

College Catalog 2011-2012



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www.nicc.edu/online

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www.nicc.edu/library

www.nicc.edu/xpress

Quick Contacts

Calmar Campus: 800.728.2256

Peosta Campus: 800.728.7367

Contact the appropriate campus location listed for assistance. Many college resources are available district-wide, but list a specific location as the primary point of contact.

Academic Advising

Calmar ext. 376

Peosta ext. 294

Administration

President Calmar, ext. 201, 402

Provost Calmar, ext. 469, 368

. Peosta, ext. 201, 202

VP Academic Affairs Peosta, ext. 135, 416

VP Economic Devel. Calmar, ext. 221, 312

VP Finance and Admin. Calmar, ext. 202, 216

Dean, Arts and Science Calmar, ext. 235, 273

. Peosta, ext. 207, 270

Dean, Business and Computer Science

. Peosta, ext. 205, 208

Dean, Career and Technical Education

. Calmar, ext. 240, 242, 441

Dean, Nursing and Allied Health

. Peosta, ext. 209, 204, 346

Dean, Health and Human Sciences

. Calmar, ext. 337, 261

Dean, Student Services Peosta, ext. 267, 416

Associate Dean, Student Services

. Calmar, ext. 263

Admissions

Calmar ext. 376, 234

ACCUPlacer Testing. ext. 311

Peosta ext. 221, 259

ACCUPlacer Testing. ext. 226

Adult Literacy

District 888.393.2399, ext. 100

Adult Transition

Calmar ext. 304

Dubuque 563.557.8271, ext. 104

Bookstore

Calmar ext. 238

Peosta ext. 206

Business Services/Tuition

Payment

Calmar ext. 204

Peosta ext. 206

Career Services

Calmar ext. 214

Peosta ext. 297

Child Development Center

Calmar ext. 451

Peosta ext. 422, 245

Community Resources

Auto Repair Services

Calmar ext. 245, 246, 344

Cosmetology Services

Calmar ext. 274

Massage Therapy

Calmar ext. 460

Computer Information Services

District ext. 555

Continuing Education

Calmar ext. 399

Dubuque 563.557.8271, ext. 380

Counseling/Personal

Calmar ext. 263

Peosta ext. 215

Disability Services

Calmar ext. 258

Peosta ext. 280

Distance Learning

District Calmar, ext. 374

Financial Aid

Calmar ext. 376

Peosta ext. 220, 219

Foundation/Institutional Advancement

Calmar ext. 474

Peosta ext. 203

GED Testing

Calmar ext. 311

Peosta ext. 226

Learning/Writing Center

Calmar ext. 394

Peosta ext. 226

Dubuque 563.557.8271, ext. 105

High School Relations

District Peosta, ext. 389, 320

Human Resources

District Calmar, ext. 402

Library

Calmar ext. 259

Peosta ext. 224

Marketing

District Peosta, ext. 296

Registrar

Calmar ext. 232

Peosta ext. 217

Student Life

Calmar ext. 237

Peosta ext. 230

TRiO - Student Support Services

Peosta ext. 230

TRiO - Upward Bound

Calmar ext. 440

Peosta ext. 327

2011 - 2012 Academic Calendar

Registration Dates

Oct. 24 Continuing Student Registration
Spring and Summer 2012
Nov. 7 New Student Registration
Spring and Summer 2012
Apr. 2 Continuing Student Registration
Fall and Winterim 2012
Apr. 23 New Student Registration
Fall and Winterim 2012

Fall Semester 2011

Aug. 22 Fall Semester Begins
(first day of classes)
Sept. 5 Labor Day, No Classes,
Offices Closed
Oct. 21 Application Deadline for
Fall 2011 Graduates
Nov. 14 *Last Day to Withdraw from
Regular Semester Classes
Nov. 23–25 Thanksgiving Holiday
No Classes
Dec. 15 Last Day of Fall Semester
Dec. 16, 2011-Jan. 9, 2012 Winter Break

Winterim 2011-2012

Dec. 19 Winterim Begins
(first day of classes)
Jan. 6 Last Day of Winterim

Spring Semester 2012

Jan. 10 Spring Semester Begins
(first day of classes)
Mar. 1 Application Deadline for
Spring/Summer 2011 Graduates
Mar. 12–16 Spring Break
No Classes, Offices Open
April 12 *Last Day to Withdraw from
Regular Semester Classes
April 5-9 No Classes
May 10 Last Day of Spring Semester
May 10 Calmar Graduation
May 11 Peosta Graduation

Summer Semester 2012

May 16 Summer Semester Begins
(first day of classes)
May 28 Memorial Day
No Classes, Offices Closed
July 4-6 Holiday, No Classes
Offices Closed
July 18 *Last Day to Withdraw from
Regular Semester Classes
Aug. 7 Last Day of Summer
Semester

**Withdrawal dates are for classes scheduled for the full semester. Classes shorter in length or having a different timetable may have different deadlines for withdrawals. Consult the Registrar's Office for specific dates.*

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| <p>August 2011</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table> | S | M | T | W | T | F | S | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | <p>September 2011</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </table> | S | M | T | W | T | F | S | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | |
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| <p>October 2011</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23/30</td><td>24/31</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> </table> | S | M | T | W | T | F | S | | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23/30 | 24/31 | 25 | 26 | 27 | 28 | 29 | <p>November 2011</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr> </table> | S | M | T | W | T | F | S | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | | |
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| <p>December 2011</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table> | S | M | T | W | T | F | S | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | <p>January 2012</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table> | S | M | T | W | T | F | S | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | |
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| <p>February 2012</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td></td><td></td><td></td></tr> </table> | S | M | T | W | T | F | S | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | | | | <p>March 2012</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table> | S | M | T | W | T | F | S | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
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Welcome to **Northeast Iowa Community College**

Message from the Interim President

Mission Statement

Vision Statement

Board of Trustees

Administrative Cabinet

student driven...community focused



Message from the President

Welcome to Northeast Iowa Community College!

On behalf of the Board of Trustees and the faculty and staff of the College, we are elated you have chosen NICC to continue your education - know we are committed to making this experience valuable.

It is a very exciting time at NICC our campuses have undergone new construction and renovation projects, all of which were planned with you, our student, in mind. I challenge you to make the most of your undergraduate education by becoming an active member of the college community. Take advantage of the many opportunities for involvement in student leadership, service learning and recreation. Be sure to engage early and often with faculty, staff and fellow students, this will greatly enhance your college experience.

Please, take time to acquaint yourself with the information included in this catalog. It has been prepared to familiarize our students with college policies, processes, programs and services needed as you strive for academic excellence.

As a quality-focused institution, we welcome your suggestions for improving the student experience. We believe you can go as far as your dreams, goals and commitment will carry you and NICC is glad you have chosen us to help you reach those goals.

Best wishes for a successful year!

Liang Chee Wee, Ph.D.
Interim President

Mission Statement

Northeast Iowa Community College provides accessible, affordable, quality education and training to meet the needs of our communities.

Vision Statement

The Northeast Iowa Community College educational community will live the values of service, respect, innovation, stewardship and integrity within a culture of continuous improvement.

Service: Dedication to meet the ever-changing educational needs of our stakeholders

Respect: Recognition of individual dignity by promoting trust and cooperation

Innovation: An open climate fostering collaboration, improvement, and the advancement of ideas

Stewardship: Responsible management that sustains resources for the common good

Integrity: Policies, practices, and actions reflecting responsible citizenship

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Tobin L. Britt
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President, College Senate



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student driven...community focused

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College **Profile**

Seven Goals

College History

Accreditation

Statement of Non-Discrimination

Campus and Center Locations

student driven...community focused

Seven Goals

Northeast Iowa Community College is accredited by the Higher Learning Commission and subscribes to its Academic Quality Improvement Program (AQIP). An institution in AQIP demonstrates how it meets accreditation standards and expectations through a sequence of events that align with the ongoing activities of an institution striving to improve its performance. As the foundation of the AQIP process at NICC, the College established an oversight body called the Quality Council (QC). The QC identified seven core goals, listed below, that guide the College's ongoing improvement efforts. Each goal is supported by a subcommittee of the QC.

1. Student Access and Success
2. Teaching Excellence and Innovation
3. Partnership and Collaboration
4. Planning and Continuous Improvement
5. College Environment and Diversity
6. Fiscal Management and Resource Development
7. Instructional and Institutional Technology

College History

In 1966, the State Board of Education officially approved the formation of the Area One Vocational-Technical School district, with Calmar as its administrative headquarters. The merged area included public school districts in Allamakee, Chickasaw, Clayton, Fayette, Howard and Winneshiek counties as well as sections of Bremer, Buchanan and Mitchell counties. In 1970, the merged area was enlarged to include public school districts in Dubuque and Delaware counties and sections of Jones and Jackson counties.

Career education programs in Calmar began in 1967 with 170 students enrolled in 12 programs. Construction of facilities began in 1967 on the 210-acre campus south of Calmar. The Calmar Campus now includes: Darwin L. Schrage Administration, Max Clark Hall, Wilder Resource Center, Industrial Technologies, Student Center, Agricultural Technologies,

Child Development Center and the Northeast Iowa Community-based Dairy Center, a \$4.1 million dairy education center and applied research laboratory built in 2000.

Career education programs began in Dubuque in 1971 in the Cycare Plaza as well as several locations throughout the city. In 1979 a new campus in Peosta was established and has experienced several expansions over the years. In 1997, the college formed a partnership with the National Safety Council to construct and operate the National Education Center for Agricultural Safety (NECAS), a center dedicated to reducing the number of agricultural accidents. The Peosta Campus has evolved from one building into a multi-building campus which now includes Gas Utilities and Carpentry, Child Development Center, NECAS and the newly constructed Industrial Technologies building which opened in August 2010.

Northeast Iowa Community College (NICC) became a community college in 1988 authorized by the Iowa Board of Education to award the Associate in Arts, Associate in Science and Associate in Applied Science degrees as well as diplomas and certificates. Since then, the College has expanded to include centers in Cresco, Dubuque, Manchester, New Hampton, Oelwein and Waukon. The purpose of the centers is to bring education and training to the people where they live and to serve as a catalyst for economic development. In the summer of 2008, the Regional Academy for Math and Science (RAMS) opened in Oelwein. Likewise, the Town Clock Center for Professional Development in Dubuque was expanded in 2008 to include a one-stop center with Iowa Workforce Development (IWD) and East Central Intergovernmental Association (ECIA).

In December of 2007, taxpayers overwhelmingly approved a \$35 million bond levy for NICC. In addition to supporting renovation and construction of the industrial technologies buildings on each campus, these funds also supported the Student Center on the Calmar campus, which was completed in spring 2011. Similarly, renovations to the health and science labs as well as a new library in

Peosta has also been supported by the bond levy and will be complete in summer 2011.

Accreditation

Northeast Iowa Community College has made a major commitment to institutional effectiveness with the primary goal being to assess the academic success of students, the institutional environment, and to use that information to increase students' learning, academic achievement, and personal development in light of the changing educational and human needs of the community served. To this end, students will be expected to participate in outcome assessment activities as needed.

Northeast Iowa Community College is a public community college approved by the State Board of Education. The curricula are approved by the State Board of Education and the Veteran's Education Unit of the State Department of Education for the Veteran's Administration.

Northeast Iowa Community College is accredited by the North Central Association of Colleges and Schools:

The Higher Learning Commission of the North Central Association of Colleges and Schools

30 North LaSalle Street, Suite 2400
Chicago, Illinois 60602-2504

800.621.7440 or 312.263.0456

Please see individual programs for listings of specialty accreditations.

Statement of Non-Discrimination

Northeast Iowa Community College prohibits discrimination in educational programs, employment, and activities on the basis of age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability, pregnancy, or genetic information as required by the 1964 Civil Rights Act, Titles VI and VII; the 1972 Education Amendments, Title IX; the Age Discrimination in Employment Act of 1975 (ADEA); the Federal Rehabilitation Act of 1973, Section 504; the Americans with

Disabilities Act (ADA) of 1990, Title II; Titles I and V; the Civil Rights Act of 1991, the Genetics Information Nondiscrimination Act of 2008, and the Iowa Code, Chapter 216.

It is also the policy of this District that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and variety of careers, roles, and lifestyles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, or disability. The curriculum should foster respect and appreciation for cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic society.

Inquiries and grievances regarding compliance with applicable state and federal laws may be directed to the Director of Human Resources, P.O. Box 400, Calmar, Iowa 52132, or to the Director of the Iowa Civil Rights Commission, Des Moines, Iowa, or to the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri.

Campus and Center Locations

The College's commitment to communities throughout northeast Iowa has produced seven regional outreach centers located in Manchester, New Hampton, Cresco, Dubuque, Oelwein and Waukon. Each center provides educational opportunities and services to students interested in taking classes close to home. Among the services provided at each center are economic development, workforce development, day and evening credit and continuing education classes, GED preparation, English literacy and Adult transition.

**Not all services are available at each center, contact the center you are interested in for additional information*

Calmar Campus

1625 Hwy. 150 South
Calmar, IA 52132-0400
563.562.3263
800.728.2256
Fax: 563.562.3719

Peosta Campus

10250 Sundown Rd.
Peosta, IA 52068-9703
563.556.5110
800.728.7367
Fax: 563.556.5058

Online

www.nicc.edu/online
inquire@nicc.edu

Chickasaw County Center

Cresco Center

1020 - 2nd Avenue Southeast
Cresco, Iowa 52136-1710
563.547.3355
Fax: 563.547.3402

Dubuque Center for Education

700 Main Street
Dubuque, Iowa 52001-6820
563.557.8271, ext. 100
Fax: 563.557.8353

Manchester Center

1200 West Main Street
Manchester, Iowa 52057

Regional Academy for Math and Science (RAMS), Oelwein Center

1400 Technology Drive
Oelwein, Iowa 50662-3011
319.283.3010
Fax: 319.283.1893

Town Clock Center for Professional Development

680 Main Street, Suite 100
Dubuque, Iowa 52001-6815
563.557.8271, ext. 380
Fax: 563.557.0319

Waukon Center

1220 3rd Avenue NW, Suite 102
Waukon, Iowa 52172-1411
563.568.3060
Fax: 563.568.0016



Campus **Information**

Campus Environment

Discrimination, Harassment and Retaliation Policy

Sex Offender Notification Policy

Campus Emergencies

Campus Security

Consumer Information

student driven...community focused

Campus Environment

Faculty-to-Student Ratio

The faculty of Northeast Iowa Community College (NICC) is committed to high-quality instruction and personal attention to students. The average student-instructor ratio ranges from 14:1 to 18:1. The faculty is comprised of individuals who are well prepared through formal educational preparation and previous occupational experience. Faculty members keep abreast of educational and technological changes through conferences, seminars, and coursework as well as on-site visits to other institutions of higher education.

Drug-Free Policy

The possession, use, or distribution of illicit drugs, or misuse of prescription drugs and alcohol by students (*regardless of the length of the student's program of study*) or employees on the property of Northeast Iowa Community College or as part of any of its activities will subject the student or employee to immediate disciplinary action, up to and including expulsion or termination of employment and referral for prosecution. Disciplinary sanction may include the completion of an appropriate rehabilitation program. The college complies with all of the requirements of the Drug Free Workplace Act of 1989, P.L. 101-226.

Tobacco-Free Policy

In order to provide a safer and healthier environment for students, employees, and visitors, Iowa law and the Board of Trustees Policy prohibits smoking or use of tobacco products within college buildings on college grounds and in vehicles. Any student of the College who violates this policy will be subject to disciplinary action.

Life Threatening Disease Policy

Northeast Iowa Community College is committed to protecting the health of all students and providing a safe work environment for its employees, students, and visitors. It is recognized by the College that most persons with a dangerous and life-threatening disease, including bloodborne infectious diseases, should be allowed to continue with their education with the

approval of their personal physician. In some cases, NICC will designate an independent physician to evaluate the disease on an ongoing basis to determine the suitability of continued enrollment.

If it is determined by the independent physician that the student cannot perform the essential education obligations without endangering the health and safety of the student or others, then the student shall be suspended until the risk posed by the disease has terminated. A plan for periodic review and evaluation by the independent physician will be established at the time the initial decision is made to suspend the student from further enrollment at NICC.

It is not the policy of NICC to require random sampling and screening of students for an illness. The conditions of this paragraph, however, do not apply if the State Epidemiologist or any state or federal public health official determines that an infected person poses a significant risk of transmission to other persons. It is the policy of the College to respect the privacy of all persons with a disease.

Bloodborne and Infectious Diseases

Any person enrolled in any health care program with a clinical component may be exposed to environmental hazards and infectious diseases, including, but not limited to: tuberculosis, hepatitis B, hepatitis C, and HIV (AIDS).

All healthcare students are obliged to provide patient care under the parameters of HIPAA. Persons interested in receiving specific information regarding HIPAA policies and/or policies and procedures regarding bloodborne and/or infectious diseases should contact the Dean of Nursing and Allied Health.

Discrimination, Harassment and Retaliation Policy

General Statement

This internal complaint procedure provides for the prompt and equitable resolution of unlawful discrimination, harassment, sexual

harassment, and/or retaliation complaints. This procedure is established in order to review, investigate and resolve allegations of discrimination or harassment based upon race, creed color, national origin, ancestry, age, sex, marital status, familial status, affectional or sexual orientation, liability for service in the Armed Forces of the United States, disability, or protected activity (*i.e., opposition to prohibited unlawful discrimination or participation in the compliant process*). Sexual harassment is a form of unlawful gender discrimination and, likewise, will not be tolerated. This procedure is meant for use by employees, students, visitors, and contractors associated with Northeast Iowa Community College in the resolution of a complaint against an employee or student of the College.

Information on your rights and responsibilities under these procedures may be obtained through the Office of Human Resources, Darwin L. Schrage Administration Building, Calmar Campus, 563.562.3263, ext. 300.

Discrimination Complaint Process

1. Application

If informal resolution of a complaint is not possible and the employee, student, visitor, or contractor making the complaint wishes to pursue a formal complaint of alleged unlawful discrimination harassment, or retaliation, the complainant shall complete the NICC Discrimination/Harassment/Retaliation Complaint Form which is available from the Office of Human Resources.

This procedure applies to all formal complaints of unlawful discrimination, harassment, or retaliation filed against employees or students of NICC. Any person who alleges unlawful discrimination, harassment, or retaliation by an employee shall use this procedure. The Director of Human Resources shall oversee the investigation of all unlawful discrimination, harassment, and retaliation complaints.

2. Reporting Violations

(a) All persons have the right and are encouraged to report suspected violations of NICC policies on unlawful discrimination, harassment, and/or retaliation immediately by contacting Dr. Julie G. Huiskamp, Director

of Human Resources, Darwin L. Schrage Administration Building, Calmar Campus, 563.562.3263, ext.300.

(b) Additionally, complaints may be reported to John D. Noel, Vice President for Finance and Administration, Darwin L. Schrage Administration Building, Calmar Campus, 563.562.3263, ext.202, to Curt Oldfield, Vice President for Academic Affairs, Peosta Campus, 563.556.5110, ext.135, or to Dr. Linda M. Peterson, Dean of Student Services, Peosta Campus, 563.556.5110, ext.167.

Discrimination and Harassment Complaint Procedure

The following procedures apply to all complaints of unlawful discrimination, harassment, and retaliation from employees, students, visitors, and contractors associated with Northeast Iowa Community College against an NICC employee or student

1. Referral of Complaint

(a) All complaints and/or incidents of unlawful discrimination, including sexual harassment, or retaliation shall be referred to the Director of Human Resources for investigation and resolution. If complaints or incidents arise which appear to involve faculty misconduct and/or competence, the Director of Human Resources and the Vice President for Academic Affairs shall collaborate to oversee a joint investigation. If complaints or incidents arise which involve students, the Director of Human Resources, the Vice President for Academic Affairs, and the Dean of Student Services shall collaborate to oversee a joint investigation.

(b) If reporting a complaint to the Director of Human Resources presents a conflict of interest, the Director of Human Resources shall not participate or otherwise be involved with the investigation of the complaint, except as a witness in order to defend a claim made against him or her by the complainant. An example of such a conflict would be when the individual against whom the complaint is made is involved in the intake, investigation, or decision-making process. The same shall be true of complaints that involve the Vice President for Academic Affairs, the Dean of

Student Services, and/or the Vice President for Finance and Administration.

2. Filing of Complaints

(a) Complaints should be reported within 30 days of the alleged occurrence of unlawful discrimination, harassment, and/or retaliation.

(b) Supervisory employees shall immediately report all alleged violations of NICC policies on unlawful discrimination, harassment, and/or retaliation, whether reported by any other person or observed directly, to the Director of Human Resources.

3. Investigation of Complaints

(a) The Director of Human Resources will conduct an impartial investigation into the alleged unlawful discrimination, harassment, or retaliation. At his/her discretion, the Director of Human Resources may involve other staff members, legal counsel, or outside experts to assist in the investigation.

(b) At each opportunity during the investigation, the Director of Human Resources will encourage conciliation or an informal settlement that is satisfactory to the parties concerned.

(c) College employees are required to cooperate with the Director of Human Resources in the investigation of complaints and any recommendations or final directives issued as a result.

4. Completion of Investigation

Upon completion of the investigation, the Director of Human Resources will prepare a written report which may include a summary of the complaint, summary of the facts, analysis of the allegations and facts and a finding. The investigatory report will be submitted to the Vice President for Finance and Administration unless the Vice President has been actively involved in the investigation. In this case, the report will be submitted to the President.

5. Decisions

The Vice President will review the investigatory report and make a determination as to whether the allegations of a violation of NICC policies prohibiting unlawful discrimination, harassment, sexual harassment, or retaliation

have been substantiated. During review and consideration, the Vice President may, at his/her discretion, consult with other staff members, outside experts, and/or legal counsel. If a violation occurred, the Vice President will determine the appropriate corrective measures necessary to remedy the situation, including disciplinary action. The Vice President will issue a final letter of determination to all parties, containing the results of the investigation.

6. Confidentiality

Confidentiality, to the extent practical, appropriate, and legal under the circumstances, will be maintained throughout all phases of the intake, investigation, and remediation process. In the course of the investigation, it may be necessary to discuss the claim with other persons who may have relevant knowledge. It may be necessary, therefore, to disclose information to parties with a legitimate need to know. All persons interviewed will be directed to maintain the confidentiality of the investigation. Any breach of confidentiality by anyone involved in this procedure may be considered an act of obstruction, and may subject that person to disciplinary action.

7. Retaliation Prohibited

Any person who participates in the procedure, either as a party, witness, or otherwise, may do so without fear of retaliation. Retaliation by any College employee shall be grounds for disciplinary action, up to and including termination.

8. False Accusations and Information

If any employee knowingly makes a false accusation of unlawful discrimination, harassment, sexual harassment, or retaliation or knowingly provides false information in the course of an investigation of a complaint, such conduct may be grounds for disciplinary action up to and including termination. Complaints made in good faith, however, even if found to be unsubstantiated, will not be considered a false accusation.

9. Record of Complaint and Decision

The record of complaint, informal resolution, or final decision shall be retained in a file in the Office of Human Resources.

10. Appeal Process

Appeals to the decision of the Vice President of Finance and Administration by either party, complainant or accused, must be made in writing and received by the College President within 15 working days of receipt of the original decision. Grounds for appeal in such cases are procedural error, new evidence, unsuitability of the proposed sanction, and administrative failure to implement the decision of the Vice President. The request for appeal must clearly state the reason for the appeal. The President may accept or modify the original decision or s/he may reject the original decision and order a new investigation. The decision of the President is final.

11. External Complaint Process

In addition to utilizing this internal procedure, a complainant can file directly with federal and State agencies that investigate unlawful discrimination/ harassment charges. The time frames for filing complaints with external agencies indicated below are provided for informational purposes only. Employees, students, visitors, and/or contractors should contact the specific agency to obtain exact time frames and procedures for filing a complaint.

Iowa Civil Rights Commission

Filing deadline: 300 days from violation

Iowa Civil Rights Commission
Grimes State Office Building
400 East 14th Street
Des Moines, IA 50319-1004

515.281.4121, 800.457.4416
Fax: 515.242.5840

www.state.ia.us/government/crc/

United State Equal Employment Opportunity Commission (EEOC)

Filing deadline: 180 days from violation. This deadline is extended to 300 days from violation if the violation is also covered

by unlawful discrimination laws in the State in which the violation is alleged to have occurred.

Chicago District Office
500 West Madison Street,
Suite 2800
Chicago, Illinois 60661

800.669.4000
TTY: 800.669.6820

Fax: 312.886.1168

www.eeoc.gov

Office of Civil Rights U.S. Department of Education

Filing deadline: 180 days from violation

Office for Civil Rights
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-1100

202.245.6800, 800.421.3481
TDD: 877.521.2172

Fax: 202.245.6840
Email: OCR@ed.gov

www.ed.gov/ocr

Sex Offender Notification Policy

NICC maintains procedures that facilitate the prompt notification of appropriate personnel of the presence of an employee or student who is a convicted sex offender. Enrollment decisions and/or attendance stipulations for registered sex offenders are based on the specific details of each case.

Iowa Code Section 692A.3A states that registered sex offenders are required to notify the College of their status upon application to the College, enrollment in a non-credit College course or program, or at such time they are placed on a Sex Offender Registry during enrollment at the College. Failure to self-disclose at the time of acceptance or during enrollment could lead to dismissal from the College. In some instances, an individual may be required to obtain written permission from the College to enroll in courses or to continue in a particular program.

Students are to notify the campus Counselor of their status on a Sex Offender Registry.

Campus Emergencies

If an emergency, such as a fire or tornado should arise or threaten, an alarm will sound or an appropriate announcement will be made as soon as possible. Emergency exit routes from buildings are posted and appropriately identified. Fire and tornado drills are held on a regular basis. For emergencies such as tornadoes that require occupants to remain within the buildings, directions are posted in each room near the exit designating shelter areas. Students should acquaint themselves with the emergency alarms and routes as soon as possible. Quick reference guides are posted in each classroom/lab/office.

Medical Emergencies

If an emergency occurs, direct an employee or student to call 9-911 and then notify the switchboard (0) and report building, floor, room number and nature of the problem. An emergency situation can best be described as existing when a person appears to have one or a combination of the following symptoms: weakness, dizziness, paleness, chest pains, shortness of breath, nausea, high pulse rate, heart palpitations, and/or fainting. Any of the above symptoms would require immediate medical attention and the following steps should be taken by a staff or faculty member:

- Make the individual comfortable and attempt to keep him/her calm. If certified in CPR and use of AED, and the individuals condition warrants it, begin CPR measures.
- Contact Emergency Medical Services (911) immediately. Identify the building and location to the dispatcher.
- Inform the individual that NICC will contact a family member on the individual's behalf. If upon arrival it is the opinion of the Medical Services responders that the individual warrants further medical attention, he/she will be transported to the closest hospital or to a hospital of the individual's choice that is served by Emergency Services.

- The staff person or faculty member will initiate an Incident Report Form and submit immediately to the campus provost or designee.

Simple Injuries

This type of injury can be described as one that occurs from an accident while the individual is on campus. First-aid kits are available at the switchboard and at various areas throughout the campus buildings. All injuries must be reported to the Campus Provost or a campus dean or designee, with an Accident Report Form filed within 24 hours.

Campus Closing

If inclement weather would make driving hazardous, students are asked to access Xpress announcements, call campus for a recorded message or tune into local radio or television stations for official cancellation or delay of NICC classes. Many radio and television stations allow the public to participate in text alerts for specified cancellations and delays, it is recommended that students elect to enroll in this service for notice of NICC closings and/or delays.

Campus Security

Clergy Act Annual Security Report

In 1991, the U.S. Congress passed the Student Right-to-Know and the Campus Security Act, which requires colleges to report the three previous years of statistics on murder, sex offenses, robbery, aggravated assault, burglary and motor vehicle theft, and statistics on arrests for drug and alcohol violations and weapons violations. In 1998, Congress passed an amendment renaming the act the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and required that all crimes motivated by hate or bias be included in the statistics. NICC recognizes the importance of maintaining a safe and secure learning environment. Information concerning sex offenses in the NICC district can be found at www.iowasexoffenders.com. NICC campus crime statistics are published in the Campus Security Report, and can be found on www.nicc.edu.

Reporting Crimes

Students and staff are encouraged to report all criminal and/or suspicious activity to the Campus Provost. In the event of an emergency, call 9-911 to expedite the appropriate response by authorities. All reports will be investigated.

Hostile Person/Intruder on Campus Policy

The College has the capability to notify students and staff of a dangerous situation by email and text messaging using the MyCruiser Alert module of Xpress. Emails will automatically be generated when a message is sent out. However, you will need to sign up to receive cell phone text messages through MyCruiser alert. At the beginning and periodically throughout each semester, the invitation will be published by email. Please take advantage of this communication tool of the College.

Security Procedures

The college security procedures for a hostile person/intruder on campus guide staff response if they witness behavior that includes, but is not limited to:

1. Conduct that is hostile, aggressive, physically threatening, or passively resistant
2. Threat or presence of a weapon

The safest approach is to extract yourself from the direct threat environment and immediately contact staff or call 9-911 for assistance. When calling for assistance, please clearly state the location and nature of the incident.

When activated, the NICC Emergency Management Team or local law enforcement will manage the situation and all staff will follow their directions until relieved of their duties.

Students and staff are encouraged to view the "Shots Fired" video posted on Xpress at College Central and under Campus Safety.

Consumer Information

Pursuant to new and revised disclosure requirements of the Higher Education Opportunity Act, the following information will be made available to currently enrolled and prospective NICC students at www.nicc.edu/consumerinfo, Xpress and upon request.

- Annual notice about the availability of financial assistance information
- Annual notice of the availability of general information about NICC
- Annual notice about the availability of student right-to-know information including NICC completion rates, and if applicable, transfer out rates.
- Job Placement Rates
- Drug and Alcohol Abuse Prevention policies, procedures, services
- Annual Security Report
- Family Education Rights and Privacy Act (FERPA) rights
- Annual notice about the availability of copyright infringement policies and sanctions
- Annual notice about the availability of the NICC student body diversity
- Transfer Credit Policies
- Drug violation penalties for Title IV financial aid eligibility
- FAFSA Verification policies, procedures, and requirements





Serving the **Community**

Alumni Association

Foundation

High School Options-Earning College Credit

Community Schools Cooperative Educational Programs

Continuing Education

Economic and Workforce Development

student driven...community focused

Alumni Association

The Alumni Association was established to strengthen the ties and interests of former students and graduates. In addition to communicating with alumni, the association recognizes outstanding graduates in its annual Alumni Hall of Fame ceremonies. Alumni are chosen not only for their career success, but also for what they give back to their local community.

Foundation

The Foundation, a 501 (c)3 corporation, was created to help ensure educational excellence and enhance programs and activities of the college through charitable giving. It accepts gifts of cash, transfer of stocks, gifts of real estate, planned and estate gifts. Additionally, in-kind contributions such as donated instructional equipment continue to be a major support of our programs.

High School Options - Earning College Credits

NICC has cooperative programs with high schools in our district. These cooperative agreements identify career technical and academic program prerequisite courses for high school students, provide a challenging educational experience, and ensure a smoother transition to college.

Post-Secondary Enrollment Options (PSEO) Courses

The Post-Secondary Enrollment Options Act (*Chapter 261C.2 Iowa Code*) provides high school juniors and seniors with the opportunity to take college courses prior to high school graduation. The Act has two purposes: 1) to promote rigorous educational pursuits, and 2) to provide a greater variety of educational options. Students earn both high school credit and college credit for successfully completing college-level coursework. These post-secondary credits are transferable to other colleges and universities, depending on the degree requirements at that institution. Contact your high school guidance counselor for more information on PSEO.

Concurrent Enrollment

Concurrent Enrollment classes enable high school students who have met the requirements of the college and high school to take college coursework. High school instructors who have been approved by the community college teach these college courses using the NICC curriculum. High school and college credit is received upon successful completion of the coursework. Concurrent enrollment classes are open to all registered community college students. Check with your counselor to see the courses offered at your high school.

Articulation

Articulation is the process of mutually agreeing upon core competencies and performance levels transferable between institutions (*school district and NICC*) and courses for college credit. Articulation enables students enrolled in high school courses to receive articulated credit for NICC career and technical program classes, not four-year transfer courses. Competencies are agreed upon between the high school and the college faculty and dean. Credit is entered on an NICC transcript after the student has accumulated twelve NICC credits post-high school. Students must attend NICC within twelve months of high school graduation to be eligible for articulated credit. Articulated courses do not contribute to the student's NICC grade point average, but do satisfy specific career program requirements. Contact your counselor for a list of articulated courses offered in your high school.

If you have any further questions about earning college credit while in high school, contact the NICC high school relations coordinator.

Community Schools Cooperative Educational Programs

The Northeast Iowa Community College Board of Trustees has formed partnerships with public school districts in northeast Iowa to provide local access to continuing education opportunities. Individuals within the communities are actively involved in the development and delivery of these programs.

Classes are delivered using school district facilities and are designed for personal and professional enhancement. Participating community school districts in northeast Iowa include:

Allamakee Community Schools, Waukon
Central Clayton Community Schools, Elkader
Clayton Ridge Community Schools, Guttenberg

Decorah Community Schools, Decorah
Dubuque Community Schools, Dubuque
Howard-Winneshiek Community Schools, Cresco

Maquoketa Valley Community Schools, Delhi
New Hampton Community Schools, New Hampton

North Fayette Community Schools, West Union

Oelwein Community Schools, Oelwein
West Delaware Community Schools, Manchester

Western Dubuque Community Schools, Cascade, Dyersville, Epworth and Farley

Adult Basic Education

The Adult Basic Education (ABE) program offers classes to any adult, age 16 or older, who is not enrolled in school. The classes provide basic skills in math, reading, and communications. The classes also prepare people to take the GED tests for the high school equivalency diploma. The classes are ongoing, so a person may enroll at any time.

The instruction is individualized so people work at their own pace.

Most employment and training opportunities require a high school diploma or its equivalent as the minimum educational standard. A series of five tests, successful completion of the GED indicates knowledge level attainment of the average high school graduate. Testing centers are located at the Calmar and Peosta campuses.

Continuing Education

Continuing Education programs are marked by three student driven and community focused principles: program versatility, location diversity, and flexible scheduling. Programs, personal and professional, are developed

and delivered in response to the educational needs to the people and the businesses in the communities we serve. During a typical school year, Northeast Iowa Community College Continuing Education will have over 50,000 enrollments in a variety of programs.

The needs of our communities are very important in the program planning process. Continuing Education and Economic Development programs offer the student the opportunity to participate in programs ranging from one hour seminars to multi-day educational sessions. Through Continuing Education, in cooperation with local school districts, we offer many programs at various sites throughout our communities, at times our students find convenient for them. Northeast Iowa Community College Continuing Education and Economic Development partner with businesses and industries in our area for workforce development projects tailored to their specific needs.

For more information on Continuing Education and Economic Development programs call NICC Continuing Education:

Calmar: 563.562.3263, ext. 399

Town Clock Center for Professional Development, Dubuque: 563.557.8271, ext. 380

Vocational Programs

Northeast Iowa Community College occupational programs are designed to provide the specific skills and knowledge essential for successful entry into an occupation. These courses are designed in various employment fields for training and retraining.

Some occupational programming areas offered include:

Agriculture, Business, Health Occupations, Computer, Family and Consumer Science, Industrial Technology, Alternative Energy/ Green and Office Occupations

Examples of programs offered include:

Banking, Real Estate Sales, Nurse Aide, Emergency Medical Technician, Computer Networking, Lean Manufacturing, Wind

Technology as well as numerous other programs of interest.

All programs follow applicable state and federal guidelines for curriculum development, and carry licensure or certification opportunities if appropriate.

Portable Computer Labs

Northeast Iowa Community College maintains several portable computer labs for the delivery of hands-on technical skills training for business and industry clients. Businesses experiencing software upgrades or needing skills upgrades for their employees can contract with NICC to bring the training lab to a location convenient for them. Northeast Iowa Community College will customize curriculum to address specific business or industry needs.

Relicensure and Recertification

The Mandatory Continuing Education Act, requiring licensed occupations in the state to have a certain amount of continuing education as a condition of relicensure/ recertification, was passed by the State of Iowa in 1977.

Northeast Iowa Community College Continuing Education provides a variety of relicensure/recertification opportunities; and awards CEU's (*Continuing Education Units*) for completion of continuing education experiences.

Examples of occupations for which programs are currently offered include:

Cosmetologists, Physical Therapists, Dentists, Psychologists, Dental Hygienists and Assistants, Real Estate Agents, Speech Pathologists, Funeral Directors, Audiologists, Lawyers, Social Workers, Respiratory Therapists, Accountants, Nurses, Pharmacists, Dietitians, Insurance Agents, Nursing Home Administrators, Water/Waste Plant Operators, Electricians, Plumbers, Massage Therapists and Auto Dealers.

Additional program information may be available upon request.

Conference Planning Services

Organizations and businesses planning large conferences or conventions can call upon the NICC Continuing Education team to provide program planning, curriculum development, instructor recruitment, logistical planning, catering, marketing, printing, and accounting services for their event. Clients can select the specific services that they require to produce a memorable conference experience for participants. Facilities, technology, AV equipment, and more are services provided by NICC which will assist you in delivering high impact learning experiences for your employees or organization members. For more information call:

Calmar: 563.562.3263, ext. 399

Dubuque: 563.557.8271, ext. 380

Professional Development

The mission of the Northeast Iowa Community College Continuing Education and Economic Development is to collaborate with business, industry and the community to provide tailored, high-quality educational programs that will encourage and promote personal and professional development.

The NICC Town Clock Center for Professional Development, located in Dubuque, houses a full-scale continuing education operation, complete with conference facilities, computer labs, testing facilities, a nursing lab, and much more. For more information call 563.557.8271, ext. 380.

In addition to the Town Clock Center, computer labs, nursing labs, conference facilities and conference support accommodations may be found on the NICC campuses and at the NICC Community Centers. For more information call: Calmar: 563.562.3263, ext. 399.

Economic and Workforce Development

The mission of the NICC Economic Development office is to provide workforce training/services for business and industry. Some of the services offered include:

Iowa New Jobs Training Program (260E)

This program provides training services to new employees of businesses that are new, expanding, or relocating from another state to Iowa. Training services are tailored to meet the individual needs of the business. Types of training range from adult basic education to highly technical training. The program is funded through certificates sold by NICC. The certificates are paid off through the diversion of increased payroll tax receipts from the new jobs.

Iowa Jobs Training Program (260F)

This program helps Iowa businesses fund customized training for current employees. It is designed to ensure that Iowa's workforce has the skills and expertise to be competitive. Training can range from basic to highly technical skills. State funds are matched with those of the business to provide financial support for training.

Contract Training

NICC can custom design cost-effective training to meet industry needs on a contracted basis. Topics include computer software, welding, CNC Programming, Auto CAD, supervision, safety, ISO and QS9000, Lean Manufacturing, Workplace Lean, and numerous other hard and soft skills programs..

Consulting Services

NICC works in partnership with a number of organizations to provide consulting services for business and industry. The Center for Industrial Research and Services (CIRAS) is an organization that provides technical expertise for solving production problems. CIRAS services can include anything from plant layout to setup reduction and product testing.



Enrollment **Services**

Admissions

ACCUPLACER Placement Testing

Tuition and Fees

New Student Orientation

Academic Advising

Course Registration

International Students

Standards for Health Care Career Programs

Fraudulent Academic Credentials

student driven...community focused

Admissions

NICC admits any person who can benefit from a program of study. Admission to the college, however, does not mean admission to all courses or academic programs. Students may be required to take preparatory work prior to entering specific college classes.

In addition to the college admission procedure, some academic programs have specific admission requirements found on the individual program pages within the college catalog. The program requirements considered for eligibility include educational experiences to ensure the student possesses the potential to complete the program successfully. A person who does not meet the requirements for a specific academic program may become eligible after completing appropriate work in developmental studies or prerequisite credit classes.

NICC reserves the right to evaluate requests for admission and to refuse admission to applicants when considered to be in the best interest of the college. NICC may require a person to provide a medical statement from a physician for admission to a specific major or when it is otherwise in the best interest of the student and/or the college.

Visit campus by attending a Welcome Wednesday visit day or by scheduling an individual appointment. Schedule your visit today at www.nicc.edu/comevisit or by calling the Admissions office of the campus you plan to attend.

Admission Procedures

1. Submit a completed Application for Admission to the campus you plan to attend or apply online at www.nicc.edu/apply. There is no application fee.

2. Complete an admission placement test (ACCUPLACER) offered through the campus Assessment Centers and throughout the district at the NICC Centers. ACCUPLACER is computer adaptive, administered over the internet, and evaluates reading comprehension, essay writing, and mathematics. Please refer to the Assessment Services section for ACCUPLACER preparatory information. The ACCUPLACER test may be

waived by submission of one of the following to the campus Admissions Office:

- ACT or other comparable placement test scores. Scores are valid for five years.
- Applicable college coursework. Assessment requirements may be waived based on previous courses taken, credits earned and grades received. Send official college transcripts to the Admissions Office of the campus you plan to attend for determination of partial or full assessment waiver.

3. Submit a high school transcript. The high school transcript/GED is not required for acceptance to NICC but is required for acceptance to specific programs. Program admission requirements can be found within the Programs of Study section of this catalog. Submission of your high school transcript is strongly encouraged to provide successful academic advising.

4. A letter of acceptance will be sent in writing to all students after completion of steps 1-3. Enrollment dates are based on the semester the student identifies on his/her application. Programs with specific admission requirements or limited enrollment capacities are assigned start dates based on a first-come, first-served basis.

5. Registration notices are mailed to all students from the Advising Center. Schedule a registration appointment early for best selection of courses. Course schedules are available at www.nicc.edu/courses.

Admission Partnerships

Students interested in pursuing a four-year degree may take advantage of the services provided through an admission partnership program. NICC and several four-year colleges and universities have entered formal agreements for admission partnership programs for students interested in concurrent enrollment as well as transfer opportunities. Find a complete listing of admission partnerships at www.nicc.edu. These agreements allow students to be enrolled at NICC and a partner school. Students are entitled to services that are outlined in the agreements.

Access transfer guides and articulation

agreements at www.nicc.edu/transfer.

Transfer is not limited to the listed colleges. For information regarding programs and colleges not listed, contact a NICC Advisor or the college you plan to attend.

ACCUPLACER Placement Testing

ACCUPLACER is a placement test that evaluates reading comprehension, essay writing and mathematics for incoming NICC students.

It is "computer-adaptive" which means questions are chosen based on your answers to previous questions - the more correct answers you choose, the more difficult the questions become, allowing for a more accurate assessment. Also, because ACCUPLACER is administered over the Internet, testing is convenient and scoring is virtually immediate.

The NICC Assessment and Regional Centers have study packets available in each of the content areas. Stop by, pick one up, and then review it with faculty in the Learning Centers. The following are recommended websites to help prepare you for taking the ACCUPLACER test. You can find additional resources by doing a web search for ACCUPLACER Practice.

www.aims.edu/student/assessment
(under Tests and Information click ACCUPLACER)

montgomerycollege.org/Departments/studev/math.htm

www.aaamath.com

www.testprepreview.com

For additional information regarding the ACCUPLACER test, contact the Assessment Technician:

Calmar: 800.728.2256, ext. 311

Peosta: 800.728.7367, ext. 226

Tuition and Fees

Tuition and fees are based on the 2011-2012 academic year. These rates are subject to change at any time.

Iowa and Non-Iowa Resident Tuition

• \$145 per credit hour.

Student Fees

- Course Fee – \$13 per credit hour for 2011-2012.
- Other Program Costs – Expenses vary depending on specific program requirements (*such as textbooks, tools, and uniforms*).

Tuition Payment Plan

A monthly payment plan for tuition and course fees is available through Nelnet Business Solutions (*not available for textbook purchases*). Nelnet is an online service that will set up automatic monthly payments to be deducted from a checking, savings, or credit card account. Students enroll in the plan by logging into Xpress, accessing Student Records under MyNICC, and selecting Tuition Payment Plan under My Financial Profile. Contact the Business Services Office for plan options and deadlines or for a brochure on the automatic payment plan.

Offset Program

Northeast Iowa Community College participates in the State of Iowa Offset Program. Unpaid balances for educational debt will be submitted to the Iowa Department of Administrative Services for collection against any claim owed to an individual by a state agency. This includes but is not limited to State of Iowa income tax refunds.

New Student Orientation

Students should plan to attend a New Student Orientation on campus or online prior to the start of their first semester. Orientation will provide students with information on services NICC has to offer as well as tips to help them succeed in college. Services and resources highlighted at orientation include academic advising, business office, career services, classroom expectations, computer and email access, financial aid, learning center, library, study skills, and student activities and

organizations. For specific details and dates on orientation, contact the Admissions Office at each campus.

Academic Advising

Advising and educational planning is a joint effort between a student and an advisor. The goal of this collaborative relationship is to provide information and support to students making decisions regarding educational and life goals. Advisors are guided by a commitment to promote student development, critical thinking and personal responsibility.

Each student is assigned an academic advisor. Although students may meet with their advisor at any time during the term, students are required to meet with their advisor at least once each term, prior to registration for the upcoming term. Students are expected to take an active role in the advising process by being prepared for their meetings and registering themselves online through Xpress. Students are also responsible for understanding their educational plan and for making progress toward graduation. An advising syllabus which explains the rights and responsibilities associated with the advising process is available for viewing at www.nicc.edu/academicadvising.

Students may request an advisor change by completing a form in the Advising Center.

Course Registration

Students will receive notification of registration dates each term. Upon notification, students must contact their academic advisor. Advisors review education plans, discuss future education goals, and review the registration process, which includes an online option. The final decision on course selection and registration is the student's responsibility.

International Students Admissions

If you are a non-U.S. citizen, not a permanent resident of the U.S., and you are interested in

attending NICC, please follow the outlined procedure below. You must supply the information below to the Admissions Office before an I-20 Eligibility form may be issued. Your admission will not be granted and an I-20 will not be issued until all of the requested information has been received. All forms are available from the Admissions Office or at www.nicc.edu.

- Completed NICC application for admission.
- A current photo of yourself.
- The original or certified copy of transcripts from your previous high school and colleges sent directly from those institutions. All such transcripts must be translated and notarized if in a language other than English.
- A notarized statement from your banker on official bank stationery showing evidence of the ability to meet the educational and living expenses (*listed below*).
- Evidence of your English proficiency. A TOEFL score of 500 on the paper-based version, 61 on the internet-based version, or 173 on the computer-based version, or official transcript showing completion of freshman-level English at an accredited U.S. college or university.
- Payment of one year mandatory health insurance that provides repatriation coverage or proof of health insurance coverage which is transferable to the U.S.

Expenses

Students on F-1 (*student*) visas are classified as nonresident, but tuition and fees will be the same as for Iowa residents. Estimated annual academic expenses based on the 2010-2011 tuition rates are listed below as a guideline for planning your education and are not reflective of actual costs that the student may incur:

| | |
|--|--|
| Tuition and Fees <i>(based on 32 credit hours)</i> | \$4,800 |
| Textbooks | \$2,000 |
| Housing/Food | \$6,400 |
| Mandatory Health Insurance | (1 yr) \$800 (2 yrs) \$1600 <i>(approximate)</i> |
| Miscellaneous (<i>Transportation/ personal expenses</i>) | <u>\$2,500</u> |
| Total | \$16,500 |

All of the expense information is subject to change.

International students are not eligible for Federal or State of Iowa Financial Aid. If you have any questions concerning the application for admission, please contact the Admissions Office at either campus.

Standards for Health Care Career Programs

Iowa community colleges have developed core performance standards for all applicants to health care career programs. These standards are based upon the abilities that are essential for effective performance in health care careers. Applicants who are unable to meet these core performance standards are responsible for discussing the possibility of reasonable accommodations. Applicants are required to provide medical and other documentation related to the disability prior to meeting with the program Dean. Final decision for entry and accommodations will be made by the program Dean. The materials must be submitted in accordance with the institution's ADA Policy. Information on the core performance standards can be obtained from the program Dean.

Fraudulent Academic Credentials

Any person seeking to become a student at NICC who submits a fraudulent or altered academic credential to the college or who is found to have fraudulently altered NICC academic credentials or records will be subject to penalties including suspension or expulsion from the college and/or legal prosecution.



Student Rights and **Responsibilities**

Student Responsibility for Catalog Changes

Civility Statement

Student Discipline

College Communications

Computer Systems Acceptable Use Policy

Copyright Infringement

student driven...community focused

Student Responsibility for Catalog Changes

Each student is responsible for being familiar with the information and policies appearing in the college catalog. The college catalog is available at www.nicc.edu/catalog. Failure to read the policies and procedures will not be considered an excuse for non-compliance. Northeast Iowa Community College reserves the right to change policies or revise the information contained in the catalog. Should the institution feel obligated for reasons including, but not limited to, low enrollment or financial constraints, the college reserves the right to terminate any courses or programs from its offerings. The College reserves the right to change policies or revise curricula as necessary due to unanticipated circumstances.

Civility Statement

As an academic institution, Northeast Iowa Community College (NICC) exists for the transmission of knowledge, the pursuit of truth, the development of students and the general well-being of society. Membership in this academic community places a special obligation on all members to preserve an atmosphere conducive to the freedom to teach and to learn. Freedom to teach and to learn depends on opportunities and conditions in and outside the classroom that fosters respect, integrity, honor, and civil conduct. Northeast Iowa Community College defines civility as the art of treating others, as well as ourselves, with respect, dignity and care. Civility is demonstrated when we are sensitive to the impact that our communications, practices and behaviors have on others, and when we acknowledge each person's self-worth and unique contributions to the community as a whole. All members of the College community, students, faculty, and staff, have the right to work and learn in a safe environment which is civil in all aspects of human relations.

Student Discipline

All students are expected to obey College policies, rules and regulations and not violate

municipal, county, state or Federal law. Through voluntary entrance to the College, students indicate a willingness to adhere to the policies, rules and regulations of the College and acknowledge the right of the College to initiate appropriate disciplinary actions. Instructors are responsible for maintaining a classroom environment conducive to teaching and learning, and therefore, may remove any student from class for disruptive behavior or other disciplinary reasons.

Although emphasis is placed on counseling and guidance in cases of misconduct, the College may take disciplinary action and/or civil and criminal actions against a person disrupting College activities in order to ensure the collective good of the community and to protect the rights of its members. The authority of the College includes dismissing a student whose conduct is unsuited to the purpose of the College.

Student discipline is the responsibility of the College Administration, who has the authority to act on any violation and take action deemed appropriate within the approved sanctions published in this document. Issues of academic misconduct fall under the authority of the Academic Deans. Issues of behavioral misconduct fall under the authority of the Dean of Student Services and/or the Associate Dean of Student Services. The appropriate Administrator will review all complaints and may dismiss the allegations, seek an informal resolution, make an administrative decision, or initiate a formal student conduct conference or hearing. Possible disciplinary actions, as well as procedures for disciplinary due process, are outlined in this document. The proceedings conducted by the College Administrator or the College Student Conduct Disciplinary Hearing Board are not quasi-judicial proceedings. Therefore, an advocate may be present (at the student's expense) to advise the student, but may not actively participate by questioning involved participants in the process, witnesses, cross-examining witnesses or other participants, or formally addressing the Student Conduct Disciplinary Hearing Board. The role of the advocate is to advise

and support the student and assist the student in performing such questioning. NICC retains the authority to immediately withdraw a student from an on-the-job training site, a clinical area, an observation, a class, a student organization or the College property when a student's grades, performance, conduct, or health may have a detrimental effect on the student, the College, other students, faculty or staff, customers, clients, or patients of the cooperating agency.

Definition of Terms

- A. Involved Student:** A student, group of students or student organization against whom disciplinary charges have been brought.
- B. Adjudication:** The review of evidence leading to a decision determining responsibility or non-responsibility for a conduct code violation.
- C. Administrative Decision or Sanction:** The disciplinary action taken by the College Administrator or his/her designee or the Student Conduct Disciplinary Hearing board.
- D. Administrator:** A person employed by the College (*or assigned designee*) in an administrative role and with the responsibility for performing assigned student disciplinary duties. Issues of academic misconduct fall under the authority of the Academic Deans. Issues of behavioral misconduct fall under the authority of the Dean of Student Services and/or the Associate Dean of Student Services. Issues of misconduct in any Continuing Education venue fall under the authority of the Continuing Education Director.
- E. Board:** The Northeast Iowa Community College Board of Trustees.
- F. Business Day:** Any day on which the College is open for business. This excludes holidays, All College Day, and any weather related closings.
- G. College:** Northeast Iowa Community College.
- H. College Property:** The College Property, College Facilities, or the College includes all the land, buildings, facilities, and other property, real or personal, in the possession of or owned, leased, used, controlled, or managed by the College.

- I. Complainant:** A member of the College community who has brought charges under the Student Conduct Code against any student, group of students or student organization.
- J. Disciplinary File:** The documents, recordings, evidence, etc. that pertains to the student conduct disciplinary process. Audiotapes will be maintained for five years. As a part of the student's educational record, the College will maintain all disciplinary records as recommended by FERPA guidelines.
- K. Expulsion from the College:** Charges that were brought due to the threat of significant danger to members of the College community may result in an interim suspension or expulsion. If expulsion is warranted, the case will be referred to the Board of Trustees by the College President.
- L. Faculty Member:** A person hired by the College to conduct classroom activities.
- M. Misconduct Report:** A written statement which identifies an alleged violation of the Student Conduct Code and details the facts that constitute the violation.
- N. Policy:** Written regulations of the College found in the Student Conduct Code, supplemented by consistent written regulations of the College found in the handbook, catalogs or other official publications.
- O. President:** The Chief Executive Officer of the College.
- P. Provost:** The Chief Operating Officer of a campus.
- Q. Student Advocate:** A person that attends a Conduct Conference or Conduct Hearing Board in support of the involved student. An advocate may advise the student, but may not actively participate in questioning other participants involved the process, communicating on behalf of the student or directly addressing the Hearing Board or Administrator.
- R. Student:** A person taking courses from the institution, full-time and part-time, credit and non-credit, and includes any person accepted for admission to the College.

- S. Student Conduct Disciplinary Conference:** When determined that formal charges should be brought and suspension may not be warranted, the case will be heard in a Disciplinary Conference with the appropriate Administrator.
- T. Student Conduct Disciplinary Hearing:** When determined that formal charges should be brought and suspension may be warranted, the case may be heard in a disciplinary conference. At this time, the student or Administrator may request that the case be heard by the Student Conduct Disciplinary Hearing Board.
- U. Student Conduct Disciplinary Hearing Board:** consists of five members, with the Campus Provost serving as the Chair and representatives from Faculty, Student Services, Support Staff, and the Student Government (iMPACT).
- V. Violation:** An act, or omission to act, which violates a regulation, policy or administrative rule of the College or of the Board of Trustees.

Student Conduct Code

Northeast Iowa Community College students, credit and non-credit, are responsible to conduct themselves in a manner that maintains an educational environment conducive to learning. All NICC policies apply to College-sponsored activities which are held either on or off-campus and online. The College reserves the right to change the policies regulating student conduct with appropriate notice to the President's Cabinet and to the student body through the iMPACT Team and the College web portal.

The NICC Student Conduct Code becomes effective at the time of acceptance to the College or at the time of enrollment for non-credit classes. Students at NICC are expected to conduct themselves as good citizens of the College community by respecting the rights and property of others. Any person who commits, attempts to commit, or incites/aids others in committing acts of misconduct may be subject to disciplinary procedures by the College. The following student conduct may be grounds for disciplinary action. This is not an exhaustive list of all behaviors that may be subject to disciplinary sanctions.

- A. Obstruction/disruption of learning,** teaching, administrative processes, disciplinary procedures, or any College authorized function/activity.
- B. Unauthorized occupation/use of (or unauthorized entry into) any College facility.**
- C. Conduct which threatens or endangers the health/safety of any person on the campus or at any College authorized function/activity including, but not limited to, physical abuse, the threat of physical abuse, sexual abuse, and assault.**
- D. Knowingly furnishing a false report or false warning that property under College control or supervision may be subject to a bombing, fire, crime, emergency or other catastrophe.**
- E. Theft, defacement, or damage to property belonging to the College or to any agency/person on the campus.**
- F. Interference with any lawful right of any person on the campus including the right of access to College facilities.**
- G. Unlawful use, possession, selling, distributing or purchasing of alcohol or alcoholic beverages, prescription or non-prescription drugs, other controlled substances or drug paraphernalia.**
- H. Use or possession of firearms, ammunition, dangerous weapons, substances, or materials (except as expressly authorized by the College); or bombs, explosives, or explosive, incendiary devices prohibited by law is prohibited at or in any location owned, leased, or used by Northeast Iowa Community College or at any College-sponsored activities or events. This prohibition includes possession in any vehicle at or in any location owned, leased, or used by Northeast Iowa Community College or at any College-sponsored activities or events. Weapons include, but are not limited to: knives, guns, firearms, BB guns, tasers or simulations of any such items (devices that appear to be real). A weapon may also include an object designed for use or used in a manner to inflict harm to a human being or animal or to damage property.**
- I. Off-campus conduct which directly and/or adversely disrupts or interferes with the educational or other function of the College.**

- J.** Verbal abuse, humiliation, intimidation, stalking or harassment of any person of the College community.
- K.** Dishonesty in any form at any time during the college process. This includes cheating, plagiarism, forgery, falsification of records, misrepresentation, and lying.
- L.** Unauthorized use or possession of property belonging to the College or any agency/ person on campus.
- M.** Inappropriate use of college technology *(See Computer Systems Acceptable Use Policy)*.
- N.** Tobacco use on College property *(See Tobacco-Free Policy)*.
- O.** Violation of any local, state, or federal law as evidenced by conviction.
- P.** Gambling at a College sponsored activity without specific authorization by the administration.
- Q.** Failure to comply with the directives of College personnel acting in the performance of their duties and/or failure to identify oneself to College officials when requested to do so.
- R.** Disorderly, lewd, indecent, or obscene conduct.
- S.** Operating a motor vehicle recklessly, so as to pose a threat to the safety of others, on campus or at College-sponsored activities off campus.
- T.** Violation of College policies or regulations supplemental to the Student Conduct Code, which are published in any other official College publication.

Investigation and Charge Procedures for Alleged Violations of the Student Conduct Code

A person may bring a conduct complaint against a student under these procedures within ten (10) business days of the discovery of the student's alleged violation of the Student Conduct Code. Student conduct complaints should be made in writing using the Misconduct Report Form and submitted to the Dean of Student Services/Associate Dean of Student Services who will review all behavioral misconduct complaints. Academic misconduct complaints will be reviewed

by the appropriate Academic Dean or CE Director. The Administrator will investigate and review the complaint to determine whether an informal resolution is possible, or whether formal charges should be instituted. Misconduct Report Forms may be obtained from the Academic Deans, the Dean of Student Services/Associate Dean of Student Services, or may be downloaded from Xpress Campus Shared Files. The involved student may request explanation of the investigation and charge process from the Dean/Associate Dean of Student Services.

Following the period of investigation, within five (5) business days of the filed complaint, the authorized Administrator will determine if evidence exists for formal charges to be brought against a student for a violation of the Student Conduct Code. If it is determined that formal charges should be brought, one of three procedures will be followed depending on the nature of the offense.

- 1.** Immediate interim suspension due to the threat of significant danger to the College community,
- 2.** Student Conduct Disciplinary Conference, or
- 3.** Student Conduct Disciplinary Hearing

In every occurrence, unless informally resolved, the Administrator shall send to the involved student a Notice of Charge letter within ten (10) business days of the receipt of Misconduct Report Form. This letter will detail the alleged violations of the Student Conduct Code, a summary of the alleged misconduct, the student's rights, the time and date of the disciplinary conference or hearing, and a copy of the Student Conduct Code. The Notice of Charge letter shall be sent by personal service or registered mail to the student's last known address, as self-reported to the College.

Charges that were brought due to the threat of significant danger to members of the College community may result in an immediate interim suspension of the student. Cases that could lead to student suspension from the College will be heard by the Student Conduct Disciplinary Hearing Board. The College Administrator or involved student may

request to move a Disciplinary Conference directly to the Student Conduct Disciplinary Hearing Board. Any Disciplinary Conference or Hearing will be held with the involved student within fifteen (15) business days of the receipt of the Misconduct Report Form. If expulsion is warranted, the President will recommend this sanction to the Board of Trustees for action.

If the student charged cannot appear at the time specified, the student must contact the Administrator conducting the Disciplinary Conference or Hearing at least two (2) business days before the conference is scheduled to arrange a different time. If the student has not contacted the appropriate Administrator and/or does not appear at the conference or hearing, a decision of non-responsibility or of responsibility will be made and appropriate sanctions will be determined.

Significant Danger to the College Community

An Administrator may take immediate disciplinary action by suspending a student from classes, from the campus, or otherwise alter the status of a student when a student's behavior, actions, or continued presence may constitute a significant danger to the student, others, or College property. An interim suspension remains in effect until the conclusion of the disciplinary process or the student is notified otherwise in writing. Prior to suspension of a student, the authorized administrator will give the student verbal notice of the alleged violation and an opportunity to provide an immediate response to the allegation. The Administrator will file a written Misconduct Report Form of the alleged student conduct violation with the Dean of Student Services immediately. Interim disciplinary actions may include:

- A.** Holds on student records, registration, new financial aid awards or transcripts.
- B.** Disciplinary removal from class, offices, College activities, clinical sites or any NICC related facility.
- C.** Interim suspension from the College. Causes for interim suspension include, but are not limited to, the following:

1. An attempt of bodily harm to anyone on campus.
2. Illegal possession, use, sale, or purchase of drugs on campus.
3. Use or possession of firearms, ammunition, dangerous weapons, substances, or materials (*except as expressly authorized by the College*); or bombs, explosives, or explosive, incendiary devices prohibited by law.
4. Destruction or theft of College property or another person's personal property.
5. Possession of intoxicating beverages on campus.
6. Any activities causing a major disruption or disturbance.
7. Extreme verbal harassment or abuse of anyone on campus.
8. A violation of the Student Conduct Code which the Administrator considers a serious violation.

If the Student Conduct Disciplinary Hearing Board rules that no violations were found to have occurred, the student will be permitted to make up class work required for satisfactory completion of a course or courses begun prior to the beginning of the disciplinary process.

Student Conduct Disciplinary Conference or Hearing

The disciplinary processes conducted by the Administrator or the Student Conduct Disciplinary Hearing Board are not quasi-judicial proceedings. Therefore, an advocate may be present (at the student's expense) to advise and support the student, but may not actively participate by questioning witnesses, cross-examining witnesses or other participants, or formally addressing the Student Conduct Disciplinary Hearing Board. The role of the advocate is to advise the student, and assist the student in performing such questioning. The standard of evidence for decisions made at a Student Conduct Disciplinary Conference or Hearing will be based on the preponderance of evidence. A preponderance of evidence is defined as evidence indicates the offense was more likely than not to have occurred.

Disciplinary Conference

Alleged violations that may warrant suspension will be adjudicated in a disciplinary conference between an Administrator and the student. No other witnesses need be present, but students are permitted to bring an advocate and the Administrator may have another College official present at the proceeding.

At the disciplinary conference, the Administrator will review the charges, evidence, and student's rights with the involved student. The student will have an opportunity to present any evidence or testimony on their behalf. After reviewing the evidence and hearing from the student, the appropriate Administrator will determine if the student is responsible or not responsible for the alleged violation.

Disciplinary Hearing

Alleged violations that may warrant suspension may be heard in a Disciplinary Conference before the Administrator. The involved student or the Administrator may choose to move the procedure directly to the Student Conduct Disciplinary Hearing Board. The procedure for a case to be heard before the Student Conduct Disciplinary Hearing Board follows.

The Student Conduct Disciplinary Hearing Board will consist of five members, with the Campus Provost serving as the Chair and having a representative from Faculty, Student Services, Support Staff, and the Student Government (iMPACT). Committee members are selected and trained by the Dean of Student Services and membership may vary from case to case. The Student Conduct Disciplinary Hearing Board will hear all evidence in the case including witness testimony and supporting documentation. They will make the decision whether the student is responsible or not responsible for the alleged violations and, if found responsible, will determine the appropriate sanction. The Student Conduct Disciplinary Hearing Board may exclude irrelevant, immaterial, or unduly repetitive information.

The involved student must furnish in writing to the Administrator, at least five (5) business

days before the hearing date, the names of witnesses that he or she wants ordered to appear, the name of legal counsel, if any, who is to appear with him or her, and any objection that, if sustained, would postpone the hearing. If the student has not contacted the Administrator within five (5) business days before the hearing and/or does not appear at the hearing, the Student Conduct Disciplinary Hearing Board may make a decision of responsibility or non-responsibility and apply an appropriate sanction.

The Administrator reviewing the alleged misconduct may request that College personnel be present during a hearing without consultation with the student. Additionally, College personnel serving as witnesses may have their supervisors present during a hearing while testimony is being given.

The Administrator will present the College's case and shall offer information, which may include written testimony and witnesses in support of the charge. The student charged may then present his or her case and may offer information, which may include written testimony and witnesses in his or her behalf.

Any student who is found to have violated the Student Conduct Code may be subject to one or more sanctions listed in section V. The decision as to whether a student is responsible for a student conduct violation and the appropriate sanction, if any, will be sent to the student within five (5) business days of the conference by personal service or registered mail at the last known address self-reported by the student. The decision is effective upon the date the notification was written. A copy of the letter will be sent to the Vice President of Academic Affairs and a copy placed in the student's disciplinary file maintained by the Dean of Student Services.

A student has the right to appeal the decision of a Disciplinary Conference or Hearing by following the established Appeal Process.

Student Rights at a Student Conduct Disciplinary Hearing

- A. Right to a hearing;
- B. Right to notice of charge and summary of facts in the case;

- C.** Right to have an advocate present during the hearing;
- D.** Right to attend the hearing and present on their behalf;
- E.** Right to refuse to participate in the hearing;
- F.** Right to present summary of the case from their viewpoint;
- G.** Right to present documentary, testimonial, or physical evidence;
- H.** Right to call witnesses who have a direct bearing on the case;
- I.** Right to submit questions for witnesses;
- J.** Right to be notified of the Student Conduct Disciplinary Hearing Board's decision based on the evidence presented at the hearing and evaluated by the standard of preponderance of the evidence;
- K.** Right to be notified in writing of the final decision of the hearing;
- L.** Right to an appeal of the final decision.

Student Conduct Disciplinary Hearings are closed to the public unless otherwise requested by the student. Privileged communications between a student and a member of the professional staff where such communications were made in the course of performances of official duties and when the matters discussed were understood by the staff member and the student to be confidential, as well as those communications which are privileged by law shall not be introduced as evidence before the Student Conduct Disciplinary Hearing Board without the written permission of the student.

Expulsion from the College

The College is committed to taking all reasonable steps to ensure students have the opportunity to successfully complete their programs. Students who do not support the academic and ethical goals of the College for themselves and their fellow students may be subject to penalties, up to and including expulsion. In general, the College will attempt to resolve a situation without expulsion. Verbal warnings, written warnings, probation and suspension may precede this final and most serious of actions. Where the College deems the integrity, safety or well being of

the College, students, staff, clients, visitors and other guests is in danger, then expulsion may be applied at the College's discretion at any point in the process.

A student who is recommended for expulsion by the Hearing Board will be sent a Notice of Expulsion letter from the Vice President of Academic Affairs within five (5) days of the decision. This letter will detail the violations of the Student Conduct Code and the rationale for the decision. The Notice of Expulsion letter will be sent by personal service or registered mail to the student's last known address, as self-reported to the College.

A student recommended for expulsion may appeal this decision to the College President within three (3) business days of receipt of the Notification of Expulsion letter and only if the student can prove one of two legitimate grounds for appeal as stated in this document. If the student has not contacted the College President within three (3) business days or does not have grounds for appeal, the College President will present the case to the Board of Trustees who will review the charge and impose the sanction.

A student who is expelled from NICC will be considered withdrawn from his/her program on the effective date of the expulsion. Settlement of the student's account will be completed under the NICC Tuition Refund Policy. A student who is expelled is responsible for returning any College property in his/her possession within three (3) business days of the expulsion and will be held financially responsible for any property not returned in good condition.

Sanctions for Student Conduct Code Violations

Any student who is found in violation of the Student Conduct Code will be subject to one or more of the following sanctions:

A. Warning – a written reprimand to the student to whom it is addressed. This written warning serves to remind the student that further violation of the Student Conduct Code may result in more serious sanctions. A record of the disciplinary action is kept in the student's disciplinary file and maintained by the Campus Provost.

B. Conduct Probation – a period of time during which the student must demonstrate his/her ability to comply with the Student Conduct Code, all College policies, and other requirements stipulated for the probation period. Conduct probation may be imposed for a period of up to one calendar year. At the completion of the period of probation, the student must meet with the Dean/Associate Dean of Student Services who will determine if the requirements stipulated for the probation period have been met. If the stipulations have been met, the student will be removed from probation. If the stipulations have not been met, the student will remain on probation for a period of up to one additional calendar year or be placed on suspension status.

C. Restitution – reimbursement for damage to or misappropriation of property. Reimbursement may take the form of payment for a repair or replacement of the damaged property.

D. Suspension of Rights and Privileges – a penalty which may impose limitations or restrictions to fit the particular case.

E. Suspension of Eligibility for Official Extra Curricular Activities—prohibits, during the period of suspension, the student on whom it is imposed from joining a registered student organization, taking part in a registered student organization's activities, or attending its meetings or functions, and from participating in an official extra-curricular activity.

F. Educational Sanctions—a requirement to participate in a project, counseling or other College-/community-sponsored activity that is relevant to the nature of the offense and at the student's expense.

G. Community Service — a student may be required to perform service to the College or the community in lieu of another sanction.

H. Suspension from the College—suspension for no less than the remainder of the term and not to exceed one (1) calendar year, prohibits the student on whom it is imposed from entering College property except in response to a request of the College, and from registering, either for credit or non-credit work, at the College. Students must notify

the Dean/Associate Dean of Student Services before re-entering the College after any suspension.

I. Grade Reduction — students found responsible for academic misconduct, such as plagiarism or cheating, may receive a failing grade for the particular assignment, paper, test etc. or a failing grade for the course.

J. Recommendation for Expulsion — the College Student Conduct Disciplinary Hearing Board or Administrator may recommend expulsion to the Vice President of Academic Affairs who will serve the student with a Notice of Expulsion. Once informed by the VPAA, the College President will schedule the matter for decision by the Board of Trustees.

Any disciplinary action taken by the College is effective on the date the notification is written. A copy of the notification will be placed in the student's disciplinary file maintained by the Dean of Student Services. If the suspension sanction is imposed from a violation of the Student Conduct Code, the student will be required to notify the Dean of Student Services before re-entry to the College.

Appeal Process

The student has the right to appeal the decision resulting from a Student Conduct Disciplinary Conference or Hearing. The request for an appeal through a formal process must be made, in writing, to the Vice President of Academic Affairs within ten (10) business days of receiving the decision. The student request for appeal must include the student's name, date of the decision for disciplinary action, and the reason for appeal. Appeals must be based on one or more of the following reasons:

- A.** The student's due process rights were substantially violated in the process.
- B.** There is new information that could not have been presented at the time of the hearing.

If a written notice of appeal of a Disciplinary Conference or Conduct Hearing Board decision is not received by the Vice President of Academic Affairs (or designee) within ten (10) business days of the written decision or the reason for appeal is not based on

above factors, the written decision will be final and the student's right to appeal will be deemed waived. Failure to comply with appeal procedures will render the original decision final. In the event of extenuating circumstances, an extension in time may be requested by the College or by the involved student. Students request for extension can be made by submitting a written request to Vice President of Academic Affairs.

Any sanction(s) imposed as a result of the Student Conduct Disciplinary Conference or Hearing will remain in effect during the appeal process.

Rationale for the appeal decision and resulting sanctions will be delivered to the student by personal service or registered mail to the student's last known address, as self-reported to the College, within five (5) business days of the receipt of the appeal. The appeal decision of the Vice President of Academic Affairs and resulting sanctions will be considered final. A copy of the decision will be placed in the student's disciplinary file and maintained by the Dean of Student Services.

Disciplinary Record Retention

Student Conduct Conferences and Hearings will be audio recorded and a copy of the recording will be maintained for five years. All recordings and documents are the property of Northeast Iowa Community College and will remain at the College. An involved student who requests access to the official recording will be allowed access on College property only and in the presence of a College official. Any request for audio transcription will be prepared at the expense of the involved student.

If disciplinary action is taken and sanction(s) imposed, all records of the case will be placed in the student's disciplinary file maintained by the Dean of Student Services. The Administrator, Campus Provost, Vice President of Academic Affairs or President will have full access to the student's disciplinary file.

Disciplinary actions are a part of the student's educational record and, therefore, are not available for public disclosure or discussion. The College will not disclose student disciplinary records outside the College,

except as allowed by law, without prior written permission from the student.

Disclosure of student's disciplinary records without consent is permitted by law when other College officials are deemed by the College to have legitimate educational interests. This includes any College staff, a person or company with whom the College has contracted, or a person serving on the Board of Trustees.

College Communications

The College will communicate with accepted and enrolled students in a variety of methods. It is the college's policy that electronic mail (email) be an official communication mechanism with students. Students have a right to accurate and timely information regarding matters affecting their education. Students should expect to receive information regarding academic records, financial aid, billing, advising registration and other college information via the college sponsored email system. All students are assigned an official Northeast Iowa Community College email address (username@nicc.edu) and all electronic mail from the college is sent to this address.

Along with other forms of communication, students are responsible for receiving, reading, complying with and responding to official email communications from the college. A student's failure to receive or read in a timely manner official communications sent to the student's official email address does not absolve the student from knowing and complying with the content of the official communication. In recognition that certain communications may be time-critical, students are expected to review their official email address and announcements on Xpress, the official college web portal, on a frequent and consistent basis in order to stay current with college communications.

Computer Systems Acceptable Use Policy

This policy is designed to guide students, faculty, and staff in the acceptable use of computer and information systems and networks provided by NICC. The policy is the application of the following NICC principles that are at the core of the NICC Community College identity:

- respect and regard for every person
- wise use of public resources
- academic freedom

Ethical and legal standards that apply to information technology resources derive directly from standards of common sense and common courtesy that apply to the use of any shared resource. The campus computing community depends first upon the spirit of mutual respect and cooperation that has been fostered at NICC to resolve differences and ameliorate problems that arise from time to time.

These guidelines are published in that spirit. Their purpose is to specify user responsibilities in accordance with the Proper Use policy and to promote the ethical, legal, and secure use of computing resources for the protection of all members of the NICC computing community. The college extends membership in this community to its students and employees with the stipulation that they be good citizens, and that they contribute to creating and maintaining an open community of responsible users.

Guiding Principles for the Use of All College Resources

Purpose of College Computing Resources:

Northeast Iowa Community College computing facilities exist to provide computing services to the College community in support of instructional, research, and College business. The guidelines are intended to improve the computing services offered and provide these services in a cost-effective manner

Academic Freedom: Consistent with other College policies, this policy is intended to respect the rights and obligations of academic freedom. As with all College resources, the

NICC community is encouraged to make innovative and creative use of information technologies in support of education and college services. Access to information representing a multitude of views on all issues should be allowed for the interest, information and enlightenment of the NICC community.

Copyright and Non-discrimination: The College policy recognizes that the purpose of copyright is to protect the rights of the creators of intellectual property and to prevent the unauthorized use or sale of works available in the private sector. Also consistent with other College policies, an individual's right of access to computer materials should not be denied or abridged because of race, creed, color, age, national origin, gender, sexual orientation, or disability.

Cautionary statement: The College cannot protect individuals against the existence or receipt of material that may be offensive to them. Those who make use of electronic communications are warned that they may come across or be recipients of material they find offensive. Those who use e-mail and/or make information about themselves available on the Internet should be forewarned that the College cannot protect them from invasions of privacy and other possible dangers that could result from the individual's distribution of personal information.

Consideration for others: The computing and network facilities of the College are limited and should be used wisely and carefully with consideration for the needs of others and the public nature of the College. Computers and network systems offer powerful tools for communications among members of the community and of communities outside the College. When used appropriately, these tools can enhance dialog and communications. When used inappropriately, however, these tools can infringe on the beliefs or rights of others, or the public purpose for which they were created.

Responsibilities of Users of NICC Computing Resources

The following examples, though not covering every situation, specify some of the

responsibilities that accompany computer use at NICC and/or on networks to which NICC is connected. Use of NICC's computer facilities implies consent with these policies.

1. Access to computing resources shall be authorized at a level to perform the educational or job function required by an individual.
2. NICC computing and network resources are to be used for College-related communication, instruction, services, enrichment, dissemination of academic information, and administrative activities.
3. Users are expected to respect the rights of other users; for example, users shall not engage in private or public behavior that creates an intimidating, hostile, or offensive environment for other users. Users shall not intentionally develop or use programs that harass other users, infiltrate a computer or system and/or damage or alter the hardware or software components of a computer or system.
4. Users may not encroach on others' use of computer resources. Such activities would include, tying up computer resources for game playing or other trivial applications; sending frivolous or excessive messages, including chain letters, junk mail or unsolicited advertising, or other types of broadcast messages, locally or over the Internet; intentionally introducing any computer viruses or other rogue programs to the NICC system causing physical or functional damage to systems. To respect the shared nature of the computing resources users shall not engage in deliberately wasteful practices such as printing large amounts of unnecessary documents.
5. Users are responsible for using software and electronic materials in accordance with copyright and licensing restrictions and applicable College policies. NICC equipment and software may not be used to violate copyright or the terms of any license agreement.
6. Users may not attempt to modify or crash the College system or network facilities. Users may not attempt to break into the accounts of other users at NICC or on the Internet.

7. Students, staff, faculty and guests of NICC may not install software on any college computer or on the college network. Installations on the network and college computers are the responsibility of NICC Computer Information Systems. Only college-licensed software may be used on NICC computers and network.

8. Users of NICC's network may not connect non-NICC hardware to the secure side (wired or secured wireless) of the network without prior written approval from Computer Information Systems personnel. Personal wireless computers may connect to the open (unsecured) wireless network only. Users may not connect wireless access points or wireless range extenders to any part of the NICC network, nor configure a system as a bridge between the secured and unsecured networks.

9. User privileges on NICC computers are set to not allow hardware installation. Limited support for personal devices (such as USB mass storage devices) is built into the operating system and/or the system image. Since the combination of different types of personal devices and hardware ports is virtually unlimited, only specific brands and models of some devices may be attached to NICC computers. Information about these devices is available from Computer Information Systems.

10. College computing facilities are a public resource and may not be used for personal profit nor for mass mailing of personal advocacy positions. Examples include, but are not limited to, mailing to college "All" lists such topics as For Sale, Wanted, or Business Service adds or political position advocacy messages.

11. Users must remember that information distributed through the College's networking facilities is a form of publishing. For example, anything generated at NICC that is available on the Internet represents NICC and not just an individual. Even with disclaimers, the College is represented by its students, faculty and staff, and appropriate language, behavior and style is warranted.

12. NICC does not agree to unconditionally deliver all mail addressed to its users. All

inbound email destined for staff and student NICC email accounts is subject to automated filtering. The goal of this filtering is to prevent dissemination of spam – both pornographic and non-pornographic mass mailing – which clogs email systems. Filtering is performed automatically by a computer acting on rules set up to detect spam. It is therefore possible that some mail bound for NICC users will be rejected even if it does not qualify as spam, if it comes from a mail server known to be used by spammers.

Administration and Implementation

Communication and projects carried on by NICC staff through College resources are assumed to be business and professional matters. The college respects users' confidentiality and privacy. However, the College reserves the right to examine all computer files if it becomes necessary for significant reasons such as the following:

- to enforce its policies regarding harassment and the safety of individuals
- to prevent the posting of proprietary software or electronic copies of electronic texts or images in disregard of copyright restrictions or contractual obligations
- to safeguard the integrity of computers, networks, and data either at the College or elsewhere
- to protect the College against seriously damaging consequences

The College may restrict the use of its computers and network systems for electronic communications when faced with evidence of violation of College policies, or federal, state, or local laws. The College reserves the right to limit access to its networks through College-owned or other computers, and to remove/limit access to material posted on NICC-owned computers.

All users are expected to conduct themselves consistent with these responsibilities and all other applicable College policies. Abuse of computing privileges will subject the user to disciplinary action, as established by the applicable operating policies and procedures of the College. When appropriate, temporary

restrictive actions will be taken by system or network administrators pending further disciplinary action and the loss of computing privileges may result.

NICC and users recognize that all members of the College community are bound by federal, state, and local laws relating to civil rights, harassment, copyright, security and other statutes relevant to electronic media. It should be understood that this policy does not preclude enforcement under the laws and regulations of the United States of America or the State of Iowa.

Copyright Infringement

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.



Financial **Aid**

Financial Aid Eligibility

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Validity of High School Diploma Policy and Procedure

student driven...community focused

Financial aid programs are available to help students finance their college education. Through coordination with federal, state, and other agencies, assistance is available through grants, loans, student employment, scholarships, and sponsorships. All students who possess a high school diploma, high school equivalent diploma (GED), have successfully completed at least six college credits, or who can demonstrate an ability to benefit, may apply for financial aid. The financial aid staff at Northeast Iowa Community College are pleased to answer questions, provide information, and assist students so they may achieve their educational goals.

The Financial Aid Office sends announcements and notifications regarding satisfactory academic progress, loans, awards, and other important financial aid information via the student's college email account. It is the student's responsibility to read their college email on a regular basis.

Financial Aid Eligibility

- U.S. citizen or eligible non-citizen
- Demonstrate financial need
- High school diploma, GED, have successfully completed at least six college credits, or pass an ability to benefit placement test approved by the U.S. Department of Education
- Maintain satisfactory academic progress
- Accepted into a degree/diploma program
- Possess a valid Social Security Number
- Register with the Selective Service, if required
- Does not owe a refund on a federal grant or is not in default on a federal educational loan

How to Apply for Federal and State Financial Aid

1. Complete the Free Application for Federal Student Aid (FAFSA), available at www.fafsa.gov. All students must apply for financial aid after January 1 of each year. It is recommended that the FAFSA be completed as soon as possible after this date since some financial aid funds are administered on a first-come, first-served basis. The FAFSA year begins

with the fall term and includes the following spring and summer terms. The previous year's income tax form, W-2's, and other related personal financial information will be required to complete the application. Students are encouraged to keep a copy of their completed financial aid application (FAFSA).

The information reported on the FAFSA is used to calculate an expected family contribution (EFC). The difference between the cost of education (*tuition, fees, books, room, board, etc.*) and the EFC is what determines the type and amount of financial aid for which you qualify.

Cost of Education

- Expected Family Contribution (EFC)
- Financial Need (*The maximum amount of financial aid for which you may qualify.*)

Students/families may obtain the booklet, "**Expected Family Contribution (EFC) Formulas**", that describes how the EFC formulas are calculated by writing to:

Federal Student Aid Information Center
P.O. Box 84
Washington, DC 20044

2. The student and NICC will receive a Student Aid Report (SAR) from the government processor. The SAR is your official record confirming that the federal processor received your FAFSA. Review your SAR for any errors.

NICC will review the SAR and may request additional information from the student (*verification of data, etc.*) Students must submit all documents requested by the Financial Aid Office in order to complete the award process.

3. The Financial Aid Office will process students who are eligible for financial aid and email students a link to access their award letter. The award letter indicates the type and amounts of financial aid that they may be eligible to receive. (*Amounts indicated on the award letter are based on full-time status for students who are in good academic standing.*)

4. If the student wishes to borrow federal direct student loans, he/she will need to complete the following three electronic forms: Loan Request Form, Loan Entrance Counseling, and Master Promissory Note. To

complete these three electronic forms, follow the instructions on the student's award letter, or visit www.nicc.edu/loans.

Financial Aid Eligibility Notes

- Federal student loans must be repaid. Students must be enrolled at least half-time (*six credits in fall, six credits in spring, five credits in summer*) to qualify for a federal loan.
- Students who are enrolled less than half-time may be eligible for the Pell Grant and some other federal student aid on a prorated basis.
- Students who have received a Bachelor's Degree are not eligible for the Pell Grant, but may be eligible for other federal student aid.
- Students attending two schools in the same enrollment period must inform both Financial Aid Offices. Students cannot receive federal aid from two schools at the same time.
- A student convicted of drug distribution or possession while receiving financial aid may not be eligible for federal financial aid.

Types of Financial Aid

NICC administers a variety of student financial aid programs to help students finance their college education. These programs include:

Federal and State Grants (2011-2012):

Pell Grant: A Pell Grant is gift aid that is not repaid. The federal government determines student eligibility and the actual amount is determined by a standard formula when the FAFSA is completed.

Supplemental Educational Opportunity Grant (SEOG): A SEOG grant is gift aid that is not repaid and is awarded to students who qualify for the Pell Grant. Grant funds are limited and thus are awarded on a first-come, first-served basis.

Iowa Grant: The Iowa Grant is awarded to exceptionally needy students who are residents of Iowa. Grant funds are limited and thus are awarded on a first-come, first-served basis. Students must file for their financial aid by July 1 to qualify for this grant.

