

# College Catalog 2010-2011

## Online Resources

[www.nicc.edu/apply](http://www.nicc.edu/apply)

[www.nicc.edu/careerhelp](http://www.nicc.edu/careerhelp)

[www.nicc.edu/childcare](http://www.nicc.edu/childcare)

[www.nicc.edu/collegeprograms](http://www.nicc.edu/collegeprograms)

[www.nicc.edu/comevisit](http://www.nicc.edu/comevisit)

[www.nicc.edu/continuinged](http://www.nicc.edu/continuinged)

[www.nicc.edu/courses](http://www.nicc.edu/courses)

[www.nicc.edu/distancelearning](http://www.nicc.edu/distancelearning)

[www.nicc.edu/fafsa](http://www.nicc.edu/fafsa)

[www.nicc.edu/highschool](http://www.nicc.edu/highschool)

[www.nicc.edu/library](http://www.nicc.edu/library)

[www.nicc.edu/xpress](http://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 of these 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  
Calmar Provost . . . . . Calmar, ext. 469, 368  
Peosta Provost. . . . . 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  
Dean, Arts and Sciences. . . . . 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  
Testing. . . . . ext. 311  
Peosta . . . . . ext. 401, 259  
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 Payments

Calmar. . . . . ext. 204  
Peosta . . . . . ext. 206

## 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

## Employment and Career Services

Calmar. . . . . ext. 214  
Peosta . . . . . ext. 297

## External Relations

Calmar. . . . . ext. 474  
Peosta . . . . . ext. 203

## Financial Aid

Calmar. . . . . ext. 376  
Peosta . . . . . ext. 401

## GED Testing

Calmar. . . . . ext. 311  
Peosta . . . . . ext. 226

## Learning Center/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/Learning Resources

Calmar. . . . . ext. 259  
Peosta . . . . . ext. 224

## Marketing

Calmar. . . . . ext. 251  
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

# 2010 - 2011 Academic Calendar

## Registration Dates

Oct. 26 . . . . . Continuing Student Registration  
Spring and Summer 2011  
Nov. 8 . . . . . New Student Registration  
Spring and Summer 2011  
Apr. 4 . . . . . Continuing Student Registration  
Fall and Winterim 2011  
Apr. 18 . . . . . New Student Registration  
Fall and Winterim 2011

## Fall Semester 2010

Aug. 18 . . . . . Fall Semester Begins  
(first day of classes)  
Sept. 6 . . . . . Labor Day, No Classes,  
Offices Closed  
Oct. 15-18 . . . . . No Classes  
Oct. 22 . . . . . Application Deadline for  
Fall 2010 Graduates  
Nov. 12 . . . . . \*Last Day to Withdraw from  
Regular Semester Classes  
Nov. 24-26 . . . . . Thanksgiving Holiday  
No Classes  
Dec. 15 . . . . . Last Day of Fall Semester  
Dec. 16, 2010-Jan. 7, 2011 . . . . . Winter Break

## Winterim 2010-2011

Dec. 20 . . . . . Winterim Begins  
(first day of classes)  
Jan. 7 . . . . . Last Day of Winterim

## Spring Semester 2011

Jan. 10 . . . . . Spring Semester Begins  
(first day of classes)  
Mar. 1 . . . . . Application Deadline for  
Spring/Summer 2011 Graduates  
Mar. 14-18 . . . . . Spring Break  
No Classes, Offices Open  
April 8 . . . . . \*Last Day to Withdraw from  
Regular Semester Classes  
April 21-25 . . . . . No Classes  
May 11 . . . . . Last Day of Spring Semester  
May 12 . . . . . Calmar Graduation  
May 13 . . . . . Peosta Graduation

## Summer Semester 2011

May 18 . . . . . Summer Semester Begins  
(first day of classes)  
May 30 . . . . . Memorial Day  
No Classes, Offices Closed  
July 4 . . . . . Holiday, No Classes  
Offices Closed  
July 21 . . . . . \*Last Day to Withdraw from  
Regular Semester Classes  
Aug. 11 . . . . . 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.*

<p><b>August 2010</b></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					<p><b>September 2010</b></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>30</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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# Welcome to **Northeast Iowa Community College**

**Message from the 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 are undergoing new construction and renovation projects, all of which have been planned with you, our student, in mind. I challenge you to make the most of your under graduate education by becoming an active member of the college community. Take advantage of the many opportunities for involvement in student leadership, service learning, recreational activities and educational opportunities. 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!

Penelope H. Wills, Ph.D.  
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

## Board of Trustees

**Dr. Kenneth Reimer**  
Elkader, President

**Jim Anderson**  
Decorah, Vice President

**Larry Blatz**  
Dubuque

**Tobin L. Britt**  
West Union

**Gene Fuelling**  
Oelwein

**Kathy Gunderson**  
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**Ronda L. Kirkegaard**  
Dubuque

**David Schueller**  
Peosta

**Daniel White**  
Dubuque

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President

**Curt Oldfield**  
Vice President, Academic Affairs

**Dr. Wendy Mihm-Herold**  
Vice President, Economic Development

**John Noel**  
Vice President, Finance and Administration

**Dr. Amy Esterhuizen**  
Provost, Peosta Campus

**Dr. Liang Chee Wee**  
Provost, Calmar Campus

**Dr. Linda Peterson**  
Dean, Student Services

**Dr. Julie Huiskamp**  
Director, Human Resources

**Tracy Kruse**  
Director, External Relations

**Janet Bullerman**  
Assistant to the President/Board Secretary



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# College **Profile**

**Seven Goals**

**12 Common Student Learning Objectives**

**College History**

**Accreditation**

**Statement of Non-Discrimination**

**Campus and Center Locations**

**student driven...community focused**

## Seven Goals

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

## 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.

## 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 Union, 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 set to open 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, 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 are also supporting a new student center on the Calmar campus, which will be completed by 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, or disability 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, 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 six outreach centers located in 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  
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

951 North Linn Avenue, Suite 6  
New Hampton, Iowa 50659-1203  
641.394.4689  
Fax: 641.394.6909

### Cresco Center

1020 - 2nd Avenue Southeast  
Highway 9  
Cresco, Iowa 52136-1710  
563.547.3355  
Fax: 563.547.3402

### Dubuque Center

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

### 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  
Dubuque, Iowa 52001-6818  
563.557.8271  
Fax: 563.557.0319

### Waukon Center

1220 3rd Avenue NW, Suite 102  
Waukon, Iowa 52172  
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 Trustee 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/](http://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](http://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](mailto:OCR@ed.gov)

[www.ed.gov/ocr](http://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 two different forms of 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

### Clery 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](http://www.iowasexoffenders.com). NICC campus crime statistics are published in the Campus Security Report, and can be found on [www.nicc.edu](http://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 purpose of this procedure is to provide guidelines for staff response when they encounter a security problem such as hostile/threatening behavior and/or intruder situations encountered on campus or in the classroom. It is designed to:

1. Provide staff with a procedure to use if they encounter hostile/threatening behavior or intruders in the work place, or witness behavior on the part of others which is considered to be threatening and/or unacceptable conduct.
2. Help staff proactively plan how they will summon assistance from other staff, or respond to an emergency request from fellow staff for assistance in an emergency situation, when a physical threat is imminent.
3. Provide guidelines to obtain assistance from internal campus staff or law enforcement officials.

### A security problem may be defined as:

1. An angry person whose conduct, in the judgment of staff, may turn hostile and or physically threatening.

2. Someone who is actually armed or talks about being armed.
3. A fight is in progress.
4. An intrusion by an unauthorized individual whose conduct may be aggressive and/or passively resistant.

The illustrations above are but a few examples of the type of hostile/threatening conduct you may encounter, when you should call for assistance from other staff. These examples are by no means all encompassing. The safest approach is to extract yourself from the direct threat environment, if possible, and immediately call for assistance. You have the authority and responsibility to call for help and clearly state the nature of the incident. Students should contact the nearest staff/faculty member.

All staff need to be aware of the fact that once local law enforcement arrive at the scene (*campus*) they are in charge and all staff will follow their directions until released and relieved of their duties by law enforcement officials and the incident commander.

The NICC Emergency Management Team strongly encourages you view the "Shots Fired" video posted to Xpress. It instructs you on measures you may take if there is a shooter on campus. To find instructions and the link to the video, on Xpress select College Central, listed under Campus Safety on the left menu.

## 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](http://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, check, 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 the 26 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  
 Eastern Allamakee Community Schools, Lansing  
 Edgewood-Colesburg Community Schools, Edgewood  
 Fredericksburg Community Schools, Fredericksburg  
 Howard-Winneshiek Community Schools, Cresco  
 MFL MarMac Community Schools, Monona and McGregor  
 Maquoketa Valley Community Schools, Delhi  
 New Hampton Community Schools, New Hampton  
 North Fayette Community Schools, West Union  
 North Winneshiek Community Schools, Decorah  
 Oelwein Community Schools, Oelwein  
 Postville Community Schools, Postville  
 Riceville Community Schools, Riceville  
 South Winneshiek Community Schools, Calmar  
 Starmont Community Schools, Strawberry Point  
 Turkey Valley Community Schools, Jackson Junction  
 Valley of Elgin Community Schools, Elgin  
 West Central Community Schools, Maynard  
 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 26 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 and Office Occupations

### Examples of programs offered include:

Banking, Real Estate Sales, Nurse Aide, Emergency Medical Technician, Computer Networking, Lean Manufacturing 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, Realtors, Speech Pathologists, Funeral Directors, Audiologists, Lawyers, Social Workers, Respiratory Therapists, Accountants, Nurses, Pharmacists, Dietitians, Insurance Agents, Nursing Home Administrators, Water/Waste Plant Operators, Electricians and Plumbers

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 218

Dubuque: 563.557.8271, ext 130.

### 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 130.

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 218.

## **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**

**Iowa Residency**

**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](http://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](http://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 the Dental Assisting, Cosmetology and Massage Therapy programs. 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](http://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](http://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](http://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 in math, reading comprehension, and writing skills 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 Learning Centers 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](http://www.aims.edu/student/assessment)  
(under Tests and Information click ACCUPLACER)

[montgomerycollege.org/Departments/studev/math.htm](http://montgomerycollege.org/Departments/studev/math.htm)

[www.aaamath.com](http://www.aaamath.com)

[www.testprepreview.com](http://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 2010-2011 academic year. These rates are subject to change at any time.

### Iowa and Non-Iowa Resident Tuition

- \$137 per credit hour.



## Student Fees

- Course Fee – \$13 per credit hour for 2010-2011.
- 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.

## New Student Orientation

Students are strongly encouraged 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 Advising 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/advising](http://www.nicc.edu/advising).

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](http://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 (61 on the Internet-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 (based on 32 credit hours)	\$4,800
Textbooks	\$2,000
Housing/Food	\$6,400
Mandatory Health Insurance	(1 yr) \$800 (2 yrs) \$1600 (approximate)
Miscellaneous (Transportation/ personal expenses)	<u>\$2,500</u>
<b>Total</b>	<b>\$16,500</b>

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.

## Iowa Residency

Students enrolling at NICC are classified as residents or non-residents for admission and reporting purposes. It is the responsibility of the student to request reclassification of his/her residency status by the Registrar's Office.

This must be done prior to registering for the term for which Iowa residency is sought.

## **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](http://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. Weapons include, but are not limited to: knives, guns, firearms, BB guns, tazers 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 not 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](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).





# Financial **Aid**

**Financial Aid Eligibility**

**Types of Financial Aid**

**Financial Aid Lock Date**

**Financial Aid Disbursement**

**Satisfactory Academic Progress**

**Financial Aid Appeal Process**

**Attendance Policy**

**Return of Title IV Funds** (*Student Financial Aid*)

**Code of Conduct for Education Loans**

**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), 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, 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](http://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. Keep a copy of your completed Financial Aid Form (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, at [www.ed.gov/pubscollegecosts/handbkp11.html](http://www.ed.gov/pubscollegecosts/handbkp11.html), or 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 mail an award letter indicating the types 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 is eligible to receive 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, visit [www.nicc.edu/loans](http://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 or SEOG 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 (2010-2011):

**Pell Grant** (\$55-\$5,550): 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)** (\$300 - \$600): 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.

**Academic Competitiveness Grant** (\$750 - \$1300): A federal grant program that is gift aid and is not repaid. This grant is awarded to students who qualify for the Pell Grant, who have completed a rigorous high school program, and who meet additional eligibility criteria. Students indicate interest on the FAFSA.

**Iowa Grant** (\$100 - \$600): 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** (\$600 - \$1,200): 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](http://www.iowacollegeaid.org)

## Federal and Private Loans

**Federal Direct Subsidized Loan:** Low-interest educational loans are offered by the federal government which pays the interest while the student is enrolled at least half time in school. Repayment begins six months after graduation, or if 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 loans are 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 Loans:** 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 accounts and/or are disbursed to the students based on the enrollment status of the student at the time of disbursement. Federal regulations require students to be at

least half-time (*6 credits in fall or spring, 5 credits in summer*). Example: If a student begins the semester with 3 credits, but has a late-start class that is 3 additional credits, the student's loans will not be disbursed until 10 days after the late start class begins, thus moving the student from 3 credits to 6 (*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. Contact the Financial Aid Office for a Work-Study Information form.

