

# College Catalog



## ONLINE RESOURCES

mycampus.nicc.edu

www.nicc.edu/apply

www.nicc.edu/careerservices

www.nicc.edu/childcare

www.nicc.edu/collegeprograms

www.nicc.edu/visit

www.nicc.edu/courses

www.nicc.edu/fafsa

www.nicc.edu/highschool

www.nicc.edu/iNdex

www.nicc.edu/library

www.nicc.edu/online

www.nicc.edu/solutions

## QUICK CONTACTS

Calmar Campus: 800.728.2256

Peosta Campus: 800.728.7367

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

## ACADEMIC ADVISING

Calmar . . . . . ext. 376

Peosta . . . . . ext. 294

## ADMINISTRATION

President . . . . . Calmar, ext. 201, 145

Associate VP of Operations . . . Calmar, ext. 337, 261

. . . . . Peosta, ext. 202

VP Learn. and Student Success. Peosta, ext. 135, 464

VP Bus. and Com. Solutions. . . Calmar, ext. 221, 312

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

### Admissions

Calmar . . . . . ext. 376, 234

Peosta . . . . . ext. 221, 259

### Adult Literacy

District . . . . . 563.557.8271, ext. 100

### Bookstore

Calmar . . . . . ext. 238

Peosta . . . . . ext. 206

### Business and Community Solutions

Calmar . . . . . ext. 399

Dubuque. . . . . 563.557.8271, ext. 380

### Business Services/Tuition Payment

Calmar . . . . . ext. 204

Peosta . . . . . ext. 202

### Career Services

Calmar . . . . . ext. 452

Peosta . . . . . ext. 297

### Child Development Center

Calmar . . . . . ext. 451

Peosta . . . . . ext. 422, 245

### Community Resources

#### Auto Repair Services

Calmar . . . . . ext. 245, 246, 344

#### Cosmetology Services

Calmar . . . . . ext. 274

### Computer Information Services

District . . . . . ext. 555

### Counseling/Personal

Calmar . . . . . ext. 263

Peosta . . . . . ext. 215

### Deans

#### Dean of Liberal Arts, Science and Business

District . . . . . Jeffrey Murphy

. . . . . Calmar, ext. 235, 273

#### Dean of Allied Health

District . . . . . Laura Menke

. . . . . Peosta, ext. 498, 154

#### Dean of Career and Technical Programs

District . . . . . Chris Carlson

. . . . . Calmar, ext. 242

. . . . . Peosta, ext. 168

#### Dean of Student Development

District . . . . . Christine Woodson

. . . . . Calmar, ext. 263

#### Dean of Nursing

District . . . . . Sue Schneider

. . . . . Peosta, ext. 209, 464

### Disability Services

Calmar . . . . . ext. 258

Peosta . . . . . ext. 280

### Online and Blended Learning

District . . . . . Calmar, ext. 374

### Financial Aid

Calmar . . . . . ext. 230, 236

Peosta . . . . . ext. 220, 219

### Foundation

Calmar . . . . . ext. 474

Peosta . . . . . ext. 203

### Learning/Writing Center

Calmar . . . . . ext. 394

Peosta . . . . . ext. 331

Dubuque. . . . . 563.557.8271, ext. 132

### High School Partnerships

District . . . . . Peosta, ext. 389, 320

### Human Resources

District . . . . . Calmar, ext. 402

### Library

Calmar . . . . . ext. 395

Peosta . . . . . ext. 224

### Registrar

District . . . . . Calmar, ext. 233

### Student Life

Calmar . . . . . ext. 237

Peosta . . . . . ext. 230

### Testing Center

Calmar . . . . . ext. 311

Peosta . . . . . ext. 226

### TRIO - Student Support Services

Peosta . . . . . ext. 408

# 2019-2020 ACADEMIC CALENDAR

## REGISTRATION DATES

Oct. 22 .....Continuing Student Registration  
Spring and Summer 2020

Oct. 29 .....New Student Registration  
Spring and Summer 2020

April 6.....Continuing Student Registration  
Fall 2020

April 20.....New Student Registration  
Fall 2020

## FALL SEMESTER 2019

Aug. 22 .....Fall 2019 Semester Begins

Sept. 2 .....Labor Day  
No Classes, Offices Closed

Oct. 21 .....Faculty Development, No Classes

Oct. 25 .....Fall 2019 Graduation  
Applications Due

Nov. 15 .....\*Last Day to Withdraw from  
Regular Semester Courses

Nov. 27-29 .....Thanksgiving Holiday  
No Classes

Dec. 18 .....Fall 2019 Semester Ends

Dec. 24 - Jan. 2 .....Offices Closed

## SPRING SEMESTER 2020

Jan. 13 .....Spring 2020 Semester Begins

March 7-15.....Spring Break  
No Classes, Offices Open

March 6.....Spring/Summer 2020  
Graduation Applications Due

April 9-13.....No Classes  
Offices Closed

April 15 .....\*Last Day to Withdraw from  
Regular Semester Courses

May 13.....Spring 2020 Semester Ends

May 14 ..... Calmar Graduation

May 15.....Peosta Graduation

## SUMMER SEMESTER 2020

May 20 .....Summer 2020 Semester Begins

May 25 ..... Memorial Day  
No Classes, Offices Closed

July 3.....No Classes, Offices Closed

July 23 .....\*Last Day to Withdraw from  
Regular Semester Courses

Aug. 13.....Last Day of Summer Semester

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

<p><b>August 2019</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </tbody> </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 2019</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <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></td><td></td><td></td><td></td><td></td></tr> </tbody> </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**



## MESSAGE FROM THE PRESIDENT

My colleagues and I are very glad that you have chosen Northeast Iowa Community College (NICC) to continue your education. We are committed to helping you prepare for and pursue career opportunities. Your success will sustain your family and contribute to the vitality of our communities.

We encourage you to make the most of your education by becoming an active member of the

College and take advantage of opportunities for student leadership, service learning and recreation. Your relationships with faculty, staff and fellow students will greatly enhance your experience.

Please read and become familiar with the information contained within the catalog, such as College policies, processes, programs and services available to you as you strive for academic excellence.

All of us at the College are here to help you reach your goals.

Liang Chee Wee, Ph.D.  
President

## MISSION STATEMENT

Northeast Iowa Community College provides in-demand education and training focused on improving lives, driving business success and advancing community vitality.

## VISION STATEMENT

Northeast Iowa Community College will be the premier source for in-demand education, workforce training and partnerships, through innovative thinking and talent development.

**SERVICE:** We listen, identify, and respond to the needs and expectations of our internal and external communities.

**RESPECT:** We show consideration for one another and encourage diverse perspectives to build trust, cooperation, and accountability.

**STEWARDSHIP:** We use our resources in a responsible, impactful, and sustainable manner.

**INNOVATION:** We foster the development and advancement of ideas through individual and team creativity.

**INTEGRITY:** We are ethically accountable to ourselves and others.

**RESILIENCY:** We learn from our experiences, refocus, and seize the opportunity to improve and persist.

## BOARD OF TRUSTEES

**Kenneth Reimer, D.V.M.**

Elkader, President

**Jim Anderson, J.D.**

Decorah, Vice President

**Larry Blatz**

Dubuque

**Gene Fuelling**

Oelwein

**Kathy Gunderson**

Postville

**Sue Runyon**

Fayette

**David Schueller**

Peosta

**Bob Shafer**

Dubuque

**Daniel White**

Dubuque

## ADMINISTRATIVE CABINET

**Liang Chee Wee, Ph.D.**

President

**Doug Binsfeld, Ed.D.**

Associate Vice President of Learning and Student Success

**David Dahms**

Vice President of Finance and Administration

**Wendy Knight**

Vice President of Institutional Effectiveness and Advancement

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Executive Director of Human Resources

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Vice President of Business and Community Solutions

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**Rhonda Seibert**

Associate Vice President of Operations

**Julia Sollien**

Executive Assistant to the President

**Josh Shimak**

College Senate Chairperson





# COLLEGE PROFILE

**College History**

**Accreditation**

**Statement of Non-Discrimination**

**Campus and Service Locations**

## COLLEGE HISTORY

In July 1966, the State Board of Education approved the formation of the Area One Vocational-Technical School with Calmar as its administrative headquarters. The district approved included public school districts in Allamakee, Chickasaw, Clayton, Fayette, Howard and Winneshiek counties, as well as sections of Bremer, Buchanan and Mitchell counties.

On Sept. 5, 1967, Area One Vocational-Technical School had 170 students enrolled in 12 programs. The school also broke ground on construction of facilities on the 210-acre Calmar campus, which now includes Darwin L. Schrage Administration building, Max Clark Hall, Wilder Business Center, Industrial Technologies, Student Center, Agricultural Technologies, Beef Science Education Facility, Child Development Center and Iowa's Dairy Center, a \$4.1 million dairy education center and applied research laboratory built in 2000.

The merged Area One Vocational-Technical School was enlarged in 1970 to include the public school districts in Dubuque and Delaware counties and sections of Jones and Jackson counties. In 1971, the school began offering career education programs at several locations throughout Dubuque, including the Roshek building.

In April 1979, Area One Vocational-Technical School changed its name to Northeast Iowa Technical Institute. This same year, the Peosta campus was established. The Peosta campus currently includes the main building, the Gas Utilities and Construction building, a Child Development Center, the National Education Center for Agricultural Safety and the Industrial Technologies building, which opened in August 2010.

In 1988, formal approval of community college status for Northeast Iowa Technical Institute was given by the State Board of Education to develop curricula and programs that would lead to awarding Associate of Arts, Associate of Science and Associate of Applied Science degrees. The school's name was changed to Northeast Iowa Community College (NICC).

NICC has since expanded to include service locations in Cresco, Dubuque, New Hampton, Manchester, Oelwein and Waukon. The purpose of these locations is to bring education and

training to students in their communities and to serve as a catalyst for economic development. In 2008, the Town Clock Business Center in Dubuque was expanded to include a one-stop center with Iowa Workforce Development (IWD) and East Central Intergovernmental Association (ECIA).

In December 2007, taxpayers passed, by supermajority, a \$35 million renovation and construction bond levy for the College. The funds supported construction and renovation of the Industrial Technologies buildings on each campus, the Student Center on the Calmar campus, renovations to the health and science labs and a new library on the Peosta campus, the Darwin L. Schrage Administration building in Calmar, and the Wilder Business Center, which opened in January 2013.

In spring 2016, the College officially re-opened the Agricultural Technologies building that houses the John Deere TECH program. The facility, one of the earliest buildings constructed at the Calmar campus, was completely renovated and updated to support the program with new lab areas and technology.

In 2016, the College was recognized as one of the best schools in the U.S. for online learning by Affordable Colleges Online, and its Practical Nursing program was ranked the number one L.P.N. program in Iowa by [practicalnursing.org](http://practicalnursing.org) in 2017.

In September 2018, taxpayers approved a \$39 million bond levy continuation to finance construction and renovation in the College's district.

Under the leadership of its current President, Liang Chee Wee, Ph.D., Northeast Iowa Community College is committed to transforming and honoring its students, their families and the communities in which they live.

## ACCREDITATION

Northeast Iowa Community College (NICC) is a public community college approved by the State Board of Education. Curricula are also approved by the State Board of Education, with additional approval through the Veteran's Education Unit of the State Department of Education for the Veteran's Administration.

Northeast Iowa Community College is accredited by the Higher Learning Commission (HLC) and participates in the Standard Pathway.

## STATEMENT OF NON-DISCRIMINATION

It is the policy of Northeast Iowa Community College not to discriminate on the basis of race, color, national origin, sex, disability, age (employment), sexual orientation, gender identity, creed, religion, and actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code §§ 216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

If you have questions or complaints related to compliance with this policy, please contact:

Executive Director of Human Resources  
P.O. Box 400, Calmar, IA 52132  
[kuennenc@nicc.edu](mailto:kuennenc@nicc.edu)  
800.728.2256, ext. 300

Executive Director for Risk Management  
8342 NICC Drive, Peosta, IA 52068  
[mcmahonke@nicc.edu](mailto:mcmahonke@nicc.edu)  
800.728.7367, ext. 477

Director of the Office for Civil Rights  
U.S. Department of Education, Citigroup Center  
500 W. Madison, Ste. 1475, Chicago, IL 60661  
312.730.1560

## CAMPUS AND SERVICE LOCATIONS

The College's commitment to communities throughout northeast Iowa has produced eight service locations in Cresco, Dubuque, Manchester, Oelwein, Waukon, New Hampton and the Small Business Development Center (SBDC) in Dubuque. Each service location provides educational opportunities and services to students interested in taking classes close to home. Among the services provided are economic development, workforce development, day and evening

credit and continuing education classes, high school equivalency diploma (HSED) preparation, English for Speakers of Other Languages (ESOL) classes and adult literacy and programs designed for adult learners returning to college.

*\*Not all services are available at the service locations. Contact the service location you are interested in for additional information.*

### CALMAR CAMPUS

1625 Hwy. 150 S.  
P.O. Box 400  
Calmar, IA 52132  
563.562.3263  
800.728.2256  
Fax: 563.562.3719

### PEOSTA CAMPUS

8342 NICC Drive  
Peosta, IA 52068  
563.556.5110  
800.728.7367  
Fax: 563.556.5058

### ONLINE

[www.nicc.edu/online](http://www.nicc.edu/online)  
[admissions@nicc.edu](mailto:admissions@nicc.edu)

### CRESCO CENTER

1020 Second Ave. S.E.  
Cresco, IA 52136  
563.547.3355  
Fax: 563.547.3402

### DUBUQUE CENTER

700 Main St.  
Dubuque, IA 52001  
563.557.8271, ext. 100  
Fax: 563.557.8353

### MANCHESTER CENTER

1200½ W. Main St.  
Manchester, IA 52057  
563.822.1016

### NEW HAMPTON

*Located inside New Hampton High School*

701 W. Main St.  
New Hampton, IA 50659  
563.562.3263, ext. 144

### REGIONAL ACADEMY FOR MATH and SCIENCE (RAMS) / REGIONAL TECH CENTER / OELWEIN CENTER

1400 Technology Drive  
Oelwein, IA 50662  
319.283.3010  
Fax: 319.283.1893

### SMALL BUSINESS DEVELOPMENT CENTER (SBDC)

*Located in the Schmid Innovation Center*

900 Jackson St., Ste. 110  
Dubuque, IA 52001  
563.588.3350

### TOWN CLOCK BUSINESS CENTER

680 Main St., Ste. 100  
Dubuque, IA 52001  
563.557.8271, ext. 380  
Fax: 563.557.0319

### WAUKON CENTER

1220 Third Ave. N.W., Ste. 102  
Waukon, IA 52172  
563.568.3060  
Fax: 563.568.0016

### WILDER BUSINESS CENTER

1625 Hwy. 150 S.  
Calmar, IA 52132  
563.562.3263, ext. 399  
Fax: 563.562.3719





# CAMPUS INFORMATION

**Campus Environment**

**Sex Offender Notification Policy**

**Campus Emergencies**

**Campus Security**

**Service Animals**

**Consumer Information**

## 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-faculty ratio is 14:1. The faculty comprises 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.

### ILLEGAL DRUGS AND MISUSE OF ALCOHOL

It is the goal of the College to provide a safe and healthy environment for students and employees. The College shall comply with all state and federal laws, including Drug-Free Schools and Communities Act Amendments of 1989. NICC prohibits the possession, use, and distribution of alcoholic beverages by minors and illegal drugs by any person on the campus, at college-sponsored events and in college-managed property.

Students and employees who engage in prohibited conduct are subject to immediate disciplinary action, up to and including termination of employment, expulsion from the College and referral to law enforcement. Disciplinary sanctions may include the completion of an appropriate rehabilitation program.

### TOBACCO-FREE ENVIRONMENT

It is the intent of Northeast Iowa Community College to provide a healthy environment for employees, students and visitors and to be in compliance with the Iowa Smoke Free Air Act (effective date July 1, 2008). In keeping with this intention, the use of any/all nicotine products is prohibited at all properties, including buildings, vehicles and grounds, owned by or leased by Northeast Iowa Community College. This prohibition is in effect both indoors and out-of-doors, including inside any vehicle located on property leased, occupied or owned by Northeast Iowa Community College. In addition to traditional tobacco products,

e-cigarettes and vaping are also prohibited. This policy applied to all employees, students and visitors.

### COMMUNICABLE DISEASE RESPONSIBILITY

NICC believes students or employees with communicable diseases should be allowed to attend to their regularly assigned duties as long as they are physically able to perform the tasks assigned to them and as long as their attendance does not create a substantial risk of transmission of the illness to students or employees in the College. The College will make every effort, in light of the individual's circumstances, to provide the least restrictive environment for continued attendance.

### CAMPUS SEXUAL VIOLENCE ELIMINATION (SAVE) ACT AND WOMEN AGAINST VIOLENCE ACT (VAWA)

The Campus SaVE Act seeks to address the violence women face on campus: the highest rates of stalking, and the highest risk of nonfatal intimate partner violence. In 2013, federal legislation strengthened and reauthorized the Violence Against Women Act (VAWA). Included in the bill was the Campus Sexual Violence Elimination Act (Campus SaVE), which amends the Jeanne Clery Act and affords additional rights to campus victims of sexual violence, dating violence, domestic violence and stalking. This bill requires colleges to adopt certain institutional policies to address and prevent campus sexual violence, such as to train students on awareness topics relating to sexual misconduct including domestic violence, dating violence and stalking.

### SEXUAL RESPECT AND TITLE IX

NICC expects that all members of the College community – students, faculty, staff and friends – should be able to pursue their education and work in a safe environment, free from sexual coercion, violence or intimidation. The College is committed to fostering a safe campus environment where sexual misconduct and violence are unacceptable, and where survivors or those who believe they were harmed by another person are provided support and avenues of remedy as appropriate. All members of the College community are expected to conduct

themselves in a manner that is respectful of the rights of others. The Title IX efforts of NICC are focused on education and training to encourage a climate of sexual respect.

Report an incident online or contact the Title IX Coordinator or any NICC employee, to report a concern that involves sexual violence or harassment. If you are faced with an emergency or crisis, dial 911. NICC offers a confidential resource person on each campus. If you would like to speak to a confidential resource, contact a Campus Counselor.

Sometimes people are afraid to report sexual violence or harassment because drugs or alcohol are involved. The College's highest priority is the safety of everyone on campus. The use of alcohol or drugs never makes the person who was victimized at fault for sexual violence.

The College prohibits any form of retaliation against a complainant. Any allegations of retaliation will result in an immediate investigation and appropriate action consistent with the College's due process procedures.

Additional information, including a comprehensive list of support resources, can be found at [www.nicc.edu/titleix](http://www.nicc.edu/titleix)

To report a concern or incident contact:

Kelly McMahon  
Executive Director for Risk Management & Title IX Coordinator  
8342 NICC Drive, Peosta IA 52068  
[mcmahonke@nicc.edu](mailto:mcmahonke@nicc.edu)  
800.728.7367, ext. 477

To report an incident online:

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

### EDUCATION AND AWARENESS

NICC provides quality educational programs for its students and staff on social and contemporary issues. Guest lectures, video presentations and seminars are held to provide information to our College community about such areas as peer pressure resistance, health concerns, rehabilitation and awareness. When applicable, instructors provide educational information concerning social and contemporary issues within the academic environment.

## SEX OFFENDER NOTIFICATION POLICY

Northeast Iowa Community College (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 Executive Director for Risk Management of their status on a sex offender registry by completing a registrant request form. The form is available at [www.nicc.edu/aboutnicc/studentandconsumerinformation/sexoffendernotification](http://www.nicc.edu/aboutnicc/studentandconsumerinformation/sexoffendernotification)

## CAMPUS EMERGENCIES

If a campus emergency should arise, an alarm will sound or an appropriate announcement will be made. Emergency guidelines, evacuation routes and shelter area maps are posted in each classroom and lab. Safety drills are held on a regular basis.

### MEDICAL EMERGENCIES

Information on medical emergencies and resources are posted in each classroom. A medical emergency may involve a person with any of the following symptoms: weakness, dizziness, paleness, chest pains, breathing difficulty, nausea, high pulse rate, heart palpitations, fainting and/or serious bleeding. In a medical emergency, the following steps should be taken:

1. Call emergency services at 911 (dial 9 first to obtain an outside line if calling from college phone) and direct another student or staff to notify the college switchboard. Provide details on location (building, room) and nature of the problem.
2. Direct another person to retrieve a first-aid kit or Automated External Defibrillator (AED), if needed.
3. Provide first aid as appropriate and necessary. If the person is not breathing and no pulse is noted, administer CPR if trained and/or use AED. Do not move the person if the problem is a physical injury unless it is better to move the person to a more safe area.
4. Inform the person that the College will contact a family member on their behalf, if desired.
5. If medical service responders determine the person needs further attention, he/she will be transported to the hospital.
6. The staff or student who first happened upon or determined the medical emergency will initiate an emergency form-medical incident and submit to the Associate Vice President for Operations office immediately.

### 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 on an emergency-medical incident form within 24 hours.

### CAMPUS CLOSING

If inclement weather or other events would occur causing a delay or closure, the College will notify students by email and text messaging using the RAVE alert system. Postings will also be available from local media sources and on the college switchboard greeting. Students are encouraged to take advantage of the free RAVE alert system. Information to enroll in the RAVE alert system is available on the MyCampus/Rave task.

## 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 to 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. The Violence Against Women Reauthorization Act of 2013, Public Law 113-4, Section 304, requires the College to comply with all state and federal laws regarding sexual assault and all forms of sexual misconduct including intimate partner violence, stalking, dating violence, sexual violence, sexual harassment and domestic violence. Information concerning sex offenders 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 at [www.nicc.edu/aboutnicc/studentandconsumerinformation](http://www.nicc.edu/aboutnicc/studentandconsumerinformation).

### REPORTING CRIMES

NICC has recognized the importance of maintaining a safe and secure learning environment. Students and staff are encouraged to report all criminal and/or suspicious activity to the Associate Vice President for Operations office or designee. 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 NOTIFICATION AND PROCEDURE

The College can notify students and staff of a dangerous situation via email and text messaging using the RAVE alert system. Please take advantage of this communication tool. Instructions are available through the Associate Vice President for Operations Office.



## SECURITY PROCEDURES

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

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

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

When a security incident is activated, the NICC Incident Command Team or local law enforcement will manage the situation and all staff will follow their directions until relieved of their duties.

Students and staff are encouraged to view the "Run, Hide, Fight" video posted at [www.nicc.edu/emergency](http://www.nicc.edu/emergency).

## CAMPUS VISITOR CONDUCT

NICC is strongly committed to the safety of the College community. Safety helps to ensure a productive learning environment for students, faculty and staff. Campus visitors are expected to adhere to the same conduct expectations of the College community including civil, respectful and safe behaviors. NICC reserves the right to contact law enforcement officers to immediately remove anyone from College property who is deemed a threat to campus safety and security or who is disruptive to the learning and teaching environment. Such individuals will not be permitted to re-enter College property and will be notified in writing about the duration of their exclusion from College property.

## VISITORS WITH MINOR CHILDREN

Visitors to campus who are accompanied by minor children are expected to provide direct supervision for the minor(s) at all times. In order to ensure the safety and security of children and to safeguard the educational and work environment of the college, no employee, student, or visitor may leave a child unattended. This includes campus buildings, campus grounds, or in vehicles in the college parking lots. Nor shall a child be left with a

college employee, unless that employee is supervising the child in an authorized capacity for a program or activity in which the child is enrolled. Children are not permitted to be visitors in college classes, even if accompanied by an adult.

## SERVICE ANIMALS ON COLLEGE PROPERTY

The College requires students who use service animals to contact the Disability Services Coordinator to register as a student with a disability. Higher education institutions may not require any documentation about the training or certification of a service animal. The College requires proof that a service animal has any vaccinations required by state or local laws that apply to all animals. Service animal accommodation requests made by students will be reviewed and assessed by the Office of Disability Services (ODS) for consistency with applicable laws and policies. The College reserves the right to make special modifications, within the confines of applicable law, to policies to reasonably accommodate the person requesting the accommodation. Emotional support animals, comfort animals, and therapy animals are not service animals under Title II and Title III of the ADA.

Service animals are generally permitted to accompany people with disabilities on all College properties where students, faculty, staff, and visitors are allowed, in buildings/facilities. A service animals access to certain areas on College property may need to be limited should the service animal's presence create an undue hardship to the College. Service animals must be housebroken (i.e., trained so that controls its waste elimination, absent illness or accident) and must be kept under control by a harness, leash, or other tether unless the person is unable to hold those, or such use would interfere with the service animal's performance of work or tasks. In such instances, the service animal must be kept under control by voice, signals, or other effective means. Individuals must comply with all applicable laws and regulations, including vaccination, licensure, animal health and leash laws.

Students needing a service animal are encouraged to work with the ODS prior to bringing the service animal to campus to ensure reasonable accommodations are appropriately provided to the student. The service animal handler can best provide recommendations for faculty, staff, and students on procedures to interact with service animals. The ODS can assist with this communication, if requested. Additional information can be accessed at [www.nicc.edu/disability](http://www.nicc.edu/disability).

Faculty and staff (or applicants for employment positions) needing a service animal are encouraged to contact NICC Human Resources Office prior to bringing the service animal to campus to ensure the accommodation request process is followed and reasonable accommodations are appropriately provided to the employee or applicant.

Complaints:

Northeast Iowa Community College -  
ADA/504/EEOC Contacts

Student Complaints:

Kelly McMahon  
Executive Director for Risk Management  
Peosta Campus, 236A  
800.728.7367, ext. 477  
[mcmahonke@nicc.edu](mailto:mcmahonke@nicc.edu)

Employees Complaints:

Connie Kuennen  
Executive Director of Human Resources  
Calmar Campus, Administration, 108  
800.728.2256, ext. 300  
[kuennenc@nicc.edu](mailto:kuennenc@nicc.edu)

## CONSUMER INFORMATION

Pursuant to the Higher Education Opportunity Act, the following information will be made available to currently enrolled and prospective students online at [www.nicc.edu](http://www.nicc.edu), and upon request.

- Family Education Rights and Privacy Act (FERPA) rights.
- Contact information for assistance in obtaining institutional or financial aid information.
- Information on all need-based and non-need based federal, state, local,



private and institutional financial assistance programs, terms and conditions of Title IV loans, criteria for selecting recipients for determining award amounts, eligibility requirements and procedures for applying for aid, methods and frequency of disbursements of aid, rights and responsibilities of students receiving Title IV aid, Satisfactory Academic Progress standards and terms of any loan received including a sample loan repayment schedule and the necessity of repaying the loan. Conditions applicable to employment provided as part of the financial aid package, and the exit counseling information the school provides and collects.

- Information about facilities and services available to students with disabilities.
- Information about the cost of attendance, including tuition and fees, books and supplies, transportation costs and other additional cost for a program.
- Information on the school's refund policy, procedures for official withdrawal and requirements for Return of Title IV aid.
- Information about the academic programs including current programs, facilities that relate to the academic program, faculty and other instructional personnel and any plans for improving the academic program.
- Statement of the transfer of credit policies
- Policies and sanctions related to copyright infringement.
- Information regarding programs that are in part or in fully offered by another entity.
- Names of accrediting agencies and the procedures for obtaining and reviewing the documents that describe the accreditation approval or licensing.
- Written notice with information on the penalties associated with drug-related offenses.
- Vaccinations policies.
- Information posted on the College Navigator website.
- Information on student body and diversity.
- Net Price Calculator.
- ISBN and retail price information for required and recommended textbooks and supplemental materials for each course listed on the course schedule.
- Disbursement of books and supplies for Pell-eligible students.
- Drug and alcohol policies, procedures and support services.
- Completion or graduation rates of certificate or degree-seeking first-time, full-time, undergraduate students.
- Information regarding the placement in employment of, and types of employment obtained by, graduates of the school's degree or certificate programs.
- Retention rate of certificate or degree seeking, first-time, undergraduate students.
- Annual Security Report.
- Gainful Employment information required of all Gainful Employment academic programs.
- Information about state grant and loan information, loan disclosures, student rights and responsibilities and information on entrance and exit counseling for student loan borrowers.
- Code of Conduct for Educational Loans.





## SERVING THE COMMUNITY

**Northeast Iowa Community College Foundation**  
**High School Options-Earning College Credit**  
**Community Cooperative Educational Programs**  
**Business and Community Solutions**

## FOUNDATION

The Northeast Iowa Community College (NICC) Foundation, a 501(c) 3 corporation, is committed to building long-term, sustainable resources through charitable investments in support of students, innovative educational and training programs that meet the workforce needs of our communities and help ensure the future of the College.

### FOUNDATION MISSION

The Foundation promotes the ongoing success of students by providing external resources that support and expand educational opportunities and priorities.

### FOUNDATION VISION

The Foundation is a model of excellence in fundraising, donor relations, investment management and stewardship.

### FOUNDATION VALUES

- Integrity
- Community
- Collaboration
- Teamwork
- Accountability

## EVENTS

### Golf Tournaments

Since 1981, the NICC Foundation has hosted golf tournaments to raise funds for scholarships. Sponsorship and participation in these tournaments directly impacts the lives of students and their families who, without the option of scholarships, may not be able to obtain an education.

### Hall of Fame

Each year, outstanding alumni and retirees are recognized for their career accomplishments as well as service and leadership in their communities. The Hall of Fame also honors newly-inducted Legacy Society members. These individuals have chosen to honor their passion for education with a charitable planned gift by naming the College in their will or as a beneficiary on their life insurance policy or their individual retirement account.

### Donor Recognition

Donor recognition allows the NICC Foundation and faculty, staff and students the opportunity to thank donors who have

generously given gifts supporting students, programs and strategic initiatives helping to ensure the future of the College.

### ALUMNI

The College offers several benefits for Area One Vocational-Technical School, Northeast Iowa Technical Institute and Northeast Iowa Community College alumni. These benefits include hotel discounts, alumni events, hall of fame recognition, alumni newsletter and more. [www.nicc.edu/alumni](http://www.nicc.edu/alumni).

## HIGH SCHOOL OPTIONS - EARNING COLLEGE CREDITS

Northeast Iowa Community College has cooperative programs with 25 high schools in its 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. All programs are guided by Senior Year Plus, available at: [www.educateiowa.gov/adult-career-community-college/senior-year-plus-syp](http://www.educateiowa.gov/adult-career-community-college/senior-year-plus-syp)

### CONCURRENT ENROLLMENT

Northeast Iowa Community College's concurrent enrollment program has been accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP). NACEP ensures rigor and high standards "so students experience a seamless transition to college and teachers benefit from meaningful, ongoing professional development" ([www.nacep.org](http://www.nacep.org)). Concurrent enrollment classes enable high school students who have met the requirements of the College and the local district to take college coursework. High school instructors who have been approved and contracted 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. Visit: [www.nicc.edu/collegecredit](http://www.nicc.edu/collegecredit) to view available course options at your high school.

### PLACEMENT IN COLLEGE CREDIT "PICC"

Northeast Iowa Community College allows enrollment into on-campus and online sections of college courses through PICC agreements with local school districts. Course offerings each term are available at [www.nicc.edu/courses](http://www.nicc.edu/courses). Local school districts determine course and student eligibility for these offerings. Students must also meet the college pre-requisites of each course for eligibility. High school and college credit is received upon successful completion of the course. Visit [www.nicc.edu/hspartnerships](http://www.nicc.edu/hspartnerships) for more information.

### ARTICULATION

Articulation is the process of mutually agreed 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, non-transfer level classes. 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 12 NICC credits post-high school. Students must attend NICC within 12 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. Visit [www.nicc.edu/collegecredit](http://www.nicc.edu/collegecredit) to view articulated courses at your high school.

## COMMUNITY COOPERATIVE EDUCATIONAL PROGRAMS

The Northeast Iowa Community College (NICC) Board of Trustees supports providing access to personal and professional continuing education enrichment opportunities for district residents. These enrichment courses are offered on our campuses, at the service locations and other sites throughout northeast Iowa as appropriate. Individuals at the NICC campuses and service locations, with input from business, industry, community school districts and community members, are actively involved in the development and delivery of these programs.

**CAMPUS LOCATIONS:****Calmar Campus**

1625 Hwy. 150 S.  
Calmar, IA 52132  
800.728.2256

**Peosta Campus**

8342 NICC Drive  
Peosta, IA 52068  
800.728.7367

**SERVICE LOCATIONS:****Small Business Development Center (SBDC)**

*Located in the Schmid Innovation Center*  
900 Jackson St., Ste. 110  
Dubuque, IA 52001  
563.588.3350

**Cresco Center**

1020 Second Ave. S.E.  
Cresco, IA 52136  
563.547.3355

**Dubuque Center**

700 Main St.  
Dubuque, IA 52001  
563.557.8271, ext. 100

**Manchester Center**

1200 ½ W. Main St.  
Manchester, IA 52057  
563.822.1016

**New Hampton**

*Located inside New Hampton High School*  
701 W. Main St.  
New Hampton, IA 50659  
563.562.3263, ext. 144

**Regional Academy for Math and Science (RAMS) / Regional Tech Center / Oelwein Center**

1400 Technology Drive  
Oelwein, IA 50662  
319.283.3010

**Town Clock Business Center**

680 Main St.  
Dubuque, IA 52001  
563.557.8271, ext. 380

**Waukon Center**

1220 Third Ave. N.W.  
Waukon, IA 52172  
563.568.3060

**Wildier Business Center**

1625 Hwy. 150 S.  
Calmar, IA 52132  
800.728.2256, ext. 399

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

**ADULT EDUCATION AND LITERACY PROGRAM**

The Adult Education and Literacy (AEL) program offers classes to any adult, age 16 or older, who is not enrolled or required to be enrolled in school. The classes provide basic skills instruction in math, reading, writing and listening.

- Adult Basic Education (ABE) teaches skills necessary for daily life, consumer needs and workforce development. These classes are designed for students with learning challenges or disabilities who want to build on their skills. Classes are offered year round.
- English for Speakers of Other Languages (ESOL) helps people with limited English skills to improve in listening, reading, speaking and writing for their daily life and work in the United States. Citizenship preparation is available on request. ESOL classes are offered year round at several locations throughout Northeast Iowa.
- High school equivalency diploma (HSED, formerly known as GED) classes help students who did not finish high school to receive a high school equivalency diploma from the state of Iowa. The diploma shows that an individual has a level of educational development similar to a high-school graduate. HSED classes are free and available year round, but registration is required. Class attendance is a mandatory requirement of the Department of Education in order to be eligible for the High School Equivalency Test (HiSET). The HiSET consists of five tests: reading, writing, math, social studies and science. They are available in English, Spanish, French, large print and audio formats.

Testing centers are located in Calmar, Peosta and Dubuque. Since most employment and training opportunities require a high school diploma or its equivalent as the minimum educational standard, this program is vital for those working toward college or career goals.

For more information about the AEL program, call 888.642.2338, ext. 100.