Iowa Vocational – Technical Tuition Grant:

This state-funded program is need-based for Iowa residents enrolled in vocational, technical, and career option programs. Students must file for their financial aid by July 1 to qualify for this grant.

All Iowa Opportunities/All Iowa Foster

Care Grant: State funded grant programs available to Iowa residents who meet specified criteria. For more information and/or an application, visit www.iowacollegeaid.org

Federal and Private Loans

Federal Direct Subsidized Loan: Low-interest educational loan offered by the federal government which pays the interest while the student is enrolled at least half-time. Repayment begins six months after graduation or when the student drops below half-time. The loan amount is determined on the basis of financial need. Students must be enrolled at least half-time to receive this loan.

Federal Direct Unsubsidized Loan:

Low-interest educational loan offered by the federal government. The borrower is responsible for all interest which occurs during any enrollment, grace, or deferment period. Repayment begins six months after graduation or when the student drops below half-time. Students must be enrolled at least half-time to receive this loan.

Federal PLUS Loan: This program provides a parent with long-term loans from the federal government up to the student's cost of attendance less any financial aid.

Private Loan: Loans are available from many private lenders. Students should exhaust all other sources of financial aid before taking out a private educational loan.

Loan Disbursement: Loans are applied to the student's account and/or are disbursed to the student based on the enrollment status of the student at the time of disbursement. Federal regulations require students to be at least half-time (*six credits in fall or spring, five credits in summer*). Example: If a student begins the semester with three credits, but has a late-start class that is three additional credits, the student's loans will not be disbursed until 10 days after the late start class begins, thus moving the student from three credits to six (*half-time*).

Work Study Program

Federal, NICC Work Study, Community Service and America Reads: Work Study is an opportunity for students to work up to 20 hours per week, possibly in an area associated with their academic program. Work Study offers flexible hours, hands-on experience, and an opportunity to earn a part-time income while in school. Work Study employment is based upon the student's determined need for financial assistance. Community Service Work Study and the America Reads Program are provided at off-campus locations such as elementary schools, libraries, and child-care centers and based on federal need. Work Study job openings and an application are located on Xpress. After logging in, click on Student Records and look for Work Study Information on the left side menu.

Scholarships

NICC Scholarships: Scholarships are offered each fall and spring. The deadline for fall scholarships is in May and the deadline for spring scholarships is in November. A listing of NICC scholarships and an application can also be obtained at www.nicc.edu/scholarships.

Dollars for Scholars: A program offered by many local community school districts that gives scholarships to graduating high school seniors. The NICC Foundation will match a Dollars for Scholars scholarship up to \$150 for a limited number of students who attend NICC. To receive a Dollars for Scholars match, a student must successfully complete at least one term at NICC and be making satisfactory academic progress.

Other Sponsorships/Assistance

Iowa Vocational Rehabilitation Services: An agency/program that assists individuals with disabilities in achieving their employment goals. Vocational counseling, job training, and placement assistance are some of the services available to eligible individuals. Financial assistance may be available for vocational or academic training. Consultation in accessing accommodations or assistive technology is available, as is referral to a Vocational Rehabilitation office.

Workforce Investment Act (WIA): May be able to provide financial assistance to persons who are unemployed or underemployed and to FIP recipients who are in need of retraining to upgrade their skills. Applicants must meet WIA guidelines to be determined eligible. Referral assistance to a WIA office is available.

Veterans Assistance: NICC is committed to serving those members of the community who have served or are serving in the military. NICC educational programs are approved by the Veterans Educational Unit of the Iowa Department of Education for the training of eligible persons under current GI Bill programs. The Registrar is available to assist veterans in the application process to ensure that their programs meet the guidelines of federal regulations.

Veterans, National Guard, and members of the Selected Reserves may be eligible to receive educational benefits while enrolled in and pursuing an approved program of education and training.

To be eligible for veterans educational benefits, a student must:

1. Be eligible under one of the benefit programs of the Department of Veterans Affairs
2. Be pursuing courses at least as a half-time student to receive monthly benefits
3. Maintain a 2.0 GPA
4. Pursue one major at a time
5. Take only courses applicable to the stated current major

Although veterans will not generally receive any VA benefits for at least six weeks after initial registration in a program, they are still expected to pay their tuition and fees when due or make other arrangements with the Business Office.

NICC certifying officials are required to report any changes in a student's enrollment status to the Veterans Administration. Students receiving VA benefits must maintain satisfactory academic progress and are expected to attend their courses. Attendance may be verified throughout the term. VA benefits will be interrupted if a student quits attending a course. Please refer to Academic and Attendance Policies

for Students Receiving Financial Aid for additional information. If students change their schedules or drop below full time, it is their responsibility to make sure that the Registrar's Office is aware of this fact. Students are responsible for any repayment of funds that they have already received if termination occurs because of non-attendance or withdrawal/drop from a course(s). Be aware that the Veterans Administration will not pay for students to retake a course that they have received a passing grade in, nor will they pay students for any advance credit they have received from prior education.

Iowa National Guard: The Iowa National Guard Tuition Aid Program (INGTAP) will assist in paying tuition for active members of the Iowa Army and Air National Guard. Eligibility for the tuition-assistance program is determined by the Adjutant General of Iowa and funding for the program is determined on an annual basis by the Iowa General Assembly. For more information and/or an application, visit www.iowacollegeaid.gov.

Financial Aid Lock Date

Financial aid is awarded to students based on their enrollment status in at the time of the "lock date." The "lock date" is the date in which a snapshot is taken of the number of credits you are registered for on that date. This snapshot is taken on the 15th day of the beginning of each semester. **Example:** if you are registered in 11 credits on the lock date, then your financial aid for the semester will stay at $\frac{3}{4}$ time even if you add one credit the next day. For fall and spring terms, 12 credits is full time, 9-11 credits is $\frac{3}{4}$ time, 6-8 credits is $\frac{1}{2}$ time, and 1-5 credits is less than half-time. For summer, 9 credits is full-time, 7-8 credits is $\frac{3}{4}$ time, 5-6 credits is $\frac{1}{2}$ time, and 1-4 credits is less than half-time.

Financial Aid Disbursement

All financial aid is first applied to a student's account to pay tuition, fees and bookstore charges. If you have financial aid remaining after your account has been paid in full, the

remaining aid will be sent to you in the form of a refund check. Refund checks are based on the enrollment status you are in and attending at the time of disbursement. If you are currently enrolled and attending all of your credits at the time of disbursement, you will only receive one financial aid refund check. (*Exception: see note at the end of this paragraph.*)

If you have a late start class that changes your enrollment status, then you may have additional financial aid that will be disbursed once that class starts. **Example:** You are taking 12 credits fall term. You are currently in nine credits and the other three begin next month. Your first financial aid refund check is based on the nine credits ($\frac{3}{4}$ time) that you are currently in. When you begin your three credit class next month, it will bump you to 12 credits (full-time) and the remaining financial aid refund will be sent to you. Federal regulations stipulate that students must be enrolled and attending at least half-time (*six credits in fall, six credits in spring, and five credits in summer*) in order to receive federal loans. Loans will not be applied or disbursed to a student until that student is registered and attending at least half-time. Therefore, if you have a late start class, your loan(s) will be withheld until your enrollment reaches half-time status. (*Note: Federal regulations require that federal loans that are requested for only one term must be disbursed in two disbursements.*)

Satisfactory Academic Progress Policy

NICC is required to monitor Satisfactory Academic Progress (SAP) for students who are receiving Title IV federal financial aid. If the satisfactory academic progress standards are not met, students receiving financial aid will be declared ineligible and the financial aid award(s) will be cancelled.

A student's satisfactory academic progress will be evaluated at the end of each academic term (fall, spring, and summer). NICC will implement the 2011-2012 Satisfactory Academic Progress regulations beginning with the summer 2011 term.

All transfer credit hours (both attempted and completed credit hours) that have

been accepted by NICC toward a student's academic program will be counted when evaluating a student's satisfactory academic progress. NICC assumes transfer students are making satisfactory academic progress.

Students who have Incomplete grades must submit the final grade to the financial aid office for review.

Students who are repeating a course(s) will have all credits counted toward SAP.

Students who withdraw or fail all credits within a term (zero percent successful completion) will automatically be placed on financial aid suspension.

It is the responsibility of each student to monitor and keep track of his/her academic progress and to notify the Financial Aid Office of any grade changes.

Upon evaluation of a student's satisfactory academic progress, a student will be assigned one of the following statuses.

OK

Student is meeting all satisfactory academic progress standards and is eligible to receive financial aid.

Financial Aid Warning

This is a warning to a student who is not meeting one or more of the satisfactory academic progress standards. The student remains eligible to receive financial aid, but needs to meet the academic progress standards the next term in order to maintain eligibility.

Financial Aid Suspension

Student is not meeting one or more of the satisfactory academic progress standards and is no longer eligible to receive financial aid.

Financial Aid Probation

Student is not meeting one or more of the satisfactory academic progress standards, was placed on Financial Aid Suspension, appealed their suspension status, had their appeal approved, and has had financial aid reinstated.

SAP Measurement and Calculation:

- Cumulative GPA Policy (Qualitative)

component): A student must maintain a 2.0 or better cumulative GPA. Students who fall below a 2.0 cumulative GPA will be given a Financial Aid Warning status the following term. If during this warning term the student raises his/her cumulative GPA to a minimum of a 2.0, the warning status will be removed for subsequent terms. If a student does not raise his/her cumulative GPA to a minimum of 2.0 during a warning term, he/she will be placed on financial aid suspension for subsequent terms. Students on suspension are ineligible to receive financial aid. If a student is on suspension and raises his/her cumulative GPA to a minimum of 2.0 or better, the suspension will be removed for subsequent terms and the student will again be eligible to receive financial aid.

- **67% Completion Policy (Quantitative component – student pace):** A student must successfully complete 67% or more of their cumulative attempted credit hours (cumulative number of credits the student has successfully completed divided by the cumulative number of enrolled credits as of the end of the tuition refund period) at the end of the term. Students who do not complete 67% of their enrolled credits at the end of the term will be given a Financial Aid Warning status the following term. If at the end of the warning term the student completes 67% of his/her cumulative attempted credits, the warning status will be removed for subsequent terms. If the student does not complete 67% of his/her cumulative attempted credits during the warning term, the student will be placed on financial aid suspension for subsequent terms. Students on suspension are ineligible to receive financial aid. If a student is on suspension and successfully completes 67% of his/her cumulative attempted credits the following term, the suspension will be removed for subsequent terms and the student will again be eligible to receive financial aid.

- **150% Completion of Program Policy (Maximum time-frame component):** To receive financial aid, a student must earn their degree within a maximum time-frame. The maximum time-frame for which students may receive financial aid is 150% of the published

length of the program's credit hours.

For example: the length of an Accounting Specialist Degree is 71.5 credits. $71.5 \text{ credits} \times 150\% = 107 \text{ credits}$. A student can receive financial aid for up to 107 credits in pursuit of this program. Credits earned at another institution that have been accepted by NICC as transfer credit are included in this total even if financial aid was not awarded for these credits.

When a student has attempted a total of 105% of their program's credits he/she will be given a Financial Aid Warning status the following term as a warning that the student is approaching the 150% maximum time-frame for completion. When a student has attempted 150% of their program's credits he/she will be placed on financial aid suspension for subsequent terms. Students on suspension are ineligible to receive financial aid.

SAP Appeal Process:

Students have the right to appeal if they are determined to be on financial aid suspension provided the institution and the student have followed the appeal process. Appeals will only be considered if there are extenuating circumstances such as death of a relative, injury or illness of the student, or other special situations. Students will be required to provide documentation that supports the special circumstances, as well as provide an explanation why he/she did not meet the satisfactory academic progress requirement and what has changed in the student's situation that will allow the student to meet the standards in the future.

1. Student is notified via their NICC Xpress email account by the Financial Aid Office once they are given a Financial Aid Warning status.
2. The student will be encouraged to meet with a counselor or academic advisor. This meeting is designed to help the student develop a plan for success, to review their education plan, and to discuss their satisfactory academic progress and related financial aid consequences.
3. At the end of the warning term, a review of the student's academic progress will take place to determine if the warning status can

be removed or if the student is to be placed on financial aid suspension.

4. If the student is placed on financial aid suspension, the student will be notified via their NICC Xpress email account by the Financial Aid Office.

5. A student may appeal their financial aid suspension by completing a Financial Aid Suspension Appeal Request form. This form is located online at www.nicc.edu/appeal

Note: In the email notification that the student receives, a deadline may be given that all appeal requests must be received by. Please be advised that appeal requests received after this deadline may not be considered until the following term. Students are encouraged to routinely check and read their NICC Xpress email for important college information and announcements.

6. Once the appeal request has been reviewed, a follow up email will be sent to the student notifying them of the outcome. If an appeal is not approved, the student will not be eligible for financial aid until the student meets the satisfactory academic progress standards.

If an appeal is approved, a determination will be made whether the student:

- A. Will be able to make SAP standards by the end of the term. In this case, the student will be placed on Financial Aid Probation status for one term and the student will have their financial aid reinstated.
- B. Will not be able to make SAP standards by the end of the term. In this case, the student will be required to meet with the NICC Counselor to develop an academic plan to ensure future success in meeting the satisfactory academic progress standards. Once the academic plan has been developed and signed, the student will be given a Financial Aid Plan status and the student's financial aid will be reinstated for subsequent terms. The student's Academic Plan will be reviewed at the end of each term. As long as the student continues to meet the terms of the academic plan, he/she will remain eligible to receive financial aid. If the terms of the academic plan are not met, the student will be

placed back on financial aid suspension and will no longer be eligible for Title IV federal financial aid until the student meets the satisfactory academic progress standards.

Financial Aid Appeal Process

Students have the right to appeal if they are determined to be on financial aid suspension provided the institution and the student have followed the appeal process. Appeals will only be considered if there are extenuating circumstances such as death of a relative, injury or illness of the student, or other special situations. Students will be required to provide documentation that supports the special circumstances, as well as provide an explanation why he/she did not meet the satisfactory academic progress requirement and what has changed in the student's situation that will allow the student to meet the standards in the future.

1. Student is notified via their NICC Xpress email account by the Financial Aid Office once they are given a Financial Aid Warning status.
2. The student will be encouraged to meet with a counselor or academic advisor. This meeting is designed to help the student develop a plan for success, to review their education plan, and to discuss their satisfactory academic progress and related financial aid consequences.
3. The student is still considered to be in a warning status until the reason for the warning is fully corrected.
4. At the end of the warning term, a review of the student's academic progress will take place to determine if the warning status can be removed or if the student is to be placed on financial aid suspension.
5. If the student is placed on financial aid suspension, the student will be notified via their NICC Xpress email account by the Financial Aid Office.
6. A student may appeal their financial aid suspension by completing a Financial Aid Suspension Appeal Request form. This form is located online at www.nicc.edu/appeal

Note: In the email notification that the student receives, a deadline may be given that all appeal requests must be received by. Please be advised that appeal requests received after this deadline may not be considered until the following term. Students are encouraged to routinely check and read their NICC Xpress email for important college information and announcements.

7. Once the appeal request has been reviewed, a follow up email will be sent to the student notifying them of the outcome. If an appeal is not approved, the student will not be eligible for financial aid until the student meets the satisfactory academic progress standards.

If an appeal is approved, the student will be required to meet with the NICC Counselor to develop an academic plan to ensure future success in meeting the satisfactory academic progress standards. Once the academic plan has been developed and signed, the student will be given a Financial Aid Plan status and the student's financial aid will be reinstated for subsequent terms. As long as the student continues to meet the terms of the academic plan, he/she will remain eligible to receive financial aid. If the terms of the academic plan are not met, the student will be placed back on financial aid suspension and will no longer be eligible for Title IV federal financial aid until the student meets the satisfactory academic progress standards.

Attendance Policy

Federal regulations require NICC to monitor attendance in order to implement the U.S. Department of Education's Title IV Funds policy. The policy allows the federal government to collect unearned financial aid for the period of non-attendance, including financial aid that has already been disbursed to a student.

Faculty will notify the Financial Aid Office of the last date of attendance for all students who are receiving a failing grade at the end of the term. Students who fail all coursework in a given term and did not attend class prior to the 60 percent completion date for the term

will be subject to the Return of Title IV Funds Policy as described in this catalog.

Return of Title IV Funds (Student Financial Aid)

A student earns aid based solely on the length of time he/she attends. Until a student has passed the 60% point in the term, only a portion of the student's disbursed aid has been earned. If a student completely withdraws or is expelled prior to the 60% point, then the Return of Title IV funds policy applies.

Title IV funds refer to the federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and include the following programs:

Direct Unsubsidized Loans, Direct Subsidized Loans, Direct Plus Loans, Federal Pell Grant, Federal Academic Competitiveness Grant, and Federal SEOG. Though the federal Work Study program is also included in Title IV funds, it is not included when calculating the Return of Title IV funds.

A student starts the withdrawal process by notifying the Advising Office. (See Course Withdrawal Policy) The withdrawal date is the date on which the student starts the withdrawal process or the date that the student otherwise provides official notification to NICC of his/her intent to withdraw. However, if NICC can document an academically related activity different than the date the student officially withdrew, that date may be used. If a student leaves school and fails to follow the withdrawal process, then it is assumed the student withdrew at the midpoint of the period of enrollment. If NICC is able to document a date of academically-related activity that is later than the midpoint, this date may then be used to calculate the amount of Title IV funds that will be returned. The Financial Aid Office is responsible for the calculation of the amount of Title IV funds a student has earned at the point of withdrawal.

NICC will return any unearned aid that was applied to a student's institutional charges. The student must return any unearned funds. If a student owes, the student must

make satisfactory repayment arrangements either with the Business Office at NICC or the Department of Education. If the student fails to do so within 45 days, the student will be reported to the National Student Loan Data System and will become ineligible for future financial aid.

In accordance with Federal regulations, the student (*or parent for a PLUS loan*) must return unearned aid for which the student is responsible by repaying funds to the following sources in this order: Direct Unsubsidized Stafford Loan, Direct Subsidized Stafford Loan, Direct PLUS, Pell Grant, or FSEOG, and Other Title IV programs. Contact the NICC Financial Aid Office for further information or examples of refund calculations.

Code of Conduct for Educational Loans

Iowa Code Section 261E.2 and Title 34 of the Code of Federal Regulations, Section 601.21, require the development, administration, and enforcement of a code of conduct governing educational loan activities. Our officers, employees, trustees and agents, alumni association, booster club, and other organizations associated with Northeast Iowa Community College agree to the provisions of this Code of Conduct and will refrain from:

- Refusing to certify or delaying the certification of an education loan based on a borrower's choice of lender.
- Assigning a first-time borrower to a particular private education loan lender through the student's financial aid award or another means.
- Packaging a private education loan in a student's financial aid award, except when the student is ineligible for other financial aid, has exhausted his or her federal student aid eligibility, has not filed a Free Application for Federal Student Aid, or refuses to apply for a federal student loan.
- Accepting impermissible gifts, goods or services from a lender, lender servicer or guarantor. The institution may accept default prevention, financial literacy, or student

aid-related educational services or materials, or other items of a nominal value.

- Accepting philanthropic contributions from a lender, lender servicer, or guarantor that are related to the educational loans provided by the entity that is making the contribution.
- Serving on or otherwise participating as a member of an advisory council for a lender, lender affiliate, or lender servicer.
- Accepting from a lender or its affiliate any fee, payment, or other financial benefit as compensation for any type of consulting arrangement or other contract to provide education loan-related services to or on behalf of the lender.
- Accepting fees or other benefits in exchange for endorsing a lender or the lender's loan products.
- Requesting or accepting an offer of funds for private education loans from a lender in exchange for our promise to provide the lender with placement on a preferred lender list, or a certain number of volume of private education loans.

This institution is committed to providing the information and resources necessary to help every student achieve educational success. To accomplish this goal, the financial aid staff will consider each student's individual needs.

A comprehensive Code of Conduct detailing permissible and impermissible activities has been provided to all of our officers, employees, and agents. You may review the detailed Code of Conduct on our website at www.nicc.edu/financialaid.

Validity of High School Diploma Policy and Procedure

A high school diploma is a basic element of student eligibility for Title IV financial aid funding. Students claim eligibility by virtue of a high school diploma when they complete the FAFSA.

If either the Department of Education or NICC believe the high school diploma is not valid, the following process will occur in an effort to review and validate said diploma.

If the validity of a student's high school diploma is in question, the NICC Financial Aid Office will:

1. Send the student a missing information letter that requests a copy of the student's official diploma AND an official copy of the student's final transcripts that shows all the courses the student completed. The name, address, and phone number of the high school attended must be clearly identified on each document.
2. If the NICC Financial Aid Office requires additional confirmation that the student did in fact receive said diploma from the high school indicated, a letter and/or phone call may be made to the high school to verify and confirm the diploma's validity.
3. The NICC Financial Aid Office may require submission of an official copy of both the diploma and/or transcript directly from the school and may require said copies be sent under the authority of a certified Notary.

If the NICC Financial Aid Office determines the submitted diploma and transcript to be valid, the student's financial aid application will be processed and if he/she meets all other eligibility criteria, will be deemed eligible for Title IV financial aid funding while attending NICC.

If the NICC Financial Aid Office determines the submitted diploma and transcript to be invalid, or is unable to determine its validity, the student will be notified of other alternatives they have to establish eligibility. These include the passing of an approved Ability to Benefit test or the successful completion of at least six college credits that apply to a program at NICC.

Note: This policy and procedure does not apply to home-schooled students by virtue of the federal regulations.



Student **Resources**

Adult Transition

Bookstore

Cafeteria

Career Services

Child Development Center

Counseling

Disability Services

GED Program

Housing

Learning and Writing Center

Library

Parking

Student Identification Cards

Student Health/Insurance

Student Life

TRiO

Xpress

student driven...community focused

Northeast Iowa Community College takes pride in the quality and variety of resources and services available to help students reach their academic and personal goals. Faculty and staff work closely to determine the needs of each individual to optimize student success. Most student resources are provided at no cost and are readily accessible to all.

Adult Transition

The Adult Transition Center recognizes that learning is a lifetime process, and adults go through numerous transitions that may bring them back to college. But we don't think of it as going back, we think of it as moving forward. The Adult Transition Center serves adults considering starting or returning to college and nontraditional students currently attending NICC. Our goal is to help nontraditional students make their educational experience at NICC one of the most rewarding experiences of a lifetime.

The profile of a nontraditional student is continually evolving but may include students who simply delayed college, single parents, students in dual parent families, dislocated workers, veterans, individuals seeking second careers, and many others. The common thread nontraditional students share is the fact that multiple responsibilities and additional demands on their time, money and personal resources compete with academic needs and responsibilities.

Our services include workshops, career assessments, admission assistance, intake advising and course registration, career exploration and labor market information, assistance filing financial aid applications, scholarship assistance, informal counseling, referral to community resources and opportunities to connect with other nontraditional students and to connect with the campus community outside of classes. The Nontrad Network is the adult student organization on campus and is open to all nontraditional students. The Nontrad Network provides support, skill building and connections on campus.

Contact the Calmar Campus Adult Transition

Center at 800.728.2256, ext. 304 or the Dubuque Adult Transition Center at 888.642.2338, ext. 104.

Bookstore

Bookstores are located on both the Calmar and Peosta campuses. In addition to new and used textbooks they also offer school supplies, book bags, and a variety of NICC clothing, souvenirs, and gift items. Textbooks can also be purchased online from our Bookstores through "MyNICC" in Xpress, or through "Quick Links" at www.nicc.edu.

Cafeteria

Cafeteria services are provided for the convenience of students. Breakfast, lunch, and snacks are available on the Peosta Campus. Lunch and snacks are available on the Calmar Campus.

Career Services

Career Services offers career planning and job search assistance to students before and after graduation. Individuals who are uncertain about their career path can speak with career services about career options and NICC courses and programs. Career Services can also discuss informational interviewing and internships to aid in career exploration and job placement. Individual meetings and group seminars are provided to assist students with resumes, cover letters, interviewing, and other job-seeking skills. Job openings/internships are received from a variety of sources including local and regional employers, websites, Iowa Workforce Development, and faculty. Students have the opportunity to meet with employers and transfer colleges/universities who visit campus and set up informational booths or give presentations.

Additional resources available through Career Services can be found at www.nicc.edu/careerservices.

Career Assessment

Career Services actively assists students and the general public in career decision-

making. Career Services offices have career assessments to help you with your career decision making.

FOCUS Career Assessment

FOCUS CAREER V. 2 provides a self-guided, interactive program designed to help you select the right college major and plan your career based on your personal interests, values, skills, personality and aspirations. Visit www.nicc.edu/focus for more information.

Career Outreach

Career Outreach facilitates region-wide career development and employment services through a collaborative effort between NICC, Region 1 Iowa Workforce Development (IWD), district schools, and district businesses. Additionally, as part of NICC Excel, Career Outreach teams with Tech Prep and High School Relations to build educational partnerships with Region 1 IWD and businesses to provide career and educational opportunities for district high schools.

Child Development Center

Children between the ages of six weeks and ten years of age may enroll in the NICC Child Development Center on a first-come, first-serve basis. Enrollment is open to children of NICC students, staff, faculty and members of the surrounding communities. Enrollment is granted without discrimination in regard to sex, race, creed, national origin, or political beliefs. The centers are designed to provide low-cost, convenient, on-campus care of children. Application forms are available from the Child Development Centers on the Calmar and Peosta campuses.

Counseling

Northeast Iowa Community College offers free personal counseling to currently enrolled students. Services are coordinated through the college counselor. During the initial appointment, the counselor will assess the student's needs and recommend either follow-up counseling at the college or referral to an area service or agency.

Areas of assistance may include: stress management, anxiety, depression, time management, grief counseling, alcohol/drug issues, academic difficulties, eating disorders, gambling, financial hardship, and student success strategies.

For assistance, please contact the counselor in Student Services for your corresponding campus at:

Calmar Campus: 800.728.2256, ext. 263

Peosta Campus: 800.728.7367, ext. 215

Disability Services

Northeast Iowa Community College provides access, accommodations and advocacy for students who have disabilities. Examples include accessible textbooks, additional time on exams, test readers and sign language interpreters. If you would like to learn more about these services or how to request instructional accommodations, contact Disability Services on the campus you attend: Calmar Campus: 563.562.3263, ext. 258 Peosta Campus: 563.556.5110, ext. 280

GED Program

The General Education Development (GED) program prepares people who are sixteen or older but have not finished high school to get a GED diploma from the State of Iowa. The GED diploma shows a level of development comparable to that of a high school graduate. The five GED tests which make up the diploma (Reading, Writing, Math, Social Studies, Science) can be taken in English, Spanish, French, large print, or on audio-cassette tapes. Accommodations are available for individuals with a documented disability. For more information about the GED program, call 888.642.2338, ext. 100.

Housing

The college compiles a list of available housing in various communities within proximity of each campus. Housing costs vary depending upon the services provided. Housing information may be obtained from the Admissions Office or online at www.nicc.edu.

Learning and Writing Center

Individual and group instruction for students needing assistance with coursework is available at no cost. The centers help students improve in reading, writing, math, science, vocabulary, study skills, and other subjects.

The learning centers are located:

Calmar campus, Peosta campus, and the Dubuque Center for Education.

For more information call:

Calmar Campus: 563.562.3263, ext. 394/411

Peosta Campus: 563.556.5110, ext. 226

Dubuque Center: 563.557.8353, ext. 132

Library

Library staff collects and organizes information to support all programs of the college and leisure activities. Library staff will help you identify, locate, evaluate and use information resources. Visit www.nicc.edu/library to determine what resources are available on campus or electronically or to request materials through interlibrary loan.

Parking

Free parking is provided for students on both main campuses in designated areas. Appropriate information regarding parking permits and/or vehicle registration will be provided. A limited number of handicapped permit parking spaces are available for students with disabilities. NICC has adopted parking and traffic regulations in order to maximize safety and ensure access for emergency vehicles. Free parking is not provided at the Dubuque Center.

At the Calmar campus, students are asked to park in designated areas and vehicles must have a valid parking permit properly displayed. Parking permits are available free of charge in the Bookstore. The owner is responsible for lost permits. On the Peosta campus there are no designated or reserved parking areas. For both campuses, drivers are responsible for finding a legal parking space. Vehicles parked in unauthorized space will be ticketed and subject to fines and/or towing. Transcripts

and grades will not be released until all fines are paid.

Student Identification Card

All students who enroll in NICC programs and fulfill fee requirements must secure an identification card. Identification cards are issued during the first three weeks of each term, or by appointment, in the Student Life Office. Students must obtain an identification card during the first semester of enrollment, and a term sticker is required at the start for each term.

Identification cards are required in some clinical situations, for make-up testing, Learning Center check-in, to check-out library materials and to obtain academic and/or financial aid information from the Student Services Offices. In the event that an identification card is lost, stolen or destroyed, a duplicate card can be purchased in the Student Life Office. NICC student identification cards will also allow students free access to the Peosta Community Centre for Peosta students and the Ft. Atkinson Gym for Calmar students. Students can also purchase a discounted membership at the University of Dubuque, Chlapaty Recreation and Wellness Center. The card also can be used by students to secure discounts at participating area businesses. Please contact the Student Life Office for more information on memberships and discounts.

Student Health/Insurance

A referral will be made to a local medical facility should an emergency arise when it is necessary for an NICC administrator or faculty member to refer a student for medical services. However, if a student has another choice for medical services of an emergency nature, this request will be honored. The student and/or parents will be liable for the payment for such service.

Students are encouraged to enroll in a student health/insurance program to assure protection in the event of illness or injury if they are not covered under a current plan. Health insurance

brochures from a variety of companies providing no-cost or low-cost individual or family coverage are available in the Financial Aid Office.

Student Life

College is more than books and tests. It is an experience. We believe your experience at NICC can be the experience of a lifetime! But, as they say – “Life is what you make it,” so explore your interests, find new friends and make a difference by getting involved!

Activities

Flag Football
Basketball
BBQ's
Volleyball
Softball
Family Activities
Hypnotist
Bowling
Bus Trips
Musical Entertainment
Golf
Disc Golf
Dodgeball
Service Opportunities
Special Speakers
BINGO
Novelty Entertainment
Alternative Spring Break Trip

Diversity Council

The purpose of this organization is three-fold: 1. Raise awareness of intercultural issues at Northeast Iowa Community College, 2. Increase sensitivity and appreciation as a community strength and 3. Support the diversity related goals outlined in the NICC strategic plan. We aspire to bring awareness and skills to students, staff, faculty and the communities served by NICC, regarding race, ethnicity, national origin, marital or family status, religious preference, gender, sexual orientation, gender identity, health status, veteran status, abilities and age. Meetings are held monthly. All students, faculty and staff are encouraged to participate.

iMPACT

iMPACT is a unique and rewarding opportunity to develop skills while having fun and making a difference. iMPACT serves as the representative body for the students, while also programming the extra-curricular activities available to students. iMPACT is made up of four officers, as well as a team of volunteers. iMPACT is open to all students. Applications for the President of iMPACT, Vice President of Activities, Vice President of Publicity and Vice President of Community Service are taken in spring and fall. Depending on the quality of applications, positions may be filled in the spring or fall semesters. iMPACT executive officers are paid positions and are also eligible for a leadership scholarship at the end of every semester. Volunteer team members are highly valued and are invited to join at any time. If you are interested in applying for an officer position or volunteering, information is available in the Student Life Office.

Clubs, Professional Associations and Honor Societies

Joining a club, professional association or honor society at NICC provides students with an opportunity to develop leadership, teamwork, communication, and social skills. Taking part in group activities connects students with the campus culture and gets them engaged with others who have similar interests. A student group that is interested in becoming a registered NICC club with all of the associated benefits must pick up a club recognition application from the Student Life office. A student wishing to join a professional association can contact a faculty member of their program of interest. Students that are eligible for membership in honor societies will be invited to join by letter.

TRiO

TRiO – Student Support Services

(Peosta Campus Only)

TRiO – Student Support Services, a federally-funded program on the Peosta campus, provides free support services such as tutoring, advising, university transfer

assistance, success workshops, educational equipment and cultural activities to 160 eligible students. To be eligible for TRiO-SSS students must be enrolled full-time in a two-year program with plans to transfer, and meet one or more of the following criteria:

- Neither parent has a four-year degree
- Meets federal income guidelines
- Have a documented learning or physical disability

TRiO-SSS staff has the unique opportunity to work individually with students and to get to know each student on a first-name basis. Participants receive holistic support all the way through graduation from NICC to transfer to a four-year university. The office is open year-round. For more information call 800.728.7367, ext. 408.

TRiO- Upward Bound

TRiO – Upward Bound, a federally funded program at NICC, assists area high school students prepare for college. Upward Bound provides free services such as tutoring, mentoring, academic advising, ACT preparation, academic instruction in reading, math, science, and social studies, and assistance in applying for college and financial aid. Upward Bound participants also receive opportunities to participate in cultural field trips, college visits, and a six-week summer program. To be eligible for TRiO–Upward Bound, the student must meet one or more of the following criteria:

- Neither parent has a four-year degree.
- Meets federal income guidelines.

For more information about TRiO–Upward Bound, call:

Calmar Campus: 563.562.3263, ext. 440
Peosta Campus: 563.556.5110, ext. 327

Xpress

Xpress is the college portal to our online community. Students have access to many resources through Xpress including:

- Email
- Class schedules
- Personal and campus calendars
- Student records (*your final grades, transcripts, financial aid, GPA, profile, etc.*)

- Online courserooms (*including class tools: Message Board, Course Content, Assignments, Assessments, Shared Files, Attendance, Grades, etc.*)
- College news and information
- News feeds

Logging into Xpress

On Campus

Xpress will automatically launch when you log into the network. If you close the portal, launch "Mozilla Firefox" (*Preferred*) or "Internet Explorer" from your desktop and insert the following url: www.nicc.edu/xpress.

Off Campus

After connecting to the Internet and launching a web browser enter the following url: www.nicc.edu/xpress.

Log into Xpress using your Log In ID and Password.



Academics

General Education

Degree and Diploma Requirements

Program Length

Course Delivery Formats

Distance Learning

Standards of Academic Progress

Attendance

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Course Credit and Load

Proficiency Examinations

Credit for Military and Life Experience

Placement and Course Prerequisites

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Grading System

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Student Concerns

Classroom Visits and Field Trips

Transcripts

Graduation Requirements

Transfer of Credits

Family Education Rights and Privacy Act (FERPA)

student driven...community focused

General Education

General Education Requirements

Broadening an individual's knowledge and understanding of the world has long been an objective of higher education. General education at Northeast Iowa Community College (NICC) is designed to provide learning experiences that prepare you to assume a productive role as a citizen, to understand and function successfully in the modern world, and to prepare for lifelong learning. General education will provide breadth to the college learning experience and assist you in acquiring general knowledge, skills, insights, and sensitivity needed to function as an educated person in the contemporary world.

Philosophy Statement for General Education

NICC degree and diploma graduates should possess the knowledge, skills, and attitudes necessary to successfully function as members of society. The College affirms that general education imparts foundational knowledge, concepts, and attitudes that every educated person should possess; and that general education is a part of each degree student's course of study regardless of area of emphasis.

Education at NICC offers all students the opportunity and encouragement to become competent, responsible individuals with the ability to adapt to a changing workplace and to understand the importance of lifelong learning. Through a variety of teaching strategies, NICC faculty and staff assist students in acquiring the general and specific skills essential for success in work, career, and life.

Proficiency in the following objectives is gained cumulatively and requires both recursive and diversified learning opportunities. Differences in course content and presentation will provide different specific experiences while integrating these themes.

12 Common Student Learning Objectives

- Communicate effectively in oral and written discourse.
- Demonstrate insights into other cultural traditions and their interrelationships.

- Locate, interpret, and use information effectively.
- Analyze personal values and attitudes and demonstrate proactive interpersonal skills.
- Demonstrate critical thinking skills.
- Make ethical and moral decisions based on respecting the rights, values, and beliefs of others.
- Apply the principles of mathematics, science, and technology in personal, academic, and working-world situations.
- Express the impact of the fine arts, history, and literature in their lives and in the world community.
- Express their commitment to lifelong learning.
- Promote personal and community wellness.
- Develop competency in technical skills and general education skills to apply to the working-world.
- Apply technology to local and global changes in society, business, and industry

Selecting a Degree

The Associate in Arts and Associate in Science degrees are typically pursued when transfer to a four-year institution is likely. NICC recommends that students planning to transfer seek advice from the receiving institution to ensure the best possible transfer.

Curriculums leading to Associate in Applied Science (AAS) degrees are intense programs of study designed to prepare students for employment after graduation. Some majors may transfer to four-year institutions, and students planning to pursue a bachelor's degree should work closely with an academic advisor to plan for successful transfer of coursework. Degree requirements for the AAS include general education courses and specified courses in the chosen area of study, as well as specified and suggested electives. Students should consult an academic advisor regarding graduation requirements.

Technical Degrees

Northeast Iowa Community College (NICC) offers the Associate in Applied Science Degree and numerous vocational diplomas.

If you plan to transfer your community college credit to a four-year college, you should select courses to conform with requirements of the particular institution to which you intend to transfer. Consult your advisor any time you have doubts about course selection.

Degree and Diploma Requirements

NICC offers three associate degrees designed for transferring to another college or university:

- Associate in Arts degree (AA)
- Associate in Science degree (AS)

Within the Associate in Arts degree and Associate in Science degrees, you may choose the general AA or AS degree or from several options. NICC also offers the Associate in Applied Science degree, which is designed primarily to prepare graduates for immediate employment. In some instances, select AAS majors (*or portions thereof*) may be transferable to four-year institutions.

In addition to being properly registered, you are responsible for knowing the requirements for the degree you plan to obtain and for planning your schedule to meet those requirements. If you plan to transfer community college credit to a four-year college, you should select courses to conform with requirements of the particular institution to which you intend to transfer. Consult your advisor any time you have doubts about course selection.

General Degree Requirements

1. A minimum of 64 credit hours.
2. A 2.0 cumulative GPA and a passing grade in all required courses.
3. At least 18 credit hours must be earned at NICC. Individual departments may require specific courses to meet this requirement.
4. Demonstrated computer literacy is a requirement for graduation. This requirement may be met with SDV:200 or its equivalent as prescribed by specific majors.

Associate in Arts Degree (AA)

The Associate in Arts Degree program provides a course of study which, if satisfactorily completed, will readily transfer to most colleges and universities. College parallel-transfer curricula permit completion of the equivalent of the first two years of a bachelor's degree program in numerous institutions.

General education core courses completed for the degree are useful regardless of whether you terminate your formal education at NICC or continue your formal education at another college.

If you plan to transfer to a four-year college you should select courses to satisfy requirements of the specific institution to which you intend to transfer. Consult your advisor at the transferring four-year institution anytime you have questions about course selection.

The Associate in Arts degree is a useful beginning if you want to get a professional degree in business, education, engineering, social work, and other areas.

General Degree Requirements

1. A minimum of 64 credit hours. **Note:** Students not ready to begin college/transfer level writing and math courses may need additional prerequisite coursework that requires them to exceed the 64 credit hours minimum.
2. A 2.0 cumulative GPA and a passing grade in all required courses.
3. At least 18 credit hours must be earned at NICC. Individual departments may require specific courses to meet this requirement.
4. Demonstrated computer literacy is a requirement for graduation. This requirement may be met with BCA:112, BCA:212, SDV:200, or as prescribed by specific majors.

Specific Requirements for the Associate in Arts Degree

1. Meet minimum general education core requirements in each of the following areas:
 - (a) Communication: (*ENG:105, SPC:112, and ENG:106 or ENG:108*). **Credits: 9**
 - (b) Math and Science (transfer-level): Minimum of one Math and one Science

course (*BIO, CHM, ENV, MAT, PHS, PHY*). One science course must include a lab component.

Credits: 9

(c) Social Science (transfer-level): Select courses from at least two different disciplines in this teaching area: (*ECN, GEO, POL, PSY, SOC*).

Credits: 9

(d) Humanities (transfer-level): Select courses from at least two different disciplines: (*ART, ASL, CLS, DRA, FLS, HIS, HUM, LIT, MUA, MUS, PHI, REL*).

Credits: 12

One of the following Literature courses is required: LIT:101, LIT:110, LIT:111, LIT:142, LIT:145, LIT:186.

One of the following History courses is required: ART:203, ART:204, HIS:131, HIS:132, HIS:151, HIS:152, HIS:214/CLS:170.

(e) Additional hours in any combination from the above subject areas. **Credits: 5**

2. Remaining Requirements: These hours will be elective courses designed for transfer. A maximum of 4 hours of developmental or non-transfer courses in the arts and sciences (*Communication: COM, ENG, ESL, SPC; Math: MAT; Science: BIO, CHM, ENV, PHS, PHY, SCI; Social Science: ECN, GEO, POL, PSY, SOC; Humanities: ART, ASL, CLS, DRA, FLS, HIS, HUM, LIT, MUA, MUS, PHI, REL*) and Life Skills may be applied toward meeting the 64 credits required for the degree. A maximum of 16 hours of non-transfer level vocational-technical credits may also be used. (See the Course Classification System guide.)

Associate in Science Degree (AS)

The Associate in Science Degree is primarily designed to enable you to transfer your work to a four-year college or university for the purpose of earning a baccalaureate degree. This degree program also offers opportunities for personal enrichment or career enhancement and provides a foundation in mathematics and science designed for transfer in a prescribed area of specialization. You should choose an intended major at a transfer institution as soon as possible and select courses which are required for your major.

General Degree Requirements

1. A minimum of 64 credit hours. **Note:** Students not ready to begin college/transfer level writing and math courses may need

additional prerequisite course work that requires them to exceed the 64 credit hours minimum.

2. A 2.0 cumulative GPA and a passing grade in all required courses.

3. At least 18 credit hours must be earned at NICC. Individual departments may require specific courses to meet this requirement.

4. Demonstrated computer literacy is a requirement for graduation. This requirement may be met with BCA:112, BCA:212, SDV:200, or as prescribed by specific majors.

Specific Requirements for the Associate in Science Degree

1. Meet minimum general education core requirements in each of the following areas:

(a) Communication: (*ENG:105, SPC:112, and ENG:106 or ENG:108*). **Credits: 9**

(b) Math and Science (transfer-level): (*Math: MAT; Science: BIO, CHM, ENV, PHS, PHY*) One Science course must include a lab component.

Credits: 14

(c) Social Science (transfer-level): Select course from two different disciplines (*ECN, GEO, POL, PSY, SOC*). **Credits: 9**

(d) Humanities (transfer-level): Select courses from two different disciplines (*ART, ASL, CLS, DRA, FLS, HIS, HUM, LIT, MUA, MUS, PHI, REL*). **Credits: 6**

One of the following History courses is required: (*ART:203, ART:204, HIS:131, HIS:132, HIS:151, HIS:152, HIS:214/CLS:170*)

2. Remaining Requirements: This area must include at least 10 hours of transfer-level coursework. A maximum of 4 hours of developmental or non-transfer courses in the arts and sciences (*Communication: COM, ENG, ESL, SPC; Math: MAT; Science: BIO, CHM, ENV, PHS, PHY, SCI; Social Science: ECN, GEO, POL, PSY, SOC; Humanities: ART, ASL, CLS, DRA, FLS, HIS, HUM, LIT, MUA, MUS, PHI, REL*) and Life Skills may be applied toward meeting the 64 credits required for the degree. A maximum of 16 hours of non-transfer level career-technical credits may also be used. (See the Course Classification System guide.)

Philosophy Statement for Technical Education

A technical education at Northeast Iowa Community College (NICC) offers you the

opportunity and encouragement to become a competent, responsible individual with the ability to adapt to a changing workplace and understand the importance of lifelong learning. Through a variety of teaching strategies, NICC's faculty and staff assist you in acquiring the general and specific skills essential for success in work, career and life. Technical education at NICC emphasizes critical thinking, problem-solving and hands-on application of principles based on a strong theoretical foundation. It allows you to develop an ability to:

- demonstrate specific skills as a member of a highly technical, self-disciplined, productive, and quality-oriented workforce.
- express yourself clearly, concisely, and with sensitivity to others in both written and oral communications.
- listen effectively to and cooperate with others as well as work independently.
- successfully evaluate and adapt to technological and social changes to meet the expanding needs of industry and business in a global marketplace.

Associate in Applied Science Degree (AAS)

Associate in Applied Science programs are designed to prepare you for immediate employment in a career field while maintaining the opportunity for further education. Each AAS major consists of both high quality technical courses and required general education coursework. While AAS programs stress technical preparation, general education courses complement the technical focus and facilitate graduate opportunities for further education.

General Requirements for the Associate in Applied Science Degree

1. A minimum of 64 credit hours. **Note:** Students not ready to begin college/transfer level writing and math courses may need additional prerequisite course work that requires them to exceed the 64 credit hours minimum.
2. A 2.0 cumulative GPA and a passing grade in all required courses.

3. Earn a minimum of 18 credit hours at NICC. Individual departments may require specific courses to meet this requirement.

4. Demonstrated computer literacy is a requirement for graduation. This requirement may be met with SDV:200 or an equivalent course or as prescribed by specific majors.

Specific Requirements for the Associate in Applied Science Degree

1. Meet minimum general education course requirements in each of the following areas:

(a) Communication (*COM:723 or transfer-level COM, ENG, SPC*). **Credits: 3**

(b) Math or Science (*MAT:102, MAT:744, PHY:710, or transfer-level BIO, CHM, ENV, MAT, PHS, PHY*).

Credits: 3

(c) Social Science (*transfer-level*): (*ECN, GEO, POL, PSY, SOC*) or Humanities: (*transfer-level*): (*ART, ASL, CLS, DRA, FLS, HIS, HUM, LIT, MUA, MUS, PHI, REL*).

Credits: 3

(d) Electives (*transfer-level*): A number of electives may be specified in certain program majors. At least three hours must be taken from Math: MAT:102, MAT:744, or transfer-level Math; Science: BIO, CHM, ENV, PHS, PHY; Communication: COM, ENG, ESL, SPC; Social Science: ECN, GEO, POL, PSY, SOC; Humanities: ART, ASL, CLS, DRA, FLS, HIS, HUM, LIT, MUA, MUS, PHI, REL; and three hours can be taken from BCA:112, BCA:212. **Credits: 6**

2. Complete a minimum of 49 credit hours in a variety of majors.

Diploma Programs

Vocational programs prepare you for entry employment and are designed with the assistance of advisory committees to ensure that graduates meet employment requirements. While preparation for employment is a major objective, several programs provide students with the opportunity to complete an associate's degree with one year of additional study.

You are responsible for knowing the requirements for the diploma you seek to obtain and for planning your schedule to meet those requirements.

General Requirements for the Vocational Diploma

1. A minimum of 30 credit hours.
2. A 2.0 cumulative GPA and a passing grade in all required courses.
3. Earn a minimum of 9 credit hours at NICC. Individual departments may require specific courses to meet this requirement.
4. Demonstrated computer literacy is a requirement for graduation. This requirement may be met with SDV:200 or an equivalent course or as prescribed by specific majors.

Specific Requirements for the Vocational Diploma

1. Meet minimum general education core requirements in the following areas:

(a) Communication (*excluding ENG:045*): (*COM, ENG, ESL*). **Credits: 3**

(b) Electives: A number of electives may be specified in certain program majors: *Math: MAT; Science: BIO, CHM, ENV, PHS, (excluding PHS:191, PHS:199), PHY; Communication: COM, ENG, SPC; Social Science: ECN, GEO, POL, PSY, SOC; Humanities: ART, ASL, CLS, DRA, FLS, HIS, HUM, LIT, MUA, MUS, PHI, REL, Life Skills; and three hours can be taken from BCA:112, BCA:212. Credits: 5*

2. Complete a minimum of 22 credit hours in specific majors.

Certificate Programs

A certificate is an organized, sharply-focused array of courses that provides training in a specific occupational field. The number of credits required varies between programs. Certificates are designed to serve individuals who:

- want to develop, renew, or enhance occupational competencies to meet their current employment needs;
- need to complete a condensed version of a degree curriculum that focuses on specialized knowledge and skills because of a demanding work schedule;
- seek new occupational skills to enhance their employment marketability.

Customized programs of study are possible in certain majors. You may be able to

customize a certificate program to meet your personal needs or those of an employer. Satisfactory completion of the approved courses will result in the award of a certificate. These are regular college courses, which may also be used to complete a diploma or degree at the college. Contact a department dean for further information.

Program Length

The length of a program of study varies based on the educational preparation of the student, enrollment status, successful completion of coursework and course availability. The suggested course sequence of each program is a recommendation and does not guarantee a student enrollment for specific courses within a semester or graduation within the specified time frame. It is recommended that students work closely with their academic advisor to ensure successful progression and timely graduation from their program of study.

Course Delivery Formats

Northeast Iowa Community College (NICC) courses may be delivered in any one of multiple formats, including face-to-face (*campus-based*), online (*web-based*), ICN (*video classroom*), or hybrid (*blended*). NICC offers two online formats: Synchronous (*real-time*) and Asynchronous (*any-time but with due dates*).

Some required courses for any given program curriculum may be offered solely through online or hybrid venues; thus requiring computer and internet access.

All students interested in enrolling in an online or hybrid course are required to complete an online tutorial (TRN-100) prior to registration. Refer to Computer Technology within this section for details. Find out if distance learning courses are right for you visit www.nicc.edu/online.

Face-to-Face

Campus-based course sections are held on the Calmar and Peosta campuses, as well as at regional NICC Centers, including Chickasaw, Cresco, Dubuque, Oelwein, and Waukon. The face-to-face delivery

venue includes one or more of the following components: lecture, lab, clinical, and internship.

Face-to-face instruction often utilize the NICC web-based Xpress system tools to share course-related documents, access grades, and communicate information outside the classroom.

Online

NICC offers a broad range of online courses and degree programs. While online courses utilize the NICC web-based Xpress system to deliver instruction, the academic expectations are the same as face-to-face courses. The difference is that the assignments and activities can be performed from a distance, via computer. Online courses deliver quality instruction using multi-media tools, including interactive discussion boards, audio-video recordings, bookmarks, chat rooms, announcements, and web casts. Tuition, registration, financial aid eligibility, and credit transferability are the same for online courses as they are for traditional on-campus courses.

ICN

The Iowa Communications Network (ICN) is a two-way, interactive fiber optic network used throughout Iowa for distance education. The network provides a two-way audio and video classroom where students can see and hear the instructor, and the instructor can see and hear the students. ICN classrooms are very similar to traditional on-campus classrooms, but also feature remote control cameras, TV screen projection, and push-to-talk microphones. Taught from one origination site, the instructor delivers the course to several students in various ICN classrooms at the same time, much like a video-conference. This way, students can attend class close to their home or work, and don't have to travel to campus.

Hybrid

Hybrid courses combine face-to-face classroom instruction with computer-based learning. A significant part of the course content (*51% or more*) is online and, as a result, the time spent in the classroom is reduced. Most hybrid courses meet a maximum of one

day per week in the classroom and conduct the remainder of the learning online using the NICC web-based Xpress system. Therefore, students get a blend of both worlds in a hybrid course.

Distance Learning

Distance Learning provides learning environments utilizing modern media and technology to replace the traditional commute to campus for classes. Distance learning students experience the same academic rigor, content, and curriculum as on-campus students, yet allows them to structure their class schedules and balance their personal and class time. Distance learning courses include online (synchronous and asynchronous), ICN, and hybrid formats. Students enrolled in distance learning courses should expect a variety of instructional methods including, but not limited to, discussion boards, bookmarks, chat rooms, web resources, and video. In addition to a variety of instructional and communication methods, students should expect more reading and required discussions, as well as consistent use of technology. With online courses (synchronous and asynchronous) NICC uses CampusCruiser's online learning management system (LMS) we call Xpress. Assistance for the functions and tools in Xpress can be found in video tutorials within your Xpress account. All students interested in enrolling in an online or hybrid course are required to complete an online tutorial (TRN-100) prior to registration. Refer to the computer Technology chart within this section for details. Find out if distance learning is right for you at www.nicc.edu/online.

TRN-100 Online Tutorial

NICC wants distance learning students to be highly successful online. As a measure of this success, all students enrolling in online or hybrid courses must successfully complete an online tutorial to learn how to use the unique features, tools and links within an Xpress courseroom. The tutorial, TRN-100, is accessible through the MyNICC dashboard. When logged into Xpress, under the MyClasses channel, choose the term TRN Online Tutorial in the drop-down menu. The tutorial is always

available and can be completed at any time after acceptance to the college. The TRN-100 tutorial contains a final quiz that is a one time requirement prior to enrollment in any distance learning courses. The TRN-100 tutorial is beneficial to all students as many on-campus class instructors use the Xpress functions for grades, communication, handouts, websites, announcements, etc.

Standards of Academic Progress

A student who has attempted nine or more credit hours is expected to maintain a 2.0 cumulative minimum GPA (grade point average). Any student failing to maintain a 2.0 GPA will be considered on academic probation status. The student may return to good academic standing when the cumulative GPA is raised to 2.0 or higher.

Students are strongly encouraged to meet

with an academic advisor or counselor and utilize support resources when experiencing academic difficulty.

Minimum Grade Requirements for Health Occupations

Students enrolled in health occupations programs must pass all required coursework with a minimum of a C- grade. However, a minimum 2.0 cumulative GPA (*C grade average*) is required to graduate from the program and the college. Students should work with their academic advisor to ensure grade requirement compliance.

Attendance

There is a strong relationship between success in college and class attendance. Any absence interferes with the learning process and may contribute to academic failure. Because Northeast Iowa Community College (NICC) is dedicated to helping students succeed,

the college is committed to the importance of regular attendance in all classes. NICC instructors are required by federal student financial aid regulations to maintain accurate attendance records and submit those records periodically to the Financial Aid Office. Instructor notification of non-attendance could interfere with Veteran's Administration or other financial aid benefits. The Department of Education defines academic attendance and attendance at an academically related activity as, but not limited to:

- Physically attending a class where there is an opportunity for direct interaction with the instructor
- Submitting an academic assignment
- Taking an exam or an interactive tutorial
- Attending a study group that is assigned by the instructor
- Participating in an online discussion or message board assignment

Information Table for Computer Technology Required for Success in Online and Hybrid Courses

| Features | Basic Requirements | Details and Recommendations |
|-------------------------------------|--|---|
| Internet Connection | 128KB modem | A dial-up connection allows you access to the Internet, but may hinder you from accessing or viewing some essential course features. |
| Operating System | Macintosh®: OSX (10.4) PC: Windows®: XP, Vista, 7 | Recommended: latest service pack—(<i>free updates are available from Microsoft</i>) |
| Browser | Internet Explorer 7; Firefox 3; Safari 3; Google Chrome | It is beneficial to have access to more than one browser, as web content displays differently in different browsers. (<i>Updated versions are always recommended</i>) |
| Hardware | 20 GB of hard disk space | Recommended: 30 GB of hard disk space |
| Audio/Visual | Monitor display capable of 1024/768 pixel resolution and Speakers | See Program details for specific courses that may have additional requirements (<i>ie: Public Speaking, Photoshop</i>) |
| Processor | GHz 1 | Recommended: 2 GHz or higher |
| RAM (<i>Random Access Memory</i>) | 512 MB | Recommended: 1GB or higher—the more RAM, the more items you can have open at a time and the faster your computer runs. |
| Pop-up blocker | Any | To properly use all the features of Xpress, you may be required to allow pop-ups from NICC |
| Software | MAC: MS Office 2008 PC: MS Office 2007 or 10 Windows Media Player 11 Adobe Acrobat® Reader 9 Flash Player 10 Java 1.6.0 | Updated MS Office versions are always recommended. (<i>Free downloads online for some of the listed software</i>) |
| Communication | Email: NICC Xpress | Students receive a unique Xpress email account when they are accepted to the College. |
| | "My Journal" | Students should use the "My Journal" tool in online courserooms to communicate with their instructors. |

- Initiating contact with the instructor to ask a question

Instructors individually determine their attendance policies. It is each student's responsibility to learn their instructors' attendance policies. Students are expected to confer with instructors immediately following absences.

In cases of advance knowledge of an absence, students should confer with the instructor prior to the absence. In all other cases, students should call the campus switchboard to report absences.

Change in Enrollment Status

Course Change/Course Section Change

Students requesting a change in their course schedule prior to the start of the term should contact their Advisor. If course schedule changes need to be made after the term begins, students must contact an Intake Advisor in the Student Services Office.

New registrations and course or section changes for full-term courses must receive instructor approval after the fifth day of the term. Changes in condensed-term courses must receive instructor approval after the first day of the course. The student's advisor will work directly with the instructor to determine if the course addition/change is feasible.

No new registrations, course additions or section changes will be allowed after the tenth day of the term with the exception of late start courses.

Tuition, program length and financial aid may be affected by course or section changes. No additional tuition and fee charges will be made for section changes when the course credits remain the same.

Course Withdrawal

Course withdrawals made after the 100 percent refund period, as stated in the Tuition and Course Fee Refund section below, will be listed on the student's permanent record with the grade "W" (*withdrew*). Students may

officially withdraw from a course prior to completing three-fourths of the course by completing a Withdrawal Form, available through the Student Services Office. Students can also submit a written request to withdraw by fax or email. Students who do not complete the official withdrawal process may expect to receive a failing grade. Charges for withdrawal during summer, special sessions or condensed sessions will be prorated accordingly. (See Tuition Refund Policy.)

If a student wishes to transfer to a section that begins at a later date within the term, a grade of "W" will be assigned to the original section and the student will be charged for the new section. A refund may be received for the original section if the change is made during the refund time period stated in the NICC Refund Policy.

Complete Withdrawal from the College

Students withdrawing from the college must complete a Withdrawal Form available in the Student Services Office. Students can also submit a written request to withdraw by fax or email. Students who depart the college without officially withdrawing before three-fourths of a course is completed may expect to receive failing grades.

Medical Withdrawal from the College

A student who documents medical reasons for withdrawing from classes will be permitted to withdraw from classes beyond the official withdrawal date with a "W" recorded on the transcript. It is the student's responsibility to provide a signed document from an appropriate medical doctor or licensed mental health professional or social worker citing the reason for the required withdrawal. The document must list the date of the first medical visit and the date the student will be permitted to return to regular classes, if at all. The request for withdrawal must be presented by the last day of the semester for which the withdrawal is desired. The student must have been regularly attending classes up until the medical reasons occurred. Based on the medical documentation received, the student

may be allowed to withdraw from only certain classes or may have to withdraw from all classes scheduled in the semester of the request. No refund will be given in the case of a medical withdrawal.

Students Called to Active Duty

NICC provides reasonable options for enrolled National Guard/Reservist students called to active duty. Students will be required to meet with the campus Registrar and submit a copy of their assignment orders or letters from their commanding officers (*or other adequate notification*). A copy of the full policy may be obtained from the campus Registrar's Office.

Cancellation of Non-Paid/Attending Students

Students will be cancelled from enrollment if they do not pay tuition and fees, enroll in an authorized payment plan, or finalize financial aid arrangements one week prior to the start of the term. Students will be notified by email and in writing of their change in enrollment status by the Registrar's Office. Students cannot attend a course unless they are officially registered. Students may be reinstated, but are not guaranteed enrollment into the course from which they were cancelled. If financial arrangements and course reinstatement are not officially completed, students will not receive a final grade for any course(s), regardless of whether they have been attending. The NICC refund policy will be in effect, and tuition and fee charges may be assessed to a student account even though they have been cancelled.

Tuition and Course Fee Refund

Students who wish to cancel their registration or drop a course must notify the Student Services Office before the first day of the term or class to avoid tuition/fee assessment. Students who withdraw from NICC or drop a course may be eligible for a tuition and course fee refund. Tuition and course fee refunds will not be issued to students based on non-attendance. Tuition and course fee refunds are calculated based on the start date of the course. Calendar days, less holidays and weekends, are used for calculations regardless of the number of class meetings.

12 - 16 week courses:

1-5 days 100% tuition and course fees
 6-10 days 50% tuition and course fees
 11-15 days 25% tuition and course fees

8 - 11 week courses:

1-3 days 100% tuition and course fees
 4-7 days 50% tuition and course fees
 8-10 days 25% tuition and course fees

4 - 7 week courses:

1-2 days 100% tuition and course fees
 3-4 days 50% tuition and course fees
 5-6 days 25% tuition and course fees

3 weeks and less courses:

Prior to the start of the 2nd class meeting 100% tuition and course fees

Indebtedness Policy

Students may not register for any new term while they have prior unsettled indebtedness to NICC. During the period in which the indebtedness remains unsettled, no transcripts or other official credentials can be obtained from the college. Diplomas or degrees will not be granted nor will credits be transferred to another college until all accounts are settled.

Readmission

Students withdrawing in good standing are eligible for readmission. Good standing is defined as a student who does not owe money to the college or does not have a conduct code violation. A new application for admission must be submitted to the Admissions Office if the student has not attended or applied for three semesters. Readmission of suspended students is reviewed by the counselor, department dean and provost to determine if readmission is beneficial to the student and NICC.

Course Credit/Load**Unit of Credit**

Each course carries term hours of credit based on the total contact hours and the method of instruction. Term hours are used to determine a student's GPA (grade point average).

Course Load

Enrollment status is based on the number of enrolled credit hours each semester.

Full-time status for fall and spring semesters is a minimum of 12 credit hours and summer is a minimum of 9 credit hours. Unless prescribed otherwise by the student's program, the recommended course load for fall and spring may not exceed 19 credit hours, for summer 12 credit hours, and for winterim or May term 3 credit hours.

Proficiency Examinations

Examinations are available which allow students to test out of certain courses (*first week*) with permission from faculty responsible for teaching the courses. Grade requirements for examinations are determined by departments. Students who successfully test out of a course will receive a "T" (*credit by examination*) on their transcript.

College Level Examination Program (CLEP)

CLEP is a means of recognizing informal education experience through examination. This provides the opportunity to obtain college credit through the successful completion of these examinations.

There are two forms of CLEP examination. The general examination measures college-level achievement in general education areas usually covered in the first two-years of college. The subject examination measures achievement in specific college courses and is used to grant credit for these specific courses. CLEP credit will not be awarded for courses already successfully completed at NICC or another post-secondary institution. For information on CLEP, contact the Student Services Office at either campus. For information on the nearest test center call 800.257.9558 or www.collegeboard.com/clep.

Credit for Military and Life Experience

Credit may be granted to veterans for educational experiences completed in the Armed Forces of the United States or for college work completed through the United States Armed Forces Institute. Credit may also be accepted from other institutions

participating in the Servicemen's Opportunity College (SOC). Credit may be awarded for successful completion of technical or specialized schools attended while on active duty to the extent that it is applicable to program content. Students are required to provide an official military transcript to the college. The College considers the recommendations for credit in the Guide to the Evaluation of Educational Experiences in the Armed Services of the Office of Education Credit of the American Council on Education.

Northeast Iowa Community College (NICC) provides for the earning of credit through life experience. Students who are able to demonstrate skills and competencies acquired prior to enrollment in a given course may be eligible for credit for their life experience. The life experience must demonstrate the student has mastered all competencies covered in the specific course, and all credits earned must be directly related to the identified NICC course for which the student is seeking credit. The evaluation of such an achievement will be determined by faculty and staff familiar with the discipline in which the student is seeking credit and must be verified by experiences that can be an observed demonstration of competence, written or oral examination, and/or documentation from a current or past employer. In many cases, all three criteria must be met.

Students interested in seeking credit for life experience should contact their advisor or the appropriate dean. General education courses and any course in which the student could have the option of completing a College Level Examination Program (CLEP) to obtain credit are not eligible for credit for life experience.

A maximum of 18 credits for life experience is allowed. Course credit for life experience is at the discretion of each individual department and is limited to the courses within that department. Cost per credit hour for credit for life experience is \$10 per hour.

Credit for life experience, although counting towards a student's degree requirements at NICC, may not transfer to another institution. Students are recommended to contact the institution and inquire into the transferability of the life experience credits.

Placement and Course Prerequisites

To promote student success in academic coursework, Northeast Iowa Community College (NICC) places students in courses according to their ACCUPLACER, ACT, or other comparative test scores. As a result, some students are required to take prerequisite courses that help develop the necessary skills to succeed in college course work.

An advisor, instructor, or department dean may direct the Registrar's Office to drop a student from a course if the student has not met the prerequisite. The student will be notified as this action may impact his or her financial aid, tuition and program length. Questions regarding a course prerequisite should be directed to an advisor or the appropriate department dean.

Change of Academic Program

Students may request a change in academic program at any time, but changes may not become effective until the beginning of the next term. The Change of Academic Program form must be completed in the Student Services Office. Students should recognize that a change in academic program may affect the length of their program and financial aid.

Grading System

Northeast Iowa Community College (NICC) uses the four point grading system. Letter grades are assigned to represent levels of accomplishment: Credit for graduation is granted for the following grades: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, L, P, and T. In programs that have a minimum C- policy for all courses, credit for a D grade is not given. Instructors have the option of assigning plus/minus grades,

| | |
|-----------------------------|-------------|
| Grade | Grade Point |
| A - Excellent | 4.00 |
| A- | 3.67 |
| B+ | 3.33 |
| B - Above Average | 3.00 |
| B- | 2.67 |

| | |
|---|------|
| C+ | 2.33 |
| C - Average | 2.00 |
| C- | 1.67 |
| D+ | 1.33 |
| D - Below Average | 1.00 |
| D- | 0.67 |
| F - Failure | None |
| I - Incomplete | |
| L - Credit for Life Experience | |
| N - Audit | |
| O - Grade Requitl (<i>New Start</i>) | |
| P - Credit Earned/Pass | |
| Q - No Credit/No Pass | |
| R - Required/No Credit | |
| T - Credit by Examination (<i>Test Out</i>) | |
| W - Withdrew | |
| X - Course Repeated | |

Grade and Cumulative Grade Point Average

The grade point average is determined in the following manner:

1. Allow four points for an A, three points for a B, two points for a C, one point for a D, and zero points for an F. Multiply the number of points equivalent to the letter grade received in each course by the number of credit hours for the course to arrive at the quality points earned in each course.
2. Divide the sum of quality points by the total number of credit hours. The quotient represents the grade point average for the quarter.

The cumulative GPA is determined in the same manner as the GPA except that all of the student's work at NICC is used in the compilation.

Instructors will specify the grading standards used for each course which may include plus/minus grading. A "C-" grade satisfies minimum academic requirements for courses that currently fall under the minimum "C" policy. However, a minimum 2.0 cumulative GPA is required for graduation.

Dean's List

Students who have completed nine or more credit hours and achieved a 3.5 or better GPA in any term are honored by being named to

the Dean's List. This list is submitted to area newspapers for publication each semester.

Grading Policies

Grades

Grades will be available online at the end of each term. Students can access grades at www.nicc.edu/xpress, MyRecords. Grades will not be given out over the phone. Questions regarding specific grades should be directed to the course instructor.

Incomplete Grading Policy

A temporary grade of "I" (*incomplete*) may be given for work that is not completed when the student is passing at the time of request but special circumstances beyond the students' control prevent completion of the course. It is not used to give a failing student an opportunity to re-do unsatisfactory work or to allow more time to complete the work when the reasons for the delay have been within the student's control. In general, failing the final exam or project or not submitting coursework as a result of inadequate preparation or learning are not valid excuses.

To qualify for an "I" grade, the student will need to sign an Incomplete Contract agreement with the instructor which documents the reason for the "I", the requirements remaining for resolving it, and the date by which it must be completed, not to exceed midterm of the following term. The instructor then enters an "I" as the final grade and submits the Incomplete Contract Agreement to the registrar. If an "I" grade is not recorded as the final grade and the Incomplete Contract Agreement is not submitted, the department dean will assign a grade of "F" for that student.

If the student is not available at the end of the term to sign the Incomplete Contract Agreement because of ill health or other reasons, the instructor may assign an incomplete mark and submit the form without the student's signature. The Registrar's Office will mail a copy of the form to the student. The student has until the date designated on the contract or no later than midterm of the following semester to complete the remaining

requirements. If the student has not contacted the instructor by the designated date to resolve the incomplete mark as set forth in the Incomplete Contract Agreement, the mark of "I" will automatically change to a grade of "F".

When a student completes the requirements specified on the Incomplete Contract Agreement, the instructor submits the appropriate grade on a Grade Change Form to the Registrar's Office. A final course grade, once submitted to the Registrar, may not be changed to an incomplete (I) except to correct an error at the request of the instructor and with the approval of the instructor's department dean. The instructor should send a Grade Change Form reporting the change and an Incomplete Contract Agreement to the appropriate dean who will forward them to the registrar if the change is approved.

If a student completes an Incomplete Contract Agreement for a course that serves as a prerequisite for an advanced level course, they will not be allowed to enroll in the advanced course until the incomplete grade is resolved.

Noncredit (Audit) Policy

The audit option provides students the opportunity to attend a class as a non-credit participant, usually as a listener-observer. This alternative may have value for students who want an introduction to a subject outside their major field, a review or refresher in a subject, or for other purposes where credit and grade are not needed or would pose an unnecessary academic threat. Students will have the option of completing assignments and taking examinations.

Audit enrollment carries no credit or grade point value, and said status will be recorded on the student's transcript as an "N." No inference is made about the quality of a student's mastery of the course subject matter.

A 50 percent reduction in the standard tuition rate is available to students who elect noncredit (*audit*) status prior to the beginning of the term. Course fees and other charges are not reduced for audit status. Students wishing to change to noncredit (*audit*) status after the beginning of a term will pay full tuition and must make this change by three-fourths of

the way through the course on a Withdrawal/Audit form in the Student Services Office.

Caution is advised in the use of an audit as the course must be repeated for a letter grade if credit is desired at a later date. An audited course cannot be changed to a graded course once the term has started.

Refunds for audited courses will be subject to the standard college refund policy. The reduced audit rate will not apply to course fees, lab courses, on-the-job training courses, or courses within health programs that have a clinical component.

Course Final Grade Appeal Process

The assessment of the quality of a student's academic performance is one of the major professional responsibilities of college faculty members and is solely and properly their responsibility. It is essential for the standards of the academic programs at NICC and the integrity of the certificates, diplomas, and degrees conferred that the professional judgments of faculty members not be subject to pressures or other interference from any source.

It is necessary, however, that any term grade be based on evidence of the student's performance in a course, that the student have access to the evidence, that the instructor be willing to explain and interpret the evidence to the student, and that a grade be determined in accordance with announced guidelines.

At any time, a student may seek the assistance of a college counselor regarding the procedure in appealing alleged capricious grades or the merits of a particular case. Capricious grading is limited to one or more of the following:

- The assignment of a grade to a particular student on some basis other than performance.
- The assignment of a grade to a particular student by more exacting or demanding standards than were applied to other students.
- The assignment of a grade which represents a substantial departure from the instructor's standards announced during the first part of the term.

During the term, grading concerns will be dealt with according to departmental guidelines. Student appeals for a course final grade change must be initiated in writing within forty-five (45) calendar days following the end of the course in which the grade was assigned, using a Final Course Grade Appeal Form. A copy of the Final Grade Appeal Policy and form can be obtained from the campus Provost's Office.

Repeating Courses

Students may wish to repeat a previously taken course. A student who wishes to repeat an NICC course to improve the grade will need to repeat the same course at NICC. Both courses will be shown on the permanent transcript. The original grade will be changed to an "X". A student may not repeat the course and then choose the better of the two grades. Only the most recent course will be computed in the cumulative grade point average.

New Start Policy

The New Start Policy is intended for students who change to a new program of study after receiving unsatisfactory grades in a previous program (cumulative GPA below 2.0) at NICC. To be eligible for New Start consideration, these requirements must be met:

1. Students must not have been enrolled at NICC for three consecutive terms.
2. Students must be enrolled in a new program of study.
 - (a) Changing from Arts and Science to a technical program
 - (b) Changing from any technical program to Arts and Science program
 - (c) Changing from one technical program to another technical program
 - (d) Changing from one Arts and Science concentration to another Arts and Science concentration
3. Students must not have graduated or have complete all requirements from any program at NICC.
4. Students must currently be enrolled and have successfully completed 12 term hours (that impact GPA) in the new academic

program with a 2.50 or better cumulative major GPA.

Students should begin the process by discussing their option to apply for a New Start with their counselor or advisor. If they determine they would like to proceed to petition for a New Start, they will need to request a "New Start Petition" through the Registrar's Office. Personal letters addressing the students' previous situations and discussing what has changed that will enable them to be more successful academically must be attached to the petition and returned to the college's counselor. If a student is granted a New Start, the following six conditions will apply:

1. The New Start policy is a one-time-only option, and once granted, the New Start may not be rescinded.
2. A New Start may only be applied to academic terms completed prior to the student's extended absence.
3. All academic work taken prior to the student's enrollment in the new program will be removed from the student's GPA calculation and degree requirements.
4. Courses are not removed from the transcript by a New Start. If a New Start is approved, all courses in the approved term(s) will receive a grade symbol "O". The approved term(s) will be any courses taken during terms prior to the student enrolling in new program. Grades earned for the term(s) specified in the request will not be included in the calculation of the student's cumulative GPA.
5. Students cannot use any course with a grade symbol of "O" to meet graduation requirements.
6. This is a NICC policy only. You will need to check with your transfer institution regarding cumulative GPA computation policies for incoming students. Please note that courses with an "O" grade may not be transferable to another institution.

Student Concerns

Should a concern arise, every effort should be made to resolve the concern with the

NICC staff or faculty involved. A student who feels that the concern has not been resolved should contact the department dean or area administrator for assistance.

Dishonesty and Cheating

Academic dishonesty will not be tolerated in any course at NICC. Plagiarism and other forms of cheating are examples of such dishonesty and will result in serious consequences.

Plagiarism includes, but is not limited to, the following:

- use direct quotes without quotation marks and textual citation of the material;
- paraphrase without crediting the source;
- present another's ideas as their own without citing the source;
- submit material developed by someone else as their own (this includes purchasing or borrowing a paper or copying a disk);
- submit a paper or assignment for which so much help has been received that the writing is significantly different from their own.

Cheating includes, but is not limited to, the following:

- copy someone else's exam or homework;
- purposefully allow another student to copy their work or submit work they have written as their own;
- refer to a text, notes, or other material during an exam without authorization to do so;
- submit a paper or assignment for which so much help has been received that the writing is significantly different from his/her own;
- possess a test copy and/or test answers without authorization;
- pass test answers to another student before, during, or after a test.

A copy of the disciplinary action and appeal process may be obtained from the campus Provost's Office.

Classroom Visits and Field Trips

Any student or visitor not registered in a course section and not present to participate in course instruction may not attend a scheduled class without the advanced, express permission of the department dean. If the department dean is not available, the student or visitor should contact the

Provost Office for further information. Field trips are frequently scheduled in an effort to provide educational experiences unavailable in the program setting. Travel costs and responsibility for payment are determined on a trip by trip basis by the Academic Dean and Provost. Students participating in a field trip are required to abide by the Student Conduct Code and College requirements for documentation.

Transcripts

A permanent academic record is prepared for every student registered at NICC. The record is maintained in the Registrar's Office and administered in accordance with the Family Education Rights and Privacy Act of 1974. Records are confidential and transcripts will be issued only upon written request by the student or former student. Transcript requests may be made at www.edu/transcript, by email, or by fax. Transcripts given or mailed to the student are considered unofficial and will be stamped with "Issued to Student."

Transcripts will not be issued until all financial and other obligations with the college have been met. Transcripts from high schools and other colleges or universities that have been sent to NICC for student files cannot be copied.

Any requests for more than five transcripts at one time are subject to a \$5 fee per transcript. Requests will be honored as quickly as possible in order of receipt. However, expect some delay during peak periods (*i.e., registration and end of term*).

Student Record Retention Policy

NICC retains the official academic record (*transcript*) of enrollment and credits earned in perpetuity after a student's last enrollment.

Students who believe an inaccuracy exists in their official academic record (*transcript*) must notify the Student Services Office within 45 days of the start of the next term or following graduation. After 45 days, a written appeal must be submitted to the appropriate dean. The official academic transcript is regarded as the final record of academic accomplishment, and in no event can a grade be appealed after six months.

Policy on Student Names

The name on the student record should be the student's complete and legal name. In evaluating and processing all name change requests, NICC reserves the right to require adequate and appropriate documentation as warranted.

Graduation Requirements

The requirements for graduation at NICC are those specified in the college catalog at the time a student declares a major at the college. However, any student may elect to meet the requirements stated in any later catalog. Students who do not complete requirements for their major within four years will be subject to the current catalog or any preceding catalog within four years. Students not enrolled for two consecutive terms or more will be subject to the current catalog requirements. Students changing or adding majors will be subject to the catalog in effect at the time of change.

Full requirements of the chosen major must be met; adjustments will be made in instances where requirements have changed and courses are no longer available. Students may consult an advisor with questions about how courses they have completed fulfill degree requirements or how courses they plan to take will apply to their degree requirements.

Students should be aware that course prerequisites and/or the need for developmental work in English, mathematics, or reading may extend the time necessary for completion of NICC degrees, diplomas, or certificates. Demonstrated computer literacy is a requirement for graduation.

Students are eligible to graduate when they have fulfilled these requirements:

1. Completed all of the program requirements.
2. Maintained a 2.0 or better cumulative GPA within that program.
3. Completed all required courses with a passing grade. (Certain programs require a minimum grade of C- in some or all courses.)

4. Paid all fees and other financial obligations to NICC.

5. Returned all library materials.

6. Filed a Graduation Application form by the posted deadline.

Application for Graduation

Students who plan to receive a degree, diploma, or certificate must file a Graduation Application form with the Registrar by the posted deadline of the term in which they plan to complete their program.

Final grade checks will be made after the end of the term, and awards will be sent to all successful graduates by mail to the address listed on the graduation application. If graduation requirements are not met, the student will be notified and required to reapply for graduation.

It is the responsibility of the student to know and to observe the requirements of his/her curriculum and the rules governing academic work. Although the advisor will attempt to help the student make wise decisions, the final responsibility for meeting the requirements for graduation rests with the student.

Commencement

Commencement ceremonies are held in May each year. Participation in commencement is voluntary for students who have filed a Graduation Application form with the Registrar. Participation does not guarantee that the student will officially graduate. Students eligible for participation in commencement are those within eight credit hours of earning their degree or who are registered in their last term of a program sequence. Students who are more than eight credit hours away from completion of their program or who are not in the last term of a program sequence must petition the Registrar's Office for permission to participate in commencement. Students who wish to have their names listed in the commencement program must submit their graduation application by the posted deadline. The commencement program will include the student's name, program of study, degree earned, and honors designations based on the

cumulative grade point average at the end of the previous semester.

Reissue of Diploma

Graduates may request a diploma be reissued when a sufficient reason is shown. The Request for Reissue of Diploma form must be completed and submitted to the Registrar's Office with the required \$25 fee. The replacement diploma will bear the signatures of current college officials with a "Reissued" notation. Reissued diplomas will be printed at the end of the next fall, spring or summer semester following approval.

Transfer of Credit

Transfer of Credit to NICC

The college accepts credits from other accredited colleges and universities in which a minimum grade of C- has been earned. Courses which correspond to an equivalent course at NICC are transferred at face value and may be used to fulfill program requirements. Transcripts will be evaluated for the student's current academic program requirements. If a student changes his/her program, an evaluation will be completed for the new program. When a question exists as to the equivalency of a course, it is the student's responsibility to provide a course description or syllabus. Students desiring to transfer credit to NICC need to provide the Admissions Office with an official transcript. Courses completed over five years ago may be transferred at the discretion of the academic dean. There is no charge for credit granted through transfer. Grades in courses transferred to NICC are not computed in the GPA.

Transfer of NICC Credit to Other Colleges and Universities

Students considering transfer to another college or university should contact that institution's registrar early in his/her course of study at NICC. Transferability of credit earned in any course at NICC is determined by the college to which the student is transferring.

Transfer preparation should include the following:

1. Decide on a major field of study. For assistance, contact Employment and Career Services, an academic advisor, NICC counselor, dean, or faculty member.
2. Identify colleges that offer your major field, study their catalogs, log onto their websites, and visit with their college representatives (some college representatives visit NICC campuses throughout the year). Discuss transferability of courses and programs from NICC.
3. Narrow your choice to three or four colleges and visit their campuses. If you have not already done so, visit with their admissions personnel and major department deans. If possible, a written document setting a plan of study should be secured.
4. Work with your NICC advisor to select the coursework needed to meet the institution's requirements.
5. Changes in your educational plans should be discussed with your NICC advisor.
6. If you have CLEP or Military credits you wish to transfer, you will need to review those credits with the college or university to which you are transferring.
7. Scholarships specifically for transfer students may be available at the college or university to which you are transferring. Check with the Financial Aid Office at NICC and the transfer institution for additional information.

Family Education Rights and Privacy Act (FERPA)

The Family Education Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights belong to any student who is or has been in attendance at Northeast Iowa Community College. Attendance is defined as physically attending and/or participating in any NICC course. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the college receives a request for access. Students should submit written requests to the registrar that identify the record(s) they wish to inspect. The registrar will make arrangements for access and

notify the student of the time and place where the records may be inspected. If the records are not maintained by the registrar, the registrar will advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA.

The college also advises students that:

1. The college may deny access to the following classes of records: financial information submitted by parents; confidential letters or recommendations to which the student has waived rights of inspection; private records of instructors, counselors, or administrators kept in their own use; alumni records which contain only directory information and information collected after the student has left the college; and medical, psychiatric, psychological, or similar records.
2. The college may disclose educational records without consent of students to the following:
 - personnel within the college who maintain educational records and those with a

legitimate educational interest, including faculty or staff who deal with the student and carry out education studies and employees designated by them to assist in these tasks. NICC defines "legitimate educational interest" as "needs the record(s) to carry out employment responsibilities". Therefore, any college employee or person acting on behalf of the college may have access to student records without the student's written consent if that person needs the access to carry out his/her employment responsibilities;

- officials of other colleges or universities in which the student seeks to enroll, with a notice of the disclosure being sent to the student's last known address;
 - organizations conducting studies approved by the college having educational value or concerning financial aid;
 - accrediting organizations approved by the college carrying out their accrediting functions;
 - persons in compliance with a judicial order or a lawfully issued subpoena within a reasonable period of time after the notice of the disclosure has been sent to the last known address of the student, unless the terms of the subpoena forbid advance notification;
 - persons in an emergency if, in the judgment of an official in charge of the records, knowledge of the information is necessary to protect the health or safety of the student or other person.
3. The college may disclose, without the written consent of the student, "directory" type information unless the student specifies to the contrary as described below. Directory information includes: student name, address, email address, phone number, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g. full-time or part-time, number of credits), participation in officially recognized activities and sports with height and/or weight of team members, current membership in clubs, degrees, honors and awards received, academic honor roll, high

school and other colleges attended, and the most recent educational agency or institution attended.

4. Students may refuse disclosure of one or more categories of directory information by filling out the appropriate form in the Registrar's Office within ten calendar days of the beginning of the term in which enrollment occurs. If the Order to Prevent Disclosure of Directory Information is filled out any time after this ten-day period, the college cannot guarantee that information was not released prior to the non-disclosure request. Students may either choose individual categories or have everything withheld. The request for withholding will remain in effect until the student rescinds it in writing.

5. When personally identifiable information other than directory information is released, a notice will be given that the recipients are not permitted to disclose the information to unauthorized persons without written consent of the student. College personnel will be informed annually of this restriction and their responsibilities under this Act so that individual notices will not be required.

FERPA rights cease upon death. However, it is the policy of Northeast Iowa Community College that no records of deceased students be released for a period of 25 years after the date of death unless specifically authorized by the executor of the estate of the deceased or by the next of kin.



