning, preparing and implementing curriculum, practicing behavior guidance techniques and discussing how to meet the needs of individual children in the program. It is a required course for the Child Development program.

Supervised Work Experience: 6 hours per week
Prerequisite: CHD 134

CHD 298B Child Development Practicum
3 Credits
Offered Each Semester

CHD 298B offers continued experience working with young children. Students are placed in an approved off-campus setting such as Head Start, kindergartens and private early care and education programs. Students continue practicing skills in curriculum development, behavior guidance and teaching effectiveness under the direction of a site based supervisor.

Off Campus Work Experience: 6 hours per week
Prerequisite: CHD 298A

CHD 298C Child Development Practicum
3 Credits
Offered Each Semester

CHD 298C provides the final experience working directly with young children in a supervised setting. Students are placed in an off-campus early childhood setting and continue practicing skills in curriculum development, behavior guidance, assessment and teaching effectiveness.

Off Campus Work Experience: 6 hours per week
Prerequisite: CHD 298B

Cinema Arts

CINA 126 Film and International Culture
3 Credits
Offered Each Semester

This course presents films as artifacts of culture and history, examines foreign and North American films, and evaluates selected critical readings to promote meaningful comparative analysis. It focuses on becoming more critically aware of the rich and diverse forms of cinematic expression, developing an appreciation for our responses to visual imagery, and using basic concepts of film theory and cultural analysis to enrich our viewing experience. The concepts and methods introduced have applications to careers in broadcasting, 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.

Lecture: 3 hours per week

Collision Repair Technology

Note: Course enrollment requires prior acceptance into the Collision Repair Technology Program.

ACCR 151 Collision Repair Technology Theory I
5 Credits
Offered Fall Semester

Collision Repair Technology Theory I offers classroom instruction in all phases of automobile refinishing 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.

ACCR 151L Collision Repair Technology Lab I 10 Credits Offered Full 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.

ACCR 152 Collision Repair Technology Theory II 5 Credits Offered Spring Semester

Collision Repair 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.

ACCR 152L Collision Repair 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.

ACCR 153 Collision Repair Technology Theory III 1 Credit Offered Summer Session

ACCR 153 presents instruction in wreck rebuilding and meeting production shop schedules.

ACCR 153L Collision Repair Technology Lab III 3 Credits Offered Summer Session

This course provides hands-on shop experience in wreck rebuilding and meeting production shop time schedules. Quality work is promoted.

Communications

COMM 101 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 value in all professions, the community, and personal relations.

This course is a requirement for both the AA and AS degrees.

Lecture: 3 hours per week

Prerequisites: Strong college-level reading and writing skills recommended

COMM 103 Oral Interpretation 3 Credits Offered Each Semester

Oral Interpretation makes 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 speeches. COMM 103 is a useful elective for elementary education, performing arts, literature, and communication majors, as well as for parents.

Lecture: 3 hours per week

COMM 111 Interview Techniques 2 Credits Offered Each Semester

This course provides practical experience in the development of interviewing techniques for a variety of settings and career applications. The process is analyzed and practiced, including setting up, conducting, and assessing the interviews.

Students learn to design and carry out effective interviews through study and practice of the presentation, "do's and don'ts" for several types of interviews. Skills gained are helpful to those pursuing careers in journalism, communication, law enforcement, psychology, and counseling. Use of an audio tape recorder is suggested.

Lecture: 3 hours per week for 14 weeks

COMM 133 Improving Listening Skills 1 Credit Offered Each Semester

This course involves instruction in the skills necessary for effective listening. These skills apply to all aspects of life from the job to personal relationships. Listening is the most used (and least trained) of the four basic communication skills.

Lecture: 3 hours per week for 3 weeks

COMM 134 Nonverbal Communication 2 Credits Offered Each Semester

This course is an introduction to the basic concepts on 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.

Lecture: 2 hours per week

Prerequisites: Strong college-level reading and writing skills recommended

COMM 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 unique potential as humans. Students of all majors, academic backgrounds, and experience are welcomed.

Lecture: 3 hours per week

**COMM 209**

**Argumentation**

3 Credits

Offered Either Semester

This course is an introduction to the principles and practices of argumentation as a form of communication. Analysis, reasoning, evidence, and refutation skills are stressed. It provides skills in reasoned argumentation and is useful for pre-law, business, and careers where logical analysis and structured reasoning is stressed.

Lecture: 3 hours per week

Prerequisites: COMM 101, permission of instructor, strong college-level reading and writing skills recommended

**COMM 220**

Introduction to Intercultural Communication

3 Credits

Offered Each Semester

This course is concerned with cultural differences and their effects on communication. The course attempts to help students become more sensitive to the needs of people from other cultures with whom you interact. With more and more diversity in our country, and to create and maintain positive relationships with people of other cultures, an understanding of how to communicate across cultures will prove to be a considerable asset. Communication competence with people of other cultures calls for a repertoire of communication skills rarely taught in any other college course.

Lecture: 3 hours per week

Prerequisites: COMM 101

**COMM 233**

Interpersonal Communication

3 Credits

Offered Each Semester

This course is an introduction to the skills and concepts that impact how people deal on a one-to-one level within interpersonal relationships. Emphasis is on self-examination and understanding how to communicate with others and how that can be improved. This is an excellent course for developing skills necessary for everyday life and living where relationships must be developed and maintained.

Lecture: 3 hours per week

**COMM 236**

Small Group Communication

3 Credits

Offered 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.

Lecture: 3 hours per week

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**Computer Applications in Business**

NOTE: Course enrollment requires prior acceptance into the Computer Applications in Business Program.

**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. Advanced techniques of software integration will be investigated. Microsoft Office is used as an example for Object Linking and Embedding and Dynamic Data Exchange. This is a required course in the Computer Applications in Business Program.

**CABS 120**

Personal Computer Architecture

3 Credits

Offered Fall Semester

This is an introduction to personal computer hardware. Basic architecture beginning with the motherboard will be discussed. Hands-on assembly of different computer components, the installation of an operating system and analyzing and correcting problems are emphasized. This is a required course in the Computer Applications in Business Program.

**CABS 130**

Personal Computer Peripherals

3 Credits

Offered Spring Semester

CABS 130 offers an advanced look at personal computer hardware covering various interface architectures and communication protocols. This course involves installation and troubleshooting of peripherals such as CD drives, sound cards, fax/modems, network interface cards, printers and scanners, along with advanced software driver configurations for those components. This is a required course in the Computer Applications in Business Program. Students wishing to take the A+ Certification Exam will be charged a $200 fee for taking both parts of the exam.

Prerequisite: CABS 120

**CABS 140**

Introduction to 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, printing simple lists, manipulating the order of data, and creating reports. Before enrolling in this course, it is recommended that the student become familiar with DOS and Windows. This is a
required course in the Computer Applications in Business Program.

**CABS 150**
*Introduction to Operating Systems*
4 Credits
Offered Spring Semester

This is an introductory level class in personal computer operating systems and graphic user interfaces. The course discusses basic concepts of how operating systems work and how applications interact with operating systems. Also covered are fundamental skills in command line and graphic user interface environments. MS Windows, MS-DOS and UNIX are utilized to illustrate these concepts. This is a required course in the Computer Applications in Business Program.

Prerequisite: CABS 100, 120

**CABS 160**
*Introduction to Networking*
3 Credits
Offered Fall Semester

This is an introductory course in networking and communications 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 and terminology. This course is required in the Computer Applications in Business Program.

Prerequisite: CABS 100

**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, 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 system implementation and maintenance will be identified. This is a required course in the CABS Program.

Prerequisite: CABS 100 and prior completion or concurrent enrollment in CABS 140

**CABS 180**
*Introduction to Visual Basic*
3 Credits
Offered Fall Semester

This course provides the overall concepts of programming in the Visual Basic programming language. Topics discussed are designing, coding, testing, and debugging simple Windows applications. Other advanced topics discussed include Dynamic Data Exchange (DDE), Object Linking and Embedding (OLE), and Windows Application Programming Interface (APIs), database interface and documentation. A study of Microsoft Visual Basic's impact on product suite applications is reviewed. This is a required course in the Computer Applications in Business Program.

Prerequisite: CABS 140 and prior completion or concurrent enrollment in CABS 251

**CABS 241**
*Advanced Database*
3 Credits
Offered Fall Semester

CABS 241 is a continuation of CABS 240 and provides instruction on advanced features of database usage using Microsoft Access. Prior to CABS 240, students will create relational database structures, manipulate data and objects, create databases and applications, and manage database records and files. This is a required course in the Computer Applications in Business Program.

Prerequisite: CABS 140, or completion of a comparable database course with permission of instructor

**CABS 251**
*Advanced Operating Systems*
4 Credits
Offered Fall Semester

CABS 251 is an advanced course delving into DOS commands, configuring the system, and networking with system management. The course examines the Windows system file, initialization file, and advanced PIP file configuration as well as the options in the main window. MS Windows, MS-DOS and UNIX are utilized to illustrate these concepts. This is a required course in the Computer Applications in Business Program.

Prerequisite: CABS 100

**CABS 262**
*Advanced Network Management*
3 Credits
Offered Spring Semester

This course teaches the skills needed to administer and maintain NetWare and Microsoft NT (Integrated Networks). Course topics include high level system management features of NetWare and Windows NT, how to analyze and improve network performance, advanced printing setup and troubleshooting, and how to prepare and present recommendations. Lab activities are included to provide hands-on practice. This is a required course in the Computer Applications in Business Program.

Prerequisite: CABS 150 and sophomore standing in the CABS program

**CABS 270**
*Web Programming*
3 Credits
Offered Spring Semester

This course presents the main components of the world of web programming. The goal is to give the student experience in languages (CGI, HTML, Java, Perl, etc.) that support the Internet. Topics include object-oriented concepts, programming syntax and structure, web construction, and web networking and communication. Publishing web documents and WebGL development will be covered as necessary. This course is hands-on and includes many examples and independent programming sessions with individualized instructor assistance. This is a required course in the Computer Applications in Business Program.

Prerequisite: CABS 241, 251 and/or concurrent enrollment in CABS 180
CABS 284  Emerging Information Technologies  3 Credits  Offered Spring Semester

This course addresses and examines a wide variety of new and emerging advanced information technologies and issues: Internet and internet hardware and software; marketing telecommunications and commercial applications; ethics and standard issues, and virtual reality. Specific technologies will be identified in the course syllabus. This is a required course in the Computer Applications in Business Program.
Prerequisite: CABS 251

CABS 288  Computer Applications in Business Internship  4 Credits  Offered Each 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 employers in a structured relationship. The basic purpose is to provide CABS students insight and on-the-job work experience during projects that would normally be assigned to the employer’s entry-level computer programming operations, networking, or end-user support staff. Thus is a required course in the Computer Applications in Business Program.
Prerequisite: Sophomore standing in the CABS program and permission of the instructor

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 cannot be taken for credit after successful completion of BUSA 100.
Lecture: 3 hours per week
Prerequisite: MATH 025 or equivalent

CS 125  Introduction to Visual BASIC Programming  2 Credits  Offered Either Semester on Demand

This course is an introduction to the MS Visual BASIC programming language. It is intended for students who may need an introduction to MS Visual BASIC or students interested in programming their home computers.
Lecture: 3 hours per week
Prerequisites: MATH 108

CS 150  Computer Science  I  4 Credits  Offered Each Semester

CS 150 offers an introduction to the field of computer science using C/C++. Central themes of the class include an introduction to computer organization, algorithmic problem solving 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.
Lecture: 3 hours per week
Corequisite Lab: 2 hours per week (CS 150L)
Prerequisites: Two years of high school algebra or MATH 130 or 147.
CS 100 recommended for students without computer experience.

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.
Lecture: 3 hours per week
Prerequisites: CS 150 and 150L
Precorequisite: College level math such as MATH 160 or 170

CS 185  Intro 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.
Lecture: 3 hours per week
Prerequisites: MATH 170

CS 191  Programming In C++  3 Credits  Offered Spring Semester

This course provides an introduction to object oriented programming using the language C++. Features of the UNIX operating system, programming for the Windows environment, and the Standard Template Library may be discussed. This course is suitable for students aspiring to major in computer science, but will also serve science and engineering majors as well as members of the community desiring to add object oriented programming to their repertoire of programming skills.
Lecture: 3 hours per week
Prerequisites: Prior programming experience in a structured language; this requirement is best met with a course in Pascal, but Pascal is not required.

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.
Lecture: 3 hours per week
Corequisite Lab: 2 hours per week (CS 240L)
Prerequisites: MATH 114 or permission of instructor

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.
Lecture: 3 hours per week
Prerequisites: CS 160, MATH 187

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.
Lecture: 3 hours per week
Prerequisites: CS 150, 240

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, storage, equipment, and facilities. Storeroom topics include ordering and receiving goods and checking invoices. Emphasis is placed on storing and dating goods.

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 house activities including on-site busing and catering, with emphasis on the special needs of logistics, sanitation, and safety.

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.

CULA 154  Pantry Station Skills  3.5 Credits  Offered Each Semester

Students are involved in the production of the preparation of a variety of salads and dressings, breads, sauces, soups, and quality setups for sandwiches. Plate presentations are stressed.

CULA 155  Stock, Soup, and Sauce Preparation  3.5 Credits  Offered Each Semester

This course focuses on the preparation of stocks and soups as the base for sauces and soups. Emphasis is on mastering sauces, small sausages, clear soups, vegetable soups, cream soups, poaches, chowders, and ethnic soups. Thickening agents, color control, and seasoning of food will also be stressed.

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, baking, grilling, stewing, poaching, steaming, and broiling. Preparation of hot specials is also included.
Prerequisite: CULA 151, 152, 154 and 158

CULA 157  Grill Cook Skills  3.5 Credits  Offered Each Semester

Grill Cook Students will practice morecomplex, making hot sandwiches, deep frying, pan frying, and grilling. The use of leftovers in food preparation is included.
Prerequisite: CULA 151, 152, 154 and 158

CULA 158  Bakery Skills  3.5 Credits  Offered Each Semester

This course involves the theory and application of baking basics including vocabulary, weights and measures, and applied mathematical skills. Emphasis is placed on hands-on baking production.
Prerequisite: CULA 151, 152, 154 and 158

CULA 159  Grill Cook and Production Manager  3.5 Credits  Offered Each Semester

Students are presented with additional management responsibilities in assisting with setup, answering questions, checking storage, and cleanup. This is an apprenticeship. Upon completion of this course, the student should understand the entire scope of running a kitchen.
Prerequisite: CULA 151, 152, 154 and 158

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 applications, successes and failures in the applications, and solutions for problems that arise during the courses and laboratories.
Dance

DANC 105  Aerobic Dance/Fitness  Offered Each Semester
1 Credit

This course combines cardiovascular conditioning, toning, flexibility exercises, and a fat burning intensity level. DANC 105 is offered in two levels: Basic and Advanced, with varying intensities for the beginner and intermediate levels. It develops muscle strength and endurance through a variety of activities. It satisfies a P.E./dance requirement for the A.S. and A.A. degrees and may be repeated for a total of four credits.
Lecture/Activity: 2 hours per week

DANC 113  Jazz Dance: Beginning I  Offered Each Semester
1 Credit

DANC 113 is an introduction to the movements and styles particular to today's jazz dancer. It emphasizes exercises and combinations of steps and relates them to popular music. The course provides an alternative to sports and helps develop appreciation for the art form, music, rhythm awareness, and coordination. It also provides physical conditioning through strength and flexibility. This course satisfies a P.E./dance requirement for the A.S. and A.A. degrees and may be repeated for a total of four credits.
Lecture/Activity: 2 hours per week

DANC 114  Jazz Dance II  Offered Spring Semester
1 Credit

Jazz Dance II is a continuation of DANC 113, exploring movements and styles particular to today's jazz dancer. It emphasizes exercises, combination steps, and explores rhythmic, lyrical, and "funk" styles set to popular music. The course provides an alternative to sports and helps develop appreciation for the art form, music, rhythm awareness, and coordination. It also provides physical conditioning through strength and flexibility. This course satisfies a P.E./dance requirement for the A.S. and A.A. degrees and may be repeated for a total of four credits.
Lecture/Activity: 2 hours per week
Prerequisite: Dance 113 or some knowledge of jazz dance is recommended

DANC 115  Modern Dance: Beginning I  Offered Each Semester
1 Credit

DANC 115 is a discovery of dance movement through the physical and mental discipline techniques of Graham and Cunningham. Students will explore choreography, a creative outlet and physical conditioning of strength and flexibility. It also develops coordination and appreciation of the art form. This is an excellent course for theatre and performing arts students. It satisfies a P.E./dance requirement for the A.S. and A.A. degrees and may be repeated for a total of four credits.
Lecture/Activity: 2 hours per week

DANC 117  Ballet: Beginning I  Offered Each Semester
1 Credit

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. It may be repeated for a total of two credits.
Lecture/Activity: 2 hours per week

DANC 118  Ballets: Beginning II  Offered Each Semester
1 Credit

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.
Lecture/Activity: 2 hours per week
Prerequisite: Dance 117 or equivalent

Developmental Education

DEED 010  Reading and Spelling Fundamentals  Offered Each Semester
3 Credits

A self-paced course, DEED 010 is designed for basic reading and spelling skills that include word attack, word structure, sentence sense, main idea and spelling rules. This is an important skill-building course that can influence college success but does not fulfill degree requirements. Enrollment is recommended based on placement test results. Class size is limited to 12 students at any time; however, some students complete course requirements early.