## 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. Contact the Financial Aid Office for a scholarship brochure and application. A listing of NICC scholarships and an application can also be obtained by visiting [www.nicc.edu/scholarships](http://www.nicc.edu/scholarships).

**Dollars For Scholars** is 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** is 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 services. 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 grade point average
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). Also, 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.

## Financial Aid Lock Date

Financial aid is awarded to students based on the number of credits they are enrolled 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 9 credits and the other 3 begin next month. Your first financial aid refund check is based on the 9 credits ( $\frac{3}{4}$  time) that you are currently in. When you begin your 3 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 (*6 credits in fall, 6 credits in spring, and 5 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

NICC is required to monitor academic progress for students who are pursuing a degree and receiving financial aid. NICC currently calculates the satisfactory academic progress status for each student at the end of the Fall and Spring terms. If the academic standards are not met, students receiving financial aid will be declared ineligible and the financial aid award(s) will be cancelled. Federal regulations require NICC to calculate Satisfactory

Academic Progress for all previous terms regardless if the student received Title IV funds for those terms or not. Satisfactory academic progress is measured by the following:

### 2.0 Cumulative Grade Point Average Policy

A student must maintain a cumulative grade point average of 2.0 or better. Students who fall below a cumulative grade point average of 2.0 will be placed on financial aid probation the following term. If during the probationary term the student raises his/her cumulative GPA to a minimum of a 2.0, the probation will be removed for subsequent terms. If a student does not raise his/her cumulative GPA to a minimum of 2.0 during a probationary 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 and the student will be placed on financial aid probation the following term and the student will again be eligible to receive financial aid.

### 67% Completion Policy

Students must complete 67% or more of their enrolled credit hours (*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 placed on financial aid probation the following term. If during the probationary term the student completes 67% of his/her enrolled credits, the probation will be removed for subsequent terms. If the student does not complete 67% of his/her enrolled credits during the probationary term, the student will be placed on financial aid suspension for subsequent terms. Students on suspension are ineligible to receive financial aid.

### 150% Completion of Program Policy

To receive financial aid, students must earn their degrees 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, if the length of a program is 71.5 credits: 71.5 credits x 150% = 107 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. Note: If a student changes programs, the 150% rule starts over for the new program

When a student has attempted a total of 105% of the program's credits, he/she will be placed on financial aid probation as a warning that the student is approaching the 150% maximum time frame for completion. When a student has attempted 150% of the program's credits, he/she will be placed on financial aid suspension for subsequent terms. Students on suspension are ineligible to receive financial aid.

## Financial Aid Appeal Process

Students have the right to appeal if they are placed on financial aid suspension provided the institution and the student have followed the following process:

1. Student is notified via their college email account by the Financial Aid Office once they are placed on financial aid probation.
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 on financial aid probation until the reason for the probation is fully corrected.
4. At the end of the probationary term, a review of the student's academic progress will take place to determine if the probation 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 college 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 at [www.nicc.edu/appeal](http://www.nicc.edu/appeal) (Note: In the email notification that the student receives, a deadline will be given that all appeal requests must be received by.) Please be advised that appeals received after this deadline may not be considered until the following term. Students are encouraged to routinely check and read their college email for important college information and announcements.

7. The appeal will be reviewed by a committee. If an appeal is denied, the student will be contacted by the NICC Counselor with the reason for the denial. If an appeal is approved, the student will be contacted and will be required to meet with the NICC Counselor to complete an academic contract for the term the appeal approval is given.

Students who are on financial aid suspension and have not had their financial aid appeal approved and contract completed and signed will be de-registered for non-payment on the fifth day of the term if they have not made other payment arrangements with the Business Office.

Students who have been de-registered, but have completed and signed their approved appeal contract by the tenth day of the term will be reinstated into their classes.

## 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 order: Direct Unsubsidized Stafford Loan, Direct Subsidized Stafford Loan, Direct Plus, Pell Grant, Federal ACG 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, including the 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](http://www.nicc.edu/financialaid).



## Student **Resources**

**Adult Transition**

**Bookstore**

**Cafeteria**

**Child Development Center**

**Counseling**

**Disability Services**

**Distance Learning**

**Employment and Career 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. We can help you make a smooth transition, overcome barriers and reach goals.

Contact the Calmar Campus Adult Transition Center at 563.562.3263, 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](http://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.

## 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 issue, academic difficulties, eating disorders, gambling and others.

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. 217

## 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

## Distance Learning

Distance Learning provides NICC students an online learning environment where the student has the ability to use 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 the online venue allows them to structure their own schedules and balance their personal and class time around assignment due dates and other requirements of the class. 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 communication methods, students should expect more reading and required discussions, as well as consistent use of technology. Distance learning courses include online, ICN and hybrid formats. NICC uses CampusCruiser's online learning management system (LMS) we call Xpress. Assistance for the functions in Xpress is 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 Computer Technology chart on page 43. Find out if distance learning is right for you at [www.nicc.edu/online](http://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.

## Employment and Career Services

Employment and 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. Employment and 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 Employment and Career Services can be found at [www.nicc.edu/careerservices](http://www.nicc.edu/careerservices).

### Career Assessment

Employment and Career Services actively assists students and the general public in career decision-making. The Employment and Career Services offices have two different 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](http://www.nicc.edu/focus) for more information.

## 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
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.
Anti-Virus	Any	Recommended: updated version of your choice.
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 2004 PC: MS office 2003 Windows Media Player 10 Adobe Acrobat® Reader 8 Flash Player 9 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.

## Kuder Journey

Kuder Journey provides a tailored career assessment for adults in career transition. Journey supports ongoing awareness of job opportunities; planning for educational options; and managing career preparation.

## 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.

## GED Program

The General Education Development (GED) program enables those who have not completed high school to obtain a high school equivalency diploma from the State of Iowa. The diploma certifies that a level of educational development comparable to that of a high school graduate has been achieved. The GED tests are available in English, Spanish, large print, and 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.

## 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, Wilder Resource Center  
 Peosta campus, room 248  
 Dubuque Center for Education, 700 Main St.  
 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

Each campus has a library; Wilder in Calmar and Burton Payne in Peosta. 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](http://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. 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 are taken in the spring, while applications for the other three officers, Vice President of Activities, Vice President of Publicity and Vice President of Community Service are taken in the fall. 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 an online community. Students have access to resources through Xpress.

These are a few of the resources available:

- 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**.

Your Log In ID and initial password, are the same as, the initial Login ID and password to the network. If you change one password it does not automatically change the other one. To avoid confusion make both passwords the same when changing them the first time.

**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

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**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.

### 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)
- Associate in Science/Career Option degree (AS/CO)

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 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 SDV:200 Introduction to Microcomputers 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 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 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 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 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 vocational-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 grade point average 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 grade point average 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 developmental*): (*COM, ENG, ESL*). **Credits: 3**
  - (b) Electives: A number of electives (*excluding developmental*) may be specified in certain program majors: *Math: MAT; 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, 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).

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 chart on page 43. Find out if distance learning courses are right for you visit [www.nicc.edu/online](http://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 traditional 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 traditional 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.

## Standards of Academic Progress

A student who has attempted nine or more credit hours is expected to maintain a cumulative minimum grade point average (GPA) of 2.0. 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.

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" (*withdrew*) 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, with a "W" recorded on the transcript, beyond the official withdrawal date. The student must present a document

from an appropriate medical professional 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. The request for withdrawal must be presented prior to the last day of the semester for which the withdrawal is desired. The student must withdraw from all classes scheduled in the semester of the request. No refund will be given in 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 at the end of the first week 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 grade point average (GPA).

### 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](http://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 Requit (New Start)	
P - Credit Earned/Pass	
Q - No Credit/No Pass	
R - Required/No Credit	
T - Credit by Examination (Test Out)	
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 grade point average is determined in the same manner as the grade point average except that all of the student's work at the 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 grade point average is required for graduation.

### Dean's List

Students who have completed nine or more credit hours and achieved a grade point average of 3.5 or better 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](http://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 change 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 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 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 cumulative major GPA of 2.50 or better.

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 grade point average.
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. Phone, email, or faxed requests will be accepted only for transcripts issued to other educational institutions or to the student's home address. 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 cumulative grade point average of 2.0 or better 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.

### 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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- Networking Administration and Tech Support	
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Graphic Design . . . . .	89
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Office Technology . . . . .	98-100
- General	
- Legal	
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- Secretarial	
Tourism . . . . .	104

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**student driven...community focused**

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## General Education Core Courses

(Applicable to Associate in Arts and Science degree requirements)

Communication	Credits
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
ART:134 Drawing II . . . . .	3
ART:203 Art History I . . . . .	3
ART:204 Art History II . . . . .	3
ASL:131 American Sign Language I . . . . .	3
ASL:161 American Sign Language II . . . . .	3
ASL:241 American Sign Language III . . . . .	3
ASL:271 American Sign Language IV . . . . .	3
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
FLS:242 Intermediate Spanish II . . . . .	4
FLS:282 Spanish Travel Abroad . . . . .	2
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
MUS:102 Music Fundamentals . . . . .	3
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
MAT:216 Calculus II . . . . .	4
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
PHS:171 Physical Geology Lab . . . . .	1
PHY:106 Survey of Physics . . . . .	4
PHY:162 College Physics I . . . . .	4
PHY:172 College Physics II . . . . .	4

Social Sciences	Credits
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
PSY:112 Psychology of Human Relations . . . . .	3
PSY:121 Developmental Psychology . . . . .	3
PSY:221 Early Child Psychology . . . . .	3
PSY:222 Child Psychology . . . . .	3
PSY:226 Psychology of Aging . . . . .	3
PSY:241 Abnormal Psychology . . . . .	3
PSY:251 Social Psychology . . . . .	3
PSY:261 Human Sexuality . . . . .	3
PSY:281 Educational Psychology . . . . .	3
PSY:285 Education of Exceptional Learners . . . . .	3
PSY:294 Crisis Intervention . . . . .	3
SOC:110 Introduction to Sociology . . . . .	3
SOC:115 Social Problems . . . . .	3
SOC:120 Marriage and the Family . . . . .	3
SOC:140 Human Behavior in the Social Environment . . . . .	3
SOC:208 Introduction to Cultural Anthropology . . . . .	3
SOC:209 Archeology . . . . .	3
SOC:261 Human Sexuality . . . . .	3

## Accounting Clerk

**Campus Location:** Calmar, Peosta

**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 (transfer-level)	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	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: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, Peosta

**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 69 *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 of this, 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 Agronomy, Dairy Science, Animal Science, Agriculture GPS/GIS, Agriculture Manager and Marketing, and Agriculture Office Technician.

**Admission Requirements:** See page 22 under Admission Procedures.**Minimum Credits:** 69*Suggested Course Sequence*

Term One	Course Title	Credits
AGA:114	<sup>1</sup> Principles of Agronomy	3.0
AGB:235	Intro to Agriculture Markets	3.0
ACC:111	Intro to Accounting <i>OR</i>	3.0
ACC:152	Financial Accounting	4.0
BCA:212	Intro to Computer Business Apps	3.0
*	Writing Elective	3.0
*	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	<sup>2</sup> Survey of the Animal Industry	2.0
PSY:112	Psychology of Human Relations	3.0
	Agriculture Elective	1.0
	Electives	6.0

Term Three	Course Title	Credits
AGB:812	Agribusiness Internship II	2.0

	Agriculture Elective	1.0
	Electives	5.0

Term Four	Course Title	Credits
AGB:336	Agricultural Selling	3.0
AGB:466	Agricultural Finance	3.0
BIO:125	Plant Biology <i>OR</i>	4.0
CHM:110	Intro to Chemistry <i>OR</i>	3.0
BIO:248	Intro to Bioscience Technology	4.0
	Agriculture Elective	2.0
	Elective	3.0

Term Five	Course Title	Credits
SPC:112	Public Speaking	3.0
	Agriculture Elective	5.0
	Electives	4.0

**\*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:

<sup>1</sup> Crop Science<sup>2</sup> Animal Science

## Ag Bus - Agriculture GIS/GPS

**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
AGP:421	Apps of Geographical Info Systems	2.0
BCA:212	Intro to Computer Business Apps	3.0

Term Two	Course Title	Credits
AGA:157	Soil Fertility	1.0
BCA:213	Intermediate Computer Business Apps	3.0
PHS:193	Intro to GIS	3.0

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

## 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 OR	2.0
AGB:436	Grain Merchandising	2.0
AGB:330	<sup>1</sup> 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:** The new technologies in crop production products create a high demand for trained individuals in this area. The program emphasizes the proper recognition and analysis of crop production problems. 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 the career in crop consulting and precision agriculture. Currently one of the biggest career opportunities is in the area of custom application with numerous job openings and starting salaries of \$25,000 to \$30,000. 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:** 19