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student driven...community focused

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| COM:120 Organizational Communication | 3 |
| COM:140 Introduction to Mass Media | 3 |
| COM:145 Public Relations Media | 3 |
| COM:155 Newspaper Production | 3 |
| ENG:105 Composition I | 3 |
| ENG:106 Composition II | 3 |
| ENG:108 Composition II: Technical Writing | 3 |
| ENG:221 Creative Writing | 3 |
| SPC:112 Public Speaking | 3 |

| Humanities | Credits |
|--|----------------|
| ART:101 Art Appreciation | 3 |
| ART:120 Two-Dimensional Design | 3 |
| ART:123 Three-Dimensional Design | 3 |
| ART:133 Drawing | 3 |
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| ART:203 Art History I | 3 |
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| ASL:131 American Sign Language I | 3 |
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| CLS:150 Latin American History and Culture | 3 |
| CLS:170 Russian History and Culture | 3 |
| DRA:112 American Film | 3 |
| FLS:141 Elementary Spanish I | 4 |
| FLS:142 Elementary Spanish II | 4 |
| FLS:241 Intermediate Spanish I | 4 |
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| HIS:131 World Civilization I | 3 |

| | |
|---|---|
| HIS:132 World Civilization II | 3 |
| HIS:151 U.S. History to 1877 | 3 |
| HIS:152 U.S. History since 1877 | 3 |
| HIS:214 Russian History and Culture | 3 |
| HIS:247 Study Abroad: British Life and Culture | 3 |
| HIS:248 Study Abroad: History of Cambridge, England | 3 |
| HUM:108 Cultural Diversity and identity | 3 |
| HUM:116 Encounters in Humanities | 3 |
| HUM:125 Broadway Musical History | 3 |
| HUM:130 Holocaust Perspectives: Confronting the Future | 3 |
| HUM:140 Shakespeare: Dramatist, Psychologist, Historian | 3 |
| HUM:170 Introduction to Women's Studies | 3 |
| LIT:101 Introduction to Literature | 3 |
| LIT:110 American Literature to Mid-1800's | 3 |
| LIT:111 American Literature since Mid-1800's | 3 |
| LIT:142 Major British Writers | 3 |
| LIT:145 Shakespeare: Dramatist, Psychologist, Historian | 3 |
| LIT:186 Cultures Through Literature | 3 |
| MUS:100 Music Appreciation | 3 |
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| MUS:120 Music Theory I | 3 |
| MUS:140 Concert Choir | 1 |
| PHI:101 Introduction to Philosophy | 3 |
| PHI:105 Introduction to Ethics | 3 |
| REL:105 Introduction to Religion | 3 |

| Math | Credits |
|---|----------------|
| MAT:110 Math for Liberal Arts | 3 |
| MAT:120 College Algebra | 3 |
| MAT:128 Precalculus | 4 |
| MAT:130 Trigonometry | 3 |
| MAT:140 Finite Math | 3 |
| MAT:156 Statistics | 3 |
| MAT:210 Calculus I | 4 |
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| MAT:219 Calculus III | 4 |

| Science | Credits |
|---|----------------|
| BIO:112 General Biology I | 4 |
| BIO:113 General Biology II | 4 |
| BIO:125 Plant Biology | 4 |
| BIO:157 Human Biology | 4 |
| BIO:165 Human Anatomy and Physiology I | 3 |
| BIO:167 Human Anatomy and Physiology I Lab | 1 |
| BIO:170 Human Anatomy and Physiology II | 3 |
| BIO:172 Human Anatomy and Physiology II Lab | 1 |
| BIO:183 Microbiology | 3 |
| BIO:184 Microbiology Lab | 1 |
| BIO:190 Introductory Biotechnology | 3 |
| BIO:248 Introduction to Bioscience Technology | 4 |

| | |
|---|-----|
| CHM:110 Introduction to Chemistry | 3 |
| CHM:111 Introduction to Chemistry Lab | 1 |
| CHM:160 Chemistry I | 3 |
| CHM:161 Chemistry I Lab | 1.5 |
| CHM:170 Chemistry II | 3 |
| CHM:171 Chemistry II Lab | 1.5 |
| CHM:262 Organic Chemistry I | 4.5 |
| ENV:115 Environmental Science | 3 |
| ENV:116 Environmental Science Lab | 1 |
| ENV:140 Natural Resource Conservation | 4 |
| PHS:142 Principles of Astronomy | 3 |
| PHS:143 Principles of Astronomy Lab | 1 |
| PHS:166 Meteorology, Weather, and Climate | 4 |
| PHS:170 Physical Geology | 3 |
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| PHY:106 Survey of Physics | 4 |
| PHY:162 College Physics I | 4 |
| PHY:172 College Physics II | 4 |

| Social Sciences | Credits |
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| ECN:110 Introduction to Economics | 3 |
| ECN:120 Principles of Macroeconomics | 3 |
| ECN:130 Principles of Microeconomics | 3 |
| GEO:121 World Regional Geography | 3 |
| POL:111 American National Government | 3 |
| PSY:111 Introduction to Psychology | 3 |
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| PSY:281 Educational Psychology | 3 |
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| PSY:294 Crisis Intervention | 3 |
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| SOC:115 Social Problems | 3 |
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| SOC:208 Introduction to Cultural Anthropology | 3 |
| SOC:209 Archeology | 3 |
| SOC:261 Human Sexuality | 3 |

Accounting Clerk

Campus Location: Online

Program Entry: Fall, Spring, Summer

Award: Diploma

Description: Every successful business must have systematic and up-to-date records of its financial affairs. Maintaining those records is the job of the bookkeeper/accountant who records day-to-day business transactions in journals and ledgers. Employers may also periodically balance accounts and prepare statements for administrative officers showing such things as accounts receivable, accounts payable, and profit and loss. They may also prepare state and federal tax returns. This program is designed to prepare you for employment as an accounting clerk, bookkeeper, cost accounting clerk, or payroll clerk. Simulated practical experience is incorporated into courses during the entire program.

Admission Requirements: See page 22 under Admission Procedures.

Minimum Credits: 36

Suggested Course Sequence

| Term One | Course Title | Credits |
|----------|---------------------------------|---------|
| ACC:115 | Intro to Accounting <i>OR</i> | 4.0 |
| ACC:152 | Financial Accounting | 4.0 |
| BCA:212 | Intro to Computer Business Apps | 3.0 |
| BUS:103 | Intro to Business | 4.0 |
| MAT:053 | Prealgebra <i>OR</i> | 4.0 |
| MAT:063 | Elementary Algebra | 4.0 |
| * | Communication Elective | 3.0 |

| Term Two | Course Title | Credits |
|----------|----------------------------------|---------|
| ACC:116 | Intro to Accounting II <i>OR</i> | 4.0 |
| ACC:156 | Managerial Accounting | 4.0 |
| ACC:162 | Payroll Accounting | 4.0 |
| ACC:804 | Accounting Spreadsheet Apps | 3.0 |
| PHI:105 | Intro to Ethics | 3.0 |
| SDV:135 | Job Seeking Skills | 1.0 |
| * | Technical Elective | 3.0 |

*Electives:

Communication Electives: COM:020, COM:120, ENG:021, ENG:105, ENG:106, SPC:112

Technical Electives: ACC:265, ADM (excluding ADM:106), BCA, BUS, ECN, FIN, MGT, MKT

Accounting Specialist

Campus Location: Calmar, Peosta

Program Entry: Fall, Spring, Summer

Award: Associate in Applied Science degree

Description: This program is designed to prepare you for employment opportunities in the accounting field. Upon completion of the program, you should be prepared to enter business in the areas of cost accounting, general accounting, and many other specialized areas of financial reporting. Requirements include accounting principles and practice in addition to general and occupational information.

Employment opportunities are currently found in small businesses, governmental agencies, manufacturing industries, legal and accounting firms, insurance offices, and agribusiness firms.

Admission Requirements: See page 22 under Admission Procedures.

Minimum Credits: 70

Suggested Course Sequence

| Term One | Course Title | Credits |
|----------|---|---------|
| ACC:152 | Financial Accounting | 4.0 |
| BCA:212 | Intro to Computer Business Apps | 3.0 |
| BUS:103 | Intro to Business | 4.0 |
| MAT:063 | Elem Algebra or higher-level math | 4.0 |
| * | Communication Elective (transfer-level) | 3.0 |

| Term Two | Course Title | Credits |
|----------|-----------------------------|---------|
| ACC:156 | Managerial Accounting | 4.0 |
| ACC:804 | Accounting Spreadsheet Apps | 3.0 |
| MGT:102 | Principles of Management | 4.0 |
| PHI:105 | Intro to Ethics | 3.0 |
| * | Math/Science Elective | 3.0 |

| Term Three | Course Title | Credits |
|------------|-------------------------------|---------|
| ACC:231 | Intermediate Accounting I | 4.0 |
| ACC:265 | Income Tax Accounting | 4.0 |
| BUS:211 | Business Statistics <i>OR</i> | 4.0 |
| MAT:156 | Statistics | 3.0 |
| ECN:120 | Principles of Macroeconomics | 3.0 |
| * | Technical Elective | 3.0 |

| Term Four | Course Title | Credits |
|-----------|--|---------|
| ACC:222 | Cost Accounting | 4.0 |
| ACC:232 | Intermediate Accounting II | 4.0 |
| ACC:480 | Advanced Accounting Applications <i>OR</i> | 3.0 |
| SDV:224 | Co-op Career Experience III | 3.0 |
| BUS:185 | Business Law I | 3.0 |
| SDV:135 | Job Seeking Skills | 1.0 |
| * | Technical Elective (transfer-level) | 3.0 |

*Electives:

Communication Electives: COM:723 or transfer-level COM, ENG, SPC

Math/Science Electives: MAT:102, MAT:744, PHY:710, or transfer-level BIO, CHM, ENV, MAT, PHS, PHY

Technical Electives: ACC:115, ACC:162, ACC:252, ACC:311, ADM:116, ADM:119, ADM:141, ADM:162, ADM:175, BCA:107, BCA:112, BCA: 213, BUS:112, BUS:121, BUS:130, BUS:132, BUS:133, BUS:137, BUS:180, BUS:186, BUS:188, BUS:198, BUS: 214, BUS:261, BUS: 262, CIS:122, ECN:130, FIN:101, FIN:110, FIN:122, MGT:110, MGT:170, MGT:180, MGT:186, MGT:215, MKT:110, MKT:120, MKT:140, MKT:142, MKT:150, MKT:162, MKT:190, MKT:298, MKT:943

Administrative Assistant

Campus Location: Calmar, Peosta

Program Entry: Fall, Spring, Summer

Award: Associate in Applied Science degree

Description: The administrative assistant will have a well-rounded background in all areas of office management. The program includes upper-level courses in management, law, computers, and accounting as well as coursework in human relations and business communication.

As an administrative assistant, you will play a major role in the success of every business; your position is key to supporting any management function.

After graduation you may transfer up to two years of credits to several colleges.

Admission Requirements: See page 22 under Admission Procedures.

Calmar Minimum Credits: 33.5 + completion of Computer Applications Technician *OR* Office Technology Program

Suggested Calmar Course Sequence

Completion of the Computer Applications Technician *OR* Office Technology Program *AND*:

| Term One | Course Title | Credits |
|----------|--------------------------------|---------|
| ACC:152 | Financial Accounting <i>OR</i> | 4.0 |
| * | Technical Elective | 4.0 |
| CIS:615 | Post-Advanced Software Apps | 3.0 |
| MGT:102 | Principles of Management | 4.0 |
| * | General Education Elective | 3.0 |
| * | Technical Elective | 3.0 |

| Term Two | Course Title | Credits |
|----------|----------------------------|---------|
| ACC:156 | Managerial Accounting | 4.0 |
| BUS:185 | Business Law I | 3.0 |
| HSC:133 | First Aid/CPR | .5 |
| * | General Education Elective | 3.0 |
| * | Technical Electives | 6.0 |

***Calmar Electives:**

Any Technical Electives: *Note:* Students who take ACC:152 in their first year will take a Technical Elective the second year.

Computer Applications Technician students will take Technical Electives: ADM:148, ADM:162, ADM:175, ADM:265, ADM:266, BUS:103.

Office Technology-Medical Emphasis will take Technical Elective BUS:103.

One Math/Science Elective: MAT:102, MAT:744, transfer-level BIO, CHM, ENV, MAT, PHS, PHY

One transfer-level General Education Elective: ART, ASL, CLS, COM, DRA, ECN, ENG, FLS, GEO, HIS, HUM, LIT, MAT, MUS, PHI, POL, PSY, REL, SOC, SPC

Note: The Communication Elective required for AAS Administrative Assistant students who have not already fulfilled the requirement in their first year must be COM:723 or one of the following: COM:120, COM:140, COM:145, COM:155, ENG:105, ENG:106, ENG:108, ENG:221, SPC:112

Peosta Minimum Credits: 77

Suggested Peosta Course Sequence

| Term One | Course Title | Credits |
|----------|-------------------------------|---------|
| ADM:116 | Keyboarding II | 3.0 |
| ADM:162 | Office Procedures | 3.0 |
| BUS:185 | Business Law I | 3.0 |
| ENG:013 | Basic Writing | 3.0 |
| PSY:112 | Psychology of Human Relations | 3.0 |

| Term Two | Course Title | Credits |
|----------|----------------------------|---------|
| ADM:119 | Keyboarding III | 3.0 |
| BUS:103 | Intro to Business | 4.0 |
| * | Communication Elective | 3.0 |
| * | General Education Elective | 3.0 |
| * | Math Elective | 3.0 |

| Term Three | Course Title | Credits |
|------------|---------------------------------|---------|
| ADM:148 | Transcription | 2.0 |
| ADM:175 | Records and Database Management | 2.0 |
| * | General Education Elective | 3.0 |
| * | Technical Electives | 6.0 |

| Term Four | Course Title | Credits |
|-----------|---------------------------------|---------|
| ACC:115 | Intro to Accounting <i>OR</i> | 4.0 |
| ACC:152 | Financial Accounting | 4.0 |
| ACC:162 | Payroll Accounting | 4.0 |
| BCA:212 | Intro to Computer Business Apps | 3.0 |
| BUS:121 | Business Communications | 3.0 |
| * | Technical Elective | 3.0 |

| Term Five | Course Title | Credits |
|-----------|-------------------------------------|---------|
| ACC:116 | Intro to Accounting II <i>OR</i> | 4.0 |
| ACC:156 | Managerial Accounting | 4.0 |
| ADM:936 | Occupational Experience | 4.0 |
| BCA:213 | Intermediate Computer Business Apps | 3.0 |
| MGT:102 | Principles of Management | 4.0 |
| SDV:135 | Job Seeking Skills | 1.0 |

***Peosta Electives:**

Communication Electives: COM:155, ENG:105, ENG:106, SPC:112

Math Electives: MAT:102, MAT:744, transfer-level MAT

General Education Electives (transfer-level): ART, ASL, BCA:112, BIO, CHM, CLS, COM:145, COM:155, DRA, ECN, ENG:105, ENG:106, ENG:221, ENV, FLS, HIS, HUM, LIT, MAT, MUS, PHI, PHS, PHY, POL, PSY, REL, SOC, SPC

Technical Electives: ACC, ADM (excluding ADM:106), BCA, BUS, CIS, CSC, ECN, FIN, GRA, HIT, LGL, MGT, MKT, MTR:145, NET (excluding NET:116, NET:146, NET:150), TRV

Agriculture

Campus Location: Calmar

Program Entry: Fall, Spring, Summer

Award: Associate in Science degree

Description: The Associate in Science with an Agriculture concentration provides a course of study which will readily transfer to many agricultural baccalaureate majors. Your college courses may satisfy the first two years of a bachelor's degree depending on the college to which you plan to transfer.

If you are working toward an Associate in Science degree, take courses in science, communication, math, humanities, social science, and the required agriculture subject areas. The arts and science courses completed for the degree are useful whether you continue your formal education at a four-year college or enter the workforce.

NICC's program is articulated with Iowa State University. When planning to transfer to any other four-year college, you should select courses to satisfy requirements of that specific institution. Consult an advisor on specific general education requirements.

The Associate in Science degree is a good foundation for a professional degree in agriculture education, agriculture business, agricultural studies, agronomy, animal science, dairy science, and other agriculture-related curriculum.

Admission Requirements: See page 22 under Admission Procedures.

Minimum Credits: 64

Suggested Course Sequence

Completion of Associate in Science degree requirements, page 73 *AND*:

| | Course Title | Credits |
|---------|-------------------------------|---------|
| AGA:114 | Principles of Agronomy | 3.0 |
| AGS:114 | Survey of the Animal Industry | 2.0 |
| ENG:106 | Composition II | 3.0 |

| | | |
|---------|---|-----|
| HIS:151 | U.S. History to 1877 | 3.0 |
| MAT:120 | College Algebra <i>OR</i> | 3.0 |
| MAT:140 | Finite Math | 3.0 |
| MAT:156 | Statistics | 3.0 |
| PHI:101 | Intro to Philosophy <i>OR</i> | 3.0 |
| PHI:105 | Intro to Ethics | 3.0 |
| SOC:115 | Social Problems | 3.0 |
| | Agriculture Elective | 3.0 |
| | Agriculture Electives (transfer-level) | 6.0 |
| | Biology Elective (transfer-level) | 4.0 |
| | Chemistry Elective (transfer-level) | 3.0 |
| | Chemistry Lab Elective (transfer-level) | 1.0 |
| * | Computer Elective | 3.0 |
| | Psychology Elective | 3.0 |

***Electives:**

Computer Electives: BCA:112, BCA:212

Agriculture Business (Ag Bus)

Campus Location: Calmar, Online**Program Entry:** Fall, Spring, Summer**Award:** Associate in Applied Science degree

Description: Agriculture is becoming a highly specialized and technical industry. As a result, the demand for trained, enthusiastic people greatly exceeds supply. The Agriculture Business program provides you with a diverse technical, agricultural background with a combination of classroom theory and hands-on training. You develop technical agricultural skills necessary in an agribusiness, as well as skills in communications, human relations, management, and sales. Internships are an integral part of the program of study. With the increased technology and regulation in agribusiness, there is a high demand for qualified graduates.

You can specialize in the areas of Agriculture Manager and Marketing, Agriculture Office Technician, Agronomy Custom Application, Animal Science, Crop Advisor, Dairy, and Precision Agriculture.

Admission Requirements: See page 22 under Admission Procedures.**Minimum Credits:** 70*Suggested Course Sequence*

| Term One | Course Title | Credits |
|----------|-------------------------------------|---------|
| ACC:111 | Intro to Accounting <i>OR</i> | 3.0 |
| ACC:152 | Financial Accounting | 4.0 |
| AGA:114 | ² Principles of Agronomy | 3.0 |
| AGB:235 | Intro to Agriculture Markets | 3.0 |
| PHS:193 | Intro to GIS | 3.0 |
| * | Agriculture Elective | 2.0 |
| * | Math Elective | 3.0 |

| Term Two | Course Title | Credits |
|----------|--|---------|
| AGA:157 | Soil Fertility | 1.0 |
| AGB:802 | Agribusiness Internship I | 2.0 |
| AGS:101 | Working with Animals | 2.0 |
| AGS:114 | ¹ Survey of the Animal Industry | 2.0 |
| BCA:212 | Intro to Computer Business Apps | 3.0 |
| | Agriculture Elective | 2.0 |
| * | Writing Elective | 3.0 |
| | Electives | 3.0 |

| Term Three | Course Title | Credits |
|------------|----------------------------|---------|
| AGB:812 | Agribusiness Internship II | 2.0 |
| | Electives | 4.0 |

| Term Four | Course Title | Credits |
|-----------|--|---------|
| AGA:375 | Integrated Crop Management | 2.0 |
| AGB:336 | Agricultural Selling | 3.0 |
| AGB:466 | Agricultural Finance | 3.0 |
| BIO:125 | Plant Biology <i>OR</i> | 4.0 |
| BIO:248 | Intro to Bioscience Technology <i>OR</i> | 4.0 |
| CHM:110 | Intro to Chemistry | 3.0 |
| PSY:112 | Psychology of Human Relations | 3.0 |
| | Elective | 3.0 |

| Term Five | Course Title | Credits |
|-----------|----------------------|---------|
| SPC:112 | Public Speaking | 3.0 |
| | Agriculture Elective | 6.0 |
| | Electives | 3.0 |

***Electives:**

Communication Elective: ENG

Math Elective: MAT

Note: Either the Communication Elective or the Math Elective must be transfer-level.

Articulation: Articulation can be achieved by successfully passing an NICC Agriculture Department proficiency exam and taking the following at your high school:

¹ Animal Science² Crop Science

Ag Bus - Agriculture Manager and Marketing

Campus Location: Calmar, Online**Program Entry:** Fall, Spring, Summer**Award:** Certificate

Description: Agriculture is no longer just a "sweat off your back" occupation. It takes a sharp individual to manage all the different aspects of that farm or business and market its products successfully. This program includes training in the futures market, financial management, web page design, human resource management, as well as consulting and sales. Graduates from the program will have the basic skills needed to manage the changes taking place in agriculture into the next decade.

Admission Requirements: See page 22 under Admission Procedures.**Minimum Credits:** 21*Suggested Course Sequence*

| Term One | Course Title | Credits |
|----------|------------------------------|---------|
| ACC:152 | Financial Accounting | 4.0 |
| AGB:235 | Intro to Agriculture Markets | 3.0 |
| AGB:336 | Agriculture Selling | 3.0 |
| AGB:466 | Agriculture Finance | 3.0 |

| Term Two | Course Title | Credits |
|----------|---------------------------------------|---------|
| AGB:035 | Agriculture Risk Management <i>OR</i> | 2.0 |
| AGB:436 | Grain Merchandising | 2.0 |
| AGB:330 | ³ Farm Business Management | 3.0 |
| BUS:185 | Business Law I | 3.0 |

Ag Bus - Agriculture Office Technician

Campus Location: Calmar

Program Entry: Fall, Spring, Summer

Award: Certificate

Description: This certificate prepares graduates to enter into the workforce with skills in office procedures and computers in order to efficiently manage an agriculture office in a production or business operation. It is designed to enhance and advance individuals in office management in their current careers in agriculture.

Admission Requirements: See page 22 under Admission Procedures.

Minimum Credits: 20

Suggested Course Sequence

| Term One | Course Title | Credits |
|----------|---|---------|
| ACC:111 | Intro to Accounting <i>OR</i> | 3.0 |
| ACC:152 | Financial Accounting | 4.0 |
| ADM:106 | Intro to Keyboarding <i>OR</i> | 2.0 |
| ADM:116 | Keyboarding II <i>OR</i> | 3.0 |
| ADM:162 | Office Procedures | 3.0 |
| ADM:175 | Records and Database Management | 2.0 |
| AGB:235 | Intro to Agriculture Markets | 3.0 |
| CIS:205 | Fundamentals of Web Programming <i>OR</i> | 2.0 |
| CIS:207 | Fundamentals of Web Programming | 3.0 |

| Term Two | Course Title | Credits |
|----------|---|---------|
| AGA:157 | Soil Fertility | 1.0 |
| AGB:333 | Applied Farm Financial Management <i>OR</i> | 2.0 |
| AGS:326 | Applied Ration Balancing and Feeding | 2.0 |
| AGB:436 | Grain Merchandising | 2.0 |
| PHS:193 | Intro to GIS | 3.0 |

Ag Bus - Agronomy Custom Application

Campus Location: Calmar

Program Entry: Fall, Spring, Summer

Award: Certificate

Description: Currently this is the highest demand occupation in Agriculture Business. The new technologies in custom application equipment require highly trained and professional individuals. In addition to understanding how to operate the equipment, students need to recognize and analyze crop production problems. Much of the program is designed around the competencies required of the International Certified Crop Advisor program. The courses for this certificate are available entirely online, so students can work on them from their own location at their own pace.

Admission Requirements: See page 22 under Admission Procedures.

Minimum Credits: 20

Suggested Course Sequence

| Term One | Course Title | Credits |
|----------|-------------------------------------|---------|
| AGA:114 | ² Principles of Agronomy | 3.0 |
| AGP:328 | Global Positioning Systems | 2.0 |

| Term Two | Course Title | Credits |
|----------|------------------------------|---------|
| AGA:154 | Fundamentals of Soil Science | 3.0 |
| AGA:157 | Soil Fertility | 1.0 |

| | | |
|---------|-------------------------------------|-----|
| AGA:161 | Herbicides | 1.0 |
| AGA:212 | Grain and Forage Crops | 4.0 |
| AGA:283 | Pesticide Application Certification | 2.0 |
| PHS:193 | Intro to GIS | 3.0 |

| Term Three | Course Title | Credits |
|------------|---------------------|---------|
| AGA:374 | Pest Identification | 1.0 |

Ag Bus - Animal Science

Campus Location: Calmar, Online

Program Entry: Fall, Spring, Summer

Award: Certificate

Description: The Animal Science option allows students to tailor their training into a variety of areas of animal production. In addition to taking the background courses in animal science, students choose three of six specialized animal production courses.

Admission Requirements: See page 22 under Admission Procedures.

Minimum Credits: 21

Suggested Course Sequence

| Term One | Course Title | Credits |
|----------|-----------------------------|---------|
| AGS:242 | Animal Health | 3.0 |
| AGS:319 | Animal Nutrition | 3.0 |
| AGS:353 | Animal Genetics | 3.0 |
| AGS:xxx | Animal Science Elective | 3.0 |
| * | Animal Science Lab Elective | 2.0 |

| Term Two | Course Title | Credits |
|----------|--|---------|
| AGS:101 | Working with Animals | 2.0 |
| AGS:114 | ¹ Survey of the Animal Industry | 2.0 |
| AGS:331 | Animal Reproduction | 3.0 |

***Electives:**

Animal Science Lab Electives: AGS:244, AGS:326, AGS:334

Ag Bus - Crop Advisor

Campus Location: Calmar, Online

Program Entry: Fall, Spring, Summer

Award: Certificate

Description: With the new technologies in crop production products, there is a high demand for trained individuals in this area. The proper recognition and analysis of crop production problems are emphasized. Much of the program is designed around the competencies required of the International Certified Crop Advisor program. Upon graduation, students have the background and training necessary to advance rapidly in careers in crop consulting and precision agriculture. The courses for this certificate are available entirely online, so students can work on them from their own location at their own pace.

Admission Requirements: See page 22 under Admission Procedures.

Minimum Credits: 21

Suggested Course Sequence

| Term One | Course Title | Credits |
|----------|-------------------------------------|---------|
| AGA:114 | ² Principles of Agronomy | 3.0 |

| Term Two | Course Title | Credits |
|----------|-------------------------------|---------|
| AGA:154 | Fundamentals of Soil Science | 3.0 |
| AGA:157 | Soil Fertility | 1.0 |
| AGA:212 | Grain and Forage Crops | 4.0 |
| AGA:853 | Certified Crop Advisor Review | 1.0 |
| PHS:193 | Intro to GIS | 3.0 |

| Term Three | Course Title | Credits |
|------------|----------------------------|---------|
| AGA:374 | Pest Identification | 1.0 |
| AGA:375 | Integrated Crop Management | 2.0 |
| AGP:333 | Precision Farming Systems | 3.0 |

Ag Bus - Dairy

Campus Location: Calmar, Online

Program Entry: Fall, Spring, Summer

Award: Certificate

Description: NICC has a nationally recognized dairy program. With the state-of-the-art facilities and outstanding instructors, we consider ourselves second to none. The Dairy option allows students to participate in the Dairy program at NICC while emphasizing a more generalized training in agriculture.

Admission Requirements: See page 22 under Admission Procedures.

Minimum Credits: 21

Suggested Course Sequence

| Term One | Course Title | Credits |
|----------|-------------------------------|---------|
| AGS:242 | Animal Health | 3.0 |
| AGS:319 | Animal Nutrition | 3.0 |
| AGS:335 | Principles of Milk Production | 3.0 |
| AGS:353 | Animal Genetics | 3.0 |
| AGS:944 | Issues Facing Animal Science | 1.0 |
| * | Agriculture Elective | 2.0 |

| Term Two | Course Title | Credits |
|----------|--------------------------------|---------|
| AGS:331 | Animal Reproduction | 3.0 |
| AGS:337 | Principles of Dairy Production | 3.0 |

*Electives:

Agriculture Electives: AGS:244, AGS:326, AGS:334

Articulation: Articulation can be achieved by successfully passing an NICC Agriculture Department proficiency exam and taking the following at your high school:

¹ Animal Science

² Crop Science

³ Farm Management

Ag Bus - Precision Agriculture

Campus Location: Calmar

Program Entry: Fall, Spring, Summer

Award: Certificate

Description: One of the greatest changes that has taken place in agriculture in the last decade is the use of Geographical Information Systems and the Global Positioning System to quantify and manage the land around us. This can involve anything from grid sampling soils and using yield maps on a farm field to analyzing the customer base and finding new clients for an agribusiness. This new technology opens up a wealth of career opportunities for trained individuals, since very few people who are currently in agriculture are adequately trained in the use of the technology.

Admission Requirements: See page 22 under Admission Procedures.

Minimum Credits: 19

Suggested Course Sequence

| Term One | Course Title | Credits |
|----------|---------------------------------------|---------|
| AGA:375 | Integrated Crop Management | 2.0 |
| AGP:328 | Global Positioning Systems | 2.0 |
| CIS:125 | Intro to Programming Logic w/Language | 3.0 |
| PHS:193 | Intro to GIS | 3.0 |

| Term Two | Course Title | Credits |
|----------|-----------------------------------|---------|
| AGA:157 | Soil Fertility | 1.0 |
| AGP:421 | Apps of Geographical Info Systems | 2.0 |
| BCA:212 | Intro to Computer Business Apps | 3.0 |

| Term Three | Course Title | Credits |
|------------|---------------------------|---------|
| AGP:333 | Precision Farming Systems | 3.0 |

Agriculture Production (Ag Pro)

Campus Location: Calmar

Program Entry: Fall, Spring, Summer

Award: Associate in Applied Science degree

Description: The Agriculture Production program is designed to train people to work in the agriculture production industry. It provides the technical agricultural skills necessary in farming in today's agriculture industry. During the first year, you have the option of specializing in several areas by taking specified electives. Included in the first year of study are eight weeks of internship experience in your area of specialty. The Agriculture Production program allows for the flexibility to tailor the program to your own specific interests.

Admission Requirements: See page 22 under Admission Procedures.

Minimum Credits: 70

Suggested Course Sequence

| Term One | Course Title | Credits |
|----------|-------------------------------------|---------|
| AGA:114 | ² Principles of Agronomy | 3.0 |
| AGB:235 | Intro to Agriculture Markets | 3.0 |
| BCA:212 | Intro to Computer Business Apps | 3.0 |
| | Agriculture Elective | 2.0 |
| * | Communication Elective | 3.0 |
| * | Math Elective | 3.0 |

| Term Two | Course Title | Credits |
|----------|--|---------|
| AGB:330 | ³ Farm Business Management | 3.0 |
| AGB:333 | Applied Farm Financial Management | 2.0 |
| AGS:101 | Working with Animals | 2.0 |
| AGC:802 | Agriculture Production Internship I | 2.0 |
| AGS:114 | ¹ Survey of the Animal Industry | 2.0 |
| PHS:193 | Intro to GIS | 3.0 |
| | Agriculture Elective | 2.0 |

| Term Three | Course Title | Credits |
|------------|--------------------------------------|---------|
| AGC:812 | Agriculture Production Internship II | 2.0 |
| | Elective | 4.0 |

| Term Four | Course Title | Credits |
|-----------|----------------------|---------|
| AGB:466 | Agricultural Finance | 3.0 |
| AGS:319 | Animal Nutrition | 3.0 |

| | | |
|---------|--------------------------------|-----|
| BIO:112 | General Biology I <i>OR</i> | 4.0 |
| BIO:248 | Intro to Bioscience Technology | 4.0 |
| ** | Applied Agriculture Elective | 2.0 |
| | Elective | 4.0 |

| Term Five | Course Title | Credits |
|-----------|------------------------------------|---------|
| AGA:212 | Grain and Forage Crops | 4.0 |
| AGB:036 | Agriculture Risk Management | 3.0 |
| | Agriculture Elective | 2.0 |
| | Elective | 3.0 |
| * | Social Science/Humanities Elective | 3.0 |

***Electives:**

One Communication Elective: transfer-level COM, ENG, SPC

One Math Elective: MAT:102, MAT:744, transfer-level MAT

One Social Science or Humanities Elective: Social Science: transfer-level ECN, GEO, POL, PSY, SOC. Humanities: transfer-level ART, CLS, DRA, FLS, HIS, HUM, LIT, MUS, PHI, REL

**Applied Agriculture Electives: AGA:283, AGA:375, AGP:328, AGS:244, AGS:326, AGS:334, AGS:354

Ag Pro - Applied Agriculture Studies

Campus Location: Calmar

Program Entry: Fall, Spring, Summer

Award: Diploma

Description: This diploma program is designed for students interested in an entry-level agriculture career. Courses in this program emphasize hands-on learning. The education plan is outlined so that the students can complete the program in one year although most students go through the program on a less aggressive schedule taking two to three years to complete the program. Students who complete this program and who wish to continue their studies to complete a full degree can have a seamless transition to the Agriculture Production AAS degree.

Admission Requirements: See page 22 under Admission Procedures.

Minimum Credits: 38.5

Suggested Course Sequence

| Term One | Course Title | Credits |
|----------|---|---------|
| AGA:114 | ² Principles of Agronomy | 3.0 |
| AGS:244 | Applied Animal Disease Prevention and Treatment | 2.0 |
| AGS:334 | Applied Reproductive Techniques | 2.0 |
| AGX:8xx | Agriculture Internship | 2.0 |
| BCA:212 | Intro to Computer Business Apps <i>OR</i> | 3.0 |
| SDV:200 | Intro to Computers | 1.5 |
| | Math Elective | 3.0 |

| Term Two | Course Title | Credits |
|----------|--|---------|
| AGB:333 | Applied Farm Financial Management | 2.0 |
| AGB:336 | Agriculture Selling | 3.0 |
| AGS:101 | Working with Animals | 2.0 |
| AGS:114 | ¹ Survey of the Animal Industry | 2.0 |
| AGX:8xx | Agriculture Internship | 2.0 |
| COM:723 | Workplace Communications | 3.0 |
| SDV:135 | Job Seeking Skills | 1.0 |
| | Agriculture Elective | 3.0 |

| Term Three | Course Title | Credits |
|------------|------------------------|---------|
| AGA:157 | Soil Fertility | 1.0 |
| AGA:374 | Pest Identification | 1.0 |
| AGX:8xx | Agriculture Internship | 2.0 |
| | Agriculture Elective | 3.0 |

Articulation: Articulation can be achieved by successfully passing an NICC Agriculture Department proficiency exam and taking the following at your high school:

¹ Animal Science

² Crop Science

³ Farm Management

Animal Science

Campus Location: Calmar

Program Entry: Fall, Spring, Summer

Award: Associate in Science degree

Description: Meat production is a multi-billion dollar economic force in agriculture. Beef, pork, poultry, and lamb production are key in the effort to feed an ever-increasing world population with growing food demands. NICC has expanded its leadership in agriculture education to include the management of food animal production locally, regionally, nationally, and globally.

Students enrolling in this program can expect to immediately enter into the workforce after completion of their two-year degree or they can transfer to a four-year college to pursue a B.S. degree. Career options for graduates include:

- Return to and modernize family operation
- Management position on feedlot, farrowing unit, or large cow/calf operation
- Industry jobs with AI firms or local producer-owned cooperative
- Health-related positions working with/at veterinary clinics
- Beginning producer(s) starting their own operations

Successful students will receive transfer-level credits in algebra, statistics, chemistry, biology, public speaking, composition, social science, and humanities. Graduates with an AS in Animal Science transfer as juniors and usually complete their B.S. degree in two years.

Admission Requirements: See page 22 under Admission Procedures.

Minimum Credits: 71.5

Suggested Course Sequence

Completion of Associate in Science degree requirements, page 73, *AND:*

| | Course Title | Credits |
|---------|--------------------------------|---------|
| AGA:114 | Principles of Agronomy | 3.0 |
| AGS:101 | Working with Animals | 2.0 |
| AGS:114 | Survey of the Animal Industry | 2.0 |
| AGS:218 | Domestic Animal Physiology | 4.0 |
| AGS:226 | Beef Cattle Science | 3.0 |
| AGS:242 | Animal Health | 3.0 |
| AGS:319 | Animal Nutrition | 3.0 |
| AGS:331 | Animal Reproduction | 3.0 |
| AGS:353 | Animal Genetics | 3.0 |
| AGS:806 | Animal Science Internship | 2.0 |
| AGS:944 | Issues Facing Animal Science | 1.0 |
| BIO:113 | General Biology II <i>OR</i> | 4.0 |
| BIO:248 | Intro to Bioscience Technology | 4.0 |
| ENG:106 | Composition II | 3.0 |
| MAT:120 | College Algebra | 3.0 |

| | | |
|---------|-------------------------------|---------|
| MAT:156 | Statistics | 3.0 |
| | Agriculture Business Elective | 3.0 |
| | Chemistry Elective | 3.0 |
| | Chemistry Lab Elective | 1.0 |
| * | Computer Elective | 1.5-3.0 |

*** Electives:**

Computer Electives: BCA:112, BCA:212, SDV:200

Associate Degree Nursing

Campus Location: Calmar, Peosta

Program Entry: Fall, Spring

Award: Associate in Applied Science

Description: The Associate Degree Nursing program prepares you to assess, plan, implement, and evaluate the health care needs of patients and clients. This comprehensive program includes specific nursing courses as well as core course requirements in the areas of communication, science, math, social science, and life skills. Classroom activities are closely correlated with selected learning experiences in hospitals and other health care settings. After successful completion of this program, you are eligible to write the National Licensure Exam (NCLEX) to become a Registered Nurse. The program is approved by the Iowa Board of Nursing.

This program participates in a state-wide articulation program which facilitates transfer of ADN graduates to four-year institutions within Iowa for the advanced study of nursing.

Nursing courses with a clinical component may not be taken by a person who has been denied nursing licensure by a board of nursing; whose nursing license is currently suspended, surrendered, or revoked in any U.S. jurisdiction; whose nursing license/registration is currently suspended, surrendered, or revoked in another country due to disciplinary action.

Admission Requirements: The ADN program is a ladder-concept program. In addition to the college admission requirements outlined under Admission Procedures on page 22, and prior to acceptance into the Nursing program, students must have successfully completed Human Anatomy and Physiology I and Lab, Human Anatomy and Physiology II and Lab, Introduction to Nutrition, and Dosage Calculations. Once completed, students will be accepted into the Nursing program. Students who graduate from NICC's Practical Nursing program are eligible to complete the sophomore year for completion of an AAS in Nursing. Advanced-standing students who are current LPN's can articulate into the sophomore year only after transcript review, space availability, and district wide head of Nursing approval. A Licensed Practical Nurse seeking admission will need to provide proof of current licensure and complete ADN:146, BIO:165, BIO:167, BIO:170, BIO:172, and a life-span growth and development course prior to starting the sophomore year. The advanced-standing students will begin coursework with ADN:148. All nursing students are required to attend a program orientation prior to entrance into the program. Notification of dates and times will occur after acceptance to the Nursing program.

Nursing Concepts is in term one of the Nursing program and is the first clinical course. The following documentation must be completed and received within the department by the designated date prior to the start of Nursing Concepts:

- Submission of current physical and immunization records.
- Submission of current certification of American Heart Association HealthCare Provider CPR or American Red Cross CPR for the Professional Rescuer.
- Clearance on a criminal, dependent adult and child abuse background screening. You will receive information regarding the screenings after acceptance into the Nursing program.

- Successful completion of a 75-hour Certified Nurse Aide (CNA) course from a community college or an approved CNA course provider. A copy of your certificate must be submitted. Please contact NICC Continuing Education, 563-562-3263 ext. 399, to arrange a course.

- Completion of the written and skill competency tests for the CNA registry. A copy of your CNA registry results must be submitted.

A student who fails to meet this deadline will forfeit his/her seat, and it will be offered to another student. The student will then be placed at the bottom of the wait list.

All students who are enrolled in a health care program will be required to complete a drug screen prior to entrance into a clinical rotation with a clinical affiliate. Random drug screens will also be conducted on students while enrolled in the program.

Note: A positive report on the criminal, dependant adult abuse, child abuse background screening, or drug screen may prevent you from acceptance in clinical and completion of the program.

After acceptance into the nursing program verification materials should be submitted to:

Northeast Iowa Community College
Nursing Department
10250 Sundown Rd.
Peosta, IA 52068

You may also be required to provide documentation of health insurance coverage. Please be aware of the following physical demands during your clinical education courses. Daily activities require bending, stooping, squatting, reaching, pushing, and pulling in all directions. You will be asked to lift and carry objects weighing up to a minimum of 50 pounds and also shared weight. Clinical tasks require use of hands for repetitive action such as simple and firm grasping and fine manipulation and walking, including stair stepping. You may also be in contact with communicable diseases and chemical/biohazardous materials and odors. For clinical assessments, visual and hearing acuity is essential. Travel to clinical sites in outlying areas will be required at times throughout the program. Students are responsible for any travel costs. You will need to show proof of high school graduation or equivalent prior to taking the NCLEX licensure exam. The Iowa Board of Nursing will no longer review criminal history prior to application for licensure. Students are required to complete each program level within three years.

Exit requirements: Students are required to pass the established benchmarks on the HESI exam in order to graduate from the program. The established benchmarks are stated in the annual District-Wide Policy and Procedure Manual for the Administration of Nursing Programs.

Class Hours: Classes are scheduled two or three days per week on campus. Clinical experiences are scheduled the remaining days in hospitals, nursing homes, and other health care settings and can occur on either the day or evening shift.

Minimum Credits: 84.75 including nursing admission requirements

Suggested Course Sequence

| Term One | Course Title | Credits |
|----------|--------------------------|---------|
| ENG:105 | Composition I | 3.0 |
| PNN:169 | Nursing Concepts | 6.75 |
| PNN:204 | Pharmacology Medications | 1.0 |
| PNN:527 | Nursing Care of Adults I | 3.5 |
| PSY:121 | Developmental Psychology | 3.0 |

| Term Two | Course Title | Credits |
|----------|--------------------------|---------|
| PNN:410 | Nursing Care of Children | 2.0 |

| | | |
|---------|---|------|
| PNN:430 | Nursing Care of the Childbearing Family | 2.0 |
| PNN:528 | Nursing Care of Adults II | 6.0 |
| PNN:529 | Dimensions of Practical Nursing | 4.25 |

Note: LPN students entering 2nd level only are required to take:

| | | |
|---------|--|------|
| ADN:146 | Transition from Practice into Associate Degree Nursing | 2.25 |
|---------|--|------|

| Term Three | Course Title | Credits |
|------------|--|---------|
| ADN:148 | Transition to Associate Degree Nursing | 4.0 |
| BIO:183 | Microbiology | 3.0 |
| BIO:184 | Microbiology Lab | 1.0 |
| PSY:111 | Intro to Psychology | 3.0 |

| Term Four | Course Title | Credits |
|-----------|--|---------|
| ADN:434 | Comprehensive Nursing Care of the Childbearing Family | 4.0 |
| ADN:444 | Comprehensive Nursing Care of Children | 4.0 |
| ADN:475 | Comprehensive Nursing Care of the Mental Health Client | 6.0 |
| ENG:106 | Composition II OR | 3.0 |
| SPC:112 | Public Speaking | 3.0 |

| Term Five | Course Title | Credits |
|-----------|---|---------|
| ADN:525 | Comprehensive Nursing Care of Adults I | 10.25 |
| ADN:528 | Comprehensive Nursing Care of Adults II | 1.0 |
| SOC:110 | Intro to Sociology | 3.0 |

Note: The following year rules exist for nursing program coursework. If exceeded, the course(s) will need to be repeated. Nursing courses identified with an ADN or PNN prefix and Anatomy and Physiology courses cannot be greater than five years old. Introduction to Psychology cannot be greater than ten years old.

Academic Requirement(s): Students enrolled in health occupations programs must pass all required coursework with a minimum of a C- grade. However, a minimum 2.0 cumulative GPA (C grade average) is required to graduate from the program and the college.

RN to BSN Coursework

The Iowa state-wide articulation plan for nursing education allows Iowa community college credit from an A.D.N. degree to be accepted in transfer for half (a total of 64 hours) of a Bachelors of Science in Nursing degree (B.S.N.) at an Iowa college or university program. Clarke College, Dubuque, Upper Iowa University, Fayette, and the University of Iowa, Iowa City, have such programs as well as other schools in the state. There are also distance learning options around the country. Most require that you have attained your RN license. For further information, contact your NICC advisor.

Associate in Arts-AA

Campus Location: Calmar, Peosta, Online

Program Entry: Fall, Spring, Summer

Award: Associate in Arts degree

Description: The Associate in Arts Degree program provides a course of study which, if satisfactorily completed, will readily transfer to most colleges and universities. College parallel-transfer curricula permit completion

of the equivalent of the first two years of a bachelor's degree program in numerous institutions.

General education core courses completed for the degree are useful to you, regardless of whether you complete your formal education at NICC or continue your formal education at another college.

If you plan to transfer to a four-year institution, you should select courses to satisfy requirements of the specific institution to which you intend to transfer. Consult your advisor at the four-year institution to which you intend to transfer anytime you have questions about course selection.

The Associate in Arts degree is a useful beginning if you seek a professional degree in business, education, engineering, social work, and other areas.

Admission Requirements: See page 22 under Admission Procedures.

General Degree Requirements

1. A minimum of 64 credit hours. Note: Students not ready to begin college/transfer level writing and math courses may need additional prerequisite course work that requires them to exceed the 64 credit hours minimum.
2. A 2.0 cumulative grade point average and a passing grade in all required courses.
3. At least 18 credit hours must be earned at NICC. Individual departments may require specific courses to meet this requirement.
4. Demonstrated computer literacy is a requirement for graduation. This requirement may be met with BCA:112, BCA:212, SDV:200, or an equivalent course or as prescribed by specific majors.

Minimum Credits: 64

Specific Requirements for the Associate in Arts degree

1. Complete the general degree requirements described earlier.
2. Meet minimum general education core requirements in each of the following areas:
 - a. Communication (ENG:105, SPC:112, and ENG:106 or ENG:108) **Credits: 9.0**
 - b. Math (transfer-level MAT) and Science (transfer-level BIO, CHM, ENV, PHS, PHY), (minimum of one math and one science course)* **Credits: 9.0**
 - c. Social Science (transfer-level ECN, GEO, POL, PSY, SOC)** **Credits: 9.0**
 - d. Humanities (transfer-level ART, ASL, CLS, DRA, FLS, HIS, HUM, LIT, MUS, PHI, REL)**
 One of the following history courses is required: ART:203, ART:204, HIS:131, HIS:132, HIS:151, HIS:152, HIS:214/CLS:170.
 One of the following Literature courses is required: LIT:101, LIT:110, LIT:111, LIT:142, LIT:145, LIT:186. **Credits: 12.0**
- e. Additional hours in any combination from the above subject areas **Credits: 5.0**
3. Remaining Requirements: These hours will be elective courses designed for transfer. A maximum of 4 hours of developmental or non-transfer courses in the arts and sciences (Communication: COM, ENG, ESL, SPC; Math: MAT; Science: BIO, CHM, ENV, PHS, PHY, SCI; Social Science: ECN, GEO, POL, PSY, SOC; Humanities: ART, ASL, CLS, DRA, FLS, HIS, HUM, LIT, MUA, MUS, PHI, REL) and Life Skills may be applied toward meeting the 64 credits required for the degree. A maximum of 16 hours of non-transfer level vocational-technical credits may also be used. (See the Course Classification System guide.)

*Science courses must include a lab component.

**Select courses from at least two different disciplines in this teaching area.

Associate in Science-AS

Campus Location: Calmar, Peosta, Online

Program Entry: Fall, Spring, Summer

Award: Associate in Science degree

Description: The Associate in Science Degree is primarily designed to enable you to transfer your work to a four-year college or university for the purpose of earning a baccalaureate degree. This degree program also offers opportunities for personal enrichment or career enhancement and provides a foundation in mathematics and science designed for transfer in a prescribed area of specialization. You should choose an intended major at a transfer institution as soon as possible and select courses which are required for your major.

Admission Requirements: See page 22 under Admission Procedures.

General Degree Requirements

1. A minimum of 64 credit hours. *Note:* Students not ready to begin college/transfer level writing and math courses may need additional prerequisite course work that requires them to exceed the 64 credit hours minimum.
2. A 2.0 cumulative grade point average and a passing grade in all required courses.
3. At least 18 credit hours must be earned at NICC. Individual departments may require specific courses to meet this requirement.
4. Demonstrated computer literacy is a requirement for graduation. This requirement may be met with BCA:112, BCA:212, SDV:200, or an equivalent course or as prescribed by specific majors.

Minimum Credits: 64

Specific Requirements for the Associate in Science degree

1. Complete the general degree requirements described earlier.
2. Meet minimum general education core requirements in each of the following areas:
 - a. Communication (ENG:105, SPC:112, and ENG:106 or ENG:108) **Credits: 9.0**
 - b. Math (transfer-level MAT) and Science (transfer-level BIO, CHM, ENV, PHS, PHY)* **Credits: 14.0**
 - c. Social Science (transfer-level ECN, GEO, POL, PSY, SOC)** **Credits: 9.0**
 - d. Humanities (transfer-level ART, ASL, CLS, DRA, FLS, HIS, HUM, LIT, MUA, MUS, PHI, REL)** **Credits: 6.0**

One of the following history courses is required: ART:203, ART:204, HIS:131, HIS:132, HIS:151, HIS:152, HIS:214/CLS:170.

3. Remaining Requirements: This area must include at least 10 hours of transfer-level course work. A maximum of 4 hours of developmental or non-transfer courses in the arts and sciences (Communication: COM, ENG, ESL, SPC; Math: MAT; Science: BIO, CHM, ENV, PHS, PHY, SCI; Social Science: ECN, GEO, POL, PSY, SOC; Humanities: ART, ASL, CLS, DRA, FLS, HIS, HUM, LIT, MUA, MUS, PHI, REL) and Life Skills may be applied toward meeting the 64 credits required for the degree. A maximum of 16 hours of non-transfer level vocational-technical credits may also be used. (See the Course Classification System guide.)

*Science course must include a lab component.

**Select courses from two different disciplines

Automotive Mechanics

Campus Location: Peosta

Program Entry: Fall

Award: Diploma

Description: In this age of rapidly changing technology, the automotive repair field demands personnel who are trained in the latest methods of diagnosis and repair. If you are mechanically inclined and willing to learn the necessary skills, you will find many opportunities in the automotive field. Instruction is provided in the basic skills as well as on modern, up-to-date diagnostic equipment.

After completing the necessary coursework, you should be prepared to take exams to receive certification by the National Institute for Automotive Service Excellence (ASE) in the following areas: automatic transmission/transaxle, brakes, electrical systems, engine performance, engine repair, heating and air conditioning, manual drive train and axles, suspension, and steering.

Admission Requirements: See page 22 under Admission Procedures.

****Certification/Licensure:** Completion of these courses prepares students to take an exam to receive ASE Certification.

Minimum Credits: 48

Suggested Course Sequence

| Term One | Course Title | Credits |
|----------|----------------------------|---------|
| AUT:110 | Auto Shop Practices | .5 |
| AUT:164 | Automotive Engine Repair** | 4.0 |
| AUT:503 | Automotive Brake Systems** | 3.0 |
| ELE:200 | Auto Electrical Systems** | 7.0 |
| HSC:133 | First Aid/CPR | .5 |
| * | Math Elective | 3.0-4.0 |

| Term Two | Course Title | Credits |
|----------|---|---------|
| AUT:204 | Automotive Automatic Transmissions/ Transaxles Service** | 4.0 |
| AUT:248 | Automotive Drive Trains** | 4.5 |
| AUT:404 | Automotive Suspension and Steering** | 4.0 |
| WEL:330 | Welding Fundamentals | 1.0 |
| * | Communication Elective | 3.0 |
| * | Computer Elective | 1.5-3.0 |

| Term Three | Course Title | Credits |
|------------|--|---------|
| AUT:704 | Automotive Heating and Air Conditioning** | 4.0 |
| AUT:809 | Automotive Engine Performance** | 8.0 |

*Electives:

Math Electives: MAT:041, MAT:053, MAT:063, MAT:102, MAT:744, transfer-level MAT

Communication Electives: COM:020, COM:723, ENG:013, ENG:021, ENG:105

Computer Electives: BCA:112, BCA:212, SDV:200

Automotive Technology

Campus Location: Calmar

Program Entry: Fall

Award: Associate in Applied Science degree

Description: In the 21st century, there have been remarkable advances in technical design, construction, and complexity of automobiles. New technologies to improve exhaust emissions, engine performance, fuel consumption, and driveability have overwhelmed the job market with the need for highly-trained technicians, since many currently employed technicians do not possess the education or experience to successfully manage these changes. In addition, the needs of business, industry, and the public require a constant influx of educated technicians.

The Automotive Technology program is designed to provide you with the expertise to repair and maintain technologically advanced vehicles. The program gives you the opportunity to acquire a thorough understanding of the basic principles, purposes, and operation of the various systems and components of today's automobiles. The automotive laboratories are well-equipped for training in all facets of automobile repair, including theory and practical application in diagnosis and tune-up, electrical and hydraulic systems, automatic transmissions, engines, emission controls, fuel systems, brakes, and suspensions systems. Graduates of the program find a wide range of employment opportunities in automotive dealerships, mass-merchandisers, fleets, independent garages, and service stations.

After completing the necessary coursework, you should be prepared to take exams to receive certification by the National Institute for Automotive Service Excellence (ASE) in the following areas: automotive transmission/transaxle, brakes, electrical systems, engine performance, engine repair, heating and air conditioning, manual drive train and axles, suspension, and steering.

Admission Requirements: See page 22 under Admission Procedures.

Minimum Credits: 77.5

Suggested Course Sequence

| Term One | Course Title | Credits |
|----------|------------------------------------|---------|
| ADM:106 | Intro to Keyboarding OR | 2.0 |
| SDV:200 | Intro to Computers | 1.5 |
| AUT:102 | Intro to Automotive Technology | 1.0 |
| AUT:405 | Automotive Suspension and Steering | 5.0 |
| AUT:505 | Automotive Brake Systems | 5.0 |
| AUT:871 | Automotive Service Management I | 2.0 |
| * | General Education Electives | 6.0 |

| Term Two | Course Title | Credits |
|----------|--|---------|
| AUT:306 | Automotive Manual Drive Train/Axles | 6.0 |
| AUT:639 | Automotive Electrical/Ignition Systems | 5.0 |
| AUT:872 | Automotive Service Management II | 2.0 |
| | Psychology Elective (transfer-level) | 3.0 |

| Term Three | Course Title | Credits |
|------------|-------------------------------------|---------|
| AUT:706 | Automotive Heating/Air Conditioning | 6.0 |
| AUT:815 | Automotive Engine Performance | 9.0 |
| AUT:873 | Automotive Service Management III | 2.0 |
| * | Science Elective | 4.0 |

| Term Four | Course Title | Credits |
|-----------|---|---------|
| AUT:169 | Automotive Engine Repair | 9.0 |
| AUT:219 | Automotive Automatic Transmissions/ Transaxles Service | 6.0 |
| AUT:874 | Automotive Service Management IV | 2.0 |
| * | General Education Elective | 3.0 |

***Electives:**

One Communication Elective: ENG:105, ENG:106, SPC:112

One Math Elective: MAT:102, MAT:110, MAT:744, transfer-level MAT

One General Education Elective:ART:101, ART:133, ASL:131, ASL:161, BIO:112, BIO:113, CHM:110, CHM:111, ECN:110, ECN:120, ECN:130, ENG:105, ENG:106, ENV:115, ENV:116, ENV:140, FLS:141, FLS:142, GEO:121, HIS:131, HIS:132, HIS:151, HIS:152, LIT:101, LIT:110, MAT:120, MAT:128, MAT:130, MAT:156, PHI:101, PHI:105, PHY:106, PHY:162, PHY:172, POL:101, PSY:111, PSY:112, PSY:121, SOC:110, SOC:115, SOC:120, SOC:121, SOC:140, SPC:112

Building Materials Management

Campus Location: Calmar

Program Entry: Fall, Spring, Summer

Award: Diploma

Description: Building Materials Management prepares you for trainee positions in marketing and management in the supply of construction materials. Coursework includes construction, marketing, business, and general education areas.

There is a steady demand for trained individuals for supervisory and management positions in lumber retail outlets, small stores where lumber products are sold or distributed, and sales and management in wholesale supply organizations. The Building Materials Management program will prepare you with hands-on experience and technical knowledge to give you confidence when you seek employment in this aspect of the construction field.

Admission Requirements: See page 22 under Admission Procedures.

Minimum Credits: 37.5

Suggested Course Sequence

| Term One | Course Title | Credits |
|----------|--------------------------|---------|
| ACC:152 | Financial Accounting | 4.0 |
| CON:111 | Basic Drafting | 2.0 |
| CON:376 | Construction II | 4.0 |
| HSC:133 | First Aid/CPR | .5 |
| MGT:102 | Principles of Management | 4.0 |
| * | Communication Elective | 3.0 |
| * | Math Elective | 3.0-4.0 |

| Term Two | Course Title | Credits |
|----------|-------------------------------|---------|
| ACC:156 | Managerial Accounting | 4.0 |
| BUS:185 | Business Law I | 3.0 |
| CON:379 | Construction III | 4.0 |
| MKT:110 | Principles of Marketing | 3.0 |
| PSY:112 | Psychology of Human Relations | 3.0 |

Students may choose CON:375 as an elective, but not in place of CON:376 or CON:379.

***Electives:**

Communication Electives: COM:723, ENG:105, SPC:112

Math Electives: MAT:063, MAT:130, MAT:156, MAT:779

Business Administration

Campus Location: Calmar, Peosta, Online

Program Entry: Fall, Spring, Summer

Award: Associate in Arts degree

Description: The Associate in Arts with a concentration in Business Administration provides a course of study which will readily transfer to most four-year colleges and universities. College courses permit completion of

the equivalent of the first two years of a bachelor's degree in many four-year colleges. If you are working toward the Business Administration concentration, take courses in science, communication, math, humanities, social science, and the required business subject areas.

The general education courses completed for the degree are useful whether you continue your formal education at a four-year college or enter the workforce. The Associate in Arts with a concentration in Business Administration is a useful beginning if you plan to get a professional degree in accounting, finance, management, marketing, human resources, business education, or computer science.

If you plan to transfer to a four-year college, you should select courses to satisfy requirements of the specific institution to which you intend to transfer. Consult your advisor at the four-year institution to which you intend to transfer anytime you have questions about course selection.

Admission Requirements: See page 22 under Admission Procedures.

Minimum Credits: 64

Suggested Course Sequence

Completion of Associate in Arts degree requirements, page 72, AND:

| | Course Title | Credits |
|---------|------------------------------|---------|
| ACC:152 | Financial Accounting | 4.0 |
| ACC:156 | Managerial Accounting | 4.0 |
| ECN:120 | Principles of Macroeconomics | 3.0 |
| ECN:130 | Principles of Microeconomics | 3.0 |
| MAT:156 | Statistics | 3.0 |
| * | Business Electives | 9.0 |
| * | Computer Elective | 3.0 |

***Electives:**

Business Electives: transfer-level ACC, BCA, BUS, CIS, FIN, LGL, MGT, MKT, NET

Computer Electives: BCA:112, BCA:212

Business Specialist

Campus Location: Calmar, Peosta, Online

Program Entry: Fall, Spring, Summer

Award: Associate in Applied Science degree

Description: The Business Specialist program provides you with basic knowledge and skills in preparation for business positions of a general nature. Areas of emphasis include accounting, marketing, management, supervision, and business law. After graduation you are prepared to seek employment in entry-level management and supervisory positions.

Admission Requirements: See page 22 under Admission Procedures.

Minimum Credits: 69

Suggested Course Sequence

| Term One | Course Title | Credits |
|----------|---|---------|
| BCA:112 | Intro to Data Processing | 3.0 |
| BUS:103 | Intro to Business | 4.0 |
| MAT:063 | Elementary Algebra or higher-level math | 4.0 |
| * | Psychology Elective | 3.0 |
| * | Technical Elective | 3.0 |

| Term Two | Course Title | Credits |
|----------|---------------------------------|---------|
| BCA:212 | Intro to Computer Business Apps | 3.0 |
| ENG:105 | Composition I | 3.0 |
| MKT:110 | Principles of Marketing | 3.0 |

| | | |
|---------|-----------------------------|-----|
| MKT:183 | Customer Service Strategies | 3.0 |
| SPC:112 | Public Speaking | 3.0 |
| * | Math/Science Elective | 3.0 |

| Term Three | Course Title | Credits |
|------------|------------------------------|---------|
| ACC:152 | Financial Accounting | 4.0 |
| BUS:180 | Business Ethics | 3.0 |
| BUS:185 | Business Law I | 3.0 |
| ECN:120 | Principles of Macroeconomics | 3.0 |
| MGT:102 | Principles of Management | 4.0 |
| SDV:135 | Job Seeking Skills | 1.0 |

| Term Four | Course Title | Credits |
|-----------|------------------------------------|---------|
| ACC:156 | Managerial Accounting | 4.0 |
| ECN:130 | Principles of Microeconomics | 3.0 |
| MGT:170 | Human Resource Management | 3.0 |
| MGT:215 | Principles of Financial Management | 3.0 |
| * | Technical Elective | 3.0 |

***Electives:**

Math/Science Electives: Math: MAT:102, MAT:744, transfer-level MAT. Science: transfer-level BIO, CHM, ENV, PHS, PHY

Psychology Electives: transfer-level PSY

Technical Electives: ACC, ADM (excluding ADM:106), BCA, BUS, CIS, CSC, FIN, GRA, LGL, MGT, MKT, NET (excluding NET:116, NET:146, NET:150), TRV

CAD (Computer Aided Design) Specialist

Campus Location: Peosta

Program Entry: Fall, Spring, Summer

Award: Certificate

Description: The CAD Specialist certificate offers you an opportunity to acquire proficiency in computer-aided design. It can serve as an introduction to general CAD skills, as a springboard to further study, as a short program for the development of specific skills to obtain immediate employment, or as a bridge to upgrade your existing skills with the latest in CAD technology.

This certificate presents you with hands-on activities in two- and three-dimensional computer generation, presentation quality drawings, blueprint fundamentals, solid modeling, and computer animation and simulation techniques. You will work with computer programs that will allow you to construct commercial-grade graphics, animation, and special effects.

CAD specialists are in demand by the construction industry, factories, industrial manufacturers, architectural and engineering firms, special-effects production companies, and software firms.

Admission Requirements: See page 22 under Admission Procedures.

Minimum Credits: 10.5

Suggested Course Sequence

| Term One | Course Title | Credits |
|----------|----------------------------------|---------|
| CAD:104 | Computer Aided Drafting OR | 3.0 |
| CAD:172 | Intro to CAD: AutoCAD | 2.0 |
| SDV:200 | Intro to Computers or equivalent | 1.5 |

| Term Two | Course Title | Credits |
|----------|-------------------------------|---------|
| CAD:165 | Rendering and Animation | 3.0 |
| CAD:175 | Advanced CAD: AutoCAD | 2.0 |
| CON:113 | Construction Print Reading OR | 2.0 |
| WEL:110 | Welding Blueprint Reading | 2.0 |

Carpentry (Carp)

Campus Location: Calmar, Peosta

Program Entry: Summer

Award: Diploma

Description: The Carpentry program offers education and practical experience in basic residential carpentry. You will receive competency-based instruction in the use of up-to-date carpentry production equipment such as saws, jointers, sanders, and routers. Practical experience is provided through construction of a residence each year by the carpentry students. As the carpentry trade is one of the most basic trades in our society, employment opportunities for carpenters may be found in communities of all sizes.

NICC's Carpentry program is recognized by the Master Builders of Iowa through the National Center for Construction Education and Research.

Admission Requirements: See page 22 under Admission Procedures.

Certification/Licensure: Prior to completion of term one, students will acquire a completion certificate for First Aid/CPR.

Minimum Credits: 48

Suggested Course Sequence

| Term One | Course Title | Credits |
|----------|---------------------------------|---------|
| CON:111 | Basic Drafting | 2.0 |
| CON:113 | Construction Print Reading | 2.0 |
| CON:141 | Basic Construction Skills | 2.0 |
| CON:166 | Construction Lab I: Foundations | 4.0 |
| CON:375 | Construction I | 3.0 |

| Term Two | Course Title | Credits |
|----------|------------------------|---------|
| CON:376 | Construction II | 4.0 |
| CON:378 | Construction Lab II | 10.0 |
| MAT:130 | Trigonometry <i>OR</i> | 3.0 |
| MAT:779 | Applied Trigonometry | 3.0 |
| SDV:135 | Job Seeking Skills | 1.0 |

| Term Three | Course Title | Credits |
|------------|------------------------|---------|
| CON:379 | Construction III | 4.0 |
| CON:381 | Construction Lab III | 10.0 |
| * | Communication Elective | 3.0 |

***Electives:** COM:723, ENG:105, SPC:112

Note: During term one, while enrolled in CON:166, students will complete a ten-hour OSHA training course online through Career Safe Online.

Carp - Cabinet Making

Campus Location: Calmar, Peosta

Program Entry: Spring

Award: Certificate

Description: This certificate emphasizes techniques involved in the building of residential and light commercial cabinets in terms of joinery for cabinet work. Students complete hands-on competency-based training using different types of joinery in constructing cabinets with doors and drawers included in cabinet structures.

Admission Requirements: See page 22 under Admission Procedures.

Minimum Credits: 5

Suggested Course Sequence

| Term One | Course Title | Credits |
|----------|----------------|---------|
| CON:384 | Cabinet Making | 5.0 |

Carp - Finishing Skills

Campus Location: Calmar, Peosta

Program Entry: Spring

Award: Certificate

Description: This certificate emphasizes techniques involved in the building of residential and light commercial structures in terms of finish work. You complete hands-on competency-based training at a student building project in interior finish work and installation.

Admission Requirements: See page 22 under Admission Procedures.

Minimum Credits: 14

Suggested Course Sequence

| Term One | Course Title | Credits |
|----------|----------------------|---------|
| CON:379 | Construction III | 4.0 |
| CON:381 | Construction Lab III | 10.0 |

Carp - Floor and Framing Skills

Campus Location: Calmar, Peosta

Program Entry: Fall

Award: Certificate

Description: This certificate offers hands-on training in floor systems and framing for the construction of residential and small commercial-type structures. You learn floor framing, wall framing, roof framing, roofing, siding, and exterior millwork on a student building project.

Admission Requirements: See page 22 under Admission Procedures.

Minimum Credits: 14

Suggested Course Sequence

| Term One | Course Title | Credits |
|----------|---------------------|---------|
| CON:376 | Construction II | 4.0 |
| CON:378 | Construction Lab II | 10.0 |

Carp - Foundation Skills

Campus Location: Calmar, Peosta

Program Entry: Summer

Award: Certificate

Description: This certificate is designed to provide competency-based instruction concerning the use of tools, materials, and practices used in the building trades. You apply this knowledge to concrete form construction, footing and foundation, framing, laying out joists, subflooring, wall studs, windows, doors, rafters, and related cuts for a student building project.

Admission Requirements: See page 22 under Admission Procedures.

Minimum Credits: 11

Suggested Course Sequence

| Term One | Course Title | Credits |
|----------|---------------------------------|---------|
| CON:111 | Basic Drafting | 2.0 |
| CON:113 | Construction Print Reading | 2.0 |
| CON:166 | Construction Lab I: Foundations | 4.0 |
| CON:375 | Construction I | 3.0 |

Chemical Technician

Campus Location: Calmar

Program Entry: Fall

Award: Associate in Applied Science

Description: The Chemical Technician program prepares you for employment in research and experimental laboratories with private companies, government agencies, universities, and hospitals. Technical knowledge and skills are developed in routine to complex chemical laboratory procedures and processes. Chemical technicians may specialize in food processing, production of drugs, or renewable energy in manufacturing or other industrial plants. The program provides a solid emphasis in chemistry and biology while giving students practical, hands-on experience learning laboratory procedures and using laboratory instrumentation and equipment. An internship is designed to offer you real-world experience in a pharmaceutical lab, an ethanol plant, or a food manufacturing company. Chemical technicians will work to assist chemists in setting up and performing tests on products or in developing new methods. As the food and drug industries continue to grow, and with renewable energy at the forefront, employment opportunities as a chemical technician are excellent.

Admission Requirements: In addition to the college admission requirements outlined under Admission Procedures on page 22, an applicant to this program must be a high school graduate or equivalent and meet the minimum entrance requirement for MAT:102 or high school chemistry.

Minimum Credits: 71.5

Suggested Course Sequence

| Term One | Course Title | Credits |
|----------|------------------------------------|---------|
| BCA:212 | Intro to Business Computer Apps | 3.0 |
| BIO:112 | General Biology I | 4.0 |
| CHT:100 | Applied Chemistry I | 3.0 |
| CHT:101 | Applied Chemistry I Lab | 1.5 |
| CHT:115 | Safety in the Laboratory | 3.0 |
| COM:723 | Workplace Communications <i>OR</i> | 3.0 |
| ENG:105 | Composition I | 3.0 |

| Term Two | Course Title | Credits |
|----------|---------------------------------------|---------|
| BIO:113 | General Biology II | 4.0 |
| BIO:248 | Introduction to Bioscience Technology | 4.0 |
| CHT:200 | Applied Chemistry II | 3.0 |
| CHT:201 | Applied Chemistry II Lab | 1.5 |
| CHT:210 | Applied Instrumentation I | 3.0 |
| CHT:211 | Applied Instrumentation II | 3.0 |

| Term Three | Course Title | Credits |
|------------|--------------------------------|---------|
| CHT:900 | Chemical Technician Internship | 2.0 |

| Term Four | Course Title | Credits |
|-----------|-------------------------------|---------|
| CHT:215 | Environmental Chemistry | 4.0 |
| CHT:250 | Applied Organic Chemistry | 3.0 |
| CHT:251 | Applied Organic Chemistry Lab | 1.5 |
| MAT:156 | Statistics | 3.0 |
| PHY:106 | Survey of Physics <i>OR</i> | 4.0 |
| PHY:162 | College Physics I | 4.0 |
| PSY:112 | Psychology of Human Relations | 3.0 |

| Term Five | Course Title | Credits |
|-----------|--------------|---------|
| BIO:183 | Microbiology | 3.0 |

| | | |
|---------|--|-----|
| BIO:184 | Microbiology Lab | 1.0 |
| CHT:260 | Applied Biochemistry | 3.0 |
| CHT:261 | Applied Biochemistry Lab | 1.5 |
| CHT:275 | Applied Chemical Analysis | 3.0 |
| CHT:300 | Intro to Chemistry Laboratory Research Methods | 3.0 |
| HSC:133 | First Aid/CPR | .5 |

Commercial-Residential Electrician

Campus Location: Calmar

Program Entry: Fall

Award: Diploma

Description: Electricity and electrical devices permeate our existence from our cars and homes to every facet of our daily routine. The Commercial-Residential Electrician program offers an opportunity to gain practical, hands-on experience in residential and commercial electrical service installation as well as a solid theoretical foundation. You are given the opportunity to acquire skills and training in alternating and direct current, National Electrical Code, electrical design, motor control principles, and motor repair through classroom experience and a student building project that provides on-site activities.

When you graduate from the Commercial-Residential Electrician program, you can seek employment with electrical contractors, private companies, and other electrical construction, installation, and maintenance employers. The employment placement record for graduates is exceptionally high (near 95 percent). This program is recognized by the Associated Builders and Contractors who award apprenticeship credit to graduates.

Admission Requirements: In addition to the college admission requirements outlined under Admission Procedures on page 22, applicants must be a high school graduate or equivalent and meet the minimum entrance requirement on a basic skills assessment for placement in MAT:063 or higher.

Minimum Credits: 53.5

Suggested Course Sequence

| Term One | Course Title | Credits |
|----------|-------------------------------------|---------|
| ELE:117 | DC Theory (8 weeks) | 5.0 |
| ELE:118 | AC Theory (8 weeks) | 5.0 |
| ELE:142 | Electrical Materials Identification | 1.0 |
| * | Computer Elective | 3.0 |
| * | General Education Electives | 6.0 |

| Term Two | Course Title | Credits |
|----------|------------------------------|---------|
| ELE:107 | Electrical Blueprint Reading | 3.0 |
| ELE:135 | Electrical Installation | 5.0 |
| ELE:146 | Commercial-Residential Lab | 6.0 |
| ELE:151 | National Electrical Code I | 3.0 |
| * | General Education Elective | 3.0 |

| Term Three | Course Title | Credits |
|------------|-----------------------------|---------|
| ELE:152 | National Electrical Code II | 3.0 |
| ELE:193 | Motor Repair | 3.0 |
| ELE:196 | Motor Control Principles | 4.0 |
| HSC:133 | First Aid/CPR | .5 |
| * | General Education Elective | 3.0 |

***Electives:**

Computer Electives: BCA:112, BCA:212, CIS:125, NET:248

General Education Electives:

One Communication Elective: COM:020, COM:723, ENG:021, ENG:105

Math Elective(s): MAT:063 and MAT:779; OR MAT:120 and MAT:130; OR MAT:744

One Science Elective: PHY:106, PHY:162, PHY:710

Communication

Campus Location: Calmar, Peosta, Online

Program Entry: Fall, Spring, Summer

Award: Associate in Arts degree

Description: The Associate in Arts in Communication will assist you if you plan to seek a professional degree in media, public relations, journalism, business, education and other communications-related areas. Journalists, technical writers, personnel directors and media specialists need the strong communication skills the Communication AA degree provides graduates.

This program will prepare you to enter the workforce in local businesses or transfer to a four-year college or university to obtain a baccalaureate degree in a communications or related area.

If you plan to transfer to a four-year institution, select courses to satisfy the requirements of your prospective institution. Consult your advisor at the four-year institution to which you intend to transfer with questions about course selection.

Admission Requirements: See page 22 under Admission Procedures.

Minimum Credits: 65

Suggested Course Sequence

Completion of Associate in Arts degree requirements, page 72, AND:

| | Course Title | Credits |
|---------|-----------------------------------|---------|
| COM:120 | Organizational Communication | 3.0 |
| COM:140 | Intro to Mass Media | 3.0 |
| ENG:106 | Composition II | 3.0 |
| ENG:108 | Composition II: Technical Writing | 3.0 |
| HUM:108 | Cultural Diversity and Identity | 3.0 |
| PHI:105 | Intro to Ethics | 3.0 |
| PSY:112 | Psychology of Human Relations | 3.0 |
| * | Communication-Related Electives | 15.0 |
| * | Computer Elective | 3.0 |

***Electives:**

Communication-Related Electives: Students are urged to work with their academic advisor in the selection of electives to best match career or transfer choice.

| | | |
|---------|------------------------------------|-----|
| ASL:131 | American Sign Language I | 3.0 |
| ASL:161 | American Sign Language II | 3.0 |
| ASL:241 | American Sign Language III | 3.0 |
| ASL:271 | American Sign Language IV | 3.0 |
| CIS:205 | Fundamentals of Web Programming OR | 2.0 |
| CIS:207 | Fundamentals of Web Programming OR | 3.0 |
| CIS:223 | Adobe Web Design | 4.0 |
| COM:145 | Public Relations Media | 3.0 |
| COM:155 | Newspaper Production | 3.0 |
| COM:936 | Occupational Experience | 3.0 |
| DRA:112 | American Film | 3.0 |
| ENG:221 | Creative Writing | 3.0 |
| FLS:141 | Elementary Spanish I | 4.0 |
| FLS:142 | Elementary Spanish II | 4.0 |
| FLS:241 | Intermediate Spanish I | 4.0 |

| | | |
|---------|---|-----|
| FLS:242 | Intermediate Spanish II | 4.0 |
| HUM:140 | Shakespeare: Dramatist, Psychologist, Historian | 3.0 |
| LIT:101 | Intro to Literature | 3.0 |
| LIT:142 | Major British Writers | 3.0 |
| LIT:186 | Cultures Through Literature | 3.0 |
| MKT:150 | Principles of Advertising | 3.0 |

***Electives:**

Computer Elective: BCA:212

Articulation: An articulation agreement is in effect with Wartburg College.

Companion Animal Science

Campus Location: Calmar

Program Entry: Fall, Spring, Summer

Award: Associate in Science degree

Description: The equine and pet industries continue to be strong economic forces in U.S. agriculture. Horses, dogs, and cats have long been human companions, yet they do create jobs locally, regionally, nationally, and globally. NICC has expanded its education offerings to include this segment of the animal agriculture.

Students enrolling in this program can expect to immediately enter into the workforce after completion of their two-year degree or transfer to a four-year college to pursue a B.S. degree. Career options for graduates include:

- Transfer to four-year colleges for B. S. degree completion
- Management position at an animal-based business
- Industry jobs with AI firms or local producer -owned cooperative
- Health-related positions working with/at veterinary clinics
- Starting their own animal-related business

Successful students will receive transfer-level credits in algebra, statistics, chemistry, biology, public speaking, composition, social science, and humanities. Graduates transfer as juniors and usually complete their B.S. degree in two years.

Admission Requirements: See page 22 under Admission Procedures.

Minimum Credits: 71.5

Suggested Course Sequence

Completion of Associate in Science degree requirements, page 73, AND:

| | Course Title | Credits |
|---------|--------------------------------|---------|
| AGS:101 | Working with Animals | 2.0 |
| AGS:114 | Survey of the Animal Industry | 2.0 |
| AGS:216 | Equine Science | 3.0 |
| AGS:218 | Domestic Animal Physiology | 4.0 |
| AGS:224 | Companion Animal Science | 3.0 |
| AGS:242 | Animal Health | 3.0 |
| AGS:319 | Animal Nutrition | 3.0 |
| AGS:331 | Animal Reproduction | 3.0 |
| AGS:353 | Animal Genetics | 3.0 |
| AGS:806 | Animal Science Internship | 2.0 |
| AGS:944 | Issues Facing Animal Science | 1.0 |
| BIO:113 | General Biology II OR | 4.0 |
| BIO:248 | Intro to Bioscience Technology | 4.0 |
| ENG:106 | Composition II | 3.0 |
| MAT:120 | College Algebra | 3.0 |
| MAT:156 | Statistics | 3.0 |

| | |
|-------------------------------|---------|
| Agriculture Business Elective | 3.0 |
| Chemistry Elective | 3.0 |
| Chemistry Lab Elective | 1.0 |
| * Computer Elective | 1.5-3.0 |

***Electives:**

Computer Electives: BCA:112, BCA:212, SDV:200

Computer Analyst - Business and Web Programming

Campus Location: Peosta

Program Entry: Fall, Spring, Summer

Award: Associate in Applied Science degree

Description: The Computer Analyst program offers two options: Business and Web Programming and Networking Administration and Tech Support. The common core provides you with the flexibility of changing options at the conclusion of your first semester. Combining robust technical skills with strong communication skills is important to successfully prepare you for employment in today's computer industry. The program is designed to prepare you for a position as an application programmer, maintenance programmer, web designer or web developer, technical support person, microcomputer consultant, trainer, networking administrator, or network support person.

Admission Requirements: See page 22 under Admission Procedures.

Minimum Credits: 70

Suggested Course Sequence

| Term One | Course Title | Credits |
|----------|---|---------|
| BCA:112 | Intro to Data Processing | 3.0 |
| BCA:212 | Intro to Computer Business Apps | 3.0 |
| CIS:115 | Intro to Large Computer Systems | 1.0 |
| CIS:122 | Programming Logic and Design | 3.0 |
| GRA:151 | Web Design | 3.0 |
| NET:248 | Cisco Discovery: Networking for Home and Small Business | 3.0 |

| Term Two | Course Title | Credits |
|----------|-------------------------------|---------|
| CIS:242 | Information Security | 3.0 |
| CIS:400 | Intro to Procedural Languages | 3.0 |
| ENG:105 | Composition I | 3.0 |
| NET:156 | Operating Systems | 3.0 |
| * | Major Elective | 3.0 |

| Term Three | Course Title | Credits |
|------------|-------------------------------|---------|
| NET:103 | Troubleshooting | 3.0 |
| SPC:112 | Public Speaking | 3.0 |
| * | Psychology/Sociology Elective | 3.0 |

| Term Four | Course Title | Credits |
|-----------|-----------------------------|---------|
| CIS:160 | Intro to Visual Languages | 3.0 |
| CIS:303 | Intro to Database | 3.0 |
| CIS:505 | Structured Systems Analysis | 4.0 |
| CIS:732 | Programming Support | 3.0 |
| * | Networking Elective | 3.0 |

| Term Five | Course Title | Credits |
|-----------|---------------------------------|---------|
| CIS:207 | Fundamentals of Web Programming | 3.0 |
| CIS:800 | Computer Project Seminar | 3.0 |
| * | Major Elective | 2.0 |

| | |
|-------------------------|-----|
| * Math/Science Elective | 3.0 |
| * Technical Elective | 3.0 |

***Electives:**

Major Electives: BCA, CIS, GRA, NET

Math/Science Electives: MAT:102, MAT:744; transfer-level BIO, CHM, ENV, MAT, PHS, PHY

Networking Electives: NET:318, NET:505

Sociology/Psychology Electives: PSY:111, PSY:112, PSY:251, SOC:110, SOC:208

Technical Electives: ACC, ADM (excluding ADM:106), BCA, BUS, CIS, CSC, FIN, GRA, LGL, MGT, MKT, NET (excluding NET:116, NET:146, NET:150), TRV

Computer Analyst - Networking Administration and Tech Support

Campus Location: Peosta

Program Entry: Fall, Spring, Summer

Award: Associate in Applied Science degree

Description: The Computer Analyst program offers two options: Business and Web Programming and Networking Administration and Tech Support. The common core provides you with the flexibility of changing options at the conclusion of your first semester. Combining robust technical skills with strong communication skills is important to successfully prepare you for employment in today's computer industry. The program is designed to prepare you for a position as an application programmer, maintenance programmer, web designer or web developer, technical support person, microcomputer consultant, trainer, networking administrator, or network support person.

Admission Requirements: See page 22 under Admission Procedures.

Minimum Credits: 70

Suggested Course Sequence

| Term One | Course Title | Credits |
|----------|---|---------|
| BCA:112 | Intro to Data Processing | 3.0 |
| BCA:212 | Intro to Computer Business Apps | 3.0 |
| CIS:115 | Intro to Large Computer Systems | 1.0 |
| CIS:122 | Programming Logic and Design | 3.0 |
| GRA:151 | Web Design | 3.0 |
| NET:248 | Cisco Discovery: Networking for Home and Small Business | 3.0 |

| Term Two | Course Title | Credits |
|----------|---|---------|
| CIS:160 | Intro to Visual Languages | 3.0 |
| CIS:242 | Information Security | 3.0 |
| ENG:105 | Composition I | 3.0 |
| NET:156 | Operating Systems | 3.0 |
| NET:249 | Cisco Discovery: Working at a Small-to-Medium Business or ISP | 3.0 |

| Term Three | Course Title | Credits |
|------------|-------------------------------|---------|
| NET:103 | Troubleshooting | 3.0 |
| SPC:112 | Public Speaking | 3.0 |
| * | Psychology/Sociology Elective | 3.0 |

| Term Four | Course Title | Credits |
|-----------|-----------------------------|---------|
| CIS:303 | Intro to Database | 3.0 |
| CIS:505 | Structured Systems Analysis | 4.0 |

| | | |
|---------|--|-----|
| NET:250 | Cisco Discovery: Routing and Switching in the Enterprise | 3.0 |
| * | Major Elective | 3.0 |
| * | Networking Elective | 3.0 |

| Term Five | Course Title | Credits |
|-----------|---|---------|
| CIS:649 | PC Clinic | 2.0 |
| NET:251 | Cisco Discovery: Designing and Supporting Computer Networks | 3.0 |
| NET:946 | Seminar | 3.0 |
| * | Math/Science Elective | 3.0 |
| * | Technical Electives | 3.0 |

***Electives:**

Major Electives: BCA, CIS, GRA, NET

Math/Science Electives: MAT:102, MAT:744; transfer-level BIO, CHM, ENV, MAT, PHS, PHY

Networking Electives: NET:318, NET:505

Sociology/Psychology Electives: PSY:111, PSY:112, PSY:251, SOC:110, SOC:208

Technical Electives: ACC, ADM (excluding ADM:106), BCA, BUS, CIS, CSC, FIN, GRA, LGL, MGT, MKT, NET (excluding NET:116, NET:146, NET:150), TRV

Computer Applications Technician

Campus Location: Calmar

Program Entry: Fall, Spring, Summer

Award: Diploma

Description: Computer applications are continually restructuring the manner in which a company uses data to run efficiently and improve quality. By compiling, accessing, arranging, and communicating information, businesses produce, market, and improve services to meet and exceed the needs of consumers.

In the Computer Applications Technician program you will develop skills in electronic data entry, access, construction, and manipulation of data that will make you a valued employee of any business. When you complete the Computer Applications Technician program, you will be able to enter the job market or continue your education using a diverse range of computer-related technology and skills.

Upon successful completion of this nine-month program, you will be awarded a diploma and afforded the opportunity to continue in the Administrative Assistant program. You may also enter the Computer Technology program (additional semesters may be needed to complete this degree).

Admission Requirements: See page 22 under Admission Procedures.

Minimum Credits: 35

Suggested Course Sequence

| Term One | Course Title | Credits |
|----------|---------------------------------|---------|
| ADM:116 | Keyboarding II | 3.0 |
| BCA:112 | Intro to Data Processing | 3.0 |
| BCA:212 | Intro to Computer Business Apps | 3.0 |
| * | General Education Electives | 9.0 |

| Term Two | Course Title | Credits |
|----------|-------------------------------------|---------|
| ACC:111 | Intro to Accounting <i>OR</i> | 3.0 |
| ACC:152 | Financial Accounting | 4.0 |
| ADM:119 | Keyboarding III | 3.0 |
| BCA:213 | Intermediate Computer Business Apps | 3.0 |

| | | |
|---------|----------------------------|-----|
| CIS:223 | Adobe Web Design | 4.0 |
| SDV:135 | Job Seeking Skills | 1.0 |
| * | General Education Elective | 3.0 |

***Electives:**

Two Communication Electives: COM:020, COM:120, COM:145, COM:155, COM:723, ENG:013, ENG:021, ENG:105, ENG:106, ENG:108, ENG:221, SPC:112

Social Science Elective: PSY:112

One Math Elective: MAT:063, MAT:102, MAT:779, or any transfer-level MAT or Science Elective (excluding SCI:001)

Computer Numerical Control (CNC) Machinist Technician

Campus Location: Peosta

Program Entry: Fall

Award: Diploma

Description: Being trained as an all-around machinist provides students with opportunity for employment throughout the region and across the country. Competency-based instruction includes safe operation of engine lathes, milling machines, grinders, saws, drills and hand tools. Students will learn to operate computerized numerical control (CNC) machines. Student initiative is emphasized in the development of speed, accuracy and safety to prepare for successful employment in machining occupations after graduation.