**BUSINESS AND COMMUNITY SOLUTIONS**

Northeast Iowa Community College (NICC) Business and Community Solutions 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, NICC Business and Community Solutions will offer more than 38,700 enrollments in a variety of programs.

The needs of our communities are important in the program planning process. Business and Community Solutions offers the student the opportunity to participate in programs ranging from one-hour seminars to multi-day educational sessions. In cooperation with local school districts, Business and Community Solutions offers many programs at various sites throughout our communities and online providing convenient educational opportunities. Business and Community Solutions partners with business and industry in northeast Iowa to provide innovative, customized training for workforce development.

For more information on Business and Community Solutions programs visit [www.nicc.edu/solutions](http://www.nicc.edu/solutions) or call:

Calmar: 800.728.2256, ext. 399  
Dubuque: 563.557.8271, ext. 380

**VOCATIONAL PROGRAMS**

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

**Some occupational programming areas offered include:**

Agriculture, business, health occupations, computer technology, family and consumer science, advanced manufacturing/industrial technology, renewable energy and office occupations.

Examples of programs offered include: Banking, Real Estate Sales, Certified Nurse Aide, Emergency Medical Technician, Phlebotomy Technician, Coaching, Computer Networking, Computer Numerical Control (CNC), Welding, Advanced Manufacturing, Building Construction, Construction Equipment Operator and Class A Commercial Driver's License (CDL) 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.

### MOBILE COMPUTER LABS

Northeast Iowa Community College (NICC) maintains several mobile 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 onsite or to a convenient location. NICC can also customize curriculum to address specific business or industry needs.

### LICENSURE 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 (NICC) Business and Community Solutions provides a variety of relicensure/recertification opportunities and awards Continuing Education Units (CEU), Continuing Education Hours (CEH) or contact hours for completion of continuing education experiences.

### Examples of occupations for which programs are currently offered include:

cosmetologists, physical therapists, dentists, psychologists, dental hygienists and assistants, real estate agents, speech pathologists, funeral directors, audiologists, lawyers, social workers, respiratory therapists, accountants, emergency medical services, nurses, pharmacists, dietitians, insurance agents, nursing home administrators, water/waste plant operators, electricians, plumbers, massage therapists and

auto dealers. Additional program information may be available upon request.

### EVENT MANAGEMENT AND FACILITY RENTALS

Organizations and businesses planning meetings, large conferences or events can call upon the Northeast Iowa Community College (NICC) Business and Community Solutions team to assist in program planning, curriculum development, instructor recruitment, logistical planning, catering, marketing and printing services for their event. Clients can select the specific services that they require to produce a memorable conference experience for participants. NICC provides services including facilities, technology, video conferencing, multimedia equipment, wireless internet and more to assist you in delivering high-impact learning experiences for your employees or organization members.

The Town Clock Business Center, located in Dubuque, and the Wilder Business Center on the Calmar campus, house full-scale Business and Community Solutions operations, complete with conference facilities, boardrooms with video conferencing services, computer labs, testing facilities, nursing labs and much more.

In addition to the Town Clock Business Center and the Wilder Business Center, computer labs, nursing labs, conference facilities and conference support accommodations may be found on the NICC campuses in Calmar and Peosta and at the NICC service locations in Cresco, Dubuque, Manchester, Oelwein and Waukon.

### PROFESSIONAL DEVELOPMENT

The mission of Northeast Iowa Community College (NICC) Business and Community Solutions is to provide accessible, affordable, quality education and training to meet the needs of our communities. Business and Community Solutions has programming in the areas of Career Development, Computer Technology, Health, Licensure and Recertification, Trades and Industry, Transportation, and Personal Life and Leisure. Training can range from courses that offer short term certification, professional development or skill enhancement, or personal growth or enrichment.

### 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 Northeast Iowa Community College. The certificate debt is resolved 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.

### CUSTOMIZED TRAINING

Northeast Iowa Community College (NICC) works directly with businesses to develop and deliver training that is fully customized to address business needs and objectives of our clients. Our custom training solutions include career and professional development, leadership, information technology, Industrial technology, and health and safety.

### CONSULTING SERVICES

Northeast Iowa Community College (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. The Small Business Development Center (SBDC) at NICC located in downtown Dubuque at the Schmid Innovation Center is accessible to the northeast Iowa business community. It serves entrepreneurs and existing businesses in Allamakee, Clayton, Delaware, Dubuque and Winneshiek counties, providing free, confidential, customized advice to businesses with 500 employees or less. The SBDC also presents affordable workshops that

teach practical skills and techniques, conduct research, provides comprehensive information services and offers access to subject matter experts in a variety of fields.

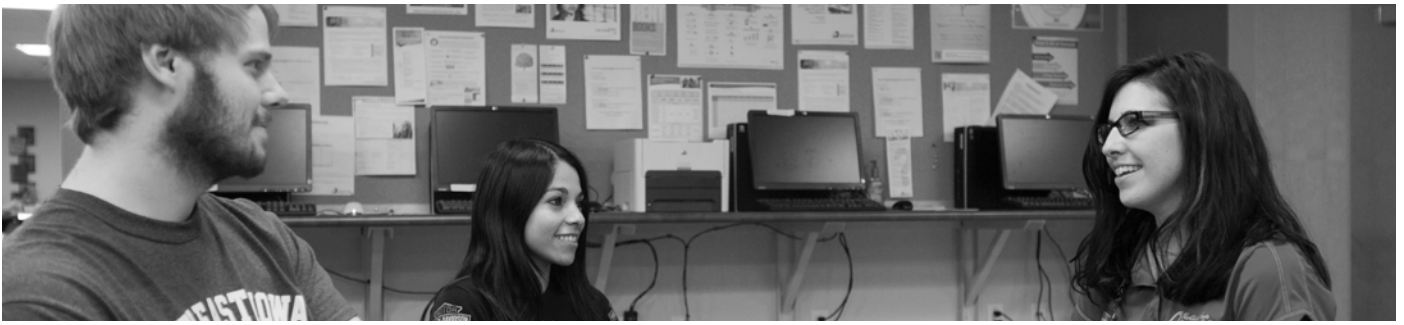
For more information on the services provided by Business and Community Solutions call:

Calmar: 800.728.2256, ext. 399

Dubuque: 563.557.8271, ext. 380







# ENROLLMENT SERVICES

**Admissions**

**Course Placement**

**Tuition and Fees**

**New Student Orientation**

**Academic Advising**

**Course Registration**

**International Students**

**Standards of Academic Progress**

**Standards for Healthcare Career Programs**

**Fraudulent Academic Credentials**

## ADMISSIONS

Northeast Iowa Community College (NICC) has an open admission policy and admits any person who can benefit from a program of study. Acceptance to the College, however, does not guarantee acceptance to all courses or academic programs; review the Program Admission policy below. Applicants may be required to take preparatory coursework, participate in a program interview or satisfy a minimum placement assessment score(s) prior to entering specific college courses or programs.

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 program or when it is otherwise in the best interest of the student and/or the College.

### PROGRAM ADMISSION

Selected academic programs have specific admission requirements found on the individual program pages within the College catalog. The program admission requirements ensure the student possesses the potential to complete the program successfully. After all admission requirements have been completed, applicants will be considered for acceptance to the program on a first-come, first-served basis. A person who does not meet the requirements for a specific academic program may become eligible after completing appropriate coursework or re-testing on the identified assessment tool. Some programs have limited enrollment, so applicants should apply well in advance of the semester they plan to enroll.

### ENROLLMENT PROCESS

1. Submit a completed application for admission online at [www.nicc.edu/apply](http://www.nicc.edu/apply). There is no application fee.
2. Complete ACCUPLACER®, reading and writing assessments and ALEKS®, math assessment at a campus Testing Center or at an NICC service location throughout the district. The assessments are computer adaptive, administered over

the internet, and provides information about academic skills within reading, writing and mathematics.

Scores are used to advise students on appropriate coursework that will enhance and further their academic success. Please refer to the Placement Assessment section for information.

The assessments may be waived completely or partially by submission of one of the following to the campus Admissions Office:

- ACT®, ACT Compass® or other comparable placement assessment scores. Scores are valid for three years.
  - Applicable college coursework. Assessment requirements may be waived based on previous courses taken, credits earned and grades received. Send college transcripts to the Admissions Office of the campus you plan to attend for determination of partial or full placement test waiver.
3. Submit a high school transcript. The high school transcript/high school equivalency diploma (HSED) is not required for acceptance to the College, but is required for acceptance to specific programs. Program admission requirements can be found within the Programs of Study section of this catalog. Submission of your high school transcript is strongly encouraged to provide successful academic advising and satisfy eligibility requirements for federal financial aid.
  4. Schedule an appointment with an advisor to review program requirements, finalize financial aid and register for courses.
  5. An early registration appointment allows for the best selection of courses. Course schedules are available at [www.nicc.edu/courses](http://www.nicc.edu/courses).

### NON-DEGREE STUDENTS

Many students at NICC enroll in courses to transfer to another college, for self-improvement or for employment. If a prospective student does not want to receive financial aid for the course(s) costs, he or

she should select "Not seeking a degree" as the program of study when applying to the College. Non-degree seeking students are considered General/Liberal Studies (GLS) students. Some courses require prerequisites and/or are reserved for program students. If a course has a prerequisite, the student must provide documentation that he or she satisfies the requirements for placement in the course.

GLS students are eligible to register online and receive online registration information in their acceptance letter/email from the Admissions Office.

### RETURNING STUDENTS

Students returning to NICC after an absence longer than one year will need to complete a new application for admission. Returning students are subject to the policies and curriculum published within the effective College catalog at the time of readmission. Students who withdrew from the College 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. Students have the opportunity to apply for readmission to the College after any suspension by notifying the Conduct Administrator and following the readmission process.

Eligibility for readmission may be contingent on satisfactorily meeting specific conditions noted at the time of suspension or upon application for reentry to the College.

### 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 an enrollment advisor or the college you plan to attend.

## COURSE PLACEMENT

Northeast Iowa Community College is committed to ensuring students are prepared to enroll in their required coursework. Course placement assessment scores provide skill-based information that, combined with a student's academic background, goals and interests, are used by the College to determine appropriate course placement. Scores can also be used to fulfill prerequisite requirements for certain courses or in cases where an academic program may have a minimum placement score required for acceptance. ACCUPLACER® is used to assess skills in reading and writing and ALEKS® is used to assess skills in math. Reading and writing placement scores are valid for three years and math placement scores are valid for two years, prior to the date of course registration. Students have the option to retest to improve placement scores. There is no fee for the initial placement assessments for students enrolling into NICC. A fee of \$20 is required for third and subsequent retests in reading and writing. Retests for math may be done up to five times within six months at no cost; a fee of \$15 is required thereafter. There is a fee of \$20 per test for proctoring assessments for other institutions.

The ability to read and comprehend is a core value of NICC. A base reading assessment score or evidence of appropriate course completion is required prior to graduation. The ACCUPLACER® Reading assessment is administered to all program students unless a waiver is granted. Waivers may be granted for one of the following:

- Recent high school graduate (within the last three years) with a cumulative GPA of 2.67;
- Previous degree attainment;
- Successful completion of 12 college credits with a grade of C or higher

Students who do not meet the minimum reading assessment level must enroll in a skill-building reading course (RDG:034: College Reading I or RDG:041 College Reading II).

Students are strongly encouraged to enroll in this course prior to or during the first semester of their program of study. Visit [www.nicc.edu/](http://www.nicc.edu/) courseplacement for more information on course placement assessments and prep.

## TUITION AND FEES

Tuition and fees are based on the 2018-2019 academic year. These rates are subject to change at any time.

### Iowa Resident Tuition

- \$170 per credit hour.

### Non-Iowa Resident Tuition

- \$190 per credit hour.

### International Tuition

- \$205 per credit hour.

### Student Fees

- Course Fee – \$24 per credit hour
- Other Program Costs – Expenses vary depending on specific program requirements (such as textbooks, tools and uniforms).

## STUDENT FINANCIAL RESPONSIBILITY AGREEMENT

Northeast Iowa Community College believes it is important for students to understand and acknowledge the financial commitment made by registering for classes. All students who register for classes will be required to electronically sign a Student Financial Responsibility Agreement. This Agreement outlines a student's financial responsibilities associated with registering for classes and the consequences of non-payment of tuition and fees.

## 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. Contact the Business Services Office for plan options and deadlines or for a brochure on the automatic payment plan.

## OFFSET PROGRAM

Northeast Iowa Community College participates in the State of Iowa Offset

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

## RESIDENCY STATUS

A student enrolling at NICC shall be classified as a resident or non-resident of the state of Iowa based upon information furnished by the student on their application for admission and all other relevant information available about the student. The student shall remain a non-resident for tuition purposes unless the student changes their permanent residence to the state of Iowa and submits a Request to Change Residency Status to the Registrar.

To be determined a resident of Iowa, the student must document residing in the state of Iowa for at least 90 days prior to the beginning of the semester in which he/she is enrolling. A brief statement explaining his/her main purpose for moving to Iowa is required. The student must not have moved to the state of Iowa primarily for educational purposes; students who are in the state of Iowa for educational purposes cannot be granted residency status.

The student must also submit the Request to Change Residency Status prior to the start of the semester for which the change would become official along with three supporting documents from different sources that include a date ninety (90) days prior to the start of the semester for which the change is sought. The following are examples of acceptable documentation:

- Written and notarized documentation from an employer that the student is employed in Iowa or a signed and notarized statement from the student describing employment and sources of support.
- Iowa state income tax return.
- An Iowa driver's license.
- An Iowa vehicle registration card.
- An Iowa voter registration card.
- Proof of Iowa Household credit on property taxes.

If a student gives misleading or incorrect information for the purpose of evading payment of non-resident fees, he or she must pay the non-resident fees for each semester the student was not officially classified as a non-resident.

It is the responsibility of the student to request a reclassification of residency status. If a student is reclassified as a resident for tuition purposes, such classification shall be effective beginning with the next term for which the student enrolls. In no case shall reclassification to residency status be made retroactive for tuition and fee purposes, even though the student could have previously qualified for residency status had the student applied.

For more information or to obtain a copy of the Request for In-State Residency Status, contact the Registrar.

## NEW STUDENT ORIENTATION

Orientation provides students the opportunity to get their questions answered and their checklist completed before starting classes. Students should plan to attend a new student orientation on campus prior to the start of their first semester. Many students will also be invited by their faculty to attend an additional mandatory program orientation. Services and resources highlighted at New Student Orientation include confirming your schedule, verifying your financial aid, getting your student ID, finding your classrooms, purchasing textbooks (if available) and more. For specific details and dates on orientation, contact the Student Life Office at each campus or online at [www.nicc.edu/orientation](http://www.nicc.edu/orientation).

## ACADEMIC ADVISING

Advisors guide and support students as they determine career goals, help them develop an education plan, connect students with resources and services on campus and assist students in course selection and registration. Advisors are guided by a commitment to promote student development, critical thinking and personal responsibility.

An advisor is assigned to students during their first semester of enrollment, and students are required to meet with their advisor at

least once each semester, prior to registration for the upcoming semester. Students are expected to take an active role in the advising process by being prepared for advising meetings and understanding their degree requirements. Those seeking to continue their education after completing their degree at NICC are advised to begin the transfer planning process early. Further advising information is available at [www.nicc.edu/academicadvising](http://www.nicc.edu/academicadvising).

Students may request an advisor change by completing a form in the Student Services Office.

## COURSE REGISTRATION

Registration for the Fall semester opens in April and for Spring and Summer semesters in October. Dates are posted for students and they must contact their advisor to initiate the registration process as well as discuss educational goals and degree requirements. 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. 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/international](http://www.nicc.edu/international).

- Complete an application for admission.
- Submit an official, secondary school transcript showing all courses and grades. All documents must be in English.
- If applicable, submit an official college or university transcript showing courses and grades of college/university work taken in English.
- Along with the Financial Statement and Certification Form, submit an official, certified copy of a financial guarantee letter from an accredited financial

institution showing an available balance of \$18,250 to cover living and academic expenses. All documents must be in English and currency in US Dollars.

- Complete the certification of Health Insurance Form showing proof of current and future health insurance coverage.
- Provide one of the following forms of English proficiency:
  - Test of English as a Foreign Language (TOEFL score of 61 on the internet-based version)
  - International English Language Testing System (IELTS) minimum overall band score of 6.0
- Official transcript showing completion of freshman level English at an accredited US college or university.
- Satisfy the ACCUPLACER or ACT course placement requirements for enrollment into College Composition I and college level reading courses
- Provide a copy of current passport. If applicable, provide a copy of current visa.

If students are transferring from another US school: request, complete and submit a transfer form. The transfer form is used by F1 Visa students coming to Northeast Iowa Community College from another U.S. institution.

Once completed, all application materials should be submitted as a packet to the campus you plan to attend. Please direct any questions concerning the application forms to the admission representative for your respective campus.

### ADMISSION DEADLINES

International students must have all necessary application materials submitted to the Admissions Office by the appropriate application deadline date. Applicants currently residing outside the United States must submit all application materials no later than 60 days prior to the semester start date. Transfer applicants (a student with a valid I-20, studying at a US college/university) must submit all application materials no later than 45 days prior to the semester start date.

## EXPENSES

International students tuition and fees are \$229 per credit hour. Estimated annual academic expenses based on the 2018-2019 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)	\$7,328
Textbooks	\$1,400
Room and Board	\$5,735
Mandatory Health Insurance (1 yr)	\$1,000
Miscellaneous (Transportation/ personal expenses)	<u>\$3,200</u>
Total	\$18,663

All of the expense information is subject to change.

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

## STANDARDS OF ACADEMIC PROGRESS

International students must enroll in at least 12 or more credit hours, unless approved by the international advisor, and maintain a minimum 2.0 cumulative GPA to remain in good academic standing. Any international student failing to maintain a 2.0 GPA will be placed on academic probation. International students on academic probation may enroll the following semester on a probationary status.

For a student to be removed from academic probation, a cumulative 2.0 GPA must be achieved or substantial academic improvement must be evident to the student's international advisor. If, after the probationary semester, the student has not shown significant improvement toward their GPA, the student's enrollment will be terminated.

## STANDARDS FOR HEALTHCARE CAREER PROGRAMS

The Iowa Community College health education leaders have established Iowa Core Performance Standards that identify the abilities essential for effective performance in a healthcare career program. Students with disabilities are strongly encouraged to contact the program dean to review these performance standards prior to beginning coursework toward a healthcare degree. The dean, disability services coordinator, student and other relevant parties will complete the interactive process required by ADA//504/ADAAA to determine which accommodations are reasonable and do not fundamentally alter course requirements or the integrity of our programs.

## 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**

**Student Conduct Code and Procedures**

**Overview of the Conduct Process**

**Formal Student Conduct Procedures**

**College Communications**

**Computer Systems Acceptable Use Policy**

**Copyright Infringement**



## 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). Northeast Iowa Community College reserves the right to change policies or procedures or revise the information contained in the catalog at any time. Students should refer to the online catalog for the most current College policies and processes. Failure to read the policies and procedures will not be considered an excuse for non-compliance. 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.

## STUDENT CONDUCT CODE AND PROCEDURES

### CIVILITY STATEMENT

As an academic institution, Northeast Iowa Community College 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 foster 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, staff and visitors have the right to work and learn in a safe environment which is civil in all aspects of human relations.

## STUDENT CONDUCT

All students are expected to comply with 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.

NICC students are responsible for knowing the information, policies and procedures outlined in this document. The College reserves the right to make changes to this code as necessary and once those changes are posted online, are in effect. Students are encouraged to check online at [www.nicc.edu/catalog](http://www.nicc.edu/catalog) for the current versions of all policies and procedures. Hard copies of the Student Conduct Code are available to students upon request from a conduct administrator.

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

NICC retains the authority to immediately remove a student from an on-the-job training site, a clinical area, an observation, a class offered through any format, 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. Students are responsible for all communication, including conduct related notices, delivered to their College email address.

## DEFINITION OF TERMS

- **Academic Integrity Report:** A document used by the College that identifies an alleged academic violation of the Student Conduct Code and details the facts that constitute the violation.
- **Administrative Decision or Sanction(s):** The disciplinary action taken by the conduct administrator (or designee) and/or the Student Conduct Hearing Board.
- **College Administrator:** Any individual or group employed by the College and given authority to make administrative decisions on behalf of the College.
- **Conduct Administrator:** A person employed by the College (or designee) in an administrative role with responsibility for and management of policies, protocol and processes upholding the Student Conduct Code.
- **Board of Trustees:** The Northeast Iowa Community College Board of Trustees.
- **Business Day:** Any day on which the College is open for business. This excludes holidays, All College Day and any weather or emergency related closings.
- **The College:** Northeast Iowa Community College.
- **College Expulsion:** Permanent separation from the College. The student is banned from College property and the student's presence at any College-sponsored activity or event is prohibited. This action may be reinforced with a trespass action as necessary.
- **College Property:** The College property, College facilities, or the College, which 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.
- **Complainant:** A member of the College community who has brought alleged violations under the Student Conduct Code against any student, group of students or student organization.
- **Comprehensive Investigation:** A comprehensive investigation takes place once it is determined



through a preliminary investigation that there is reasonable cause to pursue a misconduct charge.

- **Student Conduct File:** The documents, recordings, evidence, etc. that pertains to the student conduct process.
- **Due Process:** Due process, as defined within these procedures, assures written notice of an alleged conduct violation and a conference or hearing before an objective decision-maker(s).
- **Faculty Member:** A person hired by the College to conduct academic instruction.
- **Incident of Concern Report:** A document used by the College that identifies a personal concern or alleged violation of the Student Conduct Code and details the facts that constitute the violation.
- **Jurisdiction:** The College authority governing student conduct.
- **Policy:** Written regulations of the College supplemented by consistent written regulations of the College found in the catalog, website or other official College publications.
- **Preliminary Investigation:** The initial review of available evidence leading to a decision of whether to pursue the investigation further based on reasonable cause.
- **President:** The chief executive officer of the College.
- **Reasonable Cause:** A fact or circumstance that justifies a reasonable suspicion.
- **Responding Student:** A student, group of students or a student organization that have been issued charges of a student conduct code violation.
- **Staff Member:** A person hired by the College to provide service and support to students and the academic mission of the College.
- **Student:** A person taking courses from the institution, full-time and part-time, credit and non-credit, studying in any method of delivery and includes any person who has applied for admission to the College.

- **Student Advocate:** A person who may attend a Student Educational Conference or Student Conduct Hearing in support of the responding student.
- **Student Conduct Hearing:** When formal charges are filed and the charges are not settled informally or in an Educational Conference, or if the formal charges lead to an Immediate, Interim Suspension from the College due to a perceived significant threat to the College community, the case will be heard by the Student Conduct Hearing Board.
- **Student Conduct Educational Conference:** When determined that there is sufficient evidence to pursue a comprehensive investigation and formal charges are filed, the Conduct Administrator may hold an Educational Conference with the responding student. The charges may be settled informally, may lead to conduct sanction(s) or may lead to a Conduct Hearing.
- **Student Conduct Hearing Board:** The Hearing Board consists of a chairperson and four members trained in conduct policy and procedure.
- **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 VIOLATIONS

The NICC Student Conduct Code applies to all students and is enforceable at the time of application to the College or at the time of enrollment for non-credit classes. NICC students 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 violations may be grounds for disciplinary action except when explicitly authorized by the College. However, this is not an exhaustive list of all behaviors that may be subject to disciplinary actions.

- Substantial obstruction/disruption of learning, teaching, administrative

processes, disciplinary procedures or any College authorized function/activity.

- Unauthorized occupation/use of (or unauthorized entry into) any College property.
- 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, actual, perceived or threats of physical harm, violence, sexual misconduct, sexual assault and in general harm or threats of harm to others.
- Knowingly furnishing a false report or false warning that College property may be subject to a bombing, fire, crime, emergency or other catastrophe.
- Theft, defacement or damage to College property or to any agency/person on College property.
- Interference with any lawful right of any person on the campus including the right of access to College property.
- Animals are not permitted on campus with the exception of registered service animals and/or as permitted with advanced approval by College administration.
- Unlawful use, abuse, possession, selling, distributing or purchasing of alcohol or alcoholic beverages, prescription or non-prescription drugs, other controlled substances or drug paraphernalia.
- Use, possession or threats of or with firearms, ammunition, dangerous weapons, substances, materials, bombs, explosives, or explosive, incendiary devices prohibited by law is prohibited at or in any location owned, leased or used by the College or at any College sponsored activity or event. This prohibition includes possession in any vehicle at or in any location owned, leased or used by the College or at any College-sponsored activities or events. Weapons include, but are not limited to: knives, guns (including BB, paintball, pellet) firearms, tasers or simulations of any such items (devices that appear to be real). A weapon may also include an object designed for use

- or used in a manner to inflict harm to a human being or animal or to damage property.
- Off-campus conduct which directly and/or adversely disrupts or interferes with the educational or other functions of the College.
- Threatening behaviors such as verbal threats/abuse, humiliation, bullying, intimidation, stalking or harassment of any person of the College community sufficiently severe, persistent or objectively offensive that it interferes with the victim's ability to benefit from the College's educational programming or activities. (*See Discrimination, Harassment and Retaliation Policy*).
- Sexual misconduct includes, but is not limited to, sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse and/or sexual exploitation. (*See Discrimination, Harassment and Retaliation Policy*)
- Dishonesty in any form at any time prior to or during the college process. This includes forgery, falsification of records, misrepresentation and lying.
- Academic dishonesty in any form such as cheating and plagiarism.
- Unauthorized use or possession of property belonging to the College or any agency/person on campus.
- Inappropriate use of social media and/or college technology including cyber bullying. (*See Computer Systems Acceptable Use Policy*).
- Iowa law and the Board of Trustees Policy prohibit smoking or use of tobacco products within college buildings, on college grounds and in vehicles. In addition to traditional tobacco products, e-cigarettes and vaping are also prohibited. (*See Tobacco-Free Policy*).
- Evidence of violation of any local, state or federal law when substantiated through the College's conduct process.
- Gambling at a College-sponsored activity without specific authorization by the administration.
- 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.
- The use of vulgar, offensive, threatening or obscene language or behavior as determined by rational standards of civil behavior in a public environment.
- 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.
- Violation of College policies or regulations supplemental to the Student Conduct Code, which are published in any other official College publication.
- Retaliatory action taken by a responding individual or allied third party directed at an individual, group or any College representative.
- Abuse of or interference with the conduct process including, but not limited to: falsification, misrepresentation, concealing or destroying of any information related to a conduct case, attempting to discourage or influence another persons' participation or use of the conduct process, failure to comply with the sanctions imposed as a result of the conduct process or harassment (verbal, physical, electronic) and/or intimidation of any member(s) of the conduct proceeding prior to, during or following a conduct case.

### CAMPUS VISITORS

Campus visitors are expected to adhere to the same conduct expectations of the College community including civil, respectful and safe behaviors. NICC reserves the right to contact law enforcement officers to immediately remove anyone from College property who is deemed a threat to campus safety and security or who is disruptive to the learning and teaching environment. Such individuals will not be permitted to re-enter College property and will be notified in writing about the duration of their exclusion from the College property.

### VIOLATIONS OF THE LAW

Alleged violations of federal, state and local laws may be investigated and addressed under the Student Conduct Code. When an offense occurs under the Student Conduct Code jurisdiction, the College conduct process may go forward notwithstanding any criminal complaint that may arise from the same incident. The College Conduct process may occur before, during or after any other civil or criminal proceedings.

The College reserves the right to exercise its authority of an immediate, interim suspension upon notification that a student is facing criminal investigation and/or complaint. Complete grounds and procedure for the conduct sanction(s) of immediate, interim suspension are outlined later in this document.

### OVERVIEW OF THE CONDUCT PROCESS

Students should be aware that the student conduct process is quite different from criminal or civil court proceedings. Procedures and rights in the student conduct process are conducted with fairness to all, but do not include the same protections of due process afforded by the courts. Due process, as defined within these procedures, assures the student a written notice of a Conduct Code violation(s) and a conference or hearing before an objective decision-maker(s). No student will be found in violation of College policy without information showing that it is more likely than not that a policy violation occurred and any sanction(s) will be proportionate to the severity of the violation and to the cumulative conduct history of the student. Although consistency and fairness to all parties is a priority, procedures and timelines may vary based on the severity and complexity of the case.

### STUDENT CONDUCT AUTHORITY

The student conduct process is not intended to punish students; rather, it exists to protect the interests of the community and to challenge those whose behavior is not in accordance with College policies. When a student is unable to conform behavior to College expectations, the student conduct

process may determine that the student should no longer share the privilege of participating in the College community. Student conduct/behavioral complaints, or other situations causing concern, may be reported through an Incident of Concern report which is located at [www.nicc.edu/incidentofconcern](http://www.nicc.edu/incidentofconcern). The College administration may act on a potential violation whether or not a formal complaint has been filed.

## JURISDICTION

The NICC Student Conduct Code applies to behaviors that take place on any College property, at College-sponsored events and may apply off-campus when the College administration determines the off-campus conduct affects a substantial College interest such as:

- behavior that presents a danger or threat to the health or safety of the student or others; and/or,
- a situation that significantly impinges upon the rights, property or achievements of others or significantly breaches the peace and/or causes social disorder; and/or,
- a situation that is detrimental to the educational mission and/or interests of the College.

The Student Conduct Code also applies to behavior conducted online, via email or other electronic mediums. Students should be aware that postings such as blogs, web postings, chats and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence is posted online. The College does not regularly search for this information, but may take action if and when such information is brought to the attention of College administration.

## CODE INTERPRETATION AND REVISION

The conduct administrator is responsible for developing procedural rules for the administration of conduct conferences and hearings that are consistent with provisions in the Student Conduct Code. Minor modifications to procedure and timelines may be made that do not jeopardize the

fairness owed to any party. Any questions of interpretation of the Student Conduct Code will be referred to the conduct administrator whose interpretation is final. The Student Conduct Code will be reviewed and revised annually and as needed, with a comprehensive revision process being conducted every three to five years. The most current version of the Student Conduct Code can be viewed in the College catalog at [www.nicc.edu/catalog](http://www.nicc.edu/catalog).

## FORMAL STUDENT CONDUCT PROCEDURES

A person and/or the College may file an Incident of Concern report on a student under these procedures any time after discovery of the student's alleged violation of the Student Conduct Code. Every effort should be made to submit the Incident of Concern Report or notify the conduct administrator of the alleged conduct violation immediately after discovery in order to expedite the process.

The conduct administrator will preliminarily investigate and review the Incident of Concern report to determine whether an informal resolution is possible or whether a comprehensive investigation should be instituted. A college administrator has the responsibility and authority to take immediate, interim action at any time 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, the College community or College property.

The responding student may request explanation of the Student Conduct Code policies and processes from the conduct administrator or campus counselor.

Any deadlines listed in this document are general guidelines used to advance the process. The number of business days listed may vary based on the complexity of the case and the accessibility of information and individuals.

## PRELIMINARY INVESTIGATION

A preliminary investigation consists of a review of the possible violations, history of the parties involved, context of the incident, potential behavioral patterns and the nature of the complaint. Generally within five business days of the filed complaint, the conduct administrator will determine whether there is reasonable cause to believe that the responding student violated the Student Conduct Code. If there is sufficient evidence to support reasonable cause, the conduct administrator will conduct a comprehensive investigation. If there is insufficient evidence to support reasonable cause, the allegations will be closed with no further conduct action, although additional services or support may be recommended or required.

## COMPREHENSIVE INVESTIGATION

When conducting a comprehensive investigation, the conduct administrator will initiate a thorough, reliable and impartial investigation by developing a strategic investigation plan including a witness list, evidence list, intended timeframe, order of interviews of witnesses and the responding student, who may be given notice of the interview prior to or at the time of the interview. The conduct administrator will prepare the Notice of Conduct Violation letter containing the alleged policy violation(s) on the basis of the reasonable cause determination. This letter may be delivered to the responding student prior to, during or after the responding student's interview, at the discretion of the conduct administrator. This process is normally completed within ten business days of initiating the investigation.

The following steps may take place during the comprehensive investigation:

- Interview all relevant witnesses, summarize the information they are able to share and have each witness sign the summary to verify its accuracy.
- Obtain all documentary evidence and information that is available.
- Obtain all physical evidence that is available.
- Complete the investigation promptly by analyzing all available

evidence without unreasonable deviation from the intended timeframe.

- Make a finding based on the preponderance of the evidence or, whether a policy violation is more likely than not to have occurred.
- Present the investigation report and finding to the responding student.
- Share the findings and update the complainant upon the status of the investigation and the outcome.

When it is determined through a comprehensive investigation that the Student Conduct Code violation(s) is more likely than not to have occurred, a combination of any three of the following disciplinary procedures will be initiated depending on the nature of the offense and/or the reaction of the responding student;

1. Immediate interim suspension and/or,
2. Student conduct educational conference and/or
3. Student conduct hearing

### IMMEDIATE, INTERIM SUSPENSION

Any college administrator may take immediate, interim disciplinary action at any time 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, the College community or College property or if the student is facing allegations of serious criminal activity. An Immediate, 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 college administrator will give the student verbal notice of the alleged violation and an opportunity to provide an immediate response to the allegation. The college administrator will immediately file an Incident of Concern Report of the alleged student conduct violation with the conduct administrator. Interim disciplinary actions may include:

- Holds on student records, registration, new financial aid awards or transcripts.

- Removal from class, offices, College activities, clinical sites or any NICC related property or facility.
- 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 College property.
2. Illegal possession, use, sale or purchase of drugs on any College property.
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 College property or entering College property intoxicated.
6. Any activities causing a major disruption or disturbance to the College community.
7. Extreme verbal harassment or abuse of anyone on College property.
8. A violation of the Student Conduct Code which the administrator considers a serious violation.

A student who receives an Immediate, Interim Suspension may request a meeting with the conduct administrator (or designee) to demonstrate why an interim suspension is not merited. This meeting may be held off College property or by phone and regardless of the outcome of this meeting, the College may proceed with the scheduling of a conduct hearing.

## STUDENT CONDUCT EDUCATIONAL CONFERENCE

In most student conduct cases, an emphasis will be placed on seeking an informal resolution or violation/sanction agreement between the responding student and the conduct administrator through an educational conference. The following options describe procedures based on whether the responding

student accepts or rejects the Notice of Conduct Violation either in whole or in part. The responding student may choose to:

1. Accept responsibility for conduct violation/sanctions entirely or in part or,
2. Reject responsibility for conduct violation/sanctions entirely or in part.

When the responding student accepts responsibility for the conduct violation and agrees to the recommended sanction(s), the sanctions are implemented by the conduct administrator at an educational conference and the process ends. The educational conference may take place when presenting the Notice of Conduct Violation letter at the responding student's interview, if applicable.

When the responding student accepts responsibility for the conduct violation, but does not accept the recommended sanctions, the conduct administrator will hold an educational conference on the sanction only, to discuss reasoning for the recommended sanction and hear the student's rationale for rejecting the sanction. After thorough review and re-consideration, the resulting sanction decision of the conduct administrator is final.