*Suggested Course Sequence*

Term One	Course Title	Credits
ACC:111	Intro to Accounting OR	3.0
ACC:152	Financial Accounting	4.0
ADM:162	Office Procedures	3.0
ADM:175	Records and Database Management	2.0

CIS:205	Fundamentals of Web Programming OR	2.0
CIS:207	Fundamentals of Web Programming	3.0
CIS:271	Principles of E-Commerce	2.0

Term Two	Course Title	Credits
AGA:157	Soil Fertility	1.0
AGB:436	Grain Merchandising	2.0
AGC:108	Agriculture Computer Spreadsheets	1.0
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	<sup>2</sup> 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	<sup>3</sup> 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	<sup>2</sup> 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:337	Principles of Dairy Production	3.0
AGS:353	Animal Genetics	3.0
AGS:944	Animal Agriculture Seminar	1.0
*	Agriculture Elective	2.0

Term Two	Course Title	Credits
AGS:331	Animal Reproduction	3.0
AGS:335	Principles of Milk 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:

<sup>1</sup> Farm Management

<sup>2</sup> Crop Science

<sup>3</sup> Animal Science

## 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	<sup>1</sup> 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	<sup>2</sup> 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	<sup>3</sup> 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
	Electives	5.0

Term Four	Course Title	Credits
AGB:466	Agricultural Finance	3.0
AGS:319	Animal Nutrition	3.0
BIO:112	General Biology I OR	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:035	Agriculture Risk Management OR	2.0
AGB:436	Grain Merchandising	2.0
	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 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	<sup>1</sup> 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 OR	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	<sup>2</sup> 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:

<sup>1</sup> Crop Science

<sup>2</sup> Animal Science

## 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 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 master artificial insemination, palpation, ultra-sound, hoof care, intravenous treatments, vaccination, banding, dehorning, branding, tattooing, moisture testing, feed bunk management, pasture management, and much more. Students also become proficient in managing a dairy management software package, farm cash flows, budgeting, marketing, job applications, and preparing a tax return.

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:** 73.5

*Suggested Course Sequence*

Completion of Associate in Science degree requirements, page 69, AND:

Course Title	Credits	
AGA:114	Principles of Agronomy	3.0
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:305	Livestock Evaluation	3.0
AGS:319	Animal Nutrition	3.0
AGS:331	Animal Reproduction	3.0
AGS:353	Animal Genetics	3.0
AGS:804	Animal Science Internship	3.0
AGS:944	Animal Agriculture Seminar	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

## Associate Degree Nursing

**Campus Location:** Calmar, Peosta

**Program Entry:** Fall, Spring, Summer

**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. 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. If any of the following are not completed prior to starting Nursing Concepts, your opening in the program will be forfeited and offered to another student. The student who does not successfully satisfy the program requirements listed below will be placed at the bottom of the waiting list after submission of the required paperwork.

- Submission of current physical and immunization records.
- Completion of an American Heart Association HealthCare Provider CPR or American Red Cross CPR for the Professional Rescuer certification. A copy of your current CPR certification must be submitted.
- Clearance on a criminal, dependent adult and child abuse background screening. You will receive information regarding the screenings after acceptance into the Nursing program. Note: A positive report may prevent you from attendance in clinical and completion of the 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.

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

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

In addition to the above requirements, you may also be required to provide documentation of health insurance coverage and undergo drug screening. 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

## 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
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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, MUA, 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

**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.

**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 <i>OR</i>	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:102, 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 68, 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 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:** 13.5

*Suggested Course Sequence*

Term One	Course Title	Credits
CAD:104	Computer Aided Drafting <i>OR</i>	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 <i>OR</i>	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 Associated General Contractors of America 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

## 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

**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 68, 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.

## Community and Regional Planning

**Campus Location:** Calmar, Peosta

**Program Entry:** Fall, Spring, Summer

**Award:** Associate in Arts degree

**Description:** Community and regional planning is concerned with the economic, social, environmental, psychological, and management aspects of change in a geographic or political area. Planners must attain a broad comprehension of city, metropolitan, urban, rural, regional, and statewide types of development, their interrelationships, and the extent of their changing needs over the short- and long-range future.

This program articulates into the Community and Regional Planning major in the College of Design at Iowa State University and is one of only twelve programs in the U.S. accredited by the Planning Accreditation Board. When you graduate from this articulated program, you will transfer at the junior level.

Upon completing your bachelor of science degree in Community and Regional Planning, you will be capable of performing in entry-level positions in public planning agencies or with planning consulting firms. You will be able to integrate planning knowledge and skills in practical applications to current planning issues and communicate in written and oral form.

**Admission Requirements:** See page 22 under Admission Procedures.

**Minimum Credits:** 64

*Suggested Course Sequence*

Completion of Associate in Arts degree requirements, page 68, AND:

	Course Title	Credits
ECN:120	Intro to Macroeconomics OR	3.0
ECN:130	Intro to Microeconomics	3.0
MAT:156	Statistics	3.0
POL:111	American National Government	3.0
SOC:110	Intro to Sociology	3.0
*	Computer Elective	3.0

**\*Electives:**

Computer Electives: BCA:112, BCA:212

**Iowa State University Courses:\*\***

CRP 253	Survey of Community and Regional Planning
CRP 270	Forces Shaping our Metropolitan Environment

## 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:** 73.5

*Suggested Course Sequence*

Completion of Associate in Science degree requirements, page 69, AND:

	Course Title	Credits
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:305	Livestock Evaluation	3.0
AGS:319	Animal Nutrition	3.0
AGS:331	Animal Reproduction	3.0
AGS:353	Animal Genetics	3.0
AGS:804	Animal Science Internship	3.0
AGS:944	Animal Agriculture Seminar	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 Association of General Contractors of America 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
ENG:105	Composition I <i>OR</i>	3.0
SPC:112	Public Speaking <i>OR</i>	3.0
COM:723	Workplace Communications	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
PHY:162	College Physics I <i>OR</i>	4.0
PHY:710	Technical Physics	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 68, 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:** 76.5

*Suggested Course Sequence*

Completion of Associate in Science degree requirements, page 69, AND:

	Course Title	Credits
AGA:114	Principles of Agronomy	3.0
AGB:330	Farm Business Management	3.0
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:340	Dairy Cattle Evaluation	3.0
AGS:353	Animal Genetics	3.0
AGS:803	Dairy Internship I	3.0
AGS:944	Animal Agriculture Seminar	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	<sup>1</sup> Principles of Agronomy	3.0
AGS:242	Animal Health	3.0
AGS:244	Applied Animal Disease Prevention and Treatment	2.0
AGS:335	Principles of Milk Production	3.0
AGS:340	Dairy Cattle Evaluation	3.0
BCA:212	Intro to Computer Business Apps	3.0

Term Two	Course Title	Credits
AGA:212	Grain and Forage Crops	4.0
AGS:101	Working with Animals	2.0
AGS:114	<sup>2</sup> Survey of the Animal Industry	2.0
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:803	Dairy Internship I	3.0

Term Four	Course Title	Credits
AGB:235	Intro to Agriculture Markets	3.0
AGS:319	Animal Nutrition	3.0
AGS:326	Applied Ration Balancing and Feeding	2.0
AGS:353	Animal Genetics	3.0
AGS:354	Applied Animal Selection and Improvement	2.0
ECN:110	Intro to Economics	3.0
*	Psychology Elective (transfer-level)	3.0

Term Five	Course Title	Credits
AGB:330	Farm Business Management	3.0
AGB:333	Applied Farm Financial Management	2.0
AGB:336	Agricultural Selling	3.0
AGS:218	Domestic Animal Physiology	4.0
AGS:944	Animal Agriculture Seminar	1.0
BIO:248	Intro to Bioscience Technology	4.0

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

<sup>1</sup> Crop Science

<sup>2</sup> 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: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:218	Domestic Animal Physiology	4.0
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 successfully completing the program, you are eligible to take an examination prepared by the Dental Assisting National Board to become a

Certified Dental Assistant (CDA). Successful completion of the Radiation Health and Safety and Infection Control sections of this national exam also fulfills the radiography and infection control testing requirement of the Iowa Board.

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.

**Minimum Credits:** 48

*Suggested Course Sequence*

Term One	Course Title	Credits
COM:020	Communication Skills*	3.0
DEA:203	Applied Anatomy and Physiology	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 <i>OR</i>	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

\*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:112	Intro to Data Processing	3.0
BCA:212	Intro to Computer Business Apps	3.0
ENG:013	Basic Writing	3.0
GRA:129	Illustrator	3.0
GRA:151	Web Design	3.0

Term Two	Course Title	Credits
BCA:213	Intermediate Computer Business Apps	3.0
ENG:021	Foundations of Writing <i>OR</i>	3.0
ENG:105	Composition I	3.0
GRA:139	PhotoShop	3.0
GRA:179	Publication Software	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, ADM:209), 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 69, *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	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 <i>OR</i>	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 <i>OR</i>	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 <i>OR</i>	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 68, *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

**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: 1.5-3.0 credits, BCA:112, BCA:212, SDV:200

## Ed - Paraeducator

**Campus Location:** Calmar, Peosta

**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](http://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:** 69.5

*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:110	*Intro to END	4.0
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:300	*END I	5.0
END:800	*Clinical Practicum I	4.0
PSY:111	Intro to Psychology <i>OR</i>	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:** 69

*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	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:613	Microprocessors	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:580	Microelectronic Circuits	4.0
ELT:715	Intro to Automation Systems/ Robotics	3.0
PHY:710	Technical Physics	3.0
	General Education Elective	3.0

**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 - 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 prehospital 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. Current physical, immunization records, and American Heart Health Care Provider CPR or American Red Cross CPR for the Professional Rescuer certification are required before attending the clinical portion of emergency services courses. Prior to the clinical experience, you will also be required to complete a criminal record/child and adult abuse registry check. You must be at least 17 years old prior to enrolling in the EMT-B or EMT-IA-P courses. Graduates will need to show proof of high school graduation or equivalent prior to taking the certification exam(s).

**Minimum Credits:** 66

*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:212	Emergency Medical Technician - Basic	4.0
HIT:140	Medical Terminology	4.0
PNN:200	Dosage Calculations	1.0
SDV:060	Time and Stress Management	1.0
*	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
EMS:212	Emergency Medical Technician - Basic	3.0
PNN:204	Pharmacology Medications	1.0
PSY:121	Developmental Psychology	3.0
*	Communication Elective	3.0

Term Three	Course Title	Credits
PHI:105	Intro to Ethics	3.0
SOC:208	Intro to Cultural Anthropology OR	3.0
HUM:108	Cultural Diversity and Identity	3.0
*	Communication Elective	3.0

Term Four	Course Title	Credits
EMS:430	EMT - Iowa Paramedic I	7.0
PSY:111	Intro to Psychology OR	3.0
PSY:112	Psychology of Human Relations	3.0
*	General Education Elective	3.0

Term Five	Course Title	Credits
EMS:435	EMT - Iowa Paramedic II	9.0
EMS:815	Advanced Pediatric Life Support	1.0
EMS:860	Iowa Paramedic Comprehensive Review	1.5
*	General Education Elective	3.0

### \*Electives:

\*General Education Electives:

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

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

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.

## Emergency Medical Technician - Basic

**Campus Location:** Peosta

**Program Entry:** Fall, 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 EMT-B or EMT-IA-P courses. Graduates will need to show proof of high school graduation or equivalent prior to taking the certification exam(s).

**Minimum Credits:** 7

*Suggested Course Sequence*

	Course Title	Credits
EMS:212	Emergency Medical Technician-Basic	7.0

## Enology Specialist-AAS

**Campus Location:** Calmar, Peosta

**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.



Most of the Enology Specialist core courses are offered online through VESTA. Students interested in the Enology program should become familiar with VESTA by visiting their website at [www.vesta-usa.org](http://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:209, 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:270

## Enology Specialist-Diploma

**Campus Location:** Calmar, Peosta

**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.

**\*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: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

**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.

## 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 do not have to 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 <i>OR</i>	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, page 44  
*AND:*

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
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
MAT:041	Basic Math or higher-level math	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	<sup>1</sup> 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	<sup>2</sup> Special Topics	2.0
PSY:111	Intro to Psychology <i>OR</i>	3.0
PSY:112	Psychology of Human Relations	3.0
	<sup>3</sup> Fire Science Electives	6.0

\*Offered through the IA Fire Service Training Bureau (or equivalent out-of-state certificate)

\*\*Offered through National Education Council Agriculture Safety (NECAS), Peosta, IA

<sup>1</sup> Driver Operator

<sup>2</sup> Instructional Techniques for Fire Service Training II

<sup>3</sup> Five credits are awarded for EMT or Paramedic certificates

#### \*Electives:

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.

**Minimum Credits:** 85.5

#### 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 OR	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

\*Students who do not qualify into MAT:063 will need to take MAT:053 in the fall, and then MAT:063 in the spring.

