Welcome to North Idaho College

Dear Students,

Let me be the first to welcome you to North Idaho College! As the College President, I can assure you that you have made an excellent decision by selecting North Idaho College as your college of choice. You will soon discover that NIC's faculty and staff are committed to academic excellence, instructional innovation, lifelong learning, and student success. You will also find a supportive, nurturing environment where you can develop new skills, explore new career opportunities, and gain new perspectives on the world around you.

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

Sincerely,

Michael L. Burke, Ph.D.
President

North Idaho College Mission Statement

North Idaho College is committed to student success, teaching excellence, and lifelong learning. As a comprehensive community college, North Idaho College provides quality educational opportunities that expand human potential and enhance the quality of life for the students and the communities it serves.

Initiatives and Goals for 1999-2002

Initiative 1: Planning and Assessment
Goal: Develop a systematic planning and assessment process to assure the accountability and ongoing improvement of the College and its programs.

Initiative 2: Educational Programs
Goal: Provide high-quality educational programs in response to a wide range of student and community needs.

Initiative 3: Technology
Goal: Ensure effective educational and institutional information systems exist to support students and staff throughout the College service areas.

Initiative 4: Educational Access
Goal: Use flexible delivery systems to provide students throughout the College service area with broad access to educational opportunities.

Initiative 5: Institutional Growth
Goal: Ensure that College programs and facilities meet the educational and training needs of a growing regional population and that this population is aware of the programs and services offered by the College.

Initiative 6: Collaboration/Community
Goal: Form appropriate partnerships to meet the educational and training needs of the College service area.

North Idaho College, 1000 West Garden Ave., Coeur d'Alene, ID 83814
www.nic.edu
1999-00 Catalog Corrections

(Changes are shown in bold type)
Business Administration

Transfer Program

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

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

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

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

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

Intended 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>
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<tr>
<td>COMM 101</td>
<td>Introduction to Speech Communication</td>
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</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</td>
<td>Math 130 or above (see A.S. requirements)</td>
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Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>ECON 202</td>
<td>Principles of Economics (Micro)</td>
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<td></td>
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<td></td>
<td>P.E. Activity/Dance Requirement</td>
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</tr>
<tr>
<td></td>
<td>* Social Science Requirement</td>
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Third Semester

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<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>ACCT 201</td>
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<tr>
<td>BUSA 271</td>
<td>Statistical Inference and Decision Analysis</td>
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<tr>
<td>ENGL 202</td>
<td>Technical Writing</td>
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<tr>
<td>or ENGL 205</td>
<td>Interdisciplinary Writing</td>
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<tr>
<td>or ENGL 272</td>
<td>Business Writing</td>
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<td>English Elective (175, 257, 258, 267, 268, 277, 278)</td>
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Fourth Semester

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<tbody>
<tr>
<td>ACCT 202</td>
<td>Managerial Accounting</td>
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</tr>
<tr>
<td>BUSA 265</td>
<td>Legal Environment of Business</td>
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</table>

* Elective requirements 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 PHIL 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

Intended for transfer to Eastern Washington University and Gonzaga University.

First Semester

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<tr>
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<td>Principles of Economics (Macro)</td>
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<td>ENGL 101</td>
<td>English Composition</td>
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Second Semester

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<thead>
<tr>
<th>Course</th>
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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>
<td>3</td>
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<tr>
<td>PHIL 201</td>
<td>Logic and Critical Thinking</td>
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<td></td>
<td>Arts and Humanities Requirement</td>
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<td></td>
<td>P.E. Activity/Dance Requirement</td>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
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<td>Principles of Accounting</td>
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</tr>
<tr>
<td>BUSA 271</td>
<td>Statistical Inference and Decision Analysis</td>
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</tr>
<tr>
<td>ENGL 202</td>
<td>Technical Writing</td>
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<tr>
<td>or ENGL 205</td>
<td>Interdisciplinary Writing</td>
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</tr>
<tr>
<td>or ENGL 272</td>
<td>Business Writing</td>
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<tr>
<td></td>
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<td>P.E. Activity/Dance</td>
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Fourth Semester

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<th>Course</th>
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<tbody>
<tr>
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<td>Managerial Accounting</td>
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</tr>
<tr>
<td>BUSA 265</td>
<td>Legal Environment of Business</td>
<td>3</td>
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</tbody>
</table>

Requirements must be selected from options listed in the A.A. degree requirements on pages 40-41. Consult with your advisor and the transfer college catalog for more information.


**Legal Administrative Assistant**

The Legal Administrative Assistant program is a rich mix of specific coursework in the legal area combining a blend of academic schooling and technical expertise. A legal administrative assistant is a skilled professional who performs all general office work in addition to specialized legal assignments. Employment opportunities 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 assistant 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 administrative assistant files legal documents, maintains clients' fees, and performs law office public relations.

NIC also offers Associate of Applied Science Degree programs in Administrative Assistant, Medical Administrative Assistant, Office Information Specialist, and Paralegal. The Paralegal program uses a selective admissions process which is described on page 15.

### Associate of Applied Science Degree

**Pre-Legal Administrative Assistant Sequence**

<table>
<thead>
<tr>
<th>Course</th>
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<th>Credit Hours</th>
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<tbody>
<tr>
<td>BUSO 101A</td>
<td>Basic Keyboarding</td>
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<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>
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<tbody>
<tr>
<td>BUSO 121</td>
<td>Introduction to Spreadsheets</td>
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</tr>
<tr>
<td>BUSO 112</td>
<td>Speedwriting Theory and Dictation</td>
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</tr>
<tr>
<td>BUSO 173</td>
<td>Word Processing</td>
<td>3</td>
</tr>
<tr>
<td><strong>BUSO 175</strong></td>
<td><strong>Grammar Skill Building</strong></td>
<td><strong>3</strong></td>
</tr>
<tr>
<td>BUSO 176</td>
<td>Machine Transcription &amp; Document Formatting</td>
<td>1</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition</td>
<td>3</td>
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<tr>
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<td><strong>Human Relations Requirement</strong></td>
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**Second Semester**

<table>
<thead>
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<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ACCT 110</td>
<td>Small Business Accounting</td>
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</tr>
<tr>
<td>or ACCT 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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>BUSO 185</td>
<td>Business Math</td>
<td>3</td>
</tr>
<tr>
<td>BUSO 205</td>
<td>Legal Terminology/Transcription I</td>
<td>3</td>
</tr>
<tr>
<td>BUSO 291</td>
<td>Legal Administrative Assistant Internship I</td>
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<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>
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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>BUSO 265</td>
<td>Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSO 206</td>
<td>Legal Terminology/Transcription II</td>
<td>3</td>
</tr>
<tr>
<td>BUSO 292</td>
<td>Legal Administrative Assistant Internship II</td>
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</tr>
<tr>
<td>PSYC 101</td>
<td>Introduction to Psychology</td>
<td>3</td>
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<tr>
<td></td>
<td><strong>Math Requirement</strong></td>
<td><strong>3-4</strong></td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>64-65</strong></td>
</tr>
</tbody>
</table>

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1. Individuals with skills/knowledge of keyboarding may opt to challenge BUSO 101A and/or BUSO 101B.
2. Choose from the A.S. degree social science requirements on page 42.
3. Students intending to obtain a four-year degree should take ACCT 201.
4. Students who take a 3 credit mathematics course may be required to take an additional course to complete the 16 credit general education core requirement for the A.A.S. degree.
## PHONE DIRECTORY

**Campus Operator & General Info** | 769-3300
---|---
**Academic Divisions:**
- Business & Professional Programs | 769-7784
- College Skills Courses | 769-3450
- Communication/Fine Arts | 769-3276
- English & Foreign Languages | 769-3394
- Natural Sciences | 769-3495
- Nursing & Allied Health | 769-3481
- PE & Dance | 769-3481
- Social Sciences | 769-7782
**Admissions** | 769-3311
**Adult Basic Education/GED** | 769-3450
**Advising** | 769-3370
**Alumni Office** | 769-7806
**Applied Technology Programs** | 769-3433
**Associated Students** | 769-7761
**Athletics** | 769-3348
**Auditorium** | 769-3424
**Auditorium Box Office** | 769-7780
**Auxiliary Services** | 769-3361
**Bunner County Office** | 263-4594
**Bookstore** | 769-3364
**Business Office** | 769-3340
**Campus Safety** | 769-3310
**Career Center** | 769-3297
**Center for New Directions** | 769-3445
**Children's Center Day Care** | 769-3471
**College Relations and Development** | 769-3316
**College Skills Center** | 769-3450
**Community Education** | 769-3444
**Computer Services Help Desk** | 769-3280
**Computer Lab (Library/Computer Center)** | 769-3251
**Computer Lab (Macintosh, Bovell Hall)** | 769-3331
**Computer Services** | 769-3378
- Copy Center (Staff & Faculty) | 769-3357
- Counseling | 769-3370
- Disability Support Services | 769-7794
- Distance Education/Outreach | 769-3436
- Emergency | 9-911
- Financial Aid | 769-3368
- Food Services | 769-3359
- Foundation | 769-3316
- GED | 769-3450
- Grants Coordinator | 769-7750
- Grounds/Custodial | 769-3310
- Gymnasium | 769-3348
- Health Services | 769-7818
- Human Resources | 769-3304
- International Student Advisor | 769-3381
- Intramural Sports | 769-3299
- Instruction, Office of | 769-3305
- Instructional Technology | 769-3429
- Library | 769-3215 or 769-3355
- Lost and Found | 769-3310
- Outdoor Pursuits | 769-7809
- Parking Information | 769-3310
- Peer Tutoring | 769-3450
- Physical Plant | 769-3413 or 769-3234
- President | 769-3303
- Registrar | 769-3320
- Security/Emergency | 769-3310
- Student Newspaper | 769-3388
- Staff Development | 769-3400
- Student Activities | 769-3366
- Student Services | 769-3370
- Summer Classes | 769-3305
- Veteran's Services | 769-3281
- Workforce Training | 769-3444
OFFICE & DEPARTMENT LOCATOR

OFFICE

Admissions Office ........................................ Lee Hall
Adult Basic Education/College Skills Center .......... Kildow Hall
Advising .................................................. 2nd Floor, Edminster Student Union
Allied Health Department ................................ Post Hall
Applied Technology Division Chair ................. Hedlund Building
Art Department .......................................... Boswell Hall
Art Gallery .............................................. Boswell Hall
Associated Students (ASNIC) ... 2nd Floor, Edminster Student Union
Athletics ................................................. Christianson Gymnasium
Automotive Technology ................................ Siebert Building
Auxiliary Services .................................... Edminster Student Union
Bookstore .............................................. Lee Hall
Business and Professional Programs ............... Lee Hall
Business Office/Cashier Window .................... Lee Hall
Campus Safety ........................................ River Avenue Building
Career Center ......................................... 2nd Floor, Edminster Student Union
Carpentry .............................................. Industrial Arts
Children’s Center Day Care .......................... Children’s Center
College Relations ....................................... Sherman Building
Commercial Art ........................................ Boswell Hall
Collision Repair Technology ......................... Hedlund Building
Communications Division ............................ Boswell Hall
Community Education Department ................. Post Falls Training Center
Computer Services ................................... Siebert Building
Computer Labs ...... Boswell Hall & Library/Computer Center
Counseling .............................................. 2nd Floor, Edminster Student Union
Culinary Arts ........................................... Hedlund Building
Customized Training ................................ Post Falls Training Center
Diesel Technology .................................... Hedlund Building
Drafting Technology .................................. Hedlund Building
Electronics Technology ................................ Hedlund Building
English and Foreign Language Division Chair ...... Boswell Hall
Financial Aid Office ................................... Lee Hall
Foreign Language Lab ................................ Lee Hall Annex
GED ..................................................... College Skills Center/Kildow Hall
Health Services ........................................ 2nd Floor, Edminster Student Union
Heating/Ventilation/AC/Refrigeration .............. Hedlund Building
Instructional Technology ............................. Boswell Hall, 2nd Floor
Intramural Sports Office ............................... Edminster Student Union

BUILDING

Journalism ............................................ Siebert Building, 2nd Floor
Law Enforcement ...................................... Hedlund Building
College Skills Center ................................ Kildow Hall
Library ................................................ Molstead Library
Life Sciences Division Chair ......................... Seiter Hall, 2nd Floor
Machining Technology .............................. Hedlund Building
Maintenance ........................................... McLain Hall
Maintenance Mechanics ............................. Siebert Building
Computer Lab ......................................... Molstead Library 2nd Floor
Music Department .................................... Boswell Hall
Natural Sciences Division Chair .................... Seiter Hall, 2nd Floor
Nursing Division Chair ................................ Post Hall
Office of Instruction ................................ Sherman Building
Outdoor Pursuits Program ......................... Edminster Student Union
Peer Tutoring/College Skills Center ............... Kildow Hall
Physical Education Division Chair ................. Post Hall
Physical Therapist Assistant ....................... Hedlund Building
Practical Nursing ..................................... Post Hall
President’s Office ...................................... Sherman Building
Public Relations (College Relations) ............... Sherman Building
Registrar’s Office ..................................... Lee Hall
Sentinel, Student Newspaper ...................... Siebert Building, 2nd Floor
Social Sciences Division Chair ..................... Lee Hall, 2nd Floor
Student Activities ................................ Edminster Student Union
Student Government (ASNIC) ...................... Edminster Student Union
Student Part-Time Work Referrals ................. Financial Aid, Lee Hall
Student Services .................................. 2nd Floor, Edminster Student Union
Summer Session Info ............................... Admissions Office, Lee Hall
Switchboard .......................................... Lee Hall
Theatre Department ................................... Boswell Hall
Transportation ....................................... River Avenue Building
University of Idaho Extension Office ... 2nd Floor, Molstead Library
Veterans’ Administration Info ........................ Registrar’s Office, Lee Hall
Vice President for Administration ............... Lee Hall, Business Office
Vice President for Instruction ........................ Sherman Building
Vice President for College Relations .............. Sherman Building
Vice President for Student Services ............ Edminster Student Union
Welding .................................................. Cd'A Industrial Park
### August '99
- 5 Admission application deadline for Fall Semester - August registration
- 10 Physical Therapy Assistant Fall Semester begins
- 17-18 General registration for Fall Semester
- 19 Faculty returns to campus
- 20 Student Orientation
- 25 Fall Semester begins
- 29-31 Class add/drops

### September '99
- 6 Labor Day Holiday

### October '99
- 6 Last day to remove incompletes from 1999 Spring and Summer
- 11-15 Midterm week
- 13 Curriculum Day—no day classes scheduled
- 18 Midterm grades due by noon

### November '99
- 1 Last day to withdraw from semester-length classes or college
- 16 Advising Day—no day classes scheduled
- 24-26 Thanksgiving Holiday
- 30 Registration for Spring Semester (continuing students only)

### December '99
- 1-2 Registration continues for Spring Semester (continuing students)
- 15 Last day of regular classes
- 16-21 Final examinations
- 21 Last day of Fall Semester
- 24 Christmas Holiday
- 27 Final grades due by noon
- 31 New Year's Holiday

### January '00
- 4 Admissions application deadline for Spring Semester
- 10-11 General registration for Spring Semester
- 12 Faculty returns to campus
- 14 New Student Orientation
- 17 Martin Luther King Holiday
- 18 Spring Semester begins
- 18-21 Class add/drops by students

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**Legend**
- [ ] College Holidays
- [ ] Advising/Curriculum Days
- [ ] Commencement
# February '00

- **21** Presidents' Day Holiday
- **29** Last day to remove incompletes from Fall Semester

<table>
<thead>
<tr>
<th>S</th>
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</table>

# March '00

- **7** Curriculum Day—no day classes scheduled
- **13-17** Midterm week
- **20** Midterm grades due by noon
- **20-24** Convocation/Popcorn Forum
- **24** Last day to withdraw from semester-length classes or from college
- **27-31** Spring Break

<table>
<thead>
<tr>
<th>S</th>
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<th>W</th>
<th>T</th>
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</tbody>
</table>

# April '00

- **18** Advising day—no day classes scheduled
- **26-27** Registration for Fall Semester (continuing students)

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# May '00

- **9** General registration for Summer Session begins
- **15-18** Final examinations
- **19** Commencement
- **22** First day 4-week and 8-week technical program blocks
- **23** Final grades due by noon
- **29** Memorial Day Holiday

<table>
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</table>

# June '00

- **5** Academic Summer Session begins
- **5-6** Class add/drops by students
- **9** End of 10-month technical programs

<table>
<thead>
<tr>
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# July '00

- **3** Apprenticeship registration begins
- **4** Independence Day Holiday
- **6** Admission application deadline for Fall Semester early registration
- **7** End of 11-month technical programs
- **10** Last day to withdraw from 8-week courses or from college
- **19-20** Early Registration Fall Semester
- **25** Carpentry summer block begins
- **27** Last Day of Summer Session

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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 various needs of individuals with widely divergent interests and abilities. At the same time, NIC seeks to respond to the needs of area businesses, industries, and governmental agencies by preparing competent, trained personnel.

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

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

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, nonprofit corporation that raises and manages funds to support the mission of North Idaho College.

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

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

Gifts to the Foundation are accepted through the Office of College Relations and Development. Further information about the Foundation is available by phoning (208) 769-3316 or writing to the NIC Foundation at 1000 West Garden 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 vary.

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

NIC Publications

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

Equal Opportunity

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

### If you are...

#### Degree-Seeking Student
(Students must be degree-seeking for Financial Aid)

<table>
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<th>Step 1</th>
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<th>Step 4</th>
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<tbody>
<tr>
<td>APPLY FOR ADMISSION</td>
<td>TAKE PLACEMENT ASSESSMENT</td>
<td>PLAN EDUCATIONAL OBJECTIVES</td>
<td>SEE ADVISOR &amp; REGISTER</td>
</tr>
<tr>
<td>Submit Application for Admission with $10 fee; See Admissions section of the catalog (p. 32); Info: Admissions Office, Lee Hill 769-3511.</td>
<td>By appointment only; Call Admissions Office at 769-3531 to make an appointment; Info: Admissions Office, Lee Hill 769-3511.</td>
<td>Refer to program descriptions in this catalog; Info: Student Services, Adult Education Office, 769-4300.</td>
<td>See Class Schedule or Advisor in Student Services, Student Union, 769-3370.</td>
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Enrolling for credit courses, working toward an Associate Degree or a Certificate of Completion.

#### Non-Degree Seeking

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<td>By appointment only; Call Admissions Office at 769-3531 to make an appointment; Info: Admissions Office, Lee Hill 769-3511.</td>
<td>Refer to program descriptions in this catalog; Info: Student Services, Adult Education Office, 769-4300.</td>
<td>See Class Schedule or Advisor in Student Services, Student Union, 769-3370.</td>
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</table>

Enrolling for credit courses, day, evening, or weekend and not working toward a degree or Certificate of Completion.

#### Enrolling in Dual Enrollment classes.

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<th>Step 1</th>
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<td>APPLY FOR ADMISSION</td>
<td>TAKE PLACEMENT ASSESSMENT</td>
<td>PLAN EDUCATIONAL OBJECTIVES</td>
<td>SEE ADVISOR &amp; REGISTER</td>
</tr>
<tr>
<td>Submit Application for Admission with $10 fee; See Admissions section of the catalog (p. 32); Info: Admissions Office, Lee Hill 769-3511.</td>
<td>By appointment only; Call Admissions Office at 769-3531 to make an appointment; Info: Admissions Office, Lee Hill 769-3511.</td>
<td>Refer to program descriptions in this catalog; Info: Student Services, Adult Education Office, 769-4300.</td>
<td>See Class Schedule or Advisor in Student Services, Student Union, 769-3370.</td>
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#### Enrolling for Community Education Courses (credit-free classes)

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<tr>
<td>APPLY FOR ADMISSION</td>
<td>TAKE PLACEMENT ASSESSMENT</td>
<td>PLAN EDUCATIONAL OBJECTIVES</td>
<td>SEE ADVISOR &amp; REGISTER</td>
</tr>
<tr>
<td>Complete registration form credit-free in Workforce Training/Community Education center; Info: Workforce Training Center, 769-3333.</td>
<td>By appointment only; Call Admissions Office at 769-3531 to make an appointment; Info: Admissions Office, Lee Hill 769-3511.</td>
<td>Refer to program descriptions in this catalog; Info: Student Services, Adult Education Office, 769-4300.</td>
<td>See Class Schedule or Advisor in Student Services, Student Union, 769-3370.</td>
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</table>

#### Interested in Adult Basic Education, GED, or English as a Second Language. Held throughout North Idaho.

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<th>Step 1</th>
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<tr>
<td>APPLY FOR ADMISSION</td>
<td>TAKE PLACEMENT ASSESSMENT</td>
<td>PLAN EDUCATIONAL OBJECTIVES</td>
<td>SEE ADVISOR &amp; REGISTER</td>
</tr>
<tr>
<td>Schedule an appointment and attend orientation at Info: College 101 Center, 769-3450.</td>
<td>By appointment only; Call Admissions Office at 769-3531 to make an appointment; Info: Admissions Office, Lee Hill 769-3511.</td>
<td>Meet with instructor for GED; Information about the program.</td>
<td>See Class Schedule or Advisor in Student Services, Student Union, 769-3370.</td>
</tr>
</tbody>
</table>

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) 769-3511, 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.

### MATRICULATING STUDENTS

<table>
<thead>
<tr>
<th>Admissions Requirement</th>
<th>First Time Freshman</th>
<th>First Time Freshman (Not Attended College)</th>
<th>Transfer from Previous College</th>
<th>Transfer from Previous College (Not Attended)</th>
<th>Former Student</th>
<th>Out of State Student</th>
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<tbody>
<tr>
<td>Application for Admission</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>NO</td>
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<tr>
<td>$10 Application Fee</td>
<td>YES One-Time Fee</td>
<td>YES One-Time Fee</td>
<td>YES One-Time Fee</td>
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<tr>
<td>Certificate of Residency</td>
<td>YES for Idaho residents not from Kootenai County</td>
<td>YES for Idaho residents not from Kootenai County</td>
<td>YES for Idaho residents not from Kootenai County</td>
<td>YES for Idaho residents not from Kootenai County</td>
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</tr>
<tr>
<td>High School Transcript (Showing date of graduation)</td>
<td>YES (Official Transcript)</td>
<td>Official GED scores instead of transcript</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>Official College Transcript(s)</td>
<td>N/A</td>
<td>N/A</td>
<td>YES from all colleges attended</td>
<td>Check with Admissions Office</td>
<td>NO</td>
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<tr>
<td>Placement Assessment</td>
<td>YES</td>
<td>YES</td>
<td>Contact Admissions</td>
<td>Contact Admissions</td>
<td>If changing from an Academic to Technical Program, please see Admissions Office</td>
<td></td>
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### SELECTIVE ADMISSION PROGRAMS • ADDITIONAL REQUIREMENTS

(See page 14 for list of programs. Check with Admissions Office for Application Deadlines)

<table>
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<tr>
<th>Requirement</th>
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<th>YES</th>
<th>YES</th>
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<td>Three Letters of Recommendation</td>
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<td>Personal Statement</td>
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<td>YES</td>
<td>YES</td>
<td>YES</td>
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<tr>
<td>High School Transcript</td>
<td>YES (7th semester)</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>See Admissions Office</td>
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<tr>
<td>GED Scores</td>
<td>NO</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>See Admissions Office</td>
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<tr>
<td>College Transcript(s)</td>
<td>NO</td>
<td>NO</td>
<td>YES</td>
<td>See Admissions Office</td>
<td>See Admissions Office</td>
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### NON-MATRICULATING STUDENTS

(Non-Degree Seeking, Not Receiving Financial Aid or Veteran's Benefits)

<table>
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<tr>
<th>Requirement</th>
<th>YES</th>
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<th>YES</th>
<th>YES</th>
<th>YES</th>
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<tbody>
<tr>
<td>Application for Admission</td>
<td>YES</td>
<td>YES</td>
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<td>Application Fee</td>
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</tr>
<tr>
<td>Placement Assessment</td>
<td>YES</td>
<td>YES</td>
<td>See Admissions Office</td>
<td>See Admissions Office</td>
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<tr>
<td>Certificate of Residency</td>
<td>Idaho residents NOT from Kootenai County must file certificate with home county.</td>
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11
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

General Information ........................................ Page 13
Selective Programs ........................................ Page 14
Law Enforcement .......................................... Page 14
Paralegal ...................................................... Page 14
Pharmacy Technology ...................................... Page 15
Physical Therapist Assistant ......................... Page 15
Practical Nursing ........................................... Page 15
Registered Nursing ......................................... Page 16
International Students .................................... Page 17
Dual Enrollment Program ................................. Page 17
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 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 COMPASS 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 file:
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 to have their transcripts sent until after their final grades are available at the end of the academic year. (Students applying for the Associate Degree Nursing or the Licensed Practical Nursing Programs MUST have transcripts sent after completion of their seventh semester).

QR

Official GED scores of non-high school graduate. Students who have not completed the GED or are non-high school graduates, see page 14.

QR

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 18 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 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 ADMISSION REQUIREMENTS

Many Applied Technology (ATEC) programs have limited enrollment (designated with an asterisk below). In order to be considered for program admission, students must submit an NIC application, pay the $10 application fee, and complete the placement assessment (COMPASS). The placement assessment is a standardized way of assessing basic skills and is used to advise students. Students who score below the program cut-off scores are designated as "pre-technical" students and must complete specific academic coursework prior to program entry. (More information is available by reading about the Bridge Program on page 47).

Since limited-enrollment programs fill quickly, prospective students are encouraged to begin the application process as early as possible. When academic eligibility is met, applicants are considered on a first-come, first-serve basis. Eligibility requirements for each program vary; consult specific program descriptions in this catalog for further details.

Acceptance letters for fall semester are usually mailed in mid-April. Students accepted into a limited enrollment program will receive a letter asking for a nonrefundable $100 program deposit within three weeks of acceptance (but earlier than May 1). The deposit is applicable towards tuition and fees.

See the general admissions information section following the list of programs for further information on entrance requirements:
- Accounting Assistant
- Administrative Assistant
- Automotive Technology
- Carpentry
- Collision Repair Technology
- Computer Information Technology
- Culinary Arts
- Diesel Technology
- Drafting Technology
- Electronics Technology
- Heating, Ventilation, Refrigeration, and Air Conditioning
- Law Enforcement
- Legal Administrative Assistant
- Machine Technology
- Maintenance Mechanic/Millwright
- Medical Administrative Assistant
- Office Information Specialist
- Office Receptionist
- Paralegal
- Small Business Management
- Welding Technology
- Limited Enrollment programs

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 fund-available basis.

2. Students transferring from another college or university, and whose cumulative grade point average is below 1.75 will be admitted on probation. See the Academic Probation section on page 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 reapplying for admission. Students are responsible to notify the Registrar's Office of any change of name or address.
**Former Students**

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

**Non-High School Graduate**

A non-high school graduate (or a student who graduated from a nonaccredited high school) 18 years or over may enroll in courses for their 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 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**

The following NIC programs have a selective admissions process:

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

Application packets are available from the Admissions Office (except Law Enforcement - see information under Law Enforcement below). Admission procedures and requirements for each program are listed below.

**Law Enforcement**

When applying for admission to the college, students will be accepted as Pre-Law Enforcement (PLAE). See page 72 for further information regarding program entry requirements.

**ADMISSION PROCEDURES:**

1. Applications for the Sophomore Law Enforcement block may be picked up from the Law Enforcement Program Coordinator at the beginning of each semester.
2. Applicants will complete an Idaho POST (Peace Officer Standards Training) Personal History Statement and Health Questionnaire, and sign an Authority to Release Personal Information form.
3. Applicants will provide three letters of reference and military discharge papers (if applicable).
4. All Idaho POST standards and NIC academic requirements (see page 72) must be met at the time of application or by the start of the Vocational Block. (Summer school can be attended to complete course work prior to the Fall Semester).
5. Applicants are required to pass a written exercise, oral board interview, and background investigation which includes a polygraph test and fingerprinting.
6. Any questions regarding physical, medical, or mental condition to participate in the program may result in referral to the NIC Health Services and/or personal physician for examination and/or release to participate.

**ADMISSION REQUIREMENTS:**

1. High school diploma or GED.
2. Minimum grade of "C" (2.00) in prerequisite courses. (See program guidelines in catalog on page 72). If currently enrolled, mid-term grades will be considered until final grades are available.
3. No course may be repeated more than once to achieve a 2.00 grade point average.

**Paralegal**

Application Deadline: October 26, 1999 for acceptance into Spring 2000

**ADMISSION PROCEDURES:**

1. Application for Admission (including current students). New and former students must complete formal admissions process as listed for Degree Seeking Students (Matriculating).
2. Three Paralegal recommendation forms, completed preferably by an employer, teacher, counselor or volunteer supervisor.
3. Completed Personal Statement form.
4. Transfer applicants must submit official transcripts of work-in-progress from current college. Final transcripts are required when available. The Department of Business and Professional Programs will determine if previous college work will transfer.
ADMISSION REQUIREMENTS:
1. Cumulative GPA of 2.00 or higher.
2. Completion of, or be currently enrolled in:
   a. BUSO 173
   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 I.
   NOTE: Previous legal office experience or internship, practicum, or field experience must have occurred within the past five years.

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 Admission's 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, 1999. 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. MATH 102
5. No course may be repeated more than once to achieve a 2.00 grade point average.

Physical Therapist Assistant

ADMISSION REQUIREMENTS:
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-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) 769-3297 for an appointment. There is a $10 testing fee.)

ADMISSION REQUIREMENTS:
1. High school diploma or GED.
2. Minimum cumulative grade point average of 2.75 must be achieved. If currently enrolled, midterm grades will be considered until final grades are available.
3. No course may be repeated more than once to achieve a 2.00 grade point average.
4. Completion of the following prerequisites:
   a. ALTH 101 and 102
   b. ALTH 105
   c. COMM 101
   d. ENGL 101
   e. BIOL 227 and 228
   f. MATH 123
   g. BUSO 109
   h. PSTC 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 begins.

Practical Nursing
Application Deadline: March 1, 2000 for acceptance into Fall 2000.

ADMISSION REQUIREMENTS:
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. Three (3) completed NIC Nursing Recommendation Forms, preferably from an employer, teacher, counselor, or volunteer supervisor. Recommendations from family members will not be accepted.
2. A completed Personal Statement Form in the student's own handwriting.
3. Results from the PSB Aptitude Exam (see application packet for information on scheduling the exam).
4. High school and college transcripts.
5. NIC Admission application fee.

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

The Application Packet for the Practical Nursing program may be picked up at the Admission's Office after November 1.

Students accepted into the Practical Nursing program must submit a $100 deposit by May 1 or 15 days after receipt of their acceptance letter.
The Practical Nursing Program has a selective admissions process. Listed below are the guidelines for applicants:

**ADMISSION REQUIREMENTS:**

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 is 2.50 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:
   a. Chemistry 101 or one year of high school chemistry with lab, with a grade of C or higher each grading period, taken within the seven years prior to applying to the program.
   b. Math 102
   c. Psychology 101
   d. English 099 or NIC assessment scores, taken within the past two years prior to application for admission to the program, indicating placement out of ENGL 099 (score 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 seven 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 1, 2000 for acceptance into Fall 2000:

**ADMISSION PROCEDURES:**

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 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 fee.

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

The Application for the Nursing Program may be picked up at the Admission's Office after November 1.

Students accepted into the Nursing Program must submit a $100 deposit by May 1 or 15 days after receipt of the acceptance letter.

**ADMISSION REQUIREMENTS:**

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, NIC 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 seven years prior to applying to the Nursing Program, or, Chemistry 101 with a grade of C or higher, taken within the seven years prior to applying to the Nursing Program.

c. Biology 227 and Biology 228

d. Communications 101

e. English 101

f. 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 only once to improve a grade.

5. All laboratory science courses must have been taken within seven years of application to the program. Science courses taken longer than seven years must be repeated.

6. Priority in selection for admission for the coursework portion of the Nursing Application 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.
   d. Completed admission prerequisites with a cumulative GPA of 2.50.

**ADDITIONAL INFORMATION**

1. The additional coursework required to meet the A.S. degree requirements that is not completed at the time of admission to the Nursing Program must be completed 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 for other program applicants. Submit an additional recommendation from your previous program director. Contact the Nursing Division for specific guidelines and further information.
INTERNATIONAL STUDENTS

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

Admission Procedures

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

Requirements

1. Submit an application for admission.
2. Submit the $10 application fee (nonrefundable).
3. Academic Records: Submit original or certified copies of transcripts or documents from all secondary or post-secondary schools attended. If credentials are not in English, a certified English translation must be attached. Course syllabi for all post-secondary transfer courses should be submitted in English. This will enable the College to provide a complete evaluation of credits to determine which courses fulfill degree requirements. International students who have taken academic work in the United States must also provide official transcripts of all work taken in the United States. The transcripts must show a minimum 2.00 grade point average for all transferable credits.
4. Evidence of English Proficiency: An international student whose native language is not English is required to supply official results of the Test of English as a Foreign Language (TOEFL). For the paper-based TOEFL, a score of 500 or above is required. For the computer-based TOEFL, a score of 171 or higher is required. (These minimums are subject to change). To have score results submitted to NIC, please specify the NIC code number (4539) on all TOEFL registration materials. North Idaho College does not administer the TOEFL; however, the test is given worldwide. For further information write to: TOEFL, Box 899, Princeton, New Jersey 08540 USA. 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 to campus, students must provide documented results of TB skin test or chest X-rays along with immunization records for measles, mumps, rubella and tetanus boosters.
6. Health Insurance: International students are required to purchase the Student Health Insurance (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 reenrollment 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, a sponsoring organization, or a governmental agency. Affidavits of financial support (Financial Declaration) must be furnished with the application for admission. Students cannot rely on part-time employment since off-campus work permits are not available. The college will not bear responsibility for a foreign student’s finances. Therefore, North Idaho College requires each international student to have $11,000 (U.S.) or an equivalent sum of money adequate for a year’s study. The following is an estimate of the current annual expenses the international student and his/her sponsor must meet:

<table>
<thead>
<tr>
<th>Type of Expense</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees</td>
<td>$4,194</td>
</tr>
<tr>
<td>Room and Board</td>
<td>$4,500</td>
</tr>
<tr>
<td>Mandatory Health Insurance</td>
<td>$440</td>
</tr>
<tr>
<td>Books, supplies, clothing, incidental</td>
<td>$2,366</td>
</tr>
<tr>
<td>Total</td>
<td>$11,500</td>
</tr>
</tbody>
</table>

* Subject to change without notice.

8. Guidelines for Returning Application Materials: International students applying from abroad should submit all required admission forms and transcripts at least six (6) months before registration to allow time for evaluation and notice of acceptance. In the case of international students applying from within the United States, application materials should be submitted at least one month before registration. All forms must be sent to:

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

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

DUAL ENROLLMENT

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

Complete details about the Dual Enrollment Program are available from your high school counselors, the NIC Distance Education Office at 208-769-3436, and the NIC Admissions Office at 208-769-3311.

Entrance Requirements:

- 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.
- 3.00 high school grade point average.

Application and Registration Process:

- Meet with a high school counselor to determine eligibility. If you succeed is a concern, the COMPASS assessment may be taken.
• Complete an NIC Admissions Application, including an official copy of high school transcript.
• Complete the Advanced Placement Learning Programs course Recommendation/Registration Form, with high school counselor and parent signatures.

Certificate of Residency

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

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

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

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

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

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

Resident Status

Residents of Idaho

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

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

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

2. Any student who receives less than 50% of his/her support from parents or legal guardians who are not residents of the college district for voting purposes, and who has continuously resided in the college district for 12 months preceding the opening day of the term for which the student matriculates.

3. The spouse of a person who is classified or is eligible for classification as a resident of the college district for the purpose of attending the college.

4. A member of the armed forces of the United States, stationed in the college district on military orders.

5. A student whose parents or guardians are members of the armed forces and stationed in the college district on military orders and who receives 50% or more of support from parents or legal guardians. The student, while in continuous attendance, shall not lose his/her residency when his/her parents or guardians are transferred on military orders.

6. A person separated, under honorable conditions, from the United States armed forces after at least two years of active service, who, at the time of separation, designates the college district as his/her intended domicile or who has the district as the home of record while in service and enters the college within one year of the date of separation.

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

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.

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

**Western Undergraduate Exchange (WUE)**

The Western Undergraduate Exchange Program (WUE) was established to financially assist individuals interested in attending college out of their home state. The WUE tuition status is available only to matriculated (degree seeking) students on a space-available basis. During the 1999/00 academic year the following western states are participating in this program for two-year institutions:

- Alaska
- Colorado
- Hawaii
- Idaho
- Montana
- Nevada
- New Mexico
- North Dakota
- Oregon
- South Dakota
- Washington
- 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 old or older may obtain a North Idaho College Gold Card. The Gold Card allows the individual to enroll in credit classes at a 50 percent discount per credit hour. Materials, books, and special fees are full price. Noncredit classes require full fees regardless of age. The Gold Card may be picked up at the Office of Admissions in Lee Hall or the College Relations Office in the Sherman Administration Building.
Tuition and fees at NIC are among the lowest in the State of Idaho and the Inland Northwest. All rates quoted below are subject to change without notice. Idaho residents not living in Kootenai County must submit a Certificate of Residency. Details on qualifying for out-of-state tuition reduction programs (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 1999-00

### ACADEMIC TRANSFER PROGRAMS

Students registered for 8-18 credits per semester are charged a flat fee:

<table>
<thead>
<tr>
<th></th>
<th>Fall</th>
<th>Spring</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kootenai County Residents</td>
<td>$609</td>
<td>$609</td>
<td>$1,218</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>$609</td>
<td>$609</td>
<td>$1,218</td>
</tr>
<tr>
<td>Students not qualifying for county support</td>
<td>$1,109</td>
<td>$1,109</td>
<td>$2,218</td>
</tr>
<tr>
<td>Out-of-State/Country</td>
<td>$2,097</td>
<td>$2,097</td>
<td>$4,194</td>
</tr>
<tr>
<td>Washington Reciprocity</td>
<td>$1,597</td>
<td>$1,597</td>
<td>$3,194</td>
</tr>
<tr>
<td>Western Undergraduate Exchange</td>
<td>$1,665</td>
<td>$1,665</td>
<td>$3,330</td>
</tr>
</tbody>
</table>

Students registering for 19 or more credits are assessed an additional non-refundable fee per credit:

<table>
<thead>
<tr>
<th></th>
<th>1st Credit/Additional</th>
<th>1st Credit/Additional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kootenai County Residents</td>
<td>$85/$75</td>
<td>$85/$75</td>
</tr>
<tr>
<td>Out-of-County, Idaho Residents</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Students qualifying for county support</td>
<td>$85/$75</td>
<td>$85/$75</td>
</tr>
<tr>
<td>Students not qualifying for county support</td>
<td>$148/$138</td>
<td>$148/$138</td>
</tr>
<tr>
<td>Out-of-State/Country</td>
<td>$271/$261</td>
<td>$271/$261</td>
</tr>
<tr>
<td>Washington Reciprocity</td>
<td>$208/$198</td>
<td>$208/$198</td>
</tr>
<tr>
<td>Western Undergraduate Exchange</td>
<td>$217/$207</td>
<td>$217/$207</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></th>
<th>1st Credit/Additional</th>
<th>1st Credit/Additional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Idaho Residents</td>
<td>$1,218 - $1,687</td>
<td>$1,218 - $1,687</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>$1,218 - $1,687</td>
<td>$1,218 - $1,687</td>
</tr>
<tr>
<td>Books, Supplies, Tools</td>
<td>$225 - $2,300</td>
<td>$225 - $2,300</td>
</tr>
<tr>
<td>Total</td>
<td>$1,443 - $3,987</td>
<td>$1,443 - $3,987</td>
</tr>
<tr>
<td>Out-of-State</td>
<td>$4,194 - $4,443</td>
<td>$4,194 - $4,443</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>$4,194 - $4,443</td>
<td>$4,194 - $4,443</td>
</tr>
<tr>
<td>Books, Supplies, Tools</td>
<td>$225 - $2,300</td>
<td>$225 - $2,300</td>
</tr>
<tr>
<td>Total</td>
<td>$4,419 - $6,743</td>
<td>$4,419 - $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 nonrefundable and nontransferable.

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

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

Special Course Fees .............. See Class Schedule for charges
(Lab, 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 noncredit 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 fee charges for the initial semester or term of
enrollment. Deposits may be refunded if notification of
cancellation is officially given to the Admissions Office by July
1. No refund will be given if a student withdraws after the
prescribed deadline.

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 and fees. 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 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</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 bachelor's degree.</td>
<td>Maximum award for the 1999-00 school year is $3,125.</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>
</tbody>
</table>

| **LOANS**                    |                          |                   |
| Federal Perkins Loan Program (FPSL) | At least full-time (12 credits) enrollment. | Maximum award for the 1999-00 school year is $2,500. |
| Federal Subsidized Stafford Loan | At least half-time (6 credits) enrollment. | Maximum award for students completing 0-25 credits is $2,625. Maximum award after 25 credits is $3,500. |
| Federal Plus Loan (Parent Loan) | At least half-time (6 credits) enrollment. | Parents may borrow up to the cost of education minus previously awarded financial aid. |

| **WORK**                     |                          |                   |
| Federal Workstudy            | At least half-time (6 credits) enrollment. | Amounts vary according to need. Maximum award for 1999-00 school year is $2,000. |
| Idaho Workstudy              | At least half-time (6 credits) enrollment. | Amounts vary according to need. Maximum award for 1999-00 school year is $2,000. |
Eligibility For Financial Aid

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

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

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

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

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

Satisfactory Academic Progress Policy

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

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

<table>
<thead>
<tr>
<th>Enrollment Status</th>
<th>Completed Credits Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time (12 or more credits)</td>
<td>11</td>
</tr>
<tr>
<td>Three-Quarter Time (9-11 credits)</td>
<td>9</td>
</tr>
<tr>
<td>Half-Time (6-8 credits)</td>
<td>5</td>
</tr>
</tbody>
</table>

3. Receive a degree or certificate from North Idaho College within the maximum number of semesters allowed based upon 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>6</td>
</tr>
<tr>
<td></td>
<td>3/4 Time (9-11 credits)</td>
<td>8</td>
</tr>
<tr>
<td>Technology Certificate</td>
<td>1/2 Time (6-8 credits)</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Any</td>
<td>5</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 five credits during any semester.
2. Are on financial aid probation and do not earn a 2.00 GPA and/or complete the required number of credits during the semester.
3. Have not completed their degree or certificate within the maximum number of semesters.

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-time (12 or credits), three-quarter time (9-11 credits) or halftime (6-8 credits).

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

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

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

**Appeal**

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

**Applying For Scholarships**

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

CLASS REGISTRATION

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

Students must register for each semester block they attend. Registration is the official process of enrolling in classes by completing a scheduling worksheet, meeting with an advisor, and paying tuition and fees. Check the calendar on pages 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.

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

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 registration, enrolled students may add courses, on a space-available basis, with a Schedule Change 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 the semester and the first two days of Summer Session.

Withdrawing from Classes

From the beginning of the second week until the first day of the 11th 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 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.

Students cannot officially withdraw from a class by ceasing to attend 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 likely result in a failing grade. Withdrawals will not be processed if students have a financial hold on their record such as parking fines, library fines, delinquent loan payments, etc.

Auditing a Class

To audit a class, students must select the audit option at the time of registration or during the first week of the semester or the first two days of summer session. Students auditing classes are not required to take tests and will not receive a grade or credit, but are expected to attend class regularly. Auditing students may not receive credit later 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 299. These classes are open to students with a 3.0 GPA and who have completed 26 semester credits. They cannot be used to fulfill associate degree core requirements.

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

Outreach Classes

Distance Education classes provide students the opportunity to take classes without traveling to the Coeur d'Alene campus. Distance Education courses can be by interactive videoconferencing (IVC), internet, on-site, or telecourses. IVC courses offer interaction through a two-way audio and video network from NIC's main campus to locations in the five northern counties. Internet courses require students to have computer access with instruction delivered through a website. Telecourses are viewed using a VCR. Telecourse information is available through the Independent Study in Idaho Program at www.uidaho.edu/indep-study or at 208-885-6641.

Distance Education students need to apply and register using the same application forms as on-campus students. Distance Education students have one week from their date of registration to provide full payment of tuition and fees. Students may order textbooks by phone with a credit card. Books will be mailed with an additional handling charge. Mail tuition payment checks directly to the NIC Business Office.

For more information about Distance Education offerings, phone 208-769-3436 or by email at distance@nic.edu.

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

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

Name/Address Changes

Students' correct names, home and/or local addresses are vital for college records since students often receive material from the College through the mail. Students who change their name or address during the year should file a change in the Registrar's Office.
SUPPORT SERVICES

CAMPUS SERVICES

Various services are provided by North Idaho College to help promote student success and develop an enjoyable, productive college experience. The Student Services Office is located on the 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 help students with program planning, course and degree information, transfer review, program sequence, campus resources, college procedures, and services referral. Consultation with an advisor is provided for students at their initial registration where they also receive important information about the advising process. Students are assigned to a specific advisor once the semester begins and are responsible for meeting on a regular basis with their assigned advisor. Supplemental advising support is also available in Student Services, 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 a 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 job development and referrals 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 information, visit Applied Technology Student Support Services in the Hedlund Building.

Bookstore • 769-3364

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

Business Office • 769-3344

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

Campus Emergency Phones

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

Campus Security/Security • 769-3310

All matters concerning parking, parking permits, campus safety, emergency response, special event set-up, room openings, lost and found, custodial, grounds and mail 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 permit.

Career Center • 769-3297

The NIC Career Center, located on the second floor of the Student Union Building, offers a wide variety of services to help students and prospective students with all aspects of career planning and job hunting. Career assessments are available to provide students with ideas for making meaningful career choices. The Career 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.
SUPPORT SERVICES

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 Campus Resources 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 five-week modular program of instruction for adults changing careers or re-entering the workforce or an educational program. It includes building self-confidence, effective communication, job-seeking skills, strategies for goal achievement, and opportunities to meet employers from the community. Students may choose the relevant weeks to attend. The Center for New Directions is located on the first floor of the Siebert Building.

Children’s Center • 769-3471

The NIC Children’s Center is located on the Coeur d’Alene campus in the Fort Sherman Park area and is a service available to NIC students to provide children with quality early care and education services while their parents attend college. In addition, the Center provides Early Start services and serves as a lab site for students in the NIC Child Development program. The Center is staffed with qualified, dedicated child care professionals and operates from 6:45 a.m. to 5 p.m. Monday through Thursday and from 6:45 a.m. to 3:15 p.m. on Fridays. The Center is equipped with five classrooms and enrollment is open for children from 12 weeks to 5 years of age (pre-kindergarten) with fees 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 childcare costs. Due to the large demand for services, parents are encouraged to contact the Center as early as possible concerning upcoming childcare needs.

College Skills Center/ABE/GED • 769-3450

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

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

The Peer Tutoring Center provides assistance by qualified peer tutors at no cost to the student. NIC students may schedule two hours per week, per class, at no charge. 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. The Writing Center is staffed by NIC faculty to assist students with various writing assignments. Daily help is available on a drop-in basis.

Supplemental Instruction is offered for some targeted courses where students may need extra assistance. A trained student leader provides sessions to students of all ability levels in a small group, structured setting 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 need assistance in basic academic skills. Adult Basic Education students receive instruction in reading, writing, mathematics, computers, career exploration, and life skills. Students may also attain a GED Certificate or High School Equivalency Certificate. English as a Second Language (ESL) is also offered for adults in the community who need to learn basic English speaking skills. ABE and GED services are also available at various sites throughout the five northern counties.

Computer Labs

Central Labs ......Molstead Library 2nd Floor .... 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 on the second floor of the Edmister Student Union Building. Counseling can provide direction and support for enrolled students who want help managing the demands of college and personal life. This confidential assistance could include easy access to helpful information, casual chats, support groups, career counseling, personal counseling, or referral to appropriate community resources. A friendly staff of counselors are available to help with any concern that might interfere with student success or well-being.
Cultural Student Support • 769-3370
Specialized support is available to American bicultural students through Student Services in the Student Union Building. A qualified advisor can offer a friendly and sensitive exploration of culture related needs, and can coordinate assistance with scholarships, enrollment, academic advising, tribal support programs, cultural recognition activities, and campus clubs.