When the responding student rejects responsibility for the conduct violation entirely, a Student Conduct Hearing Board will be convened, typically within ten business days. Complete Conduct Hearing procedures are outlined later in this document.

When the responding student rejects responsibility for the conduct violation in part, a Student Conduct Hearing Board will be convened, typically within ten business days, to hear only the disputed charges. Subsequent sanctions will be based on only the violations the Conduct Hearing Board deem valid.

If a student is found responsible for the same conduct code violation a second time, the conduct administrator may decide whether the case should be heard in an educational conference or by the Conduct Hearing Board, based on the severity of the conduct and the student's cumulative conduct history.

## STUDENT CONDUCT HEARING PREPARATION

Students who are scheduled for an appearance before the Student Conduct Hearing Board (Hearing Board) will be given seven business days to prepare unless all parties agree to proceed more quickly.

Preparation for a Student Conduct Hearing includes the following steps:

- a. Selection of the Hearing Board which consists of five members trained on conduct policy and procedures. Membership may vary from case to case. The Hearing Board will hear and review all evidence in the case including witness testimony and supporting documentation. The Hearing Board will make the decision whether the student is responsible or not responsible for the alleged violations and, if found responsible, will recommend the appropriate sanction(s) to the conduct administrator who has responsibility for the final sanction decision.
- b. Notice of time, date and location of the Student Conduct Hearing (Conduct Hearing) will be delivered to the responding student by College email and registered mail to the most recent address of the student indicated on official College records. Once mailed, the communication will be deemed delivered.
- c. At least three business days prior to a Student Conduct Hearing, the responding student must submit to the conduct administrator the following:
  - A response to the Notice of Conduct Violation letter.
  - A list of witnesses the responding student would like the College to call at the Hearing, if any.
  - A list of all items of physical evidence the student intends to use or requests to have present at the Conduct Hearing,
  - The names of any advocates who may accompany the student at the Hearing. If the responding student fails to respond to Conduct Hearing notice, the administrator may initiate a complaint

against the student for failure to comply with a directive of a College official and give notice to the student of this additional conduct violation. Unless the student responds to this second notice within two business days, or does not respond to the original notice, an educational conference may be scheduled and held on the student's behalf. As a result, the student may be administratively withdrawn from enrolled classes and/or a conduct hold may be placed on their College account, deeming them ineligible to register for courses until the student responds to the Conduct Hearing notice.

- d. The conduct administrator will ensure that a summary of all hearing information, including the names of the Hearing Board members, is shared with the responding student and the complainant at least one day prior to the Conduct Hearing.

## STUDENT CONDUCT HEARING PROCEDURES

If the responding student cannot attend the scheduled Conduct Hearing, it is the student's responsibility to notify the conduct administrator a minimum of three business days prior to the Conduct Hearing to arrange for another date, time or location. Except in cases of grave or unforeseen circumstances, if the responding student fails to give the required three day notice or if the student fails to appear, the Conduct Hearing will proceed as scheduled. No student may be found responsible for a Student Conduct Code violation solely as a result of the student's failure to appear for a Hearing. In this case, the Conduct Hearing will proceed as scheduled and the information gathered through the comprehensive investigation will be presented to the Conduct Hearing Board for consideration.

The conduct hearing board chair will direct the Conduct Hearing according to the following guidelines:

1. The Hearing will be closed to the public.
2. 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 will not be introduced as evidence before the Student Conduct Hearing Board without the written permission of the student.

3. Admission to the hearing of persons other than those involved or those on the submitted witness list, will be at the discretion of the hearing board chair and the conduct administrator.
4. Conduct Hearing proceedings will be audio recorded for the protection of all parties.
5. The responding student has the right to an advocate whom may be chosen only from within the current College community unless an exception is granted by the conduct administrator. In the rare instance where civil or criminal court proceeding currently involve a responding student or at the discretion of the conduct administrator, legal counsel may be permitted to serve as an advocate. If the student wishes to have legal counsel present at the Conduct Hearing, a minimum of 3 days notice must be provided. In such instances, the College reserves the right to also have legal counsel present. The advocate may not ordinarily make a presentation or represent the responding student during the hearing. The advocate may confer quietly, exchange notes, clarify procedural questions with the hearing board chair and suggest questions to the responding student.
6. The conduct administrator will present the information/evidence of the case on behalf of the College. The responding student will then present information/evidence to the Conduct Hearing Board. The responding student, the conduct administrator and the Hearing Board members will all have the privilege of questioning witnesses and all present parties. Unduly repetitive



witnesses or questions may be limited at the discretion of the hearing board chair.

7. Pertinent records, exhibits and written statements may be accepted as information for consideration by the hearing board chair. Formal rules of evidence are not observed. The hearing board chair may limit the number of character witnesses presented or may accept written affidavits of character instead.
8. All procedural questions are subject to the final decision of the hearing board chair and the conduct administrator.
9. After the Conduct Hearing, the Hearing Board will deliberate and determine by majority vote whether it is more likely than not that the responding student has violated the Student Conduct Code. The responding student will not be present during deliberations. The Conduct Administrator is responsible for informing the Hearing Board of applicable precedent and of any previous conduct violations or other relevant behavioral pattern evidence about the responding student. The conduct administrator may also inform the Hearing Board of all possible sanctions available for their consideration. Once a finding is determined, if the finding is that of responsible for the violation, the Hearing Board will recommend an appropriate sanction(s) to the conduct administrator who has responsibility for the final sanction decision.
10. The hearing board chair will submit a written statement detailing a) the findings, b) the rationale of the Hearing Board in support of the decision and c) the recommended sanction(s).
11. The conduct administrator will notify the responding student of the Conduct Hearing Board's finding, resulting sanction(s) and information regarding the student's right to appeal, generally within five business days of the decision. Notification will be sent to the student's College email and by registered mail to the current address listed on the student's College account. If the Conduct

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 conduct process.

12. A student who is suspended or expelled from the College will be administratively withdrawn from a college-sponsored program or activity on the effective date of the suspension/expulsion. Settlement of the student's account will be completed under the NICC Tuition Refund Policy. A student who is suspended/expelled is responsible for returning any College property within three business days of the suspension and will be held financially responsible for any property not returned in good condition.
13. A student has the right to appeal the outcome of a Conduct Hearing by following the established appeal process which is outlined later in this document.

### STUDENT RIGHTS AT A CONDUCT 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 in writing of the Conduct Hearing outcome based on the evidence presented at Hearing and evaluated by the standard of preponderance of the evidence or, it is more likely than not that the violation occurred as documented;

- I. Right to an appeal of the final Conduct Hearing decision.

### SANCTION(S) FOR STUDENT CONDUCT CODE VIOLATIONS

Any student who is found in violation of the Student Conduct Code will be subject to one or more, or a combination of, the following sanctions. Any conduct action taken by the College is effective on the date the notification is written. A record of any student conduct action is kept in the student's conduct file and maintained by the conduct administrator.

- a. Warning – a written or verbal notice to the student that a violation of the Student Conduct Code has occurred. This written and/or verbal warning serves to remind the student that any further violations of the Code may result in more serious sanction(s).
- b. Conduct Probation – a period of time during which the student must demonstrate an ability to comply with the Student Conduct Code, all College policies and other requirements stipulated for the probation period. Conduct probation may be imposed up to the completion of the student's program of study at the College. A student has the opportunity to have their probation status lifted after the stipulated time period through an application to the conduct administrator.
- 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. Loss of Rights and Privileges – a sanction(s) which may impose limitations or restrictions to fit the particular case.
- e. Eligibility Restriction – prohibits a student from joining a registered student organization, taking part in a registered student organization's activities or attending its meetings or functions and/or from participating in or representing the College in any athletic or co-curricular activity.
- f. Educational/Behavioral Requirement – 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(s).
- h. Suspension from the College – separation from the College for a defined period of time dependent on the severity of the Student Conduct Code infraction, typically from one to three years. Suspension prohibits the student from entering any College property except in response to a request of the College, and from registering either for credit or non-credit work at the College. This sanction(s) may be reinforced with a no trespass action as necessary. Students have the opportunity to apply for re-admission to the College after any suspension by notifying the Conduct Administrator and following the re-admission process.  
  
Eligibility for re-admission may be contingent on satisfactorily meeting specific conditions noted at the time of suspension or upon application for re-entry to the College.
- i. Grade Reduction – in cases of academic misconduct, 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. Expulsion from the College – permanent separation from the College. The student is banned from any College property and the student's presence at any College-sponsored activity or event is prohibited. This action may be reinforced with a no trespass action as necessary.

### CONDUCT VIOLATIONS IN PROGRAM OF STUDY

Students who are found to have violated specified conduct rules within their chosen program of study may receive sanction(s) under the Student Conduct Code in addition

to any program actions. Students are responsible for knowing and adhering to all program rules and regulations established by the program administration.

### COLLEGE-SPONSORED ORGANIZATION, CLUB OR GROUP SANCTION(S)

College organizations, clubs or groups may receive any of the above listed conduct sanction(s) including de-activation or de-recognition of the group for a specified period of time. Students are responsible for knowing and adhering to the specific policies and procedures governing membership in their organization, club or group.

### PARENTAL NOTIFICATION

The College reserves the right to notify parents/guardians of dependent students regarding any conduct situation, particularly alcohol and other drug violations. The College may also notify parents/guardians of nondependent students who are under 21 of alcohol or other drug violations. Parental notification may also be utilized discretionarily by College administration when permitted by FERPA or with consent from the student.

### NOTIFICATION OF OUTCOMES

The outcome of a Student Educational Conference or Student Conduct Hearing is part of the educational record of the responding student and is protected from release under FERPA except under certain conditions. As allowed by FERPA, when a student is accused of a policy violation that would constitute a "crime of violence" or forcible or non-forcible sex offense, the College will inform the alleged victim/party bringing the complaint in writing of the final results of a hearing regardless of whether the College concludes that the violation was committed. Such release of information may only include the alleged student's/responding student's name, the violation committed and the sanction(s) assigned, if applicable. In cases of sexual misconduct and other offenses covered by Title IX, the rationale for the outcome will also be shared with all parties in addition to the findings and sanction(s). In cases where the College determines through the student conduct process that a student violated a policy that would constitute a "crime of violence" or non-forcible sex offense,

the College may also release the above information publicly and/or to any third party. FERPA defines "crimes of violence" to include:

1. Arson
2. Assault offenses (including stalking)
3. Burglary
4. Criminal homicide – manslaughter by negligence
5. Criminal homicide – murder and non-negligent manslaughter
6. Destruction/damage/vandalism of property
7. Kidnapping/abduction
8. Robbery
9. Forcible sex offences
10. Non-forcible sex offenses

### APEAL PROCESS

The student has the right to appeal the decision resulting from a Student Educational Conference or Student Conduct Hearing. Any sanction(s) imposed as a result of the Student Educational Conference or Student Conduct Hearing will remain in effect during the appeal process.

The request for an appeal must be made in writing to the vice president of learning and student success who serves as the College's appeals officer, within five business days of receiving the written notification from the conduct administrator of conduct violations and resulting sanctions. The student's request for appeal must include the student's name, date of the decision for disciplinary action, and clear rationale for appeal. Appeals must be based on one or more of the following reasons and will only be considered if:

- a. A procedural error occurred that significantly impacted the outcome of the conference/hearing.
- b. There is new evidence that was unavailable at the time of the hearing that could substantially impact the original outcome or sanction(s). A summary of the new evidence and its potential impact must be included in the appeal.

- c. The sanction(s) imposed is substantially outside the parameters or guidelines set by the College for this type of offense or the cumulative record of the responding student. The burden lies on the appealing student to demonstrate any clear error.

The Appeals Officer (or designee) will conduct a preliminary investigation to determine if the appeal is timely and meets the limited grounds outlined above.

The appeals officer may consult with the conduct administrator on any procedural or substantive questions that arise. If the appeal is not timely or substantively eligible, the original decision and sanction(s) determined by the conduct administrator and/or the Conduct Hearing Board will stand and the decision will be deemed final. If the appeal has basis, the Appeals Officer will, in most cases, remand the appeal back to the original Conduct Hearing Board, typically within five business days, with clear instructions for reconsideration only in light of the granted appeal grounds. If the Appeals Officer deems the original decision-making body to be unduly biased by a procedural or substantive error, a three member Appeals Board will be called to consider the case. The Appeals Board is chaired by the Appeals Officer and two additional members who did not serve on the original Hearing Board.

If an appeal is warranted, new evidence should be heard and considered, procedural changes should be made or sanctions should be altered to be proportionate to the conduct violation and the student's cumulative record. The Appeals Officer may determine whether new evidence will be evaluated via written documentation or in an informal Hearing. Rationale for the appeal decision and resulting sanction(s) will be sent to the student's College email and by registered mail to the student's official College address, typically within five business days. Any decision made by the Appeals Board is considered final.

### STUDENT CONDUCT RECORD RETENTION

Conduct 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 conduct 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. Students may forward their NICC email account to a personal mobile device if desired. Directions are provided through the NICC Helpdesk. 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 on a frequent and consistent basis in order to stay current with college communications.

## STUDENT CONCERNS

The College encourages all individuals to attempt to resolve concerns quickly and informally with an instructor, advisor or administrator as soon as possible following

the event that led to the concern. When a resolution cannot be reached or is not practical, the formal complaint process should be followed. Individuals should use the electronic form located at [www.nicc.edu/complaint](http://www.nicc.edu/complaint) to file a formal complaint. The Associate Vice President for Operations office will route the complaint to the appropriate College representative for review and appropriate action. If needed, a meeting will be arranged with both parties to seek a satisfactory resolution to the complaint.

As an academic institution, Northeast Iowa Community College 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, staff and visitors have the right to work and learn in a safe environment which is civil in all aspects of human relations.

## 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 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 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 (NICC) 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 email 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 COLLEGE COMPUTING RESOURCES

The following examples, though not covering every situation, specify some of the responsibilities that accompany computer use at the College and/or on networks to which it is connected. Use of College 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; and 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 and guests of NICC may not install software on any College computer. Faculty and staff may not install software on the College network or its computers. Installations on the network and its computers are the responsibility of NICC Computer Information Systems.
8. Users of the network may not connect non-NICC hardware to the network without prior written approval from Computer Information Systems personnel.

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.
10. College computing facilities are a public resource and may not be used for personal profit.
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 the College 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.

All user accounts who have not been logged in for a period of three years may have their network account removed at the discretion of the Computer Information Systems Department. This includes any and all data, files, folders, access permissions and network rights affiliated with their network account(s). If a user partakes in a period of long-term leave (i.e. Sabbatical, Military Deployment, long-term illness, etc.) the user, the user's supervisor or Human Resources must inform the NICC Computer Information Systems Department to eliminate the possibility of an accidental account removal.

Members of the Computer Information Systems Department have the right to possess or repossess any piece of technology within their realm of support at any time. This ensures that proper maintenance of campus technology is done in an orderly manner. This also helps the NICC Computer Information Systems department to combat technological threats on the network and its data.

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 Frequently Asked Questions section 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**

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**Withdrawing from College**

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

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**Validity of High School Diploma Policy and Procedure**

**Repeated Coursework Policy**

**Student Health/Insurance**

**Grievances, Complaints and Concerns**

Financial aid is available to help students finance their college education. Financial assistance is available through grants, loans, student employment, scholarships and sponsorships through coordination with federal, state and other agencies. All students who possess a high school diploma or a high school equivalent diploma (HSED) may apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov). The financial aid staff at Northeast Iowa Community College is pleased to guide students through the financial aid process as well as answer questions so they are better informed on how to best achieve their educational goals.

The Financial Aid Office sends announcements and notifications regarding verification, satisfactory academic progress (SAP), 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
- High school diploma, HSED or has completed home schooling at the secondary level
- Maintain Satisfactory Academic Progress (SAP)
- Accepted into a degree/diploma program
- Possess a valid Social Security Number
- Register with the Selective Service, if required
- Does not owe a refund back on a federal grant or is not in default on a federal educational loan
- Attend the classes for which they are registered

Financial Aid is only applied to classes required for the chosen degree program.

## FEDERAL AND STATE FINANCIAL AID APPLICATION AND PROCESS

1. Students (and parents of dependent students) are required to create and maintain a Federal Student Aid ID (FSA ID). This FSA ID is required to complete

and submit a FAFSA and also gives the student access to Federal Student Aid's online systems. [fsaid.ed.gov](http://fsaid.ed.gov)

2. Complete the Free Application for Federal Student Aid (FAFSA) - [www.fafsa.gov](http://www.fafsa.gov) Students must submit a new FAFSA for each academic year. The FAFSA is available Oct. 1 of any given year to determine aid eligibility for the next academic year, that begins with the fall semester and also includes the following spring and summer semesters. As some financial aid funds are administered on a first-come, first-served basis, it is recommended to complete your FAFSA as early as possible. Information needed in order to complete the FAFSA include the appropriate year's income tax forms, W-2s, social security numbers, bank statements, records of investments and untaxed income. It is further recommended to transfer federal tax return information directly into the FAFSA using the IRS Data Retrieval Tool. Students are encouraged to keep a copy of their completed FAFSA.

The information reported on the FAFSA is used to calculate an expected family contribution (EFC). The EFC is a measure of a student's family's financial strength and is calculated according to a federal methodology formula established by law. A family's taxed income, untaxed income, assets, and benefits, such as unemployment or Social Security, are all considered in the formula. Also considered are a student's family size and the number of family members who will attend college during the year. The cost of Attendance (COA) which includes tuition, fees, books, room, board, travel expenses and personal expenses minus the EFC is what determines the type and amount of financial aid for which the student may qualify.

*Note:* The EFC is not the amount of money a family will have to pay for college nor is it the amount of federal student aid a student will receive. It is a number used by the College to calculate the amount of federal student aid that a student is eligible to receive based on the COA.

For more information about the EFC and federal financial aid in general, visit [studentaid.ed.gov/sa](http://studentaid.ed.gov/sa)

3. The student and NICC will receive a Student Aid Report (SAR) from the government central processing system (CPS). The SAR is the official record confirming that the federal processor received your FAFSA. Review your SAR for any errors and make necessary corrections.
4. All students will access their Financial Aid Checklist via the MyCampus > Self Service Financial Aid portal, and complete them as directed. Self Service will display the necessary steps to follow in order to secure a student's financial aid, and may include reviewing required documents, accepting student loans, viewing Award Letter and much more.
5. Reviewing Required Documents may be a part of the checklist. Each document listed outlines additional steps to follow and may require submitting a paper or electronic form to the Financial Aid Office. The U.S. Department of Education may select students for a verification process. This process will require NICC to collect additional information from the student to attest to the accuracy and completeness of FAFSA information that has been given by the student. Submit all of the requested items in a timely manner to avoid the delay or loss of financial aid funding. Most student forms are submitted electronically through the Student eForms portal. Dependent students may require a parent's signature or additional information which will require the student to print a paper copy for completion and then submission to NICC Student Services. NICC also reserves the right to select a student for verification if there is conflicting information in the student's file and the federal government has not already selected the file for verification.
6. Once all of the forms are submitted and processed, the student receives an email notification that an Award Letter is ready to view in the Self Service Financial Aid

portal. The Award Letter indicates the type and amounts of financial aid that the student may be eligible to receive. Amounts indicated on the Award Letter are based on full-time status, of 12 or more credits, and are dependent on the students maintaining satisfactory academic progress (SAP) as well as meeting other eligibility criteria outlined on the letter.

7. Grants and scholarships are automatically applied to a student's account. After registering for classes, students should review in their Self Service Student Finance account the financial aid amount in relation to the amount owed for tuition and fees. If a balance due remains, students should explore all of their options to pay for the remaining cost of college. Options may include, the NICC payment plan, work study positions and student loans.

8. If the student wishes to borrow federal direct student loans, he/she will need to complete additional steps through the campus portal, Self Service Financial Aid.

First time borrowers are mandated to complete two additional Federal requirements, Loan Entrance Counseling and the Master Promissory Note. [www.studentloans.gov](http://www.studentloans.gov)

## FINANCIAL AID ELIGIBILITY NOTES

- Federal student loans must be repaid. To qualify to access loan eligibility, students must be enrolled and attending at least half-time. Half-time is considered six credits of enrollment in the semester in which they seek to use loan funds.
- Students who are enrolled less than half-time, may still be eligible for Pell Grant and other federal and/or student aid on a prorated basis.
- Students who have received a bachelor's degree are not eligible for the Pell Grant, but may be eligible for other federal student aid.
- Students attending two schools in the same enrollment period must inform both Financial Aid Offices. Students cannot receive federal aid from two schools at the same time. A consortium agreement

may need to be completed between the schools. Please visit or call Student Services and the Office of Financial Aid for more information about consortium agreements.

- 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:

**Federal Pell Grant:** A Pell Grant is gift aid that is not repaid. The federal government determines student eligibility and the actual amount is determined by law as the federal methodology which applies to a standard formula to the financial information that is entered during FAFSA completion.

### Federal Supplemental Educational

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

### Iowa Vocational – Technical Tuition Grant:

This state-funded program is for Iowa residents who qualify based on need and enrollment into specific vocational, technical and career option programs. Students must file their FAFSA by July 1 to qualify for this grant.

### Kibbie Grant (Iowa Skilled Workforce

**Shortage Tuition Grant):** Iowa residents enrolled in specified vocational-technical or career option programs at Iowa community colleges may also be eligible for this grant program. Students must file for their FAFSA by July 1 to qualify for this grant.

### All Iowa Opportunity Scholarship and Education & Training Voucher Program:

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

### Federal Direct Unsubsidized Loan:

Low-interest educational loan offered by the federal government. The borrower is responsible for all interest that occur 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. Because unsubsidized loans accrue interest while the student is in school, it is encouraged but not required, that the student make interest payments to their lender while in school.

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

**Private Loan:** Loans are available from many private lenders. Students should exhaust all other sources of financial aid before taking out a private educational loan as typically private loans have higher interest rates.

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

Students who take a loan for only one semester will have the loan amount disbursed in two equal amounts, approximately at the 30-day and then 60-day point in the semester.



## WORK-STUDY PROGRAM

Work-Study is an opportunity for students to make minimum wage and 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 part-time income while in school. Work-Study employment is based upon the student's determined need for financial assistance. Work-Study job openings and applications are accessible on MyCampus. Wages are direct deposited bi-weekly into a student's bank account.

## NICC SCHOLARSHIPS

Scholarships are offered and awarded each academic year. Students need to submit only one NICC Scholarship Application per school year. The priority deadline is April 1 for the next school year but applications will also be reviewed in July, October and January. Apply online at [www.nicc.edu/scholarships](http://www.nicc.edu/scholarships)

## OTHER SPONSORSHIPS/ASSISTANCE

Iowa Vocational Rehabilitation Services: This 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):** WIA may be able to provide financial assistance to persons who are unemployed or underemployed and to Family Investment Program (FIP) recipients who are in need of retraining to upgrade their skills. Applicants must meet WIA guidelines to be determined eligible. Referral assistance to a WIA office is available.

**Veterans Assistance:** NICC is committed to serving those members of the community who have served or are serving in the military. NICC educational programs are approved by the Veterans Educational Unit of the Iowa Department of Education for the training of eligible persons under current GI Bill

programs. The College provides a Veterans Certifying Official on each campus to assist veterans in the application process to ensure that their programs meet the guidelines of federal regulations.

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

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

1. Be eligible under a benefit program of the Department of Veterans Affairs
2. Maintain a 2.0 GPA
3. Maintain a 2.0 GPA
4. Take only courses applicable to the stated current major

Certifying officials at the College are required to report any changes in a student's enrollment status to 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. Students are responsible for any repayment of funds that they have already received if termination occurs because of non-attendance or withdrawal/drop from a course(s). Be aware that the Veterans Administration will not pay for students to retake a course that they have received a passing grade in, nor will they pay students for any advance credit they have received from prior education.

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

## FINANCIAL AID LOCK DATE

Financial aid is awarded to students based on their enrollment status at the time of the lock date. The lock date, taken on the 15th day of the semester, is the day when it is determined how many credits a student is enrolled in.

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.

## ENROLLMENT LEVELS

- Full-time = 12 credits or more
- Three quarter time = 9-11.5 credits
- Half-time = 6-8.5 credits
- Less than half-time = 1-5.5 credits

## FINANCIAL AID DISBURSEMENT

All financial aid is first applied to a student's account to pay tuition, fees and bookstore charges. Any financial aid remaining after the student's account has been paid in full, will be refunded to the student. Refunds are determined by the enrollment status at the time of disbursement. This is based on a student's reported attendance by their instructor(s). Financial aid refunds are processed approximately 30 days after the start of the semester based on enrollment status, and then disbursed weekly thereafter. Class attendance, late start classes, withdrawing from a class(es) and a student loan request for a single semester, are some examples of circumstances that may impact the amount and timing of a financial aid refund.

Example 1: A student is attending nine credits at the beginning of the semester and has a late start class which is three credits and begins March 1. The nine credits is considered  $\frac{3}{4}$  time enrollment and thus will allow 75 percent of a Federal Pell Grant to be applied to tuition, fees and books. The class that begins March 1 will bring the student to full-time status of at least 12 credits which will then allow the remaining 25 percent of a Federal Pell Grant to be applied to the student account. If the student's tuition, fees and

any bookstore charges have been fulfilled, there will be a refund 10-14 days after the class begins.

Example 2: Students must be enrolled and attending at least half-time (six credits) in order to receive federal student loans.

Loans will not be applied or disbursed to a student until that student is registered and attending at least half-time. Therefore, if a student has a late start class, any loan(s) will be withheld until your enrollment reaches that half-time status.

Note: Federal regulations stipulate that if there is only one semester in the loan period the loan must be disbursed in two equal payments. NICC will not release the second equal disbursement until the student reaches the calendar midpoint between the first and last scheduled day of class of the loan period. A one-term only loan occurs when a student did not request any of their loan eligibility across more than one semester. Therefore, the student will not receive the entire refund at the first disbursement. There will be a second disbursement of the loan in another 30 days. It is recommended to visit the financial aid office to determine the amount and timing of multiple disbursements of any nature.

NICC partners with a third party company to process all student account refunds, including financial aid credit balances. New students receive a refund selection notification at the beginning of their first semester with a code that is used to activate the student's refund delivery preference. Refund delivery method options include either direct deposit to the student's current bank account which is the recommended option or as a direct deposit to the student's NICC Blue Card account, which is initiated by the student.

## SATISFACTORY ACADEMIC PROGRESS POLICY

NICC is required by the U.S. Department of Education to monitor Satisfactory Academic Progress (SAP) for students who are receiving federal Title IV financial aid. The Iowa College Student Aid Commission also requires students to meet SAP for all of the Iowa grants administered by NICC. NICC also applies this eligibility criteria to Institutional

financial aid (NICC scholarships) and any other funding sources that NICC administers. If the satisfactory academic progress standards are not met, students receiving financial aid will be declared ineligible to receive all financial aid.

### SAP STANDARDS:

1. Cumulative Grade Point Average Policy (qualitative component) - A student must maintain a cumulative grade point average of 2.0 (C average) or better.
2. Student Pace Policy (quantitative component)
  - A student must successfully complete 67 percent or more of their cumulative attempted credit hours including remedial and transfer credits at the end of the semester. A student's pace is calculated by taking the cumulative number of credits the student has successfully completed divided by the cumulative number of attempted credits. NICC does use standard rounding rules when calculating percentages under the quantitative measurement--also known as pace. For example, 66.667 percent is rounded up to 67 percent.
3. Completion of Program 150 Percent Policy (maximum timeframe component)
  - A student must earn their degree within a timeframe that does not exceed 150 percent of the program length. The maximum timeframe for which students may receive financial aid is 150 percent of the published length of the program's credit hours. A student is ineligible when it becomes mathematically impossible for him/her to complete his/her program within 150 percent of the length of the program.

Example, the length of an Accounting Specialist Degree is 67 credits.  $67 \text{ credits} \times 150 \text{ percent} = 100.5 \text{ credits}$ .

A student can receive financial aid for up to 100.5 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 those credits.

All transfer credit hours that have been accepted by NICC toward a student's academic program will be counted as both attempted and completed credits when evaluating a student's satisfactory academic progress. NICC assumes transfer students are making satisfactory academic progress.

Students who have incomplete grades must follow the NICC Incomplete Grading Policy. Once incomplete grades are completed and a grade is submitted, the Registrar's Office will notify the Financial Aid Office.

Students who are repeating a course(s) will have all credits counted as both attempted and completed credits toward SAP. It is the responsibility of each student to monitor and keep track of his/her academic progress and to notify the Financial Aid Office of any grade changes. The student's Satisfactory Academic Progress will be re-evaluated in either case and the student will be notified if a change occurs in his/her SAP status.

A student's satisfactory academic progress will be evaluated at the end of each academic semester (fall, spring and summer) once grades are reported. Upon evaluation of a student's satisfactory academic progress, a student will be notified of their SAP Status through their official NICC email account.

A student will also have a SAP status assigned once a FAFSA is received by NICC if the student has a past academic record at NICC. This may include college credit classes that were earned while in high school (i.e. PSEO, concurrent enrollment, etc.). A student will have a status assigned even if those grades were earned without utilizing financial aid. Students may view their grade point average (GPA), completion rate, and current SAP status at any time in Self Service Financial Aid.

### SAP STATUSES

Students who have completed at least one semester at NICC will have a SAP Status assigned to them. Different SAP Statuses exist depending on a student's academic history and the measurements explained in the previous section. The general SAP statuses include Satisfactory, Warning, Ineligible, Probation, and Academic Plan.

**SATISFACTORY**

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

**FINANCIAL AID WARNING**

This is a warning to a student who is not meeting one or more of the satisfactory academic progress standards. The student remains eligible to receive financial aid for one upcoming semester of enrollment. In order to maintain eligibility for the next semester, the student then must meet satisfactory academic progress standards when SAP is evaluated at the end of that semester of enrollment. Students who fail to meet the requirements at the end of that semester will be placed in a status of Financial Aid Ineligible.

**GPA (Qualitative Measure) Example:** Students who fall below a cumulative grade point average of 2.0 will be given a Financial Aid Warning status the following semester. If during this warning semester the student raises his/her cumulative GPA to a minimum of a 2.0, the warning status will be removed for the next semester. If a student does not raise his/her cumulative GPA to a minimum of 2.0 during a warning semester, he/she will receive a Financial Aid Ineligible status for subsequent semesters and not be eligible to receive financial aid. If a student raises his/her cumulative GPA to a minimum of 2.0 or better, the student will again be eligible to receive financial aid the next semester.

**Completion (Quantitative Measure) Example:** Students who do not complete a minimum 67 percent of their enrolled credits at the end of the semester will be given a Financial Aid Warning status the following semester. If at the end of the warning semester the student completes 67 percent of his/her cumulative attempted credits, the warning status will be removed for the next semester. If the student does not complete a minimum 67 percent of his/her cumulative attempted credits during the warning semester, the student will receive a Financial Aid Ineligible status for subsequent semesters and not be eligible to receive financial aid. If a student successfully completes 67 percent or higher of his/her cumulative attempted credits the following semester, the student will again be eligible to receive financial aid.

**Maximum Time Frame (Quantitative Measure)**  
There is no warning status for Maximum Time Frame.

**FINANCIAL AID INELIGIBLE**

Students who do not meet one or more of the satisfactory academic progress standards at the completion of the semester after being on Financial Aid Warning are no longer eligible to receive financial aid. If a student is Financial Aid Ineligible, they have a right to file an appeal. A student may also re-establish eligibility by meeting SAP Standards while paying on their own.

**SAP APPEAL PROCESS**

Students have the right to appeal their Financial Aid Ineligible status.

1. The SAP Appeal Request form is an electronic form located in Student eForms, accessible through the MyCampus student portal. Additional guidance is available online at [www.nicc.edu/appeal](http://www.nicc.edu/appeal)
2. A student may appeal on the basis of: injury or illness of the student, the death of a relative or other extenuating circumstances. The appeal must first explain why the student failed to make satisfactory progress and secondly what has changed in the student's situation that would now allow the student to make satisfactory progress at the next evaluation. Students are recommended to provide documentation that supports the extenuating circumstances. If documentation cannot be provided the student will need to explain why.
3. The appeal is reviewed by a committee and their decision is final and cannot be appealed. Students will be notified of the appeal decision via their NICC email. The three potential outcomes include:
  - Approved for Financial Aid Probation
  - Approved for Financial Aid Academic Plan
  - Denied appeal

*Note:* Appeals submitted after day five of the semester start date, are not allowed for

that semester unless circumstances beyond the student's control prevented them from submitting on time. Second and subsequent appeals require new circumstances.

**FINANCIAL AID PROBATION**

Student was placed on Financial Aid Ineligible, appealed, had their appeal approved and has had financial aid reinstated. Satisfactory academic standards **MUST** be achieved the following semester or student will be placed back on Financial Aid Ineligible. Probation status is limited to one semester.

**FINANCIAL AID ACADEMIC PLAN**

Student was placed on Financial Aid Ineligible, appealed, had their appeal approved and has had financial aid reinstated. Students will be required to meet with their Enrollment Advisor to develop an Academic Plan to ensure future success in meeting the satisfactory academic progress standards.

The Academic Plan will have specific requirements that the student will have to successfully complete by the end of the semester in order to be eligible to continue receiving financial aid. Minimum Academic Plan standards include a semester GPA of 2.0 and a completion status of 67%. Academic Plans for some students may deem more stringent requirements in order to move towards satisfactory academic progress standards. The Academic Plan is evaluated and reviewed at the end of each semester, and if requirements are met the Academic Plan is renewed and will continue on into the next semester. While on the Academic Plan, the student may meet SAP at a later evaluation and have their status returned to satisfactory, and will no longer be required to be on an Academic Plan.

If the requirements of the Academic Plan are not met, the student will be placed on Financial Aid Ineligible for the following semester and will not be eligible to receive financial aid.

**RE-ESTABLISHING AID ELIGIBILITY**

If an appeal is not approved, the student will not be eligible to receive financial aid. Students may reestablish eligibility by meeting the satisfactory academic progress standards on their own for a future evaluation. A student may also submit a new appeal, but only after



demonstrating success. Academic success may include, but is not limited to, completing a minimum of three credits that are required for their program, with a minimum 2.0 GPA and paying for said coursework on their own. After completion of that semester, the student can submit a new appeal request form for reconsideration by the appeal committee which demonstrates successful achievement and new circumstances.

## WITHDRAWING FROM COLLEGE

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. If a student completely withdraws from school during the semester, stops attending, or a student fails to officially withdraw, the student may be required to return the unearned Title IV aid which was intended to help pay educational expenses. The amount returned will be owed to Northeast Iowa Community College or the appropriate Title IV program(s).