DEED 013  Reading Comprehension & Vocabulary Development  Offered Each Semester
3 Credits

DEED 013 is a self-paced course designed to enhance reading and vocabulary skills with an emphasis on comprehension of expressed and implied main ideas. The course also focuses on developing vocabulary skills including contextual clues, synonyms, antonyms and affixes. Enrollment is recommended based on placement test results. Class size is limited to 12 students at any time; however, some students complete course requirements early.

DEED 043  Reading in Applied Technology  Offered Each Semester
1 Credit

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.

Lecture: 2 hours per week

**DEED 104 College Reading**
2 Credits Offered Each Semester

This course is designed for the skilled reader who would like to develop strategies for flexible reading comprehension and to improve textbook reading skills. Reading techniques are applied to reading assignments in other classes in content areas such as the sciences, social sciences and humanities.

Lecture: 2 hours per week

**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 Math (MATH 105).

Lecture: 2 hours per week

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**Diesel Technology**

Note: Course enrollment requires prior acceptance into the Diesel Technology Program.

**DSL T 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.

**DSL T 109 Diesel Welding Lab**
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 DSL T 108 is required.

**DSL T 115L Diesel Lab**
5 Credits Offered Fall Semester

This course will give the student hands-on exposure in a shop setting to those subjects covered in DSL T 100, 110, 120 and 130 theory classes. The instruction will utilize a variety of mock-ups, training aids, components and live customer work. Students will be able to explain and demonstrate proper safety precautions when lifting and supporting vehicles or components, when using tools or equipment, and when handling cleaning agents or other hazardous materials.

**DSL T 116L Diesel Lab**
5 Credits Offered Spring Semester

This course will give the student hands-on exposure in a shop setting to those subjects covered in DSL T 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.

**DSL T 117L Diesel Lab**
3 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 DSL T 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.

**DSL T 121 Powertrain/Brakes**
9 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.

**DSL T 131 Diesel Engine/Electrical**
9 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.

**DSL T 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 in choosing an area of study 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  Offered Fall Semester
6 Credits
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  Offered Spring Semester
6 Credits
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  Offered Fall Semester
7 Credits
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  Offered Spring Semester
7 Credits
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  Offered Fall Semester
2 Credits
The basic theory of drafting is presented in this course using the traditional techniques of "board drafting." Emphasis will be placed on the use of drafting instruments, lettering, geometric constructions, orthographic projections, pictorial drawings and basic dimensioning.

DRFT 101L  Drafting Theory Lab  Offered Fall Semester
2 Credits
This lab course focuses on material taught in DRFT 101. Concepts will be reinforced through hands-on activities that focus on those skills.
Prerequisites: Concurrent enrollment in DRFT 101

DRFT 103  Technical Freehand Sketching  Offered Fall Semester
2 Credits
The objective of this course is to introduce skills necessary to convey a thought or idea on paper. The student will develop the ability to visualize and sketch orthographically and pictorially.

DRFT 103L  Technical Freehand Sketching Lab  Offered Fall Semester
1 Credit
This lab course focuses on material taught in DRFT 103. Concepts will be reinforced through hands-on activities that focus on those skills.
Prerequisites: Concurrent enrollment in DRFT 103

DRFT 109  Intro to AutoCAD and Drafting Principles  Offered Fall Semester
3 Credits
This course is designed for the beginning AutoCAD user and provides an introduction to computer assisted drafting (CAD) using Windows 95 as the operating system and AutoCAD as the basic drafting platform. A major focus will be to develop the skills necessary to develop working line drawings and be able to produce as hard copies using model space and paper space congruently.

DRFT 109L  AutoCAD and Drafting Principles Lab  Offered Fall Semester
3.5 Credits
This lab course focuses on material taught in DRFT 109. Concepts will be reinforced through hands-on activities that focus on those skills.
Prerequisites: Concurrent enrollment in DRFT 109

DRFT 110  AutoCAD and Industrial Drafting  Offered Spring Semester
5 Credits
This course builds on the expertise gained from DRFT 109. The course will be divided in four major drafting disciplines including mechanical drafting, architectural drafting, civil/geographical information systems and electrical/electronic drafting. The student will develop a thorough understanding of the User Coordinate System thereby gaining the ability to draw and visualize in 3-D. Parametric design and solid modeling will also be introduced. Using AutoCAD as a tool, the student will begin the process of designing a residential structure. Emphasis will be placed on design and the use and misuse of space.

DRFT 110L  AutoCAD and Industrial Drafting Lab  Offered Spring Semester
3.5 Credits
This lab course focuses on material taught in DRFT 110. Concepts will be reinforced through hands-on activities that focus on those skills.
Prerequisites: Concurrent enrollment in DRFT 110
DRFT 130  Plan and Blueprint Reading  2 Credits  Offered Spring Semester

The focus of this course is to provide the student with information and skills that allows them to read and interpret information from both mechanical working drawings and architectural blueprints relating to both residential and commercial designs.

DRFT 135  Applied Physics  2 Credits  Offered Spring Semester

The course provides a mathematical review of precision measurements, vectors, and graphic problems. It also covers working problems in force and motion, work and energy, rate, resistance, and power.

DRFT 135L  Applied Physics Lab  1 Credit  Offered Spring Semester

This lab course focuses on material taught in DRFT 135. Concepts will be reinforced through hands-on activities that focus on those skills.

Prerequisites: Concurrent enrollment in DRFT 135

DRFT 174  Descriptive Geometry  2 Credits  Offered Spring Semester

The objective of this course is to develop the knowledge and skills necessary to solve problems using descriptive geometry as a tool. The student will be able to develop line projection, true size and shape of lines or planes, and piercing points of lines and planes in space. They will also be able to develop graphical solutions of force vectors. AutoCAD will be used as the instructional platform.

DRFT 174L  Descriptive Geometry Lab  1 Credit  Offered Spring Semester

This lab course focuses on material taught in DRFT 174. Concepts will be reinforced through hands-on activities that focus on practical application of theories presented in the theory class.

Prerequisites: Concurrent enrollment in DRFT 174

DRFT 203  Building Codes  2 Credits  Offered Fall Semester

This course deals with the issues of land use zoning, building codes, and electrical/plumbing codes as they relate to a draftsperson/designer of typical wood framed residential structures. Also included in this study is a unit of Uniform Building Codes, including but not limited to, occupancy classifications, fire safety requirements, handicapped access requirements, energy conservation issues and type of material available.

DRFT 210  Advanced AutoCAD  2 Credits  Offered Spring Semester

This is the final in a series of AutoCAD classes and build on the expertise that has been gained in the previous courses. Topics examined will include, but are not limited to, customization of AutoCAD's menus, creation and implementation of user-defined AutoLISP functions and advance study using the Internet to transfer graphical information.

DRFT 210L  Advanced AutoCAD Lab  1 Credit  Offered Spring Semester

This lab course focuses on material taught in DRFT 210. Concepts will be reinforced through hands-on activities that focus on those skills.

Prerequisites: Concurrent enrollment in DRFT 210

DRFT 211  Technical Illustration  3 Credits  Offered Spring Semester

Using graphic rendering software such as AutoCAD, 3-D Studio, PageMaker, and others students will gain the skills necessary to develop presentation and documents. Shading and rendering techniques will be explored.

DRFT 211L  Technical Illustration Lab  3 Credits  Offered Spring Semester

This lab course focuses on material taught in DRFT 211. Concepts will be reinforced through hands-on activities that focus on those skills.

Prerequisites: Concurrent enrollment in DRFT 211

DRFT 215  Advanced Architecture and Design  3 Credits  Offered Fall Semester

Using third-party software such as ArchPro, ArchIT, AutoArch, Chief or similar programs, students will develop a complete set of residential house plans. These plans will include site plan, floor plans, foundation plans, elevation views, details, bill of materials, cost estimates and schedules. At complete of the course students will present a complete set of architectural plans (portfolio) for evaluation.

DRFT 215L  Advanced Architecture and Design Lab  3.5 Credits  Offered Fall Semester

This lab course focuses on material taught in DRFT 215. Concepts will be reinforced through hands-on activities that focus on those skills.

Prerequisites: Concurrent enrollment in DRFT 215

DRFT 220  Advanced Engineering Graphics  3 Credits  Offered Spring Semester

Students will learn how to use specialized mechanical design software such as Mechanical Desktop, SolidWorks, and MasterCam to build/design and draw parametric models or parts and assemblies.

DRFT 220L  Advanced Engineering Graphics Lab  3.5 Credits  Offered Spring Semester

This lab course focuses on material taught in DRFT 220. Concepts will be reinforced through hands-on activities that focus on those skills.

Prerequisites: Concurrent enrollment in DRFT 220
COURSE DESCRIPTIONS

DRMT 225L Civil/Survey Geographical Information Systems Lab
3 Credits
Offered Fall Semester

This lab course focuses on material taught in DRMT 225. Concepts will be reinforced through hands-on activities that focus on those skills.
Prerequisite: Consent of enrollment in DRMT 225

EDUC 192 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 special educators and the exceptional individuals they are serving. This course provides valuable insights by observing the teaching techniques used by special educators as they teach.
Corequisite: EDUC 275

EDUC 201 Introduction to Teaching
3 Credits
Offered Each Semester

EDUC 201 provides an introduction to the world of teaching by focusing on teachers, learners, curriculum, and the social context in which teaching occurs. Insight and understanding of this world will be facilitated through reflection and analysis of the student's observations and participation in 30 hours of field experience in the public schools.

This course is required for some transfer degrees in education. Its major goals are to assist students in making an educated decision about teaching as a career choice, to develop communications and interpersonal skills, to encourage creativity and critical thinking, and to provide opportunities to examine personal values and beliefs about teaching. Prior completion of other courses is not required.
Lecture: 2 hours per week
Field Experience: 30 hours per semester
Prerequisites: Sophomore standing or permission of instructor

Economics

ECON 201 Principles of Economics (Macro)
3 Credits
Offered Each Semester

This course is an introductory study of the behavior of our national economy, including the tools of supply and demand, the measurement of inflation and unemployment, and discussion of the definition, role, and importance of national income and money and the banking system. 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.
Lecture: 3 hours per week
Prerequisite: MATH 108 or two years of high school algebra is strongly recommended.

ECON 202 Principles of Economics (Micro)
3 Credits
Offered Each Semester

ECON 202 is an introductory study of the economic behavior of individual consumers and suppliers. It examines consumer response to price and income changes and levels of satisfaction, supplier response to costs, and business response to degree of competition. Economic vocabulary and analysis of economic situations are emphasized.

This is a required course in the Business Administration, Business Education, and Small Business Management programs. It satisfies a social science requirement for the A.S. and A.A. degrees.
Lecture: 3 hours per week
Prerequisites: MATH 108 or two years of high school algebra is strongly recommended; ECON 201 provides familiarity with vocabulary and methodology, but is not 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.

Lecture: 3 hours per week
Field Experience: 30 hours per semester
Corequisites: EDUC 190

Electronics Technology

Note: Course enrollment requires prior acceptance into the Electronics Technology Program.

ELT 110  Direct Current I  5 Credits  Offered Fall Semester

This course begins the study of electrical/electronics fundamentals with coverage of current, voltage, resistance, Ohms Law, Kirchhoff's Law, series, parallel and series/parallel circuits and Network Theorems. These basics prepare the student for understanding and troubleshooting circuits with passive components and provide a foundation for further studies. Component recognition and identification and initial familiarity with schematics is presented.

ELT 110L  Direct Current I Lab  3 Credits  Offered Fall Semester

This lab course parallels the material presented in ELT 110 with hands-on experiments to reinforce the understanding of concepts and theory. Industry standard laboratory procedures, practices and safety are presented in an applications oriented environment. Proper use of electronics test equipment to analyze and troubleshoot electronic circuits is introduced.

Corequisite: Concurrent enrollment in ELT 110

ELT 120  Direct Current II  5 Credits  Offered Fall Semester

This course features continues the study of DC with the coverage of capacitance, magnetism, inductance, transient response and an introduction to AC and reactance. Manufacturer's component data sheets are introduced as a resource for more specific component information. The understanding of reading schematics is enhanced with the analysis of more complex circuits.

ELT 120L  Direct Current Lab II  3 Credits  Offered Fall Semester

The hands-on approach to laboratory experiences is continued with the introduction of the oscilloscope and signal generator to stimulate and analyze electronic circuitry as presented in ELT 120. The use of the oscilloscope as a major diagnostic tool is emphasized.

Corequisite: Concurrent enrollment in ELT 120

ELT 130  Alternating Current  5 Credits  Offered Spring Semester

This course takes the student through a study of AC voltage, current and power. It includes reactance, transformers, series reactive circuits (RL, RC and RCL circuits), parallel reactive circuits, resonance, filters and advanced AC analysis.

ELT 130L  Alternating Current Lab I  3 Credits  Offered Spring Semester

This lab focuses on the material presented in ELT 130 which forms the basis for the experimentation used to enhance the learning experience. Further experience is gained in using the oscilloscope and laboratory instruments when AC reactive circuits are analyzed.

Corequisite: Concurrent enrollment in ELT 130

ELT 140  Solid State I  5 Credits  Offered Spring Semester

A study of solid state electronics is presented covering general semiconductor theory, diode function and circuits including basic AC to DC power supplies, special purpose diodes such as the Zener, Schottky, and varactor, NPN and PNP bipolar transistor fundamentals and biasing circuits. This course prepares the student for more advanced solid state electronics studies.

ELT 140L  Solid State Lab I  3 Credits  Offered Spring Semester

This lab exposes the student to building diode and transistor circuits based on schematic drawing. Troubleshooting and analysis of circuits in the laboratory environment using industry standard equipment and procedures is stressed.

Corequisite: Concurrent enrollment in ELT 140

ELT 250  Solid State II Theory  5 Credits  Offered Fall Semester

This course will continue the exploration of solid state analog electronics that began in ELT 140. Discrete transistor circuits will be expanded to include AC operation as well as DC biasing configurations. Topics covered will include voltage amplifiers, poweramps, emitter followers, Field-effect transistors, amplifier frequency effects and thyristor devices.

ELT 250L  Solid State II Lab  3 Credits  Offered Fall Semester

This lab course will provide students with practical applications of circuits encountered in ELT 250. Industry standard test equipment will be used to design, build, test and troubleshoot discrete analog transistor and thyristor circuits.
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.
Lecture/Lab: 4 hours per week
Prerequisites: basic understanding of math; completion of high school algebra and geometry is recommended.

ENGR 201  Circuits I 4 Credits  Offered Spring Semester
ENGR 201 presents an study of Ohm's Law, analysis methods, network theorems, Laplace transforms, and energy storage elements. It includes the exploration of electrical circuits using hands-on lab activities and computers. This is an important course for transfer degree programs in engineering, physics, math, computer science, or chemistry.
Lecture: 4 hours per week
Prerequisite: Corequisite: MATH 170

ENGR 202  Circuits II 4 Credits  Offered Fall Semester
Circuits II presents a study of power, three phase, transformers, filters, Fourier transforms, and Laplace transforms. It includes the exploration of electrical circuits using hands-on lab activities and computers. This is an important course for transfer degree programs in engineering, physics, math, computer science, or chemistry.
Lecture: 4 hours per week
Prerequisite: Lab: 2 hours per week (ENGR 203L)
Prerequisite: ENGR 201
Prerequisite or Corequisite: MATH 175

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, centroids, moments of inertia, statics of rigid bodies, trusses, frames, machines, and cables. The course provides basic engineering skills in mechanics necessary for analysis of structures and dynamics of rigid bodies.
Lecture: 4 hours per week
Prerequisite: MATH 170, PHYS 211

ENGR 214  Surveying 4 Credits  Offered Fall Semester 97 on Demand
ENGR 214 presents theory and field applications of elementary surveying. It includes the use of instruments, error and precision, levels, distances, 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.
Lecture: 3 hours per week
Corequisite Lab: 3 hours per week (ENGR 214L)
Prerequisite: MATH 147 or equivalent

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 Newton's 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.
Lecture: 3 hours per week
Prerequisite: MATH 175, ENGR 211

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.
Lecture: 4 hours per week
Prerequisite: ENGR 101, MATH 170 or permission of instructor
Corequisite: CS 150 or permission of instructor

ENGR 295 Strength of Materials
3 Credits
Offered Spring Semester on Demand

ENGR 295 is the study of material strength, including elasticity, stress, strain, beam analysis, analysis of structural forms, deformation, modes of failure, and column analysis. The course provides a basic understanding of how structures and machines should be designed to prevent failure. It is required for transfer degree programs in mechanical and civil engineering and is recommended for all other engineering programs. It requires three hours of lecture each week.
Lecture: 3 hours per week
Prerequisite: ENGR 211, MATH 175

English
The Writing Center

The Writing Center, located in the Kibow 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 sentences; 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.
Lecture: 3 hours per week
Prerequisite: Enrollment 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 workforce. 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.
Lecture: 1 hour per week
Prerequisite: Enrollment in certificate technical program

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 applies toward a certificate of completion and specified A.A.S. degree requirements.
Lecture: 3 hours per week
Prerequisite: Enrollment 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-on-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.

Lecture 3 hours per week
Prerequisite: Placement test results

ENGL 101  English Composition
3 Credits  Offered Each Semester

English 101 provides students the opportunity to deal with any writing challenges which may be encountered in the future: in their job, personal life, or recreational activities. Students will learn to write strong, clear prose, and will learn to use words accurately and precisely, to write clear and direct sentences that follow conventional structure, grammar, and punctuation. To use paragraphs that show unity and coherence while developing one primary idea that relates directly to preceding and succeeding paragraphs, and to develop essays that focus on a central idea, develop the idea adequately, and show organization and unity. This course is required for all degree programs.