## 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 OR	3.0
BCA:212	Intro to Computer Business Apps	3.0
GRA:109	History of Graphic Design	2.0
GRA:129	Illustrator	3.0
GRA:151	Web Design	3.0

GRA:184	Design Logic	2.0
*	General Education Elective	3.0

Term Two	Course Title	Credits
GRA:110	Graphic Arts Principles	3.0
GRA:139	PhotoShop	3.0
GRA:158	Web Multimedia	3.0
GRA:179	Publication Software	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:800	Graphic Design Portfolio Seminar	3.0
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 healthcare 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:** 68.5

*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:320	Health Records Management	2.0
HIT:330	Health Care Delivery Systems	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:421	Legal Aspects of Health Information	3.0
HIT:540	Professional Practice Experience I	1.5

Term Three	Course Title	Credits
BCA:212	Intro to Computer Business Apps	3.0
*	Social Science Elective	3.0

Term Four	Course Title	Credits
HIT:240	Advanced Coding and Classification	3.0
HIT:280	CPT-4 Coding	3.0
HIT:292	Reimbursement Methodologies	2.0
HIT:351	Health Information Systems	2.0
SPC:112	Public Speaking	3.0
MTR:109	Intro to Medical Transcription <i>OR</i> General Education Elective (transfer-level)	2.0 3.0

Term Five	Course Title	Credits
HIT:340	Comparative Records	2.0
HIT:445	Quality Management of Organizational Resources	4.0
HIT:450	Health Statistics	2.0
HIT:541	Professional Practice Experience II	3.0
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:** Calmar, Peosta, Online

**Program Entry:** Fall

**Award:** Diploma

**Description:** The Coding Specialist option has been 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 professional practice 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 professional practice. Some professional practice affiliations may require additional screenings.

The Coding Specialist program is designed to ladder into the Health Information Technology program.

**Admission Requirements:** See page 22 under Admission Procedures.

**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:320	Health Records Management	2.0
HIT:330	Health Care Delivery Systems	2.0
*	Communication Elective	3.0
*	Computer Science Elective	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
HIT:540	Professional Practice Experience I	1.5

Term Three	Course Title	Credits
HIT:240	Advanced Coding and Classification	3.0
HIT:280	CPT-4 Coding	3.0
HIT:292	Reimbursement Methodologies	2.0
HIT:351	Health Information Systems	2.0
*	Elective	3.0

### \*Electives:

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

Computer Elective: BCA:212 preferred

Electives: BCA:112, BCA:213, HIT, MTR, 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.

## 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.

**Admission Requirements:** See page 22 under Admission Procedures.

**Certification/Licensure:** 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 68, 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

## 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 OR	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 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 OR	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 OR	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 69, 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 <i>OR</i>	3.0
CAD:165	Rendering and Animation <i>OR</i>	3.0
CAD:175	Advanced CAD: AutoCAD <i>OR</i>	2.0
CIS:223	Adobe Web Design <i>OR</i>	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 Ag Technology

**Campus Location:** Calmar

**Program Entry:** Fall

**Award:** Associate in Applied Science degree

**Description:** The John Deere Ag Technology 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, Kansas City Branch, 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 <i>OR</i>	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

## Law Enforcement

**Campus Location:** Calmar, Peosta

**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 68, 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 68, 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 68, 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 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:** Calmar, 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
<b>Prerequisite</b>		
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
<b>Prerequisite</b>		
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, applicants to this program, 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:** 34 + HCC coursework

*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 <i>OR</i>	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:** 45

*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
HIT:330	Health Care Delivery Systems	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 OR	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 OR	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 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:** Calmar, 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:162	Office Procedures	3.0
ADM:190	Billing for Medical Office	2.0
BCA:213	Intermediate Computer Business Apps <i>OR</i>	3.0
ADM:119	Keyboarding III	3.0
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 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

# 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. If any of the following are not completed prior to starting Nursing Concepts, your opening in the program will be forfeited and offered to another student. The student who does not successfully satisfy the program requirements listed below will be placed at the bottom of the waiting list after submission of the required paperwork.

- Submission of current physical and immunization records.
- Completion of an American Heart Association HealthCare Provider CPR or American Red Cross CPR for the Professional Rescuer certification. A copy of your current CPR certification must be submitted.
- Clearance on a criminal, dependent adult and child abuse background screening. You will receive information regarding the screenings after acceptance into the Nursing program. *Note:* A positive report may prevent you from attendance in clinical and completion of the 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.

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

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

In addition to the above requirements, you may be required to provide documentation of health insurance coverage and undergo drug screening. 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 69, 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
ECN:110	Intro to Economics	3.0
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, Online

**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 69, AND:

Course Title	Credits	
BIO:112	General Biology I OR	4.0
BIO:165	Anatomy and Physiology I AND	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. Current American Heart Health Care Provider CPR or the American Red Cross CPR for the Professional Rescuer certification, physical, and immunization records are required before attending the clinical portion of the radiologic technology courses. Prior to the clinical experience, you will also be required to complete a criminal record/child and adult abuse registry check. A positive report may prevent you from attendance in clinical and completion of the program. You may also be required to provide documentation of health insurance coverage and undergo drug screening.

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:** 85

*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

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:280	Clinical Education III	5.0
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
RAD:860	Radiobiology and Radiation Protection	2.5

Term Five	Course Title	Credits
RAD:550	Clinical Education V	6.0
RAD:720	Radiographic Imaging	3.0
RAD:740	Radiographic Pathology	2.5
	Math Elective	3.0

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.

**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 Committee on Accreditation for Respiratory Care (CoARC).

**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. Current physical, immunization records, and American Heart Health Care Provider CPR or the American Red Cross CPR for the Professional Rescuer certification are required before attending the clinical portion of the respiratory care courses.

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 the clinical experience, you will also be required to complete a criminal record/child abuse registry check. A positive report may prevent you from attendance in clinical and completion of the program. You may also be required to provide documentation of health insurance coverage and undergo drug screening. 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 OR	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](http://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:** 14 + KCC coursework

*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
HSC211	*Health Skills II	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
*	Communication Elective	3.0
*	Computer Elective	1.5-3.0
*	Psychology Elective	3.0

Term Two	Course Title	Credits
MKT:275	Marketing Occupational Experiences I	2.0

TRV:113	Intro to Tourism	3.0
TRV:114	Intro to the Hospitality Industry	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

Psychology Elective: PSY

## Viticulture Technology-AAS

**Campus Location:** Calmar, Peosta

**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.

Most of the Viticulture Technology core courses are offered online through VESTA. Students interested in the Viticulture program should become familiar with VESTA by visiting their Website at [www.vesta-usa.org](http://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 OR	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 OR	4.0
	Physics Elective (transfer-level)	4.0
VIN:211	**Integrated Pest Management	2.0

Term Five	Course Title	Credits
COM:723	Workplace Communication OR	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:209, 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

**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

**\*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:266, \*\*VIN:270, \*\*VIN:272

## Viticulture

**Campus Location:** Calmar, Peosta

**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

## 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, applicants to this program must meet the minimum entrance requirement on a basic skills assessment for placement in MAT:063 or higher.

**Minimum Credits:** 76.5

*Suggested Course Sequence*

Term One	Course Title	Credits
BCA:112	Intro to Data Processing OR	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

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 requirement on a basic skills assessment for placement in MAT:063 or higher.

**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 vocational-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.

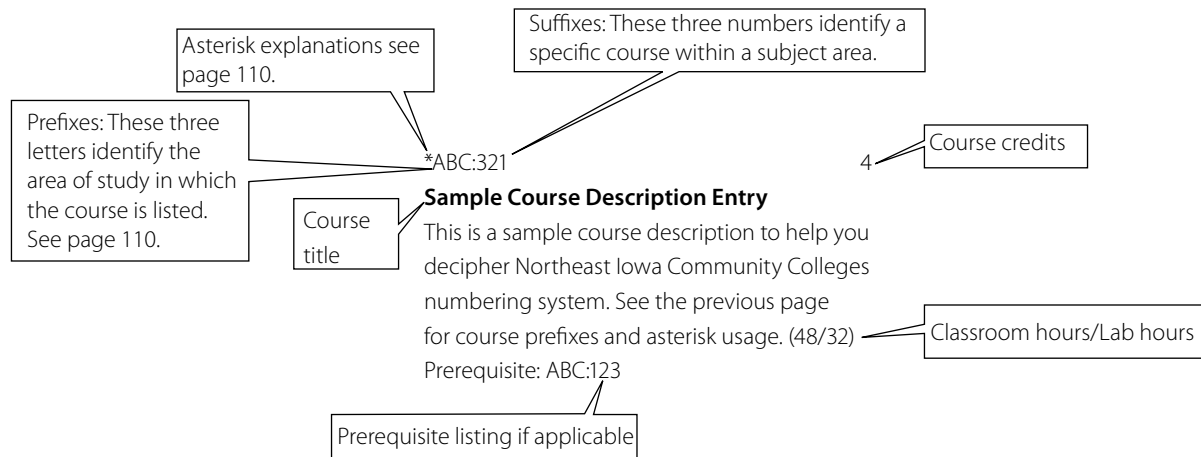
Natural/Life Sciences: BIO:112, BIO:113, BIO:125, BIO:149, BIO:153, BIO:157, BIO:158, BIO:160, BIO:165, BIO:167, BIO:170, BIO:172, BIO:183, BIO:184, BIO:190, BIO:200, BIO:201, BIO:248, ENV:115, ENV:116, ENV:140, SCI:001

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	~ DSL – Diesel	~ MGT – Management
~ ADM – Administrative Assisting	~ ECE – Early Childhood Education	~ MKT – Marketing
~ ADN – Associate Degree Nursing	ECN – Economics	~ MLT – Medical Lab Tech
~ AGA – Agriculture – Agronomy	~ EDU – Education	~ MST – Massage Therapy
~ AGB – Agriculture – Farm Management	~ EGT – Engineering Technology	~ MTR – Medical Transcription
~ AGC – Agriculture – Compreh., Misc.	~ ELE – Electrical Technology	~ MUA – Music – Applied
~ AGH – Agriculture – Horticulture	~ ELT – Electronics	MUS – General Music
~ AGM – Agriculture – Mechanics	~ EMS – Emergency Medical Services	~ NET – Computer Networking
~ AGN – Agriculture – Forestry	ENG – English Composition	~ PEA – Physical Education Activities
~ AGP – Agriculture – Precision Ag	ENV – Environmental Science	~ PEC – Coaching Officiating
~ AGS – Agriculture – Animal Science	ESL – Non-Intensive ESL	PHI – Philosophy
ART – Art	~ FIN – Finance	~ PHS – Physical Science
ASL – American Sign Language	~ FIR – Fire Science	PHY – Physics
~ AUT – Automotive Technology	FLS – Foreign Language – Spanish	~ PNN – Practical Nursing
~ BCA – Business Computer Application	GEO – Geography	POL – Political Science
BIO – Biology	~ GRA – Graphic Communications	PSY – Psychology
~ BUS – Business	~ HCR – Heating and Air Conditioning	~ RAD – Radiologic Technology
~ CAD – Computer Aided Drafting	~ HEQ – Heavy Equipment	~ RCP – Respiratory Therapy
CHM – Chemistry	HIS – History	REL – Religion
~ CIS – Computer Programming	~ HIT – Health Information Technology	SCI – Science
CLS – Cultural Studies	~ HSC – Health Sciences	SDV – Student Development
COM – Communication	~ HSV – Human Services	SOC – Sociology
~ CON – Construction	HUM – Humanities	SPC – Speech
~ COS – Cosmetology	~ IND – Industrial Technology	~ TRV – Travel and Tourism
~ CRJ – Criminal Justice	~ LGL – Legal Assistant	~ UTL – Utilities
~ CSC – Computer Science	LIT – Literature	~ VIN – Viticulture
~ DEA – Dental Assistant	MAT – Mathematics	~ WEL – Welding
DRA – Film and Theatre	~ MFG – Manufacturing	~ WTT – Wind Energy and Turbine Technology



## 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) Prerequisite: 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	<b>Governmental and Non-Profit Accounting</b> Application of generally accepted accounting principles for public schools, government, and nonprofit entities. (64/0) Prerequisite: ACC:156	<b>ADM:162</b>	3	<b>Office Procedures</b> 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	<b>Income Tax Accounting</b> 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	<b>Introduction to Keyboarding</b> 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	<b>Computer Accounting</b> 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	<b>Keyboarding II</b> 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	<b>Advanced Accounting Applications</b> 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	<b>Keyboarding III</b> 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	<b>Accounting Spreadsheet Applications</b> 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	<b>Desktop Publishing</b> 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	<b>Transcription</b> 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	<b>Records and Database Management</b> 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	<b>Billing for the Medical Office</b> 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	<b>Legal Studies: Terminology and Transcription</b> 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	<b>Supervised Practical Experience</b> 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 1  
**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 1  
**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 4  
**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 4  
**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 4  
**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 4  
**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) Pre-/ corequisites 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 3  
**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 3  
**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 1  
**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 3  
**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 2  
**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 3  
**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 1  
**Soil Fertility**