Admission Requirements: See page 22 under Admission Procedures.

Minimum Credits: 47

Suggested Course Sequence

| Term One | Course Title | Credits |
|----------|---------------------------------|---------|
| BCA:212 | Intro to Computer Business Apps | 3.0 |
| CAD:172 | Intro to CAD | 2.0 |
| COM:723 | Workplace Communications | 3.0 |
| MFG:121 | Machine Trade Print Reading I | 2.0 |
| MFG:241 | Machine Operations I | 3.0 |
| MFG:278 | CNC Machining I | 2.0 |
| * | Math Elective | 4.0 |

| Term Two | Course Title | Credits |
|----------|--------------------------------|---------|
| MFG:134 | Machine Trade Print Reading II | 3.0 |
| MFG:242 | Advanced Machine Operations I | 4.0 |
| MFG:296 | Machine Operations II | 4.0 |
| MFG:300 | CNC Programming Interpretation | 3.0 |
| MFG:304 | CNC Machining II | 2.0 |
| PSY:112 | Psychology of Human Relations | 3.0 |

| Term Three | Course Title | Credits |
|------------|----------------------------------|---------|
| MFG:243 | Advanced Machine Operations II | 4.0 |
| MFG:307 | Intro to CNC Programming | 1.0 |
| MFG:316 | Intro to Manufacturing Processes | 1.0 |
| SDV:224 | Co-op Career Experience III | 3.0 |

***Electives:**

Math Electives: MAT:053, MAT:063, MAT:102, MAT:744

Computer Technology

Campus Location: Calmar

Program Entry: Fall, Spring, Summer

Award: Associate in Applied Science degree

Description: The dawn of the computer age has started a revolution in all of society. Computers are everywhere: industry, business, school, and home. The Computer Technology program prepares you for the unique opportunities afforded by this revolution by giving you the technical skills necessary through a combination of classroom and hands-on experiences. You will learn how to install, maintain, operate, and repair computer hardware devices by using the latest software information for troubleshooting and analysis. This program provides the solid background in mathematics, physics, electricity, electronics, and computer networking required to successfully manage the computers of today and tomorrow.

Computer technicians and network administrators are needed in all facets of business and industry, and the demand is exceptionally high. They find employment in both large and small companies, servicing computers and related equipment either as part of a service team or on their own. With additional on-the-job experience, a graduate of NICC's Computer Technology program will be ready to advance into challenging and well-paying positions.

Admission Requirements: See page 22 under Admission Procedures.

Minimum Credits: 67

Suggested Course Sequence

| Term One | Course Title | Credits |
|----------|---|---------|
| CIS:125 | Intro to Programming Logic w/Language | 3.0 |
| CIS:205 | Fundamentals of Web Programming | 2.0 |
| ELE:113 | AC/DC Fundamentals | 3.0 |
| ELT:317 | Digital Logic Circuits | 2.0 |
| NET:248 | Cisco Discovery: Networking for Home and Small Business | 3.0 |
| * | General Education Elective | 3.0 |

| Term Two | Course Title | Credits |
|----------|---|---------|
| CIS:142 | Computer Science | 4.0 |
| ELT:310 | Digital Circuits | 4.0 |
| NET:249 | Cisco Discovery: Working at a Small-to-Medium Business or ISP | 3.0 |
| * | General Education Electives | 6.0 |

| Term Three | Course Title | Credits |
|------------|--|---------|
| CIS:153 | Data Structures | 4.0 |
| ELT:613 | Microprocessors | 4.0 |
| NET:250 | Cisco Discovery: Introducing Routing and Switching in the Enterprise | 3.0 |
| NET:453 | UNIX | 3.0 |
| * | General Education Elective | 3.0 |

| Term Four | Course Title | Credits |
|-----------|---|---------|
| BCA:212 | Intro to Computer Business Apps | 3.0 |
| NET:116 | Computer Systems and Troubleshooting | 5.0 |
| NET:251 | Cisco Discovery: Designing and Supporting Computer Networks | 3.0 |
| NET:318 | Windows Server and Workstation | 3.0 |
| PHS:193 | Intro to GIS | 3.0 |

***Electives:**

Two Communication Electives: ENG:105, SPC:112

One Math Elective: MAT:156

One Social Science Elective: Transfer-level PSY

Construction Technology

Campus Location: Peosta

Program Entry: Summer

Award: Associate in Applied Science degree

Description: The Construction Technology program prepares you for commercial carpentry, entry-level management, or trainee supervisory positions in the construction and materials supply industry. Courses in hands-on construction experience, communications, business, and mathematics develop the job-site skills necessary to exercise supervision of a construction site after some practical experience.

This program is designed to train you for employment in the construction technology field as well as increase skills and opportunities if you are already employed in a construction field. Construction managers may be employed by a construction firm or as part of a construction team in supervisory and management positions in lumber retail outlets, small stores where lumber products are sold or distributed, and sales and management in wholesale supply organizations. The construction manager advises and assists the construction team, reviews construction plans and specifications, makes recommendations regarding the feasibility, economy, materials, labor, projected costs, and time requirements for project activities, and supervises all aspects of the construction process. Wages will vary with location of job and experience.

NICC's Construction Technology program is recognized by the Master Builders of Iowa through the National Center for Construction Education and Research.

Admission Requirements: See page 22 under Admission Procedures.

Certification/Licensure: Prior to completion of term one, students will acquire a completion certificate for First Aid/CPR.

Minimum Credits: 79

Suggested Course Sequence

| Term One | Course Title | Credits |
|----------|---------------------------------|---------|
| CON:111 | Basic Drafting | 2.0 |
| CON:113 | Construction Print Reading | 2.0 |
| CON:141 | Basic Construction Skills | 2.0 |
| CON:166 | Construction Lab I: Foundations | 4.0 |
| CON:375 | Construction I | 3.0 |

| Term Two | Course Title | Credits |
|----------|------------------------|---------|
| CON:376 | Construction II | 4.0 |
| CON:378 | Construction Lab II | 10.0 |
| MAT:130 | Trigonometry <i>OR</i> | 3.0 |
| MAT:779 | Applied Trigonometry | 3.0 |

| Term Three | Course Title | Credits |
|------------|------------------------------------|---------|
| CON:379 | Construction III | 4.0 |
| CON:381 | Construction Lab III | 10.0 |
| COM:723 | Workplace Communications <i>OR</i> | 3.0 |
| ENG:105 | Composition I <i>OR</i> | 3.0 |
| SPC:112 | Public Speaking | 3.0 |

| Term Four | Course Title | Credits |
|-----------|------------------------------------|---------|
| BCA:112 | Intro to Data Processing <i>OR</i> | 3.0 |
| ECN:110 | Intro to Economics | 3.0 |
| CAD:104 | Computer Aided Drafting <i>OR</i> | 3.0 |
| CAD:172 | Intro to CAD: AutoCAD | 2.0 |
| CON:382 | Construction IV | 5.0 |
| CON:383 | Building Codes and Specifications | 3.0 |
| PSY:112 | Psychology of Human Relations | 3.0 |

| Term Five | Course Title | Credits |
|-----------|--|---------|
| CAD:175 | Advanced CAD | 2.0 |
| CON:384 | Cabinet Making | 5.0 |
| CON:385 | Construction Estimating | 3.0 |
| ENV:115 | Environmental Science | 3.0 |
| | Social Science Elective (transfer-level) | 3.0 |

It is suggested that all AAS students work in commercial construction during the summer between their term three and term four semesters.

Note: During term one, while enrolled in CON:166, students will complete a ten- hour OSHA training course online through Career Safe Online.

Cosmetology

Campus Location: Calmar

Program Entry: Fall, Spring

Award: Associate in Applied Science or Diploma (see also Entrepreneurial Cosmetology)

Description: The Cosmetology program prepares you to work in a full-service salon and/or allows you to work towards salon ownership and professional management.

You will be equipped to enter the workplace in a variety of settings.

The program features trichoanalysis (the study of hair), shampoo sets, permanents, and chemical hair relaxing. You can become a make-up artist, esthetician (skin care), cosmetic chemist, hair colorist, retail specialist, and an educational specialist. Equipment, supplies, and courses are up to date, accurate, and based on current cosmetology practices.

Cosmetology students are required by the State of Iowa to complete a minimum of 2100 hours in a Cosmetology program. NICC students finish the program when they complete the state hour requirements as well as meet individual course requirements.

You will be required to wear black slacks, shoes and socks, and an approved lab coat in the salon.

Admission Requirements: In addition to the college admission requirements outlined under Admission Procedures on page 22, applicants to this program, prior to the Mentorship Experience, you may be required to complete a criminal background check. The Cosmetology Iowa Board of Arts and Science will no longer review criminal history prior to application to licensure. You will need to show proof of high school graduation or equivalent prior to taking the State Licensure Exam.

Students enrolled in health occupations programs must pass all required coursework with a minimum of a C- grade. However, a minimum 2.0 cumulative GPA (C grade average) is required to graduate from the program and the college.

Cosmetology-AAS

Campus Location: Calmar

Program Entry: Fall, Spring

Award: Associate in Applied Science

Description: The AAS degree provides a strong foundation in Cosmetology with theory and clinical experience directed and guided by Cosmetology professionals in combination with general education courses that support the core curriculum. Graduates of the program will be qualified to pursue a baccalaureate degree at a four-year college or university in an area of interest such as management or business.

Minimum Credits: 74.5

Suggested Course Sequence

| Term One | Course Title | Credits |
|----------|------------------------------------|---------|
| BCA:112 | Intro to Data Processing <i>OR</i> | 3.0 |
| BCA:212 | Intro to Computer Business Apps | 3.0 |
| COS:110 | Basic Principles in Cosmetology | 4.0 |
| COS:159 | Practical Cosmetology Skills I | 6.0 |
| ENG:105 | Composition I | 3.0 |
| HSC:133 | First Aid/CPR | .5 |
| PSY:112 | Psychology of Human Relations | 3.0 |

| Term Two | Course Title | Credits |
|----------|----------------------------------|---------|
| COS:114 | Chemical Services II | 2.0 |
| COS:119 | Practical Cosmetology Skills II | 7.0 |
| COS:156 | Chemical Services I | 3.0 |
| COS:160 | Practical Cosmetology Skills III | 7.0 |
| * | General Education Elective | 3.0 |

| Term Three | Course Title | Credits |
|------------|---------------------------------|---------|
| COS:116 | Salon Management | 2.0 |
| COS:121 | Practical Cosmetology Skills IV | 7.0 |
| * | Math/Science Elective | 3.0 |

| Term Four | Course Title | Credits |
|-----------|------------------------------------|---------|
| COS:112 | Care of Skin and Scalp | 2.0 |
| COS:123 | Practical Cosmetology Skills VI | 7.0 |
| COS:155 | Haircutting and Styling Techniques | 1.0 |
| COS:157 | Legal Aspects of Cosmetology | 1.0 |
| COS:158 | Comprehensive Cosmetology Review | 3.0 |
| COS:161 | Practical Cosmetology Skills V | 7.0 |

*Electives:

General Education Elective: ART, ASL, COM, ENG, HIS, HUM, PHI, PSY, SOC, SPC

Math/Science Elective: Transfer-level BIO, CHM, ENV, MAT

Academic Requirement(s): Students enrolled in health occupations programs must pass all required coursework with a minimum of a C- grade. However, a minimum 2.0 cumulative GPA (C grade average) is required to graduate from the program and the college.

Cosmetology-Diploma

Campus Location: Calmar

Program Entry: Fall, Spring

Award: Diploma

Description: The Cosmetology Diploma Option prepares you to work in a full-service salon. The program features trichoanalysis (the study of hair), shampoo sets, permanents, and chemical hair relaxing. You can become a make-up artist, esthetician (skin care), cosmetic chemist, hair colorist, retail specialist, and an educational specialist. Equipment, supplies, and courses are up-to-date, accurate, and based on current practices in cosmetology.

All Cosmetology students are required by the State of Iowa to complete a minimum of 2100 hours in a Cosmetology program. NICC students finish the program when they complete the state hour requirements as well as meet individual course requirements and general educational classes. In the salon, you are required to wear black slacks, shoes and socks, and an approved lab coat.

The Cosmetology Iowa Board of Arts and Science will no longer review criminal history prior to application to licensure.

Minimum Credits: 67*Suggested Course Sequence*

| Term One | Course Title | Credits |
|----------|---|---------|
| COM:723 | Workplace Communications <i>OR</i> | 3.0 |
| COM:xxx | Communication Elective (transfer-level) | 3.0 |
| COS:110 | Basic Principles in Cosmetology | 4.0 |
| COS:159 | Practical Cosmetology Skills I | 6.0 |
| HSC:133 | First Aid/CPR | .5 |
| PSY:112 | Psychology of Human Relations | 3.0 |
| * | Computer Elective | 1.5-3.0 |

| Term Two | Course Title | Credits |
|----------|----------------------------------|---------|
| COS:114 | Chemical Services II | 2.0 |
| COS:119 | Practical Cosmetology Skills II | 7.0 |
| COS:156 | Chemical Services I | 3.0 |
| COS:160 | Practical Cosmetology Skills III | 7.0 |

| Term Three | Course Title | Credits |
|------------|---------------------------------|---------|
| COS:116 | Salon Management | 2.0 |
| COS:121 | Practical Cosmetology Skills IV | 7.0 |

| Term Four | Course Title | Credits |
|-----------|------------------------------------|---------|
| COS:112 | Care of Skin and Scalp | 2.0 |
| COS:123 | Practical Cosmetology Skills VI | 7.0 |
| COS:155 | Haircutting and Styling Techniques | 1.0 |
| COS:157 | Legal Aspects of Cosmetology | 1.0 |
| COS:158 | Comprehensive Cosmetology Review | 3.0 |
| COS:161 | Practical Cosmetology Skills V | 7.0 |

***Electives:**

Computer Electives: BCA:112, BCA:212, SDV:200

Academic Requirement(s): Students enrolled in health occupations programs must pass all required coursework with a minimum of a C- grade. However, a minimum 2.0 cumulative GPA (C grade average) is required to graduate from the program and the college.

Criminal Justice

Campus Location: Calmar, Peosta, Online

Program Entry: Fall, Spring, Summer

Award: Associate in Arts degree

Description: The Associate in Arts with a concentration in Criminal Justice provides a course of study which will readily transfer to most four-year colleges and universities. College courses permit completion of the equivalent of the first two years of a bachelor's degree at many four-year colleges. You will work toward the Criminal Justice concentration and take courses in science, communication, math, humanities, social science, and required criminal justice subject areas.

The general education courses completed for the degree are useful to you whether you continue your formal education at a four-year college or enter the workforce. The Associate in Arts with a concentration in Criminal Justice is a useful beginning if you want to get a start in law enforcement, criminal and juvenile justice systems, corrections, or security.

If you are planning to transfer to a four-year college, you should select courses that satisfy requirements of the specific institution to which you intend to transfer. Consult your advisor at the four-year institution to which you intend to transfer anytime you have questions about course selection.

Admission Requirements: See page 22 under Admission Procedures.

Minimum Credits: 65*Suggested Course Sequence*

Completion of Associate in Arts degree requirements, page 72, *AND*:

| | Course Title | Credits |
|---------|--------------------------------|---------|
| CRJ:100 | Intro to Criminal Justice | 3.0 |
| CRJ:111 | Police and Society | 3.0 |
| CRJ:120 | Intro to Corrections | 3.0 |
| CRJ:131 | Criminal Law and Procedure | 3.0 |
| CRJ:200 | Criminology <i>OR</i> | 3.0 |
| CRJ:124 | Deviance and Crime | 3.0 |
| PHI:105 | Intro to Ethics | 3.0 |
| POL:111 | American National Government | 3.0 |
| PSY:111 | Intro to Psychology | 3.0 |
| SOC:110 | Intro to Sociology | 3.0 |
| SOC:115 | Social Problems <i>OR</i> | 3.0 |
| PSY:112 | Psychology of Human Relations | 3.0 |
| * | Computer Elective | 3.0 |
| | Foreign Language (recommended) | 4.0 |
| * | Technical Elective | 3.0 |

***Electives:**

Computer Electives: BCA:112, BCA:212

Technical Electives: CRJ:141, CRJ:201, CRJ:230

Dairy Science

Campus Location: Calmar

Program Entry: Fall, Spring, Summer

Award: Associate in Science degree

Description: Dairy production is a multi-billion dollar economic force in agriculture. Dairy is key in the effort to feed an every-increasing world population with growing food demands. NICC provides leadership in dairy science education on a local, regional, national, and global basis at the world-class facility in Calmar known as the Dairy Center.

Students enrolling in this program can expect to transfer to a four-year college with junior status after completion of their two-year degree. Career options for graduates who transfer and achieve their B.S. degrees include:

- Return to and modernize family dairy operation
- Management position on modern dairy
- Industry jobs with AI firms, milk procurement organizations, and local cooperatives
- Health-related positions working with/at veterinary clinics
- Beginning producers starting their own operations

The Dairy Center's facilities include the "dueling parlor" (half-parallel/half herringbone) complete with the industry's latest technological advances, and a 3-row, 144-stall barn equipped with both slatted floors and an alley scraper for manure collection. The spacious special-needs facility is a focal point of many education activities that occur at the Center. The calf center is a premier facility designed to maximize animal and employee performance. The learning environment for the Dairy Science program is unparalleled.

Admission Requirements: See page 22 under Admission Procedures.

Minimum Credits: 74.5*Suggested Course Sequence*

Completion of Associate in Science degree requirements, page 73, *AND*:

| | Course Title | Credits |
|---------|--------------------------------|---------|
| AGA:114 | Principles of Agronomy | 3.0 |
| AGB:330 | Farm Business Management | 3.0 |
| AGS:101 | Working with Animals | 2.0 |
| AGS:114 | Survey of the Animal Industry | 2.0 |
| AGS:218 | Domestic Animal Physiology | 4.0 |
| AGS:242 | Animal Health | 3.0 |
| AGS:319 | Animal Nutrition | 3.0 |
| AGS:331 | Animal Reproduction | 3.0 |
| AGS:335 | Principles of Milk Production | 3.0 |
| AGS:337 | Principles of Dairy Production | 3.0 |
| AGS:353 | Animal Genetics | 3.0 |
| AGS:805 | Dairy Internship I | 2.0 |
| AGS:944 | Issues Facing Animal Science | 1.0 |
| BIO:113 | General Biology II <i>OR</i> | 4.0 |
| BIO:248 | Intro to Bioscience Technology | 4.0 |
| ENG:106 | Composition II | 3.0 |
| MAT:120 | College Algebra | 3.0 |
| MAT:156 | Statistics | 3.0 |
| | Chemistry Elective | 3.0 |
| | Chemistry Lab Elective | 1.0 |
| * | Computer Elective | 1.5-3.0 |

***Electives:**

Computer Electives: BCA:112, BCA:212, SDV:200

Dairy Science Technology (DST)

Campus Location: Calmar

Program Entry: Fall, Spring, Summer

Award: Associate of Applied Science degree

Description: Dairy production is a multi-billion dollar economic force and is key to the effort to feed an ever-increasing world population with growing food demands. NICC provides leadership in dairy science education at the world-class facility in Calmar known as the Dairy Center.

Students can expect to enter the dairy workforce after completing this two-year degree. Career options include:

- Return to and modernize family dairy operation
- Management position on modern dairy
- Industry jobs with AI firms, milk procurement organizations, and local cooperatives
- Positions working with or at veterinary clinics
- Beginning producer starting their own operation

The Dairy Center's facilities include a "dueling parlor" (half parallel-half herringbone) complete with the industry's latest advances and a 3-row, 144-stall barn equipped with slatted floors and an alley scraper for manure collection. Additionally, the spacious special-needs facility is a focal point along with a calf barn designed to maximize animal and employee performance.

This program includes management training, classroom discussion, practical hands-on dairy lab work, and an on-the-job experience (internship). In addition to dairy and milk production classes, required coursework includes nutrition, health/disease, reproduction, genetics, and farm accounting/business management. The successful student will master artificial insemination, palpation, ultrasound, hoof care, intravenous treatments,

vaccination, pH monitoring, CMT, milk culturing, dehorning, moisture testing and much more. Students also become proficient in dairy management software, farm cash flows, budgeting, milk marketing, job applications, and preparing a tax return.

Admission Requirements: See page 22 under Admission Procedures.

Minimum Credits: 75

Suggested Course Sequence

| Term One | Course Title | Credits |
|----------|---|---------|
| AGA:114 | ¹ Principles of Agronomy | 3.0 |
| AGS:114 | ² Survey of the Animal Industry | 2.0 |
| AGS:218 | Domestic Animal Physiology | 4.0 |
| AGS:244 | Applied Animal Disease Prevention and Treatment | 2.0 |
| AGS:328 | Parlor Management Rotation <i>OR</i> | 1.0 |
| AGS:344 | Dairy Equipment and Facility Rotation | 1.0 |
| AGS:335 | Principles of Milk Production | 3.0 |
| | *Math Elective | 3.0 |

| Term Two | Course Title | Credits |
|----------|---------------------------------------|---------|
| AGB:330 | Farm Business Management | 3.0 |
| AGB:333 | Applied Farm Financial Management | 2.0 |
| AGS:101 | Working with Animals | 2.0 |
| AGS:328 | Parlor Management Rotation <i>OR</i> | 1.0 |
| AGS:344 | Dairy Equipment and Facility Rotation | 1.0 |
| AGS:331 | Animal Reproduction | 3.0 |
| AGS:334 | Applied Reproductive Techniques | 2.0 |
| AGS:337 | Principles of Dairy Production | 3.0 |
| SPC:112 | Public Speaking | 3.0 |

| Term Three | Course Title | Credits |
|------------|---------------------------|---------|
| AGS:126 | Bovine Hoof Care Rotation | 1.0 |
| AGS:805 | Dairy Internship I | 2.0 |

| Term Four | Course Title | Credits |
|-----------|--|---------|
| AGB:235 | Intro to Agriculture Markets | 3.0 |
| AGS:242 | Animal Health | 3.0 |
| AGS:342 | Dairy Business Analysis Rotation <i>OR</i> | 1.0 |
| AGS:343 | Bovine Husbandry Rotation | 1.0 |
| AGS:353 | Animal Genetics | 3.0 |
| AGS:354 | Applied Animal Selection and Improvement | 2.0 |
| AGS:944 | Issues Facing Animal Science | 1.0 |
| AGV:247 | Large Animal Imaging and Surgery | 2.0 |
| BCA:xxx | Computer Elective (transfer-level) BCA:112 recommended | 3.0 |

| Term Five | Course Title | Credits |
|-----------|--|---------|
| AGS:319 | Animal Nutrition | 3.0 |
| AGS:326 | Applied Ration Balancing and Feeding | 2.0 |
| AGS:342 | Dairy Business Analysis Rotation <i>OR</i> | 1.0 |
| AGS:343 | Bovine Husbandry Rotation | 1.0 |
| AGV:246 | Large Animal Diagnostics | 2.0 |
| ENG:xxx | *Communication Elective | 3.0 |
| | Psychology Elective (transfer-level) PSY:112 recommended | 3.0 |
| | Science Elective (transfer-level) BIO:248 recommended | 3.0 |

*Either the English Elective or the Math Elective must be transfer-level.

Articulation: Articulation can be achieved by successfully passing an NICC Agriculture Department proficiency exam and taking the following at your high school:

¹ Crop Science

² Animal Science

DST - Dairy Breeding Specialist

Campus Location: Calmar

Program Entry: Fall, Spring, Summer

Award: Certificate

Description: Certificates are available to students who want to specialize in breeding, nutrition, or health. The certificates include courses specific to those areas, and students can choose to earn certificates in more than one area. These certificates are ideal for current producers looking to continue their education.

Admission Requirements: See page 22 under Admission Procedures.

Minimum Credits: 19

Suggested Course Sequence

| Term One | Course Title | Credits |
|----------|--|---------|
| AGS:335 | Principles of Milk Production | 3.0 |
| AGS:340 | Dairy Cattle Evaluation | 3.0 |
| AGS:353 | Animal Genetics | 3.0 |
| AGS:354 | Applied Animal Selection and Improvement | 2.0 |

| Term Two | Course Title | Credits |
|----------|---------------------------------|---------|
| AGS:331 | Animal Reproduction | 3.0 |
| AGS:334 | Applied Reproductive Techniques | 2.0 |
| AGS:337 | Principles of Dairy Production | 3.0 |

DST - Dairy Feeding Specialist

Campus Location: Calmar

Program Entry: Fall, Spring, Summer

Award: Certificate

Description: Certificates are available to students who want to specialize in breeding, nutrition, or health. The certificates include courses specific to those areas, and students can choose to earn certificates in more than one area. These certificates are ideal for current producers looking to continue their education.

Admission Requirements: See page 22 under Admission Procedures.

Minimum Credits: 19

Suggested Course Sequence

| Term One | Course Title | Credits |
|----------|--------------------------------------|---------|
| AGS:319 | Animal Nutrition | 3.0 |
| AGS:326 | Applied Ration Balancing and Feeding | 2.0 |
| AGS:335 | Principles of Milk Production | 3.0 |

| Term Two | Course Title | Credits |
|----------|--------------------------------|---------|
| AGA:212 | Grain and Forage Crops | 4.0 |
| AGS:337 | Principles of Dairy Production | 3.0 |
| BIO:248 | Intro to Bioscience Technology | 4.0 |

DST - Dairy Health Specialist

Campus Location: Calmar

Program Entry: Fall, Spring, Summer

Award: Certificate

Description: Certificates are available to students who want to specialize in breeding, nutrition, or health. The certificates include courses specific to those areas, and students can choose to earn certificates in more than one area. These certificates are ideal for current producers looking to continue their education.

Admission Requirements: See page 22 under Admission Procedures.

Minimum Credits: 19

Suggested Course Sequence

| Term One | Course Title | Credits |
|----------|---|---------|
| AGS:218 | Domestic Animal Physiology | 4.0 |
| AGS:242 | Animal Health | 3.0 |
| AGS:244 | Applied Animal Disease Prevention and Treatment | 2.0 |
| AGS:335 | Principles of Milk Production | 3.0 |

| Term Two | Course Title | Credits |
|----------|--------------------------------|---------|
| AGS:337 | Principles of Dairy Production | 3.0 |
| BIO:248 | Intro to Bioscience Technology | 4.0 |

Dental Assisting

Campus Location: Peosta

Program Entry: Fall

Award: Diploma

Description: The Dental Assisting curriculum is career-oriented. It prepares the student, as a member of the dental health team, to assist the dentist in all phases of dentistry. The program includes chairside procedures associated with general and specialty dentistry, radiology, laboratory, and business office assistance. Clinical experience is an integral part of the educational program with rotations through various dental facilities.

The program is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of "approval without reporting requirements". The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at 312.440.4653 or at 211 East Chicago Avenue, Chicago, IL 60611.

Upon successful completion of the program, you are eligible to take the Iowa Dental Board state registration exams to become a Registered Dental Assistant (RDA). Graduates are also eligible to take examinations prepared by the Dental Assisting National Board to become a Certified Dental Assistant (CDA).

After graduation you have the flexibility of being employable nationwide. Dental assisting offers some of the most ideal working conditions and attractive hours of any of the health professions while demanding a high degree of interaction between staff and patient.

Admission Requirements: In addition to the college admission requirements outlined under Admission Procedures on page 22, applicants must be a high school graduate or equivalent and meet the minimum entrance requirement on a basic skills assessment for placement in reading.

The following documentation must be completed and received within the department by the designated date prior to the start of Dental Materials I:

- Submission of current physical and immunization records.
- Submission of current certification of American Heart Association HealthCare Provider CPR or American Red Cross CPR for the Professional Rescuer.
- Clearance on a criminal, dependent adult and child abuse background screening. You will receive information regarding the screenings after acceptance into the Dental Program.

A student who fails to meet this deadline will forfeit his/her seat, and it will be offered to another student. The student will then be placed at the bottom of the wait list.

All students who are enrolled in a health care program will be required to complete a drug screen prior to entrance into a clinical rotation with a clinical affiliate. Random drug screens will also be conducted on students while enrolled in the program.

Note: A positive report on the criminal, dependant adult abuse, child abuse background screening or drug screen may prevent you from acceptance in clinical and completion of the program.

After acceptance to the program, verification materials should be submitted to:

Northeast Iowa Community College
 Allied Health Department
 10250 Sundown Rd.
 Peosta, IA 52068

Minimum Credits: 48

Suggested Course Sequence

| Term One | Course Title | Credits |
|----------|-----------------------------------|---------|
| COM:020 | Communication Skills** | 3.0 |
| DEA:203 | Applied Anatomy and Physiology OR | |
| * | Science Elective | 1.5 |
| DEA:250 | Dental Science | 4.5 |
| DEA:311 | Dental Radiography I | 2.0 |
| DEA:411 | Dental Materials I | 2.0 |
| DEA:510 | Principles of Dental Assisting | 6.5 |
| SDV:060 | Time and Stress Management | 1.0 |

| Term Two | Course Title | Credits |
|----------|-------------------------------|---------|
| DEA:264 | Dental Science II | 3.0 |
| DEA:322 | Dental Radiography II | 3.0 |
| DEA:418 | Dental Materials II | 3.0 |
| DEA:560 | Dental Clinic I | 3.0 |
| DEA:605 | Dental Specialties | 4.0 |
| PSY:111 | Intro to Psychology OR | 3.0 |
| PSY:112 | Psychology of Human Relations | 3.0 |
| SDV:135 | Job Seeking Skills | 1.0 |

| Term Three | Course Title | Credits |
|------------|--------------------------|---------|
| DEA:561 | Dental Clinic II | 4.5 |
| DEA:703 | Dental Office Procedures | 3.0 |

*Science Electives:
 BIO:157; or BIO:158; or BIO:165 and BIO:170

**Will also accept: ENG:021, ENG:105, SPC:112

Note: Students may be required to take some courses on an online or hybrid format.

Academic Requirement(s): Students enrolled in health occupations programs must pass all required coursework with a minimum of a C- grade. However, a minimum 2.0 cumulative GPA (C grade average) is required to graduate from the program and the college.

Desktop Publishing Specialist

Campus Location: Peosta

Program Entry: Fall, Spring, Summer

Award: Diploma

Description: Desktop publishing technology is one of the fastest growing areas of computer use. The Desktop Publishing Specialist program combines classroom instruction and practical experience to teach skills needed for employment in the field of desktop publishing.

You will apply technical knowledge to plan and execute publication tasks using desktop publishing equipment and software. The program includes design and implementation of page formats, layouts, and text composition. It also provides instruction in making typographical selections using computer graphics, and other computer-assisted design programs. This program also focuses on using the Internet as a medium for displaying desktop publishing documents.

Admission Requirements: See page 22 under Admission Procedures.

Minimum Credits: 47

Suggested Course Sequence

| Term One | Course Title | Credits |
|----------|---------------------------------|---------|
| ADM:116 | Keyboarding II | 3.0 |
| BCA:212 | Intro to Computer Business Apps | 3.0 |
| ENG:013 | Basic Writing | 3.0 |
| GRA:139 | PhotoShop | 3.0 |
| GRA:151 | Web Design | 3.0 |
| GRA:179 | Publication Software | 3.0 |

| Term Two | Course Title | Credits |
|----------|-------------------------------------|---------|
| BCA:112 | Intro to Data Processing | 3.0 |
| BCA:213 | Intermediate Computer Business Apps | 3.0 |
| ENG:021 | Foundations of Writing OR | 3.0 |
| ENG:105 | Composition I | 3.0 |
| GRA:129 | Illustrator | 3.0 |
| PSY:112 | Psychology of Human Relations | 3.0 |

| Term Three | Course Title | Credits |
|------------|-------------------------|---------|
| ADM:936 | Occupational Experience | 4.0 |
| SDV:135 | Job Seeking Skills | 1.0 |
| * | Math Elective | 3.0 |
| * | Technical Electives | 6.0 |

***Electives:**

Math Elective: Any non-developmental MAT

Technical Electives: ADM (excluding ADM:106, ADM:199), BCA, CIS, CSC, GRA, NET

Diesel Mechanics

Campus Location: Peosta

Program Entry: Fall

Award: Diploma

Description: The increased mobility of people and industries has caused a large growth in the diesel industry. Where there are diesel engines, there is a need for mechanics to keep them running. As a diesel mechanic, you will be prepared as an all-around mechanic capable of performing work on all systems of the vehicle. You must exhibit an attitude compatible with work requirements, demonstrate the ability to work with co-workers, and possess competencies in electrical systems, fuel systems, drive trains, and engines. Competency-based training will be offered on front-to-rear maintenance of diesel equipment.

Admission Requirements: See page 22 under Admission Procedures.

Minimum Credits: 46

Suggested Course Sequence

| Term One | Course Title | Credits |
|----------|--------------------------|---------|
| AUT:820 | Automotive Tuneup | 2.0 |
| AUT:829 | Gas Engine Principles | 4.0 |
| AUT:830 | Gas Support Systems | 4.0 |
| DSL:353 | Diesel Engine Principles | 4.0 |
| HSC:133 | First Aid/CPR | .5 |
| WEL:330 | Welding Fundamentals | 1.0 |
| * | Computer Elective | 1.5-3.0 |

| Term Two | Course Title | Credits |
|----------|-----------------------------|---------|
| AUT:321 | Automotive Transmissions | 2.0 |
| DSL:449 | Diesel Support Systems | 3.0 |
| DSL:533 | Drive Trains | 3.0 |
| DSL:632 | Brakes - Diesel | 2.0 |
| ELT:145 | Electrical Systems - Diesel | 4.0 |
| * | Math Elective | 3.0-4.0 |

| Term Three | Course Title | Credits |
|------------|----------------------------|---------|
| DSL:733 | Air Conditioning | 3.0 |
| DSL:803 | Equipment Repair - General | 6.0 |
| * | Communication Elective | 3.0 |

***Electives:**

Communication Electives: COM:020, COM:723, ENG:013, ENG:021, ENG:105

Computer Electives: BCA:112, BCA:212, SDV:200

Math Electives: MAT:041, MAT:053, MAT:063, MAT:102, MAT:744, transfer-level MAT

Early Childhood-AA

Campus Location: Calmar, Peosta

Program Entry: Fall, Spring, Summer

Award: Associate in Arts degree

Description: The Associate in Arts with a concentration in Early Childhood provides a course of study which will readily transfer to a four-year college or university. The AA in Early Childhood is designed as a continuation of the Early Childhood diploma program. It enables you to enter the field of early childhood education as an assistant or lead teacher in a daycare, preschool or Head Start program, and with experience, in a position as director.

The general education courses completed for the degree are useful to you whether you continue your formal education or enter the workplace. The Associate in Arts in Early Childhood is a useful beginning if you want to get a professional degree in early childhood or elementary education.

If you are planning to transfer to a four-year college, you should select courses to satisfy specific requirements of the institution to which you intend to

transfer. Consult your advisor at the four-year institution to which you intend to transfer if you have questions about course selection.

Admission Requirements: In addition to the college admission requirements outlined under Admission Procedures on page 22, applicants to this program, prior to the Early Childhood field experience, will be required to complete a criminal record/child and adult abuse registry check, a physical exam, and up-to-date immunizations prior to center participation. A positive criminal or abuse check may prevent you from attending center participation/field experience and completion of the program. A list of skills expected of early childhood professionals is available from counselors and advisors.

Minimum Credits: 77.5

Suggested Course Sequence

Completion of Associate in Arts degree requirements, page 73, AND:

| | Course Title | Credits |
|---------|--------------------------------------|---------|
| ECE:109 | Orientation to Center Participation | 4.0 |
| ECE:133 | Child Health, Safety, and Nutrition | 3.0 |
| ECE:162 | Curriculum: Creative Activities | 4.0 |
| ECE:167 | Curriculum: Science and Math | 2.0 |
| ECE:249 | Children's Literature OR | 3.0 |
| EDU:235 | Children's Literature | 3.0 |
| ECE:277 | Early Childhood Field Experience I | 2.0 |
| ECE:278 | Early Childhood Field Experience II | 3.0 |
| ECE:279 | Early Childhood Field Experience III | 6.0 |
| ECE:946 | Seminar | 3.0 |
| HSC:133 | First Aid/CPR | 0.5 |
| PSY:222 | Child Psychology | 3.0 |
| PSY:285 | Education of Exceptional Learners | 3.0 |
| SOC:110 | Intro to Sociology | 3.0 |
| * | Early Childhood Elective(s) | 3.0 |

***Electives:**

Early Childhood Electives: ECE:126, ECE:221, ECE:290

Option: Paraeducator Certification. For Advanced Paraeducator Certification, see Education AA, Paraeducator Certification.

Academic Requirement(s): Students enrolled in the Early Childhood program must pass all required coursework with a minimum of a C- grade. However, a minimum 2.0 cumulative GPA (C grade average) is required to graduate from the program and the college.

Early Childhood-Diploma

Campus Location: Calmar, Peosta

Program Entry: Fall

Award: Diploma

Description: Child care centers, preschools, kindergartens, and child development centers offer many possibilities for employment now that there is increasing recognition of the importance of early childhood training. Graduates of the Early Childhood program primarily function as assistants, teachers, or directors of child care centers and preschools. You receive preparation in the guidance and supervision of children in such activities as outdoor play, dramatic play, art, music, literature and language, science and math, health activities, and field trips. You will also develop a basic understanding of the principles of child development, safety procedures, assessment and evaluation diagnosis, communication skills, and nutritional needs. Upon graduation you will have employment opportunities nationwide.

Admission Requirements: In addition to the college admission requirements outlined under Admission Procedures on page 22, applicants

to this program, prior to the Early Childhood field experience, will be required to complete a criminal record/child and adult abuse registry check, a physical exam, and up-to-date immunizations prior to field experience. Satisfactory physical and mental health is required. Some field experiences may require additional screenings. Some field experience affiliations may require additional screening requirements. A positive criminal or abuse check may prevent you from attending center participation/field experience and completion of the program. Students must have CPR certification prior to field experience.

Calmar Minimum Credits: 44.5

Suggested Calmar Course Sequence

| Term One | Course Title | Credits |
|----------|-------------------------------------|---------|
| ECE:109 | Orientation to Center Participation | 3.0-4.0 |
| ECE:162 | Curriculum: Creative Activities | 4.0 |
| ECE:249 | Children's Literature | 3.0 |
| HSC:133 | First Aid/CPR | .5 |
| PSY:222 | Child Psychology | 3.0 |
| * | Communication Elective | 3.0 |

| Term Two | Course Title | Credits |
|----------|-------------------------------------|---------|
| ECE:133 | Child Health, Nutrition, and Safety | 3.0 |
| ECE:167 | Curriculum: Science and Math | 2.0 |
| ECE:277 | Early Childhood Field Experience I | 2.0 |
| ECE:278 | Early Childhood Field Experience II | 3.0 |
| PSY:285 | Education of Exceptional Learners | 3.0 |
| SOC:110 | Intro to Sociology OR | 3.0 |
| SOC:121 | Sociology of Families | 3.0 |
| * | Early Childhood Elective | 3.0 |

| Term Three | Course Title | Credits |
|------------|--------------------------------------|---------|
| ECE:279 | Early Childhood Field Experience III | 6.0 |
| ECE:946 | Seminar | 3.0 |

*Calmar Electives:

Communication Electives: COM:020, ENG:021, ENG:105, ENG:106

Early Childhood Electives: ECE:126, ECE:221, ECE:290. ECE:290 may satisfy the required management component for Head Start instructors and day care or preschool directors.

Calmar Academic Requirement(s): Students enrolled in the Early Childhood program must pass all required coursework with a minimum of a C- grade. However, a minimum 2.0 cumulative GPA (C grade average) is required to graduate from the program and the college.

Peosta Minimum Credits: 44.5

Suggested Peosta Course Sequence

| Term One | Course Title | Credits |
|----------|-------------------------------------|---------|
| ECE:109 | Orientation to Center Participation | 3.0-4.0 |
| ECE:162 | Curriculum: Creative Activities | 4.0 |
| ECE:249 | Children's Literature OR | 3.0 |
| EDU:235 | Children's Literature | 3.0 |
| HSC:133 | First Aid/CPR | .5 |
| PSY:222 | Child Psychology | 3.0 |
| * | Communication Elective | 3.0 |

| Term Two | Course Title | Credits |
|----------|-------------------------------------|---------|
| ECE:133 | Child Health, Nutrition, and Safety | 3.0 |
| ECE:167 | Curriculum: Science and Math | 2.0 |
| ECE:277 | Early Childhood Field Experience I | 2.0 |

| | | |
|---------|-------------------------------------|-----|
| ECE:278 | Early Childhood Field Experience II | 3.0 |
| PSY:285 | Education of Exceptional Learners | 3.0 |
| SOC:110 | Intro to Sociology OR | 3.0 |
| SOC:121 | Sociology of Families | 3.0 |
| * | Early Childhood Elective | 3.0 |

| Term Three | Course Title | Credits |
|------------|--------------------------------------|---------|
| ECE:279 | Early Childhood Field Experience III | 6.0 |
| ECE:946 | Seminar | 3.0 |

*Peosta Electives:

Communication Electives: COM:020, ENG:021, ENG:105, ENG:106, SPC:112

Early Childhood Electives: ECE:126, ECE:221, ECE:290. ECE:290 may satisfy the required management component for Head Start instructors and day care or preschool directors.

Peosta Academic Requirement(s): Students enrolled in the Early Childhood program must pass all required coursework with a minimum of a C- grade. However, a minimum 2.0 cumulative GPA (C grade average) is required to graduate from the program and the college.

Education (Ed)

Campus Location: Calmar, Peosta

Program Entry: Fall, Spring, Summer

Award: Associate in Arts degree

Description: The Associate in Arts degree in Education allows you to complete the first two years of a teaching degree and prepares you to transfer into an education major at a four-year institution. You are encouraged to identify the baccalaureate program which you intend to transfer into and to work with the faculty advisor to select appropriate courses to meet specific admission requirements.

If you plan to transfer to a four-year institution, you should select courses to satisfy requirements of the specific institution to which you intend to transfer. Consult your advisor at the four-year institution to which you intend to transfer anytime you have questions about course selection.

Admission Requirements: See page 22 under Admission Procedures.

Minimum Credits: 64

Suggested Course Sequence

Completion of Associate in Arts degree requirements, page 72, AND:

| Social Science | Course Title | Credits |
|----------------|------------------------|---------|
| PSY:111 | Intro to Psychology | 3.0 |
| PSY:281 | Educational Psychology | 3.0 |
| SOC:110 | Intro to Sociology | 3.0 |
| * | Computer Elective | 1.5-3.0 |

Science Requirement: Must complete one natural/life science and one physical science course, one of which includes a lab component. Please see the listing in the science Course Description section of this catalog.

*Electives:

Computer Elective: BCA:112, BCA:212, SDV:200

Ed - Paraeducator

Campus Location: Calmar, Peosta, Online

Program Entry: Fall, Spring, Summer

Award: Certificate

Description: The Paraeducator Certification program is designed to prepare you to support and assist teachers and students in a wide variety of educational and community service settings. You will be given the opportunity to work with children, especially children with disabilities.

The Paraeducator coursework will ensure you have the knowledge and skills needed to support and supplement teacher/provider programs and administrative functions. Upon completion, you will be prepared to apply for Paraeducator Certification from the State Department of Education. Employment opportunities include, but are not limited to, paraprofessional jobs in schools and agencies serving children with disabilities.

Admission Requirements: In addition to the college admission requirements outlined under Admission Procedures on page 22, applicants must complete a basic skills assessment prior to being accepted into the Level II Option of the Paraeducator Program. Prior to a practicum (Level II), you may be required to complete a criminal record/child and adult abuse registry check.

Minimum Credits: 6+

Suggested Course Sequence

All paraeducators wishing to obtain a certificate must go through Level I training.

| Level I | Course Title | Credits |
|-----------------|--|---------|
| EDU:125/HSV:160 | Making a Difference | 3.0 |
| EDU:126/HSV:161 | Observation and Management of Behavior | 3.0 |

Completion of Level I plus completion of:

| Level II | Course Title | Credits |
|-----------------|---|---------|
| EDU:175/HSV:162 | Introduction to Human Disabilities and Services | 3.0 |

Level II: Advanced Paraeducator Certification involves completion of approved AA degree and practicum, or completion of 62 approved college credits and a practicum.

Associate in Arts Degree requirements plus: Early Childhood AA, Education AA, Human Services AA

Electroneurodiagnostic Technology

Campus Location: Calmar, Peosta

Program Entry: Fall, Spring, Summer

Award: Associate of Applied Science degree granted from Eastern Iowa Community College (EICC)

Description: The Electroneurodiagnostic (END) Technology program between NICC and Eastern Iowa Community College (EICC) allows you to complete general education courses through NICC and transfer to EICC for program-specific coursework.

Electroneurodiagnostic Technology is the scientific field devoted to the recording and study of electrical activity of the brain and nervous system. Used for medical evaluation and research, it includes procedures that assess the function of the nervous system. Technologists record electrical activity arising from the brain, spinal cord, peripheral nerves, or somatosensory systems using a variety of techniques and equipment. Technologists also prepare patients for procedures, record electrical potentials, obtain medical histories, calculate results, and maintain equipment. They work with specially trained physicians who interpret the data and provide clinical impressions. Employment opportunities exist in hospitals, clinics, physician offices, research facilities, and epilepsy and sleep centers.

This program is fully accredited by the Joint Review Committee on Education in Electroneurodiagnostic Technology, and graduates are eligible for national examination given by the American Board of Registry of Electroneurodiagnostic Technologists (ABRET).

Admission Requirements: In addition to the college admission requirements outlined under Admission Procedures on page 22, applicants for admission to the Electroneurodiagnostic Technology program at EICC (Scott Community College) must:

1. Submit the EICC admission application in person or by mail. (You will then be placed in the Pre-END category until you are officially accepted into the program.) Applications can be obtained from their website: www.eicc.edu under "prospective students".
2. Send all high school and college transcripts to:
Office of the Registrar
Scott Community College
500 Belmont Road
Bettendorf, IA 52722
3. Call 563.441.4088 to determine if you will need to take their college assessment test.
4. Meet the following academic requirements:
 - a. High school graduate or GED of 50 percent or better.
 - b. High School GPA of 2.5 or 12 semester hours of completed college work with a "C" or better.
 - c. Placement test remedial work completed.

Each allied health student must have an insurance plan to cover any injury or illness requiring hospital treatment or surgery. In addition, all students are required to submit evidence of good health through a physical examination and immunization form. Proof of successful completion of a course in CPR is also required. These requirements will be due after the student starts the program.

Minimum Credits: 72.5

Suggested Course Sequence

| Term One | Course Title | Credits |
|----------|------------------------------------|---------|
| BIO:165 | Human Anatomy and Physiology I | 3.0 |
| BIO:167 | Human Anatomy and Physiology I Lab | 1.0 |
| END:111 | *Intro to END | 6.0 |
| END:210 | *Electronics and Instrumentation | 3.0 |
| HSC:117 | Basic Medical Terminology | 2.5 |

| Term Two | Course Title | Credits |
|----------|-------------------------------------|---------|
| BIO:170 | Human Anatomy and Physiology II | 3.0 |
| BIO:172 | Human Anatomy and Physiology II Lab | 1.0 |
| END:301 | *END I | 6.0 |
| END:800 | *Clinical Practicum I | 4.0 |
| PSY:111 | Intro to Psychology OR | 3.0 |
| PSY:112 | Psychology of Human Relations | 3.0 |

| Term Three | Course Title | Credits |
|------------|------------------------|---------|
| END:320 | *END II | 2.0 |
| END:820 | *Clinical Practicum II | 4.0 |

| Term Four | Course Title | Credits |
|-----------|-------------------------|---------|
| BIO:255 | *Neuroanatomy | 3.0 |
| END:340 | *END III | 3.0 |
| END:840 | *Clinical Practicum III | 4.0 |
| ENG:105 | Composition I | 3.0 |

| Term Five | Course Title | Credits |
|-----------|------------------------|---------|
| END:510 | *Polysomnography | 4.0 |
| END:860 | *Clinical Practicum IV | 8.0 |
| SPC:112 | Public Speaking | 3.0 |

| Term Six | Course Title | Credits |
|----------|-----------------------|---------|
| END:410 | *Evoked Potentials | 2.0 |
| END:880 | *Clinical Practicum V | 4.0 |

*Courses offered at Eastern Iowa Community College

Electronic Technology

Campus Location: Peosta

Program Entry: Fall

Award: Associate in Applied Science degree

Description: The electronics industry offers many opportunities with high salaries and steady advancement for people with strong mathematical and analytical skills. This program enables students to develop abilities in a practical, hands-on curriculum. Employer demand for people who can analyze problems and implement solutions is always high. Computers, cellular phones, wireless services, and other fields of electronics continue to expand. The Electronic Technology program offers excellent opportunities for articulation into four-year colleges and universities.

This two-year program provides the student with job-entry skills needed by electronic technicians working in manufacturing, research and development, installation, and maintenance of electronic equipment.

Electronic technicians work with and under the direct supervision of experienced technicians, engineers, or managers. Jobs are in three primary areas: Customer service, including market support, product services, and quality assurances; Manufacturing, including assembly, testing and quality control; and Product Development, including engineering support, assembly, testing, and quality assurance.

Admission Requirements: In addition to the college admission requirements outlined under Admission Procedures on page 22, applicants to this program must complete a high school algebra course prior to entering the program. Additional math and science courses are also helpful.

Minimum Credits: 68

Suggested Course Sequence

| Term One | Course Title | Credits |
|----------|--------------------------------|---------|
| BCA:112 | Intro to Data Processing | 3.0 |
| CIS:122 | Programming Logic and Design | 3.0 |
| ELT:317 | Digital Logic Circuits | 2.0 |
| ELT:373 | DC Circuit Analysis | 4.0 |
| ENG:105 | Composition I | 3.0 |
| MAT:744 | Technical Math OR | 4.0 |
| * | Math Elective (transfer-level) | 3.0-4.0 |

| Term Two | Course Title | Credits |
|----------|-------------------------------|---------|
| CIS:160 | Intro to Visual Languages | 3.0 |
| ELT:310 | Digital Circuits | 4.0 |
| ELT:378 | AC Circuit Analysis | 4.0 |
| ELT:530 | Semiconductors | 3.0 |
| PSY:112 | Psychology of Human Relations | 3.0 |

| Term Three | Course Title | Credits |
|------------|--------------------------------|---------|
| ELT:123 | Programmable Logic Controllers | 3.0 |
| ELT:531 | Advanced Semiconductors | 3.0 |

| | | |
|---------|----------------------------|-----|
| ELT:580 | Microelectronic Circuits | 4.0 |
| SPC:112 | Public Speaking | 3.0 |
| | General Education Elective | 3.0 |

| Term Four | Course Title | Credits |
|-----------|---------------------------------------|---------|
| ELT:410 | Electronic Communication Systems | 4.0 |
| ELT:613 | Microprocessors | 4.0 |
| ELT:715 | Intro to Automation Systems/ Robotics | 3.0 |
| PHY:710 | Technical Physics | 3.0 |
| | General Education Elective | 3.0 |

*Math Electives: MAT:128, MAT:130, MAT:210, MAT:216, MAT:219

Articulation: Articulation agreements are in effect with the following colleges and universities:

Southern Illinois University
University of Northern Iowa
Milwaukee School of Engineering

Emergency Medical Technician - Basic

Campus Location: Peosta

Program Entry: Spring

Award: Certificate

Admission Requirements: In addition to the college admission requirements outlined under Admission Procedures on page 22, applicants must be at least 17 years old prior to enrolling in the program. Graduates will need to show proof of high school graduation or equivalent and be 18 years of age prior to taking the certification exam(s).

The following documentation must be completed and received within the department by the sixth week of term one of the NICC EMT-Basic program:

- Submission of current physical and immunization records.
- Submission of current certification of American Heart Association HealthCare Provider CPR or American Red Cross CPR for the Professional Rescuer.
- Clearance on a criminal, dependent adult and child abuse background screening. You will receive information regarding the screenings after acceptance into the EMT-Basic program.

A student who fails to meet this deadline will forfeit his/her seat and it will be offered to another student. The student will then be placed at the bottom of the wait list.

All students who are enrolled in a health care program will be required to complete a drug screen prior to entrance into a clinical rotation with a clinical affiliate. Random drug screens will also be conducted on students while enrolled in the program.

Note: A positive report on the criminal, dependant adult abuse, child abuse background screening, or drug screen may prevent you from acceptance in clinical and completion of the program.

After acceptance to the program, verification materials should be submitted to:

Northeast Iowa Community College
Allied Health Department
10250 Sundown Rd.
Peosta, IA 52068

Minimum Credits: 8*Suggested Course Sequence*

| Course Title | Credits |
|--------------------------------------|---------|
| EMS:200 Emergency Medical Technician | 8.0 |

Enology Specialist-AAS

Campus Location: Calmar, Peosta, Online**Program Entry:** Fall, Spring, Summer**Award:** Associate in Applied Science degree

Description: The Enology Specialist program offers a comprehensive examination of the field of enology (wine making) offered through the Viticulture and Enology Science and Technology Alliance (VESTA) consortium of twelve colleges and universities. The program provides the knowledge required to produce wines of the highest quality and provide students with the science, agriculture, and business skills necessary to enhance Iowa's rapidly growing wine industry. Included is a foundation in chemistry and biology along with specific courses related to equipment operation, cellar maintenance, and wine analysis. The program is specifically designed to include field work and practicums at local wineries.

Some of the courses listed may not be available online through NICC, however all courses are available online through at least one of the participating VESTA consortium colleges. Students interested in the Enology program should become familiar with VESTA by visiting their website at www.vesta-usa.org.

If general education courses are available via online from NICC and have not already been completed, the courses must be taken from NICC when available. If general education courses are not available via online from NICC, they can be taken at another postsecondary institution and transferred to NICC for purposes of completing the VESTA program, and are subject to the prior written approval of the appropriate dean of the VESTA program.

Residency: The requirement of 18 credit hours completed at NICC would be considered satisfied for students who are enrolled in or have completed viticulture and enology courses from a VESTA consortium partner college. The viticulture and enology courses taken from VESTA consortium partner colleges will be considered as equivalent to NICC courses for residency purposes only.

Admission Requirements: See page 22 under Admission Procedures.**Minimum Credits:** 67*Suggested Course Sequence*

| Term One | Course Title | Credits |
|----------|------------------------------------|---------|
| BCA:212 | Intro to Computer Business Apps | 3.0 |
| BIO:112 | General Biology I | 4.0 |
| COM:723 | Workplace Communications <i>OR</i> | 3.0 |
| SPC:112 | Public Speaking | 3.0 |
| MAT:102 | Intermediate Algebra <i>OR</i> | 4.0 |
| | Math Elective (transfer-level) | 3.0-4.0 |
| SDV:108 | The College Experience | 1.0 |
| VIN:146 | **Intro to Enology | 3.0 |
| Term Two | Course Title | Credits |
| CHM:110 | Intro to Chemistry | 3.0 |
| CHM:111 | Intro to Chemistry Lab | 1.0 |
| PHS:166 | Meteorology, Weather, and Climate | 4.0 |
| VIN:148 | **Winery Sanitation | 3.0 |
| VIN:266 | Sensory Evaluation | 3.0 |

| Term Three | Course Title | Credits |
|------------|-----------------------------------|---------|
| BIO:183 | Microbiology | 3.0 |
| ENG:105 | Composition I | 3.0 |
| PHY:106 | Survey of Physics <i>OR</i> | 4.0 |
| | Physics Elective (transfer-level) | 4.0 |
| VIN:160 | **Winery Equipment Operations | 2.0 |
| VIN:246 | **Intermediate Enology | 3.0 |
| VIN:257 | **Fall Wine Production Internship | 3.0 |

| Term Four | Course Title | Credits |
|-----------|--|---------|
| ENG:108 | Composition II: Technical Writing | 3.0 |
| POL:111 | American National Government | 3.0 |
| VIN:111 | Vineyard Establishment and Maintenance <i>OR</i> | 3.0 |
| VIN:211 | **Integrated Pest Management <i>OR</i> | 2.0 |
| AGA:142 | Soils for Viticulture | 3.0 |
| VIN:259 | **Cellar Operations Technology | 2.0 |
| VIN:268 | **Wine and Must Analysis | 3.0 |
| VIN:290 | Winery Safety | 2.0 |
| * | Technical Elective | 3.0 |

**Courses completed through VESTA

***Electives:**

Technical Electives: ADM:116, ADM:119, ADM:141, ADM:148, ADM:162, ADM:175, ADM:190, ADM:199, ADM:265, ADM:266, ADM:267, ADM:936, BCA, BUS, CIS, CSC, ECN, FIN, GRA, LGL, MGT, MKT, NET:103, NET:156, NET:318, NET:453, NET:481, NET:505, NET:946, TRV:113, TRV:114, VIN:200, VIN:270

Enology Specialist-Diploma

Campus Location: Calmar, Peosta, Online**Program Entry:** Fall, Spring, Summer**Award:** Diploma**Admission Requirements:** See page 22 under Admission Procedures.**Minimum Credits:** 33*Suggested Course Sequence*

| Term One | Course Title | Credits |
|----------|-------------------------------|---------|
| BIO:112 | General Biology I | 4.0 |
| VIN:146 | **Intro to Enology | 3.0 |
| VIN:160 | **Winery Equipment Operations | 2.0 |
| * | Communication Elective | 3.0 |
| * | Elective | 3.0 |

| Term Two | Course Title | Credits |
|----------|--------------------------------|---------|
| VIN:148 | **Winery Sanitation | 3.0 |
| VIN:246 | **Intermediate Enology | 3.0 |
| VIN:259 | **Cellar Operations Technology | 2.0 |
| VIN:266 | Sensory Evaluation | 3.0 |
| VIN:268 | **Wine and Must Analysis | 3.0 |
| VIN:290 | Winery Safety | 2.0 |
| * | Enology Elective | 2.0 |

**Courses completed through VESTA.

Some of the courses listed may not be available online through NICC, however all are available online through at least one of the participating VESTA consortium colleges.

***Electives:**

Communication Electives: COM:145, COM:155, ENG:021, ENG:105, ENG:106, ENG:221, SPC:112

Enology Electives: AGA:142, VIN:111, VIN:148, VIN:200, VIN:211, VIN:270, VIN:272

Electives: BIO, BUS, CHM, CLS, COM, ECN, ENG, ENV, FLS, GEO, HIS, HUM, LIT, MAT, PHI, PHS, PHY, POL, PSY, REL, SOC, SPC; three hours can be taken from BCA:112, BCA:212

Enology

Campus Location: Calmar, Peosta, Online

Program Entry: Fall, Spring, Summer

Award: Certificate

Admission Requirements: See page 22 under Admission Procedures.

Minimum Credits: 21

Suggested Course Sequence

| Term One | Course Title | Credits |
|----------|---------------------------------|---------|
| BCA:212 | Intro to Computer Business Apps | 3.0 |
| VIN:146 | **Intro to Enology | 3.0 |
| VIN:160 | **Winery Equipment Operations | 2.0 |

| Term Two | Course Title | Credits |
|----------|-------------------------------|---------|
| VIN:148 | **Winery Sanitation | 3.0 |
| VIN:213 | **Midwest Vineyard Management | 2.0 |
| VIN:266 | Sensory Evaluation | 3.0 |
| VIN:290 | Winery Safety | 2.0 |

| Term Three | Course Title | Credits |
|------------|-----------------------------------|---------|
| VIN:257 | **Fall Wine Production Internship | 3.0 |

**Courses completed through VESTA.

Some of the courses listed may not be available online through NICC, however all are available online through at least one of the participating VESTA consortium colleges.

Entrepreneurial Cosmetology

Campus Location: Calmar, Peosta, Online

Program Entry: Fall, Spring, Summer

Award: Associate in Applied Science degree
(See also Cosmetology-AAS and Cosmetology-Diploma programs.)

Description: The purpose of this program is to meet the need of licensed cosmetologists who are seeking to own and operate a small business or to effectively operate a chair rental business. The degree will provide the knowledge and training to successfully open and operate a cosmetology business.

Admission Requirements: This program is offered as a result of a partnership with NICC, Capri College, and Stewart School. In addition to the college admission requirements outlined under Admission Procedures on page 22, applicants to this program must complete the courses required for the Entrepreneurial Cosmetology Degree. Near the completion of the NICC program, students will be required to submit a state cosmetology license to the NICC registrar in order to be awarded an AAS degree in the program. A degree will only be given to students who possess a state cosmetology license. Students may, in fact, begin and complete some required classes before or while seeking their cosmetology license. Capri and Stewart School

students need not take the Communication course (COM:723) as long as they have passed all Capri College or Stewart School communication courses (900-1, 900-2, 900-3, 900-4). Students may start taking courses in high school (if available), while attending, or after graduating from Capri College or Stewart School. A minimum 2.0 cumulative GPA is required for graduation.

Length: The program is two terms and consists of 21 credits from NICC and the remaining 43 credits from Capri College or Stewart School, assuming the students complete the communication requirement. Normal term schedules for those wanting to complete the program within one year are listed. In addition, these courses can be taken while enrolled at Capri College or Stewart School or while attending NICC.

Minimum Credits: 24 + State Cosmetology License

Suggested Course Sequence

| Term One | Course Title | Credits |
|----------|---------------------------------|---------|
| BCA:212 | Intro to Computer Business Apps | 3.0 |
| BUS:130 | Intro to Entrepreneurship | 3.0 |
| ECN:110 | Intro to Economics | 3.0 |
| * | Communication Elective | 3.0 |

| Term Two | Course Title | Credits |
|----------|-------------------------------|---------|
| BIO:183 | Microbiology OR | 3.0 |
| CHM:110 | Intro to Chemistry | 3.0 |
| BUS:133 | Entrepreneurial Studies | 3.0 |
| MKT:110 | Principles of Marketing | 3.0 |
| PSY:112 | Psychology of Human Relations | 3.0 |

***Electives:**

Communication Electives: COM:723, ENG:105, SPC:112

Firefighting Specialist

Campus Location: Calmar, Peosta

Program Entry: Fall

Award: Associate in Applied Science degree

Description: This program is designed for firefighters affiliated with an existing paid or volunteer fire department.

Emphasis is placed upon specialized firefighting courses offered through the Iowa Fire Service Training Bureau and the National Education Council for Agricultural Safety Center. This program will expand a firefighter's knowledge and develop leadership for emergency response.

Admission Requirements: In addition to the college admission requirements outlined under Admission Procedures on page 22, applicants to this program must have current affiliation with a volunteer or paid fire department. High school graduate or equivalent.

Minimum Credits: 64

Suggested Course Sequence

Completion of Associate in Applied Science degree requirements, AND:

| Term One | Course Title | Credits |
|----------|----------------------------------|---------|
| BCA:112 | Intro to Data Processing OR | 3.0 |
| BCA:212 | Intro to Computer Business Apps | 3.0 |
| ECN:120 | Principles of Macroeconomics | 3.0 |
| ENG:105 | Composition I | 3.0 |
| FIR:320 | **Essentials of Firefighting I | 4.0 |
| FIR:337 | ***Technical Agricultural Rescue | .5 |
| * | Math Elective | 3.0 |

| Term Two | Course Title | Credits |
|----------|------------------------------|---------|
| CHM:110 | Intro to Chemistry | 3.0 |
| CHM:111 | Intro to Chemistry Lab | 1.0 |
| ECN:130 | Principles of Microeconomics | 3.0 |
| PHY:710 | Technical Physics | 3.0 |
| SPC:112 | Public Speaking | 3.0 |
| | Fire Science Elective | 2.0 |

| Term Three | Course Title | Credits |
|------------|---|---------|
| FIR:280 | **Instructional Techniques for Fire Service Training | 3.0 |
| FIR:301 | **Fire Department Officer I | 3.0 |
| FIR:325 | **Essentials of Firefighting II | 2.0 |
| FIR:949 | ¹ Special Topics | 1.5 |
| PHI:105 | Intro to Ethics | 3.0 |
| | Fire Science Elective | 2.0 |

| Term Four | Course Title | Credits |
|-----------|---|---------|
| FIR:210 | **Incident Safety Officer | 1.0 |
| FIR:302 | **Fire Department Officer II | 3.0 |
| FIR:305 | **Principles of Building Construction | 2.0 |
| FIR:322 | **Hazardous Materials: Operations Level | 1.0 |
| FIR:949 | ² Special Topics | 2.0 |
| PSY:111 | Intro to Psychology <i>OR</i> | 3.0 |
| PSY:112 | Psychology of Human Relations | 3.0 |
| | ³ Fire Science Electives | 6.0 |

*Math Electives: MAT:128, MAT:130, MAT:210, MAT:216, MAT:219, MAT:744

**Offered through the IA Fire Service Training Bureau (or equivalent out-of-state certificate)

***Offered through National Education Council Agriculture Safety (NECAS), Peosta, IA

¹ Driver Operator

² Instructional Techniques for Fire Service Training II

³ Five credits are awarded for EMT or Paramedic certificates.

Fire Science Electives: FIR:201, FIR:202, FIR:203, FIR:210, FIR:302, FIR:305, FIR:308, FIR:309, FIR:312, FIR:314, FIR:949 or related fire service course work. Students must take 15 credits of electives. Students with a terminal EMS certificate are awarded 5 credits towards the electives, EMT B, Iowa Paramedic, Paramedic Specialist, or EMT Intermediate (State of IA or National Registry).

Academic Requirement(s): To receive an Associate in Applied Science degree, a student must complete all of the general education courses and bring in a certificate of completion for the required Firefighting courses and 5 elective Firefighting courses. Students will be given 33 credits for the required and elective Firefighting courses; 33 in addition to the 31 general education courses meets the minimum 64-credit requirement for an AAS degree.

1. A minimum of 64 credit hours, with at least 18 earned at NICC.
2. A minimum GPA of 2.0 and a passing grade in all required courses.
3. Coursework electives (articulated from the Fire Service Training Bureau).

The firefighting courses are offered by the Fire Service Training Bureau and are offered at various times and locations throughout the year.

Gas Utility Construction and Service

Campus Location: Peosta

Program Entry: Fall

Award: Associate in Applied Science degree

Description: The Gas Utility Construction and Service program prepares students to install, maintain, and operate both high- and low-pressure natural gas distribution systems used to supply residential, commercial, and industrial companies. Program graduates will be qualified to enter one of the most technologically intensive industries in today's economy, with potential careers in gas construction mechanics, gas meter mechanics, gas service mechanics, gas clerk estimation, gas regulator maintenance mechanics, gas appliance repair, and underground facilities location.

Graduates of the program will be able to:

- Communicate technical information
- Operate tools and equipment
- Join pipe
- Install natural gas distribution systems
- Apply customer service skills
- Maintain gas distribution systems
- Operate pipeline excavation equipment
- Service gas appliances
- Secure a commercial drivers' license

Admission Requirements: In addition to the college admission requirements outlined under Admission Procedures on page 22, applicants to this program are required to undergo a drug screening. Applicants must be high school graduates or equivalent and meet the minimum entrance requirements on a basic skills assessment for placement in MAT:063 or higher. Candidates who fail to meet the entrance math assessment placement score must successfully complete MAT:053 prior to program admission. Candidates who fail to meet the program requirements will be referred to the program faculty for further assessment prior to a final admission decision being rendered.

Minimum Credits: 76.5

Suggested Course Sequence

| Term One | Course Title | Credits |
|----------|---------------------------------|---------|
| BCA:212 | Intro to Computer Business Apps | 3.0 |
| ENG:105 | Composition I | 3.0 |
| HSC:133 | First Aid/CPR | .5 |
| MAT:063 | Elementary Algebra | 4.0 |
| UTL:100 | Gas Utility Field Training I | 4.0 |
| UTL:200 | Gas Utility Field Training II | 5.0 |

| Term Two | Course Title | Credits |
|----------|------------------------------------|---------|
| COM:723 | Workplace Communications <i>OR</i> | 3.0 |
| SPC:112 | Public Speaking | 3.0 |
| ELE:113 | AC/DC Fundamentals | 3.0 |
| MAT:744 | Technical Math | 4.0 |
| UTL:204 | Electronic Controls | 3.0 |
| UTL:220 | Regulation and Measurement | 3.0 |
| WEL:303 | Pipe Welding/SMAW | 3.0 |

| Term Three | Course Title | Credits |
|------------|--------------------------------|---------|
| PSY:112 | Psychology of Human Relations | 3.0 |
| UTL:210 | Pipeline Integrity | 3.0 |
| UTL:300 | Gas Utility Field Training III | 5.0 |

| Term Four | Course Title | Credits |
|-----------|-----------------------------------|---------|
| ENG:108 | Composition II: Technical Writing | 3.0 |
| PHY:710 | Technical Physics | 3.0 |
| UTL:230 | Gas Appliances | 3.0 |
| UTL:400 | Gas Utility Field Training IV | 4.0 |
| WEL:200 | Metallurgy Fundamentals | 2.0 |

| Term Five | Course Title | Credits |
|-----------|-------------------------------------|---------|
| IND:118 | Commercial Drivers License | 1.0 |
| PHS:193 | Intro to GIS | 3.0 |
| UTL:240 | OQ Modules (Operator Qualification) | 3.0 |
| UTL:250 | Gas Utilities Internship | 5.0 |

Graphic Design

Campus Location: Peosta

Program Entry: Fall, Spring, Summer

Award: Associate in Applied Science degree

Description: The Graphic Design program is a design-based educational program that equips students with skills and materials necessary to compete for professional design positions upon graduation. Additionally, students are well-prepared to major in design, marketing, communications, or journalism if they choose to continue their education.

Admission Requirements: See page 22 under Admission Procedures.

Minimum Credits: 70

Suggested Course Sequence

| Term One | Course Title | Credits |
|----------|------------------------------------|---------|
| BCA:112 | Intro to Data Processing <i>OR</i> | 3.0 |
| BCA:212 | Intro to Computer Business Apps | 3.0 |
| GRA:109 | History of Graphic Design | 2.0 |
| GRA:139 | PhotoShop | 3.0 |
| GRA:151 | Web Design | 3.0 |
| GRA:179 | Publication Software | 3.0 |
| * | General Education Elective | 3.0 |

| Term Two | Course Title | Credits |
|----------|-------------------------|---------|
| GRA:110 | Graphic Arts Principles | 3.0 |
| GRA:129 | Illustrator | 3.0 |
| GRA:154 | Advanced Web Design | 3.0 |
| GRA:158 | Web Multimedia | 3.0 |
| GRA:230 | Exploring Photography | 2.0 |

| Term Three | Course Title | Credits |
|------------|----------------------------------|---------|
| ART:101 | Art Appreciation <i>OR</i> | 3.0 |
| ART:203 | Art History I <i>OR</i> | 3.0 |
| ART:204 | Art History II <i>OR</i> | 3.0 |
| DRA:112 | American Film | 3.0 |
| ART:120 | Two-Dimensional Design <i>OR</i> | 3.0 |
| ART:133 | Drawing I | 3.0 |
| * | General Education Elective | 3.0 |

| Term Four | Course Title | Credits |
|-----------|-----------------------------------|---------|
| GRA:113 | Electronic Prepress and Printing | 2.0 |
| GRA:173 | Typography | 3.0 |
| GRA:210 | Graphic Layout and Design | 3.0 |
| GRA:223 | Exploring Illustration | 2.0 |
| MKT:110 | Principles of Marketing <i>OR</i> | 3.0 |
| MKT:150 | Principles of Advertising | 3.0 |
| * | General Education Elective | 3.0 |

| Term Five | Course Title | Credits |
|-----------|--|---------|
| GRA:273 | Advanced Typography | 3.0 |
| GRA:310 | Advanced Graphic Layout and Design | 3.0 |
| GRA:801 | Graphic Design Portfolio Seminar | 2.0 |
| GRA:805 | Graphic Design Occupational Experience | 3.0 |
| * | General Education Elective | 3.0 |

*Electives:

General Education Electives:

Two Communication Electives: ENG:105 and SPC:112

One Math/Science Elective: MAT:102, MAT:744, transfer-level BIO, CHM, ENV, MAT, PHS, PHY

One Sociology/Psychology Elective: PSY:111, PSY:112, PSY:251, SOC:110, SOC:208

Health Information Technology (HIT)

Campus Location: Calmar, Peosta, Online

Program Entry: Fall

Award: Associate in Applied Science degree

Description: The health information technician is a member of the health care team that assimilates health information used in the delivery and oversight of patient care. The technician works with and manages systems that collect, store, process, retrieve, analyze, disseminate and communicate information related to the research, planning, provision, financing and evaluation of health services. A career in Health Information Technology combines the knowledge and skills from the disciplines of medicine, informatics, business and computer technology within the health care industry. Those employed in health information management must possess the skills to ensure that personal health information is maintained in a manner consistent with current medical, administrative, ethical, legal and regulatory requirements.

Graduates of an associate degree educational program are known as Health Information Technicians. One of the primary tasks of a Health Information Technician is that of medical coder and reimbursement specialist. The tasks or functions performed by the health information technicians are numerous and continually changing within the work environment.

Admission Requirements: In addition to the college admission requirements outlined under Admission Procedures on page 22, applicants must meet the minimum entrance requirement on a basic skills assessment for placement in reading. Current physical and immunization records are required prior to the start of professional practice experience. You will also be required to complete criminal background and abuse registry check. A positive report may prevent you from attendance in professional practice experience and completion of program. Some professional practice affiliations may require additional screening requirements.

Minimum Credits: 72

Suggested Course Sequence

| Term One | Course Title | Credits |
|----------|--|---------|
| BCA:112 | Intro to Data Processing | 3.0 |
| BIO:165 | Human Anatomy and Physiology I | 3.0 |
| ENG:105 | Composition I | 3.0 |
| HIT:140 | Medical Terminology | 4.0 |
| HIT:300 | Clinical Terminologies, Classifications, and Standards | 2.0 |
| HIT:320 | Health Records Management | 2.0 |

| Term Two | Course Title | Credits |
|----------|------------------------------------|---------|
| BIO:170 | Human Anatomy and Physiology II | 3.0 |
| HIT:120 | Pharmacology for HIT | 1.0 |
| HIT:165 | Principles of Diseases | 4.0 |
| HIT:215 | Intro to CPT | 2.0 |
| HIT:230 | Intro to Medical Coding | 3.0 |
| HIT:340 | Comparative Records | 2.0 |
| HIT:540 | Professional Practice Experience I | 1.5 |

| Term Three | Course Title | Credits |
|------------|---------------------------------|---------|
| BCA:212 | Intro to Computer Business Apps | 3.0 |
| SPC:112 | Public Speaking | 3.0 |
| * | Social Science Elective | 3.0 |

| Term Four | Course Title | Credits |
|-----------|-------------------------------------|---------|
| HIT:231 | ICD-10-CM | 2.0 |
| HIT:232 | ICD-10-PCS | 3.0 |
| HIT:240 | Advanced Coding and Classification | 3.0 |
| HIT:280 | CPT-4 Coding | 3.0 |
| HIT:292 | Reimbursement Methodologies | 2.0 |
| HIT:421 | Legal Aspects of Health Information | 3.0 |

| Term Five | Course Title | Credits |
|-----------|--|---------|
| HIT:352 | Health Information Systems | 3.0 |
| HIT:445 | Quality Management of Organizational Resources | 4.0 |
| HIT:450 | Health Statistics | 2.0 |
| HIT:542 | Professional Practice Experience II | 2.5 |
| HIT:946 | Seminar | 2.0 |

***Electives:**

Social Science Electives: PSY:111, PSY:112, SOC:110

Academic Requirement(s): Students enrolled in health occupations programs must pass all required coursework with a minimum of a C- grade. However, a minimum+ 2.0 cumulative GPA (C grade average) is required to graduate from the program and the college.

HIT - Coding Specialist

Campus Location: Peosta, Online

Program Entry: Fall

Award: Diploma

Description: The Coding Specialist option is designed for the student who wants to be employed in health care settings to do coding processes for health care reimbursement purposes.

This program includes classes in computer and health sciences. You must have a working knowledge of anatomy and physiology, medical terminology, disease processes, coding classification, and reimbursement systems.

Prior to the practicum experience, you will be required to complete a criminal/child and adult abuse registry check. A positive report may prevent attendance in professional practice experience and completion of the program. Current physical and immunization records are required prior to Coding Practicum. Some professional affiliations may require additional screenings.

The Coding Specialist program is designed to ladder into the Health Information Technology program.

Admission Requirements: In addition to the college admission requirements outlined under Admission procedures on page 22, applicants must meet the minimum entrance requirement on a basic skills assessment for placement in reading.

Minimum Credits: 47.5

Suggested Course Sequence

| Term One | Course Title | Credits |
|----------|--------------------------------|---------|
| BIO:165 | Human Anatomy and Physiology I | 3.0 |
| HIT:140 | Medical Terminology | 4.0 |

| | | |
|---------|--|-----|
| HIT:300 | Clinical Terminologies, Classifications, and Standards | 2.0 |
| HIT:320 | Health Records Management | 2.0 |
| * | Communication Elective | 3.0 |
| | Computer Science Elective (BCA:212 recommended) | 3.0 |

| Term Two | Course Title | Credits |
|----------|-------------------------------------|---------|
| BIO:170 | Human Anatomy and Physiology II | 3.0 |
| HIT:120 | Pharmacology for HIT | 1.0 |
| HIT:165 | Principles of Diseases | 4.0 |
| HIT:215 | Intro to CPT | 2.0 |
| HIT:230 | Intro to Medical Coding | 3.0 |
| HIT:421 | Legal Aspects of Health Information | 3.0 |

| Term Three | Course Title | Credits |
|------------|------------------------------------|---------|
| HIT:231 | ICD-10-CM | 2.0 |
| HIT:232 | ICD-10-PCS | 3.0 |
| HIT:240 | Advanced Coding and Classification | 3.0 |
| HIT:280 | CPT-4 Coding | 3.0 |
| HIT:292 | Reimbursement Methodologies | 2.0 |
| HIT:503 | Coding Practicum | 1.5 |

***Electives:**

Communication Electives: ENG:105, ENG:106, SPC:112

Academic Requirement(s): Students enrolled in health occupations programs must pass all required coursework with a minimum of a C- grade. However, a minimum 2.0 cumulative GPA (C grade average) is required to graduate from the program and the college.

Heating and Air Conditioning

Campus Location: Peosta

Program Entry: Fall

Award: Diploma

Description: Learn the competencies required for successful heating and air conditioning mechanics. Competencies include installation and repair of equipment ranging in size from small residential systems to light commercial systems. You will also have the opportunity to learn how to install, diagnose, and repair electric, gas-fired, and oil-fired furnaces, motors, compressors, and evaporators, as well as following blueprints and design specifications. Each year the class installs the heating and cooling equipment at the school housing project.

Admission Requirements: See page 22 under Admission Procedures.

Certification/Licensure: The EPA Freon Certification Test will be given if you seek to become certified in handling and purchasing freon.

Minimum Credits: 46.5

Suggested Course Sequence

| Term One | Course Title | Credits |
|----------|--------------------------|---------|
| HCR:117 | Intro to Forced Air Heat | 2.0 |
| HCR:122 | Gas Furnaces | 5.0 |
| HCR:403 | Basic Electricity | 4.0 |
| HCR:515 | Sheet Metal Fabrication | 3.0 |
| WEL:330 | Welding Fundamentals | 1.0 |
| * | Math Elective | 3.0-4.0 |

| Term Two | Course Title | Credits |
|----------|--|---------|
| HCR:108 | Heating and Air Conditioning Trade Codes | 2.0 |
| HCR:123 | Oil Furnaces | 2.0 |
| HCR:124 | Hydronic Heat | 1.0 |
| HCR:202 | Intro to Cooling | 3.0 |
| HCR:204 | Principles of Air Conditioning | 4.0 |
| HCR:506 | Air Distribution | 3.0 |
| * | Communication Elective | 3.0 |

| Term Three | Course Title | Credits |
|------------|-------------------------------|---------|
| HCR:128 | Principles of Electric Heat | 2.0 |
| HCR:141 | Principles of Heat Pumps | 3.0 |
| HCR:815 | Air Purification and Humidity | 2.0 |
| HCR:941 | Practicum | 1.5 |
| HSC:133 | First Aid/CPR | .5 |
| * | Computer Elective | 1.5-3.0 |

***Electives:**

Communication Electives: COM:020, COM:723, ENG:013, ENG:021, ENG:105

Computer Electives: BCA:112, BCA:212, SDV:200

Math Electives: MAT:041, MAT:053, MAT:063, MAT:102, MAT:744, transfer-level MAT

Human Services

Campus Location: Calmar, Peosta

Program Entry: Fall, Spring, Summer

Award: Associate in Arts degree

Description: The Human Services program will provide employees for the human services agencies in Northeast Iowa and in the surrounding tri-state area. The program is designed to enable you to enter the workforce as a human service worker on a counseling staff, youth care supervisor, or other occupations in the area. The program also prepares you for transfer to a four-year college or university to obtain a baccalaureate degree in an area of interest such as social work, psychology, sociology, special education, or substance abuse.

Admission Requirements: In addition to the college admission requirements outlined under Admission Procedures on page 22, applicants to this program, prior to the field experience, may be required to complete a criminal record/child and adult abuse registry check. A positive report may prevent you from participation in field experience and completion of the program. Some field experience affiliations may require additional screening requirements.

Minimum Credits: 71

Suggested Course Sequence

Completion of Associate in Arts degree requirements, page 72, AND:

| Course Title | Credits |
|--|---------|
| HSV:150 Human Services Technology I | 3.0 |
| HSV:162 Intro to Human Disabilities and Services | 3.0 |
| HSV:225 Counseling Techniques | 3.0 |
| HSV:250 Essentials of Behavioral Modifications | 3.0 |
| HSV:256 Concepts of Addiction | 3.0 |
| HSV:270/PSY:294 Crisis Intervention | 3.0 |
| HSV:284 Case Management | 3.0 |
| PSY:111 *Introduction to Psychology | 3.0 |
| PSY:121 *Developmental Psychology OR | 3.0 |
| PSY:226 *Psychology of Aging | 3.0 |

| | | |
|---------|----------------------|-----|
| PSY:241 | *Abnormal Psychology | 3.0 |
| SOC:110 | *Intro to Sociology | 3.0 |
| | **Computer Elective | 3.0 |
| | **Major Elective | 3.0 |

*Will apply toward General Education core requirements

****Electives:**

Computer Elective: BCA:212

Major Electives: ASL:131, ASL:161, CRJ:100, CRJ:120, CRJ:201, HSV:260, PSY:221, PSY:222, PSY:251, PSY:261/SOC:261, PSY:285, SOC:115, SOC:120, SOC:140, SOC:208

Human Services Generalist

Campus Location: Calmar, Peosta

Program Entry: Fall, Spring

Award: Associate in Applied Science degree

Description: The Human Services Generalist program prepares you to enter the workplace in a variety of human service agencies, services, and delivery systems. This two-year degree will provide a strong foundation for a professional career in the human service arena. There is a wide choice of major electives in combination with a strong human services core curriculum. Actual field experience in community human service settings is also included under the guidance of working professionals.

Admission Requirements: In addition to the college admission requirements outlined under Admission Procedures on page 22, applicants to this program, prior to the field experience, may be required to complete a criminal record/child and adult abuse registry check. A positive report may prevent you from participation in field experience and completion of the program. Some field experience affiliations may require additional screening requirements.

Certification/Licensure: Paraeducator Certification Option, see Education-AA, Paraeducator.

Minimum Credits: 65.5

Suggested Course Sequence

| Term One | Course Title | Credits |
|----------|--|---------|
| ENG:105 | Composition I | 3.0 |
| HSC:133 | First Aid/CPR | .5 |
| HSV:150 | Human Services Technology I | 3.0 |
| HSV:162 | Intro to Human Disabilities and Services | 3.0 |
| HSV:256 | Concepts of Addiction | 3.0 |
| PSY:111 | Intro to Psychology | 3.0 |

| Term Two | Course Title | Credits |
|----------|--|---------|
| BCA:212 | Intro to Computer Business Apps | 3.0 |
| HSV:250 | Essentials of Behavioral Modifications | 3.0 |
| HSV:260 | Treatment of Alcohol and Drug Abuse | 3.0 |
| HSV:284 | Case Management | 3.0 |
| PSY:241 | Abnormal Psychology | 3.0 |
| SPC:112 | Public Speaking | 3.0 |

| Term Three | Course Title | Credits |
|------------|-----------------------------------|---------|
| HSV:225 | Counseling Techniques | 3.0 |
| HSV:847 | Human Services Field Experience I | 2.5 |
| PSY:121 | Developmental Psychology | 3.0 |
| SOC:110 | Intro to Sociology | 3.0 |
| * | General Education Elective | 3.0 |
| * | Math/Science Elective | 3.0-4.0 |

| Term Four | Course Title | Credits |
|-----------------|-------------------------------------|---------|
| HSV:270/PSY:294 | Crisis Intervention | 3.0 |
| HSV:848 | Human Services Field Experience II | 1.25 |
| HSV:849 | Human Services Field Experience III | 1.25 |
| PSY:226 | Psychology of Aging | 3.0 |
| * | Criminal Justice Elective <i>OR</i> | 3.0 |
| * | General Education Elective | 3.0 |
| * | Humanities/Social Science Elective | 3.0 |

***Electives:**

Criminal Justice Electives: CRJ:100, CRJ:120, CRJ:201

General Education Electives:

Humanities/Social Science Electives: ART:101, ART:203, ART:204; transfer-level ASL, CLS, DRA, ECN, FLS, GEO, HIS, HUM, LIT, MUS, PHI, POL, PSY, REL, SOC

Math/Science Electives: transfer-level BIO, CHM, ENV, MAT, PHS, PHY

Academic Requirement(s): Students enrolled in health occupations programs must pass all required coursework with a minimum of a C- grade. However, a minimum 2.0 cumulative GPA (C grade average) is required to graduate from the program and the college.