Lecture: 3 hours per week
Prerequisite: Appropriate placement test score and satisfactory entry essay (written during first class session)

ENGL 102  English Composition
3 Credits  Offered Each Semester

English 102 provides instruction in the research process which includes the gathering, the critical evaluation, and the presentation of evidence. Critical thinking is emphasized as vital to drawing conclusions from evidence. This class helps provide techniques for conducting research in all areas of study. It is required for all transfer degree programs.

Lecture: 3 hours per week
Prerequisite: ENGL 101

ENGL 175  Introduction to Literature
3 Credits  Offered Each Semester

This is a survey of literature’s major 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.

Lecture: 3 hours per week
Prerequisite: ENGL 101

ENGL 202  Technical Writing
3 Credits  Offered Fall Semester

Technical Writing offers instruction in the writing skills applicable to business and industry. This class emphasizes factual information in the form of writing instructions and describing mechanisms and processes. It includes the fundamentals of composing memos, letters, and reports. Technical Writing is designed for those interested in practical applications of technical writing principles. This course is required for some occupational programs and is a useful general elective for all programs in science and technology. Prior completion of ENGL 109 and sophomore standing or permission of instructor are required.

Lecture: 3 hours per week
Prerequisite: ENGL 101 is recommended

ENGL 204A  Writing a Personal Family History
(Same as HIST 204A)
3 Credits  Offered on Demand

ENGL 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.

Lecture: 3 hours per week
Prerequisite: ENGL 101 is recommended

ENGL 204B  Modern Writers & What They Are Saying
3 Credits  Offered on Demand

ENGL 204B provides a study of fiction, poetry, drama, essays, and other informative documents from 1940 to the present. It includes works of major American and European authors.

Lecture: 3 hours per week
Prerequisite: ENGL 101

ENGL 204C  Modern Writers & What They Are Saying
3 Credits  Offered on Demand

ENGL 204C provides a study of fiction, drama, poetry, and informative documents from 1940 to the present period. It includes the works of Malamud, Williams, Thomas, Camus, Plath, and others.

Lecture: 3 hours per week
Prerequisite: ENGL 101

ENGL 205  Interdisciplinary Writing
3 Credits  Offered Each Semester

ENGL 205 is a course in writing grounded on the study of the students’ own writing of essays and explanations based on the 5-step critical thinking method. This course is designed for students interested in practical applications of writing principles. This course is required for some occupational programs and is a useful general elective for all programs in science and technology. Prior completion of ENGL 109 and sophomore standing or permission of instructor are required.

Lecture: 3 hours per week
Prerequisite: ENGL 101 is recommended

ENGL 206  Writing in the Sciences
3 Credits  Offered Each Semester

ENGL 206 is a course in writing grounded on the study of the students’ own writing of essays and explanations based on the 5-step critical thinking method. This course is designed for students interested in practical applications of writing principles. This course is required for some occupational programs and is a useful general elective for all programs in science and technology. Prior completion of ENGL 109 and sophomore standing or permission of instructor are required.

Lecture: 3 hours per week
Prerequisite: ENGL 101 is recommended
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.
Lecture: 3 hours per week
Prerequisite: ENGL 101

ENGL 257  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.
Lecture: 3 hours per week
Prerequisite: ENGL 101

ENGL 258  Literature of Western Civilization 3 Credits  Offered Spring Semester

English 258 is the study of Western (European and North American) classics from the mid-1600s to the present. This course includes internationally acclaimed writers who are representative of the major literary movements (Enlightenment, Romantic, Realist, and Modernist traditions) and who are significant in shaping Western Civilization. English 258 serves as a foundation to the humanities through an exploration of writers and works that comprise the core of our literary and philosophical tradition. It satisfies an arts and humanities course requirement for the A.S., A.A., and most transfer degrees.
Lecture: 3 hours per week
Prerequisite: ENGL 101

ENGL 267  Survey of English Literature 3 Credits  Offered Fall Semester

English 267 is a study of historical documents, poetry, fiction, drama, and essays illustrating the development of English literature from the Anglo-Saxon period through the Eighteenth Century. This course enhances cultural literacy and awareness of pertinent issues in the humanities. It satisfies an arts and humanities course requirement for the A.A., A.S., and most transfer degrees.
Lecture: 3 hours per week
Prerequisite: ENGL 101

ENGL 268  Survey of English Literature 3 Credits  Offered Spring Semester

English 268 is a study of historical documents, poetry, fiction, drama, and essays illustrating the development of English literature from the Romantic period to the present. This course enhances cultural literacy and awareness of pertinent issues in the humanities. It satisfies an arts and humanities course requirement for the A.A., A.S., and most transfer degrees.
Lecture: 3 hours per week
Prerequisite: ENGL 101

ENGL 272  Business Writing 3 Credits  Offered Each Semester

Business Writing offers instruction in the practical application of business writing principles. 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.
Lecture: 3 hours per week
Prerequisite: ENGL 101 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, fiction, and drama illustrating the development of American literary ideas, values, and philosophy from the Colonial Period (1620) to the end of the Civil War (1865). This course satisfies an arts and humanities course requirement for the A.A., A.S., and most transfer degrees.
Lecture: 3 hours per week
Prerequisite: ENGL 101

ENGL 278  Survey of American Literature 3 Credits  Offered Spring Semester

English 278 is a study of selected historical documents, journals, essays, poetry, fiction, and drama illustrating the development of American literary ideas, values, and philosophy from the Civil War (1865) to the present. This course satisfies an arts and humanities course requirement for the A.A., A.S., and most transfer degrees.
Lecture: 3 hours per week
Prerequisite: ENGL 101

ENGL 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
COURSE DESCRIPTIONS

English as a Second Language

ESL 090  ESL Conversant Program  1-2 Credits
Offered On Demand

ESL 090 is a lab course for students who wish to master spoken English. It emphasizes idioms, pronunciation, and language styles appropriate for informal and formal situations both on and off campus. This course is designed for students whose native language is not English. It will be individualized to suit student objectives and may be repeated for a total of four credits. Graded either satisfactory or unsatisfactory.

Lecture: 1 hour per week per credit
Prerequisite: Student whose native language is not English.

ESL 100  ESL Grammar and Structure  4 Credits
Offered On Demand

ESL 100 is an intensive review of the grammar and sentence structures of written English. Particular attention is given to complex verb tenses, verbal phrases, models, prepositions, and basic sentence strategies. Attendance at the language laboratory is required.

This course prepares students to compete successfully with native English speakers in an academic setting and provides an important language base for students planning to enter English composition courses. Students must have earned a minimum score of 500 on the Test of English as a Foreign Language (TOEFL). The course may be repeated for a total of eight credits. Placement is determined by instructor.

Lecture: 4 hours per week per credit
Prerequisite: Minimum score of 500 on the TOEFL (Test of English as a Foreign Language).

ESL 101  ESL Composition  3 Credits
Offered On Demand

ESL 101 helps non-native speakers of English to understand and produce the kind of academic writing required in college. Emphasis is on the most common and effective formats of academic writing and on editing for accuracy of expression, grammar, and sentence structure.

This course is valuable for building fluency in written expression. It prepares students for success in competing with native English speakers in college writing courses. A working knowledge of English grammar and basic sentence strategies is required. Students must have earned a minimum score of 500 on the Test of English as a Foreign Language (TOEFL). The course may be repeated for a total of eight credits. Placement determined by instructor.

Lecture: 3 hours per week
Prerequisite: Minimum score of 500 on the TOEFL (Test of English as a Foreign Language).

Environmental Science

ESLI 119  Introduction to Environmental Science  4 Credits
Offered Both Semester

The content of this course may vary somewhat with class interest, current world affairs, and instructors. The topics covered generally include air and water pollution, land use, biocides, resource and energy crises, nuclear energy and radiation, population, world food supply, food additives, and environmental ethics. This course satisfies a laboratory science course requirement for the A.S. degree. Some Saturday field trips may be required.

Lecture: 3 hours per week
Corequisite Lab: 2 hours per week (ESLI 119 LAB). Prerequisite: MATH 025 or equivalent.

Foreign Language

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

Interactive Conversation Class: 2-4 hours per week, depending on credits.
COURSE DESCRIPTIONS

FLAN 207 Contemporary World Cultures
3 Credits Offered Each Semester

Foreign Language 207 examines a single national culture in terms of its historical background and expression in contemporary life, language, institutions, literature, art, music, and lifestyles. This course provides a basis for comparative cultural studies for students interested in multicultural or international scholarship. It meets the cultural diversity requirement for the A.A. degree and satisfies an arts and humanities requirement for the A.S. degree. The national culture selected for study may change each semester, allowing students to repeat the course for elective credit.

Lecture: 3 hours per week

FREN 101 Elementary French I
4 Credits Offered Fall Semester

Elementary French I is designed for students with no previous language study. This course provides training in the acquisition and application of basic language skills and culture. Successful completion of FREN 101 and FREN 102 allows entry into the intermediate level courses that satisfy the cultural diversity requirement for the A.A. degree or one of the arts and humanities requirements for the A.S. degree.

Lecture: 5 hours per week + lab TBA

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.

Lecture: 5 hours per week + lab TBA
Prerequisite: FREN 101

FREN 103 French Language Laboratory
1 Credit Offered Each Semester

The French language lab provides individualized, self-paced practice in listening comprehension, pronunciation, and grammatical structure through use of an audio-laboratory facility. The lab assists development of language fluency through additional practice. The lab is an elective supplement to classroom study and is graded on a satisfactory/unsatisfactory basis. It may be repeated for total of two credits.

Lecture: Time based on student/instructor agreement

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.

Time requirement: TBA

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.

Time requirement: TBA

FREN 201 Intermediate French I
4 Credits Offered Fall Semester

Intermediate French provides training in the acquisition and application of basic language skills and culture. A laboratory is included in the course. It satisfies four credits of the cultural diversity requirement for the A.A. degree or one of the arts and humanities requirements for the A.S. degree.

Lecture: 4 hours per week + lab TBA
Prerequisite: FREN 102 or equivalent or permission of instructor

FREN 202 Intermediate French II
4 Credits Offered Spring Semester

The second semester of Intermediate French provides additional training in the acquisition and application of basic language skills and culture. A laboratory is included in the course. Intermediate French II satisfies four credits of the cultural diversity requirement for the A.A. degree or one of the arts and humanities requirements for the A.S. degree.

Lecture: 4 hours per week + lab TBA
Prerequisite: FREN 201

GERM 101 Elementary German I
4 Credits Offered Fall Semester

This course is designed for students with no previous language study. It provides training in the acquisition and application of basic language skills and culture. A laboratory is included in the course. Successful completion of GERM 101 and GERM 102 allows entry into the intermediate level courses that satisfy the cultural diversity requirement for the A.A. degree or one of the arts and humanities requirements for the A.S. degree.

Lecture: 5 hours per week + lab TBA

GERM 102 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.

Lecture: 5 hours per week + lab TBA
Prerequisite: GERM 101

GERM 123 German Language Laboratory
1 Credit Offered Each Semester

The German Language Laboratory provides individualized, self-paced practice in listening comprehension, pronunciation, and grammatical structure through the use of an audio-laboratory facility. It may be repeated for a maximum of two credits.

Lecture: Time based on student/instructor agreement
COURSE DESCRIPTIONS

SPAN 101  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 proficiency in speaking, reading, listening, and writing. Students will enhance their understanding of the language, culture, and geography of the Hispanic world. A laboratory is included in the course.
Lecture: 5 hours per week • Lab TBA

SPAN 102  Elementary Spanish II
4 Credits  Offered Spring Semester
This course is a continuation of SPAN 101, emphasizing further development of basic language fluency. A laboratory is included in the course.
Lecture: 5 hours per week • Lab TBA
Prerequisite: SPAN 101

SPAN 183  Spanish Language Lab
1 Credit  Offered Each Semester
This course is an independent language study for students who plan to enter a more advanced course or who have taken all available language courses. It may be repeated for a total of two credits and is graded on a satisfactory/unsatisfactory basis. This lab allows students to develop listening and oral skills and gain additional practice for language fluency.
Lecture: Time based on student/instructor agreement
Prerequisite: Permission of instructor

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. Students will gain practical conversation skills and become familiar with cultural differences likely to be encountered in the Hispanic world.
Time requirement: TBA

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.
Time requirement: TBA
Prerequisite: SPAN 184

SPAN 201  Intermediate Spanish I
4 Credits  Offered Fall Semester
Intermediate Spanish further develops Spanish fluency with emphasis on conversation, reading, grammar, and composition. The culture and literature of Spain and Latin America are also examined. This course provides a continuation and refinement of language skills and greater depth in the study of cultural aspects. It meets the cultural diversity requirement for the A.A. degree or one of the arts and humanities requirements for the
A.S. degree. Laboratory work is included.
Lecture: 4 hours per week  lab TBA
Prerequisite: SPAN 102 or appropriate language placement test score

**SPAN 202**
Intermediate Spanish II
4 Credits  Offered Spring Semester
Spanish 202 is a continuation of SPAN 201. This course has
the same degree applications as SPAN 201. Laboratory work is
included.
Lecture: 3 hours per week
Prerequisite or Corequisite: SPAN 202 or permission of instructor

**SPAN 205**
Intermediate Spanish Conversation
3 Credits  Offered Spring Semester
This course is for students who wish to further their
conversational skills in Spanish at the intermediate level. The
emphasis is on the development of oral and written discourse
skills, and on the acquisition of cultural and linguistic knowledge
related to specific Spanish-speaking countries. This course is
conducted entirely in Spanish.
Lecture: 3 hours per week
Prerequisite or Corequisite: SPAN 202 or permission of instructor

## Geography

**GEOG 100**
Physical Geography  Offered Each Semester
Physical Geography is an introduction to the earth sciences.
It emphasizes atmospheric sciences (weather and climate),
landforms, water resources, native plants and animals, and
soils. Concurrent enrollment in GEOG 100L is required. In
combination with GEOG 100L, this course satisfies a laboratory
science course requirement for the A.S. and A.A. degrees.
Lecture: 3 hours per week
Corequisite Lab: 2 hours per week (GEOG 100L)

## Geology

**GEOL 101**
Physical Geology  Offered Each Semester
Physical Geology is the study of the origin and development
of the earth. It includes the detailed study of the development
of the earth's crust, its minerals, rocks, volcanoes, glaciers,
mountains, and continents.
This course provides an understanding of the natural
and physical processes of the planet earth and an appreciation
for the impact geology has on everyday life. Concurrent enrollment
in GEOL 101L is required. In combination with GEOL
101L, this course satisfies a laboratory science course
requirement for the A.S. and A.A. degrees.
Lecture: 3 hours per week
Corequisite Lab: 2 hours per week (GEOL 101L)

**GEOL 102**
Historical Geology  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 102 provides an appreciation for the vast extent
of geologic time, the natural processes affecting change on the
earth, and the identification of common fossil types. The course
satisfies a laboratory science requirement for the A.S. degree.
Lecture: 3 hours per week
Corequisite Lab: 2 hours per week (GEOL 101L)
Prerequisite: Prior or concurrent enrollment in GEOL 101L
recommended

**GEOL 123**
Geology of Idaho & the Pacific Northwest  Offered on Demand
Geology 123 is the study of the geologic history of Idaho
and the Pacific Northwest. It examines the development of existing
gеological structures and rock types, focusing on the development
and distribution of major topographic and scenic features.
Included are field trips to areas of important mineral and gem
occurrences. This course provides an appreciation for the
development and distribution of geologic natural resources in
the region.
Lecture: 3 hours per week
Corequisite Lab: 2 hours per week (GEOL 123L)
Prerequisite: Prior or concurrent enrollment in GEOL 101L
recommended

**GEOL 288**
Systematic Mineralogy  Offered Spring Semester on Demand
Systematic Mineralogy studies the classification and
determination of minerals by physical, chemical, and
crystallographic properties. It emphasizes occurrence,
identification, and uses of the silicate minerals and the
non-silicate ore and rock-forming minerals. The weekly
three-hour laboratory will include hands-on testing and
identification of mineral samples and field trips to significant
mineral locations.
Students learn to recognize and identify many important ore
and industrial minerals, while gaining an enhanced appreciation
for the application of mineral resources to everyday life. Some
background in chemistry is helpful.
Lecture: 3 hours per week
Corequisite Lab: 2 hours per week (GEOL 288L)
Prerequisite: GEOL 101, 101L
**Heating, Ventilation, Refrigeration, & Air Conditioning**

**HVAC 161**
3 Credits  
**HVAC/R Principles**  
Offered Fall Semester  
This course is designed to explore the common aspects of HVAC/R technology. Discussion will focus on such topics as psychrometrics, air distribution and balance, as well as system installation and controls. This is a required class in the HVAC/R program. Current industry professionals who want to update skills are invited to take this class as a stand alone course.

**HVAC 161L**  
5 Credits  
**HVAC Lab I**  
Offered Fall Semester  
This course provides an opportunity to apply and practice the theories taught in HVAC/R Principles, HVAC/R Electrical and HVAC Heating Systems. Safety principles and procedures used in the field are also emphasized in this lab class. Students enrolled in the HVAC/R program are required to take this class concurrently with theory classes.

**HVAC 163**  
4 Credits  
**HVAC/R Electrical**  
Offered Fall Semester  
Basic electrical safety and electrical theory such as Ohm's Law, circuit schematics and circuit characteristics/symbols will be discussed as it specifically applies to DC and AC circuits in the HVAC/R industry. Additional areas of study will include basic control circuits, sequence of operation for basic HVAC/R applications and electric motor theory, as well as specific information on HVAC/R electrical component devices.

Both electrical testing and troubleshooting methods are taught and practiced in the classroom. HVAC/R professionals are invited to take this class as a refresher to update skills. Students enrolled in the HVAC/R program are required to take this class as part of their program.