Provides a working knowledge of agronomic terms, soil-plant relationships, and principles of fertilizer use and lime use. (12/8)

AGA:161 1  
**Herbicides**

Familiarizes students with the herbicides used in Midwest crops, their families, mode of action, and injury symptoms. (12/8)

\*AGA:212 4  
**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 2  
**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 1  
**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 1  
**Pest Identification**

Familiarizes students with the major crop pests (weeds, insects, and diseases) and their identifying characteristics. (12/8)

AGA:375 2  
**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 GPS and GIS resources. (16/32) Prerequisite: PHS:193

AGA:853 1  
**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 3  
**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 2  
**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: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)

<p>AGB:150</p> <p><b>Crop Enterprise Records</b></p> <p>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</p>	1	<p>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</p>	<p>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</p>
<p>*AGB:235</p> <p><b>Introduction to Agriculture Markets</b></p> <p>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)</p>	3	<p>AGB:466</p> <p><b>Agricultural Finance</b></p> <p>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</p>	<p><b>AGC: Agriculture – Comprehensive - Miscellaneous</b></p> <p>AGC:108</p> <p><b>Agriculture Computer Spreadsheets</b></p> <p>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</p>
<p>*AGB:330</p> <p><b>Farm Business Management</b></p> <p>Covers all aspects of farm decision making, including record keeping, budgeting, year-end analysis, enterprise analysis, and tax management. (48/0)</p>	3	<p>AGB:802</p> <p><b>Agribusiness Internship I</b></p> <p>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)</p>	<p>AGC:121</p> <p><b>Introduction to Agriculture I</b></p> <p>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)</p>
<p>AGB:333</p> <p><b>Applied Farm Financial Management</b></p> <p>Gives the successful student experience with the financial records needed to manage a farm business. (16/32)</p>	2	<p>AGB:812</p> <p><b>Agribusiness Internship II</b></p> <p>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)</p>	<p>AGC:122</p> <p><b>Introduction to Agriculture II</b></p> <p>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</p>
<p>*AGB:336</p> <p><b>Agricultural Selling</b></p> <p>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)</p>	3	<p>AGB:822</p> <p><b>Agribusiness Internship III</b></p> <p>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)</p>	<p>AGC:802</p> <p><b>Agriculture Production Internship I</b></p> <p>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)</p>
<p>AGB:436</p> <p><b>Grain Merchandising</b></p> <p>Explains the function of the country elevator</p>	2	<p>AGB:930</p> <p><b>Agriculture Seminar</b></p> <p>Students will take a trip within the Midwest</p>	<p>1</p>

AGC:812	2	<b>AGM: Agriculture - Mechanics</b>	AGM:118	1
<b>Agriculture Production Internship II</b>			<b>Painting</b>	
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)			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)	
AGC:925	2	<b>Introduction to Mobile Equipment Electrical Systems</b>	AGM:123	5.5
<b>Agriculture Special Projects I</b>			<b>Introduction to Mechanical Fundamentals</b>	
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		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)	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)	
AGC:926	2	<b>Principles of Electrical Systems</b>	AGM:127	1
<b>Agriculture Special Projects II</b>			<b>Custom Application Equipment</b>	
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		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)	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)	
<b>AGH: Agriculture - Horticulture</b>			AGM:148	1.5
<b>AGH:239</b>	4	<b>Engine Tuneup/Multi-Cylinder Theory</b>	<b>Introduction to Microprocessor Controlled Components</b>	
<b>Introduction to Arboriculture and Ornamental Horticulture</b>			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	
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)		The study of the design and principles of operation of multiple cylinder engines as found on modern farm equipment. Includes basic engine maintenance and tuneup procedures as well as parts identification and performance evaluation. (32/48)		
AGH:290	3	<b>Skid Steer Loader Operation and Maintenance</b>	AGM:225	5
<b>Nursery and Landscape Maintenance</b>			<b>Hydraulics II</b>	
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)		Teaches skid steer loader inspection, operation, and safety. Discusses normal service of the skid steer loader. (7/2)	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 1  
**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 6  
**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 10  
**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 7  
**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 3  
**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 4  
**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 6  
**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 3  
**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 3  
**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 1  
**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 4  
**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 3  
**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 2  
**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 3  
**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 3  
**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)

AGM:514 3  
**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

### John Deere Heating and Air Conditioning

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)

AGM:518

5

### 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)

AGM:520

3

### John Deere Consumer Products/Engines

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)

AGM:522

3

### John Deere Diesel Engines

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 is reassembled and then started to assure student competence. (40/48)

AGM:524

3

### John Deere Diesel and Fuel Systems/Tractor Performance

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:530

4

### John Deere Information Technology

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)

AGM:801

11

### John Deere Internship I

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)

AGM:802

11

### John Deere Internship II

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)

AGM:803

4

### Agriculture Equipment Internship I

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:123, AGM:407, WEL:329

AGM:804

4

### Agriculture Equipment Internship II

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

## AGN: Agriculture - Forestry

AGN:135

4

### Urban and Rural Forest Management

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)

AGN:136

4

### Tree Physiology, Pest, Abiotic Disorders and Treatments

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)

AGN:137

4

### Tree Identification and Selection

General principles of identification and classification of tree species, varieties, and cultivates 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)

AGN:138

4

### Tree Establishment, Maintenance, and Removal

General practices associated with the establishment, maintenance, and removal of 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: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)

AGS:226 3

**Beef Cattle Science**

An overview of the beef cattle industry in the United States. Discusses management of seedstock, cow-calf, stocker, and feedlot operations. (48/0)

AGS:229 3

**Sheep Science**

An overview of the sheep industry in the United States. Management of range and farm flock operations is discussed. (48/0)

AGS:230 3

**Introduction to Dairy Goats**

An overview of the general aspects of dairy goats and industry. (48/0)



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

**Animal Agriculture Seminar**

Includes material on important issues in animal agriculture which is covered in a student-directed discussion atmosphere. (16/0)

**ART: ART**

\*ART:101 3

**Art Appreciation**

A general survey course exploring the elements of art and many artists, their lives, cultures, and media. Field trip required. (48/0)

\*ART:120 3

**Two-Dimensional Design**

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)

\*ART:123 3

**Three-Dimensional Design**

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)

\*ART:133 3

**Drawing**

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)

\*ART:134 3

**Drawing II**

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

\*ART:203 3

**Art History I**

The study of the visual arts in western civilization including painting, sculpture, and architecture from prehistoric times through the Gothic period. (48/0)

\*ART:204 3

**Art History II**

The study of the visual arts in western civilization including painting, sculpture, architecture, and photography from the Renaissance through the twentieth century. (48/0)

**ASL: American Sign Language**

\*ASL:131 3

**American Sign Language I**

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)

\*ASL:161 3

**American Sign Language II**

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

\*ASL:241 3

**American Sign Language III**

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

\*ASL:271 3

**American Sign Language IV**

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

**AUT: Automotive Technology**

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: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: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: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: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: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: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: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: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: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:321 2

### Automotive Transmissions

Study of components, functions, and maintenance procedures for various transmissions. (8/48)

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: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: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: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:505 5

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: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)

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

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

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

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

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

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)

AUT:829 4

**Gas Engine Principles**

Introduces fundamental aspects of the gasoline engine and maintenance procedures. (24/80)

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)

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)

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

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

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

**BCA: Business Computer Application**

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)

\*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)

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

\*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)

\*BCA:213 3

**Intermediate Computer Business Applications**

Presents advanced practical business 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	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	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
<b>Body Structure and Function</b> A basic course emphasizing the structure and function of major components of the human body. (48/0)			
BIO:153	2	*BIO:170	3
<b>Cardiopulmonary Anatomy and Physiology</b> Focuses on the anatomy and physiology of the cardiopulmonary system and other body systems affecting it. (32/0)		<b>Human Anatomy and Physiology II</b> 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:200
*BIO:157	4		1
<b>Human Biology</b> 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)			<b>Basic Microbiology</b> Introductory course stressing the characteristics of microorganisms and their relationship to man. Emphasizes bacteriology, immunity, sanitation, disinfection, and asepsis. (16/0)
BIO:158	2	*BIO:172	1
<b>Basic Anatomy and Physiology</b> 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)		<b>Human Anatomy and Physiology II Lab</b> 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:201
BIO:160	1	*BIO:183	3
<b>Basic Anatomy and Physiology Lab</b> 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		<b>Microbiology</b> 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	<b>Basic Microbiology Lab</b> A laboratory experience exploring the characteristics of microorganisms and their influence on society. (0/16) Pre-/corequisite: BIO:200
*BIO:165	3	*BIO:184	1
<b>Human Anatomy and Physiology I</b> 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 minimum grade of C-; or a minimum grade of C- in BIO:112, BIO:157, CHM:110, or SCI:001		<b>Microbiology Lab</b> Laboratory experience exploring the characteristics of microorganisms and their influence on society. (0/32) Pre-/corequisite: BIO:183	*BIO:248
*BIO:167	1	*BIO:190	3
<b>Human Anatomy and Physiology I Lab</b> Basic principles of human anatomy		<b>Introductory Biotechnology</b> 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	<b>Introduction to Bioscience Technology</b> 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
			<b>BUS: Business</b>
			*BUS:103
			4
			<b>Introduction to Business</b> 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:112
			3
			<b>Business Math</b> 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)

<p>BUS:121 <b>Business Communications</b> 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</p>	3	<p>documents are required elements of this student project-centered course. (48/0) Prerequisites: BUS:130, BUS:133</p>	3	<p>*BUS:214 <b>Statistics for Business and Economics</b> 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</p>	3
<p>*BUS:130 <b>Introduction to Entrepreneurship</b> A survey course designed to orient students toward the multi-dimensions of a career in entrepreneurship. Explores entrepreneurial qualities, assessment of various funding sources, strategic planning for entrepreneurial ventures, and legal and contemporary business environment issues. (48/0)</p>	3	<p>*BUS:180 <b>Business Ethics</b> 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)</p>	3	<p>*BUS:261 <b>Principles of Insurance I</b> 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)</p>	3
<p>*BUS:132 <b>Introduction to Managerial Decision Making</b> 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</p>	3	<p>*BUS:185 <b>Business Law I</b> Presents material essential to an understanding of law as it applies to the following topics: history, crimes and torts, contract law, and sales (UCC). (48/0)</p>	3	<p>*BUS:262 <b>Principles of Insurance II</b> 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)</p>	3
<p>*BUS:133 <b>Entrepreneurial Studies</b> 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</p>	3	<p>*BUS:186 <b>Business Law II</b> 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</p>	3	<p>BUS:270 <b>Casualty and Claims Practices</b> Designed to help students complete the documents necessary to report, adjust, and settle claims. (48/0)</p>	3
<p>*BUS:137 <b>Innovation and Strategic Business Planning</b> 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</p>	3	<p>*BUS:188 <b>Legal Environment of Business</b> 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)</p>	3	<p><b>CAD: Computer Aided Drafting</b></p>	3
<p>*BUS:211 <b>Business Statistics</b> An introduction to basic statistical concepts including descriptive statistics and inferential statistics through simple hypotheses testing. (48/32)</p>	4	<p>*BUS:198 <b>Leadership Skills</b> 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)</p>	3	<p>CAD:104 <b>Computer Aided Drafting</b> 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)</p>	3
				<p>CAD:165 <b>Rendering and Animation</b> Introduces the creation of two- and three-dimensional animations using specially designed software and activities. (32/32) Corequisite: CAD:175</p>	3





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 3

**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

CIS:400 3

**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

CIS:420 3

**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

\*CIS:505

### 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

\*CIS:603

### Visual Basic

Fundamental knowledge to write applications in Visual Basic for use in a Window 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)

CIS:614

### 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

\*CIS:615

### 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

\*CIS:649

### 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

CIS:726

### Help Desk Customer Support

Provides exposure to the basics of help desk support activities and the knowledge base and skill set to provide valuable customer support to clients. Contains both a theory component and lab activities using simulations and scenarios to reinforce and emphasize practical applications of help desk customer support concepts. (32/32) Prerequisite must be passed with a minimum of a C- to progress in the Computer Analyst major. Prerequisites: BCA:212, NET:103; and PSY:111 or PSY:112 or SOC:110 or SOC:208