Disability Support Services • 769-3370
Disability Support Services (DSS) assists students with documented temporary or permanent disabilities, resulting in physical, emotional, or learning issues, to receive appropriate academic accommodations while at NIC. Any information regarding disabilities is confidential and will not adversely affect admission to the College. Eligible students may receive accommodations such as interpreters, note-takers, tutors, readers, scribes, information and testing in alternative formats, priority registration, use of technology for disabilities, and other reasonable provisions.

All NIC courses and programs are accessible to all students, or will be made accessible on request. Students with disabilities who wish to enroll are encouraged to contact the Disability Support Services Office at 769-7836 / 769-7794. Although requests for accommodation will be accepted at any time during the semester, it is preferable for students to request as soon after registering as possible and at least three weeks before the start of classes. Students desiring written material be transcribed into Braille and tactile forms are required to request six-months to one year prior to the beginning of their course or program.

Students with disabilities or supporters of students with disabilities may become involved in the Council for Students with Disabilities. The Council provides opportunities to become involved on campus and actively support disability issues.

Head Start • 769-3471
Head Start is a federally funded family program for limited-income families in North Idaho. Kootenai Head Start Center serves families in Coeur d'Alene at the Harding Family Center and in Hayden at Hayden Lake Elementary School. To be eligible a child must be four years of age by Sept. 1 (three years old by Sept. 1 for Home Base services) and meet income guidelines. Head Start provides a variety of services including 12-18 hours per week of a preschool experience (Home Base offers two classroom socialization sessions per month). No fees are charged for Head Start Services.

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

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

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

Health Insurance • 769-7761
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 is $10 per semester and is charged at the time of registration. Health insurance can be purchased in addition to the accident insurance for students enrolled in nine or more academic credits or five credits in an applied technology program. 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 lab charges if they do not have any health insurance coverage. Health services that extend beyond the scope of a nurse practitioner will be referred to a physician.

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

Health Services is located on the second floor of the Edminster Student Union Building. Services are by appointment (unless for emergency) and can be scheduled by calling 769-7818.

International Student Advising • 769-3381
The International Student Advisor (ISA) is the official advisor for all international students. The ISA helps students with academic advising, class scheduling, class adds and drops, information regarding visa renewal, transfers to other colleges and universities, on-campus work, interpretation, and explanation of government laws and college regulations. Upon arrival on campus, all international students must meet with the ISA in order to have their I-20-ID validated.
Job Location and Development • 769-3368
The Job Location and Development program assists students with full-time and part-time employment in the community. Current opportunities are posted in a display case in Lee Hall next to the Financial Aid Office. For additional information contact the Financial Aid Office at (208) 769-3368.

Learning Resources
Library • 769-3355  Instructional Technology • 769-3429
Recognizing North Idaho College's commitment to educational excellence as well as today's increasing reliance on a vast array of information resources, the Learning Resources Department seeks to enhance the educational process by teaching critical thinking and information literacy skills which promote and encourage independent, lifelong learning. Striving for high-quality services through its dedicated staff, diverse materials and cutting-edge technologies, Learning Resources supports the College's educational mission.

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

To meet the increasingly sophisticated information needs of students, Instructional Technology offers the faculty creative 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-site 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, its administrative initiatives, as well as the information needs of the local community. The Library provides quality services to enrich classroom instruction and develop skills that allow students to become independent, self-directed, lifelong learners.

The Library houses approximately 58,000 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 lab.

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.

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 students' 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 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 ENG 101 and 102; 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 intercollegiate 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 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. Three sophomore senators are elected in the spring, and three freshman senators are elected in the fall. The Senate of the Associated Students of North Idaho College plans, directs, promotes, and distributes student funding for extracurricular activities, publications, convocations, forums, social events, and campus organizations. In addition, board members serve on various policy-making committees of the NIC College Senate. ASNIC board meetings, which are open to all students and staff, are held the 2nd and 4th Wednesday of the month in the Edmister Student Union Building. Student representatives may be contacted by calling 769-7761.

Within ASNIC are two very important programs, Student Events and ASNIC Clubs. Student Events sponsors special events and activities which students can enjoy during breaks away from classes. Lecture series, slide presentations, barbecues, concerts, comedy nights, dances and other special events are scheduled throughout the year by Student Events. Student input is welcome regarding what events should be offered. Student clubs are another important part of the ASNIC system. The Intra-Council Council oversees more than 30 established clubs. Some of these organizations include the Engineering Club, Publications Club, Sailing Club, Rodeo Club, Human Equality Club, Drafting Club, International Students Club, and many more.

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

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 wall ball are among the many individual and team sports in which students can participate.

The ASNIC offices are located on the upper level of the Edmister Student Union Building. Outdoor Pursuits, and Intramural Sports are located in the lower level of the Edmister Student Union Building.

Student Handbook

A student handbook is provided to all students registering at NIC. If a copy of this handbook is not received during the registration process, a student should obtain a copy from the office of the Associated Students of North Idaho College (ASNIC). The handbook contains information about student services, and student organizations and clubs.

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 to a variety of events at a discount, or free of charge. You must present your ID card to check out library books, use the computer labs, check out gym equipment, or rent equipment in the Student Union Entertainment Center and the Outdoor Pursuits office. Your card will be updated each semester with a validation sticker. If your card is lost or damaged, contact Student Services, located in the upper level of the Edmister Student Union Building. There is a $5 replacement charge. They will also inform you of the location to receive an ID card and validation sticker. This card should be kept with you through your duration at North Idaho College. Student identification cards are the property of NIC and the use of this card is governed by College rules and regulations. This card is nontransferable and must be presented to College officials upon request.

Crime Statistics

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

<table>
<thead>
<tr>
<th>Crime Category</th>
<th>% of Total</th>
<th># of Incidents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Homicide</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Forcible</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>b. Non-Forcible</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
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<td>1</td>
</tr>
<tr>
<td>Burglary</td>
<td>4</td>
<td>10</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
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<td>2</td>
</tr>
<tr>
<td>Larceny-Theft</td>
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<td>26</td>
</tr>
<tr>
<td>Hate Crimes</td>
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<td>0</td>
</tr>
<tr>
<td>Total Crimes</td>
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</tr>
<tr>
<td>Other Offenses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arson/Reckless Burning</td>
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<td>0</td>
</tr>
<tr>
<td>Vandalism/Property Damage</td>
<td>14</td>
<td>42</td>
</tr>
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<td>Liquor Law Violations</td>
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<tr>
<td>Assault</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug Abuse Violation</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Weapons Possession</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

Crimes that are not reported cannot be reflected in this report. The College also maintains facilities in Post Falls, Sandpoint, and Kellogg. There are two arrests at these locations for incidents required to report.
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 370 lectures by national and international speakers over the past 29 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 presents various programs and events including outside speakers. The Convocations Committee cosponsors 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 1,300 programs. It can be seen on PBS stations KSPT (Spokane), KUID (Moscow), KCDT (Coeur d'Alene), KAID (Boise), KIPT (Twin Falls) and KJSU (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 biweekly student newspaper. Interested students are encouraged to join the staff by registering for Journalism 100, Sentinel Staff. The Sentinel has earned numerous national first-place awards: the Robert F. Kennedy Journalism Award for outstanding coverage of disadvantaged people, the "Story of the Year" from the Los Angeles Times, and the "Newspaper of the Year" and "Best Photo" from the Associated Collegiate Press. In spring of 1999, The Sentinel won first place in the nation for its website which can be accessed at www.nic.edu/sentinel

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

DIRECTORY INFORMATION
North Idaho College designates the following categories of student information as public or "Directory Information." Such information may be disclosed by the institution for any purpose, at its discretion.
1. Student's name.
2. Student's address
3. Student's telephone number
4. Dates of attendance
5. Class
6. Previous institutions attended
7. Major field of study
8. Awards/honors (including Dean's list)
9. Degree conferred (including dates)
10. Past and present participation in officially recognized sports and activities
11. Physical factors (height, weight of athletes)
12. Date and place of birth
Currently enrolled students may withhold disclosure of any category of information under the Family Educational Rights and Privacy Act of 1974, as amended. To withhold disclosure, written notification must be received in the Registrar's Office prior to the fourth week of a semester. Forms requesting the withholding of "Directory Information" are available in the Registrar's Office. North Idaho College assumes that failure on the part of any student to specifically request the withholding of categories of "Directory Information" indicates individual approval for disclosure.
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 enrollments occur annually in a wide variety of courses which offer personal and professional development opportunities. Workforce Training and Community Education courses and programs are open to anyone over the age of 16. Courses are credit-free and do not require diploma or residency restrictions. Instructors are experts in their fields with hands-on, practical information.

Workforce Training

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

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

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

Customized Training

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

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

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

Community Education

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

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

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

Idaho Small Business Development Center (ISBDC)

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

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

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

Continuing Education Unit

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

Each CEU represents 10 contact hours of participation in an organized community education experience under responsible sponsorship, capable direction, and qualified instructors. Community education, as used in this definition, includes all learning experiences in organized formats that impart noncredit education to individuals who meet participation requirements. These properties of community education may be applied equally under the system regardless of the teaching-learning format, program 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
Definition of Credit
A credit, sometimes referred to as semester credit or semester hour, is related to time spent in class, study, preparation, laboratory, or field experience. One semester credit hour normally requires 45 hours of student work or
1. 50 minutes in class each week for one semester (which assumes twice this amount of time in study and preparation outside the classroom), or
2. two to three hours in laboratory each week for a semester, or
3. the equivalent combinations of 1 and 2.
Credit for workshops and short courses is granted on the basis of one semester credit for 45 hours of scholarly activity.

Credit Enrollment Limits
The normal credit enrollment limit for students is 15 to 18 credit hours, provided the student is not engaged in outside employment. Registering for an excessive number of credits may result in marginal performance. Students enrolling for more than 18 credits will be assessed a per-credit overload fee. Students who wish to carry more than 19 credit hours per semester must have the written permission of the Vice President for Student Services. It is strongly recommended that summer school students take no more than 3-7 credits. Students taking more than seven credits will need an advising clearance through Student Services before being allowed to register.

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

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

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

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

Independent Studies
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 credit earned through the challenge process will be counted in any given semester to determine load or grade point average, nor will they be included in computing cumulative grade point averages. Only enrolled students may qualify to challenge courses. Contact the Registrar's Office for specific regulations.

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

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

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

Probation—Students will be placed on academic probation when their NIC cumulative grade point average falls below 1.75.
Any student who wishes to transfer to NIC who has attended another college or university and whose cumulative grade point average is below 1.75 will be admitted on probation.

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

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

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

Academic Renewal

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

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

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

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

This policy will not be used for individual courses, or for students already holding associate or baccalaureate degrees. Since this is already a policy of exception, no exceptions will be made to the 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>Grade</th>
<th>Description</th>
<th>Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>Excellent</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>Good</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>Good</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>Average</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>Poor</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>Poor</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
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<tr>
<td>F</td>
<td>Failing</td>
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<tr>
<td>NR</td>
<td>No Report</td>
<td></td>
</tr>
<tr>
<td>NG</td>
<td>No Grade</td>
<td></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 2.0 work; used for designated courses only and for mid-term grades); U (unsatisfactory - for courses in which an S is given). Courses in which W, S, 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 the division chairperson 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 be consulted, 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 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 course, 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 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 or her transcript. Additional copies will require the payment of a special fee. It should be noted that the signature of the student is required by Federal law for release of the transcript.

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

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 summer session, or at the end of either technical summer blocks. The Commencement Ceremony is held once each year in May. Students eligible to participate in Commencement are graduates from the previous fall, the current spring and the following summer session.

All students expecting to graduate must complete an 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 filled 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 residence requirements for graduation.

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

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

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

NOTE: The College reserves the right to augment, alter, or delete without notice, the content of courses or curricula as described herein. It is the student's responsibility to obtain information about any changes in course content or curriculum from the appropriate instructor or advisor during registration and not later than the first day of class.
CERTIFICATE OF COMPLETION
A student may qualify for a Certificate of Completion by completing a technical program or approved academic program (Certificate of Completion in Music) with a grade point average of 2.00 (C) or better. A grade of C- or better is required in each specific course listed within the program outline.

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

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

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

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

3. Mathematical, Scientific and Symbolic Reasoning: The student will demonstrate the ability to apply mathematical and scientific reasoning to investigate and 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 unifying element, context, purpose and effect of craftsmanship and artistic creations.

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

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

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

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

**Courses that are listed in more than one area may only be used to fulfill one requirement.

<table>
<thead>
<tr>
<th>ARTS and HUMANITIES REQUIREMENT Complete one course in each group (6 Credits)</th>
<th>CRITICAL THINKING REQUIREMENT Complete this course (3 Credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Group 1</strong></td>
<td>___ PHIL 201 Logic &amp; Critical Thinking 3</td>
</tr>
<tr>
<td>___ ART 100 Survey of Art 3</td>
<td></td>
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<tr>
<td>___ ART 101 History of Western Art I 3</td>
<td></td>
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<tr>
<td>___ ART 102 History of Western Art II 3</td>
<td></td>
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<tr>
<td>___ CINA 126 Film and International Culture 3</td>
<td></td>
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<tr>
<td>___ HUMS 101&quot; Montage: Intro to Humanities 3</td>
<td></td>
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<tr>
<td>___ MUS 101 Survey of Music 3</td>
<td></td>
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<tr>
<td>___ MUS 140 Intro to Music Literature 3</td>
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<tr>
<td>___ MUS 251 Introduction to Music History 3</td>
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<tr>
<td>___ THEA 101 Introduction to the Theatre 3</td>
<td></td>
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<tr>
<td><strong>Group 2</strong></td>
<td></td>
</tr>
<tr>
<td>___ ENGL 175 Introduction to Literature 3</td>
<td></td>
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<tr>
<td>___ ENGL 257 Literature of W. Civilization 3</td>
<td></td>
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<tr>
<td>___ ENGL 258 Literature of W. Civilization 3</td>
<td></td>
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<tr>
<td>___ ENGL 267 Survey of English Literature 3</td>
<td></td>
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<td>___ ENGL 268 Survey of English Literature 3</td>
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<tr>
<td>___ ENGL 277 Survey of American Literature 3</td>
<td></td>
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<tr>
<td>___ ENGL 278 Survey of American Literature 3</td>
<td></td>
</tr>
<tr>
<td>___ HUMS 101&quot; Montage: Intro to Humanities 3</td>
<td></td>
</tr>
<tr>
<td>___ PHIL 101 Intro. to Philosophy 3</td>
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<tr>
<td>___ PHIL 103 Ethics 3</td>
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</tbody>
</table>

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<thead>
<tr>
<th>COMMUNICATION REQUIREMENT Complete this course (3 Credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>___ COMM 101 Introduction to Speech 3</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>COMPUTER SCIENCE REQUIREMENT Complete one of the following (2-3 Credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>___ BUSA 100 Introduction to Computers 3</td>
</tr>
<tr>
<td>___ CS 100 Intro to Computers &amp; Comp. Science 3</td>
</tr>
<tr>
<td>___ CS 125 Introduction to BASIC 2</td>
</tr>
<tr>
<td>___ CS 150 Computer Science I 3</td>
</tr>
<tr>
<td>___ CS 211 Languages of Computer Science C++ 3</td>
</tr>
<tr>
<td>___ CS 213 Languages of Computer Science Java 3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CULTURAL DIVERSITY REQUIREMENT Complete one of the following (3-4 Credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>___ AIST 101 Intro to American Indian Studies 3</td>
</tr>
<tr>
<td>___ ANTH 225 Native People of N. America 3</td>
</tr>
<tr>
<td>___ COMM 220 Intro to Intercultural Commun. 3</td>
</tr>
<tr>
<td>___ FLAN 207 Contemporary World Cultures 3</td>
</tr>
<tr>
<td>___ FREN 201 Intermediate French 4</td>
</tr>
<tr>
<td>___ FREN 202 Intermediate French 4</td>
</tr>
<tr>
<td>___ GERM 201 Intermediate German 4</td>
</tr>
<tr>
<td>___ GERM 202 Intermediate German 4</td>
</tr>
<tr>
<td>___ MUS 127 Survey of Popular Music 3</td>
</tr>
<tr>
<td>___ PHIL 111 World Religions 3</td>
</tr>
<tr>
<td>___ SOC 103&quot; Human Diversity 3</td>
</tr>
<tr>
<td>___ SPAN 201 Intermediate Spanish 4</td>
</tr>
<tr>
<td>___ SPAN 202 Intermediate Spanish 4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ENGLISH COMPOSITION REQUIREMENT Complete these two courses (6 Credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>___ ENGL 101 English Composition 3</td>
</tr>
<tr>
<td>___ ENGL 102 English Composition 3</td>
</tr>
</tbody>
</table>
ASSOCIATE OF ARTS DEGREE (CONTINUED)

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

| Group 1 | | | |
|---------|---------|---------|
| BIOL 100 | Fundamentals of Biology | 4 |
| BIOL 175 | Human Biology | 4 |
| BIOL 202 | General Zoology | 4 |
| BIOL 203 | General Botany | 4 |
| BIOL 204 | Intro to Life Sciences | 4 |
| BIOL 205 | General Soils | 4 |
| BIOL 221 | Forest Ecology | 4 |
| BIOL 227 | Human Anatomy & Physiology | 4 |
| BIOL 231 | General Ecology | 4 |
| BIOL 241 | Systemic Botany | 4 |
| BIOL 250 | Microbiology/Bacteriology | 4 |

| Group 2 | | | |
|---------|---------|---------|
| CHEM 100 | Concepts of Chemistry | 4 |
| CHEM 101 | Intro to Essential Gen. Chemistry | 4 |
| CHEM 111 | Principles of College Chemistry | 4 |
| ENSI 119 | Intro to Environmental Science | 4 |

| Group 3 | | | |
|---------|---------|---------|
| GEOG 100 | Physical Geography | 4 |
| GEOL 101 | Physical Geology | 4 |
| GEOL 102 | Historical Geology | 4 |
| GEOL 123 | Geology of Idaho & Pacific NW | 4 |

| Group 4 | | | |
|---------|---------|---------|
| PHYS 101 | Fund of Physical Science | 4 |
| PHYS 103 | Elementary Astronomy | 4 |
| PHYS 111 | General Physics I | 4 |

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

<p>| | | |</p>
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>BUSA 271</td>
<td>Statistical Inference</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 TechnicalMath 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>
<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

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</tbody>
</table>

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

| Group 1 | | | |
|---------|---------|---------|
| ANTH 102 | Social and Cultural Anthro | 3 |
| PSYC 101 | Introduction to Psychology | 3 |
| SOC 101 | Introduction to Sociology | 3 |

| Group 2 | | | |
|---------|---------|---------|
| ECON 201 | Principles of Economics (Macro) | 3 |
| ECON 202 | Principles of Economics (Micro) | 3 |
| POLS 101 | American Natl Government | 3 |
| POLS 105 | Intro to Political Science | 3 |

| Group 3 | | | |
|---------|---------|---------|
| HIST 101 | History of Civilization | 3 |
| HIST 102 | History of Civilization | 3 |
| HIST 111 | U.S. History | 3 |
| HIST 112 | U.S. History | 3 |

| Group 4 | | | |
|---------|---------|---------|
| ANTH 101 | Intro to Physical Anthropology | 3 |
| ANTH 230 | Intro to Arch & World Prehistory | 3 |
| CHD 134 | Infancy through Middle Childhood | 3 |
| HIST 210 | Intro to Latin American History | 3 |
| PHIL 131 | Introduction to Religion | 3 |
| POLS 102 | State & Local Government | 3 |
| PSYC 205 | Developmental Psychology | 3 |
| SOC 102 | Social Problems | 3 |
| SOC 103** | Human Diversity | 3 |
| SOC 220 | Marriage and Family | 3 |

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

<p>| | | |</p>
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</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.
* Courses that are listed in more than one area may only be used to fulfill one requirement.

### ENGLISH COMPOSITION REQUIREMENTS
Complete these two courses (6 credits)

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<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ENGL 101</td>
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</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition</td>
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### COMMUNICATION REQUIREMENT
Complete this course (3 Credits)

<table>
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</thead>
<tbody>
<tr>
<td>COMM 101</td>
<td>Introduction to Speech</td>
<td>3</td>
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</tbody>
</table>

### LABORATORY SCIENCE REQUIREMENT
Complete 6 credits from the following. Courses must be from two different disciplines.

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 100</td>
<td>Fundamentals of Biology</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 175</td>
<td>Human Biology</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 202</td>
<td>General Zoology</td>
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<tr>
<td>BIOL 203</td>
<td>General Botany</td>
<td>4</td>
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<tr>
<td>BIOL 204</td>
<td>Introduction to Life Sciences</td>
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<tr>
<td>BIOL 205</td>
<td>General Soils</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 221</td>
<td>Forest Ecology</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 227</td>
<td>Human Anatomy &amp; Physiology</td>
<td>4</td>
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<tr>
<td>BIOL 231</td>
<td>General Ecology and Lab</td>
<td>4</td>
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<tr>
<td>BIOL 241</td>
<td>Systemic Botany</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 250</td>
<td>General Microbiology</td>
<td>4</td>
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<tr>
<td>CHEM 100</td>
<td>Concepts of Chemistry</td>
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<tr>
<td>CHEM 101</td>
<td>Intro. to Essential Gen. Chemistry</td>
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<tr>
<td>CHEM 111</td>
<td>Principles of College Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 112</td>
<td>Principles of College Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>ENSI 119</td>
<td>Intro to Envir Science and Lab</td>
<td>4</td>
</tr>
<tr>
<td>GEOG 100</td>
<td>Physical Geography</td>
<td>4</td>
</tr>
<tr>
<td>GEOL 101</td>
<td>Physical Geology</td>
<td>4</td>
</tr>
<tr>
<td>GEOL 102</td>
<td>Historical Geology</td>
<td>4</td>
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<tr>
<td>GEOL 123</td>
<td>Geology of Idaho &amp; Pacific NW</td>
<td>4</td>
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<tr>
<td>PHYS 101</td>
<td>Fund of Physical Science</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 103</td>
<td>Elementary Astronomy and Lab</td>
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<tr>
<td>PHYS 111</td>
<td>Gen Physics I and Lab</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 112</td>
<td>Gen Physics II and Lab</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 211</td>
<td>Engineering Physics and Lab</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 212</td>
<td>College Physics II and Lab</td>
<td>4</td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
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<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BUSA 271</td>
<td>Statistical Inference</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 TechnicalMath 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 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>
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</thead>
<tbody>
<tr>
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<td></td>
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</tbody>
</table>
ASSOCIATE OF SCIENCE DEGREE (CONTINUED)

**SOCIAL SCIENCE & ARTS & HUMANITIES REQUIREMENTS**

Complete 15 credits from the following two lists of courses.

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIST 101</td>
<td>Intro to American Indian Studies</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 101</td>
<td>Intro to Physical Anthropology</td>
<td>3</td>
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<tr>
<td>ANTH 102</td>
<td>Social &amp; 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>Intro to Arch &amp; Wld Prehistory</td>
<td>3</td>
</tr>
<tr>
<td>CHD 134</td>
<td>Infancy through Mddl Childhood</td>
<td>3</td>
</tr>
<tr>
<td>ECON 201</td>
<td>Principles of Economics (Macro)</td>
<td>3</td>
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<tr>
<td>ECON 202</td>
<td>Principles of Economics (Micro)</td>
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</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>
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<tr>
<td>HIST 111</td>
<td>U.S. History</td>
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<tr>
<td>HIST 112</td>
<td>U.S. History</td>
<td>3</td>
</tr>
<tr>
<td>HIST 210</td>
<td>Intro to Latin American History</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 131</td>
<td>Introduction to Religion</td>
<td>3</td>
</tr>
<tr>
<td>POLS 101</td>
<td>American Nat'l Government</td>
<td>3</td>
</tr>
<tr>
<td>POLS 102</td>
<td>State and Local Government</td>
<td>3</td>
</tr>
<tr>
<td>POLS 105</td>
<td>Intro to Political Science</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>Intro to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 205</td>
<td>Developmental Psychology</td>
<td>3</td>
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<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 103</td>
<td>Human Diversity</td>
<td>3</td>
</tr>
<tr>
<td>SOC 220</td>
<td>Marriage and Family</td>
<td>3</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 100</td>
<td>Survey of Art</td>
<td>3</td>
</tr>
<tr>
<td>ART 101</td>
<td>History of Western Art I</td>
<td>3</td>
</tr>
<tr>
<td>ART 102</td>
<td>History of Western Art II</td>
<td>3</td>
</tr>
<tr>
<td>CINA 126</td>
<td>Film and International Culture</td>
<td>3</td>
</tr>
<tr>
<td>COMM 220</td>
<td>Intro to Intercultural Commun.</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 175</td>
<td>Introduction to Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 257</td>
<td>Literature of Western Civiliz.</td>
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</tr>
<tr>
<td>ENGL 258</td>
<td>Literature of Western Civiliz.</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 267</td>
<td>Survey of English Literature</td>
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<tr>
<td>ENGL 268</td>
<td>Survey of English Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 277</td>
<td>Survey of American Literature</td>
<td>3</td>
</tr>
</tbody>
</table>

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**Non-core Elective Requirement**

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

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43
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. 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
- COMM 101 Introduction to Speech 3
- COMM 111 Interview Techniques 2
- COMM 133 Improving Listening Skills 1
- COMM 134 Nonverbal Communication 2
- COMM 209 Argumentation 3
- COMM 220 Intro to Intercultural Communications 3
- COMM 233 Interpersonal Communication 3
- COMM 236 Small Group Communication 3
- ENGL 099 Fundamentals of Writing 3
- ENGL 101 English Composition 3
- ENGL 102 English Composition 3
- ENGL 202 Technical Writing 3
- ENGL 272 Business Writing 3

**Math, Business, Economics, Statistics:** Choose 3 credits
- ACCT 110 Small Business Accounting 3
- ACCT 201 Principles of Accounting 3
- ACCT 202 Managerial Accounting 3
- BUSA 100 Introduction to Computers 3
- BUSA 101 Introduction to Business 3
- BUSA 135 Computer Applications Technical 2-3
- BUSA 185 Business Mathematics 3
- BUSA 211 Principles of Management 3
- BUSA 221 Principles of Marketing 3
- BUSA 271 Statistical Inference & Decision Analysis 4
- BUSA 265 Legal Environment of Business 3
- BUSA 109 Medical Terminology 3
- CS 100 Intro to Computers/Computer Science 3
- MATH 102 Computational Skills for Allied Health 3
- MATH 108 Intermediate Algebra 4
- MATH 123 Contemporary Mathematics 3
- MATH 130 Finite Mathematics 4
- MATH 145 Advanced Technical Mathematics I 3
- MATH 146 Advanced Technical Mathematics II 3
- MATH 147 Pre-Calculus 5
- MATH 170 Analytic Geometry & Calculus I 4
- MATH 253 Principles of Applied Statistics 3
- ECON 201 Principles of Economics 3
- ECON 202 Principles of Economics 3

**Occupational/Human Relations:** Choose 3 credits
- ANTH 102 Intro to Social Cultural Anthropology 3
- ANTH 225 Native People of North America 3
- ALTH 101 Introduction to Allied Health 1
- ALTH 102 Introduction to Allied Health Lab 1
- ALTH 105 Infection Prevention 2
- ATEC 103 Applied College Survival Skills 2
- ATEC 109 Occupational Relations 1
- ATEC 110 Successful Job Search 1
- ATEC 119 Occupational Relations/Work Ethics 2
- ATEC 120 Occupational Relations 3
- CHD 134 Infancy Through Middle Child 3
- CHD 243 Early Childhood Education 3
- CHD 245 Child Guidance Theory 3
- COMM 200 Seminar: Human Potential 2
- EDUC 190 Special Ed Lab 1
- EDUC 275 Education of Exceptional Individual 3
- HSS 101 Introduction to Human Services 2
- LAWE 103 Introduction to Criminal Justice 3
- MGMT 256 Problem Solving-Team Dynamics 3
- PE 222 Wellness Lifesstyles 3
- PE 288 First Aid 3
- PHIL 103 Ethics 3
- PHIL 201 Logic and Critical Thinking 3
- POLS 102 State and Local Government 3
- PSYC 101 Introduction to Psychology 3
- PSYC 205 Developmental Psychology 3
- PSYC 211 Abnormal Psychology 3
- PSYC 223 Stress Management 3
- SOC 101 Introduction to Sociology 3
- SOC 102 Social Problems 3
- SOC 155 Drug Abuse: Fact/Fiction 3
- SOC 220 Marriage and Family 3
- SOC 283 Death and Dying 3
- SOWK 240 Introduction to Social Work 3
- SOWK 241 Social Work Generalist Practice 3
# DEGREE REQUIREMENTS

## STUDENT EDUCATIONAL PLAN

<table>
<thead>
<tr>
<th>1st SEMESTER</th>
<th>4th SEMESTER</th>
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<tbody>
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<table>
<thead>
<tr>
<th>3rd SEMESTER</th>
<th>6th SEMESTER</th>
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G = Grade Earned  
W = Withdrawal Date
INFORMATION ABOUT TRANSFERRING

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

Completing the second half of the degree (upper division or 300- and 400-level courses) involves transferring to an appropriate college or university where the desired degree is offered. These program guidelines, however, are intended only as suggestions. Actual course selection should include a review and understanding by the student of 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 will also satisfy core requirements at all public colleges and universities in Idaho. It lacks some of the flexibility of the A.S. degree, but offers a 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>
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<tbody>
<tr>
<td>Anthropology</td>
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<td>Art</td>
<td>51</td>
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<tr>
<td>Astronomy</td>
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<td>Bacteriology</td>
<td>53</td>
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<tr>
<td>Biology, Botany, Zoology</td>
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<tr>
<td>Business Administration</td>
<td>54</td>
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<tr>
<td>Business Education</td>
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<tr>
<td>Chemistry</td>
<td>56</td>
</tr>
<tr>
<td>Child Development</td>
<td>56</td>
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<td>Communications</td>
<td>58</td>
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<tr>
<td>Computer Science</td>
<td>61</td>
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<tr>
<td>Criminal Justice</td>
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<td>Education</td>
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<td>Engineering</td>
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<tr>
<td>Foreign Language</td>
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<tr>
<td>Forestry/Wildlife/Range/</td>
<td>68</td>
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<tr>
<td>Wildland Recreation Management</td>
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<tr>
<td>General Studies</td>
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<tr>
<td>Geology</td>
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<td>History</td>
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<td>Journalism</td>
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<tr>
<td>Mathematics</td>
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<td>Music</td>
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<td>Nursing (RN)</td>
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<td>Philosophy</td>
<td>81</td>
</tr>
<tr>
<td>Physical Education</td>
<td>81</td>
</tr>
<tr>
<td>Physics/Astronomy</td>
<td>82</td>
</tr>
<tr>
<td>Political Science/Pre-Law</td>
<td>83</td>
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<tr>
<td>Pre-Agriculture</td>
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<td>Pre-Medical-Related Fields</td>
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<tr>
<td>Pre-Physical Therapy</td>
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<td>Pre-Veterinary Medicine</td>
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<tr>
<td>Theatre</td>
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</table>
APPLIED TECHNOLOGY/OCcupational PROGRAMS

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

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

Certificate of Completion

Students seeking a Certificate of Completion must earn an overall grade point average of at least 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. Some courses in these programs may not be transferable to other institutions. Some programs require electives to fulfill the General Education Requirement. Those electives are listed on page 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.

Suggested courses may include, but are not limited to the following: ATEC 109, 110, 120; CSC 010, 013, 100, 105; ENGL 095, 099, 101; 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 College Skills 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 providing opportunities for students enrolled in Applied Technology programs to earn up to 12 college-level credits for skills learned on the job. Cooperative Education students work in a job that closely parallels their field of study. Through work experience, students determine their interest and suitability for an occupation, are exposed to work methods not taught in the classroom, and have access to equipment not normally available at the college. The program is designed to enhance instruction by providing career related experiences and by relating work experience to classroom studies. Students may already be employed in their field of study or may work with the Cooperative Education office to find appropriate employment.

Applied Technology/ Occupational Programs Offered

<table>
<thead>
<tr>
<th>Program</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Assistant</td>
<td>48</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>48</td>
</tr>
<tr>
<td>Automotive Technology*</td>
<td>52</td>
</tr>
<tr>
<td>Carpenter*</td>
<td>55</td>
</tr>
<tr>
<td>Collision Repair Technology*</td>
<td>57</td>
</tr>
<tr>
<td>Computer Information Technology*</td>
<td>59</td>
</tr>
<tr>
<td>Culinary Arts*</td>
<td>62</td>
</tr>
<tr>
<td>Diesel Technology*</td>
<td>62</td>
</tr>
<tr>
<td>Drafting Technology*</td>
<td>63</td>
</tr>
<tr>
<td>Electronics Technology*</td>
<td>64</td>
</tr>
<tr>
<td>Graphic Design</td>
<td>69</td>
</tr>
<tr>
<td>Heating, Ventilation, Refrigeration, and Air Conditioning*</td>
<td>70</td>
</tr>
<tr>
<td>Human Services</td>
<td>71</td>
</tr>
<tr>
<td>Law Enforcement/Administration of Justice</td>
<td>72</td>
</tr>
<tr>
<td>Legal Administrative Assistant</td>
<td>74</td>
</tr>
<tr>
<td>Machine Technology*</td>
<td>74</td>
</tr>
<tr>
<td>Maintenance Mechanic/Millwright*</td>
<td>75</td>
</tr>
<tr>
<td>Medical Administrative Assistant</td>
<td>76</td>
</tr>
<tr>
<td>Nursing (PN)</td>
<td>77</td>
</tr>
<tr>
<td>Office Information Specialist</td>
<td>79</td>
</tr>
<tr>
<td>Office Receptionist</td>
<td>79</td>
</tr>
<tr>
<td>Paralegal</td>
<td>80</td>
</tr>
<tr>
<td>Pharmacy Technology</td>
<td>80</td>
</tr>
<tr>
<td>Physical Therapist Assistant</td>
<td>82</td>
</tr>
<tr>
<td>Small Business Management</td>
<td>86</td>
</tr>
<tr>
<td>Welding Technology*</td>
<td>88</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

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

Students will complete general education, general business, and accounting specific courses that will lead to an Associate of Applied Science degree. Emphasis will be placed on manual and computerized accounting applications, current business taxes, credit and collection, and payroll. During the final semester, students will participate in an Accounting Seminar which includes tips on job hunting, resume writing, interviewing skills, occupational relations, and practice with an actual accounting system.

### 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>ACCT 110</td>
<td>Small Business Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUSA 100</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>BUSA 118</td>
<td>Introduction to Word Processing</td>
<td>1</td>
</tr>
<tr>
<td>BUSA 121</td>
<td>Introduction to Spreadsheets</td>
<td>1</td>
</tr>
<tr>
<td>BUSA 183</td>
<td>Business Mathematics</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>ENGL 101</td>
<td>English Composition</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>ACCT 111</td>
<td>Small Business Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 113</td>
<td>Payroll Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUSA 122A</td>
<td>Intermediate Spreadsheets</td>
<td>1</td>
</tr>
<tr>
<td>COMM 101</td>
<td>Introduction to Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>MATH 123</td>
<td>* Contemporary Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>or MATH 130</td>
<td>Finite Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Third Semester
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 140</td>
<td>Accounting with Computers</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 244</td>
<td>Credits and Collections</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 245</td>
<td>Current Business Taxes</td>
<td>3</td>
</tr>
<tr>
<td>BUSA 101</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 103</td>
<td>Ethics</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Fourth Semester
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 248</td>
<td>Accounting Seminar</td>
<td>3</td>
</tr>
<tr>
<td>BUSA 265</td>
<td>Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>ECON 201</td>
<td>Principles of Economics</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 272</td>
<td>Business Writing</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td>4.5</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>63-65</td>
</tr>
</tbody>
</table>

* Students who take Math 123, Contemporary Math, must take either

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## Administrative Assistant
### Applied Technology Program
The administrative assistant program combines a well-balanced academic program with expert administrative and computer instruction, giving students the diversified educational training and background needed to hold a position of responsibility and importance in many areas of the business world. This program helps raise the administrative skills of the student to a professional level, gives 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, or entertainment; banking, insurance, or real estate; technical, government, or foreign service; or public, private, or temporary agencies.

NIC also offers Associate of Applied Science Degree programs in Legal Administrative Assistant, Medical Administrative Assistant, Office Information Specialist, and Paralegal. The Paralegal program uses a selective admissions process which is described on page 14.

### Associate of Applied Science Degree
#### Pre-Administrative Assistant 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>
<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>3</td>
</tr>
<tr>
<td>BUSA 133</td>
<td>Introduction to Windows</td>
<td>3</td>
</tr>
<tr>
<td>BUSO 115</td>
<td>Record Systems 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 Skill Building</td>
<td>3</td>
</tr>
<tr>
<td>BUSO 176</td>
<td>Machine Transcription &amp; Document Formatting</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition</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>ACCT 110</td>
<td>Small Business Accounting</td>
<td>3</td>
</tr>
<tr>
<td>or ACCT 201</td>
<td>Principles of Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUSO 174</td>
<td>Word Processing Applications</td>
<td>3</td>
</tr>
<tr>
<td>BUSO 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>ENGL 272</td>
<td>Social Science Requirement</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Third 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>BUSA 123</td>
<td>Introduction to Databases</td>
<td>1</td>
</tr>
<tr>
<td>BUSA 185</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>BUSO 289</td>
<td>Administrative Assistant Internship</td>
<td>4</td>
</tr>
<tr>
<td>BUSO 295</td>
<td>Office Procedures</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Fourth Semester
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSA 211</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
</tbody>
</table>

ENGL 102 or a laboratory science from the A.S. degree requirements list to meet the general education requirements.
American Indian Studies

Transfer Program

The American Indian Studies program at North Idaho College was designed in collaboration with the Coeur d'Alene Tribe. It examines the contemporary and ancient experiences and ways of life of the first Americans from their perspective. The curriculum is designed to provide a study of American Indians from a holistic and humanistic viewpoint by focusing on their cultural, historical, and contemporary life. It is an interdisciplinary program drawing on the arts, humanities, social sciences, natural resources, science, and professional studies.

This program satisfies the requirements for an Associate of Arts or Science academic transfer degree. It is intended to satisfy the need for Indian education and to serve the general education of both Indian and non-Indian students. The program is designed to provide a solid general education for American Indian students and to prepare them for most majors at transfer institutions, while at the same time maintaining relevant connections with their Indian heritage, culture, language, and contemporary issues. The program also provides this same general education for non-Indian students, while promoting truer understanding and appreciation of American Indian people. In addition to the courses specifically focusing on Indian subject matter, most of the general education requirement courses have substantial American Indian studies content included so that all students increase their knowledge of Indian people, history, traditions, and ways of life.

Themes and topics of the program include the integrity, richness, and complexity of traditional American Indian cultures; the reciprocal impact of traditions and interests that occurred with colonization; modes and processes of cultural change; cultural disintegration, survival and revitalization; and an understanding of the variety of methodological and theoretical approaches to American Indian Studies.

Students enrolling in the program are encouraged to study the Coeur d'Alene language. Although American Indian tribal nations are as different from each other as one European nation is from another, learning the language of the local Indian people provides a gateway into and a foundation for truly understanding a particular set of American Indian values, a world view and sense of place.

North Idaho College recognizes that the Coeur d'Alene and neighboring tribal elders represent the wisdom of the past. Their knowledge of the tribal traditions should nurture the Indian student who seeks not only education, but wholeness through preparation for the future and respect for the past. The American Indian Studies program is a tool for that preparation and an affirmation of that respect. Therefore, wherever and whenever possible and appropriate, the program will employ tribal elders as resources for classroom instruction.

American Indian Studies is excellent preparation for a professional career in community development such as teaching; law and security; health and human services (student services counselor, mental health worker, and cultural resources specialist); tribal administration, (department manager, tribal museum curator, and natural resource management); social work; and inter-ethnic relations.

Associate of Arts Degree

General Education Core Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSA 100</td>
<td>Intro to Computers</td>
<td>3</td>
</tr>
<tr>
<td>or CS 100</td>
<td>Intro to Computers &amp; Computer Science</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>MATH 123</td>
<td>Contemporary Math</td>
<td>3</td>
</tr>
<tr>
<td>or MATH 130</td>
<td>Finite Math</td>
<td>4</td>
</tr>
<tr>
<td>P.E. Activity/Dance</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Lab Science - 8 credits (2 courses of different disciplines):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL 221</td>
<td>Forest Ecology</td>
<td>4</td>
</tr>
<tr>
<td>or BIOL 231</td>
<td>General Ecology</td>
<td>4</td>
</tr>
<tr>
<td>ENSI 119</td>
<td>Environmental Science</td>
<td>4</td>
</tr>
<tr>
<td>GEOL 123</td>
<td>Geology of Idaho &amp; Pacific Northwest</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 103</td>
<td>Elementary Astronomy</td>
<td>4</td>
</tr>
<tr>
<td>Arts and Humanities - 6 credits (2 courses of different disciplines):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHIL 101</td>
<td>Intro to Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>or PHIL 103</td>
<td>Ethics</td>
<td>3</td>
</tr>
<tr>
<td>ART 100</td>
<td>Survey of Art</td>
<td>3</td>
</tr>
<tr>
<td>or ART 101</td>
<td>History of Western Art</td>
<td>3</td>
</tr>
<tr>
<td>HUMS 101</td>
<td>Montage: Intro to Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Social Science - 12 credits (2 courses of different disciplines):</td>
<td>Group 1</td>
<td></td>
</tr>
<tr>
<td>PSYC 101</td>
<td>Intro to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>or SOC</td>
<td>Intro to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Group 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>POLS 101</td>
<td>American National Government</td>
<td>3</td>
</tr>
<tr>
<td>Group 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIST 101</td>
<td>History of Civilization</td>
<td>3</td>
</tr>
<tr>
<td>or HIST 111/112</td>
<td>U.S. History</td>
<td>3</td>
</tr>
</tbody>
</table>
PROGRAM GUIDELINES

Group 4
PHIL 131 Intro to Religion .............................................. 3
SOC 102 Social Problems .............................................. 3
ANTH 230 Intro to Archeology & World Prehistory ............... 3

Cultural Diversity Requirement (Choose 3 credits):
AIST 101 Intro to American Indian Studies ....................... 3
ANTH 225 Native People of North America .................. 3
CDA 201 Intermediate Cour d'Alene Language .................. 4
COMM 220 Intercultural Communications ......................... 3
MUS 127 Survey of American Popular Music ................... 3
PHIL 111 World Religions ........................................... 3

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

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

MINIMUM TOTAL CREDITS ............................................. 64

Associate of Science Degree
General Education Core Requirements
Course  Title  Credit Hours
COMM 101 Introduction to Speech Communication ................ 3
ENGL 101 English Composition ..................................... 3
ENGL 102 English Composition ..................................... 3
MATH 123 Contemporary Math ........................................ 3
or MATH 130 Finite Math ............................................ (4)

Lab Science - 8 credits (2 courses of different disciplines):
BIOL 221 Forest Ecology ............................................. 4
or BIOL 231 General Ecology ....................................... (4)
or BIOL 241 Systemic Botany ....................................... (4)
ENSI 119 Environmental Science ................................... 4
GEOL 123 Geology of Idaho & Pacific Northwest ............... 4
PHYS 103 Elementary Astronomy ................................... 4

Complete 15 credits total from the Arts and Humanities and Social Sciences courses listed below (additional core courses may be selected from the recommended electives listed below).

Arts and Humanities - 6 credits minimum (2 courses of different disciplines):
PHIL 101 Intro to Philosophy ........................................ 3
or PHIL 111 World Religions ........................................ (3)

ART 100 Survey of Art ................................................ 3
or ART 101 History of Western Art I ................................ 3
MUS 127 Survey of American Popular Music ................... 3
HUMS 101 Montage: Intro to Humanities ........................ 3

Social Science - 6 credits minimum (2 courses of different disciplines):
POLS 101 American National Government ...................... 3

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

Recommended Electives:
CDA 101 Elementary Cour d'Alene Language ....................... 5
or CDA 102 Elementary Cour d'Alene Language .................. 5
CDA 201 Intermediate Cour d'Alene Language ................... 4
COMM 220 Intercultural Communications ......................... 3
HIST 101 History of Civilization ................................... 3
HIST 111 U.S. History ................................................ 3
HIST 112 U.S. History ................................................ 3
ANTH 230 Intro to Archeology and World Prehistory ........... 3
ENGL 175 Intro to Literature ....................................... 3
PHIL 103 Ethics ......................................................... 3
PHIL 131 Intro to Religion ........................................... 3
PSYC 101 Intro to Psychology ....................................... 3
SOC 101 Intro to Sociology .......................................... 3
SOC 102 Social Problems ............................................ 3

MINIMUM TOTAL CREDITS ............................................. 64

Anthropology
Transfer Program

Anthropology is the study of the physical, mental, and cultural characteristics of human kind. Generally, a 2.5 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 courses normally fulfill the first half of baccalaureate requirements in anthropology. Course selection should be tailored to match requirements defined by intended transfer institutions.

Associate of Arts Degree
Course  Title  Credit Hours
ANTH 101 Introduction to Physical Anthropology ................ 3
ANTH 102 Introduction to Social and Cultural Anthropology .... 3

ANTH 225 Native People of North America ................... 3
ANTH 230 Introduction to Archeology and World Prehistory .... 3
ANTH 299 Anthropology Independent Study ...................... 3

50
COMM 101: Introduction to Speech Communication 3
ENGL 101: English Composition 3
ENGL 102: English Composition 3
PHIL 201: Logic and Critical Thinking 3
P.E. Activity/Dance 2
* Mathematics Elective
(MATH 123, 253, or BUSA 251 recommended) 3-4
* Computer Science Elective 3
* Laboratory Science Elective 8
* Social Science Elective 6
* Arts and Humanities Elective 6
General Electives 9
TOTAL 64-65

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

Art

Transfer Program

The Art Department's transfer programs are structured as a broad introduction to the nature, vocabulary, media, styles and themes of the visual arts. Students pursuing a Fine Arts or Graphics Design major (the Graphic Design program is described on page 70) and transferring credits may complete all basic art requirements while at NIC. Students may pursue an A.A.S. degree in Commercial Art as an occupational program.

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

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

Students pursuing an art major have several options. Students transferring to a baccalaureate program after graduation to complete a B.A. or B.S. degree may choose "emphasis electives" from either the Fine Arts or the Commercial Art area. Students interested in applying their art training immediately upon graduation from NIC will want to consider the Commercial Art occupational degree option. Each area is outlined below:

Fine Arts Emphasis

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

Graphic Design Emphasis

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 70.

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 2) 3
* Laboratory Science Elective 8
* Cultural Diversity Elective 3-4
* Social Science Elective 12
* Mathematics Elective 3-5
* Computer Science Elective 2-3
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>

Choose Two:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<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 251</td>
<td>Printmaking I</td>
<td>3</td>
</tr>
<tr>
<td>ART 261</td>
<td>Ceramics I</td>
<td>3</td>
</tr>
</tbody>
</table>

Commercial Art Emphasis Coursework: 17

<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>ARTC 132</td>
<td>Computer Graphics I</td>
<td>3</td>
</tr>
<tr>
<td>ARTC 210</td>
<td>Illustration I</td>
<td>2</td>
</tr>
<tr>
<td>ARTC 211</td>
<td>Illustration II</td>
<td>2</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>
</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 pages 42-43.

Fine Art Emphasis Coursework: ......................... 24-27
ART 111  Drawing I ...................................... 2
ART 112  Drawing II ..................................... 2
ART 121  Design and Creative Process I ............. 3
ART 122  Design and Creative Process II ............. 3
ART 217  Life Drawing .................................. 3
ART 231  Painting I ..................................... 3
ART 241  Sculpture I ................................... 3
ART 261  Ceramics I .................................... 3

Choose One or Two:
ART 251  Printmaking I ................................. 3
ART 281  Watercolor I ................................... 3
COMP 281  Introduction to Photography .............. 3

Commercial Art Emphasis Coursework:
ART 111  Drawing I ...................................... 2
ART 112  Drawing II ..................................... 2
ART 121  Design and Creative Process I ............. 3
ART 122  Design and Creative Process II ............. 3
ARTC 131  Computer Graphics I ....................... 3
ARTC 132  Computer Graphics II ....................... 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 page 70.