**HVAC 167**  
4 Credits  
**HVAC Heating**  
Offered Fall Semester  
This course will focus on basic heat transfer theory and concepts. Several specific areas of study will be covered including the different mediums used for heat transfer, electric heat systems and fossil fuel systems (natural gas, propane and fuel oil). Each system will be discussed in detail. Residential and light commercial system applications will be made throughout the program.

Industry professionals, currently working in the HVAC/R field, who want to update skills are encouraged to take this class as a stand alone course. Students enrolled in the HVAC/R program are required to take this class as part of their program.

**HVAC 171L**  
5 Credits  
**HVAC/R Lab II**  
Offered Spring Semester  
This lab provides students an opportunity to apply and practice the theories taught in HVAC Systems, HVAC/R Heating, HVAC/R Codes and Licenses and HVAC/R Principles. Safety principles and procedures used in the field will be a major focus of this lab. Students enrolled in the HVAC/R program are required to take this class concurrently with theory classes.

**HVAC 175**  
4 Credits  
**HVAC Systems**  
Offered Spring Semester  
HVAC systems that utilize the refrigeration cycle will be the main focus of this class. Refrigeration, as it applies to air conditioning, typical operation conditions, heat pumps, room air conditioners, and furnaces, as well as AC combined, will be covered during this course. In addition, students will have the opportunity to explore troubleshooting methods for HVAC systems.

Students enrolled in the HVAC/R program are required to take this class as part of their program. Industry professionals, currently working in the HVAC/R field, who want to update skills are encouraged to take this class as a stand alone course.

**HVAC 177**  
4 Credits  
**Refrigeration**  
Offered Spring Semester  
This course will introduce students to the refrigeration cycle. In addition, it will concentrate on the major components and flow control devices that are used in a refrigeration system. Major topics covered will include refrigeration and refrigerants, system evacuation, refrigerant management, system charging, evaporators, condensers, compressors and flow controls. Focus will also be placed on applications and system troubleshooting practices.

Students enrolled in the HVAC/R program are required to take this class as part of their program. Industry professionals, currently working in the HVAC/R field, who want to update skills are encouraged to take this class as a stand alone course.

**HVAC 180**  
3 Credits  
**HVAC/R Codes and Licenses**  
Offered Spring Semester  
Material covered in this course will give students the information needed to successfully pass the Gas Fitter License exam needed for the EPA refrigerant certificate and oil license exams. Students will have the opportunity to take both of these exams during the semester. Students enrolled in the HVAC/R program are required to take this class as part of their program. Current industry professionals that want to update skills are invited to take this class as a stand alone course. Students enrolled in the HVAC/R program are required to take this class as part of their program.
COURSE DESCRIPTIONS

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.

Lecture: 3 hours per week
Prerequisite or Corequisite: ENGL 101 recommended, good reading skills

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.

Lecture: 3 hours per week
Prerequisite or Corequisite: ENGL 101 recommended, good reading skills

HIST 103 The 20th Century World 3 Credits Offered Each Semester

This course is a survey of the history of the 20th century, beginning in 1871 with the formation of the modern German state and continuing to the present. Emphasis will be placed on the causes and effects of the two World Wars, the dynamics of the Cold War, the rise of technology and the role of the nation-state. Students are expected to read and write at college level and will be required to participate in class discussions.

Lecture: 3 hours per week

HIST 111 United States History: Discovery Through Reconstruction 3 Credits Offered Each Semester

History 111 offers a broad chronological overview of U.S. History which deals with political, economic, social, and cultural development from the Pre-Columbian period through post-Civil War Reconstruction (c. 1876). Attention is focused on differing historical interpretations, and on themes which illuminate current events. This course serves as partial fulfillment of the social science requirement for A.A. and A.S. degrees, and is transferable to regional four-year institutions.

Lecture: 3 hours per week
Prerequisite or Corequisite: Good writing and communication skills

HIST 112 United States History: Gilded Age through the Present 3 Credits Offered Each Semester

History 112 offers a broad chronological overview of U.S. History which deals with political, economic, social, and cultural development from the Gilded Age (c. 1876) through the present. Attention is focused on differing historical interpretations, and on themes which illuminate current events. This course serves as partial fulfillment of the social science requirement for A.A. and A.S. degrees, and is transferable to regional four-year institutions.

Lecture: 3 hours per week
Prerequisite or Corequisite: Good writing and communication skills

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.

Lecture: 3 hours per week

HIST 204B Oral History Research 3 Credits Offered on Demand

Oral History Research uses audio or videotape to record the 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
Humanities

HUMS 101 Montage: Introduction to the Humanities 3 Credits Offered Each Semester

This course explores how the humanities, through many varied types of creative works, comment on human 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.

This course provides a good foundation for further humanities study in courses focusing on more particular fields such as literature, philosophy, or the arts. It is an ideal course for students who intend to focus on areas other than the humanities, but wish to broaden their education. It fulfills an arts and humanities requirement for the A.A. and the A.S. degrees.

Lecture: 3 hours per week
Prerequisite or Corequisite: ENGL 101

Human Services

NOTE: Application and acceptance into the Human Services Program is required before enrolling in courses numbered 220 or above.

HSS 101 Introduction to Human Services 2 Credits Offered Fall Semester

This course defines and describes the history of human services. Agencies, institutions, and programs which help meet human services needs are studied in the broad context of social and political systems. Various human service roles are explored with emphasis on the mental health technician.

Corequisite: ALTH 101

HSS 102 Introduction to Human Services Lab 1 Credit Offered Fall 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 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.

Corequisite: HSS 101

HSS 107 The Helping Process 1 Credit Offered Spring Semester

This course focuses on helping goals, principles, and therapeutic communication techniques that entry-level workers can employ in working with human services clients. It uses a problem-management model to enhance student understanding of the helping process.

Corequisite: HSS 108

HSS 108 Helping Skills Lab 1 Credit Offered Spring Semester

This course provides the student with an overview of a problem-management model of helping and opportunities to practice a variety of therapeutic approaches and strategies.

Prerequisite: COMM 233, PSYC 100, and ALTH 101, 102

HSS 110 Human Services I: Direct Care Assessment and Intervention 4 Credits Offered Spring Semester

This course focuses on assessment and intervention principles and skills required for working with individuals and groups that need assistance in leading self-directed and meaningful lives. Emphasis will be given to individuals who are mentally, emotionally and/or developmentally disabled in institutional and community-based settings.

Prerequisite: PSYC 101 or SOC 101, 102, ALTH 107 or COMM elective, HSS 101, 102

HSS 111 HSS Field Experience I 3 Credits Offered Spring Semester

The field experience provides students the opportunity to develop skill in providing psychosocial, community, and educational services that assist individuals to lead self-directed and meaningful lives. The field experience may be in institutional or community-based agencies depending on the student's interest.

Corequisite: HSS 110 and permission of the instructor

HSS 121 HSS Field Experience II 6 Credits Offered Spring Semester

This eight-week field experience totaling 290 hours provides the student the opportunity to further develop skills in providing psychosocial, community, and educational services that assist individuals to lead self-directed and meaningful lives. The field experience may be in institutional or community-based agencies depending on the student's interest.

Prerequisite: HSS 111 and permission of the instructor
COURSE DESCRIPTIONS

HSS 220  Crisis Intervention
3 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.

HSS 221  HSS Field Experience & Seminar III
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.
Prerequisite or Corequisite: HSS 220

HSS 230  Case Management and Human Services
3 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  HSS Field Experience & Seminar IV
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.
Prerequisite: HSS 220
Corequisite: HSS 230

Journalism

COMJ 100  Sentinel (NIC Newspaper) Staff
1-2 Credits  Offered Each Semester
This course provides practical training and application of journalism theory and techniques. Students are considered as staff members of The Sentinel, the NIC student newspaper. Students work in a variety of positions corresponding to those in a professional journalistic organization.
Sentinel staff students learn the practical workings of a newspaper, including reporting, editing, design, layout, paste-up, computer-based technologies, and advertising. Writing and design projects contribute to the student's portfolio and provide the basis for refining journalistic skills supporting career development. The course may be repeated for a total of 10 credits.
Lab/Newspaper Coordinating: Varies according to issue
Prerequisite or Corequisite: COMJ 121 or permission of instructor

COMJ 121  News Writing
3 Credits  Offered Fall Semester
This course provides an introduction to the principles of news writing, focusing on organization and writing methods for news media. Students develop news stories in lab and outside of class. Mastering the basics of news writing, students will improve their ability to participate as members of communications professions in print, broadcast, and corporate areas.
Lecture: 4 hours per week
Prerequisite: Typing ability or permission of instructor
Prerequisite or Corequisite: ENG 101

COMJ 140  Mass Media in a Free Society
3 Credits  Offered Spring Semester
This course 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.
Lecture: 3 hours per week

COMJ 222  Reporting
3 Credits  Offered Spring Semester
Reporting provides practical experience working with different types of new sources. Students gather and write articles about on- and off-campus events. Assignments include writing multimedia 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.
Lecture/Lab: 3.5 hours per week
Prerequisite: COMJ 121

COMJ 254  Editing
2 Credits  Offered Spring Semester
This course studies the elementary principles of newspaper makeup and fundamentals of editing copy and photographs. It includes practice in news selection and evaluation, writing headlines and photo captions, and newspaper design and composition. The course uses Macintosh computers for desktop publishing. Students learn and practice the responsibilities of an editor, including copy reading and measuring, article evaluation, headlining, page design, and photo editing. Skills gained contribute to portfolio development and career preparation.
Lecture/Lab: 3 hours per week
Prerequisite: COMJ 121
COURSE DESCRIPTIONS

COMM 299  
Journalism Practicum  Offered Each Semester  
Journalism Practicum provides on-the-job training and experience through a four-hour weekly internship in a media-related workplace. 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 certification of career direction or "real-world" experience will benefit.  
Time Varies according to project  
Prerequisites: C- or higher in COMM 111 or permission of instructor

Law Enforcement

NOTE: LAWE 103, 240 and 241 may be taken without requiring the student to be accepted into the sophomore Law Enforcement block. All other LAWE courses require application and acceptance into the sophomore Law Enforcement block before enrolling.

LAWE 103  Introduction to Criminal Justice  Offered Each Semester  
3 Credits  
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 social problems, the functions of the courts, prosecution and defense attorneys, correctional and penal institutions, and probation and parole.

This course will introduce the student to the various agencies and employment opportunities within the criminal justice system. This is a required course in the Law Enforcement Program.

LAWE 219  Self Defense  Offered Each Semester  
3 Credits  
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 pass the Idaho POST firearms qualifications course for handgun and shotgun. This is a required course in the Law Enforcement Program.

LAWE 220  Basic Police Law  Offered Each Semester  
2 Credits  
This course is the study of basic police law as it relates to the U.S. Constitution, the Idaho Code, Idaho 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. This is a required course in the Law Enforcement Program.

LAWE 221  Professional Orientation  Offered Each Semester  
1 Credit  
This course studies the human dimensions of the police profession including standards for police ethics and professionalism, media relations, crime prevention and human relations. This is a required course in the Law Enforcement Program.

LAWE 222  Police Procedures  Offered Each Semester  
2 Credits  
This course teaches fundamental patrol skills such as searching buildings, operating emergency vehicles, and writing reports. Also examined are arrest procedures, communication methods, officer survival, courtroom demeanor, and courtroom testifying. This is a required course in the Law Enforcement Program.

LAWE 223  Patrol Procedures  Offered Each Semester  
1 Credit  
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 and hostage situations, and domestic disputes. This is a required course in the Law Enforcement Program.

LAWE 224  Practical Problems  Offered Each Semester  
1 Credit  
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 application, traffic stops, arrest situations, and domestic disputes. This is a required course in the Law Enforcement Program.

LAWE 225  Investigation  Offered Each Semester  
3 Credits  
This course provides training 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, collection of evidence, fingerprinting, interviewing, notification and interrogation. This is a required course in the Law Enforcement Program.

LAWE 226  Enforcement Skills  Offered Each Semester  
1 Credit  
This course provides hands-on training in handgun retention, arrest and control techniques, and handling hazardous materials. This is a required course in the Law Enforcement Program.

LAWE 228  Police Physical Fitness  Offered Each Semester  
1 Credit  
This course provides physical health and conditioning methods for Law Enforcement students. Included are work on agility, flexibility, and conditioning. Students must pass the Idaho POST Physical Fitness Test. This is a required course in the Law Enforcement Program.
COURSE DESCRIPTIONS

LAWE 240  Administration of Justice  Offered Fall Semester
3 Credits

This course will introduce management principles and concepts as they relate to law enforcement organizations. Emphasis will be placed on empowering personnel to accomplish organizational goals. Topics to be discussed include: leadership and management, strategies for fostering integrity, strategic planning, communications as a vehicle, delegation and participation, team effectiveness, time management and developing action plans for total quality services. This is a required course in the Administration of Justice Program.

Prerequisite: Previous completion of all freshman courses in the Administration of Justice program and permission of the instructor

LAWE 241  Administration of Justice  Offered Spring Semester
3 Credits

A continuation of LAW 240, this course develops management theories and practices. Application of these concepts is emphasized with special attention to community and problem oriented policing. Current and future trends in law enforcement administration will be discussed. Topics to be discussed include: community oriented policing, problem oriented policing, policing by objectives, the budget process, political relationships, police associations and unions, the news media, collective bargaining, problem employees, disciplinary guidelines, employee assistance programs, stress management, and future trends in law enforcement. This is a required course in the Administration of Justice Program.

Prerequisite: LAW 240

LAWE 290  Law Enforcement Theory  Offered Each Semester
3 Credits

LAWE 290 meets weekly to evaluate, critique, and document intern performance and experiences. It incorporates specialized or refresher training as needs arise during the intern experience. This is a required course in the Law Enforcement Program.

Prerequisite: LAW 219-228

LAWE 293  Law Enforcement Internship  Offered Each Semester
10 Credits

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. Students are evaluated on a daily basis in accordance with the agency's established training policies for new officers. The student will be expected to participate in the enforcement activities being performed by the supervising officer. This is a required course in the Law Enforcement Program.

Prerequisite: LAW 219-228

Library Skills

LIBS 120  Introduction to Library Research Strategies  Offered Each Semester
1 Credit

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.

Lecture: 1 hour per week

Machine Technology

Note: Course enrollment requires prior acceptance into the Machine Technology Program.

MACH 151  Machining Technology Theory I  Offered Fall Semester
4 Credits

This basic course consists of learning terminology, measuring systems, use of measuring tools, hand tools, cutting tools, mechanical measurement using common machine shop instruments and operating and set up of conventional lathes and mills. Students will use shop math for problem solving. Machining Technology Theory is necessary for the safe, efficient operation of industrial machinery.

MACH 151L  Machining Technology Laboratory I  Offered Fall Semester
9 Credits

Machining Technology Lab consists of machining projects designed to promote machining skills on all shop machinery and hand tools. Projects are graded to assure that blueprint tolerances are met. Skills learned in theory sessions are transferred to the lab through projects. Students must acquire their own tools but may use shop tools temporarily. A tool list is supplied to students at the beginning of the course.

MACH 152L  Machining Technology Laboratory II  Offered Spring Semester
8 Credits

This lab is a continuation of MACH 151. Students continue to progressively attempt more difficult project. The main project for the class is the manufacture of a model Stirling Engine utilizing an assortment of materials and machining strategies. The nature of tolerance build up in assemblies and effective time management are emphasized.

MACH 160  Manufacturing Processes  Offered Spring Semester
4 Credits

This course covers manufacturing strategies from interchangeability of common parts to third wave production techniques and "design for assembly." The instructor will supplement the text with additional information on common scheduling, inventory, and shop floor controls. Major topics include sections on metallic materials, plastics, adhesives,
COURSE DESCRIPTIONS

MACH 171  Blueprint Reading I
2 Credits  Offered Fall Semester

Blueprint reading consists of exercises involving visualization skills. This course takes students from basic knowledge to a point where they can interpret simple orthographic blueprints. Blueprint reading is essential to produce required work pieces on machines.

MACH 172  Blueprint Reading II
2 Credits  Offered Spring Semester

This is a continuation of MACH 171 with an emphasis on more complex prints and geometric dimensioning and tolerancing.

MACH 185  Statistical Process Control and Mechanical Measurements
1 Credit  Offered Spring Semester

The topics covered in this course are geared towards real-life applications in the machine shop. 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 introduces students to the use of computers in the machining and manufacturing industry. Students will be exposed to various hardware and software such as computers and programs used for CAD/CAM and CNC machining. Robotics, CIM technology, and recordkeeping on computers will also be covered.

MACH 253L  Advanced Machining Laboratory I
8 Credits  Offered Fall Semester

This course is a hands-on learning experience using tools and techniques discussed in the first year machining program and MACH 253. Students will gain experience on such machines as CNC lathes, CNC mills, precision grinders, as well as practice on advanced techniques on other manual machines.

MACH 254L  Advanced Machining Laboratory II
8 Credits  Offered Spring Semester

This course offers hands-on experience under work-like conditions and in-depth CNC and manual projects that build upon skills acquired in MACH 253L. Upon successful completion of this course, students should have the necessary skills to be employed as an entry-level machinist.

Prerequisite: MACH 253L.

MACH 273  Intermediate Blueprint Reading
3 Credits  Offered Fall Semester

Students will learn to interpret advanced drawings and blueprints as well as making sketches with dimensions and additional information necessary to complete projects. Study of all types of section views, complex drawings and unusual methods of drawing parts to better show features will also be completed. In addition, students will receive hands-on experience sketching and interpreting sketches.

Prerequisite: MACH 172.