CIS:732

### 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

CIS:800

### 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

## CLS: Cultural Studies

\*CLS:150

### 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)

\*CLS:170

### 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)

## COM: Communication

\*\*COM:020

### 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)

<p>*COM:120</p> <p><b>Organizational Communication</b></p> <p>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</p>	3	<p>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)</p>	4	<p>CON:166</p> <p><b>Construction Lab I: Foundations</b></p> <p>Offers hands-on experience performing skills learned during Construction I lectures. During this lab experience, students will enroll online via <b>CareerSafeOnline.com</b>, 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</p>	4
<p>*COM:140</p> <p><b>Introduction to Mass Media</b></p> <p>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</p>	3	<p>CON:936</p> <p><b>Occupational Experience</b></p> <p>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</p>	3	<p>CON:375</p> <p><b>Construction I</b></p> <p>Introduces site layout, concrete foundations and flat work, concrete forming, and the handing, placement and concrete finishing. (48/0) Pre-/corequisites: CON:141, proof of First Aid/CPR certification</p>	3
<p>*COM:145</p> <p><b>Public Relations Media</b></p> <p>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</p>	3	<p><b>CON: Construction</b></p> <p>CON:111</p> <p><b>Basic Drafting</b></p> <p>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)</p>	2	<p>CON:376</p> <p><b>Construction II</b></p> <p>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</p>	4
<p>*COM:155</p> <p><b>Newspaper Production</b></p> <p>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</p>	3	<p>CON:113</p> <p><b>Construction Print Reading</b></p> <p>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)</p>	2	<p>CON:378</p> <p><b>Construction Lab II</b></p> <p>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</p>	10
<p>**COM:723</p> <p><b>Workplace Communications</b></p> <p>Opportunity to develop as competent</p>	3	<p>CON:141</p> <p><b>Basic Construction Skills</b></p> <p>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)</p>	2	<p>CON:379</p> <p><b>Construction III</b></p> <p>Designed for students with little or no experience in residential construction procedures. Instruction covers aspects of residential construction in both the laboratory</p>	4

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  
**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

5 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	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:510	6.5
<b>Evidence</b> (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)			<b>Principles of Dental Assisting</b> 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	
<b>CSC: Computer Science</b>			DEA:560	3
CSC:108	2	DEA:311 <b>Dental Radiography I</b> 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	<b>Dental Clinic I</b> 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	
<b>Computer Careers</b> Familiarizes students with the job responsibilities and general characteristics of various career paths within the computer industry. (32/0)		DEA:322	<b>Dental Clinic II</b> 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	
CSC:117	.5	<b>Dental Radiography II</b> 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:311, DEA:250	DEA:561	4.5
<b>Computer Systems</b> 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:411	<b>Dental Clinic II</b>	
<b>DEA: Dental Assisting</b>				
DEA:203	1.5	<b>Dental Materials I</b> 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)		
<b>Applied Anatomy and Physiology</b> An introductory anatomy and physiology course geared to meet the needs of dental assisting students. (24/0)		DEA:418		
DEA:250	4.5	<b>Dental Materials II</b> 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		
<b>Dental Science</b> Content in areas of dental anatomy, oral histology, dental health education, nutrition, microbiology, infection control, and hazards management. (56/32)				
DEA:264	3			
<b>Dental Science II</b> Covers different medical and oral pathological conditions and manifestations, including				

<p>DEA:605</p> <p><b>Dental Specialties</b></p> <p>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</p>	4	<p>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)</p>	<p>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)</p>
<p>DEA:703</p> <p><b>Dental Office Procedures</b></p> <p>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</p>	3	<p>DSL:533</p> <p><b>Drive Trains</b></p> <p>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)</p>	<p>ECE:126</p> <p><b>School Age Care</b></p> <p>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)</p>
<p><b>DRA: Film and Theatre</b></p> <p>*DRA:112</p> <p><b>American Film</b></p> <p>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-</p>	3	<p>DSL:632</p> <p><b>Brakes - Diesel</b></p> <p>Information regarding hydraulic brakes, air brakes, parking brakes, reconditioning, and refinishing. (8/48)</p>	<p>ECE:133</p> <p><b>Child Health, Safety, and Nutrition</b></p> <p>Emphasizes the nutritional requirements and needs of young children; the interrelationship and importance of health, safety, and nutrition in early childhood programs; and how children can be actively involved in their own nutrition, safety, and health education. (48/0)</p>
<p><b>DSL: Diesel</b></p> <p>DSL:353</p> <p><b>Diesel Engine Principles</b></p> <p>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)</p>	4	<p>DSL:733</p> <p><b>Air Conditioning</b></p> <p>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)</p>	<p>ECE:162</p> <p><b>Curriculum: Creative Activities</b></p> <p>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)</p>
<p>DSL:449</p> <p><b>Diesel Support Systems</b></p> <p>Introduces complete air intake systems including rotor-type air blowers, turbo chargers, super chargers, and external</p>	3	<p>DSL:803</p> <p><b>Equipment Repair - General</b></p> <p>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. (0/172)</p>	<p>ECE:167</p> <p><b>Curriculum: Science and Math</b></p> <p>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)</p>
		<p><b>ECE: Early Childhood Education</b></p> <p>ECE:109</p> <p><b>Orientation to Center Participation</b></p> <p>An overview of the history and philosophy</p>	<p>3-4</p>

<p>ECE:221</p> <p><b>Infant/Toddler Care and Education</b></p> <p>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)</p> <p>ECE:249</p> <p><b>Children's Literature</b></p> <p>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)</p> <p>ECE:277</p> <p><b>Early Childhood Field Experience I</b></p> <p>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</p> <p>ECE:278</p> <p><b>Early Childhood Field Experience II</b></p> <p>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</p>	<p>3</p> <p>3</p> <p>2</p> <p>3</p>	<p>ECE:279</p> <p><b>Early Childhood Field Experience III</b></p> <p>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 consent and/or corequisite ECE:278, ECE:946, or instructor consent</p> <p>ECE:290</p> <p><b>Early Childhood Program Administration</b></p> <p>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)</p> <p>ECE:946</p> <p><b>Seminar</b></p> <p>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</p>	<p>6</p> <p>3</p> <p>3</p> <p>3</p>	<p>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</p> <p><b>EDU: Education</b></p> <p>*EDU:100</p> <p><b>History of Community College</b></p> <p>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)</p> <p>*EDU:110</p> <p><b>Exploring Teaching</b></p> <p>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 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)</p> <p>*EDU:125</p> <p><b>Making a Difference</b></p> <p>(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</p>	<p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p>
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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

ELE:117 5

**DC Theory**

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

ELE:118 5

**AC Theory**

A comprehensive introduction to alternating

<p>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 caloratory activities provide practical insights into the subject matter. (40/80) Prerequisite: A minimum grade of C- in ELE:117</p>	3	<p>instruments. (32/64) Prerequisite: A minimum grade of C- in ELE:118</p>	<p>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</p> <p><b>Electrical Installation</b></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>	5	<p>ELE:151</p> <p><b>National Electrical Code I</b></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</p> <p><b>Auto Electrical Systems</b></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</p> <p><b>Electrical Materials Identification</b></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>	1	<p>ELE:152</p> <p><b>National Electrical Code II</b></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</p> <p><b>Application of PLC's</b></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</p> <p><b>Commercial-Residential Lab</b></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>	6	<p>ELE:171</p> <p><b>Power Systems</b></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><b>ELT: Electronics</b></p> <p>ELT:123</p> <p><b>Programmable Logic Controllers</b></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:147</p> <p><b>Estimating</b></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>	1	<p>ELE:172</p> <p><b>Fundamentals of Fluid Dynamics</b></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</p> <p><b>Electrical Systems - Diesel</b></p> <p>Presents procedures for reading and understanding wiring diagrams and 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)</p>
<p>ELE:148</p> <p><b>Solid State Fundamentals</b></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</p>	4	<p>ELE:193</p> <p><b>Motor Repair</b></p> <p>The principles of generators, motors, controllers, and transformers, and most types 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>ELT:306</p> <p><b>Electronic Circuits</b></p> <p>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</p>

application of linear circuits. (64/64) Prerequisites: ELE:117, ELE:118, MAT:063				
ELT:310	4			
<b>Digital Circuits</b>				
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			
<b>Digital Logic Circuits</b>				
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			
<b>Digital Electronics</b>				
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			
<b>DC Circuit Analysis</b>				
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			
<b>AC Circuit Analysis</b>				
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			
<b>Electrical Network and Circuit Analysis</b>				
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			
<b>Electronic Communication Systems</b>				
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			
<b>Electronic Communication Circuits</b>				
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			
<b>Laser and Fiber Optics</b>				
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			
<b>Semiconductors</b>				
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			
<b>Advanced Semiconductors</b>				
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			
<b>Microelectronic Circuits</b>				
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			
<b>Microprocessors</b>				
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			
<b>Microprocessor/Interfacing</b>				
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			
<b>Op-Amps and Linear Integrated Circuits</b>				
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			
<b>Test Instrument Application and Measurement Techniques</b>				
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

### 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

### 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:240

### Advanced Emergency Medical Technician I

Teaches the skills necessary for individuals to intervene into the pathological process of advanced pre-hospital level of care under the direction of physicians in the field or during transit to an emergency care center. Focuses on specialty areas, i.e., med., Ob/gyn, etc. (40/64 and 96 co-op hours) Prerequisite: EMS:200 or current Iowa EMT license

EMS:241

### Advanced Emergency Medical Technician II

Teaches cognitive, affective, and psychomotor skills necessary to provide competent pre-hospital advanced emergency care under the direction of a physician or designee in the field or during transit to an emergency care center. Focuses on pre-hospital environment, preparation, and trauma. Includes preparation in the Pre-Hospital Trauma Life Support (PHTLS) and Advanced Cardiac Life Support (ACLS). (40/64 and 96 co-op hours) Prerequisite EMS:240

EMS:242

### Paramedic Level I

Introduces the history of EMS as a profession. Discusses the importance of research, safety, documentation, communication, and ethics. Covers anatomy and physiology relating to EMS. (64/64) Prerequisite EMS:241

EMS:243

### Paramedic Level II

Expands student knowledge of medical terminology as well as pathophysiology. Covers appropriate tools and proper procedures for assessing patient conditions. Individual patient needs are discussed regarding medications, airways, and various other needs (96/64 and 64 co-op hours) Prerequisite EMS:242

EMS:244

### Paramedic Level III

Prepares students to recognize various pathologies while continuing their clinical and field experiences. (96/96 and 256 co-op hours) Prerequisite: EMS:243

EMS:245

### Paramedic Level IV

Prepares students for various trauma and pediatric emergencies. Students complete their clinical and field experiences during this final paramedic course. (48/96 and 256 co-op hours) Prerequisite: EMS:244

EMS:430

### Emergency Medical Technician - Iowa Paramedic I

Teaches the cognitive, affective and psychomotor skills necessary to provide competent pre-hospital advanced emergency care under the direction of a physician or designee in the field or during transit to an emergency care center. The focus is on pre-hospital environment, preparation, and trauma. Includes preparation in Pre-Hospital Trauma Life Support (PHTLS) and Advanced Cardiac Life Support (ACLS). (80/64) Prerequisite: EMS:212

EMS:435

### Emergency Medical Technician - Iowa Paramedic II

Teaches skills necessary to intervene into the pathological process of advanced pre-hospital

level of care under the direction of physicians in the field or during transit to an emergency care center. The focus is on specialty areas, i.e., medical, OB/GYN, etc. (48/40 with 110 clinical hours and 138 hours field experience) Prerequisite: A minimum grade of C- in EMS:430

9 EMS:815

### Advanced Pediatric Life Support

Teaches cognitive, affective, and psychomotor skills necessary to provide competent advanced emergency care to neonates and pediatric patients under the direction of a physician or designee in the field or during transit to an emergency care center. The focus is on the pre-hospital environment. (12/12) Prerequisite: A minimum grade of C- in EMS:435

EMS:860

### Iowa Paramedic Comprehensive

Review of cognitive, affective, and psychomotor skills necessary for an individual to provide competent pre-hospital advanced emergency care under the direction of a physician or designee in the field or during a transit to an emergency care center. (8/32) Prerequisite: A minimum grade of C- in EMS:435

## ENG: English Composition

\*\*ENG:013

### 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

### 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	(48/0) Prerequisites: A minimum grade of C- in ENG:105 or equivalent college-level courses in composition with a minimum grade of C-	
<b>Communication through Reading and Writing I</b>			
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		
<b>Composition I</b>			
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		
<b>Composition II</b>			
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		
<b>Composition II: Technical Writing</b>			
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		
<b>Creative Writing</b>			
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.			
		<b>ENV: Environmental Science</b>	
	3	*ENV:115	
		<b>Environmental Science</b>	
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)			
	1	*ENV:116	
		<b>Environmental Science Lab</b>	
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			
	4	*ENV:140	
		<b>Natural Resource Conservation</b>	
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)			
		<b>ESL: Non-Intensive ESL</b>	
	2	**ESL:101	
		<b>English as a Second Language for Academic Purposes</b>	
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.			
		<b>FIN: Finance</b>	
	3	*FIN:101	
		<b>Principles of Banking</b>	
Examines nearly every aspect of banking providing a comprehensive introduction to the diversified services offered by the banking industry today. (48/0)			
	3	*FIN:110	
		<b>Money and Banking</b>	
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)			
	4	*FIN:122	
		<b>Personal Finance</b>	
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)			
		<b>FIR: Fire Science</b>	
	5	FIR:337	
		<b>Technical Agricultural Rescue</b>	
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)			
		<b>FLS: Foreign Language – Spanish</b>	
	4	*FLS:141	
		<b>Elementary Spanish I</b>	
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)			
	4	*FLS:142	
		<b>Elementary Spanish II</b>	
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