Human Services Technician

Campus Location: Calmar, Peosta (*Program suspended fall 2011*)**Program Entry:** Fall**Award:** Diploma

Description: The Human Services Technician program is designed to prepare you for entry-level positions in community agencies and institutional settings. Basic skills essential for working with persons in need of assistance will be developed. The Human Services Technician is prepared to work in direct personal contact providing help to the person in need, generally working under the direction of a professional. Employment opportunities include, but are not limited to, paraprofessional jobs in schools and agencies serving persons with mental illness, mental retardation, physical handicaps, behavior disorders, economic deprivation, or substance abuse.

Admission Requirements: In addition to the college admission requirements outlined under Admission Procedures on page 22, applicants to this program, prior to the field experience, may be required to complete a criminal record/child and adult abuse registry check. A positive report may prevent you from participation in field experience and completion of the program. Some field experience affiliations may require additional screening requirements.

Minimum Credits: 38.25*Suggested Course Sequence*

| Term One | Course Title | Credits |
|----------|--|---------|
| ENG:105 | Composition I <i>OR</i> | 3.0 |
| SPC:112 | Public Speaking | 3.0 |
| HSC:133 | First Aid/CPR | .5 |
| HSV:150 | Human Services Technology I | 3.0 |
| HSV:162 | Intro to Human Disabilities and Services | 3.0 |
| HSV:256 | Concepts of Addiction | 3.0 |
| PSY:111 | Intro to Psychology | 3.0 |

| Term Two | Course Title | Credits |
|----------|--|---------|
| BCA:212 | Intro to Computer Business Apps | 3.0 |
| HSV:250 | Essentials of Behavioral Modifications | 3.0 |
| HSV:260 | Treatment of Alcohol and Drug Abuse | 3.0 |
| HSV:284 | Case Management | 3.0 |
| PSY:241 | Abnormal Psychology | 3.0 |

| Term Three | Course Title | Credits |
|------------|------------------------------------|---------|
| PSY:121 | Developmental Psychology | 3.0 |
| HSV:847 | Human Services Field Experience I | 2.5 |
| HSV:848 | Human Services Field Experience II | 1.25 |
| SDV:135 | Job Seeking Skills | 1.0 |

Academic Requirement(s): Students enrolled in health occupations programs must pass all required coursework with a minimum of a C- grade. However, a minimum 2.0 cumulative GPA (C grade average) is required to graduate from the program and the college.

Industrial Electrician

Campus Location: Calmar**Program Entry:** Fall**Award:** Associate in Applied Science degree

Description: Since the widespread application of electricity in business and industry in the 1900s, there has been an increasingly strenuous demand for trained electricians. NICC's Industrial Electrician program is designed to provide you with the knowledge and skills needed to be successful in the electrical field. You learn the basic principles of electricity in DC/AC theory, the rules set up for the industry in National Electrical Code, and the fundamental skills required by the job market in motor repair, motor control principles, solid state fundamentals, industrial principles and design, and programmable logic controllers. You acquire knowledge and skills through classroom experiences and on-site activities at a student building project.

When you graduate, you will have excellent opportunities for employment as an electrician in an educational institution, at a utility, municipal, state, or federal agency, food processing plant, manufacturing facility, and countless other businesses and industries that rely on the skills and experience of qualified electricians to troubleshoot, test, inspect, maintain, and repair electrical machinery and wiring. The excellent employment placement record (around 96 percent) for the Industrial Electrician program demonstrates that NICC graduates receive outstanding recognition and opportunity from employers as they seek their chosen career. This program is recognized by the Iowa Electrical Apprenticeship and Training Program, Associated Builders and Contractors, and the State of Minnesota Board of Electricity, which award apprenticeship credit to graduates.

Admission Requirements: In addition to the college admission requirements outlined under Admission Procedures on page 22, applicants to this program must be a high school graduate or equivalent and meet the minimum entrance requirement on a basic skills assessment for placement in MAT:063 Elementary Algebra or higher.

Minimum Credits: 75.5*Suggested Course Sequence*

| Term One | Course Title | Credits |
|----------|-------------------------------------|---------|
| BCA:112 | Intro to Data Processing <i>OR</i> | 3.0 |
| BCA:212 | Intro to Computer Business Apps | 3.0 |
| ELE:117 | DC Theory (8 weeks) | 5.0 |
| ELE:118 | AC Theory (8 weeks) | 5.0 |
| ELE:142 | Electrical Materials Identification | 1.0 |
| HSC:133 | First Aid/CPR | .5 |
| * | General Education Elective | 3.0 |

| Term Two | Course Title | Credits |
|----------|-----------------------------|---------|
| ELE:135 | Electrical Installation | 5.0 |
| ELE:151 | National Electrical Code I | 3.0 |
| * | General Education Electives | 10.0 |

| Term Three | Course Title | Credits |
|------------|------------------------------|---------|
| ELE:107 | Electrical Blueprint Reading | 3.0 |
| ELE:146 | Commercial-Residential Lab | 6.0 |
| ELE:152 | National Electrical Code II | 3.0 |
| ELE:193 | Motor Repair | 3.0 |
| ELE:196 | Motor Control Principles | 4.0 |

| Term Four | Course Title | Credits |
|-----------|--------------------------------|---------|
| ELE:147 | Estimating | 1.0 |
| ELE:148 | Solid State Fundamentals | 4.0 |
| ELE:171 | Power Systems | 4.0 |
| ELE:172 | Fundamentals of Fluid Dynamics | 3.0 |
| ELE:220 | Application of PLC's | 6.0 |
| * | General Education Elective | 3.0 |

***Electives:**

General Education Electives:

One Communication Elective: ENG:105

Math Electives: MAT:744; OR MAT:120 AND MAT:130

One Science Elective: PHY:106, PHY:162

One Social Science Elective: PSY:112 or equivalent

Industrial Technology Teacher Education

Campus Location: Calmar

Program Entry: Fall, Spring, Summer

Award: Associate in Science degree

Description: An innovative 2+2 program is available through a partnership between NICC and Upper Iowa University (UIU). You can earn an Associate in Science degree from NICC and a Bachelor's degree in Secondary Teacher Education with a 7-12 teaching endorsement in Industrial Technology from UIU.

NICC provides courses in general education and the five areas of technical skills required by the Iowa Department of Education: construction, energy and power, graphic communications, manufacturing, and transportation. After your coursework at NICC, you will complete your bachelor's degree requirements at UIU with general education and teacher education courses.

This program is designed for students who desire the challenges and rewards of educating the future citizens and leaders of our country. A tremendous need exists for qualified Industrial Technology teachers in grades 7-12, with demand far exceeding supply. This program will accommodate you if you are just beginning your college education as well as if you have already taken college coursework or even obtained a college degree. You should consult with the department dean for specific course requirements at NICC and UIU.

Admission Requirements: See page 22 under Admission Procedures.

Minimum Credits: Dependent on UIU requirements

Suggested Course Sequence

Check with Upper Iowa University and your NICC advisor for specific degree requirements. Completion of Associate in Science degree requirements, page 73, AND:

Technical Core (NICC)

| | Course Title | Credits |
|---------|------------------------------------|---------|
| AUT:102 | Intro to Automotive Technology | 1.0 |
| AUT:123 | Applied Automotive Basics I | 4.0 |
| AUT:124 | Applied Automotive Basics II | 3.0 |
| AUT:405 | Automotive Suspension and Steering | 5.0 |

| | | |
|---------|---|------|
| AUT:505 | Automotive Brake Systems | 5.0 |
| BCA:212 | Intro to Computer Business Apps OR | 3.0 |
| CAD:165 | Rendering and Animation OR | 3.0 |
| CAD:175 | Advanced CAD: AutoCAD OR | 2.0 |
| CIS:223 | Adobe Web Design OR | 4.0 |
| NET:248 | Cisco Discovery: Networking for Home and Small Business | 3.0 |
| CAD:172 | Intro to CAD: AutoCAD | 2.0 |
| CON:111 | Basic Drafting | 2.0 |
| CON:113 | Construction Print Reading | 2.0 |
| CON:376 | Construction II | 4.0 |
| CON:379 | Construction III | 4.0 |
| ELE:117 | DC Theory | 5.0 |
| ELE:118 | AC Theory | 5.0 |
| WEL:131 | Oxyacetylene Welding | 3.0 |
| | Technical Concentration | 10.0 |
| | In one of the following technical areas: | |
| | - Construction | |
| | - Energy and power | |
| | - Graphic communications | |
| | - Manufacturing | |
| | - Transportation | |

Academic Requirement(s): Students must maintain at least a 2.50 grade point average in all technical core and concentration courses taken at NICC.

John Deere TECH

Campus Location: Calmar

Program Entry: Fall

Award: Associate in Applied Science degree

Description: The John Deere TECH program is designed to upgrade the technical competence and professional level of the incoming John Deere dealership technician. The program is supported by John Deere Company and operated by NICC. You will receive classroom lecture and top-notch laboratory experiences on John Deere products at the Calmar Campus and a unique opportunity to work at a John Deere dealership. The program begins in August.

Each specialized subject is studied in the classroom and laboratory on campus, followed by related work experience at the dealership. The work experience at the dealership relates as much as possible to the coursework just completed at NICC. Classroom instruction will cover the basics, as well as the latest developments in all of John Deere agricultural and consumer products.

Admission Requirements: In addition to the college admission requirements outlined under Admission Procedures on page 22, applicants to this program must secure a John Deere dealer sponsor prior to being accepted into the program.

Minimum Credits: 80.5

Suggested Course Sequence

| Term One | Course Title | Credits |
|----------|-------------------------------------|---------|
| AGM:500 | John Deere Implement | 3.0 |
| AGM:501 | John Deere Fundamentals and Safety | 3.0 |
| AGM:510 | John Deere Hydraulics I | 3.0 |
| AGM:513 | John Deere Electrical/Electronics I | 3.0 |
| BCA:212 | Intro to Computer Business Apps | 3.0 |
| ENG:105 | Composition I OR | 3.0 |
| COM:723 | Workplace Communications | 3.0 |

| Term Two | Course Title | Credits |
|----------|-------------------------|---------|
| AGM:508 | John Deere Combines | 4.0 |
| AGM:801 | John Deere Internship I | 11.0 |

| Term Three | Course Title | Credits |
|------------|---|---------|
| AGM:512 | John Deere Hydraulics II | 3.0 |
| AGM:516 | John Deere Heating and Air Conditioning | 2.0 |
| AGM:518 | John Deere Power Trains | 5.0 |
| HSC:133 | First Aid/CPR | .5 |
| PSY:111 | Intro to Psychology <i>OR</i> | 3.0 |
| PSY:112 | Psychology of Human Relations | 3.0 |

| Term Four | Course Title | Credits |
|-----------|-----------------------------------|---------|
| AGM:530 | John Deere Information Technology | 4.0 |
| AGM:802 | John Deere Internship II | 11.0 |

| Term Five | Course Title | Credits |
|-----------|--|---------|
| AGM:504 | John Deere Welding | 1.0 |
| AGM:514 | John Deere Electrical/Electronics II | 3.0 |
| AGM:520 | John Deere Consumer Products/ Engines | 3.0 |
| AGM:522 | John Deere Engines | 3.0 |
| AGM:524 | John Deere Diesel and Fuel Systems/ Tractor Performance | 3.0 |
| SPC:112 | Public Speaking | 3.0 |
| * | Math/Science Elective | 3.0 |

***Electives:**

Math/Science Electives: MAT:102, MAT:744, transfer-level MAT; or transfer-level Science Elective

Large Animal Veterinary Technician (Pending Dept. of Education approval)

Campus Location: Calmar

Program Entry: Fall

Award: Associate in Applied Science degree

Description: The Large Animal Veterinary Technician program is designed to meet the American Veterinary Medical Association's requirements for licensure as a veterinary technician. The focus of the program is large animal, but all aspects of veterinary technician medicine will be covered. The program will utilize the college's dairy herd, a commercial companion animal hospital, and internships to develop exposure to different species and to different aspects of veterinary medicine. Transportation to the commercial companion animal clinic will be the student's responsibility.

Upon successful completion of this program, students will be eligible to take the national board exams and apply for state certification. The skills acquired in this program will give the graduate the ability to work for a veterinary clinic and many aspects of the veterinary industry such as sales and corporate and private animal nursing. Students may continue their education leading to a bachelor or doctorate degree.

Admission Requirements: In addition to the college admission requirements outlined under Admission Procedures on page 22, a student must be a high school graduate or equivalent and meet the minimum entrance requirement on a basic skills assessment for placement in ENG:105 and MAT:120 or have completed ENG:021 or MAT:012 with a minimum grade of C-. As a safety precaution, all students are required to be vaccinated for rabies prior to beginning the program.

Minimum Credits: 77.5

Suggested Course Sequence

| Term One | Course Title | Credits |
|----------|---|---------|
| AGS:101 | Working with Animals | 2.0 |
| AGS:218 | Domestic Animal Physiology | 4.0 |
| AGS:244 | Applied Animal Disease Prevention and Treatment | 2.0 |
| AGV:106 | Animal Handling, Records, and Procedural Management | 2.0 |
| AGV:120 | Veterinary Medical Terminology | 1.0 |
| BIO:112 | General Biology | 4.0 |
| * | Computer Elective | 1.5-3.0 |

| Term Two | Course Title | Credits |
|----------|--|---------|
| AGS:114 | ¹ Survey of the Animal Industry | 2.0 |
| AGS:224 | Companion Animal Science | 3.0 |
| AGS:331 | Animal Reproduction | 3.0 |
| AGV:111 | Small Animal Laboratory Techniques | 2.0 |
| AGV:246 | Large Animal Diagnostics | 2.0 |
| BIO:183 | Microbiology | 3.0 |
| BIO:184 | Microbiology Lab | 1.0 |
| SPC:112 | Public Speaking | 3.0 |

| Term Three | Course Title | Credits |
|------------|---|---------|
| AGV:930 | Industrial Veterinary Technician Internship | 4.0 |

| Term Four | Course Title | Credits |
|-----------|--|---------|
| AGS:242 | Animal Health | 3.0 |
| AGS:944 | Issues Facing Animal Science | 1.0 |
| AGV:156 | Veterinary Reception and Administration Skills | 2.0 |
| AGV:213 | Veterinary Ethics | 1.0 |
| AGV:220 | Veterinary Clinics | 2.0 |
| AGV:247 | Large Animal Imaging and Surgery | 2.0 |
| BIO:248 | Intro to Bioscience Technology | 4.0 |
| ENG:105 | College Composition | 3.0 |

| Term Five | Course Title | Credits |
|-----------|----------------------------------|---------|
| AGS:319 | Animal Nutrition | 3.0 |
| AGS:334 | Applied Reproduction Techniques | 2.0 |
| AGV:140 | Veterinary Pharmacology | 3.0 |
| AGV:184 | Lab Animal Medicine | 2.0 |
| AGV:266 | Advanced Veterinary Nursing Care | 2.0 |
| MAT:120 | College Algebra | 3.0 |
| PSY:112 | Psychology of Human Relations | 3.0 |

| Term Six | Course Title | Credits |
|----------|---|---------|
| AGV:931 | Clinical Veterinary Technician Internship | 2.0 |

***Electives:**

Computer Electives: BCA:112, BCA:212, SDV:200

Articulation: Articulation can be achieved by successfully passing an NICC Agriculture Department proficiency exam and taking the following at your high school:

¹ Animal Science

Law Enforcement

Campus Location: Calmar, Peosta, Online

Program Entry: Fall, Spring, Summer

Award: Associate in Arts degree

Description: The Associate in Arts with a concentration in Law Enforcement provides a course of study which will readily transfer to most four-year colleges and universities. College courses permit completion of the equivalent of the first two years of a bachelor's degree at many four-year colleges. You will be working toward the Law Enforcement concentration while taking courses in science, communication, math, humanities, social science, and required law enforcement subject areas.

The curriculum meets requirements if you are already employed by a law enforcement agency and wish to obtain professional advancement or if you desire advanced study.

When you graduate, you may perform duties with police departments, sheriffs' offices, highway patrols, narcotics bureaus, correctional institutions, crime prevention laboratories, industry, and private investigation services. In addition, the U.S. Government's Secret Service, Immigration Service, Border Patrol, and courts hire a significant number of law enforcement personnel.

Upon graduation, you may obtain immediate employment with public or private agencies concerned with public safety, crime prevention, or the apprehension and rehabilitation of criminals. However, if you are considering employment with public agencies, you should determine the necessity of successfully passing psychological and physical dexterity examinations as a prerequisite to such employment. The college assumes no responsibility for paying for such examinations.

If you plan to transfer to a four-year college, you should select courses to satisfy requirements for the specific institution to which you intend to transfer. Consult your advisor at the four-year institution to which you intend to transfer anytime you have questions about course selection.

Admission Requirements: See page 22 under Admission Procedures.

Minimum Credits: 65

Suggested Course Sequence

Completion of Associate in Arts degree requirements, page 72, AND:

| | Course Title | Credits |
|---------|---|---------|
| CRJ:111 | Police and Society | 3.0 |
| CRJ:131 | Criminal Law and Procedure | 3.0 |
| PHI:105 | Intro to Ethics | 3.0 |
| POL:111 | American National Government | 3.0 |
| PSY:111 | Intro to Psychology | 3.0 |
| SOC:110 | Intro to Sociology | 3.0 |
| SOC:115 | Social Problems | 3.0 |
| * | Computer Elective | 3.0 |
| | Foreign Language (recommended) | 4.0 |
| | Iowa Law Enforcement Academy coursework | 12.0 |

***Electives:**

Computer Electives: BCA:112, BCA:212

Legal Assistant/Paralegal

Campus Location: Peosta

Program Entry: Fall, Spring, Summer

Award: Associate in Arts degree

Description: Legal assistants/paralegals assist attorneys in the delivery of legal services. Through formal education, training, and experience, legal assistants/paralegals have knowledge and expertise regarding the legal system as well as substantive and procedural law, qualifying them to do work of a legal nature under the supervision of an attorney. Graduates from this program are also prepared to work in other organizations, such as city, county,

state, and federal governmental agencies. In the private sector, graduates could work in businesses that deal with real estate, banking, taxation, trusts, insurance, and medical services, as well.

The general education courses completed for this degree help you to continue your formal education at a four-year college or enter employment. The Associate in Arts with the Legal Assistant/Paralegal concentration is a useful beginning, allowing you to seek professional employment and help fund your continuing academic pursuits. The final effort in the program is to assist you to prepare for the NALA (National Association of Legal Assistants) certification examination.

Admission Requirements: See page 22 under Admission Procedures.

Minimum Credits: 76

Suggested Course Sequence

Completion of Associate in Arts degree requirements, page 72, AND:

| | Course Title | Credits |
|---------|---|---------|
| ADM:116 | Keyboarding II | 3.0 |
| BUS:188 | Legal Environment of Business | 3.0 |
| ENG:106 | Composition II | 3.0 |
| LGL:112 | Intro to Paralegal Studies | 3.0 |
| LGL:115 | Legal and Medical Terminology | 2.0 |
| LGL:130 | Legal Assistant - Probate/Real Estate | 3.0 |
| LGL:153 | Legal Assistant - Legal Writing/ Research | 4.0 |
| LGL:170 | Legal Assistant - Litigation | 3.0 |
| LGL:191 | Legal Assistant - Taxation | 2.0 |
| LGL:230 | Criminal Law and Procedure | 3.0 |
| LGL:250 | Family Law | 3.0 |
| PHI:105 | Intro to Ethics | 3.0 |
| * | Computer Elective | 3.0 |

***Electives:**

Computer Elective: BCA:212

Management Information Systems

Campus Location: Peosta

Program Entry: Fall, Spring, Summer

Award: Associate in Arts degree

Description: The AA degree in Management Information Systems will prepare you to enter the workforce or transfer to a computer-related major at a four-year college or university.

If you plan to transfer to a four-year college, select courses to satisfy the requirements of the specific institution to which you intend to transfer, and consult with your advisor there with questions about course selection.

Admission Requirements: See page 22 under Admission Procedures.

Minimum Credits: 64

Suggested Course Sequence

Completion of Associate in Arts degree requirements, page 72, AND 20 credits of technical electives:

Sample technical electives may include:

| | Course Title | Credits |
|---------|-------------------------------------|---------|
| ACC:115 | Intro to Accounting | 4.0 |
| ACC:116 | Intro to Accounting II | 4.0 |
| BCA:112 | Intro to Data Processing | 3.0 |
| BCA:212 | Intro to Computer Business Apps | 3.0 |
| BCA:213 | Intermediate Computer Business Apps | 3.0 |
| BUS:103 | Intro to Business | 4.0 |

| | | |
|---------|---|-----|
| CIS:160 | Intro to Visual Languages | 3.0 |
| CIS:303 | Intro to Database | 3.0 |
| CIS:400 | Intro to Procedural Languages | 3.0 |
| CIS:420 | Advanced Procedural Languages | 3.0 |
| CIS:505 | Structured Systems Analysis | 4.0 |
| CIS:614 | Advanced Visual Languages | 3.0 |
| GRA:139 | PhotoShop | 3.0 |
| GRA:151 | Web Design | 3.0 |
| GRA:158 | Web Multimedia | 3.0 |
| GRA:179 | Publication Software | 3.0 |
| MGT:102 | Principles of Management | 4.0 |
| MKT:110 | Principles of Marketing | 3.0 |
| NET:156 | Operating Systems | 3.0 |
| NET:248 | Cisco Discovery: Networking for Home and Small Business | 3.0 |

Marketing

Campus Location: Calmar, Peosta (*Program suspended fall 2011*)

Program Entry: Fall, Spring, Summer

Award: Diploma

Description: The sales-oriented marketing person who performs selling functions in a professional manner ensures the repeat business of satisfied customers. Though contact with customers is a major part of all sales jobs, there are differences in the duties, skills, and responsibilities of salespeople. General knowledge and understanding of the business environment and appropriate merchandising, display, and effective personal selling are all important to the successful marketing professional. Your skills are developed in these areas so that you can immediately be a valuable addition to an organization. An instructor-supervised work experience is incorporated into the program. After graduation you will find career opportunities in businesses such as apparel shops, hardware, variety, discount, and department stores.

Admission Requirements: See page 22 under Admission Procedures.

Minimum Credits: 31

Suggested Course Sequence

| Term One | Course Title | Credits |
|----------|--------------------------------------|---------|
| BCA:212 | Intro to Computer Business Apps | 3.0 |
| BUS:103 | Intro to Business | 4.0 |
| MKT:140 | Principles of Selling | 3.0 |
| MKT:275 | Marketing Occupational Experiences I | 2.0 |
| PSY:111 | Intro to Psychology <i>OR</i> | 3.0 |
| PSY:112 | Psychology of Human Relations | 3.0 |

| Term Two | Course Title | Credits |
|----------|-----------------------------|---------|
| BUS:185 | Business Law I | 3.0 |
| MKT:110 | Principles of Marketing | 3.0 |
| MKT:150 | Principles of Advertising | 3.0 |
| MKT:183 | Customer Service Strategies | 3.0 |
| SDV:135 | Job Seeking Skills | 1.0 |
| * | Communication Elective | 3.0 |

***Electives:**

*Communication Electives: COM:020, COM:723, ENG:021, ENG:105, SPC:112

Marketing Management

Campus Location: Peosta

Program Entry: Fall, Spring, Summer

Award: Associate in Applied Science degree

Description: Marketing management personnel must work very effectively with all people. In addition, they must be adept at analyzing people's reactions to a variety of situations and govern their actions accordingly. An effective manager needs to be proficient in planning, organizing, directing, and evaluating business activities. Oral and written communications play a vital role in transmitting product and management ideas to customers, employees, and supervisors.

The program of study combines classroom work and on-the-job training to teach skills needed in business operation and management functions. After graduation you may seek employment as an owner, operator, or assistant manager in retail operations, management trainee in an industrial setting, personnel manager, or another mid-management position.

This program combines classroom work and on-the-job training to teach skills needed in retail operation and management functions. You can seek employment as an owner/operator, assistant manager in retail operations, management trainee in an industrial setting, personnel manager, and many other management positions.

Admission Requirements: See page 22 under Admission Procedures.

Minimum Credits: 70

Suggested Course Sequence

| Term One | Course Title | Credits |
|----------|--------------------------------------|---------|
| BCA:212 | Intro to Computer Business Apps | 3.0 |
| BUS:103 | Intro to Business | 4.0 |
| MKT:140 | Principles of Selling | 3.0 |
| MKT:275 | Marketing Occupational Experiences I | 2.0 |
| PSY:111 | Intro to Psychology <i>OR</i> | 3.0 |
| PSY:112 | Psychology of Human Relations | 3.0 |

| Term Two | Course Title | Credits |
|----------|-----------------------------|---------|
| BUS:185 | Business Law I | 3.0 |
| MKT:110 | Principles of Marketing | 3.0 |
| MKT:150 | Principles of Advertising | 3.0 |
| MKT:183 | Customer Service Strategies | 3.0 |
| SDV:135 | Job Seeking Skills | 1.0 |
| * | General Education Elective | 3.0 |

| Term Three | Course Title | Credits |
|------------|---------------------------------------|---------|
| MKT:276 | Marketing Occupational Experiences II | 6.0 |
| * | Communication Elective | 3.0 |

| Term Four | Course Title | Credits |
|-----------|--|---------|
| ACC:115 | Intro to Accounting <i>OR</i> | 4.0 |
| ACC:152 | Financial Accounting | 4.0 |
| MGT:102 | Principles of Management | 4.0 |
| MKT:277 | Marketing Occupational Experiences III | 2.0 |
| * | Math/Science Elective | 3.0 |

| Term Five | Course Title | Credits |
|-----------|---------------------------------------|---------|
| BUS:180 | Business Ethics | 3.0 |
| MGT:170 | Human Resource Management | 3.0 |
| MKT:278 | Marketing Occupational Experiences IV | 2.0 |
| MKT:298 | Seminar in Entrepreneurship | 3.0 |
| * | Social Science/Humanities Elective | 3.0 |
| * | Technical Elective | 3.0 |

***Electives:**

Communication Electives: COM:723, transfer-level COM, ENG, SPC

General Education Electives: transfer-level ART, ASL, BIO, CHM, CLS, COM, DRA, ECN, ENG, ENV, FLS, GEO, HIS, HUM, LIT, MAT, MUS, PHI, PHS, PHY, POL, PSY, REL, SOC, SPC

Math/Science Electives: MAT:102, MAT:744; transfer-level BIO, CHM, ENV, MAT, PHS, PHY

Social Science/Humanities Electives: transfer-level ART, ASL, CLS, DRA, ECN, FLS, GEO, HIS, HUM, LIT, MUS, PHI, POL, PSY or SOC, REL

Technical Electives: ACC, ADM (excluding ADM:106), BCA, BUS, CIS, CSC, FIN, GRA, LGL, MGT, MKT, NET (excluding NET:116, NET:146, NET:150), TRV

Medical Laboratory Technician

Campus Location: Calmar, Peosta

Program Entry: Fall

Award: Associate in Applied Science degree from Hawkeye Community College (HCC)

Description: The Medical Laboratory Technician program offers you the opportunity to take two semesters of study at NICC and then a summer term and one semester at Hawkeye Community College (HCC) in Waterloo before completing the 24-week clinical internship. NICC and NIACC are academic affiliates of the MLT program at HCC.

The Medical Laboratory Technician program prepares you to work under supervision of a medical technologist, pathologist, or other qualified physician in a medical laboratory. A technician performs tests that aid in the diagnosis and treatment of disease.

The Medical Laboratory Technician program is accredited by the National Accrediting Agency for Clinical Laboratory Science.

Admission Requirements: In addition to the college admission requirements outlined under Admission Procedures on page 22, current physical and immunization records are required prior to the start of the clinical laboratory courses. You may also be required to complete a criminal record/child and adult abuse registry check for some clinical affiliations. A positive report may prevent you from attendance in clinical and completion of the program. You may be required to take preparatory courses in math, biology, and chemistry prior to entering college courses.

Certification/Licensure: Graduates of this program may take a national certification examination. Because of the increased demand for laboratory services, certified workers are needed in hospital laboratories, clinics, physicians' offices, public health agencies, research institutions, and the armed forces. Upon graduation, you may also continue your education at a four-year institution to become a medical technologist.

Minimum Credits: 80

Suggested Course Sequence

| Term One** | Course Title | Credits |
|------------|------------------------------------|---------|
| BIO:165 | Human Anatomy and Physiology I | 3.0 |
| BIO:167 | Human Anatomy and Physiology I Lab | 1.0 |
| CHM:110 | Intro to Chemistry | 3.0 |
| CHM:111 | Intro to Chemistry Lab | 1.0 |
| HIT:140 | Medical Terminology | 4.0 |
| MLT:101 | *Intro to Lab Science | 2.0 |
| SPC:112 | Public Speaking | 3.0 |

| Term Two*** | Course Title | Credits |
|-------------|-------------------------------------|---------|
| BIO:170 | Human Anatomy and Physiology II | 3.0 |
| BIO:172 | Human Anatomy and Physiology II Lab | 1.0 |
| BIO:183 | Microbiology | 3.0 |

| | | |
|---------|------------------------|-----|
| BIO:184 | Microbiology Lab | 1.0 |
| ENG:105 | Composition I | 3.0 |
| MLT:120 | *Urinalysis | 3.0 |
| PSY:111 | Intro to Psychology OR | 3.0 |
| SOC:110 | Intro to Sociology | 3.0 |

Summer session and second year are completed with Hawkeye Community College (HCC)

| Term Three | Course Title | Credits |
|------------|----------------------------|---------|
| MLT110 | Fundamental Lab Techniques | 3.0 |
| MLT130 | Hematology | 3.0 |
| MLT250 | Clinical Microbiology | 4.0 |

| Term Four | Course Title | Credits |
|-----------|---------------------------|---------|
| MLT130 | Advanced Hematology | 3.0 |
| MLT233 | Hemostasis and Thrombosis | 2.0 |
| MLT240 | Clinical Chemistry I | 7.0 |
| MLT252 | Parasitology | 1.0 |
| MLT260 | Immunohematology I | 4.0 |
| MLT270 | Immunology and Serology | 2.0 |

| Term Five | Course Title | Credits |
|-----------|---|---------|
| MLT283 | Clinical Practicum: Urinalysis | 1.0 |
| MLT284 | Immunohematology | 2.0 |
| MLT285 | Clinical Practicum: Chemistry | 4.0 |
| MLT286 | Clinical Practicum: Immunology and Serology | 1.0 |
| MLT287 | Clinical Practicum: Hematology | 4.0 |
| MLT288 | Clinical Practicum: Microbiology | 4.0 |
| MLT291 | Lab Survey and Review | 1.0 |

*May be available on each campus, or offered jointly by any or all schools participating in this shared program.

**Term One: BIO163 may be taken at HCC in place of BIO:165 and BIO:167 at NICC.

***Term Two: BIO113 or CHM132 may be taken at HCC in place of BIO:170 and BIO:172 at NICC.

Academic Requirement(s): Students enrolled in health occupations programs must pass all required coursework with a minimum of a C- grade. However, a minimum 2.0 cumulative GPA (C grade average) is required to graduate from the program and the college.

Medical Transcriptionist

Campus Location: Calmar, Peosta, Online

Program Entry: Fall

Award: Diploma

Description: Medical transcriptionists translate and edit recorded dictation by physicians and other health care providers regarding patient assessment and treatment. To understand and accurately transcribe reports, you must understand the language of medicine, anatomy and physiology, diagnostic procedures, and treatment. You will transcribe the dictated reports and return them in either printed or electronic form to the dictator for review and signature or correction. These reports eventually become a part of the patient's permanent file.

The program includes classes in word processing as well as science and medical terminology. In addition, this program, which contains classroom and

lab experiences, will prepare you for employment in physicians' offices and health care facilities, and you may be able to work at home.

Admission Requirements: In addition to the college admission requirements outlined under Admission Procedures on page 22, applicants must meet the minimum entrance requirement on a basic skills assessment for placement in reading.

Minimum Credits: 43

Suggested Course Sequence

| Term One | Course Title | Credits |
|----------|--------------------------------|---------|
| ADM:116 | Keyboarding II | 3.0 |
| BIO:165 | Human Anatomy and Physiology I | 3.0 |
| HIT:140 | Medical Terminology | 4.0 |
| HIT:320 | Health Records Management | 2.0 |
| MTR:109 | Intro to Medical Transcription | 2.0 |
| * | Communication Elective | 3.0 |

| Term Two | Course Title | Credits |
|----------|-------------------------------------|---------|
| ADM:119 | Keyboarding III | 3.0 |
| BIO:170 | Human Anatomy and Physiology II | 3.0 |
| HIT:120 | Pharmacology for HIT | 1.0 |
| HIT:165 | Principles of Diseases | 4.0 |
| HIT:421 | Legal Aspects of Health Information | 3.0 |
| HIT:601 | Medical Transcription | 2.0 |

| Term Three | Course Title | Credits |
|------------|---------------------------------|---------|
| BCA:212 | Intro to Computer Business Apps | 3.0 |
| MTR:145 | Advanced Medical Transcription | 4.0 |
| * | Social Science Elective | 3.0 |

***Electives:**

One Communication Elective: ENG:105, ENG:106, SPC:112

One Social Science Elective: PSY:111, PSY:112, SOC:110

Academic Requirement(s): Students enrolled in health occupations programs must pass all required coursework with a minimum of a C- grade. However, a minimum 2.0 cumulative GPA (C grade average) is required to graduate from the program and the college.

Office Technology-General

Campus Location: Calmar

Program Entry: Fall, Spring, Summer

Award: Diploma

Description: The office assistant plays an important role in the operation of a successful business and often holds positions involving considerable responsibility. This program offers two options: General and Medical.

Duties include organizing the office, typing, taking dictation, transcribing, handling correspondence, sorting mail, filing, answering the telephone, greeting customers, operating a variety of office machines, making travel arrangements, scheduling appointments, and maintaining records. The office assistant is able to interpret the needs of the employer, maintain poise and friendliness, and apply good human relation skills at all times.

Employment opportunities include: secretary, clerk, receptionist, record keeper, or information processor.

Admission Requirements: See page 22 under Admission Procedures.

Minimum Credits: 44

Suggested Course Sequence

| Term One | Course Title | Credits |
|----------|---------------------------------|---------|
| ADM:116 | Keyboarding II | 3.0 |
| ADM:162 | Office Procedures | 3.0 |
| BCA:212 | Intro to Computer Business Apps | 3.0 |
| BUS:103 | Intro to Business | 4.0 |
| * | General Education Electives | 6.0 |

| Term Two | Course Title | Credits |
|----------|--|---------|
| ACC:111 | Intro to Accounting <i>OR</i> | 3.0 |
| ACC:152 | Financial Accounting | 4.0 |
| ADM:119 | Keyboarding III | 3.0 |
| ADM:148 | Transcription | 2.0 |
| ADM:175 | Records and Database Management | 2.0 |
| ADM:265 | Supervised Practical Experience | 2.0 |
| ADM:266 | Supervised Practical Experience Module-General Emphasis | 1.0 |
| BCA:213 | Intermediate Computer Business Apps | 3.0 |

| Term Three | Course Title | Credits |
|------------|----------------------------|---------|
| ADM:141 | Desktop Publishing | 2.0 |
| BUS:112 | Business Math <i>OR</i> | 3.0 |
| * | Math/Science Elective | 3.0 |
| SDV:135 | Job Seeking Skills | 1.0 |
| * | General Education Elective | 3.0 |

***Electives:**

General Education Electives:

Two Communication Electives: COM:020, COM:120, COM:145, COM:155, COM:723, ENG:013, ENG:021, ENG:105, ENG:106, ENG:108, ENG:221, SPC:112 (One Communication Elective must be COM:723 or transfer-level COM, ENG, or SPC for Administrative Assistant.)

Math/Science Electives: Any non-developmental elective in BIO, CHM, ENV, MAT, PHS, PHY

Social Science Elective: PSY:112

Office Technology-Legal

Campus Location: Peosta (*Program suspended fall 2011*)

Program Entry: Fall, Spring, Summer

Award: Diploma

Description: The office assistant plays an important role in the operation of a successful business and often holds positions involving considerable responsibility. You have the choice of pursuing the Secretarial, Legal, or Medical options.

Duties include organizing the office, typing, taking dictation, transcribing, handling correspondence, sorting mail, filing, answering the telephone, greeting customers, operating a variety of office machines, making travel arrangements, scheduling appointments, and maintaining records. The office assistant is able to interpret the needs of the employer, maintain poise and friendliness, and apply good human relations principles at all times.

Upon graduating, you may be employed as a secretary, medical secretary, legal secretary, clerk, receptionist, typist, recordkeeper, or information processor.

Admission Requirements: See page 22 under Admission Procedures.

Minimum Credits: 46

Suggested Course Sequence

| Term One | Course Title | Credits |
|----------|---------------------------------|---------|
| ADM:116 | Keyboarding II | 3.0 |
| ADM:162 | Office Procedures | 3.0 |
| BCA:212 | Intro to Computer Business Apps | 3.0 |
| LGL:112 | Intro to Paralegal Studies | 3.0 |
| * | Communication Elective | 3.0 |

| Term Two | Course Title | Credits |
|----------|-------------------------------|---------|
| ADM:119 | Keyboarding III | 3.0 |
| BUS:180 | Business Ethics | 3.0 |
| BUS:185 | Business Law I | 3.0 |
| SDV:135 | Job Seeking Skills | 1.0 |
| PSY:112 | Psychology of Human Relations | 3.0 |
| * | Math Elective | 3.0 |
| * | Technical Elective | 3.0 |

| Term Three | Course Title | Credits |
|------------|-------------------------|---------|
| ADM:148 | Transcription | 2.0 |
| ADM:936 | Occupational Experience | 4.0 |
| * | Technical Electives | 6.0 |

***Electives:**

Communication Electives: COM:020, COM:723, ENG:013, ENG:021, ENG:105, SPC:112

Math Electives: MAT

Technical Electives: ACC, ADM (excluding ADM:106), BCA, BUS, CIS, CSC, FIN, GRA, HIT, LGL, MGT, MKT, MTR:145, NET (excluding NET:116, NET:146, NET:150), TRV

Office Technology-Medical

Campus Location: Peosta

Program Entry: Fall, Spring, Summer

Award: Diploma

Description: The office assistant plays an important role in the operation of a successful business and often holds positions involving considerable responsibility. This program offers two options: General and Medical.

Duties include organizing the office, typing, taking dictation, transcribing, handling correspondence, sorting mail, filing, answering the telephone, greeting customers, operating a variety of office machines, making travel arrangements, scheduling appointments, and maintaining records. The office assistant is able to interpret the needs of the employer, maintain poise and friendliness, and apply good human relation skills at all times.

Upon graduating, you may be employed as a secretary, medical secretary, legal secretary, stenographer, clerk, receptionist, typist, recordkeeper, or information processor.

Admission Requirements: See page 22 under Admission Procedures.

Calmar Minimum Credits: 46

Suggested Calmar Course Sequence

| Term One | Course Title | Credits |
|----------|---------------------------------|---------|
| ADM:116 | Keyboarding II | 3.0 |
| BCA:212 | Intro to Computer Business Apps | 3.0 |
| HIT:140 | Medical Terminology | 4.0 |
| HIT:320 | Health Records Management | 2.0 |
| HIT:330 | Health Care Delivery Systems | 2.0 |
| MTR:109 | Intro to Medical Transcription | 2.0 |

| Term Two | Course Title | Credits |
|----------|-------------------------------------|---------|
| ACC:111 | Intro to Accounting <i>OR</i> | 3.0 |
| ACC:152 | Financial Accounting | 4.0 |
| ADM:119 | Keyboarding III <i>OR</i> | 3.0 |
| BCA:213 | Intermediate Computer Business Apps | 3.0 |
| ADM:162 | Office Procedures | 3.0 |
| ADM:190 | Billing for Medical Office | 2.0 |
| HIT:421 | Legal Aspects of Health Information | 3.0 |
| HIT:601 | Medical Transcription | 2.0 |
| * | General Education Elective | 4.0 |

| Term Three | Course Title | Credits |
|------------|--|---------|
| ADM:265 | Supervised Practical Experience | 2.0 |
| ADM:267 | Supervised Practical Experience Module-Medical Secretary Emphasis | 1.0 |
| SDV:135 | Job Seeking Skills | 1.0 |
| * | General Education Electives | 6.0 |

***Calmar Electives:**

General Education Electives:

One Communication Elective: COM:020, COM:120, COM:145, COM:155, COM:723, ENG:013, ENG:021, ENG:105, ENG:106, ENG:108, ENG:221, SPC:112 (One Communication Elective must be COM:723 or transfer-level COM, ENG or SPC for Administrative Assistant)

Science Electives: BIO:165 and BIO:167 *AND* BIO:170 and BIO:172; *OR* BIO:157

Social Science Elective: PSY:112

Peosta Minimum Credits: 48

Suggested Peosta Course Sequence

| Term One | Course Title | Credits |
|----------|---------------------------------|---------|
| ADM:116 | Keyboarding II | 3.0 |
| ADM:162 | Office Procedures | 3.0 |
| BCA:212 | Intro to Computer Business Apps | 3.0 |
| HIT:140 | Medical Terminology | 4.0 |
| HIT:320 | Health Records Management | 2.0 |
| HIT:330 | Health Care Delivery Systems | 2.0 |
| MTR:109 | Intro to Medical Transcription | 2.0 |

| Term Two | Course Title | Credits |
|----------|-------------------------------------|---------|
| ADM:119 | Keyboarding III | 3.0 |
| BCA:213 | Intermediate Computer Business Apps | 3.0 |
| BIO:157 | Human Biology | 4.0 |
| ENG:013 | Basic Writing | 3.0 |
| HIT:421 | Legal Aspects of Health Information | 3.0 |
| HIT:601 | Medical Transcription | 2.0 |

| Term Three | Course Title | Credits |
|------------|-------------------------------|---------|
| ADM:936 | Occupational Experience | 4.0 |
| PSY:112 | Psychology of Human Relations | 3.0 |
| SDV:135 | Job Seeking Skills | 1.0 |
| * | Math Elective | 3.0 |

***Peosta Electives:**

Math Elective: Any MAT elective

Office Technology-Secretarial

Campus Location: Peosta (*Program suspended fall 2011*)

Program Entry: Fall, Spring, Summer

Award: Diploma

Description: The office assistant plays an important role in the operation of a successful business and often holds positions involving considerable responsibility. You have the choice of pursuing the Secretarial, Legal, or Medical options.

Duties include organizing the office, typing, taking dictation, transcribing, handling correspondence, sorting mail, filing, answering the telephone, greeting customers, operating a variety of office machines, making travel arrangements, scheduling appointments, and maintaining records. The office assistant is able to interpret the needs of the employer, maintain poise and friendliness, and apply good human relations principles at all times.

Upon graduating, you may be employed as a secretary, medical secretary, legal secretary, stenographer, clerk, receptionist, typist, recordkeeper, or information processor.

Admission Requirements: See page 22 under Admission Procedures.

Minimum Credits: 48

Suggested Course Sequence

| Term One | Course Title | Credits |
|----------|---------------------------------|---------|
| ADM:116 | Keyboarding II | 3.0 |
| ADM:162 | Office Procedures | 3.0 |
| BCA:212 | Intro to Computer Business Apps | 3.0 |
| ENG:013 | Basic Writing | 3.0 |
| PSY:112 | Psychology of Human Relations | 3.0 |
| * | Math Elective | 3.0 |

| Term Two | Course Title | Credits |
|----------|-------------------------------------|---------|
| ACC:115 | Intro to Accounting | 4.0 |
| ADM:119 | Keyboarding III | 3.0 |
| ADM:175 | Records and Database Management | 2.0 |
| BCA:213 | Intermediate Computer Business Apps | 3.0 |
| BUS:121 | Business Communications | 3.0 |
| SDV:135 | Job Seeking Skills | 1.0 |

| Term Three | Course Title | Credits |
|------------|-------------------------|---------|
| ADM:148 | Transcription | 2.0 |
| ADM:936 | Occupational Experience | 4.0 |
| BUS:103 | Intro to Business | 4.0 |
| * | Technical Elective | 4.0 |

***Electives:**

Math Elective: any MAT elective

Technical Electives: ACC, ADM (excluding ADM:106), BCA, BUS, CIS, CSC, FIN, GRA, HIT, LGL, MGT, MKT, MTR:145, NET (excluding NET:116, NET:146, NET:150), TRV

Paramedic

Campus Location: Peosta

Program Entry: Fall

Award: Associate in Applied Science degree

Description: Emergency medical technician-paramedics, working under the direction of a physician (often through radio communication), recognize, assess, and manage medical emergencies of acutely ill or injured patients in pre-hospital and emergency care settings. EMT-paramedics work principally in advanced life-support units and ambulance services under medical supervision and direction. Some EMT-paramedics are employed by

community fire and/or police departments, work for private companies, or may be community volunteers.

Paramedics work with other highly trained individuals to provide quality emergency care in the least amount of time. The AAS degree is an option for both current and potential paramedics. Paramedic training includes classroom instruction, clinical instruction, and field training.

NICC's Iowa Paramedic Program is based upon the National Registry of EMT's 1999 Intermediate Curriculum. Out-of-state students should check with their state for reciprocity.

Admission Requirements: In addition to the college admission requirements outlined under Admission Procedures on page 22, applicants must complete a basic skills assessment in reading and math. A skill-developing activity is available at no cost for those who do not meet the minimum requirements on the first testing. A current State of Iowa EMT-Basic license is required.

The following documentation must be completed and received within the department by the sixth week prior to the start of Paramedic Level I:

- Submission of current physical and immunization records.
- Submission of current certification of American Heart Association HealthCare Provider CPR or American Red Cross CPR for the Professional Rescuer.
- Clearance on a criminal, dependent adult and child abuse background screening. You will receive information regarding the screenings after acceptance into the Paramedic program.

A student who fails to meet this deadline will forfeit his/her seat and it will be offered to another student. The student will then be placed at the bottom of the wait list.

All students who are enrolled in a health care program will be required to complete a drug screen prior to entrance into a clinical rotation with a clinical affiliate. Random drug screens will also be conducted on students while enrolled in the program.

Note: A positive report on the criminal, dependant adult abuse, child abuse background screening, or drug screen may prevent you from acceptance in clinical and completion of the program.

After acceptance to the program, verification materials should be submitted to:

Northeast Iowa Community College
Allied Health Department
10250 Sundown Rd.
Peosta, IA 52068

Minimum Credits: 64

Suggested Course Sequence

| Term One | Course Title | Credits |
|----------|------------------------------------|---------|
| BIO:165 | Human Anatomy and Physiology I | 3.0 |
| BIO:167 | Human Anatomy and Physiology I Lab | 1.0 |
| EMS:242 | Paramedic Level I | 13.0 |
| PNN:200 | Dosage Calculations | 1.0 |

| Term Two | Course Title | Credits |
|----------|-------------------------------------|---------|
| BIO:170 | Human Anatomy and Physiology II | 3.0 |
| BIO:172 | Human Anatomy and Physiology II Lab | 1.0 |
| EMS:243 | Paramedic Level II | 14.0 |

| Term Three | Course Title | Credits |
|------------|------------------------|---------|
| EMS:244 | Paramedic Level III | 13.0 |
| * | Communication Elective | 3.0 |

| Term Four | Course Title | Credits |
|-----------|-------------------------------|---------|
| PSY:111 | Intro to Psychology <i>OR</i> | 3.0 |
| PSY:112 | Psychology of Human Relations | 3.0 |
| * | Computer Elective | 3.0 |
| * | General Education Elective | 6.0 |

*Electives:

*General Education Electives:

Communication Electives: ENG:105, ENG:106, SPC:112

Computer Electives: BCA:112, BCA:212

General Education Electives: transfer-level ART, ASL, BIO, CHM, CLS, COM, DRA, ECN, ENG, ENV, FLS, GEO, HIS, HUM, LIT, MAT, MUS, PHI, PHS, POL, PSY, REL, SOC, SPC

Academic Requirement(s): Students enrolled in health occupations programs must pass all required coursework with a minimum of a C- grade. However, a minimum 2.0 cumulative GPA (C grade average) is required to graduate from the program and the college.

Practical Nursing

Campus Location: Calmar, Peosta

Program Entry: Fall, Spring

Award: Diploma

Description: This program of classroom, lab, and clinical experience will prepare you for employment in hospitals, nursing homes, and a variety of other health care facilities. The Practical Nurse gives nursing care to patients under the supervision of the Registered Nurse (RN). You assist RNs in providing care to patients in more complex situations. Following successful completion of the program, you are eligible to write the National Licensure Examination (NCLEX) to become a Licensed Practical Nurse (LPN).

Nursing courses with a clinical component may not be taken by a person who has been denied nursing licensure by a board of nursing; whose nursing license is currently suspended, surrendered, or revoked in any U. S. jurisdiction; whose nursing license/registration is currently suspended, surrendered, or revoked in another country due to disciplinary action.

Admission Requirements: In addition to the college admission requirements outlined under Admission Procedures on page 22, applicants to this program must Human Anatomy and Physiology I and Lab, Human Anatomy and Physiology II and Lab, Introduction to Nutrition, and Dosage Calculations with a C- or above prior to being accepted into the program. Students may transfer into the freshman year only after transcript review, space availability, and Dean of Nursing approval. All nursing students are required to attend a program orientation prior to entrance into the program. Notification of dates and times will occur after acceptance to the Nursing program. In addition, the following requirements must be satisfied prior to term one of NICC's Nursing program.

Nursing Concepts is in term one of the Nursing program and is the first clinical course. The following documentation must be completed and received within the department by the designated date prior to the start of Nursing Concepts:

- Submission of current physical and immunization records.
- Submission of current certification of American Heart Association HealthCare Provider CPR or American Red Cross CPR for the Professional Rescuer.

- Clearance on a criminal, dependent adult and child abuse background screening. You will receive information regarding the screenings after acceptance into the Nursing program.
- Successful completion of a 75-hour Certified Nurse Aide (CNA) course from a community college or an approved CNA course provider. A copy of your certificate must be submitted. Please contact NICC Continuing Education, 563-562-3263 ext. 399, to arrange a course.
- Completion of the written and skill competency tests for the CNA registry. A copy of your CNA registry results must be submitted.

A student who fails to meet this deadline will forfeit his/her seat and it will be offered to another student. The student will then be placed at the bottom of the wait list.

All students who are enrolled in a health care program will be required to complete a drug screen prior to entrance into a clinical rotation with a clinical affiliate. Random drug screens will also be conducted on students while enrolled in the program.

Note: A positive report on the criminal, dependant adult abuse, child abuse background screening, or drug screen may prevent you from acceptance in clinical and completion of the program.

After acceptance into the nursing program verification materials should be submitted to:

Northeast Iowa Community College
Nursing Department
10250 Sundown Rd.
Peosta, IA 52068

You may be required to provide documentation of health insurance coverage. Please be aware of the following physical demands during your clinical education courses. Daily activities require bending, stooping, squatting, reaching, pushing, and pulling in all directions. You will be asked to lift and carry objects weighing up to a minimum of 50 pounds and also shared weight. Clinical tasks require use of hands for repetitive action such as simple and firm grasping and fine manipulation and walking, including stair stepping. You may also be in contact with communicable diseases and chemical/ biohazardous materials and odors. For clinical assessments, visual and hearing acuity is essential. Travel to clinical sites in outlying areas will be required at times throughout the program. Students are responsible for any travel costs. You will need to show proof of high school graduation or equivalent prior to taking the NCLEX licensure exam. The Iowa Board of Nursing will no longer review criminal history prior to application for licensure.

Exit requirement: Students are required to pass the established benchmarks on the HESI exam in order to graduate from the program. The established benchmarks are stated in the annual District-Wide Policy and Procedure Manual for the Administration of Nursing Programs.

Class Hours: Classes are scheduled two or three days a week at the campus. Clinical experiences are scheduled the remaining days in hospitals, nursing homes, and other care settings and can occur on either the day or evening shift.

Minimum Credits: 42.5

Suggested Course Sequence

| Term One | Course Title | Credits |
|----------|--------------------------|---------|
| ENG:105 | Composition I | 3.0 |
| PNN:169 | Nursing Concepts | 6.75 |
| PNN:204 | Pharmacology Medications | 1.0 |
| PNN:527 | Nursing Care of Adults I | 3.5 |
| PSY:121 | Developmental Psychology | 3.0 |

| Term Two | Course Title | Credits |
|----------|---|---------|
| PNN:410 | Nursing Care of Children | 2.0 |
| PNN:430 | Nursing Care of the Childbearing Family | 2.0 |
| PNN:528 | Nursing Care of Adults II | 6.0 |
| PNN:529 | Dimensions of Practical Nursing | 4.25 |

Note: The following year rules exist for nursing program coursework. If exceeded, the course(s) will need to be repeated. Nursing courses identified with a PNN prefix and Anatomy and Physiology courses cannot be greater than five years old.

Academic Requirement(s): Students enrolled in health occupations programs must pass all required coursework with a minimum of a C- grade. However, a minimum 2.0 cumulative GPA (C grade average) is required to graduate from the program and the college.

Pre-Veterinary Medicine

Campus Location: Calmar

Program Entry: Fall, Spring, Summer

Award: Associate in Science degree

Description: This two-year degree is designed to meet most of the criteria required for application to Iowa State University's School of Veterinary Medicine. In their junior year, the students can then transfer to Iowa State or another college of their choice to meet the final requirements. These requirements include Organic Chemistry, Biochemistry, and Genetics. This degree also provides a hands-on technique of learning, utilizing the Dairy Center's dairy herd. Equipment and techniques that will be used are medical diagnosis, medical treatments, surgery, ultrasound, palpation, and autopsy. This program makes it possible for a student to apply to Veterinary School in three years.

Admission Requirements: See page 22 under Admission Procedures.

Minimum Credits: 68

Suggested Course Sequence

Completion of Associate in Science degree requirements, page 73, AND:

| Course Title | Credits |
|--|---------|
| AGS:218 Domestic Animal Physiology | 4.0 |
| AGS:242 Animal Health | 3.0 |
| AGS:319 Animal Nutrition | 3.0 |
| AGS:331 Animal Reproduction | 3.0 |
| BIO:112 General Biology I | 4.0 |
| BIO:113 General Biology II | 4.0 |
| BIO:248 Intro to Bioscience Technology | 4.0 |
| CHM:160 Chemistry I | 3.0 |
| CHM:161 Chemistry I Lab | 1.5 |
| CHM:170 Chemistry II | 3.0 |
| CHM:171 Chemistry II Lab | 1.5 |
| ENG:106 Composition II | 3.0 |
| MAT:120 College Algebra | 3.0 |
| PHY:162 College Physics I | 4.0 |
| * Computer Elective | 3.0 |

*Electives:

Computer Elective: BCA:212

Professional Massage Therapy

Campus Location: Calmar

Program Entry: Fall

Award: Diploma

Description: Massage is an ancient healing art that is now used to enhance the health and well-being of individuals of all ages. The massage therapist is prepared to use the principles and techniques of massage to provide therapeutic procedures in a practical situation. Mastery of these skills develop with practice and continued learning. The massage therapist will have a deeper understanding of the specialty areas of massage with a heavy emphasis on anatomy and physiology.

The Massage Therapy program prepares students to work in a variety of health care settings. Employment opportunities include hospitals, chiropractic offices, health clubs, spas, salons, pain management centers, sports medicine, and private practice. Emphasis is placed on anatomy and physiology, kinesiology, ethics and law, and principles of relaxation massage. The program contains classroom, lab, and clinical experience.

Graduates of this program take a national certification exam. Once successfully completed, national exam results are used to assist in the Iowa licensure process.

Admission Requirements: In addition to the college admission requirements outlined under Admission Procedures on page 22, applicants to this program must be a high school graduate or equivalent. Applicants must complete a basic skills assessment in reading and meet the minimum entrance requirements prior to being accepted into the program. A skill developing activity is available at no cost if you do not meet the minimum requirements on the first testing. Students must have CPR certification prior to Practical Skills.

Minimum Credits: 39.5

Suggested Course Sequence

| Term One | Course Title | Credits |
|----------|--|---------|
| BCA:112 | Intro to Data Processing OR | 3.0 |
| BCA:212 | Computer Business Applications | 3.0 |
| BIO:165 | Human Anatomy and Physiology I | 3.0 |
| BIO:167 | Human Anatomy and Physiology I Lab | 1.0 |
| HSC:133 | First Aid/ CPR | .5 |
| MST:116 | Kinesiology I | 2.0 |
| MST:127 | Massage I | 5.0 |
| MST:162 | Legal and Ethical Issues in Massage Practice | 2.0 |

| Term Two | Course Title | Credits |
|----------|-------------------------------------|---------|
| BIO:170 | Human Anatomy and Physiology II | 3.0 |
| BIO:172 | Human Anatomy and Physiology II Lab | 1.0 |
| COM:723 | Workplace Communications OR | 3.0 |
| ENG:105 | Composition I | 3.0 |
| MST:114 | Pathology for Massage Therapy I | 1.25 |
| MST:115 | Pathology for Massage Therapy II | 1.25 |
| MST:117 | Kinesiology II | 2.5 |
| MST:129 | Massage II | 3.0 |
| MST:251 | Massage Therapy Practical Skills I | 1.5 |

| Term Three | Course Title | Credits |
|------------|--------------------------------------|---------|
| MST:125 | Reflexology | 1.5 |
| MST:154 | Deep Tissue Massage | 2.0 |
| MST:252 | Massage Therapy Practical Skills II | 1.0 |
| MST:260 | Massage Therapy Comprehensive Review | 2.0 |

Academic Requirement(s): Students enrolled in health occupations programs must pass all required coursework with a minimum of a C- grade. However, a minimum 2.0 cumulative GPA (C grade average) is required to graduate from the program and the college.

Psychology

Campus Location: Calmar, Peosta

Program Entry: Fall, Spring, Summer

Award: Associate in Arts degree

Description: The Associate of Arts in Psychology will provide a solid beginning for students interested in pursuing a major or minor baccalaureate degree in psychology at a four-year institution. This program offers a strong introduction to psychology and a varied selection of courses in the psychology area.

By completing the general education requirements and building a concentration of courses in psychology, this program will prepare students for a seamless transition to a four-year institution.

You will want to consult your advisor at the college or university to which you intend to transfer to select courses that will satisfy their degree requirements.

Admission Requirements: See page 22 under Admission Procedures.

Minimum Credits: 64

Suggested Course Sequence

Completion of Associate in Arts degree requirements, page 73, *AND*:

| | Course Title | Credits |
|---------|---------------------------------------|---------|
| BIO:112 | General Biology I OR | 4.0 |
| BIO:165 | Anatomy and Physiology I <i>AND</i> | 3.0 |
| BIO:167 | Anatomy and Physiology I Lab | 1.0 |
| ENG:106 | Composition II | 3.0 |
| MAT:156 | Statistics | 3.0 |
| PSY:111 | Intro to Psychology | 3.0 |
| PSY:121 | Developmental Psychology | 3.0 |
| PSY:241 | Abnormal Psychology | 3.0 |
| PSY:251 | Social Psychology | 3.0 |
| * | Computer Elective | 3.0 |
| | Psychology Electives (transfer-level) | 10.0 |

***Electives:**

Computer Electives: BCA:112, BCA:212

Recommended Electives:

| | | |
|---------|---------------------------------------|-----|
| CHM:110 | Intro to Chemistry | 3.0 |
| CHM:111 | Intro to Chemistry Lab | 1.0 |
| PSY:269 | Social Science Research and Reasoning | 4.0 |

Radiologic Technology

Campus Location: Peosta

Program Entry: Fall

Award: Associate in Applied Science degree

Description: A radiographer is a vital member of the health care team. The radiographer's responsibilities range from obtaining diagnostic information to assisting physicians with complex procedures. The radiographer must be able to recognize emergency situations and react quickly to various patient conditions. The radiographer works in diverse settings, including hospitals, clinics, and physicians' offices.

The Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The mission of the program is to provide an ambitious didactic and clinical education that will produce compassionate, confident, and professional technologists. The program will provide a variety of work settings and experiences to successfully prepare graduates to function as entry-level radiographers. Upon graduation,

a qualified graduate will be eligible to take the national registry examination, thereby becoming a certified Registered Radiographer. Students will rotate through multiple clinical sites within an 80-mile radius of Dubuque.

Admission Requirements: In addition to the college admission requirements outlined under Admission Procedures on page 22, applicants to this program must meet the minimum entrance requirement on a basic skills assessment for placement in reading and math. A skill developing activity is available at no cost if you do not meet the minimum requirements on the first testing.

The following documentation must be completed and received within the department by the designated date prior to the start of Clinical Education I:

- Submission of current physical and immunization records.
- Submission of current certification of American Heart Association HealthCare Provider CPR or American Red Cross CPR for the Professional Rescuer.
- Clearance on a criminal, dependent adult and child abuse background screening. You will receive information regarding the screenings after acceptance into the Radiologic Technology program.

A student who fails to meet this deadline will forfeit his/her seat, and it will be offered to another student. The student will then be placed at the bottom of the wait list.

All students who are enrolled in a health care program will be required to complete a drug screen prior to entrance into a clinical rotation with a clinical affiliate. Random drug screens will also be conducted on students while enrolled in the program.

Note: A positive report on the criminal, dependant adult abuse, child abuse background screening, or drug screen may prevent you from acceptance in clinical and completion of the program.

After acceptance into the program verification materials should be submitted to:

Northeast Iowa Community College
Allied Health Department
10250 Sundown Rd.
Peosta, IA 52068

You may also be required to provide documentation of health insurance coverage. You need to be aware of the following physical demands during your clinical education courses. Daily activities require bending, stooping, squatting, reaching, pushing, and pulling in all directions. You will be asked to lift and carry objects weighing up to a minimum of 50 pounds and also shared weight. Clinical tasks require use of hands for repetitive action such as simple and firm grasping and fine manipulation, and walking, including stair stepping. You may also be in contact with communicable diseases and chemical/biohazardous materials and odors. Prior to clinical assignments you will be instructed about the radiation hazards to an embryo/fetus.

Minimum Credits: 84.5

Suggested Course Sequence

| Term One | Course Title | Credits |
|----------|------------------------------------|---------|
| BIO:165 | Human Anatomy and Physiology I | 3.0 |
| BIO:167 | Human Anatomy and Physiology I Lab | 1.0 |
| HSC:117 | Basic Medical Terminology | 2.5 |
| RAD:101 | Radiographic Patient Care | 3.0 |
| RAD:121 | Radiographic Procedures I | 3.5 |
| RAD:200 | Clinical Education I | 3.0 |
| * | Computer Elective | 1.5-3.0 |

| Term Two | Course Title | Credits |
|----------|-------------------------------------|---------|
| BIO:170 | Human Anatomy and Physiology II | 3.0 |
| BIO:172 | Human Anatomy and Physiology II Lab | 1.0 |
| RAD:141 | Radiographic Procedures II | 4.0 |
| RAD:240 | Clinical Education II | 5.0 |
| RAD:410 | Intro to Specialized Imaging | 1.0 |
| RAD:440 | Image Evaluation | 4.0 |

| Term Three | Course Title | Credits |
|------------|------------------------|---------|
| ENG:105 | Composition I OR | 3.0 |
| SPC:112 | Public Speaking | 3.0 |
| RAD:271 | Clinical Education III | 4.0 |
| RAD:420 | Radiographic Physics | 4.0 |

| Term Four | Course Title | Credits |
|-----------|-------------------------------------|---------|
| RAD:185 | Special Procedures and Pharmacology | 3.0 |
| RAD:510 | Clinical Education IV | 6.0 |
| RAD:709 | Radiographic Image Exposure | 3.0 |
| RAD:711 | Radiographic Digital Imaging | 1.0 |
| * | Math Elective (transfer-level) | 3.0 |

| Term Five | Course Title | Credits |
|-----------|---------------------------------------|---------|
| RAD:550 | Clinical Education V | 6.0 |
| RAD:719 | Radiographic Imaging | 1.5 |
| RAD:739 | Radiographic Pathology | 3.0 |
| RAD:860 | Radiobiology and Radiation Protection | 2.5 |

| Term Six | Course Title | Credits |
|----------|---------------------------------|---------|
| PSY:111 | Intro to Psychology OR | 3.0 |
| PSY:112 | Psychology of Human Relations | 3.0 |
| RAD:590 | Clinical Education VI | 3.5 |
| RAD:660 | Comprehensive Radiologic Review | 2.5 |

Students are required to take some courses in an online or hybrid format.

*Electives:

Computer Electives: BCA:112, BCA:212, SDV:200

Math Electives: MAT:110, MAT:120, MAT:128, MAT:140, MAT:156, MAT:210, MAT:216, MAT:219

Academic Requirement(s): Students enrolled in health occupations programs must pass all required coursework with a minimum of a C- grade. However, a minimum 2.0 cumulative GPA (C grade average) is required to graduate from the program and the college.

Respiratory Care

Campus Location: Peosta

Program Entry: Fall

Award: Associate in Applied Science degree

Description: Respiratory care practitioners are allied health specialists who play a crucial role within the health care team. Working closely with physicians and other health care professionals, they care for patients with respiratory and cardiovascular conditions. Under the supervision of a physician, they are involved with the assessment, treatment, diagnostic testing, rehabilitation, and prevention of conditions that affect the respiratory and cardiovascular systems. Employment opportunities are found in hospitals, clinics, home health care agencies, product support and sales, education, rehabilitation and continuing care, and health/disease prevention programs.

The Respiratory Care program can be completed entirely through the Peosta Campus or as part of a transfer arrangement between Northeast Iowa Community College (NICC) and Eastern Iowa Community College (EICC). As part of the consortium, general education courses may be taken at EICC and the respiratory care courses will be offered at NICC on the Peosta Campus.

When you graduate with an Associate of Applied Science (AAS) degree, you are eligible for credentialing exams offered by the National Board for Respiratory Care (NBRC). The program is accredited by the Commission on Accreditation for Respiratory Care (CoARC) website: www.coarc.com

Admission Requirements: In addition to the college admission requirements outlined under Admission Procedures on page 22, applicants to this program must meet the minimum entrance requirement on a basic skills assessment for placement in reading and math. A skill developing activity is available at no cost if you do not meet the minimum requirements on the first testing.

The following documentation must be completed and received within the department by the designated date prior to the start of Respiratory Therapy Techniques II:

- Submission of current physical and immunization records.
- Submission of current certification of American Heart Association HealthCare Provider CPR or American Red Cross CPR for the Professional Rescuer.
- Clearance on a criminal, dependent adult and child abuse background screening. You will receive information regarding the screenings after acceptance into the Respiratory Care program.

A student who fails to meet this deadline will forfeit his/her seat and it will be offered to another student. The student will then be placed at the bottom of the wait list.

All students who are enrolled in a health care program will be required to complete a drug screen prior to entrance into a clinical rotation with a clinical affiliate. Random drug screens will also be conducted on students while enrolled in the program.

Note: A positive report on the criminal, dependant adult abuse, child abuse background screening or drug screen may prevent you from acceptance in clinical and completion of the program.

After acceptance into the program, verification materials should be submitted to:

Northeast Iowa Community College
Allied Health Department
10250 Sundown Rd.
Peosta, IA 52068

You need to be aware of the following physical demands during your clinical education courses. Daily activities require bending, stooping, squatting, reaching, pushing, and pulling in all directions. You will be asked to lift and carry objects weighing up to a minimum of 50 pounds and also shared weight. Clinical tasks require use of hands for repetitive action such as simple and firm grasping and fine manipulation, and walking, including stair stepping. You may also be in contact with communicable diseases and chemical/biohazardous materials and odors. You may also be required to provide documentation of health insurance coverage. You may need to show proof of high school graduation or equivalent prior to taking the credentialing exam.

Class Hours: Classes are scheduled two or three days per week at the Peosta Campus. Clinical experiences are scheduled at the affiliate hospitals and home care providers located within a 110-mile radius of the campus. The clinical experience greatly enhances your education. You may work day

or evening shifts, and you must provide your own transportation and lodging when necessary. Car pools are considered when making assignments to the clinical areas.

Minimum Credits: 84

Suggested Course Sequence

| Term One | Course Title | Credits |
|----------|------------------------------------|---------|
| BIO:165 | Human Anatomy and Physiology I | 3.0 |
| BIO:167 | Human Anatomy and Physiology I Lab | 1.0 |
| MAT:041 | Basic Math or higher-level math | 3.0 |
| RCP:270 | Respiratory Therapy Techniques I | 8.0 |
| RCP:320 | Respiratory Therapy Science I | 3.5 |

| Term Two | Course Title | Credits |
|----------|-------------------------------------|---------|
| BIO:170 | Human Anatomy and Physiology II | 3.0 |
| BIO:172 | Human Anatomy and Physiology II Lab | 1.0 |
| RCP:460 | Respiratory Science II | 3.5 |
| RCP:540 | Respiratory Therapy Techniques II | 8.0 |
| * | Computer Elective | 1.5-3.0 |

| Term Three | Course Title | Credits |
|------------|---------------------------------|---------|
| PSY:111 | Intro to Psychology <i>OR</i> | 3.0 |
| PSY:112 | Psychology of Human Relations | 3.0 |
| RCP:350 | Pulmonary Pathology | 3.0 |
| RCP:490 | Respiratory Therapy Science III | 6.0 |

| Term Four | Course Title | Credits |
|-----------|--|---------|
| BIO:183 | Microbiology | 3.0 |
| BIO:184 | Microbiology Lab | 1.0 |
| ENG:105 | Composition I | 3.0 |
| RCP:600 | Neonatal/Pediatric Respiratory Therapy | 3.0 |
| RCP:820 | Respiratory Therapy Techniques IV | 7.5 |

| Term Five | Course Title | Credits |
|-----------|-----------------------------------|---------|
| HSC:136 | Advanced Life Support (ACLS/PALS) | 1.5 |
| RCP:830 | Respiratory Therapy V | 12.0 |
| RCP:840 | Innovations in Respiratory Care | 5.5 |

Students are required to take courses in an online or hybrid format.

***Electives:**

Computer Electives: BCA:112, BCA:212, SDV:200

Academic Requirement(s): Students enrolled in health occupations programs must pass all required coursework with a minimum of a C- grade. However, a minimum 2.0 cumulative GPA (C grade average) is required to graduate from the program and the college.

Surgical Technology

Campus Location: Peosta

Program Entry: Fall

Award: Diploma and/or Associate in Applied Science degree (AAS) granted from Kirkwood Community College (KCC)

Description: The Surgical Technology program, a consortium between NICC and Kirkwood Community College (KCC), provides you the opportunity to complete your general education coursework through NICC and the Surgical Technology courses through KCC on NICC's Peosta Campus via the fiber optic network (ICN).

Surgical technologists work as members of the surgical team in a variety of settings, most frequently in the hospital operating rooms. They function

under supervision to ensure that the operating room is safe, equipment functions properly, and the operative procedures are conducted under conditions that maximize safety.

When you graduate, you are eligible to take the national certification exam offered by the Liaison Council for Surgical Technologist certification. Kirkwood's Surgical Technology program is accredited by the commission on Accreditation of Allied Health Education Programs (CAAHEP) in collaboration with the American College of Technologists (AST) and is based on the recommendation of the Accreditation Review Committee (ARC).

Admission Requirements: In addition to the college admission requirements outlined under Admission Procedures on page 22, applicants to this program must complete applications for both NICC and KCC and complete a basic skills assessment. Apply to Kirkwood online at www.kirkwood.edu/Apply. You must be at least 17 years of age. Prior to beginning the program you will be required to complete a criminal record check. A positive report may prevent you from being accepted by an affiliated agency for a clinical experience and completion of the program. You may also be required to provide documentation of health insurance coverage. A completed health physical and current immunization record must be on file at the Kirkwood Health Office including verification of the hepatitis B vaccination or medical waiver on file. You are responsible for a yearly tuberculosis test. A current CPR for the Health Care Professional is also required. The following CPR certifications will be accepted: American Health Association "Healthcare Provider" course (no other level accepted) or American Red Cross "CPR for the Professional Rescuer" (no other level accepted) or EMP "BLSPRO" (this course includes First Aid and Healthcare Provider CPR) or CPR Instructor Level for Red Cross, American Heart, or EMP. A copy of a high school diploma or GED certificate will need to be on file with the program coordinator.

Minimum Credits: 45.5

Suggested Course Sequence

| Term One | Course Title | Credits |
|----------|---|---------|
| BIO:158 | Basic Anatomy and Physiology | 2.0 |
| BIO:160 | Basic Anatomy and Physiology Lab | 1.0 |
| BIO:200 | Basic Microbiology | 1.0 |
| BIO:201 | Basic Microbiology Lab | .5 |
| HSC:117 | **Basic Medical Terminology | 2.5 |
| HSC:131 | Heartsaver First Aid and Health Care Provider CPR/AED | .5 |
| HSC:135 | First Aid | .5 |
| HSC107 | *Professionals in Health | 2.0 |
| HSC210 | *Health Skills I | 1.0 |
| SUR126 | *Surgical Technology I | 6.5 |

| Term Two | Course Title | Credits |
|----------|--|---------|
| MAT:041 | Basic Math | 3.0 |
| SPC:112 | Public Speaking | 3.0 |
| SUR225 | *Surgical Technology II | 4.0 |
| SUR340 | *Surgical Specialties | 4.0 |
| SUR421 | *Surgical Technology Pharmacology | 1.0 |
| SUR440 | *Biomedical Sciences for Surgical Technology | 2.0 |
| SUR520 | *Surgical Technology Practicum I | 2.0 |

| Term Three | Course Title | Credits |
|------------|-----------------------------------|---------|
| SUR223 | *Surgical Technology Practicum II | 9.0 |

*Course taken through Kirkwood Community College.

**HIT:140 Medical Transcription (4 cr.) will also be accepted.

Tourism

Campus Location: Peosta

Program Entry: Fall, Spring, Summer

Award: Certificate

Description: The tourism industry is one of the fastest growing industries. The goal of this certificate program is to expose you to the many facets of this very diversified industry and lead you to entry-level positions.

Admission Requirements: See page 22 under Admission Procedures.

Minimum Credits: 19.5

Suggested Course Sequence

| Term One | Course Title | Credits |
|----------|--------------------------------------|---------|
| BUS:180 | Business Ethics | 3.0 |
| SDV:060 | Time and Stress Management | 1.0 |
| TRV:113 | Intro to Tourism | 3.0 |
| * | Communication Elective | 3.0 |
| * | Computer Elective | 1.5-3.0 |
| Term Two | Course Title | Credits |
| MKT:275 | Marketing Occupational Experiences I | 2.0 |
| TRV:114 | Intro to the Hospitality Industry | 3.0 |
| | Psychology Elective | 3.0 |

***Electives:**

Communication Electives: COM:020, COM:723, ENG:013, ENG:021, ENG:105, SPC:112

Computer Electives: BCA:112, BCA:212, SDV:200

Viticulture Technology-AAS

Campus Location: Calmar, Peosta, Online

Program Entry: Fall, Spring, Summer

Award: Associate in Applied Science degree

Description: The Viticulture Technology program provides a comprehensive examination of the field of viticulture (grape growing) offered through the Viticulture and Enology Science and Technology Alliance (VESTA) consortium of twelve colleges and universities. The program provides the knowledge required to maintain vineyards in Iowa and the Midwest, with specific attention given to varietal selection, soil preparation, pest management, and vineyard safety, as well as the science, agriculture, and business skills necessary to succeed in Iowa's rapidly growing viticulture business. The program is specifically designed to include field work and laboratory practicum at local vineyards.

Some of the courses listed may not be available online through NICC, however all courses are available online through at least one of the participating VESTA consortium colleges. Students interested in the Viticulture program should become familiar with VESTA by visiting their website at www.vesta-usa.org

If general education courses are available via online from NICC and have not already been completed, the courses must be taken from NICC when available. If general education courses are not available via online from NICC, they can be taken at another postsecondary institution and transferred to NICC for purposes of completing the VESTA program, and are subject to the prior written approval of the appropriate dean of the VESTA program.

Residency: The requirement of 18 credit hours completed at NICC would be considered satisfied for students who are enrolled in or have completed viticulture and enology courses from a VESTA consortium partner college.

The viticulture and enology courses taken from VESTA consortium partner colleges will be considered as equivalent to NICC courses for residency purposes only.

Admission Requirements: See page 22 under Admission Procedures.

Minimum Credits: 66

Suggested Course Sequence

| Term One | Course Title | Credits |
|----------|--|---------|
| BIO:112 | General Biology I | 4.0 |
| ENG:105 | Composition I | 3.0 |
| MAT:102 | Intermediate Algebra <i>OR</i> | 4.0 |
| | Math Elective (transfer-level) | 3.0-4.0 |
| SDV:108 | The College Experience | 1.0 |
| VIN:111 | Vineyard Establishment and Maintenance | 3.0 |

| Term Two | Course Title | Credits |
|----------|---------------------------------|---------|
| AGA:142 | Soils for Viticulture | 3.0 |
| BCA:212 | Intro to Computer Business Apps | 3.0 |
| CHM:110 | Intro to Chemistry | 3.0 |
| CHM:111 | Intro to Chemistry Lab | 1.0 |
| VIN:113 | **Winter Viticulture Technology | 2.0 |
| VIN:146 | **Intro to Enology | 3.0 |

| Term Three | Course Title | Credits |
|------------|--------------------------------------|---------|
| VIN:115 | **Summer/Fall Viticulture Technology | 2.0 |
| * | Technical Elective | 3.0 |

| Term Four | Course Title | Credits |
|-----------|--|---------|
| AGR:157 | **Principles of Agricultural Mechanization | 3.0 |
| BIO:125 | Plant Biology | 4.0 |
| BUS:211 | Business Statistics | 4.0 |
| PHY:106 | Survey of Physics <i>OR</i> | 4.0 |
| | Physics Elective (transfer-level) | 4.0 |
| VIN:211 | **Integrated Pest Management | 2.0 |

| Term Five | Course Title | Credits |
|-----------|-----------------------------------|---------|
| COM:723 | Workplace Communication <i>OR</i> | 3.0 |
| SPC:112 | Public Speaking | 3.0 |
| ENG:108 | Composition II: Technical Writing | 3.0 |
| POL:111 | American National Government | 3.0 |
| VIN:190 | Vineyard Safety | 1.0 |
| VIN:213 | **Midwest Vineyard Management | 2.0 |
| VIN:266 | Sensory Evaluation | 3.0 |

**Courses completed through VESTA

***Electives:**

Technical Electives: ADM:116, ADM:119, ADM:141, ADM:148, ADM:162, ADM:175, ADM:190, ADM:199, ADM:265, ADM:266, ADM:267, ADM:936, BCA, BUS, CIS, CSC, ECN, FIN, GRA, LGL, MGT, MKT, NET:103, NET:156, NET:318, NET:453, NET:481, NET:505, NET:946, TRV:113, TRV:114

Viticulture Technology-Diploma

Campus Location: Calmar, Peosta, Online

Program Entry: Fall, Spring, Summer

Award: Diploma

Admission Requirements: See page 22 under Admission Procedures.

Minimum Credits: 31

Suggested Course Sequence

| Term One | Course Title | Credits |
|----------|--|---------|
| BIO:125 | Plant Biology | 4.0 |
| VIN:111 | Vineyard Establishment and Maintenance | 3.0 |
| VIN:211 | **Integrated Pest Management | 2.0 |
| * | Communication Elective | 3.0 |
| * | Elective | 3.0 |

| Term Two | Course Title | Credits |
|----------|---------------------------------|---------|
| AGA:142 | Soils for Viticulture | 3.0 |
| CHM:110 | Intro to Chemistry | 3.0 |
| CHM:111 | Intro to Chemistry Lab | 1.0 |
| VIN:113 | **Winter Viticulture Technology | 2.0 |
| VIN:190 | Vineyard Safety | 1.0 |
| VIN:213 | **Midwest Vineyard Management | 2.0 |
| * | Viticulture/Enology Elective | 2.0-3.0 |

| Term Three | Course Title | Credits |
|------------|--------------------------------------|---------|
| VIN:115 | **Summer/Fall Viticulture Technology | 2.0 |

**Courses completed through VESTA.

Some of the courses listed may not be available online through NICC, however all courses are available online through at least one of the participating VESTA consortium colleges.

***Electives:**

ART, ASL, BIO, CHM, CLS, COM, DRA, ECN, ENG, ENV, FLS, GEO, HIS, HUM, LIT, MAT, MUA, MUS, PHI, PHS, PHY, POL, PSY, REL, SOC, SPC; and/or Life Skills; three hours can be taken from BCA:112, BCA:212

Communication Electives: COM:145, COM:155, ENG:021, ENG:105, ENG:106, ENG:221, SPC:112

Viticulture Electives: **VIN:146, VIN:200, VIN:266, **VIN:270, **VIN:272

Viticulture

Campus Location: Calmar, Peosta, Online

Program Entry: Fall, Spring, Summer

Award: Certificate

Admission Requirements: See page 22 under Admission Procedures.

Minimum Credits: 18

Suggested Course Sequence

| Term One | Course Title | Credits |
|----------|--|---------|
| BCA:212 | Intro to Computer Business Apps | 3.0 |
| VIN:111 | Vineyard Establishment and Maintenance | 3.0 |
| VIN:211 | **Integrated Pest Management | 2.0 |

| Term Two | Course Title | Credits |
|----------|---------------------------------|---------|
| AGA:142 | Soils for Viticulture | 3.0 |
| VIN:113 | **Winter Viticulture Technology | 2.0 |
| VIN:190 | Vineyard Safety | 1.0 |
| VIN:213 | **Midwest Vineyard Management | 2.0 |

| Term Three | Course Title | Credits |
|------------|--------------------------------------|---------|
| VIN:115 | **Summer/Fall Viticulture Technology | 2.0 |

**Courses completed through VESTA.

Some of the courses listed may not be available online through NICC, however all courses are available online through at least one of the participating VESTA consortium colleges.

Welding

Campus Location: Peosta

Program Entry: Fall

Award: Diploma

Description: Welding offers rewarding and challenging career opportunities both indoors and outdoors in a variety of industries ranging from repair jobs to fabrication/construction activities. If you look around, almost everything made of metal is welded. The world's tallest buildings, airplanes, ships, race cars, home appliances, and automobiles are just a few examples.

There are many ways to make a weld and a wide variety of metals and alloys that can be welded. Welding has become complex and technical and requires a great deal of knowledge to be able to select the proper process for critical work. Excellent eye/hand coordination are attributes of highly-skilled and well-paid welders.

The demand for welders is high, and technical training provides you with improved opportunities and career progression.

Admission Requirements: See page 22 under Admission Procedures.

Minimum Credits: 36

Suggested Course Sequence

| Term One | Course Title | Credits |
|----------|---------------------------------------|---------|
| WEL:110 | Welding Blueprint Reading | 2.0 |
| WEL:120 | Oxyacetylene Fuel Welding and Cutting | 2.0 |
| WEL:154 | Intro to Arc Welding (SMAW) | 4.0 |
| WEL:190 | Gas Tungsten Arc Welding | 2.0 |
| WEL:390 | Weld Lab I | 5.0 |
| * | Math Elective | 3.0 |

| Term Two | Course Title | Credits |
|----------|------------------------------|---------|
| HSC:133 | First Aid/CPR | .5 |
| WEL:175 | Advanced Arc Welding (SMAW) | 2.0 |
| WEL:186 | Gas Metal Arc Welding (GMAW) | 4.0 |
| WEL:301 | Pipe Welding | 2.0 |
| WEL:391 | Weld Lab II | 5.0 |
| * | Communication Elective | 3.0 |
| * | Computer Elective | 1.5-3.0 |

***Electives:**

Communication Electives: COM:020, COM:723, ENG:013, ENG:021, ENG:105

Computer Electives: BCA:112, BCA:212, SDV:200

Math Electives: MAT:041, MAT:053, MAT:063, MAT:102, MAT:744, transfer-level MAT

Wind Turbine Repair Technician-AAS

Campus Location: Calmar

Program Entry: Fall

Award: Associate in Applied Science degree

Description: The program prepares students to become qualified and gainfully employed in various entities of the Wind Energy Industry. This program curriculum will expose students to the fundamentals of site acquisition, design, construction, turbine service, operation, preventative maintenance and repair.

The program focus will provide skill set training in safety, repelling techniques, first aid, communications, Geographic Information System (GIS) theory, maintenance of wind generating equipment, with emphasis on mechanical

systems and subsystems (turbine components, gear boxes, gear failure, lubricants, and preventative maintenance).