MACH 274  Geometric Dimensioning & Tolerancing
3 Credits  Offered Spring Semester

This course introduces students to the concepts used in the machine trades known as Geometric Dimensioning and Tolerancing. It builds on prior knowledge of blueprints and machined parts and applies that to "geometric tolerated" drawings. Students will learn the terminology and definitions of Geometric Dimensioning and Tolerancing and learn how to apply Geometric Dimensioning and Tolerancing concepts.

MACH 283  Computer Numerical Control Theory I
5 Credits  Offered Fall Semester

This course introduces students to the standard practices and methods used in CNC machining for the CNC lathe and CNC milling machine. Students will be familiarized with the different types of controls and machines. Students will also learn basic programming, setup, and part production.

Corequisite: Concurrent enrollment in MACH 253L.

MACH 284  Adv. Machining Processes & Techniques
5 Credits  Offered Spring Semester

This course is a continuation of MACH 283. Students will learn more complex methods and setups as well as be exposed to other types of CNC machines. They will also learn precision grinding and finishing skills, tool and cutter grinding, fixturing, and production planning.

Prerequisite: Successful completion of MACH 283.

Maintenance Mechanic/Millwright

Note: Course enrollment requires prior acceptance into the Maintenance Mechanic/Millwright Program.

MM 002  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 Mechanics 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 Mechanics Laboratory I  
5 Credits     Offered Fall Semester

Maintenance Mechanics 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 Mechanics Theory II  
5 Credits     Offered Spring Semester

Maintenance Mechanics 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 Mechanics 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 Mechanics 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 Mechanics 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.

Mathematics

MATH 015      Basic Mathematics  
3 Credits     Offered Each Semester

MATH 015 is an introduction to operations in the arithmetic of whole numbers, fractions, ratios, and proportions, 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.
Lecture: 3 hours per week
Prerequisite: Enrollment based on placement test results

MATH 020      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.
Lecture: 1 hour per week

MATH 024      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. All sections will review fractions, decimals, percents, ratios and proportions, calculator usage, signed numbers, evaluating formulas, equation solving, geometry and the metric system. Trigonometry will also be introduced when appropriate.
Lecture: 3 hours per week
Prerequisite: Enrollment based on placement test results

MATH 025      Elementary Algebra  
3 Credits     Offered Each Semester

MATH 025 is an introduction to mathematical concepts dealing with signed numbers, variables, polynomials, factoring, and solving and graphing first degree equations. It emphasizes the practical application of these concepts. The course provides important skill-building for those who have not taken or have had difficulty with high school algebra.
Lecture: 3 hours per week
Prerequisite: MATH 015 or equivalent
MATH 075  Geometry for the College Student
3 Credits
Offered On Demand
This course presents geometry as an axiomatic system with the
aim of enabling students to understand the role of proof in
mathematics. A 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 precalculus and whose background in geometry is
inadequate. This course does not fulfill degree requirements.
This course is offered through Chemistry/Computer Science/
Mathematics Computer Lab in a self-paced format.
Lecture: 3 hours per week
Prerequisite: MATH 023

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. 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.
Lecture: 3 hours per week
Prerequisite: MATH 025, enrollment limited to Practical Nursing
and Pharmacy Technician students

MATH 108  Intermediate Algebra
4 Credits
Offered Each Semester
MATH 108 continues development of mathematical
courses MATH 105 of first year high school algebra.
It includes second degree equations, algebraic fractions, circles
and parabolas, complex numbers, functions and logarithms.
There is an emphasis on the application of these skills. The
course provides important skill building for entry into
college-level math courses. Enrollment is based on placement
test results. This course does not fulfill the math requirement
for the A.A. or A.S. degrees.
Note: MATH 108 carries no credit if taken after successful
completion of a higher numbered math course.
Lecture: 4 hours per week
Prerequisite: MATH 025

MATH 123  Contemporary Mathematics
3 Credits
Offered Each Semester
MATH 123 explores the application of mathematics to a
wide range of contemporary problems. Topics currently include
descriptive statistics, inferential statistics, consumer
mathematics, linear programming, network problems, voting
systems, apportionment methods, tilings, symmetry, conic
sections, scaling and population growth. Additional topics of
probability, game theory, geometric recursion, fractals, logic
and problem solving, and right-triangle trigonometry may be
discussed as time permits.
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.
Lecture: 3 hours per week
Prerequisite: MATH 108 or successful completion of two years of
high school algebra and an appropriate score on the placement test

MATH 130  Finite Mathematics
4 Credits
Offered Each Semester
MATH 130 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.
Note: MATH 130 carries no credit if taken after successful
completion of a higher numbered math course.
Lecture: 4 hours per week
Prerequisite: MATH 108 or successful completion of two years of
high school algebra and an appropriate score on the placement test

MATH 145  Advanced Technical Mathematics I
3 Credits
Offered Fall Semester
This course is designed to continue the development of
mathematical skills beyond MATH 108. 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 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 170 (Calculus I). MATH 145 satisfies the math
requirements for an A.A., A.S., and A.A.S. degrees.
Note: MATH 145 carries no credit if taken after successful
completion of a higher numbered math course.
Lecture: 3 hours per week
Prerequisite: MATH 108 or equivalent or appropriate score on the
placement test

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 170 (Calculus I). (NOTE:
MATH 145/146 is not designed for mathematics majors.
Students completing MATH 145 and MATH 146 have the
equivalent of MATH 147 and cannot repeat MATH 147 for
credit. This course satisfies the math requirements for an A.A., A.S., A.A.S., degrees.

Note: MATH 146 carries no credit if taken after successful completion of a higher numbered math course.

Lecture: 3 hours per week
Prerequisite: MATH 145 or equivalent

MATH 147  Pro-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 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. NOTE: MATH 147 carries no credit if taken after successful completion of MATH 145 and 146. It carries 2 credits if taken after successful completion of MATH 145.

Lecture: 3 hours per week
Prerequisite: MATH 108 or successful completion of two years of high school algebra and an appropriate score on the placement test.
Prerequisite or Corequisite: MATH 148

MATH 148  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 root, vector, probability, and probability computations, solving systems of equations and unit conversions will also be included. This course counts as an elective towards the A.A. or A.S. degree.

Lecture: 1 hour per week
Prerequisite: MATH 108 or two years of high school algebra
Corequisite: MATH 123, 130, 147 or higher is recommended

MATH 157  Mathematics for Elementary Teachers I 3 Credits  Offered Fall Semester

MATH 157 provides the prospective elementary school teacher with a problem-solving approach to 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 is required for elementary teacher certification by the State of Idaho. MATH 157 does NOT satisfy the core math requirement for any degree at NIC.

Lecture: 3 hours per week
Prerequisite: MATH 108 or equivalent

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. NOTE: MATH 160 carries no credit if taken after MATH 170.

Lecture: 4 hours per week
Prerequisite: MATH 108

MATH 170  Analytic Geometry and Calculus I 4 Credits  Offered Each Semester

MATH 170 is an introduction to calculus as the mathematics of change and motion. It emphasizes limits, the derivative, techniques of differentiation, 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.

NOTE: MATH 170 carries two (2) credits if taken after MATH 160.

Lecture: 4 hours per week
Prerequisite: MATH 147 or two years of high school algebra, one year plane geometry, one half year each of trigonometry and analytic geometry, and an appropriate score on the placement test.

MATH 175  Analytic Geometry and Calculus II 4 Credits  Offered Each Semester

This course is a continuation of MATH 170 emphasizing techniques of integration, applications of integration, polar coordinates, parametric equations, sequences and series. It is required for most transfer degrees in mathematics and science.

Lecture: 4 hours per week
Prerequisite: MATH 170

MATH 187  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, combinatorics and graph theory. Analysis and development of algorithms will be emphasized. Little or no programming will be done.

Lecture: 4 hours per week
Prerequisite: MATH 147 or two years of high school algebra; knowledge of programming language such as FASCAL is highly recommended

MATH 253  Principles of Applied Statistics 3 Credits  Offered Each Semester

MATH 253 is an introduction to applied statistical methods including, descriptive statistics, confidence intervals, hypothesis testing, small and large sample methods, linear regression and
correlations, chi square, and analysis of variance. Probability, as needed, will be included.

Lecture: 3 hours per week
Prerequisite: MATH 100 or 147 and two years of high school algebra

MATH 257 Math for Elementary School Teachers II
3 Credits
Offered Spring Semester

This course is a continuation of MATH 157, with a topical emphasis on statistics, probability, and geometry. It demonstrates the usefulness of math in ordinary life (particularly with statistics), the aesthetic "arts" side of math, and the overall helping of the study of geometry. 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.

Lecture: 3 hours per week
Prerequisite: MATH 157

MATH 275 Analytic Geometry and Calculus III
4 Credits
Offered Each Semester

MATH 275 is a continuation of the calculus sequence. It includes the study of vectors and vector valued functions, and the ideas of the calculus of a single variable are extended to functions of several variables. Partial differentiation and multiple integration are used to examine Green's Theorem, Stokes' Theorem, and the Divergence Theorem from vector analysis. This course provides an understanding of the mathematics necessary for the mathematics degree and the study of multivariable physical phenomena in the physical science, chemistry, and engineering areas.

Lecture: 4 hours per week
Prerequisite: MATH 175

MATH 335 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.

Lecture: 3 hours per week
Prerequisite: MATH 170

MATH 370 Intro. to Ordinary Differential Equations
3 Credits
Offered Spring Semester

MATH 370 studies classification, initial value problems, exact equations, second order equations with constant coefficients, variation of parameters, Laplace transforms, series methods, and systems of linear equations.

Lecture: 3 hours per week
Prerequisite: MATH 275

Music

MUS 101 Survey of Music
3 Credits
Offered Each Semester

Survey of Music is an introduction for students (majors and non-majors) to musical styles of our civilization. The study will include music of different periods and its cultural context, including a study of the American culture and the present musical scene. This course is designed to enhance students' musical appreciation through an increase in musical knowledge. It fulfills an arts and humanities requirement for either the A.A. or A.S. degree.

Lecture: 3 hours per week

MUS 103 North Idaho College Concert Choir
1 Credit
Offered Each Semester

Concert Choir is North Idaho College's large vocal ensemble organized to perform standard and mixed choir arrangements. The choir frequently performs with the North Idaho Symphony Orchestra. This course may be taken as an ensemble elective for music majors. Credit may be transferable. 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 the instructor are 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 transferable. 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 designed 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 transferable 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 Each 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 114  Individual Instruction
2 Credits  Offered Each Semester
MUS 114 provides individual instruction for non-majors in voice, and on piano, guitar, and all orchestra and band instruments. Individual instruction in an area of choice can assist students of all levels to improve their performance abilities. Special fees apply. Two credits requires one half-hour lesson per week (15). Requires public performance. May be repeated for credit.
Lecture/Lab: One half-hour session per week

MUS 115  Pit Orchestra
1 Credit  Offered Each Semester
Pit Orchestra is an ensemble organized to perform operas or musicals in conjunction with the Theatre Department. Credit may be transferable 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.
Lecture: 3 hours per week

MUS 124  Individual Instruction
2 or 4 Credits  Offered Each Semester
MUS 124 provides individual instruction in voice, and on piano, guitar, and all band and orchestra instruments. This course is designed for music majors and requires prior musical experience. Individual instruction in an area of choice can assist students of all levels to improve their performance skills. A jury examination is required. Special fees apply. May be repeated for credit. The number of credits must be approved by the instructor.
Lecture/Lab: One half-hour lesson per week for 2 credits, one one-hour lesson per week for 4 credits.
Prerequisites: Jury examination; audition and permission of instructor

MUS 127  Survey of American Popular Music Since 1900
3 Credits  Offered Fall or Spring Semester
MUS 127 is an introduction for students (majors and non-majors) to the various styles of American popular music—its roots and development. Music will be presented with regard to its historical and social implications. Study includes dixieland, swing, bebop, fusion, musical theatre, country western, and all types of rock'n'roll. This course is designed to enhance musical
appreciation through an increase in musical knowledge. It fulfills an arts and humanities requirement for the A.S. degree.

Lecture: 1 hour per week

MUS 130
1 Credit

Introduction to Piano
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
3 Credits

Introduction to Music Literature
Offered Fall Semester

MUS 140 is an introduction to the art and nature of music with an emphasis on vocal skills, historical styles, musical forms, and the literature of music. It is designed for freshman music majors and other students interested in a humanistic-oriented subject matter. This course fulfills an arts and humanities requirement for the A.A. and A.S. degrees.

Lecture: 3 hours per week

MUS 141
3 Credits

Harmony and Theory I
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 16th century. This course fulfills a theory requirement for music majors.

Lecture: 3 hours per week
Corequisite: MUS 141L
Prerequisite: Music reading skills and permission of instructor

MUS 141L
1 Credit

Harmony and Theory I Laboratory
Offered Fall Semester

This laboratory assists students in the development of aural skills, sight-singing, chordal, melodic, and simple harmonic music dictation, and precompositions. Emphasis is on materials covered in MUS 141. This course fulfills a theory requirement for music majors and expands upon musical understanding developed in MUS 141.

Lecture: 2 hours per week
Corequisite: MUS 141L
Prerequisite: MUS 141

MUS 142
3 Credits

Harmony and Theory II
Offered Spring Semester

This course is a continuation of MUS 141, emphasizing expanded use of harmonies in writing and analysis. It fulfills a theory requirement for music majors.

Lecture: 3 hours per week
Corequisite: MUS 142L
Prerequisite: MUS 141

MUS 142L
Harmony and Theory II Laboratory
1 Credit
Offered Spring Semester

This laboratory is a continuation of MUS 141L. It fulfills a theory requirement for music majors.

Lecture: 2 hours per week
Corequisite: MUS 142
Prerequisite: MUS 141L

MUS 215
1 Credit

Computer Music Notation
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
1 Credit

Advanced Computer Music Notation
Offered Each Semester

This course is a continuation of MUS 215, with an emphasis of study of advanced computer music notation software.

MUS 241
3 Credits

Harmony and Theory III
Offered Fall Semester

This course is a continuation of MUS 142, emphasizing writing and analysis of music up through the Romantic era of music. It fulfills a theory requirement for music majors.

Lecture: 3 hours per week
Corequisite: MUS 241L
Prerequisite: MUS 142

MUS 241L
Harmony and Theory III Laboratory
1 Credit
Offered Fall Semester

This course is a continuation of MUS 142L. It fulfills a theory requirement for music majors.

Lecture: 2 hours per week
Corequisite: MUS 241L
Prerequisite: MUS 142L

MUS 242
3 Credits

Harmony and Theory IV
Offered Spring Semester

This course is a continuation of MUS 241 with emphasis on writing and analysis of music in the 20th century. It fulfills a theory requirement for music majors.

Lecture: 3 hours per week
Corequisite: MUS 242L
Prerequisite: MUS 241

MUS 242L
Harmony and Theory IV Laboratory
1 Credit
Offered Spring Semester

This laboratory is a continuation of MUS 241L. It fulfills a theory requirement for music majors.

Lecture: 2 hours per week
Corequisite: MUS 242
Prerequisite: MUS 241L
MUS 251 Introduction to Music History
3 Credits Offered Spring Semester
MUS 251 is a general introductory course in music history designated for music majors. It fulfills an arts and humanities requirement for the A.A. degree. The course is designed for students desiring core humanities credit and for sophomore music majors.
Lecture: 3 hours per week
Coequivalent: MUS 141 or permission of instructor

Nursing: Practical Nursing (PN)
Note: Course enrollment requires prior acceptance into the Practical Nursing Program.

PN 104 Human Body Structure and Function
3 Credits Offered Fall Semester
This course is a presentation of the essential anatomy and physiology of the human body. All body organ systems are discussed in a format of lecture, diagrams, and audiovisual materials. The course will introduce some aspects of chemistry and microbiology as it relates to health care. A knowledge of the anatomy and physiology of the human body as a basis for later study of disease processes is an essential part of the curriculum for students in the nursing profession. This course is limited to practical nursing students only.

PN 106 Practical Nursing Theory I
6 Credits Offered Fall Semester
This course includes an introduction to the fundamentals of nursing and therapeutic skills. A lifespan approach will be used initially to assist the student in the theory behind oxygenation, circulation, nutritional, fluid, elimination, activity and safety needs of patients of all ages. Growth and development and an introduction to both pediatric and geriatric care will be introduced. Prior completion of prerequisite program courses is required.

PN 106L Practical Nursing Laboratory I
6 Credits Offered Fall Semester
This course involves supervised practice in providing patient care utilizing the campus laboratory for skills practice and clinical settings such as nursing homes, the hospital and day care centers for actual practice. It comprises a progression of nursing skills. Prior completion of prerequisite program courses is required.

PN 107 Practical Nursing Theory II
8 Credits Offered Spring Semester
This course covers aspects of psychiatric nursing, pediatrics, emergency nursing, CPR, oncology and death and dying. It explores nursing responsibilities in more complex diseases of major body systems. Successful prior completion of PN 105, PN 106 and PN 106L is required.

PN 107L Practical Nursing Laboratory II
6 Credits Offered Spring Semester
This course correlates PN 107 theory with actual practice in clinical settings. Students will rotate through medical surgical units, operating rooms, recovery rooms, same day and short stay units. Students will also have advanced practice in long term care and in rehabilitation units. Prior completion of PN 105, PN 106 and PN 106L is required.

PN 108 Practical Nursing Theory III
3 Credits Offered Summer Session
This course covers obstetrical nursing and will introduce advanced concepts of geriatric care. An opportunity for review of all previous nursing theory will be provided. Prior completion of PN 107 and PN 107L is required.

PN 108L Practical Nursing Laboratory III
5 Credits Offered Summer Session
Supervised clinical experience in this course includes convalescent homes, the obstetrical unit, physician’s offices, and multiple patient care in either acute or extended care settings. Prior completion of PN 107 and PN 107L is required.