Automotive Technology

Applied Technology Program

The Automotive Technology program is designed to prepare students for entry-level employment in the automotive repair industry. All Automotive Service Excellence (ASE) areas will be taught through the use of lecture, mock-ups, and customer vehicles. A general education component which includes classes in communications, math, business, or economics, and human relations is integrated into the program. Successful completion of each semester and/or permission of the instructor is required for admission to the next semester.

Due to the complexity of today's cars, the industry requires a high degree of reading and comprehension skills. Placement in specific English and math classes is determined by a standardized skills assessment called the COMPASS. Students who wish to upgrade skills in those areas are encouraged to do so through the Bridge Program. (See Bridge Program on page 47).

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

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATEC 120</td>
<td>Occupational Relations ¹</td>
<td>3.0</td>
</tr>
<tr>
<td>AUTO 105</td>
<td>Orientation/Safety/General Shop Procedures</td>
<td>1.0</td>
</tr>
<tr>
<td>AUTO 115L</td>
<td>Auto Lab</td>
<td>7.0</td>
</tr>
<tr>
<td>AUTO 123</td>
<td>Brakes/Powetrain</td>
<td>5.0</td>
</tr>
<tr>
<td>AUTO 130</td>
<td>Gas Engine Fundamentals</td>
<td>4.5</td>
</tr>
<tr>
<td>MATH 024</td>
<td>Applied Tech Mathematics ¹ (or higher)</td>
<td>3.0</td>
</tr>
<tr>
<td>or MATH 108</td>
<td>Intermediate Algebra ²</td>
<td>(4.0)</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>7.5</td>
</tr>
<tr>
<td>AUTO 126</td>
<td>Steering/Suspension</td>
<td>3.0</td>
</tr>
<tr>
<td>AUTO 141</td>
<td>Electrical System Fundamentals</td>
<td>6.5</td>
</tr>
<tr>
<td>ENGL 099</td>
<td>Fundamentals for Writing ³</td>
<td>3.0</td>
</tr>
<tr>
<td>or ENGL 101</td>
<td>English Composition ²</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>AUTO 210</td>
<td>Advanced Electrical</td>
<td>2.0</td>
</tr>
<tr>
<td>AUTO 215L</td>
<td>Advanced Auto Lab</td>
<td>7.5</td>
</tr>
<tr>
<td>AUTO 222</td>
<td>Engine Performance</td>
<td>5.0</td>
</tr>
<tr>
<td>AUTO 250</td>
<td>Computer Controls</td>
<td>2.5</td>
</tr>
<tr>
<td>---------</td>
<td>A.A.S. Communications Requirement ³</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 216L</td>
<td>Advanced Auto Lab</td>
<td>7.5</td>
</tr>
<tr>
<td>AUTO 260</td>
<td>Computer Controlled Systems</td>
<td>4.0</td>
</tr>
<tr>
<td>AUTO 270</td>
<td>Transmission/Transaxle</td>
<td>4.0</td>
</tr>
<tr>
<td>AUTO 280</td>
<td>HVAC</td>
<td>2.0</td>
</tr>
<tr>
<td>---------</td>
<td>A.A.S. Math/Business/Statistics Requirement</td>
<td>3.0</td>
</tr>
<tr>
<td>CERTIFICATE TOTAL</td>
<td>78</td>
<td></td>
</tr>
<tr>
<td>A.A.S. DEGREE</td>
<td>64</td>
<td></td>
</tr>
</tbody>
</table>

¹ This course is the minimum requirement for the two-year Certificate.
² This is the recommended course for the A.A.S. degree, but students may substitute a course in the same category from the approved Associate of Applied Science (A.A.S.) degree list on page 44. Students must have instructor approval before substitutions are made.
³ Choose one of the courses from this category from the Associate of Applied Science (A.A.S.) degree list of related courses 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 250</td>
<td>General Microbiology</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 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>
</tr>
<tr>
<td>CHEM 287L</td>
<td>Organic Chemistry II Lab</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>MATH 147</td>
<td>Prealgebra</td>
<td>5</td>
</tr>
<tr>
<td>MATH 148</td>
<td>Graphing Calculator</td>
<td>1</td>
</tr>
<tr>
<td>MATH 170</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/Dance</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>* Arts and Humanities Electives</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>* Social Science Electives</td>
<td>6-9</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>70-73</strong></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 education, medical school, agriculture and forestry, Environmental Protection Agency, state and national agencies dealing with biology, various industries, as well as consulting agencies.

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

Completion of the following courses results in an associate degree and meets the general core requirements at all Idaho public universities. The suggested coursework normally fulfills the first half of baccalaureate degree requirements in Biology, Botany, Zoology. 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 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 231</td>
<td>General Ecology</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 241</td>
<td>Systematic 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>
</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 147</td>
<td>Prealgebra</td>
<td>5</td>
</tr>
<tr>
<td>MATH 148</td>
<td>Graphing Calculator</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>P.E. Activity/Dance</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>* Arts and Humanities Electives</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>* Social Science Electives</td>
<td>6-9</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>72-75</strong></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 resource management, marketing, production management, and other business-related fields of study. This program provides the first two years of study leading to a bachelor's degree in these business fields.

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

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

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

Completion of the following courses results in an associate degree. The associate degree meets 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

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

<table>
<thead>
<tr>
<th>First Semester</th>
<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>
<td></td>
</tr>
<tr>
<td>COMM 101</td>
<td>Introduction to Speech Communication</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ECON 201</td>
<td>Principles of Economics (Macro)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MATH</td>
<td>Math 130 or above (see A.S. requirements)</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<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>
<td></td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>* Arts and Humanities Requirement</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>* P.E. Activity/Dance Requirement</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>* Social Science Requirement (Group 1, 3, or 4)</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 201</td>
<td>Principles of Accounting</td>
<td>3</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Fourth Semester</th>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 202</td>
<td>Managerial Accounting</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BUSA 265</td>
<td>Legal Environment of Business</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>* Arts and Humanities Requirement</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>* Laboratory Science Requirement</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Non-Core Elective</td>
<td>3.3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>P.E. Activity/Dance Requirement</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>61-65</td>
<td></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 PHIL 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 171 where possible.

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

Associate of Arts Degree

Intended for transfer to Eastern Washington University and Gonzaga University.

<table>
<thead>
<tr>
<th>First Semester</th>
<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>
<td></td>
</tr>
<tr>
<td>COMM 101</td>
<td>Introduction to Speech Communication</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ECON 201</td>
<td>Principles of Economics (Macro)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MATH</td>
<td>Math 130 or above (see A.S. requirements)</td>
<td>4</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<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>
<td></td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition</td>
<td>3</td>
<td></td>
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<tr>
<td>PHIL 201</td>
<td>Logic and Critical Thinking</td>
<td>3</td>
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<tr>
<td></td>
<td>Arts and Humanities Requirement</td>
<td>3</td>
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<td></td>
<td>P.E. Activity/Dance</td>
<td>1</td>
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<tr>
<td></td>
<td>Social Science Requirement (Group 1, 3, or 4)</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 201</td>
<td>Principles of Accounting</td>
<td>3</td>
<td></td>
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<tr>
<td>BUSA 271</td>
<td>Statistical Inference and Decision Analysis</td>
<td>3</td>
<td></td>
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<tr>
<td>ENGL 202</td>
<td>Technical Writing</td>
<td>3</td>
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</tr>
<tr>
<td>or ENGL 205</td>
<td>Interdisciplinary Writing</td>
<td>3</td>
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<tr>
<td>or ENGL 272</td>
<td>Business Writing</td>
<td>3</td>
<td></td>
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<tr>
<td></td>
<td>Engl. Elective (175, 257, 258, 267, 268, 277, 278)</td>
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<tr>
<td></td>
<td>Laboratory Science Requirement</td>
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<td></td>
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</tbody>
</table>
PROGRAM GUIDELINES

Fourth Semester

ACCT 202  Managerial Accounting ........................................... 3
BUS 265  Legal Environment of Business .................................. 3
---  Cultural Diversity Requirement ........................................... 3.4
---  Laboratory Science Requirement ......................................... 4
---  Social Science Requirement (Group 1, 3, or 4) .................... 3
TOTAL ........................................................................... 65-66

Requirements must be selected from options listed in the A.A. degree requirements on pages 40-41. Consult with your advisor and the transfer college catalog for more information.

Business Education

Transfer Program

The Business Education program prepares students for 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>
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<tbody>
<tr>
<td>BUSA 100</td>
<td>Introduction to Computers</td>
<td>3</td>
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<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></td>
<td>* Mathematics Requirement</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>P.E. Activity/Dance Requirement</td>
<td>1</td>
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</table>

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>BUSA 185</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 (Macro)</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></td>
<td>P.E. Activity/Dance Requirement</td>
<td>1</td>
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</tbody>
</table>

Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 201</td>
<td>Principles of Accounting</td>
<td>3</td>
</tr>
<tr>
<td>COMM 101</td>
<td>Introduction to Speech Comm</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 201</td>
<td>Introduction to Teaching</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>* Arts and Humanities Requirement</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>* Laboratory Science Requirement</td>
<td>4</td>
</tr>
</tbody>
</table>

Fourth Semester

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

PSYC 101  Introduction to Psychology ........................................... 3
---  * Arts and Humanities Requirement .................................... 3
---  Laboratory Science Requirement ....................................... 4
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 skills and training for entry into the field of residential carpentry. Various aspects of carpentry connected with residential house building will be taught. Site preparation, forming and placing concrete, trade math, framing, carpet and tile installation, stair layout, insulation, exterior and interior finish are all areas which will be thoroughly covered in class and in the field. Students will use many hand, portable electric, and stationary 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 working situations, emphasizing work ethics, work habits, safety, and oral communication. A general education component consisting of communications, math, occupational relations, and job search skills are integrated into the program. Successful completion of the first semester and permission of the instructor is required for admission into the second semester.

Placement in specific English and math classes is determined by a standardized skills assessment called the COMPASS. Students who wish to upgrade skills in those areas are encouraged to do so through the Bridge Program. (See Bridge Program on page 47).

Certificate of Completion

Summer Block

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CARP 151</td>
<td>Carpentry Theory I</td>
<td>4.0</td>
</tr>
<tr>
<td>CARP 151L</td>
<td>Carpentry Lab I</td>
<td>2.5</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>CARP 152</td>
<td>Carpentry Theory II</td>
<td>10.0</td>
</tr>
<tr>
<td>CARP 152L</td>
<td>Carpentry Lab II</td>
<td>12.0</td>
</tr>
<tr>
<td>MATH 020</td>
<td>Computational Skills</td>
<td>1.0</td>
</tr>
</tbody>
</table>

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATEC 109</td>
<td>Occupational Relations</td>
<td>1.0</td>
</tr>
<tr>
<td>ATEC 110</td>
<td>Successful Job Search</td>
<td>1.0</td>
</tr>
<tr>
<td>CARP 153</td>
<td>Carpentry Theory III</td>
<td>10.0</td>
</tr>
<tr>
<td>CARP 153L</td>
<td>Carpentry Lab III</td>
<td>12.0</td>
</tr>
<tr>
<td>ENGL 095</td>
<td>Communication Skills</td>
<td>1.0</td>
</tr>
</tbody>
</table>
TOTAL ........................................................................... 54.5

* This is the recommended course for this program, but students may substitute a course from the approved Associate of Applied Science (A.A.S.) degree list on page 44. Students must have instructor approval before substitutions are made.
Chemistry

Transfer Program

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

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

Associate of Science Degree

<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>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>
</tr>
<tr>
<td>CHEM 287L</td>
<td>Organic Chemistry II Lab</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>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>
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<tr>
<td>MATH 370</td>
<td>Intro to Ordinary Differential Equations</td>
<td>3</td>
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<tr>
<td>PHYS 211</td>
<td>Engineering Physics I</td>
<td>3</td>
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<td>PHYS 212</td>
<td>Engineering Physics II</td>
<td>5</td>
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<tr>
<td>P.E. 288</td>
<td>P.E. Activity/Dance</td>
<td>2</td>
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<tr>
<td></td>
<td>*Arts and Humanities Electives</td>
<td>9</td>
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<tr>
<td></td>
<td>*Social Science Electives</td>
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<td>TOTAL</td>
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</table>

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

Associate of Arts Degree

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHD 134</td>
<td>Infancy through Middle Childhood</td>
<td>3</td>
</tr>
<tr>
<td>CHD 243</td>
<td>Early Childhood Education</td>
<td>2</td>
</tr>
<tr>
<td>CHD 254</td>
<td>Child Guidance Theory</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>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></td>
<td>P.E. Activity/Dance</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>*Social Science Electives</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>*Mathematics Elective</td>
<td>3-4</td>
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<tr>
<td></td>
<td>*Laboratory Science Electives</td>
<td>8</td>
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<tr>
<td></td>
<td>*Arts and Humanities Electives</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>*Cultural Diversity Elective</td>
<td>3-4</td>
</tr>
<tr>
<td></td>
<td>*Computer Science Elective</td>
<td>2-3</td>
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<tr>
<td></td>
<td>TOTAL</td>
<td>65-69</td>
</tr>
</tbody>
</table>

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

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 134</td>
<td>Infancy through Middle Childhood</td>
<td>3</td>
</tr>
<tr>
<td>CHD 243</td>
<td>Early Childhood Education</td>
<td>2</td>
</tr>
<tr>
<td>CHD 254</td>
<td>Child Guidance Theory</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>PSYC 101</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>P.E. Activity/Dance</td>
<td>2</td>
</tr>
</tbody>
</table>
Program Guidelines

Collision Repair Technology
Applied Technology Program

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

A general education component consisting of communications, math occupational relations, job search, and computational skills is integrated into the program. Successful completion of the first semester and/or permission of the instructor is required to continue to the next semester of the program. Strong basic math and good reading skills are recommended. Placement in specific English and math classes is determined by a standardized skills assessment called the COMPASS. Students who wish to upgrade skills in those areas are encouraged to do so through the Bridge Program (See page 47).

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>ATEC 109</td>
<td>Occupational Skills</td>
<td>1</td>
</tr>
<tr>
<td>ATEC 110</td>
<td>Successful Job Search</td>
<td>1</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>ENGL 095</td>
<td>Communication Skills</td>
<td>1</td>
</tr>
</tbody>
</table>

Summer Session

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<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

1 This is the recommended course for this program, but students may substitute a course from the same category from the approved Associate of Applied Science (A.A.S.) degree list on page 44. Students must have instructor approval before substitutions are made.

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 provides 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>Infancy 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 153</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

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

Core Electives:

* Arts and Humanities Elective (Group 2 or HUMM 101) ......................... 3
* Cultural Diversity Elective ............................................. 3
* Social Science Electives (Group 2, 3 & 4) ......................... 9
* Mathematics Elective ................................................... 3
* Computer Science Elective ............................................. 2
* Laboratory Science Electives ......................................... 8
* P.E. Activity/Dance ...................................................... 2

Speech/General Communication Emphasis Electives:
COMM 111 Interview Techniques ........................................... 2
COMM 133 Improved Listening Skills ..................................... 1
COMM 134 Non-Verbal Communication ..................................... 2
COMM 220 Intro to Intercultural Communication .................... 3
COMM 233 Interpersonal Communication ................................ 3
COMM 235 Small Group Communication ................................ 3
One class from the following list:
COMM 103 Oral Interpretation ............................................ 3
COMM 200 Human Potential ................................................ 2
COMM 209 Argumentation and Debate ................................... 3

Public Relations Emphasis Electives:
BUS 221 Principles of Marketing ......................................... 3
COMJ 140 Mass Media in a Free Society ................................ 3
COMM 220 Intro to Intercultural Communication .................... 3
COMM 233 Interpersonal Communication ................................ 3
COMM 236 Small Group Communication ................................ 3
PHIL 103 Ethics ............................................................... 3

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

Journalism Emphasis Electives: See page 68 for program guidelines and requirements.

* Select electives from A.A. degree requirements on pages 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>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>
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</tbody>
</table>
Computer Information Technology

Applied Technology Program

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

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

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

PROGRAM PREREQUISITES:

1. At a minimum, students must be academically prepared to enter MATH 108 or higher and ENGL 101 in the fall semester of their first year in the program. It is highly recommended that students complete these two courses prior to entry into the program whenever possible.

2. At a minimum, students must demonstrate a basic understanding and competency with computers prior to entry into the program. This experience may come through work history, academic coursework, and/or the CITE entrance examination. It is the student's responsibility to provide documentation of such competence to the CITE Program Director who may be reached at (208) 769-3498.

3. If prerequisites 1 and 2 are not met, students will be admitted to North Idaho College on a "pre-technical" status. Pre-technical students are required to complete appropriate coursework prior to being accepted into the CITE program.

4. Because of the rigorous and time consuming nature of the CITE program, students are encouraged to complete as many of the academic courses as possible before entering the program. This may include Math 108 (or higher), English 101, Communications 101, Business Administration 100, and other computer courses if necessary. Successful completion of each semester and/or permission of the CITE Program Director are required for admission into the next semester.

The CITE program is taught using a contextual teaching style - learning by doing. Students are challenged to be self-directed learners.

The CITE program is a limited enrollment program and space is limited. In order to provide fair, objective acceptance into the program, spaces will be filled on a first-come, first-serve basis for those who meet the prerequisites listed above. It is important to follow the admissions guidelines listed on page 13 as early in the year as possible.
Certificate Program

First Semester

BUSA 100 Introduction to Computers ..................... 3
CITE 110 Introduction to PC Operating Systems ............ 3
CITE 112 Introduction to PC Hardware .................... 4
ENGL 101 English Composition .......................... 3
MATH 108 Intermediate Algebra .......................... 4

Second Semester

CITE 130 Introduction to Internet Technologies .......... 3
CITE 150 Introduction to Networking ...................... 3
CITE 170 Systems Analysis & Design Methods .............. 3
COMM 101 Introduction to Speech Communication .......... 3

Students must be accepted into the specific Computer Information Technology option before enrolling in the Associate of Applied Science curriculum. Once enrolled, students must follow the curriculum exactly. Students may complete courses, other than the CITE courses, anytime before the scheduled semester. Enrollment in additional CITE courses is at the discretion of the Instructor.

Associate of Applied Science Degree

PC Support Technician Option

Third Semester

CITE 210 Advanced PC Operating Systems ................ 3
CITE 212 Advanced PC .................................... 4
CITE 214 Advanced PC .................................... 3
CITE 216 PC Service & Support ........................... 3

Fourth Semester

CITE 220 PC Project Lab ................................... 4
CITE 224 PC Software Installation & Configuration ........ 4
CITE 295 CITE Internship .................................. 4

Human Relations Requirement ............................ 3
TOTAL ................................................................... 64

Internet Support Technician Option

Third Semester

ARTC 131 Computer Graphics I .............................. 3
or ARTC 221 Graphic Design I ............................... (3)
CITE 232 HTML/JAVA ....................................... 4
CITE 234 Introduction to Web Page Design ................. 3
CITE 236 Web Based Applications ........................... 3

Fourth Semester

ARTC 221 Graphic Design I ................................. 3
or ARTC 222 Graphic Design II ............................. (3)
CITE 242 Visual Basic ....................................... 3
CITE 244 Advanced Web Page Design ....................... 3
CITE 295 CITE Internship .................................. 4

Human Relations Requirement ............................ 3
TOTAL ................................................................... 64

Associate of Applied Science Degree

Network Support Technician Option

Third Semester

CITE 250 Advanced Networking .............................. 3
CITE 252 Network Design .................................... 3
CITE 254 Internetworking .................................... 4
CITE 256 LAN Management .................................. 3

Fourth Semester

CITE 260 Network Project Lab .............................. 4
CITE 262 LAN Service and Support ....................... 4
CITE 295 CITE Internship .................................. 4

Human Relations Requirement ............................ 3
TOTAL ................................................................... 64

User Support Technician Option

Third Semester

CITE 210 Advanced PC Operating Systems ................ 3
CITE 214 Advanced PC Software ........................... 3
COMM 209 Argumentation ................................... 3
or COMM 223 Interpersonal Communications ............. (3)

Fourth Semester

CITE 224 PC Software Installation & Configuration ........ 4
CITE 280 Network Project Lab ............................... 4
CITE 272 Customer Support .................................. 4
CITE 295 CITE Internship .................................. 4

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

1 Mathematics requirement includes any math course that is MATH 123 or higher and meets the A.S. degree requirements listed on page 43. Students who take a 3 credit math course may be required to take an additional course to complete the 16 credit general education core requirement for the A.A.S. degree.

2 Choose from the A.S. degree social science requirements on page 42.

3 Students may take ARTC 131 and ARTC 221 or ARTC 221 and ARTC 222.
Computer Science

Transfer Program

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

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

**Associate of Science Degree**

<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>
</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>Computer Science Electives: (4 credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CS 204</td>
<td>Special Topics</td>
<td>3</td>
</tr>
<tr>
<td>CS 211</td>
<td>Languages of Computer Science: C++</td>
<td>3</td>
</tr>
<tr>
<td>CS 212</td>
<td>Languages of Computer Science: HTML</td>
<td>3</td>
</tr>
<tr>
<td>CS 213</td>
<td>Languages of Computer Science: JAVA</td>
<td>3</td>
</tr>
<tr>
<td>CS 270</td>
<td>Computer Organization &amp; Assembly Language</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>P.E. Activity/Dance</td>
<td>2</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>* Social Science or Arts/Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>71</strong></td>
</tr>
</tbody>
</table>

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

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

**Associate of Science Degree**

<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>
</tr>
<tr>
<td>BUSA 100</td>
<td>Introduction to Business</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 Writing</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 233</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>
</tr>
<tr>
<td></td>
<td>* Arts and Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>* P.E. Activity/Dance</td>
<td>2</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>67</strong></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, menus, cost controls, storeroom, and stewarding. Students will have the opportunity to:

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

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

Certificate of Completion
First Semester

<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>3.5</td>
</tr>
<tr>
<td>CULA 152</td>
<td>Breakfast Cooking and Catering Skills</td>
<td>3.5</td>
</tr>
<tr>
<td>CULA 153</td>
<td>Prep Station Skills</td>
<td>3.5</td>
</tr>
<tr>
<td>CULA 154</td>
<td>Pantry Station Skills</td>
<td>3.5</td>
</tr>
<tr>
<td>CULA 160</td>
<td>Culinary Arts Seminar</td>
<td>1.0</td>
</tr>
<tr>
<td>MATH 020</td>
<td>Computational Skills</td>
<td>1.0</td>
</tr>
</tbody>
</table>

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATEC 109</td>
<td>Occupational Relations</td>
<td>1.0</td>
</tr>
<tr>
<td>ATEC 110</td>
<td>Successful Job Search</td>
<td>1.0</td>
</tr>
<tr>
<td>CULA 155</td>
<td>Stock, Soup and Sauce Preparation</td>
<td>3.5</td>
</tr>
<tr>
<td>CULA 156</td>
<td>Line Cook Skills</td>
<td>3.5</td>
</tr>
<tr>
<td>CULA 157</td>
<td>Grill Cook Skills</td>
<td>3.5</td>
</tr>
<tr>
<td>CULA 158</td>
<td>Bakery Skills</td>
<td>3.5</td>
</tr>
<tr>
<td>CULA 159</td>
<td>Grill Cook and Production Manager</td>
<td>3.5</td>
</tr>
<tr>
<td>CULA 160</td>
<td>Culinary Arts Seminar</td>
<td>1.0</td>
</tr>
<tr>
<td>ENGL 095</td>
<td>Communication Skills</td>
<td>1.0</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>37.5</td>
</tr>
</tbody>
</table>

Diesel Technology
Applied Technology Program

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

Instruction includes explanation of problems involved in the repair and maintenance of engines, transmissions, differentials, brakes, steering, suspension, cooling, hydraulics, undercarriages, fuel and air systems, and commercial driver training.

Integrated into the program is a course in welding and cutting using both oxy-acetylene and electric arc as well as a general education component which includes courses in English, math/business/economics and human relations. Successful completion of each semester and/or permission of the instructor is required for admission into the next semester.

Placement in specific English and math classes is determined by a standardized skills assessment called the COMPASS. Students who wish to upgrade skills in those areas are encouraged to do so through the Bridge Program. (See Bridge Program on page 47).

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

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>ATEC 120</td>
<td>Occupation Relations 1</td>
<td>3</td>
</tr>
<tr>
<td>DSLT 105</td>
<td>Orientation/Safety/Gen. Shop Procedures</td>
<td>2</td>
</tr>
<tr>
<td>DSLT 108L</td>
<td>Diesel Welding Lab</td>
<td>2</td>
</tr>
<tr>
<td>DSLT 118L</td>
<td>Diesel Engine Lab</td>
<td>3</td>
</tr>
<tr>
<td>DSLT 119L</td>
<td>Electrical Systems</td>
<td>2</td>
</tr>
<tr>
<td>DSLT 120</td>
<td>Diesel Engines</td>
<td>5</td>
</tr>
<tr>
<td>DSLT 122</td>
<td>Electrical Systems</td>
<td>4</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 1</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 109</td>
<td>Diesel Welding Lab</td>
<td>2</td>
</tr>
<tr>
<td>DSLT 128L</td>
<td>Powertrain Lab</td>
<td>3</td>
</tr>
<tr>
<td>DSLT 129L</td>
<td>Brake Systems Lab</td>
<td>2</td>
</tr>
<tr>
<td>DSLT 130</td>
<td>Powertrain</td>
<td>5</td>
</tr>
<tr>
<td>DSLT 132</td>
<td>Brake Systems</td>
<td>4</td>
</tr>
<tr>
<td>MATH 024</td>
<td>Technical Mathematics 1</td>
<td>3</td>
</tr>
<tr>
<td>or MATH 108</td>
<td>Intermediate Algebra 2</td>
<td>(3)</td>
</tr>
<tr>
<td></td>
<td>A.A.S. Communications Requirement</td>
<td>(3)</td>
</tr>
</tbody>
</table>

Summer Session

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</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>
</tr>
<tr>
<td>TOTAL One-Year Certificate</td>
<td>47</td>
<td></td>
</tr>
</tbody>
</table>

62
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>ATEC 120</td>
<td>Occupational Relations 1</td>
<td>3</td>
</tr>
<tr>
<td>DSLT 220</td>
<td>Advanced Tune-up</td>
<td>4</td>
</tr>
<tr>
<td>DSLT 222</td>
<td>Computerized Engines</td>
<td>4</td>
</tr>
<tr>
<td>DSLT 218L</td>
<td>Advanced Tune-up Lab</td>
<td>3</td>
</tr>
<tr>
<td>DSLT 219L</td>
<td>Computerized Engine Lab</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 228L</td>
<td>Undercarriage/Suspension Lab</td>
<td>3</td>
</tr>
<tr>
<td>DSLT 229L</td>
<td>Hydraulic Systems Lab</td>
<td>3</td>
</tr>
<tr>
<td>DSLT 230</td>
<td>Undercarriage/Suspension</td>
<td>4</td>
</tr>
<tr>
<td>DSLT 232</td>
<td>Hydraulic Systems</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Math/Business/Statistics Requirement 1</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL A.A.S. Degree</td>
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<td>85</td>
</tr>
<tr>
<td>TOTAL Two-Year Certificate</td>
<td></td>
<td>79</td>
</tr>
</tbody>
</table>

1 This is the recommended course for this program, but students may substitute a course from the approved Associate of Applied Science (A.A.S.) degree list on page 44. Students must have instructor approval before substitutions are made.

2 This course is required for the A.A.S. degree.

3 Choose one of the courses from this category from the Associate of Applied Science (A.A.S.) degree list of related courses on page 44.

Drafting Technology

Applied Technology Program

The Drafting Technology Program offers students the opportunity to learn the skills required by a draftsman. Manual drafting using both pencil and ink as well as computer-aided drafting programs are covered extensively during the first year of the program.

The second year of the program is focused on the skills needed in architecture, civil, engineering, and mechanical engineering. The current design software is available.

A general education component which includes classes in communications, math, and occupational relations is integrated into the program. Successful completion of each semester and/or permission of the instructor is required for acceptance into the next semester.

Students wishing to enter the program must be ready to enter Math 145 or 147 and English 101 before being accepted into the program. Placement in specific English and math classes is determined by a standardized skills assessment called the COMPASS. Students who wish to upgrade skills in those areas are encouraged to do so through the Bridge Program. (See Bridge Program on page 47).

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

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>DRFT 101</td>
<td>Drafting Theory</td>
<td>2.0</td>
</tr>
<tr>
<td>DRFT 101L</td>
<td>Drafting Theory Lab</td>
<td>2.0</td>
</tr>
<tr>
<td>DRFT 103</td>
<td>Technical Freehand Sketching</td>
<td>2.0</td>
</tr>
<tr>
<td>DRFT 103L</td>
<td>Technical Freehand Sketching Lab</td>
<td>2.0</td>
</tr>
<tr>
<td>DRFT 109</td>
<td>Intro to Auto CAD &amp; Drafting Principles</td>
<td>3.0</td>
</tr>
<tr>
<td>DRFT 109L</td>
<td>Auto CAD &amp; Drafting Principles Lab</td>
<td>3.0</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>2.0</td>
</tr>
<tr>
<td>MATH 145</td>
<td>Advanced Technical Math</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>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>PHYS 111</td>
<td>General Physics I</td>
<td>4.0</td>
</tr>
<tr>
<td>PHYS 111L</td>
<td>General Physics I Lab</td>
<td>4.0</td>
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<td>BUSA 135</td>
<td>Computer Applications for Technical Programs 1</td>
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**Third Semester**

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

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ATEC 120</td>
<td>Occupational Relations 1</td>
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Students must select 15 credits minimum from DRFT 210, 211, 220, 295 or 299.

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<th>Title</th>
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<tbody>
<tr>
<td>DRFT 210</td>
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<tr>
<td>DRFT 211</td>
<td>Technical Illustration</td>
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<td>DRFT 211L</td>
<td>Technical Illustration Lab</td>
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<tr>
<td>DRFT 220</td>
<td>Advanced Engineering Graphics</td>
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<tr>
<td>DRFT 220L</td>
<td>Advanced Engineering Graphics Lab</td>
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<td>DRFT 295</td>
<td>Drafting Co-op</td>
<td>1.0-3.0</td>
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<tr>
<td>DRFT 299</td>
<td>Directed Study - Special Issues</td>
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</table>

1 This is the recommended course for this program, but students may substitute a course in the same category from the approved Associate of Applied Science (A.A.S.) degree list on page 44. Students must have instructor approval before substitutions are made.

2 This course is required for the A.A.S. degree.
**Education**

**Transfer Program**

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

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

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

Students pursuing an A.A. or A.S. degree through NIC should follow the general core requirements listed on pages 40-43 and tailor their elective courses identified by your intended transfer institution's catalog.

**Electronics Technology**

**Applied Technology Program**

The two-year Associate of Applied Science degree, or Advanced Technical Certificate program, is designed to prepare students for employment as entry-level technicians. Students will be ready to work as computer, field service, engineering, and bench technicians.

Students will learn theory, application and troubleshooting of DC and AC electrical components and circuits, semiconductors analog and digital integrated circuits, microprocessor systems, and other related topics.

A general education component which includes classes in English, math/economics/business, and human relations is integrated into the program. Interested students must have completed MATH 025 or its equivalent and should possess good reading and study skills.

Placement in specific English and math classes is determined by a standardized skills assessment called the COMPASS. Students who wish to upgrade skills in those areas are encouraged to do so through the Bridge Program. (See page 47).

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

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

**Certificate Program**

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<td>ELT 140</td>
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<td>or ENGL 101</td>
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**Second Semester**

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<td>ELT 260</td>
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<td>ELT 260L</td>
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**Fourth Semester**

**Associate of Applied Science Degree**

**First Semester**

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<td>ELT 130</td>
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<td>ELT 130L</td>
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<td>or ENGL 101</td>
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**Second Semester**

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<thead>
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<tr>
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<td>ATEC 120</td>
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**Third Semester**

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<tr>
<th>Course</th>
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<tr>
<td>ELT 110</td>
<td>Direct Current I Theory</td>
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<tr>
<td>ELT 110L</td>
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<td>ELT 120</td>
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<td>ELT 120L</td>
<td>Direct Current II Lab</td>
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<tr>
<td>MATH 108</td>
<td>Intermediate Algebra</td>
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</tr>
<tr>
<td>or MATH 145</td>
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<td>(3)</td>
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<tr>
<td>ELT 130</td>
<td>Alternating Current Theory</td>
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<tr>
<td>ELT 130L</td>
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<td>ELT 140</td>
<td>Solid State I Theory</td>
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<tr>
<td>or ENGL 101</td>
<td>English Composition</td>
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<td>ENGL 095</td>
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<tr>
<td>or ENGL 099</td>
<td>Fundamentals for Writing</td>
<td>(3)</td>
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<tr>
<td>or ENGL 101</td>
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<td>Fundamentals for Writing</td>
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**Fourth Semester**

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</table>

1 This is the recommended course for this program, but students may substitute a course from the approved Associate of Applied Science (A.A.S.) degree list on page 44. Students must have instructor approval before substitutions are made.
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, biomechanics, 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 coursework 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
Freshmen Level

<table>
<thead>
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<td>CHEM 112</td>
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<td>CS 150</td>
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<tr>
<td>ENGR 101</td>
<td>Engineering Graphics</td>
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<td>ENGR 201</td>
<td>Electric Circuits I</td>
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<td>MATH 170</td>
<td>Analytic Geometry and Calculus I</td>
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<td>MATH 175</td>
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<td>PHYS 211</td>
<td>Engineering Physics I</td>
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Chemical Engineering
Sophomore Level

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<td>CHEM 287</td>
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<td>Principles of Economics</td>
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<td>ENGR 203</td>
<td>Electrical Circuits II</td>
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<td>ENGR 211</td>
<td>Introduction to Mechanics</td>
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<tr>
<td>ENGR 221</td>
<td>Dynamics of Rigid Bodies</td>
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Civil Engineering
Sophomore Level

<table>
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<tbody>
<tr>
<td>ENGR 203</td>
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<td>ENGR 211</td>
<td>Introduction to Mechanics</td>
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<td>ENGR 214</td>
<td>Surveying</td>
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<td>Dynamics of Rigid Bodies</td>
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Electrical Engineering
Sophomore Level

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

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<tr>
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<td>MATH 275</td>
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Mining, Geological Engineering
Sophomore Level

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<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ENGR 203</td>
<td>Electrical Circuits II</td>
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<tr>
<td>ENGR 211</td>
<td>Introduction to Mechanics</td>
<td>4</td>
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</table>
ENGR 214 Surveying ................................................. 4
ENGR 221 Dynamics of Rigid Bodies ......................... 3
ENGR 295 Strength of Materials ................................. 3
GEOL 101 Physical Geology ..................................... 3
GEOL 101L Physical Geology Lab ............................... 1
MATH 275 Analytic Geometry and Calculus III ............ 4
MATH 370 Intro to Ordinary Differential Equations ...... 3
PHYS 212 Engineering Physics II ............................. 4
* Arts and Humanities/Social Science Elective ......... 3
TOTAL ..................................................................... 37

* Select electives from A.A. and A.S. degree requirements on pages 40-43.

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>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 202</td>
<td>General Zoology</td>
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<tr>
<td>BIOL 203</td>
<td>General Botany</td>
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</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>
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</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>
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<tr>
<td>MATH 147</td>
<td>Precalculus</td>
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<tr>
<td>MATH 148</td>
<td>Graphing Calculator</td>
<td>1</td>
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<tr>
<td>PHIL 101</td>
<td>Introduction to Philosophy</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>
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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>
<tr>
<td>* Arts and Humanities Electives</td>
<td></td>
<td>6-9</td>
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<td>6-9</td>
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<tr>
<td>TOTAL</td>
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* Select electives from A.S. degree requirements on pages 42-43.

Associate of Arts Degree

<table>
<thead>
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</tr>
</thead>
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<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition</td>
<td>3</td>
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<tr>
<td>ENGL 102</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>HUMS 101</td>
<td>Montage: Introduction to the Humanities</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 201</td>
<td>Logic and Critical Thinking</td>
<td>3</td>
</tr>
</tbody>
</table>
Environmental Science

Transfer Program

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

### Associate of Science Degree

<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 203 or BIOL 241</td>
<td>General Botany</td>
<td>4</td>
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<tr>
<td>BIOL 204</td>
<td>Systematic Botany</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 205</td>
<td>Introduction to Life Sciences</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 231</td>
<td>General Zoology</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 250</td>
<td>General Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 251</td>
<td>Principles of Range Resource Mgmt.</td>
<td>2</td>
</tr>
<tr>
<td>BIOL 290</td>
<td>Principles of Wildlife Biology</td>
<td>2</td>
</tr>
<tr>
<td>CHEM 111</td>
<td>Principles of General College Chemistry</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>
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<tr>
<td>MATH 130</td>
<td>Finite Math</td>
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<tr>
<td>or MATH 147 Precalculus</td>
<td>(5)</td>
<td></td>
</tr>
<tr>
<td>or MATH 148 Graphing Calculator</td>
<td>(1)</td>
<td></td>
</tr>
<tr>
<td>*P.E. Activity/Dance</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>*Arts and Humanities Electives</td>
<td>6</td>
<td></td>
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<tr>
<td>*Science or Math Electives</td>
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<td>*Social Science Electives</td>
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<tr>
<td>TOTAL</td>
<td>64-66</td>
<td></td>
</tr>
</tbody>
</table>

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

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 offers insight into the human mind, thus helping international understanding. It improves intellectual skills, helps the learner understand the customs, culture, and literature of other countries, and provides a wealth of material in other languages.

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

Completion of the following courses results in an associate degree and meets the general core requirements at all Idaho public universities. The suggested coursework normally fulfills the first half of baccalaureate degree requirements in Foreign Language. Course selection should be tailored to meet 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>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
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<td>Introduction to Speech Communication</td>
<td>3</td>
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<tr>
<td>ENGL 101</td>
<td>English Composition</td>
<td>3</td>
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<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>
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<tr>
<td>P.E. Activity/Dance</td>
<td>2</td>
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<tr>
<td>*Foreign Language (select one)</td>
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<tr>
<td>*Mathematics Elective</td>
<td>(MATH 253 recommended)</td>
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<tr>
<td>*Computer Science Electives</td>
<td>2-3</td>
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<tr>
<td>*Laboratory Science Electives</td>
<td>8</td>
<td></td>
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<tr>
<td>*Social Science Electives</td>
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<tr>
<td>*Arts and Humanities Electives</td>
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<td></td>
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<tr>
<td>General Electives</td>
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<td>TOTAL</td>
<td>64-66</td>
<td></td>
</tr>
</tbody>
</table>

* Select electives from A.A. degree requirements on pages 40-41.
Forestry/Wildlife/Range/Wildland Recreation Management

Transfer Program

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

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

Associate of Science Degree

<table>
<thead>
<tr>
<th>Course</th>
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<td>BIOL 101</td>
<td>Forestry Orientation</td>
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<td>General Zoology</td>
<td>4</td>
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<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 221</td>
<td>Forest Ecology</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 241</td>
<td>Systematic Botany</td>
<td>4</td>
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<td>CHEM 101</td>
<td>Essentials of General Chemistry I</td>
<td>4</td>
</tr>
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<td>COMM 101</td>
<td>Introduction to Speech Communication</td>
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<tr>
<td>CS 100</td>
<td>Introduction to Computers</td>
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<tr>
<td>ECON 201</td>
<td>Principles of Economics (Macro)</td>
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<tr>
<td>ECON 202</td>
<td>Principles of Economics (Micro)</td>
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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>GEOL 101</td>
<td>Physical Geology</td>
<td>4</td>
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<tr>
<td>MATH 160</td>
<td>Survey of Calculus</td>
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<tr>
<td>or MATH 170</td>
<td>Analytic Geometry and Calculus I (4)</td>
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<tr>
<td>MATH 253</td>
<td>Principles of Applied Statistics</td>
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<td>PHYS 101</td>
<td>Fundamentals of Physical Science</td>
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<td></td>
<td>* Arts and Humanities Electives</td>
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<td>* Social Science Electives</td>
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<tr>
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</table>

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

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

<table>
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<tr>
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<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>
</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>3-4</td>
</tr>
<tr>
<td></td>
<td>* Computer Science Elective</td>
<td>2-3</td>
</tr>
<tr>
<td></td>
<td>* Laboratory Science Electives</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>* Social Science Electives</td>
<td>12</td>
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<tr>
<td></td>
<td>* Arts and Humanities Electives</td>
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<tr>
<td></td>
<td>* Cultural Diversity 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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<tr>
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<tr>
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<td>ENGL 101</td>
<td>English Composition</td>
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<td>ENGL 102</td>
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<td>P.E. Activity/Dance</td>
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</tr>
<tr>
<td></td>
<td>* Mathematics Elective</td>
<td>3-4</td>
</tr>
<tr>
<td></td>
<td>* Laboratory Science Electives</td>
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</tr>
<tr>
<td></td>
<td>* Social Science Electives</td>
<td>6-9</td>
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<td>TOTAL</td>
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<td>64</td>
</tr>
</tbody>
</table>

* Select electives from A.S. 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 classical geological field environs are especially well suited to providing the lower-division requirements for geology majors. A strong background in science and mathematics is important preparation for a college geology program.

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

Associate of Science Degree

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</tr>
</thead>
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<tr>
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<td>Fundamentals of Biology</td>
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<tr>
<td>or BIOL 204</td>
<td>Introduction to Life Sciences</td>
<td>(4)</td>
</tr>
<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>
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<td>COMM 131</td>
<td>Introduction to Speech Communication</td>
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</tr>
<tr>
<td>CS 185</td>
<td>Intro to Num. Computing with FORTRAN</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>
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<tr>
<td>GEOG 101</td>
<td>Physical Geography</td>
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<td>GEOG 102</td>
<td>Historical Geology</td>
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<td>GEOG 255</td>
<td>Systematic Mineralogy</td>
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<td>MATH 170</td>
<td>Analytic Geometry and Calculus I</td>
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<td>MATH 253</td>
<td>Principle of Applied Statistics</td>
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</tr>
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<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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<td>P.E. Activity/Dance</td>
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<td></td>
</tr>
<tr>
<td>* Arts and Humanities Electives</td>
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<td></td>
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<td>* Social Science Electives</td>
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<td></td>
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<tr>
<td>Geology Elective</td>
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<tr>
<td>TOTAL</td>
<td>73</td>
<td></td>
</tr>
</tbody>
</table>

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

Graphic Design

Occupational Program

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

Associate of Applied Science Degree

<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>
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<td>ENGL 272</td>
<td>Business Writing</td>
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Program Requirements:

<table>
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<th>Title</th>
<th>Credit Hours</th>
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</thead>
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<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>
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<tr>
<td>ART 217</td>
<td>Life Drawing I</td>
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<td>ART 231</td>
<td>Beginning Painting I</td>
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<tr>
<td>ARTG 131</td>
<td>Computer Graphics I</td>
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</tr>
<tr>
<td>ARTG 132</td>
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<td>Illustration III</td>
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</tr>
<tr>
<td>ARTG 221</td>
<td>Graphic Design I</td>
<td>3</td>
</tr>
<tr>
<td>ARTG 222</td>
<td>Graphic Design II</td>
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<td>ARTG 223</td>
<td>Graphic Design III</td>
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<td>ARTG 234</td>
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<tr>
<td>ARTG 283</td>
<td>Capstone Class I</td>
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</tr>
<tr>
<td>ARTG 284</td>
<td>Capstone Class II</td>
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</tr>
<tr>
<td>ARTG 290</td>
<td>Internship (optional)</td>
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<td>COMP 281</td>
<td>Introduction to Photography</td>
<td>3</td>
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<td>Art Electives</td>
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<tr>
<td>Total</td>
<td>67-70</td>
<td></td>
</tr>
</tbody>
</table>
Heating, Ventilation, Air Conditioning, and Refrigeration

Applied Technology Program

Completion of the nine-month certificate program in Heating, Ventilation, Air Conditioning, and Refrigeration prepares students for an entry-level position in this challenging occupation.

Entry-level HVACR technicians typically work on residential and/or light commercial HVACR systems performing equipment installations, preventive maintenance, and service and repair tasks. Additional opportunities are also available in system design and sales.

Students will study basic HVACR systems, electricity, heating systems, local fuel codes, applied thermodynamics, refrigeration cycle, psychometrics, duct system design, and system diagnosis. These skills are taught in classroom theory and learned in hands-on lab exercises and cooperative work experiences.

A general education component which includes classes in communications, math, occupational relations, and how to conduct a job search is integrated into the program. Placement in specific English and math classes is determined by a standardized skills assessment called the COMPASS. Students who wish to upgrade skills in those areas are encouraged to do so through the Bridge Program. (See page 47).

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

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

Certificate of Completion

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSA 135</td>
<td>Computer Applications for Technical Programs</td>
<td>2</td>
</tr>
<tr>
<td>HVAC 161</td>
<td>HVAC/R Principles</td>
<td>3</td>
</tr>
<tr>
<td>HVAC 161L</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 095</td>
<td>Communication Skills</td>
<td>1</td>
</tr>
<tr>
<td>HVAC 171L</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>———</td>
<td>P.E. Activity/Dance</td>
<td>2</td>
</tr>
<tr>
<td>———</td>
<td>Social Science Electives (other than history)</td>
<td>9</td>
</tr>
<tr>
<td>———</td>
<td>Arts and Humanities Electives</td>
<td>6</td>
</tr>
<tr>
<td>———</td>
<td>Laboratory Science Electives</td>
<td>8</td>
</tr>
<tr>
<td>———</td>
<td>History Electives</td>
<td>3</td>
</tr>
<tr>
<td>———</td>
<td>Cultural Diversity Elective</td>
<td>3</td>
</tr>
<tr>
<td>———</td>
<td>General Elective</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 pages 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>
<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>
</tbody>
</table>

1 This is the recommended course for this program, but students may substitute a course in the same category from the approved Associate of Applied Science (A.A.S.) degree list on page 44. Students must have instructor approval before substitutions are made.
Program Guidelines

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, or residential care. Class and field experience combine to develop student skill in assistance with individual and group rehabilitation or treatment, problem solving, life-skills 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. A list of suggested elective courses which focus on the student's field of interest is available from the Allied Health Secretary in the Hedlund 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, 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</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALTH 107</td>
<td>Communications for ALTH Professionals</td>
<td>1</td>
</tr>
<tr>
<td>or</td>
<td>Communications Elective</td>
<td>(3)</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>
</tr>
<tr>
<td>HSS 101</td>
<td>Introduction to Human Services</td>
<td>2</td>
</tr>
</tbody>
</table>

Spring Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATEC 120</td>
<td>Occupational Relations</td>
<td>3</td>
</tr>
<tr>
<td>HSS 107</td>
<td>Helping Process</td>
<td>1</td>
</tr>
<tr>
<td>HSS 108</td>
<td>Helping Skills Lab</td>
<td>1</td>
</tr>
<tr>
<td>HSS 110</td>
<td>Human Services</td>
<td>4</td>
</tr>
<tr>
<td>HSS 111</td>
<td>Human Service Field Experience &amp; Seminar I</td>
<td>3</td>
</tr>
<tr>
<td>or Electives</td>
<td></td>
<td>3-6</td>
</tr>
</tbody>
</table>

Summer Session

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSS 121</td>
<td>Human Service Field Experience &amp; Seminar II</td>
<td>6</td>
</tr>
</tbody>
</table>

TOTAL: 37-40

* A list of suggested electives is available from the Allied Health Secretary in the Hedlund Building.