Further, students in this course of study will receive training in the compilation of data for determining the accuracy and function of mechanical and electrical equipment for wind turbine generators, hydraulic systems, electrical systems, AC/DC theory, generation/power distribution theory, fastening/tension/torquing, rigging, and crane signaling.

Graduates of the program will possess the skills to: interpret and communicate technical information; operate tools and equipment; perform preventative maintenance (electrical, mechanical, hydraulic and generating systems); maintenance repairs to subsystems (electrical, mechanical, hydraulic, gear boxes, and generators); perform routine fastening, tensioning and torquing functions; secure a commercial driver's license; apply customer relations skills; acquire climb test and repelling certifications.

Admission Requirements: In addition to the college admission requirements outlined under Admission Procedures on page 22, prior to being accepted into the program, you must meet the minimum entrance requirements on a basic skills assessment that indicates completion of MAT:063 or higher. Additional admission requirements include a personal interview with the Wind Energy Department and a physical agility/climb assessment.

Minimum Credits: 76.5

Suggested Course Sequence

| Term One | Course Title | Credits |
|------------|---|------------|
| BCA:112 | Intro to Data Processing <i>OR</i> | 3.0 |
| BCA:212 | Intro to Computer Business Apps | 3.0 |
| ELE:117 | DC Theory (8 weeks) | 5.0 |
| ELE:118 | AC Theory (8 weeks) | 5.0 |
| MAT:120 | College Algebra <i>OR</i> | 3.0 |
| MAT:128 | Precalculus <i>OR</i> | 4.0 |
| MAT:744 | Technical Math | 4.0 |
| WTT:103 | Intro to Wind Energy | 3.0 |
| Term Two | Course Title | Credits |
| COM:723 | Workplace Communications <i>OR</i> | 3.0 |
| ENG:105 | College Composition I | 3.0 |
| ELE:148 | Solid State Fundamentals | 4.0 |
| ELE:172 | Fundamentals of Fluid Dynamics | 3.0 |
| HSC:133 | First Aid/CPR | .5 |
| PHY:106 | Survey of Physics <i>OR</i> | 4.0 |
| PHY:162 | College Physics I | 4.0 |
| WTT:133 | Wind Turbine Mechanical Systems | 3.0 |
| Term Three | Course Title | Credits |
| ELE:193 | Motor Repair | 3.0 |
| WTT:148 | Theory of Motor/Generator Controls | 4.0 |
| WTT:216 | Power Generation and Transmission | 3.0 |
| Term Four | Course Title | Credits |
| WTT:204 | Wind Turbine Siting | 4.0 |
| WTT:225 | Data Acquisition and Assessment | 4.0 |
| WTT:235 | Programmable Logic Control Systems | 4.0 |
| PSY:112 | Psychology of Human Relations <i>OR</i> Psychology Elective (transfer-level) | 3.0 3.0 |
| Term Five | Course Title | Credits |
| MGT:102 | Principles of Management | 4.0 |
| PHS:193 | Intro to GIS | 3.0 |

| | | |
|---------|------------------------|-----|
| UTL:204 | Electronic Controls | 3.0 |
| WTT:932 | Wind Energy Internship | 5.0 |

Note: OSHA Certification is a corequisite for WTT:103. Students will complete a ten-hour OSHA training course online through Career Safe Online during term one.

Wind Turbine Repair Technician-Diploma

Campus Location: Calmar

Program Entry: Fall

Award: Diploma

Admission Requirements: In addition to the college admission requirements outlined under Admission Procedures on page 22, applicants to this program must meet the minimum entrance requirements on a basic skills assessment for placement in MAT:063 or higher. Additional admission requirements include a personal interview with the Wind Energy Department and a physical agility/climb assessment.

Minimum Credits: 46.5

Suggested Course Sequence

| Term One | Course Title | Credits |
|----------|------------------------------------|---------|
| BCA:112 | Intro to Data Processing <i>OR</i> | 3.0 |
| BCA:212 | Intro to Computer Business Apps | 3.0 |
| ELE:117 | DC Theory (8 weeks) | 5.0 |
| ELE:118 | AC Theory (8 weeks) | 5.0 |
| MAT:120 | College Algebra <i>OR</i> | 3.0 |
| MAT:128 | Precalculus <i>OR</i> | 4.0 |
| MAT:744 | Technical Math | 4.0 |
| WTT:103 | Intro to Wind Energy | 3.0 |

| Term Two | Course Title | Credits |
|----------|------------------------------------|---------|
| COM:723 | Workplace Communications <i>OR</i> | 3.0 |
| ENG:105 | College Composition I | 3.0 |
| ELE:148 | Solid State Fundamentals | 4.0 |
| ELE:172 | Fundamentals of Fluid Dynamics | 3.0 |
| HSC:133 | First Aid/CPR | .5 |
| PHY:106 | Survey of Physics <i>OR</i> | 4.0 |
| PHY:162 | College Physics I | 4.0 |
| WTT:133 | Wind Turbine Mechanical Systems | 3.0 |

| Term Three | Course Title | Credits |
|------------|------------------------------------|---------|
| ELE:193 | Motor Repair | 3.0 |
| WTT:148 | Theory of Motor/Generator Controls | 4.0 |
| WTT:216 | Power Generation and Transmission | 3.0 |

Note: OSHA Certification is a corequisite for WTT:103. Students will complete a ten-hour OSHA training course online through Career Safe Online during term one.



Course **Descriptions**

Course Classification and Description System

Sample Course Description

Course Descriptions

student driven...community focused

Course Classification and Description System

Each course description in this section is preceded by a course letter such as ACC:111. The first three letters are the prefix. The last three numbers are the suffix. The meaning of the number is described below. Course prefixes that are preceded by a (~) in the listing below are considered career-technical in nature and may be applied toward 16 of the 20 general elective credits required for an AA or AS degree.

Prefixes: The three-letter prefix identifies the area of study in which the course may be found.

Suffixes: The last three numbers identify a specific course within a subject area.

Note: Some of the courses will be preceded by one or more asterisks (*). See explanations below:

() Courses not preceded by an asterisk are intended to meet specific Diploma, Associate in Applied Science Degree, and Associate Science/ Career Option Degree requirements as outlined in this catalog. Sixteen semester hours from this area can be applied to Associate in Arts or Associate in Science Degree electives. Transferability varies and is dependent on the receiving institution. If you intend to transfer to a four-year institution, you should clear the transferability of such courses through the receiving institution.

(*) Courses that correspond to college or university lower division coursework. NICC recommends that colleges and universities grant subject or elective credit toward junior standing for these courses. Many of these courses may be applied toward meeting distribution and elective requirements for the Associate in Arts degree.

(**) Foundation-building (developmental) courses intended primarily to provide you an opportunity for the improvement of subject matter proficiencies in preparation for non-developmental and transfer. These courses are not considered transferable.

(***) Life Skills courses.

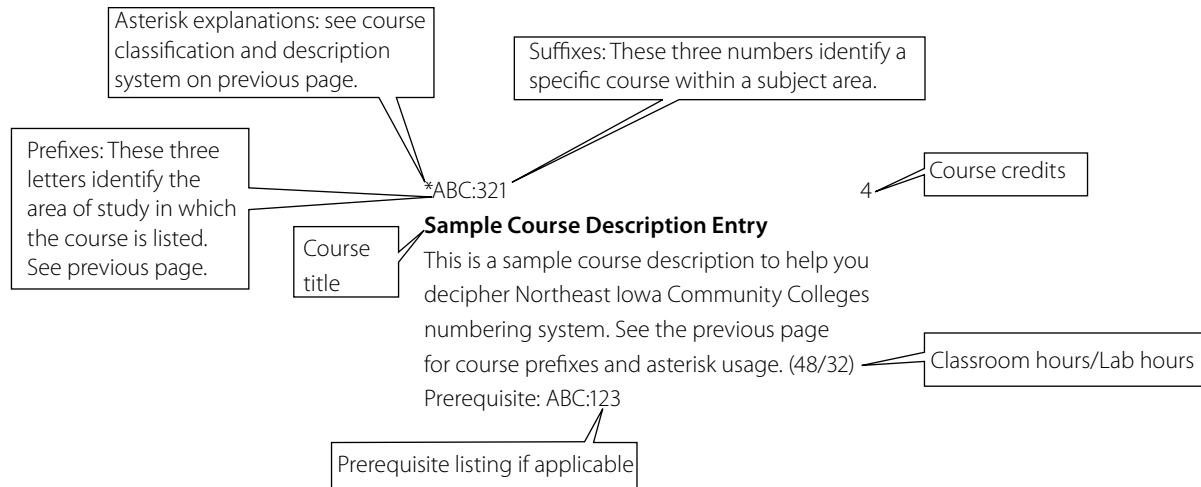
Please Note: NICC separates science courses into Natural and Physical Sciences as listed below, but other colleges and universities may use different breakdowns. Students transferring credits to another institution should check with that institution for information on their requirements and how these specific courses fit into those requirements.

Natural/Life Sciences: BIO:112, BIO:113, BIO:125, BIO:149, BIO:153, BIO:157, BIO:158, BIO:160, BIO:165, BIO:167, BIO:170, BIO:172, BIO:183, BIO:184, BIO:190, BIO:200, BIO:201, BIO:248, ENV:115, ENV:116, ENV:140, SCI:001

Physical Sciences: CHM:110, CHM:111, CHM:160, CHM:161, CHM:170, CHM:171, CHM:262, PHS:142, PHS:143, PHS:166, PHS:170, PHS:171, PHY:106, PHY:162, PHY:172, PHY:710

| | | |
|---------------------------------------|---------------------------------------|--|
| ~ ACC – Accounting | DRA – Film and Theatre | ~ MGT – Management |
| ~ ADM – Administrative Assisting | ~ DSL – Diesel | ~ MKT – Marketing |
| ~ ADN – Associate Degree Nursing | ~ ECE – Early Childhood Education | ~ MLT – Medical Lab Tech |
| ~ AGA – Agriculture – Agronomy | ECN – Economics | ~ MST – Massage Therapy |
| ~ AGB – Agriculture – Farm Management | ~ EDU – Education | ~ MTR – Medical Transcription |
| ~ AGC – Agriculture – Compreh., Misc. | ~ EGT – Engineering Technology | ~ MUA – Music – Applied |
| ~ AGH – Agriculture – Horticulture | ~ ELE – Electrical Technology | MUS – General Music |
| ~ AGM – Agriculture – Mechanics | ~ ELT – Electronics | ~ NET – Computer Networking |
| ~ AGN – Agriculture – Forestry | ~ EMS – Emergency Medical Services | ~ PEA – Physical Education Activities |
| ~ AGP – Agriculture – Precision Ag | ENG – English Composition | ~ PEC – Coaching Officiating |
| ~ AGS – Agriculture – Animal Science | ENV – Environmental Science | PHI – Philosophy |
| ~ AGV – Agriculture – Vet Tech | ESL – Non-Intensive ESL | ~ PHS – Physical Science |
| ART – Art | ~ FIN – Finance | PHY – Physics |
| ASL – American Sign Language | ~ FIR – Fire Science | ~ PNN – Practical Nursing |
| ~ AUT – Automotive Technology | FLS – Foreign Language – Spanish | POL – Political Science |
| ~ BCA – Business Computer Application | GEO – Geography | PSY – Psychology |
| BIO – Biology | ~ GRA – Graphic Communications | ~ RAD – Radiologic Technology |
| ~ BUS – Business | ~ HCR – Heating and Air Conditioning | ~ RCP – Respiratory Therapy |
| ~ CAD – Computer Aided Drafting | ~ HEQ – Heavy Equipment | REL – Religion |
| CHM – Chemistry | HIS – History | SCI – Science |
| ~ CHT – Chemical Technician | ~ HIT – Health Information Technology | SDV – Student Development |
| ~ CIS – Computer Programming | ~ HSC – Health Sciences | SOC – Sociology |
| CLS – Cultural Studies | ~ HSV – Human Services | SPC – Speech |
| COM – Communication | HUM – Humanities | ~ TRV – Travel and Tourism |
| ~ CON – Construction | ~ IND – Industrial Technology | ~ UTL – Utilities |
| ~ COS – Cosmetology | ~ LGL – Legal Assistant | ~ VIN – Viticulture |
| ~ CRJ – Criminal Justice | LIT – Literature | ~ WEL – Welding |
| ~ CSC – Computer Science | MAT – Mathematics | ~ WTT – Wind Energy and Turbine Technology |
| ~ DEA – Dental Assistant | ~ MFG – Manufacturing | |

Sample Course Description



The course descriptions appear in alphabetical order by their three-letter prefixes.

ACC: Accounting

ACC:111

Introduction to Accounting

A varied course of study determined by the abilities and experiences of the students. Basic principles of bookkeeping are learned in actual work-type problems. (32/32)

ACC:115

Introduction to Accounting

Basic accounting principles introduce beginning students to fundamental accounting concepts. The accounting cycle of journalizing transactions, posting, adjusting and closing entries, along with the preparation of financial statements are emphasized for service and merchandising concerns. The scope and depth of accounting concepts discussed are aimed at non-accounting majors. (48/32)

ACC:116

Introduction to Accounting II

Additional study of accounting fundamentals, including inventories, acquisition of plant assets, depreciation of plant assets, disposal of plant assets, and liabilities. (48/32) Prerequisite: ACC:115

*ACC:152

Financial Accounting

Introduces the concepts and terminology of accounting and financial reporting for modern business enterprises. Examines the processes for analyzing and interpreting accounting information for use in making decisions about organizations and presents the basic mechanics of accounting procedures. (48/32) Pre-/corequisite: MAT:063 or qualifying placement score. ACC:111 or ACC:115 recommended

*ACC:156

Managerial Accounting

Introduces managerial accounting within the context of business and business decisions. Explores the role of managerial accounting in the decision-making process and presents basic accounting concepts important to management decisions in the modern business environment. (48/32) Prerequisite: A minimum grade of C- in ACC:152

ACC:162

Payroll Accounting

The study of personnel and payroll records that provide the information required under current laws affecting the operations of a payroll system. (64/0)

4

*ACC:222

Cost Accounting

Fundamental concepts of job process provide a basic understanding of internal cost accounting systems. (48/32) Prerequisite: ACC:156

*ACC:231

Intermediate Accounting I

A broad overview of accounting and its theoretical foundation as well as comprehensive coverage of the asset area. Activities include preparing financial statements, completing time-value accounting applications, accounting for cash, receivables, inventory, and fixed assets. (48/32) Prerequisite: A minimum grade of C- in ACC:156

*ACC:232

Intermediate Accounting II

Covers asset, liabilities, and owner's equity; special problems in income determination and reporting and the cash flow statement. Activities include accounting for non-current operating assets, long-term investments in equity securities, current and contingent assets, long-term debt securities, owner's equity, income taxes, leases, and pensions. (48/32) Prerequisite: ACC:231

4

4

4

| | | | | | |
|----------|---|--|----------------|---|--|
| ACC:252 | 4 | Governmental and Non-Profit Accounting Application of generally accepted accounting principles for public schools, government, and nonprofit entities. (64/0) Prerequisite: ACC:156 | ADM:162 | 3 | Office Procedures Studies office procedures and administrative office management. Topics include work environment, workplace technologies, customer and employee satisfaction, mail, travel, meetings, conferences, and your career. (48/0) |
| *ACC:265 | 4 | Income Tax Accounting A study of federal taxation as it applies to individuals and single proprietorship businesses. (64/0) Prerequisite: ACC:115 or ACC:152 | ***ADM:106 | 2 | Introduction to Keyboarding Introduces basic techniques of keyboarding, including keyboarding skills, development of speed and accuracy, and the ability to create basic business documents. (16/32) |
| *ACC:311 | 3 | Computer Accounting A realistic approach to using a computerized, fully integrated accounting system consisting of the following modules: general ledger, accounts receivable and payable, inventory, depreciation, payroll systems, and financial statement analysis. An accounting system is set up to record those events disclosed by the creation or receipt of source documents. (16/64) Prerequisite: ACC:152 | ADM:116 | 3 | Keyboarding II Review of proper keyboarding techniques with emphasis placed on speed and accuracy development. Practical applications in producing business forms, interoffice correspondence, letters, manuscripts, and tabulations. (16/64) Prerequisite: ADM:106 or 25 nwpm |
| ACC:480 | 3 | Advanced Accounting Applications A study of selected advanced problem areas in accounting applications including, but not limited to, using accounting data in the decision making process and establishing and maintaining a computerized accounting system. Accounting concepts will be applied to real-world situations of business delivering services to clients using accounting software. (32/32) Prerequisite: ACC:231 | ADM:119 | 3 | Keyboarding III Additional practical problem solving in business forms, interoffice correspondence, legal forms, letters, reports, tables, and other miscellaneous business applications. Further improvement is expected in areas of increased production, end-product quality, and increased speed and accuracy. (16/64) Prerequisite: ADM:116 |
| ACC:804 | 3 | Accounting Spreadsheet Applications A realistic approach to using a computerized, integrated accounting system consisting of modules commonly found in a computerized accounting environment: general ledger, accounts receivable and payable, inventory, depreciation, payroll systems, and financial statement analysis. Includes a study and use of spreadsheet software to enable students to use the tool to solve accounting and business analysis problems. (0/96) Prerequisite: ACC:115 or ACC:152 | ADM:141 | 2 | Desktop Publishing Teaches the basic and advanced concepts of desktop publishing and provides hands-on experience in the production and design of documents and graphics using desktop publishing software. (16/32) Prerequisite: ADM:116 or instructor approval |
| | | | ADM:148 | 2 | Transcription Instruction for using transcription machines with emphasis on language skills including spelling, capitalization, punctuation, and word usage. Covers the full range of machine transcription activities—progressing from simple transcribing exercises to difficult office-style transcription requiring decision-making ability. (16/32) Prerequisite: ADM:116 |
| | | | ADM:175 | 2 | Records and Database Management Integrates the rules of filing with state-of-the-art information on the management of records. Emphasizes the latest ideas in manual paper systems as well as the interface of records management with computer database systems. Introduces computerized storage and retrieval. (32/0) |
| | | | ADM:190 | 2 | Billing for the Medical Office Overview of administrative sequence involved in processing of insurance claims for a medical office setting. Includes the importance of collecting patient information, insurance verification, encounter form collection, coding, linkage and compliance, provider reimbursement, claims preparation and transmission, and reimbursement follow-up. (32/0) Prerequisites: HIT:140, HIT:320, HIT:330 |
| | | | ADM:199 | 4 | Legal Studies: Terminology and Transcription Studies legal terminology as the language of law and includes spelling, pronunciation, usage, and instruction in the use of transcription machines requiring decision-making ability. Emphasizes high proficiency in language skills and full-scale knowledge and use of specific legal terminology. Covers legal terminology, law office transcription, and document processing. (48/32) Prerequisite(s): ADM:116. ADM:119 required for Office Technology-Legal option |
| | | | ADM:265 | 2 | Supervised Practical Experience Occupational experience in a simulated office setting to provide practical experience in the execution of office skills and concepts necessary for successful employment. This |

involves computer use in the completion of simulated office applications. Upon completion of ADM:265, students continue on in a one-credit module specific to their chosen emphasis: ADM:266 Module General Emphasis, ADM:267 Module Medical Secretary Emphasis. (16/32) Prerequisites: ADM:116, ADM:162, BCA:212

ADM:266

Supervised Practical Experience - Module General Emphasis

Occupational experience in a simulated office setting provides practical experience in the execution of office skills and concepts necessary for successful employment. This involves computer use in the completion of simulated office applications. (0/32) Prerequisite: ADM:265

ADM:267

Supervised Practical Experience - Module Medical Secretary Emphasis

Occupational experience in a simulated office setting provides practical experience in the execution of office skills and concepts necessary for successful employment. This involves computer use for the completion of simulated office applications. (0/32) Prerequisite: ADM:265

ADM:936

Occupational Experience

Opportunity for supervised work experience related to the major academic interests of students in an approved business establishment. Skills and knowledge are applied by working a minimum of 256 hours to receive credit. (256 co-op hours) Prerequisite: Minimum employable skills/instructor approval

ADN: Associate Degree Nursing

ADN:146

2.25

Transition from Practice into Associate Degree Nursing

Facilitates transition of the Licensed Practical Nurse who is returning to school to enter the Associate Degree level of NE Iowa nursing program. Reviews practical nursing knowledge in areas of nursing process, care planning, physical assessment, test taking, and

lab skills. Includes orientation to the program requirements, policies and procedures, and college resources. (32/8) Prerequisite: Students must be accepted for ADN advanced placement in the nursing program by the Dean of Nursing

ADN:148

Transition to Associate Degree Nursing

Focuses on content specific to registered nursing. Explores nursing roles including educator, leader, provider, and manager of care. Reviews critical thinking, legal and ethical responsibilities. Application of the nursing process, physical assessment, and the administration of IV medications are addressed in both theory and the lab setting. Presents nursing care of the oncological client, including pathophysiology, treatment, and complications of cancer. (54/20) Prerequisite: PNN:529 or completion of Practical Nurse program at another school

ADN:434

Comprehensive Nursing Care of the Childbearing Family

Focuses on the normal aspects of maternal, newborn, and women's health. Explores complications that may occur during pregnancy, childbirth, in the newborn, and in the gynecologic health of women throughout the life span. The nurse's role as educator, patient advocate, and care provider are reflected in the application of the nursing process to a variety of clinical and laboratory experiences. Areas of clinical practices may include acute care (hospital), prenatal care office settings, public health clinics, home follow-up care, and educational settings. Application of principles in pharmacology, nutrition, social sciences, and biophysical science are correlated throughout the course. (36/16 and 60 clinical hours) Prerequisites: A minimum grade of C- in ADN:148

ADN:444

Comprehensive Nursing Care of Children

Includes assisting children and their families in achieving maximum health potential. Stresses the effects of illnesses and deviations from the normal upon the child, family, and the community. Clinical experience is planned to

include caring for healthy as well as acutely and chronically ill children and their families. (36/16 and 60 clinical hours) Prerequisites: A minimum grade of C- in ADN:148

ADN:475

6

Comprehensive Nursing Care of the Mental Health Client

Emphasis is given to increased self-knowledge for the understanding of "normal" versus deviant behavior and the dynamics of human behavior. Bases therapeutic responses and interaction with clients on behavior manifested rather than on classified diagnosis. Concepts examined include the therapeutic milieu, conceptual models of psychiatric treatment, treatment modalities, psychiatric/ mental health nurse's role and function within the continuum of care (health promotion, maintenance, acute and crisis), and therapeutic communication. (72/8 and 60 clinical hours) Prerequisites: A minimum grade of C- in ADN:148, PSY:111

ADN:525

10.25

Comprehensive Nursing Care of Adults I

Comprehensive study of adult clients to build nursing knowledge of disease pathophysiology and the application of the nursing process. The clinical component builds on classroom experiences, allows students to implement their knowledge in specialized areas, and assists in development of nursing roles as providers and managers of care, and members of the nursing discipline in the transition from student to entry-level practitioner. (104/8 and 168 clinical hours) Prerequisites must be passed with a minimum grade of C-. Prerequisites: ADN:434, ADN:444, ADN:475. Must have successfully passed NCLEX LPN boards. Pre-/corequisites: BIO:183, BIO:184, SOC:110

ADN:528

1

Comprehensive Nursing Care of Adults II

Collaborative learning strategies focus on the application of leadership, management concepts and styles, and analysis of management processes in health care settings. Preparation of students to take the NCLEX exams will be evaluated by successful completion of a standardized nursing exit

exam. Achievement of the associate degree terminal objectives will be evaluated through portfolio presentations. Information is provided to facilitate the nursing graduate to apply for state board exams. (16/0) Prerequisite: A minimum grade of C- in ADN:525

AGA: Agriculture - Agronomy

*AGA:014

Crop Science

Course is designed for high school seniors and college freshmen as an overview of crop management. It introduces the principles of plant-soil-climate relationships (40/16)

AGA:114

Principles of Agronomy

Introductory principles of plant-soil-climate relationships in crop production designed after a similar course at Iowa State University and uses many of the same materials. (36/24)

AGA:140

Transitional Soils for Viticulture

Explores soil properties and behavior as they relate to growing grapes for fine wines. (16/0) Prerequisite: AGA:153

AGA:142

Soils for Viticulture

Explores soil properties and behavior and their influence on wines. Focuses not only on growth and production but on the long-term effects of viticulture on soil quality and the wider environment. (40/16)

AGA:153

Fundamentals of Soil Science

Introduction to physical, chemical, and biological properties of soils, their formation, classification, and distribution. Uses soil survey and land information to balance agronomic, economic, and environmental concerns in soil management. (32/16)

AGA:154

Fundamentals of Soil Science

Introduction to physical, chemical, and biological properties of soils, their formation, classification, and distribution. Uses soil survey and land information to balance agronomic,

economic, and environmental concerns in soil management. (40/16)

AGA:157

Soil Fertility

Provides a working knowledge of agronomic terms, soil-plant relationships, and principles of fertilizer use and lime use. (12/8)

AGA:161

Herbicides

Familiarizes students with the herbicides used in Midwest crops, their families, mode of action, and injury symptoms. (12/8)

*AGA:212

Grain and Forage Crops

Includes the study of production of feed grains, oilseeds, and forages common to the area. Management practices studied range from the selection of varieties to the harvesting of the final crop. Consideration is given to established as well as new production practices. Course articulates with Iowa State University as AGRON212. (48/32) Prerequisite: AGA:114

AGA:283

Pesticide Application Certification

Application equipment will be analyzed and emphasis given to proper calibration, safety, proper application, and qualifying conditions. Utilization of spraying systems guidebooks will be stressed. Students will be required to pass the Certified Pesticide Applicator License core exam. Course will show how to prepare equipment for the season and how to maintain it for error-free operation. (20/24)

AGA:333

Forage Production

The principles of forage production with emphasis on selection, seeding, fertility, weed and pest control, tillage practices, harvesting, storage, and the successful management of annual and perennial forages. (16/0)

AGA:374

Pest Identification

Familiarizes students with the major crop pests (weeds, insects, and diseases) and their identifying characteristics. (12/8)

AGA:375

Integrated Crop Management

Students learn how to put together a total management package that seeks to maximize profitability while taking environmental impacts into account. Critical resources for ICM include the soil, the producer's equipment and capital, and the management resources of the producer. Students develop a farm map using GIS resources. (16/32) Corequisite: PHS:193

AGA:853

Certified Crop Advisor Review

Reviews the competencies required for the national and state certified crop advisor exams. (16/0)

AGB: Agriculture – Farm Management

AGB:030

Farm Management

Designed for high school seniors and college freshmen as an overview of the farm management process and the process of farm decision making. Includes record keeping, budgeting, year-end analysis, enterprise analysis, and tax management. (40/16)

AGB:035

Agriculture Risk Management

Addresses price risk as a management versus a marketing function. Price risks impact not only the marketing of a product but the cash flow and overall financial health of the business. Use of derivatives need to be viewed as tools that can be used to control price risk. Each derivative and subsequent combination is examined. Price forecasting is addressed as well as fundamentals of futures and options hedging. (32/0) Prerequisite: AGB:235

AGB:036

Agriculture Risk Management

Addresses price risk as a management versus a marketing function. Price risks impact not only the marketing of a product but the cash flow and overall financial health of the business. Views the use of derivatives such as futures contracts, option contracts, and swap as tools that can be used solely or in combination to control price risk. Examines each derivative and subsequent combinations. Addresses

price forecasting, fundamentals of futures hedging, and options hedging, as well as crop production yield, livestock production, and legal, human, and financial risks. Covers risk management by discussing various crop insurance alternatives, production contracts, and ag law. (40/16) Prerequisite: AGB:235

AGB:131 1
Introduction to Agriculture Business
 Introduces the skills needed to be an effective manager of an agribusiness today. Learn marketing, office procedures, careers, personnel, inventory, and credit management. (16/0)

AGB:150 1
Crop Enterprise Records
 Explains the important ingredients of a good crop enterprise record system. As part of the course, students will be required to input data into a computerized crop enterprise record system. (8/16) Prerequisite: SDV:200 or instructor approval

*AGB:235 3
Introduction to Agriculture Markets
 Basic concepts and economics principles related to markets for agricultural input and products. Overview of current marketing problems faced by farms and agribusinesses, farm and retail price behavior, market structure, food marketing channels, food quality and safety, implications at the farm level of consumer preferences, and the role of agriculture in the general economy. Covers marketing methods and strategies for agricultural commodities, including introduction to hedging, fundamental analysis, technical analysis, futures, options, risk management tools, and use of other market information. (40/16)

*AGB:330 3
Farm Business Management
 Covers all aspects of farm decision making, including record keeping, budgeting, year-end analysis, enterprise analysis, and tax management. (48/0)

AGB:333 2
Applied Farm Financial Management
 Gives the successful student experience with

the financial records needed to manage a farm business. (16/32)

*AGB:336 3
Agricultural Selling
 Covers agriculture sales related to marketing/ selling strategies, preparing for sales calls and presentations, handling objections, closing sales, analysis of purchasing process, and evaluating agri-selling as a possible career choice. Students will spend one day with an ag salesperson. (32/32)

AGB:436 2
Grain Merchandising
 Explains the function of the country elevator in the agriculture industry. How basis trading presents an opportunity for the elevator to manage risk and improve margins on the grain commodities it handles. Covers the day-to-day tasks that make a merchandising operation run smoothly as well as how a country elevator can help producers improve profit levels and limit risk. (24/16) Prerequisite: AGB:235

AGB:466 3
Agricultural Finance
 Financial analysis of agricultural operations; liquidity, capital structure, and growth of agricultural firms; risk and return; capital budgeting methods; analysis of land investments, leasing, and costs of credit; financial intermediation and major financial institutions for agriculture; credit scoring, loan pricing, and asset-liability management techniques by financial intermediaries; public policies affecting agricultural credit markets. (48/0) Prerequisites: ACC:111 or ACC:152 or AGB:330

AGB:802 2
Agribusiness Internship I
 Students are placed on-the-job in agribusiness firms which most nearly fit their career goals with the purpose of giving experiences and developing skills and knowledge which cannot be furnished in the classroom. (128 co-op hours)

AGB:812 2
Agribusiness Internship II
 Students are placed on-the-job in agribusiness firms which most nearly fit their career goals with the purpose of giving experiences and

developing skills and knowledge which cannot be furnished in the classroom. (128 co-op hours)

AGB:822 2
Agribusiness Internship III
 Students are placed on-the-job in agribusiness firms which most nearly fit their career goals with the purpose of giving experiences and developing skills and knowledge which cannot be furnished in the classroom. (128 co-op hours)

AGB:930 1
Agriculture Seminar
 Students will take a trip within the Midwest to view various aspects of agribusiness today. Areas studied are careers, marketing, customer relations, planning and organizing, and management responsibilities. (0/32) Prerequisite: Completion of one semester of Agriculture Sales and Service or Agriculture Management program

AGC: Agriculture - Comprehensive - Miscellaneous

AGC:108 1
Agriculture Computer Spreadsheets
 Students will develop spreadsheets for use in agriculture management. Management areas covered include: break-even analysis, ag marketing, machinery management, cash flow analysis, crop management, and livestock management. (8/16) Prerequisite: SDV:200 or instructor approval

AGC:121 3
Introduction to Agriculture I
 Addresses basic levels of modern Agriscience concepts using language and examples designed to meet the needs of beginning students interested in natural science careers. Integrates broadened principles of agriculture through all the major science areas and adds many new applications of science, technology, math, agriculture, natural resources, and the environment. (32/32)

AGC:122 3
Introduction to Agriculture II
 A continuation of Intro. to Ag I, and explores more in-depth topics of crop science, ornamental use of plants, animal

sciences, food sciences and technology, and communications and management in Agriscience. (32/32) Prerequisite: AGC:121

AGC:802

2

Agriculture Production Internship I

An opportunity to further develop and practice farm management skills based on objectives set forth in an individual training plan developed with and for each student. An economical, well-managed farm or farm enterprise of appropriate size serves as the training site. (128 co-op hours)

AGC:812

2

Agriculture Production Internship II

An opportunity to further develop and practice farm management skills based on objectives set forth in an individual training plan developed with and for each student. An economical, well-managed farm or farm enterprise of appropriate size serves as the training site. (128 co-op hours)

AGC:925

2

Agriculture Special Projects I

The advanced agriculture student will be assigned a project in the teaching laboratory and will collect, organize, analyze, and present data through written and oral presentations. (0/64) Prerequisite: Second-year agriculture student status

AGC:926

2

Agriculture Special Projects II

The advanced agriculture student will be assigned a project in the teaching laboratory. Students will collect, organize, analyze, and present data through written and oral presentations. (0/64) Prerequisite: Second-year agriculture student status, AGC:925

AGH: Agriculture - Horticulture

AGH:239

4

Introduction to Arboriculture and Ornamental Horticulture

The general principles of arboriculture and horticulture with an emphasis on the utilization and cultural characteristics of commonly cultivated woody and herbaceous plants. Special consideration given to the

relationships between humans and landscape plants and to employment opportunities. (48/32)

AGH:290

3

Nursery and Landscape Maintenance

General principles of landscape and nursery maintenance with an emphasis on utilization and cultural characteristics of commonly cultivated landscape plants and the use and installation of hardscape features. Special consideration given to employment opportunities and preparation for the Iowa Certified Nursery Professional examination. (32/32)

AGM: Agriculture - Mechanics

AGM:105

2

Introduction to Mobile Equipment Electrical Systems

Covers the basic electrical system as found on modern farm equipment. Course begins with the theory of electron flow, Ohms law, conductors, semi-conductors, and continues through wiring, connectors, diagrams and problem diagnosis. (32/0)

AGM:106

6

Principles of Electrical Systems

Covers the basic electrical system as found on modern farm equipment. It begins with the theory of electron flow, Ohms law, conductors, semi conductors, and continues through batteries, wiring, charging systems, and systems. (80/32)

AGM:108

3

Consumer Products

A study of both two- and four-cycle engines to gain greater understanding of test and repair procedures for engines found on compact equipment. (32/48)

AGM:109

3

Engine Tune-up/Multi-Cylinder Theory

The study of the design and principles of operation of multiple cylinder engines as found on modern farm equipment. Includes basic engine maintenance and tune-up procedures as well as parts identification and performance evaluation. (32/48)

AGM:112

5

Skid Steer Loader Operation and Maintenance

Teaches skid steer loader inspection, operation, and safety. Discusses normal service of the skid steer loader. (7/2)

AGM:114

2

Hydraulics I

The study of fluid power includes liquids and gases and the historical development of fluid power laws and fundamental circuits. (32/0)

AGM:118

1

Painting

Instruction in straightening and repairing sheet metal, cleaning the unit, preparing the unit for painting, spray painting fundamentals, safety, and final detailing of the unit. (4/24)

AGM:123

5.5

Introduction to Mechanical Fundamentals

Studies safety and its importance to success in school and on the job, as well as the various tools, shop equipment, and machines used at a farm equipment dealership. Students will assemble and prepare for the field machines from dealers as they become available.

They will also disassemble tractors or other machines to study basic design as well as to become familiar with common shop procedures and the proper and safe usage of the tools, shop equipment, and manuals involved. (46/126)

AGM:127

1

Custom Application Equipment

As custom applicators are the final link in the sales process, it is important they become involved in their job and increase their knowledge and experience as the farmer expects timely, error-free application. Includes how to prepare equipment for the season and how to maintain it for error-free operation. (8/16)

AGM:148

1.5

Introduction to Microprocessor Controlled Components

Introduction to some of the modern farm tractor components that are microprocessor controlled, including instrument panels, hitches, and power trains. Topics include theory of operation, programming, calibration, and

diagnostics on various makes and models. Lecture stresses the general theory of how these systems operate, while lab time provides opportunity to program, calibrate, and diagnose these systems on as wide a variety of models as are available. (8/28) Prerequisite: AGM:106

AGM:225

Hydraulics II

Instruction on the theory of operation of pumps, control valves and actuators, operational tests using the OTC flow rater, and repair of hydraulic components in the shop. (48/64)

AGM:361

Commercial Grain Handling

Provides a basic understanding and knowledge of physical grain handling in an agribusiness firm. Builds skills needed to succeed in the grain industry such as buying and selling, record keeping, warehousing, grain grading and management, blending, drying, and safety. (12/8)

AGM:407

Agriculture Power Transfer Systems

Covers power trains as used in the frame equipment industry. The first half studies basics common to all drive trains including tires and tracks, bearing and gear adjustments, methods of shifting, power flows, clutches, brakes, differentials, final drives, power takeoffs, and mechanical front-wheel drives. The second half focuses on various power shift transmissions, both countershaft and planetary types, and their controls. (70/70) Prerequisite: AGM:123

AGM:410

Engine Principles and Overhaul Procedures

The basic principles of both gas and diesel engines and the operation of the major engine systems. Covers overhaul procedures of the entire engine from diagnostics to completion and break-in using actual projects whenever possible. (110/165) Prerequisite: AGM:109

AGM:412

Diesel Systems

Covers testing and repair of diesel systems including turbochargers, combustion chambers, fuel filters, injectors, mechanical injection pumps, and electronic fuel injection. (72/80)

AGM:415

Farm Equipment Air Conditioning

Instruction in physical laws, air conditioning theory of operation, troubleshooting, repair, and service. (32/32) Prerequisites: AGM:106, AGM:114, AGM:123

AGM:416

Combine and Implement Repair and Adjustment

Instruction is given in the theory of operation, adjustment, calibration, troubleshooting, and repair of combines and other farm implements. (40/48) Prerequisites: AGM:106, AGM:114, AGM:123

AGM:418

Advanced Equipment Repair

The use of test equipment for diagnosing problems in engines, power trains, and fluid power systems. Emphasizes demonstrations and performance of repair and adjustment operations. Fluid power, electro-hydraulic, machine adjustment, and calibration are discussed and practiced. (48/120)

AGM:500

John Deere Implement

Designed to give a better understanding of basic operating principles of select John Deere implements. Theoretical operation of planters and balers is studied, as well as basic information on belts, chains, bearings, and seals. Opportunity for hands-on testing of monitors and adjustments of planters and round balers and field preparation of planters and round balers. (32/32)

AGM:501

John Deere Fundamentals and Safety

Entry-level course covering basic aspects of the shop, shop safety, equipment, and tools. Introduces Technical Manuals, Service Advisor, PM Pro and acronyms. Work is done with new machine predelivery, wheel moves, forklift, and machine operation and machine disassemble. (36/36)

AGM:504

John Deere Welding

Theory and practice of oxyacetylene welding and cutting, including proper operation of equipment. Includes the principles, safety,

procedures, and application of arc and gas-metal arc welding. (0/24)

AGM:508

John Deere Combines

Gives a better understanding of the basic operating principles of the John Deere combine. Various combine drives are covered in a classroom setting with hands-on-training of these drives done in a lab setting. Combine adjustment is practiced on a computer simulator program. (40/40)

AGM:510

John Deere Hydraulics I

Covers principles and applications of theory and fluid power as it applies to John Deere combines and other implements. Testing and diagnostic work is applied to the combine. (40/48)

AGM:511

John Deere Hydraulics II

Covers principles and application of fluid power as it applies to the row crop, four-wheel drive, and utility John Deere tractor. Students gain an understanding of the circuits used and how to test and diagnose them in John Deere tractors. Technical manuals and test gauge work is done as well as flow-rater application. (32/32) Prerequisite: AGM:510

AGM:512

John Deere Hydraulics II

Covers principles and application of fluid power as it applies to John Deere equipment. Students gain an understanding of the circuits used and how to test and diagnose them on John Deere equipment. Service Advisor, gauges, and flow-rators will be used (36/36) Prerequisite: AGM:510

AGM:513

John Deere Electrical/Electronics I

Study of the basic electrical principles and applications of Ohm's Law, magnetism, electromagnetism, the safe utilization of electrical test meters, the design, construction, and safe testing of lead acid storage batteries, the principles of lighting systems, and combine monitoring systems. (40/48)

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| AGM:514 | 3 | is reassembled and then started to assure student competence. (40/48) | gained in several areas of the business to gain a broad view of the retail farm equipment business. (256 co-op hours) Prerequisites: AGM:106, AGM:109, AGM:114, AGM:123, AGM:407, WEL:329 |
| John Deere Electrical/Electronics II | | | |
| Covers the principles of operation, testing, and repair of ignition systems, cranking systems, charging systems, procedures and use of digital multimeters, techniques of circuit diagnosis, and reading of electrical schematics. Students will test tractor circuits including lighting, accessory, safety instrumentation, and gauges. Includes electronic monitoring systems for equipment. (40/48) Prerequisite: AGM:513 | | | |
| AGM:516 | 2 | Familiarization with the fuel injection pumps used on John Deere engines. Time is spent on awareness of maintenance procedures for proper removal, installation, and timing of fuel injection pumps, and also testing and repair of nozzle components and filtering systems. Includes dynamometer operation related to engine performance. (40/48) | AGM:804 |
| John Deere Heating and Air Conditioning | | | Agriculture Equipment Internship II |
| Theory of operation and repair of late model John Deere air conditioning, heating and ventilation systems. Equipment for refrigerant recovery/recycling of R12 and R134A is used. Upon course completion students will be able to be certified for A/C service. (24/32) | | | Students work in a farm equipment dealership under the supervision of the owner or shop foreman and NICC instructor. Experience is gained in several areas of the business to gain a broad view of the retail farm equipment business. (256 co-op hours) Prerequisites: AGM:106, AGM:109, AGM:114, AGM:118, AGM:123, AGM:407, AGM:410, AGM:415, AGM:416, WEL:329 |
| AGM:518 | 5 | Information resources to assist technicians during their daily job operations. Service Advisor is a computer-based software providing technical information for current and non-current John Deere equipment models. PmPro is the John Deere parts system software technicians are required to use daily. Pathways is a website for additional information resources and continuation of dealership employee education. Course prepares students for the John Deere Service Advisor Certification test. (48/32) | AGN: Agriculture - Forestry |
| John Deere Power Train | | | |
| Theory of power transmission from engine to traction wheels. Includes the function and operation of gears, chains, clutches, planetary gears, drive lines, and differentials. Reassembly of John Deere clutches, two-speed planetaries differentials, final drives, mechanical front-wheel drive, and power takeoffs will occur. Covers the diagnostic repair and adjustment of John Deere syncro-range, quad-range, and power-shift transmissions. (48/72) | | | AGN:135 |
| AGM:520 | 3 | On-the-job experience in a John Deere dealership allows students to practice and utilize skills and knowledge learned in previous semesters. The NICC John Deere Ag Tech instructor will supervise the work experience. (32/0 and 576 co-op hours) | Urban and Rural Forest Management |
| John Deere Consumer Products/Engines | | | The general principles of management of community forests, residential trees, rural woodlots, native forests, and special tree populations. Special consideration given to caring for public woodlands, urban forests, and commercial tree stands. (48/32) |
| Covers John Deere lawn, lawn and garden tractors, equipment, and attachments. Operation, diagnosis, repair, and adjustments of complete equipment are explained and practiced. Setup and adjustment of tractors, equipment, and attachments are made on actual units. (40/48) | | | AGN:136 |
| AGM:522 | 3 | On-the-job experience in a John Deere dealership allows students to practice and utilize the skills and knowledge learned in previous semesters. The NICC John Deere Ag Tech instructor supervises the work experience. (32/0 and 576 co-op hours) | Tree Physiology, Pest, Abiotic Disorders and Treatments |
| John Deere Diesel Engines | | | General principles of tree physiology and tree health care management. Special consideration given to tree structure and function, environmental requirements, and hazard recognition. (48/32) |
| Studies repair of the John Deere diesel engine. Discusses operation and service of the primary parts. Opportunity is given to disassemble, measure, and inspect an actual John Deere diesel engine. After the inspection, the engine | | | AGN:137 |
| AGM:802 | 11 | On-the-job experience in a John Deere dealership allows students to practice and utilize the skills and knowledge learned in previous semesters. The NICC John Deere Ag Tech instructor supervises the work experience. (32/0 and 576 co-op hours) | Tree Identification and Selection |
| John Deere Internship I | | | General principles of identification and classification of tree species, varieties, and cultivars with an emphasis on growth characteristics, hardiness, and adaptability. Special consideration is given to selection of healthy and vigorous stock and planting site factors. (48/32) |
| On-the-job experience in a John Deere dealership allows students to practice and utilize skills and knowledge learned in previous semesters. The NICC John Deere Ag Tech instructor will supervise the work experience. (32/0 and 576 co-op hours) | | | AGN:138 |
| AGM:803 | 4 | Students work in a farm equipment dealership under the supervision of the owner or shop foreman and NICC instructor. Experience is | Tree Establishment, Maintenance, and Removal |
| John Deere Internship II | | | General practices associated with the establishment, maintenance, and removal of |
| On-the-job experience in a John Deere dealership allows students to practice and utilize the skills and knowledge learned in previous semesters. The NICC John Deere Ag Tech instructor supervises the work experience. (32/0 and 576 co-op hours) | | | |

trees with an emphasis on safety procedures required for working in large, mature specimens. Special consideration given to practicing the skills and techniques commonly used by arborists. (48/32)

AGN:139 4
Introduction to Basic Tree Climbing

The basic principles and practices associated with arboriculture tree climbing activities with an emphasis on safety procedures required for working on large, mature specimens. Special consideration given to practicing the skills and systems commonly used by arborists. (48/32)

AGN:230 4
Introduction to Outdoor Recreation

Basic principles and systems associated with a variety of muscle-powered outdoor recreation activities with an emphasis on utilization of the landscapes and outdoor resources indigenous to the upper Midwest. Special consideration given to practicing skills commonly used in a variety of outdoor recreation outings. (48/32)

AGN:804 4.5
Arboriculture Internship I

A supervised occupational training experience with an emphasis on application of arboricultural principles to professional tree management operations. (288 co-op hours)

AGN:814 4.5
Arboriculture Internship II

A supervised occupational training experience with an emphasis on application of arboricultural principles to professional tree management operations. (288 co-op hours)

AGP: Agriculture – Precision Agriculture

AGP:327 1
Global Positioning Systems and PDA's

Explores concepts of using Global Position System receivers with Personal Data Assist palm computers. ArcPad® software will be used as a training tool. Areas covered include history and mechanics of GPS, applications, using a receiver, and post-processing of data. (8/16)

AGP:328 2
Global Positioning Systems

Introduces Global Positioning Systems concepts, including history and mechanics of GPS, applications, using a receiver, and post-processing data. Explores concepts of Global Positioning System receiver use with Personal Data Assistant palm computers. ArcPad® software is used as a training tool. (16/32)

AGP:332 2
GPS Crop Scouting

Training in the proper procedures for scouting corn, soybean, and alfalfa crops. Much of the class work involves actual crop observation, analysis, and problem solving. Backpack-style DGPS units are used in actual scouting situations. Students collect field boundaries and identify problem areas within the field with their DGPS units. (16/32)

AGP:333 3
Precision Farming Systems

Explores the concepts of Site Specific Agriculture (Precision Farming) and how it can improve profitability in a total crop management system. Students will use a basic GIS program to analyze data from a farm operation. (32/32)

AGP:421 2
Applications of Geographical Information Systems

Advanced concepts in GIS and hands-on experience in practical applications. Students will enroll in selected GIS short courses online and will be required to design a GIS project from scratch. Students set up the parameters for the project, collect the data, and format the final project which should relate to their career field. (20/24) Prerequisite: PHS:193

AGS: Agriculture – Animal Science

AGS:014 3
Animal Science

Designed for high school seniors and college freshmen as an overview of the animal science industry. Explores breeds, basic management, and farm animal marketing. Topics include beef and dairy cattle, companion animals, horses, poultry, sheep, and swine. (40/16)

*AGS:101 2
Working with Animals

Taught in conjunction with Survey of the Animal Industry. The intent is to give students practical experience working with animals. (16/32)

*AGS:114 2
Survey of the Animal Industry

Explores breeds, basic management, and marketing of farm animals. Includes topics on beef and dairy cattle, companion animals, horses, poultry, sheep, and swine. (32/0)

AGS:125 3
Bovine Hoof Care

Covers all aspects of hoof care, treatment, and maintenance. Students will utilize hoof care equipment and hooves for the training. (44/8)

AGS:126 1
Bovine Hoof Care Rotation

Covers all aspects of hoof care, treatment, and maintenance. Students will utilize hoof care equipment and hooves for the training. (0/32)

*AGS:216 3
Equine Science

Designed to increase knowledge of horses and basics of the horse industry. (48/0)

*AGS:218 4
Domestic Animal Physiology

Covers the basics in animal anatomy and physiology with a concentration on farm and domestic animals. The lab section will parallel topics covered in the lecture. (48/32)

AGS:224 3
Companion Animal Science

Covers the basic management principles relevant in the care of dogs, cats, rabbits, and other small companion animals. (48/0)

AGS:225 3
Swine Science

Skill development in swine management from breeding through marketing. Discusses health, nutrition, environmental control and ability to identify superior producing animals for breeding under various conditions. Familiarization with the pork quality assurance program and good husbandry techniques. (32/32)

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| AGS:226 | 3 | AGS:253 | 2 | *AGS:340 | 3 |
| Beef Cattle Science | | Spring Beef Cattle Science Lab | | Dairy Cattle Evaluation | |
| An overview of the beef cattle industry in the United States. Discusses management of seedstock, cow-calf, stocker, and feedlot operations. (48/0) | | Application of beef cattle management techniques. (16/32) | | Covers all aspects of dairy evaluation. Students will be able to identify the parts of the dairy cow, use the PDCA Scorecard, and will tour various dairies in the area to evaluate their animals and the management of their operations. (32/32) | |
| AGS:229 | 3 | AGS:305 | 3 | AGS:341 | 1 |
| Sheep Science | | Livestock Evaluation | | Dairy Cattle Judging | |
| An overview of the sheep industry in the United States. Management of range and farm flock operations is discussed. (48/0) | | Develops skills in proper selection of animals for breeding and production. Animals are evaluated on physical composition as well as production traits. Species will include swine, beef, and sheep, with an emphasis placed on swine. (32/32) | | Covers all aspects of dairy evaluation. Students will be able to identify the parts of the dairy cow, use the PDCA Scorecard, and will tour various dairies in the area to evaluate their animals and the management of their operations. (64 co-op hours) | |
| AGS:230 | 3 | *AGS:319 | 3 | AGS:342 | 1 |
| Introduction to Dairy Goats | | Animal Nutrition | | Dairy Business Analysis Rotation | |
| An overview of the general aspects of dairy goats and industry. (48/0) | | Covers the fundamentals of small and large animal nutrition. (48/0) | | An applied course designed for dairy managers to evaluate their dairy businesses. Covers eight areas of critical importance to the dairy industry and its managers. (0/32) | |
| AGS:242 | 3 | AGS:326 | 2 | AGS:343 | 1 |
| Animal Health | | Applied Ration Balancing and Feeding | | Bovine Husbandry Rotation | |
| An introductory-level course providing an understanding of animal health principles. Emphasizes the nature of disease, immunology, infection, vaccination, and treatment. Discusses common infectious diseases found in domestic livestock species, including bacteria, parasites, and viruses. (48/0) | | A course to help students learn to calculate dairy cattle rations by hand and with a computer. (16/32) | | Students will work in the campus dairy farm for a selected number of days and learn approved practices in dairy cattle management. (64 co-op hours) | |
| AGS:244 | 2 | AGS:328 | 1 | AGS:344 | 1 |
| Applied Animal Disease Prevention and Treatment | | Parlor Management Rotation | | Dairy Equipment and Facility Rotation | |
| This practical course applies the concepts from its companion course, Animal Health. (16/32) | | Provides training in the fundamentals of milking procedures and parlor management. (64 co-op hours) | | An applied course covering the management, use, and maintenance of equipment and facilities on a dairy farm, including providing housing, feed, water, and handling livestock manure. (64 co-op hours) | |
| *AGS:250 | 3 | AGS:331 | 3 | AGS:350 | 1 |
| Food Animal Production | | Animal Reproduction | | Artificial Insemination of Cattle | |
| Includes discussion on all management areas involved in the production of meat, milk, wool, and eggs. (48/0) | | Covers the male and female reproductive tracts of common domesticated species and their development, the estrous cycle, hormones, sexual behavior, breeding, and pregnancy. (48/0) | | This week-long clinical-type course covers the basics of artificial insemination. Emphasizes reproductive physiology, anatomy, semen handling and storage, heat detection, and insemination techniques. Students work with live animals in learning and demonstrating AI skills. (0/32) | |
| AGS:251 | 3 | AGS:334 | 2 | AGS:353 | 3 |
| Beef Production Management | | Applied Reproductive Techniques | | Animal Genetics | |
| An overview of the U. S. beef cattle industry. Discusses management of seedstock, cow-calf, stocker, and feedlot operations. (48/0) Prerequisite: AGS:226 | | This practical course is a companion course to Animal Reproduction and applies the concepts from that course. (16/32) | | Covers the principles of basic animal genetics | |
| AGS:252 | 2 | *AGS:335 | 3 | | |
| Fall Beef Cattle Science Lab | | Principles of Milk Production | | | |
| Application of beef cattle management techniques. (16/32) | | An introductory overview of the dairy industry and dairy science. (48/0) | | | |
| | | *AGS:337 | 3 | | |
| | | Principles of Dairy Production | | | |
| | | An introductory course designed to give an overview of the dairy industry. (48/0) | | | |

as well as various topics specific to dairy, beef, swine, and other animal breeding. (48/0)

AGS:354 2

Applied Animal Selection and Improvement

An applied use of genetic principles for on-farm improvement. (16/32)

*AGS:443 2

Livestock Building Design

A study of the effects of the environment on the livestock and how we house, feed, water, and handle manure of livestock. (24/16)

AGS:507 3

Swine Farrowing and Nursery Management

Emphasizes development of skills in farrowing/nursery record keeping analysis and includes the scheduling, management, and operation of farrowing and weaning facilities. Addresses health, nutrition, environmental control, and ability to identify superior producing animals for breeding. (32/32)

AGS:528 1

Artificial Insemination of Swine

This week-long, clinical-type course covers the basics of artificial insemination. Emphasis on reproductive physiology, anatomy, semen handling, and storage, heat detection, and insemination techniques. Students will work with live animals in learning and demonstrating artificial insemination skills. (0/32)

AGS:529 2

Swine Reproduction and Management

Recognizing swine reproductive characteristics and reproductive functions of swine breeding stock. Identifying type and confirmation necessary for economic production. Also deals with breeds, breeding programs, breeding systems, and appropriate management techniques. (32/0)

AGS:803 3

Dairy Internship I

An opportunity to further develop and practice farm management skills based on objectives set forth in an individual training plan developed with and for each student.

An economical, well-managed farm or farm enterprise of appropriate size will serve as the training site. (192 co-op hours)

AGS:804 3

Animal Science Internship

On-the-job experience in the animal science industry. (192 co-op hours)

AGS:805 2

Dairy Internship I

An opportunity to further develop and practice farm management skills based on objectives set forth in an individual training plan developed with and for each student.

An economical, well-managed farm or farm enterprise of an appropriate size will serve as the training site. (128 co-op hours)

AGS:806 2

Animal Science Internship

On-the-job experience in the animal science industry. (128 co-op hours)

AGS:813 3

Dairy Internship II

An opportunity to further develop and practice farm management skills. This experience will be based on objectives set forth in an individual training plan developed with and for each student. An economical, well-managed farm or farm enterprise of appropriate size will serve as the training site. (192 co-op hours)

AGS:823 3

Dairy Internship III

An opportunity to further develop and practice farm management skills. This experience will be based on objectives set forth in an individual training plan developed with and for each student. An economical well-managed farm or farm enterprise of appropriate size serves as the training site. (192 co-op hours.)

*AGS:944 1

Issues Facing Animal Science

Includes material on important issues in animal agriculture which is covered in a student-directed discussion atmosphere. (16/0)

AGV: Agriculture – Vet Tech

AGV:106 2

Animal Handling, Records, and Procedural Management

Gives basic hands-on experience with small animals and teaches basic care, procedural management, and record keeping. (16/32) Prerequisite: Enrollment in the Large Animal Veterinary Technician program

AGV:111 2

Small Animal Laboratory Techniques

Hands-on laboratory skills. (16/32) Prerequisites: Enrollment in the Large Animal Veterinary Technician program; and a minimum grade of C- in AGS:101, AGS:218, AGS:244 AGV:106, AGV:120, BIO:112

AGV:120 1

Veterinary Medical Terminology

Discussion of prefixes, suffixes, and roots (mostly Greek and Latin) that comprise medical terms. (16/0) Prerequisite: Enrollment in the Large Animal Veterinary Technician program

AGV:140 3

Veterinary Pharmacology

Discusses the fundamental pharmacology used by veterinary technicians. (48/0) Prerequisite: Enrollment in the Large Animal Veterinary Technician program.

AGV:156 2

Veterinary Reception and Administration Skills

Covers all aspects of record keeping, reception, and administration in a veterinary hospital. (32/0) Prerequisites: Enrollment in the Large Animal Veterinary Technician program; and a minimum grade of C- in AGS:114, AGS:224, AGS:331, AGV:111, AGV:246, BIO:183, BIO:184, SPC:112

AGV:184 2

Lab Animal Medicine

Discusses how to safely and effectively handle common laboratory animals used in research. (32/0) Prerequisites: Enrollment in the Large Animal Veterinary Technician program; and a minimum grade of C- in: AGS:944, AGV:156, AGV:213, AGV:220, AGV:247, BIO:248, ENG:105

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| <p>AGV:213</p> <p>Veterinary Ethics</p> <p>Ethics and how they pertain to veterinary medicine. (16/0) Prerequisites: Enrollment in the Large Animal Veterinary Technician program; and a minimum grade of C- in AGS:114, AGS:224, AGS:331, AGV:111, AGV:246, BIO:183, BIO:184, SPC:112</p> | 1 | <p>ART: ART</p> <p>*ART:101</p> <p>Art Appreciation</p> <p>A general survey course exploring the elements of art and many artists, their lives, cultures, and media. Field trip required. (48/0)</p> | 3 | <p>*ART:204</p> <p>Art History II</p> <p>The study of the visual arts in western civilization including painting, sculpture, architecture, and photography from the Renaissance through the twentieth century. (48/0)</p> | 3 |
| <p>AGV:220</p> <p>Veterinary Clinics</p> <p>Hands-on experience with radiology, ultrasound, bandaging, casting, patient interactions, and vaccine administration. (16/32) Prerequisites: Enrollment in the Large Animal Veterinary Technician program; and a minimum grade of C- in AGS:114, AGS:224, AGS:331 AGV:111, AGV:246, BIO:183, BIO:184, SPC:112</p> | 2 | <p>*ART:120</p> <p>Two-Dimensional Design</p> <p>This art studio course introduces the systems and elements of visual organization through two-dimensional design principles and theories using a variety of media. (32/32)</p> | 3 | <p>ASL: American Sign Language</p> <p>*ASL:131</p> <p>American Sign Language I</p> <p>Introduces the various systems of manual communications used with deaf and hearing-impaired individuals and others with communication disabilities. The primary focus is to develop a core vocabulary in signs providing a foundation for the subsequent acquisition of skills in signed English and/or American Sign Language. (48/0)</p> | 3 |
| <p>AGV:246</p> <p>Large Animal Diagnostics</p> <p>This practical course is a companion course for Animal Health and applies the concepts from that course. (16/32)</p> | 2 | <p>*ART:123</p> <p>Three-Dimensional Design</p> <p>An art studio course introducing the systems and elements of visual organization through three-dimensional design principles and theories using a variety of media. (32/32)</p> | 3 | <p>*ASL:161</p> <p>American Sign Language II</p> <p>Introduction to American Sign Language (ASL) as used in the deaf community in America. The primary focus is to develop a basic proficiency in using ASL to communicate with the deaf or hard of hearing. (48/0) Prerequisite: ASL:131</p> | 3 |
| <p>AGV:247</p> <p>Large Animal Imaging and Surgery</p> <p>Exposes students to radiology and surgery preparation. (16/32)</p> | 2 | <p>*ART:133</p> <p>Drawing</p> <p>The study and creation of drawing as an exploration into two-dimensional visual relationships for either the curious beginner or potential art student. Develops an understanding of form, shape, line, and texture through the use of direct observation of and improvisation from the natural and artificial worlds. Explores a variety of wet and dry drawing media. (32/32)</p> | 3 | <p>*ASL:241</p> <p>American Sign Language III</p> <p>Reviews American Sign Language vocabulary and grammatical structures presented in American Sign Language II. Focus is on grammatical and lexical expansion with an emphasis on language in context. (48/0) Prerequisite: ASL:161</p> | 3 |
| <p>AGV:266</p> <p>Advanced Veterinary Nursing Care</p> <p>Covers surgery, anesthesia, emergency care, and dentistry. (16/32) Prerequisites: Enrollment in the Large Animal Veterinary Technician program; and a minimum grade of C- in AGS:944, AGV:156, AGV:213, AGV:220, AGV:247, BIO:248, ENG:105</p> | 2 | <p>*ART:134</p> <p>Drawing II</p> <p>Reviews and further develops methods, skills, and techniques only briefly touched upon in Drawing I. New areas of learning include use of color in dry media such as pastels or colored pencils. Introduces wet media such as pen and ink and brush drawing. Includes a start on drawing the human figure and drawing from fantasy and imagination. (32/32) Prerequisite: A minimum grade of C- in ART:133</p> | 3 | <p>*ASL:271</p> <p>American Sign Language IV</p> <p>Reviews American Sign Language vocabulary and grammatical structures presented in American Sign Language III. The focus is on grammatical and lexical expansion with an emphasis on idiomatic usage and socio-cultural communicative functions. (48/0) Prerequisite: ASL:241</p> | 3 |
| <p>AGV:930</p> <p>Industrial Veterinary Technician Internship</p> <p>On-the-job experience in the veterinary science industry. (256 co-op hours) Prerequisite: Enrollment in the Veterinary Technician program</p> | 4 | <p>*ART:203</p> <p>Art History I</p> <p>The study of the visual arts in western civilization including painting, sculpture, and architecture from prehistoric times through the Gothic period. (48/0)</p> | 3 | | |
| <p>AGV:931</p> <p>Clinical Veterinary Technician Internship</p> <p>On-the-job experience in a veterinary clinic. (128 co-op hours) Prerequisite: Enrollment in the Veterinary Technician program</p> | 2 | | | | |

AUT: Automotive Technology

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| AUT:102 | 1 | Introduction to Automotive Technology Introduces safety practices, an overview of systems that are a part of the Automotive Technology curriculum, and shop tools and diagnostic equipment that will be used throughout the program. (0/32) | AUT:169 | 9 | Automotive Engine Repair Information about automotive engines, engine disassembly, short blocks, cylinder head and valves, camshafts and valve train, lubrication and cooling systems, intake/exhaust systems, and engine sealing. (80/128) Prerequisite: AUT:102 | AUT:404 | 4 | Automotive Suspension and Steering The principles and functions of the components of the automobile chassis and suspension system and practical instruction in adjusting and repairing suspension and steering systems. Emphasizes alignment and wheel balancing and employing the newest and finest equipment. (32/64) Prerequisite: AUT:110 |
| AUT:110 | .5 | Automotive Shop Practices Shop practice incorporates two basic needs. First is the location and operation of shop equipment, hand tools, and service facilities. Second is the understanding of shop procedures and safety practices including accident and fire prevention. This course initiates students to a proper application of the rules and procedures in both of these areas. (0/16) | AUT:204 | 4 | Automotive Automatic Transmissions/ Transaxles Service Covers the types and components of automatic transmissions and their functions. Mechanisms stressed include fluid couplings, torque converters, planetary gear assemblies, and the hydraulic assemblies that control them. Emphasis is placed on adjustment, diagnosis, and test procedures relating to automatic transmissions. (32/64) Prerequisite: AUT:110 | AUT:405 | 5 | Automotive Suspension and Steering Exhaust systems information, diagnosis and repair of tires, wheels, suspension, steering, and alignment. Provides theory and experience in towing and recovery of vehicles. (48/64) Prerequisite: AUT:102 |
| AUT:123 | 4 | Applied Automotive Basics I Information and practical experience in the basic areas of automotive repair. Emphasizes areas expected to be taught in a high school industrial arts program. Also serves as an overview of automotive systems for students who desire an introduction to automotive repair. (32/64) | AUT:219 | 6 | Automotive Automatic Transmissions/ Transaxles Service Information and practical experience in automatic transmissions, transaxles, transmission service, diagnosis, and repair, including four-wheel and all-wheel drive systems. (48/96) Prerequisites: AUT:102, AUT:306, AUT:639 | AUT:501 | 1 | Automotive Brake Systems A study of various braking systems employed on automobiles. Emphasizes the operation and repair of damaged systems. One week course. (16/16) |
| AUT:124 | 3 | Applied Automotive Basics II Provides information and practical experience for the basic areas of automotive repair. Serves as an overview of automotive systems for students who desire an introduction to automotive repair. (32/32) Prerequisite: AUT:123 | AUT:248 | 4.5 | Automotive Drive Trains The principles and functions of the automobile power train, consisting of clutches, transmission, drive shaft assemblies, rear axles, and differentials. Includes practical experience in the disassembly, assembly, and repair of all units. (16/108) Prerequisite: AUT:110 | AUT:503 | 3 | Automotive Brake Systems A complete study of various braking systems employed on automobiles. Emphasizes the operation, adjustment, and repair of both drum and disc types. (16/64) Prerequisite: AUT:110 |
| AUT:164 | 4 | Automotive Engine Repair Detailed study of the construction, operation, and maintenance of automobile engines. The study of automotive engines is a prerequisite to automotive tune-up and service in order to understand the function and relationship of engine component parts. Includes the learning of many services, including overhaul, diagnostic procedures, and operations necessary to engine maintenance and repair. (28/72) Prerequisite: AUT:110 | AUT:306 | 6 | Automotive Manual Drive Train and Axles Information regarding drive axles, differentials, drive shafts, manual transmissions, transaxles, and clutches. (56/80) Prerequisite: AUT:102 | AUT:505 | 5 | Automotive Brake Systems Information about brake systems. Includes drum brakes, disc brakes, power systems, and anti-lock braking systems. (40/80) Prerequisite: AUT:102 |
| | | | AUT:321 | 2 | Automotive Transmissions Study of components, functions, and maintenance procedures for various transmissions. (8/48) | AUT:630 | 5 | Automotive Electrical Systems Basic facts and fundamental electrical principles having general application in the automotive electrical field. Electrical applications include the starter, generator and alternator, both AC and DC circuits, and all wiring systems. All units are covered in depth including system diagnosis, the extensive use of test equipment, and diagnostic equipment. (48/128) |

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| <p>AUT:639 5 Automotive Electrical and Ignition Systems Information regarding theory and practice in the areas of basic electrical and electronic systems, including starting and charging systems, lighting systems, as well as instruments and accessories. (48/64) Prerequisite: AUT:102</p> <p>AUT:704 4 Automotive Heating and Air Conditioning The principles and practical experience in working with air conditioning. Studies component units, their operation and repair, diagnostic procedures, and the use of the newest and finest equipment and techniques in evaluating and changing of the automotive air conditioning. (32/64) Prerequisite: AUT:110</p> <p>AUT:706 6 Automotive Heating and Air Conditioning Information and practical experience regarding auto air-conditioning components and system and the inspection and repair of heating, air-conditioning, safety, and security systems. (48/96) Prerequisite: AUT:102</p> <p>AUT:809 8 Automotive Engine Performance Diagnosis of problems engines encounter in the electrical system, charging system, starting system, and fuel systems. Provides experience in the operation and servicing of all types of emission systems, fuel injection systems, and associated equipment used on today's modern vehicles. (48/160) Prerequisite: AUT:110</p> <p>AUT:815 9 Automotive Engine Performance Information on engine controls, with emphasis on troubleshooting electronic engine control systems, and drivability problem diagnosis and repair including noise, vibration, and harshness. (80/128) Prerequisites: AUT:102, AUT:639</p> <p>AUT:820 2 Automotive Tune Up A basic course in ignition systems and engine tune up. Covers basic concepts, diagnostic relationships, and tune up procedures. Relies heavily on the use of electronic test equipment. (16/36)</p> | <p>AUT:829 4 Gas Engine Principles Introduces fundamental aspects of the gasoline engine and maintenance procedures. (24/80)</p> <p>AUT:830 4 Gas Support Systems Provides knowledge for testing and servicing various types of fuel systems, including fuel injection pumps and fuel injection nozzles. Students test and analyze high-tension circuits, high-energy ignition systems, spark plugs, and engine ignition timing. Provides background in understanding water temperature control, water circulation, heater cores, related test equipment, and general service procedures. (32/68)</p> <p>AUT:871 2 Automotive Service Management I Teaches basic operation of a parts store and department. Studies importance of and the different types of parts departments, store operations, personnel duties, and basic parts management procedures. (32/0)</p> <p>AUT:872 2 Automotive Service Management II Covers operation of parts departments and parts stores by studying parts pricing, service charges, marketing, and making sales. (32/0) Prerequisite: AUT:871</p> <p>AUT:873 2 Automotive Service Management III The operation of service departments and the service consultant's role in a service facility, including team approach, checking vehicle and customer records, working with warranties, telephone communications, personal communications. (32/0) Prerequisites: AUT:871, AUT:872</p> <p>AUT:874 2 Automotive Service Management IV Covers the advisors job in working out service details with customers, closing sales, writing and communicating with technicians, work flow, customer relations, and other service advisor duties. (32/0) Prerequisites: AUT:871, AUT:872, AUT:873</p> | <p>BCA: Business Computer Application</p> <p>BCA:107 1 Windows and DOS Commands Provides hands-on experience needed to install and control variants of Windows operating systems. Also covers basic DOS commands. (0/32)</p> <p>*BCA:112 3 Introduction to Data Processing Familiarization with fundamental business data processing applications and concepts. Presents a broad view of data processing topics, and emphasizes the impact of the computer on our society. Students learn the concepts of magnetic storage media, file organization, data representation, communication, input/output, operating system software, telecommunications, and program development. While significant class time is devoted to understanding concepts, students receive practical application experience in the labs. (40/16)</p> <p>BCA:183 2 Basic Web Design Software Course focus is on the selection and proper use of some of the various software tools that are available to aid Web designers in developing and maintaining website material. (16/32) Prerequisite must be passed with a minimum of a C- to progress in the Computer Analyst major. Prerequisite: GRA:151</p> <p>*BCA:212 3 Introduction to Computer Business Applications An overview of application software concepts through hands-on exercises. Experience is gained by working through progressively challenging exercises using business application software. Stresses practical use of spreadsheet, word processing, database, graphic programs, and integration. Covers purchasing guidelines for software selection and the impact of hardware systems. (16/64)</p> <p>*BCA:213 3 Intermediate Computer Business Applications Presents advanced practical business</p> |
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applications through hands-on exercises. Experience is gained by working through progressively challenging business-related exercises using a popular word processing, spreadsheet, database, and presentation application program as well as integration of the software applications and an Internet browser. (16/64) Prerequisite: BCA:212

BIO: Biology

*BIO:112 4

General Biology I

A study of unifying concepts of modern biology with an emphasis on the organization and operation of living systems: metabolism, growth, development, reproduction, and inheritance. (48/32)

*BIO:113 4

General Biology II

A survey of the form and function of monerans, protists, fungi, plants, invertebrates, and vertebrates, including a study of their ecological interrelationships and discussions of current environmental issues. (48/32)

*BIO:125 4

Plant Biology

General concepts of botany with an emphasis on basic botanical terminology, anatomy, physiology, taxonomy, and ecology. Special consideration given to the identification and cultural characteristics of local native plants. (48/32)

BIO:149 3

Body Structure and Function

A basic course emphasizing the structure and function of major components of the human body. (48/0)

BIO:153 2

Cardiopulmonary Anatomy and Physiology

Focuses on the anatomy and physiology of the cardiopulmonary system and other body systems affecting it. (32/0)

*BIO:157 4

Human Biology

A survey of the form and function of human body systems, based on chemical, cellular, histological, and organ interrelationships

with further emphasis and discussion about the involvement and impact of humans in ecological and social systems. (48/32)

BIO:158 2

Basic Anatomy and Physiology

Introduces the structure and function of the human body beginning with a study of the molecular, cellular and tissue levels and continuing with emphasis on selected organ systems. (32/0)

BIO:160 1

Basic Anatomy and Physiology Lab

The basic principles of human anatomy and physiology based on laboratory experimentation in microscopy and dissection with emphasis on the atomic, cellular, tissue, and organ system levels of organization. (0/32) Pre-/corequisite: BIO:158

*BIO:165 3

Human Anatomy and Physiology I

Introduces the structure and function of the human body, beginning with a study of the molecular, cellular and tissue levels and continuing with emphasis on selected organ systems. (48/0) Prerequisites: One year high school biology/chemistry or college equivalent with a minimum grade of C-; or a minimum grade of C- in BIO:112, BIO:157, CHM:110, or SCI:001

*BIO:167 1

Human Anatomy and Physiology I Lab

Basic principles of human anatomy and physiology based on laboratory experimentation in microscopy and dissection, with emphasis on the atomic, cellular, tissue, and organ system levels of organization. (0/32) Pre-/corequisite: BIO:165

*BIO:170 3

Human Anatomy and Physiology II

Continues the study of structure and function of the human body introduced in Human Anatomy and Physiology I, with review of the molecular, cellular, and tissue levels of organization and emphasis on selected organ systems. (48/0) Prerequisite: A minimum grade of C- in BIO:165

*BIO:172 1

Human Anatomy and Physiology II Lab

A study of basic principles of human physiology based on laboratory experimentation, with emphasis on neurophysiology, respiratory physiology, lymphatic and immune functions, digestive physiology, and cardiovascular physiology. (0/32) Pre-/corequisite BIO:170

*BIO:183 3

Microbiology

An introductory course stressing the characteristics of microorganisms and their relationship to man. Emphasizes bacteriology, immunity, sanitation, disinfection, and asepsis. (48/0) Prerequisites: One year of high school biology/chemistry or college equivalent with a minimum grade of C-; or a minimum grade of C- in BIO:112, BIO:157, CHM:110, or SCI:001

*BIO:184 1

Microbiology Lab

Laboratory experience exploring the characteristics of microorganisms and their influence on society. (0/32) Pre-/corequisite: BIO:183

*BIO:190 3

Introductory Biotechnology

Divided into three major sections, this course explores the myriad of technologies involving DNA. Section one flows from initial observation that DNA might be the heredity material to the structure and operation of DNA in the living cell. Section two discusses the development of thought that led to DNA technology, and some of the technical problems leading the DNA technology is experienced. Section three surveys contemporary DNA technology and its uses in various fields. (48/0) Prerequisite: One semester college biology or two years high school biology

BIO:200 1

Basic Microbiology

Introductory course stressing the characteristics of microorganisms and their relationship to man. Emphasizes bacteriology, immunity, sanitation, disinfection, and asepsis. (16/0)

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| BIO:201 | .5 | qualities, assessment of various funding sources, strategic planning for entrepreneurial ventures, and legal and contemporary business environment issues. (48/0) | of law as it applies to the following topics: history, crimes and torts, contract law, and sales (UCC). (48/0) |
| Basic Microbiology Lab A laboratory experience exploring the characteristics of microorganisms and their influence on society. (0/16) Pre-/corequisite: BIO:200 | | | |
| *BIO:248 | 4 | Introduction to Managerial Decision Making A dynamic, comprehensive foundation for sound managerial decision making based on the effective and efficient use of entrepreneurial and economic resources and information. (48/0) Prerequisite: ECN:110 | *BUS:186 3 Business Law II Presents material essential to an understanding of law as it applies to individuals and entities engaged in commerce. The Uniform Commercial Code (UCC) as it applies to sales and negotiable instruments is emphasized. Other topics include consumer protection laws, employment, insurance, and secured transactions. (48/0) Prerequisite: BUS:185 |
| Introduction to Bioscience Technology Explores the expanding field of biotechnology and how it impacts science and society. Examines fundamental biological, chemical, and mathematical principles as they apply to biotechnology. Laboratory activities emphasize essential methodologies employed in scientific inquiry and experimentation. (48/32) Prerequisite: Minimum Accuplacer math score of 44 or a minimum grade of C- in MAT:053 | | | |
| BUS: Business | | | |
| *BUS:103 | 4 | Entrepreneurial Studies Building on the foundation established in the Fundamentals of Entrepreneurship course allows analysis of the integration of the functions necessary for successful entrepreneurship. Areas emphasized: developing a plan for the small business, financial analysis of alternate forms of financing, developing a marketing plan for the small business, management of small business operations, and legal and ethical considerations in small business ownership. (48/0) Prerequisite: BUS:130 | *BUS:188 3 Legal Environment of Business Provides basic understanding of business law in the areas of: law and ethics, commercial paper, government regulation, specific federal and state laws, agency and employment, property, and business organization. (48/0) |
| Introduction to Business Exposes students to the role of the bookkeeper, manager, and junior accountant in relation to the many facets of the business world, including the economic system, marketing functions such as sales, production, and finance, and types of business organizations. (64/0) | | | *BUS:198 3 Leadership Skills An introduction to the leadership process through self-assessment and development of leadership skills needed for career goal achievement as well as personal development. (48/0) |
| BUS:112 | 3 | Innovation and Strategic Business Planning Integrates entrepreneurial strategy in the daily processes of the small business. Vision and mission, company overview, product/service strategy, market analysis, market plan, financial plan, and construction of supporting documents are required elements of this student project-centered course. (48/0) Prerequisites: BUS:130, BUS:133 | *BUS:211 4 Business Statistics An introduction to basic statistical concepts including descriptive statistics and inferential statistics through simple hypotheses testing. (48/32) Prerequisite: MAT:063 or higher-level math |
| Business Math A study of mathematical skills using calculators as related to career requirements of office and/or store employees. Emphasis is placed on problem solving. (32/32) | | | |
| BUS:121 | 3 | Business Ethics Covers major ethical issues facing business practitioners through a study of ethical principles and procedures of analysis, application of these methods to crucial questions of professional conduct and responsibility, and their application to selected business problems of timely interest. (48/0) | *BUS:214 3 Statistics for Business and Economics A further study of the basic methods of statistical reasoning. Students will apply and interpret probability and statistics to business and economic problems. (48/0) Prerequisite: MAT:156 |
| Business Communications A study of modern trends in business communication including writing of letters, memos, and reports which are courteous, complete, clear, correct, and concise. Emphasizes editing and proofreading for accuracy and expression. (48/0) Prerequisite: ENG:013 or ENG:021 or ENG:105 | | | |
| *BUS:130 | 3 | Business Law I Presents material essential to an understanding | *BUS:261 3 Principles of Insurance I A basic background in insurance and includes the study of the more common types of insurance, the features of each, insurance marketing, and organization of the industry. (48/0) |
| Introduction to Entrepreneurship A survey course designed to orient students toward the multi-dimensions of a career in entrepreneurship. Explores entrepreneurial | | | |

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| *BUS:262 | 3 | and modeling and gain increased knowledge and proficiency in using the CAD system. (16/32) Prerequisite: CAD:104 or CAD:172 or instructor approval | reinforce the classroom learning experience typically associated with a second semester general chemistry course. (0/48) Prerequisites: CHM:160, CHM:161. Pre-/corequisite: CHM:170 |
| Principles of Insurance II | | | |
| A basic background in health, accident, life, and disability insurance, including the more common types of insurance the features of each, insurance marketing, and industry organization. Covers agent licensing. (48/0) | | | |
| BUS:270 | 3 | Introduction to Chemistry The structure of the atom, elements and their combinations, and chemical equality. Emphasis is placed on the periodic table. (48/0) | Organic Chemistry I Designed to be equivalent to the first semester of organic chemistry offered at four-year institutions. The course meets for three hours of lecture-discussion and three hours of laboratory each week. Laboratory work correlates with lecture topics. (48/48) Prerequisites: CHM:160 and CHM:170, or the equivalent of a freshman general chemistry sequence |
| Casualty and Claims Practices | | | |
| Designed to help students complete the documents necessary to report, adjust, and settle claims. (48/0) | | | |
| CAD: Computer Aided Drafting | | | |
| CAD:104 | 3 | Introduction to Chemistry Lab A laboratory experience that supports and applies basic concepts of inorganic, organic, and biochemistry, using scientific methods of inquiry. (0/32) Pre-/corequisite: CHM:110 | CHT: Chemical Technician CHT: 100 3 |
| Computer Aided Drafting | | | |
| Provides a draftsman with essential information about computer graphics, practice exercises to prepare for design station activity, and numerous "hands on" exercises. The goal is to gain sufficient skill to construct computer drawings while inputting construction geometry into computer memory and retrieving the information for use in design, drafting, and/or production activities. (32/32) | | | |
| CAD:165 | 3 | *CHM:160 3 Chemistry I Deals with the structure of the atom, elements and the periodic table, chemical formulas, chemical equations, bonding, thermochemistry, gases, liquids and solids, and solution chemistry. (48/0) Prerequisite: MAT:102 or one year high school chemistry | Applied Chemistry I An introductory chemistry class covering basic concepts like measurements, trends in the Periodic Table, atomic theory, bonding, chemical reactions, molecular shapes, quantity relationships in chemical reactions, and chemical equilibrium. (48/0) Prerequisite: MAT:102 or high school chemistry |
| Rendering and Animation | | | |
| Introduces the creation of two- and three-dimensional animations using specially designed software and activities. (32/32) Corequisite: CAD:175 | | | |
| CAD:172 | 2 | *CHM:161 1.5 Chemistry I Lab Development of chemistry laboratory discipline, procedures, and skills through a selection of experiments in inorganic chemistry and simple quantitative analysis. Includes appropriate personal and environmental safety procedures as a necessary part of the chemistry laboratory experience. (0/48) Pre-/corequisite: CHM:160 | CHT:101 1.5 Applied Chemistry I Lab A laboratory course which accompanies Applied Chemistry I lecture allowing students to perform experiments that reinforce the concepts introduced in the lecture. (0/48) Prerequisite: MAT:102 or high school chemistry. Pre-/corequisite: CHT:100 |
| Introduction to CAD: AutoCAD | | | |
| Introduces various drafting techniques available through computer-aided design technology. Students study problems and prepare design station activities that apply to their individual programs of study. (16/32) Corequisite: BCA:212 or SDV:200 | | | |
| CAD:175 | 2 | *CHM:170 3 Chemistry II A continuation of Chemistry I covering solution chemistry, chemical kinetics, thermodynamics, transition metals, electrochemistry, non-metals, and nuclear reactions. (48/0) Prerequisite: CHM:160 | CHT:115 3 Safety in the Laboratory Introduces the "culture" of the laboratory including safety issues with chemicals, equipment, disposal, compressed gases, and standard guidelines. (48/0) |
| Advanced CAD: AutoCAD | | | |
| The student will demonstrate the ability to set a typical and customized working environment, exhibit advanced editing strategies, create and employ symbols libraries, and make customized menus for the CAD drafting system. Students receive work in 3D | | | |
| *CHM:171 1.5 | | Chemistry II Lab A continuation of Chemistry I Lab for further development of laboratory skills and discipline. More advanced experiments are selected to | CHT:200 3 Applied Chemistry II A continuation of Applied Chemistry I. Covers solutions, acids and bases, electrochemistry, nuclear, organic, and biochemistry. (48/0) Prerequisites: CHT:100, CHT:101 |