It is the student's responsibility to initiate the formal withdrawal process. The date NICC uses to determine if a student full withdrew will vary and is dependent on the type of withdrawal. If it is after the first week of classes, a withdrawal (W) grade will be assigned for each course into which the student has enrolled. If a student initiates the official withdrawal process or provides notification to the institution of their intent to withdraw, the date the institution determines that the student withdrew would be the earliest of either, date the student began the official withdrawal process or the date the student notified the institution of their intent to withdraw. A student may officially withdraw from classes by contacting their enrollment advisor and/or the Registrar's Office with notification of the desire to withdraw from all classes. If a student did not begin the official withdrawal process or provide notification of his or her intent to withdraw, an unofficial withdrawal is established and the withdrawal date as either the midpoint of the semester or

the last date of attendance at an academically related activity.

If the student receives a failing grade of an F or a Q, NICC will use the reported last day of attendance which is required when entering a failing grade. This reported last day of attendance is used to determine if the failing grade was earned or if the student actually unofficially withdrew from the class. Students who fail all coursework in a given term and whose last date of attendance is reported to have been 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.

A student may be eligible for a post-withdrawal disbursement of Title IV funds if the student has met certain requirements set forth by the U.S. Department of Education.

A student may be considered for a post withdrawal disbursement of Direct Loans if certain conditions are met. These conditions include that the Department of Education has processed for the student a SAR/ISIR with an official EFC and that the official SAR/ISIR with EFC was processed before the student became ineligible by no longer being enrolled at least half time. Northeast Iowa Community College is required to make or offer as appropriate post-withdrawal disbursements. A post-withdrawal disbursement must be made within 180 days of the date the institution determines that the student withdrew. The amount of the post withdrawal disbursement is determined by following the requirements for calculating earned Title IV and has no relationship to incurred educational costs. The loan must also be originated prior to date the student became ineligible.

If a student earns a passing grade in one or more of their classes for the semester in consideration, an institution is permitted to make the presumption that the student completed the course requirements and may consider the student to have completed the period.

If a student fails to earn a passing grade in at least one class in which the student is enrolled, the withdrawal date is either the midpoint of the semester or the last date of attendance at an academically-related activity. Please refer

to the Financial Aid Satisfactory Academic Progress Standards to determine how financial aid is affected.

## RETURN OF TITLE IV FUNDS

Refunds of tuition will be calculated based on the College's refund policy. The student's account balance may be affected by the financial aid adjustment that occurs after the Return to Title IV calculation. "Title IV funds refers to federal financial aid. The Return of Title IV Funds' formula dictates the amount of Federal Financial Aid that the student must return to the government. This formula applies to all federal financial aid with the exception of Federal Work Study. If federal funds are released to a student or their account, the student may be required to repay some of the federal grants and loans if the student withdraws before the 60 percent completion point of the semester. Generally the law (section 485 of the Higher Education Amendments of 1998—P.L./105-244) states that the amount of assistance the student has received is determined on a prorated basis is in relationship to the specific term, and determined by the amount of the term completed.

Students who receive Title IV financial aid (Federal Pell Grant, Federal Supplemental Educational Opportunity Grant and Federal Direct loans) are subject to federal return of Title IV funds statutes. These regulations apply to recipients of Title IV financial aid who completely withdraw from college or who stop attending all classes during the enrollment period. The College must determine the amount of Title IV financial aid the student earned and return the unearned aid to the respective federal financial aid program(s).

Unearned aid will be returned to the federal programs in the following order:

- Loans (Federal Unsubsidized Loans, Federal Subsidized Loans and Federal PLUS Loans),
- Grants (Federal Pell Grant and Federal Supplemental Educational Opportunity Grant)
- Other Title IV funds.

The College must return the funds as soon as possible but must do so no later than 45 days after the College determines the withdrawal date or last date of attendance. A pro rated schedule based on a 60 percent point in the period of enrollment, is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60 percent point in the period of enrollment, a student has earned 100 percent of the Title IV funds he or she was scheduled to receive.

For a student who withdraws after the 60 percent point in time, there are no unearned funds.

Federal Student Aid Handbook, Volume 5 Chapter 1 Withdrawals and Return of Title IV Funds 34 CFR 668.22 (a), (b), (c), (d), (e), (f), (g), (h), (i), (j), (k), (l), 34 CFR 668.164, 34 CFR 668.167, 34 CFR 668.21

If a recipient of Title IV grant or loan funds withdraws from school after beginning attendance, the amount of Title IV grant or Loan assistance earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, the unearned funds must be returned. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a post withdrawal disbursement of the earned aid that was not received.

Any Title IV credit balances created by the R2T4 calculation will be allocated first to repay any grant overpayment owed by the student. Northeast Iowa Community College must return such funds to the Title IV grant account within 14 days of the date of the calculation. Northeast Iowa Community College will use any remaining Title IV credit balance funds to pay authorized charges at the college, including any previous paid charges that become unpaid due to the return. Northeast Iowa Community College may also use the credit balance to reduce the student's Title IV loan debt with the student's authorization, or it may release the balance to the student or parent when it is for a Direct Plus loan. If Northeast Iowa Community College is unable to locate the student or parent it must return the balance to the appropriate Title IV programs.

Calculating the Percentage of the Title IV Funds Earned The calculation of Title IV funds is determined by dividing the number of days of attendance by the number of days in the semester. The number of days of attendance is based on the determination of the official or unofficial withdrawal date. For more information see Withdrawing From College. The number of days in the semester is determined by date the student's classes start through the end of the student's scheduled enrollment. Any scheduled College break of five or more consecutive days will not be counted in the total number of days in the semester.

The student will receive a written notice within 30 days, letting the student know the impact of the Return of Title IV funds calculation. If the student has to repay any funds, the student has 45 days to either repay the funds or make satisfactory payment arrangements with the business office.

#### Example of Return of Title IV Funds Calculations

- Determine percentage of Title IV aid earned:  
Completed Days divided by Total Days in Payment Period = % of earned aid
- Determine the Title IV aid that was disbursed and aid that could have been disbursed
- Determine amount of Title IV Aid Earned by Student: Multiply % of earned aid by total aid disbursed; including any aid that could have been disbursed for the payment period
- If the amount of aid earned by student is less than the amount of aid disbursed, there may be Title IV aid to be returned. Determine how much Title IV aid is to be returned:  
Total Title IV aid disbursed – amount of Title IV aid earned = amount of Title IV aid to be returned.
- Determine amount of unearned Title IV aid due from school.
  - Add up all institutional charges for the payment period which includes tuition, fees, bookstore charges, etc.).

- Subtract % of earned aid from 100% to get % of unearned aid.
  - Multiply % of unearned aid by total institutional charges for payment period to come up with amount of unearned charges for payment period.
  - Compare amount of Title IV aid to be returned (#4) to amount of unearned charges – the lesser amount is the amount the school must return to the appropriate program(s).
- Determine amount of unearned Title IV aid due from the student.
    - Subtract amount the school must return from the amount of Title IV aid to be returned (#4).
    - If < 0 or = 0, no amount of unearned Title IV aid is due from student.
    - If > 0, there may be a repayment of the student's Title IV funds.

Important: Northeast Iowa Community College reserves the right to change the Refund Schedule at any time.

## 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.

4. 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.
5. 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.
6. Serving on or otherwise participating as a member of an advisory council for a lender, lender affiliate or lender servicer.
7. 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.
8. Accepting fees or other benefits in exchange for endorsing a lender or the lender's loan products.
9. 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.

Northeast Iowa Community College 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 for all Northeast Iowa Community College officers, employees and agents affiliated with the College is available.

## VALIDITY OF HIGH SCHOOL DIPLOMA POLICY AND PROCEDURE

A high school diploma is a basic element of student eligibility for Title IV financial aid funding. Students claim eligibility by virtue of a high school diploma when they complete the FAFSA. If either the Department of Education or NICC believe the high school diploma is not valid, the following process will occur in an effort to review and validate said diploma. If the validity of a student's high school diploma is in question, the Financial Aid Office will:

1. Send the student a missing information notification that requests a copy of the student's official diploma AND an official copy of the student's final transcripts that shows all the courses the student completed. The name, address and phone number of the high school attended must be clearly identified on each document.
2. If the Financial Aid Office requires additional confirmation that the student did in fact receive said diploma from the high school indicated, a letter and/or phone call may be made to the high school to verify and confirm the diploma's validity.
3. The Financial Aid Office may require submission of an official copy of both the diploma and/or transcript directly from the school and may require said copies be sent under the authority of a certified notary. If the Financial Aid Office determines the submitted diploma and transcript to be valid, the student's financial aid application will be processed and if he/she meets all other eligibility criteria, will be deemed eligible for Title IV financial aid funding while attending NICC. If the Financial Aid Office determines the submitted diploma and transcript to be invalid, or is unable to determine its validity, the student will not be eligible for Title IV aid.

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

## REPEATED COURSEWORK POLICY

Per federal regulations, students may repeat a previously passed course only once and receive Title IV financial aid for it. Example: Fall Term – Student takes a public speaking course and receives a C- and wants to retake it to improve her grade. Spring Term – Student retakes the public speaking course and is able to have those credits count toward her enrollment status for financial aid. Student receives an F the second time. The student cannot receive Title IV financial aid for a future retake of this course.

Students may repeat a failed course as many times as they need to pass the course and receive Title IV financial aid for it. Example: Fall Term – Student takes public speaking course, receives an F and wants to retake it to improve his grade. Spring Term – Student retakes public speaking course and is able to have those credits count toward his enrollment status for financial aid. Student receives an F again and needs to retake it and pass in order to graduate. Summer Term – student retakes public speaking course again and is able to have those credits count toward his/her enrollment status for financial aid.

If a student passes a course, retakes it and withdraws, they can retake it again until passed or failed.

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.

## STUDENT HEALTH/INSURANCE

A referral will be made to a local medical facility should an emergency arise when it is necessary for an administrator or faculty member to refer a student for medical services. If however, 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 with information about no-cost or low-cost individual or family healthcare coverage are available in the Student Services Office.

color, religion, sex, age or disability. These standards may be subject to change pending federal legislation.

## GRIEVANCES, COMPLAINTS AND CONCERNS

The College encourages all individuals to attempt to resolve concerns informally with an instructor, advisor or assigned administrator as soon as possible following an event that lead to the concern. When a resolution cannot be reached or is not practical, the steps of the formal complaint process should be followed. Individuals should use the electronic form located at [www.nicc.edu/complaint](http://www.nicc.edu/complaint) to file a formal complaint. The Operations office will route the complaint to the appropriate college representative for review and appropriate action.

If necessary, a meeting will be arranged with both parties to seek a satisfactory resolution to the complaint. In the event that a complaint cannot be satisfied through one of these avenues, the Iowa College Student Aid Commission (ICSAC) is authorized to receive and review complaints from students. You may contact ICSAC to register a complaint at [www.iowacollegeaid.gov/sdrf-start](http://www.iowacollegeaid.gov/sdrf-start).

If an issue cannot be resolved through ICSAC, you may file a complaint with either the:

Iowa Department of Education at 515.281.0319 or the Higher Learning Commission at 312.263.0456 or [www.nicc.edu/complaint](http://www.nicc.edu/complaint)

## FOR YOUR INFORMATION

If you have questions, please call the Financial Aid Office or email us at [financialaid@nicc.edu](mailto:financialaid@nicc.edu).

Additional financial aid information and resources are available in the student portal MyCampus, Self Service Financial Aid and at [www.nicc.edu/financialaid](http://www.nicc.edu/financialaid).

Northeast Iowa Community College does not discriminate in its educational programs and activities on the basis of race, national origin,



# STUDENT RESOURCES

**Bookstore**

**Cafeteria**

**Career Services**

**Child Development Center**

**Counseling**

**Disability Services**

**Housing**

**Learning and Writing Center**

**Library**

**Parking**

**Student Identification Cards**

**Student Health/Insurance**

**Student Life**

**TRIO-Student Support Services**

**Athletics**

**Intramurals**

**Fitness Facilities**



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.

## BOOKSTORE

Bookstores are located on both the Calmar and Peosta campuses. In addition to selling and renting new and used textbooks, they also offer school supplies, book bags and a variety of NICC clothing, souvenirs and gift items. Textbooks for your courses can also be purchased online from our Bookstores at [www.nicc.edu/bookstore](http://www.nicc.edu/bookstore).

## CAFETERIA

Cafeteria services are provided for the convenience of students. Breakfast, lunch and snacks are available on the Peosta and Calmar Campuses. Students may purchase 'Café Cash' meal plans for use in the cafeterias. 'Café Cash' is available for purchase fall and spring semesters.

## CAREER SERVICES

All prospective students, current students and alumni of NICC are encouraged to utilize Career Services resources which include career coaching, job shadows, mock interviews, resume reviews, internships, career readiness competencies and job search tips. Career Services partners with local business and industry to provide career-related campus workshops during common hour and work-based learning experiences such as job shadows and internships. Classroom presentations on a variety of career topics are also provided as requested by faculty.

Additional resources available through Career Services can be found at [www.nicc.edu/careerservices](http://www.nicc.edu/careerservices).

## NICC CAREER HUB

All prospective students, current students, and alumni of NICC should create a free lifetime

NICC Career Hub account. This system allows users to take career assessments, access job search information, create resumes and cover letters, upload important documents, research potential employers, and view internship/job opportunities with one log-in. Employers seeking NICC students as interns/employees post business profiles and opportunities in the Connect2Business portal, where students can search business and opportunities based on criteria such as career pathway and location. [www.nicc.edu/careerhub](http://www.nicc.edu/careerhub).

## CHILD DEVELOPMENT CENTER

Children between the ages of six weeks and 12 years of age may enroll in the NICC Child Development Center(s) on a first-come, first-served basis. Enrollment is open to children of NICC students, staff, faculty and members of the surrounding communities. The centers are designed to provide convenient and on-campus care of children. Application forms are available from the Child Development Centers on the Calmar and Peosta campuses. Centers follow the NICC nondiscrimination policies.

## COUNSELING

Northeast Iowa Community College offers free and confidential counseling to currently enrolled students. Counselors can assist with problem solving and developing strategies to cope with stressors and, when needed, make referrals to community and mental health resources. Areas of assistance may include: stress management, anxiety, depression, time management, grief counseling, alcohol/drug issues, academic difficulties, eating disorders, gambling, financial hardship, relationship concerns and student success strategies. During the initial appointment, the counselors will assess the student's needs and may recommend follow-up counseling at the College or referral to an area service or agency.

A Student Crisis Fund is available for students who experience a financial crisis that may prevent them from being able to continue the semester. Students can apply using the application found on the College website

[www.nicc.edu/crisisfund](http://www.nicc.edu/crisisfund) or in the Counseling Office. For more information on counseling resources or to schedule an appointment, students may contact the counselor on their corresponding campus.

Additional information on counseling services and community resources are located at [www.nicc.edu/counseling](http://www.nicc.edu/counseling).

Calmar Campus: 800.728.2256, ext. 378  
Student Center, 160

Peosta Campus: 800.728.7367, ext. 215  
Main Building, 216

## DISABILITY SERVICES

Northeast Iowa Community College provides access, accommodations and advocacy for students who have disabilities. Examples include accessible textbooks, additional time on exams, audio tests and sign language interpreters. The College reserves the right to determine which accommodations are reasonable and do not fundamentally alter course requirements or the integrity of our programs. If you would like to learn more about these services or how to request academic accommodations, contact the Office of Disability Services:

Calmar Campus: 563.562.3263, ext. 258  
Peosta Campus: 563.556.5110, ext. 280  
[www.nicc.edu/disability](http://www.nicc.edu/disability)

## HOUSING

NICC is a non-resident campus; however, a listing of available rental properties in various communities within proximity of each campus is compiled annually. Housing costs vary depending upon the amenities provided. Housing information may be obtained from the Admissions Office or online at [www.nicc.edu/housing](http://www.nicc.edu/housing).

## LEARNING AND WRITING CENTERS

The Learning Center provides assistance and supplemental instruction in many areas of study including math, sciences, health science and writing. Learning Center instructors work with students individually or in small groups

and may assist with study skills, placement test preparation, reading and computer skills. Academic coaching is available upon request to promote independent success strategies. Computers are available for independent student use. The Writing Center assists students with written assignments for any class as well as with resumes and scholarship applications. In individual conferences, a writing instructor may offer suggestions at any step of the writing process including brainstorming, drafting, revising and editing.

Additional information can be found at [www.nicc.edu/learningcenter](http://www.nicc.edu/learningcenter) or at:

Calmar Learning Center: 800.728.2256, ext. 394  
Peosta Learning Center: 800.728.7367, ext. 331  
Dubuque Center: 563.557.8353, ext. 132

## LIBRARY

The Calmar and Peosta campus libraries provide NICC students with carefully selected and managed resources to support your pursuit of a quality education and up-to-date training as well as leisure activities and lifelong learning. Both libraries offer inviting and connected spaces for individual or group study. Library staff are available to provide instructional or technical support in the use of these resources. The libraries are a vital partner in developing the information literacy skills which are critical for your success in the 21st Century.

Students may check out library materials by using their NICC Student ID. You are responsible for all items checked out and will be held accountable for items which are damaged or are not returned. (*See Indebtedness Policy*)

To learn more about the books, periodicals and audiovisual items available in the physical and digital/online collections, and the many ways the library can assist, please visit [www.nicc.edu/library](http://www.nicc.edu/library).

## PARKING

Free parking is provided for students on both main campuses in designated parking areas. A limited number of handicapped permit parking spaces are available for students

and visitors with disabilities. Free parking is not available at the Dubuque Center location. NICC has adopted parking and traffic regulations in order to maximize safety and ensure drive access for emergency vehicles.

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 spaces or parked in a manner that compromises safe access for other vehicles will be ticketed and subject to fines and/or towing. Student transcripts will not be released until 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 Library. 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, to obtain academic and/or financial aid and other College processes. In the event that an identification card is lost, stolen or destroyed, a duplicate card can be purchased in the Library. 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 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 with information about no-cost or low-cost individual or family healthcare coverage are available in the Student Services Office.

## STUDENT LIFE

iMPACT: Empowering Students Discovering Leaders. iMPACT serves as the student representative body, and provides programming and extra-curricular activities for students. iMPACT is a unique and rewarding opportunity to develop skills while having fun and making a difference. Join iMPACT as a volunteer or apply for one of four leadership positions.

## GET INVOLVED

Students have the opportunity to get involved and make the most of their college experience through:

- On-campus entertainers
- Inspirational speakers
- Off-campus trips
- Sports shooting team
- Intramurals
- Campus clubs and professional organizations
- Workouts at the Fort Atkinson Community Center or the Peosta Community Centre
- Community and on-campus service opportunities
- Annual spring break service trip
- NICC Emerging Leaders Certificate program

## 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 in their program of interest.

Phi Theta Kappa is an international honor society whose ideals are service, scholarship, leadership and fellowship and offers lifetime membership. Eligibility for membership is attained when a student has completed a minimum of 12 academic credits and earned a cumulative GPA of 3.5. Membership is offered twice a year, and students are invited to join by letter. Students maintain membership as long as their cumulative GPA remains at 3.0 or higher. Membership in Phi Theta Kappa provides opportunities for scholarships and leadership growth.

### 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 community strength,
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.

### TRIO-STUDENT SUPPORT SERVICES

*(Peosta Campus and Dubuque Center)*

TRIO – Student Support Services, a federally-funded program on the Peosta campus and at the Dubuque Center (Thursdays only), provides free support services such as tutoring, advising, university transfer assistance, success workshops, financial literacy counseling and cultural activities to 160 eligible students. To be eligible for TRIO-SSS students must be enrolled in a two-year program with plans to graduate and 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 personally. Participants receive holistic support through graduation from NICC. The office is open year-round. For more information call 800.728.7367, ext. 408 or email [trio@nicc.edu](mailto:trio@nicc.edu).

### ATHLETICS

Students are encouraged to join the sports shooting team; no prior experience is necessary! Calmar campus practices are held at the Turkey Valley Trap Range.

The \$100 participation fee includes: competition ammunition, practice clay targets, gun cleaning components, fees and transportation and secure gun storage during season. Student athletes must maintain full-time enrollment status and satisfactory academic progress to be eligible to participate. [www.nicc.edu/sportsshooting](http://www.nicc.edu/sportsshooting).

### INTRAMURALS

Intramural sports are offered through the Student Life Office. No matter what campus you attend, you can have fun, meet people and show off your athletic skills. Intramurals take place at each campus, with campus teams competing against each other and with the University of Dubuque intramural teams.

### FITNESS FACILITIES

Peosta students can utilize the Peosta Community Centre and Calmar students the Fort Atkinson Gym. You must present your NICC student ID to use the facilities. Peosta students also have the option of using the Chlapaty Recreation and Wellness Center at the University of Dubuque for a nominal fee with proof of enrollment and an NICC identification card.





# ACADEMICS

- General Education**
- Degree and Diploma Requirements**
- Program Length**
- Course Delivery Formats**
- Online and Blended Learning**
- State Authorization Reciprocity Agreement**
- Standards of Academic Progress**
- Attendance**
- Change in Enrollment Status**
- Course Credit and Load**
- Credit for Prior Learning Assessment**
- Placement and Course Prerequisites**
- Change of Academic Program**
- Grading System**
- Grading Policies**
- Student Concerns**
- Classroom Visits and Field Trips**
- Transcripts**
- Graduation Requirements**
- Transfer of Credits**
- Family Education Rights and Privacy Act (FERPA)**

The following Common Learning Outcomes are identified as a priority for all students at the College.

## FOUR COMMON LEARNING OUTCOMES

1. Think Critically:
  - a. Locate, interpret and use information effectively; and/or
  - b. Use intellectually disciplined processes (conceptualizing, applying, analyzing, synthesizing, evaluating and quantitative reasoning) to solve problems.
2. Communicate Effectively:
  - a. Convey information through verbal, written, technological or visual means.
3. Apply knowledge and skills to life:
  - a. Utilize workforce readiness skills; (technical and soft-skills) and/or
  - b. Apply the principles of mathematics, science, humanities and technology in personal, academic and working-world situations; and/or
  - c. Manage finances effectively.
4. Value self and others:
  - a. Work cooperatively as a member of a team; and/or
  - b. Appreciate of diversity and its benefits; and/or
  - c. Make ethical decisions that respects the rights, values and beliefs of others.

## 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 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 AND MISSION STATEMENT FOR GENERAL EDUCATION

The mission of General Education at Northeast Iowa Community College fosters engaged, responsible world citizens dedicated to lifelong learning. It is our philosophy to promote student success that helps students be better prepared for college and beyond. In addition, all programs at Northeast Iowa Community College will encompass not only program-specific learning outcomes, but also the Common Learning Outcomes.

### SELECTING A DEGREE

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

Curriculum leading to Associate of 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.

The Associate of General Studies degree is a non-transfer level degree designed for students who do not plan to transfer to a four-year institution but desire a degree to enter the workforce.

### CAREER AND TECHNICAL PROGRAMS

Northeast Iowa Community College offers numerous career and technical diplomas/degrees designed for students to enter the workforce in the chosen career area.

Students planning to transfer your community college credit to a four-year college, 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 two associate's degrees designed for transferring to another college or university:

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

NICC also offers the Associate of Applied Science degree, which is designed primarily to prepare graduates for immediate employment. In some instances, the AAS degrees (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.

### THE COLLEGE EXPERIENCE COURSE POLICY

NICC requires first time degree seeking students to take SDV:179 The College Experience during their first semester. This course is required for graduation. Exceptions to this requirement include:

1. Transfer students with an official transcript(s) from previous institution(s) who have earned a minimum of 12 credits with a cumulative GPA of 2.0 or higher (cumulative GPA encompasses all attempted credits, not just those earned).
2. Transfer students with an official transcript from a previous institution who have taken a similar course with a grade of C- or better.
3. Students who were previously enrolled at NICC (excluding high school concurrent enrollment) who have earned a minimum of 12 credits with a cumulative GPA of 2.0 or higher.

## ASSOCIATE OF ARTS DEGREE (AA)

The Associate of Arts degree 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. Recommendations for electives related to areas of interest are provided to guide students interested in pursuing a four-year degree in the area of emphasis.

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 of 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. The Associate of Arts degree will include a minimum of 60 semester hours of courses designed and acceptable for transfer, and may include up to 16 semester hours of career-technical courses. Note: Students not ready to begin college/transfer level writing and math courses may need additional prerequisite coursework that requires them to exceed the 60 credit hours minimum.
2. Students transferring an Associate of Arts degree to a public university must have maintained a minimum cumulative grade-point average (GPA) of 2.0 on all graded arts and sciences courses acceptable for transfer.
3. A 2.0 cumulative GPA and a passing grade in all required courses.
4. Earn a minimum of 18 credit hours at NICC that meet degree requirements.

5. Demonstrated computer literacy is a requirement for graduation. This requirement may be met with BCA:112, BCA:212, CSC:110, GIS:111.
6. Completion of SDV:179 The College Experience course.

### Specific Requirements for the Associate of Arts Degree

1. Meet minimum general education core requirements in each of the following areas:
  - a. Communication: ENG:105, SPC:112 and ENG:106. 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: 10
  - 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
  - e. College Experience: SDV:179 Credits 3
 

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.

One of the following diversity courses is required: ASL:131, ASL:161, ASL:241, ASL:271, CLS:150, COM:148, FLS:141, FLS:142, FLS:242, FLS:282, HIS:214, HUM:108, HUM:170, LIT:115, LIT:186, SOC:208.
2. Remaining Requirements: The remaining 20 semester hours will be accepted from arts and sciences electives designed and acceptable for transfer, with the understanding that up to 16 semester hours of career-technical credit could be applied. *(See the Course Classification System guide.)*

## ASSOCIATE OF SCIENCE DEGREE (AS)

The Associate of 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. The Associate of Science degree will include a minimum of 60 semester hours of courses designed and acceptable for transfer, and may include up to 16 semester hours of career-technical courses. 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 60 credit hours minimum.
2. Students transferring an Associate of Science degree to a public university must have maintained a minimum cumulative grade-point average (GPA) of 2.0 on all graded arts and sciences courses acceptable for transfer.
3. A 2.0 cumulative GPA and a passing grade in all required courses.
4. Earn a minimum of 18 credit hours at NICC that meet degree requirements.
5. Demonstrated computer literacy is a requirement for graduation. This requirement may be met with: BCA:112, BCA:212, CSC:110, GIS:111.
6. Completion of SDV:179 The College Experience course.

### Specific Requirements for the Associate of Science Degree

1. Meet minimum general education core requirements in each of the following areas:
  - a. Communication: ENG:105, SPC:112 and ENG:106. 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: 20

c. Humanities/Social Science (transfer-  
level): Social Science: ECN, GEO, POL,  
PSY, SOC; Humanities: ART, ASL, CLS,  
DRA, FLS, HIS, HUM, LIT, MUA, MUS,  
PHI, REL. Credits: 12

d. College Experience: SDV:179 : Credits 3

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

One of the following diversity courses  
is required: ASL:131, ASL:161, ASL:241,  
ASL:271, CLS:150, COM:148, FLS:141,  
FLS:142, FLS:241, FLS:242, FLS:282,  
HIS:214, HUM:108, HUM:170, LIT:115,  
LIT:186, SOC:208.

2. Remaining Requirements: The remaining  
19 semester hours will be accepted from  
arts and sciences electives designed and  
acceptable for transfer, with the  
understanding that up to 16 semester  
hours of career and technical credit could  
be applied. (*See the Course Classification  
System guide.*)

### ASSOCIATE OF GENERAL STUDIES (AGS)

This non-transfer degree is awarded upon  
completion of an individualized course  
of study that is primarily designed for  
the acquisition of a broad educational  
background rather than the pursuit of a  
specific emphasis in an associate's degree  
or professional/technical program. Intended  
as a flexible course of study, this degree  
includes curriculum in lower-division transfer,  
occupational education and professional/  
technical education.

#### General Degree Requirements

1. The Associate of General Studies degree  
will include a minimum of 60 credit hours.
2. A 2.0 cumulative GPA and a passing grade  
in all required courses
3. Earn a minimum of 18 credit hours  
at NICC that meet degree requirements.

### Specific Requirements for the Associate of General Studies Degree

(excluding developmental courses)

- a. Communication: COM:723, ENG:105 or  
SPC:112. Credits: 6
- b. Math and Science. Credits: 3
- c. Social Science/Humanities. Credits: 3
- d. The College Experience: SDV:179.  
Credits: 3
- e. Computer Literacy: BCA:112 , BCA:212,  
CSC:110, GIS:111, SDV:200. Credits: 1.5
- f. Complete a minimum of 43.5 credits  
in general education or career-  
technical education.

### PHILOSOPHY STATEMENT FOR CAREER AND TECHNICAL EDUCATION

Career and technical education at Northeast  
Iowa Community College 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, the College's faculty and staff assist  
you in acquiring the general and specific  
skills essential for success in work, career and  
life. Career and 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 OF APPLIED SCIENCE DEGREE (AAS)

Associate of 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 of Applied Science Degree

1. A minimum of 60 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 60  
credit hours minimum.
2. A 2.0 cumulative GPA and a passing grade  
in all required courses.
3. Earn a minimum of 18 credit hours at NICC  
that meet program requirements.
4. Demonstrated computer literacy is a  
requirement for graduation and is met  
as prescribed by the specific programs.
5. Completion of SDV:179 The College  
Experience course. (Note: 15 general  
education credits are required for AAS  
degree seeking students. Student who  
transfer in a College Experience course  
for less than three credits or in cases  
where the student is not required to  
take the College Experience course, the  
student will be required to make up the  
omitted general education credits.)

#### Specific Requirements for the Associate of 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,  
MAT:773, 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, SPC; Social Science: ECN, GEO, POL, PSY, SOC; Humanities: ART, ASL, CLS, DRA, FLS, HIS, HUM, LIT, MUA, MUS, PHI, REL. Credits: 3

e. College Experience: SDV:179; Credits 3

2. Complete a minimum of 48 credit hours in a variety of majors.

## DIPLOMA PROGRAMS

Career and technical diploma 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 (Developmental courses excluded.)
2. A 2.0 cumulative GPA and a passing grade in all required courses.
3. Earn a minimum of 9 credit hours at NICC that meet program requirements.
4. Demonstrated computer literacy is a requirement for graduation and is met as prescribed by the specific programs.
5. Completion of SDV:179 The College Experience course. (Note: six general education credits are required for diploma seeking students. Student who transfer in a College Experience course or less than three credits or in cases

where the student is not required to take the College Experience course, the student will be required to make up the omitted general education credits.)

### Specific Requirements for the Vocational Diploma

1. Meet minimum general education core requirements in the following areas:
  - a. Communication: COM:723 or transfer-level COM, ENG, SPC Credits: 3
  - b. Electives: A number of electives (excluding Developmental courses) may be specified in certain program majors: Math: MAT; Science: BIO, CHM, ENV, PHS, PHY; Communication: COM, ENG, SPC; Social Science: ECN, GEO, POL, PSY, SOC; Humanities: ART, ASL, CLS, DRA, FLS, HIS, HUM, LIT, MUS, PHI, REL. Credits: 3
  - c. College Experience: SDV:179; Credits 3
2. Complete a minimum of 24 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.

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.

## PROGRAM LENGTH

Program of study length varies based on the educational preparation of the student, enrollment status, successful completion of coursework and course availability. The identified course sequence of a program guarantees a full-time student who receives a passing grade for the specific courses within each term will be eligible to graduate within the specified program time frame.

Part-time students are not guaranteed that all courses will be offered each semester. 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 are delivered in one of the following formats:

- **Face-to-Face:** classroom based course sections. Face-to-face instruction often utilizes the NICC web-based system to communicate with class information, provide grades and to share course related resources. The face-to-face venue includes one or more components of lecture, lab, clinical and/or internship.
- **Online:** NICC offers a broad range of online courses and degree programs. The academic expectations are the same as face-to-face courses. Online courses utilize the NICC web based system to deliver instruction. The difference is that the assignments and activities can be performed from a distance, from a computer or mobile device. Online courses deliver quality instruction using multimedia tools, including interactive discussion boards, audio-video recordings, bookmarks, chat rooms, announcements and webcasts. Tuition, registration, financial aid eligibility and credit transferability are the same for online courses as they are for traditional on-campus courses.
- **Online Asynchronous:** courses that are completed according to the schedule of the student with due dates



of assignments/projects/tests being set by the instructor.

- **Online Synchronous:** courses that are broadcast live, online at a specific date/time.
- **Video Conference:** taught from one origination site, the instructor delivers the course at one time to students who may be located at various classrooms throughout the region. The classrooms are two-way audio and video classrooms where students can see and hear the instructor and the instructor can see and hear the students. Classrooms are very similar to traditional on-campus classrooms with remote control cameras, TV screen projection and microphones that relay voices and images between locations. (i.e. Zoom, Iowa Communications Network (ICN), etc.)
- **Hybrid:** Hybrid courses combine face-to-face, ICN or clinical instruction with a portion of the course online. A majority (51 percent or more) of the course content is delivered using the online environment which reduces the time typically required in the traditional on-site classroom. 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 system. This creates a blend of both learning environments for students.
- **Web Enhanced:** Web enhanced courses combine face-to-face, ICN or clinical instruction with online learning. A smaller percentage (less than 50 percent) of the course content is delivered online with the remainder of the course delivery occurring in the face-to-face environment.

For any given program's curriculum, some required courses may be offered only as online or hybrid options and will require computer and internet access.

All students who enroll at NICC are enrolled in New Student Orientation. The New Student Orientation is a resource for students to complete prior to taking courses at NICC. It provides students with pertinent information

about the college, tutorials and how-to's for using Brightspace, and tips on how to be successful at the College. As a student, this course will always be available to you as reference when taking courses in your Brightspace "My Courses" widget.

To find out if online and blended learning courses are right for you, visit [www.nicc.edu/online/onlinerightforme](http://www.nicc.edu/online/onlinerightforme) and schedule an appointment to discuss your options with an NICC advisor. Additional information pertaining to online, ICN and hybrid courses is available at [www.nicc.edu/online](http://www.nicc.edu/online).

## ONLINE AND BLENDED LEARNING

Online and blended learning provides learning environments utilizing modern media and technology to replace the traditional commute to campus for classes. Online and blended learning students experience the same academic rigor, content and curriculum as on-campus student with the additional flexibility in class schedules which can be balanced with personal and work obligations. Online and blended learning courses include online (synchronous and asynchronous), ICN and hybrid formats. Students enrolled in online and blended learning courses should expect a variety of instructional methods including, but not limited to, discussion boards, bookmarks, chat rooms, web resources and content and video. In addition to a variety of instructional and communication methods, students should expect more reading and required discussions, as well as consistent use of technology. NICC uses the online learning management system (LMS), Brightspace, to deliver synchronous and asynchronous online courses. Assistance with the functions and tools in Brightspace can be found in video tutorials within your MyCampus account. All students interested in enrolling in an online or hybrid course are required to complete an online tutorial (TRN-100 Brightspace Tutorial ) prior to or soon after registration into an online or blended learning course. To determine if online and blended learning is right for you, schedule time to discuss your options with an NICC advisor and visit [www.nicc.edu/online/onlinerightforme](http://www.nicc.edu/online/onlinerightforme) to take a brief online quiz outlining some of the skills for what is required

to be a successful online student. Additional information is available at [www.nicc.edu/distancelearning](http://www.nicc.edu/distancelearning).