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 develop management skills and assess them on a continuing basis.
COURSE DESCRIPTIONS

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 impacted, and how it has impacted those living with HIV disease. This is an elective course in the Nursing Program and is open to all students.

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.
Lecture Lab. 3 hours each week Corequisite: NURS 120, 188

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.
Lab. 3 lab-hours each week Corequisite: NURS 104, 188

NURS 121  Conceptual 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.
Prerequisite: NURS 120, 188 Corequisite: NURS 121, 188
Concurrent enrollment in NURS 186
Lab 3 lab-hours each week

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 experiences provide for nursing skill development and application of theory to the care of patients in hospital and long-term care settings. Practice of nursing skills in the laboratory is required.
Lecture 4 hours per week Lab. 6 hours each week
Prerequisites: Biol. 250, Eng. 101, PSYC 101 and COMM 101

NURS 186  Nursing Management of the Medical-Surgical Patient
3 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 skills development and the provision of care to selected patients requiring medical or surgical interventions within hospital and/or outpatient settings.
Lecture 4 hours each week Lab. 12 hours each week
Prerequisites: NURS 185, 119, 120 and Biol. 227

NURS 187  Obstetrical Nursing
3 Credits  Offered Summer Session
Obstetrical Nursing focuses on the methods which nurses and other health care providers can use 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.
Lecture 225 class hours total for course Lab 55 lab-hours total for course
Prerequisites: Biol. 228, NURS 121, and 188

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.
Lecture 225 class hours total for course Lab 60 lab-hours total for course
Prerequisites: Biol. 228, NURS 121, 188, Biol. 228

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 by a beginning nurse. This is an elective course in the Nursing Program.
Prerequisites: NURS 121, 186, and 228.
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.
Lecture: 16 class hours

NURS 285
Nursing Intervention 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 needs of the patient and their families. It provides the students with opportunity to become increasingly self-directed in their learning and the application of health care concepts.
Lecture: 4 hours each week
Lab: 15 hours each week
Prerequisites: NURS 187, 188

NURS 286
Nursing Intervention 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 utilized in planning and provided care for patient and their families. The clinical experience provides the student with opportunity to become self-directed in problem solving and critical thinking in meeting the health care needs of patients and their families.
Lecture: 4 hours each week
Lab: 12 hours each week
Prerequisites: NURS 285, ENGL 102

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.

This is an elective course in the Nursing Program.
Prerequisites: Current CPR card; second year nursing student, EMT (advanced), paramedic, LPN, RT, RN, MD, permission of instructor.

Paralegal

PLEG 101
Introduction to Law and Legal Practice
2 Credits
Offered Fall Semester
This course is an introduction to American and Idaho legal institutions and processes. It examines the sources of law, the relationship between the federal and state court systems, legal reasoning, ethical standards and the role of the Paralegal. This is a required course in the Paralegal Program.
Lecture: 2 hours per week

PLEG 103
Criminal Procedures
2 Credits
Offered Fall Semester
This course will introduce students to the process by which the criminally accused is dealt with by the State. The fundamental rights of citizens will be examined in detail, including freedom from unreasonable searches and seizures, the right to counsel and due process. This is a required course in the Paralegal program.
Lecture: 2 hours per week

PLEG 104
Civil Litigation
2 Credits
Offered Spring Semester
Civil litigation is a course designed to teach the student the steps necessary to institute and advance a civil lawsuit from the initial client interview through trial. This is a required course in the Paralegal Program.
Lecture: 2 hours each week

PLEG 125
Contracts
3 Credits
Offered Either Semester
This course is a study of contract law as found in the Common Law and Article Two of the Uniform Commercial Code. This is a required course in the Paralegal Program.
Lecture: 3 hours each week
Prerequisites: PLEG 101 and 103

PLEG 135
Torts
3 Credits
Offered Either Semester
This course examines the principles of civil wrongs and liabilities (torts) including causes of action from negligence, industrial injuries, and professional malpractice. The course addresses fault and without fault actions, strict liability, and intentional torts. Defenses and damages are also explored. This is a required course in the Paralegal Program.
Lecture: 3 hours each week
Prerequisites: PLEG 101 and 103

PLEG 201
Legal Ethics
1 Credit
Offered Either Semester
This course is a survey of ethics as applied to the legal profession. The Code of Professional Responsibility and the Code of Judicial Ethics are used to examine the boundaries of
PLG 230  
Law Office Management  
Offered Either Semester  
This course is an overview of procedures for managing a law office. Emphasis is placed on various structures and their organization, legal ethics, research, billing, and docket control systems. Specific management topics include financial, records, files, and library management. This is a required course in the Paralegal Program.  
Lecture: 3 hours each week  
Prerequisite: PLEG 205 and 104

PLG 240  
Real Estate and Property Law  
Offered On Demand  
This course explores the law of real property including common types of real estate transactions and conveyances, forms and procedures, document recording, and title searches. Discussion topics include deeds, contracts, covenants, trust, joint ventures, lease, and rental agreements, mortgages, legal descriptions, liens and encumbrances, zoning and covenants, appraisals, titles, and foreclosures. This is an elective course in the Paralegal Program.  
Lecture: 3 hours each week  
Prerequisite: Paralegal Program students only

PLG 245  
Estate and Trusts  
Offered On Demand  
This course is an introduction to laws, practices, and procedures involving trusts, wills, guardianships, property transfer, and probate. It includes estate and inheritance taxation and estate planning. This is an elective course in the Paralegal Program.  
Lecture: 3 hours each week  
Prerequisite: Paralegal Program students only

PLG 250  
Family Law  
Offered On Demand  
This course is a study of Idaho laws and procedures. Discussion topics include marriage, dissolution of marriage, child custody, visitation, and support; adoption; domestic violence, and property rights. This is an elective course in the Paralegal Program.  
Lecture: 3 hours each week  
Prerequisite: Paralegal Program students only

PLG 255  
Administrative Law  
Offered On Demand  
This course is a review of federal and state administrative laws. Discussion topics include administrative agencies, administrative law procedures, the use of expert witnesses, evidence, constitutional and judicial limits, and judicial review. This is an elective course in the Paralegal Program.  
Lecture: 3 hours each week  
Prerequisite: Paralegal Program students only

PLG 260  
Criminal Law  
Offered On Demand  
This course is an exploration of the criminal justice system including the application of Idaho laws. Discussion topics include a study of the definition of a crime; institution of criminal action; defenses to criminal accusation; the court
process; negotiated and formal pleadings; constitutional safeguards; and sentencing and probation. This is an elective course in the Paralegal Program.
Lecture: 3 hours each week
Prerequisite: Paralegal Program students only

PLEG 265 Corporation & Partnership Law
3 Credits Offered On Demand
This course is a study of the laws, documents, and procedures involved in the organization, operation, and dissolution of business enterprises. Emphasis is placed on corporations and partnerships. This is an elective course in the Paralegal Program.
Lecture: 3 hours each week
Prerequisite: Paralegal Program students only

PLEG 270 Bankruptcy and Creditor's Rights
3 Credits Offered On Demand
This course is an examination of bankruptcy laws and proceedings. Discussion topics include attachments, collection, executions, garnishment, liquidation, and reorganization. This is an elective course in the Paralegal Program.
Lecture: 3 hours each week
Prerequisite: Paralegal Program students only

PLEG 290 Paralegal Internship I
3 Credits Offered On Demand
This course is the 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 and is a required course in the Paralegal Program.
In Office Work: 8 hours each week
Prerequisite: Paralegal Program students only

PLEG 291 Paralegal Internship II
3 Credits Offered On Demand
This course is a continuation of PLEG 290 and offers a practical application of paralegal skills in a law office or law-related office. There are approximately eight hours per week of supervised work in the office intended to add breadth and depth to the student's paralegal experiences. This course is graded on a satisfactory/unsatisfactory basis and is a required course in the Paralegal Program.
In Office Work: 8 hours each week
Prerequisite: Paralegal Program students only

Pharmacy Technology
NOTE: Application and acceptance into the Pharmacy Technology Program is required before enrolling in any of the Pharmacy Technology courses.

PHAR 110 Pharmacy Law
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.

PHAR 150 Orientation to Over-The-Counter and Prescription Drugs
4 Credits Offered Spring Semester
This course provides an overview of prescription and nonprescription 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 Credits Offered Spring Semester
This course is designed to provide students with knowledge and skills needed in the performance of technician pharmacy tasks in hospital and retail settings. Included are prescription processing, dispensing, compounding, and preparing 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 180 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 pharmacist 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 Credit 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 pharmacist 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 on the distributive aspects of pharmacy practice. Prior completion of the Pharmacy Certificate of Completion program is required. Variable credits may be taken in sequenced 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 on the distributive aspects of pharmacy practice. Prior completion of the Pharmacy Certificate of Completion program is required. Variable credits may be taken in sequenced semesters. A total of six credits of PHAR 221/222 is required for completion of the A.A.S. degree.

Philosophy

PHIL 101  Introduction to Philosophy
3 Credits
Offered Each Semester

Introduction to Philosophy is the discovery and exploration of major intellectual problems in the human 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.

Lecture: 3 hours each week
Prerequisite or Corequisite: ENGL 101 strongly recommended

PHIL 102  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, sensibilities, 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.

Lecture: 3 hours each week
Prerequisite or Corequisite: ENGL 101 strongly recommended

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.

Lecture: 3 hours each week
Prerequisite or Corequisite: ENGL 101 strongly recommended

PHIL 131  Introduction to Religion
3 Credits
Offered Either Semester

This course introduces the study of religion as a cultural institution. It focuses on the nature, history, functions, structure and features of religion in society. Emphasis will be given to exploring the psychology of religious experience and behavior, the influence of religion on social structures and community, the patterns and issues of belief, ritual and symbolism associated with the sacred. The course does not focus on any one or group of religions, but draws on a wide variety of religious contexts to exemplify and illustrate the elements of religion identified above. It is not an introduction to Christianity or a course in Bible study. The course features a strong emphasis on cultural diversity.

This course satisfies Group IV of the Social Science requirement for the Associate of Arts degree and partially satisfies the Arts, Humanities and Social Science requirement for the Associate of Science degree. Independent of an NIC Associate's degree, the course will transfer as an elective to most colleges and universities in the United States.

Lecture: 3 hours each week

PHIL 201  Logic and Critical Thinking
3 Credits
Offered Each Semester

Philosophy 201 is a general introduction to the reasoning skills and psychological approaches used for effective decision-making, problem-solving, and argument analysis and evaluation.

This course provides instruction in skills essential to success in everyday life, citizenship, and as a professional in any career. It fulfills the critical thinking requirement for the A.A. degree, but does not fulfill an arts and humanities requirement for either the A.A. or A.S. degrees.

Lecture: 3 hours each week
Prerequisite or Corequisite: ENGL 101 and or COMM 101 strongly recommended
PHIL 292  Ethics in Health Care  3 Credits  Offered Either Semester On Demand
This course provides an introduction to ethical theories and their practical application to the real issues and bioethical dilemmas encountered by health care professionals. Typical issues include euthanasia, assisted suicide, personhood, human society and disease, costs and access to health care, moral value and responsibility conflicts, patient rights and the professional relationship.
Lecture: 3 hours each week
Prerequisite: COMP 281 or background in basic photography or permission of instructor/division chair

COMP 289  Photojournalism  3 Credits  Offered Fall Semester
This course provides exposure to the challenge of publications photography for students who have completed an introductory photography course. Through lecture, demonstration, and hands-on exercises, students develop their abilities in visual communication. Students will gain valuable skills in recognizing photo opportunities, covering news events and features, and composing page layouts. Most importantly, students will refine capabilities to create storytelling photographs in individual and photo essay formats. The course requires that students have a 35mm camera with adjustable f-stops, shutter speeds, focus, and synchronized strobe flash. Students are responsible for purchasing all photo paper and film stock.
Lecture: 3 hours each week
Prerequisite: COMP 281 or permission of instructor

Photography

COMP 281  Introduction to Photography  3 Credits  Offered Each Semester
This course is designed to build basic skills in students who have an interest in photography but no prior experience. The course uses a combination of lecture/demonstration and hands-on exercises to develop mastery of basic photographic tools and techniques. Students will be exposed to a wide variety of technical and aesthetic concerns involved in making photographs. These include camera handling, shooting color and black and white film, basic darkroom techniques, composition and developing a photographic vision. Students entering the course must have a 35mm camera with adjustable f-stops, shutter speeds, and focus. Students are responsible for all photographic film and paper.
Lecture: 3 hours each week

COMP 283  Intermediate Photography  3 Credits  Offered Spring Semester
This course is designed to expand the photographic knowledge of motivated students who have completed COMP 281. Basic skills in shooting, printing, and processing black and white film will be refined and students will work to develop a personal photographic vision. Further photographic experience will enhance student abilities through exposure to more challenging concepts including the zone system of exposure control, studio and natural lighting schemes, printing and presenting the fine print. Students entering this course must have a 35mm camera with adjustable f-stop, shutter speeds, and focus. Students are responsible for all photographic film and paper.
Lecture: 3 hours each week
Prerequisite: COMP 281 or permission of instructor

COMP 285  Nature Photography  3 Credits  Offered Spring Semester
This course is an introduction to outdoor and nature photography with a specific focus on understanding common wildlife species, basic photographic skills, marketing opportunities, magazine analysis, and other subjects related to nature photography. It provides basic skills and knowledge for students interested in photographing nature and marketing photographs.
Lecture: 3 hours each week
Prerequisite: COMP 281 or background in basic photography or permission of instructor/division chair

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, roller skating, equitation, firearms, and racquetball. Students enrolled in skeet and trap shooting must pay for the cost of clay pigeons and shells; students enrolled in rifle shooting 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 the collegiate level. This course fulfills a physical education requirement for the A.A. and A.S. degrees and may be repeated for credit.
**Course Descriptions**

**PE 105Z**  
Cheerleading  
1 Credit  
Offered Each Semester

This course involves instruction and practice in cheerleading for members of the NUC cheerleading squad. Areas developed include gymnastics, dance, communication, group leadership, and social skills. It provides experience for improving self-confidence, public performance, and gymnastic abilities. Students must participate in team tryouts to earn a place on the squad. It fulfills a partial physical education requirement for the A.A. and A.S. degrees and may be repeated for credit. Prior completion of other courses is not necessary.

**PE 106**  
Equitation  
1 Credit  
Offered Each Semester

Equitation provides instruction and practice in horseback riding, focusing on development of skills and techniques for safe Western and English pleasure riding. It fulfills a partial physical education requirement for the A.A. and A.S. degrees and may be repeated for a total of four credits.

Lab/Activity: 2 hours each week.

**PE 108**  
Hiking and Lightweight Camping  
1 Credit  
Offered On Demand

Instruction and guided practice in hiking and camping techniques, including proper clothing and equipment selection, outdoor cooking, and edible plant identification is part of this course. Students participate in week-long 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.

Lab/Activity: 2 hours each week.

**PE 109**  
Kayaking  
1 Credit  
Offered On Demand

This course offers instruction in white-water kayaking skills, including basic strokes, Eskimo roll, and river-reading. Through this course, 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.

Lab/Activity: 2 hours each week.

**PE 131**  
Multiple Sports  
1 Credit  
Offered Each Semester

This course offers instruction and practice in a variety of individual and team sports, including volleyball, touch football, basketball, swimming, tennis, and softball. It requires participation of two hours weekly. It improves athletic skills and explores a variety of sporting activities. It fulfills a physical education requirement for the A.A. and A.S. degrees and may be repeated for a total of four credits.

Lab/Activity: 2 hours each week.

**PE 205**  
Tone and Trim  
1 Credit  
Offered Each Semester

Tone and Trim is a muscle strengthening, non-aerobic exercise class. Participants will learn a variety of safe and effective exercises to firm and tone the body and to improve balance, posture, coordination, flexibility, strength and mental well being. Students at all fitness levels, from beginners to advanced, will benefit from the class.

Lab/Activity: 2 hours each week

**PE 206**  
Step Aerobics  
1 Credit  
Offered Each Semester

Step aerobics is a high intensity, low impact workout achieved through simple, effective patterns performed while stepping up and down onto a platform that is 4 to 8 inches high. This cardiovascular activity will tone and strengthen muscles, improve and strengthen the cardiorespiratory systems and enhance flexibility, agility, coordination and balance. This course satisfies a PE/EDP requirement for the A.S. and A.A. degrees.

Lab/Activity: 2 hours each week

**PE 207**  
Water Aerobics  
1 Credit  
Offered Each Semester

Instruction and participation in Water Aerobics is a combination of aquatics, toning and cardiovascular conditioning. It consists of a thermal warm-up, pre-stretch, cardiovascular workout, toning, cool down, and post-stretch. Water offers 12 times the resistance of air which makes water exercise the perfect place to condition muscles without injury.

Lab/Activity: 2 hours each week

**PE 208**  
Beginning Swimming  
1 Credit  
Offered Fall Semester

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.

Lab/Activity: 2 hours each week

**PE 209**  
Intermediate Swimming  
1 Credit  
Offered Each Semester

This course is a continuation of PE 208, focusing on developing intermediate swimming strokes, safety skills, versatility, and endurance. It requires two hours of practice weekly. This course fulfills a physical education requirement for the A.A. and A.S. degrees and may be repeated for a total of four credits. Beginning swimming ability is necessary.

Lab/Activity: 2 hours each week  
Prerequisite: Beginning swimming ability

**PE 210**  
Swim Conditioning  
1 Credit  
Offered Spring Semester

This course offers instruction and practice for the intermediate or advanced swimmer, emphasizing cardiovascular conditioning by lap swimming. Advanced swimming is designed for physical
fitness, developing endurance, and perfecting various styles of swimming. It fulfills a physical education requirement for the A.A. and A.S. degrees. Two hours of practice weekly is required.