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| <p>CHT:201 Applied Chemistry II Lab A continuation of Applied Chemistry I Lab covering solutions, acids and bases, colloids, electrochemistry, organic, and biochemistry concepts. (0/48) Prerequisites: CHT:100, CHT:101. Pre-/corequisite: CHT:200</p> <p>CHT:210 Applied Instrumentation I A course on chromatographic methods of chemical analysis including gas chromatography (GC), High Performance Liquid Chromatography (HPLC), GC-Mass Spectrometry, and independent techniques in instrument analysis. (16/64) Prerequisite: CHT:100</p> <p>CHT:211 Applied Instrumentation II Covers spectrophotometric methods of chemical analysis. Spectroscopic techniques include: visible and UV, infra-red, atomic absorption, inductively couple plasma, nuclear magnetic resonance (NMR), and mass spectrometry. (16/64) Prerequisite: CHT:100</p> <p>CHT:215 Environmental Chemistry Introduces the basic chemistry of renewable resources (air, water, soil) and their contaminants; nonrenewable resources (minerals, energy) and their pollutants; industrial manufacturing and its potential hazardous wastes; toxicology; and the basics of environmental quality monitoring (48/32) Prerequisites: CHT:100, CHT:101, CHT:200, CHT:201</p> <p>CHT:250 Applied Organic Chemistry Introduces basic modern organic chemistry including nomenclature, synthesis, structure and bonding, reaction mechanisms, and physical methods. (48/0) Prerequisites: CHT:100, CHT:200</p> <p>CHT:251 Applied Organic Chemistry Lab A laboratory-based class to accompany Applied Organic Chemistry focusing on laboratory techniques such as IR spectroscopy, chromatography, distillation, melting</p> | <p>1.5</p> <p>3</p> <p>3</p> <p>3</p> <p>4</p> <p>3</p> <p>3</p> <p>1.5</p> | <p>and boiling points. Reaction chemistry by functional groups is investigated in experiments. (0/48) Prerequisites: CHT:100, CHT:101, CHT:200, CHT:201. Pre-/corequisite: CHT:250</p> <p>CHT:260 Applied Biochemistry A survey of biochemistry covering structure and function of amino acids, proteins, carbohydrates, lipids, and nucleic acids; enzymology, metabolism, biosynthesis; and selected topics. (48/0) Prerequisites: BIO:112, BIO:113, CHT:100, CHT:200, CHT:250</p> <p>CHT:261 Applied Biochemistry Lab Introduces lab techniques for studying biochemistry including chromatographic methods, spectrophotometry enzyme purification, enzyme kinetics, and characterization of carbohydrates, proteins, lipids, and nucleic acids. (0/48) Prerequisites: BIO:112, BIO:113, CHT:100, CHT:101, CHT:200, CHT:201, CHT:250, CHT:251. Pre-/corequisite: CHT:260</p> <p>CHT:275 Applied Chemical Analysis Theory and practice of introductory lab experiments in volumetric, spectrometric, electrochemical, and chromatographic methods. Introduces chemical equilibrium, sampling, and data evaluation. (16/64) Prerequisites: CHT:100, CHT:101, CHT:200, CHT:201, CHT:250, CHT:251. Pre-/corequisites: CHT:260, CHT:261</p> <p>CHT:300 Introduction to Chemistry Laboratory Research Methods Use of all available science equipment to assist in carrying out an independent project (16/64) Pre-/corequisite: CHT:275</p> <p>CHT:900 Chemical Technician Internship Assignment to industry to work in a laboratory setting. (128 co-op hours) Prerequisites: BIO:248, CHT:100, CHT:101, CHT:115, CHT:200, CHT:201, CHT:210, CHT:211, CHT:215</p> | <p>CIS: Computer Programming</p> <p>CIS:115 Introduction to Large Computer Systems Introduces and explores concepts and operations of large computer systems. Emphasizes general operations, database files, output manipulation, and screen design. (8/16)</p> <p>CIS:122 Programming Logic and Design Basic introduction to the design and development cycles utilized in many computer-related occupations. Covers structured program design and graphic design processes. Addresses designing logic, storyboards, thumbnail sketches, hierarchy charts, flowcharts, and related design specifications and models for a variety of problems using various design methods and tools (32/32)</p> <p>*CIS:125 Introduction to Programming Logic w/Language Introduces programming using Visual Basic. Net. Provides experience and practice in designing and writing a variety of programs utilizing Visual Basic.Net which help develop a deeper understanding and appreciation of the computer, its capabilities and limitations, and of application software. (32/32)</p> <p>*CIS:142 Computer Science The fundamentals of the C++ programming language in a Graphical User Interface (GUI) environment. Applications will be developed, debugged, and modified to reinforce concepts of the C++ programming language. The object oriented programming foundation established will prepare students for a course in data structures (32/64) Prerequisite: CIS:125</p> <p>*CIS:153 Data Structures Teaches data structures using the C++ object oriented programming language. Prepares students for many higher level computer programming courses and gives a background to understand any type of data</p> | <p>1</p> <p>3</p> <p>3</p> <p>3</p> <p>4</p> <p>4</p> |
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| structure used in computer programming. Applications for the Disk Operating System (DOS) and Windows Operating System will be programmed. (48/32) Prerequisites: CIS:142 or CIS:164 | | | | |
| CIS:160 | 3 | | | |
| Introduction to Visual Languages | | | | |
| Introduces basic elements of programming in a visual language. Students become familiar with object-oriented program design, syntax, and logic structures by gaining experience and practice in designing and coding a sequence of increasingly complex programs. Stresses good form design principles and structured and modular programming concepts. (32/32) Prerequisite must be passed with a minimum of a C- to progress in the Computer Analyst major. Prerequisite: CIS:122 | | | | |
| *CIS:161 | 3 | | | |
| C++ | | | | |
| Introduces the basic elements of procedural C++ programming. Students become familiar with the syntax and logic structures of C++ by gaining experience and practice in designing and coding a sequence of increasingly complex programs. Introduces object-oriented C++ programming later in the course. (32/32) | | | | |
| *CIS:164 | 3 | | | |
| Advanced C++ | | | | |
| Focuses on object-oriented C++ programming. Students learn advanced logic structures of C++ by gaining experience and practice in designing and coding a sequence of increasingly complex programs. (32/32) Prerequisite must be passed with a minimum of a C- to progress in the Computer Analyst major. Prerequisite: CIS:161 | | | | |
| *CIS:170 | 2 | | | |
| Java | | | | |
| Fundamental knowledge to write applications in Java. Good form design principles, structured and modular object and visual programming concepts are stressed throughout the course. Requires programming a series of applications in a Java environment. (12/40) | | | | |
| CIS:205 | 2 | | | |
| Fundamentals of Web Programming | | | | |
| Introduces the basics of the creation and maintenance of home and Web pages using the hypertext markup language. Stresses good screen layout and design principles. Covers the use of application software to create Web pages. Explores enhancements and extensions of HTML as well as the incorporation of scripting and creating Web pages. (8/48) | | | | |
| CIS:207 | 3 | | | |
| Fundamentals of Web Programming | | | | |
| Introduces the basics of using programming languages in constructing dynamic websites. Covers advanced concepts of XHTML and CSS for basic page construction as well as the incorporation of programming languages such as JavaScript, PHP, AJAX, PERL, CGI, ASP, NET, RUBY, ADO.NET, MySQL. Emphasizes creating dynamic processes when developing Websites. (32/32) | | | | |
| CIS:212 | 2 | | | |
| Designing and Building Websites | | | | |
| Website planning and designing with emphasis on the client and working in a collaborative team environment to design websites. (16/32) Prerequisite must be passed with a minimum of a C- to progress in the Computer Analyst major. Prerequisite: CIS:205 | | | | |
| CIS:214 | 2 | | | |
| Server Side Web Programming | | | | |
| Introduces Java Script as a tool for creating Web pages. Students learn JavaScript's unique method for programming decision-making events, and will create forms, frames, functions, objects, and events using the JavaScript format. Combines lecture and labs to assist in understanding these concepts. (32/0) Prerequisite: A minimum grade of C- in CIS:207 or equivalent college-level course in programming or instructor approval | | | | |
| *CIS:223 | 4 | | | |
| Adobe Web Design | | | | |
| Introduction to Web design focusing on the overall production processes with particular emphasis on design elements involving layout, navigation, and interactivity. (32/64) Prerequisite: BCA:112 or instructor approval | | | | |
| CIS:235 | 2 | | | |
| Website Management and Web Security | | | | |
| The management, maintenance, and security of websites. Taught with a mix of theory and hands-on applications. (16/32) Prerequisites must be passed with a minimum of a C- to progress in the Computer Analyst major. Prerequisites: NET:248; and CIS:207 or CIS:212 | | | | |
| CIS:242 | 3 | | | |
| Information Security | | | | |
| The fundamentals of information security, including a basic understanding of legal and ethical cyberspace issues. Taught with a mix of theory and hands-on applications (32/32) Prerequisites must be passed with a minimum of a C- to progress in the Computer Analyst major. Prerequisites: BCA:112, CIS:122, NET:248. Corequisite: NET:156 | | | | |
| CIS:271 | 2 | | | |
| Principles of E-Commerce | | | | |
| Focuses on the planning and design of websites used for e-commerce. Emphasis is on the client with ethical business practices stressed throughout. (16/32) | | | | |
| CIS:273 | 2 | | | |
| E-Commerce and E-Business | | | | |
| The planning, design, maintenance, and security of websites used for e-commerce. Taught with emphasis on the client, with ethical business practices stressed throughout. (16/32) Prerequisites must be passed with a minimum of a C- to progress in the Computer Analyst major. Prerequisites: GRA:151, NET:248 | | | | |
| *CIS:303 | | | | |
| Introduction to Database | | | | |
| An introduction to managing a database. Database terms are identified and definitions are standardized. An understanding of the physical and logical organization of data and the meaningful representation of data relationships and structures are presented and reinforced with hands-on examples. Evaluates methods to achieve these logical relationships such as linked lists, chains, pointers, and inverted files. (32/32) Prerequisites must be passed with a minimum of a C- to progress in the Computer Analyst or Computer Technology major. Prerequisites: BCA:112, BCA:212, CIS:115 | | | | |

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| <p>CIS:400</p> <p>Introduction to Procedural Languages Introduces the basic elements of procedural languages. Presents logical structures, modular design, documentation techniques, and file handling techniques. Familiarizes students with the syntax and logic structure of procedural languages by applying the language to a sequence of increasingly complex business application programs. (32/32) Prerequisites must be passed with a minimum grade of C- to progress in the Computer Analyst major. Prerequisites: CIS:115, CIS:122</p> <p>CIS:420</p> <p>Advanced Procedural Languages Uses knowledge of procedural programming languages to develop applications. Logical structures, modular design, documentation techniques, program maintenance, array and table handling, searching and sorting, file handling, and advanced interactive programming will be expanded and practiced through use of increasingly complex programs. The student will build a style and develop debugging skills. (32/32) Prerequisite must be passed with a minimum of a C- to progress in the Computer Analyst major. Prerequisite: CIS:400</p> <p>*CIS:505</p> <p>Structured Systems Analysis Information needed for effective participation in a business environment dependent upon computers and their applications. Emphasizes the application of a structured, top-down process for the development of computer-based information systems, the concept of a system development life cycle, and methods for managing the complex tasks associated with the various system development life cycle phases. (32/64) Prerequisites must be passed with a minimum of a C- to progress in the Computer Analyst or Computer Technology Network Administrator majors. Prerequisites: BCA:112, ENG:105, SPC:112, Sociology/ Psychology elective</p> <p>*CIS:603</p> <p>Visual Basic Fundamental knowledge to write applications in Visual Basic for use in a Window</p> | <p>3</p> <p>3</p> <p>4</p> <p>2</p> | <p>environment. Stresses good form design principles and structured and modular programming concepts. Students are required to program a series of business applications in the Visual Basic environment. (16/32)</p> <p>CIS:614</p> <p>Advanced Visual Languages Provides knowledge of advanced programming techniques with a focus on object-oriented programming. Students learn advanced logic structures by designing and coding a sequence of increasingly complex programs and gain exposure to programming in a group environment. (32/32) Prerequisites must be passed with a minimum of a C- to progress in the Computer Analyst major. Prerequisite: CIS:160</p> <p>*CIS:615</p> <p>Post-Advanced Software Applications Advanced data processing concepts which include using visual basic to complete practical applications for spreadsheets and charting, word processing, database management, and presentation graphics. (16/64) Prerequisites: BCA:212, BCA:213</p> <p>*CIS:649</p> <p>PC Clinic Provides an understanding of technical support issues faced within the computer industry. Discusses the role of the help desk and decisions affecting the success of technical support. Emphasizes on how people, processes, technology, and information affect the typical help desk. (8/48) Prerequisites must be passed with a minimum of a C- to progress in the Computer Analyst major. Prerequisites: BCA:112, NET:103</p> <p>CIS:732</p> <p>Programming Support Provides understanding of programming support issues faced within the computer industry. Discusses the role of the programmer and decisions that affect the success of application systems. Emphasizes how people, processes, technology, and information affect the typical program. (32/32) Prerequisite must be passed with a minimum of a C- to progress in the Computer Analyst major. Prerequisite: CIS:160 or CIS:400</p> | <p>3</p> <p>3</p> <p>3</p> <p>2</p> <p>3</p> | <p>CIS:800</p> <p>Computer Project Seminar Students develop a computerized solution to a simulated or real business problem. The system will be developed in a team environment emphasizing the knowledge and skills developed in previous computer courses. System needs will be assessed to determine the most appropriate solution to the specifications. Explores emerging trends and new topics in information technology. (16/64) Prerequisites must be passed with a minimum of a C- to progress in the Computer Analyst major. Prerequisites: CIS:303, CIS:505; and one programming language: CIS:160, CIS:207, or CIS:400</p> <p>CLS: Cultural Studies</p> <p>*CLS:150</p> <p>Latin American History and Culture Briefly examines the history of Latin America from the late Pre-Columbian era to the present. This historical sketch provides chronological context in which to examine the emergent Latin American culture and trace its development. An interdisciplinary approach is used to draw upon history, literature, film, and guest speakers to provide first-hand exposure to Latin American works. Emphasizes social structures, politics, religion, and intellectual life. Presents many principal aspects of this complex culture. (48/0)</p> <p>*CLS:170</p> <p>Russian History and Culture (Also listed as HIS:214.) Acquaints students with major developments in Russian history and culture from all recorded periods beginning with Kievan Rus' to Yeltsin's era in the 1990's. Special emphasis includes the ordinary life of common people that will enrich an understanding of Russian history and culture. The course goal is to introduce the way Russians have related to their history and cultural heritage while broadening the students' language and critical thinking skills through reading, listening, speaking, and writing. (48/0)</p> | <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> |
|---|-------------------------------------|---|--|---|--|

COM: Communication

**COM:020 3

Communication Skills

Provides opportunity to develop as an effective employee. Emphasizes listening, speaking, writing, and reading as these relate to student career needs. Course is geared primarily to students in diploma programs. (32/32)

*COM:120 3

Organizational Communication

An applied and theoretical approach to investigate the formal and informal communications processes found in organizations. Applied aspects include interviewing, group work, formal and informal presentations, and managing organizational communications through telecommunications technologies. Theoretical aspects explore and analyze the functional approach, the meaning-centered approach, and several emerging perspectives on organizational communication. (48/0) Prerequisite: A minimum grade of C- in ENG:105 or an equivalent college-level course in composition

*COM:140 3

Introduction to Mass Media

An overview of each major medium, as well as related laws, ethics, and technology. Explores the history, theory, and industry of mass media and their connection with the advertising and public relations industries. Students examine how the media has evolved and its role in society. (48/0) Prerequisite: A minimum grade of C- in ENG:105

*COM:145 3

Public Relations Media

Exploration and practical experience in various research and writing techniques to produce materials for print, electronic, and digital media. Provides background in principles of public relations including public opinion, media laws and ethics, and persuasion. (48/0) Prerequisites: A minimum grade of C- in ENG:105 or an equivalent college-level course in composition; and BCA:212 or SDV:200

*COM:155 3

Newspaper Production

Instruction and practical experience in the

fundamentals of journalistic writing and reporting. Introduces interviewing techniques. Typing skills strongly recommended. (48/0) Prerequisite: A minimum grade of C- in ENG:105 or an equivalent college-level course in composition

**COM:723 3

Workplace Communications

Opportunity to develop as competent employees through instruction and practical application of communication skills expected in the work environment. Emphasizes listening, speaking, and writing skills as they relate to the career needs of the students. Course is geared primarily to students in Association of Applied Science programs. Previous or current enrollment in SDV:200 or computer literacy is recommended. (48/0)

COM:936 3

Occupational Experience

Provides practical experience in news writing, reporting, and publications production. Students will work with a local business to access information, write articles, edit material, and complete other duties as assigned by an editor or employer. Students will be assessed on completed projects related to the business and assignments made by NICC faculty. (192 co-op hours) Prerequisites: COM:155 and Communication faculty approval

CON: Construction

CON:111 2

Basic Drafting

Fundamental knowledge of the principles of drafting equipment, lettering, freehand orthographic and pictorial sketching, and orthographic instrument drawing. Includes lettering, dimensioning, symbols, conventions, sections, and details. (16/32)

CON:113 2

Construction Print Reading

Stresses principles of interpreting trade blueprints and reading of specifications basic to all aspects of the trades. Deals with types of lines, development and arrangement of views, dimensioning practices, and invisible edges. Incorporates practical problems from prints suited to the particular trade. (16/32)

CON:141 2

Basic Construction Skills

Provides basic background to the construction industry. Students gain a better understanding of the skills, knowledge, and abilities required to be a successful crafts person. This course incorporates an in-depth review of OSHA Safety Rules designed to familiarize students with National Safety Standards for residential and commercial construction (16/32)

CON:166 4

Construction Lab I: Foundations

Offers hands-on experience performing skills learned during Construction I lectures. During this lab experience, students will enroll online via CareerSafeOnline.com, and complete and receive certification in the ten-hour OSHA Construction Industry Safety Standards. (0/128) Pre-/corequisites: CON:141, CON:375, proof of First Aid/CPR certification

CON:375 3

Construction I

Introduces site layout, concrete foundations and flat work, concrete forming, and the handling, placement and concrete finishing. (48/0) Pre-/corequisites: CON:141, proof of First Aid/CPR certification

CON:376 4

Construction II

Designed for students with little or no experience in residential construction procedures. Instruction covers aspects of residential construction in both the laboratory and classroom. Students will gain knowledge of the construction trade, materials used, hand and power tools, floor systems, wall and ceiling framing, roof framing, and window and exterior doors. (64/0) Prerequisites: CON:141, proof of First Aid/CPR certification

CON:378 10

Construction Lab II

Emphasizes construction of residential and/or small commercial type structures. Provides practical instruction and hands-on learning in safe/proper tool usage, floor systems, wall, ceiling, and roof framing, roof finishing, and windows and exterior doors installation. Involvement in realistic practical construction projects will influence scheduling of these

activities as well as necessitate inclusion of experiences related to the occupation. (0/320) Pre-/corequisites: CON:141, CON:376, proof of First Aid/CPR certification

CON:379 4

Construction III

Designed for students with little or no experience in residential construction procedures. Instruction covers aspects of residential construction in both the laboratory and classroom. Students gain knowledge of exterior finishing, metal studs, stairs, dry walling, interior doors, ceilings, trim, and cabinet installation. (64/0) Pre-/corequisites: CON:141, proof of First Aid/CPR certification

CON:381 10

Construction Lab III

Emphasizes construction of residential and/or small commercial type structures. Provides practical instruction and hands-on learning in exterior finishing, stairs, dry walling, interior doors, ceilings, trim, and cabinet installation. Involvement in realistic practical construction projects will influence scheduling of these activities as well as necessitate inclusion of experiences related to the occupation. (0/320) Pre-/corequisites: CON:141, CON:379, proof of First Aid/CPR certification

CON:382 5

Construction IV

Designed for students with little or no experience in residential/commercial construction procedures. Instruction covers aspects of residential construction in both the laboratory and classroom. Students gain knowledge and participate in practical instruction and application of advanced: site layout, roof, floor, wall, and stair systems, use of light equipment, welding, metal buildings, and building skills to be a crew leader. Involvement in realistic practical construction projects will influence scheduling of these activities as well as necessitate inclusion of experiences related to the occupation. (48/64) Prerequisites: CON:141, proof of First Aid/CPR certification

CON:383 3

Building Codes and Specifications

A study of the construction building codes recommended by U. S. government agencies, the National Board of Fire Underwriters,

and Electrical Code. Also presents the development of specifications as used by the construction trades. Specifications guide the complete construction process as to kind and quality of materials, workmanship, and the relationship of the parties concerned with specific projects. (48/0) Pre-/corequisites: CON:375, CON:376, CON:379, CON:382

CON:384 5

Cabinet Making

Designed to provide basic skills and knowledge to construct and finish kitchen cabinets and casework. (32/96)

CON:385 3

Construction Estimating

Involves reading and understanding working drawings to the point cost, time, labor, and material estimates can be made for the construction project. (48/0) Pre-/corequisites: CON:375, CON:376, CON:379, CON:382

COS: Cosmetology

COS:110 4

Basic Principles in Cosmetology

The first of a series of courses in the area of cosmetology and is required before advancement into other courses. Professional ethics, visual poise, hygiene, and good grooming are but a few of the areas of emphasis, along with the safety and use of disinfection to protect the student and the general public. (64/0)

COS:112 2

Care of Skin and Scalp

Provides a foundation of skin and scalp care and a basic understanding of the principles used in giving skin, scalp, and hair treatments. (32/0) Prerequisite: COS:110

COS:114 2

Chemical Services II

Provides an understanding of nail care. Principles of nail diseases and disorders, manicuring, pedicuring, nail extensions, acrylics, wraps, and gels will be outlined and reviewed. (32/0) Prerequisite: COS:110

COS:116 2

Salon Management

Foundation on how to work in and/or operate a cosmetology salon. Examines

business principles, bookkeeping, insurance, salesmanship, psychology, and salon policies. (32/0) Prerequisite: COS:110

COS:119 7

Practical Cosmetology Skills II

Students will demonstrate and execute the fundamentals of the various techniques of hair styling and cutting, learn how to use tools and styling aids for different hair textures, and continue to build on all cosmetologist skills. (32/0 and 240 clinic hours) Prerequisites: COS:110, COS:159

COS:121 7

Practical Cosmetology Skills IV

Students will demonstrate chemical services in the lab setting. Implementation of permanent waving methods, application of different hair coloring services, hair relaxing and hair pressing, manicuring, pedicuring, and knowledge of nail diseases and disorders. (32/0 and 240 clinic hours) Pre-/corequisite: COS:160

COS:123 7

Practical Cosmetology Skills VI

Reviews and expands on cosmetology safety procedures, skills, practical theory applications, and legal requirements in the field of cosmetology. (32/0 and 240 clinic hours) Pre-/corequisite: COS:161

COS:124 .5 - 3

Practical Review

An overview of manipulative skills designed to provide practical hands-on experience in the cosmetology area. Allows individual options for practical experience including an overview of cosmetology theory and application with emphasis on the technical advances in the field. (0/16-96)

COS:155 1

Haircutting and Styling Techniques

Teaches advanced haircutting procedures, how to use different tools for hair textures, and hair styling techniques. (16/0) Prerequisite: COS:110

COS:156 3

Chemical Services I

An educational approach to the significance of general anatomy and physiology, basics of chemistry, basics of electricity, chemical texture services, and hair coloring. Students

gain knowledge of cosmetology practices and understanding of the cosmetology profession. (48/0) Prerequisite: COS:110

COS:157 1
Legal Aspects of Cosmetology
 Presents the legal requirements necessary to become a licensed cosmetologist. Emphasizes knowledge of laws that must be followed while working and/or owning and operating a cosmetology salon. Course enables students to meet the state board examination. (16/0) Prerequisite: COS:110

COS:158 3
Comprehensive Cosmetology Review
 An overview of all previous classes required and successfully completed. Preparation for state board examination and for becoming a successful cosmetologist. (48/0) Prerequisite: COS:110

COS:159 6
Practical Cosmetology Skills I
 The first of a series of cosmetology course practicums. Required before advancement into the other practicums. Labs will demonstrate proper hygiene, good grooming, and sanitation techniques. Students will demonstrate basic cosmetology procedures. Emphasizes protection of the student and the general public. (32/0 and 192 clinical hours) Corequisite: COS:110

COS:160 7
Practical Cosmetology Skills III
 Identification of various techniques of skin and scalp care. Students will demonstrate different massage treatments and other treatments for healthy skin and scalp. Students will continue to demonstrate and build on cosmetology skills. (16/0 and 288 clinical hours) Pre-/corequisite: COS:119

COS:161 7
Practical Cosmetology Skills V
 Knowledge of business principles, bookkeeping, retail sales, and salon policies designed for the cosmetologist. Course builds on previous practical skills needed to be a successful cosmetologist. (16/0 and 288 clinical hours) Prerequisite: COS:121

COS:801 2.5
Practical Nail Technology Skills I
 Applies the basic structures and functions to the practice of nail technology. Gives a scientific background for nail services offered by the nail technologist in a salon setting. (125 clinical hours)

COS:802 3.5
Practical Nail Technology Skills I
 Applies the basic structures and functions to the practice of nail technology. Gives a scientific background and practical application for nail services offered by the nail technologist in a salon setting. (12/0 and 132 clinical hours) Prerequisite: COS:110

CRJ: Criminal Justice

*CRJ:100 3
Introduction to Criminal Justice
 An overview of the U. S. criminal justice system introducing the institutions, individuals and mechanics of the criminal justice system and the constitutional and statutory framework as they relate to criminal justice issues. Examines the basic operation of this system as well as the structural and procedural changes which have occurred over recent years. (48/0)

*CRJ:111 3
Police and Society
 An introductory course of law enforcement topics and policing problems in today's society with emphasis on personnel systems, operations, the history, culture, and behaviors of the police environment. Explores ethical and practical issues facing police and police operations. Introduces issues regarding civil liability for police and departments, police discretion, community policing and diversity. Analyzes the attitudes and styles of and toward the policing community. (48/0)

*CRJ:120 3
Introduction to Corrections
 A survey course reviewing the history, development, and functions of the correctional system and programs. Introduces the history, philosophies, goals, and processes of the correctional system with an emphasis on the U. S. correctional system. Students learn about the purposes and goals, and

the methods to achieve the goals of the corrections system and examine the system components from the legal, ethical, and functional perspectives. (48/0)

*CRJ:124 3
Deviance and Crime
 An introductory course which defines deviance and introduces the behaviors, conditions, and people who should be designated as deviant or criminal. (48/0)

*CRJ:131 3
Criminal Law and Procedure
 (Listed also as LGL:230) Prepares the student with the skills and competencies to understand criminal law and procedure and to assist a prosecuting attorney or a criminal defense attorney/public defender in the area of investigation and litigation. (48/0)

*CRJ:141 3
Criminal Investigation
 Introduces the field of criminal investigations from the perspective of the various enforcement agencies within the Criminal justice arena including but not limited to the police officer, sheriff's officer, public defender-prosecuting attorneys' investigators, and other law enforcement-related persons. Provides an overview of the early beginnings of investigations to the current new age developments of crime-solving techniques. (48/0)

*CRJ:200 3
Criminology
 Introduces criminology theory and practice in a cross-cultural perspective as well as the causes and effects of crime, the theoretical explanations to crime and crime patterns, the social contexts of crime, issues faced in family violence, hate crimes, white-collar crimes, and human behaviors that affect crime and its consequences. (48/0)

*CRJ:201 3
Juvenile Delinquency
 Introduces the conceptions, history, establishment, philosophies, and structure of the juvenile justice system. Reviews the system from the perspective of the courts, system support personnel, the juvenile and

family members. Discusses the theoretical and practical workings of the juvenile justice system and the differences in the system vis-à-vis the adult criminal system. Provides insight into the protection of individual rights and the goals of prevention and treatment of the juvenile. (48/0)

*CRJ:230 3
Evidence
 (Also listed as LGL:270) Analyzes the area of evidence from the perspective of a participant in the criminal justice system. Introduces concepts concerning the criminal justice process, direct and circumstantial evidence, witness testimony, the hearsay rule and its exceptions, and obtaining evidence admissible in a court proceeding. Students learn about the legal, ethical and practical considerations involved in identifying and obtaining evidence and the rules concerning the use of evidence in a criminal justice context. (48/0)

CSC: Computer Science

CSC:108 2
Computer Careers
 Familiarizes students with the job responsibilities and general characteristics of various career paths within the computer industry. (32/0)

CSC:117 .5
Computer Systems
 An advanced data processing course designed to develop a more thorough understanding of the hardware-software interface which must exist for a computer system to function smoothly. Microprocessor technology and hardware interfaces are studied. (3/12) Prerequisites must be passed with a minimum of a C- to progress in the Computer Analyst major. Prerequisites: BCA:112, CIS:505

DEA: Dental Assisting

DEA:203 1.5
Applied Anatomy and Physiology
 An introductory anatomy and physiology course geared to meet the needs of dental assisting students. (24/0)

DEA:250 4.5
Dental Science
 Content in areas of dental anatomy, oral histology, dental health education, nutrition, microbiology, infection control, and hazards management. (56/32)

DEA:264 3
Dental Science II
 Covers different medical and oral pathological conditions and manifestations, including prevention, etiology, physiology, and treatment. The pharmacology section provides information necessary to develop a basic understanding of drugs and their uses and misuses. (32/32) Prerequisites: A minimum grade of C- in DEA:203, DEA:250

DEA:311 2
Dental Radiography I
 Presents background information in radiography and covers the uses of radiation in dentistry, characteristics of radiation, technical aspects of production, components and functions of dental x-ray machines, radiation safety, effects of exposure, film and film processing, landmarks and the interproximal examination. (16/32) Prerequisite must be passed with a minimum grade of C-. Pre-/corequisite: DEA:250

DEA:322 3
Dental Radiography II
 Practical experience in exposing radiographs. Includes units of specialized techniques for children, edentulous patients, and extra-oral exposures. Students will not diagnosis conditions, but will learn to interpret the quality of radiographs and the general characteristics of normal and abnormal conditions. (16/64) Prerequisites: A minimum grade of C- in DEA:250, DEA:311

DEA:411 2
Dental Materials I
 The basic principles of dental materials. Studies the physical and chemical composition plus function and manipulation of various dental materials. Allows students to perform individualized laboratory procedures, evaluation, and application of skills commonly utilized in the dental office. (16/32)

DEA:418 3
Dental Materials II
 A continuation of Dental Materials I. Includes the study of physical and chemical composition plus function and manipulation of various dental materials. Students perform individualized laboratory procedures, evaluation, and application of skills commonly utilized in the dental office. (16/64) Prerequisites: A minimum grade of C- in DEA:250, DEA:411, DEA:510

DEA:510 6.5
Principles of Dental Assisting
 Basic principles of chairside dental assisting including the care and identification of equipment and instruments and patient care. Presents basic fundamental assisting in routine procedures with the utilization of four-handed dentistry. Includes information on coronal polish, rubber dam, and moisture control. (88/32) Pre-/corequisite: DEA:250

DEA:560 3
Dental Clinic I
 Practical experience in basic dental assisting procedures and exposure to patient management situations common to a general dental office. Students assist local dentists in the school clinic by carrying out necessary dental procedures on low-income patients referred by social service agencies. Includes all areas of the dental office, and students rotate on a routine schedule in each area while developing greater awareness of human dynamics. Students are assigned to local dental offices the last eight weeks of the semester to gain actual experience in chair-side assisting, laboratory procedure, and reception duties. One-hour weekly seminars are scheduled by the instructor. (16/0; 32 hours in-house clinic; 64 co-op hours in private dental offices) Prerequisites must be passed with a minimum grade of C-: COM:020, DEA:203, DEA:250, DEA:311, DEA:411, DEA:510. Pre-/corequisites: DEA:264, DEA:322, DEA:418, DEA:605

DEA:561 4.5
Dental Clinic II
 Actual experience in chairside assisting, laboratory procedures, and reception duties in various dental offices. Dental assisting

students gain experience in both specialty and general dental offices serving the public with quality dental care. Includes participation in a one-hour weekly seminar scheduled by the instructor. (8/0 and 256 co-op hours) Prerequisites must be passed with a minimum grade of C-: Prerequisites: DEA:264, DEA:322, DEA:418, DEA:560, DEA:605; and PSY:111 or PSY:112. Pre-/corequisite: DEA:703

DEA:605

4

Dental Specialties

Covers the dental specialties of endodontics, dental public health, periodontics, pediatric dentistry, oral surgery, orthodontics, fixed prosthodontics, and removable prosthodontics. (52/24) Prerequisites: A minimum grade of C- in DEA:250, DEA:510

DEA:703

3

Dental Office Procedures

Addresses the clerical duties of the dental office. Basic information includes sections on patient records, processing mail, telephone techniques, appointment control, recall systems, accounting procedures, bookkeeping procedures, business records, banking procedures, insurance, and inventory control by both manual and computer means. (44/8) Prerequisites: A minimum grade of C- in DEA:250, DEA:411, DEA:510, DEA:605

DRA: Film and Theatre

*DRA:112

3

American Film

An introductory course in film studies, surveying the American film industry as an art form, as an industry, and as a system of representation and communication. Explores how American film making works technically, aesthetically, and culturally to reinforce and challenge America's national self-image. (48/0) Prerequisites: ENG:105 with a minimum grade of C- or an equivalent composition course at another college or university with a minimum grade of C-

DSL: Diesel

DSL:353

4

Diesel Engine Principles

The historical development of the diesel

engine. Theory of operation and designs of compression ignition engines, combustion chamber shapes, and cooling and lubrication systems are examined in the classroom. (24/80)

DSL:449

3

Diesel Support Systems

Introduces complete air intake systems including rotor-type air blowers, turbochargers, superchargers, and external governors. Addresses the diagnosis and repair of fuel systems in diesel engines. Instruction covers components, fuel characteristics, and operations of various fuel systems of the major engine manufacturers. Provides background in understanding water temperature control, water circulation, heater cores, related test equipment, and general service procedures. (8/80)

DSL:533

3

Drive Trains

Students examine clutch construction and operation and also remove, inspect, repair, and replace clutch systems and adjust them. Includes the removal of all types of differentials and their inspection and repair including double reduction power dividers, their components, and rear axles. (8/80)

DSL:632

2

Brakes - Diesel

Information regarding hydraulic brakes, air brakes, parking brakes, reconditioning, and refinishing. (8/48)

DSL:733

3

Air Conditioning

Provides the principles and practical experience in working with air conditioning. Includes study of component units, their operation and repair, diagnostic procedures, and the use of the newest and finest equipment and techniques in evaluating and changing of the air conditioning system. (16/64)

DSL:803

6

Equipment Repair - General

Actual experience in working on many types of equipment. Training is coordinated with classroom instruction in a well-rounded package. Areas emphasized are: preventive

maintenance, lubrication, adjustments, and general mechanics of all aspects of diesel-powered equipment. (0/192)

ECE: Early Childhood Education

ECE:109

3 - 4

Orientation to Center Participation

An overview of the history and philosophy of early childhood education. Includes the study of various types of programs (infant/toddler, preschool/day care, and school-age) including diversity and multi-cultural nonsexist curriculums, lesson design, special curriculum areas, organizational skills and resources, and current issues in early childhood education. Students participate in centers to observe, plan, and implement activities that correlate with curriculum areas being studied. (32/32-64)

ECE:126

3

School Age Care

Studies developmentally appropriate programs for the school-age child, focusing on before- and after-school care. Emphasizes development during the school-age years, the environment and curriculum for developmentally appropriate programs, and children's relationships with peers, families, and caregivers. Includes current issues, guidance of children's behavior, and activities for school-age children. (48/0)

ECE:133

3

Child Health, Safety, and Nutrition

Addresses the interrelationship of health, safety, and nutrition to the growth and development of young children. Based on the preventive health concept, emphasis given to nutrient composition of foods, the relationship of nutrients to growth, motor, cognitive, and emotional development. Includes conditions affecting children's health, management of acute and chronic illness, and general safety principles in planning the young child's environment. (48/0)

ECE:162

4

Curriculum: Creative Activities

Introduces a wide variety of art media and activities, songs, and musical experiences

developmentally appropriate for young children. The value and importance of these enriching and creative experiences is emphasized. (64/0)

ECE:167

Curriculum: Science and Math

Presents activities in a developmental sequence designed to support young children's construction of concepts and skills essential to a basic understanding of science and mathematics. (32/0)

ECE:221

Infant/Toddler Care and Education

The growth and development of infants and toddlers and issues critical to their care. Emphasizes development, health and safety, developmentally appropriate practices, curriculum, and environments. Includes theoretical perspectives, trends in American families, infant/toddler programs, and research implication. (48/0)

ECE:249

Children's Literature

Presents the process of language acquisition, factors that influence language development, and familiarity with typical preschooler's speech. Acquaints students with various forms of children's literature and the selection of quality literature appropriate to the child's developmental level. Explores methods and techniques of expanding children's use of language. Gives opportunities to practice and develop storytelling abilities, to read a story to a group, and to utilize the flannel board and puppets. (48/0)

ECE:277

Early Childhood Field Experience I

Provides experience in an early childhood program in the surrounding communities. Students observe developmental characteristics of children, guidance and teaching strategies, and assist with activities and routine tasks. Frequent conferences are scheduled with cooperating teachers and/or early childhood faculty to discuss plans, presentations, and performances. (120 co-op hours) Prerequisites: A minimum grade of C- in ECE:109, ECE:162, ECE:249, and PSY:222

ECE:278

Early Childhood Field Experience II

Provides opportunities to work in early childhood programs. Students will begin to construct their personal philosophy of early childhood education and demonstrate growth in the performance of quality care giving. As students assume more responsibility, they will be encouraged to participate in a reflective process with cooperating teachers and early childhood faculty. (180 co-op hours) Pre-/corequisite: ECE:277

ECE:279

Early Childhood Field Experience III

An intensive full-time experience in a licensed early childhood program. Allows in-depth exploration of educational programs, children, and the administrative functions of a center, and represents the culminating experience for students in the early childhood program. (360 co-op hours) Prerequisites: ECE:277 and ECE:278 or instructor approval and/or corequisite ECE:278, ECE:946, or instructor approval

ECE:290

Early Childhood Program Administration

Studies the components necessary for successful administration of an early childhood program. Emphasis is on the development of a center, licensing and accreditations, financial matters, center organization, and evaluation. Includes current issues, administrative styles, and relationships with parents and community. (48/0)

ECE:946

Seminar

Students and early childhood faculty review and discuss a variety of selected topics and activities pertaining to early childhood education. (48/0) Pre-/corequisite: ECE:279

ECN: Economics

*ECN:110

Introduction to Economics

Presents material that is both macroeconomic and microeconomic in nature. Primarily a survey course to introduce students to how our economic system works. (48/0)

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*ECN:120

Principles of Macroeconomics

Presents material essential to an understanding of the economic forces at work in our global society: the market system, supply and demand, gross national product, gross domestic product, the banking system, fiscal and monetary policy, international trade, and various economic systems employed throughout the world. (48/0)

*ECN:130

Principles of Microeconomics

Presents material essential to an understanding of microeconomic theory and concepts: constrained maximization, scarcity, opportunity costs, marginal decision-making, indifference curve analysis, budget constraint analysis, production cost analysis, various market structures, roles each sector of our economy plays, and diverse economic problems that plague our economy. (48/0) Prerequisite: ECN:120

EDU: Education

*EDU:100

History of Community College

Focuses on the history of educational institutions in the U.S. identified as community colleges. History is traced back to the establishment of the first junior college in Joliet, IL, to the current time. Explores philosophy, mission, and purpose of community colleges as well as the various areas of a comprehensive community college. Discusses student population, college organization, faculty and staff and outcomes accountability. Course directs participants to explore elements of course content relative to the community college they are associated with as an authentic example. (48/0)

*EDU:110

Exploring Teaching

Introduces the teaching profession and field of education. Overviews the school as an institution of American society and gives a general history of U.S. education. Includes learning, curriculum, instruction in the (pre) K-12 system, current strategies and methods, assessment, and technology, as well as

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diversity, the complexity of diverse learners, educational legislation, and the role of teachers. Students will explore the foundation for becoming a reflective practitioner and will initiate professional portfolios based on national/state standards. (48/0)

*EDU:125 3

Making a Difference

(Also listed as HSV:160.) Introduces careers related to working with people with disabilities; this includes a special emphasis on the need of paraeducators in the classroom learning environment. Introduces special education, residential services, vocational services, recreational services, and other services for children and adults with disabilities along with an introduction to specific disabilities and human development. Covers professionalism, teamwork, instructional strategies, interventions, communications skills, and behavior management. Requires completion of service learning projects. (48/0)

*EDU:126 3

Observation and Management of Behavior

(Also listed as HSV:161.) Designed for paraeducators, this course places emphasis on the management of behavior in a classroom environment. Skills necessary to monitor and modify both individual and group behavior are developed. Includes strategies for self-management of behavior. (48/0)

*EDU:130 3

Home, School, and Community Relations

Studies the importance of collaborative efforts of the school, home, and community to the promotion of the children's healthy development. Research relating to parental involvement, impact of inclusion, and factors which place families at risk are examined. Explores attitudes, philosophies, and practical techniques useful in building relationships with families and communities. (48/0)

*EDU:175 3

Introduction to Human Disabilities and Services

(Also listed as HSV:162) A comprehensive introduction to the study of people with special needs. Covers causes of disabilities,

characteristics of persons with disabilities, intervention strategies, services provided for these populations, trends, future perspectives, and issues affecting people with special needs. (48/0)

*EDU:210 3

Foundations of Education

A basic historical, philosophical, and sociological orientation to the field of American education, including a study of contemporary issues and problems. (48/0)

*EDU:235 3

Children's Literature

Studies children's literature and its role in supporting literacy development. Acquaints students with a variety of authors, illustrators, and genres. Provides insight into the selection of and criteria for the evaluation of developmentally appropriate literature. Within children's literature, issues addressing diversity, richness of cultures, respect, contemporary and controversial issues and developmental appropriateness is explored.

Presents emergent literacy and its importance in the early childhood years and literacy in the elementary and adolescent years. (48/0)

*EDU:243 3

Diverse Learners

Exploration of a variety of "differences" within diverse learners and factors of importance in effective interaction. Covers development of the "self," identity, and culture as factors in understanding oneself and others. Explores learning styles and related concepts. Utilizes Myers-Briggs Type Indicator and learning style preferences. Participants examine their own perceptions and utilize their community college student population and the associated community for authentic examples (48/0)

*EDU:282 1

Field Experience: Exploring Teaching

Explores the career of teaching through active observation and participation in an assigned classroom. Students may be called upon to assist classroom teachers with appropriate classroom tasks. (0/32) Pre-/corequisite: EDU:110

EGT: Engineering Technology

*EGT:108 3

Principles of Engineering

Provides understanding of the engineering/engineering technology field. Explores various technology systems and manufacturing processes to help students learn how engineers and technicians use math, science, and technology in an engineering problem-solving process to benefit people. Includes concerns about social and political consequences of technological change. (16/32)

*EGT:193 3

Introduction to Engineering Design

Teaches problem-solving skills using a design development process. Models of product solutions are created, analyzed and communicated using solid modeling computer design software. (48/0)

ELE: Electrical Technology

ELE:107 3

Electrical Blueprint Reading

Opportunity to learn how to read construction blueprints, prepare blueprints, plans, and specifications from a customer's description, and use these preparations in the construction field. Stresses principles of interpreting trade blueprints and reading of specifications basic to all aspects of the trades. Deals with types of line, development and arrangement of views, dimensioning practices, and invisible edges. Emphasizes design of commercial and residential structures. (48/0)

ELE:113 3

AC/DC Fundamentals

Introduces AC/DC theory, the concepts of electricity and its sources, basic circuits, schematics, Ohm's Law, troubleshooting, motors and generators, relays and switches, and electrical measurement devices. Combines lectures and labs to assist students in understanding these concepts. (32/32) Corequisite: MAT:063

| | | |
|--|--|---|
| <p>ELE:117 5</p> <p>DC Theory</p> <p>A comprehensive introduction to the principles of direct current electricity. Includes theory and theorems related to DC sources, resistive networks and circuits, power, and the relationship between voltage, current, and resistance. Practical laboratory experiences allow students to gain familiarity with sources, components, and basic measuring instruments as well as required laboratory safety practices. (40/80) Corequisite: MAT:063 or MAT:744</p> | <p>ELE:147 1</p> <p>Estimating</p> <p>Introduces estimating. Student work will consist of doing a take-off from a set of plans, preparing a bid for submission to a contract opening, and ordering the materials needed for the job. (0/32) Prerequisite: ELE:107</p> | <p>1 of motors, such as split phase, induction, and both manual and automatic types of controllers. Includes servicing of electric motors and controllers. (32/32) Prerequisite: A minimum grade of C- in ELE:118</p> |
| <p>ELE:118 5</p> <p>AC Theory</p> <p>A comprehensive introduction to alternating current electricity. Theorems studied in DC Theory are applied to resistance as well as capacitance, inductance, impedance, reactive power, and phase relationships. Vector analysis using both the polar and rectangular (ap) coordinate systems are applied extensively in this course. The laboratory activities provide practical insights into the subject matter. (40/80) Prerequisite: A minimum grade of C- in ELE:117</p> | <p>ELE:148 4</p> <p>Solid State Fundamentals</p> <p>Introduces basic theory as well as the operation and industrial applications of solid-state electronic components in industrial applications. Includes numerous lab experiments using various types of test instruments. (32/64) Prerequisite: A minimum grade of C- in ELE:118</p> | <p>ELE:196 4</p> <p>Motor Control Principles</p> <p>A thorough, practical study of electrical machine control related to circuit design, maintenance, and troubleshooting. Addresses the diversity of control devices and applications, examining both current practices and the continuing technological evolution of the control industry. Enhances understanding of basic control circuits by the step-by-step description of the sequence of operation for each circuit. (16/96) Prerequisites: ELE:135, ELE:151, and a minimum grade of C- in ELE:118</p> |
| <p>ELE:135 5</p> <p>Electrical Installation</p> <p>Studies up-to-date industrial and commercial electrical installations. Discusses topics such as service entrances, circuits, conductors, outlets, and remote control systems. (16/128) Prerequisites: A minimum grade of C- in ELE:118. Pre-/corequisite: ELE:151</p> | <p>ELE:151 3</p> <p>National Electrical Code I</p> <p>An introduction to the National Electrical Code designed to help students become familiar with and to use the code book. (32/32) Prerequisites: ELE:117, ELE:142; A minimum grade of C- in ELE:118. Pre-/corequisite: MAT:744</p> | <p>ELE:200 7</p> <p>Auto Electrical Systems</p> <p>Information regarding theory and practice in the areas of basic electrical and electronic systems, including starting and charging systems, lighting systems, as well as instruments and accessories. (44/136) Prerequisite: AUT:110</p> |
| <p>ELE:142 1</p> <p>Electrical Materials Identification</p> <p>An overview of the history and future of career job opportunities. Students are required to identify electrical components used in electrical work and become familiar with tools and materials frequently used in the industry. (16/0)</p> | <p>ELE:152 3</p> <p>National Electrical Code II</p> <p>The Code is studied in terms of its application to residential, industrial, and commercial service entrances; wiring systems; and special signaling systems or warning systems. (32/32) Prerequisite: ELE:151</p> | <p>ELE:220 6</p> <p>Application of PLC's</p> <p>Covers basic mathematical operations in binary, octal, hexadecimal, Boolean algebra, and logic. Covers the programming of counters, timers, sequencers, and math functions with an emphasis on programming and program design and practical application. (64/64) Prerequisite: ELE:196</p> |
| <p>ELE:146 6</p> <p>Commercial-Residential Lab</p> <p>Practical experience in using electrical tools, making electrical connections, and wiring remote control systems. Covers the installation of service equipment, grounds, conduit wiring, and non-metallic wiring in different types of buildings. (0/192) Prerequisite: ELE:135</p> | <p>ELE:171 4</p> <p>Power Systems</p> <p>Familiarization with current practices in the generation, transformation, and application of single- and poly-phase power systems. (64/0) Prerequisite: ELE:152</p> | <p>ELT: Electronics</p> <p>ELT:123 3</p> <p>Programmable Logic Controllers</p> <p>Studies the use of PLC systems in the design of automation equipment. Uses Rockwell-Automation RSLogix 500 software to Program Rockwell-Automations SLC 500 and MicroLogix series PLCs. (20/56) Prerequisite: ELT:310</p> |
| | <p>ELE:172 3</p> <p>Fundamentals of Fluid Dynamics</p> <p>Introduces hydraulic and pneumatic theory. Subject matter includes hydraulics, pneumatics, pressures, and power sources. (32/32) Prerequisite: MAT:063</p> | <p>ELT:145 4</p> <p>Electrical Systems - Diesel</p> <p>Presents procedures for reading and understanding wiring diagrams and</p> |

understanding troubleshooting procedures and how to follow them, as well as the removal and replacement of switches, lighting systems, electric motors, and gauges. Includes study of basic electricity and magnetism, testing, repair, replacing starting and charging system components, series parallel switches, and 24 volt systems. (24/80)

ELT:306 6

Electronic Circuits

A study of semiconductor devices and their applications. Analytical and graphical techniques are used in applying diodes, bipolar transistors, and field-effect transistors. Studies design techniques for the proper application of linear circuits. (64/64) Prerequisites: ELE:117, ELE:118, MAT:063

ELT:310 4

Digital Circuits

Continues to cover digital circuits used as building blocks of modern digital systems, computer, and control circuits. Flip-flops and related devices are covered along with address and decoders. (32/64) Prerequisite: ELT:317

ELT:317 2

Digital Logic Circuits

A study of number systems and arithmetic in various bases. Includes truth tables, logic symbols, and basic functions including NOT, AND, NAND, OR, NOR, EX OR, and EX NOR, logic gates. Uses Boolean algebra and reduction techniques along with Karnaugh Maps. (12/40)

ELT:328 6

Digital Electronics

A comprehensive coverage of digital electronics. The digital principles apply not only to computers, but also to applications used in automobiles, communications, industrial automation, process control, and other areas. (64/64) Prerequisites: A minimum grade of C- in: CIS:125; and ELE:113 or ELE:118

ELT:373 4

DC Circuit Analysis

A study of mathematical theory applied to direct current circuits, placing emphasis on elementary principles of electric concepts and units, schematics, resistance, Ohm's Law, series

and parallel circuits, conductors, and insulators. Uses industry standard test instruments during laboratory analysis of DC circuits. Basic algebraic equations are solved to analyze DC circuits. (32/64)

ELT:378 4

AC Circuit Analysis

The fundamental theories of alternating current. Theories are applied in various circuits and include laboratory experiments on power factor, sine wave analysis, resonant circuits, capacitance, inductance, Q of coils, magnetism, and resistance. (32/64) Prerequisite: ELT:373

ELT:390 4

Electrical Network and Circuit Analysis

Develops advanced skills in analyzing electronic circuits and networks. Studies an array of analysis tools including traditional methods as well as computer PSpice analysis procedures. Course expands significantly beyond fundamental analysis tools such as Thevenin's and Norton's Theorems and Kirchhoff's Laws. (48/32) Prerequisites: ELT:306, ELT:328, ELT:635, MAT:210

ELT:410 4

Electronic Communication Systems

A study of various electronic communications systems and circuits. Topics include oscillators, amplitude and frequency modulation, radio communications techniques, pulse and digital communications, antennas, and fiber optics. (32/64) Prerequisite: ELT:580

ELT:413 4

Electronic Communication Circuits

An analysis of AM and FM communication systems including modulation, detection techniques, and associated circuitry. Introduces fundamentals of television broadcast. Presents fundamental transmission line theory and satellite communications. (48/32) Prerequisite: ELT:306

ELT:463 4

Laser and Fiber Optics

The study of laser technology includes the nature of light, the physics of light, characteristics of laser light, design, applications, accessories, and safety. Fiber

optics includes an overview of the advantages of fiber optics, total internal reflections, types of fibers, dispersion, attenuation, numerical aperture, cables, sources and transmitters, detectors and receivers, and interconnections. (64/0) Prerequisite: MAT:063

ELT:530 3

Semiconductors

Focuses on semiconductors (active devices). Topics include composition, parameters, linear and non-linear characteristics, in-circuit action, amplifiers, rectifiers, and switching circuits. (20/56) Prerequisite: ELT:378

ELT:531 3

Advanced Semiconductors

Analyzes amplifier rectification, filtering, and regulation circuits. Amplifier circuits are divided into classes of operation, and DC and AC operating parameters are presented. Also studies SCR, DiAC, Triac, MOS FET, JFET, and CMOS devices. (20/56) Prerequisite: ELT:530

ELT:580 4

Microelectronic Circuits

Studies various applications of linear integrated circuits. Topics include the differential amplifier, inverting and non-inverting amplifiers, the integrator, filters, comparators, the phase locked loop, the 555 timer, A/D and D/A converters, and voltage regulators. (32/64) Prerequisite: ELT:531

ELT:613 4

Microprocessors

A study of the 8086 microprocessor. Includes the architecture, software, and interfacing of the microprocessor to a microcomputer system. (32/64) Prerequisite: ELT:310

ELT:630 5

Microprocessor/Interfacing

Introduces microprocessors and their applications. Topics include assembly language programming and microprocessor interfacing. Emphasizes troubleshooting microprocessor-based systems. (48/64) Prerequisite: ELT:328

ELT:635 4

Op-Amps and Linear Integrated Circuits

Analyzes circuits employing op-amps and

linear integrated circuits and emphasizes applications of various circuit configurations as well as troubleshooting op-amps and linear integrated circuits. (64/32) Prerequisite: ELT:306

ELT:640

3

Test Instrument Application and Measurement Techniques

The opportunity to acquire skills related to the use, application, and evaluation of test instruments and the measurement process. A primary purpose is to provide opportunity for study and application beyond what is typically required in most laboratory activities. By doing so, students will be better prepared to enter the world of work as a qualified technician. (32/32) Prerequisites: ELT:306, ELT:328, ELT:635, MAT:210

ELT:715

3

Introduction to Automation Systems/Robotics

Develops comprehensive understanding of concepts that embody industrial robotics and automated systems. Material covers integration of the robot with the automated work cell. Emphasizes hardware, software, and programming that supports the implementation of automated work cells and manufacturing systems. (20/56) Prerequisite: ELT:123

EMS: Emergency Medical Services

EMS:200

8

Emergency Medical Technician

Teaches the skills necessary for individuals to provide emergency medical care at a basic life support level with an ambulance service or other specialized service. Students must be at least 17 years of age prior to enrolling. (88/48 and 64 co-op hours)

EMS:242

13

Paramedic Level I

Introduction to the history of EMS as a profession. Discusses the importance of research, safety, documentation, communication, and ethics. Covers anatomy and physiology relating to EMS. Expands knowledge of medical terminology as well as pathophysiology. Covers appropriate tools

and proper procedures for assessing patient conditions. Discusses individual patient needs regarding medications, airways, and various needs. Prepares the paramedic student for various trauma emergencies. Students begin their clinical experiences during this course. (152/64 and 72 clinical hours)

Prerequisite: EMT License

EMS:243

14

Paramedic Level II

Prepares students to recognize various disease/illness pathologies while continuing clinical and field experiences. Discusses pediatric, geriatric, and psychiatric patient populations Expands knowledge of cardiovascular disease as well as pathophysiology. Discusses individual patient cardiac monitoring and resuscitation needs. (136/64 and 168 clinical hours) Prerequisite:

EMS:242

EMS:244

13

Paramedic Level III

Prepares students to recognize various pathologies while completing their clinical and field experiences. (80/32 and 336 clinical hours) Prerequisite: EMS:242, EMS:243

ENG: English Composition

**ENG:013

3

Basic Writing

An opportunity to develop and improve written communication skills. Reviews and applies principles of grammar and rules of punctuation, capitalization, usage, and use of numbers. (32/32)

**ENG:021

3

Foundations of Writing

A writing course that develops fluency and confidence in communication and clarity in thinking through writer's notebooks, expository writing, analytical reading, and listening. Structured assignments are used to explore personal goals and values, exercising skills needed for reasoning and writing across the curriculum. (48/0) Prerequisite: Qualifying placement scores or a minimum grade of C- in ENG:045 or ESL:101

**ENG:045

3

Communication through Reading and Writing I

Developed for students who have experienced difficulty in reading, writing, and study skills. Prepares students for more advanced Communication classes and for higher level college course work. (48/0)

*ENG:105

3

Composition I

Preparation for the types of communication and thought essential to academic and working-world success. The course focuses on writing as a process and is intended to help students identify and refine their own personal writing. (48/0) Prerequisite: Qualifying placement score or a minimum grade of C- in ENG:021

*ENG:106

3

Composition II

A writing course that focuses on writing as a process with emphasis on persuasion, evaluation, analysis, investigation, and research and documentation of sources. (48/0) Prerequisite: A minimum grade of C- in ENG:105 or an equivalent college-level course in composition

*ENG:108

3

Composition II: Technical Writing

Designed to improve skills in writing abstracts of technical material, business letters, and memos common in manufacturing and technology, technical reports, and sets of instructions. Student writing will follow business procedures and be based on background knowledge and research.

Prepares students to present technical reports orally to small audiences. (48/0) Prerequisite: A minimum grade of C- in ENG:105 or an equivalent college-level course in composition with a minimum grade of C-

*ENG:221

3

Creative Writing

Studies the craft of writing both through practicing various writing techniques and through reading and discussing examples of works by prominent writers. Students read and critique each other's original work and compile a portfolio of their stories and poems.

(48/0) Prerequisites: A minimum grade of C- in ENG:105 or equivalent college-level courses in composition with a minimum grade of C-

ENV: Environmental Science

*ENV:115 3
Environmental Science

Studies the biological basis of environmental science and human influence on biosphere dynamics. Emphasis on scientific principles, inter-relationships among resources, pollution and environmental degradation, soil and water conservation, and the impact that politics, economics, ethics, and world view have on the future direction for life on the planet. (48/0)

*ENV:116 1
Environmental Science Lab

Laboratory experience that supports and applies basic concepts of resource management, soil and water conservation, general ecological dynamics, and scientific principles to the inter-relationships among resources, the environment, and human interactions. (0/32) Prerequisite: ENV:115

*ENV:140 4
Natural Resource Conservation

The general principles of natural resource conservation with an emphasis on local conservation organizations, indigenous resources, and typical management activities. Special consideration is given to environmental preservation, recreational functions, conflicting utilization policies, and employment opportunities in natural resource conservation and management. (48/32)

ESL: Non-Intensive ESL

**ESL:101 2
English as a Second Language for Academic Purposes

Designed for advanced English as a second language learners who are also enrolled in transferable college courses. It is intended to strengthen reading, writing, listening, and speaking skills, with the integration of contextualized grammar study in each skill area for academic and special purposes. Course may be repeated as needed. (32/0) Prerequisites: Accuplacer Placement scores, an

Oral Proficiency Interview, a writing sample, and instructor approval.

FIN: Finance

*FIN:101 3

Principles of Banking

Examines nearly every aspect of banking providing a comprehensive introduction to the diversified services offered by the banking industry today. (48/0)

*FIN:110 3

Money and Banking

Introduces the overall financial arena and its structure, and offers pertinent information concerning present day monetary procedures as well as instruction in banking and credit procedures and calculations. (48/0)

*FIN:122 4

Personal Finance

An overview of personal and family financial planning emphasizing personal financial record keeping, planning spending, tax planning, consumer credit, making buying decisions, purchasing insurance, selecting investments, and retirement and estate planning. (64/0)

FIR: Fire Science

FIR:337 .5

Technical Agricultural Rescue

Addresses the incidence, nature, and risks associated with agricultural accidents. Includes hands-on training and incident command guidelines to be utilized at accident scenes. (4/8)

FLS: Foreign Language – Spanish

*FLS:141 4

Elementary Spanish I

This first-year Spanish course emphasizes the four language skills—speaking, listening, reading, and writing—in a communicative approach to language learning. Includes lessons pertaining to Hispanic cultures. (64/16)

*FLS:142 4

Elementary Spanish II

Reviews lessons learned in Beginning Spanish I and provides instruction in more

complex and detailed components of Spanish grammar. Emphasizes the four language skills—speaking, listening, reading and writing—in a communicative approach to language learning. Includes lessons pertaining to Hispanic cultures. (64/16) Prerequisite: Successfully completed FLS:141 or equivalent course or two years of formal secondary instruction

*FLS:241 4

Intermediate Spanish I

This third semester course provides a review and synthesis of grammatical structures learned in first-year Spanish while simultaneously emphasizing the development of communicative skills in both the oral and written language. Classes are conducted in Spanish. (64/0) Prerequisites: Successful completion of two years of high school Spanish or one year of college Spanish, or FLS:141 and FLS:142, or successful performance on an entrance proficiency examination.

*FLS:242 4

Intermediate Spanish II

This fourth semester course provides a review and synthesis of grammatical structures learned in first-year and first level intermediate Spanish while simultaneously emphasizing the development of communicative skills in both the oral and written language. Classes are conducted in Spanish. (64/0) Prerequisites: Successful completion of three years of high school Spanish or three semesters of college Spanish (FLS:141, FLS:142, FLS:241) or successful performance on an entrance proficiency examination, e.g. CLEP

*FLS:282 2

Spanish Travel Abroad

Exposure to and experience with Hispanic culture and language as shaped by its geography, history, and pre-history; and as revealed in its arts, sports, customs, traditions, and economic, social, and political institutions. Practice in pronunciation with focus on oral proficiency. Topics of Spanish daily life. Offered only in conjunction with the Spanish institutes abroad and only in conjunction with travel abroad. Course may be repeated on different topic/location for a maximum of six credit hours. (16/32)

GEO: Geography

*GEO:121

World Regional Geography

Introduces a geographic perspective of the world through its physical and human foundations. Studies the world's major geographic realms with emphasis on the unique interplay between cultural landscapes, environmental interactions, historical activities, economic factors, and physical attributes. (48/0)

GRA: Graphic Communications

GRA:109

History of Graphic Design

Surveys the vast history of graphic design through exploration of the influences shaping the look and meaning of visual communications from prehistory up to the present. Explores the tools, materials, processes and mechanizations in tandem with societal and personal ideologies and events in terms of their impact on graphic design. (32/0)

GRA:110

Graphic Arts Principles

Introduces fundamental principles and elements of design. Analytical and creative thinking skills are applied and strengthened through explorative and conceptual innovative problem-solution design exercises. Class critiques and discussions encourage use of technical design terminology and nurture understanding of how to effectively communicate ideas through visual media. Employs traditional art tools and materials emphasizing hand-construction skills (32/32)

GRA:113

Electronic Prepress and Printing

Introduces processes, procedures, tools, materials, equipment, and terminology involved in printing production, and where and how the graphic designer functions as a member of this exciting, challenging team process. A variety of printing and publishing businesses will be toured to compare different printing processes, procedures, and techniques firsthand. Procedural and analytical

thinking skills are nurtured through hands-on projects and discussions. (8/48) Prerequisite: A minimum grade of C- in GRA:129 or GRA:139 or GRA:179

GRA:129

Illustrator

Students learn and practice the many tools, techniques, and capabilities of Adobe Illustrator through creation of graphic illustrations, as well as vocabulary and navigation specific to an object-based drawing program. (24/48)

GRA:139

PhotoShop

Practical knowledge on basic operating issues with Adobe PhotoShop. Directed practice focuses on learning the tools, menus, palettes, processes, and filters involved with simple to moderate imaging manipulation using PhotoShop. (24/48)

GRA:151

Web Design

Introduces the basics of Web page creation and maintenance. Uses software products and HTML editors to aid Web designers in developing and maintaining Web pages. Focuses on the planning and designing attractive and easily navigated websites. Stresses good screen layout and design principles. Taught with emphasis on the client when developing websites. (24/48)

GRA:154

Advanced Web Design

Reviews and advances knowledge learned in GRA:151 Web Design, including website creation and maintenance, use of hypertext markup language, Fireworks, incorporation of scripting, and Web 2.0. Students will apply elements and principles of design to create websites that are both attractive and easily navigated. Emphasizes the designer-client relationship to mimic real-world Web design projects. (24/48) Prerequisites: GRA:139, GRA:151

GRA:158

Web Multimedia

Focuses on the creation of Web animations and practical knowledge in basic video capturing, editing, and creation for

presentations, videos, CDs/DVDs, and the Web. Offers practical knowledge of Web image animation and how to capture video for different formats, edit video, convert it for use in different platforms, and burn it to CD or DVD. Uses popular software to create and manipulate images and explores various video and audio formats including streaming video. (24/48) Prerequisites must be passed with a minimum for a C- to progress in the Computer Analyst major. Prerequisite: GRA:151. Pre-/corequisite: GRA:139

GRA:168

Creating Web Graphics

Creation of graphics for Web page use. Introduces the types of graphics that Web graphic artists and designers produce and techniques used to create and alter images. Students create Web graphics specific to the intended audience of each particular Web page. (8/48) Corequisite: CIS:207

GRA:169

Working with Web Animation

Focuses on the creation of vector and GIF animations. Students gain practical knowledge of image animation for the Web. Uses Macromedia Flash to create and manipulate images and Web pages. (4/24) Prerequisites must be passed with a minimum of a C- to progress in the Computer Analyst major. Prerequisites: CIS:205, GRA:220

GRA:173

Typography

Explores the many facets of typography, its definition, history, function, structure layout and design. Introduces the traditional rules governing typographic usage, selection of an appropriate typeface, setting professional-level type using the computer, and applying type expressively to enhance visual communications. Class critiques and discussions encourage use of technical typographic terminology along with conceptual and analytical thinking skills. (32/32) Prerequisite: A minimum grade of C- in GRA:179

GRA:179

Publication Software

An overview of publication design concepts

through hands-on exercises. Covers basic word processing and typographical conventions, page layout elements that streamline production, advanced procedures when working with boxes, and procedures for creating or formatting long documents. (24/48)

GRA:210 3
Graphic Layout and Design

Strengthens ability to apply elements and principles of design while working as a graphic artist. Students learn and practice production skills: computer layout, scanning, sizing, tonal correcting, and proofing. Assignments mimic entry-level design projects: following specs, design from customer info/sketches, thumbnail layouts, layout variations, simultaneous work on multiple projects. Introduces visual communication theories. Uses critique sessions to strengthen ability to talk about design. (24/48) Prerequisites: A minimum grade of C- in GRA:110, GRA:139, GRA:179

GRA:220 .5
Graphic Files

Practical knowledge regarding various file formats for graphic files. Discussion focuses on compatibility issues of using graphic files with various software products and on compression and storage issues as they relate to graphic files. (4/8)

GRA:223 2
Exploring Illustration

Explores illustration: the process, types, subject matters, careers, and variety of tools and materials available to the illustrator. A variety of illustration projects will be completed with the materials and tools commonly used by illustrators. Constructive critique sessions utilizing design terminology combined with discussion of assignment parameters will be used to review why one illustration may be more effective than another. (12/40) Prerequisite: A minimum grade of C- in ART:120 or ART:133

GRA:230 2
Exploring Photography

Explores photography processes, equipment, operations, history, vocabulary, applications.

Though traditional photographic processes and camera operations will be experienced, the majority of the semester will be spent learning and working with digital process and equipment. Emphasizes purpose of photography, critical view of photographs, taking more effective photos using elements and principles of design, and professional presentation of photographs. Students will participate in critiques employing design and photographic terminology as guidelines for discussion on why some photos seem more effective than others. Emphasizes use of photos as expression of creative communication and storytelling. (8/48)

GRA:273 3
Advanced Typography

An advanced course which builds on and further explores the many facets of typography introduced in the GRA:173 Typography course. Emphasizes formal application of type: publication design, grid systems, legibility, readability, typographic hierarchy, style sheets, pre-press issues, font design, and creative application of type. (32/32) Prerequisite: GRA:173

GRA:310 3
Advanced Graphic Layout and Design

Utilizes and strengthens creativity; conceptual, developmental and problem-solving capabilities; application of design process; technical competencies in complex examples of visual communication. Encourages balance between form and function and incorporation of visual communication theory into designed projects. Critique sessions strengthen ability to identify effective design qualities. Opportunity to talk with design professionals about their experiences. (16/64) Prerequisites: A minimum grade of C- in GRA:210

GRA:800 3
Graphic Design Portfolio Seminar

Students design a self-promotion identity system and portfolio (print and digital), for the purpose of obtaining work as a graphic designer. They will practice interviewing skills, meet industry design professionals and explore graphic design employment opportunities and resources. (20/56)

Prerequisite must be passed with a minimum grade of C-. Pre-/corequisite: GRA:310

GRA:801 2
Graphic Design Portfolio Seminar

Students design a self-promotion identity system and portfolio (print and digital), for the purpose of obtaining work as a graphic designer. They will practice interviewing skills, meet industry design professionals and explore graphic design employment opportunities and resources. (12/40) Prerequisite must be passed with a minimum grade of C-. Pre-/corequisite: GRA:310

GRA:805 3
Graphic Design Occupational Experience

Course places students in professional graphic design/art production settings to learn processes and procedures utilized by their cooperating businesses for approximately 10 hours a week for a semester. Students will journal their on-the-job experiences and meet every few weeks to discuss and share the work they have been doing. (192 co-op hours) Prerequisite: Instructor approval

HCR: Heating and Air Conditioning

HCR:108 2
Heating and Air Conditioning Trade Codes

An initial portion of this course teaches how to use the Uniform Mechanical Code Manual properly. A general study of the codes necessary for installation of heating equipment, ventilating equipment, and fuel-gas piping is emphasized. (32/0)

HCR:117 2
Introduction to Forced Air Heat

The theory, wiring, electrical controls, and operations of a basic gas, forced-air furnace. (16/32) Prerequisite: HCR:403

HCR:122 5
Gas Furnaces

Provides a working knowledge of electrical controls, gas piping, troubleshooting, and maintenance on conventional and high efficient gas-fired furnaces. (16/128) Prerequisites: HCR:117, HCR:403

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|--|---|--|-----|--|---|
| HCR:123 | 2 | HCR:506 | 3 | integrated with the political history of the Middle East, India, China, Africa, and Europe. (48/0) | |
| Oil Furnaces | | Air Distribution | | | |
| Provides a working knowledge of electrical controls, troubleshooting, and maintenance on oil-fired furnaces. (8/48) Prerequisites: HCR:117, HCR:403 | | Covers understanding of heat loss and gain for determining proper size and/or cooling equipment needed for specific residential applications, and also the principles of psychrometrics as to the effects of a structure's relative humidity and its effect on the structure's circulated air. (16/64) | | | |
| HCR:124 | 1 | HCR:515 | 3 | *HIS:132 | 3 |
| Hydronic Heat | | Sheet Metal Fabrication | | World Civilization II | |
| Instruction in wiring, electrical controls, and the operation of a hydronic heating system. (8/16) Prerequisite: HCR:403 | | Provides working knowledge in layout, fabrication, and installation of duct systems used in the heating and cooling industry. (0/96) | | A survey course in world civilization from 1500 to modern times examining the four major civilizations: Middle East, Indian, Chinese, and European. Focuses on the emergence of modern civilization including the Age of Discovery, the Protestant Reformation, Age of Enlightenment, and the rise of modern cultures in Asia, Europe, Africa, and the Americas. Covers the rise of nationalism, industrialization, colonialism, liberalism, democracy, socialism, and the great changes brought about by the World Wars, the Great Depression, fascism, communism, the end of colonialism, and the Cold War's end. (48/0) | |
| HCR:128 | 2 | HCR:815 | 2 | *HIS:151 | 3 |
| Principles of Electric Heat | | Air Purification and Humidity | | U.S. History To 1877 | |
| Provides a working knowledge of electrical controls, troubleshooting, and maintenance procedures on an electrical heating system. (8/48) Prerequisites: HCR:117, HCR:403 | | Provides an understanding of why air purification and proper humidity control are important for personal comfort. (8/48) | | A survey of the emergence of the United States from the colonial era to 1877 including colonization, the Revolutionary period, the early Republic, the Jacksonian era, the Civil War, and Reconstruction. Political, economic, and social themes will be considered. (48/0) | |
| HCR:141 | 3 | HCR:941 | 1.5 | *HIS:152 | 3 |
| Principles of Heat Pumps | | Practicum | | U.S. History Since 1877 | |
| Provides background about electrical controls, sealed system components, troubleshooting, maintenance, and setting balance points on a heat pump system. (16/64) Prerequisites: HCR:117, HCR:403 | | An opportunity to continue study in an area of the student's choosing, including credit through field experience. Suggested areas include gas heat, oil heat, air conditioning, basic electricity, or sheet metal. Individual students will be required to develop objectives they wish to accomplish. (0/48) Prerequisite: HCR:122 or HCR:123 or HCR:204 or HCR:515 | | A survey of American life from 1877 to the present including the Age of Industrialism, the Progressive Era, World War I, developments between the wars, World War II, and postwar foreign and domestic issues. (48/0) | |
| HCR:202 | 3 | HEQ: Heavy Equipment | | *HIS:214 | 3 |
| Introduction to Cooling | | HEQ:153 | 2 | Russian History and Culture | |
| Instruction in the theory, wiring, electrical controls, and the operation of an air conditioning system. (16/64) Prerequisite: HCR:403 | | Hydraulic Systems | | (Also listed as CLS:170) Acquaints students with major developments in Russian history and culture from all recorded periods beginning with Kievan Rus' to Yeltsin's era in the 1990's. Special emphasis includes the ordinary life of common people that will enrich an understanding of Russian history and culture. The course goal is to introduce students to the way Russians have related to their history and cultural heritage while broadening student language and critical thinking skills through reading, listening, speaking, and writing. (48/0) | |
| HCR:204 | 4 | A study of hydraulic systems employed on heavy equipment with emphasis placed upon maintenance procedures in addition to establishing an understanding of basic principles and concepts. (8/48) | | | |
| Principles of Air Conditioning | | HIS: History | | | |
| Provides a working knowledge of electrical controls, sealed system components, troubleshooting, and maintenance procedures on air conditioners. (16/96) Prerequisites: HCR:202, HCR:403 | | *HIS:131 | 3 | | |
| HCR:403 | 4 | World Civilization I | | | |
| Basic Electricity | | A survey course in world civilization from pre-history to 1500 which examines four major civilizations: Middle East, Indian, Chinese, and European. The civilization components of religion, philosophy, art, and architecture are | | | |
| Presents the importance of safety with electrical equipment, techniques used for splicing, soldering methods, types of electrical circuits, how the flow of electric current affects magnetism, transformers and motors, the use of various motors, and means of circuit protection. (24/80) | | | | | |

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| <p>*HIS:247</p> <p>Study Abroad: British Life and Culture Introduces aspects of the British people and their culture, including: the monarchy and Britain's royal family, the class system and history of London, Parliament and the political spectrum, women as a political issue, Britain and Ireland, the Common Market, education in Britain, the Church of England, popular cultures, the British theatre, the press, the pub, and guided tours of historic and cultural sites including the houses of Parliament. (48/0)</p> <p>*HIS:248</p> <p>Study Abroad: History of Cambridge, England A survey course introducing the history and culture of the city of Cambridge. Intended to broaden understanding and appreciation for the experience of living and studying in Cambridge. (48/0)</p> <p>HIT: Health Information Technology</p> <p>HIT:120</p> <p>Pharmacology for HIT Introduction to common drugs and drug therapies as they relate to the field of health information technology. Includes accurate identification of drug names, spelling, and indication for usage. (16/0) Prerequisite: HIT:140</p> <p>HIT:121</p> <p>Pharmacology Basic pharmacological terminology and concepts, drug categories, mechanisms of drug actions, drug forms, routes of administration, and common generic and proprietary (trade) name medications. (32/0) Prerequisite: A minimum grade of C- in HIT:140</p> <p>HIT:140</p> <p>Medical Terminology The study of medical terminology as the language of medicine with emphasis on word analysis, construction of definitions, pronunciation and spelling of medical terms. (64/0)</p> <p>HIT:165</p> <p>Principles of Diseases A focus of essential concepts of disease processes in relationship to the etiology,</p> | <p>3</p> <p>3</p> <p>3</p> <p>1</p> <p>2</p> <p>4</p> <p>4</p> | <p>pathogenesis, pathology, and treatment of human diseases. (64/0) Prerequisites: A minimum grade of C- in BIO:157 or BIO:165; and HIT:140</p> <p>HIT:215</p> <p>Introduction to CPT Introduces the use of the CPT classification system with emphasis on coding in the physician's office for reimbursement purposes. (24/16) Prerequisites: HIT:140, HIT:300, HIT:320; and BIO:157 or BIO:165. Pre-/corequisites: HIT:165; and BIO:165 or BIO:170</p> <p>HIT:230</p> <p>Introduction to Medical Coding Introduces the ICD-9-CM classification system with application using coding scenarios. (32/32) Prerequisites must be passed with a minimum grade of C-. Prerequisites: HIT:140, HIT:320; and BIO:157 or BIO:165. Corequisites: HIT:165; and BIO:165 or BIO:170</p> <p>HIT:231</p> <p>ICD-10-CM Introduces the ICD-10-CM classification system with application using coding scenarios. (32/0) Prerequisites must be passed with a minimum grade of C-. Prerequisites: BIO:157 or BIO:165; and HIT:140, HIT:300, HIT:320. Corequisites: BIO:170, HIT:165</p> <p>HIT:232</p> <p>ICD-10-PCS Application of ICD-10-PCS coding for data collection and billing procedures. (32/32) Prerequisites: BIO:170, HIT:140, HIT:165, HIT:320. Corequisite: HIT:231</p> <p>HIT:240</p> <p>Advanced Coding and Classification Presents advanced components of ICD 9-CM coding in the health care systems. (32/32) Prerequisites: A minimum grade of C- in BIO:170, HIT:165, HIT:230</p> <p>HIT:280</p> <p>CPT-4 Coding Includes principles of Health Care Procedural Classification System Coding (CPT-4) as well as advanced case study applications. (32/32) Prerequisites: A minimum grade of C- in HIT:165, HIT:215, HIT:230</p> | <p>2</p> <p>2</p> <p>3</p> <p>2</p> <p>2</p> <p>3</p> <p>3</p> <p>2</p> <p>2</p> <p>2</p> | <p>HIT:292</p> <p>Reimbursement Methodologies Examines health care reimbursement coding classification systems, coding compliance, auditing, and classification systems. Introduces reimbursement methodologies in inpatient and outpatient settings. Explores billing related to charge description master maintenance, claims submission and review, and regulatory monitors. Introduces billing procedures and requirements for the CMS-1500 and UB-92 claims submission forms. (24/16) Prerequisites: A minimum grade of C- in HIT:215, HIT:230</p> <p>HIT:300</p> <p>Clinical Terminologies, Classifications, and Standards Overview of the clinical terminologies and classification systems used in the collection of data across the health care continuum. (32/0)</p> <p>HIT:320</p> <p>Health Records Management Explores the role of the health information professional in the management of health records. Introduces principles of health data purpose, content and structure, numbering and filing systems, storage and retention methods, forms construction and design, primary/secondary records, and indexes and registers. Examines purpose of accreditation and regulatory standards in development of health record practice guidelines and the evolving role of computerized applications. (16/32)</p> <p>HIT:330</p> <p>Health Care Delivery Systems Introduces professions in health information and the role served in the delivery of health care services. Explores health care delivery methods, types of organizations and providers, allied professions, regulatory control, and financing. Introduces the impact of technological changes and governmental regulations in the formulation of maintenance of health information. (32/0)</p> <p>HIT:340</p> <p>Comparative Records Examines the structure and purpose of alternative health settings. Includes</p> | <p>2</p> <p>2</p> <p>2</p> <p>2</p> <p>2</p> <p>2</p> <p>2</p> <p>2</p> <p>2</p> |
|---|--|---|---|--|--|

regulatory guidelines, accreditation, and licensure requirements, data collection, and documentation requirements in the ambulatory setting, managed care, long-term care, home health, hospice, mental health, substance abuse, and rehabilitation. (32/0)
Prerequisites: A minimum grade of C- in HIT:300, HIT:320

HIT:351 2
Health Information Systems
Explores concepts of computer technology related to health care for the collection, storage, and retrieval of health care data, and software applications utilized in the delivery of health information services. (24/16)
Prerequisites must be passed with a minimum grade of C-. Prerequisites: BCA:212, HIT:320, HIT:330, HIT:540. Corequisites: HIT:240, HIT:292

HIT:352 3
Health Information Systems
Examines the development of the electronic health record in the management of health care. Explores common computer and networking terminology and guidelines for selection of and security implementation in the EHR. Using AHIMA's Virtual Lab, lab activities providing simulated work experience in HIM functions will be completed. (32/32)
Prerequisites: A minimum grade of C- in BCA:212, HIT:240, HIT:300, HIT:320, HIT:421, HIT:540

HIT:421 3
Legal Aspects of Health Information
A study of health care privacy, confidentiality, legal, and ethical issues surrounding the health record in relationship to the implementation of legal and regulatory requirements related to health information infrastructure. (48/0)
Prerequisites: A minimum grade of C- in HIT:320

HIT:445 4
Quality Management of Organizational Resources
Emphasizes performance improvement in health care settings and the role of the health information professional in quality improvement, utilization management, credentialing, and risk management. Includes applications of commonly used quality improvement methods in the identification

and analysis of work processes. Applies workforce principles in areas relevant to health information department management, including organization of functions, departmental budgeting and staffing, policy and procedure creation, and personnel management. (64/0) Prerequisites: A minimum grade of C- in HIT:240, HIT:280, HIT:292, HIT:540

HIT:450 2
Health Statistics
Computes and interprets statistics for hospital and registry reporting. Introduces national guidelines regarding human subject research and monitoring in Institution Review Board processes. (28/8) Prerequisites: HIT:300, HIT:320, HIT:540

HIT:503 1.5
Coding Practicum
Advanced application of coding and electronic processing of records in ICD, CPT, and HCPCS in a simulated electronic format. Includes analysis of coding processes in the health care setting. (96 co-op hours) Prerequisites: HIT:215, HIT:230. Corequisites: HIT:240, HIT:280, HIT:292

HIT:540 1.5
Professional Practice Experience I
Supervised professional practice experiences that enable students to apply theory from health information coursework in relation to health record analysis, retention, retrieval, and processing guidelines as applied in the health care environment. (96 co-op hours)
Prerequisites must be passed with a minimum grade of C-. Prerequisites: BIO:157 or BIO:165; and HIT:140, HIT:300, HIT:320. Corequisites: HIT:215, HIT:230, HIT:340

HIT:541 3
Professional Practice Experience II
Supervised occupational experiences in a cooperating agency providing application of advanced classroom theory. (192 co-op hours)
Prerequisites must be passed with a minimum grade of C-. Prerequisites: HIT:240, HIT:280, HIT:292, HIT:351, HIT:540. Corequisites: HIT:340, HIT:445, HIT:450

HIT:542 2.5
Professional Practice Experience II
Supervised occupational experiences in

cooperating agencies providing application in advanced classroom theory. (160 co-op hours)
Prerequisites must be passed with a minimum grade of C-. Prerequisites: HIT:240, HIT:280, HIT:292, HIT:340, HIT:421, HIT:540. Corequisites: HIT:352, HIT:445, HIT:450, HIT:946

HIT:601 2
Medical Transcription
Transcription, proofreading, and editing of medical reports utilized in health care facilities. (4/56) Prerequisites: ADM:116, HIT:140, HIT:320, MTR:109. Pre-/corequisite: BIO:157 or BIO:165

HIT:603 4
Medical Transcription
Transcription of medical reports utilized in health care facilities. (32/64) Prerequisites must be passed with a minimum grade of C-. Prerequisites: ADM:116, HIT:140, HIT:320 or dean approval. Pre-/corequisite: BIO:157 or BIO:165

HIT:946 2
Seminar
Capstone course emphasizing professional development activities in preparation for future employment. (16/32) Prerequisite: A minimum grade of C- in HIT:540. Corequisite: HIT:542

HIT:949 1 - 4
Special Topics
Explores special topic in health informatics and the changing work environment of health information management. (16-64/0)

HSC: Health Sciences

HSC:104 2
Introduction to Health Care
Orientation to the institutions that make up our health care system and the ethical, legal, and safety issues influencing and regulating health practice and maintenance. Emphasizes need for communication and teamwork as well as technical skills necessary in the health care workforce. (32/0)

HSC:108 2
Introduction to Health Professions
Exploration of health career pathways in therapeutic, diagnostic, health informatics, and support services. Emphasizes need for

communication and teamwork as well as technical skills necessary in the health care workforce. (32/0)

HSC:110

3

Introduction to Health Occupations

Orientation to the institutions that make up our health care system. Explores the health care system and the ethical, legal, and safety issues influencing and regulating health practice and maintenance. Explores health career pathways in therapeutic, diagnostic, health informatics, and support services. (48/0)

HSC:117

2.5

Basic Medical Terminology

The study of medical terminology as the language of medicine with emphasis on word analysis, construction of definitions, pronunciation and spelling of medical terms. (40/0)

***HSC:131

.5

Heartsaver First Aid and Health Care Provider CPR/AED

Designed to teach adult, infant, and child CPR skills along with the use of the automatic External Defibrillator (AED), and obstructed airway/airway management. For future and present health care workers. (According to the American Heart Association.) (6/4)

***HSC:133

.5

First Aid/CPR

Heartsaver First Aid with CPR, AED, and pediatrics targets lay responders including employees in the workplace. Responders are trained in use of adult and pediatric CPR with barrier devices, FBAO, automated external defibrillator in adults and children and includes content and learning activities for assessing victims and providing care for a variety of injuries and sudden illnesses according to the American Heart Association (AHA) guidelines. (7/2)

***HSC:135

.5

First Aid

Heartsaver First Aid is designed to teach the skills to care for injuries and how to handle emergencies when assistance is not readily available. (8/0)

HSC:136

1.5

Advanced Life Support ACLS/PALS

Provides minimal cognitive and psychomotor skills of pediatric and adult emergency care. (8/32) Prerequisite: RCP:490

HSC:156

1

Health Careers and Professionalism

An overview of the character, work ethic, and personal and professional traits needed to be successful in a health occupations career. (16/0)

***HSC:172

3

Nurse Aide

This 75-hour course meets the training of The Omnibus Budget Reconciliation Act of 1987 (OBRA) for aides working in nursing facilities (NF) and skilled nursing facilities (SNF). Emphasizes the achieving of a basic level of knowledge and demonstrating skills to provide safe, effective resident/client care. Students must be 16 years of age to attend clinical. (30/15 and 30 clinical hours) Prerequisite: Accuplacer reading score of 43 or ACT score of 15

HSC:949

.5 - 2

Selected Topics

A course designed to enable students to complete equivalent content related to health program curriculum. Students together with a faculty advisor choose a course of study and establish objectives, timelines, and an action plan. (0/16-64 lab hours or 0/24-96 clinical hours) Prerequisite: Approval of the department dean and faculty advisor

HSV: Human Services

HSV:150

3

Human Services Technology I

Course defines human services to include the values and principles of the human service profession and explores the profession's history, defines the variety of delivery models, and discusses challenges faced in the human services arena. Students assess their own motivations, attitudes, and interests in order to increase self-awareness of human services topics. (48/0)

*HSV:160

3

Making a Difference

(Also listed as EDU:125.) Introduces careers

related to working with people with disabilities; this includes a special emphasis on the need of paraeducators in the classroom learning environment. Introduces special education, residential services, vocational services, recreational services, and other services for children and adults with disabilities along with an introduction to specific disabilities and human development. Covers professionalism, teamwork, instructional strategies, interventions, communications skills, and behavior management. Requires completion of service learning projects. (48/0)

*HSV:161

3

Observation and Management of Behavior

(Also listed as EDU:126.) Designed for paraeducators, this course places emphasis on the management of behavior in a classroom environment. Skills necessary to monitor and modify both individual and group behavior are developed. Includes strategies for self-management of behavior. (48/0)

*HSV:162

3

Introduction to Human Disabilities and Services

(Also listed as EDU:175) A comprehensive introduction to the study of people with special needs. Covers causes of disabilities, characteristics of persons with disabilities, intervention strategies, services provided for these populations, trends, future perspectives, and issues affecting people with special needs. (48/0)

*HSV:225

3

Counseling Techniques

Explores the relationship between counselor and client(s); the communication process; the cognitive, affective, and behavioral nature of client problems; the counselor's influence in the helping process; the client's influence and the models of counseling interventions from which the counselor selects. (48/0)

*HSV:250

3

Essentials of Behavioral Modifications

Provides skills necessary in dealing with problem behavior using behavioral techniques. (48/0)

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| *HSV:256 | 3 | in helping clients meet their needs in essential areas of development. This supervised practicum provides exploration into areas of student interests. (4/0 and 64 co-op hours) Pre-/corequisite: HSV:847 | philosophies based on race, religion, and other prejudices justifies special attention to the causes of the Holocaust. The meaning, impact, and aftermath of the Holocaust is explored through history, literature, arts, sociology, and science with emphasis on tolerance, diversity, and human understanding. (48/0) |
| Concepts of Addiction | | | |
| Covers psychoactive drugs from a variety of perspectives: historical, political, chemical, biological, behavioral, the active users, and the user who is in recovery. (48/0) | | | |
| *HSV:260 | 3 | Human Services Field Experience III This third course (not necessarily consecutive) provides opportunity to apply theory and develop skills in helping clients meet their needs in essential areas of development. Field Experience III may be taken concurrently during a semester with Field Experience II or taken alone following Field Experience I. Student tasks should be progressive and more complex. (4/0 and 64 co-op hours) Pre-/corequisite: HSV:848 | *HUM:140 Shakespeare: Dramatist, Psychologist, Historian (Also listed as LIT:145) A team-taught, interdisciplinary (English, Psychology, History) introduction to Shakespeare's great plays. Includes the study of the plays from a dramatic analysis of recurrent themes, ideas, characterizations; an analysis of characters as to psychological classifications; and a study of historical periods which form the settings of the plays. (48/0) Prerequisite: ENG:105 with a minimum grade of C- or an equivalent composition course at another college or university with a minimum grade of C- |
| Treatment of Alcohol and Drug Abuse | | | |
| Emphasizes the concept that treatment of alcohol and drug abuse is a continuum of processes from intervention through rehabilitation. The integral parts of the continuum and ways in which it addresses the needs of people suffering from alcohol and drug abuse will be incorporated. (48/0) | | | |
| *HSV:270 | 3 | HUM: Humanities *HUM:108 Cultural Diversity and Identity Provides a definition of self-identity and culture which will enable students to effectively communicate and interact transculturally. As future professionals in particular disciplines, students will gain knowledge to assist them in a variety of cultural settings. The course focuses on a variety of issues concerning the nature of personal and cultural identity within our pluralistic society. (48/0) | *HUM:170 Introduction to Women's Studies Introduces major issues concerning women via an examination and analysis of images and roles of women in such areas as history, philosophy, psychology, sociology, literature and the arts. Includes a multidisciplinary approach to the study of feminism, evaluation and analysis of sex-role stereotyping, and the subsequent socialization of genders in institutions, programs, and curricula in attempts to create the "egalitarian" society. (48/0) Prerequisite: ENG:105 with a minimum grade of C- or an equivalent composition course at another college or university with a minimum grade of C- |
| Crisis intervention | | | |
| (Also listed as PSY:294) Provides theoretical and historical information regarding the development of crisis intervention. Offers opportunities to learn and practice specific skills and techniques for diverse crisis situations, especially those applicable to working with persons with psychological disorders, as well as exploring the behavioral, legal, ethical, and cultural implications for interventions. The most common types of crisis will be investigated as well as safety guidelines and stress management techniques for crisis intervention workers. (48/0) Pre-/corequisite: PSY:111 or SOC:110 | | | |
| HSV:284 | 3 | *HUM:116 Encounters in Humanities A survey course of the human condition as seen through various arts such as literature, painting, sculpture, architecture, music, dance, film, theater, and others. (48/0) | IND: Industrial Technology IND:118 Commercial Drivers License Preparation to take the Commercial Drivers License knowledge inspection, skills, and driving tests. Covers driving safety, transporting cargo safely, and hazardous materials. (12/8) |
| Case Management | | | |
| Introduction to the management and documentation practices used in client assessment, goal establishment, and identification of appropriate resources for client referral. (48/0) Prerequisite: HSV:150 | | | |
| HSV:847 | 2.5 | *HUM:125 Broadway Musical History Covers the history and development of the Broadway musical from approximately 1860 to the present. (48/0) | |
| Human Services Field Experience I | | | |
| Opportunity to apply theory and develop skills in helping clients meet their needs in essential areas of development. The supervised practicum provides exploration into areas of student interests. (8/0 and 128 co-op hours) Pre-/corequisite: HSV:150 | | | |
| HSV:848 | 1.25 | *HUM:130 Holocaust Perspectives: Confronting the Future An interdisciplinary survey course examining the Holocaust as a 20th century incident of genocide, which was used as a technique of political control and racial persecution. Recent resurgence of similar events and | |
| Human Services Field Experience II | | | |
| Opportunity to apply theory and develop skills | | | |

LGL: Legal Assistant

*LGL:112 3

Introduction to Paralegal Studies

Introduces the layperson to the duties and responsibilities of a paralegal. Provides an overview of legal principles in a variety of areas of the law and a practical introduction to the duties and responsibilities of paralegals in the workplace. Teaches the terminology of various legal areas. (48/0)

LGL:115 2

Legal and Medical Terminology

Legal and medical terminology emphasizing spelling, pronunciation, and usage in the context of the legal profession. (32/0)
Corequisite: LGL:112

*LGL:130 3

Legal Assistant - Probate/Real Estate

The skills and competencies to be a paralegal and assist an attorney in the area of wills, trusts, guardianships, conservatorships, probate administrations, real estate transactions, real estate closings, abstract examinations, title opinions, certificates of title, and other related documentation. Stresses familiarity with the computer document forms of the Iowa State Bar Association as well as preparation and preservation of computer files of frequently used documents. The real estate paralegal can relieve the supervising attorney or realtor of much detail in the preparation of necessary documents. (36/24) Prerequisites: LGL:112

*LGL:153 4

Legal Assistant - Legal Writing/Research

Preparation for the skills and competencies needed to be a paralegal and assist an attorney in the area of legal writing and legal research to relieve the attorney from the detail necessary in the preparation of trial briefs, legal memoranda, supreme court memoranda and briefs, correspondence, and other legal documents. Emphasizes the preparation needed to write in an analytical or informative style as well as a persuasive manner. (32/64)
Prerequisites: LGL:112

*LGL:170 3

Legal Assistant - Litigation

Course prepares students for the skills and

competencies to be a paralegal and assist an attorney in the area of litigation to relieve the attorney from the detail necessary for trial preparation from the instant the dispute attains the responsibilities of the attorney-client relationship. (48/0) Prerequisite: LGL:112

*LGL:191 2

Legal Assistant - Taxation

The skills and competencies needed by paralegals to assist attorneys in taxation and tax preparation. Extensive instruction in income and fiduciary income taxation areas including skills and competencies needed to generate prepared tax returns Includes computer literacy with respect to a widely used computer tax preparation program. (16/32) Prerequisite: LGL:112

*LGL:230 3

Criminal Law and Procedure

(Listed also as CRJ:131) Prepares the student with the skills and competencies to understand criminal law and procedure and to assist a prosecuting attorney or a criminal defense attorney/public defender in the area of investigation and litigation. (48/0)

*LGL:250 3

Family Law

Analyzes the legal, ethical, and social aspects of family law issues. Introduces concepts concerning the legal relationships of marriage and analyzes premarital and post-marital issues as they relate to children, custody, support, and property rights. Presents the legal, ethical, and practical considerations involved in marital and non-marital relationships, and examines the institutions and programs affecting the marital partners, children, and other affected individuals. (48/0) LGL:112

*LGL:270 3

Evidence

(Also listed as CRJ:230) Analyzes the area of evidence from the perspective of a participant in the criminal justice system. Introduces concepts concerning the criminal justice process, direct and circumstantial evidence, witness testimony, the hearsay rule and its exceptions, and obtaining evidence admissible in a court proceeding. Students learn about the legal, ethical and practical considerations

involved in identifying and obtaining evidence and the rules concerning the use of evidence in a criminal justice context. (48/0)

LIT: Literature

*LIT:101 3

Introduction to Literature

Focuses on the craft of narrative literature with an emphasis on analysis and response. Includes the study of established as well as recent literary texts. (48/0) Prerequisite: ENG:105 with a minimum grade of C- or an equivalent composition course at another college or university with a minimum grade of C-

*LIT:110 3

American Literature To Mid-1800's

Focuses on American literature as a reflection of America's growth as a country. Includes discussion of and writing about selected readings from differing literary forms. (48/0) Prerequisite: ENG:105 with a minimum grade of C- or an equivalent composition course at another college or university with a minimum grade of C-

*LIT:111 3

American Literature Since Mid-1800's

Focuses on the continued growth of America as a country and the increasing pressures faced in a complex society and as a dominant world power as reflected in literature. (48/0) Prerequisite: ENG:105 with a minimum grade of C- or an equivalent composition course at another college or university with a minimum grade of C-

*LIT:142 3

Major British Writers

Introduction to major British writers from the post-Renaissance to the early twentieth century. Students read and consider selected works. (48/0) Prerequisite: ENG:105 with a minimum grade of C- or an equivalent composition course at another college or university with a minimum grade of C-

*LIT:145 3

Shakespeare: Dramatist, Psychologist, Historian

(Also listed as HUM:140.) A team-taught, interdisciplinary (English, Psychology, History) introduction to Shakespeare's great

plays. Includes the study of the plays from a dramatic analysis of recurrent themes, ideas, characterizations; an analysis of characters as to psychological classifications; and a study of historical periods which form the settings of the plays. (48/0) Prerequisite: ENG:105 with a minimum grade of C- or an equivalent composition course at another college or university with a minimum grade of C-

*LIT:186

Cultures Through Literature

Focuses on the reflection of various world cultures in literature and its relation to enduring human issues. Includes discussion and writing of selected readings chosen from differing literacy forms and reflective and analytical writing in response to these readings. (48/0) Prerequisite: ENG:105 with a minimum grade of C- or an equivalent composition course at another college or university with a minimum grade of C-

MAT: Mathematics

**MAT:041

Basic Math

Develops basic math proficiency in the units of whole numbers, fractions, decimals, ratios and proportions, percents, statistics, U.S. customary units of measurement, metric system, geometry, signed numbers, and algebra. (48/0) Prerequisite: Qualifying placement scores

**MAT:053

Prealgebra

Designed for students who have never had algebra or who have a weak background in pre-algebra skills. Reviews some basic arithmetic using an algebra emphasis and introduces basic algebra concepts. Topics include fractions, decimals, ratios and proportions, percents, geometry concepts of perimeter, area and volume, integers, exponents, algebraic expressions, simple equations, graphing of ordered pairs, linear equations. (64/0) Prerequisite: Qualifying placement scores

**MAT:063

Elementary Algebra

A course in basic algebra. Topics include real numbers, variable expressions solving

equations, polynomials, factoring algebraic fractions, graphs and linear equations, systems of linear equations, inequalities, radical expressions, and quadratic equations. (64/0) Prerequisite: A minimum grade of C- in MAT:053 or qualifying placement scores

**MAT:102

Intermediate Algebra

Reviews real numbers and polynomials.