To participate in NICC Brightspace courserooms, students are expected to be familiar with computers and the Internet. Students are responsible for their own software and computer equipment maintenance and setup.

### Basic System Requirements

- Access to a modern computer system with a supported operating system (OS) installed.
- An ISP (Internet Service Provider) and a modem or other device capable of connecting to the internet.
- If your download speed is greater than 256 kbps, your internet connection should be sufficient for taking courses at NICC, however, faster connections are recommended.
- If your download speed is less than 256 kbps, you may want to consider upgrading your internet connection or finding a faster internet connection elsewhere (possibly on campus, at a public library, etc). If a faster internet connection is unavailable to you, online Brightspace coursework may be frustrating.
- An internet browser installed on your computer. If you are not using one already, we recommend that you download one of the recommended browsers.

### Recommended Web Browsers

- Google Chrome (Recommended)
- Mozilla Firefox
- Microsoft Edge
- Apple Safari

\*Safari does not support Adobe Flash, Microsoft Silverlight or Java. Learn how to enable (or disable) plugins in Safari.

### Other Software Requirements

- A word processing software program, such as Google Docs, Microsoft Word or LibreOffice.
- Current anti-virus software must be installed and updated.

- Multimedia plug-ins may be required to allow your browser to access online video or interactive features.

#### Course Specific Requirements

- Your course may have other computer equipment or software requirements, such as speakers or a headset which are required for some courses. Please check the syllabus to see if your course has other requirements.

## STATE AUTHORIZATION RECIPROCITY AGREEMENTS

Northeast Iowa Community College has been approved by the state of Iowa to participate in the National Council for State Authorization Reciprocity Agreements (NC-SARA). NC-SARA is a voluntary, regional approach to state oversight of postsecondary distance education.

NICC is registered as a private institution with the Minnesota Office of Higher Education pursuant to Minnesota Statutes, sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

## STANDARDS OF ACADEMIC PROGRESS

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

Students are strongly encouraged to meet with an academic advisor or counselor and utilize support resources when experiencing academic difficulty.

## MINIMUM GRADE REQUIREMENTS FOR HEALTH OCCUPATIONS

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

program and the College. Students should work with their academic advisor to ensure grade requirement compliance.

## ATTENDANCE

There is a strong relationship between success in college and class attendance. Any absence interferes with the learning process and may contribute to academic failure. Because Northeast Iowa Community College (NICC) is dedicated to helping students succeed, the College is committed to the importance of regular attendance in all classes. NICC instructors are required by federal student financial aid regulations to maintain accurate attendance records and submit those records periodically to the Financial Aid Office. Instructor notification of non-attendance could interfere with Veteran's Administration or other financial aid benefits. The Department of Education defines academic attendance and attendance at an academically related activity as being academically engaged in the course. Some examples include:

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

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 regarding potential or past absences.

In cases of advance knowledge of an absence, students should confer with the instructor prior to the absence.

## CAREER AND TECHNICAL PROGRAMS MANDATORY ATTENDANCE

Regular and punctual attendance is mandatory in selected Northeast Iowa Community College (NICC) Career and Technical program core courses. Students

are required to review and sign a Mandatory Attendance Policy on the first day of classes

Students missing the designated number of scheduled class meetings without excuse will be subject to being administratively withdrawn from the course(s). This withdrawal may have academic or financial consequences. Students who miss class because of a college-sanctioned event will be excused from attendance but not excused from completing necessary coursework. Students should contact their instructor for further guidance.

## 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. Course changes that occur after the semester begins need to be made 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 in face to face courses with the exception of late start courses. No new registration into 8-week online courses is permitted after the third day of the course start date and in 12-16 week courses after the fifth day of the course start date.

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/WITHDRAWAL FROM THE COLLEGE

Students may officially withdraw from a course prior to completing three-fourths of the course by completing a Withdrawal Form available in the Student Services Office. Course withdrawals will be listed on the student's permanent records with a grade of

“W” (withdrew) and are not computed into the student’s cumulative grade point average (GPA). Students can also submit a written request to withdraw by fax or email. Students who do not complete the official withdrawal process may expect to receive a failing grade. Charges for withdrawal during summer, special sessions or condensed sessions will be prorated accordingly. (See *Tuition Refund Policy*.)

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

Students who officially withdraw from all courses within a semester and receive financial aid are subject to Return of Title IV Federal Funding and Satisfactory Academic Progress policies. Refer to the Financial Aid section of the catalog for further details.

### ADMINISTRATIVE WITHDRAWAL

Under most conditions, the responsibility for withdrawal from a class or from the College rests with the student. However, in certain situations, it may be in the best interest of the student and/or the College community to implement an administrative withdrawal from course(s), a program or from the College.

Students may be withdrawn at any time during the term, with written notice, due to (but not limited to):

- Incarceration;
- Inability to comply with student visa regulations;
- Extenuating circumstances due to medical or mental health conditions;
- Behavioral/academic misconduct violations as defined in the Student Conduct Code policy and processes;
- A failed drug test, background check and/or health requirement as mandated by individual programs;
- Failure to adhere to the terms of the CTE Mandatory Attendance Policy;
- Other situations as deemed appropriate by College administration.

If administratively withdrawn, students will receive a letter from the College Registrar indicating the rationale and any re-enrollment procedures. Any adjustments in tuition and fees due to an administrative withdrawal will be based on the College’s published tuition refund policy. All circumstances leading to an administrative withdrawal will be documented and a record of action maintained in the student’s academic record.

### MEDICAL WITHDRAWAL FROM THE COLLEGE

A student who documents medical reasons for withdrawing from classes will be permitted to withdraw from classes beyond the official withdrawal date with a “W” recorded on the transcript. It is the student’s responsibility to provide a signed document from an appropriate medical provider, licensed mental health professional, social worker, certified counselor or College counselor, citing the reason for the required withdrawal. The document must list the date of the onset of medical condition preventing the student’s completion of classes, and the date the student will be permitted to return to regular classes, if at all. The request for withdrawal must be presented by the last day of the semester for which the withdrawal is requested. The student must have been regularly attending classes up until the date the medical condition occurred. Based on the documentation received, the student may be allowed to withdraw from certain classes or may withdraw from all classes scheduled in the semester of the request. No adjustments in tuition and fees will be given in the case of a medical withdrawal.

### MILITARY ABSENCE

NICC provides reasonable accommodations for students who must be absent from class due to military obligations or required medical treatment for service-connected conditions.

In the case of military training or drill periods, the student will disclose the leave schedule, copy of unit training/activation/deployment orders issued by the Unit Commander to the instructor or the VA Certifying Official on either the Peosta or Calmar Campus as soon as the unit provides such documentation.

In the case of medical treatment, documentation of a VA appointment may be requested

to validate the reason for the absence. Documentation should be provided directly to the instructor or through the VA Certifying Official on either the Peosta or Calmar Campus. A copy of the full policy and procedure may be obtained from the Registrar’s Office.

### STUDENTS CALLED TO ACTIVE DUTY

NICC provides reasonable options for students called to active duty who are members of the Iowa National Guard or reserve forces of the United States and the spouses of such members if the members have dependent children when they are ordered into active duty. Students will be required to meet with the VA Certifying Official and submit a copy of their assignment orders or letters from their commanding officers. A copy of the full policy may be obtained from the Registrar’s Office.

### TUITION AND COURSE FEE REFUND/ADJUSTMENT

Students who wish to cancel their registration or drop a course must notify the Registrars 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 refund/adjustment on their tuition and course fees. Tuition and course fee refunds/adjustments will not be issued to students based on non-attendance. Tuition and course fee refunds/adjustments 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 percent 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.

## COURSE CREDIT AND LOAD

### UNIT OF CREDIT

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

### COURSE LOAD

Enrollment status is based on the number of enrolled credit hours each semester. Full-time status is a minimum of 12 credit hours. Unless prescribed otherwise by the student's program, the recommended course load for fall and spring may not exceed 19 credit hours and 12 credit hours for summer.

## CREDIT FOR PRIOR LEARNING (CPL) ASSESSMENT

Northeast Iowa Community College (NICC) has made a commitment to student learning and assessment and supports the granting of credit for prior learning in accordance with the Council on Adult and Experiential Learning (CAEL) Standards of Assessment. CAEL supports a thorough assessment of each student's formal and informal prior training and experience and awards academic credit for college-level knowledge and skills a student has gained outside of the classroom, including employment/work experience, professional certification, non-credit courses, military training/service, volunteer and civic activities, travel and hobbies.

### GENERAL GUIDELINES

- Students may apply for CPL at any time after their application to NICC, and one semester prior to program completion, with the exception of single-semester programs. Student must be in good standing at NICC.
- Students may apply for CPL only for those courses required for their program of study; this may include general education and elective courses.
- CPL credit may be awarded to students who show a level of learning comparable to the objectives and outcomes required for course completion. Students must meet and document a minimum of 80 percent of course outcomes in order to be awarded credit for any given courses.
- Credit for prior learning may be awarded for courses with prerequisites at the discretion of the faculty and academic dean. Credit allowances for un-earned prerequisite courses will be satisfied with elective credits.
- A maximum of 42 credits of transferable degree requirements (eg. Associate of Arts, Associate of Science) can be satisfied by receiving academic credit through PLA. For non-transferable degree programs (eg. Associate of Applied Science and Diploma), the maximum credits that may be satisfied through PLA may vary.
- Credit residency requirement: At least nine credits must be earned at NICC for a Diploma, and 18 credits for an Associate of Arts, Associate of Science, Associate of Applied Science degree or an Associate of General Studies degree. Credits earned through CPL (with the exception of NICC non-credit to credit transfer) will not be considered for this requirement in the award of diplomas or degrees.
- NICC will allow the transfer in of credits earned at another postsecondary institution as long as those credits correlate to a specific course that is required for the student's program major and given that the course in question is equivalent to a required NICC course.
- Students may not receive CPL for courses already successfully completed at NICC or another post-secondary institution.
- Students may not use financial aid to pay for charges related to Credit for Prior Learning.
- NICC does not guarantee that another post-secondary institution will accept CPL credit in transfer. Students interested in transferring to another college should verify CPL transfer policies with that institution.
- Application for Credit for Prior Learning does NOT guarantee an award of credit.

## COURSE TRANSFERS

- The College accepts credits from other accredited colleges and universities in which a minimum grade of C- has been earned.
- Students who desire to transfer credit to NICC are required to provide the Admissions Office with an official transcript.
- Courses which correspond to an equivalent NICC course are transferred at face value and may be used to fulfill program requirements.
- Higher level coursework may be transferred in and substituted for program requirements upon recommendation of the Registrar's Office and approval of the academic dean.
- The student is required to provide the Registrar with a copy of the transferring course guide if a question exists regarding the equivalency of the course.
- Courses completed more than five years ago may be transferred in upon approval of the academic dean.
- Grades for courses transferred to NICC are not computed in the students GPA
- If a student changes his/her program, an evaluation will be completed for the new program.
- There is no fee to award credit for transferred coursework.

For further information, refer to [www.nicc.edu/transfer](http://www.nicc.edu/transfer).

## ARTICULATION OF HIGH SCHOOL COURSES

- a. Students enrolled in high school courses with mutually agreed upon competencies between the high school and NICC program faculty and dean may receive articulated credit for NICC non-transfer level career and technical courses.
- b. Students must attend NICC within 15 months of high school graduation to be eligible for articulated credit.
- c. Articulated credit is entered on the NICC transcript after the student has accumulated 12 NICC credits post-high school.
- d. Articulated courses are recorded on the student's transcript without a grade and are not included in the calculation of the student's credit grade point average (GPA).
- e. There is no fee to award credit for articulated coursework.

For further information, refer to [www.nicc.edu/transfer](http://www.nicc.edu/transfer).

## CREDIT FOR NICC NON-CREDIT COURSE COMPLETION

- a. A student who completes a pre-approved non-credit course section at NICC may be eligible to earn semester hour credit that can be applied toward a certificate, diploma or degree. In order for the credit to be awarded, the non-credit course must meet the competencies of the credit course, as determined and approved by the academic dean and the vice president of learning and student success, prior to the start of each course section offering. The student must successfully complete the course, as defined in the pre-approval process, in order for credit to be transcribed.
- b. The credit is recorded on the student's transcript without a grade, and will not be included in the calculation of the student's credit grade point average (GPA).
- c. Credit received by non-credit course completion may be used to fulfill certificate, diploma and degree requirements. Credit received by non-credit course completion

may also be used to satisfy the credit residency requirement for any certificate, diploma or degree.

- d. Acceptance of non-credit coursework does not guarantee admission to the College or an academic program. The student must submit an application and meet all requirements for admission in order to register for credit courses.
- e. There is no fee to award credit for non-credit NICC coursework.

For further information, refer to [www.nicc.edu/transfer](http://www.nicc.edu/transfer).

## CREDIT FOR LEARNING FROM BUSINESS, INDUSTRY & TRAINING ENTITIES

- a. Learning experiences offered by a postsecondary institution, business entity or professional industry training entity may include credit bearing courses, certifications, non-credit bearing classes, workshops and planned experiential learning events.
- b. The review of credentials is done on an individualized basis by the academic dean and program faculty who will determine applicability to program requirements.
- c. Guidelines established by the American Council on Education (ACE) assist the College in PLA; ACE is an organization that works with companies and labor unions to evaluate internal training courses for college credit.
- d. There is no fee for credit for sponsored learning.
- e. These courses are not computer in the students GPA.

For further information, refer to [www.nicc.edu/transfer](http://www.nicc.edu/transfer).

## NATIONAL RECOGNIZED PROFICIENCY EXAMINATIONS

Standardized examinations are a means of recognizing subject area knowledge and mastery of established content. Credit is awarded through the successful completion of these examinations.

- a. There is no fee to award credit for proficiency examinations.

Standardized examinations recognized by the College include:

- i. Advanced Placement (AP) Exams: Exams taken in high school to evidence superior student achievement.
- ii. College Level Examination Program (CLEP): The CLEP program is a means of recognizing informal education experience through successful examination on post-secondary content area. Two forms of the CLEP exams are available: the General examination, which measures college-level achievement in general education areas usually covered in the first two years of college, and the Subject Examination, which measures achievement in specific college courses.
- iii. Defense Activity for Non-Traditional Education Support "DDST" or "DANTES Subject Standardized Tests": These tests, originally created for military personnel to evidence learning, are now also open to the general public.
- iv. Excelsior Examinations, New York Foreign Language Proficiency "UExcel Exams" or "NYUFLP":
- v. Other exams: Student scores on other nationally recognized examinations will be reviewed on an individual basis.

For further information, refer to [www.nicc.edu/transfer](http://www.nicc.edu/transfer).

## COURSE EXAMINATIONS DESIGNED BY NICC FACULTY

College faculty, following guidelines established by the vice president of learning and student success, may offer cumulative examinations for students to pass out of program courses. Opportunities for these examinations are at the discretion of the academic dean.

- a. The minimum performance level for earned credit will be equal to a "C-" grade or higher.
- b. Students seeking credit by examination must do so prior to or during the first week of the semester in which they request to have the credit transcribed.

- c. Credit by examination will be recorded on the NICC academic transcript with the grading symbol "T". The course information will also be noted on the transcript.
- d. Students are required to pay 50 percent course tuition and full fees for credit granted by course examination.

For further information, refer to [www.nicc.edu/transfer](http://www.nicc.edu/transfer).

### CREDIT FOR MILITARY 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 training attended while on active duty to the extent that it is applicable to program content. Students are required to provide an official military transcript (AARTS or SMART) 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.

- a. There is no fee to award credit for military experience.

For further information, refer to [www.nicc.edu/transfer](http://www.nicc.edu/transfer).

### CREDIT FOR LIFE EXPERIENCE (PORTFOLIO/SKILLS ASSESSMENT)

Students who are able to demonstrate skills and achievements through their life experience (e.g. employment, volunteerism) prior to enrollment in a given course may be eligible for credit for life experience. Through the development of a portfolio, students must demonstrate they have met a minimum of 80 percent of the course objectives and units of instruction for which they are seeking credit. The portfolio must evidence knowledge that can be supported through the demonstration of competence, written or oral examination and documentation from a current or past employer. The review and evaluation of

student achievement will be conducted by a faculty member familiar with the discipline in which the student is seeking credit.

- a. Credit for life experience is at the discretion of each individual department and limited to the courses within that department.
- b. Students must submit a separate portfolio for each course he/she is seeking credit. Before submitting your portfolio, it is recommended that you make a copy for your files in the unlikely event that it may be lost during shipment. Include the evaluation fee of \$50 (nonrefundable) with your packet and mail or deliver to the Dean of your program.
- c. General education courses and any course in which a CLEP exam is offered are not eligible for credit for life experience.
- d. Portfolio credits are not accepted from another postsecondary institution.
- e. There is a limit of 18 credits for portfolio completion.
- f. When credit is granted, an invoice will be sent minus the portfolio review fee for the amount due. Students receiving four to six CLE credits will have an additional fee of \$25. Student receiving seven or more credits of CLE will be charged an additional fee of \$50. The maximum fee a student will be charged is \$100 for up to 18 CLE credits.
- g. Credit for Life Experience will be recorded on the NICC academic transcript with the grading symbol "L". And the grade will not be computed in the students GPA.

For further information, refer to [www.nicc.edu/transfer](http://www.nicc.edu/transfer).

### PLACEMENT AND COURSE PREREQUISITES

To promote student success in academic coursework, Northeast Iowa Community College (NICC) places students in courses according to an evaluation of standardized test scores (ie. ACT®, ACCUPLACER®, ACT Compass® for Reading and Writing and ALEKS® for Math) and academic indicators

such as high school GPA and past college credits earned. As a result, some students are required to take co/prerequisite courses that help develop the necessary skills to succeed in college course work.

Students will be dropped from a course if they have not met the prerequisite. The student will be notified of this action as it may impact his or her financial aid, tuition and program length. Course prerequisites and co-requisites are listed in the College Catalog under Course Descriptions, on Educational Plans or online when searching for courses. 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 semester. Students wishing to change their academic program must complete a Program Intent form in the Student Services Office. Students should recognize that a change in academic program may affect the length of their program and their 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 Experiential Learning	
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 or <R - 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 semester.

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

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

### DEAN'S LIST

Students who have completed nine or more credit hours and achieved a 3.5 or better GPA in any semester 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 [selfservice.nicc.edu/Student](http://selfservice.nicc.edu/Student). 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 semester. The instructor then enters an "I" as the final grade and submits the Incomplete Contract Agreement to the appropriate department dean who will then submit to the Registrar. If an "I" grade is 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 course 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 appropriate dean who will then submit 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 semester 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 semester 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 written standards given to the student at the beginning of the course.

During the term, grading concerns will be dealt with according to departmental guidelines.

Student appeals for a course final grade change must be initiated within forty-five (45) business days following the end of the semester in which the grade was assigned. A copy of the Final Grade Appeal Policy and form can be obtained from the Dean'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 have <R designated next to it. A student may not repeat the course and then choose the better of the two grades. Only the most recent course will be computed in the cumulative grade point average.

### NEW START POLICY

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

1. Students must not have been enrolled at NICC for three consecutive terms;
2. Students must be enrolled in a new program of study, regardless of whether it is arts and sciences or career and technical;
3. Students must not have graduated from any program at NICC;
4. Student must currently be enrolled and have successfully completed 12 semester hours (that impact GPA) in the new academic program with a cumulative major GPA of 2.50 or better; and
5. Students must not have successfully completed any high school/dual credit coursework.

Students should begin the process by discussing their option to apply for a New Start with their advisor. If a student determines 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.

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 will not be able to use any course with a grade symbol of "O" to meet graduation requirements.
6. This is an NICC policy only. Students will need to check with their 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

The College's stance is that it is efficient to have issues resolved at the lowest level possible. Students are encouraged to make an informal inquiry to an instructor, advisor or assigned dean/director as soon as possible following the event that gave rise to the complaint. Staff, visitors, community members or other individuals are encouraged to make informal inquiries to the designated staff



person with assigned responsibility in the area of concern as soon as possible to reach a resolution.

When resolution is not reached or not practical though informal inquiry, the steps of the formal complaint process are followed. Complaints can be completed online and forms are available on the college website at [www.nicc.edu/complaint](http://www.nicc.edu/complaint). Complaints are routed to the Dean of Student Development office. The office will route the complaint to the appropriate college representative for resolution.

## 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 are subject to review and possible sanctions as outlined in the NICC Student Conduct Code.

**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);

**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.

For additional information see the Student Code of Conduct.

## CLASSROOM VISITS AND FIELD TRIPS

Any student or visitor not registered in a college class may not attend a scheduled class, lab, or clinical location without the advanced, expressed permission of a college official. Requests for visits are routed to the department dean or to the associate vice president for operations office.

Field trips are 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 supervisors in related areas. 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 registered student. The record is maintained in the Registrar's Office and administered in accordance with the Family Education Rights and Privacy Act of 1974. Records are confidential, and transcripts will be issued only upon written request by the student or former student. Transcript requests may be made at [www.nicc.edu/transcript](http://www.nicc.edu/transcript). There is a \$5 charge for each transcript ordered.

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.

## 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 Registrar's Office within 45 days of the start of the next semester 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 a student record should be the student's complete and legal name. Students may change their name or other demographic information on record at NICC (address, phone number, email address, emergency contact) by submitting a Personal Information Change Form or via a written request to the college.

In the case of a first name change or first and last name change request, NICC reserves the right to require appropriate documentation, as warranted. Documentation must include a court approved name change document in addition to one of the following; social security card, driver's license, birth certificate, adoption papers, marriage certificate, citizenship papers or other appropriate records.

## 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 semesters 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. When a student has completed higher level coursework than required for their program, those courses may be used at the discretion of the Registrar to fulfill program requirements. Students may consult an advisor with questions about how courses they have completed fulfill degree requirements or how courses they plan to take will apply to their degree requirements.



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

### STUDENTS ARE ELIGIBLE TO GRADUATE WHEN THEY HAVE FULFILLED THESE REQUIREMENTS:

1. Completed all of the program requirements.
2. Maintained a 2.0 or better cumulative GPA within that program.
3. Completed all required courses with a passing grade. (Certain programs require a minimum grade of C- in some or all courses.)
4. Paid all fees and other financial obligations to NICC.
5. Returned all library materials.
6. Filed a Graduation Application by the posted deadline.

### APPLICATION FOR GRADUATION

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

Final grade checks will be made after the end of the semester, 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 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 semester 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 semester of a program sequence must petition the Registrar's Office for permission to participate in commencement. Students who wish to have their names listed in the commencement program must submit their graduation application by the posted deadline. The commencement program will include the student's name, program of study, degree earned and honors designations based on a 3.50 cumulative GPA at the end of the previous semester.

### REISSUE OF DIPLOMA

Graduates may request a diploma be reissued when a sufficient reason is shown. The Request for Reissue of Diploma form must be completed and submitted to the Registrar's Office with the required \$25 fee. The replacement diploma will bear the signatures of current College officials with a "Reissued" notation.

### TRANSFER OF CREDITS

#### 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 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 (NICC). 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
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 of disclosure directory information by filling out the appropriate form in the Registrar's Office within ten calendar days of the beginning of the semester 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.



# PROGRAMS OF STUDY\*

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Computer Analyst-Information Security, Certificate	84
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\*Always contact your advisor for the most accurate, up-to-date program information.

**GENERAL EDUCATION COURSES**

(Applicable to Associate of Arts and Science degree requirements)

**Communication Credits**

COM:120	Organizational Communication . . . . .	3
COM:148	Diversity and the Media . . . . .	3
ENG:105	Composition I . . . . .	3
ENG:106	Composition II . . . . .	3
ENG:221	Creative Writing . . . . .	3
SPC:112	Public Speaking . . . . .	3

**Humanities Credits**

ART:101	Art Appreciation . . . . .	3
ART:120	2-D Design. . . . .	3
ART:123	3-D 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
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
GLS:999	Study Abroad . . . . .	2-3
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
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:115	Introduction to Latin American Literature . . . . .	3
LIT:142	Major British Writers . . . . .	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:168	Human Anatomy and Physiology I . . . . .	4
BIO:173	Human Anatomy and Physiology II . . . . .	4
BIO:183	Microbiology . . . . .	3
BIO:184	Microbiology Lab . . . . .	1
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:261	Organic Chemistry I . . . . .	4
CHM:271	Organic Chemistry II. . . . .	4
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: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:269	Social Science Research and Reasoning . . . . .	4
PSY:281	Educational Psychology . . . . .	3
PSY:285	Education of Exceptional Learners. . . . .	3
SOC:110	Introduction to Sociology . . . . .	3
SOC:115	Social Problems . . . . .	3
SOC:120	Marriage and the Family . . . . .	3
SOC:208	Introduction to Cultural Anthropology . . . . .	3

## TRANSFER DEGREES:

### ASSOCIATE OF ARTS - AA

**Campus Location:** Calmar, Peosta, Dubuque, Online

**Program Entry:** Enrollment may occur during any term

**Award:** Associate of Arts degree

Refer to the "Degree and Diploma Requirements" section of this catalog, page 56.

**Enrollment Process:** See page 24 under Enrollment Process

### ASSOCIATE OF SCIENCE - AS

**Campus Location:** Calmar, Peosta, Dubuque, Online

**Program Entry:** Enrollment may occur during any term

**Award:** Associate of Science degree

Refer to the "Degree and Diploma Requirements" section of this catalog, page 56.

**Enrollment Process:** See page 24 under Enrollment Process.

## NON-TRANSFER DEGREE:

### ASSOCIATE OF GENERAL STUDIES - AGS

**Campus Location:** Calmar, Peosta

**Program Entry:** Enrollment may occur during any term

**Award:** Associate of General Studies degree

Refer to the "Degree and Diploma Requirements" section of this catalog, page 56.

## DEGREE PROGRAMS AND CERTIFICATES OF STUDY:

### ACCOUNTING CLERK

**Campus Location:** Online

**Program Entry:** Enrollment may occur during any term. Fall term is the start of the program course sequence.

**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 or payroll clerk. You will receive not only conceptual training, but actual "hands-on" training that will provide you with the important abilities needed for success.

**Enrollment Process:** See page 24 under Enrollment Process.

**Minimum Credits:** 36

#### Course Sequence

Fall	Course Title	Credits
ACC:115	Intro to Accounting	4.0
ACC:265	Income Tax Accounting	4.0
BCA:212	Intro to Computer Business Applications	3.0
BUS:103	Intro to Business	4.0
*SDV:179	The College Experience	3.0

Spring	Course Title	Credits
ACC:152	Financial Accounting	4.0
ACC:161	Payroll Accounting	3.0
ENG:105	Composition I	3.0
ACC:312	Computer Accounting	4.0
MAT:102	Intermediate Algebra OR higher-level Math	4.0
		3.0

## ACCOUNTING SPECIALIST

**Campus Location:** Calmar, Peosta

**Program Entry:** Enrollment may occur during any term. Fall term is the start of the program course sequence.

**Award:** Associate of 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. You will study professional and ethical behavioral case studies for business and will attain the oral and written communication skills necessary for success. Technical courses in accounting, income tax and payroll with commercial software will allow you to seek advanced placement in accounting departments. 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.

**Enrollment Process:** See page 24 under Enrollment Process

**Minimum Credits:** 67

#### Course Sequence

Fall	Course Title	Credits
ACC:152	Financial Accounting	4.0
BCA:212	Intro to Computer Business Applications	3.0
BUS:103	Intro to Business	4.0
ENG:105	Composition I	3.0
SDV:179	The College Experience	3.0

Spring	Course Title	Credits
ACC:156	Managerial Accounting	4.0
ACC:161	Payroll Accounting	3.0
ACC:312	Computer Accounting	4.0
MAT:102	Intermediate Algebra	4.0
SPC:112	Public Speaking	3.0



## Accounting Specialist Course Sequence Continued

Fall	Course Title	Credits
ACC:231	Intermediate Accounting I	4.0
ACC:265	Income Tax Accounting	4.0
ECN:120	Principles of Macroeconomics	3.0
MAT:156	Statistics	3.0
MGT:102	Principles of Management	4.0

Spring	Course Title	Credits
ACC:222	Cost Accounting	4.0
ACC:232	Intermediate Accounting II	4.0
ACC:491	Accounting Capstone	3.0
BUS:185	Business Law I	3.0

## ADMINISTRATIVE OFFICE ASSOCIATE

**Campus Location:** Dubuque

**Program Entry:** Enrollment may occur during any term. Fall term is the start of the program course sequence

**Award:** Diploma

**Description:** The office assistant plays an important role in the operation of a successful business and often holds positions involving considerable responsibility.

Duties include organizing the office, typing, 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.

**Enrollment Process:** See page 24 under Enrollment Process. Applicants to this program do not need to complete the ALEKS® math assessment.

**Minimum Credits:** 38

### Course Sequence

Fall	Course Title	Credits
ADM:116	Keyboarding II	3.0
ADM:162	Office Procedures	3.0
BCA:212	Intro to Computer Business Applications	3.0
BUS:103	Intro to Business	4.0
COM:723	Workplace Communications	3.0
*SDV:179	The College Experience	3.0

Spring	Course Title	Credits
ADM:119	Keyboarding III	3.0
ADM:181	Records and Database Management	3.0
BCA:213	Intermediate Computer Business Applications	3.0
BUS:121	Business Communications	3.0
BUS:204	Professionalism in the Workplace	3.0

Summer	Course Title	Credits
ADM:935	Occupational Experience	4.0

\* This Diploma program requires a minimum of 6 credits of general education electives (excluding Developmental courses) from Communication, Humanities, Math, Science or Social Science). Three of these hours can include SDV:179 The College Experience. If The College Experience course is waived or transfers in for less than three credits, an additional general education elective is required.

## ADMINISTRATIVE OFFICE MANAGEMENT

**Campus Location:** Dubuque

**Program Entry:** Enrollment may occur during any term. Fall term is the start of the program course sequence

**Award:** Associate of Applied Science degree

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

An administrative office manager plays a major role in the success of every business; the position is key to supporting any management function.

**Enrollment Process:** See page 24 under Enrollment Process.

**Minimum Credits:** 65

### Course Sequence

Fall	Course Title	Credits
ADM:116	Keyboarding II	3.0
ADM:162	Office Procedures	3.0
BCA:212	Intro to Computer Business Applications	3.0
BUS:103	Intro to Business	4.0
COM:723	Workplace Communications	3.0
*SDV:179	The College Experience	3.0

Spring	Course Title	Credits
ADM:119	Keyboarding III	3.0
ADM:181	Records and Database Management	3.0
BCA:213	Intermediate Computer Business Applications	3.0
BUS:121	Business Communications	3.0
MGT:102	Principles of Management	4.0

Fall	Course Title	Credits
ACC:115	Intro to Accounting OR	4.0
ACC:152	Financial Accounting	4.0
BUS:185	Business Law I	3.0
SPC:112	Public Speaking	3.0
ENV:115	Environmental Science	3.0
PSY:112	Psychology of Human Relations	3.0



Spring	Course Title	Credits
ACC:312	Computer Accounting	4.0
ADM:935	Occupational Experience	4.0
BUS:204	Professionalism in the Workplace	3.0
MKT:183	Customer Service Strategies	3.0

\*This Associate of Applied Science degree program requires a minimum of 15 credits of transfer-level general education electives from Communication, Humanities, Math, Science or Social Science. Three of these hours can include SDV:179 The College Experience. If The College Experience course is waived or transfers in for less than three credits, an additional general education elective is required.

## AGRICULTURE BUSINESS

**Campus Location:** Calmar, Online

**Program Entry:** Enrollment may occur during any term. Fall term is the start of the program course sequencer

**Award:** Associate of Applied Science degree

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

You can specialize in the areas of Agriculture Finance or Precision Agriculture.

**Enrollment Process:** See page 24 under Enrollment Process.

**Minimum Credits:** 72

*Course Sequence*

Fall	Course Title	Credits
AGA:114	<sup>1</sup> Principles of Agronomy	3.0
AGB:330	<sup>2</sup> Farm Business Management	3.0
AGS:101	Working with Animals	2.0
AGS:114	<sup>3</sup> Survey of the Animal Industry	2.0
GIS:111	Intro to Geographical Information Systems	3.0
*SDV:179	The College Experience	3.0

Spring	Course Title	Credits
AGA:212	Grain and Forage Crops	4.0
AGA:283	Pesticide Application Certification OR	2.0
AGB:333	Applied Farm Financial Management	2.0
AGB:235	Intro to Agriculture Markets	3.0
AGB:802	Agribusiness Internship I	2.0
AGP:333	Precision Farming Systems OR	3.0
AGS:331	Animal Reproduction	3.0
COM:723	Workplace Communications OR	3.0
ENG:105	Composition I	3.0

Summer	Course Title	Credits
AGA:381	Crop Scouting OR	3.0
AGS:353	**Animal Genetics	3.0
AGB:812	Agribusiness Internship II	2.0

Fall	Course Title	Credits
ACC:115	Intro to Accounting OR	4.0
ACC:152	Financial Accounting	4.0
AGA:375	Integrated Crop Management	2.0
AGB:466	Agricultural Finance	3.0
AGS:242	Animal Health OR	3.0
AGP:435	Advanced Precision Farming Software	3.0
PSY:112	Psychology of Human Relations	3.0
SPC:112	Public Speaking	3.0

Spring	Course Title	Credits
AGA:154	Fundamentals of Soil Science OR	3.0
AGS:319	Animal Nutrition	3.0
AGA:223	Grain Management	3.0
AGB:245	Agriculture Risk Management	3.0
AGB:336	Agricultural Selling	3.0
BIO:248	Intro to Bioscience Technology OR	4.0
ENV:115	Environmental Science AND	3.0
ENV:116	Environmental Science Lab	1.0

\*This Associate of Applied Science degree program requires a minimum of 15 credits of transfer-level general education electives from Communication, Humanities, Math, Science or Social Science. Three of these hours can include SDV:179 The College Experience. If The College Experience course is waived or transfers in for less than three credits, an additional general education elective is required.

\*\*May be taken during term 1 or 4.

**Articulation** can be achieved by taking the following at your high school, or equivalent:

<sup>1</sup> Crop Science

<sup>2</sup> Farm Management

<sup>3</sup> Animal Science

## AGRICULTURE BUSINESS-AGRICULTURE FINANCE

**Campus Location:** Online

**Program Entry:** Enrollment may occur during any term. Fall term is the start of the program course sequence

**Award:** Certificate

**Description:** The specialized needs in agriculture credit and financing have created a need for specific training in this area. The courses in this certificate develop skills to help individuals interested in the financing part of the agriculture industry. This certificate is designed to complement a two-year or four-year degree in agriculture business. Graduates with a degree and this certificate can pursue careers as bank agriculture finance officers or as credit managers in agriculture businesses.