Associate of Applied Science Degree

Fall Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>HSS 220</td>
<td>Crisis Theory and Intervention</td>
<td>3</td>
</tr>
<tr>
<td>HSS 221</td>
<td>Field Experience and Seminar III</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>Intro to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>or SOC 101</td>
<td>Intro to Sociology</td>
<td>(3)</td>
</tr>
<tr>
<td>or SOC 102</td>
<td>Social Problems</td>
<td>(3)</td>
</tr>
</tbody>
</table>

Spring Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSS 230</td>
<td>Case Management</td>
<td>3</td>
</tr>
<tr>
<td>HSS 231</td>
<td>Field Experience and Seminar IV</td>
<td>4</td>
</tr>
<tr>
<td>PHIL 103</td>
<td>Ethics in Health Care</td>
<td>3</td>
</tr>
<tr>
<td>MATH 123</td>
<td>Contemporary MATH (or higher)</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL: 63-66
Program Guidelines

Journalism
Transfer Program

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

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

Associate of Arts Degree

<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>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>PSYC 101</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Core Electives:</td>
<td></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>* Social Science Electives (Group 3 &amp; 4)</td>
<td>6</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>P.E. Activity/Dance</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

Journalism Emphasis Electives:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMJ 100</td>
<td>Sentinel Staff</td>
<td>1-2</td>
</tr>
<tr>
<td>COMJ 121</td>
<td>News Writing</td>
<td>3</td>
</tr>
<tr>
<td>COMJ 140</td>
<td>Mass Media in a Free Society</td>
<td>3</td>
</tr>
<tr>
<td>COMJ 204</td>
<td>Editing</td>
<td>2</td>
</tr>
<tr>
<td>COMJ 222</td>
<td>Reporting</td>
<td>3</td>
</tr>
<tr>
<td>COMM 111</td>
<td>Interview Techniques</td>
<td>2</td>
</tr>
<tr>
<td>COMP 281</td>
<td>Introduction to Photography</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>65-67</td>
</tr>
</tbody>
</table>

Optional Coursework (Not required for degree):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMJ 100</td>
<td>Sentinel Staff (Continuing)</td>
<td>1-2</td>
</tr>
<tr>
<td>COMJ 298</td>
<td>Journalism Practicum</td>
<td>2</td>
</tr>
<tr>
<td>PHIL 103</td>
<td>Ethics</td>
<td>3</td>
</tr>
</tbody>
</table>

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

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>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>Core Electives:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Arts and Humanities Electives</td>
<td>3-6</td>
<td></td>
</tr>
<tr>
<td>* Social Science Electives (Group 3 &amp; 4)</td>
<td>3-6</td>
<td></td>
</tr>
<tr>
<td>* Mathematics Elective</td>
<td>3-4</td>
<td></td>
</tr>
<tr>
<td>* Laboratory Science Electives</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>P.E. Activity/Dance</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

Law Enforcement
Applied Technology Program

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

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

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

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

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for more information.

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

Associate of Applied Science Degree

First Semester

Course
ENGL 101
LAWE 103
MATH 108
POLS 101
PSYC 101
BUSA 100
COMM 101
or COMM 233
or COMM 236
PE 288
PHIL 201
POLS 102
SOC 102
LAWE 219
LAWE 220
LAWE 221
LAWE 222
LAWE 223
LAWE 224
LAWE 225
LAWE 226
LAWE 228
LAWE 290
LAWE 293
PSYC 205

Title
English Composition
Introduction to Criminal Justice
Intermediate Algebra
American National Government
Introduction to Psychology
Introduction to Computers
Introduction to Speech Communication
or Interpersonal Communication
or Small Group Communication
First Aid
Logic and Critical Thinking
State and Local Government
Social Problems
Self Defense
Basic Police Law
Professional Orientation
Police Procedures
Patrol Procedures
Practical Problems
Investigation
Enforcement Skills
Police Physical Fitness

Credit Hours
3
3
4
3
3
3
3
3
3
3
3
3
3

Second Semester

Course
ENGL 102
or ENGL 202
LAWE 293
POLS 102
SOC 220
or SOC 283
PSYC 205
 COMM 101
ENGL 102
or ENGL 202
LAWE 293
POLS 102
SOC 220
or SOC 283
PSYC 205

Title
English Composition
or Technical Writing
Law Enforcement Internship
State and Local Government
Marriage and Family
Death and Dying
Developmental Psychology
Introduction to Speech Communication

Credit Hours
3
3
3
3
3
3
3
3
3
3
3
3

Third Semester

Course
COMM 233
LAWE 240
MATH 130
PSYC 211
or PSYC 223
or FLAN
PHIL 201
LAWE 241
LAWE 290
LAWE 293
PSYC 205

Title
Interpersonal Communication
Administration of Justice I
Finite Mathematics
Abnormal Psychology
or Stress Management
or Foreign Language
Logic and Critical Thinking
Administration of Justice II
Law Enforcement Theory
Understanding Law Enforcement Internship
Developmental Psychology

Credit Hours
3
3
3
3
3
3
3
3
3
3

Fourth Semester

Course
LAWE 221
LAWE 222
LAWE 223
LAWE 224
LAWE 225
LAWE 226
LAWE 228
LAWE 290
LAWE 293
PSYC 205

Title
Professional Orientation
Police Procedures
Patrol Procedures
Practical Problems
Investigation
Enforcement Skills
Police Physical Fitness
Law Enforcement Theory
Understanding Law Enforcement Internship
Developmental Psychology

Credit Hours
1
2
1
1
3

TOTAL...

65

* 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.

Administration of Justice

Associate of Applied Science Degree

First Semester

Course
BUSA 100
ENGL 101
LAWE 219
LAWE 220

Title
Introduction to Computers
English Composition
Self Defense
Basic Police Law

Credit Hours
3
3
3
2
Legal Administrative Assistant

The Legal Administrative Assistant program is a rich mix of specific coursework in the legal area combining a blend of academic schooling and technical expertise. A legal administrative assistant is a skilled professional who performs all general office work in addition to specialized legal assignments. Employment opportunities 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 assistant 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 administrative assistant files legal documents, maintains clients' files, and performs law office public relations.

NIC also offers Associate of Science Degree programs in Administrative Assistant, Medical Administrative Assistant, Office Information Specialist, and Paralegal. The Paralegal program uses a selective admissions process which is described on page 15.

Associate of Applied Science Degree

Pre-Legal Administrative Assistant 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 1</td>
<td>1</td>
</tr>
<tr>
<td>BUSO 101B</td>
<td>Keyboarding Speed Development 1</td>
<td>1</td>
</tr>
<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>
<td>1</td>
</tr>
<tr>
<td>BUSO 176</td>
<td>Machine Transcription &amp; Document Formatting</td>
<td>1</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Social Science Requirement 2</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 110</td>
<td>Small Business Accounting</td>
<td>3</td>
</tr>
<tr>
<td>or ACCT 201</td>
<td>Principles of Accounting 3</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 172</td>
<td>Business Writing</td>
<td>3</td>
</tr>
</tbody>
</table>

First Semester

Second Semester

Third Semester

Fourth Semester

Math Requirement 4  3-4
TOTAL 64-65

1 Individuals with skills/knowledge of keyboarding may opt to challenge BUSO 101A and/or BUSO 101B.
2 Choose from the A.S. degree social science requirements on page 42.
3 Students intending to obtain a four-year degree should take ACCT 201.
4 Students who take a 3 credit mathematics course may be required to take an additional course to complete the 16 credit general education core requirement for the A.A.S. degree.

Machine Technology

Applied Technology Program

The Machine Technology program prepares students for entry-level employment in the machining and manufacturing industries. The curriculum features basic-to-advanced machining concepts involving various machine tools such as conventional lathes, mills, grinders, and their Computer Numerical Control (CNC) counterparts. Coursework also involves blueprint reading, shop math, and statistical and mechanical measurements.

A general education component consisting of communications, math, and occupational relations is integrated into the program. Successful completion of the first semester and/or permission of the instructor is required for acceptance into the next semester.

The prospective student should have basic algebra and geometry skills with mechanical aptitude. Computer and keyboarding skills are highly recommended. Placement in specific English and math classes is determined by a standardized skills assessment called the COMPASS. Students who wish to upgrade skills in those areas are encouraged to do so through the Bridge Program. (See Bridge Program on page 47).

Note: Industry professionals may enroll in individual courses on a space-available basis with the instructor's permission.

Certificate Program

First 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 1</td>
<td>3</td>
</tr>
<tr>
<td>MACH 151</td>
<td>Machine Technology Theory 1</td>
<td>4</td>
</tr>
<tr>
<td>MACH 151L</td>
<td>Machine Technology Lab 1</td>
<td>9</td>
</tr>
<tr>
<td>MACH 171</td>
<td>Blueprint Reading</td>
<td>2</td>
</tr>
<tr>
<td>MATH 024</td>
<td>Technical Mathematics 1</td>
<td>3</td>
</tr>
<tr>
<td>or MATH 108</td>
<td>Intermediate Algebra 3</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>MACH 152L</td>
<td>Machine Technology Lab II</td>
<td>8</td>
</tr>
<tr>
<td>MACH 160</td>
<td>Manufacturing Processes</td>
<td>4</td>
</tr>
<tr>
<td>MACH 172</td>
<td>Blueprint Reading II</td>
<td>2</td>
</tr>
<tr>
<td>MACH 185</td>
<td>Statistical Process Control</td>
<td>1</td>
</tr>
</tbody>
</table>

74
Maintenance Mechanic/Millwright

Applied Technology Program

This 11-month program prepares students for employment as industrial plant maintenance mechanics or millwrights. Students learn the basics of maintenance, fabrication, installation, and alignment of equipment used in modern industrial and manufacturing plants.

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

Laboratory classes teach students to skillfully perform welding and fabrication tasks as well as the maintenance of hydraulic electro/mechanical systems. The well-equipped lab includes the latest technology in laser alignment of rotating equipment. Blueprint reading and shop math are taught and used in all areas of training. A general education component of communications, occupational relations, math and job search is integrated into the program.

Interested students should possess basic math skills (knowledge of basic algebra and geometry), reading skills, and have a keen interest in mechanics. Placement in specific English and math classes is determined by a standardized skills assessment called the COMPASS. Students who wish to upgrade skills in those areas are encouraged to do so through the Bridge Program. (See Bridge Program on page 47).

Successful completion of the first semester and/or permission of the instructor is required for acceptance into the second semester and summer session.

Certificate of Completion

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 024</td>
<td>Technical Math</td>
<td>3</td>
</tr>
<tr>
<td>MM 151</td>
<td>Maintenance Mechanic Theory I</td>
<td>10</td>
</tr>
<tr>
<td>MM 151L</td>
<td>Maintenance Mechanic Lab I</td>
<td>7</td>
</tr>
<tr>
<td>MM 155</td>
<td>Blueprint Reading</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>ENGL 095</td>
<td>Communication Skills</td>
<td>1</td>
</tr>
<tr>
<td>MM 062</td>
<td>Shop Math</td>
<td>2</td>
</tr>
<tr>
<td>MM 152</td>
<td>Maintenance Mechanic Theory II</td>
<td>7</td>
</tr>
<tr>
<td>MM 152L</td>
<td>Maintenance Mechanic Lab II</td>
<td>7</td>
</tr>
<tr>
<td>MM 156</td>
<td>Hydraulics</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>MM 153</td>
<td>Maintenance Mechanic Theory III</td>
<td>6</td>
</tr>
<tr>
<td>MM 153L</td>
<td>Maintenance Mechanic Lab III</td>
<td>4</td>
</tr>
</tbody>
</table>

TOTAL                                             54

1. This is the recommended course for this program, but students may substitute a course from the approved Associate of Applied Science (A.A.S.) degree list on page 44. Students must have instructor approval before substitutions are made.
Mathematics

Transfer Program

This program leads to careers in teaching, industry, government, actuarial work, or as support for many science disciplines. The mathematics background assumed for entry is four years of high school mathematics through pre-calculus and trigonometry. These entry-level courses, if needed, are also available through the college.

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

Associate of Science Degree

<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>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>3</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>2-3</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.

Medical Administrative Assistant

Applied Technology Program

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

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

Students 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 other health care facilities. With experience, the graduate may advance to office manager or department supervisor.

NCT also offers Associate of Applied Science Degree programs in Administrative Assistant, Legal Administrative Assistant, Office Information Specialist, and Paralegal.

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>
<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>BUSO 109</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>BUSO 156</td>
<td>Medical Software Applications</td>
<td>1</td>
</tr>
<tr>
<td>BUSO 173</td>
<td>Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>BUSO 175</td>
<td>Grammar Skill Building</td>
<td>3</td>
</tr>
<tr>
<td>BUSO 176</td>
<td>Machine Transcription &amp; Document Formatting</td>
<td>1</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition</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>ACCT 110</td>
<td>Small Business Accounting</td>
<td>3</td>
</tr>
<tr>
<td>or ACCT 201</td>
<td>Principles of Accounting</td>
<td>(3)</td>
</tr>
<tr>
<td>BUSO 110</td>
<td>Medical Transcription</td>
<td>2</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>COMM 101</td>
<td>Introduction to Speech</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 100</td>
<td>Fundamentals of Biology</td>
<td>4</td>
</tr>
<tr>
<td>or BIOL 175</td>
<td>Human Biology</td>
<td></td>
</tr>
<tr>
<td>BUSA 185</td>
<td>Business Math</td>
<td>3</td>
</tr>
<tr>
<td>BUSO 194</td>
<td>Legal Issues in Health Care</td>
<td>1</td>
</tr>
<tr>
<td>BUSO 210</td>
<td>Advanced Medical Transcription</td>
<td>2</td>
</tr>
<tr>
<td>BUSO 287</td>
<td>Medical Administrative Assistant Internship</td>
<td>4</td>
</tr>
<tr>
<td>BUSO 295</td>
<td>Office Procedures</td>
<td>3</td>
</tr>
</tbody>
</table>

Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSO 257</td>
<td>Medical Coding</td>
<td>3</td>
</tr>
<tr>
<td>BUSO 288</td>
<td>Medical Administrative Assistant InternshipII</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 272</td>
<td>Business Writing</td>
<td>3</td>
</tr>
<tr>
<td>PE 288</td>
<td>First Aid</td>
<td>3-4</td>
</tr>
</tbody>
</table>

TOTAL: 65-66

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

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

3 Students must choose a mathematics course listed as meeting the mathematics requirement for the Associate of Science degree listed on page 43.

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Music
Transfer Program
This program is designed for students who wish to pursue a professional career in music by providing the necessary background in music theory, history, and performance. Students 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>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>MUS 117</td>
<td>Music Convocations (each semester)</td>
<td>0</td>
</tr>
<tr>
<td>MUS 124</td>
<td>Individual Instruction</td>
<td>8</td>
</tr>
<tr>
<td>MUS 124B</td>
<td>Individual Instruction: Piano</td>
<td>4</td>
</tr>
<tr>
<td>MUS 140</td>
<td>Introduction to Music Literature</td>
<td>3</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 I 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 History</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>3-4</td>
</tr>
<tr>
<td>' Laboratory Science Electives</td>
<td></td>
<td>8</td>
</tr>
<tr>
<td>' Social Science Electives</td>
<td></td>
<td>12</td>
</tr>
<tr>
<td>' Computer Science Elective</td>
<td></td>
<td>2-3</td>
</tr>
<tr>
<td>' Arts and Humanities Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>' Cultural Diversity Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Music Performance Electives</td>
<td></td>
<td>2</td>
</tr>
</tbody>
</table>
| TOTAL     |                                    | 69-71        

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 R.N. level should consult with their advisor for those program requirements.
A high school diploma or GED completion is required. Prerequisite courses include English 099, 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, Bonner General Hospital, local extended care facilities, and the State Board for Vocational Education.

Certificate of Completion
Prerequisite college courses for the Practical Nursing program are PSYC 101 and MATH 102. A grade of C or higher is required for all prerequisite courses. Students taking the COMPASS 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 seven 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>Communication Skills</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 106L</td>
<td>Practical Nursing Lab</td>
<td>6</td>
</tr>
<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>

### Spring Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PN 109</td>
<td>Practical Nursing Theory</td>
<td>3</td>
</tr>
<tr>
<td>PN 108L</td>
<td>Practical Nursing Lab</td>
<td>5</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>38</td>
</tr>
</tbody>
</table>

### Summer Session

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATEC</td>
<td>Successful Job Search</td>
<td>1</td>
</tr>
<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>5</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>38</td>
</tr>
</tbody>
</table>

### Associate of Science Degree

#### Prerequisites

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<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>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>
</tr>
</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 250</td>
<td>General Microbiology/Bacteriology</td>
<td>4</td>
</tr>
<tr>
<td>NURS 190</td>
<td>Nursing Practice I</td>
<td>8</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Physical Education Requirement</td>
<td>1</td>
</tr>
</tbody>
</table>

### Spring Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 195</td>
<td>Nursing Practice II</td>
<td>8</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Mathematics Requirement</td>
<td>3</td>
</tr>
</tbody>
</table>

### Second Year

#### Fall Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 290</td>
<td>Nursing Practice III</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Social Science/Humanities Requirement</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Humanities Requirement</td>
<td>3</td>
</tr>
</tbody>
</table>

### Spring Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 295</td>
<td>Nursing Practice IV</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>Humanities Requirement</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Physical Education Requirement</td>
<td>1</td>
</tr>
<tr>
<td>TOTAL</td>
<td>including prerequisites</td>
<td>74</td>
</tr>
</tbody>
</table>

### Notes

- Select electives from courses which meet the A.S. degree requirements on pages 42-43.
- Elective course - Not part of the required curriculum.
- To progress in the nursing curriculum a grade of C or better is required in each nursing course and each general education course listed as a prerequisite for the next nursing course. A grade of C- is acceptable for the math elective, humanities and social science electives only.
- To achieve a grade of C or better in a nursing course requires a 75% minimum theory testing average and 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 Eastern Washington.
Office Information Specialist
Applied Technology Program

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

Students enrolled in the Office Information Specialist program 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 telephone techniques, interpersonal relationships and technical issues such as manual and electronic records management, organizing bulk mailings, preparing spreadsheets, and producing newsletters and brochures. These classes are designed to train students to become a software applications expert, a skilled office worker, and an integral part of an office team.

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

NIC also offers Associate of Applied Science Degree programs in Administrative Assistant, Legal Administrative Assistant, and Paralegal. The Paralegal program uses a selective admissions process which is described on page 15.

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>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 133</td>
<td>Introduction to Windows</td>
<td>1</td>
</tr>
<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 Skill Building</td>
<td>3</td>
</tr>
<tr>
<td>BUSO 176</td>
<td>Machine Transcription &amp; Document Formatting</td>
<td>1</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition</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>ACCT 110 or ACCT 201</td>
<td>Small Business Accounting or Principles of Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUSA 122A</td>
<td>Intermediate Spreadsheets</td>
<td>1</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>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSO 185</td>
<td>Business Math</td>
<td>3</td>
</tr>
<tr>
<td>BUSO 285</td>
<td>Office Information Specialist Internship</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>ENGL 272</td>
<td>Business Writing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Social Science Requirement</td>
<td>3</td>
</tr>
</tbody>
</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>BUSA 265</td>
<td>Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSO 286</td>
<td>Office Information Specialist Internship II</td>
<td>4</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Math Requirement</td>
<td>3-4</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>61-62</td>
</tr>
</tbody>
</table>

1 Individuals with skill/knowledge of keyboarding may opt to challenge BUSO 101A and/or BUSO 101B.
2 Students intending to obtain a four-year degree should take ACCT 201.
3 Computer Applications Requirement options (1 credit required) are: BUSA 107, 119, 122B, 123, or 125.
4 Students may choose from the Associate of Science social sciences degree requirements on page 42.
5 Students must choose a mathematics course listed as a requirement for the Associate of Science degree on page 43.

Office Receptionist
Applied Technology Program

The Office Receptionist program provides coursework required for a Certificate of Completion that leads to entry-level career opportunities in an office environment. Students may also consider transferring to NIC's Administrative Assistant, Legal Administrative Assistant, Medical Administrative Assistant, or Office Information Specialist program after completion of the Office Receptionist coursework.

Certificate of Completion
First 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</td>
</tr>
<tr>
<td>BUSA 118</td>
<td>Introduction to Word Processing (WordPerfect)</td>
<td>1</td>
</tr>
<tr>
<td>BUSA 121</td>
<td>Introduction to Spreadsheets</td>
<td>1</td>
</tr>
<tr>
<td>BUSA 133</td>
<td>Introduction to Windows</td>
<td>1</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>COMM 233</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>or COMM 101</td>
<td>Introduction to Speech 2</td>
<td>(3)</td>
</tr>
<tr>
<td>ENGL 099</td>
<td>Fundamentals for Writing</td>
<td>3</td>
</tr>
<tr>
<td>or ENGL 101</td>
<td>English Composition</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>BUSO 115</td>
<td>Records System Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSO 173</td>
<td>Word Processing</td>
<td>3</td>
</tr>
</tbody>
</table>

79
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, compile, 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.

Associate of Applied Science Degree

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSA 185</td>
<td>Business Math</td>
<td>3</td>
</tr>
<tr>
<td>BUSO 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 205</td>
<td>Legal Terminology &amp; Transcription I</td>
<td>3</td>
</tr>
<tr>
<td>BUSO 206</td>
<td>Legal Terminology &amp; Transcription II</td>
<td>3</td>
</tr>
<tr>
<td>COMM 101</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 101</td>
<td>English Composition</td>
<td>3</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>3</td>
</tr>
<tr>
<td>PLEG 201</td>
<td>Legal Ethics</td>
<td>1</td>
</tr>
<tr>
<td>PLEG 205</td>
<td>Law Office Management</td>
<td>1</td>
</tr>
<tr>
<td>PLEG 210</td>
<td>Legal Research I</td>
<td>3</td>
</tr>
<tr>
<td>PLEG 211</td>
<td>Legal Research II</td>
<td>3</td>
</tr>
<tr>
<td>PLEG 220</td>
<td>Legal Writing I</td>
<td>3</td>
</tr>
<tr>
<td>PLEG 221</td>
<td>Legal Writing II</td>
<td>3</td>
</tr>
<tr>
<td>PLEG 230</td>
<td>Evidence</td>
<td>3</td>
</tr>
<tr>
<td>PLEG 290</td>
<td>Paralegal Internship I</td>
<td>3</td>
</tr>
<tr>
<td>PLEG 291</td>
<td>Paralegal Internship II</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Elective Requirements</td>
<td></td>
<td>6</td>
</tr>
</tbody>
</table>

TOTAL: 65

Pharmacy Technology

Applied Technology Program

The Pharmacy Technology program, an Allied Health program, prepares its graduates for positions working under the supervision of a licensed and registered pharmacist in retail, wholesale, and medical facilities. Students completing the program will have a basic understanding of anatomy, physiology, medical terminology, and the therapeutic classification and use of the top 200 drugs. Students will develop skill in pharmaceutical preparation, maintaining patient profiles or records, performing stock procedures, communication and presentation, and computer use to enter, store, and recall patient information.

The Pharmacy Technology program has a selective admissions process which is explained on page 16 of this catalog. Approximately 8-12 students are admitted to the pharmacy coursework and practicum each spring semester. Course requirements prior to the technical pharmacy courses are open to all students who meet specific course prerequisites. The Certificate of Completion can be obtained in an 11-month course of study.

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>
<td>1.0</td>
</tr>
<tr>
<td>ALTH 102</td>
<td>Introduction to Allied Health Lab</td>
<td>1.0</td>
</tr>
<tr>
<td>BIOL 175</td>
<td>Human Biology</td>
<td>4.0</td>
</tr>
<tr>
<td>BUSO 109</td>
<td>Medical Terminology/Anatomy</td>
<td>3.0</td>
</tr>
</tbody>
</table>
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 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>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>PE 160</td>
<td>Foundations of Physical Education</td>
<td>3</td>
</tr>
<tr>
<td>PE 180</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>&quot;Individual/Team Sports (Select 7)&quot;</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>2</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 Electives</td>
<td></td>
</tr>
<tr>
<td></td>
<td>* Arts &amp; Humanities Elective</td>
<td></td>
</tr>
<tr>
<td></td>
<td>* Social Science Electives (HIST 111, 112 or POLS 101)</td>
<td>3</td>
</tr>
</tbody>
</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>Drug 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>Drug Abuse: Fact, Fiction &amp; the Future</td>
<td>3</td>
</tr>
</tbody>
</table>

* Select electives from the list of A.A. degree requirements on pages 40-41.
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/Cross Country ......................... 2
PE 241 F  Coaching Wrestling ................................................... 2
PE 248    Athletic Injuries ....................................................... 3

**Health Education Minor**
BIOL 207  Concepts in Human Nutrition .................................... 3
SOC 155   Drug Abuse: Fact, Fiction & the Future ......................... 3
SOC 220   Marriage and Family ................................................ 3
PSYC 223  Stress Management .................................................. 3
PE 222    Wellness Lifestyle ................................................... 3
PE 288    First Aid ................................................................. 3

**PTA 106**  Kinesiology ......................................................... 4
**PTA 108**  Fundamentals of Physical Therapy .............................. 4
**PTA 109**  Gross Anatomy .................................................... 2

**Spring Semester**
**PTA 107**  Observation and Measurement ................................ 2
**PTA 200**  Clinical Pathology ................................................ 3
**PTA 202**  Physical Modalities ............................................... 4
**PTA 206**  Therapeutic Exercise I ........................................... 4
**PTA 210**  Clinical Affiliation .............................................. 4

**Summer Session**
**PTA 211**  Clinical Affiliation II ......................................... 4

**Fall Semester**
**PTA 207**  Therapeutic Exercise II ........................................ 4
**PTA 208**  PTA Seminar ....................................................... 2
**PTA 212**  Clinical Affiliation III ......................................... 4

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

---

**Physics/Astronomy Transfer Program**

This program is for students interested in pursuing a baccalaureate degree in physics. Physics is the science that deals with matter and energy and their interactions in selected fields, 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>
</tr>
</thead>
<tbody>
<tr>
<td>CS 185</td>
<td>Intro to Num. Computing with FORTRAN</td>
<td>3</td>
</tr>
<tr>
<td>or CS 150</td>
<td>Computer Science I</td>
<td>4</td>
</tr>
<tr>
<td>CS 240</td>
<td>Digital Computer Fundamentals</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 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>
<td>3</td>
</tr>
<tr>
<td>ENGR 201</td>
<td>Electric Circuits I</td>
<td>4</td>
</tr>
<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>
</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>5</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 16 of this catalog.

The PTA program is in the process of accreditation. The first and second class of students will be accepted into a nonaccredited 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 233</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>Computations 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 A.A.S. degree requirements.

---

**Associate of Applied Science Degree**

Enrollment requires prior acceptance into the Physical Therapist Assistant Program.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTA 105</td>
<td>Professional Orientation</td>
<td>3</td>
</tr>
</tbody>
</table>
PHYS 212  Engineering Physics II ................................ 5
          P.E. Activity/Dance ........................................ 2
          * Social Science Electives ................................... 6
          * Arts and Humanities Electives .............................. 9
          TOTAL .......................................................... 77

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

Political Science and Pre-Law

Transfer Program

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

Associate of Arts Degree

<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>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>
</tr>
<tr>
<td>MATH 130</td>
<td>Finite Mathematics</td>
<td>4</td>
</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>POLS 105</td>
<td>Introduction to Political Science</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>P.E. Activity/Dance</td>
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<td>Foreign Language</td>
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<td>* Computer Science Elective</td>
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<td>* Arts and Humanities Elective</td>
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</tr>
<tr>
<td></td>
<td>* Laboratory Science Elective</td>
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</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>71-72</td>
</tr>
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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>BIOL 202</td>
<td>General Zoology</td>
<td>4</td>
</tr>
<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 231</td>
<td>General Ecology</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 241</td>
<td>Systematic 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</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 112</td>
<td>Principles of General College Chemistry</td>
<td>4</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</td>
<td>3</td>
</tr>
<tr>
<td>ECON 202</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>MATH 130</td>
<td>Finite Mathematics</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>P.E. Activity/Dance</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>* Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>* Arts and Humanities Elective</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Business Elective (100-level or higher)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>64</td>
</tr>
</tbody>
</table>

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

Pre-Agriculture

Transfer Program

This program is designed for students interested in a broad education with an emphasis on agriculture. Career opportunities may be found in the areas of farm and ranch management, marketing, soil and water management, farm equipment design and manufacturing, food processing, extension program services, and governmental agencies.

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

Associate of Science Degree

<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 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 231</td>
<td>General Ecology</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 241</td>
<td>Systematic 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</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 112</td>
<td>Principles of General College Chemistry</td>
<td>4</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</td>
<td>3</td>
</tr>
<tr>
<td>ECON 202</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>MATH 130</td>
<td>Finite Mathematics</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>P.E. Activity/Dance</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>* Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>* Arts and Humanities Elective</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Business Elective (100-level or higher)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>64</td>
</tr>
</tbody>
</table>

* Select electives from the list of A.S. degree requirements on pages 42-
43.
Pre-Medical Related Fields
Transfer Program

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

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

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

Associate of Science Degree

<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>3</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>3</td>
</tr>
<tr>
<td>*CHEM 277L</td>
<td>Organic Chemistry II Lab</td>
<td>1</td>
</tr>
<tr>
<td>*CHEM 287</td>
<td>Organic Chemistry II</td>
<td>3</td>
</tr>
<tr>
<td>*CHEM 287L</td>
<td>Organic Chemistry II Lab</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>MATH 147</td>
<td>Pre-calculus</td>
<td>5</td>
</tr>
<tr>
<td>MATH 148</td>
<td>Graphing Calculator</td>
<td>1</td>
</tr>
<tr>
<td>MATH 170</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>SOC 101</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

- P.E. Activity/Dance .............................................2
- * Arts and Humanities Electives ..........................6-9
- ** Social Science Electives ..............................3-6

TOTAL ..................................................68-71

* Select electives from 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 a major in physical therapy. Typically, an overall GPA of 2.75 or better, a 3.00 GPA in all prerequisite work (i.e., biology, zoology, chemistry, physics, and psychology) and 150 hours (minimum) of work/observation under the direction of a licensed physical therapist is required for entry into physical therapy programs (may vary with transfer institution).

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

Associate of Science Degree

<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 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>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>Pre-calculus</td>
<td>5</td>
</tr>
<tr>
<td>MATH 148</td>
<td>Graphing Calculator</td>
<td>1</td>
</tr>
<tr>
<td>MATH 170</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>
</tbody>
</table>
| - P.E. Activity/Dance .............................................2
- * Arts and Humanities Electives ..........................6-9
- ** Social Science Electives ..............................3-6

TOTAL ..................................................68-71

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

** Select electives from the list of A.S. 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 3.20 overall grade point average in their academic studies prior to admission to the program. Candidates with greater depth and breadth of academic background are given preference by WSU.

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

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

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

Associate of Science Degree

<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 277L</td>
<td>Organic Chemistry I Lab</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>
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</tr>
<tr>
<td>MATH 130</td>
<td>Finite Math, Precalculus, or</td>
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</tr>
<tr>
<td>147 or 170</td>
<td>Analytic Geometry and Calculus I</td>
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<td>PHYS 111</td>
<td>General Physics I</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 112</td>
<td>General Physics II</td>
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</tr>
<tr>
<td></td>
<td>P.E. Activity/Dance</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>' Arts and Humanities Electives</td>
<td>6-9</td>
</tr>
<tr>
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<td>General Electives</td>
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<tr>
<td></td>
<td>TOTAL</td>
<td>64-65</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>
</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>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></td>
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<td>2</td>
</tr>
<tr>
<td></td>
<td>' Mathematics Elective</td>
<td>3-4</td>
</tr>
<tr>
<td></td>
<td>' Computer Science Elective</td>
<td>2-3</td>
</tr>
<tr>
<td></td>
<td>' Laboratory Science Electives</td>
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<td>' Arts and Humanities Electives</td>
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<tr>
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<td>' Cultural Diversity Elective</td>
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<td>64-67</td>
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</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 prepares students for 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 management skills. Students must complete a common core of courses to receive an A.A.S. degree.

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

Marketing Option: Students choosing this option will focus on marketing, advertising, retailing, and sales. Students learn what motivates customers to make 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>ACCT 201</td>
<td>Principles of Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 202</td>
<td>Managerial Accounting</td>
<td>3</td>
</tr>
<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 121</td>
<td>Introduction to Spreadsheets</td>
<td>1</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 265</td>
<td>Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>COMM 101</td>
<td>Introduction to Speech Comm.</td>
<td>3</td>
</tr>
<tr>
<td>ECON 201</td>
<td>Principles of Economics (Macro)</td>
<td>3</td>
</tr>
<tr>
<td>ECON 202</td>
<td>Principles of Economics (Micro)</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>
<tr>
<td>MATH 130</td>
<td>Finite Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 120</td>
<td>Occupational Relations</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 236</td>
<td>Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 256</td>
<td>Problem Solving Through Team Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 266</td>
<td>Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>Electives From List Below</td>
<td></td>
<td>5-6</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, 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-adooption 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 all of the associate 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 Comm.</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>
</tbody>
</table>
Program Guidelines

ENGL 102 English Composition .................................................... 3
MATH 130 Finite Mathematics (or higher) ........................................ 4
PHIL 201 Logic & Critical Thinking .............................................. 3
PSYC 101 Introduction to Psychology ............................................ 3
SOC 101 Introduction to Sociology ................................................ 3
SOC 102 Social Problems ............................................................. 3
SOWK 240 Introduction to Social Work .......................................... 3
SOWK 241 Social Work Generalist Practice .................................... 3

---

P.E. Activity/Dance ................................................................. 2

---

* Cultural Diversity Elective ..................................................... 3-4

---

* Laboratory Science Electives .................................................. 8

---

* Arts and Humanities Electives (Group 1 & 2) ............................ 6

---

* Social Science Electives (Group 2 & 3) ................................... 6

---

General Electives .................................................................... 9-10

---

TOTAL ..................................................................................... 68-70

---

* (Intermediate Foreign Language strongly recommended, preferably Spanish)
* Select electives from the A.A. degree requirements on pages 40-41.

Recommended General Electives:

BIOL 175 Human Biology ............................................................. 4
PHIL 103 Ethics ........................................................................... 3
PSYC 203 Developmental Psychology ......................................... 3
PSYC 211 Abnormal Psychology ................................................... 3
PSYC 223 Stress Management ..................................................... 3
SOC 155 Drug Abuse .................................................................. 3
SOC 283 Death and Dying ............................................................ 3

Associate of Science Degree

Course  Title  Credit Hours
BIOL 175 Human Biology .............................................................. 4
COMM 101 Introduction to Speech Communication ....................... 3
ENGL 101 English Composition .................................................... 3
ENGL 102 English Composition .................................................... 3
MATH 130 Finite Mathematics (or higher) ..................................... 4
PHIL 103 Ethics ........................................................................... 3
POLS 102 State and Local Government ........................................ 3
PSYC 101 Introduction to Psychology ......................................... 3
SOC 101 Introduction to Sociology ................................................. 3
SOWK 240 Introduction to Social Work ......................................... 3
SOWK 241 Social Work Generalist Practice ................................... 3

---

P.E. Activity/Dance ..................................................................... 2

---

* Foreign Language (Intermediate) ............................................. 4

---

* Laboratory Science Electives ................................................... 4

---

General Electives ..................................................................... 19

---

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

---

* Intermediate Foreign Language strongly recommended - preferably Spanish
* Select electives from the 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

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

---

P.E. Activity/Dance ..................................................................... 2

---

* Cultural Diversity Elective ..................................................... 3-4

---

* Social Science Electives ......................................................... 9

---

* Arts and Humanities Electives ............................................... 6

---

* Laboratory Science Electives ................................................... 8

---

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

---

* 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 class size often dictates whether a particular course can be offered, there is no guarantee a student can achieve an Associate Degree in Theatre. Rather, the program is designed for those who would take an Associate in General Studies with an emphasis in Theatre to transfer and complete a Bachelor’s degree.

Emphasis is placed on the theatre arts as a valuable study for a wide range of career choices. Theatre arts at NIC is not restricted to those who would like to make theatre a profession. Rather, through the study of communication, literary, physical, technical and psychological/emotional skills, a 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 Communication</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>
<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>THEA 101</td>
<td>Introduction to Theatre</td>
<td>3</td>
</tr>
<tr>
<td>THEA 102</td>
<td>Stage Makeup</td>
<td>3</td>
</tr>
<tr>
<td>THEA 103</td>
<td>Introduction to Stagecraft</td>
<td>3</td>
</tr>
<tr>
<td>THEA 104</td>
<td>Stage Craft II</td>
<td>3</td>
</tr>
<tr>
<td>THEA 105</td>
<td>Basics of Performance</td>
<td>2</td>
</tr>
<tr>
<td>THEA 106</td>
<td>Basics of Performance</td>
<td>2</td>
</tr>
<tr>
<td>THEA 163</td>
<td>Basics of Scene Design</td>
<td>2</td>
</tr>
<tr>
<td>THEA 190</td>
<td>Theatre Practice</td>
<td>4</td>
</tr>
<tr>
<td>THEA 263</td>
<td>Technical Production</td>
<td>2</td>
</tr>
<tr>
<td>THEA 271</td>
<td>Play Analysis</td>
<td>3</td>
</tr>
<tr>
<td>THEA 272</td>
<td>Intermediate Acting</td>
<td>3</td>
</tr>
<tr>
<td>THEA 273</td>
<td>Stage Lighting</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>P.E. Activity/Dance</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>* Arts and Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>* Cultural Diversity Elective</td>
<td>3–4</td>
</tr>
<tr>
<td></td>
<td>* Computer Science Elective</td>
<td>2–3</td>
</tr>
<tr>
<td></td>
<td>* Mathematics Elective</td>
<td>3–4</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>TOTAL</td>
<td></td>
<td>78–81</td>
</tr>
</tbody>
</table>

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

### Welding Technology

**Applied Technology Program**

The Welding Technology program is designed to prepare students for entry-level employment as structural, pipe, or production welder. Students can choose between a one-year certificate, a two-year advanced certificate, or an Associate of Applied Science degree.

The program complies with national standards established by the American Welding Society (AWS) and is taught by AWS certified welding instructors. It combines theory and applied shop practice designed to develop welding skills. Students receive instruction on welding processes including OAC (oxygen-acetylene cutting), SMAW (shielded metal arc welding), GMAW (gas metal arc welding) and GTAW (gas tungsten arc welding), as well as blueprint reading, layout procedures, metallurgy, and safety.

A general education component of English, math/business/economics, and human relations is integrated into the program. Successful completion of each semester and/or permission of the instructor is required for acceptance into the next semester. Placement in specific English and math classes is determined by a standardized skills assessment called the COMPASS. Students who wish to upgrade skills in those areas are encouraged to do so through the Bridge Program. (See Bridge Program on page 47).

Note: Current industry professionals may enroll in individual...
to do so through the Bridge Program. (See Bridge Program on page 47).

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

**Certificate of Completion**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 024</td>
<td>Technical Math</td>
<td>3</td>
</tr>
<tr>
<td>or MATH 108</td>
<td>Intermediate Algebra ¹</td>
<td>(4)</td>
</tr>
<tr>
<td>WELD 100A</td>
<td>Welding Theory</td>
<td>2</td>
</tr>
<tr>
<td>WELD 111</td>
<td>Safety</td>
<td>1</td>
</tr>
<tr>
<td>WELD 120</td>
<td>Blueprint Reading</td>
<td>3</td>
</tr>
<tr>
<td>WELD 160L</td>
<td>Oxy Fuel Gas Welding</td>
<td>5</td>
</tr>
<tr>
<td>WELD 165L</td>
<td>Shielded Metal Arc Welding I</td>
<td>5</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 120</td>
<td>Occupational Relations ¹</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 099</td>
<td>Fundamentals for Writing ¹</td>
<td>3</td>
</tr>
<tr>
<td>or ENGL 101</td>
<td>English Composition ¹</td>
<td>(3)</td>
</tr>
<tr>
<td>WELD 100B</td>
<td>Welding Theory</td>
<td>2</td>
</tr>
<tr>
<td>WELD 170L</td>
<td>Flux Core Arc Welding</td>
<td>3</td>
</tr>
<tr>
<td>WELD 175L</td>
<td>Gas Metal Arc Welding</td>
<td>3</td>
</tr>
<tr>
<td>WELD 180L</td>
<td>Shielded Metal Arc Welding II</td>
<td>3</td>
</tr>
<tr>
<td>WELD 195L</td>
<td>Carbon Arc Cutting/Plasma Arc Cutting</td>
<td>1</td>
</tr>
<tr>
<td>WELD 220</td>
<td>Advanced Blueprint Reading</td>
<td>2</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>39</td>
</tr>
</tbody>
</table>

¹ This is the recommended course for this program, but students may substitute a course from the approved Associate of Applied Science (A.A.S.) degree list on page 44. Students must have instructor approval before substitutions are made.

**Associate of Applied Science Degree**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 020</td>
<td>Technical Math ¹</td>
<td>3</td>
</tr>
<tr>
<td>or MATH 108</td>
<td>Intermediate Algebra ¹</td>
<td>(4)</td>
</tr>
<tr>
<td>WELD 100A</td>
<td>Welding Theory</td>
<td>2</td>
</tr>
<tr>
<td>WELD 111</td>
<td>Safety</td>
<td>1</td>
</tr>
<tr>
<td>WELD 120</td>
<td>Blueprint Reading</td>
<td>3</td>
</tr>
<tr>
<td>WELD 160L</td>
<td>Oxy Fuel Gas Welding</td>
<td>5</td>
</tr>
<tr>
<td>WELD 165L</td>
<td>Shielded Metal Arc Welding I</td>
<td>5</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 120</td>
<td>Occupational Relations ¹</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 099</td>
<td>Fundamentals for Writing ¹</td>
<td>3</td>
</tr>
<tr>
<td>or ENGL 101</td>
<td>English Composition ¹</td>
<td>(3)</td>
</tr>
<tr>
<td>WELD 100B</td>
<td>Welding Theory</td>
<td>2</td>
</tr>
<tr>
<td>WELD 170L</td>
<td>Flux Core Arc Welding</td>
<td>3</td>
</tr>
<tr>
<td>WELD 175L</td>
<td>Gas Metal Arc Welding</td>
<td>3</td>
</tr>
<tr>
<td>WELD 180L</td>
<td>Shielded Metal Arc Welding II</td>
<td>3</td>
</tr>
<tr>
<td>WELD 195L</td>
<td>Carbon Arc Cutting/Plasma Arc Cutting</td>
<td>1</td>
</tr>
<tr>
<td>WELD 220</td>
<td>Advanced Blueprint Reading</td>
<td>2</td>
</tr>
</tbody>
</table>

**Third Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELD 114</td>
<td>Mechanical Drawing</td>
<td>2</td>
</tr>
<tr>
<td>WELD 190</td>
<td>Oxy Fuel Gas Welding</td>
<td>3</td>
</tr>
</tbody>
</table>

**Fourth Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELD 100C</td>
<td>Welding Theory</td>
<td>2</td>
</tr>
<tr>
<td>WELD 130</td>
<td>Quality Control/NDT Processes</td>
<td>1</td>
</tr>
<tr>
<td>WELD 240</td>
<td>Layout Procedures</td>
<td>2</td>
</tr>
<tr>
<td>WELD 280L</td>
<td>Shielded Metal Arc Welding</td>
<td>10</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>70</td>
</tr>
</tbody>
</table>

¹ This is the recommended course for this program, but students may substitute a course in the same category from the approved Associate of Applied Science (A.A.S.) degree list on page 44. Students must have instructor approval before substitutions are made.

² This course is required for the A.A.S. degree.
**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 non-transferable and do not apply toward the Associate of Arts and Associate of Science degrees. They may be required within some Associate of Applied Science degrees.

**College Wide Course Numbers**

### 203 Workshop

Credits arranged.

NIC courses of a short duration conducted by qualified faculty or other authorities in a particular field. Six credits maximum may be applied toward graduation.

Prerequisite: Permission of the instructor.

### 204 Special Topic

Credits arranged.

Special Topic courses are semester-length courses dealing with unique subjects or timely topics conducted by qualified faculty or authorities in a particular field.

### 290 Internship

An off-campus experience directed by an on-site supervisor, 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 out-of-classroom experience designed to give the student an opportunity to apply principles learned in academic course work to specific community-related or employment-related situations. Practicums are overseen by a faculty member. Eight credits maximum can be applied toward graduation.

Prerequisite: Permission of the instructor.

### 299 Independent Study

Credits arranged.

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.

### Accounting

#### ACCT 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 the Accounting Assistant program and is helpful to others who want to upgrade business skills for improved employability. Students may not receive duplicate credit for ACCT 110 and 201.

Lecture/Lab: 4 hours per week  
Prerequisite: BUSA 121 or equivalent

#### ACCT 111 Small Business Accounting II

3 Credits  
Offered Spring Semester  

ACCT 111 is a continuation of ACCT 110 with an introduction to accounting procedures for partnerships and corporations. Emphasis will include asset valuation, inventory valuation, and financial statement analysis for small businesses.

This course is required for students in the Accounting Assistant Program and others who want to upgrade business skills for improved employability. Prior completion of ACCT 110 is required.

Lecture/Lab: 4 hours per week  
Prerequisite: ACCT 110

#### ACCT 113 Payroll Accounting

3 Credits  
Offered Spring Semester  

ACCT 113 provides an in-depth study of payroll procedures. Included is a discussion of employees and independent contractors, how to calculate gross wages for hourly and salaried employees, mandatory and voluntary withholdings, employer taxes, recording payroll, and state and federal record keeping requirements. Current tax rates and current tax forms will be used. Some emphasis will be placed on computerized payroll accounting and completion of a payroll practice set is required.

Lecture/Lab: 4 hours per week  
Prerequisite: ACCT 110

#### ACCT 140 Accounting with Computers

3 Credits  
Offered Fall Semester  

ACCT 140 is an introduction to accounting and computers using QuickBooks. The course will focus on accounting for service and merchandising business with emphasis on sales and receivables, purchases and payables, general accounting, payroll accounting, and end-of-period procedures. Computerizing a manual accounting system will also be discussed.

Lecture/Lab: 4 hours per week  
Prerequisite: ACCT 110
ACCT 201  Principles of Accounting  Offered Each Semester

ACCT 201 is an introduction to contemporary financial accounting. It emphasizes basic terminology and concepts, the theoretical framework of double-entry accounting, and descriptions and derivation of the primary financial statements prepared by accountants.

This course is included in the Business Education and Business Administration curricula and is required in the Small Business Management program. It fulfills the accounting course requirement for all Business and Office Technology programs. Prior completion of other courses is not required.

Lecture/Lab: 4 hours per week

ACCT 202  Managerial Accounting  Offered Each Semester

ACCT 202 is a continuation of ACCT 201 with emphasis on accounting theory and procedures relating to corporations. Manufacturing accounting and accounting for managerial decision making, including analysis and 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/Lab: 4 hours per week
Prerequisite: ACCT 201

ACCT 209  Computer Accounting  Offered Each Semester

ACCT 209 applies accounting theory and principles in practical situations involving hands-on computer use. Prior completion of ACCT 201 or permission of the instructor is required.

Independent Study: 2 hours per week
Prerequisite: ACCT 201 or permission of instructor

ACCT 244  Credit and Collections  Offered Fall Semester

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

Lecture: 3 hours per week
Prerequisite: ACCT 111

ACCT 246  Current Business Taxes  Offered Fall Semester

ACCT 246 provides necessary information to bookkeepers and business owners about local, state, and federal taxes that are currently paid by area businesses. The course will examine business licenses, property tax, sales and use tax, income tax on corporations and payroll related taxes. Other federal compliance reports will also be discussed. Current tax rates and current tax forms will be used. Guest speakers will explain the history, current taxing environment, and benefits related to particular taxes.

Lecture: 3 hours per week
Prerequisite: ACCT 111

ACCT 248  Accounting Seminar  Offered Spring Semester

ACCT 248 is the capstone course for the Accounting Assistant Program. This course should be taken during the student’s final semester, after completion of all other required accounting courses. Emphasis will be on records management, efficient telephone use, employee/employer relations, dealing with the public, resumes, interview techniques, stress/time management, and working with accounting records of an existing business. Instructor permission is required for this course.