Studies first-degree equations in two variables, rational expressions, exponents and radicals, quadratic equations, graphing functions and relations, conic sections, systems of equations, inequalities, exponential and logarithmic functions, and sequences and series. (64/0) Prerequisite: A minimum grade of C- in MAT:063 or qualifying placement scores

*MAT:110

Math for Liberal Arts

A survey of mathematical ideas emphasizing mathematical techniques for problem solving. Includes set theory, logic, algebra, graphs, counting techniques, probability, statistics, and consumer math. (48/0) Prerequisite: A minimum grade of C- in MAT:063 or qualifying placement scores

*MAT:120

College Algebra

Assists in formalizing previously developed algebraic concepts and demonstrates further concepts and techniques necessary for subsequent study in mathematics. Topics include algebraic operations, exponents, radicals, logarithms, solution of linear and quadratic equations, systems of equations, determinants, complex numbers, inverse functions, graphing, and other topics of advanced algebra. (48/0) Prerequisite: A minimum grade of C- in MAT:102 or qualifying placement scores

*MAT:128

Precalculus

Prepares students for calculus. Precalculus studies the nature of elementary functions and their role in mathematics by integrating a combination of algebra and trigonometry. Topics include the real number system, functions, polynomials and rational functions, exponential and logarithmic functions,

trigonometric functions, trigonometric identities, analytic trigonometry, systems of equations, and matrices. (64/0) Prerequisite: A minimum grade of C- in MAT:102 or qualifying placement scores

*MAT:130

Trigonometry

Acquaints students with the branch of mathematics which deals primarily with six ratios: the six trigonometric functions. Also introduces logarithms and complex numbers. (48/0) Prerequisite: A minimum grade of C- in MAT:120 or qualifying placement scores

*MAT:140

Finite Math

Finite Math is a transfer-level college math class which acquaints students with a variety of non-calculus math topics. Some topics include: methods for obtaining solutions of linear and quadratic equations and inequalities, methods for obtaining solutions to systems of linear equations and inequalities, set theory, counting techniques, basic probability rules, and basic concepts of statistics. (48/0) Prerequisite: A minimum grade of C- in MAT:102 or qualifying placement score

*MAT:156

Statistics

Introduces the basic methods of statistical reasoning to help develop the ability to summarize data, interpret data, and draw conclusions based on the data. (48/0) Prerequisite: A minimum grade of C- in MAT:102 or qualifying placement scores

*MAT:210

Calculus I

Help in gaining an understanding of calculus and analytical geometry, differentiation, and applications. (64/0) Prerequisites: A minimum grade of C- in MAT:120 and MAT:130, or a minimum grade of C- in MAT:128, or qualifying placement scores

*MAT:216

Calculus II

The second in the calculus sequence. Students gain an understanding of integral calculus and further their knowledge of analytical geometry. Emphasizes integration, inverse

functions, and applications of the integral. (64/0) Prerequisite: A minimum grade of C- in MAT:210

*MAT:219 4

Calculus III

The third course in the calculus sequence. Students gain understanding of analytical geometry and further their knowledge of derivatives. Emphasizes plane curves and polar coordinates, vectors in space, partial derivatives, multiple integrals, and complex numbers. (64/0) Prerequisite: A minimum grade of C- in MAT:216

MAT:744 4

Technical Math

Introduces selected topics from algebra and trigonometry with everyday applications to the technical areas. Some topics presented include the solution of linear and quadratic equations, trigonometric functions, vectors, graphing, and equations. (64/0) Prerequisite: A minimum grade of C- in MAT:063 or qualifying placement scores

MAT:779 3

Applied Trigonometry

Teaches the trigonometric concepts and skills needed in basic science, technology, and mathematics itself. A scientific calculator is used in place of trigonometric tables in all computations. (48/0) Prerequisite: A minimum grade of C- in MAT:041 or MAT:053 or qualifying placement scores

MFG: Manufacturing

MFG:121 2

Machine Trade Print Reading I

Stresses principles of interpreting trade blueprints and reading of specifications basic to all aspects of the trades. Deals with types of lines, development and arrangement of views, dimensioning practices, and invisible edges. Incorporates practical problems from prints suited to the particular trade. (16/32)

MFG:134 3

Machine Trade Print Reading II

Topics include metric drawings, primary and secondary auxiliary views, splines, weldment drawings, assembly drawings, and geometric

dimensioning and tolerance. Two- and three-dimensional visualizations skills are enhanced through the introduction of progressively more complex drawings. Course culminates with the interpretation of drawings providing a variety of dimensioning methods and styles, including individual company drafting standards. (48/0) Prerequisite: MFG:121

MFG:160 3

Materials Science

Studies the physical and mechanical properties of engineering materials and their use in mechanical application. Metallurgical laboratory work is performed to acquaint students with stress, strain, hardness, shear, compression, and microstructure. (32/32)

MFG:206 3

Manufacturing Processes I

Information relative to the various casting and forming processes associated with the manufacturing industry. Through lecture, demonstration, and field trips, opportunity is given to become familiar with the fundamentals of metal forming, casting, powder metallurgy, hot and cold working, and also the measurement and inspection associated with the products of these processes. (32/32) Prerequisite: MFG:160 or instructor approval

MFG:241 3

Machine Operations I

An introductory machining course presenting basic machining operations. Students will perform basic operations on lathes, horizontal and vertical axis milling machines, drilling machines, saws, various types of grinders, and precision measuring equipment. (32/32)

MFG:242 4

Advanced Machine Operations I

More complex prints are used to introduce additional machine tool processes. (0/128) Prerequisite: MFG:241

MFG:243 4

Advanced Machine Operations II

Emphasizes use of carbide cutters. Productivity and safety continue to be emphasized along with more complex prints and setups. (32/64) Prerequisite: MFG:242

MFG:278 2

CNC Machining I

Introduces proper use of Computer Numerical Control (CNC) machining centers in manufacturing settings. Includes programming codes/manual codes, reading Electrical Industrial Association (EIA) and International Organization for Standardization (ISO) part programs, reading conversational part programs, loading/storing/activating part programs, tool offsets/tool data entry, machine start up, program restarting, process planning for new jobs, work holding-devices, installing new tools, entering tool life data, establishing program zero and tool offset data. Various projects will strengthen proper use and troubleshooting of equipment in the manufacturing setting. (20/24) Corequisite: MFG:241

MFG:296 4

Machine Operations II

Classroom theory in drilling, turning, vertical and horizontal milling, material selection and metallurgy, grinding and abrasive machining. Covers advanced setup and operation of lathes, mills and grinders using different materials and cutters. Emphasizes productivity and safe operation. (32/64) Prerequisite: MFG:241

MFG:300 3

CNC Programming Interpretation

The fundamentals of computerized numerical control. Point-to-point continuous programming with "M" and "G" code language is utilized. Includes familiarization with robotics and automation while utilizing the robotic trainer and work cell markup. (32/32)

MFG:304 2

CNC Machining II

Presents CNC operation, safety, part inspection, and CNC cutting tool types and use as well as part holding techniques. Students will run industrial-sized CNC lathes and CNC machining centers. Other common CNC machine controllers are experienced through computer simulation. (0/64) Prerequisite: MFG:278

MFG:305 2

CNC Operations

Introduces students with no prior CNC or

machining experience to the principles of a CNC machine. Students will obtain valuable experience in safe operation of CNC equipment in order to learn what a CNC machine can do and its purpose in manufacturing. (16/32)

MFG:307

Introduction to CNC Programming

Students will create basic programs for CNC lathes and mills and will use verification software to assure error-free programs. Windows will be used to create CNC programs and perform file management operations. Includes common machining techniques, cutter selection, and first part run procedures. (16/0)

MFG:316

Introduction to Manufacturing Processes

Introduction to specialized manufacturing processes including a wide variety of cutting tools, tool-holding devices, and work-holding devices that optimize lean manufacturing process for various materials. (16/0)

MGT: Management

*MGT:102

Principles of Management

Studies basic factors in the work environment that affect managerial decision making. Emphasizes the four functions of management with discussion of managerial ethics and social responsibility. (64/0)

MGT:105

Farm and Financial Management

Provides basic farm and home management information to farm families. Management is a key component of survival for today's farmers. The class is an organized yet flexible educational program through which farm families can participate over a three-year period. Emphasis is placed on family members jointly working through farm and family decisions. (33/0)

*MGT:110

Small Business Management

A thoroughly contemporary treatment of the startup and management of small firms. Includes a strong emphasis on entrepreneurial opportunities and new venture activities

needed for the successful operation of small firms. (48/0)

*MGT:170

Human Resource Management

Introduces material essential to an understanding of job analysis, supervision, personnel selection, testing, appraisal, compensation, and maintaining performance. Development of a human resources philosophy is used as an integrating theme. (48/0) Prerequisite: MGT:102

*MGT:180

Management and Labor Relations

An overview of labor law as well as a historical view of labor/management relations. Investigates the role that unions play in shaping our society. Students will examine some of the current concerns and problems facing both labor and management. (48/0)

*MGT:186

Negotiation and Conflict Management

A study of the interpersonal processes that function in the areas of social and business negotiation, communication, dispute resolution, and conflict management. (48/0)

*MGT:215

Principles of Financial Management

A study of money supply and demand in the capital market and credit policies as they affect the business enterprise. Covers the principles for determining the best relationship between short-term and long-term debt and owner's equity. (40/16) Prerequisites: ACC:152; and ECN:120 or ECN:130

MKT: Marketing

*MKT:110

Principles of Marketing

Covers the broad concept of marketing including product, distribution, promotion, and price decisions. Includes discussion on the buyer's role, social issues involved in the marketing process, environmental problems, issues, and the philosophy of marketing management. (48/0)

MKT:120

Electronic Marketing

Targets those who will undertake

entrepreneurship or e-business development. E-business practices are being used by new venture startups, "dot.com" companies, and established businesses, and is about transforming business to gain efficiencies. Marketing and business professionals must be trained to devise strategies and enhance customer relationships by working with technology specialists to apply marketing strategies to a new business model. (48/0)

*MKT:140

Principles of Selling

The fundamentals of selling. Stresses techniques used for different sales situations. Emphasizes industrial and wholesale selling and retail selling. (40/16)

MKT:142

Consumer Behavior

Exposure to business transactions from three viewpoints—business, government, and consumer. Addresses the need to insure mutually satisfying exchanges in the market place via a major emphasis on consumer rights. (48/0)

*MKT:150

Principles of Advertising

The history of advertising and the planning and research functions of successful advertising. Studies the technique and execution of advertising in business and in our fast-paced changing society. (40/16)

MKT:162

Retail Merchandising

Background knowledge and skills necessary in the operation of a successful retail store, as well as the opportunity to learn how to use merchandising information and concepts involved in planning the retail functions of buying, selling, promotion, and store operation. (48/0)

MKT:183

Customer Service Strategies

Introduces customer service concepts, skills, and techniques necessary to provide best practices to internal and external customers. These skills are vital for every job since identifying and satisfying customer needs are essential to all business organizations. (48/0)

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| <p>*MKT:190 3</p> <p>International Marketing An overview of the international marketing environment and the special issues confronting the international marketer such as cultural influences, trade barriers, promotion and marketing of services; pricing strategies; sources of financing; and currencies and foreign exchange. (48/0)</p> <p>MKT:275 2</p> <p>Marketing Occupational Experiences I On-the-job training in a cooperating business or organization correlated with each student's career objective. The training period provides practical experience that enables students to find successful employment. (128 co-op hours)</p> <p>MKT:276 6</p> <p>Marketing Occupational Experiences II On-the-job training in a cooperating business or organization correlated with each student's career objective. Students will be required to fill out program forms, complete case studies, and evaluate themselves during the semester. The training period will provide practical experience to enable students to find successful employment. (384 co-op hours)</p> <p>MKT:277 2</p> <p>Marketing Occupational Experiences III On-the-job training in a cooperating business or professional organization determined by the student's career objective. The training period provides practical experience to enable student to find successful employment. (128 co-op hours)</p> <p>MKT:278 2</p> <p>Marketing Occupational Experiences IV On-the-job training in a cooperating business/ organization correlated with each student's career objective. This training provides practical experience to enable students to find successful employment. (128 co-op hours)</p> <p>MKT:298 3</p> <p>Seminar in Entrepreneurship Application of entrepreneurship concepts in a seminar setting. Presentation of actual business issues and problems. Work in teams to address and present assistance and solutions to participating business partners.</p> | <p>Presentations to participating business partners will be required. (16/64)</p> <p>MKT:943 3</p> <p>Readings Enables students to pursue research related to marketing and to their individual career interest(s). Together with a faculty advisor, students choose a course of study and establish objectives, timelines, and an action plan. (0/96)</p> <p>MLT: Medical Lab Tech</p> <p>MLT:101 2</p> <p>Introduction to Lab Science Familiarization with the Medical Lab Tech program and the field of laboratory medicine. Explores the organization and role of the clinical laboratory as well as medical ethics and conduct, employment opportunities, and professional organizations. (32/0)</p> <p>MLT:120 3</p> <p>Urinalysis The study of urine formation and methodology of determining the physical, chemical, and microscopic properties of urine in normal and abnormal states. (32/32)</p> <p>MST: Massage Therapy</p> <p>MST:114 1.25</p> <p>Pathology for Massage Therapy I Basic study of pathology and its applications to human diseases. Emphasizes conditions and disorders that include indications and contraindications to massage and movement. (20/0)</p> <p>MST:115 1.25</p> <p>Pathology for Massage Therapy II A continuation of the basic study of pathology and its applications to human diseases. Emphasis on conditions and disorders that include indications and contraindications to massage and movement. (20/0) Prerequisite: MST:114</p> <p>MST:116 2</p> <p>Kinesiology I Covers the individual muscles and primary muscle functions important to massage therapy. Identifies muscle attachment (origin</p> | <p>and insertion), innervation (nerves), and muscle movement. Human movement will be incorporated. (20/24)</p> <p>MST:117 2.5</p> <p>Kinesiology II Continues to cover the individual muscles and primary muscle functions important to massage therapy. Identifies muscle attachment (origin and insertion), innervation (nerves), and muscle movement. Human movement is incorporated. (24/32) Prerequisite: MST:116</p> <p>MST:125 1.5</p> <p>Reflexology The fundamentals of reflexology. Students learn how reflex points in the foot and hand relate to other areas of the body. (16/16) Prerequisites: MST:127, MST:129, MST:251</p> <p>MST:127 5</p> <p>Massage I A historical overview of the massage therapy profession. Emphasizes understanding and knowledge of Swedish massage techniques and instruction on applications of the basic Swedish massage strokes and variations. Hygiene, sanitation, draping, positioning, and client feedback techniques are taught. Introduces therapeutic relationship between client and practitioner and to clinical practice. (40/80)</p> <p>MST:129 3</p> <p>Massage II Expands massage skills. Consists of deepening the hands-on application of Swedish massage techniques. Introduces the modalities of chair massage for head, neck, shoulders, arms, back, and hips of the seated client and hot stone massage using principles of hydrotherapy. Introduces complementary modalities as well as the business of massage. (24/48) Prerequisite: MST:127</p> <p>MST: 137 3</p> <p>Massage in Special Populations Explores massage techniques and approaches for clients with diverse needs. Includes guidelines and training for massage in special populations such as infants, children, elders, athletes, pregnant women, clients with chronic conditions, and clients with psychological</p> |
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conditions. Explores work settings serving special populations such as wellness centers, cancer centers, and elder centers. (48/0)
Prerequisite: MST:129

MST:145 2
Massage Business Management
Provides a strong foundation on the business aspect of operating a massage practice. A knowledge of business principles, bookkeeping, scheduling, budgets, advertising, marketing, and salon issues are crucial to the massage therapist. Teaches how to write and implement a massage business plan and record keeping system. (32/0)
Prerequisites: MST:127, MST:129

MST:154 2
Deep Tissue Massage
An introduction to deep tissue massage focusing on massage skills related to soft tissue dysfunction, integrating deep tissue therapy, neuromuscular therapy (trigger points), Swedish massage, cross-fiber techniques, connective tissue techniques, stretching, and basic energetic principles of polarity and shiatsu. (16/32) Prerequisites: MST:116, MST:117, MST:127, MST:129, MST:251

MST:162 2
Legal and Ethical Issues in Massage Practice
Covers legal and ethical issues in the practice of massage therapy. Presents ethical principles, boundaries, standards of practice, issues of sexuality/touch/intimacy, therapeutic relationship, and ethical and legal practice management. Introduces business practices and covers state and municipal laws governing massage therapy practice. (32/0)

MST:166 2.5
Modalities in Massage Therapy
Addresses origins and theoretical framework of contemporary western bodywork, Asian, and energetic bodywork. Presentation of alternate modalities prepare students to explore areas of professional specialization. (32/16)
Prerequisites: MST:125, MST:154, MST:253

MST:251 1.5
Massage Therapy Practical Skills I
The first in a series of massage therapy practicums and is required before

advancement into the other practicums. Students will demonstrate professional and ethical principles, communication skills, proper body mechanics, correct hygiene, sanitation, and safety techniques as well as the basic preparation, assessment and techniques used for Swedish massage, including delivering a full-hour Swedish massage and variations. (0/48) Prerequisites: MST:127; and BIO:157 or BIO:165. Corequisites: MST:129; and BIO:165 or BIO:170

MST:252 1
Massage Therapy Practical Skills II
Opportunity for further development of practical skills necessary to administer a one-hour professional full-body massage. (0/32)
Prerequisite: MST:251

MST:253 1.5
Massage Therapy Practical Skills III
Opportunity to expand on their Swedish massage techniques, including reflexology methods and the opportunity to practice chair massage therapy. (0/48) Prerequisite: MST:252

MST:255 1.5
Massage Therapy Practical Skills IV
Continued opportunity to perform a variety of massage techniques in the clinical setting. (0/48) Prerequisite: MST:253

MST:260 2
Massage Therapy Comprehensive Review
An overview of previous classes required and successfully completed. Students will be prepared for their National Certification Examination for Therapeutic Massage and Bodywork as well as becoming successful massage therapists. (32/0) Prerequisites: MST:129, MST:251. Corequisites: MST:125, MST:154

MTR: Medical Transcription

MTR:109 2
Introduction to Medical Transcription
Focuses on the medical transcription profession and common references used by professionals including formatting, punctuation, and editing guidelines. Lab practice includes physician progress, chart notes, and introduces history and physical reports. (24/16) Pre-/corequisites: HIT:140, HIT:320

MTR:145 4
Advanced Medical Transcription
Advances the students' medical transcription skills in the areas of cardiology, gastrointestinal, radiology, pathology, and orthopedics. (32/64)
Prerequisite: HIT:601

MUA: Music – Applied

MUA:101 1
Applied Voice
Basic study in the development of vocal technique. Through the study of vocalises and song literature, students will have the opportunity to develop skills such as correct posture, breathing, tone quality, enunciation, and diction. Students may earn a maximum of four credits over the course of four semesters (8/16)

MUA:120 1
Applied Piano
A class for non-music major or the music major with no previous piano experience. Teaches basic musicianship of note-reading and proper technique on the piano through exercises and solo literature in a group setting. Students will be required to practice on their own outside of class. (16/0)

MUA:147 1
Applied Instrumental
Private instruction on the instrument of the student's choice through the study of scales and arpeggios, technical etudes, and solo literature. Students will have the option of the following instruments: violin, viola, cello, bass, guitar, flute, oboe, clarinet, bassoon, saxophone, horn, trumpet, trombone, tuba, baritone, euphonium, percussions, or piano. Students may earn a maximum of four semester hours over the course of four semesters. (8/16)

MUA:220 1
Applied Piano II
A continuation of Applied Piano for students who have successfully completed that course or those with some piano experience who have been placed in this course with teacher approval. Course continues to introduce basic theory and playing techniques through lesson and theory pages and solo literature in a group setting. Students will be required to

practice on their own outside of class. (0/16)
Prerequisite: MUA:120 or testing into this level

MUS: General Music

*MUS:100 3

Music Appreciation

A survey of the development of music through study of representative compositions of many periods and styles. Vocabulary presented to discuss the musical works. (48/0)

*MUS:102 3

Music Fundamentals

Discusses basic music elements for those with little or no previous music theory. (48/0)

*MUS:120 3

Music Theory I

Studies the fundamentals of music theory, including voice leading and harmonization. Includes study of melody, rhythm, and texture in a historical context. (48/0) Prerequisite: MUS:102 or passing a theory placement test

*MUS:140 1

Concert Choir

Opportunity to experience choral singing. The performing group meets regularly and presents a wide variety of choral literature. The choir provides programs for college activities. A maximum of four semester hours may be earned. (0/48)

MUS:162 1

Instrumental Ensembles

Opportunity to experience instrumental music in an ensemble setting. Students will attend regular rehearsals, perform in concerts, and prepare and present a wide variety of instrumental literature. Students may choose from several local ensembles (Dubuque Community String Orchestra, University of Dubuque Jazz Band, Loras College Wind Band, etc.) A maximum of four semester hours may be earned. (0/32) Prerequisite: Approval of ensemble director

NET: Computer Networking

NET:103 3

Troubleshooting

Provides knowledge of basic troubleshooting

skills which apply to the troubleshooting of microcomputer hardware and software. (32/32) Prerequisite must be passed with a minimum of a C- to progress in the Computer Analyst major. Prerequisite: BCA:112

NET:116 5

Computer Systems and Troubleshooting

Designed to teach and improve personal computer configuration and troubleshooting skills necessary to function as a PC support or help desk technician. Topics include PC system's overview, CPU's, primary and secondary storage, video monitors, printers, and troubleshooting techniques. (48/64) Prerequisite: A minimum grade of C- in ELT:613 or ELT:630

NET:146

Introduction to Local Area Networking

Explains how Local Area Networks (LANs) and their various hardware and software components work. Provides understanding of the theory behind the various kinds of network architecture, data transmission methods (how information is sent through a network), the major LANs currently on the market, and the degree of compatibility between different LANs. (48/0) Prerequisites: CIS:125, ELE:113 or equivalent

NET:150 5

Introduction to Computer Networking

The fundamentals of network administration based upon the latest Novell Network software. Topics include: Novell Directory Services, network file system, NDS and file security, printing, log-in scripts, and NetWare installation. Upon course completion, students will be eligible to take the Certified NetWare Administrator exam. (48/64) Prerequisite: A minimum grade of C- in ELT:328

NET:156 3

Operating Systems

Provides experiences to effectively control the operation and resource allocation of a computer system. Emphasizes effective internal resource management in general and how those principles apply to the mainframe, mid-range (AS/400), and microcomputer environments. (32/32) Prerequisites must be passed with a minimum of a C- to progress

in the Computer Analyst major. Prerequisites: BCA:112, CIS:122

NET:164 1

Open Source Operating Systems

Hands-on experience needed to install and control the open source operating systems. (0/32) Prerequisite must be passed with a minimum of a C- to progress in the Computer Analyst major. Pre-/corequisite: NET:156

NET:248 3

Cisco Discovery: Networking for Home and Small Business

The first of two courses leading to the Cisco Certified Entry Network Technician (CCENT) certification exam and the first of the four courses leading to the Cisco Certified Network Associate (CCNA). Teaches skills needed for entry-level home network installer jobs and some of the skills needed to become network technicians, computer technicians, cable installers, and help desk technicians. Hands-on introduction to networking and the Internet using tools and hardware found in home and small businesses environments. (32/32)

NET:249 3

Cisco Discovery: Working at a Small-to-Medium Business or ISP

The second of two courses leading to the Cisco Certified Entry Network Technician (CCENT) certification exam and the second of the four courses leading to the Cisco Certified Network Associate (CCNA). Teaches skills required for computer technicians and help desk technicians. Covers servers providing email services, Web space, and authenticated access as well as soft skills required for help desk and customer service positions. Teaches network monitoring and basic troubleshooting skills in context. (32/32) Prerequisites must be passed with a minimum grade of C- to progress in the Computer Analyst major, and all Cisco class requirements must be met to progress through the Cisco class sequence. Prerequisite: NET:248

NET:250 3

Cisco Discovery: Introducing Routing and Switching in the Enterprise

The third of four courses leading to the Cisco Certified Network Associate (CCNA)

designation. Teaches the skills needed for entry-level home network installer jobs. Covers equipment, applications, and protocols installed in enterprise networks, with focus on switched networks, Internet Protocol (IP) telephony requirements, and security. Introduces advanced routing protocols such as Enhanced Interior Gateway Routing Protocol (EIGRP) and Open Shortest Path First (OSPF) Protocol. Hands-on exercises, including configuration, installation, and troubleshooting, reinforce learning. (32/32) Prerequisites must be passed with a minimum grade of C- to progress in the Computer Analyst major, and all Cisco class requirements must be met to progress through the Cisco class sequence. Prerequisite: NET:249

NET:251 3
Cisco Discovery: Designing and Supporting Computer Networks

The fourth of four courses leading to the Cisco Certified Network Associate (CCNA) designation. Teaches skills needed for entry-level home network installer jobs. Introduces network design processes using examples of a large stadium enterprise network and a medium-sized film company network. Covers standard design process to expand and upgrade each network, including gathering, proof-of-concept, and project management. Lifecycle services including upgrades, competitive analyses, and system integration are presented in the pre-sale support context. (32/32) Prerequisites must be passed with a minimum grade of C- to progress in the Computer Analyst major, and all Cisco class requirements must be met to progress through the Cisco class sequence. Prerequisite: NET:250

NET:318 3
Windows Server and Workstation
 Introduces fundamental concepts and features of Windows client/server networking. Covers the basics of Windows Server and Workstation from the planning of the network to installing both client and server, managing the network using the administration tools, setting system security, installing applications, and configuring network printers. (32/32) Prerequisite must be passed with a minimum

of a C- to progress in the Computer Analyst major. Prerequisite: NET:248

*NET:453 3
UNIX
 Instruction in UNIX, a computer system used throughout the world that runs on virtually all types of computers. Teaches the basic skills required to get started in UNIX: starting and stopping a work session, entering commands, and using the keyboard. Covers the use of the vi editor, sending and receiving messages, and creating, displaying, manipulating directories and files. Covers the introduction to configuring UNIX as a server and shell scripting. (32/32) Prerequisite: A minimum grade of C- in CIS:142 or instructor approval

NET:481 3
Network Administration and Management

Introduces the fundamental concepts and features of network management and administrative duties performed by a network administrator. Focuses on the managerial aspects of network administration including discussions of total quality management as it applies to information systems. (32/32) Prerequisites must be passed with a minimum of a C- to progress in the Computer Analyst major. Prerequisites: NET:248; and NET:318 or NET:505

NET:505 3
Novell
 Introduces fundamental concepts and features of Novell NetWare and covers the basics of Novell NetWare including the planning of the network, installing both server and client, managing the network using the administration tools, setting system security, installing applications, and configuring network printers. (32/32) Prerequisite must be passed with a minimum of a C- to progress in the Computer Analyst major. Prerequisite: NET:248

NET:946 3
Seminar
 Networking and training and technical support solutions are designed for a simulated business. Development of this solution synthesizes knowledge learned

and skills developed in previous courses. Explores emerging trends and new topics in networking technology and training and technical support. (16/64) Prerequisites must be passed with a minimum of a C- to progress in the Computer Analyst major. Prerequisites: CIS:505, NET:103, NET:249; and NET:318 or NET:505

PEA: Physical Education Activities

PEA:101 .5
Aerobic Fitness I

An activity-based course that focuses on cardiovascular exercise through aerobics. (0/16)

PEA:112 1
Basketball

An activity-based course focusing on developing skills in basketball. Emphasizes rules and game strategies. (0/32)

PEA:132 1
Fishing I

Provides for a degree of skill in the art of fishing for leisure. (0/32)

PEA:150 1
Powerwalking

Introduces fitness walking and jogging to improve health and fitness. (0/32)

PEA:176 1
Volleyball I

An activity-based course focusing on developing skills in volleyball. Rules and game strategies are emphasized. (0/32)

PEA:192 1
Walking I

An introductory course focusing on the fundamentals of stretching and walking. (0/32)

PEC: Coaching Officiating

*PEC:110 1
Coaching Ethics, Techniques, and Theory

Theories and techniques used in coaching as well as sport psychology, pedagogy, sport physiology, and ethics related to Standards for Professional Practice and Completed Performance. (17/0)

*PEC:115 1

Athletic Development and Human Growth

Exposes those interested in coaching authorization to an overview of the principles and concepts of human development across the life span with particular emphasis on childhood and adolescence. (12/8)

*PEC:120 1

Body Structure and Function

Familiarization with the anatomy of body parts and physiology as they pertain to athletics. Introduces nutrition and proper conditioning principles. (12/8)

*PEC:127 2

Care and Prevention of Athletic Injuries

Develops knowledge, skill, and personal judgment in the prevention, care, and treatment of athletic injuries. For those interested in obtaining the coaching endorsement. (24/16)

PHI: Philosophy

*PHI:101 3

Introduction to Philosophy

Instruction in and discussion of classic philosophical theories and systems with particular emphasis on the practical applications of philosophic thought. (48/0)

*PHI:105 3

Introduction to Ethics

A systematic study of theories of moral judgment and decision, conduct, values, and responsibility. Application of ethical concepts and principles are provided through a critical examination of contemporary issues such as bioethics, professional ethics, and the environment. No prerequisites, but PHI:101 is recommended. (48/0)

PHS: Physical Science

*PHS:142 3

Principles of Astronomy

Studies the elements of the solar system: planets, their moons, comets, asteroids, the sun as well as stars, galaxies, history of the universe, astronomical equipment, spectroscopy, and others. Presents astronomical principles in lecture at a low

level of mathematical difficulty. Laboratory demonstrations will be used to enhance lecture material. (48/0)

*PHS:143 1

Principles of Astronomy Lab

An optional laboratory addition to the Intro. to Astronomy course. Students learn techniques used by astronomers in celestial surveying and use equipment in a lab setting to enhance lecture material. Lab assignments are done in individual and groups settings. (0/32) Prerequisite: PHS:142

*PHS:166 4

Meteorology, Weather, and Climate

Introduces meteorological concepts with the emphasis on the characteristics and composition of the atmosphere, weather observations, atmospheric stability and circulation, atmospheric storms, climatology, and meteorological applications. (48/32) Prerequisite: MAT:063

*PHS:170 3

Physical Geology

A comprehensive study of the Earth's physical processes and properties and how geologic features change with time. (48/0)

*PHS:171 1

Physical Geology Lab

A study of the Earth's physical processes and properties through laboratory exercises and field trips. (0/32) Pre-/corequisite: PHS:170

PHS:191 1

Introduction to Global Positioning Systems

Introduces Global Positioning Systems concepts. Includes: history and mechanics of GPS, applications, using a receiver, and post-processing of data. (12/8)

PHS:193 3

Introduction to GIS

Introduces desktop Geographical Information Systems (GIS) and their applications. Topics include getting data into a GIS, displaying data on maps, editing data, querying the data set, and displaying/printing/plotting the results of the queries. Gives hands-on experiences in practical applications of a geographical information system. Students design a

GIS project from scratch, set the project parameters, collect data, and format the final project relating to their career fields. Computer proficiency strongly recommended. (16/64)

PHS:194 1

Spatial Analysis

Students learn to map the distribution of data such as population density, elevation, and distance. Spatial Analysis allows solutions to problems such as: What is the best location for a new retail outlet? How did we minimize environmental impact and hydrological changes due to development? Covers maximizing agricultural profit by knowing the relationship between soils and yield. Uses the Spatial Analysis Module with ArcView software. (8/16) Prerequisite: PHS:193

PHS:195 1

GIS 3D Analysis

Explores GIS maps in three dimensions. Students create surfaces from existing data sources and then explore the display capabilities of 3D GIS to visualize surface data. Students also create 3D GIS maps and analyze spatial relationships. Uses the ArcView software with the 3D Analyst extension. (8/16) Prerequisites: CAD:175, PHS:193

PHS:196 1

Introduction to Avenue Programming

Customizing ArcView projects through the Arc View native scripting language. Programming in Avenue gives GIS users the power to create specialized GIS tools for applications in their field. Students alter the Graphical User Interface (GUI) and script new controls for ArcView projects. Uses ArcView software. (8/16) Prerequisites: CIS:125, PHS:193

PHS:198 3

GIS Map Creation

Explores different processes to building a GIS map. Students create GIS maps manually by entering spatial data and automatically by importing spatial data. Students link their spatial data to existing data tables and explore the display capabilities of GIS using their maps. Uses AutoCAD map software. (32/32) Prerequisites: CAD:175, PHS:193

PHS:199 3

Map Interpretation and Remote Sensing

Demonstrates the use of raster imagery for Geographical Information Systems (GIS). Vector-based GIS is enhanced by raster imagery created by satellite or airborne systems. Spectral attributes are used to classify raster imagery into GIS themes. Uses common data formats and products to model a variety of applications. Uses ArcView software with the Image Analysis Extension and Auto CAD Map. (32/32) Prerequisites: MAT:156, PHS:198

PHY: Physics

*PHY:106 4

Survey of Physics

Studies basic physical science principles of mechanics, thermodynamics, waves, electricity and magnetism, atomic and nuclear physics, and meteorology. (48/32) Prerequisite: MAT:063

*PHY:162 4

College Physics I

Basic physics principles in mechanics, work and energy, momentum, conservation laws, rotational motion, oscillations, waves, and thermodynamics. (48/32) Prerequisites: MAT:120 and MAT:130; or MAT:128; or instructor approval

*PHY:172 4

College Physics II

Basic physics principles concerned with electricity and magnetism, light and optics, and modern physics. (48/32) Prerequisite: PHY:162

PHY:710 3

Technical Physics

A study of basic physics principles. Covers measurement techniques, motion, forces, simple machines, work and energy, thermodynamics, and principles of solids, liquids, and gases. Emphasizes basic mathematical relationships within the various subject areas. Techniques developed should aid the student in any technical field. (32/32) Prerequisites: MAT:128, MAT:130, MAT:210, MAT:216, MAT:219, or MAT:744

PNN: Practical Nursing

PNN:169 6.75

Nursing Concepts

Classroom, lab, and clinical experiences to build knowledge and application of the nursing profession, the nursing process, and technical skills required for client care. Students master skills of increasing complexity and use critical thinking skills. (72/40 and 48 clinical hours) Prerequisites must be passed with a minimum grade of C- Prerequisites: BIO:170, BIO:172, PNN:200, PNN:270, and successful completion of a 75-hour state-approved nurse aid course. Pre-/corequisites: ENG:105, PNN:204

PNN:200 1

Dosage Calculations

A review of fractions and decimals, conversions of metric, apothecary, and household units, and computations of drug dosages. (16/0) Prerequisite: Qualifying placement scores

PNN:204 1

Pharmacology Medications

Integral to this course is the classification of drugs affecting each body system. (16/0) Prerequisite: A minimum grade of C- in BIO:170 and BIO:172

PNN:270 2

Introduction to Nutrition

Emphasizes a practical knowledge of good nutrition and some knowledge of diet therapy. Includes a background of adequate and accurate information on basic nutritional needs of the body. (32/0)

PNN:410 2

Nursing Care of Children

An introduction to the nursing care of children. Includes a beginning experience in the care of well and sick children with emphasis on health needs of the child and family at different stages of their life span. (20/12 and 18 clinical hours) Prerequisites: A minimum grade of C- in PNN:528, PSY:121

PNN:430 2

Nursing Care of the Childbearing Family

Introductory study of the reproductive aspects of life affecting the whole family. Basic principles underlying nursing skills necessary

to promote optimum health and safety for mother and family during maternity cycle. (20/12 and 18 clinical hours) Prerequisites: A minimum grade of C- in PNN:528, PSY:121

PNN:527 3.5

Nursing Care of Adults I

A systematic approach for comprehensive care of adults. Each course unit covers a particular body system. Utilizes critical thinking approach as the student investigates adult disorders. (32/16 and 48 clinical hours) Prerequisite: A minimum grade of C- in PNN:169

PNN:528 6

Nursing Care of Adults II

Continues to apply a systematic approach for comprehensive adult care. Each course unit covers a particular body system. Utilizes critical thinking as the student investigates adult disorders. (68/24 and 48 clinical hours) Prerequisites: A minimum grade of C- in PNN:204, PNN:270, PNN:527

PNN:529 4.25

Dimensions of Practical Nursing

Knowledge, skill, and understanding needed by the Practical Nurse in meeting emotional and physical needs of aging clients and patients with long-term illnesses. Includes practice in the role as a team member of the nursing profession for the care of older patients in normal and complex nursing situations. (44/16 and 48 clinical hours) Prerequisites: A minimum grade of C- in PNN:410, PNN:430

POL: Political Science

*POL:111 3

American National Government

An introductory course covering the fundamental institutions and practices of American government and politics, including the structures and traditions of the Constitution, the presidency, the Congress, the judiciary, the bureaucracy, political parties, and interest groups. (48/0)

PSY: Psychology

*PSY:111 3

Introduction to Psychology

A survey of psychology including theoretical

and experimental findings and applications from areas such as physiological learning, memory, personality, social, abnormal, and therapy. (48/0)

*PSY:112 3

Psychology of Human Relations

Covers all types of interactions among people—their conflicts, cooperative efforts, and group relationships. It is the study of those beliefs, attitudes, and behaviors that cause interpersonal conflict in our personal lives and in work-related situations. (48/0)

**PSY:114 4

Motivation and Attitudes I

Instruction to enable students to better understand themselves as individuals, parents, spouses, workers, as well as other roles they portray. Topics dealing with values, beliefs, fears, motivation, leadership, and others are discussed and shared. (64/0)

*PSY:121 3

Developmental Psychology

An introductory course in human growth and development throughout the life span, including genetic, health, family, social networks, and other determinants of development. Includes related theories and theorists. (48/0)

**PSY:214 4

Motivation and Attitudes II

Studies what is involved in human motivation and attitudes, and allows students to access their own attitudes and how they can improve on them. Stresses the importance of self and employee motivation as well as having a positive attitude in work and life. (64/0)

*PSY:221 3

Early Child Psychology

A comprehensive early childhood education course designed to broaden the understanding and improve the skills of those dealing with young children from infancy through age five. Covers physical well being, care of infants in group settings, emotional health issues, children with special needs, social development, and fostering emergent curriculum. (48/0)

*PSY:222 3

Child Psychology

A study of growth and development from conception through late childhood. Emphasizes the physical, cognitive, emotional, and social development and influences of the environment, individual differences, and society. Includes theoretical perspectives, historical influences, and research implications. (48/0)

*PSY:226 3

Psychology of Aging

Studies the problems and issues of having a major portion of the population over age 65 and the prospect of continued growth in numbers. Social planners are directing resources into the study and care of an elderly population with particular emphasis on the scientific, personal, and social categories. (48/0) Prerequisite: PSY:121

*PSY:241 3

Abnormal Psychology

Understanding of the origin, symptoms, and treatment of the full range of mental disorders. Explores identification and classifications of mental disorders. Topics include maladaptive behavior, assessment, coping behaviors, personality disorders, and substance abuse. (48/0) Prerequisite: PSY:111

*PSY:251 3

Social Psychology

Explores the scientific knowledge of the way individuals think, feel, and behave in social situations. Reviews the classical and contemporary research findings in the areas of social thinking, social influence, and social relations. Explores applications of research findings to a variety of work and life situations. (48/0)

*PSY:261 3

Human Sexuality

(Also listed as SOC:261.) Traditional sexual values and attitudes are being challenged by several factors including advances in medical science, greater amounts of leisure time, changing roles of men and women, new knowledge about sex, and growing concern about sexually transmitted disease. Human Sexuality looks at sexual attitudes and

practices across the diverse cultures of the world in order to develop a knowledge and understanding of the complexity of sexual behavior within societies and within ourselves. (48/0)

*PSY:269 4

Social Science Research and Reasoning

Introduces research strategies and measurement tools used in social science fields. Reviews scientific method and standards of ethical research conduct. Studies scientific writing techniques including APA style research report and will practice searching related literature. Surveys basic non-experimental research strategies including naturalistic observation, surveys, focus groups, and archival research. (64/0) Prerequisites: MAT:156, PSY:111

*PSY:281 3

Educational Psychology

The principles of psychology are applied to educational settings in such areas as human development, learning, motivation, testing and measurement, and conditions that facilitate learning. This course recognizes that today's educators are faced with great diversity in student needs as well as techniques of meeting these varied educational needs. The task of educating special needs students requires educators to be more broadly diverse in techniques and principles that will assist in the learning process. (48/0) Prerequisite: PSY:111 or PSY:121

*PSY:285 3

Education of Exceptional Learners

A sound and comprehensive introduction to the study of exceptionalities throughout the life span. It may include the study of the causes of exceptionalities, the characteristics of exceptional persons, intervention strategies, services provided for special populations, trends, future perspectives, and issues that affect exceptional individuals. "The study of exceptionality is the study of individuality." (Lynch and Lewis) (48/0)

*PSY:294 3

Crisis Intervention

(Also listed as HSV:270) Provides theoretical and historical information regarding the

development of crisis intervention. Offers opportunities to learn and practice specific skills and techniques for diverse crisis situations, especially those applicable to working with persons with psychological disorders, as well as exploring the behavioral, legal, ethical, and cultural implications for interventions. The most common types of crisis will be investigated as well as safety guidelines and stress management techniques for crisis intervention workers. (48/0) Pre-/corequisite: PSY:111 or SOC:110

RAD: Radiologic Technology

RAD:101

Radiographic Patient Care

Teaches proper patient communication and safety techniques as well as basic nursing procedures. Students learn how to read medical charts and differentiate between common medical emergencies that take place in radiology departments. (48/0) Corequisite: RAD:200

RAD:111

Computed Tomography Internship I

A clinical course designed to teach CT procedures beginning with patient care procedures specific to CT and ending with required ARRT competencies required for the ARRT CT board examination. (384 clinical hours) Prerequisites: An Associate in Applied Science degree or higher in radiologic technology and concurrent enrollment in the University of Iowa's CT on-line program

RAD:112

Computed Tomography Internship II

A clinical course designed to teach CT procedures beginning with patient care procedures specific to CT and ending with required ARRT competencies required for the ARRT CT board examination. (384 clinical hours) Prerequisites: RAD:111 and concurrent enrollment in the University of Iowa's CT on-line program

RAD:121

Radiographic Procedures I

Fundamentals and theoretical principles of various radiographic procedures. Covers basic

routine and alternative positions. Radiographic categories covered are chest, abdomen, upper and lower extremities. Presents basic principles of radiation protection procedures. Students will identify the anatomy associated with each unit. Course must be taken concurrently with Clinical Education I. Information in both courses is interrelated. (40/32) Corequisites: BIO:165, RAD:200

RAD:141

Radiographic Procedures II

A continuation of Radiographic Procedures I. Covers basic routine and alternative radiographic procedures. Units include lower extremities, pelvis, spine, cranium, gastrointestinal, and urinary system. Course must be taken concurrently with Clinical Education II. Information in both courses is interrelated. (48/32) Prerequisites must be passed with a minimum grade of C-. Prerequisites: RAD:121, RAD:200. Corequisite: RAD:240. Pre-/corequisites: BIO:170, BIO:172

RAD:185

Special Procedures and Pharmacology

Encompasses radiographic studies of the circulatory, skeletal, lymphatic, digestive, reproductive, and central nervous systems. Presents radiographic procedures considered special studies and which require in-depth knowledge. Content provides entry-level radiography students with basic computed tomography (CT) imaging principles. The expectation of having a basic understanding of computed tomography is becoming essential for new program graduates. (48/0) Prerequisites: A minimum grade of C- in BIO:170, BIO:172, RAD:141. Corequisite: RAD:510

Prerequisites: A minimum grade of C- in BIO:170, BIO:172, RAD:141. Corequisite: RAD:510

RAD:200

Clinical Education I

Clinical practice in applying principles and skills learned in the classroom and laboratory. Under direction of the instructor and/or registered radiologic technologist, the student demonstrates skill with basic radiographic procedures. (144 clinical hours) Corequisite: RAD:121. Course must be taken concurrently with RAD:121 as information in both is interrelated.

RAD:240

Clinical Education II

A continuation of Clinical Education I to broaden practical experience. Students perform more independently as they complete competency testing. (240 clinical hours) Prerequisites must be passed with a minimum grade of C-. Prerequisites: BIO:165, BIO:167, HSC:117, RAD:101, RAD:121, RAD:200. Pre-/corequisite RAD:141

RAD:271

Clinical Education III

A continuation of Clinical Education II with the student functioning more independently and demonstrating capabilities of performing the procedures learned in Radiographic Procedures I and II. (192 clinical hours) Prerequisites: A minimum grade of C- in BIO:170, BIO:172, RAD:141, RAD:240

RAD:410

Introduction to Specialized Imaging

Introduces all of the specialized modalities found in imaging departments. Basic terminology, equipment, and common procedures are discussed. (16/0) Corequisite: RAD:240

RAD:420

Radiographic Physics

A study of basic radiographic physics including atomic structure, concepts of radiation, and electromagnetic radiation. As the course progresses, radiation production and the construction of an x-ray tube and circuit are presented. Course requires the use of advanced math and equations. (64/0) Prerequisites: A minimum grade of C- in RAD:240, RAD:440

RAD:440

Image Evaluation

Radiographic images are evaluated for proper positioning, anatomy and technical factors. The influence of pathology, patient motion, patient habitus, and equipment control are included as to effects on the radiograph. Students evaluate radiographs associated with different areas of the body as to diagnostic quality. (64/0) Prerequisites: A minimum grade of C- in BIO:165, BIO:167, RAD:121. Corequisite: RAD:240

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| RAD:510 | 6 | Systems). (16/0) Prerequisites: A minimum grade of C- in RAD:271 and RAD:420 or current ARRT registration | the ARRT MR board exam. (144 clinical and 256 co-op hours) Prerequisite: RAD:866 and concurrent enrollment in the Univ. of Iowa's MRI online program |
| Clinical Education IV | | | |
| A continuation of Clinical Education III designed to enhance clinical skills and capabilities. Students will begin rotations through various imaging modalities. (228 clinical hours) Prerequisite: A minimum grade of C- in RAD:271 | | | |
| RAD:550 | 6 | RAD:719 1.5 Radiographic Imaging Course involves the functions and operation of various types of radiographic equipment including tomography, phototiming, special procedures, fluoroscopy, and mobile equipment. Presents methods of quality assurance tests for radiographic equipment and processors. (24/0) Prerequisites: A minimum grade of C- in RAD:185, RAD:510, RAD:709 | RAD:881 10 Diagnostic Medical Sonography Internship I Introduces sonography patient care, equipment, and basic abdominal and vascular procedures. Normal anatomy is scanned and basic Sonography competencies completed. Prepares for advancement on to RAD:882 where students will continue with required ARDMS competencies. Observation and participation in Ultrasound (US) procedures beginning with patient care procedures specific to US and ending with required ARDMS competencies required for the ARDMS Abdomen and Vascular components. (240 clinical and 320 co-op hours) Prerequisites: Univ. of Iowa courses: Sectional Anatomy for Imaging Sciences and Foundations of Sonography; an AAS degree or higher in radiologic technology; and concurrent enrollment in the Univ. of Iowa's Diagnostic Medical Sonography online program |
| RAD:550 | 6 | RAD:739 3 Radiographic Pathology Emphasizes common pathological disorders of the different systems of the human body. Radiographs exemplifying pathological disorders will be supplemented. (48/0) Prerequisites: A minimum grade of C- in BIO:170, BIO:172, HSC:117, RAD:510. Corequisite: RAD:550 | |
| RAD:590 | 3.5 | RAD:860 2.5 Radiobiology and Radiation Protection The effects of ionizing radiation to the human body and methods of radiation protection for the general population and radiation workers, along with federal and government standards. (40/0) Prerequisites: A minimum grade of C- in RAD:271, RAD:420. Corequisite: RAD:510 | RAD:882 10 Diagnostic Medical Sonography Internship II Introduces obstetrical and gynecological sonography procedures. Continued application of abdominal and vascular sonography knowledge. Skills are advanced by applying information about pathology to these procedures. Normal anatomy is scanned as well as cases with pathologic conditions, and students will continue to obtain required ARDMS competencies. Prepares for advancement on to RAD:883. (240 clinical and 320 co-op hours) Prerequisites: RAD:881; concurrent enrollment in the University of Iowa's Diagnostic Medical Sonography online program |
| Clinical Education VI | | | |
| A continuation of Clinical Education V. Students will continue to rotate through various imaging modalities. Students must complete all competency testing and be able to perform routine radiographic procedures as entry-level radiographers. (168 clinical hours) Prerequisite: A minimum grade of C- in RAD:550 | | | |
| RAD:660 | 2.5 | RAD:867 7 Magnetic Resonance Imaging Internship I A clinical course designed to teach MRI procedures beginning with patient care procedures specific to MRI and ending with the required ARRT competencies required for the ARRT MR board exam. (144 clinical and 256 co-op hours) Prerequisite: An AAS degree or higher in radiologic technology and concurrent enrollment in the Univ. of Iowa's MRI online program | RAD:883 5 Diagnostic Medical Sonography Internship III Introduces breast imaging sonography as well as invasive procedures such as biopsies. Continued application of abdominal, vascular, and OB/gyn sonography knowledge. Normal anatomy is scanned as well as cases with pathologic conditions. Students perform |
| Comprehensive Radiologic Review | | | |
| An overview of all aspects of radiologic technology. Various tests are given covering the sections on the registry examination. (32/16) Prerequisites: A minimum grade of C- in all courses in previous five semesters | | | |
| RAD:709 | 3 | RAD:867 7 Magnetic Resonance Imaging Internship II A clinical course designed to teach MRI procedures beginning with patient care procedures specific to MRI and ending with the required ARRT competencies required for | |
| Radiographic Image Exposure | | | |
| Covers darkroom chemistry, automatic processing, processing systems, film artifacts, processor malfunctions, grids and radiographic exposure factors. Students will submit a project and/or term paper to reinforce their understanding of the material presented. (40/16) Prerequisites: A minimum grade of C- in RAD:240, RAD:440 | | | |
| RAD:711 | 1 | | |
| Radiographic Digital Imaging | | | |
| Introduces digital applications of radiology. Issues in Computer Radiography and Digital Radiography are taught as well as an overview of PACS (Picture Archiving Communication | | | |

quality assurance tests on equipment. Continues preparation towards the national ARDMS board exams. (120 clinical and 160 co-op hours) Prerequisites: RAD:882; concurrent enrollment in the Univ. of Iowa's Diagnostic Medical Sonography online program.

RCP: Respiratory Therapy

RCP:270

Respiratory Therapy Techniques I

Combines theory, laboratory practice, and clinical experience in medical gas therapy, basic pharmacology, aerosol and humidity therapy, bronchial hygiene, and general patient assessment skills. (64/64 and 96 clinical hours)

RCP:320

Respiratory Therapy Science I

Provides basic knowledge of chemistry, physics, microbiology, mathematics, and anatomy and physiology of the cardiopulmonary system as applied to respiratory therapy. (40/32)

RCP:350

Pulmonary Pathology

A overview of acute and chronic diseases affecting the pulmonary system, outlining diagnosis prevention and treatment. (32/32) Prerequisites: A minimum grade of C- in BIO:165, BIO:170, RCP:460, RCP:540

RCP:460

Respiratory Science II

Basic knowledge of respiratory and circulatory physiology, including evaluation of acid-base status and pulmonary function testing. (32/48) Prerequisites: A minimum grade of C- in BIO:165, BIO:167, RCP:270, RCP:320

RCP:490

Respiratory Therapy Science III

Theory and experience in EKG interpretation and treatment of abnormal rhythms. Provides an overview of the fundamentals of alternate site care. (16/32 and 192 clinical hours) Prerequisites: A minimum grade of C- in RCP:460, RCP:540

RCP:540

Respiratory Therapy Techniques II

Combines theory, laboratory practice, and

clinical experience in hyperinflation therapy, airway care, manual resuscitation, ventilator management, and non-invasive positive pressure ventilation. (32/64 and 192 clinical hours) Prerequisites: A minimum grade of C- in BIO:165, BIO:167, RCP:270, RCP:320

RCP:600

Neonatal/Pediatric Respiratory Therapy

Care and treatment overview of neonatal, pediatric respiratory, and cardiac illness. (32/32) Prerequisites: A minimum grade of C- in BIO:170, BIO:172, RCP:350, RCP:490

RCP:820

Respiratory Therapy Techniques IV

Combines theory, laboratory practice, and clinical experience in evaluation and treatment of pathological conditions affecting the respiratory system, pharmacological principles, hemodynamic monitoring, and an overview of cardiovascular surgical procedures and equipment. (16/48 and 240 clinical hours) Prerequisites: A minimum grade of C- in BIO:170, BIO:172, RCP:350, RCP:490

RCP:830

Respiratory Therapy V

Combines theory and clinical experience in evaluation and treatment of pathological conditions affecting the respiratory system, application of pharmacologic agents and monitoring, and neurological assessment. Also covers pulmonary rehabilitation, nutritional assessment, and cardiopulmonary stress testing principles. (80/0 and 336 clinical hours) Prerequisites: A minimum grade of C- in RCP:600, RCP:820

RCP:840

Innovations in Respiratory Care

Information on new and innovative techniques in the field of respiratory therapy for the adult, neonatal, and pediatric patient. (88/0) Prerequisites: A minimum grade of C- in RCP:600, RCP:820

REL: Religion

*REL:105

Introduction to Religion

Topical introduction to the study of religion, exploring the human search for the holy or ultimate. Through descriptions and analysis

of the dimensions of religious expression common to all religious traditions, students develop an understanding of the phenomena of religion using examples from different religious traditions as well as from literature and philosophy. (48/0)

SCI: Science

**SCI:001

Science Enrichment

Fundamental concepts of science and the scientific process through lecture methods and participation in experiments. Designed to facilitate further interest and/or study in science for students with little or no previous experience in science. (48/0)

SDV: Student Development

***SDV:001

New Student Orientation

College is a new and different experience for many students. This half-day program familiarizes new students with expectations and opportunities within the college environment. Topics relating directly to success in college include information specific to NICC college resources and support services, a review of important test-taking and study skills, academic advising and registration processes, library services, career and transfer counseling, and financial assistance. (4/0)

***SDV:055

Test-Taking Workshop

Assists students with the critical thinking skills needed for NCLEX success. Reviews study skills, various approaches to cognitive question levels, principles of test taking emphasizing the NCLEX format of multiple choice, multiple-multiple, and fill-in-the-blank questions. Students learn to analyze their own tests taken and gain control over the testing situation. Weekly attendance is strongly encouraged. (32/0)

***SDV:060

Time and Stress Management

Techniques to effectively manage time and to recognize and reduce stress. Emphasizes skills that can be applied to the workplace. (16/0)

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| <p>***SDV:070</p> <p>TRiO Student Success Seminar</p> <p>Designed to help TRiO students identify and apply learning and reading strategies to successfully complete college courses. Students develop learning and reading strategies for each of the courses in which they are concurrently enrolled. The instructor monitors the students' progress in each class and helps them assess the effectiveness of their college success strategies applied to each course. (16/0)</p> | 1 | <p>***SDV:163</p> <p>Credit for Life Experience Portfolio Development</p> <p>To assist students applying for credit for life experience to complete a systematic approach to developing and submitting a portfolio for review for credit for life experience. (0/16)</p> | .5 | <p>Students will enter their coop locations having completed the necessary application and orientation process. Three class meetings offer opportunity to share challenges, concerns, and learning as a result of the coop experience. Students will reflect on their learning through weekly journals and a goal-setting and reporting process. (192 co-op hours)</p> | |
| <p>***SDV:108</p> <p>The College Experience</p> <p>College is a new and different experience for many students. This course conveys expectations of the college culture to first-time college students. It provides an examination of the student's learning styles, familiarization with college resources and support services, review important study and test taking skills, development of goal setting and decision making skills, and enhancement of personal relationship skills that relate directly to college success. (16/0)</p> | 1 | <p>***SDV:200</p> <p>Introduction to Computers</p> <p>Introduces the basic concepts of computer technology with related "hands-on" experience. (8/32)</p> | 1.5 | <p>***SDV:949</p> <p>Special Topics</p> <p>Explores special topics of interest that augment existing courses.</p> | 1 - 3 |
| <p>***SDV:130</p> <p>Career Exploration</p> <p>Provides help in choosing a career and in acclimating students to the college. (16/0)</p> | 1 | <p>***SDV:222</p> <p>Coop Career Experience I</p> <p>Obtaining employment without work experience is challenging and often frustrating for college graduates. Real-world experience is gained in fields of study through work experiences in business/organization settings. Students will enter their coop locations having completed the necessary application and orientation process. Three class meetings offer opportunity to share challenges, concerns, and learning as a result of the coop experience. Students will reflect on their learning through weekly journals and a goal-setting and reporting process. (64 co-op hours)</p> | 1 | <p>*SOC:110</p> <p>Introduction to Sociology</p> <p>The basic sociological principles and basic processes of group behavior. Includes the study of social interaction, family and group life, social institutions, status and role, culture, population, structure and change, and community structures (both urban and rural). (48/0)</p> | 3 |
| <p>***SDV:135</p> <p>Job Seeking Skills</p> <p>Develops skills and materials necessary to obtain employment. (16/0)</p> | 1 | <p>***SDV:223</p> <p>Coop Career Experience II</p> <p>Obtaining employment without work experience is challenging and often frustrating for college graduates. Real-world experience is gained in fields of study through work experiences in business/organization settings. Students will enter their coop locations having completed the necessary application and orientation process. Three class meetings offer opportunity to share challenges, concerns, and learning as a result of the coop experience. Students will reflect on their learning through weekly journals and a goal-setting and reporting process. (128 co-op hours)</p> | 2 | <p>*SOC:115</p> <p>Social Problems</p> <p>An introduction to social problems as they relate to the individual, family, community, and culture. Students learn to identify these problems, define causative factors, and explore solutions. General areas studied include the foundations of social problems, problems of deviance, problems of inequality, problems of social institutions, and global social problems. (48/0)</p> | 3 |
| <p>***SDV:153</p> <p>Pre-Employment Strategies</p> <p>Basic introduction to skills necessary for entry-level employment positions. Networking with local employers will be a key component. A work performance rating and a National Career Readiness Certificate™ will be awarded based on WorkKeys® testing results which will be recognized in interviewing and compensation practices of some local employers. Stresses options for continuing education through NICC programs. Students may choose to enter directly into the workforce upon course completion. (32/0)</p> | 2 | <p>***SDV:224</p> <p>Coop Career Experience III</p> <p>Obtaining employment without work experience is challenging and often frustrating for college graduates. Real-world experience is gained in fields of study through work experiences in business/organization settings.</p> | 3 | <p>*SOC:120</p> <p>Marriage and Family</p> <p>Approaches marriage and the family, or alternatives, from a multi-disciplined perspective to search for our humanness, our relationships, and our potentials. The significance and complexities of relationships encourage personal knowledge, reflection, and intellectual insight. (48/0)</p> | 3 |
| | | | | <p>SOC:121</p> <p>Sociology of Families</p> <p>Examines the unique realm of the family and emphasizes the family as a whole, focusing on the processes taking place within the family. (48/0)</p> | 3 |

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| *SOC:140 | 3 | about sex, and growing concern about sexually transmitted disease. Human Sexuality looks at sexual attitudes and practices across the diverse cultures of the world in order to develop a knowledge and understanding of the complexity of sexual behavior within societies and within ourselves. (48/0) | industry and serves as a foundation for more specialized courses. The first part surveys the industry, nationally and locally. The second part provides an overview of the work hospitality managers perform. (48/0) |
| Human Behavior in the Social Environment | | | |
| The study of why people behave as they do and the application of this knowledge to the professional practice of social work using an approach called a social systems model. (48/0) | | | |
| Prerequisite: PSY:111 or SOC:110 | | | |
| *SOC:208 | 3 | *SOC:924 | 3 |
| Introduction to Cultural Anthropology | | Honors Project | |
| A holistic overview of the cultural anthropological perspective broadly describing what it means to be human. Emphasis is on culture, the learned behaviors and ideas that humans acquire as members of a society and use to adapt to and transform the world in which they live. Introductory-level topics include: the anthropological perspective; culture and the human condition; ethnographic fieldwork; history, anthropology, and the explanation of cultural diversity; language; cognition; play, art, myth and ritual; worldview; kinship; marriage and the family; relationships beyond kinship; social organization and power; subsistence or making a living; the world system; and anthropology in every day life. (48/0) | | Focus on current issues affecting local, national, and global communities. Designed to be interdisciplinary, it includes perspectives from philosophy, history, geography, sociology, science, and psychology. Format includes scholarly discussion, research, and consolidation of concepts and theories. From inclusion of contemporary and historical perspectives will emerge deeper understanding of issues and complexities inherent in the progress of civilization. As points of view on issues are developed, students will articulate and defend these as they are challenged by others and will make judgments among alternative options. (48/0) | |
| | | Prerequisite: 3.0 GPA in a minimum of 12 credits of college transfer-level work, ENG:105 | |
| *SOC:209 | 3 | SPC: Speech | |
| Archeology | | *SPC:112 | 3 |
| An introductory-level overview of historic archeological paradigms, principles, and practices. Includes the study of: different theoretical viewpoints current in historical archeology today (and past definitions of the field), historical archeology as anthropology, historic period artifacts, temporal and spatial concepts, pre-fieldwork techniques, historic period field survey techniques, laboratory procedures, combining science and humanism, the archeology of groups, the global approach to historical archeology, the future of historical archeology and how individuals can become involved. (48/0) | | Public Speaking | |
| | | An introductory course emphasizing actual speaking experiences with practice in choosing subjects, analyzing audiences, and preparing and delivering a variety of extemporaneous speeches. Provides opportunity for skill development in listening and group discussion techniques. (48/0) | |
| *SOC:261 | 3 | TRV: Travel and Tourism | |
| Human Sexuality | | TRV:113 | 3 |
| (Also listed as PSY:261.) Traditional sexual values and attitudes are being challenged by several factors including advances in medical science, greater amounts of leisure time, changing roles of men and women, new knowledge | | Introduction to Tourism | |
| | | Introduces the structure and supply of domestic and international tourism, including accommodations, transportation, and other supply elements. Includes study of the economic impact and the future of tourism. (48/0) | |
| | | TRV:114 | 3 |
| | | Introduction to the Hospitality Industry | |
| | | Introduces management and the hospitality | |
| | | | UTL:100 |
| | | | 4 |
| | | | Gas Utility Field Training I |
| | | | An introductory laboratory course that prepares students for basic field utility work, including safety procedures and equipment operation. Focuses on hands-on application and is intended to help students become confident in safely-operating basic gas utility equipment. (16/96) |
| | | | UTL:200 |
| | | | 5 |
| | | | Gas Utility Field Training II |
| | | | Practice in applied gas utilities tasks with a focus on installation. Job sheets are used to guide learning activities and to provide orderly and productive learning experiences. (16/128) |
| | | | UTL:204 |
| | | | 3 |
| | | | Electronic Controls |
| | | | Basic knowledge on the installation and maintenance for Electronic Flow Computers, including SCADA (supervisory control and data acquisition) and Telemetry systems. Covers the installing and maintaining of the different types of electronic control systems. (40/16) |
| | | | UTL:210 |
| | | | 3 |
| | | | Pipeline Integrity |
| | | | The basic knowledge of pipeline integrity management principles along with regulation code requirements. (16/64) |
| | | | UTL:220 |
| | | | 3 |
| | | | Regulation and Measurement |
| | | | A laboratory course introducing the importance of regulation and measurement in the natural gas industry. (16/64) |
| | | | UTL:230 |
| | | | 3 |
| | | | Gas Appliances |
| | | | The basic knowledge of gas appliances. Covers electrical components and safety standards. Introduces necessary codes of the industry as well as operation sequencing. (16/64) |

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| UTL:240 | 3 | viticulture (grape growing). Includes a general history of agricultural safety and health issues, ergonomics, OSHA safety rules, and other safety issues specific to viticulture. (16/0) | and types of welds needed in the industrial maintenance field, including the use of oxyacetylene and electric welding equipment. (0/30) |
| OQ Modules (Operator Qualification) | | | |
| Instruction on the required OQ Modules pertaining to each job classification in the natural gas industry, AOC's (Abnormal Operating Conditions), and personnel safety. (16/64) | | | |
| UTL:250 | 5 | Introduction to Winery Law Introduces general concepts and issues relating to the creation and operation of a winery. Explains general legal concepts, outlines business formation and operation concepts, discusses governmental agencies and regulations, and describes legal issues and areas specifically related to the winery operation. (48/0) | Oxyacetylene Fuel Welding and Cutting The history and principles of oxyacetylene welding, as well as the nomenclature of the equipment. Practices welding procedures such as puddling, carrying the puddle, cutting, beveling plates, and scarfing plates and welds. (16/32) |
| Gas Utilities Internship | | | |
| A broad overview of practical experiences to be encountered upon entrance to the workforce. Students may choose to specialize an area they have been trained on, or they could intern in several or all areas available to them. Before placement with an employer, students will go through a resume/interview process. (320 co-op hours) | | | |
| UTL:300 | 5 | VIN:266 Sensory Evaluation Develops understanding of sensory evaluation principles used in commercial wine making. It will benefit the student interested in reaching advanced levels of wine and wine sensory appreciation, as well as the producer, the wine merchant, and ultimately the enologist who by the nature of their professions need to discern flavors and establish tasting benchmarks. Sensory kits and workshops will be utilized to further sensory evaluation skills and techniques. Must be at least 21 years of age for completion of lab component. (32/32) Prerequisite: VIN:146 (VESTA course) or instructor approval. | WEL:131 Oxyacetylene Welding The history and principles of oxyacetylene welding, as well as the nomenclature of the equipment. Welding procedures such as puddling, carrying the puddle, cutting, beveling plates, and scarfing plates and welds are practiced. (16/48) |
| Gas Utility Field Training III | | | |
| Practice in applied gas utilities tasks focusing on steel gas piping and customer service. Job sheets are used to guide learning activities and to provide orderly and productive learning experiences. (16/128) | | | |
| UTL:400 | 4 | VIN:290 Winery Safety Introduces safety and procedures specific to enology (wine making). Includes a general history of food and beverage safety and health issues, ergonomics, OSHA safety rules, and hazards specific to operating a winery. (24/16) | WEL:154 Introduction to Arc Welding (SMAW) The operation of AC transformers and DC motor generating arc welding machines. Studies welding heats, polarities, and electrodes for use in joining various metal alloys by the arc welding process. After the student is capable of running beads, butt and fillet welds in all positions are made and tested in order to detect weaknesses in welding. Emphasizes safety procedures in tool and equipment use. (32/64) |
| Gas Utility Field Training IV | | | |
| Practice in more advanced gas utilities applications with a focus on gas appliances. Job sheets are used to guide learning activities and to provide orderly and productive learning experiences. (16/96) | | | |
| VIN: Viticulture | | | |
| VIN:111 | 3 | WEL: Welding WEL:110 Welding Blueprint Reading Introduces the concept and practice of blueprint interpretation as needed by welders in an industrial setting. Emphasis is on the basics of interpretation and application in specific situations. (16/32) | WEL:175 Advanced Arc Welding (SMAW) Builds skills through practice in simulated industrial processes and techniques, sketching and laying out size and shape descriptions, and listing the procedural steps necessary to build the product. Emphasizes maintenance, repairing worn or broken parts by special welding applications, field welding, and nondestructive tests and inspection. (16/32) |
| Vineyard Establishment and Maintenance | | | |
| Introduces current practices for establishing a commercial vineyard and maintaining its health and productivity once established. Includes varietal selection, site selection and preparation, equipment, first-season establishment, vine growth development and training, trellis systems, vine propagation, weed control, and vine disease control. Field practicum sessions consist of 16 hours of hands-on experience scheduled in area vineyards. (32/32) | | | |
| VIN:190 | 1 | WEL:119 Maintenance Welding Basic welding techniques, brazing, soldering, | WEL:186 Gas Metal Arc Welding (GMAW) A study of gas metal arc welding (MIG) and other related processes. Studies topics such as process variation, welding in various positions, principle of operation, shielding gases, and |
| Vineyard Safety | | | |
| Introduces safety and procedures specific to | | | |

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| wires. Stresses safety and practical application of these welding processes. (32/64) | | welds required to repair or fabricate items. Experience in various techniques of welding, brazing, and soldering. (0/32) | WTT:204 | 4 |
| WEL:190 | 2 | | Wind Turbine Siting | |
| Gas Tungsten Arc Welding | | WEL:390 | Teaches techniques, methodology, and concepts used to develop proper siting of wind energy projects around the world. (56/16) | |
| Gas tungsten arc welding (TIG), and other related processes. Studies topics such as process variation, welding in various positions, principle of operation, shielding gases, and filler rods. Stresses safety and practical application of these welding processes. (16/32) | | Weld Lab I | Prerequisite: SDV:200 or computer proficiency | |
| WEL:200 | 2 | Practice in welding procedures using job sheets to guide learning activities and to provide orderly and productive learning experiences. (0/160) | WTT:216 | 3 |
| Metallurgy Fundamentals | | WEL:391 | Power Generation and Transmission | |
| Studies the physical and mechanical properties of engineering materials and their use in mechanical application. Metallurgical laboratory work is performed to acquaint students with stress, strain, hardness, shear, compression, and microstructure. (16/32) | | Weld Lab II | An introduction to the generation of electrical power with a wind turbine generator, moving that power through a local transmission system to a substation where customers purchase the generated power. Covers most aspects of working with components of a high-voltage transmission system. (32/32) | |
| WEL:301 | 2 | Practice in welding procedures using job sheets to guide learning activities and to provide orderly and productive learning experiences. Prerequisite: WEL:390 (0/160) | Prerequisite: ELE:118 | |
| Pipe Welding | | WEL:801 | WTT:225 | 4 |
| Practice in the welding of pressure pipe in horizontal, vertical, and horizontal fixed positions using shielded metal arc welding processes as well as MIG and oxyacetylene welding. Testing to ASME code is discussed. (16/32) Prerequisite: Instructor approval | | Supervised Welding On-The-Job Training | Data Acquisition and Assessment | |
| WEL:303 | 3 | Opportunity to utilize practical hands-on application of welding theory that occurs in an industrial setting. Prerequisites: WEL:154, WEL:190 (160 co-op hours) | Information on how wind resource data is collected and analyzed for use in the development of wind-powered generation of electricity. Students learn how to assess power production of individual win turbines. (48/32) | |
| Pipe Welding/SMAW | | WTT: Wind Energy and Turbine Technology | WTT:235 | 4 |
| Practice in welding pressure pipe in horizontal, vertical, and horizontal-fixed positions using shielded metal arc welding processes, MIG, and oxyacetylene welding. Discusses testing to ASME code. Students will become proficient in specific applications of pipe welding to the gas utilities industry. (16/64) Prerequisite: Instructor approval | | WTT:103 | Programmable Logic Control Systems | |
| WEL:329 | 1 | Introduction to Wind Energy | Theory of PLC's including basic concepts, programming, and interfacing of equipment. (32/64) Prerequisite: WTT:148 | |
| Shop Welding | | Provides exposure to the many facets of the wind industry. Covers the history and development of the wind industry, terminology used in the industry, types and applications of various wind turbines, environmental and economic issues, the future of the wind industry, and other appropriate topics. (40/16) Corequisite: OSHA Certification | WTT:932 | 5 |
| Electric arc and oxyacetylene welding used in the repair of farm equipment. Horizontal lap, butt, and "t" welds are made using both electric arc and oxyacetylene welders. Practices use of the cutting torch and brazing. (8/16) | | WTT:133 | Wind Energy Internship | |
| WEL:330 | 1 | Wind Turbine Mechanical Systems | Provides on-the-job work experience, allowing application of skills and knowledge acquired in the wind energy program, technical skills, turbine maintenance management, and business relations. (320 co-op hours) | |
| Welding Fundamentals | | Introduction to gearboxes and other mechanical systems that make up the subsystems of today's wind turbines. (40/16) | WTT:148 | 4 |
| Use of oxyacetylene and electric arc welding equipment to make different types of | | WTT:148 | Theory of Motor/Generator Controls | |
| | | Covers the various types of motor and generator controls, sensors of systems used in the industrial/generation industry. (16/96) | Prerequisite: ELE:118 | |



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student driven...community focused

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Center Locations

Chickasaw County Center

Cresco Center

1020 - 2nd Avenue SE
Cresco, Iowa 52136-1710
563.547.3355
Fax: 563.547.3402

Dubuque Center for Education

700 Main Street
Dubuque, Iowa 52001-6820
563.557.8271, ext. 100
Fax: 563.557.8353

Manchester Center

1200 West Main Street
Manchester, Iowa 52057

Regional Academy for Math and Science (RAMS), Oelwein Center

1400 Technology Drive
Oelwein, Iowa 50662-3011
319.283.3010
Fax: 319.283.1893

Town Clock Center for Professional Development

680 Main Street, Suite 100
Dubuque, Iowa 52001-6815
563.557.8271, ext. 380
Fax: 563.557.0319

Waukon Center

1220 3rd Avenue NW, Suite 102
Waukon, Iowa 52172-1411
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