### 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

### 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

### 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:148

### Photoshop II

Focuses on hands-on use of Adobe PhotoShop. Students gain extensive knowledge of image manipulation in a digital world. Photoshop is used to manipulate and create many effects a professional will need to use in the real world. (8/48) Prerequisite must be passed with a minimum of a C- to progress in the Computer Analyst major. Prerequisite: GRA:143

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 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: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:184

**Design Logic**

Basic introduction to the graphic design process used by graphic design professionals including designing logic, storyboards, thumbnail sketches, hierarchy charts, and related design specifications and models for a variety of problems using various design methods and tools. (16/32)

GRA:210

**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

**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

**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

**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

**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

**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	controls, troubleshooting, and maintenance on oil-fired furnaces. (8/48) Prerequisites: HCR:117, HCR:403	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)
<b>Graphic Design Portfolio Seminar</b>			
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:805	3		
<b>Graphic Design Occupational Experience</b>			
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 consent			
<b>HCR: Heating and Air Conditioning</b>			
HCR:108	2		
<b>Heating and Air Conditioning Trade Codes</b>			
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		
<b>Introduction to Forced Air Heat</b>			
The theory, wiring, electrical controls, and operations of a basic gas, forced-air furnace. (16/32) Prerequisite: HCR:403			
HCR:122	5		
<b>Gas Furnaces</b>			
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			
HCR:123	2		
<b>Oil Furnaces</b>			
Provides a working knowledge of electrical			
HCR:124	1		
<b>Hydronic Heat</b>			
Instruction in wiring, electrical controls, and the operation of a hydronic heating system. (8/16) Prerequisite: HCR:403			
HCR:128	2		
<b>Principles of Electric Heat</b>			
Provides a working knowledge of electrical controls, troubleshooting, and maintenance procedures on an electrical heating system. (8/48) Prerequisites: HCR:117, HCR:403			
HCR:141	3		
<b>Principles of Heat Pumps</b>			
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			
HCR:202	3		
<b>Introduction to Cooling</b>			
Instruction in the theory, wiring, electrical controls, and the operation of an air conditioning system. (16/64) Prerequisite: HCR:403			
HCR:204	4		
<b>Principles of Air Conditioning</b>			
Provides a working knowledge of electrical controls, sealed system components, troubleshooting, and maintenance procedures on air conditioners. (16/96) Prerequisites: HCR:202, HCR:403			
HCR:403	4		
<b>Basic Electricity</b>			
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)			
HCR:506	3		
<b>Air Distribution</b>			
Covers understanding of heat loss and gain			
HCR:515	3		
<b>Sheet Metal Fabrication</b>			
Provides working knowledge in layout, fabrication, and installation of duct systems used in the heating and cooling industry. (0/96)			
HCR:815	2		
<b>Air Purification and Humidity</b>			
Provides an understanding of why air purification and proper humidity control are important for personal comfort. (8/48)			
HCR:941	1.5		
<b>Practicum</b>			
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			
<b>HEQ: Heavy Equipment</b>			
HEQ:153	2		
<b>Hydraulic Systems</b>			
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)			
<b>HIS: History</b>			
*HIS:131	3		
<b>World Civilization I</b>			
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 integrated with the political history of the Middle East, India, China, Africa, and Europe. (48/0)			



<p>*HIS:132</p> <p><b>World Civilization II</b></p> <p>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)</p> <p>*HIS:151</p> <p><b>U.S. History To 1877</b></p> <p>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)</p> <p>*HIS:152</p> <p><b>U.S. History Since 1877</b></p> <p>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)</p> <p>*HIS:214</p> <p><b>Russian History and Culture</b></p> <p>(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)</p> <p>*HIS:247</p> <p><b>Study Abroad: British Life and Culture</b></p> <p>Introduces aspects of the British people and their culture, including: the monarchy and</p>	<p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p>	<p>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><b>Study Abroad: History of Cambridge, England</b></p> <p>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><b>HIT: Health Information Technology</b></p> <p>HIT:120</p> <p><b>Pharmacology for HIT</b></p> <p>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><b>Pharmacology</b></p> <p>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><b>Medical Terminology</b></p> <p>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><b>Principles of Diseases</b></p> <p>A focus of essential concepts of disease processes in relationship to the etiology, 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><b>Introduction to CPT</b></p> <p>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:320; and BIO:157 or BIO:165. Pre-/corequisites: HIT:165; and BIO:165 or BIO:170</p> <p>HIT:230</p> <p><b>Introduction to Medical Coding</b></p> <p>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:240</p> <p><b>Advanced Coding and Classification</b></p> <p>Enables students to accurately apply ICD-9-CM codes to diseases and procedures in compliance with reimbursement and prospective payment system guidelines with use of coding resources and encoder/grouper software. (32/32) Prerequisites: A minimum grade of C- in HIT:165, HIT:230</p> <p>HIT:280</p> <p><b>CPT-4 Coding</b></p> <p>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</p> <p>HIT:292</p> <p><b>Reimbursement Methodologies</b></p> <p>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>2</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>2</p> <p>4</p> <p>4</p>
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HIT:320	2	record in relationship to the implementation of legal and regulatory requirements in the health information infrastructure. (32/0) Prerequisites: A minimum grade of C- in HIT:320, HIT:330	HIT:541	3	<b>Professional Practice Experience II</b> Supervised occupational experiences in a cooperating agency providing application of advanced classroom theory. (192 co-op hours) Prerequisites: A minimum grade of C- in HIT:240, HIT:280, HIT:292, HIT:351, HIT:540. Corequisites: HIT:340, HIT:445, HIT:450
<b>Health Records Management</b> 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)			HIT:601	2	<b>Medical Transcription</b> 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:330	2	HIT:421 <b>Legal Aspects of Health Information</b> A study of healthcare privacy, confidentiality, legal, and ethical issues surrounding the health record in relationship to the implementation of legal and regulatory requirements in the health information infrastructure. (48/0) Prerequisites: A minimum grade of C- in HIT:320, HIT:330	HIT:603	4	<b>Medical Transcription</b> Transcription of medical reports utilized in health care facilities. (32/64) Prerequisites: A minimum grade of C- in ADM:116, HIT:140, HIT:320 or dean approval. Pre-/corequisite: BIO:157 or BIO:165
<b>Health Care Delivery Systems</b> 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)		HIT:445 <b>Quality Management of Organizational Resources</b> 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:351, HIT:540	HIT:946	2	<b>Seminar</b> Capstone course emphasizing professional development activities in preparation for future employment. (16/32) Prerequisite: A minimum grade of C- in HIT:540. Corequisite: HIT:541
HIT:340	2	HIT:450 <b>Health Statistics</b> Computes and interprets healthcare statistics and introduces Institutional Review Board policies and processes in healthcare research. (28/8) Prerequisite: Qualifying placement numerical scores or MAT:053; and HIT:320, HIT:330	HIT:949	1-4	<b>Special Topics</b> Explores special topic in health informatics and the changing work environment of health information management. (16-64/0)
<b>Comparative Records</b> Examines the regulations, data sets, and documentation requirements in comparative health records. Includes long-term care, home health, hospice, mental health, substance abuse, rehabilitation, and other settings in relation to information management requirements. (32/0) Prerequisites: A minimum grade of C- in HIT:320, HIT:330		HIT:450 <b>Health Statistics</b> Computes and interprets healthcare statistics and introduces Institutional Review Board policies and processes in healthcare research. (28/8) Prerequisite: Qualifying placement numerical scores or MAT:053; and HIT:320, HIT:330			<b>HSC: Health Sciences</b>
HIT:351	2	HIT:540 <b>Professional Practice Experience I</b> 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: A minimum grade of C- in HIT:140, HIT:320, HIT:330; and BIO:157 or BIO:165. Corequisites: HIT:215, HIT:230, HIT:421	HSC:104	2	<b>Introduction to Health Care</b> 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)
<b>Health Information Systems</b> 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: A minimum grade of C- in BCA:212, HIT:320, HIT:330, HIT:540. Corequisites: HIT:240, HIT:292			HSC:108	2	<b>Introduction to Health Professions</b> Exploration of health career pathways in therapeutic, diagnostic, health informatics,
HIT:420	2				

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: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: Consent 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)

\*HSV:256 3

### **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	HSV:849	1.25	*HUM:140	3
<b>Treatment of Alcohol and Drug Abuse</b> 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)		<b>Human Services Field Experience III</b> 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		<b>Shakespeare: Dramatist, Psychologist, Historian</b> (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-	
*HSV:270	3			*HUM:170	3
<b>Crisis intervention</b> (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		<b>HUM: Humanities</b>  *HUM:108 <b>Cultural Diversity and Identity</b> 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)	3	<b>Introduction to Women's Studies</b> 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-	
HSV:284	3	*HUM:116	3		
<b>Case Management</b> 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		<b>Encounters in Humanities</b> 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)			
HSV:847	2.5	*HUM:125	3	<b>IND: Industrial Technology</b>	
<b>Human Services Field Experience I</b> 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		<b>Broadway Musical History</b> Covers the history and development of the Broadway musical from approximately 1860 to the present. (48/0)		IND:118	1
HSV:848	1.25	*HUM:130	3	<b>Commercial Drivers License</b> Preparation to take the Commercial Drivers License knowledge inspection, skills, and driving tests. Covers driving safety, transporting cargo safely, and hazardous materials. (12/8)	
<b>Human Services Field Experience II</b> Opportunity to apply theory and develop skills 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		<b>Holocaust Perspectives: Confronting the Future</b> 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 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)		<b>LGL: Legal Assistant</b>	
				*LGL:112	3
				<b>Introduction to Paralegal Studies</b> 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.

3 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

**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

**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

**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

**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

**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

**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

**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

**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

**Advanced Machine Operations I**

More complex prints are used to introduce additional machine tool processes. (0/128) Prerequisite: MFG:241

MFG:243

**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

**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

**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

**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

**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: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	1	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)	MKT:142	3	<b>Consumer Behavior</b> 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)	
<b>Introduction to Manufacturing Processes</b> 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)						
<b>MGT: Management</b>						
*MGT:102	4	<b>Negotiation and Conflict Management</b> 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:186	3	*MKT:150	3
<b>Principles of Management</b> 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)			<b>Principles of Financial Management</b> 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		<b>Principles of Advertising</b> 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)	
MGT:105	2	<b>Farm and Financial Management</b> 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:215	3	MKT:162	3
<b>MKT: Marketing</b>			<b>Principles of Marketing</b> 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)		<b>Retail Merchandising</b> 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)	
*MGT:110	3	<b>Small Business Management</b> 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)	MKT:110	3	MKT:183	3
<b>Human Resource Management</b> 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			<b>Electronic Marketing</b> 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)		<b>Customer Service Strategies</b> 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)	
*MGT:170	3	<b>Management and Labor Relations</b> An overview of labor law as well as a historical view of labor/management relations.	*MKT:120	3	*MKT:190	3
*MGT:180	3		<b>Principles of Selling</b> The fundamentals of selling. Stresses techniques used for different sales situations. Emphasizes industrial and wholesale selling and retail selling. (40/16)		<b>International Marketing</b> 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)	
			*MKT:140	3	MKT:275	2
					<b>Marketing Occupational Experiences I</b> 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)	



MKT:276	6	Explores the organization and role of the clinical laboratory as well as medical ethics and conduct, employment opportunities, and professional organizations. (32/0)	relate to other areas of the body. (16/16) Prerequisites: MST:127, MST:129, MST:251
<b>Marketing Occupational Experiences II</b>			
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)			
MKT:277	2		MST:127 5
<b>Marketing Occupational Experiences III</b>			<b>Message I</b>
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)		MLT:120 3 <b>Urinalysis</b> The study of urine formation and methodology of determining the physical, chemical, and microscopic properties of urine in normal and abnormal states. (32/32)	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)
MKT:278	2		MST:129 3
<b>Marketing Occupational Experiences IV</b>			<b>Message II</b>
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)		MST:114 1.25 <b>Pathology for Massage Therapy I</b> 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)	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
MKT:298	3		MST: 137 3
<b>Seminar in Entrepreneurship</b>			<b>Message in Special Populations</b>
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. Presentations to participating business partners will be required. (16/64)		MST:115 1.25 <b>Pathology for Massage Therapy II</b> 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	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 conditions. Explores work settings serving special populations such as wellness centers, cancer centers, and elder centers. (48/0) Prerequisite: MST:129
MKT:943	3		MST:145 2
<b>Readings</b>			<b>Message Business Management</b>
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)		MST:116 2 <b>Kinesiology I</b> Covers the individual muscles and primary muscle functions important to massage therapy. Identifies muscle attachment (origin and insertion), innervation (nerves), and muscle movement. Human movement will be incorporated. (20/24)	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
<b>MLT: Medical Lab Tech</b>			
MLT:101	2		
<b>Introduction to Lab Science</b>			
Familiarization with the Medical Lab Tech program and the field of laboratory medicine.		MST:117 2.5 <b>Kinesiology II</b> 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	
		MST:125 1.5 <b>Reflexology</b> The fundamentals of reflexology. Students learn how reflex points in the foot and hand	