**Enrollment Process:** See page 24 under Enrollment Process.

**Minimum Credits:** 21

## Agriculture Business-Agriculture Finance Course Sequence

Fall	Course Title	Credits
ACC:152	Financial Accounting	4.0
AGB:330	<sup>1</sup> Farm Business Management	3.0
AGB:466	Agriculture Finance	3.0

Spring	Course Title	Credits
AGB:235	Intro to Agriculture Markets	3.0
AGB:245	Agriculture Risk Management	3.0
AGB:333	Applied Farm Financial Management	2.0
AGB:336	Agriculture Selling	3.0

<sup>1</sup> **Articulation** can be achieved by taking Farm Management at your local high school, or equivalent.

## AGRICULTURE BUSINESS-PRECISION AGRICULTURE

**Campus Location:** Calmar

**Program Entry:** Enrollment may occur during any term. Fall term is the start of the program course sequence.

**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, allowing us to analyze and manage the land at a level never before possible. It can involve anything from grid sampling soils to analyzing the trade territory of an agribusiness. This new technology opens up a wealth of career opportunities for trained individuals, as there are a limited number of people in agriculture who are adequately trained in the use of the technology.

**Enrollment Process:** See page 24 under Enrollment Process.

**Minimum Credits:** 21

### Course Sequence

Fall	Course Title	Credits
AGA:114	Principles of Agronomy	3.0
AGA:375	Integrated Crop Management	2.0
GIS:111	Intro to Geographical Information Systems	3.0
AGP:435	Advanced Precision Farming Software	3.0

Spring	Course Title	Credits
AGA:212	Grain and Forage Crops	4.0
AGP:333	Precision Farming Systems	3.0
AGA:154	Fundamentals of Soil Science	3.0

## AGRICULTURE FINANCE

**Campus Location:** Online

**Program Entry:** Enrollment may occur during any term. Fall term is the start of the program course sequence

**Award:** Associate of Applied Science degree

**Description:** In the next five to 10 years, there will be a large number of agriculture finance officers retiring. This program has been developed at the request of the banking industry to meet the upcoming needs of that high-demand area. The program has been created as a partnership between the NICC Business and Agriculture Departments and includes courses in the business skills needed for a bank or finance officer and gives students the background knowledge in agriculture needed for that unique area of the industry. The degree is also designed to easily transfer into a bachelor's degree for students and for banks that desire their employees to have bachelor's degrees.

**Minimum Credits:** 66

### Course Sequence

Fall	Course Title	Credits
AGA:114	<sup>1</sup> Principles of Agronomy	3.0
AGB:330	<sup>2</sup> Farm Business Management	3.0
FIN:101	Principles of Banking	3.0
FIN:122	Personal Finance	4.0
SDV:179	The College Experience	3.0

Spring	Course Title	Credits
AGB:235	Intro to Agriculture Markets	3.0
AGB:333	Applied Farm Financial Management	2.0
BCA:212	Intro to Computer Business Applications	3.0
FIN:170	Intro to Commercial Lending	3.0
PSY:112	Psychology of Human Relations	3.0
SPC:112	Public Speaking	3.0

Fall	Course Title	Credits
ACC:152	Financial Accounting	4.0
AGB:466	Agricultural Finance	3.0
AGS:114	<sup>3</sup> Survey of the Animal Industry	2.0
ECN:120	Principles of Macroeconomics	3.0
ENG:105	Composition I	3.0
FIN:114	Commercial Banking	3.0

Spring	Course Title	Credits
AGB:245	Agriculture Risk Management	3.0
AGB:336	Agricultural Selling	3.0
BUS:185	Business Law I	3.0
ECN:130	Principles of Microeconomics	3.0
MAT:120	College Algebra OR	3.0
MAT:140	Finite Math OR	3.0
MAT:156	Statistics	3.0

**Articulation** can be achieved by taking the following at your high school, or equivalent:

<sup>1</sup> Crop Science

<sup>2</sup> Farm Management

<sup>3</sup> Animal Science

## AGRONOMY AND CROP SCIENCE

**Campus Location:** Calmar

**Program Entry:** Enrollment may occur during any term. Fall term is the start of the program course sequence

**Award:** Associate of Applied Science degree

**Description:** The Agronomy and Crop Science program provides a blend of agronomy courses and practical application, ensuring a well-rounded agricultural education. During the program, students obtain knowledge of current and cutting-edge practices in crop production and technology. Upon graduation, students are prepared for successful career in crop production, whether they choose to pursue a position in an agriculture business or a production operation.

**Enrollment Process:** See page 24 under Enrollment Process.

**Minimum Credits:** 71

*Course Sequence*

Fall	Course Title	Credits
AGA:114	<sup>1</sup> Principles of Agronomy	3.0
AGB:330	<sup>2</sup> Farm Business Management	3.0
ENV:115	Environmental Science	3.0
ENV:116	Environmental Science Lab	1.0
GIS:111	Intro to Geographical Information Systems	3.0
SDV:179	The College Experience	3.0

Spring	Course Title	Credits
AGA:212	Grain and Forage Crops	4.0
AGA:283	Pesticide Applicator Certification	2.0
AGA:802	Agronomy Internship I	2.0
AGB:235	Intro to Agriculture Markets	3.0
AGP:333	Precision Farming Systems	3.0
COM:723	Workplace Communications OR	3.0
ENG:105	Composition I	3.0

Summer	Course Title	Credits
AGA:381	Crop Scouting	3.0
AGA:812	Agronomy Internship II	2.0
AGA:948	Special Projects	1.0

Fall	Course Title	Credits
AGA:131	Plant Physiology	2.0
AGA:159	Livestock Nutrient Management	2.0
AGA:375	Integrated Crop Management	2.0
BIO:125	Plant Biology	4.0
AGP:435	Advanced Precision Farming Software	3.0
PSY:112	Psychology of Human Relations	3.0

Spring	Course Title	Credits
AGA:154	Fundamentals of Soil Science	3.0
AGA:165	Agriculture Fertilizers and Chemicals	3.0
AGA:223	Grain Management OR	3.0
AGB:245	Agriculture Risk Management	3.0
AGA:853	Certified Crop Advisor	1.0
AGB:336	Agricultural Selling	3.0
SPC:112	Public Speaking	3.0

**Articulation** can be achieved by taking the following at your high school, or equivalent:

<sup>1</sup> Crop Science

<sup>2</sup> Farm Management

## APPLIED AGRICULTURE STUDIES

**Campus Location:** Calmar

**Program Entry:** Enrollment may occur during any term. Fall term is the start of the program course sequence.

**Award:** Diploma

**Description:** This program is designed for students interested in an entry-level agriculture career. The courses emphasize hands-on learning. The education plan is outlined so 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. After completing the program, you may enter the workforce or transfer your credits into a two-year agriculture degree at NICC.

Students may be responsible for providing their own transportation to field trips.

**Enrollment Process:** See page 24 under Enrollment Process.

**Minimum Credits:** 36

*Course Sequence*

Fall	Course Title	Credits
AGA:114	<sup>1</sup> Principles of Agronomy	3.0
AGB:330	<sup>2</sup> Farm Business Management	3.0
AGS:101	Working with Animals	2.0
AGS:114	<sup>3</sup> Survey of the Animal Industry	2.0
AGS:244	Applied Animal Disease Prevention and Treatment OR	2.0
GIS:111	Intro to Geographical Information Systems	3.0
AGS:344	Agriculture Equipment, Selection, Operation, and Maintenance	1.0
SDV:179	The College Experience	3.0

Spring	Course Title	Credits
AGA:283	Pesticide Application Certification OR	2.0
AGS:326	Applied Ration Balancing and Feeding	2.0
AGB:235	Intro to Agriculture Markets	3.0
AGB:333	Applied Farm Financial Management	2.0
AGB:336	Agriculture Selling	3.0
AGC:802	Agriculture Production Internship I	2.0
COM:723	Workplace Communications	3.0
PSY:112	Psychology of Human Relations	3.0

## Applied Agriculture Studies Course Sequence Continued

Summer	Course Title	Credits
AGC:812	Agriculture Production Internship II	2.0

**Articulation** can be achieved by taking the following at your high school, or equivalent:

<sup>1</sup> Crop Science

<sup>2</sup> Farm Management

<sup>3</sup> Animal Science

## APPLIED MANAGEMENT

**Campus Location:** Online

**Program Entry:** Enrollment may occur during any term. Fall term is the start of the program course sequence.

**Award:** Associate of Applied Science degree

**Description:** The Applied Management program provides you with the basic knowledge and skills in preparation for business/management-related positions in career and technical areas, along with knowledge and skills in accounting, marketing, management/supervision, economics and other basic areas of business and management. After graduation you are prepared to seek employment in entry-level management and supervisory positions.

**Enrollment Process:** See page 24 under Enrollment Process.

**Minimum Credits:** 47 of the NICC credits listed below and 28 career-technical credits from an accredited college.

*Course Sequence:*

Fall	Course Title	Credits
ACC:152	Financial Accounting	4.0
BCA:212	Intro to Computer Business Applications	3.0
BUS:103	Intro to Business	4.0
ECN:120	Principles of Macroeconomics	3.0
MGT:102	Principles of Management	4.0
SDV:179	The College Experience	3.0

Spring	Course Title	Credits
ACC:156	Managerial Accounting	4.0
BUS:180	Business Ethics	3.0
ECN:130	Principles of Microeconomics	3.0
SPC:112	Public Speaking	3.0
MGT:170	Human Resource Management	3.0
MKT:110	Principles of Marketing	3.0

Summer	Course Title	Credits
MAT:102	Intermediate Algebra	4.0
PSY:112	Psychology of Human Relations	3.0

## AUTOMOTIVE MECHANICS

**Campus Location:** Peosta

**Program Entry:** Enrollment may occur during any term. Fall term is the start of the program course sequence.

**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. The courses emphasize hands-on learning.

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.

**Enrollment Process:** See page 24 under Enrollment Process. Applicants to this program do not need to complete the ALEKS® math assessment.

**Program Requirements:** Prior to the completion of Term 1, students are required to provide their program faculty with a copy of their First Aid/CPR certificate.

**Minimum Credits:** 48

*Course Sequence:*

Fall	Course Title	Credits
AUT:102	Intro to Automotive Technology	1.0
AUT:164	Automotive Engine Repair*	4.0
AUT:503	Automotive Brake Systems*	3.0
AUT:616	Automotive Electrical Systems*	6.0
MAT:772	Applied Math	3.0
SDV:179	The College Experience	3.0

Spring	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
COM:723	Workplace Communications	3.0
WEL:330	Welding Fundamentals	1.0

Summer	Course Title	Credits
AUT:704	Automotive Heating and Air Conditioning*	4.0
AUT:810	Automotive Engine Performance*	7.5

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

## AUTOMOTIVE TECHNOLOGY

**Campus Location:** Calmar

**Program Entry:** Enrollment may occur during any term. Fall term is the start of the program course sequence.

**Award:** Associate of Applied Science degree

**Description:** The Automotive Technology program is accredited by NATEF and The National Institute for Automotive Service Excellence (ASE). There have been remarkable advances in technical design, construction and complexity of automobiles in the 21st century. New technologies to improve exhaust emissions, engine performance, fuel consumption and drivability 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 instructors are ASE Master Certified and have several years of experience.

This program is designed to provide you with the expertise to repair and maintain technologically advanced vehicles and 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, brake systems, suspension systems and hybrid vehicle systems. Program graduates find a wide range of employment opportunities in automotive dealerships, mass-merchandisers, fleets, independent garages and service stations.

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

**Enrollment Process:** See page 24 under Enrollment Process. Applicants to this program do not need to complete the ALEKS® math assessment.

**Program Requirements:** During Term 1, while enrolled in AUT:627, students will be required to complete S/P2 Automotive Service Safety Training.

**Minimum Credits:** 74

*Course Sequence*

Fall	Course Title	Credits
AUT:191	Automotive Metal Repair/Hybrid Vehicles Introduction	2.0
AUT:505	Automotive Brake Systems	5.0
AUT:627	Automotive Electrical Systems	7.0
*SDV:179	The College Experience	3.0

Spring	Course Title	Credits
AUT:192	Hybrid, Electric and Alternative Fuel Vehicles	2.0
AUT:405	Automotive Suspension and Steering	5.0
AUT:706	Automotive Heating and Air Conditioning	6.0
	Psychology Elective (transfer-level)	3.0
	Communication Elective	3.0

Fall	Course Title	Credits
AUT:306	Automotive Manual Drive Train and Axles	6.0
AUT:824	Drivability and Emissions	8.0
AUT:873	Automotive Service Management III	2.0
	Science Elective (transfer-level)	3.0

Spring	Course Title	Credits
AUT:168	Automotive Engine Repair	8.0
AUT:219	Automotive Automatic Transmissions/Trans-axles Service	6.0
AUT:874	Automotive Service Management IV	2.0
	Math Elective	3.0

\*This Associate of Applied Science degree program requires a minimum of 15 credits of transfer-level general education electives from Communication, Humanities, Math, Science or Social Science. Three of these hours can include SDV:179 The College Experience. If The College Experience course is waived or transfers in for less than three credits, an additional general education elective is required.

### \*\*Electives:

Communication Electives: COM:723, ENG:105, ENG:106, SPC:112

Math Electives: MAT:102, MAT:110, MAT:744, MAT:773, transfer-level MAT

## BEEF SCIENCE TECHNOLOGY

**Campus Location:** Calmar

**Program Entry:** Enrollment may occur during any term. Fall term is the start of the program course sequence.

**Award:** Associate of Applied Science degree

**Description:** The beef industry is a tremendous force in the world of food production. Beef is currently a highly valued food product that supports a highly technical and diversified industry. NICC provides the opportunity for students to learn skills that will prepare them to be contributing members of this rapidly changing industry. Career options include: beef procuring specialists, feed and nutrition consultants, cattle ranchers, feedlot managers, positions working with/at veterinary clinics, industry jobs with AI firms, meat processors or beginning producers developing their own beef producing enterprises.

This program provides hands-on experience that enables students to be successful in today's beef industry. The state-of-the-art Beef Science Education Center offers students the opportunity to interact with cattle in a safe and efficient cattle handling system. The program offers a diversified education on many topics such as genetics, reproduction, nutrition, feeding, health and financial management. Along with the many experiences on campus, students have the opportunity to participate in field trips to many successful cattle operations and beef industry businesses both in Iowa and around the country. Students may be responsible for providing their own transportation to these field trips. Students also have the opportunity to take part in quality internships that provide a wealth of knowledge and exposure to successful beef industry professionals.

**Enrollment Process:** See page 24 under Enrollment Process.

**Minimum Credits:** 74

## Beef Science Technology Course Sequence

Fall	Course Title	Credits
AGA:114	<sup>1</sup> Principles of Agronomy	3.0
AGB:330	Farm Business Management	3.0
AGS:101	Working with Animals	2.0
AGS:114	<sup>2</sup> Survey of the Animal Industry	2.0
AGS:344	Agricultural Equipment, Selection, Operation and Maintenance	1.0
AGS:354	Applied Animal Selection and Improvement	2.0
*SDV:179	The College Experience	3.0

Spring	Course Title	Credits
AGB:235	Intro to Agriculture Markets	3.0
AGB:333	Applied Farm Financial Management	2.0
AGS:226	Beef Cattle Science	3.0
AGS:253	Spring Beef Cattle Science Lab	2.0
AGS:331	Animal Reproduction	3.0
AGS:334	Applied Reproductive Techniques	2.0
AGS:830	Beef Production Internship	2.0
SPC:112	Public Speaking	3.0

Summer	Course Title	Credits
AGS:944	Issues Facing Animal Science	1.0

Fall	Course Title	Credits
AGB:466	Agricultural Finance	3.0
AGS:242	Animal Health	3.0
AGS:244	Applied Animal Disease Prevention and Treatment	2.0
AGS:251	Beef Production Management	3.0
AGS:252	Fall Beef Cattle Science Lab	2.0
AGS:353	Animal Genetics	3.0
COM:723	Workplace Communications OR	3.0
ENG:105	Composition I	3.0

Spring	Course Title	Credits
AGA:212	Grain and Forage Crops	4.0
AGB:245	Agricultural Risk Management OR	3.0
AGB:336	Agriculture Selling	3.0
AGS:319	Animal Nutrition	3.0
AGS:326	Applied Ration Balancing and Feeding	2.0
BIO:248	Intro to Bioscience Technology OR	4.0
ENV:115	Environmental Science	3.0
PSY:112	Psychology of Human Relations	3.0

\*This Associate of Applied Science degree program requires a minimum of 15 credits of transfer-level general education electives from Communication, Humanities, Math, Science or Social Science. Three of these hours can include SDV:179 The College Experience. If The College Experience course is waived or transfers in for less than three credits, an additional general education elective is required.

**Articulation** can be achieved by taking the following at your high school, or equivalent:

<sup>1</sup> Crop Science

<sup>2</sup> Animal Science

## BUSINESS SPECIALIST

**Campus Location:** Calmar, Peosta, Online

**Program Entry:** Enrollment may occur during any term. Fall term is the start of the face-to-face program sequence. Spring is the start of the online program course sequence.

**Award:** Associate of 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, economics, and business law. After graduation you are prepared to seek employment in entry-level management and supervisory positions.

**Enrollment Process:** See page 24 under Enrollment Process.

**Minimum Credits:** 68

Course Sequence for face-to-face fall start

Fall	Course Title	Credits
BCA:212	Intro to Computer Business Applications	3.0
BUS:103	Intro to Business	4.0
MAT:102	Intermediate Algebra	4.0
MKT:140	Principles of Selling	3.0
SDV:179	The College Experience	3.0

Spring	Course Title	Credits
ENG:105	Composition I	3.0
MKT:110	Principles of Marketing	3.0
MKT:183	Customer Service Strategies	3.0
PSY:112	Psychology of Human Relations	3.0
SPC:112	Public Speaking	3.0

Fall	Course Title	Credits
ACC:152	Financial Accounting	4.0
BUS:130	Intro to Entrepreneurship	3.0
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

Spring	Course Title	Credits
ACC:156	Managerial Accounting	4.0
BUS:204	Professionalism in the Workplace	3.0
ECN:130	Principles of Microeconomics	3.0
MGT:170	Human Resource Management	3.0
MGT:215	Principles of Financial Management	3.0



## CAD (COMPUTER AIDED DESIGN) SPECIALIST

**Campus Location:** Peosta

**Program Entry:** Enrollment may occur during any term. Fall term is the start of the program course sequence.

**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 offers 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 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.

**Enrollment Process:** See page 24 under Enrollment Process.

**Minimum Credits:** 10.5

*Course Sequence*

Fall	Course Title	Credits
CAD:104	Computer Aided Drafting OR	3.0
CAD:172	Intro to CAD: AutoCAD	2.0
SDV:200	Intro to Computers or equivalent	1.5

Spring	Course Title	Credits
CAD:165	Rendering and Animation	3.0
CAD:175	Advanced CAD: AutoCAD	2.0
CON:113	Construction Printreading OR	2.0
WEL:110	Welding Blueprint Reading	2.0

## CARPENTRY

**Campus Location:** Calmar, Peosta

**Program Entry:** Enrollment may occur during any term. Summer term is the start of the program course sequence.

**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.

**Enrollment Process:** See page 24 under Enrollment Process.

**Program Requirements:** Prior to the completion of Term 1, students are required to provide their program faculty with a copy of their First Aid/CPR certificate.

**Minimum Credits:** 48

*Course Sequence*

Summer	Course Title	Credits
CON:111	Basic Drafting	2.0
CON:113	Construction Printreading	2.0
CON:388	Basic Construction Skills	1.5
CON:397	Construction I	2.0
CON:398	Construction Lab I	4.5

Fall	Course Title	Credits
CON:100	Basic Carpentry	1.0
CON:336	Care/Use of Hand/Power Tools	1.0
CON:391	Construction II	3.0
CON:395	Construction Lab II	8.5
MAT:773	Applied Math II	3.0
SDV:179	The College Experience	3.0

Spring	Course Title	Credits
CON:209	Intro to Drywall	1.0
CON:369	Cabinet Installation	1.0
CON:370	Interior Doors and Hardware	1.0
CON:393	Construction III	3.0
CON:396	Construction Lab III	7.5
*	Communication Elective	3.0

**\*Electives:**

Communication Electives: COM:723, ENG:105, SPC:112

## CARPENTRY CABINET MAKING

**Campus Location:** Calmar, Peosta

**Program Entry:** Enrollment may occur during any term. Spring term is the start of the program course sequence.

**Award:** Certificate

**Description:** This certificate emphasizes techniques involved in the building of residential and light commercial cabinets in terms of joinery for cabinet work. You complete hands-on competency-based training using different types of joinery in constructing cabinets with doors and drawers included in cabinet structures.

**Enrollment Process:** See page 24 under Enrollment Process.

**Minimum Credits:** 5

*Course Sequence*

Spring	Course Title	Credits
CON:384	Cabinet Making	5.0

## CARPENTRY FINISHING SKILLS

**Campus Location:** Calmar, Peosta

**Program Entry:** Enrollment may occur during any term. Spring term is the start of the program course sequence.

**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 in interior finish work and installation at a student building project.

**Enrollment Process:** See page 24 under Enrollment Process.

**Minimum Credits:** 13.5

*Course Sequence*

Spring	Course Title	Credits
CON:209	Intro to Drywall	1.0
CON:369	Cabinet Installation	1.0
CON:370	Interior Doors and Hardware	1.0
CON:393	Construction III	3.0
CON:396	Construction Lab III	7.5

## CARPENTRY FLOOR AND FRAMING SKILLS

**Campus Location:** Calmar, Peosta

**Program Entry:** Enrollment may occur during any term. Fall term is the start of the program course sequence.

**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.

**Enrollment Process:** See page 24 under Enrollment Process.

**Minimum Credits:** 13.5

*Course Sequence*

Fall	Course Title	Credits
CON:100	Basic Carpentry	1.0
CON:336	Care/Use of Hand/Power Tools	1.0
CON:391	Construction II	3.0
CON:395	Construction Lab II	8.5

## CARPENTRY FOUNDATION SKILLS

**Campus Location:** Calmar, Peosta

**Program Entry:** Enrollment may occur during any term. Summer term is the start of the program course sequence.

**Award:** Certificate

**Description:** This certificate provides 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.

**Enrollment Process:** See page 24 under Enrollment Process.

**Minimum Credits:** 10.5

*Course Sequence*

Summer	Course Title	Credits
CON:111	Basic Drafting	2.0
CON:113	Construction Printreading	2.0
CON:397	Construction I	2.0
CON:398	Construction Lab I	4.5

## COMMERCIAL-RESIDENTIAL ELECTRICIAN

**Campus Location:** Calmar

**Program Entry:** Enrollment may occur during any term. Fall term is the start of the program course sequence.

**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.

**Program Admission:** In addition to the College enrollment process outlined on page 24, applicants must be a high school graduate or equivalent and achieve a minimum ALEKS® score of 30. ACT® or ACT Compass® scores are also acceptable.

**Program Requirement:** During term 1, students will complete a ten-hour OSHA training course online through Career Safe Online. This needs to be completed prior to the start of the spring semester and a copy of the card needs to be presented to the instructor to continue in the program.

**Minimum Credits:** 48

## Course Sequence:

Fall	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
MAT:744	Technical Math	4.0
SDV:179	The College Experience	3.0

Spring	Course Title	Credits
COM:723	Workplace Communications OR	3.0
ENG:105	Composition I	3.0
ELE:107	Electrical Blueprint Reading	3.0
ELE:146	Commercial-Residential Lab	6.0
ELE:151	National Electrical Code I	3.0
ELE:173	Electrical Installation	5.0

Summer	Course Title	Credits
ELE:152	National Electrical Code II	3.0
ELE:193	Motor Repair	3.0
ELE:196	Motor Control Principles	4.0

## COMPUTER ANALYST-BUSINESS AND WEB PROGRAMMING

**Campus Location:** Peosta

**Program Entry:** Enrollment may occur during any term. Fall term is the start of the program course sequence.

**Award:** Associate of Applied Science degree

**Description:** The Computer Analyst program offers two AAS 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.

**Enrollment Process:** See page 24 under Enrollment Process.

**Academic Requirements:** To graduate from this program, students must complete all required coursework with a "C-" grade or above and earn a minimum 2.0 grade point average.

**Minimum Credits:** 68

## Course Sequence

Fall	Course Title	Credits
CIS:101	Computer Ethics	3.0
CIS:122	Programming Logic and Design OR	3.0
CIS:450	Project Lead the Way® - Computer Science Principles	3.0
CIS:197	Fundamentals of Web Design	3.0
NET:725	Network Essentials	3.0
*SDV:179	The College Experience	3.0

Spring	Course Title	Credits
CIS:115	Intro to Large Computer Systems	1.0
CIS:161	C++	3.0
CIS:207	Fundamentals of Web Programming	3.0
CIS:242	Information Security	3.0
ENG:105	Composition I	3.0
NET:156	Operating Systems	3.0

Summer	Course Title	Credits
CIS:164	Advanced C++	3.0
SPC:112	Public Speaking	3.0
**	Psychology Elective	3.0

Fall	Course Title	Credits
CIS:171	Java OR	3.0
CIS:177	iOS Programming	3.0
CIS:303	Intro to Database	3.0
CIS:505	Structured Systems Analysis	4.0
CIS:732	Programming Support	3.0
NET:103	Troubleshooting	3.0

Spring	Course Title	Credits
CIS:400	Intro to Procedural Languages	3.0
CIS:800	Computer Project Seminar	3.0
MDT:110	Android Applications Development I OR	3.0
MDT:120	Apple Applications Development	3.0
**	Math Elective	3.0

\*This Associate of Applied Science degree program requires a minimum of 15 credits of transfer-level general education electives from Communication, Humanities, Math, Science or Social Science. Three of these hours can include SDV:179 The College Experience. If The College Experience course is waived or transfers in for less than three credits, an additional general education elective is required.

**\*\*Electives:**

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

Psychology Electives: PSY:111, PSY:112, PSY:251

## COMPUTER ANALYST-DATA CENTER TECHNICIAN

**Campus Location:** Calmar, Peosta

**Program Entry:** Enrollment may occur during any term. Fall term is the start of the program course sequence.

**Award:** Certificate

**Description:** The Data Center Technician certificate provides the training needed for future employment with data centers. The coursework meshes the skills of programming, networking, servers, storage and virtualization to create a complete picture of modern virtualized data center infrastructure. Information security is integrated and emphasized throughout the curriculum. Remote monitoring and management of devices is also implemented for performance graphing and alarming.

Note: Computer Technology, Networking and Programming graduates can obtain this certificate by taking two courses: NET:282 and NET:285.

**Program Admission:** In addition to the College enrollment process outlined under the Enrollment Process on page 24, program applicants must have successfully completed 12 credits of the following courses or equivalent transfer credits:

CIS:125 or CIS:122 or CIS:197; and  
 CIS:142 or CIS:161; and  
 NET:266 or NET:725; and  
 NET:267 or NET:684

**Academic Requirements:** To earn a certificate, students must complete all required coursework with a "C-" grade or above and earn a minimum 2.0 grade point average.

**Minimum Credits:** 22 including admission requirements

*Course Sequence*

Fall	Course Title	Credits
NET:282	Storage Area Networking (SAN)	2.0
NET:453	UNIX	3.0

Spring	Course Title	Credits
NET:285	Virtualization	2.0
NET:318	Windows Server and Workstation	3.0

## COMPUTER ANALYST-INFORMATION SECURITY

**Campus Location:** Peosta

**Program Entry:** Enrollment may occur during any term. Fall term is the start of the program course sequence.

**Award:** Certificate

**Description:** Candidates who have completed the Information Security certificate program along with the specified prerequisites are prepared to enter a more specialized field within the Computer Analyst - Networking Administration profession. This certificate prepares the candidate to enter the workforce prepared for a position as an information security analyst, network security administrator, security architect or system, network and/or web penetration tester.

**Enrollment Process:** See page 24 under Enrollment Process.

**Academic Requirements:** To graduate from this program, students must complete all required coursework with a "C-" grade or above and earn a minimum 2.0 grade point average.

**Minimum Credits:** 21

*Course Sequence*

Fall	Course Title	Credits
CIS:101	Computer Ethics	3.0
CIS:122	Programming Logic and Design	3.0
NET:725	Networking Essentials	3.0

Spring	Course Title	Credits
CIS:242	Information Security	3.0
NET:156	Operating Systems	3.0

Fall	Course Title	Credits
CIS:282	Intrusion Detection and Prevention	3.0
CIS:283	Incident Response and Disaster Recovery	3.0

## COMPUTER ANALYST-MOBILE APPLICATION DEVELOPMENT

**Campus Location:** Peosta

**Program Entry:** Enrollment may occur during any term. Fall term is the start of the program course sequence.

**Award:** Certificate

**Description:** The Mobile Application Development certificate is designed to provide individuals with no prior computer programming experience an entry-point into the field of application development for mobile devices. The dramatic expansion of mobile devices in the workforce and at home has caused a sharp increase in the demand for mobile app developers. This certificate covers the basic fundamentals of developing applications to run on a variety of mobile devices. Upon completion, students will be able to develop applications for the android and the iOS platforms. Skills needed to distribute and market mobile apps using current business strategies for the mobile environment are also covered.

**Enrollment Process:** See page 24 under Enrollment Process.

**Academic Requirements:** To graduate from this program, students must complete all required coursework with a "C-" grade or above and earn a minimum 2.0 grade point average.

**Minimum Credits:** 21

*Course Sequence*

Fall	Course Title	Credits
CIS:101	Computer Ethics	3.0
CIS:122	Programming Logic and Design	3.0
CIS:171	Java	3.0
CIS:177	iOS Programming	3.0

Spring	Course Title	Credits
MDT:101	Survey of Mobile Development Technologies	3.0
MDT:110	Android Applications Development I	3.0
MDT:120	Apple Applications Development I	3.0

## COMPUTER ANALYST - NETWORKING ADMINISTRATION AND TECH SUPPORT

**Campus Location:** Peosta

**Program Entry:** Enrollment may occur during any term. Fall term is the start of the program course sequence.

**Award:** Associate of Applied Science degree

**Description:** The Computer Analyst program offers two AAS 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 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.

**Enrollment Process:** See page 24 under Enrollment Process.

**Academic Requirements:** To graduate from this program, students must complete all required coursework with a "C-" grade or above and earn a minimum 2.0 grade point average.

**Minimum Credits:** 69

*Course Sequence*

Fall	Course Title	Credits
CIS:101	Computer Ethics	3.0
CIS:122	Programming Logic and Design OR	3.0
CIS:450	Project Lead the Way® - Computer Science Principles	3.0
CIS:197	Fundamentals of Web Design	3.0
NET:725	Networking Essentials	3.0
*SDV:179	The College Experience	3.0

Spring	Course Title	Credits
CIS:115	Intro to Large Computer Systems	1.0
CIS:207	Fundamentals of Web Programming	3.0
CIS:242	Information Security	3.0
ENG:105	Composition I	3.0
NET:156	Operating Systems	3.0
NET:684	TCP/IP for Networking	4.0

Summer	Course Title	Credits
SPC:112	Public Speaking	3.0
**	Psychology Elective	3.0

Fall	Course Title	Credits
CIS:303	Intro to Database	3.0
CIS:505	Structured Systems Analysis	4.0
NET:103	Troubleshooting	3.0
NET:153	Advanced Networking	4.0
NET:318	Windows Server and Workstation	3.0

Spring	Course Title	Credits
CIS:649	PC Clinic	2.0
NET:310	Virtual Machines	3.0
NET:402	Linux Network Administration	3.0
NET:946	Seminar	3.0
**	Math Elective	3.0

\*This Associate of Applied Science degree program requires a minimum of 15 credits of transfer-level general education electives from Communication, Humanities, Math, Science or Social Science. Three of these hours can include SDV:179 The College Experience. If The College Experience course is waived or transfers in for less than three credits, an additional general education elective is required.

**\*\*Electives:**

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

Psychology Electives: PSY:111, PSY:112, PSY:251

## COMPUTER TECHNOLOGY, NETWORKING AND PROGRAMMING

**Campus Location:** Calmar

**Program Entry:** Enrollment may occur during any term. Fall term is the start of the program course sequence.

**Award:** Associate of Applied Science degree

**Description:** The field of Computer Science has provided graduates automation tools for all careers. The Computer Technology, Networking and Programming program prepares for information technology employment by offering the technical skills necessary through a combination of classroom and hands-on experiences.

Four main educational tracks prepare students for challenging and well-paying information technology careers. The computer programming track exposes students to multiple levels and types of programming. There are over ten courses in this curriculum with programming requirements. The computer hardware track provides knowledge of computer circuitry, a knowledge base crucial to gaining confidence in the use of test equipment to troubleshoot computer hardware and networks. The eight courses in this track provide hands-on experiences with computer/digital circuitry and test equipment. Embedded in this degree are four Cisco Exploration courses, plus courses in Linux and Microsoft network operating systems, making up the computer networking track. The fourth track is comprised of the software applications courses and general education requirements that contribute to success in the field. These courses provide the abilities expected by employers hiring Computer Technology, Networking and Programming graduates.

Computer Technology, Networking and Programming graduates are needed in business and industry and the demand is high. A graduate of this program is well equipped for current and future information technology careers.

**Enrollment Process:** See page 24 under Enrollment Process.

**Academic Requirements:** To graduate from this program, students must complete all required coursework with a "C-" grade or above and earn a minimum 2.0 grade point average.

**Minimum Credits:** 73

*Course Sequence*

Fall	Course Title	Credits
CIS:125	Intro to Programming Logic with Language OR	3.0
CIS:450	Project Lead the Way® - Computer Science Principles	3.0
CIS:197	Fundamentals of Web Design	3.0
ELE:113	AC/DC Fundamentals	3.0
ELT:317	Digital Logic Circuits	2.0
NET:266	CCNA Routing and Switching: Introduction to Networks	3.0
*SDV:179	The College Experience	3.0

Spring	Course Title	Credits
BCA:212	Intro to Computer Business Applications	3.0
CIS:142	Computer Science	4.0
ELT:310	Digital Circuits	4.0
ENG:105	Composition I	3.0
NET:267	CCNA Routing and Switching: Routing and Switching Essentials	3.0

## Computer Technology, Networking and Programming Course Sequence Continued

Fall	Course Title	Credits
CIS:153	Data Structures	4.0
ELT:613	Microprocessors	4.0
GIS:111	Intro to Geographical Information Systems	3.0
MAT:156	Statistics	3.0
NET:268	CCNA Routing and Switching: Scaling Networks	3.0
NET:453	UNIX	3.0

Spring	Course Title	Credits
ELT:118	Programmable Controllers	2.0
ELT:180	Microcontroller Applications	2.0
NET:107	Hardware/Software Installation and Troubleshooting	3.0
NET:269	CCNA Routing and Switching: Connecting Networks	3.0
NET:318	Windows Server and Workstation	3.0
SPC:112	Public Speaking	3.0
	Psychology Elective (transfer-level)	3.0

\*This Associate of Applied Science degree program requires a minimum of 15 credits of transfer-level general education electives from Communication, Humanities, Math, Science or Social Science. Three of these hours can include SDV:179 The College Experience. If The College Experience course is waived or transfers in for less than three credits, an additional general education elective is required.