Lecture/Lab: 5 hours per week
Prerequisite: Instructor permission

Allied Health

ALTH 101  Introduction to Allied Health  Offered Each Semester

ALTH 101 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
Corequisite: ALTH 102

ALTH 102  Introduction to Allied Health Lab  Offered Each Semester

ALTH 102 is a weekly three-hour lab course providing 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: Approximately 2 hours per week
Corequisite: ALTH 101

ALTH 105  Infection Prevention  Offered Each Semester

ALTH 105 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
COURE DESCRIPTIONS

ALTH 107  Communication Skills
1 Credit  Offered Fall Semester
This on-campus seminar provides allied health students the opportunity to develop communication skills necessary for effective communication skills necessary for effective helping and teamwork relationships. This course is required for practical nursing program completion.
Seminar: 2 hours per week

American Indian Studies

AIST 101  Introduction to American Indian Studies
3 Credits  Offered Each Semester
This course provides a general overview of Indian history, culture, philosophy and religious practices, music, art and literature, tribal law, government and sovereignty. The course will focus on both traditional and contemporary cultures with an emphasis on issues in American Indian life. The course will also cover the origins and development of content and method in American Indian studies, focusing on patterns of persistence and change in American Indian communities, especially political, linguistic, social, legal and cultural change in post European contact period. This course satisfies the Cultural Diversity requirement for the A.A. degree and partially satisfies the Social Science requirement for the A.S. degree.
Lecture: 3 hours per week.
Corequisite: Completion or concurrent enrollment in ENGL 101 and ANTH 101 recommended.

Anthropology

ANTH 101  Introduction to Physical Anthropology
3 Credits  Offered Fall Semester
This course offers instruction in how the human species has developed over the past five million years. Information includes the African fossil finds, possible ancestors of the first humans, how human populations may differ from each other biologically, and the development of 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 102 is a study of human culture, which involves the information and techniques people use to survive and get along with each other. Included are examples from exotic peoples around the world in the areas of religion, magic, kinship, coming of age ceremonies, marriage rituals, economic activities, hunting techniques, etc. The course is desirable for students seeking a broad understanding of how human beings live, and how human customs vary throughout the world. Satisfies a social science course requirement for the A.A. and A.S. degrees.
Lecture: 3 hours per week

ANTH 225  Native People of North America
3 Credits  Offered Each Semester
This course offers an examination of who the North American Indians are, and who they were. Various facets of Indian culture are explored, including hunting, religion, art, living styles, foods, and relationships between the Native American tribes, both now and in the past.
ANTH 225 is an interesting course for students curious about the Native Americans and their relationship with the environment, as well as those students wishing to satisfy the Cultural Diversity requirement for the A.A. degree or three Social Science credits toward an A.S. degree.
Lecture: 3 hours per week

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 230 is an interesting course for those students curious about the human past in both the Old and New Worlds, as well as students wishing to satisfy the Group 4 Social Science requirement for the A.A. degree or three Social Science credits toward an A.S. degree.
Lecture: 3 hours per week

ANTH 299  Independent Study: Readings in the History of Anthropology
3 Credits  Offered Each Semester
This course is an individual study in which the student completes reading from a list of books relating to the development of modern anthropological thinking. A document based on those readings will be prepared by the student. This course is intended for anthropology majors wishing to transfer to B.A.-granting institutions.
Instructor Consent: 3 hours per week
Prerequisites: ANTH 101, 102, 230, ENGL 102

Applied Technology

ATEC 103  College Survival Skills for Applied Technology
2 Credits  Offered Both Semesters
ATEC 103 is designed to increase student success by helping students obtain the skills necessary to complete their educational objectives. An emphasis in practical study techniques for applied technology is provided. Other topics include goal setting, time management, note-taking, communication/listening skills, motivation and attitude, study techniques, thinking skills, college resources and test-taking. The course also addresses
General Education objectives such as lifelong learning and information literacy.
Lecture: 2 hours per week

ATEC 108 Introduction to Technical Careers
3 Credits Offered Both Semesters

ATEC 108 is designed to enhance student success by helping students understand the critical forces reshaping work and the workplace in America. Students will examine major technological development in the last 50 years, as well as emerging trends in the workplace, such as total quality management, customer service, team development, and entrepreneurship. Students will explore skills critical for success in the new work environment, as well as conduct self-assessment and career exploration activities. Students will survey three to five occupations based on stated interest and develop a personal educational plan for their career choice.
Lecture: 3 hours per week

ATEC 109 Occupational Relations
1 Credit Offered Either Semester

Instruction in practical application of on-the-job interpersonal relations as it applies to you as an employee, supervisor or consumer.
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. Its underlying assumption is that it is better to teach someone how to find his or her own job, than to find one for that person. Techniques include identifying skills, resumes, interviewing, and conducting a successful job search.
Lecture: 1 hour per week

ATEC 118 Library Skills for Applied Technology
1 Credit Offered Both Semesters

ATEC 118 is designed to increase student success by teaching students to access and use the professional resources available in a college library. Students will learn how to use interlibrary loans, how a library is organized, how to use the reference collection, and how to use periodical indexes, including papers, CD-ROM, and on-line information. Class members will find a discussion group in their chosen career on the Internet, locate and correspond with a professional association in their career, and locate additional information in their career. Students learn to critically assess the information they find during this class.
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 consumers. 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 194 Cooperative Workbased Learning I
1-3 Credits Offered Fall Semester

This course is designed to provide students with career-related experience and an opportunity to reflect on their 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 195 Cooperative Workbased Learning II
1-3 Credits Offered Spring Semester

This course is designed to provide students with career-related experience and an opportunity to reflect on their 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 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
COURSE DESCRIPTIONS

ATEC 294 Cooperative Workbased Learning III
1-3 Credits
Offered Fall Semester

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

ATEC 295 Cooperative Workbased Learning IV
1-3 Credits
Offered Spring Semester

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

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 2D/Design Foundation
3 Credits
Offered Fall Semester

This course offers instruction in the design process with consideration of abstract/concrete and intangible/tangible elements. These design elements are explored through various media in two-dimensional problems.
ART 121 helps students channel conceptual thinking and to organize and master skills of the basic elements of art. The course is necessary for the artist/designer in all fields. It is a required course in the Commercial Art program and for some transfer programs.
Lecture/Lab: 5 hours per week

ART 122 3D/Design Foundation
3 Credits
Offered Spring Semester

ART 122 offers instruction in the use of basic art fundamentals as applied to three-dimensional art work and the creative concepts evolving from these properties.
This course helps students to channel conceptual thinking and organize and master skills of the basic elements of art as they relate to three-dimensional expression. Design II is
**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 in the artistic expression of the draped and undraped human form. Included will be drawing in various media from the model with an emphasis on personal interpretation.

ART 218 offers a basis for development of 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 217 or permission of instructor

**ART 231**  
Beginning Painting I  
3 Credits  
Offered Fall Semester

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

ART 231 helps develop ideas and competence with a creative medium. It promotes the articulation of feelings and objectives through a descriptive visual vocabulary. This course is a required course in the Commercial Art program. Class supplies are to be purchased by the student.

Lecture/Lab: 5 hours per week

**ART 232**  
Beginning Painting II  
3 Credits  
Offered Spring Semester

ART 232 offers additional instruction in the knowledge and understanding of the paint medium with special emphasis on personal development. The course is structured around personal instruction and group critiques. Beginning Painting II encourages divergent thinking and different approaches with the medium through the presentation of abstract concepts. It is a required course in the Commercial Art program. Class supplies are to be purchased by the student.

Lecture/Lab: 5 hours per week

**ART 241**  
Sculpture I  
3 Credits  
Offered Fall Semester

Sculpture I provides an introduction to ideas and materials designed to facilitate the student's response to three-dimensional forms. Emphasis will be on concepts of modeling, carving, and constructing. This course promotes confidence for the three-dimensional artist through technical fundamentals. It is a recommended elective for the Commercial Art program.

Lecture/Lab: 5 hours per week

**ART 242**  
Sculpture II  
3 Credits  
Offered Spring Semester

ART 242 is a continuation of Sculpture I. The course explores problems of greater complexity through both technical and personal involvement. The course further develops the necessary skills for three-dimensional work. It is a recommended elective for the Commercial Art program.

Lecture/Lab: 5 hours per week  
Prerequisite: ART 241

**ART 248**  
Intermediate Painting I  
3 Credits  
Offered Fall Semester

This course is structured to meet students' needs and interests with an emphasis on creative expression and exploration beyond the visual image. The course includes individual instruction and group critiques. Intermediate Painting I promotes an appreciation for the complexity of the medium and the range of possibilities associated with it. Intended for the intermediate student who has a firm understanding of the properties and fundamentals of this studio discipline, the course is a recommended elective for the commercial art program. Class supplies are to be purchased by the student.

Lecture/Lab: 5 hours per week  
Prerequisite: ART 231, 232

**ART 246**  
Intermediate Painting II  
3 Credits  
Offered Spring Semester

Intermediate Painting II is a continuation of ART 245. The course focuses on developing students' greater understanding of personal intent, continuing creative expression, and exploration beyond the visual image. The course offers individual instruction and group critiques. Class supplies are to be purchased by the student. It is a recommended elective for the commercial art program.

Lecture/Lab: 5 hours per week  
Prerequisite: ART 245

**ART 251**  
Printmaking I  
3 Credits  
Offered Fall Semester

Printmaking explores the relief printing processes of wood and lino blocks, silkscreen methods, and handmade paper processes. Emphasis is on methods, techniques, exploration of materials, and individual development. An additional focus will be on the historic influence and importance of each media and its relationship to other artistic expressions. ART 251 is a recommended elective for the Commercial Art program.

Lecture/Lab: 5 hours per week
ART 252  
Printmaking II  
3 Credits  
Offered Spring Semester  
Printmaking II provides an introduction to engraving, collagraphic, and mixed media processes. Emphasis is on exploration of materials, methods, and creative expression. Additional focus will be on the historical influence and importance of each 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  
Offered Fall Semester  
ART 253 offers instruction in basic type styles and design. The course includes characteristics of letters in relationship to technical, free style, and creative letter rendering as they apply within the commercial art and illustration fields. Letterform Design provides a fundamental knowledge of hand lettering. This is a required course in the Commercial Art program.  
Lecture/Lab: 5 hours per week  

ART 261  
Ceramics I  
3 Credits  
Offered Both Semesters  
Ceramics I introduces the student to wheel-thrown and handbuilt clay forming techniques, ceramic design concepts, and glaze experimentation. Emphasis is on the development of fundamental skills and understanding the creative potential of clay. This course helps develop sensitivity of design and aesthetics for the clay objects we use daily. The course enhances an appreciation for the creative process and establishes the student as a designer/crafts person. It is a recommended elective for the Commercial Art program and a fundamental course for transfer to art majors or minors.  
Lecture/Lab: 5 hours per week  

ART 262  
Ceramics II  
3 Credits  
Offered Both Semesters  
ART 262 is a continuation of Ceramics I. Structured to develop the creative potential of the student using the medium of clay as a vehicle of communication, the course focuses on continued development of fundamental skills and expressive use of materials. Additional emphasis is placed on developing 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  
3 Credits  
Offered Fall Semester  
Watercolor I introduces the student to a water-based medium that includes the application of visual and tactile elements and the functions of design. Emphasis will be on visual thinking, exploration, exposure to materials, and technical approaches. Individual instruction and group critiques are utilized. ART 281 helps to develop an appreciation for complexities and the potential for creative expression. Class supplies are to be purchased by the student.  
Lecture/Lab: 5 hours per week  

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

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

ARTG 131  
Computer Graphics I  
3 Credits  
Offered Fall Semester  
ARTG 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 Graphic Design curriculum.  
Lecture/Lab: 5 hours per week  
Prerequisite: Graphic Design major or permission of instructor  

ARTG 132  
Computer Graphics II  
3 Credits  
Offered Spring Semester  
ARTG 132 continues the graphic art student's introduction to Macintosh computer systems. Students will explore industry standard hardware and software and will gain extensive experience with Illustrator as an example of a vector-based art program and Photoshop as an example of a raster-based art program. Prior completion of ARTG 131 is not required. This is a required course in the Graphic Design curriculum.  
Lecture/Lab: 5 hours per week  
Prerequisite: Graphic Design major or permission of instructor  

ARTG 210  
Illustration I  
2 Credits  
Offered Fall Semester  
ARTG 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 or 3-point perspective, creating objects out of simple forms and using shading, shadows, and textures. This is a required course in the Graphic Design program.  
Lecture/Lab: 4 hours per week  
Prerequisite: Graphic Design major or permission of instructor
ARTG 211
2 Credits
Offered Spring Semester
This course is a continuation of ARTG 210, emphasizing the skills necessary to creatively solve visual problems and meet deadlines. Included will be newspaper illustration, technical illustration, lettering, and statistical illustration. This is a required course in the Graphic Design program.
Lecture/Lab: 4 hours per week
Prerequisite: ARTG 210

ARTG 212
2 Credits
Offered Fall Semester
This course offers advanced instruction in the creation of strong and effective visual concepts using both electronic and traditional illustration media. This course provides important skills for potential illustrators, artists, and designers. It is a required course in the Graphic Design program. Prior completion of ARTG 210 and ARTG 211 or permission of the instructor is necessary.
Lecture/Lab: 4 hours per week
Prerequisite: ARTG 210, 211

ARTG 221
3 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 Graphic Design program. Prior completion of other courses is not necessary.
Lecture/Lab: 5 hours per week

ARTG 222
3 Credits
Offered Fall Semester
This course is a continuation of ARTG 221. It is designed to give the student more hands-on experiences in developing skills with tools, materials, and professional methods for creating the total graphic concept. The student will learn to incorporate research, illustrations, and graphics necessary to complete the "mechanical," a prerequisite for reproduction. Continued emphasis is placed on computer graphics and on assigned projects. This course is helpful in building visual literacy, expanding conceptual and technical skills, and improving creative problem solving. It is a required course in the Graphic Design program.
Lecture/Lab: 5 hours per week
Prerequisite: ARTG 221

ARTG 223
3 Credits
Offered Spring Semester
Graphic Design III offers instruction in the use of computer technology for the graphic designer. Students gain hands-on exposure to a variety of computer hardware, including a review of hardware options for creating an electronic design station. This course introduces the student to various computer and software applications (word processing, paint, draw, and page design programs) to design ads, illustrations, and other print communications. ARTG 223 develops the creative use of computer technology for graphic design applications. It is a required course in the Graphic Design program.
Lecture/Lab: 5 hours per week
Prerequisite: ARTG 222

ARTG 254
Pre-Press
2 Credits
Offered Fall Semester
ARTG 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 Graphic Design program.
Lecture/Lab: 4 hours per week
Prerequisite: ART 121, 122; ARTC 131, 132, 221, 222

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

ARTG 284
Capstone II
3 Credits
Offered Fall Semester
ARTG 284 is a continuation of Capstone I and is a required course in the graphic design program. This course culminates with a portfolio show and focuses on business and personal marketing skills as well as generated artwork.
Lecture/Lab: 4 hours per week
Prerequisite: ART 121, 122; ARTG 131, 132, 211, 212, 221, 222, 223, and 283

Automotive Technician
Note: Course enrollment requires prior acceptance into the Automotive Technician Program.

AUTO 105 Orientation, Safety, General Shop Practices
1 Credit
Offered Fall Semester
This course will introduce students to on-campus services including the library and College Skills Center. It will provide instruction about the industry, including wages, job opportunities, and the nature of the work. This course will also give instruction about safety equipment and procedures. Instruction will be given in a variety of general shop practices such as drilling and tapping holes, drilling out broken bolts, Heli-coils, double flares, soldering, and the care of equipment and floors.

AUTO 115L
5.5 Credits
Auto Lab
Offered Fall Semester
This course gives students hands-on exposure in a shop setting to those subjects covered in AUTO 105, 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**芳
7.5 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 123**芳
5 Credits
Offered Fall Semester

This course will teach students the principles of hydraulic brakes and friction, as well as the operation and construction of drum and disc brake systems. Students will learn the principles of differential operation, construction and overhaul procedures, including how to read patterns and adjust bearing preload. Students will also learn the operation, construction and repair of clutch systems, drivelines and constant velocity joints.

**AUTO 126**芳
3 Credits
Offered Spring Semester

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

**AUTO 130**芳
4.5 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**芳
6.5 Credits
Offered Spring Semester

This course will cover basic electrical theory, including types of circuits and components, as well as batteries, starter and charging systems. Students will also learn about wiring schematics and diagrams, along with the 25 most common car wiring systems.

**AUTO 210**芳
2 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**芳
7.5 Credits
Offered Fall Semester

Students will perform troubleshooting on computerized engine controls on live vehicles that have been "bugged" by the instructor. Students will use various scanners and electronic test equipment typically used in the industry to diagnose the "bugs." Prior successful completion of the first year of the Automotive A.A.S. degree program is required, or instructor permission.

**AUTO 216L**芳
7.5 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 222**芳
5 Credits
Offered Fall Semester

This course will teach the basic combustion theory, and general tuneup procedures, as well as the various ignition systems used on today’s cars. The use of electronic engine analyzers, and the reading of scope patterns will also be taught. Students will learn about carburetor theory, overhaul and adjustments. Instruction will include emission control systems and related regulations, as well as the use of the four gas analyzer. Students will learn about “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/ Certificate program is required or instructor permission.

**AUTO 250**芳
2.5 Credits
Offered Fall Semester

The theory and systems of automotive computer controls will be covered including the various sensors and output devices. The use of scanners, computerized engine analyzers, and a multitude of special tools will also be taught. Prior successful completion of the first year of the Automotive A.A.S. degree program is required.

**AUTO 260**芳
4 Credits
Offered Spring Semester

Students will receive instruction on various systems on the automobile that are computer controlled such as fuel injection and anti-lock brakes, as well as some introduction to digital dash, keyless entry and active suspension systems. Prior successful completion of the first year of the Automotive A.A.S. degree program is required.

**AUTO 270**芳
4 Credits
Offered Spring Semester

This course will cover the general theory of manual and automatic transmission and transaxle operation. Students will learn appropriate testing, disassembly and repair procedures. Prior successful completion of the first year of the Automotive A.A.S. degree program is required.
AUTO 260  Heating, Ventilation, Air Conditioning  2 Credits  Offered Spring Semester

Students will receive instruction in heating and air conditioning theory, as well as the use of equipment related to the evacuating, recycling, and recharging of air conditioning systems. The course will cover both R-12 and R-134a refrigerant handling. Prior successful completion of the first year of the Automotive A.A.S. degree program is required.

Biology

BIOL 100  Fundamentals of Biology  4 Credits  Offered Each Semester

This introductory course provides a general overview of evolution, the five kingdoms, ecology, DNA, cell structure, genetics, and human systems. BIOL 100 is designed to give non-biology majors a better understanding and appreciation of the living world. It is not intended as a preparation for BIOL 204 OR BIOL 175, 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 100L)

BIOL 101  Forestry Orientation  1 Credit  Offered Fall Semester

BIOL 101 is an introduction to forestry and related wildlife management professions. Students will explore career opportunities in natural resource management.

Lecture: 1 hour per week

BIOL 111  Living with the Environment  3 Credits  Offered Fall Semester

This course is a study of the environment that includes population dynamics, ecological principles, use and misuse of resources, worldwide environmental problems, and man in relation to land, air, and water resources. Living with the Environment helps enhance an understanding of current environmental issues and the application of environmental principles to everyday decisions. This course does not fulfill a lab science requirement for an associate degree.

Lecture: 3 hours per week

BIOL 175  Human Biology  4 Credits  Offered 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. Upon completion of BIOL 175, BIOL 100 and BIOL 204 cannot be taken for credit. This course may not be accepted as fulfilling the course requirements for some medical programs. Students should get clearance from their prospective transfer institution prior to taking the class. This course satisfies laboratory science course requirements for the A.S., A.A. and A.A.S. degrees.

Lecture: 4 hours per week
Corequisite Lab: 3 hours per week (BIOL 175L)

BIOL 202  General Zoology  4 Credits  Offered Spring Semester

This course presents a survey of the animal kingdom from invertebrates through the vertebrates. It includes 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. This course fulfills a laboratory science requirement for the A.S. and A.A. degrees.

Lecture: 3 hours per week
Corequisite Lab: Two 2-hour labs per week (BIOL 202L)
Prerequisite: BIOL 100 or 204 preferred, but not required.

BIOL 203  General Botany  4 Credits  Offered Spring Semester

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

Lecture: 3 hours per week
Corequisite Lab: Two 2-hour labs per week (BIOL 203L)
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. This 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)
- Prerequisites: 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 in food selection for individual needs. Topics covered will include carbohydrates, fats, proteins, vitamins, minerals, energy balance, vegetarian diets, product labels and additives, life cycle needs, and diets for athletes. Individual dietary habits will be closely examined through a self-evaluation of personal diet studies. Concepts in Human Nutrition provides important basic knowledge in making personal dietary decisions.

- Lecture: 3 hours per week

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

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

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

**BIOL 227**  
Human Anatomy and Physiology I  
4 Credits  
Offered Fall Semester

Note: Students having completed BIOL 175 must petition the Division of Natural Sciences for permission to take BIOL 227 and 228 and credits may be restricted.

This course offers a homeostatic approach to the study of the human body, from the level of the cell to organ systems, with special emphasis on acid-base balance and important physiological problems. Systems covered include skeletal, muscular, nervous, and respiratory. It is designed primarily for students enrolled in health-related fields.

Human Anatomy and Physiology will give students a strong background in the fundamentals of the structure and function of the body. All aspects of life processes will be covered in a manner that should interest students wishing to take a science elective as well as those in the health-related areas. This course fulfills a laboratory science requirement for the A.S. and A.A. degrees.

- Lecture: 3 hours per week
- Corequisite Lab: 3 hours per week (BIOL 227L)
- 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. This course fulfills a laboratory science requirement for the A.S. and A.A. degrees.

- Lecture: 3 hours per week
- Corequisite Lab: 3 hours per week (BIOL 231L)
- Prerequisite: BIOL 100 or 204 or permission of instructor

**BIOL 241**  
Systematic Botany  
4 Credits  
Offered Spring Semester

BIOL 241 offers instruction in plant identification focusing on local gymnosperms and spring angiosperms using a recognized botanical key. The course includes field trips and plant collection. 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. This course fulfills a laboratory science requirement for the A.S. and A.A. degrees.

- Lecture: 2 hours per week
- Corequisite Lab: Two 2-hour labs per week (BIOL 241L)
- 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/cells in regard to structure, physiology, and reproduction. This is a fairly rigorous lab course requiring attendance to cover various lab skills of media use, culturing, slide-staining, use of lab materials, and processes
COURSE DESCRIPTIONS

relating to microorganisms. This course has applications to programs in life sciences, the medical health field, health sciences, agriculture, food industries, pharmaceutical industries, environmental science, and laboratory research. BIOL 250 satisfies a laboratory science course requirement for the A.S. and A.A. degree.

Lecture: 3 hours per week
Corequisite Labs: 3 hours per week (BIOL 250)
Prerequisites: BIOL 100 or 204 and CHEM 101 is recommended, but not required

BIOL 251 Principles of Rangeland Management
2 Credits Offered Spring Semester Alternate Years

BIOL 251 studies the development of rangeland resource management, rangeland vegetation types, current management issues, and the relationship of grazing use with other land uses and values. It does not satisfy laboratory science requirements for the A.S. or A.A. degrees.

Lecture: 2 hours per week
Prerequisites: BIOL 100 or 204

BIOL 250 Principles of Wildlife Biology
2 Credits Offered Spring Semester 2001

This course introduces the principles of wildlife ecology including such topics as basic ecological laws, wildlife biology, and management of wildlife populations. This course does not satisfy a laboratory science requirement for the A.S. or A.A. degrees.

Lecture: 2 hours per week
Prerequisites: BIOL 100 or 204 required; BIOL 202 or 203 is recommended

BIOL 299 Independent Study
Credits arranged Offered Each Semester

BIOL 299 is individual study culminating in a project or product that will become property of the Division of Life Sciences. Individual study will be based on a mutual agreement between the student and instructor and must be outlined on a form available from the Registrar. Individual study allows for an in-depth study of areas of biology that are of personal interest. A maximum of three credits is allowed per semester and only six credits can apply toward graduation requirements. Independent study cannot be used to fulfill associate degree core requirements.

Instructor Contact: 1 hour per week per credit hour
Prerequisites: 26 college-level credits; 3.0 GPA or above; approval of instructor, division chair and vice president

Business Administration

BUS 100 Introduction to Computers
3 Credits Offered Each Semester

BUS 100 is the study of computer systems and applications. It introduces students to computer hardware, and a hands-on exploration of application and system software for microcomputers, including word processing, spreadsheets, and several applications within the Windows environment. This course is appropriate for students from any discipline wishing to gain basic computer literacy with computers and several popular software packages.

This course is required for Business Administration, Business Education, Accounting Assistant and Small Business Management degree programs. It meets the computer science requirement for the A.A. degree. This course cannot be taken for credit after completion of CS 100.

Lecture: 3 hours per week

BUS 101 Introduction to Business
3 Credits Offered Each Semester

BUS 101 is an introductory overview of the organization, functions, and activities of business in contemporary society. Emphasis is placed on the terminology necessary to understanding business principles and practices. The course also includes an exploration of business environments, human resources, management, marketing management, finance, management information tools, and international marketing. Focus is on critical factors essential to understanding the interdependence between different facets of business operations.

This course is useful for those who are considering a career in business or who want an overview of what the study of business encompasses. This is a required course in the Administrative Assistant, Office Information Specialist, Accounting Assistant, and Small Business Management programs. Students enrolled in the Small Business Management program should complete this course before enrolling in other marketing and management courses.

Lecture: 3 hours per week

BUS 107 Survey of the Apple Computer
1 Credit Offered Either Semester

This course is a beginning level course using the Macintosh to learn the basics of the Macintosh operating system, initializing disks, using the mouse, and keyboard. The class includes basic file, disk, and file management using MS Office, an introduction to a basic drawing program using SuperCard, 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: 3 hours per week for 8 weeks or 5 hours per week for 5 weeks

BUS 117 Introduction to DOS
1 Credit Offered Either Semester

BUS 117 provides an introduction to the major microcomputer operating system, MS-DOS on IBM compatible microcomputers. It includes file management, creating and using directories and subdirectories, batch files, menu development, creating and editing files, and managing hard disk systems. Hands-on computer use is involved. This is an important course for anyone who wants to learn how to use the disk operating system on IBM-type microcomputers. It is a required course in the Administrative Assistant and the Office Information Specialist programs and is a microcomputer.
elective course for all other Business and Office Technology programs.

Lecture/Lab: 3 hours per week for 8 weeks or 5 hours per week for 5 weeks

**BUSA 118 Introduction to Word Processing**
1 Credit
Offered Each Semester

BUSA 118 provides an introduction to word processing fundamentals using MS Word for Windows software on IBM compatible computers. A hands-on class with business-oriented examples, it includes creating, storing, retrieving, editing and printing documents. This is a valuable course for those who want to learn how to use word processing software. This is a required course in the Office Receptionist and Accounting Assistant programs. It does not fulfill the word processing requirement for the Business and Office Technology programs, however, this course does count as a microcomputer elective for the Business and Office Technology programs. Some keyboarding proficiency is recommended.

Lecture/Lab: 3 hours per week for 8 weeks or 5 hours per week for 5 weeks
Prerequisite: Some keyboarding proficiency assumed.

**BUSA 119 Intermediate Word Processing**
1 Credit
Offered Either 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: 3 hours per week for 8 weeks or 5 hours per week for 5 weeks
Prerequisite: BUSA 118

**BUSA 120 Introduction to Desktop Publishing**
3 Credits
Offered Either Semester

BUSA 120 provides an introduction to desktop publishing fundamentals with primary emphasis on PageMaker software for IBM compatible microcomputers. This course incorporates both theory and hands-on activities using business-oriented examples. The instruction includes designing and creating page layout, using and 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: 4 hours per week
Prerequisites: BUSA 118 or BUSO 173

**BUSA 121 Introduction to Spreadsheets**
1 Credit
Offered Each Semester

BUSA 121 is an introduction to spreadsheet fundamentals using MS Excell for Windows on IBM compatible microcomputers. It includes basic spreadsheet construction and layout, commands, file, graphics, and printing, and involves hands-on computer use. This course is required for the Business and Office Technology, Accounting Assistant, and Small Business Management programs. Some computer knowledge and basic math skills are recommended.

Lecture/Lab: 3 hours per week for 8 weeks or 5 hours per week for 5 weeks
Prerequisite: Some computer knowledge and basic math skills recommended

**BUSA 122A Intermediate Spreadsheets**
2 Credits
Offered Either Semester

BUSA 122A provides a continuation of spreadsheet software skills at an intermediate level using MS Excell for Windows on IBM compatible computers. A hands-on class with business-oriented examples, it includes spreadsheet design, planning, documenting, and testing of spreadsheets, macros, database features, templates, and lookup. This is a valuable course for enhancing spreadsheet software knowledge. The course is required for the Office Information Specialist and Accounting Assistant programs and is a microcomputer elective for the other Business and Office Technology programs.

Lecture/Lab: 3 hours per week for 8 weeks or 5 hours per week for 5 weeks
Prerequisite: BUSA 121

**BUSA 122B Advanced Spreadsheets**
2 Credits
Offered Either Semester

BUSA 122B continues development of spreadsheet software skills at an advanced level using MS Excell for Windows on IBM compatible computers. A hands-on class with business-oriented examples, the course includes spreadsheet programming, creating and testing macros, using advanced functions and creating graphic applications. This is a valuable course for those who want to enhance their spreadsheet software knowledge. 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 or 5 hours per week for 5 weeks
Prerequisite: BUSA 122A

**BUSA 123 Introduction to Database**
1 Credit
Offered Each Semester

BUSA 123 provides an introduction to database fundamentals. It involves hands-on computer experience using either dBASE or MS Access on IBM compatible microcomputers. Database design and theory, file structure, sorting, editing, report generating at the query-level of dBase, and printing records are included. The software package utilized will be identified in the Class Schedule. This course provides skills in the computer management of data for any application. It is a required course for the Administrative Assistant and Office Receptionist programs and serves as a microcomputer elective for the other Business and Office Technology programs. Some computer knowledge is recommended.

Lecture/Lab: 3 hours per week for 8 weeks or 5 hours per week for 5 weeks
Prerequisite: Some computer knowledge is recommended
COURSE DESCRIPTIONS

BUSA 125  Introduction to Presentation Software
1 Credit  Offered Either Semester

This course provides an introduction to presentation software fundamentals on IBM compatible computers. MS Powerpoint is used to create, store, retrieve, edit and print presentation software files. Class members will create a presentation. This is a valuable course for those who want to learn how to use presentation software. The course is a microcomputer elective for the Business and Office Technology programs.

Lecture/Lab: 3 hours per week for 8 weeks or 5 hours per week for 5 weeks

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 is a required course in the Office Receptionist program. This course is a microcomputer elective for the Business and Office Technology programs.

Lecture/Lab: 3 hours per week for 8 weeks or 5 hours per week for 5 weeks

BUSA 138  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 H.V.A.C. Certificate and the Drafting Technology A.A.S. degree programs.

Lecture: 3-4 hours per week

BUSA 185  Business Mathematics
3 Credits  Offered Each Semester

BUSA 185 provides instruction in the basic operations necessary to solve business problems including the areas of decimals, fractions, percentages, interest, discount, markup, installment buying, stocks and bonds, insurance, and taxes. The 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 the Accounting Assistant, Administrative Assistant, Legal Administrative Assistant, Medical Administrative Assistant, Office Information Specialist, and Office Receptionist programs.

Lecture: 5 hours per week

Prerequisite: MATH 025 or COMPASS score for admission into MATH 108.

BUSA 211  Principles of Management
3 Credits  Offered Each Semester

BUSA 211 provides an overview of theories and practices of management. Major topics include the evolution and scope of management and the universal functions of management including planning, organizing, directing, staffing, controlling, coordinating, and delegating. Emphasis is also placed on the art of negotiating, leadership skills, team performance and productivity, and creative problem solving. This course fosters an awareness of the operational skills and administrative activities of managers, it also helps in upgrading management skills. BUSA 211 is a required course in the Administrative Assistant and Small Business Management programs.

Lecture: 3 hours per week

BUSA 221  Principles of Marketing
3 Credits  Offered Each Semester

This is an introductory course providing an overview of marketing principles and practices. It includes marketing research, strategic planning, marketing segments and environments, and marketing mix. Issues relating to product, promotion, pricing, and distribution are discussed. This course promotes an awareness of the operational and administrative activities of marketing managers and helps in upgrading marketing skills. This is a required course for the Small Business Management program.

Lecture: 3 hours per week

BUSA 265  Legal Environment of Business
3 Credits  Offered Each Semester

BUSA 265 provides an introduction to the areas of law including contracts and torts, which apply most closely to businesses. This course is a required course in the Business Administration, Business Education, Accounting Assistant, Small Business Management, Paralegal, and Legal Office Assistant programs.

Lecture: 3 hours per week

BUSA 271 (formerly BUSA 251)  Statistical Inference and Decision Analysis
4 Credits  Offered Each Semester

BUSA 271 is an introduction to statistical methods used to describe and analyze data. It emphasizes recognizing types of problems and their solutions, and provides students with an understanding of probability, decision theory, confidence intervals, sampling, hypothesis testing, correlation, regression, and nonparametric techniques. This course is a required course in the Business Administration program. Credit is not allowed for both BUSA 271 and BUSA 251 or MATH 253.

Lecture: 4 hours per week

Prerequisite: MATH 130 or 147
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 job search and preparation techniques. A variety of topics will be covered including learning strategies for work, adapting to change, taking responsibility, work habits, sexual harassment, teamwork, communications, and problem solving. Emphasis will be placed on identifying skills, resumes, cover letters, and interviewing. **Note: BMGT 120 is 2 credits if ATEC 110 has been completed; 1 credit if ATEC 119 has been completed.
Lecture: 3 hours per week

BMGT 236 Human Resource Management
3 Credits
Offered Fall 99 and Fall 2001
This is a course about the management of people. Management styles, theories, and processes are an important component of this course. Additional topics include HRM roles and duties, job analysis, job design, job description, skills inventory, employee recruitment, performance appraisal, motivation, team building, compensation, HRM performance, and employee development. This is a required course in the Management Option in the Small Business Management program and is an elective in the Marketing and General Business Options in the Small Business Management program.
Lecture: 3 hours per week

BMGT 256 Problem Solving Through Team Dynamics
3 Credits
Offered Spring Semester 01 and Spring 03
This course explores the creation of teams and their utilization to solve problems. Team dynamics and strategies, brainstorming, information gathering, interpersonal communication, interdependence, and synergy are examined. This course is a required course in the Management Option in the Small Business Management program and is an elective in the Marketing and General Business Options in the Small Business Management program.
Lecture: 3 hours per week

BMGT 266 Small Business Management
3 Credits
Offered Fall Semester
BMGT 266 is an intensive course that applies management and marketing concepts to planning, owning, and operating a small business. Topics covered include entrepreneurial opportunities, developing a business plan, marketing and management, financial management, and the social and legal environment of business. A major emphasis is placed on developing a business plan. This course is a required course in the Management Option in the Small Business Management program and is an elective in the Marketing and General Business Options in the Small Business Management program.
Lecture: 4 hours per week
Prerequisite: ACCT 201 and BUSA 211

BMGT 290 Marketing/Management Internship
3 Credits
Offered Each Semester
This course is an on-the-job application of principles and procedures learned in the Small Business Management program. Students are placed in business organizations and are expected to perform a variety of tasks and/or observe those which cannot be performed. BMGT 290 includes approximately 8-9 hours per week on-the-job.
This course is an elective 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 activities: 8-9 hours per week
Prerequisite: Approval by division committee

Business-Marketing

BMKT 231 Principles of Retailing
3 Credits
Offered Spring 00 and Spring 02
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/team building activities.
This course creates an awareness of the operational and administrative activities of a marketing manager; it also helps in upgrading marketing skills. This is a required course for the 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 and Fall 01
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 (copywriting, 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
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 Administrative Assistant, Medical Administrative Assistant, Office Information Specialist, and Office Receptionist programs. This is an important course for those who want to learn to type and is especially useful for microcomputer word processing. Prior completion of other courses is not required. This is an eight-week course.
Lecture/Lab: 5 hours per week for 8 weeks

BUSO 101B  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 Administrative Assistant, Medical Administrative Assistant, Office Information Specialist, and Office Receptionist programs. This is an eight-week course.
Lecture/Lab: 5 hours per week for 8 weeks
Prerequisite: BUSO 101A or successful challenge of BUSO 101A

BUSO 109  Medical Terminology
3 Credits  Offered Each Semester

This course is a comprehensive introduction to terminology used in the medical field. Taking a body systems approach, strong emphasis is placed on basic anatomy and physiology; abnormal conditions; diagnostic and surgical procedures; as well as medical roots, prefixes, and suffixes. Skill emphasis is placed on defining medical terms and abbreviations, usage of medical reference materials, and spelling of medical terms. This is a required course in the Medical Administrative Assistant, Pharmacy Technology, and Physical Therapist Assistant programs and is helpful for any medical or legal paraprofessional. It is an elective course in the Human Services Certificate program.
Lecture: 4 hours per week

BUSO 110 (Previously 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 Administrative Assistant program.
Lecture/Lab: 4 hours per week
Prerequisite: BUSO 109, 173, 175 and 176

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. Legal Administrative Assistant and Office Information Specialist programs. It is a valuable aid for students who want to take notes more efficiently.
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 mailable copy. This course is required for all students in the Legal Administrative Assistant program.
Lecture: 5 hours per week
Prerequisite: BUSO 112 or one year of high school speedwriting

BUSO 115  Records Systems Management
3 Credits  Offered Each Semester

This course offers instruction in various systems of record management. General areas covered include principles of record creation, retention, transfer, and disposal. Topics also include organization and management of stored records, records facilities, personnel and retention programs, and safety and security of information. Technologies of micrographics, optical disk, and bar coding are included. Use of manual, mechanical, and automated means of storing and retrieving information are covered. This is a required course in the Administrative Assistant, Legal Administrative Assistant, Medical Administrative Assistant, Office Information Specialist, Office Receptionist, and Paralegal programs.
Lecture: 5 hours per week
Prerequisite: BUSO 173 or concurrent enrollment in BUSO 173
BUSO 156 Medical Software Applications
1 Credit  Offered Fall Semester
This course prepares students for administrative tasks in health care practices. Using a medical administrative software package designed for Windows, students will learn to input patient information, schedule appointments, and handle billing. In addition, students will produce various lists and reports and learn to handle insurance claims on paper forms and electronically. The concepts learned in this course are general enough to cover most medical administrative software packages. Students who complete this course should be able to use other brands of software with minimum training. This is a required course in the Medical Administrative Assistant program.
Lecture: 2 hours per week
Prerequisite: BUSO 101B

BUSO 173 Word Processing 3 Credits  Offered Each Semester
This course provides an introduction to word processing fundamentals. It includes instruction in creating, storing, retrieving, editing, proofreading, and printing documents. It utilizes word processing functions such as spell check, grammar check, and formatting features. Emphasis is placed on formatting letters, memos, tables, reports, and other business documents. Application testing is completed under timed conditions. This is a required course in the Administrative Assistant, Legal Administrative Assistant, Medical Administrative Assistant, Office Information Specialist, and Office Receptionist, and Paralegal programs.
Lecture/Lab: 4 hours per week
Prerequisite: BUSO 101B

BUSO 174 Word Processing Applications 3 Credits  Offered Each Semester
BUSO 174 is a continuation of BUSO 173. It emphasizes advanced word processing and beginning desktop publishing skills. Application testing is completed under timed conditions. This is a required course in the Administrative Assistant, Legal Administrative Assistant, Medical Administrative Assistant, and Office Information Specialist programs.
Lecture/Lab: 5 hours per week
Prerequisite: BUSO 173

BUSO 175 Grammar Skill Building 3 Credits  Offered Each Semester
BUSO 175 reviews and develops language skills by emphasizing the study of grammar usage, sentence structure, spelling, punctuation, and proofreading of business communications. This is a required course in the Administrative Assistant, Legal Administrative Assistant, Medical Administrative Assistant, Office Information Specialist, and Office Receptionist programs.
Lecture/Lab: 4 hours per week
Prerequisite: BUSO 173 or concurrent enrollment in BUSO 173

BUSO 176 Machine Transcription & Document Formatting 1 Credit  Offered Each Semester
This course provides students with an introduction to document formatting, including formatting letters, memos, reports, agendas, and itineraries. Students prepare business documents 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, Legal Administrative Assistant, Medical Administrative Assistant, Office Information Specialist, and Office Receptionist programs.
Lecture: 1 hour per week
Prerequisite: BUSO 173 and 175 or concurrent enrollment in BUSO 173 and 175

BUSO 177 Office Receptionist Skills 3 Credits  Offered Each Semester
This course provides practical training and reinforcement in general receptionist skills such as setting priorities, making decisions, following instructions, communicating effectively, managing time, using the telephone effectively, and handling office visitors. This is a required course in the Office Receptionist program.
Lecture/Lab: 5 hours per week
Prerequisite: Prior completion of the first semester of the Office Receptionist program

BUSO 186 Office Receptionist Internship 2 Credits  Offered Each Semester
Office Receptionist Internship provides supervised training in office skills through on-the-job experience. This course allows a practical application of office skills learned in the Office Receptionist program coursework. It involves approximately six hours per week of in-office work. It is a required course in the Office Receptionist program and is graded on a satisfactory/unsatisfactory basis.
On-the-Job Activity: 6 hours per week
Prerequisites: BUSO 115, 173, 175, 176 and ENGL 099 or 101, permission of instructor

BUSO 194 Legal Issues in Health Care 1 Credit  Offered Fall Semester
This course provides an overview of the laws and ethical issues relevant to medical careers. Topics include Medical Practice Acts and Boards, risk management, basic elements of contract law, professional liability and medical malpractice, privacy, and confidentiality and privileged communication such as medical records and informed consent, and workplace legalities. This is a required course in the Medical Administrative Assistant program.
Lecture/Lab: 2 hours per week
Prerequisite: BUSO 109

BUSO 205 Legal Terminology/Transcription 1 3 Credits  Offered Fall Semester
This course provides an introduction to the pronunciation and usage of legal terminology. It includes the transcription of recorded dictation using word processing software. Dictation tapes reinforce the knowledge of legal terminology and procedures. Application testing is completed under timed
COURSE DESCRIPTIONS

conditions. BUSO 205 is a required course in the Legal Administrative Assistant and Paralegal programs.
Lecture/Lab: 5 hours per week
Prerequisites: BUSO 173, 175 and 176

BUSO 206 Legal Terminology/Transcription II
3 Credits
Offered Spring Semester

BUSO 206 is a continuation of BUSO 205. Emphasis is placed on usage of legal terminology in legal documents, formatting legal documents, and transcribing documents from recorded dictation. This course reinforces knowledge of legal procedures. Application testing is completed under timed conditions. This is a required course in the Legal Administrative Assistant and Paralegal programs.
Lecture/Lab: 5 hours per week
Prerequisites: BUSO 205

BUSO 210 Advanced Medical Transcription
2 Credits
Offered Each Semester

The Advanced Medical Transcription course is designed to build on the foundation laid in the beginning medical transcription course and to bridge the gap between the typically easy-to-understand dictation in the beginning transcription course and the difficult, often indistinct dictation heard in the work environment of a medical transcriptionist. 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 Administrative Assistant program.
Lecture/Lab: 4 hours per week
Prerequisites: BUSO 210

BUSO 287 (Previously BUSO 187) Medical Coding
3 Credits
Offered Spring Semester

This course is designed to help students master the complexity of medical coding. Using the Current Procedural Terminology (CPT) and the International Classification of Diseases - Clinical Modification (ICD-9-CM) coding books, students will transform written descriptions of diseases, injuries, and procedures into numeric designations. This course will provide an overview of all aspects of coding, including billing, reimbursement, and audit and appeals. Exercises will cover all the medical specialties, including dermatology, cardiology, primary care, and orthopedics and will address the common coding problems encountered in the real world. Skill emphasis is placed on knowledge of coding theories and practical coding applications. This is a required course in the Medical Administrative Assistant program.
Lecture: 4 hours per week
Prerequisites: Sophomore standing or permission of the instructor and BUSO 109

BUSO 288 Office Information Specialist Internship I
4 Credits
Offered Each Semester

Office Information Specialist Internship I provides supervised training in administrative skills through on-the-job experience in an office environment. 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 124, 125, 127, 129, 130, 132; ENGL 101, permission of instructor
Corequisites: BUSA 110 or 201 and 185; BUSO 174, 295 and ENGL 272

BUSO 286 Office Information Specialist Internship II
4 Credits
Offered Each Semester

BUSO 286 is a continuation of BUSO 285. It is a required course in the Office Information Specialist program and is graded on a satisfactory/unsatisfactory basis.
In-Office Work: 11 hours per week
Prerequisites: BUSA 285 and permission of instructor

BUSO 287 Medical Administrative Assistant Internship I
4 Credits
Offered Each Semester

Medical Secretary Internship I provides supervised training in administrative skills through on-the-job experience in a medical-related office. This course provides a practical application of administrative medical office skills as a part of the learning process. It involves approximately 11 hours per week of in-office work. This is a required course in the Medical Administrative Assistant program and is graded on a satisfactory/unsatisfactory basis.
In-Office Work: 11 hours per week
Prerequisites: Sophomore standing, BUSO 109, 115, 173, 175, 209; ENGL 101, permission of instructor
Corequisites: BUSA 110 or 201 and 185; BUSO 174, 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 Administrative Assistant program and is graded on a satisfactory/unsatisfactory basis.
In-Office Work: 11 hours per week
Prerequisites: BUSO 287 and permission of instructor

BUSO 289 Medical Administrative Assistant Internship II
4 Credits
Offered Each Semester

Administrative Assistant Internship I provides supervised training in administrative skills through on-the-job experience in a business office. This course provides practical application of administrative office skills as a part of the learning process. It involves approximately 11 hours per week of in-office work. This is a required course in the Administrative Assistant program and is graded on a satisfactory/unsatisfactory basis.
In-Office Work: 11 hours per week
Prerequisites: Sophomore standing, BUSO 115, 173, 175; ENGL 101, permission of instructor
Corequisites: BUSA 110 or 201 and 185; BUSO 174, 295; ENGL 272
COURSE DESCRIPTIONS

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 Administrative Assistant Internship I
4 Credits Offered Each Semester

Legal Administrative Assistant Internship I provides supervised training in administrative skills through on-the-job experience in a legal-related office. This course provides a practical application of administrative office skills as a part of the learning process. It involves approximately 11 hours per week of in-office work. This is a required course in the Legal Administrative Assistant Program and is graded on a satisfactory/unsatisfactory basis.
In-Office Work: 11 hours per week
Prerequisites: Sophomore standing, BUSO 112, 115, 173, 175, 176; ENGL 101, permission of instructor
Corequisites: BUSA 110 or 201 and 185; BUSO 174, 205, 295; ENGL 272

BUSO 292 Legal Administrative Assistant Internship II
4 Credits Offered Each Semester

BUSO 292 is a continuation of BUSO 291. It is a required course in the Legal Administrative Assistant Program and is graded on a satisfactory/unsatisfactory basis.
In-Office Work: 11 hours per week
Prerequisite: BUSO 291 and permission of the instructor

BUSO 295 Office Procedures
3 Credits Offered Each Semester

BUSO 295 is a capstone course designed to give students a practical insight in the nature of current office procedures. Topics include interpersonal skills in written and oral communication, supervision and public contact; job search, mail processing; professional appearance; reference material; reprographics; scheduling; telephone techniques; and time and stress management. This is a required course in the Administrative Assistant, Legal Administrative Assistant, Medical Administrative Assistant, and Office Information Specialist programs.
Lecture/Lab: 5 hours per week
Prerequisite: BUSO 173, 175, and 176
Corequisite: BUSO 186 or 285 or 287 or 289 or 291

Carpentry

Note: Course enrollment requires prior acceptance into the Carpentry Program.

CARP 151 Carpentry 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 yearlong 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.