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:161 1.5  
**Professional Boundaries in Massage Practice**  
 Focuses on client-practitioner dynamics in recognizing the vulnerability of clients and the need to create a safe and respectful relationship. (24/0) Prerequisite: MST:162

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 3

### 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

### 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

### 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

### 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

### 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

### 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

### 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

### Aerobic Fitness I

An activity-based course that focuses on cardiovascular exercise through aerobics. (0/16)

PEA:112

### Basketball

An activity-based course focusing on developing skills in basketball. Emphasizes rules and game strategies. (0/32)

PEA:132

### Fishing I

Provides for a degree of skill in the art of fishing for leisure. (0/32)

PEA:150

### Powerwalking

Introduces fitness walking and jogging to improve health and fitness. (0/32)

PEA:176

### Volleyball I

An activity-based course focusing on developing skills in volleyball. Rules and game strategies are emphasized. (0/32)

PEA:192

### Walking I

An introductory course focusing on the fundamentals of stretching and walking. (0/32)

## PEC: Coaching Officiating

\*PEC:110

### 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

### 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) Prerequisite: MAT:041

## 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) Pre-/corequisites must be passed with a minimum grade of C- Prerequisites: BIO:170, BIO:172, PNN:200, and successful completion of a 75-hour state-approved nurse aid course. Pre-/corequisites: ENG:105, PNN:204, PNN:270

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

<p>RAD:101</p> <p><b>Radiographic Patient Care</b></p> <p>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</p>	3	<p>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</p>	<p>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</p>
<p>RAD:121</p> <p><b>Radiographic Procedures I</b></p> <p>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</p>	3.5	<p>RAD:200</p> <p><b>Clinical Education I</b></p> <p>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.</p>	<p>RAD:440</p> <p><b>Image Evaluation</b></p> <p>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</p>
<p>RAD:141</p> <p><b>Radiographic Procedures II</b></p> <p>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</p>	4	<p>RAD:240</p> <p><b>Clinical Education II</b></p> <p>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</p>	<p>RAD:510</p> <p><b>Clinical Education IV</b></p> <p>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:280</p>
<p>RAD:185</p> <p><b>Special Procedures and Pharmacology</b></p> <p>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</p>	3	<p>RAD:280</p> <p><b>Clinical Education III</b></p> <p>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. (240 clinical hours) Prerequisites: A minimum grade of C- in BIO:170, BIO:172, RAD:141, RAD:240</p>	<p>RAD:550</p> <p><b>Clinical Education V</b></p> <p>A continuation of Clinical Education IV. Students will continue to rotate through various imaging modalities. (288 clinical hours) Prerequisite: A minimum grade of C- in RAD:510</p>
<p>RAD:410</p> <p><b>Introduction to Specialized Imaging</b></p> <p>Introduces all of the specialized modalities found in imaging departments. Basic terminology, equipment, and common procedures are discussed. (16/0) Corequisite: RAD:240</p>	1	<p>RAD:410</p> <p><b>Introduction to Specialized Imaging</b></p> <p>Introduces all of the specialized modalities found in imaging departments. Basic terminology, equipment, and common procedures are discussed. (16/0) Corequisite: RAD:240</p>	<p>RAD:590</p> <p><b>Clinical Education VI</b></p> <p>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</p>
<p>RAD:420</p> <p><b>Radiographic Physics</b></p> <p>A study of basic radiographic physics including atomic structure, concepts of</p>	4	<p>RAD:420</p> <p><b>Radiographic Physics</b></p> <p>A study of basic radiographic physics including atomic structure, concepts of</p>	<p>RAD:660</p> <p><b>Comprehensive Radiologic Review</b></p> <p>An overview of all aspects of radiologic technology. Various tests are given covering</p>



the sections on the registry examination. (32/16) Prerequisites: A minimum grade of C- in all courses in previous five semesters

RAD:709 3

**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 Systems). (16/0) Prerequisites: A minimum grade of C- in RAD:280 and RAD:420 or current ARRT registration

RAD:720 3

**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. Emphasizes the importance of maintaining records and performing quality assurance tests. (48/0) Prerequisites: A minimum grade of C- in RAD:185, RAD:510, RAD:709

RAD:740 2.5

**Radiographic Pathology**

Emphasizes common pathological disorders of the different systems of the human body. Radiographs exemplifying pathological disorders will be supplemented. (40/0) Prerequisites: A minimum grade of C- in BIO:170, BIO:172, HSC:117, RAD:510. Corequisite: RAD:550

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:280, RAD:420. Corequisite: RAD:510

RAD:866 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 Unv. of Iowa's MRI online program

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 the ARRT MR board exam. (144 clinical and 256 co-op hours) Prerequisite: RAD:866 and concurrent enrollment in the Unv. of Iowa's MRI online program

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: Unv. 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 Unv. of Iowa's Diagnostic Medical Sonography online program

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 Unv. of Iowa's Diagnostic Medical Sonography 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 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 Unv. of Iowa's Diagnostic Medical Sonography online program.

**RCP: Respiratory Therapy**

RCP:270 8

**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 3.5

**Respiratory Therapy Science I**

A basic foundation of chemistry, physics, microbiology, mathematics, and anatomy and physiology of the cardiopulmonary system as applied to respiratory therapy. (40/32)

RCP:350	3	RCP:830	12	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)
<b>Pulmonary Pathology</b>		<b>Respiratory Therapy V</b>		***SDV:055 0
A overview of acute and chronic diseases affecting the pulmonary system, outlining diagnosis prevention and treatment. (32/32)		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)		<b>Test-Taking Workshop</b>
Prerequisites: A minimum grade of C- in BIO:165, BIO:170, RCP:460, RCP:540		Prerequisites: A minimum grade of C- in RCP:600, RCP:820		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)
RCP:460	3.5	RCP:840	5.5	***SDV:060 1
<b>Respiratory Science II</b>		<b>Innovations in Respiratory Care</b>		<b>Time and Stress Management</b>
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		Information on new and innovative techniques in the field of respiratory therapy for the adult, neonatal, and pediatric patient. (88/0)		Techniques to effectively manage time and to recognize and reduce stress. Emphasizes skills that can be applied to the workplace. (16/0)
RCP:490	6	Prerequisites: A minimum grade of C- in RCP:600, RCP:820		***SDV:070 1
<b>Respiratory Therapy Science III</b>		<b>REL: Religion</b>		<b>TRiO Student Success Seminar</b>
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)		*REL:105 3		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)
Prerequisites: A minimum grade of C- in RCP:460, RCP:540		<b>Introduction to Religion</b>		***SDV:108 1
RCP:540	8	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)		<b>The College Experience</b>
<b>Respiratory Therapy Techniques II</b>		<b>SCI: Science</b>		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)
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		**SCI:001 3		
RCP:600	3	<b>Science Enrichment</b>		
<b>Neonatal/Pediatric Respiratory Therapy</b>		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)		
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		<b>SDV: Student Development</b>		
RCP:820	7.5	***SDV:001 0		
<b>Respiratory Therapy Techniques IV</b>		<b>New Student Orientation</b>		
Combines theory 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		College is a new and different experience for many students. This half-day program familiarizes new students with expectations		

<p>***SDV:130 <b>Career Exploration</b> Provides help in choosing a career and in acclimating students to the college. (16/0)</p> <p>***SDV:135 <b>Job Seeking Skills</b> Develops skills and materials necessary to obtain employment. (16/0)</p> <p>***SDV:153 <b>Pre-Employment Strategies</b> 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> <p>***SDV:163 <b>Credit for Life Experience Portfolio Development</b> 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> <p>***SDV:200 <b>Introduction to Computers</b> Introduces the basic concepts of computer technology with related “hands-on” experience. (8/32)</p> <p>***SDV:222 <b>Coop Career Experience I</b> 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>	<p>1</p> <p>1</p> <p>2</p> <p>5</p> <p>1.5</p> <p>1</p>	<p>***SDV:223 <b>Coop Career Experience II</b> 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> <p>***SDV:224 <b>Coop Career Experience III</b> 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. (192 co-op hours)</p> <p>***SDV:949 <b>Special Topics</b> Explores special topics of interest that augment existing courses.</p> <p><b>SOC: Sociology</b></p> <p>*SOC:110 <b>Introduction to Sociology</b> 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> <p>*SOC:115 <b>Social Problems</b> 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.</p>	<p>2</p> <p>3</p> <p>3</p> <p>1-3</p> <p>3</p> <p>3</p>	<p>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> <p>*SOC:120 <b>Marriage and Family</b> 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> <p>SOC:121 <b>Sociology of Families</b> 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> <p>*SOC:140 <b>Human Behavior in the Social Environment</b> 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</p> <p>*SOC:208 <b>Introduction to Cultural Anthropology</b> 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)</p> <p>*SOC:209 <b>Archeology</b> An introductory-level overview of historic archeological paradigms, principles, and</p>	<p>3</p> <p>3</p> <p>3</p> <p>3</p>
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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)

\*SOC:261 3

### Human Sexuality

(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 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)

\*SOC:924 3

### Honors Project

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

## SPC: Speech

\*SPC:112 3

### 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)

## TRV: Travel and Tourism

TRV:113 3

### 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 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)

## UTL: Utilities

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)

UTL:240 3

### 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

### 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

### 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

### 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

### 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

### Vineyard Safety

Introduces safety and procedures specific to 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)

VIN:266 3

### 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.

VIN:290 2

### 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: Welding

WEL:110 2

### 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:119 1

### Maintenance Welding

Basic welding techniques, brazing, soldering, and types of welds needed in the industrial maintenance field, including the use of oxyacetylene and electric welding equipment. (0/30)

WEL:120 2

### 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)

WEL:131 3

### 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)

WEL:154 4

### 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)

WEL:175 2

### 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)

WEL:186 4

### 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 wires. Stresses safety and practical application of these welding processes. (32/64)

WEL:190 2

### Gas Tungsten Arc Welding

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)

WEL:200 2

### Metallurgy Fundamentals

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)

WEL:301 2

### Pipe Welding

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

WEL:303 3

### Pipe Welding/SMAW

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

WEL:329 1

### Shop Welding

Electric arc and oxyacetylene welding used

<p>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)</p> <p>WEL:330 1</p> <p><b>Welding Fundamentals</b> Use of oxyacetylene and electric arc welding equipment to make different types of welds required to repair or fabricate items. Experience in various techniques of welding, brazing, and soldering. (0/32)</p> <p>WEL:390 5</p> <p><b>Weld Lab I</b> Practice in welding procedures using job sheets to guide learning activities and to provide orderly and productive learning experiences. (0/160)</p> <p>WEL:391 5</p> <p><b>Weld Lab II</b> Practice in welding procedures using job sheets to guide learning activities and to provide orderly and productive learning experiences. Prerequisite: WEL:390 (0/160)</p> <p>WEL:801 5</p> <p><b>Supervised Welding On-The-Job Training</b> 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)</p> <p><b>WTT: Wind Energy and Turbine Technology</b></p> <p>WTT:103 3</p> <p><b>Introduction to Wind Energy</b> 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</p> <p>WTT:133 3</p> <p><b>Wind Turbine Mechanical Systems</b> Introduction to gearboxes and other mechanical systems that make up the subsystems of today's wind turbines. (40/16)</p>	<p>WTT:148 4</p> <p><b>Theory of Motor/Generator Controls</b> Covers the various types of motor and generator controls, sensors of systems used in the industrial/generation industry. (16/96) Prerequisite: ELE:118</p> <p>WTT:204 4</p> <p><b>Wind Turbine Siting</b> Teaches techniques, methodology, and concepts used to develop proper siting of wind energy projects around the world. (56/16) Prerequisite: SDV:200 or computer proficiency</p> <p>WTT:216 3</p> <p><b>Power Generation and Transmission</b> 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) Prerequisite: ELE:118</p> <p>WTT:225 4</p> <p><b>Data Acquisition and Assessment</b> 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)</p> <p>WTT:235 4</p> <p><b>Programmable Logic Control Systems</b> Theory of PLC's including basic concepts, programming, and interfacing of equipment. (32/64) Prerequisite: WTT:148</p> <p>WTT:932 5</p> <p><b>Wind Energy Internship</b> 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)</p>
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Fax: 641.394.6909

### **Cresco Center**

1020 - 2<sup>nd</sup> Avenue SE  
Highway 9  
Cresco, Iowa 52136-1710  
563.547.3355  
Fax: 563.547.3402

### **Dubuque Center**

700 Main Street  
Dubuque, Iowa 52001-6820  
563.557.8271  
888.642.2338  
Fax: 563.557.8353

### **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  
Dubuque, Iowa 52001-6818  
563.557.8271  
888.642.2338  
Fax: 563.557.0319

### **Waukon Center**

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