Lab/Activity: 2 hours each week
Prerequisite: PE 209 or intermediate swimming skills

PE 235 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.

Lab/Activity: 2 hours each week

Professional/Academic Courses

The following courses are professional and/or academic courses and will not fulfill physical education activity requirements for A.A. and A.S. degrees.

PE 160 Foundations of Physical Education
3 Credits Offered Each Semester

This course presents an overview of the history and development of professional physical education and related fields, including principles and objectives of program development and management. It is beneficial for students considering a career in physical education or recreation services.

Lecture: 3 hours each week

PE 220 Sports and Society
2 Credits Offered each semester

The interrelationship of sports with other aspects of culture, economics, drugs, gambling, and media will be among the topics studied in this course. The role of sports in American society will also be discussed.

Lecture: 2 hours each week

PE 221 Fitness Activities and Concepts
2 Credits Offered Fall Semester

Topics in this course relate to individual fitness development with focus on development of personal skills in presenting and teaching fitness activities for public and private sector programs. This is a combined lecture/lab course.

Lab/Lecture: 3 hours each week

PE 222 (Same as NURS 2048) Wellness Lifestyles
3 Credits Offered Either Semester

Wellness Lifestyles examines contemporary health/wellness with emphasis on personal decision making and behavioral changes to create a personal lifestyle which promotes high level wellness.

Lecture: 3 hours each week

PE 241 Coaching Methods
2 Credits Offered Fall Semester

This course offers instruction in methods of coaching a variety of sports with emphasis on fundamentals, strategy, conditioning, and practical applications. This course is beneficial to students considering a career in physical education with a coaching option who will need coaching endorsement for coaching sports at the interscholastic level.

Lecture: 2 hours each week

PE 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.

Lecture: 2 hours each week

PE 248 Care and Prevention of Athletic Injuries
3 Credits Offered Each Semester

This course offers instruction and practice in the care, prevention, and evaluation of injuries common to athletes. It is designed for PE majors, coaches, and individuals considering a career in athletic training or physical therapy.

Lecture: 3 hours each week

PE 259 Lifeguard Training
2 Credits Offered On Demand

This course offers instruction and skill development for non-suit lifeguarding, including hazard management, rescue procedures, and interaction with the public. Students must meet the requirements 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 skill test requiring strong swimming ability. Completion of First Aid and CPR training is necessary to qualify for Lifeguard Training Certification.

PE 266 Water Safety Instructor
2 Credits Offered On Demand

This course involves training in water safety for the aquatic 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. Enrollments require students to have a current ARC Emergency Water Safety or Lifeguarding Certificate.

PE 277 Lifeguard Instructor
1 Credit Offered On Demand

This course offers training for those wishing to teach American Red Cross (ARC) Basic Water Safety, Emergency Water Safety, and Lifeguarding courses. Emphasis is on practicing
COURSE DESCRIPTIONS

Physical Therapist Assistant

NOTE: Course enrollment requires prior acceptance in to the Physical Therapist Assistant Program.

PTA 105 Professional Orientation
2 Credits
Offered Fall Semester

This course includes the discussion of the history and significance of physical therapy and the role of the physical therapist assistant as a member of the rehabilitation team in various settings. Patient therapist interaction will be emphasized. Acceptance into the physical therapist assistant program is required to register for this course. The student must also be enrolled in PTA 106, PTA 108, PTA 109 and PTA 210.

PTA 106 Kinesiology
4 Credits
Offered Fall Semester

This course is the study of normal and abnormal movement of the joints, extremities, and trunk, and the relationship of movements to gait and postural pattern. Emphasis is placed on musculo-skeletal and neuromuscular relationships and function. Acceptance into the physical therapist assistant program is required to register for this course. The student must also be enrolled in PTA 105, PTA 108, PTA 109 and PTA 210.

PTA 107 Observation and Measurement
4 Credits
Offered Spring Semester

This course includes the study of measurements used in physical therapy such as manual muscle testing, goniometry, posture, orthotics, sensation, gait, and balance as related to the assessment of patient progress. Only those students who have been accepted into the physical therapist assistant program and have successfully completed the first semester of coursework are eligible to enroll in this course. Concurrent enrollment in PTA 200, PTA 202, and PTA 206 is required.

PTA 108 Fundamentals of Physical Therapy
4 Credits
Offered Fall Semester

This course includes the fundamental skills required for successful patient treatment and care. Topics covered include patient draping and preparation, bed mobility, transfers, gait training, wheelchair adjustment and repair, tilt table, activities of daily living, architectural barriers, documentation, basic skills for patient/family education and age-related considerations. Acceptance into the physical therapist assistant program is required to register for this course. The student must also be enrolled in PTA 105, PTA 106, PTA 109 and PTA 210.

PTA 109 Gross Anatomy
2 Credits
Offered Fall Semester

This course includes the study of anatomy with particular emphasis on the musculoskeletal and nervous systems. It includes an overview of other regions including the thorax and abdomen. Acceptance into the physical therapist assistant program is required to register for this course. The student must also be enrolled in PTA 105, PTA 106, PTA 108, and PTA 210.

PTA 200 Clinical Pathology
3 Credits
Offered Spring Semester

This course is an overview of basic disease progression and classification with special emphasis on musculoskeletal and nervous system pathologies which are treated with physical therapy. Only those students who have been accepted into the physical therapist assistant program and have successfully completed the first semester of coursework are eligible to enroll in this course. Concurrent enrollment in PTA 107, PTA 202, and PTA 206 is required.

PTA 202 Physical Modalities I
4 Credits
Offered Spring Semester

This course includes the principles of physics, anatomy, kinesiology, heat, cold, sound and their use in therapeutics. The course also includes hydrotherapy, ultrasound, light and cryotherapy. Rationale of use is discussed. Only those students who have been accepted into the physical therapist assistant program and have successfully completed the first semester of coursework are eligible to enroll in this course. Concurrent enrollment in PTA 107, PTA 200, and PTA 206 is required.

PTA 205 Physical Modalities II
4 Credits
Offered Fall Semester

This course is a continuation of PTA 202 and includes the use of massage, manual techniques, traction, intermittent compression and electrotherapy. Rationale for use is included. Only those students who have been accepted into the physical therapist assistant program and have successfully completed the first three semesters of coursework are eligible to enroll in this course. Concurrent enrollment in PTA 207, PTA 208, and PTA 212 is required.

PTA 206 Therapeutic Exercise I
4 Credits
Offered Spring Semester

This course includes the development of therapeutic exercise intervention with an emphasis on orthopedic conditions in the patient population. Only those students who have been accepted
into the physical therapist assistant program and have successfully completed the first semester of coursework are eligible to enroll in this course. Concurrent enrollment in PTA 107, PTA 200, and PTA 202 is required.

PTA 207 Therapeutic Exercise II
4 Credits
Offered Fall Semester

This course is designed to instruct the student in the general management and physical therapy treatment of patients with various neurological disorders. It includes the application of neurophysiological approaches to patient treatment in the pediatric as well as adult population. The course also presents treatment approaches used in cardiopulmonary rehabilitation. Only those students who have been accepted into the physical therapist assistant program and have successfully completed the first three semesters of coursework are eligible to enroll in this course. Concurrent enrollment in PTA 205, PTA 208, and PTA 212 is required.

PTA 208 PTA Procedures
1 Credit
Offered Fall Semester

This course further develops physical therapy treatment concepts and techniques such as prosthetics and orthotics, pediatrics, geriatrics, etc. Only those students who have been accepted into the physical therapist assistant program and have successfully completed the first two semesters of coursework are eligible to enroll in this course. Concurrent enrollment in PTA 205, PTA 207, and PTA 212 is required.

PTA 210 Clinical Affiliation I
4 Credits
Offered Spring Semester

This course is a clinical instructor supervised clinical experience. Experience will focus on observation and beginning physical therapy skills as learned from previous coursework. Acceptance into the physical therapist assistant program is required to register for this course. The student must also be enrolled in PTA 105, PTA 106, PTA 108, and PTA 109.

PTA 211 Clinical Affiliation II
4 Credits
Offered Summer Semester

This course is a clinical instructor supervised clinical experience to enhance physical therapist assistant skills in the treatment setting. Orthopedic pathologies are emphasized and students may be placed in private practice, acute care or long term care sites. Only those students who have been accepted into the physical therapist assistant program and have successfully complete the first two semesters of coursework are eligible to enroll in this course.

PTA 212 Clinical Affiliation III
4 Credits
Offered Fall Semester

This course is the final clinical affiliation. It is a clinical instructor supervised clinical experience to enhance physical therapist assistant skills in the treatment setting. Neurologic and cardiopulmonary practice arenas will be emphasized. Only those students who have been accepted into the physical therapist assistant program and have successfully complete the first three semesters of coursework are eligible to enroll in this course. Concurrent enrollment in PTA 205, PTA 207, and PTA 208 is required.

Physics

PHYS 101 Fundamentals of Physical Science
4 Credits
Offered Each Semester

This course provides a general presentation of the spirit of scientific investigation for the non-science major. It includes treatment of physics, chemistry, astronomy, and geology, and their relation to the world in which we live. This course is designed for the non-science major interested in an overview of the physical sciences and developing an appreciation for the nature of the physical universe. It fulfills a laboratory science requirement for the A.A. and A.S. degrees. Lecture: 3 hours per week.
Corequisite Lab: 2 hours per week (PHYS 101L)
Prerequisite: MATH 015, concurrent enrollment in MATH 025 recommended

PHYS 103 Elementary Astronomy
4 Credits
Offered Each Semester

PHYS 103 is an introductory study of astronomy including properties of stars, stellar evolution, the Milky Way, galaxies, theories of cosmology and cosmogony, and the history of astronomy. It fulfills a laboratory science requirement for the A.A. and A.S. degrees. Lecture: 3 hours per week.
Corequisite Lab: 2 hours per week (PHYS 103L)

PHYS 111 General Physics I
3 Credits
Offered Fall Semester

General Physics I is the study of mechanics, sound, linear and rotational motion, momentum, energy, vectors, elasticity, vibration, and mechanical wave motion. Lecture: 3 hours per week.
Corequisite Lab: 2 hours per week (PHYS 111L)
Prerequisite: High school algebra II or MATH 147, or permission of instructor

PHYS 112 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. Lecture: 3 hours per week.
Corequisite Lab: 2 hours per week (PHYS 112L)
Prerequisite: PHYS 111 or 211 or permission of instructor

PHYS 211 Engineering Physics I
5 Credits
Offered Each Semester

PHYS 211 is the study of physics applicable to engineering fields, including examination of statics, dynamics, work and energy, sound and fluids. Students majoring in engineering,
COURSE DESCRIPTIONS

PHYS 212 Engineering Physics II
5 Credits
Offered Spring Semester

PHYS 212 is a continuation of PHYS 211, focusing on the study of heat and thermodynamics, electricity and magnetism, and optics. Students majoring in engineering, computer science, physics, chemistry, physical science, or mathematics will benefit from exposure to the principles and practices investigated. It fulfills a laboratory science requirement for the A.S. degree.

Lecture: 3 hours per week
Corequisite Lab 2 hours per week (PHYS 212)
Prerequisite: PHYS 211 or high school physics recommended

PHYS 213

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 policy, political parties, pressure groups, and public opinion. The topics "Morality and Ethics in American Politics" has a close link to POLS 201. This is an essential course for students majoring in political science, pre-law, or law enforcement. It fulfills a social science requirement for A.A. and A.S. degrees.

Lecture: 3 hours per week

POLS 102 State and Local Government
3 Credits
Offered Each Semester

Political Science 102 presents a comparative study of the 50 state governments and the local governments operating within those states. Emphasis is placed upon state constitutions, the three branches of state government, county governments, metropolitan politics, relationships between state and local governments, and the powers and limits of these governments. This is an essential course for students wishing to major in political science, pre-law, or law enforcement. It fulfills a social science requirement for A.A. and A.S. degrees.

Lecture: 3 hours per week

POLS 105 Introduction to Political Science
3 Credits
Offered Spring Semester

This is the introductory course in political science. It is a study of the basis, scope, nature, content, alternative theories, and comparative aspects of politics and political science. 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 methodology. This course addresses cultural diversity in addressing the various political systems of the world. It is strongly recommended that the course be taken at the same time as ENGL 102 so that the Political Science 105 research design can be coordinated with the ENGL 102 research paper.

This is an essential course for students majoring in political science or pre-law and should be taken the first semester of the freshman year. It fulfills a social science requirement for A.A. and A.S. degrees.

Lecture: 3 hours per week
Corequisite: ENGL 102 recommended

POLS 237 International Politics and Problems
3 Credits
Offered Fall Semester

This course offers a basic introduction to the nature of politics in the international arena with special attention to nation-states' power, nongovernmental organizations, diplomacy, international law, human rights and ethics, international economic practices and ideas, military strategy and defense policies, alliance systems, and contemporary global issues such as demographics, energy, environment, terrorism, and refugees.

Lecture: 3 hours per week
Prerequisite: POLS 105 recommended

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.

Prerequisite: Permission of instructor

Psychology

PSYC 101 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 interests influence topic emphasis. However, students will be introduced to many of the major contemporary theories and concepts in psychology. This course will prove interesting and useful to those students wishing to better understand human behavior and thinking. It should prove helpful to students preparing for a career that will bring them into contact with other people. This course fulfills a social
COURSE DESCRIPTIONS

Social Science

SOSC 204  Leadership Development 3 Credits
Offered Each Semester

This course is designed to provide emerging and existing leaders the opportunity to explore the concept of leadership and to develop and improve their leadership skills. The course integrates readings from the humanities, experiential exercises, films, and contemporary readings on leadership. Although there are no prerequisite courses, students must have strong reading and writing skills. Participation in class discussion is required.

Lecture: TBA
Prerequisite: 15 gpa and Phi Theta Kappa membership

Social Work

SOWK 240  Introduction to Social Work 3 Credits
Offered Each Semester

This course presents a survey of social welfare and human service programs in the United States as a response to problems and needs within our society. Issues relating to historical and contemporary social service institutions and their place in both an ethical and public context are examined. The course begins the professional foundation for social work.

Lecture: 3 hours per week

SOWK 241  Social Work Generalist Practice 3 Credits
Offered Each Semester

Social Work 241 is a continuation of Social Work 240 which introduced students to the social work profession in relation to social services in a social welfare system context. Elementary social work processes focus on an overview of the theoretical knowledge and methodological skills necessary for entry level practice in social work. Topics covered include generalist practice, social work values, principles of interviewing, assessment, confidentiality, contemporary theories of counseling, social work with individuals, groups, families and community practice, evaluation, general systems theory, cross-cultural social work, working within a bureaucratic system, burnout, and the frustrations and satisfactions of being a social worker. Case examples are discussed and role played to apply the theory that is presented.

Lecture: 3 hours per week
Prerequisite or Corequisite: SOWK 240 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.
Lecture: 3 hours per week
Prerequisite: PSYC 101; strong reading and writing skills 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 disturbance and personality disorderization. It introduces the major categories of mental disorders as defined in the DSMIIIIR. This course will not fulfill a requirement for the A.A. or A.S. degree and may not be transferable.
Lecture: 3 hours per week

PSYC 218  Intro to Research in the Behavioral Sciences 4 Credits
Offered Alternate Spring Semesters

Psychology 218 is primarily designed for behavioral and social science majors. In this course, students will be introduced to the basic methods of research. This will be accomplished through active participation in the design, implementation, and analysis of class research projects. This class involves three one-hour lectures and a two-hour lab per week. This course is applicable for those students who plan to pursue an undergraduate and graduate degree in one of the behavioral or social sciences.
Lecture: 3 hours per week
Lab: 2 hours per week (PSYC 218L)
Prerequisite: PSYC 101; strong reading and writing skills 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 discussions and practice in communication techniques, nutrition, exercise, relaxation, values clarification, and will learn strategies for dealing with change, loss, and enhancing self-esteem.
Lecture: 3 hours per week

Science elective for both the A.A. and A.S. degrees.
Lecture: 3 hours per week
Prerequisite: Strong reading and writing skills recommended.
Sociology

SOC 101 Introduction to Sociology 3 Credits Offered Each Fall Semester
This introductory course presents the fundamental principles affecting human social systems. The concepts of tradition, as well as contemporary trends, will be discussed. Emphasis will be placed on the forces governing groups and the conditions that transform social life. This course fulfills a social science requirement for the A.A. and A.S. degrees.
Lecture: 3 hours per week

SOC 102 Social Problems 3 Credits Offered Each Semester
This course investigates the persistent problems of American society as they relate to culture, attitudes, and social change. Application of sociological principles to the identification and analysis of selected problems will be consistently developed. This course fulfills a social science requirement for the A.A. and A.S. degrees.
Lecture: 3 hours per week

SOC 185 Drug Abuse: Fact, Fiction, and the Future 3 Credits Offered Each Semester
This course is designed to provide information about drugs, their effects, and the laws and social implications relative to them. Students will learn about the causes of drug abuse, treatment modalities, community resources, alternatives, and problem-solving skills.
Lecture: 3 hours per week

SOC 220 Marriage and Family 3 Credits Offered Each Semester
Sociology 220 is designed to help students understand the responsibilities that marriage creates. Students will be faced with the choices as marriage expectations, money management, interpersonal needs, marriage adjustment, contraception, communication, pregnancy, and child care, divorce, and the like. This course fulfills a social science requirement for the A.A. and A.S. degrees.
Lecture: 3 hours per week

SOC 283 Death and Dying 3 Credits Offered Each Fall Year
This course introduces the concepts, attitudes, and social dynamics of death and dying. It includes various cultural perspectives. Topics include demographics, who dies and why, suicide, treatment of the dying and dead, religious and legal perspectives, stages of dying, caregiving, grief and bereavement.
Lecture: 3 hours per week

Speech
(See Communications, page 110)

Theatre

THEA 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 the elements of dramatic structure and the roles and responsibilities of the director, lighting designer, costume, playwright, sound technician, actors, and scene designer.
This is an upper-division course open to non-majors designed to enhance students’ understanding of the artistic and the appreciation and enjoyment of live performance. Skills in observation, writing, critical thinking, and verbal expression are emphasized and developed. Students are required to attend five plays during the semester. This course fulfills an arts and humanities requirement for the A.A. and A.S. degrees.
Lecture: 3 hours per week

THEA 102 Stage Makeup 3 Credits Offered Each Semester
THEA 102 offers instruction in the basic principles and techniques of theatrical makeup. Students will explore, through the eye of the makeup artist, concepts of facial structure, aging, style and modeling with paint and observe demonstrations of basic techniques. Weekly labs offer the opportunity to translate knowledge into design and practical application of theatrical makeup. This course will benefit students seeking careers or further education in the theatre arts and as well as community members who participate in the theatre. Students must purchase a theatrical makeup kit which is approximately $40.
Lecture/Lab: 4.5 hours per week

THEA 103 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.