CARP 151L Carpentry Laboratory I
2.5 Credits Offered Summer Session

Students will spend time in a shop/lab setting working on projects that require the use of a variety of layout skills as well as hand and power tools (portable and stationary). In order to be successful in the field, students must learn to be proficient in the operation of such tools and fully understand the safety aspects. Students will also spend time on the job site laying out the project house that will be constructed during the Fall and Spring semesters.
Prerequisite: Completion of CARP 151, 151L and permission of the instructor.

CARP 152 Carpentry Theory II
10 Credits Offered Fall Semester

Students will spend time in the classroom and on-site learning techniques and methods of carpentry and building construction. The classroom curriculum will closely correspond with progress on the house project. Topics to be included are foundations, floor, wall and roof framing. Emphasis will also be placed on teamwork, work ethic, habits and job site safety.
Prerequisite: Prior completion of CARP 151, 151L and permission of the instructor.

CARP 152L Carpentry Laboratory II
12 Credits Offered Fall Semester

The primary focus is on the house project. Emphasis will be on practicing 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. 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.

CARP 153 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/ exterior finish will be the primary focus. As time permits, new materials and techniques, commercial construction applications and related construction areas may be examined. Safety aspects will be continuously covered.
Prerequisite: Prior completion of CARP 151, 151L, 152 and 152L and permission of the instructor.

CARP 153L Carpentry Laboratory III
12 Credits Offered Spring Semester

As the project house nears completion, students will focus on sharpening and refining those skills taught in previous courses
as well as applying new concepts such as drywall, siding and exterior/interior finish. As students prepare to find jobs in the carpentry field, much emphasis will be placed on work ethics, habits and teamwork. Depending on the progress of the project house, other carpentry projects that benefit the NIC campus or the local community may be introduced.

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 quantitative concepts and development of problem solving methods. It is designed for health science majors, but also provides satisfactory preparation for CHEM 111 for students without sufficient background in chemistry. This course satisfies a laboratory science course requirement for the A.S. and A.A. degrees.

Lecture: 3 hours per week
Corequisite Lab: 3 hours per week (CHEM 101L)
Prerequisite: One year of high school algebra or 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 transfer degree programs in sciences and engineering.

Lecture: 3 hours per week
Corequisite Lab: 3 hours per week (CHEM 111L)
Prerequisite: One year of recent high school chemistry, CHEM 101, or satisfactory score on the chemistry placement test (at first lab session); two years of high school algebra or MATH 108

CHEM 112 Principles of General College Chemistry II 4 Credits Offered Each Semester

CHEM 112 is a continuation of a study of matter and its interactions, including properties of matter, changes that it undergoes, and energy changes that accompany these processes. Emphasis is on concepts and problem solving; however, many applications are examined. Laboratory investigations support the theory covered in lecture. This course satisfies a laboratory science course requirement for the A.S. and A.A. degrees. It is a required course for many transfer degree programs in the sciences and engineering.

Lecture: 4 hours per week
Corequisite Lab: 3 hours per week (CHEM 112L)
Prerequisite: CHEM 101 (grade of C or better recommended) and working knowledge of logarithms (completion of MATH 1147 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, complexions, and precipitation reactions and practical application of the concepts in the laboratory. The course is designed to accompany CHEM 112 for students whose transfer programs require additional skill in chemistry.

Lecture: 1 hour per week
Corequisite Lab: 3 hours per week (CHEM 114L)
Prerequisite: CHEM 111 (grade of C or better recommended) and working knowledge of logarithms (completion of MATH 1147 or equivalent recommended)

CHEM 204 (Formerly CHEM 253) Special Topics: Quantitative 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 3-hour lab per week
Prerequisite: CHEM 111, 112, MATH 1147 or comparable courses or experience.

CHEM 277 Organic Chemistry I 4 Credits Offered Fall Semester

CHEM 277 is a comprehensive study of the principles and theories of organic chemistry, emphasizing properties, preparations, and reactions. Required for transfer degree
programs in chemistry, medicine, dentistry, pharmacy, engineering, and related fields.
Lecture: 3 hours per week
Corequisite Lab: 3 hours per week (CHEM 277L)
Prerequisite: CHEM 112 or 114

CHEM 287 Organic Chemistry II
4 Credits
Offered Spring Semester
This is a continuation of CHEM 277 with an introduction to biological molecules.
Lecture: 3 hours per week
Corequisite Lab: 3 hours per week (CHEM 287L)
Prerequisite: CHEM 277 or permission of instructor

Child Development

CHD 110 Child Health and Safety
3 Credits
Offered Each Semester
This course introduces the student to essentials in creating a safe and healthy environment for young children from birth through the early elementary school years. Students will explore both the indoor and outdoor environment and learn how to promote health and nutrition in the classroom, prevent illnesses and reduce injuries, and create mentally healthy environments.
Lecture: 3 hours per week
Prerequisite: CHD 134 or concurrent enrollment in CHD 134

CHD 115 Early Childhood Curriculum
3 Credits
Offered Each Semester
Students will examine the critical role of curriculum in meeting the physical, social, emotional and cognitive needs of young children from birth to age 8. Strategies for creating a child-centered approach to curriculum will be practiced including the use of space, materials, relationships and routines. Students will gain experience in observing, assessing and documenting children's ideas and works.
Lecture: 3 hours per week
Prerequisite: CHD 134

CHD 134 Infancy through Middle Childhood
3 Credits
Offered Each Semester
CHD 134 provides an introductory overview of human development from conception through middle childhood. Physical, cognitive and social-emotional development are examined in the context of family and social issues. It is a 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: 1 hour per week
Prerequisite: CHD 134

CHD 155 Program Management
1 Credit
Spring Semester and Summer Session
Students will study the essentials for managing an effective early childhood classroom. Topics of study include becoming a cooperative colleague, organization strategies, recordkeeping, and communication.
Lecture: 1 hour 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 exploring opportunities for continued education. Final preparation for CDA application will be reviewed.
Lecture: 1 hour per week
Prerequisite: CHD 110, 115, 134, 150, 155, 254

CHD 243 Early Childhood Education
3 Credits
Offered Fall Semester
This course introduces students to the field of early childhood education. Developmentally appropriate curriculum, behavior guidance, primary grade education, child care and various issues within the field are examined.
Lecture: 3 hours per week
Prerequisite or Corequisite: CHD 134

CHD 254 Child Guidance Theory
3 Credits
Offered Spring Semester
Techniques for understanding and effectively guiding children's behaviors are examined and practiced in this course. Included are skills for managing classroom situations, conflict resolution, verbal guidance, effective use of praise, preventing behavior problems, promoting self-esteem and setting individual goals. It is a required course for the Child Development program and is strongly recommended for Elementary Education majors.
Lecture: 3 hours per week

CHD 298A Child Development Practicum
3 Credits
Offered Each Semester
This course offers a supervised experience working with preschoolers in the NIC Children's Center and is for those students in their first three Practicum seminars. (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, child care centers, 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

College Skills Courses

CSC 010 Reading and Spelling Fundamentals 3 Credits
Offered Each Semester

A self-paced course, CSC 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 class requirements early. Enrollment is based on COMPASS test results.

CSC 013 Reading Comprehension & Vocabulary Development
3 Credits
Offered Each Semester

CSC 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 class requirements early. Enrollment is based on COMPASS test results.

CSC 043 Reading in Applied Technology
1 Credit
Offered Each Semester

This course is an open-entry, open-exit course designed to improve reading skills for technical materials. This course emphasizes learning for critical and sufficient reading, including reading for information, following directions, critical reading, checking information, drawing conclusions, vocabulary, and understanding graphics in technical materials.

CSC 100 College Success Strategies
2 Credits
Offered Each 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 through an emphasis on improving self-esteem, clarifying personal values, setting goals, and using successful study techniques. Students are also taught about working with advisors, creating and maintaining supportive relationships, caring for one's health, managing stress, planning a career, and the importance of budgeting time.

Lecture: 2 hours per week

CSC 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

CSC 105 College Study Skills
2 Credits
Offered Each Semester

This course 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.

Lecture: 2 hours per week

NOTE: Other skill-building courses that are part of the CSC program are Library Skills (LIBS 120) and Basic Math (MATH 013).
Collision Repair Technology

Note: Course enrollment requires prior acceptance into the Collision Repair Technology Program.

ACRR 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.

ACRR 151L  Collision Repair Technology Lab I
10 Credits  Offered Fall Semester

This lab features hands-on shop experience in all phases of auto refinishing, gas metal arc welding, basic body panel repair techniques, fiberglass and plastic parts repair. Mock-up vehicles as well as actual customer work will be experienced. Health and safety practices are promoted.

ACRR 152  Collision Repair Technology Theory II
5 Credits  Offered Spring Semester

Collision Repair Technology Theory II presents classroom instruction in automobile construction and panel identification, estimating, hardware and fastener identification, body panel replacement, uni-body and frame alignment, steering and suspension components, glass replacement, cooling and air conditioning components, and electrical systems.

ACRR 152L  Collision Repair Technology Lab II
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.

ACRR 153  Collision Repair Technology Theory III
1 Credit  Offered Summer Session

ACRR 153 presents instruction in wreck rebuilding and meeting production shop schedules.

ACRR 153L  Collision Repair Technology Lab III
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 valued in all professions, the community, and personal relations. This course is a requirement for both the A.A. and A.S. degrees.

Lecture: 3 hours per week
Prerequisites: Strong college-level reading and writing skills recommended

COMM 103  Oral Interpretation
3 Credits  Offered Either Semester

Making literature come alive through effective reading and interpreting is the goal of this course. Students will learn to select, analyze, and perform a variety of literary pieces including stories, plays, poems, and famous orations. COMM 103 is a useful elective for elementary education, performing arts, literature, and communication majors, as well as for parents.

Lecture: 3 hours per week

COMM 111  Interview Techniques
2 Credits  Offered Each Semester

This course provides practical experience in the development of interviewing techniques for a variety of settings and career applications. The process is analyzed and practiced, including setting up, conducting, and assessing the interview.

Students learn to design and carry out effective interviews through study and practice of the practical "do's and don'ts" for several types of interviews. Skills gained are helpful to those pursuing careers in journalism, communications, law enforcement, psychology, oral history, and counseling. Use of an audio tape recorder is suggested.

Lecture: 3 hours per week for 14 weeks

COMM 133  Improving Listening Skills
1 Credit  Offered Either Semester

This course involves instruction in the skills necessary for effective listening. These skills apply to all aspects of life from the job to personal relationships. Listening is the most used (and least trained) of the four basic communication skills.

Lecture: 3 hours per week for 5 weeks

COMM 134  Nonverbal Communication
2 Credits  Offered Either Semester

This course is an introduction to the basic concepts in the study of body language, symbols, and various means of communicating without using spoken language.

The study of 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 in Human Potential
3 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 one's unique potential as humans. Students of all majors, academic backgrounds, and experience are welcome.
Lecture: 2 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 or 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 minimal hostility and friction, an understanding of how to communicate across cultures will prove to be a considerable asset. Communication competence with people of other cultures calls for a repertoire of communication skills rarely taught in any other college course.
Lecture: 3 hours per week
Prerequisites: COMM 101

COMM 233 Interpersonal Communication
3 Credits Offered Each Semester
This course is an introduction to the skills and concepts that impact how people deal on a one-to-one level within interpersonal relationships. Emphasis is on self-examination and understanding how "I communicate with others" and how that can be improved. This is an excellent course for developing skills necessary for everyday life and living where relationships must be developed and maintained.
Lecture: 3 hours per week

COMM 236 Small Group Communication
3 Credits Offered 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

Computer Information Technology

NOTE: Course enrollment requires prior acceptance into the Computer Applications in Business Program.

CITE 110 (Previously CABS 180) Intro to PC Operating Systems
3 Credits Offered Fall Semester
This is an introductory level class in personal computer operating systems and graphics user interfaces. The course discusses basic concepts of how operating systems work and how applications interact with these systems. Emphasis will be placed on system functions and commands so that the student will be able to effectively create and manage files, run programs and use system devices. MS Windows, MS-DOS and UNIX are utilized to illustrate these concepts. This is a required course in the Computer Information Technology certificate program.
Lecture/Lab: 4 hours per week

CITE 112 (Previously CABS 120) Intro to PC Hardware
4 Credits Offered Fall Semester
This course will teach the student to set up microcomputer hardware and expansion cards. The course includes hands-on experience in component installation and upgrading. Troubleshooting techniques will be emphasized including practice in debugging system problems. Peripheral devices will be discussed from a compatibility and capability standpoint. Each student will install operating systems, application programs, and diagnostic utilities. This is a required course in the Computer Information Technology certificate program.
Lecture/Lab: 5 hours per week

CITE 130 Introduction to Internet Technologies
3 Credits Offered Spring Semester
This course is an introduction to basic concepts of the Internet and its function in today's society. This class includes a lab component so that students will have access to the Internet on a regular basis and be allowed to apply procedures learned during lecture. This is a required course in the Computer Information Technology certificate program.
Lecture/Lab: 4 hours per week
Prerequisites: BUSA 100, CITE 110 and 112

CITE 160 (Previously CABS 160) Intro to Networking
3 Credits Offered Spring Semester
This course is designed to provide students with the background necessary to understand local area networking
information including industry language, data communications protocols, an overview of microcomputers and network user basics. Topics covered will include operating systems, network operating systems, network card configuration and installation needed for network connectivity. Hands-on exercises and scenario-based reviews are included with coverage of critical networking issues and concepts. This is a required course in the Computer Information Technology certificate program. Students wishing to take the MCSE or CNE exam will be charged a $100 fee.

Lecture/Lab: 4 hours per week
Prerequisites: BUSA 100, CITE 110 and 112

CITE 170 (Previously CABS 170) Systems Analysis and Design Methods
3 Credits Offered Spring Semester

This course provides an overview of the field of systems analysis, basic systems design tools and the procedures for conducting a systems analysis. The course will cover the life cycle of systems development, project management tools and techniques, process of interface with users, documentation, database interface, and productivity tools. Included is an overview of object-oriented design and CASE. Students will be expected to use a graphical-based high-level tool that supports the system development life cycle. This is a required course in the Computer Information Technology certificate program.

Lecture: 3 hours per week
Prerequisites: BUSA 100, CITE 110 and 112

CITE 210 (Previously CABS 251) Advanced PC Operating Systems
3 Credits Offered Fall Semester

This in-depth course will study the latest generation of operating systems for microcomputers. General operating system commands and utilities will be introduced as well as advanced concepts. Advanced concepts will include system configuration files, formatting and partitioning the hard disk, and directory structures. MS Windows (registry files and policy editor), MS-DOS (optimization and integration techniques), and UNIX (setting up and maintaining file systems and users) are utilized to illustrate these concepts. This is a required course in the Computer Information Technology A.A.S. degree program.

Lecture/Lab: 4 hours per week
Prerequisites: CITE 110 and acceptance into the PC Support Technician option

CITE 212 (Previously CABS 130) Advanced PC Hardware
4 Credits Offered Fall Semester

CITE 212 offers an advanced look at personal computer hardware covering various interface architectures and communication protocols. Concepts in logic, troubleshooting and component replacement procedures are taught to prepare students for entry-level computer repair employment. Installation and preventive maintenance procedures for input and output devices, such as scanners, CD-Rs, Zip drives, Jazz drives, printers, fax/modems, sound/video cards, and camera equipment/Internet accessibility. A multimeter and logic probe will be used to measure voltage, current, and resistance. Students wishing to take the A+ Certification exam will be charged a $250 fee for taking both parts of the exam. This is a required course in the PC Support Technician option of the Computer Information Technology A.A.S. degree program.

Lecture/Lab: 4 hours per week
Prerequisites: CITE 112

CITE 214 Advanced PC Software
3 Credits Offered Fall Semester

This course provides an extensive investigation into the integration of suite products. Individual business application programs that are combined into a complete business system will be explored in detail, providing the student with an understanding of the reason, concepts and use of integrated software as used in business. The use of Object Linking and Embedding (OLE) and Dynamic Data Exchange (DDE) for product suites will be discussed. A study of Visual Basic for Applications impact on product suite applications is reviewed to complete a comprehensive study of the integration applications concept. This is a required course in the PC Support Technician option of the Computer Information Technology A.A.S. degree program.

Lecture/Lab: 4 hours per week
Prerequisites: CITE 110 and acceptance into the PC Support Technician option

CITE 216 PC Service and Support
3 Credits Offered Fall Semester

This course focuses on the installation of PC hardware and the prevention, diagnosis, and resolution of hardware and software related system problems. It is designed to provide students with the knowledge and skills needed to install and configure personal computers and operating systems and provide quality customer service. These skills include installation, configuration, customization, optimization, network integration, administration, troubleshooting, messaging, and other support issues. This course provides an overview of the knowledge, skills, and abilities necessary for employment in the PC support industry. This course emphasizes problem-solving and communication skills in addition to technical knowledge.

Using creative hands-on exercises and case projects, students apply their knowledge and develop their ideas and skills, both individually and in teams, to help prepare them for today's team-oriented work environment. This is a required course in the PC Support Technician option of the Computer Information Technology A.A.S. degree program.

Lecture/Lab: 4 hours per week
Prerequisites: Acceptance into the PC Support Technician option

CITE 220 PC Support Project Lab
4 Credits Offered Spring Semester

Students will be given a series of supervised projects that will allow them to demonstrate their PC repair skills. Projects will progressively increase in difficulty to simulate real-work
situations. Tasks will include PC peripherals, Internet connections and troubleshooting PC related problems, and disaster recovery. The study of PC related concepts from current literature and periodicals to keep up with the changes in this fast-paced field is included. The course will familiarize the student with research methods and sources for ongoing self-study. Sources for this course include trade periodicals, vendor brochures and spec sheets, current books, tours, demonstrations, and guest speakers. This is a required course in the PC Support Technician option of the Computer Information Technology A.A.S. degree program.

Lecture/Lab: 5 hours per week  
Prerequisites: Acceptance into the PC Support Technician option

CITE 224 PC Software Installation and Configuration 4 Credits  
Offered Spring Semester

This course offers an in-depth study of software use, performance and capabilities in relation to hardware, software design and the operating system. Several industry standard application software packages will be used to demonstrate enhanced memory and disk management. Critical issues including operating system add-ons and virus protection will be discussed. Typical utility packages will be examined and demonstrated, involving RAM resident programs, diagnostic utilities, desktop organizers, print spoolers, public domain tools, and backup methods. Advanced techniques for word processing, spreadsheets, databases, and presentation software suites will be used as examples of product suites. This is a required course in the PC Support Technician option of the Computer Information Technology A.A.S. degree program. Prior acceptance in the PC Support Technician option is required.

Lecture/Lab: 5 hours per week  
Prerequisites: Acceptance into the PC Support Technician option

CITE 232 HTML/Java 4 Credits  
Offered Fall Semester

Current standard Hypertext Markup Language will be presented to establish concepts, principles and techniques of web page structure. Fundamentals of web programming with Java will introduce animated presentations and interactivity. Projects will include object-oriented concepts, programming syntax and constructs, applet construction, and interactive web communication. The goal is to give the student experience in languages that support the Internet. This is a required course in the Internet Support Technician option of the Computer Information Technology A.A.S. degree program. Prior completion of CITE 130 and acceptance in the Internet Support Technician option are required.

Lecture/Lab: 5 hours per week  
Prerequisites: CITE 130 and acceptance into the Internet Support Technician option

CITE 234 Introduction to Web Page Design 3 Credits  
Offered Fall Semester

This hands-on course is designed to cover the basic concepts of documents designed for the World Wide Web and provide experience for organizing, linking, and implementing web sites. Topics covered include text formatting, color control, images and image mapping, use of digital cameras and graphics scanner, hyperlinks, tables and frames. This course covers the essential elements needed for fundamental web page production. This is a required course in the Internet Support Technician option of the Computer Information Technology A.A.S. degree program.

Lecture/Lab: 4 hours per week  
Prerequisites: Acceptance into the PC Support Technician option  
Corequisite: CITE 232 and 236

CITE 236 Web Based Applications 3 Credits  
Offered Fall Semester

This course presents popular Internet application software including web page editors, converters, utilities, browsers and search engines. Students will continually investigate the latest trends in the Internet industry, plus utilize and evaluate software applications. This is a required course in the Internet Support Technician option of the Computer Information Technology A.A.S. degree program.

Lecture/Lab: 4 hours per week  
Prerequisites: Acceptance into the Internet Support Technician option  
Corequisite: CITE 232 and 234

CITE 242 Visual Basic 3 Credits  
Offered Spring Semester

This course focuses on the fundamental principles of programming, presenting the unique visual and object-oriented features of Visual Basic for Windows as a tool for learning to program in Basic. The course will allow students to become proficient in Visual Basic and the principles of good program design. Students will write and demonstrate simple structured programs with well-developed user interfaces. Programming assignments will include procedural techniques and event-driven processing. This is a required course in the Internet Support Technician option of the Computer Information Technology A.A.S. degree program.

Lecture/Lab: 4 hours per week  
Prerequisites: CITE 110 and acceptance into the Internet Support Technician option

CITE 244 Advanced Web Page Design 3 Credits  
Offered Spring Semester

This course covers advanced design elements of web page production. Topics include order forms and comment boxes, music and sound effects, and advanced animation. Several web pages are constructed in this course, culminating the student's own personal design style. This is a required course in the Internet Support Technician option of the Computer Information Technology A.A.S. degree program. Prior completion of CITE 234 and acceptance in the Internet Support Technician option are required.

Lecture/Lab: 4 hours per week  
Prerequisites: CITE 234 and acceptance into the Internet Support Technician option
CITE 250 (Previously CABS 262)  Advanced Networking 3 Credits  Offered Fall Semester

This course is designed to introduce students to the advanced administration principles of local area networking. The course covers procedures in network administration utilizing industry leading network operating system software. Topics include operation system overview, managing a file system, log in security, file system security, creating log in scripts, managing a server, advanced network printing and installing network applications. Emphasis is on the management and administration of user hardware and software resources. Hands-on application of network administration principles on an operational network is provided. Students wishing to take the MCSE exam will be charged a $100 fee. This is a required course in the Network Support Technician option of the Computer Information Technology A.A.S. degree program.
Lecture/Lab: 4 hours per week
Prerequisites: CITE 150 and acceptance into the Network Support Technician option

CITE 252  Networking Design 3 Credits  Offered Fall Semester

This course is a hands-on demonstration of skills in user need analysis, including the planning, selection, installation, tuning and maintenance phases given a scenario in which to work. Planning, analysis, design, and installation of a network will be discussed and students will design networks for a variety of situations. Problems common to networks will be integrated into this course. Students will provide both written and oral presentations at all levels of their analysis and design. This is a required course in the Network Support Technician option of the Computer Information Technology A.A.S. degree program.
Lecture/Lab: 4 hours per week
Prerequisites: Acceptance into the Network Support Technician option
Corequisites: CITE 254 and 256

CITE 254  Internetworking 4 Credits  Offered Fall Semester

This course introduces students to the latest technology into internetworking various platforms, topologies and protocols of computer networks into local and wide-area networks. The concepts involved in the design, implementation, and utilization of systems transmitting information between a computing system and remotely locate sending and receiving devices are studied. Standard telecommunication transport and signaling standards are introduced. Integrated Services Digital Network (ISDN) and broadband access alternatives are discussed. Wireless standards for cellular and satellite systems are considered and emerging personal communication services are introduced. Topics include Internet and Intranet connectivity on a variety of platforms (routers, bridges, and gateways to hosts); including an exploration of network protocols with the emphasis on Transmission Control Protocol/Internet Protocol (TCP/IP). Hands-on application of the hardware and software relevant to wide area connectivity will be provided whenever possible. Students wishing to take the MCSE exam will be charged a $100 fee. This is a required course in the Network Support Technician option of the Computer Information Technology A.A.S. degree program.
Lecture/Lab: 5 hours per week
Prerequisites: Acceptance into the Network Support Technician option

CITE 256  LAN Management 3 Credits  Offered Fall Semester

This course provides students with the knowledge and skills necessary to perform post-installation and day-to-day administration tasks in a single-domain or multiple-domain network system. Topics covered include server configuration, managing the server, server protocol support, optimizing the server and troubleshooting. Instruction on the fundamental skills needed to manage a network effectively with network utilities, drive mapping, security, menu utilities, printing, log-in scripts, menus and system backups is covered. Advanced network commands and utilities will be demonstrated to further supplement the skills required by a network administrator. Directory structures, security, printing, and network administration will be covered. Students wishing to take the MCSE exam will be charged a $100 fee. This is a required course in the Network Support Technician option of the Computer Information Technology A.A.S. degree program.
Lecture/Lab: 4 hours per week
Prerequisites: Acceptance into the Network Support Technician option
Corequisites: CITE 252 and 254

CITE 260  Network Support Project Lab 4 Credits  Offered Spring Semester

Students will be given a series of supervised projects that will allow them to demonstrate their network engineering skills. The projects will progressively increase in difficulty to simulate real-work situations. Tasks will include cross platform networking, Internet management and troubleshooting peer-to-peer networks, and disaster recovery. Study of network related concepts from current literature and periodicals to keep up with the changes in this fast paced field is included. The course will familiarize students with research methods and sources for ongoing self-study. Sources for this course include trade periodicals, vendor brochures and spec sheets, current books, tours, demonstrations, and guest speakers. Students wishing to take the MCSE exam will be charged a $100 fee. This is a required course in the Network Support Technician option of the Computer Information Technology A.A.S. degree program.
Lecture/Lab: 5 hours per week
Prerequisites: Acceptance into the Network Support Technician option

CITE 262  LAN Service and Support 4 Credits  Offered Spring Semester

This course is designed to introduce students to common local area network hardware and software preventive maintenance and troubleshooting procedures on a variety of
networking protocols and topologies. The course focuses on installing, maintaining and troubleshooting networks and covers installation of network hardware, network software, application software, and upgrading procedures for network environments. Sixty percent of class time will be spent in troubleshooting techniques and procedures. Hardware and software to aid with problem identification and resolution will be discussed and demonstrated where possible. Students wishing to take the MCSE exam will be charged a $100 fee. This is a required course in the Network Support Technician option of the Computer Information Technology A.A.S degree program.

Lecture/Lab: 5 hours per week
Prerequisites: Acceptance into the Network Support Technician option

CITE 272 Customer Support
4 Credits
Offered Spring Semester

This course is designed to show how customer support can provide guidance and assistance in both consulting and troubleshooting roles. Training techniques based on current hardware and software products are provided. Understanding the importance of developing a better understanding of a customer's business environment and troubleshooting and resolving PC problems are stressed. This is a required course in the User Support Technician option of the Computer Information Technology A.A.S. degree program.

Lecture/Lab: 5 hours per week
Prerequisites: Acceptance into the User Support Technician option

CITE 280 User Support Project Lab
4 Credits
Offered Spring Semester

Students will be given a series of supervised projects that will allow them to demonstrate their user support skills. Projects will progressively increase in difficulty to simulate real-work situations. Tasks will include problem solving, communications skills, technical topics, troubleshooting techniques, and information resource management. Study of user support related concepts from current literature and periodicals to keep up with the changes in this fast paced field is included. The course will familiarize the student with research methods and sources for ongoing self-study. Sources for this course include trade periodicals, vendor brochures and spec sheets, current books, tours, demonstrations, and guest speakers. This is a required course in the User Support Technician option of the Computer Information Technology A.A.S. degree program.

Lecture/Lab: 5 hours per week
Prerequisites: Acceptance into the User Support Technician option
Corequisites: CITE 254 and 256

CITE 295 (Previously CABS 295) CITE Internship
4 Credits
Offered Each Semester and Summer

The Computer Information Technology Internship involves a working partnership in which sophomore students of the CITE program join with area employers in a structured "real-life" relationship. The basic purpose is to provide CITE students insight and on-the-job work experience doing projects that would normally be assigned to the employer's entry-level PC repair, Internet, networking, or user support staff. During this supervised experience, students will be evaluated on their performance of course competencies. This is a required course in the Computer Information Technology A.A.S. degree option. Sophomore standing in the CITE program and permission of the instructor are required.

Lecture/Lab: 11 hours per week
Prerequisites: Sophomore standing in the CITE 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 and computer science for non-computer science majors. Prior experience with computers, such as using a graphical user interface and a word processor is recommended. Students with no prior experience will be expected to attend out of class labs to learn the basic use of a computer. Topics include an historical perspective, evolving hardware and software, using the Internet, creating web pages, social implications, and using a modern programming language. Problem solving and algorithm development are important themes of the class. The course involves substantial use of microcomputers outside of class and the possible use of minicomputers and alternative operating systems. This course cannot be taken for credit after successful completion of BUSA 100.

Lecture: 3 hours per week
Prerequisites: MATH 025 or equivalent

CS 102 Computer Science Orientation
1 Credit
Offered Either Semester

CS 102 is intended to help computer science majors broaden their perspective of computer science with current, new, and future trends in the field and employment environments and opportunities. Topics include neural networks, artificial intelligence, robotics, graphical user interface tools, Java, Hypertext Markup Language, Common Gateway Interface, Visual C++, Visual BASIC, Perl, networking. Regional experts in various computer science fields will discuss their work, employment opportunities, perspectives, responsibilities and educational requirements. Students will learn use of Computer Science Department computer resources on campus. Local or regional field trip may be required.

Lecture: 1 hour per week for 15 weeks
Prerequisites: High school algebra

CS 125 Introduction to Visual BASIC Programming
2 Credits
Offered Either Semester on Demand

This course is an introduction to the MS Visual BASIC programming language. It is intended for students who may need an introduction to MS Visual BASIC or students interested in programming their home computers.

Lecture: 3 hours per week
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 is recommended for students without computer experience.

CS 160 Computer Science II
3 Credits
Offered Either Semester On Demand

CS 160 provides continuing experience in problem-solving and software design methods. The analysis of algorithms, use of non-text files, and dynamic data structures are introduced and the entire software design cycle is considered in greater depth. 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
Corequisite: College level math such as MATH 160 or 170

CS 211 Languages of Computer Science: C++
3 Credits
Offered Either Semester On Demand

This course provides an introduction to object oriented programming using the language C++. Features of the UNIX operating system, programming for the Windows environment, and the Standard Template Library may be discussed. This course is suitable for students aspiring to major in computer science, but will also serve science and engineering majors as well as members of the community desiring to add object oriented programming to their repertoire of programming skills.

Lecture: 3 hours per week
Prerequisites: Prior programming experience in a structured object oriented language; this requirement may be met with a course in Pascal, C, or other high level language.

CS 212 Languages of Computer Science: HTML
3 Credits
Offered Either Semester

This course is designed to teach programming and computational thinking skills to create rich, interactive documents for the World Wide Web. Focus is on using computational tools to create and work with interactive information resources. Students will learn to create documents that contain text, video, audio, and image data to request and process input from users. Image, video, and audio representation will be covered. Techniques of indexing, searching, browsing data, societal impact of the Internet, security, cryptography, copyright and freedom of speech will be covered.

Lecture: 3 hours per week
Prerequisites: Experience using the World Wide Web and the Internet in general.

CS 213 Languages of Computer Science: JAVA
3 Credits
Offered Either Semester

This course provides an introduction to the programming language JAVA. The course will include the features of JAVA such as objects, classes, wrappers, constructors, inheritance, method overloading, threads, error handling with exceptions, applets, java.awt (the Abstract Windows Toolkit) and possibly other Java packages.

Lecture: 3 hours per week
Prerequisites: High level language programming class such as C++ or permission of the instructor

CS 240 Digital Computer Fundamentals
4 Credits
Offered Either Semester On Demand

Digital logic concepts, logic design, Karnaugh maps, combinational and sequential networks, state tables, state machines, and program logic arrays are covered in this course. Laboratory activities use basic lab equipment, logic analyzers, and digital oscilloscopes.

Lecture: 3 hours per week
Corequisite Lab: 2 hours per week (CS 240L)
Prerequisites: MATH 147 or permission of instructor

CS 250 Data Structures
3 Credits
Offered Either Semester On Demand

Standard data structures are examined using a high level programming language such as C++, Stacks, Queues, Linked lists, trees, and graphs are presented and explored through manipulation methods specific to each. Other topics include a continued development of skills in the analysis of algorithms, dynamic memory use and the use of external files.

Lecture: 3 hours per week
Prerequisites: CS 160, MATH 187

CS 270 Computer Organization and Assembly Language
3 Credits
Offered Either Semester On Demand

Students will study computer organization, assembly language, the use of assemblers, addressing methods, and structured assembly programming methods.

Lecture: 3 hours per week
Prerequisites: CS 150, 240

Culinary Arts

Note: Course enrollment requires prior acceptance into the Culinary Arts Program.

CSULA 151 Stewardship and Purchasing
3.5 Credits
Offered Each Semester

This course includes both theory and practice with emphasis on practical application. Sanitation topics include correct sanitation skills with tableware, equipment, and facilities. Storeroom topics include ordering and receiving goods and checking invoices. Emphasis is placed on storing and dating goods. Prior completion of other courses is not required.
CULA 152 Breakfast Cooking and Catering Skills
3.5 Credits Offered Each Semester

This course involves breakfast cooking skills with emphasis on eggs, their properties, and how to prepare them skillfully in an industrial setting. Also included are the fundamentals of front of the house activities including on-site busing and catering, with emphasis on the special needs of logistics, sanitation, rental requirements, and safety. Prior completion of other courses is not required.

CULA 153 Prep Station Skills
3.5 Credits Offered Each Semester

This course presents instruction in knife skills and the identification and preparation of vegetables, fruits, and meats. Correct methods of trimming, filleting, and portioning will be emphasized. Breading and batter will also be included. Prior completion of other courses is not required.

CULA 154 Pantry Station Skills
3.5 Credits Offered Each Semester

Students are involved in the production process for preparation of a variety of salads and dressings, hors d'oeuvres and quiches, and quality setups for sandwiches. Plate presentation is stressed. Prior completion of other courses is not required.

CULA 155 Stock, Soup, and Sauce Preparation
3.5 Credits Offered Each Semester

This course features the preparation of stocks and their use as the base for sauces and soups. Emphasis is on mother sauces, small sauces, clear soups, vegetable soups, cream soups, purées, chowders, and ethnic soups. Thickening agents, temperature control, and seasoning of food will also be stressed. Prior completion of other courses is not required.

CULA 156 Line Cook Skills
3.5 Credits Offered Each Semester

Students will practice the different skills involved in being a line cook. Included are broiling, roasting, braising, grilling, stewing, poaching, steaming, and broiling. Preparation of hot specials is also included. 
Prerequisite: CULA 151, 152, 153 and 154.

CULA 157 Grill Cook Skills
3.5 Credits Offered Each Semester

Grill Cook students will practice mise en place, making hot sandwiches, deep frying, pan frying, and grilling. The use of leftovers in food preparation is included.
Prerequisite: CULA 151, 152, 153 and 154.

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, 153 and 154.

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 a capstone course. Upon completion of this course, the student should understand the entire scope of running a kitchen.
Prerequisite: CULA 151, 152, 153 and 154.

CULA 160 Culinary Arts Seminar
1 Credit Offered Each Semester

This is a seminar meeting one hour per week where all Culinary Arts students meet with the instructor to review the material during the week, its application, success and failures in the applications and solutions for problems that arose during the courses and laboratory.

Dance

DANC 108 Aerobic Dance/Fitness
1 Credit Offered Each Semester

This course combines cardiovascular conditioning, toning, flexibility exercises and a fat burning intensity level. DANC 108 is offered in two levels: Nice and Easy, a low impact with moderate intensity for the beginner; and Intermediate, a muscle strengthening and higher level of intensity. It satisfies a P.E./dance requirement for the A.S. and A.A. degrees and may be repeated for a total of four credits.
Lecture/Activity: 2 hours per week

DANC 113 Jazz Dance: Beginning I
1 Credit Offered Each Semester

DANC 113 is an introduction to the movements and styles particular to today's jazz dancer. It emphasizes exercises and combinations of steps and explores theatrical, lyrical, and "funk" styles set to popular music. This course is a fun alternative to sports and helps develop an appreciation for the art form, music, rhythm awareness, and coordination. It also provides physical conditioning through strength and flexibility. This course satisfies a P.E./dance requirement for the A.S. and A.A. degrees. May be repeated for a total of four credits.
Lecture/Activity: 2 hours per week

DANC 114 Jazz Dance II
1 Credit Offered Spring Semester

This is a continuation of DANC 113, exploring movements and styles particular to today's jazz dancer. It emphasizes exercise, combination steps, and explores theatrical, lyrical, and "funk" styles to popular music. This course provides an alternative to sports and helps develop an appreciation for the art form, music, rhythm awareness, and coordination. It also provides physical conditioning through strength and flexibility. This course satisfies a P.E./dance requirement for the A.S. and A.A. degrees and may be repeated for a total of four credits.
Lecture/Activity: 2 hours per week
Prerequisite: Dance 113 or some knowledge of jazz dance is recommended
DANC 115 Modern Dance: Beginning I 1 Credit  
Offered Each Semester

DANC 115 is a discovery of dance movement through the physical and mental discipline techniques of Graham and Cunningham. Includes an insight into how dances are created through improvisation, and by analyzing these movements, students will explore choreography. This course provides a creative outlet and physical conditioning of strength and flexibility. It also develops coordination and an appreciation of the art form. This is an excellent course for theatre and performing arts students. Satisfies a P.E./dance requirement for the A.S. and A.A. degrees. May be repeated for a total of four credits.

Lecture/Activity: 2 hours per week

DANC 117 Ballet: Beginning I 1 Credit  
Offered Each Semester

This course concentrates on basic technique, body alignment, and the development of step combinations. It includes related terminology and history of the art form. DANC 117 helps gain more flexibility, muscle strength and control, and mental discipline over the body. It also promotes the aesthetic understanding and appreciation of classical ballet. This course satisfies a P.E./dance requirement for the A.S. and A.A. degrees. May be repeated for a total of two credits.

Lecture/Activity: 2 hours per week

DANC 118 Ballet: Beginning II 1 Credit  
Offered Each Semester

This course is a continuation of DANC 117 for beginners and concentrates on technique, alignment, and progressions. The student is introduced to more complex steps through faster-paced instruction. The course increases flexibility, muscle strength and control, and mental discipline over the body. It further enhances the 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

DSL 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 109 Diesel Welding Lab 2 Credits  
Offered Spring Semester

This course is designed to provide students with welding skills required by the diesel mechanic industry. Prior completion of DSL 108 is required.

DSL 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 DSLT 195. It may consist of work with mock-ups, components, live work, or in some cases school-to-work arrangements with local shops. Successful completion of the first year of the Diesel A.A.S. program is required, or instructor permission.

DSL 118L Diesel Engine Lab 3 Credits  
Offered Fall Semester

This course will give students hands-on exposure in a shop setting to those subjects covered in the DSLT 120 theory classes. This instruction will utilize a variety of mock-ups, training aids, components, and limited live customer work.

DSL 119L Electrical Systems Lab 2 Credits  
Offered Fall Semester

This course provides students with hands-on exposure in a shop setting on the subjects covered in the DSLT 122 theory class. This instruction will utilize a variety of mock-ups, training aids, components, and limited live customer work.

DSL 120 Diesel Engines 5 Credits  
Offered Fall Semester

This course will include instruction on the basics of how to identify, repair, rebuild, and/or replace diesel engines. Students will learn two-stroke and four-stroke combustion engine theory as well as engine performance criteria. Instruction will include the operation and basic principles of various engine components and their respective systems on a diesel engine.

DSL 122 Electrical Systems 4 Credits  
Offered Fall Semester

This course will include instruction on the theory, operation, construction, and repair of heavy-duty electrical systems. Students will gain an understanding of starting systems, charging systems, batteries, wiring schematics and lighting, along with the associated testing and repair procedures for each system.

DSL 128L Powertrain Lab 3 Credits  
Offered Spring Semester

This course provides students with hands-on exposure in a shop setting on the subjects covered in the DSLT 130 theory.
COURSE DESCRIPTIONS

DSDLT 129L  
Brake Systems Lab  
2 Credits  
Offered Spring Semester  
This course provides students with hands-on exposure in a shop setting on the subjects covered in the DSDLT 132 theory class. This instruction will utilize a variety of mock-ups, training aids, components, and limited live customer work.

DSDLT 130  
Powertrains  
5 Credits  
Offered Spring Semester  
This course will teach students the operation, construction, service and repair of heavy-duty clutch systems, manual transmissions, drivelines, universal joints, single and two-speed differentials as well as axles and bearings.

DSDLT 132  
Brake Systems  
4 Credits  
Offered Spring Semester  
This course will teach students the operation, construction, service and repair of heavy truck and equipment air systems, foundation air brake systems, foundation hydraulic brake systems, as well as wheels and seals.

DSDLT 198  
Specialization Study  
1 Credit  
Offered Summer Session  
During this course of study each student will select an area of special interest in which they wish to pursue additional study. The instructor will assist the student by providing instruction through one or more of the following: classroom instruction, videos, slides, library research projects, or short field trips. Prior successful completion of the first year of the Diesel A.A.S. degree program is required, or instructor permission.

DSDLT 218L  
Advanced Tune-Up Lab  
3 Credits  
Offered Fall Semester  
This course will give students hands-on exposure in a shop setting to those subjects covered in DSDLT 221 theory classes. The instruction will utilize a variety of mock-ups, training aids, components and limited live customer work.

DSDLT 219L  
Computerized Engine Lab  
3 Credits  
Offered Fall Semester  
This course will give students hands-on exposure in a shop setting to those subjects covered in DSDLT theory classes. The instruction will utilize a variety of mock-ups, training aids, components, and limited live customer work.

DSDLT 220  
Advanced Tune-Up  
4 Credits  
Offered Fall Semester  
This course will teach students how to troubleshoot, adjust, repair, or replace components associated with tune up procedures for diesel engines. Exhaust emissions and other environmental issues pertaining to diesel engines will also be discussed. Students will also learn the operation, construction, and repair techniques associated with diesel fuel systems and induction systems. The course will provide students with the opportunity to become aware of the principles of theory of control devices, governors, and other controls related to diesel engines.

DSDLT 222  
Computerized Engines  
4 Credits  
Offered Fall Semester  
This course will teach students how to test, troubleshoot, adjust, repair, or replace components associated with computerized engines. Students will also learn the operation, construction, and theory of computerized engine controls.

DSDLT 228L  
Undercarriages/Suspension Lab  
3 Credits  
Offered Spring Semester  
This course will give students hands-on exposure in a shop setting on those subjects covered in the DSDLT 230 theory class. The instruction will utilize a variety of mock-ups, training aids, components and limited live customer work.

DSDLT 229L  
Hydraulics Lab  
3 Credits  
Offered Spring Semester  
This course will give students hands-on exposure in a shop setting on those subjects covered in the DSDLT 232 theory classes. The instruction will utilize a variety of mock-ups, training aids, components, and limited live customer work.

DSDLT 230  
Undercarriages/Suspension  
4 Credits  
Offered Spring Semester  
This course will teach students the operation, construction and repair of heavy equipment undercarriages as well as the components, construction, and repair of various truck and heavy equipment suspension systems used in the industry. Students will gain an understanding of the operation, construction, components and repair of steering systems.

DSDLT 232  
Hydraulic Systems  
4 Credits  
Offered Spring Semester  
This course will teach students the theory of operation, construction, adjustment, maintenance and repair of heavy equipment hydraulic systems. Students will also learn how to design hydraulic systems and implement changes to existing hydraulic systems.

DSDLT 280  
Heating, Ventilation, Air Conditioning  
1 Credit  
Offered Spring Semester  
Students will receive instruction in heating and air conditioning theory, as well as the use of equipment related to evacuating, recycling, and recharging air conditioning systems. The course will cover R-12 and R-134a refrigerant handling.
Drafting Technology

Note: Course enrollment requires prior acceptance into the Drafting Technology Program.

DRFT 101 Drafting Theory and Laboratory I
2 Credits
Offered Fall Semester

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
2 Credits
Offered Fall Semester

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
2 Credits
Offered Fall Semester

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
1 Credit
Offered Fall Semester

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
3 Credits
Offered Fall Semester

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
3.5 Credits
Offered Fall Semester

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
5 Credits
Offered Spring Semester

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
3.5 Credits
Offered Spring Semester

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 allow 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 projections, 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 drafter/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 Acurender, 3-D Studio, Pagemaker, and others students will gain the skills necessary to develop presentation folios 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, ArchT, 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

DRFT 225  Civil/Survey Geographical Information Systems
3 Credits  Offered Fall Semester

Using a collection of civil/survey computer programs students will explore the civil design process including data collection, digital terrain modeling, road and subdivision design, and final documentation. Students will create documents that represent the existing condition of a building site or land parcel. Units that are covered include, but not limited to, the following activities - development of boundary lines, parcel maps, utility plans, proposed site plans, roadway plans and cross section sheets, subdivision layouts, irrigation design, septic design and landscape design.

DRFT 225L  Civil/Survey Geographical Information Systems Lab
3 Credits  Offered Fall Semester

This lab course focuses on material taught in DRFT 225. Concepts will be reinforced through hands-on activities that focus on those skills.

Prerequisites: Concurrent enrollment in DRFT 225

DRFT 236  Applied Physics
3.5 Credits  Offered Spring Semester

This course covers the mechanical properties of matter, solids, liquids, gases and the study of heat and thermodynamics.

DRFT 295  Drafting Cooperative Workbased Learning
1-3 Credits  Offered Spring Semester

This course is designed to provide students with drafting related experience in a particular area of interest. Job site and objectives will be arranged with the instructor. Students must have prior permission from the instructor to enroll in the course.

DRFT 299  Directed Study Special Issues
3-6 Credits  Offered Spring Semester

This course is intended to strengthen a student's proficiency level in areas of interest. A contractual agreement between the student and the instructor will be agreed on. Students must have prior permission from the instructor to enroll in the course.
Economics

ECON 201 Principles of Economics (Macro) 3 Credits Offered Each Semester

This course is an introductory study of the behavior of our national economy. This includes the tools of supply and demand, the measurement of inflation and employment, and discussion of the definition, role and importance of national income and money and the banking system. The course also analyzes the role of government and the effects of international trade on the U.S. economy. Economic vocabulary and analysis of economic situations are emphasized. ECON 201 is a required course in the Business Administration, Business Education, Accounting Assistant and Small Business Management programs. It satisfies a social science requirement for the A.S. and A.A. degrees.
Lecture: 3 hours per week
Prerequisites: 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. Prior completion of other courses is not required.
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.

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, Kirchoff’s Law, series, parallel and series/parallel circuits and Network Theorems. These basics prepare the student for understanding and troubleshooting circuits with passive components and provide a foundation for further studies. Component recognition and identification and initial familiarity with schematics is presented.

ELT 110L Direct Current I Lab 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 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 continues 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 ELEC 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 varistor, 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 drawings. Troubleshooting and analysis of circuits in the laboratory environment using industry standard equipment and procedures is stressed.

Corequisite: Concurrent enrollment in ELT 140

**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.

**ELT 260**

**Solid State III Theory**

5 Credits

Offered Fall Semester

This course will provide the student with a thorough coverage of operational amplifiers and linear integrated circuits. Additional topics include oscillators (both discrete and IC), regulated power supply circuits (both discrete and IC) and an introduction to communications circuits.

**ELT 260L**

**Solid State III Lab**

3 Credits

Offered Spring Semester

This lab course will provide practical applications of circuits studied in ELT 260. Industry standard test equipment will be used to design, build, test and troubleshoot op-amp circuits and other Linear IC circuits.

Corequisite: Concurrent enrollment in ELT 260

**ELT 270**

**Digital I Theory**

5 Credits

Offered Spring Semester

This course will begin the study of digital electronics. The topics will include number systems, codes, logic gates, Boolean Algebra, combination logic circuits, flip-flops and related devices, digital arithmetic, counters, reisters and integrated-circuit logic families.

**ELT 270L**

**Digital I Lab**

3 Credits

Offered Spring Semester

This lab course will provide hands-on experience designing, building, troubleshooting and analyzing digital circuits. In addition to using a variety of test equipment, the student will be introduced to logic analysis as a tool for design, testing and troubleshooting of logic circuits.