## COMPUTERIZED NUMERICAL CONTROL (CNC) MACHINIST TECHNICIAN

**Campus Location:** Peosta

**Program Entry:** Enrollment may occur during any term. Fall term is the start of the program course sequence.

**Award:** Diploma

**Description:** Being trained as a CNC Machinist provides students opportunities to succeed in advanced manufacturing facilities. The program provides the skills necessary to do a safe setup and operation of manual machines including lathes, mills, grinders, saws and hand tools. You will learn to operate, setup and program CNC mills and lathes, design and program using CAD/CAM systems, learn proper inspection techniques, and become well versed in blueprint reading. The CNC Machinist program will prepare you for successful employment in a manufacturing career.

**Enrollment Process:** See page 24 under Enrollment Process. Applicants to this program do not need to complete the ALEKS® math assessment.

**Program Requirements:** During term 1, while enrolled in MFG:241, students will complete a 10-hour OSHA training course through Career Safe Online.

**Academic Requirements:** To graduate from this program, students must complete all core coursework with a "C-" grade or above and earn a minimum 2.0 grade point average.

**Minimum Credits:** 43.5

*Course Sequence*

Fall	Course Title	Credits
BCA:212	Intro to Business Computer Applications	3.0
MFG:127	Manufacturing Print Reading Module II	1.5
MFG:161	Intro to Precision Measurement and Inspection Fundamentals	2.0
MFG:241	Machine Operations I	3.0
MFG:293	Intro to Basic CNC Mill Operations	1.0
MFG:295	Intro to Basic CNC Lathe Operations	1.0
MFG:344	Intro to CNC Lathe Programming	1.0
MFG:345	Intro to CNC Mill Programming	1.0
SDV:179	The College Experience	3.0

Spring	Course Title	Credits
COM:723	Workplace Communications OR	3.0
ENG:105	Composition I	3.0
MFG:143	Manufacturing Print Reading Module III	1.5
MFG:144	Manufacturing Print Reading Module IV	1.5
MFG:223	CAD/CAM	2.0
MFG:242	Advanced Machine Operations I	4.0
MFG:304	CNC Machining II	2.0
MFG:346	CNC Programming Lab	1.0
*	Math Elective	3.0

Summer	Course Title	Credits
MFG:243	Advanced Machine Operations II	4.0
MFG:316	Intro to Manufacturing Processes	1.0
MFG:347	Intermediate CNC Programming	1.0
SDV:224	Coop Career Experience III	3.0

**\*Electives:**

Math Electives: MAT:744, MAT:772, MAT:773

## CONSTRUCTION BUSINESS MANAGEMENT

**Campus Location:** Calmar, Peosta

**Program Entry:** Enrollment may occur during any term. Summer term is the start of the program course sequence.

**Award:** Diploma

**Description:** Construction Business Management prepares you for entry-level positions in a diverse field of construction management fields including, but not limited to, project managers, crew supervisors, material estimators, general contractors and material distribution centers. Coursework includes construction, marketing, business and general education classes.

This diploma program offers classes in subject areas such as drafting and design, construction theory and building codes, materials estimating, financial accounting and business marketing.

There is a steady demand for trained individuals for supervisory and management positions in lumber and general material distribution centers, material estimators, drafting and design centers and project supervision and management. This program prepares you by providing general construction training along with marketing and business classes which enable graduates to understand how to successfully manage a construction business or material distribution center.



**Enrollment Process:** See page 24 under Enrollment Process.

**Program Requirements:** Prior to the completion of Term 1, students are required to provide their program faculty with a copy of their First Aid/CPR certificate.

**Minimum Credits:** 44

*Course Sequence*

Summer	Course Title	Credits
CON:111	Basic Drafting	2.0
CON:113	Construction Printreading	2.0
SDV:179	The College Experience	3.0
*	Communication Elective	3.0

Fall	Course Title	Credits
ACC:115	Intro to Accounting	4.0
CAD:104	Computer Aided Drafting OR	3.0
CAD:172	Intro to CAD: AutoCAD	2.0
CON:383	Building Codes and Specifications	3.0
CON:391	Construction II	3.0
MAT:773	Applied Math II	3.0
MGT:102	Principles of Management	4.0

Spring	Course Title	Credits
BCA:212	Intro to Computer Business Applications	3.0
BUS:185	Business Law I	3.0
CON:385	Construction Estimating	3.0
CON:393	Construction III	3.0
MKT:110	Principles of Marketing	3.0

Note: CAD:172 will be offered in the spring at the Calmar Campus.

**\*Electives:**

Communication Electives: COM:723, ENG:105, SPC:112

## CONSTRUCTION TECHNOLOGY

**Campus Location:** Peosta

**Program Entry:** Enrollment may occur during any term. Summer term is the start of the program course sequence.

**Award:** Associate of 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 to 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.

The NICC Construction Technology program is recognized by the Master Builders of Iowa through the National Center for Construction Education and Research.

**Enrollment Process:** See page 24 under Enrollment Process.

**Program Requirements:** Prior to the completion of Term 1, students are required to provide their program faculty with a copy of their First Aid/CPR certificate.

During term one, while enrolled in CON:398, students will complete a ten-hour OSHA training course online through Career Safe Online.

**Minimum Credits:** 80

*Course Sequence*

Summer	Course Title	Credits
CON:111	Basic Drafting	2.0
CON:113	Construction Printreading	2.0
CON:388	Basic Construction Skills	1.5
CON:397	Construction I	2.0
CON:398	Construction Lab I	4.5

Fall	Course Title	Credits
CON:100	Basic Carpentry	1.0
CON:336	Care/Use of Hand/Power Tools	1.0
CON:391	Construction II	3.0
CON:395	Construction Lab II	8.5
MAT:773	Applied Math II	3.0
SDV:179	The College Experience	3.0

Spring	Course Title	Credits
CON:209	Intro to Drywall	1.0
CON:369	Cabinet Installation	1.0
CON:370	Interior Doors and Hardware	1.0
CON:393	Construction III	3.0
CON:396	Construction Lab III	7.5
*	Communication Elective	3.0

Fall	Course Title	Credits
BCA:212	Intro to Computer Business Applications	3.0
CAD:104	Computer Aided Drafting OR	3.0
CAD:172	Intro to CAD: AutoCAD	2.0
CON:382	Construction IV	5.0
CON:383	Building Codes and Specifications	3.0
	Psychology Elective (transfer-level)	3.0

Spring	Course Title	Credits
CAD:175	Advanced CAD: AutoCAD	2.0
CON:384	Cabinet Making	5.0
CON:385	Construction Estimating	3.0
ENV:115	Environmental Science	3.0
	Social Science Elective (transfer-level)	3.0

It is suggested that all AAS students work in commercial construction during the summer between their term three and term four semesters.

**\*Electives:**

Communication Electives: COM:723, ENG:105, SPC:112

## COSMETOLOGY

**Campus Location:** Calmar

**Program Entry:** Students may start the program course sequence fall or spring term.

**Award:** Associate of Applied Science

**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. It 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 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.

This program prepares students with professional skills and practices in enhancing the hair, skin, and nails. It incorporates up-to-date trends as well as basic foundational techniques. Once one has gained a professional license, the possibilities are endless to what one can become, such as: a hair colorist, texture specialist, hairstyling artist, certified educational trainer, cosmetic chemist, artificial nail expert, owner of a salon or spa, platform artist, or work on a cruise ship. Equipment, supplies, and courses are contemporary, accurate, and based on present cosmetology practices.

Cosmetology students are required by the state of Iowa to complete a minimum of 70 credits in a Cosmetology program. NICC students finish the program when they complete the state credit hour requirements and meet individual course requirements.

Students are required to wear black slacks, shoes and socks and an approved lab coat in the salon.

**Enrollment Process:** See page 24 under Enrollment Process.

**Academic Requirements:** Students enrolled in health occupations programs must complete all required coursework with a "C-" grade or above and earn a minimum 2.0 grade point average to graduate from the program.

**Program Requirements:** Prior to the Mentorship Experience students are 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.

The College has contracted the services of Certified Background and CastleBranch to review and monitor drug testing. Students will submit the following documentation to their website prior to the designated date:

- Drug testing - prior to clinical participation, random, post-incident/accident and suspicion. Students are required to be substance-free throughout the program.
- In addition to meeting the above listed requirements upon admission, students must maintain these requirements throughout the program. Failure to remain compliant will result in denial for clinical participation. Clinical participation is required for program completion.
- Random drug screens will also be conducted on students while enrolled in the program.

Note: A positive report on the drug screen may prevent you from acceptance into clinical and completion of the program.

**Minimum Credits:** 70.5

*Course Sequence*

Fall	Course Title	Credits
COM:723	Workplace Communications	3.0
COS:110	Basic Principles in Cosmetology	4.0
COS:159	Practical Cosmetology Skills I	6.0
PSY:112	Psychology of Human Relations	3.0
SDV:179	*The College Experience	3.0

Spring	Course Title	Credits
ART:101	Art Appreciation	3.0
COS:114	Chemical Services II	2.0
COS:119	Practical Cosmetology Skills II	7.0
COS:156	Chemical Services I	3.0
COS:172	Practical Cosmetology Skills III	6.0

Summer	Course Title	Credits
ENV:115	Environmental Science	3.0
COS:121	Practical Cosmetology Skills IV	7.0
COS:157	Legal Aspects of Cosmetology	1.0
COS:171	Salon Management	1.0

Fall	Course Title	Credits
COS:112	Care of Skin and Scalp	2.0
COS:155	Haircutting and Styling Techniques	1.0
COS:170	Cosmetology Mentoring	1.5
COS:173	Practical Cosmetology Skills V	6.0
COS:174	Practical Cosmetology Skills VI	6.0
COS:175	Comprehensive Cosmetology Review	2.0

\*This Associate of Applied Science degree program requires a minimum of 15 credits of transfer-level general education electives from Communication, Humanities, Math, Science or Social Science. Three of these hours can include SDV:179 The College Experience. If The College Experience course is waived or transfers in for less than three credits, an additional general education elective is required.

## DAIRY SCIENCE TECHNOLOGY

**Campus Location:** Calmar

**Program Entry:** Enrollment may occur during any term. Fall term is the start of the program course sequence.

**Award:** Associate of Applied Science degree

**Description:** NICC is recognized globally for Dairy Science education. The world-class facilities at Iowa's Dairy Center are one-of-a-kind. Students are in a classroom environment and within minutes they move to a modern dairy facility for hands-on practical education.

Iowa's Dairy Center has the latest in Dairy Science technology for training the next generation of dairy professionals. The facility includes a robotic milking system, as well as the traditional parallel and herringbone parlors. Additionally, the Dairy Center has modern calf, heifer and dry cow facilities. Furthermore, the Dairy Center offers the latest in agronomic/soil conservation practices producing high quality forages for the dairy operation.

The Dairy Science Technology program boasts a multitude of successful alumni. Career opportunities include, but are not limited to the following:

- Returning, modernizing and becoming the next generation of their family dairy business.
- Management positions on progressive, modern dairy operations.
- Dairy service industry careers which include the AI industry, milking equipment positions (especially robotics), dairy field representatives, dairy feed sales and veterinary clinics.
- Starting their own dairy farm operations.

Dairy Science students are trained in many areas of animal husbandry including, but not limited to the following:

- Artificial insemination
- Vaccinations and treatments including IV, Sub-Q and IM
- Ration evaluation, balancing, mixing and delivery
- Feed harvest, storage and nutrient testing
- Genomics and sire selection
- Milk sampling, culturing and milk harvest prep procedures
- Milk marketing and feed purchasing
- Facility design of parlors, freestalls and manure storage
- Neonatal care of dairy calves, plus replacement heifers
- Financial analysis, including cost of production and profitability

Students may be responsible for providing their own transportation to field trips.

**Enrollment Process:** See page 24 under Enrollment Process.

**Minimum Credits:** 77

*Course Sequence*

Fall	Course Title	Credits
AGA:114	<sup>1</sup> Principles of Agronomy	3.0
AGB:330	Farm Business Management	3.0
AGS:101	Working with Animals	2.0
AGS:111	Intro to Dairy Science	1.0
AGS:114	<sup>2</sup> Survey of the Animal Industry	2.0
AGS:344	Agriculture Equipment, Selection, Operation and Maintenance	1.0
AGS:354	Applied Animal Selection and Improvement	2.0
*SDV:179	The College Experience	3.0

Spring	Course Title	Credits
AGB:235	Intro to Agriculture Markets	3.0
AGB:333	Applied Farm Financial Management	2.0
AGS:331	Animal Reproduction	3.0
AGS:334	Applied Reproductive Techniques	2.0
AGS:335	Principles of Milk Production	3.0
AGS:336	Dairy Management Lab I	2.0
AGS:805	Dairy Internship I	2.0
SPC:112	Public Speaking	3.0

Summer	Course Title	Credits
AGS:346	Dairy Robotics	1.0
AGS:944	Issues Facing Animal Science	1.0

Fall	Course Title	Credits
AGB:466	Agricultural Finance	3.0
AGS:242	Animal Health	3.0
AGS:244	Applied Animal Disease Prevention and Treatment	2.0
AGS:337	Principles of Dairy Production	3.0
AGS:339	Dairy Management Lab II	2.0
AGS:353	Animal Genetics	3.0
COM:723	Workplace Communications OR	3.0
ENG:105	Composition I	3.0

Spring	Course Title	Credits
AGA:212	Grain and Forage Crops	4.0
AGB:245	Agricultural Risk Management OR	3.0
AGB:336	Agricultural Selling	3.0
AGS:319	Animal Nutrition	3.0
AGS:326	Applied Ration Balancing and Feeding	2.0
AGS:342	Dairy Business Analysis	1.0
BIO:248	Intro to Bioscience Technology OR	4.0
ENV:115	Environmental Science	3.0
PSY:112	Psychology of Human Relations	3.0

\*This Associate of Applied Science degree program requires a minimum of 15 credits of transfer-level general education electives from Communication, Humanities, Math, Science or Social Science. Three of these hours can include SDV:179 The College Experience. If The College Experience course is waived or transfers in for less than three credits, an additional general education elective is required.

**Articulation** can be achieved by taking the following at your high school, or equivalent:

<sup>1</sup> Crop Science

<sup>2</sup> Animal Science

## DENTAL ASSISTING

**Campus Location:** Peosta

**Program Entry:** Enrollment may occur during any term. Fall term is the start of the program course sequence.

**Award:** Diploma

**Description:** The Dental Assisting curriculum is career-oriented. It prepares students 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. After graduation, students have the flexibility of being employable nationwide.

The program is accredited by the Commission on Dental Accreditation (CODA) ([www.ada.org/code](http://www.ada.org/code)) 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 and can be contacted at 312.440.4653 or at 211 East Chicago Avenue, Chicago, IL 60611.

Upon successful completion of the program, the student is eligible to take the Iowa Dental Board state registration exams to become a Registered Dental Assistant (RDA). Graduates are also eligible to take examinations prepared by the Dental Assisting National Board to become a Certified Dental Assistant (CDA).

**Program Admission:** In addition to the College enrollment process outlined on page 24, applicants must be a high school graduate or equivalent and achieve a minimum ACCUPLACER CLASSIC® reading score of 70 or ACCUPLACER NEXT GENERATION® reading score of 250. ACT® or ACT Compass® scores are also acceptable.

**Academic Requirements:** Students enrolled in health occupations programs must complete all required coursework with a "C-" grade or above and earn a minimum 2.0 grade point average to graduate from the program.

**Program Requirements:** The College has contracted the services of CastleBranch to review and monitor background checks, health records, training requirements and drug testing. Students will submit the following documentation to their website prior to the designated date:

- Background check - includes a nationwide criminal history search and child, dependent adult and sex offender registry checks. Background checks will be evaluated per the College's Background Check policy. Clinical participation is dependent on this evaluation.
- Health records - physical and immunizations (MMR, varicella, Hepatitis B, 2 step TB, Tdap and influenza)
- Training - CPR (American Heart Association Health Care Professional BLS or American Red Cross CPR for Healthcare Providers, mandatory reporter of child and dependent adult abuse, and HIPAA training)
- Drug testing - prior to clinical participation, random, post incident/accident and suspicion. Students are required to be substance free throughout the program.
- Health insurance - students are required to maintain health insurance throughout the program.

In addition to meeting the above listed requirements, students must maintain these requirements throughout the program. Failure to remain compliant will result in denial for clinical participation. Clinical participation is required for program completion.

**Minimum Credits:** 45.25

*Course Sequence*

Fall	Course Title	Credits
DEA:203 *	Applied Anatomy and Physiology OR Science Elective	1.5 1.5
DEA:250	Dental Science	4.5
DEA:310	Dental Radiography I	2.25
DEA:410	Dental Materials I	1.5
DEA:511	Principles of Dental Assisting	5.25
SDV:179	The College Experience	3.0

Spring	Course Title	Credits
DEA:261	Dental Science II	2.25
DEA:321	Dental Radiography II	2.0
DEA:418	Dental Materials II	3.0
DEA:570	Dental Clinic Internship	1.5
DEA:571	Dental Externship I	1.75
DEA:601	Dental Specialties	4.75
*	Communication Elective	3.0

Summer	Course Title	Credits
DEA:563	Dental Externship II	4.0
DEA:704	Dental Office Procedures	2.0
PSY:111	Intro to Psychology OR	3.0
PSY:112	Psychology of Human Relations	3.0

Note: Students may be required to take some courses in an online or hybrid format.

**\*Electives:**

Communication Electives: COM:723, ENG:105, SPC:112

Science Electives: BIO:157; or BIO:158; or BIO:168 and BIO:173

## DIESEL MECHANICS

**Campus Location:** Peosta

**Program Entry:** Enrollment may occur during any term. Fall term is the start of the program course sequence.

**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.

**Enrollment Process:** See page 24 under Enrollment Process. Applicants to this program do not need to complete the ALEKS® math assessment.

**Program Requirements:** Prior to the completion of Term 1, students are required to provide their program faculty with a copy of their First Aid/CPR certificate.

**Minimum Credits:** 48

*Course Sequence:*

Fall	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
SDV:135	Job Seeking Skills	1.0
SDV:179	The College Experience	3.0
WEL:330	Welding Fundamentals	1.0

Spring	Course Title	Credits
AUT:321	Automotive Transmissions	2.0
COM:723	Workplace Communications	3.0
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

Summer	Course Title	Credits
DSL:733	Air Conditioning	3.0
DSL:803	Equipment Repair - General	6.0
MAT:772	Applied Math	3.0

## EARLY CHILDHOOD

**Campus Location:** Calmar, Peosta

**Program Entry:** Enrollment may occur during any term. Fall term is the start of the program course sequence.

**Award:** Diploma

**Description:** The Early Childhood Education diploma program prepares students for careers working with children 0-8 years of age in a variety of educational settings. Students enrolled in the program receive education in the guidance and supervision of young children during indoor and outdoor activities, as well as the development and delivery of curriculum in dramatic play, art, music, literature, language, science, math, and health. They also develop an understanding of the principles of child development, safety procedures, assessment and evaluation, communication skills, and nutritional needs. Graduates are employed as early childhood professionals in child care centers, child development in-home provider settings, preschools, and public or private schools working with infants, toddlers, preschoolers, or school-age children.

**Enrollment Process:** See page 24 under Enrollment Process. Applicants to this program do not need to complete the ALEKS® math assessment.

**Academic Requirements:** To graduate from this program, students must complete all required coursework with a "C-" grade or above and earn a minimum 2.0 grade point average. Students not receiving a minimum of a "C-" grade in the prerequisite courses for ECE:920 will not be allowed into Field Experience.

**Program Requirements:** Prior to the designated dates, students will be required to complete the following:

- Background check (Iowa, FBI and abuse registry checks)
- Iowa DHS Child Care Provider physical examination
- Drug testing (students are required to be substance-free throughout the program)

### Training:

- First Aid and CPR that includes infant, child and adult CPR and may be taken through NICC Business and Community Solutions
- Mandatory Reporter
- Universal Precautions/Bloodborne Pathogens

In addition to meeting the above listed requirements, students must maintain these requirements throughout the program. Failure to remain compliant will result in denial or removal from field placement. Field placement is required for program completion.

*Note:* A positive report on the criminal dependent adult abuse, child abuse background screening or drug screen may prevent you from being accepted for Field Experience placement and completion of the program. All screening costs are the responsibility of the student.

**Minimum Credits:** 34

*Course Sequence*

Fall	Course Title	Credits
ECE:103	Intro to Early Childhood Education	3.0
ECE:133	Child Health, Safety, and Nutrition	3.0
ECE:158	Early Childhood Curriculum I	3.0
ECE:243	Early Childhood Guidance	3.0
ECE:343	Early Childhood Guidance Lab	1.0
*SDV:179	The College Experience	3.0

Spring	Course Title	Credits
COM:723	Workplace Communications	3.0
ECE:159	Early Childhood Curriculum II	3.0
ECE:170	Child Growth and Development	3.0
ECE:221	Infant/Toddler Care and Education	3.0
ECE:290	Early Childhood Program Administration	3.0
ECE:359	ECE Curriculum II Lab	1.0
ECE:920	Field Experience/ECE	2.0

\*This diploma program requires a minimum of 6 credits of general education electives (excluding Developmental courses) from Communication, Humanities, Math, Science or Social Science). Three of these hours can include SDV:179 The College Experience. If The College Experience course is waived or transfers in for less than three credits, an additional general education elective is required.

## EARLY CHILDHOOD EDUCATION

**Campus Location:** Calmar, Peosta

**Program Entry:** Enrollment may occur during any term. Fall term is the start of the program course sequence.

**Award:** Certificate

**Description:** The Early Childhood Education certificate is comprised of four courses and can be completed in one or two semesters. It is intended to provide the latest information and skills needed for an entry-level position in a child care program. This certificate meets the requirements for clock hours of formal child care education required for the Child Development Associate (CDA) credential. Additional requirements that meet the work hours required for the CDA credential can be obtained in the Early Childhood diploma program. Upon completion of the certificate program, successful students will be prepared to practice appropriate guidance techniques, recognize and carry out appropriate activities and assessment for young children, maintain a healthy and safe setting and be able to communicate effectively with children and families.

Essential skills needed for a career in the field of early childhood education include the ability to maintain awareness of active children in a group setting, to engage in multiple tasks and activities with children, to respond quickly and appropriately to children's changing needs and to keep children safe.

**Enrollment Process:** See page 24 under Enrollment Process. Applicants to this program do not need to complete the ALEKS® math assessment.

**Academic Requirements:** To earn a certificate, students must complete all required coursework with a "C-" grade or above and earn a minimum 2.0 grade point average.

**Minimum Credits:** 12

## Early Childhood Education Course Sequence

Fall	Course Title	Credits
ECE:103	Intro to Early Childhood Education	3.0
ECE:133	Child Health, Safety, and Nutrition	3.0
ECE:158	*Early Childhood Curriculum I (Option 1)	3.0
ECE:243	Early Childhood Guidance	3.0

Spring	Course Title	Credits
ECE:221	*Infant/Toddler Care and Education (Option 1)	3.0

\*Only one Option 1 course is required

## ENGINEERING TECHNOLOGY

**Campus Location:** Peosta

**Program Entry:** Enrollment may occur during any term. Fall term is the start of the program course sequence.

**Award:** Associate of Applied Science degree

**Description:** Engineering technicians are vital members of an engineering team. Technicians provide technical support and assistance throughout the design and manufacturing process.

The Engineering Technology program is designed to educate and train skilled technicians needed for the design and development of new products from concept to completion, analysis and design of production systems and processes involved in manufacturing operations and services, implementation of quality control and continuous improvement processes and the application of lean principles. Engineering Technology students will develop a multi-discipline skill base, preparing them for the high-level tasks they are required to excel in today's global market place.

**Program Admission:** In addition to the College enrollment process outlined on page 24, applicants must be a high school graduate or equivalent and achieve a minimum ALEKS® score of 30. ACT® or ACT Compass® scores are also acceptable.

**Program Requirements:** During term 1, students will complete a ten-hour OSHA training course online through Career Safe Online, or provide an equivalent.

**Academic Requirements:** To graduate from this program, students must complete all core coursework with a "C" grade or above and earn a minimum 2.0 grade point average.

**Minimum Credits:** 71.5

### Course Sequence

Fall	Course Title	Credits
BCA:212	Intro to Computer Business Applications	3.0
EGR:400	Project Lead the Way® - Intro to Engineering Design	3.0
MAT:744	Technical Math	4.0
MFG:127	Manufacturing Print Reading Module II	1.5
MFG:161	Intro to Precision Measurement and Inspection Fundamentals	2.0
MFG:195	Manufacturing Processes I	2.0
SDV:179	The College Experience	3.0

Spring	Course Title	Credits
EGT:173	Manufacturing Materials	2.0
EGT:266	Parametric Modeling II	3.0
MAT:747	Technical Math II	4.0
MFG:143	Manufacturing Print Reading Module III	1.5
MFG:144	Manufacturing Print Reading Module IV	1.5
PHY:710	Technical Physics	3.0
WEL:110	Welding Blueprint Reading	2.0

Summer	Course Title	Credits
COM:723	Workplace Communications	3.0
EGT:800	Internship	3.0
PSY:112	Psychology of Human Relations	3.0

Fall	Course Title	Credits
ELE:172	Fundamentals of Fluid Dynamics	3.0
ELT:171	Programmable Logic Controllers (PLCs)	3.0
MAT:156	Statistics	3.0
MFG:141	Geometric Dimensioning and Tolerancing	2.0
MFG:293	Intro to Basic CNC Mill Operations	1.0
MFG:295	Intro to Basic CNC Lathe Operations	1.0
MFG:505	Lean Manufacturing	1.0
WEL:119	Maintenance Welding OR	1.0
WEL:330	Welding Fundamentals	1.0

Spring	Course Title	Credits
BUS:121	Business Communications	3.0
EGT:470	Project Lead the Way® - Engineering Design and Development	3.0
ELE:113	AC/DC Fundamentals	3.0
IND:195	Mechanical Drives	3.0

End of courses assessment of 6 or above converts EGT to an EGR credit.

EGR:470 credit given upon portfolio review (no end of course assessment given via PLTW).

## FINANCE

**Campus Location:** Online

**Program Entry:** Enrollment may occur during any term. Fall term is the start of the program course sequence.

**Award:** Associate of Applied Science degree

**Description:** The Finance program provides a course of study which readily transfers 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. The general education courses completed for the program are useful whether you continue your formal education at a four-year college or enter the workforce. The program is a useful beginning if you plan to get a professional degree in finance, banking, securities or other related disciplines.

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



**Minimum Credits:** 65*Course Sequence*

Fall	Course Title	Credits
ACC:152	Financial Accounting	4.0
FIN:101	Principles of Banking	3.0
FIN:122	Personal Finance	4.0
MGT:102	Principles of Management	4.0
SDV:179	The College Experience	3.0

Spring	Course Title	Credits
ACC:156	Managerial Accounting	4.0
BCA:212	Intro to Computer Business Applications	3.0
FIN:170	Intro to Commercial Lending	3.0
PSY:112	Psychology of Human Relations	3.0
SPC:112	Public Speaking	3.0

Fall	Course Title	Credits
ECN:120	Principles of Macroeconomics	3.0
ENG:105	Composition I	3.0
FIN:114	Commercial Banking	3.0
MAT:120	College Algebra OR	3.0
MAT:156	Statistics	3.0
MKT:140	Principles of Selling	3.0

Spring	Course Title	Credits
ACC:222	Cost Accounting	4.0
BUS:185	Business Law I	3.0
BUS:265	Risk Management	3.0
ECN:130	Principles of Microeconomics	3.0
MGT:215	Principles of Financial Management	3.0

## FIREFIGHTING SPECIALIST

**Campus Location:** Calmar, Peosta**Program Entry:** Enrollment may occur during any term. Fall term is the start of the program course sequence.**Award:** Associate of 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 Center for Agricultural Safety. This program will expand a firefighter's knowledge and develop leadership for emergency response.

**Program Admission:** In addition to the College enrollment process outlined on page 24, applicants must be affiliated with a volunteer or paid fire department.**Academic Requirements:** To receive an Associate of 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. These 33 credits, in addition to the 32 NICC credits, will meet 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.

**Minimum Credits:** 65.5*Course Sequence*

Fall	Course Title	Credits
BCA:112	Intro to Data Processing OR	3.0
BCA:212	Intro to Computer Business Applications	3.0
ENG:105	Composition I	3.0
FIR:320	**Essentials of Firefighter I	4.0
FIR:338	***Technical Agricultural Rescue	1.0
MGT:102	Principles of Management	4.0
SDV:179	The College Experience	3.0

Spring	Course Title	Credits
CHM:110	Intro to Chemistry	3.0
CHM:111	Intro to Chemistry Lab	1.0
SPC:112	Public Speaking	3.0
*	Fire Science Elective	3.0
*	Math Elective	3.0

Summer	Course Title	Credits
FIR:280	**Instructional Techniques for Fire Service Training (Fire Instruction I)	3.0
FIR:301	**Fire Department Officer I	3.0
FIR:325	**Essentials of Firefighting II	2.0
FIR:948	<sup>1</sup> Special Topics	1.5
PHI:105	Intro to Ethics	3.0
*	Fire Science Elective	4.0

Fall	Course Title	Credits
FIR:306	**Fire Inspection Principles and Practices	3.0
FIR:322	**Hazardous Materials: Operations Level	1.0
PSY:111	Intro to Psychology OR	3.0
PSY:112	Psychology of Human Relations	3.0
*	<sup>2</sup> Fire Science Electives	8.0
	Physics Elective	3.0

**\*Electives:**

Students must take 15 credits of Fire Science electives:

FIR:201	Incident Command Series I
FIR:202	Incident Command Series II
FIR:203	Incident Command Series III
FIR:210	Incident Safety Officer
FIR:302	Fire Department Officer II
FIR:308	Health and Safety Officer
FIR:309	Strategy and Tactics for Initial Company Operations
FIR:312	Arson Detection for First Responders
FIR:391	Preparing for Initial Company Operations
FIR:392	Decision Making for Company Operations

FIR:393 Training Operations In Small Departments  
 FIR:401 Leadership I  
 FIR:402 Leadership II  
 FIR:403 Leadership III  
 or related fire service coursework

Math Electives: MAT:128, MAT:130, MAT:210, MAT:216, MAT:219, MAT:744

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

\*\*\*Offered through National Education Center for Agriculture Safety (NECAS), Peosta, Iowa

<sup>1</sup> Driver Operator; Pumping

<sup>2</sup> Students with a terminal EMS certificate are awarded 5 credits towards the electives, EMT or EMT B, Advanced EMT or Iowa Paramedic, Paramedic or Paramedic Specialist (State of IA or National Registry).

## GAS UTILITY CONSTRUCTION AND SERVICE

**Campus Location:** Peosta

**Program Entry:** Enrollment may occur during any term. Fall term is the start of the program course sequence.

**Award:** Diploma

**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. When students enter into the industry, they will be subject to a drug screening per federal guidelines.

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
- Have the opportunity to secure a Commercial Drivers License (CDL)

**Enrollment Process:** See page 24 under Enrollment Process.

**Program Requirements:** Prior to the completion of Term 1, students are required to provide their program faculty with a copy of their First Aid/CPR certificate.

During term 1, while enrolled in UTL:100, students will complete a ten-hour OSHA training course online through Career Safe Online.

**Minimum Credits:** 46

*Course Sequence:*

Fall	Course Title	Credits
MAT:772	Applied Math	3.0
SDV:179	The College Experience	3.0
UTL:100	Gas Utility Field Training I	4.0
UTL:200	Gas Utility Field Training II	5.0
UTL:230	Gas Appliances	3.0

Spring	Course Title	Credits
COM:723	Workplace Communications OR	3.0
SPC:112	Public Speaking	3.0
ELE:113	AC/DC Fundamentals	3.0
IND:118	Commercial Drivers License	1.0
UTL:210	Pipeline Integrity	3.0
UTL:220	Regulation and Measurement	3.0
WEL:303	Pipe Welding/SMAW	3.0

Summer	Course Title	Credits
UTL:240	OQ Modules (Operator Qualification)	3.0
UTL:300	Gas Utility Field Training III	5.0
UTL:400	Gas Utility Field Training IV	4.0

## GRAPHIC DESIGN

**Campus Location:** Peosta

**Program Entry:** Enrollment may occur during any term. Fall term is the start of the program course sequence.

**Award:** Associate of Applied Science degree

**Description:** The Graphic Design program is a design-based educational program that equips students with the 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.

**Enrollment Process:** See page 24 under Enrollment Process.

**Minimum Credits:** 69

*Course Sequence*

Fall	Course Title	Credits
GRA:139	PhotoShop	3.0
GRA:156	History of Graphic Design	3.0
GRA:179	Publication Software	3.0
GRA:216	Exploring Photography	3.0
*SDV:179	The College Experience	3.0

Spring	Course Title	Credits
GRA:110	Graphic Arts Principles	3.0
GRA:129	Illustrator	3.0
GRA:151	Web Design	3.0
GRA:173	Typography	3.0
**	Math/Science Elective	3.0

Summer	Course Title	Credits
ANI:105	Intro to Animation	3.0
GRA:280	Audio/Video Production Basics	3.0
**	Sociology/Psychology Elective	3.0

Fall	Course Title	Credits
GRA:154	Advanced Web Design	3.0
GRA:210	Graphic Layout and Design	3.0
GRA:273	Advanced Typography	3.0
MKT:110	Principles of Marketing OR	3.0
MKT:150	Principles of Advertising	3.0
ENG:105	College Composition I	3.0

Spring	Course Title	Credits
GRA:214	Electronic Prepress and Printing	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
SPC:112	Public Speaking	3.0

\*This Associate of Applied Science degree program requires a minimum of 15 credits of transfer-level general education electives from Communication, Humanities, Math, Science or Social Science. Three of these hours can include SDV:179 The College Experience. If The College Experience course is waived or transfers in for less than three credits, an additional general education elective is required.

#### \*\*Electives:

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

**Campus Location:** Online

**Program Entry:** Enrollment may occur during any term. Fall term is the start of the program course sequence.

**Award:** Associate of Applied Science degree

**Description:** The Health Information Technician (HIT) is a member of the healthcare team who ensures the quality of the medical records by verifying its completeness and accuracy and proper entry into electronic health record systems. The technician uses software applications to assemble and analyze patient data for the purpose of improving patient care and monitoring costs.

The HIT is a specialist in coding diagnoses and procedures using the International Classification of Diseases (ICD) and Current Procedural Terminology (CPT) utilized for healthcare reimbursement and research. Most HITs work in hospitals, but they are also found in physician practices, long-term care, home health agencies, mental health facilities, public health centers and cancer registries.