THEA 105 Basics of Performance I 2 Credits Offered Fall Semester
This course is an introduction to the art of stage performance, emphasizing the development of acting skills. It includes basic verbal skills of articulation, projection and inflection as well as the study of script formats, actor language, voice, movement, and imagination. Emphasis is on developing an understanding and appreciation for the total performance of the actor, combining creative imagination and discipline. Students will take part in class acting, requiring script memorization and performance before an audience. In addition, students will

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shows may have to be purchased at a total cost of under $12. Prior completion of other courses is not required.

THEA 106  Basics of Performance II
2 Credits  Offered Spring Semester

This course is a continuation of THEA 105, focusing on enhanced voice and movement and the development of characters from scripts. Students will study and practice techniques actors use in working with ensembles, memorizing parts, and developing stage presence. The skills introduced in THEA 105 are improved upon and include verbal and nonverbal communication techniques, memorization, script analysis, and the interpretation of character.

Prerequisite: THEA 105

THEA 183  Basics of Scene Design and Graphics
2 Credits  Offered Fall Semester

This course offers an introduction to visual interpretation, research, and rendering techniques used in scenery design. Emphasis is on creation of authentic and appropriate stage environments for theatrical scripts. It provides the opportunity to develop set design skills for theatre and media production for students exploring those career areas or who are interested in community theatre participation. Previous participation in theatre productions is recommended.

Prerequisite: THEA 103, 263 recommended

THEA 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, costumes, 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 participation. The course is open to non-majors and may be repeated for a total of four credits. Some evening and weekend work will be included. Prior completion of other courses is not required.

THEA 263  Technical Production
2 Credits  Offered Spring Semester

This course provides instruction and practice in the techniques of stage management and production roles and responsibilities. Students will participate in the design, development, and execution of NIC Theatre Department productions. This course offers an opportunity to develop stage management skills for theatre and media production for students exploring those career areas or who are interested in community theatre participation.

Prerequisite: THEA 105 or permission of instructor

THEA 271  Play Analysis
3 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 reading and analysis of plays from Shakespeare, Chekhov, Arthur Miller, and other great playwrights. Each style of drama, including comedy, melodrama, and farce, is emphasized.

Students will strengthen skills in analytical thinking, writing, and character interpretation as they develop an appreciation for dramatic literature and the playwright's craft. Weekend attendance at plays is anticipated.

Prerequisite: THEA 101 and strong writing skills recommended

THEA 272  Intermediate Acting
3 Credits  Offered Spring Semester

Theatre 272 introduces the student actor to aspects of the Stanislavskii system of acting and realistic acting techniques for the modern theatre. Emphasis is on character analysis, ensemble acting for an audience with exercises in concentration, observation, and use of inner truth and emotional recall.

Skills learned include interpretive and internal techniques for character identification and "bringing a character to life." Attention is given to improving verbal and nonverbal acting qualities. Some evening and weekend participation may be necessary.

Prerequisite: THEA 105, 106 or permission of instructor

THEA 273  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.

Prerequisite: Previous participation in theatrical productions and/or completion of THEA 103, 106, and 263 is recommended.

Welding Technology

NOTE: Course enrollment requires prior acceptance into the Welding Program.

WELD 100A  Welding Theory
2 Credits  Offered Fall Semester

This course will introduce students to the problems associated with heating and cooling metals and the properties of metals used in the welding process. Students will gain a working knowledge of fabrication techniques and manufacturing processes. Characterization of the traditional welding and bonding agents used in welding will be provided to give students a background on metal
WELD 100B  Welding Theory  2 Credits  Offered Spring Semester
This course is a continuation of WELD 100A. This is part two of a three-part class totaling 6 credits.

WELD 100C  Welding Theory  2 Credits  Offered Summer Session
This course is a continuation of WELD 100A. This is part three of a three-part class totaling 6 credits.

WELD 110  Distortion Control  1 Credit  Offered Summer Session
This course will train students in the correct method of distortion control in welded structures. The course will give basic guidance to help the student overcome and understand some of the difficulties inherent when working with heated metals.

WELD 111  Safety Applications and Practice  1 Credit  Offered Fall Semester
This course will provide students with required safety practices, operation, and maintenance of welding tools and equipment including OSHA practices and laboratory procedures.

WELD 114  Mechanical Drawing  2 Credits  Offered Spring Semester
This course will introduce students to the concepts and techniques of mechanical drawing. It will cover basic line drawings, use of mechanical drawing equipment, orthographic projections, and geometric drawings. Students will prepare geometrical drawings and draw layouts.

WELD 120  Blueprint Reading  1 Credit  Offered Fall Semester
This course covers basic blueprint reading techniques including drawing and layout work with emphasis on welding terminology and symbols. Students will learn methods of dimensioning drawings and will use AWS adopted standards for welding symbols.

WELD 130  Quality Control/NDT Processes  1 Credit  Offered Summer Session
This course will emphasize ASME and AWS welding test procedures on SMAW, GMAW and GTAW. Testing will be done on all positions and will include reading blueprints, using welding symbols, mathematics, and equipment setup. All procedures will follow those established in the National Standards for specific classes of certification.

WELD 160L  Oxyfuel Gas Principles and Practices  5 Credits  Offered Fall Semester
This is a basic course for welding that provides theory and techniques for all aspects of welding, but concentrates on oxyacetylene fuel applications. Instruction and practice is given in welding ferrous and nonferrous metals, light-gauge metal, brazing, hard-facing and pipe using the four positions. It includes instruction and practice in both welding and cutting.

WELD 185L  Shielded Metal Arc Welding  5 Credits  Offered Fall Semester
This course provides instruction and practice on the basic skills needed to weld with mild steel electrodes. Students will weld using common joints found in related industries. Arc welding equipment, setup, and techniques associated with SMAW is offered. Students will weld on plate, stainless steel, cast, aluminum, and other common materials using open root techniques in all four positions.

WELD 170L  Flux Core Arc Welding  3 Credits  Offered Spring Semester
Students will be expected to gain competency in FCAW applications on stainless steel and pipe. AWS and ASME standards will apply for welds on tee, lap, corner and lap joints.

WELD 178L  Gas Metal Arc Welding  3 Credits  Offered Spring Semester
This course will introduce students to the methods and theory of wire feed welding. Instruction and practice on use of metal inert gas welding with solid, stainless steel and aluminum wire will be the major components of the course.

WELD 180L  Shielded Metal Arc Welding  3 Credits  Offered Spring Semester
Students will become proficient in advanced welding techniques of open root welding on plate, cast, aluminum, stainless steel and other common metals and materials. AWS certification testing conditions will prevail on completion of this course.

WELD 190  Gas Tungsten Arc Welding  3 Credits  Offered Spring Semester
Students will learn basic GTAW methods and theory on this gauge metal, stainless steel and aluminum in all positions using both direct and alternating current. Equipment setup and adjustment will be emphasized to match with welding applications. This is part one of a two-part class totaling 6 credits.

WELD 195L  Carbon Arc Cutting/Plasma Arc Cutting  1 Credit  Offered Spring Semester
This course includes instruction in the techniques of cutting using manual and machine processes and equipment. Students will practice using manual and machine methods on ferrous and nonferrous metals for both carbon and plasma arc cutting assignments.
WELD 199L  Advanced Pipe Welding Theory  
6 Credits  Offered Summer Session

The purpose of this class is to provide actual work experience for the student. The work experience will take place in an industry setting on a formal cooperative contract or in a laboratory setting with work provided by industry and performed under college supervision.

WELD 200  Weld Theory Metallurgy  
3 Credits  Offered Fall Semester

This is a continuation of WELD 100 and includes further discussion on the problems associated with heating and cooling metals and the properties of a variety of metals used in the welding process. Students will gain a working knowledge of fabrication techniques and manufacturing processes of the metals used in welding. Characteristics of the traditional welding, and bonding agents used in welding, will be provided to give students a background on metal identification, metallurgical behaviors and the determination of weldability of ferrous and nonferrous metals.

WELD 220  Advanced Blueprint Reading  
2 Credits  Offered Spring Semester

Students will interpret drawings and develop materials lists, sketch or draw components for layout, and calculate material costs from blueprints. Specific applications for steel, pipe, or other welding projects will be directed to meet student and community needs. AWS adopted standards for welding symbols will be the primary reference for blueprint interpretation.

WELD 240  Layout Procedures  
2 Credits  Offered Fall Semester

This course will enable students to perform layout of structural steel using fabricating practices. Students will be able to determine elevations of structures and how to construct using calculating equipment including transits, scientific calculators, and various squaring and leveling tools. The student will also be able to calculate the layout of pipe including figuring offsets, runs and travel distances.

WELD 240L  Layout Procedures  
6 Credits  Offered Summer Session

This course will enable students to perform layout of structural steel using fabricating practices. Students will be able to determine elevations of structures and how to construct using calculating equipment including transits, scientific calculators, and various squaring and leveling tools. The student will also be able to calculate the layout of pipe including figuring offsets, runs and travel distances.

WELD 280L  Shielded Metal Arc Welding  
10 Credits  Offered Fall Semester

This course will cover the advanced applications of SMAW and will include small diameter thin wall pipe and tubing in all positions. Additional instruction will cover high pressure pipe welding using E6010 on root pass and E7018 fill and cover passes. Qualification in various pipe fitter levels may be offered.

WELD 280L  Gas Tungsten Arc Welding  
5 Credits  Offered Spring Semester

This course will cover the advanced applications of GTAW and will include small diameter thin wall pipe and tubing in all positions. Additional instruction will cover high pressure pipe welding using GTAW on root pass and E7018 fill and cover passes. AWS certification in various pipe fitter levels may be offered.
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M.A.T., Whitworth College,
Spokane, WA - Teaching

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

David McRae: Carpentry
B.A., Bucknell University,
Lewisburg, PA - Psychology
B.A., Eastern Washington University,
Cheney, WA - Education

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

Curtiss 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
Ed.S., University of Idaho,
Moscow, ID - Vocational 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,
Berkeley, CA
M.S., Cal State Hayward,
Hayward, CA

Kevin E. Olson: Mathematics
A.A., Spokane Falls Community College
Spokane, WA
B.A., Eastern Washington University
Cheney, WA - Economics
B.F.D., Eastern Washington University
Cheney, WA - Mathematics
M.S., Eastern Washington University
Cheney, WA - Mathematics

Lauris Olson: 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 - Chemistry
Dr. Pat Pickett-Olson: 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

Tim Rainier: 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

Dr. Thomas Ringle: 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 Runestad: 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 Schulte: Culinary Arts
Idaho State Vocational Specialist Certificate

Sue Shibley: Business and Office Technology
A.A., North Idaho College
Coeur d'Alene, ID
B.A.Ed., Eastern Washington University
Cheney, WA -- Home Economics
Certified Medical Transcriptionist
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.A., Eastern Washington University,
Cheney, WA -- Psychology

D. Tony Stewart: Political Science
B.A., Western Carolina University,
Cullowhee, NC -- Political Science
M.A., University of Tennessee,
Knoxville, TN -- Political Science

Lambor Stimmerle: 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 E. Stroeb: Machine Technology
B.S., University of Idaho,
Moscow, ID
Idaho State Vocational Specialist Certificate
Michael Yoo

M.S., Arizona State University

Ph.D. in Chemistry

Judith Smith

B.A., Western State College

M.S., Montana State University

M.A. in Education

Milton E. Euler

B.S., Montana State University

A.A. in Liberal Studies

B.S. in Mathematics

M.S. in Mathematics

M.D. in Medicine

M.S. in Education

B.S., Montana State University

M.S., Montana State University

Ph.D., Montana State University

Joseph Urban

B.A., California State University

Los Angeles, CA

Ph.D., California State University

Los Angeles, CA

Marc Vogel

B.A., University of Oregon

M.A., University of Oregon

B.A., University of Oregon

B.A., University of Oregon

Herman Weight

B.S., Colorado State University

M.S., Montana State University

M.S., Montana State University

M.A., University of Maryland

B.S., Montana State University

M.A., Montana State University

B.S., Montana State University

M.A., Montana State University

B.S., Montana State University

M.A., University of Maryland

Dr. Kenneth Wright

B.S., Idaho State University

Ph.D., University of Washington

Ph.D., University of Washington

Peter Zare

B.A., University of Wisconsin

M.S., Montana State University

M.A., University of Montana

M.A., University of Montana

Ph.D., University of Montana

Ph.D., University of Montana
GLOSSARY OF TERMS

Academic Load - Total number of credit hours taken in one semester.

Academic Probation - Students whose cumulative grade point average falls below 1.75 at the end of any semester are placed on academic probation, meaning they must either earn a 2.0 or raise their next semester's GPA to 1.75 or above. Students who fail to meet the GPA requirements will be suspended from college for one semester.

Advisor - Faculty member or Student Services staff person trained to assist students in setting class schedules and educational goals.

Articulation Agreement - Agreement with another college or university whereby a student who has earned either an Associate of Arts Degree or an Associate of Science Degree at NIC will transfer with junior standing. Articulation agreements are in effect for recipients of either degree with all Idaho public colleges or universities. Articulation agreements are in effect for recipients of the Associate of Arts Degree with Eastern Washington University and Gonzaga University.

ASSIST Test - An evaluation to determine the most appropriate level of math and English classes for which a student should enroll. The purpose of the ASSIST is to help assure student success in courses and to make the experience at NIC as beneficial and enjoyable as possible.

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

Catalog - A book describing the college, listing its services, the programs available, and all course descriptions. This is not the same as the class schedule, which lists specific course offerings for a single semester.

Certificate Program - Prepares students for entry-level employment in specific career fields through completion of intensive technical training. Credits are often applicable toward the Associate of Applied Science Degree.

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

Concurrent Enrollment in Colleges - Refers to students who are enrolled at NIC and at either the University of Idaho or Lewis Clark State College. Both UI and LCSC offer upperdivision courses on the NIC campus and students working toward their baccalaureate degree may be completing a program at NIC and working on another at one of the other two schools. Students who are receiving financial aid from either UI or LCSC must provide information to NIC's financial aid office prior to enrollment or their aid may be suspended for non-compliance.

Core Courses - General education courses within various disciplines which will satisfy the distribution requirements of the associate degrees. See pages 40-44 in the catalog.

Corequisite Course - A course that must be taken simultaneously with another course.

Counselor - A person trained to work with students to help them solve personal problems, become more knowledgeable about themselves, set goals, and make decisions relative to personal, social, educational, and employment concerns.

Curriculum - A specific program of study comprised of courses leading to a degree or certificate.

Elective - A course for which a student may choose to enroll because of interest or career-related, as distinguished from a required or core course.

Local Address - Address used by a student while he or she is attending college.

Linked Courses - Enrollment in one course requires enrollment in another course in the same discipline taught by the same instructor. The linked course concept allows students to gain the content of two distinct courses in one class, and the academic experience is broadened and deepened through the exploration of connections across disciplines. These classes are usually offered back-to-back in the same schedule, and separate credit is given for each course.

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

Matriculated/Nonmatriculated - Terms indicating degree seeking status. Students who are matriculated are working toward a degree or certificate and have completed the admissions process which includes application, payment of application fee, and passing of high school and college transcripts. Nonmatriculated students are not seeking a degree from North Idaho College and are not eligible for financial aid from NIC.

Outreach Courses - Courses taught on off campus locations, i.e., Sandpoint and Kellogg.

Noncredit Courses - Courses offered through the Workforce Training or Continuing Education office that carry no academic credit; they may offer continuing education units. Noncredit courses cannot be applied toward an academic degree or certificate.

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

Prerequisite Courses - Courses that are required prior to enrollment in another course; e.g., MATH 112 must be successfully completed prior to enrollment in MATH 113. There is a normal sequence to many courses and successful completion of a prerequisite course is necessary for success in subsequent courses.

Reciprocity - Agreement with other states whereby students from that state are eligible for reduced tuition rates in the state of state portion. Students must apply to receive this discount. It is available on a first-come, first-served basis.

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

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

Service Learning - Service learning combines academic studies with public service by linking the theory and practice of a course with the practical application of the course concepts in a community setting. The service learning assignment, which is optional, requires 18-20 service hours outside the classroom during the semester in lieu of other course assignments. Students report their learning is enriched by the service experience, and a course application is an added benefit to this type of class.

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