Corequisite: Concurrent enrollment in ELT 270

**ELT 280**

**Digital II Theory**

5 Credits

Offered Spring Semester

This course continues the exploration of digital electronics that began in ELT 270 and includes MSI circuits, A-D/D-A conversions, memory devices and microprocessors. An emphasis is placed on applications using a microprocessor trainer and an introduction to assembly language programming.

**ELT 280L**

**Digital II Lab**

3 Credits

Offered Spring Semester

This course provides an applications based lab to accompany ELT 280. An emphasis is placed on practical applications of microprocessors and interfacing. Students will use their knowledge of analog and digital electronics to build and test real world circuits.

Corequisite: Concurrent enrollment in ELT 280
Engineering Graphics

ENGR 105 - 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
Prerequisite: 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 a study of Ohm's Law, analysis methods, network theorems, Laplace transforms, and energy storage elements. It includes the exploration of electrical circuits using hands-on lab activities and computers. This is an important course for transfer degree programs in engineering, physics, math, computer science, or chemistry.

Lecture: 4 hours per week
Prerequisite or Corequisite: MATH 170

ENGR 203 - Circuits II
4 Credits
Offered Fall Semester

Circuits II presents a study of power, three phase, transformers, filters, Faraday's law, and Laplace transforms. It includes the exploration of electrical circuits using hands-on lab activities and computers. This is an important course for transfer degree programs in engineering, physics, math, computer science, or chemistry.

Lecture: 4 hours per week
Corequisite Lab: 2 hours per week (ENGR 203L)
Prerequisite: ENGR 201
Prerequisite or Corequisite: MATH 175

ENGR 210 - 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 on Demand

ENGR 214 presents theory and field applications of elementary surveying. It includes the use of instruments, error and precision, level circuits, running traverses, field calculations, boundary surveys, route surveys, construction surveys, triangulation, state coordinate systems, engineering astronomy, and photogrammetry. This course provides basic surveying skills that may help engineering students gain summer employment, but it is not intended as a preparation for direct entry into surveying occupations. It is required for transfer degrees in civil engineering and surveying and recommended for other engineering programs.

Lecture: 3 hours per week
Corequisite Lab: 3 hours per week (ENGR 214L)
Prerequisite: MATH 147 or equivalent

ENGR 220 - Dynamics of Rigid Bodies
3 Credits
Offered Spring Semester On Demand

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 223 - Engineering Analysis
3 Credits
Offered Fall Semester

Engineering 223 introduces a combination of numeric analysis, skills, problem solving techniques, and various computer software as they are utilized in basic engineering applications. Students will utilize oral and written communication skills in presenting their solutions.

Lecture: 3 hours per week
Corequisite: MATH 175

ENGR 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 analysis of 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
Note: Equivalent to U of I Engineering 350

English

The Writing Center

The Writing Center, located in the Kildow Learning Center, is open 10-15 hours per week (scheduled hours may vary each semester). NIC students can drop in to receive professional assistance with their writing assignments. Experienced writing instructors are available to offer help in all areas of concern ranging from correct punctuation to word choice and
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organization. A student may come in one time or use the center on an on-going basis all semester.

ENGL 045  Writer's Workshop 3 Credits  Offered Each Semester

English 045 offers introductory instruction in grammar, sentence construction, and paragraph development. This class includes instruction in constructing simple, compound, and complex sentences; writing thesis and topic statements; and developing a paragraph with primary and secondary support. Writer's Workshop is helpful to those who need to improve skills before taking a college composition course. It is an important skill-building course that can influence college success but will not fulfill degree requirements.
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 work force. The course introduces technical writing forms and strategies for approaching writing tasks relevant to the trade and industrial programs and also reinforces fundamentals of grammar and English mechanics.
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-to-one with the instructor. The student must sign up at the beginning of the semester for three hours per week selected from the five hours the class is offered as listed on the semester schedule. Students may work with the instructor during Writing Center hours also.
Lecture: 3 hours per week  
Prerequisite: Enrollment based on 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 unification. 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 many forms including essay, short story, poetry, and drama. This course focuses on literature as a primary vehicle for ideas and values. This course helps students to recognize and appreciate the humanistic and artistic elements of literature. It satisfies an arts and humanities course requirement for the A.S., A.A., and most transfer degrees.
Lecture: 3 hours per week  
Prerequisite: ENGL 101

ENGL 202  Technical Writing 3 Credits  Offered Fall Semester

Technical Writing offers instruction in the writing skills applicable to business and industry. This class emphasizes factual information in the form of writing instructions and describing mechanisms and processes. It includes the fundamentals of composing memos, letters, and reports. Technical Writing is designed for those interested in practical applications of technical writing principles. This class is required for some occupational programs and is a useful general elective for all programs in science and technology. Prior completion of ENGL 099 and sophomore standing or permission of instructor are required.
Lecture: 3 hours per week  
Prerequisite: ENGL 101 is recommended
ENGL 203A  Trestle Creek Review
1 Credit  Offered Spring Semester
This workshop offers students interested in poetry and short fiction an introduction to the world of small-press publishing, in which most writers get their start. Students read manuscripts submitted from all over North America and beyond and collaboratively determine the content of this year’s edition of Trestle Creek Review, an annual literary magazine published in May and mailed to contributors, subscribers, and regional libraries and bookstores. Students become conversant with contemporary literature written by “real” people, gain skills in literary criticism, learn how to submit their own work, and receive acknowledgment on the title page as members of the editorial staff.
Prerequisite: None

ENGL 204A  Researching and Writing a Personal Family History
(Same as HIST 204A)  3 Credits  Offered on Demand
English 204A introduces students to research and writing skills to enable them to record their family’s history. Students will learn to use oral history interviews, private and public genealogical and historical records, family folklore and the computer tools that are revolutionizing family history research. Students will work with writing techniques that can transform dull data into a lively family saga. The course follows an informal workshop format, including several research field trips to regional archives.
This course is an excellent opportunity to develop research and writing skills and pursuing a project of great personal value. It is recommended for history and English majors as a way to put theory into practice. It is designed for genealogy beginners with good command of basic English writing skills and some computer experience with Windows.
Lecture: 3 hours per week
Prerequisite: ENGL 101 is recommended

ENGL 204B  Modern Writers & What They Are Saying
3 Credits  Offered on Demand
English 204B provides a study of fiction, poetry, drama, essays, and other formative documents from 1940 to the present. It includes works of major American and European authors.
Lecture: 3 hours per week
Prerequisite: ENGL 101

ENGL 204C  Modern Writers & What They Are Saying
3 Credits  Offered on Demand
English 204C provides a study of fiction, drama, poetry, and formative documents from 1940 to the present period. It includes the works of Malamud, Williams, Thomas, Camus, Plath, and others.
Lecture: 3 hours per week
Prerequisite: ENGL 101

ENGL 205  Interdisciplinary Writing
3 Credits  Offered Each Semester
This course builds on writing skills gained from ENGL 101 and ENGL 102. In addition, the course enables students to make connections among many disciplines, including a choice of art, mythology, poetry, architecture, music, culture, travel, nature, science, theater, autobiography and biography. Emphasis is placed on the student’s own writing of essays and explicatory based on the 5-step critical thinking method. This course encourages applied writing through projects in the student’s field of study and encourages students to practice and learn to apply the steps in the writing process: prewriting, arrangement, revision, and editing.
Lecture: 3 hours per week
Prerequisite: ENGL 101, 102

ENGL 216  Mythology
3 Credits  Offered Spring Semester
Mythology surveys both Greek myths and themes common to all Western mythologies, particularly those of the hero quest. This course includes the study of a variety of stories, poems, plays, and films, and 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, and fiction illustrating the development of American literary ideas, values, and philosophy from the Colonial Period (1620) to the end of the Civil War (1865). This course satisfies an arts and humanities course requirement for the A.A., A.S., and most transfer degrees.
Lecture: 3 hours per week  
Prerequisite: ENGL 101

ENGL 278  Survey of American Literature  
3 Credits  
Offered Spring Semester  
English 278 is a study of selected historical documents, journals, essays, poetry, fiction, and drama illustrating the development of American literary ideas, values, and philosophy from the Civil War (1865) to the present. This course satisfies an arts and humanities course requirement for the A.A., A.S., and most transfer degrees.
Lecture: 3 hours per week  
Prerequisite: ENGL 101

ENGL 285  American Indian Literature  
3 Credits  
Offered Spring Semester  
English 285 explores traditional American Indian world views and belief systems as reflected in myths and legends, as well as contemporary poetry, short stories, and novels by Native Americans. The difference between American Indian and Eurocentric world views and the implications of these differences will be considered, as illustrated in literature. The course will also explore political, sociological, and psychological effects on American Indians of U.S. governmental policies and actions taken in regard to various tribes.
Lecture: 3 hours per week  
Prerequisite: ENGL 101, completion of ENGL 175 is recommended

ENGL 291  Creative Writing I  
3 Credits  
Offered Fall Semester  
English 291 introduces the principles and techniques of poetry writing, examined through exercises and discussions of student and professional writing. Exact content will depend on student preference. This course helps develop a personal, advanced writing style and an appreciation of literary forms. An above average writing ability and some familiarity with literature are necessary.
Lecture: 3 hours per week  
Prerequisite: ENGL 175

ENGL 292  Creative Writing II  
3 Credits  
Offered Spring Semester  
English 292 introduces the principles and techniques of fiction and nonfiction writing, examined through exercises and discussions of student and professional writing. The exact content of the course will depend on student preference.
This course helps develop a personal, advanced writing style and an appreciation of literary forms. Above average writing ability and some familiarity with literature are necessary.
Lecture: 3 hours per week  
Prerequisite: ENGL 175

English as a Second Language

ESL 090  ESL Conversant Program  
1-2 Credits  
Offered On Demand  
ESL 090 is a lab course for students who wish to master spoken English. It emphasizes idioms, pronunciation, and language styles appropriate for informal and formal situations both on and off campus. This course is designed for students whose native language is not English. It will be individualized to suit student objectives and may be repeated for a total of four credits. Graded either satisfactory or unsatisfactory.
Lecture: 1 hour per week per credit  
Prerequisite: Student whose native language is not English

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ESL 100  ESL Grammar and Structure  4 Credits  Offered On Demand

ESL 100 is an intensive review of the grammar and sentence structures of written English. Particular attention is given to complex verb forms, verbal phrases, models, preposition, modifiers, and basic sentence strategies. Attendance at the language laboratory is required.

This course prepares students to compete successfully with native English speakers in an academic setting and provides an important language base for students planning to enter English composition courses. Students must have earned a minimum score of 500 on the Test of English as a Foreign Language (TOEFL). The course may be repeated for a total of eight credits. Placement is determined by instructor.

Lecture: 4 hours per week per credit
Prerequisite: Minimum score of 500 on the TOEFL (Test of English as a Foreign Language)

ESL 101  ESL Composition  3 Credits  Offered On Demand

ESL 101 helps non-native speakers of English to understand and produce the kind of academic writing required in college. Emphasis is on the most common and effective formats of academic writing and on editing for accuracy of expression, grammar, and sentence structure.

This course is valuable for building fluency in written expression. It prepares students for success in competing with native English speakers in college writing courses. A working knowledge of English grammar and basic sentence strategies is required. Students must have earned a minimum score of 500 on the Test of English as a Foreign Language (TOEFL). The course may be repeated for a total of eight credits. Placement determined by instructor.

Lecture: 3 hours per week
Prerequisite: Minimum score of 500 on the TOEFL (Test of English as a Foreign Language)

Environmental Science

ENSI 119  Introduction to Environmental Science  4 Credits  Offered Both Semester

The content of this course may vary somewhat with class interest, current world affairs, and instructors. The topics covered generally include air and water pollution, land use, biocides, resource and energy crises, nuclear energy and radiation, population, world food supply, food additives, and environmental ethics. This course satisfies a laboratory science course requirement for the A.S./AA degree. Some Saturday field trips may be required.

Lecture: 3 hours per week
Corequisite Lab: 2 hours per week (ENSI 119L)
Prerequisite: MATH 025 or equivalent

Foreign Language

One full year of high school study in a foreign language is generally considered equivalent to one semester's work in college. To receive college credit for high school or independent work, a student must take an advanced placement examination in the target language and complete the next semester advanced level with a grade of 'C' or better. Placement in and completion of the second elementary level or first intermediate level will 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.

CA 101  Elementary Coeur d'Alene Language I  5 Credits  Offered Fall Semester

CA 101 is an introduction to an American Indian language designed for students with no previous foreign language study. The course will include specialized methods of working with an unwritten language and emphasize pronunciation, beginning grammar, vocabulary-building, and an introduction to Coeur d'Alene Tribal culture. Successful completion of CA 101 and 102 allows entry into the intermediate level course that satisfies the cultural diversity requirement for the A.A. degree or one of the arts and humanities requirement for the A.S. degree.

Lecture: 5 hours per week (includes lab)
Prerequisite: CA 101 or permission of instructor

CA 102  Elementary Coeur d'Alene Language II  5 Credits  Offered Spring Semester

CA 102 is the second semester of an introduction to the native language of the Coeur d'Alene Tribe. It completes the outline of the major grammatical systems of the language. The skills acquired in CA 101 and CA 102 will prepare students for the intermediate level course that satisfies the cultural diversity requirement for the A.A. degree or one of the arts and humanities requirement for the A.S. degree.

Lecture: 5 hours per week (includes lab)
Prerequisite: CA 101 or permission of instructor

CA 201  Intermediate Coeur d'Alene Language  4 Credits  Offered Fall Semester

CA 201 provides training in conversational proficiency in an American Indian language. It features detailed discussion of grammar knowledge gained in CA 101 and CA 102 and insights into Coeur d'Alene culture revealed in the traditional oral literature. This course satisfies four credits of the cultural diversity requirement for the A.A. degree or one of the arts and humanities requirement for the A.S. degree.

Lecture: 4 hours per week
Prerequisite: CA 102 or permission of instructor

FLAN 106  Collaborative Cultural Exchange Program  1-2 Credits  Offered Either Semester

This course is designed to match non-native speakers of English with American, or other native English students, to the mutual benefit of both. They will study and converse with one another in a structured and monitored situation, working on projects in established courses and in short-term EFL programs.
The course may be repeated for a total of three credits.
Interactive Conversation Class: 2-4 hours per week, depending on credits

**FLAN 207**  
**Contemporary World Cultures**  
3 Credits  
Offered Each Semester

Foreign Language 207 examines a single national culture in terms of its historical background and expression in contemporary life, language, institutions, literature, art, music, and lifestyles. This course provides a basis for comparative cultural studies for students interested in multicultural or international scholarship. It meets the cultural diversity requirement for the A.A. degree and satisfies an arts and humanities requirement for the A.S. degree. The national culture selected for study may change each semester, allowing students to repeat the course for elective credit.

Lecture: 3 hours per week

**FREN 101**  
**Elementary French I**  
5 Credits  
Offered Fall Semester

Elementary French I is designed for students with no previous language study. This course provides training in the acquisition and application of basic language skills and culture. A laboratory is included in the course. Successful completion of FREN 101 and FREN 102 allows entry into the intermediate level courses that satisfy the cultural diversity requirement for the A.A. degree or one of the arts and humanities requirements for the A.S. degree.

Lecture: 5 hours per week + lab TBA  
Prerequisites: FREN 101

**FREN 102**  
**Elementary French II**  
5 Credits  
Offered Spring Semester

This course is the second semester of Elementary French and continues the acquisition and application of basic language skills and culture. A laboratory is included in the course. Successful completion of this course gives students the required skills to take the intermediate level courses which satisfy the cultural diversity requirement of the A.A. degree or one of the arts and humanities requirements for the A.S. degree.

Lecture: 5 hours per week + lab TBA  
Prerequisites: FREN 101

**FREN 103**  
**French Language Laboratory**  
1 Credit  
Offered Each Semester

The French language lab provides individualized, self-paced practice in listening comprehension, pronunciation, and grammatical structure through use of an audio-laboratory facility. The lab assists development of language fluency through additional practice. The lab is an elective supplement to classroom studies and is graded on a satisfactory/unsatisfactory basis. It may be repeated for 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  
Prerequisites: 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  
Prerequisites: FREN 201

**GERM 101**  
**Elementary German I**  
5 Credits  
Offered Fall Semester

This course is designed for students with no previous language study. It provides training in the acquisition and application of basic language skills and culture. A laboratory is included in the course. Successful completion of GERM 101 and GERM 102 allows entry into the intermediate level courses that satisfy the cultural diversity requirement for the A.A. degree or one of the arts and humanities requirements for the A.S. degree.

Lecture: 5 hours per week + lab TBA  
Prerequisites: GERM 101

**GERM 102**  
**Elementary German II**  
5 Credits  
Offered Spring Semester

This course is the second semester of Elementary German and continues training in the acquisition and application of basic language skills and culture. A laboratory is included in the course. Completion of this course provides the required skills for intermediate level courses which satisfy the cultural diversity requirement for the A.A. degree or one of the arts and humanities requirements for the A.S. degree.

Lecture: 5 hours per week + lab TBA  
Prerequisites: GERM 101

**GERM 123**  
**German Language Laboratory**  
1 Credit  
Offered Each Semester

The German Language Laboratory provides individualized, self-paced practice in listening comprehension, pronunciation, and grammatical structure through the use of an audio-laboratory facility. It assists development of language fluency through additional practice in the language and is an elective supplement
COURSE DESCRIPTIONS

to classroom studies. This course is graded on a satisfactory/un satisfactory basis. It may be repeated for a total of two credits.
Lecture: Time based on student/instructor agreement

GERM 124 Conversation Course: Open Door to German Level I
2 Credits Offered Each Semester
This course emphasizes conversation skills, contemporary language, and culture. Its content is designed to meet the professional or leisure linguistic needs of the community.
Time requirement: TBA
Prerequisite: GERM 124

GERM 125 Conversation Course: Open Door to German Level II
2 Credits Offered Each Semester
German 125 is a continuation of GERM 124. This course is designed to meet the linguistic needs of the community.
Time requirement: TBA
Prerequisite: GERM 124

GERM 201 Intermediate German I
4 Credits Offered Fall Semester
Intermediate German provides training in the acquisition and application of basic language skills and culture. A laboratory is included in the course. It satisfies four credits of the cultural diversity requirement for the A.A. degree or one of the arts and humanities requirements for the A.S. degree.
Lecture: 4 hours per week + lab TBA
Prerequisite: GERM 102 or equivalent or permission of instructor

GERM 202 Intermediate German II
4 Credits Offered Spring Semester
This course provides additional training in the acquisition and application of basic language skills and culture. A laboratory is included in the course. This course satisfies four credits of the cultural diversity requirement for the A.A. degree or one of the arts and humanities requirements for the A.S. degree.
Lecture: 4 hours per week + lab TBA
Prerequisite: GERM 201

JAPA 123 Conversation Course: Open Door to Japanese Level I
2 Credits Offered Fall Semester
This introductory course is designed for students who wish to learn elementary communication skills in Japanese. Subjects discussed include travelling, food, lodging, shopping and customs. Students will gain practical conversation skills and become familiar with cultural differences likely to be encountered in Japan.
Time requirement: TBA
Prerequisite: JAPA 123

JAPA 124 Conversation Course: Open Door to Japanese Level I
2 Credits Offered Spring Semester
This course is a continuation of Japanese 123.
Time requirement: TBA
Prerequisite: JAPA 123

SPAN 101 Elementary Spanish I
5 Credits Offered Fall Semester
This introductory course in Spanish language is based on the study of vocabulary, grammar, and pronunciation. It emphasizes the development of 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
5 Credits Offered Spring Semester
This course is a continuation of SPAN 101, emphasizing further development of basic language fluency. A laboratory is included in the course.
Lecture: 5 hours per week + 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 208 Intermediate Spanish Conversation 3 Credits Offered Spring Semester

This course is for students who wish to further their conversational skills in Spanish at the intermediate level. The emphasis is on the development of oral and written discourse skills, and on the acquisition of cultural and linguistic knowledge related to specific Spanish-speaking countries. This course is conducted entirely in Spanish.
Lecture: 3 hours per week
Prerequisite or Corequisite: SPAN 202 or permission of instructor

Geography

GEOG 100 Physical Geography 4 Credits Offered Each Semester

Physical Geography is an introduction to the earth sciences. It emphasizes atmospheric sciences (weather and climate), landscapes, 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

GEOG 101 Physical Geology 4 Credits Offered Each Semester

Physical Geology is the study of the origin and development of the earth. It includes the detailed study of the development of the earth's crust, its minerals, rocks, volcanoes, glaciers, mountains, and continents.

This course provides an understanding of the natural and physical processes of the planet earth and an appreciation for the impact geology has on everyday life. Concurrent enrollment in GEOG 101L is required. In combination with GEOG 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 (GEOG 101L)

GEO 102 Historical Geology 4 Credits Offered Fall Semester

Historical Geology is an introduction to the principles and interpretation of geologic history. It emphasizes the evolution of the earth's lithosphere (crust), atmosphere, and biosphere through geologic time. This course includes consideration of the historical aspects of plate tectonics, the geologic development of North America, and important events in biological evolution and the resulting assembly of fossils.

Geology 102 provides an appreciation for the vast extent of geologic time, the natural processes affecting change on the earth, and the identification of common fossil types. This course satisfies a laboratory science requirement for the A.S. and A.A. degrees.
Lecture: 3 hours per week
Corequisite Lab: 2 hours per week (GEO 101L)
Prerequisite: Prior or concurrent enrollment in GEO 101 is recommended

GEO 123 Geology of Idaho & the Pacific Northwest 4 Credits Offered on Demand

Geology 123 is the study of the geologic history of Idaho and the Pacific Northwest. It examines the development of existing geologic structures and rock types, focusing on the development and distribution of major topographic and scenic features. Included are field trips to areas of important mineral and gem occurrences. This course provides an appreciation for the development and distribution of geologic natural resources in the region. This course satisfies a laboratory science requirement for the A.S. and A.A. degrees.
Lecture: 3 hours per week
Corequisite Lab: 2 hours per week (GEO 123L)
Prerequisite: Prior or concurrent enrollment in GEO 101 is recommended

GEO 255 Systematic Mineralogy 4 Credits Offered Spring Semester on Demand

Systematic Mineralogy studies the classification and determination of minerals by physical, chemical, and crystallographic properties. It emphasizes occurrences, identification, and uses of the silicate minerals and the non-silicate ore and rock-forming minerals. The weekly three-hour laboratory will include hands-on testing and identification of mineral samples and field trips to significant mineral locations.

Students learn to recognize and identify many important ore and industrial minerals, while gaining an enhanced appreciation for the application of mineral resources to everyday life. Some background in chemistry is helpful.
Lecture: 3 hours per week
Corequisite Lab: 2 hours per week (GEO 255L)
Prerequisite: GEO 101, 101L
Heating, Ventilation, Refrigeration, & Air Conditioning

Note: Course enrollment requires prior acceptance into the Heating, Ventilation, Refrigeration & Air Conditioning Program. Students enrolled in this program are required to earn a grade of C- or better in their classes or receive instructor permission in order to advance to the next semester.

HVAC 161 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 class lab. Students enrolled in the HVAC/R program are required to take this class concurrently with theory classes.

HVAC 165 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 who 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.
History

HIST 101 History of Civilization to 1800
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 ideas, 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, or 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 1800
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 and role of the nation-state. Students are expected to read and write in 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 Researching and Writing a Personal Family History
3 Credits
Offered on Demand

HIST 204A introduces students to research and writing skills to enable them to record their family's history. Students will learn to use oral history interviews, private and public genealogical and historical records, family folklore, and the computer tools that are revolutionizing family history research. Students will work with writing techniques that can transform dull data into a lively family saga. The course follows an informal workshop format, including several research field trips to regional archives.

This course is an excellent opportunity to develop research and writing skills and pursuing a project of great personal value. It is recommended for history and English majors as a way to put theory into practice. It is designed for genealogy beginners with good command of basic English writing skills and some computer experience with Windows.

Lecture: 3 hours per week

HIST 204B Oral History Research
3 Credits
Offered on Demand

Oral History Research uses audio or videotape to record the firsthand experiences and knowledge of men and women who have helped shape North Idaho history. Each student will choose a topic of special interest and prepare a series of interviews to be preserved for the future in the regional oral history archive, housed in the NIC library.

History 204B provides guided practice in one of today's historians most indispensable research techniques, as well as a chance to make a significant contribution to the community. This transferable elective is recommended for history majors, future teachers, and those with an interest in preserving local history.
Students should own or borrow an audio cassette tape recorder or video camcorder with a microphone and furnish their own blank tapes.
Lecture: 3 hours per week
Prerequisite or Corequisite: Good writing and communication skills

**HIST 210**  Intro. to Modern Latin American History  
3 Credits  Offered Spring Semester

This course provides a survey of economic, political, social and cultural developments in selected Latin American countries each of which represents a larger region, from independence to the present. Students are expected to read and write at college level and will be required to participate in discussions.
Lecture: 3 hours per week
Prerequisite or Corequisite: Good writing and communication skills

**HIST 240**  American Indian History  
3 Credits  Offered Spring Semester

HIST 240 provides a historical overview of post-contact Indian/non-Indian relations and their effect on Indian culture, including reactions, adaptations, and conflicts in social, political, and economic systems. Some concentration on prominent Indian personages and geographical groups, their migrations and intertribal and U.S. government relationships, including federal Indian policy. Students will gain a deeper sense of "nations" and an understanding of the importance of tribal heritage and identify from a historical perspective.
Lecture: 3 hours per week
Prerequisite: AIST 101, ANTH 225 or HIST 101, or either HIST 111 or 112.

**Humanities**

**HUMS 101**  Montage: Introduction to the Humanities  
3 Credits  Offered Each Semester

This course explores how the humanities, through many varied types of creative works, comment on human 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 one particular field such as literature, philosophy, or the arts. It is an ideal course for students who intend to focus on areas other than the humanities, but wish to broaden their education. It fulfills an arts and humanities requirement for the A.A. and the A.S. degrees.
Lecture: 3 hours per week
Prerequisite or Corequisite: ENGL 101

**Human Services**

**HSS 101**  Introduction to Human Services  
2 Credits  Offered Fall Semester

This course defines and describes the history of human services. Agencies, institutions, and programs which help meet human services needs are studied in the broad context of social and political systems. Various human service worker roles are explored related to target populations in need of services.
Corequisite: ALTH 101

**HSS 102**  Introduction to Human Services Lab  
1 Credit  Offered Fall Semester

This weekly three-hour lab course provides the student an opportunity to explore human service careers that may be of interest. It assists the student to develop beginning observation, recording, and reporting skills based on their selected field exploration area. Students will conduct interviews and participate in on-the-job shadowing experiences. This is a required course for all human service students. All students who have a sincere interest in exploring health and human services career options are welcome.
Corequisite: HSS 101

**HSS 107**  The Helping Process  
1 Credit  Offered Spring Semester

This course focuses on helping goals, principles, and therapeutic communication techniques that entry-level workers can employ in working with human services clients. It uses a problem-management model to enhance student understanding of the helping process.
Corequisite: HSS 108

**HSS 108**  Helping Skills Lab  
1 Credit  Offered Spring Semester

This course provides 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 II: 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
# Journalism

**HSS 111**  
Field Experience I  
3 Credits  
Offered Spring Semester

HSS 111 provides students the opportunity to develop skill in providing psychosocial, community, and educational services that assist individuals to lead self-directed and meaningful lives. The field experience may be in institutional or community-based agencies depending on the student's interest.  
Prerequisite: HSS 110 and permission of the instructor

**HSS 121**  
Field Experience II  
6 Credits  
Offered Spring Semester

This eight-week field experience totaling 290 hours provides the student the opportunity to further develop skills in providing psychosocial, community, and educational services that assist individuals to lead self-directed and meaningful lives. The field experience may be in institutional or community-based agencies depending on the student's interest.  
Prerequisite: HSS 111 and permission of the instructor

**HSS 220**  
Crisis Intervention  
3 Credits  
Offered Fall Semester

This course provides an introduction and overview of crisis theory and management. It will assist Human Services students in developing the necessary skills and attitudes appropriate for working with individuals and families in crisis.

**HSS 221**  
Field Experience & Seminar III  
4 Credits  
Offered Each Semester

Students obtain on-the-job training in selected human services settings. Helping and problem management principles are applied under agency supervision. Weekly seminars provide opportunities for students to share experiences, debrief, and obtain faculty assistance in applying classroom concepts to the field experience.  
Prerequisite or Corequisite: HSS 220

**HSS 230**  
Case Management and Human Services  
3 Credits  
Offered Spring Semester

This course provides the student with the knowledge and skills required to perform case management services with clients in a variety of program settings. 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**  
Field Experience & Seminar IV  
4 Credits  
Offered On Demand

This practicum experience provides students the opportunity to apply previous and current course concepts to individual clients and groups in an area of special interest to the student. Weekly on-campus seminars provide opportunities for students to share experiences, debrief, and obtain faculty assistance in applying classroom concepts to the field experience.  
Prerequisite: HSS 220  
Corequisite: HSS 230

**COMJ 100**  
Sentinel (NIC Newspaper) Staff  
1-2 Credits  
Offered Each Semester

This course provides practical training and application of journalism theory and techniques. Students are considered as staff members of The Sentinel, the NIC student newspaper. Students work in a variety of positions corresponding to those in a professional journalistic organization.  
Sentinel staff students learn the practical workings of a newspaper, including reporting, editing, design, layout, paste-up, computer-based technologies, and advertising. Writing and design projects contribute to the student's portfolio and provide the basis for refining journalistic skills supporting career development. The course may be repeated for a total of 10 credits.  
Lab/Newspaper Coordinating: Varies according to issue  
Prerequisite or Corequisite: COMJ 121 or permission of instructor

**COMJ 121**  
News Writing  
3 Credits  
Offered Fall Semester

This course provides an introduction to the principles of news writing, focusing on organization and writing methods for news media. Students develop news stories in lab and outside of class. Mastering the basics of news writing, students will improve their abilities to participate as members of communications professions in print, broadcast, and corporate areas.  
Lecture: 4 hours per week  
Prerequisite: Typing ability or permission of instructor  
Prerequisite or Corequisite: ENGL 101

**COMJ 140**  
Mass Media in a Free Society  
3 Credits  
Offered Spring Semester

This course examines how and why today's American media 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 multisource stories, features, editorials, columns, and research pieces. The course includes some "deadline critical" situations corresponding to professional newspaper practices. Students learn and exercise the duties of a reporter in preparation for advancement to upper division college course work and career development in journalism.  
Lecture/Lab: 3.5 hours per week  
Prerequisite: COMJ 121

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137
COMJ 254
2 Credits
Editing
Offered Spring Semester
This course studies the elementary principles of newspaper makeup and fundamentals of editing copy and photographs. It includes practice in news selection and evaluation, writing headlines and photo captions, and newspaper design and composition. The course uses Macintosh computers for desktop publishing. Students learn and practice the responsibilities of an editor, including copy reading and measuring, article evaluation, headlining, page design, and photo editing. Skills gained contribute to portfolio development and career preparation.
Lecture/Lab: 3 hours per week
Prerequisite: COMJ 121

COMJ 298
2 Credits
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 clarification of career direction or "real-world" experience will benefit.
Time: Varies according to project
Prerequisite: COMJ 121 or permission of instructor

Law Enforcement
NOTE: LAWE 103, 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
3 Credits
Introduction to Criminal Justice
Offered Each Semester
This course offers an introduction to the purpose, function, and brief history of the agencies dealing with criminal justice, while presenting a survey of requirements for entering criminal justice service. Students discuss crime, the criminal, traffic, and vice as social problems; the function of the courts; prosecution and defense attorneys; correctional and penal institutions; and probation and parole. This course will introduce the student to the various agencies and employment opportunities within the criminal justice system. This is a required course in the Law Enforcement program.

LAWE 219
3 Credits
Self Defense
Offered Each Semester
This course covers the use of force, baton training, pepper spray training, handcuffing techniques, people searches, firearms liability, safety, inspection and maintenance, basic marksmanship, day and night range practice, and handgun and shotgun qualifications. Classroom and hands-on training in the above areas are integral to this course. Students must demonstrate skills taught and pass the Idaho POST firearms qualifications courses for handgun and shotgun. This is a required course in the Law Enforcement program.

LAWE 220
2 Credits
Basic Police Law
Offered Each Semester
This course is the study of basic police law as it relates to the U.S. Constitution, the Idaho Code, liquor laws, rules of evidence, criminal law, arrest, search and seizure, traffic code, and Idaho Fish and Game Laws. When they have completed the course, students will be able to determine traffic offenses, criminal offenses, probable cause for arrest and how to process cases. This is a required course in the Law Enforcement program.

LAWE 221
1 Credit
Professional Orientation
Offered Each Semester
This course studies the human dimensions of the police profession including standards for police ethics and professionalism, media relations, crime prevention and human relations. This is a required course in the Law Enforcement Program.

LAWE 222
2 Credits
Police Procedures
Offered Each Semester
This course teaches fundamental patrol skills such as searching buildings, operating emergency vehicles, and writing reports. Also examined are jail procedures, communication methods, officer survival, courtroom demeanor, and courtroom testifying. This is a required course in the Law Enforcement program.

LAWE 223
1 Credit
Patrol Procedures
Offered Each Semester
This course teaches patrol procedures and techniques for crimes in progress including responding to armed robberies; low-risk, high-risk, and felony traffic stops; prowler calls and hostage situations; and domestic disputes. This is a required course in the Law Enforcement program.

LAWE 224
1 Credit
Practical Problems
Offered Each Semester
This course provides an opportunity for the student to demonstrate and utilize classroom skills in simulations and exercises in 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
3 Credits
Investigation
Offered Each Semester
This course provides theory, techniques, and procedures for the investigation of traffic accidents, auto theft, juvenile crimes, allegations of child abuse, DUI situations and suspicious deaths. Techniques and procedures explored include drug identification, protection of crime scenes, collecting evidence, fingerprinting, interviewing, notification and interrogation. This is a required course in the Law Enforcement program.
COURSE DESCRIPTIONS

LAWE 226  
Enforcement Skills  
1 Credit  
Offered Each Semester  
This course provides hands-on training in handgun retention, arrest and control techniques, and handling hazardous materials. This is a required course in the Law Enforcement program.

LAWE 228  
Police Physical Fitness  
1 Credit  
Offered Each Semester  
This course provides physical health and conditioning methods for Law Enforcement students. Included are work on agility, flexibility, and conditioning. Students must pass the Idaho POST Physical Fitness Test. This is a required course in the Law Enforcement program.

LAWE 240  
Administration of Justice  
3 Credits  
Offered Fall Semester  
This course will introduce management principles and concepts as they relate to law enforcement organizations. Emphasis will be placed on empowering personnel to accomplish organizational goals. Topics to be discussed include: leadership and management, strategies for fostering integrity, strategic planning, communications as a vehicle, delegation and participation, team effectiveness, time management and developing action plans for total quality services. Previous completion of all freshmen courses in the Administration of Justice program and permission of the instructor are required. 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  
3 Credits  
Offered Spring Semester  
A continuation of LAWE 240, this course develops management theories and practices. Application of these concepts is emphasized with special attention to community and problem oriented policing. Current and future trends in law enforcement administration will be discussed. Topics to be discussed include: community oriented policing, problem oriented policing, policing by objectives, the budget process, political relationships, police associations and unions, the news media, collective bargaining, problem employees, disciplinary guidelines, employee assistance programs, stress management, and future trends in law enforcement. This is a required course in the Administration of Justice program.

Prerequisite: LAWE 240

LAWE 290  
Law Enforcement Theory  
3 Credits  
Offered Each Semester  
LAWE 290 meets weekly to evaluate, critique, and document intern performance and experiences. It incorporates specialized or refresher training as needs arise during the intern experience. This is a required course in the Law Enforcement program.

Prerequisite: LAWE 219-228

LAWE 293  
Law Enforcement Internship  
10 Credits  
Offered Each Semester  
This is a structured internship experience within local law enforcement agencies designed to match the student’s abilities and career goals. Students will function in a law enforcement position under the direct supervision of a selected, experienced law enforcement officer. Students are evaluated on a daily basis in accordance with the agency’s established training policies for new officers. The student will be expected to participate in the enforcement activities being performed by the supervising officer. This is a required course in the Law Enforcement program.

Prerequisite: LAWE 219-228

Library Skills

LIBS 120  
Introduction to Library Research Strategies  
1 Credit  
Offered Each Semester  
Introduction to Library Research Strategies is intended to enhance the research skills of students enrolled in college transfer programs. This course provides instruction in the use of the public catalog, periodical indexes, reference works, library classification systems, computer information systems and basic research techniques. Students are introduced to a variety of services and resources offered by libraries that are essential to most college programs.

Lecture: 1 hour per week

Machine Technology

Note: Course enrollment requires prior acceptance into the Machine Technology Program.

MACH 151  
Machining Technology Theory I  
4 Credits  
Offered Fall Semester  
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 I is necessary for the safe, efficient operation of industrial machinery.

MACH 151L  
Machining Technology Laboratory I  
9 Credits  
Offered Fall Semester  
Machining Technology Lab consists of machining projects designed to promote machining skills on all shop machinery and hand tools. Projects are graded to assure that blueprint tolerances are met. Skills learned in theory sessions are transferred to the lab through projects. Students must acquire their own tools but may use shop tools temporarily. A tool list is supplied to students at the beginning of the course.
COURSE DESCRIPTIONS

MACH 182L Machining Technology Laboratory II
8 Credits Offered Spring Semester

This lab is a continuation of MACH 151L. Students continue to progressively attempt more difficult projects. The main project for the class is the manufacture of a model Stirling Engine utilizing an assortment of materials and machining strategies. The nature of tolerance build-up in assemblies and effective time management are emphasized.

MACH 160 Manufacturing Processes
4 Credits Offered Spring Semester

This course covers manufacturing strategies from interchangeability of common parts to third wave production techniques and "design for assembly." The instructor will supplement the text with additional information on common scheduling, inventory, and shop floor controls. Major topics include sections on metallic materials, plastics, adhesives, ceramics, and engineered materials. The machining of high temperature alloys, metals and plastics is covered. Basic metallurgy and heat treating are also covered.

MACH 171 Blueprint Reading I
2 Credits Offered Fall Semester

Blueprint reading consists of a series of exercises involving visualization skills. This series takes students from basic knowledge to a point where they can interpret simple orthographic blueprints. Blueprint reading is essential to produce required work pieces on machines.

MACH 172 Blueprint Reading II
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

This class is geared towards real life application in the machine trades. The course will concentrate on the statistical concepts of mode, median, mean, and standard deviation for both samples and populations. Success is dependent on being able to read precision measuring instruments and using these on real manufactured parts for data gathering. The lab will address the application of different methods of inspection and measurement of mechanical parts. Activities will include measuring instruments, gauging equipment, work holding methods, and surface finishes. The lab application will utilize tools found in machine shops and inspection departments.

MACH 231 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.
Prerequisite: MACH 154L

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 on skills acquired in MACH 253. 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.
Prerequisite: 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, fixtureing, and production planning.
Prerequisite: Successful completion of MACH 283.

140
**Maintenance Mechanic Millwright**

Note: Course enrollment requires prior acceptance into the Maintenance Mechanic/Millwright Program.

**MM 052**  
Shop Math  
2 Credits  
Offered Spring Semester  
Students study the skills necessary to solve practical problems using areas, volumes, weights or materials, and basic trigonometry. The effective maintenance mechanic/millwright requires competence in these math skills.

**MM 151**  
Maintenance Mechanic Theory I  
10 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; safing rigging practices; mechanical drive systems; and equipment installation and alignment.

**MM 151L**  
Maintenance Mechanic Laboratory I  
7 Credits  
Offered Fall Semester  
Maintenance Mechanic Lab applies the skills learned in MM 051, including: oxyacetylene and arc welding, precision measuring, tool usage, material usage, rigging, equipment installation and alignment. Students will work on assigned tasks, projects, and performance tests.

**MM 152**  
Maintenance Mechanic Theory II  
7 Credits  
Offered Spring Semester  
Maintenance Mechanic Theory II provides instruction in the technical skills required in the safe use of GMAW & GTAW welding, industrial electricity, pipe fitting, coupling maintenance and alignment, bearings, packings, seals, and pumps. Prior completion of MM 151 with a grade of C- or better is required.

**MM 152L**  
Maintenance Mechanic Laboratory II  
7 Credits  
Offered Spring Semester  
This laboratory applies the skills learned in MM 152 including exercises in: GMAW (wirefeed) and GTAW (TIG) welding, coupling alignment and maintenance, bearing maintenance, pipe fitting, electric motor and control maintenance, and pump maintenance. Exercises in hydraulics components and troubleshooting areas also included. Prior completion of MM 151 and MM 151L with a grade of C- or better is required.

**MM 153**  
Maintenance Mechanic Theory III  
6 Credits  
Offered Summer Session  
This course continues instruction in safety, welding, and industrial mechanic skills, including flat pattern layout, sheet metal, conveyor systems, compressors, and specialty maintenance welding. Prior completion of MM 152 with a grade of C- or better is required.

**MM 153L**  
Maintenance Mechanic Laboratory III  
4 Credits  
Offered Summer Session  
This laboratory applies skills learned in MM 153. Students will work on assigned tasks, projects, and performance tests. Prior completion of MM 151 and MM 152L with a grade of C- or better is required.

**MM 155**  
Blueprint Reading  
2 Credits  
Offered Fall Semester  
This course provides the maintenance mechanic/millwright with 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 166**  
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, ratio and proportion, decimals, percents, positive and negative integers, and geometry. The course format includes informal lecture with instructor assistance in a lab setting. Students are assisted in developing arithmetic proficiency in basic computational skill areas required for pre-college level math courses.

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 is 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 applications of these concepts. The course provides important skill-building for those who have not taken or have had difficulty with high school algebra.

Lecture: 3 hours per week
Prerequisite: MATH 015 or equivalent

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 concepts beyond MATH 025 or first year high school algebra. It includes second degree equations, algebraic fractions, circles and parabolas, complex numbers, functions and logarithms. There is an emphasis on the application of these skills. The course provides important skill building for entry into college-level math courses. Enrollment is based on placement test results. This course does not fulfill the math requirement for the A.A. 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  Pre-Calculus  5 Credits
Pre-Calculus is the study of polynomial and rational functions, 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. degree. 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: 5 hours per week
Prerequisite: MATH 108 or successful completion of two years of high school algebra and an appropriate score on the placement test
Prequisite 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 computational, entering numeric and symbolic data, and utilizing display screens and menu bars. Rectangular, parametric and polar graphs will be explored, utilizing a variety of graphing techniques. An overview of built-in calculator functions such as matrix, vector, probability, computations, solving systems of equations and unit conversions will also be included. This course 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
Survey of 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 of plane geometry, one-half year each of trigonometry and analytic geometry, and an appropriate score on the placement test

MATH 178  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 PASCAL 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 130 or 147 and two years of high school algebra

MATH 287  Math for Elementary School Teachers II  3 Credits
Offered Spring Semester
This course is a continuation of MATH 157, with a topical emphasis on statistics, probability, and geometry. It
demonstrates the usefulness of math in ordinary life (particularly with statistics), the aesthetics "arty" side of math, and the overall richness of the study of geometry. This course is required for elementary teacher certification by the State of Idaho. It does not satisfy the math 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 mathematics degrees 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 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 Either Semester

This introductory level course is designed to provide group instruction in the basic techniques of vocal performance. This course will emphasize reading musical notation and vocal production. Students enrolling in Class Voice need no prior musical background. This course may be repeated for credit.

MUS 113  North Idaho Jazz Ensemble
1 Credit
Offered Each Semester

North Idaho Jazz Ensemble is an instrumental ensemble designed to perform jazz literature in all 20th century styles. Ensemble membership is open to college students and area residents. This course provides students and area residents a vehicle for jazz appreciation through performance. It may be repeated for credit. An audition and permission from instructor are required.

MUS 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 require 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 examinations; 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—and its roots and development. Music will be presented with regard to its historical and social implications. Study includes dixieland, swing, bebop, fusion, musical theatre, country western, and all types of rock 'n' roll. This course is designed to enhance musical appreciation through an increase in musical knowledge. It fulfills an arts and humanities requirement for the A.S. degree.
Lecture: 3 hours per week

MUS 130  Introduction to Piano
1 Credit
Offered Either Semester

This introductory level course is designed to provide group instruction at the piano keyboard. The emphasis of this course is on reading music and playing melody with simple chord accompaniment. Students enrolling in Class Piano need no prior musical background. This course may be repeated for credit.

MUS 140  Introduction to Music Literature
3 Credits
Offered Fall Semester

MUS 140 is an introduction to the art and nature of music with an emphasis on aural skills, historical styles, musical forms, and the literature of music. It is designed for freshman music majors and other students interested in humanity-oriented subject matter. This course fulfills an arts and humanities requirement for the A.A. and A.S. degrees.
Lecture: 3 hours per week
MUS 141 | Harmony and Theory I
3 Credits | Offered Fall Semester
MUS 141 is the study and application of the basic materials in four-part harmony. Emphasis is placed upon a thorough knowledge of the fundamentals of music, development of composition skills, and beginning analysis skills. It deals with harmonic practice from the year 1600 on. This course fulfills a theory requirement for music majors.
Lecture: 5 hours per week
Corequisite: MUS 141L
Prerequisite: Music reading skills and permission of instructor

MUS 141L | Harmony and Theory I Laboratory
1 Credit | Offered Fall Semester
This laboratory assists students in the development of aural skills, i.e., sight-singing; rhythmic, melodic, and simple harmonic music dictation; and recognition. Emphasis is on materials covered in MUS 141. This course fulfills a theory requirement for music majors and expands upon musical understanding developed in MUS 141.
Lecture: 2 hours per week
Corequisite: MUS 141L
Prerequisite: Music reading skills and permission of instructor

MUS 142 | Harmony and Theory II
3 Credits | Offered Spring Semester
This course is a continuation of MUS 141, emphasizing expanded use of harmonies in writing and analysis. It fulfills a theory requirement for music majors.
Lecture: 5 hours per week
Corequisite: MUS 142L
Prerequisite: MUS 141

MUS 142L | Harmony and Theory II Laboratory
1 Credit | Offered Spring Semester
This laboratory is a continuation of MUS 141L. It fulfills a theory requirement for music majors.
Lecture: 2 hours per week
Corequisite: MUS 142
Prerequisite: MUS 141L

MUS 215 | Computer Music Notation
1 Credit | Offered Each Semester
This course is an introduction to the use of Finale software (on Macintosh computers) for use of music printing and playback. The course provides musicians training in current technological advances important to the field of music.

MUS 216 | Advanced Computer Music Notation
1 Credit | Offered Each Semester
This course is a continuation of MUS 215, with an emphasis on mastery of advanced computer editing skills using Finale software.

MUS 241 | Harmony and Theory III
3 Credits | Offered Fall Semester
This course is a continuation of MUS 142, emphasizing writing and analysis of music up through the Romantic era of music. It fulfills a theory requirement for music majors.
Lecture: 5 hours per week
Corequisite: MUS 241L
Prerequisite: MUS 142

MUS 241L | Harmony and Theory III Laboratory
1 Credit | Offered Fall Semester
This course is a continuation of MUS 142L. It fulfills a theory requirement for music majors.
Lecture: 2 hours per week
Corequisite: MUS 241
Prerequisite: MUS 142L

MUS 242 | Harmony and Theory IV
3 Credits | Offered Spring Semester
This course is a continuation of MUS 241 with emphasis on writing and analysis of music in the 20th century. It fulfills a theory requirement for music majors.
Lecture: 5 hours per week
Corequisite: MUS 242L
Prerequisite: MUS 241

MUS 242L | Harmony and Theory IV Laboratory
3 Credits | 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
Corequisite: 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.
COURSE DESCRIPTIONS

PN 106  Practical Nursing Theory I  6 Credits
Offered Fall Semester

This course includes an introduction to the fundamentals of nursing and therapeutic skills. A lifespan approach will be used initially to assist students in the theory of oxygenation, circulation, nutritional, fluid, elimination, activity and safety needs of patients of all ages. Growth and development and an introduction to both pediatric and geriatric care will be introduced. 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

PN 107 explores nursing responsibilities in more complex diseases of major body systems. Medical-surgical nursing, pediatrics, maternity nursing, and psychiatric nursing are included. Successful prior completion of ALTH 107, PN 104, PN 106 and PN 106L is required.

PN 107L Practical Nursing Laboratory II  6 Credits
Offered Spring Semester

PN 107L correlates PN 107 theory with practice in clinical settings. Students rotate through medical-surgical, maternity and pediatric units, operating room, recovery room, short stay unit, minor care, EKG, respiratory therapy, and Central Services. Students will also have clinical experience in physicians' offices. Prior completion of ALTH 107, PN 104, PN 106 and PN 106L is required.

PN 108  Practical Nursing Theory III  3 Credits
Offered Summer Session

PN 108 covers oncology, death and dying, emergency nursing, and will introduce advanced concepts of geriatric care. An opportunity for review of all previous nursing theory will be provided. Prior completion of PN 107 and PN 107L is required.

PN 108L Practical Nursing Laboratory III  5 Credits
Offered Summer Session

Supervised clinical experience takes place in various health care settings including acute care hospitals, nursing homes, and physicians' offices. Students complete a clinical preceptorship in a chosen field of interest. Prior completion of PN 107 and PN 107L is required.

PN 208  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 provides theory and hands-on instruction in all skills relating to the LPN's role in nursing management. The course is designed to prepare the LPN to function in the role of charge nurse in long-term care facilities according to federal and state regulations. It will give the LPN the means to perform management skills and assess them on a continuing basis.

Nursing: RN

Note: Course enrollment requires prior acceptance into the Associate Degree Nursing Program.

NURS 104  HIV/AIDS Education  1 Credit
Offered Spring Semester

Every individual, regardless of sex, color, creed, sexual orientation, or religion, is at risk for HIV infection. The purpose of this course is to provide a basic knowledge and understanding of the HIV virus, its impact on the immune system, its devastating impact on the individual who becomes infected, the process of living and dying from AIDS, how society has been impacted and how it has impacted those living with HIV disease. This is an elective course in the Nursing Program as is open to all students.

NURS 190  Nursing Practice I  8 Credits
Offered Fall Semester

Nursing 190 provides the foundation for nursing practice and caring relationships. Course content focuses on the whole person from birth throughout the lifespan. The course is directed toward the student's acquiring knowledge, increasing personal and professional understanding, and developing intellectual, interpersonal, and psychomotor nursing skills to assist the person in optimizing health. Learning experiences in health care agencies and community settings provide opportunities for students to apply course content utilizing therapeutic nursing interventions to assist individuals and families in meeting their needs as they adapt to lifespan stressors and environmental stressors.

Lecture: 4 hours per week
Lab: 12 lab hours per week
Prerequisite: BIOL 127, 228, COMM 101, ENGL 101, PSYC 101
NURS 195  Nursing Practice II  
8 Credits  
Offered Spring Semester  
Nursing 195 focuses on the medical-surgical management of pathological processes common through the lifespan, effects on person/family, and implications for nursing care. The course emphasizes application of nursing process, caring relationships, and other therapeutic nursing interventions to assist the person in adaptation.

Learning experiences in health care settings provide students with opportunities to develop skills in implementation of the nursing process, application of communication abilities, caring behaviors, and utilization of therapeutic nursing interventions.

Lecture: 4 hours per week  
Lab: 12 hours per week  
Prerequisite: NURS 190, BIOL 250, SOC 101

NURS 198  Nursing Practice Clinical Practicum  
1 Credit  
Summer Session (Two week block)  
This course is an elective for students enrolled in the Associate Degree Nursing program. NURS 198 provides students with opportunities to apply the theory and skills from preceding nursing courses in clinical nursing practice. Patient care experience in an acute care health setting will allow students to further develop skills in critical thinking and application of the nursing process, effective communication with patients, family and other health care providers, and implementing therapeutic nursing interventions.

Lab: 3 hours per week  
Prerequisite: NURS 190 and 195

NURS 290  Nursing Practice III  
8 Credits  
Offered Fall Semester  
Nursing 290 focuses on providing nursing care for persons/families experience pregnancy, childbirth, or acute chronic illness. Emphasis is placed on utilizing knowledge of the altered physiology/pathology, treatment modalities, critical thinking, and therapeutic nursing interventions to optimize health.

Learning experiences in health care settings provide students with opportunities to further develop nursing competencies while collaborating with others in caring for multiple clients.

Lecture: 4 hours per week  
Lab: 12 hours per week  
Prerequisite: NURS 195, ENGL 102, Math elective

NURS 295  Nursing Practice IV  
9 Credits  
Offered Spring Semester  
Nursing 295 focuses on providing nursing care for persons/families with acute, chronic, and crisis related health conditions which require psychiatric, emergency, critical, or terminal care. The course emphasizes the development of critical thinking and competencies required in providing care for groups of patients in a variety of health care settings.

Learning experiences take place in mental health facilities, home health agencies, and acute care settings. The experience provides students with opportunities to develop competencies in providing care, collaborating with other health care providers, clinical decision making, and professional role development.

Lecture: 4 hours per week  
Lab: 15 hours per week  
Prerequisite: NURS 290

Paralegal

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 search 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: 3 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  
Prerequisite: 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  
Prerequisite: 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
COURSE DESCRIPTIONS

Code of Judicial Ethics are used to examine the boundaries of authorized practice, confidentiality, and delegation of authority. This is a required course in the Paralegal Program.

Lecture: 1 hour each week
Prerequisite: PLEG 101 and 104

PLEG 205 Law Office Management
1 Credit
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 fees, timekeeping, billing, and docket control systems. Specific management topics include financial, records, file, and library management. This is a required course in the Paralegal Program.

Lecture: 1 hour each week
Prerequisite: Sophomore standing in the Paralegal Program or permission of the instructor

PLEG 210 Legal Research I
3 Credits
Offered Either Semester

This course is an introduction to legal resource materials and methodology. Research skills are developed through law library research and drafting assignments. Emphasis is placed on the use of the Westlaw legal database and on effective communication of research results. This class is a required course in the Paralegal Program.

Lecture: 1 hour each week
Lab: 4 hours per week
Prerequisite: PLEG 101, 104

PLEG 211 Legal Research II
3 Credits
Offered Either Semester

This is a continuation of PLEG 210 with emphasis on further development of use of Westlaw researching techniques. Discussion topics include administrative and executive agency research, legislative research, nonlegal reference materials, and legal research and drafting services. This is a required course in the Paralegal Program.

Lecture: 1 hour each week
Lab: 4 hours per week
Prerequisite: PLEG 210

PLEG 220 Legal Writing I
3 Credits
Offered Either Semester

This is an introduction to the drafting and preparation of legal documents and instruments. This is a required course in the Paralegal Program.

Lecture: 2 hours per week
Lab: 2 hours per week
Prerequisite: ENGL 101
Prerequisite or Corequisite: PLEG 210

PLEG 221 Legal Writing II
3 Credits
Offered Either Semester

This course is a continuation of PLEG 220. This is a required course in the Paralegal Program.

Lecture: 1 hour each week
Lab: 4 hours per week
Prerequisite or Corequisite: PLEG 211

PLEG 230 Evidence
3 Credits
Offered Either Semester

This course includes an examination of the statutory and case law regarding judicial methods of proof, the hearsay rule, materiality, presumptions, and relevancy. This is a required course in the Paralegal Program.

Lecture: 3 hours each week
Prerequisite: Paralegal students only

PLEG 240 Real Estate and Property Law
3 Credits
Offered On Demand

This course explores the law of real property including common types of real estate transactions and conveyances, forms and procedures, document recording, and title searches. Discussion topics include deeds, contracts, deeds of trust, joint ventures, lease and rental agreements, mortgages, legal descriptions, liens and encumbrances, zoning and covenants, appraisals, titles, and foreclosure. This is an elective course in the Paralegal Program.

Lecture: 3 hours each week
Prerequisite: Paralegal students only

PLEG 245 Estate and Probate Practices & Procedures
3 Credits
Offered On Demand

This course is an introduction to laws, practices, and procedures involving trusts, wills, guardianships, property transfer, and probates. 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 students only

PLEG 250 Family Law
3 Credits
Offered On Demand

This course is a study of Idaho laws and procedures. Discussion topics include marriage and 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 students only

PLEG 255 Administrative Law
3 Credits
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 students only

PLEG 280 Criminal Law
3 Credits
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 students only

PLEG 285 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 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 students only

PLEG 290 Paralegal Internship I 3 Credits
Offered On Demand
This course provides a practical application of paralegal skills in a law office or law-related office. 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 students only and permission of the instructor.

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 students only and permission of the instructor.

Pharmacy Technology
NOTE: Application and acceptance into the Pharmacy Technology Program is required before enrolling in any of the Pharmacy Technology courses.

PHAR 110 Pharmacy Law 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 the knowledge and skills needed in the performance of technical pharmacy tasks in hospital and retail settings. Included are prescription processing, dispensing, compounding and prepping, pharmacy software and computer systems and third-party reimbursement. Pharmacy calculations and preparations will be emphasized. Previous exposure to keyboarding is recommended.

PHAR 180 Pharmacy Technology Practicum I 3 Credits
Offered Spring Semester
Supervised pharmacy technician practice in the retail setting. Instruction and guidance are provided by the staff of participating agencies. Emphasis is on application of classroom content in the pharmacy setting. Concurrent enrollment in PHAR 150 and PHAR 170 is required.

PHAR 181 Pharmacy Technology Seminar 0.5 Credit
Offered Spring Semester
Taken concurrently with PHAR 180, this seminar provides the student the opportunity to share learning experiences with peers; raise questions and obtain clarification of practices or concerns regarding their practicum experience. Concurrent enrollment in PHAR 180 is required.

PHAR 185 Pharmacy Technology Practicum II 5 Credits
Offered Summer Session
Supervised pharmacy technician practice in the hospital setting. Instruction and guidance is provided by the staff of participating agencies. Emphasis is on application of classroom content in the pharmacy setting. This course occurs during a 10-week summer session. Prior completion of PHAR 180 is required.

PHAR 186 Pharmacy Technology Seminar 0.5 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 practicum experience. Additionally, students will have the opportunity to discuss role transition--student to worker--and their job search plans and attempts. Concurrent enrollment in PHAR 185 is required.
**Philosophy**

**PHIL 101**  
Introduction to Philosophy  
3 Credits  
Offered Each Semester

Introduction to Philosophy is the discovery and exploration of major intellectual problems of humankind through methods of questioning, analysis, synthesis, and critique. It emphasizes developing a world view and higher-order reasoning skills through consideration of such issues as the nature of time and physical reality, mind and consciousness, free will, evil, truth, ethics, and the nature and existence of God. This course is for students interested in the meaning of life and the implications of modern science for understanding our world. It fulfills an arts and humanities requirement for the A.S. degree.

Lecture: 3 hours each week  
Prerequisites or Corequisites: ENGL 101 strongly recommended

**PHIL 103**  
Ethics  
3 Credits  
Offered Each Semester

Ethics is the investigation and discussion of personal, social, and professional moral problems and the principles and thinking skills used for their resolution. Emphasis is on the development and application of reasoning skills for problem-solving and decision-making in the moral domain. This course provides awareness, sensitivity, and skills essential to the success and moral integrity of the person in today's morally complex society. It fulfills an arts and humanities requirement for the A.S. degree.

Lecture: 3 hours each week  
Prerequisites or Corequisites: 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  
Prerequisites or Corequisites: 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 282**  
Ethics In Health Care  
3 Credits  
Offered Either Semester On Demand

This course provides an introduction to ethical theories and their practical application to the real issues and bioethical dilemmas encountered by health care professionals. Typical issues include euthanasia, assisted suicide, personhood, human society and disease, costs and access to health care, moral value and responsibility conflicts, patient rights and the professional relationship.

Lecture: 3 hours each week

**Photography**

**COMP 281**  
Introduction to Photography  
3 Credits  
Offered Each Semester

This course is designed to build basic skills in students who have an interest in photography but no prior experience. The course uses a combination of lecture/demonstration and hands-on exercises to develop mastery of basic photographic tools and techniques. Students will be exposed to a wide variety of technical and aesthetic concerns involved in making photographs. These include camera handling, shooting color and black and white film, basic darkroom techniques, composition and developing a photographic vision. Students entering the course must have a 35mm camera with adjustable f-stops, shutter speeds, and focus. Students are also responsible for all photographic film and paper.

Lecture: 3 hours each week
COMP 283  Intermediate Photography
3 Credits  Offered Spring Semester

This course is designed to expand the photographic knowledge of motivated students who have completed COMP 281. Basic skills in shooting, printing, and processing black and white film will be refined and students will work to develop a personal photographic vision. Further photographic experience will enhance 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

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

Activity Courses:

The following courses fulfill physical education activity course requirements for the A.A. and A.S. degrees. Courses may be repeated for the maximum number of credits indicated under the course descriptions. In special situations, subject to approval by the division chair, students may be allowed to exceed the maximum number of credits.

PE 105  Varsity Sports
1 Credit  Offered Each Semester

This course is restricted to varsity athletes who compete in cross country, volleyball, wrestling, basketball, baseball, track and field. Teams compete regionally with two and four-year colleges and may advance to tournament competition. Student athletes practice daily during the season. This course offers development of skills and personal potential for student athletes interested in improving their performance or preparing for further competition at upper collegiate level. This course fulfills a physical education requirement for the A.A. and A.S. degrees and may be repeated for credit.

PE 105Z  Cheerleading
1 Credit  Offered Each Semester

This course involves instruction and practice in cheerleading for members of the NIC cheerleading squad. Areas developed include gymnastics, dance, communication, group leadership, and social skills. It provides experience for improving self-confidence, public performance, and gymnastic abilities. Students must participate in team tryouts to earn a place on the squad. It fulfills a partial physical education requirement for the A.A. and A.S. degrees and may be repeated for credit. Prior completion of other courses is not necessary.

PE 106  Equitation
1 Credit  Offered Each Semester

Equitation provides instruction and practice in horseback riding, focusing on development of skills and techniques for safe Western and English pleasure riding. It fulfills a partial physical education requirement for the A.A. and A.S. degrees and may be repeated for a total of four credits.

Lab/Activity: 2 hours each week

PE 108  Hiking and Lightweight Camping
1 Credit  Offered On Demand

Instruction and guided practice in hiking and camping techniques, including proper clothing and equipment selection, outdoor cooking, and edible plant identification is part of this course. Students participate in weekly field trips for conditioning and skill development. This course is for students interested in outdoorsmanship and area ecology. 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

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 riflery must provide their own ammunition.
COURSE DESCRIPTIONS

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 204  Clinical Athletic Training
        3 Credits    Offered Fall Semester
PE 204 offers a traditional work experience for students interested in the field of athletic training. Students will provide care for varsity athletes while being under the direct supervision of a Certified Athletic Trainer. Students will gain knowledge of the daily duties in a traditional athletic training setting - prevention, recognition and rehabilitation of athletic injuries, event set-up, coverage and tear-down, medical terminology, and record keeping.
Lab 10 hours per week in athletic training room
Prerequisites: PE 248, 288 and instructor permission

PE 208  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/Dance 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 aquatic toning, strengthening and cardiovascular conditioning. It consists of a thermal warm-up, pre-stretch, cardiovascular workout, toning, cool down, and post-stretch. Water offers 12 times the resistance of air which makes water exercise the perfect place to condition muscles without injury.
Lab/Activity: 2 hours each week

PE 208  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, rifle, 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 180  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
COURSE DESCRIPTIONS

development and management. It is beneficial for students considering a career in physical education or recreation services.

Lecture: 3 hours each week

PE 220
2 Credits
Sports and Society
Offered each semester

The interrelationship of sports with other aspects of culture, economics, drugs, gambling, and media will be among the topics studied in this course. The role of sports in American society will also be discussed.

Lecture: 2 hours each week

PE 221
2 Credits
Fitness Activities and Concepts
Offered Fall Semester

Topics in this course relate to individual fitness development with focus on development of personal skills in presenting and teaching fitness activities for public and private sector programs. This is a combined lecture/lab course.

Lab/Lecture: 3 hours each week

PE 222 (Same as NURS 204B)
Wellness Lifestyles
3 Credits
Offered Either Semester

Wellness Lifestyles examines contemporary health/wellness with emphasis on personal decision making and behavioral changes to create a personal lifestyle which promotes high level wellness.

Lecture: 3 hours each week

PE 241
2 Credits
Coaching Methods
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
2 Credits
Play and Game Theory
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 athletics. It is designed for PE majors, coaches, and individuals considering a career in athletic training or physical therapy.

Lecture: 3 hours each week

PE 259
2 Credits
Lifeguard Training
Offered On Demand

This course offers instruction and skill development for non-surf lifeguarding, including hazard management, rescue procedures, and interaction with the public. Students may elect to qualify for American Red Cross (ARC) certification. This is designed for students interested in aquatic safety and advanced training. To enroll, students must pass a lifeguarding skills test requiring strong swimming ability. Completion of First Aid and CPR training is necessary to qualify for Lifeguard Training Certification.

PE 266
Water Safety Instructor
2 Credits
Offered On Demand

This course involves training in water safety for the aquatics instructor and meets requirements for the American Red Cross Water Safety Instructor course. Emphasis is on theory and application of aquatic skills, teaching methods, and practice in instruction.

It is designed for students interested in teaching aquatic skills and safety. Students will have the opportunity to qualify for American Red Cross (ARC) certification. Enrollment requires 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 Lifeguard Training courses. Emphasis is on practice teaching of ARC methods. Students will have the opportunity to qualify for ARC certification. It is designed for students interested in teaching aquatic skills and safety. Current lifeguard training certification is required.

PE 288
First Aid
3 Credits
Offered Each Semester

This course offers instruction and practice in the emergency care for victims of injury or sudden illness. Students will have an opportunity to qualify for American Red Cross certification in First Aid and CPR. It is designed for students interested in safety, prevention, and first aid treatment.

Lecture: 3 hours each week

Physical Therapist Assistant

NOTE: Course enrollment requires prior acceptance in to the Physical Therapist Assistant Program.

PTA 105
Professional Orientation
3 Credits
Offered Fall Semester

This course includes the discussion of the history and significance of physical therapy and the role of the physical therapist assistant as a member of the rehabilitation team in various settings. Patient-therapist interaction will be emphasized. Acceptance into the physical therapist assistant program is required to register for this course. The student must also be enrolled in PTA 106, PTA 108, PTA 109 and PTA 210.
COURSE DESCRIPTIONS

PTA 106  Kinesiology
4 Credits  Offered Fall Semester

This course is the study of normal and abnormal movement of the joints, extremities, and trunk, and the relationship of movements to gait and postural patterns. Emphasis is placed on musculoskeletal and neuromuscular relationships and function. Acceptance into the physical therapist assistant program is required to register for this course. The student must also be enrolled in PTA 105, PTA 108, PTA 109 and PTA 210.

PTA 107  Observation and Measurement
2 Credits  Offered Spring Semester

This course includes the study of measurements used in physical therapy such as manual muscle testing, goniometry, posture, vital signs, sensation, gait, and balance as related to the assessment of patient progress. Only those students who have been accepted into the physical therapist assistant program and have successfully completed the first semester of coursework are eligible to enroll in this course. Concurrent enrollment in PTA 200, 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 transfer 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 from 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 therapeutic.

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 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 Seminar
2 Credits  Offered Fall Semester

This course further develops physical therapy treatment concepts and techniques such as prosthetics and orthotics, pediatrics, geriatrics, etc. Only those students who have been accepted into the physical therapist assistant program and have successfully completed the first two semesters of coursework are eligible to enroll in this course. Concurrent enrollment in PTA 205, 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 settings. 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  
4 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. 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 111L)  
Prerequisite: High school algebra II or MATH 147 or permission of instructor

PHYS 112  
General Physics II  
4 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, 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: 4 hours per week  
Corequisite Lab: 2 hours per week (PHYS 211L)  
Corequisite: MATH 170  
Prerequisite: High school physics recommended or permission of the instructor

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: 4 hours per week  
Corequisite Lab: 2 hours per week (PHYS 212L)  
Corequisite: MATH 170, PHYS 211

Political Science

POL 101  
American National Government  
3 Credits  
Offered Each Semester

Political Science 101 is the study of the foundation of the United States Government and the evolution of constitutional principles. Special attention is given to the Declaration of Independence, the United States Constitution, the three branches of national government, powers and limits of national government, public ethics, political parties, voters, pressure groups, and public opinion. The topic "Morality and Ethics in American Politics" has a close link to PHIL 201. This is an essential course for students majoring in political science, pre-law, or law enforcement. It fulfills a social science requirement for A.A. and A.S. degrees.

Lecture: 3 hours per week

POL 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 basic, 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 in 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, non-governmental organizations, diplomacy, international law, human rights and ethics, international economic practices and ideas, military strategy and defense policies, alliances 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 Internship 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 gain 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 interest influence topic emphasis. However, students will be introduced to many of the major contemporary theories and concepts in psychology. This course will prove interesting and useful to those students wishing to better understand human behavior and thinking. It should prove helpful to students preparing for a career that will bring them into contact with other people. This course fulfills a social science elective for both the A.A. and A.S. degrees.

Lecture: 3 hours per week

Prerequisite: Strong reading and writing skills recommended

PSYC 208 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 disorganization. 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 behavioral research. This will be accomplished through active participation in the design, implementation, and analysis of class research projects. This class involves three three-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 discussion and practice in communication techniques, nutrition, exercise, relaxation, values clarification, and will learn strategies for dealing with change, loss, and enhancing self-esteem.

Lecture: 3 hours per week

Social Science

SOSC 204 Leadership Development
3 Credits
Offered Either Semester

This course is designed to provide emerging and existing 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: 3.0 GPA and Phi Theta Kappa membership

Social Work

SOWK 240 Introduction to Social Work
3 Credits
Offered Each Semester

This course presents a survey of social welfare and human service programs in the United States as a response to problems and needs within our society. Issues relating to historical and contemporary social services 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

Sociology

SOC 101 Introduction to Sociology
3 Credits
Offered Each Semester

This introductory course presents the fundamental principles affecting the social systems. The concepts of traditional as well as contemporary socialists will be discussed. Emphasis will be placed on the social structure and social problems that transform social life. This course fulfills a social science requirement for the A.A. and A.S. degrees.

Lecture: 3 hours per week

SOC 102 Social Problems
3 Credits
Offered Each Semester

This course investigates the persistent problems of American society as they relate to values, attitudes, and social change. Application of sociological principles to the identification and analysis of selected problems will be consistently developed. SOC 102 fulfills a social science requirement for the A.A. and A.S. degrees.

Lecture: 3 hours per week

SOC 103 Human Diversity
3 Credits
Offered Spring Semester

This course is designed to increase awareness and appreciation of diversity within the contemporary U.S. population. It will examine historical and contemporary experiences from the perspectives of both women and men of diverse races, ethnicities, social class, religions, sexual orientation, ages and abilities. Students will explore their particular inherited and constructed traditions, identify communities and significant life experiences while learning from the varied experiences and perspectives of those who are different. Students will become more aware of the nature of personal, institutional, and societal inequalities and the processes leading to a more equitable society. Students will be encouraged to develop a critical consciousness and to explore ways of empowering to help eliminate ideologies of unequal treatment. This course will develop an extended and collaborative dialogue about past, present, and future U.S. democratic aspirations and foster a respect for people's life experiences while teaching skills needed to function in today's diverse and increasingly interconnected global society.

This course fulfills a social science requirement for the A.A. and A.S. degrees or the cultural diversity requirement for the A.A. degree. Prior completion of another course is not required.
College level reading and writing are recommended.

Lecture: 3 hours per week

SOC 251 Race and Ethnic Relations
3 Credits
Offered Each Semester Beginning Spring 2000

This course explores the influence of race and ethnic membership in structuring social interaction and behavior amongst people in the United States. Although the primary focus is in the ethnic experience in the U.S., comparative models will also be explored to provide a framework for the American situation. A major element of the course will be an
investigation of the five major ethnic groups: Native Americans, Hispanics (Latinos), African-Americans, Asian-Americans, and white Americans, with a special emphasis on the condition of Native Americans. Principal topics will include historical aspects of race and ethnicity, theoretical viewpoints, causes of ethnic conflict, racism and prejudice, psychopathology and ethnicity, focal topics (e.g. affirmative action, "reverse" discrimination, bilingual education, immigration issues) and future trends and directions.

This course will be helpful for individuals seeking to work in professions or environments where they will be in contact with members of diverse ethnic and racial groups.

Lecture: 3 hours per week
Prerequisite: PSYC 101 is recommended

**Soc 155 Drug Abuse: Fact, Fiction, and the Future**
3 Credits
Offered Each Semester

This course is designed to provide information about drugs, their effects, and the laws and social implications relative to them. Students will learn about the causes of drug abuse, treatment modalities, community resources, alternatives, and problem-solving skills.

Lecture: 3 hours per week

**Soc 220 Marriage and Family**
3 Credits
Offered Each Semester

Sociology 220 is designed to help students understand the responsibilities that marriage creates. Students will have to confront such issues as marriage expectations, money management, interpersonal needs, marriage adjustment, contraception, communication, pregnancy and child care, divorce, and the like. This course fulfills a social science requirement for the A.A. and A.S. degrees.

Lecture: 3 hours per week

**Soc 223 Death and Dying**
3 Credits
Offered Once Each Year

This course introduces the concepts, attitudes and social dynamics of death and dying, including various cultural perspectives. Topics include demographics, who dies and why, suicide, treatment of the dying and dead, religious and legal perspectives, stages of dying, caregiving, grief and bereavement.

Lecture: 3 hours per week

**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 elements of dramatic structure and the roles and responsibilities of the director, lighting designer, costume, playwright, sound technician, actors, and scene designer.

This is a nonperformance course open to non-majors designed to enhance students' understanding of dramatic art and the appreciation and enjoyment of live performance. Skills in observation, writing, critical thinking, and verbal expression are emphasized and developed. Students are required to attend five plays during the semester. This course fulfills an arts and humanities requirement for the A.A. and A.S. degrees.

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 theatre 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 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 104 Stagecraft II**
3 Credits
Offered Spring Semester

Theatre 104 offers the continuing theatre student an important step toward a major in Theater Arts. It is practical, hands-on experience in construction of major set components (from the preliminary illustration phase through onstage production). This class emphasizes application of techniques, skills, and attitude established in THEA 103. The class is also valuable for non-theatre majors who need to develop physical skills in building and construction with an emphasis on a creative approach to problem solving and various media use.

Lecture: 3 hours per week
Prerequisite: THEA 103

**Thea 105 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 do solo and duo acting, requiring script memorization and performance before an audience. Tickets to area theatrical
shows may have to be purchased at a total cost of under $12. Prior completion of other courses is not required.

THEA 106 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 of actors in working with ensembles, memorizing parts, and developing stage presence. The skills introduced in THEA 105 are improved upon and includes verbal and nonverbal communication techniques, memorization, script analysis, and the interpretation of character.

Prerequisite: THEA 105

THEA 163 Basics of Scene Design and Graphics
2 Credits Offered Fall Semester

This course offers an introduction to visual interpretation, research, and rendering techniques used in scenery design. Emphasis is on creation of authentic and appropriate stage environments for theatrical scripts. It provides the opportunity to develop set design skills for theatre and media production for students exploring those career areas or who are interested in community theatre participation. Previous participation in theatre productions is recommended.

Prerequisite: THEA 103, 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, costing, set construction, audio and sound support, and stage management. Practical experience in theatrical production may include basic carpentry, electrical, make up, sewing, painting—skills applied to theatre but useful in other fields.

Students will refine these skills as they develop an appreciation for the total process of theatre art involving organization, creativity, discipline, and ensemble teamwork. The course is open to non-majors and may be repeated for a total of four credits. Some evening and weekend work will be included. Prior completion of other courses is not required.

THEA 263 Technical Production
2 Credits Offered Spring Semester

Theatre 263 provides instruction and practice in the techniques of stage management and production roles and responsibilities. Students will participate in the design, development, and execution of NIC Theatre Department productions. This course offers an opportunity to develop stage management skills for theatre and media production for students exploring those career areas or who are interested in community theatre participation.

Prerequisite: THEA 103 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 exposure to live and recorded plays of Ibsen, Shakespeare, Chekov, Arthur Miller, and other great playwrights. Different styles of drama including tragedy, comedy, melodrama, and farce are emphasized.

Students will strengthen skills in reading, listening, writing, script, and character interpretation as they develop an appreciation of dramatic literature and the playwright's art and craft. Weekend attendance at plays is anticipated.

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 Stanislavski system of acting and realistic acting techniques for the modern theatre. Emphasis is on character analysis, ensemble acting for an audience with exercises in concentration, observation, and use of inner truth and emotional recall.

Skills learned include interpretive and internal techniques for character identification and "bringing a character to life." Attention is given to improving verbal and nonverbal acting qualities. Some evening and weekend participation may be necessary.

Prerequisite: THEA 105, 106 or permission of instructor

THEA 273 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, 163, 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 a variety of metals used in the welding process. Students will gain a working knowledge of fabrication techniques and producing processes of metals used in welding. Characteristics of the traditional welding, and bonding agents used in welding, will be provided to give students a background on metal identification, metallurgical behavior, and the determination of weldability of ferrous and nonferrous metals. This is part one of a three-part class totalling 6 credits.
COURSE DESCRIPTIONS

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 Spring Semester
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 fabrications. 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 Fall Semester
This course will introduce students to the concepts and techniques of mechanical drawing. It will cover basic line drawings, use of mechanical drawing equipment, isometric and orthographic projections, and geometric drawings. Students will prepare geometrical drawings and draw layouts.

WELD 120
Blueprint Reading
3 Credits
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 Spring Semester
This course will emphasize ASME and AWS welding test procedures on SMAW, GMAW and GTAW. Testing will be done in all positions and will include reading blueprints, using welding symbols, mathematics, and equipment setup. All procedures will follow those established in the National Standards for specific classes of certification.

WELD 150L
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, hardfacing and pipe using the four positions. It includes instruction and practice in both welding and cutting.

WELD 150L
Shielded Metal Arc Welding
5 Credits
Offered Fall Semester
This course provides instruction and practice on the basic skills needed to weld with mild steel electrodes. Students will weld using common joints found in related industries. Arc welding theory, equipment setup, polarities, and the metallurgy associated with SMAW is offered. Students will weld on plate, stainless steel, cast, aluminum, and other common materials using open root techniques in all four positions.

WELD 170L
Flux Cored Arc Welding
3 Credits
Offered Spring Semester
Students will be expected to gain competency in FCAW applications on stainless steel and pipe. AWS and ASME standards will apply for welds on 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 metallic 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 material. AWS certification testing conditions will prevail on completion of this course.

WELD 190
Gas Tungsten Arc Welding
3 Credits
Offered Fall Semester
Students will learn basic GTAW methods and theory on this gauge mild steel, stainless steel and aluminum in all positions using both direct and alternating current. Equipment setup and adjustment will be emphasized to match with welding applications. 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 Spring Semester
This course will enable students to perform layout of structural
steel using fabricating practices. Students will be able to
determine elevations of structures and how to construct using
calculating equipment including transits, scientific calculators,
and various squaring and leveling tools. The student will also be
able to calculate the layout of pipe including figuring offsets,
rins and travel distances.

WELD 280L  Shielded Metal Arc Welding
10 Credits
Offered Spring Semester
This course will cover the advanced applications of SMAW
and will include small diameter thin wall pipe and tubing in all
positions. Additional instruction will cover high pressure pipe
welding using E6010 on root pass and E7018 fill and cover
passes. Qualification in various pipe fitter levels may be offered.

WELD 280L  Gas Tungsten Arc Welding (GTAW) Pipe
5 Credits
Offered Fall Semester
This course will cover the advanced applications of GTAW
and will include small diameter thin wall pipe and tubing in all
positions. Additional instruction will cover high pressure pipe
welding using GTAW on root pass and E7018 fill and cover
passes. AWS certification in various pipe fitting levels may be
offered.
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M.A., University of Montana, Missoula, MT -- English

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M.Ed., University of Idaho, Moscow, ID --

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M.A., University of Idaho, Moscow, ID -- English
D.A., Idaho State University, Pocatello, ID -- English

Terry Jones: Music
B.A., Montana State University, Bozeman, MT -- Music Education
M.A., Eastern Washington University, Cheney, WA -- Music Education
M.M., Eastern Washington University, Cheney, WA -- Conducting

Ann Johnston: Librarian
B.A., University of Montana, Missoula, MT -- Biology
M.L.I.S., Brigham Young University, Provo, UT -- Library Services

Eydle Kendall: Physical Therapist Assistant
B.S., California State University Long Beach, CA -- Physical Therapy
M.S., University of Idaho, Moscow, ID -- Zoology

Chad Klinger: English
B.A., Gettysburg College, Gettysburg, PA -- English
M.A., Columbia University, New York, NY -- English/Literature

Ramona Klinger: Speech
B.A., University of Hawaii, Honolulu, HI -- Speech - Communications
M.A., University of Hawaii, Honolulu, HI -- Speech - Communications

Alan Lamb: Anthropology
B.A., Humboldt State University, Arcata, CA -- Anthropology
M.A., Humboldt State University, Arcata, CA -- Sociology

Edward (Ted) Leach: Law Enforcement
A.A.S., Harper College, Palatine, IL -- Criminal Justice
B.S., Bowling Green State University, Bowling Green, OH -- Business Administration
M.B.A., Loyola University, Chicago, IL -- Marketing
M.A., Webster University, St. Louis, MO -- Administration of Justice

Joyce Linder: Spanish
B.A., Humboldt State University, Arcata, CA -- Spanish
M.A., University of Nevada-Reno, Reno, NV -- Spanish Language & Literature

Carol Lindsay: Child Development
B.A., College of Idaho, Caldwell, ID -- Education
M.A., Boise State University, Boise, ID -- Early Childhood Education

Patrick Lippert: Philosophy
B.A., University of Washington, Seattle, WA -- English Literature
M.A., St. Louis University, St. Louis, MO -- Philosophy
M.A., Jesuit School of Theology, Berkeley, CA -- Divinity
Ph.L., St. Louis University, St. Louis, MO -- Philosophy

Lisa Lynee: Art
B.A., University of California, Davis, CA -- Art
M.A., Eastern Washington University, Cheney, WA -- Art/Instruction

David Mann: Mathematics/Computer Science
B.A., University of Idaho, Moscow, ID -- Psychology
M.S., University of Idaho, Moscow, ID -- Computer Science
Dale Marcy: Chemistry and Environmental Science
B.S., University of Idaho,
Moscow, ID -- Secondary Education, Chemistry
M.S., University of Idaho,
Moscow, ID -- Chemistry

Gerard Mathes: Music
B.Mus., University of Idaho,
Moscow, ID -- Music Education
M.Mus., University of Idaho,
Moscow, ID -- Composition

Joanne Matthews: Business
B.S., Ohio State University,
Columbus, OH -- Education
M.S., University of Idaho,
Moscow, ID -- Business Education

Daralyn Mattel: English
B.A., University of Arizona,
Tucson, AZ -- English
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

Robert Murray: Botany
B.S., Washington State University,
Pullman, WA -- Botany
M.S., Washington State University,
Pullman, WA -- Botany

Curtis Nelson: Physics/Math
B.A., University of Washington,
Seattle, WA -- Math
M.S., University of Idaho,
Moscow, Idaho -- Physics

JoAnn Nelson: Business and Office Technology
B.S., University of Idaho,
Moscow, ID -- Business Education
M.S., University of Idaho,
Moscow, ID -- Business Education
Ed.D. 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,
Berkley, 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.Ed., Eastern Washington University
Cheney, WA -- Mathematics
M.S., Eastern Washington University
Cheney, WA -- Mathematics

Laurie Olson-Horswell: 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
A.A., North Idaho College
Coeur d'Alene, ID
B.A., Eastern Washington University,
Cheney, WA -- Business Education
M.Ed., University of Idaho,
Moscow, ID -- Business Education

William Peeke: Chemistry
B.S., Iowa University,
Iowa City, IA -- Chemistry
M.A., Iowa University,
Iowa City, IA -- Chemistry

Dr. Pat Pidcock-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 Ratig: 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

David Gray Remington: Librarian
B.A., Wesleyan University,
Middletown, CT -- English
M.L.S., Rutgers University,
New Brunswick, NJ -- Library Science

Dr. Thomas Rigler: 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 Rosadb: Journalism
B.A., University of Montana,
Missoula, MT -- Journalism
M.A., University of Washington,
Seattle, WA -- Communications

Donna Runge: Counselor
B.S., University of Idaho
Moscow, ID -- Business Education
M.Ed., University of Idaho
Moscow, ID -- Counseling and Human Services

Richard Schultz: Culinary Arts
Idaho State Vocational Specialist Certificate

Sue Skibbell: 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

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

Todd Snyder: Music
B.M.E., University of Iowa,
Iowa City, IA -- Music Education
M.F.A., University of Iowa,
Iowa City, IA -- Music

Debra Sprague: English
B.A., Eastern Washington University,
Cheney, WA -- English/Psychology
M.A., Eastern Washington University,
Cheney, WA -- English
Ph.D, University of Washington,
Seattle, WA -- English

Donald Sprague: Psychology
B.A., Eastern Washington University,
Cheney, WA -- Psychology
M.S., Eastern Washington University
Cheney, WA -- Psychology

D. Tony Stewart: Political Science
B.A., Western Carolina University,
Cullowhee, NC -- Political Science
M.A., University of Tennessee,
Knoxville, TN -- Political Science

Lamora Stinnette: Business and Office Technology
B.S., Western Oregon State University,
Monmouth, OR -- Education
M.S., University of Idaho,
Moscow, ID -- Business Education

Edwina Stowe: Mathematics
B.S., College of Idaho,
Caldwell, ID -- Mathematics
M.S., Stephen F. Austin State University,
Nacogdoches, TX -- Mathematics

James J. Straub: Machine Technology
B.S., University of Idaho,
Moscow, ID
Idaho State Vocational Specialist Certificate

Michael A. Swain: Automotive Technology
B.S., University of Idaho,
Moscow, ID
Idaho State Vocational Specialist Certificate

Judith Sylte: History
B.A., Whitworth College,
Spokane, WA -- History
M.A., University of California,
Los Angeles, CA -- English/History

Milton D. Turley: Welding
Certified Welding Inspector
A.A., North Idaho College
B.S., University of Idaho,
Moscow, ID
M.Ed., University of Idaho,
Moscow, ID
Ed.S., University of Idaho,
Moscow, ID
Idaho State Vocational Specialist Certificate

Joseph Urbina: Developmental Education
B.A., California State University
Los Angeles, CA -- Liberal Studies
Alice Vogt: Art
B.F.A., Colorado State University, Fort Collins, CO -- Painting
M.F.A., Colorado State University, Fort Collins, CO -- Painting

Bernice Wright: Nursing
B.S., Columbia Union College, Takoma Park, MD -- Nursing
M.S., University of Maryland, College Park, MD -- Nursing

M. Fay Wright: English
B.A., Washington State University, Pullman, WA -- English
M.A., Western Washington University, Bellingham, WA -- English

Dr. Kenneth Wright: Chemistry/Mathematics
B.S., Portland State University, Portland, OR -- Chemistry
Ph.D., University of Idaho, Moscow, ID -- Chemistry

Peter Zao: Zoology
B.A., University of California, San Diego, CA -- Biology
M.A., University of California, San Diego, CA -- Biology
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 at least a 2.0 during their next semester or raise the cumulative GPA to 1.75 or above. Students who fail to meet the GPA requirements will be suspended from college for one semester.

Advisor - 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.

ASSET Test - An evaluation to determine the most appropriate level of math and English classes for which a student should enroll. The purpose of the ASSET is to help assure student success in courses and to make 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 upper division 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 they will be expected to make full payment for their NIC courses.

Core Courses - General education courses within various disciplines which will satisfy the distribution requirements of the associate degree. 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 only while he/she is attending college.

Linked Courses - Enrollment in one course requires enrollment in the other, providing the opportunity for an enhanced learning experience taught by two instructors. The linked course concept allows students to gain the content of two distinct courses, but the academic experience is broadened and deepened through the exploration of connections across disciplines. The classes are usually offered "back-to-back" in the schedule, and separate credit is given for each course.

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

Matriculated/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 provision of high school and college transcripts. Matriculated students are eligible to apply for financial aid. Nonmatriculated students are not working for a degree from North Idaho College and are not eligible for financial aid from NIC.

Outreach Courses - Courses taught in 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 always receive mail; this address is usually the address the student used at the time of application and the address upon which residency status is based.

Prerequisite Courses - Courses that are required prior to enrollment in another course, i.e., MATH 108 must be successfully completed prior to enrollment in MATH 130. 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 on the out-of-state portion. Students must apply to receive this discount. It is available on a first-come, first-served basis.

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

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

Service Learning - Service learning combines academic studies with public service by linking the theory and content of a course with the practical application of the course concepts in a community setting. The service learning assignment, which is optional, requires 15-20 hours outside the classroom during the semester (in lieu of other course assignments comparable to 15-20 hours). Students report their learning is enriched by the service experience, and career exploration is an added benefit to this type of class.

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

to Idaho's Public Colleges & Universities

Mail the completed application on a photo copy along with the appropriate nonrefundable application fees to each Idaho public institution to which you are applying.

Applying to:

- Boise State University
  P.O. Box 1258, Boise, ID 83726-1258
  Fee: $30  Phone: (208) 864-2717

- Idaho State University
  4000 S. 8th Ave., Pocatello, ID 83209
  Fee: $25  Phone: (208) 282-3611

- Lewis-Clark State College
  3000 8th Ave., Lewiston, ID 83501
  Fee: $27  Phone: (208) 888-3271

- University of Idaho
  P.O. Box 4400, Moscow, ID 83844-4400
  Fee: $30  Phone: (208) 888-3246

- Eastern Idaho Technical College
  1000 W. 1st St., Idaho Falls, ID 83402
  Fee: $10  Phone: (208) 479-0301

- North Idaho College
  1000 W. Garden Ave., Coeur d'Alene, ID 83814
  Fee: $10  Phone: (208) 269-1111

Start Date: Q Fall  Q Spring  Q Summer  □ Summer/Fall (beginning summer & continuing into fall)
Year: □ Q Year
Year: □ Q Year
Year: □ Q Year

APPLICANT INFORMATION

Name: ...........................................................................................................................................
Name You Prefer: ...........................................................................................................................

Other Names Appearing on Records: ...................................................................................................

U.S. Social Security Number: ............................................................ Date of Birth (mo/day/year): .............

Permanent Home Address: ...........................................................................................................

Current Mailing Address: ...........................................................................................................

(Valid until the following date: __/__/____)

GENERAL INFORMATION

Citizenship: □ USA  □ Other  Native Language: □ English  □ Other: ...........................................

If citizenship is "other," answer the following questions: Country of citizenship: ____________________________

Resident alien of U.S.: □ Yes (resident alien number: ________________) □ No (current visa type: __________)

Gender: (optional) □ Female □ Male

Race/Ethnicity: (optional) □ African American/Black □ American Indian/Native American/Alaska Native □ Asian American

□ Caucasian/White □ Hispanic/Latino/Latina □ Native Hawaiian or Other Pacific Islander

□ Other: __________________________________________

Are you a U.S. veteran? □ Yes □ No If yes, military branch: __________________________

Dates of service __/__/____ to __/__/____

Highest level of education attained by either parent: □ Some High School □ High School Diploma/GED □ Some College

□ Bachelor's Degree □ Other Degree: __________________________

Emergency Contact: ...........................................................................................................................

(For all to complete, if under 18, list parents or guardians here)

Name: __________________________ Relationship: __________________________

Enrollment Information

Intended Degree Type: □ Certificate □ Associate □ Bachelor □ Second Bachelor □ Not Seeking Degree or Certificate

Intended Program: □ Academic Program □ Applied Technical Program

Intended Major(s) (Refer to each institution's publication for a list of available majors):

(First) __________________________ (Second) __________________________  □ Undecided

Enrollment Status: □ New □ Transfer □ Returning (readmission) □ High School Student Seeking Dual Enrollment

Do you plan to apply for federal financial aid? □ Yes □ No

Campus Location: If planning to take courses primarily at outreach locations, list these locations: __________________________

Complete Reverse Side.
**ACADEMIC INFORMATION**

Have you taken the:  
- [ ] ACT: Date __________________  
- [ ] SAT: Date __________________  
- [ ] Compass: Date __________________

List the last high school you attended and any schools since, including colleges, trade schools, correspondence, etc. Do not omit any schools. Attach a separate sheet if more space is needed. Failure to list all schools attended, or submission of inaccurate information, is considered fraud and results in denial of admission or dismissal from the institution. Students seeking certificates or degrees must have official transcripts submitted from each school listed. To be considered official, transcripts must be mailed in a sealed envelope directly from the school to the institution's admissions office.

High School __________________  City __________________  State __________________

DID/WILL YOU GRADUATE FROM HIGH SCHOOL? [ ] YES (MONTH/YEAR __________)  [ ] NO

If not a high school graduate, do you have a GED or High School Equivalency Diploma? [ ] Yes (month/year __________)  [ ] No

If yes, degree-seeking applicants are required to submit official GED test scores.

Are/were you a Tech Prep Student? [ ] Yes  [ ] No  If yes, in which program area did you enroll?

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<tr>
<th>Name of College, Trade School, etc.</th>
<th>City &amp; State</th>
<th>Dates Attended</th>
<th>Grad. Date</th>
<th>Degree/# Credits Earned</th>
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**RESIDENCY**

Idaho residency status MAY be determined by one or more of the following. Please check all boxes that are applicable if claiming Idaho residency for tuition purposes. Residency for community colleges is determined by county of residence.

State of Residence: __________________ From __/___/____ to __/___/____  If less than 12 months, previous state: __________________

County of Residence: __________________ From __/___/____ to __/___/____  If less than 12 months, previous county: __________________

[ ] A. One or more of my parents/legal guardians or spouse's parents is a resident of the State of Idaho and has maintained a bona fide domicile in Idaho for at least one year prior to the opening day of the school term during which I plan to enroll.

What is the address: __________________ From __/___/____ to __/___/____

[ ] B. I receive less than fifty percent of my support from parents or legal guardians who are not residents of the State for voting purposes. I have continuously resided in the State of Idaho for at least twelve (12) months before the opening day of the school term at this institution.

[ ] C. I have purchased a house or other residence which is my permanent domicile.

[ ] D. I have been employed full time in Idaho for the past 12 months.

[ ] E. I am a graduate of an accredited high school in the State of Idaho and I will attend this institution during the term immediately following graduation.

[ ] F. I am married to an Idaho resident. My spouse is a resident of __________________ County.

[ ] G. I am a member of the Armed Forces stationed in the State of Idaho on military orders. I am stationed in __________________ County.

[ ] H. One or more of my parents or legal guardians, from whom I receive fifty percent or more of my support, is a member of the Armed Forces stationed in the State of Idaho. They are stationed in __________________ County.

[ ] I. I have been separated under honorable conditions from the Armed Forces after at least two years of service. At the time of separation, I designated the State of Idaho as my intended domicile or indicated Idaho as my home of record, and I am entering this institution within one year of the date of separation.

[ ] J. I have been away from the State of Idaho for a period of less than one calendar year. I have not established legal residence elsewhere. I was a resident of the State of Idaho for a continuous twelve month period immediately prior to departure.

[ ] K. I am a member of one of the following Idaho American Indian tribes: Coeur d'Alene tribe; Shoshone-Paiute tribe; Nez Perce tribe; Shoshone-Bannock tribe; Kootenai tribe.

*These items may not be applicable to determine residency for community colleges.

**SIGNATURE**

In signing this form, I acknowledge that failure to disclose and submit accurate information may result in denial of admission or dismissal from the institution. I certify that all information provided is complete and true. By signing this application, I certify that I am in compliance with the Federal Military Selective Service Act, 50 U.S.C. sec. 453, or that I am exempt from the same. Men between the ages of 18 and 25 must be registered with Selective Service to be eligible for enrollment at a state college, to receive state and federal financial aid, and to be employed in a state or federal job. You may register on-line at http://www.sss.gov

Signature of Applicant: __________________  Date: __________________