This program provides students with a working knowledge of anatomy and physiology, disease processes, informatics, legal and quality management principles, business and computer technology. Students will also learn the practical applications in coding, reimbursement, quality management, health statistics, release of information and data analysis, as well as the ability to utilize software applications that collect, store, process, retrieve and analyze health information.

The NICC HIT program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Program graduates are eligible to write the certification examination and earn a credential as a Registered Health Information Technician (RHIT) which is offered by the American Health Information Management Association (AHIMA).

**Program Admission:** In addition to the College enrollment process outlined on page 24, applicants must achieve a minimum ACCUPLACER CLASSIC® reading score of 70 or ACCUPLACER NEXT GENERATION® reading score of 250. ACT® or ACT Compass® scores are also acceptable.

**Academic Requirements:** Students enrolled in health occupations programs must complete all required coursework with a "C-" grade or above and earn a minimum 2.0 grade point average to graduate from the program.

**Program Requirements:** The College has contracted the services of CastleBranch to review and monitor background checks, health records, training requirements and drug testing. Students will submit the following documentation to their website prior to the designated date:

- Background check - includes a nationwide criminal history search and child, dependent adult and sex offender registry checks. Background checks will be evaluated per NICC's background check policy. Professional Practice Experience participation is dependent on this evaluation.
- Health records - physical and immunizations (MMR, varicella, Hepatitis B, 2 step TB, Tdap and influenza)
- Drug testing - prior to Professional Practice Experience, random, post-incident/accident and suspicion. Students are required to be substance-free throughout the program.

In addition to meeting the above listed requirements, students must maintain these requirements throughout the program. Failure to remain compliant will result in denial for Professional Practice Experience participation which is required for program completion.

**Minimum Credits:** 68

#### Course Sequence

Fall	Course Title	Credits
BCA:212	Intro to Computer Business Applications	3.0
BIO:168	Human Anatomy and Physiology I	4.0
HIT:320	Health Records Management	2.0
HIT:330	Health Care Delivery Systems	2.0
HSC:114	Medical Terminology	3.0
*SDV:179	The College Experience	3.0

Spring	Course Title	Credits
BIO:173	Human Anatomy and Physiology II	4.0
HIT:120	Pharmacology for HIT	1.0
HIT:215	Intro to CPT	2.0
HIT:233	ICD-10 Coding	4.0
HIT:421	Legal Aspects of Health Information	3.0
HIT:540	Professional Practice Experience I	1.5

Summer	Course Title	Credits
ENG:105	Composition I	3.0
MAP:532	Human Body: Health and Disease	3.0

## Health Information Technology Course Sequence Continued

Fall	Course Title	Credits
HIT:255	Advanced ICD-10-CM/PCS and Classification	4.0
HIT:280	CPT-4 Coding	3.0
HIT:292	Reimbursement Methodologies	2.0
HIT:340	Comparative Records	2.0
HIT:352	Health Information Systems	3.0
HUM:108	Cultural Diversity and Identity	3.0

Spring	Course Title	Credits
HIT:445	Quality Management of Organizational Resources	4.0
HIT:448	Information Governance	1.0
HIT:452	Health Data Statistics and Analysis	3.0
HIT:542	Professional Practice Experience II	2.5
HIT:945	Seminar	2.0

\*This Associate of Applied Science degree program requires a minimum of 15 credits of transfer-level general education electives from Communication, Humanities, Math, Science or Social Science. Three of these hours can include SDV:179 The College Experience. If The College Experience course is waived or transfers in for less than three credits, an additional general education elective is required.

## HEATING AND AIR CONDITIONING

**Campus Location:** Peosta

**Program Entry:** Enrollment may occur during any term. Fall term is the start of the program course sequence.

**Award:** Diploma

**Description:** The Heating and Air Conditioning program prepares students to install, maintain and operate heating and air conditioning equipment. Students will gain theoretical knowledge of operations by learning how to install, diagnose and repair electric and gas-fired furnaces, motors, compressors and evaporators, as well as following blueprints and design specifications. As part of the program, students will complete a ten-hour OSHA course.

**Program Admission:** In addition to the College enrollment process outlined on page 24, applicants must be a high school graduate or equivalent and achieve a minimum ALEKS® score of 15.

**Program Requirements:** Prior to the completion of Term 1, students are required to provide their program faculty with a copy of their First Aid/CPR certificate.

During term 1, students will complete a ten-hour OSHA training course online through Career Safe Online. This needs to be completed prior to the start of the spring semester and a copy of the card needs to be presented to the instructor to continue in the program.

**Certification/Licensure:** The EPA Freon Certification Test: The EPA certification to become certified in handling and purchasing freon will be given in the summer term.

**Minimum Credits:** 47.5

*Course Sequence:*

Fall	Course Title	Credits
ELE:117	DC Theory	5.0
ELE:118	AC Theory	5.0
HCR:108	Heating and Air conditioning Trade Codes	2.0
MAT:744	Technical Math OR	4.0
MAT:773	Applied Math II	3.0
SDV:179	The College Experience	3.0
WEL:330	Welding Fundamentals	1.0

Spring	Course Title	Credits
COM:723	Workplace Communications	3.0
HCR:122	Gas Furnaces	5.0
HCR:124	Hydronic Heat	1.0
HCR:128	Principles of Electric Heat	2.0
HCR:506	Air Distribution	3.0
HCR:515	Sheet Metal Fabrication	3.0

Summer	Course Title	Credits
HCR:141	Principles of Heat Pumps	3.0
HCR:202	Intro to Cooling	3.0
HCR:204	Principles of Air Conditioning	4.0
HCR:941	Practicum	1.5

## INDUSTRIAL ELECTRICIAN

**Campus Location:** Calmar

**Program Entry:** Enrollment may occur during any term. Fall term is the start of the program course sequence.

**Award:** Associate of 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. This 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 the 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.

Upon graduation, 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, Contractors and the State of Minnesota Board of Electricity and Dubuque Electrical Apprenticeship Trust which award apprenticeship credit to graduates.

**Program Admission:** In addition to the College enrollment process outlined on page 24, applicants must be a high school graduate or equivalent and achieve a minimum ALEKS® score of 30. ACT® or ACT Compass® scores are also acceptable.

**Program Requirements:** During term 1, students will complete a ten-hour OSHA training course online through Career Safe Online. This needs to be completed prior to the start of the spring semester and a copy of the card needs to be presented to the instructor to continue in the program.

**Minimum Credits:** 73

*Course Sequence:*

Fall	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
MAT:744	Technical Math	4.0
*SDV:179	The College Experience	3.0

Spring	Course Title	Credits
ELE:151	National Electrical Code I	3.0
ELE:173	Electrical Installation	5.0
ENG:105	Composition I	3.0
PHY:106	Survey of Physics	4.0
PSY:112	Psychology of Human Relations	3.0

Fall	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

Spring	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

\*This Associate of Applied Science degree program requires a minimum of 15 credits of transfer-level general education electives from Communication, Humanities, Math, Science or Social Science. Three of these hours can include SDV:179 The College Experience. If The College Experience course is waived or transfers in for less than three credits, an additional general education elective is required.

## INDUSTRIAL MAINTENANCE TECHNICIAN (AAS)

**Campus Location:** Peosta

**Program Entry:** Enrollment may occur during any term. Fall term is the start of the program course sequence.

**Award:** Associate of Applied Science degree

**Description:** The Industrial Maintenance Technician program provides comprehensive knowledge of different mechanical, hydraulic and electrical processes. Upon completing the program, students will have the base competencies to perform at a higher level in an industrial maintenance position.

The skills for installation, preventive maintenance, diagnostics and equipment repair remain in high demand. As such, employment opportunities as an industrial maintenance technician are excellent. Program graduates will find their skills in demand in hospitals, schools, manufacturing, industrial/processing, as well as on general building maintenance sites.

Whether a part of a large corporation or a small business entity, graduates are assured of a challenging but rewarding career with promising promotional potential.

**Program Admission:** In addition to the College enrollment process outlined on page 24, applicants must be a high school graduate or equivalent and achieve a minimum ALEKS® score of 15. ACT® or ACT Compass® scores are also acceptable.

**Program Requirements:** Prior to the completion of Term 1, students are required to provide their program faculty with a copy of their First Aid/CPR certificate.

During term 1, students will complete a ten-hour OSHA training course online through Career Safe Online, or provide an equivalent.

**Minimum Credits:** 67

*Course Sequence:*

Fall	Course Title	Credits
ELE:172	Fundamentals of Fluid Dynamics	3.0
IND:242	Identifying Industrial Networking Equipment	1.0
IND:134	Print Reading	2.0
HCR:403	Basic Electricity	4.0
MAT:773	Applied Math II	3.0
SDV:179	The College Experience	3.0

Spring	Course Title	Credits
COM:723	Workplace Communications	3.0
ELT:168	Instrumentation	3.0
IND:138	Electrical Installation and Repair	5.0
IND:139	National Electrical Code and Wiring	3.0
IND:192	Industrial Pumps	1.0
IND:195	Mechanical Drives	3.0

Fall	Course Title	Credits
BCA:212	Intro to Computer Business Applications	3.0
EGT:158	Fluid Power II/Pneumatics	2.0
ELE:203	Motor Control Circuits	4.0
ELT:171	Programmable Logic Controllers (PLCs)	3.0
IND:154	Solid State Components	3.0
WEL:119	Maintenance Welding	1.0

Spring	Course Title	Credits
ENG:105	Composition I OR	3.0
SPC:112	Public Speaking	3.0
IND:240	Industrial Power Sources	1.0
ENV:115	Environmental Science	3.0
HCR:202	Intro to Cooling	3.0
IND:198	Mechatronics	3.0
IND:911	On-the-Job Training	1.0
PSY:112	Psychology of Human Relations	3.0

## INDUSTRIAL MAINTENANCE TECHNICIAN (DIPLOMA)

**Campus Location:** Peosta

**Program Entry:** Enrollment may occur during any term. Fall term is the start of the program course sequence.

**Award:** Diploma

**Description:** See Industrial Maintenance Technician - AAS

**Enrollment Process:** See Industrial Maintenance Technician - AAS

**Program Requirements:** See Industrial Maintenance Technician - AAS

**Minimum Credits:** 34

*Course Sequence:*

Fall	Course Title	Credits
ELE:172	Fundamentals of Fluid Dynamics	3.0
IND:242	Identifying Industrial Networking Equipment	1.0
IND:134	Print Reading	2.0
HCR:403	Basic Electricity	4.0
MAT:773	Applied Math II	3.0
SDV:179	The College Experience	3.0

Spring	Course Title	Credits
COM:723	Workplace Communications	3.0
ELT:168	Instrumentation	3.0
IND:138	Electrical Installation and Repair	5.0
IND:139	National Electrical Code and Wiring	3.0
IND:192	Industrial Pumps	1.0
IND:195	Mechanical Drives	3.0

## JOHN DEERE TECH

**Campus Location:** Calmar

**Program Entry:** Enrollment may occur during any term. Fall term is the start of the program course sequence.

**Award:** Associate of Applied Science degree

**Description:** The John Deere TECH program is designed to upgrade the technical competence and professional level of the incoming John Deere dealership technician. It is supported by John Deere Company and operated by NICC. You will receive classroom lecture and real life laboratory experiences on John Deere products at the Calmar Campus and a unique opportunity to work at a John Deere dealership.

Each specialized subject is studied in the classroom and laboratory on campus, followed by related work experience at the dealership. Classroom instruction covers the basics as well as the latest developments in all John Deere agricultural and consumer products.

**Program Admission:** In addition to the College enrollment process outlined on page 24, applicants must secure a John Deere dealer sponsor prior to acceptance.

**Program Requirements:** Prior to the completion of Term 1, students are required to provide their program faculty with a copy of their First Aid/CPR certificate.

**Minimum Credits:** 79

*Course Sequence:*

Fall	Course Title	Credits
AGM:531	John Deere AMS/Implement Technology	3.5
AGM:532	John Deere Fundamentals and Safety	3.5
AGM:534	John Deere Hydraulics I	3.5
AGM:536	John Deere Electrical/Electronics I	3.5
ENG:105	Composition I OR	3.0
COM:723	Workplace Communications	3.0
*SDV:179	The College Experience	3.0

Spring	Course Title	Credits
AGM:543	John Deere Combines	4.0
AGM:807	John Deere Internship I	8.0

Summer	Course Title	Credits
AGM:516	John Deere Heating and Air Conditioning	2.0
AGM:535	John Deere Hydraulics II	3.5
AGM:538	John Deere Power Train	5.5
PSY:111	Intro to Psychology OR	3.0
PSY:112	Psychology of Human Relations	3.0

Fall	Course Title	Credits
AGM:544	John Deere Consumer Products/Engines	4.0
AGM:808	John Deere Internship II	8.0

Spring	Course Title	Credits
AGM:504	John Deere Welding	1.0
AGM:537	John Deere Electrical/Electronics II	3.5
AGM:540	John Deere Diesel Engines	3.5
AGM:541	John Deere Diesel and Fuel Systems/ Tractor Performance	3.5
AGM:542	John Deere Information Technology	3.5
SPC:112	Public Speaking	3.0
**	Math/Science Elective	3.0

\*This Associate of Applied Science degree program requires a minimum of 15 credits of transfer-level general education electives from Communication, Humanities, Math, Science or Social Science. Three of these hours can include SDV:179 The College Experience. If The College Experience course is waived or transfers in for less than three credits, an additional general education elective is required.

**\*\*Electives:**

Math/Science Electives: MAT:102, MAT:744, MAT:773, transfer-level Math Elective, transfer-level Science Elective

## LARGE ANIMAL VETERINARY TECHNICIAN

**Campus Location:** Calmar

**Program Entry:** Enrollment may occur during any term. Fall term is the start of the program course sequence.

**Award:** Associate of Applied Science degree

**Description:** The Large Animal Veterinary Technician program is accredited by the AVMA CVTEA. The focus of this program is large animal medicine,



but all aspects of veterinary technician medicine are covered. The program utilizes the College's beef herd, Dairy Foundation dairy herd and animals from commercial enterprises to develop exposure to different species and to different facets of veterinary medicine. Transportation to the commercial companion animal clinic is the student's responsibility.

The skills acquired in this program will give the graduate the ability to work for a veterinary clinic and many other aspects of the veterinary industry such as research, sales and commercial or private animal care. Students may continue their education leading to a bachelor's or doctorate degree.

The skills required for completion of this program are set by the American Veterinary Medical Association (AVMA). The Veterinary Technology Student Essential and Recommended Skills List is located on the website: <https://www.avma.org/ProfessionalDevelopment/Education/Accreditation/Programs/Pages/cvtea-pp-appendix-i.aspx>.

**Program Admission:** In addition to the College enrollment process outlined on page 24, applicants must be a high school graduate or equivalent, complete a personal interview with faculty, achieve a minimum ACCUPLACER® writing score of 6 and a minimum ALEKS® score of 45. ACT® or ACT Compass® scores are also acceptable.

**Academic Requirements:** To graduate from this program, students must complete all required coursework with a "C-" grade or above and earn a minimum 2.0 grade point average.

**Program Requirements:** As a safety precaution, all students are required to be vaccinated for rabies prior to beginning the program.

**Minimum Credits:** 73

#### Course Sequence

Fall	Course Title	Credits
AGS:218	Domestic Animal Physiology	4.0
AGV:121	Veterinary Medical Terminology	2.0
AGV:246	Large Animal Diagnostics	2.0
AGV:267	Dosage Calculations for Veterinary Technicians	1.0
BIO:112	General Biology I OR	4.0
BIO:113	General Biology II	4.0
CHM:110	Intro to Chemistry OR	3.0
CHM:160	Chemistry I	3.0
SDV:179	The College Experience	3.0

Spring	Course Title	Credits
AGS:224	Companion Animal Science	3.0
AGS:242	Animal Health	3.0
AGV:109	Pharmacy Skills	2.0
AGV:220	Veterinary Clinics	2.0
AGV:948	Special Projects	1.0
BIO:183	Microbiology	3.0
BIO:184	Microbiology Lab	1.0
ENG:105	Composition I	3.0

Summer	Course Title	Credits
AGV:930	*Industrial Veterinary Technician Internship	2.0

Fall	Course Title	Credits
AGS:331	Animal Reproduction	3.0
AGS:334	Applied Reproductive Techniques	2.0
AGV:156	Veterinary Reception and Administration Skills	2.0
AGV:180	Veterinary Radiology	2.0
AGV:248	Surgery and Anesthesia for Veterinary Technicians	2.0
AGV:266	Advanced Veterinary Nursing Care	2.0
AGV:950	Special Projects II	1.0
**	Psychology Elective (transfer-level)	3.0

Spring	Course Title	Credits
AGS:319	Animal Nutrition	3.0
AGV:111	Small Animal Laboratory Techniques	2.0
AGV:141	Advanced Veterinary Pharmacology	2.0
AGV:184	Lab Animal Medicine	2.0
AGV:247	Large Animal Imaging and Surgery	2.0
AGV:931	Clinical Veterinary Technician Internship	2.0
AGV:951	VTNE Review	1.0
SPC:112	Public Speaking	3.0

\*Note: AGV:930 is subject to Iowa State University's schedule and will be held every-other-year.

#### \*\*Electives:

Psychology Elective: PSY:112 recommended

## MARKETING MANAGEMENT

**Campus Location:** Peosta

**Program Entry:** Enrollment may occur during any term. Fall term is the start of the program course sequence.

**Award:** Associate of Applied Science degree

**Description:** Marketing management personnel must work 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.

**Enrollment Process:** See page 24 under Enrollment Process.

**Minimum Credits:** 68

## Marketing Management Course Sequence

Fall	Course Title	Credits
BCA:212	Intro to Computer Business Applications	3.0
BUS:103	Intro to Business	4.0
MAT:102	Intermediate Algebra	4.0
MKT:140	Principles of Selling	3.0
SDV:179	The College Experience	3.0

Spring	Course Title	Credits
ENG:105	Composition I	3.0
MKT:110	Principles of Marketing	3.0
MKT:150	Principles of Advertising	3.0
MKT:183	Customer Service Strategies	3.0
MKT:275	Marketing Occupational Experiences I	2.0
SDV:135	Job Seeking Skills	1.0

Fall	Course Title	Credits
ACC:115	Intro to Accounting	4.0
BUS:180	Business Ethics	3.0
BUS:185	Business Law I	3.0
MGT:102	Principles of Management	4.0
MKT:277	Marketing Occupational Experiences III	2.0
SPC:112	Public Speaking	3.0

Spring	Course Title	Credits
MGT:170	Human Resource Management	3.0
MKT:278	Marketing Occupational Experiences IV	2.0
MKT:298	Seminar in Entrepreneurship	3.0
MKT:131	Social Media Marketing	3.0
PSY:112	Psychology of Human Relations	3.0
SOC:110	Intro to Sociology	3.0

## MEDICAL ASSISTANT

**Campus Location:** Calmar, Peosta

**Program Entry:** Enrollment may occur during any term. Fall term is the start of the program course sequence.

**Award:** Diploma

**Description:** Medical Assistants are allied health professionals who perform administrative and clinical functions that support physicians and other health practitioners in a medical office setting. Duties vary depending on the practice and scope of practice in the state. Clinical duties can include collecting and preparing laboratory specimens, performing basic laboratory tests, sterilizing medical equipment, doing blood draws, taking electrocardiograms and preparing patients for x-rays. Administrative functions include patient scheduling, patient registration, performing billing services and purchasing and maintaining supplies. Medical Assistants, if directed by a physician and state law, might instruct patients about medications and special diets, prepare and administer medications, authorize drug refills and telephone prescriptions to a pharmacy.

The goal of the Medical Assistant program is to prepare competent entry-level medical assistants in the cognitive, psychomotor and affective learning domains. Upon successful completion of the program, students are eligible to take the national credentialing exam offered by the American Association of Medical Assistants (AAMA) to become a Certified Medical Assistant (CMA).

The Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), [www.caahep.org](http://www.caahep.org).

**Program Admission:** In addition to the College enrollment process outlined on page 24, applicants must achieve a minimum ACCUPLACER CLASSIC® reading score of 70 or ACCUPLACER NEXT GENERATION® reading score of 250. (ACT® or ACT Compass® scores are also acceptable) and a minimum ALEKS® score of 15. .

**Academic Requirements:** Students enrolled in health occupations programs must complete all required coursework with a "C-" grade or above and earn a minimum 2.0 grade point average to graduate from the program.

**Program Requirements:** The College has contracted the services of CastleBranch to review and monitor background checks, health records, training requirements and drug testing. Students will submit the following documentation to their website prior to the designated date:

- Background check - includes a nationwide criminal history search and child, dependent adult and sex offender registry checks. Background checks will be evaluated per NICC's Background Check policy. Practicum participation is dependent on this evaluation.
- Health records - physical and immunizations (MMR, varicella, Hepatitis B, 2 step TB, Tdap and influenza).
- Training - CPR (American Heart Association Health Care Professional BLS or American Red Cross CPR for Healthcare Providers), mandatory reporter of child and dependent adult abuse, HIPAA, and bloodborne pathogens.
- Drug testing - prior to practicum, random, post incident/accident and suspicion. Students are required to be substance free throughout the program.
- Health insurance - students are required to maintain health insurance throughout the program.

In addition to meeting the above listed requirements, students must maintain these requirements throughout the program. Failure to remain compliant will result in denial for practicum participation. Practicum participation is required for program completion.

Students must be aware of the physical demands during the practicum course. Daily activities require bending, stooping, reaching, squatting, pushing and pulling in all directions. You will be asked to lift and carry objects weighing up to a minimum of 35 pounds and also shared weight. Clinical tasks can include repetitive actions, 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/bio hazardous materials and odors.

**Class Hours:** Classes are scheduled at the campus and include lab hours. After completion of required prerequisite coursework, a practicum experience is scheduled in a clinical setting for six weeks/forty hours per week. This is a total of 240 hours unpaid practicum experience.

**Minimum Credits:** 42

*Course Sequence*

Fall	Course Title	Credits
BIO:158	Basic Anatomy and Physiology	2.0
BIO:160	Basic Anatomy and Physiology Lab	1.0
HIT:320	Health Records Management	2.0
HSC:114	Medical Terminology	3.0
MAP:111	Medical Office Management I	3.0
MAP:353	Clinical Procedures I	4.0
MAP:401	Medical Law and Ethics	1.0
SDV:179	The College Experience	3.0

Spring	Course Title	Credits
COM:723	Workplace Communications	3.0
HIT:210	Basic Medical Insurance and Coding	2.0
MAP:358	Clinical Procedures II	5.0
MAP:431	Human Relations	1.0
MAP:501	Math for Medications	1.0
MAP:512	Medical Assisting Pharmacology	2.0
MAP:532	Human Body: Health and Disease	3.0

Summer	Course Title	Credits
MAP:622	Medical Assistant Practicum	6.0

Note: Students may be required to take some courses in an online or hybrid format.

## MEDICAL LABORATORY TECHNICIAN

**Campus Location:** Calmar, Peosta

**Program Entry:** Enrollment may occur during any term. Fall term is the start of the program course sequence.

**Award:** Associate of Applied Science degree from Hawkeye Community College (HCC)

**Description:** The Medical Laboratory Technician (MLT) 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 is an academic affiliate 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.

Upon completion of the prescribed curriculum, the student is awarded an AAS degree from HCC and is eligible for the national board examination through the American Society of Clinical Pathology. The Medical Laboratory Technician program at HCC is accredited by the National Accrediting Agency for Clinical Laboratory Science (NAACLS).

**Program Admission:** In addition to the College enrollment process outlined on page 24, applicants must apply for admission at Hawkeye Community College, [www.hawkeyecollege.edu/admissions](http://www.hawkeyecollege.edu/admissions).

**Academic Requirements:** Students enrolled in health occupations programs must complete all required coursework with a "C-" grade or above and earn a minimum 2.0 grade point average to graduate from the program.

**Program Requirements:** 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. Students are subject to meeting all clinical requirements established by HCC.

**Certification/Licensure:** Program graduates 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.

Essential requirements for MLTs are provided so that potential applicants can independently evaluate their own ability to fulfill the expected requirements of an MLT. See Essential Requirements at [www.hawkeyecollege.edu](http://www.hawkeyecollege.edu).

**Minimum Credits:** 28 plus HCC coursework

*Course Sequence*

Fall	Course Title	Credits
BIO:168	Human Anatomy and Physiology I	4.0
CHM:110	Intro to Chemistry	3.0
CHM:111	Intro to Chemistry Lab	1.0
HSC:114	Medical Terminology	3.0
MLT:101	*Intro to Lab Science	2.0
SPC:112	Public Speaking	3.0

Spring	Course Title	Credits
BIO:173	Human Anatomy and Physiology II	4.0
BIO:183	Microbiology	3.0
BIO:184	Microbiology Lab	1.0
ENG:105	Composition I	3.0
MLT:120	*Urinalysis	3.0
PSY:111	Intro to Psychology OR	3.0
SOC:110	Intro to Sociology	3.0

Summer session and second year are completed with Hawkeye Community College (HCC)

Summer	Course Title	Credits
MLT:110	*Fundamental Lab Techniques	3.0
MLT:130	*Hematology	3.0
MLT:250	*Clinical Microbiology	4.0

Fall	Course Title	Credits
MLT:230	*Advanced Hematology	3.0
MLT:233	*Hemostasis and Thrombosis	2.0
MLT:240	*Clinical Chemistry I	7.0
MLT:252	*Parasitology	1.0
MLT:260	*Immuno-hematology	4.0
MLT:270	*Immunology and Serology	2.0

Spring	Course Title	Credits
MLT:285	*Clinical Practicum: Chemistry	4.0
MLT:287	*Clinical Practicum: Hematology	4.0
MLT:288	*Clinical Practicum: Microbiology	4.0

*Medical Laboratory Technician Course Sequence Continued*

Summer	Course Title	Credits
MLT:283	*Clinical Practicum: Urinalysis	1.0
MLT:284	* Clinical Practicum: Immunohematology	2.0
MLT:286	*Clinical Practicum: Immunology and Serology	1.0
MLT:291	*Lab Survey and Review	1.0

\*Course taken through HCC

Note: Term One: BIO:163 may be taken at HCC in place of BIO:168 at NICC.  
Term Two: BIO:113 or CHM:132 may be taken at HCC in place of BIO:173 at NICC.

## NURSING-ASSOCIATE DEGREE NURSING

**Campus Location:** Calmar, Peosta

**Program Entry:** Enrollment may occur during any term. Fall and Spring terms are the start of the program course sequence.

**Award:** Associate of Applied Science

**Description:** The Associate Degree Nursing program prepares you to assess, plan, implement and evaluate the healthcare 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 and social science. Classroom activities are closely correlated with selected learning experiences in hospitals and other healthcare settings. After successful program completion, 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 probationary, suspended, surrendered or revoked in any U.S. jurisdiction; or whose nursing license/registration is currently probationary, suspended, surrendered or revoked in another country due to disciplinary action.

The Northeast Iowa Community College Associate Degree in Nursing program is accredited by the National League for Nursing Commission for Nursing Education Accreditation (NLN CNEA) located at 2600 Virginia Ave. N.W., Washington, DC 20037.

**Program Admission:** The ADN program is a ladder-concept program. In addition to the College enrollment process outlined on page 24, applicants must complete the HESI A2 admission assessment and achieve a score of 80 on both the reading and mathematics portions. The following courses must be completed with a grade of "C-" or above within five years from the date of application:

BIO:168 Human Anatomy and Physiology I

BIO:173 Human Anatomy and Physiology II

PNN:200 Dosage Calculations

PNN:270 Introduction to Nutrition

Once completed, students will be accepted into the Nursing program. Students who graduate from the NICC Practical Nursing program are eligible to complete the sophomore year to achieve an AAS in nursing. Students must meet the admission requirements for entry into the Associate Degree Nursing program. Admission requirements are: Cumulative GPA of 2.2 in all Practical

Nursing core courses (as noted by \*) and achieve a minimum score of 850 on the HESI PN Exit examination.

Advanced-standing students who are current LPNs can articulate into the sophomore year only after meeting program requirements. Advanced standing students must successfully complete the LPN to ADN Admission Assessment with a minimum score of 850 as an entry requirement to the ADN program. Also required are space availability and Dean of Nursing approval.

A licensed practical nurse seeking admission will need to provide proof of current licensure and complete ADN:232, BIO:168, BIO:173 and a life-span growth and development course prior to starting their sophomore year. The advanced-standing students will begin coursework with ADN:232. 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.

Introduction to Nursing Concepts is in term one of the Nursing program and is the first clinical course.

**Academic Requirements:** Students enrolled in health occupations programs must complete all required coursework with a "C-" grade or above and earn a minimum 2.0 grade point average to graduate from the program.

PN students who plan to enter the NICC Associate Degree Nursing program must achieve a cumulative GPA of 2.2 in all Nursing core courses (as noted above by \*) and achieve a minimum score of 850 on the HESI PN Exit examination as an admission requirement to progress into the ADN program.

**Program Requirements:** The College has contracted the services of CastleBranch to review and monitor background checks, health records, training requirements and drug testing. Students will submit the following documentation to their website prior to the designated date:

- Background check - includes a nationwide criminal history search and child, dependent adult and sex offender registry checks.
- Health records - physical and immunizations (MMR, varicella, Hepatitis B, 2 step TB, Tdap and influenza).
- Training - CPR (American Heart Association Health Care Professional BLS or American Red Cross CPR for Healthcare Providers), mandatory reporter of child and dependent adult abuse, HIPAA and bloodborne pathogens.
- Drug testing - prior to clinical participation, random, post incident/accident and suspicion. Students are required to be substance free throughout the program.
- Certification of completion of a minimum 75-hour Certified Nurse Aide (CNA) course from a community college or an approved CNA course provider
- Documentation of the written and skill competency test for the CNA registry

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

In addition to meeting the above listed requirements upon admission, students must maintain these requirements throughout the program. Failure to remain compliant will result in denial for clinical participation. Clinical participation is required for program completion.

Background checks will be evaluated per NICC's Program Compliance policy and by the Iowa Department of Human Services, if applicable. Clinical participation is dependent on this evaluation.

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

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

Students are required to provide documentation of health insurance coverage. Please be aware of the following physical demands during your clinical education courses. Daily activities require bending, stooping, squatting, reaching, pushing and pulling in all directions. You will be asked to lift and carry objects weighing up to a minimum of 35 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 is 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.

Continuing students who plan to enter the NICC Associate Degree Nursing program must achieve a cumulative GPA of 2.2 in all Nursing core courses (as noted by \*) and achieve a minimum score of 850 on the HESI PN Exit examination as an admission requirement to progress into the ADN program.

**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 healthcare settings and can occur on either the day or evening shift.

**Minimum Credits:** 82 including nursing admission requirements

#### *Fall Entry-Course Sequence*

Fall	Course Title	Credits
ENG:105	Composition I	3.0
PNN:179	*Intro to Nursing Care of Adults I	3.0
PNN:183	*Intro to Nursing Concepts	6.0
PNN:204	Pharmacology Medications	1.0
PSY:121	Developmental Psychology	3.0
SDV:179	The College Experience	3.0

Spring	Course Title	Credits
PNN:191	*Intro to Nursing Care of Adults II	6.0
PNN:242	*Intro to Maternal Child Health	3.5
PNN:246	*Application of the Practical Nurse Role	3.25

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

ADN:232	Transitioning from Practice into Associate Degree Nursing	1.75
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Summer	Course Title	Credits
ADN:332	Intro to Associate Degree Nursing	3.5
BIO:183	Microbiology	3.0
BIO:184	Microbiology Lab	1.0
PSY:111	Intro to Psychology	3.0

Fall	Course Title	Credits
ADN:470	Advanced Nursing Care of the Childbearing Family	3.75
ADN:472	Advanced Nursing Care of Children	3.75
ADN:478	Psychiatric Nursing Care	5.0
ENG:106	Composition II	3.0

Spring	Course Title	Credits
ADN:525	Advanced Nursing Care of Adults	10.25
SOC:110	Intro to Sociology	3.0

#### *Spring Entry-Course Sequence*

Spring	Course Title	Credits
ENG:105	Composition I	3.0
PNN:179	*Intro to Nursing Care of Adults I	3.0
PNN:183	*Intro to Nursing Concepts	6.0
PNN:204	Pharmacology Medications	1.0
PSY:121	Developmental Psychology	3.0
SDV:179	The College Experience	3.0

Fall	Course Title	Credits
PNN:191	*Intro to Nursing Care of Adults II	6.0
PNN:242	*Intro to Maternal Child Health	3.5
PNN:246	*Application of the Practical Nurse Role	3.25

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

ADN:232	Transitioning from Practice into Associate Degree Nursing	1.75
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Spring	Course Title	Credits
ADN:332	Intro to Associate Degree Nursing	3.5
ADN:470	Adv. Nursing Care of the Childbear. Family AND	3.75
ADN:472	Adv. Nursing Care of Children AND	3.75
ADN:478	Psychiatric Nursing Care	5.0
PSY:11	Intro to Psychology	3.0

*OR for students with Intro to Psychology completed:*

ADN:470	Adv. Nursing Care of the Childbear. Family AND	2.0
ADN:472	Adv. Nursing Care of Children AND	2.0
ADN:478	Psychiatric Nursing Care OR	2.5

Summer	Course Title	Credits
ADN:478	Psychiatric Nursing Care OR	2.5
ADN:470	Adv. Nursing Care of the Childbear. Family AND	1.75
ADN:472	Adv. Nursing Care of Children	1.75
BIO:183	Microbiology	3.0
BIO:184	Microbiology Lab	1.0
ENG:106	Composition II	3.0

Fall	Course Title	Credits
ADN:525	Adv. Nursing Care of Adults	10.25
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.

**RN to BSN Coursework:** The Iowa state-wide articulation plan for nursing education allows Iowa community college credit from an ADN degree to be accepted in transfer for half (a total of 64 hours) of a Bachelors of Science in Nursing degree (BSN) at an Iowa college or university program. NICC has formal agreements with the following colleges: Emmaus Bible College, Clarke University, the University of Iowa, Upper Iowa University, Kaplan University, Allen College and Northwestern College in Iowa. Clarkson College in Nebraska, Central Methodist University in Missouri and Augsburg College in Minnesota have such programs, as do 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.

**Concurrent Enrollment Program Option (CEP):** Students entering the NICC Nursing program and desiring to pursue a BSN (baccalaureate in nursing) degree have the option to apply for admission into the CEP, offered in partnership with Upper Iowa University (UIU). Students must meet the academic qualifications of both the NICC and UIU programs. Students entering the NICC Nursing program at the PN level will participate fully in the NICC Nursing program and take online coursework through UIU at the same time. This maximizes the students' time and financial investment and helps them to be prepared for nursing practice environments. Once prerequisite courses are completed, students will then complete their PN, ADN and BSN in four years. For more information, visit with an Academic Advisor.

## NURSING-PRACTICAL NURSING

**Campus Location:** Calmar, Peosta

**Program Entry:** Enrollment may occur during any term. Fall and Spring terms are the start of the program course sequence.

**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 healthcare facilities. The practical nurse gives nursing care to patients under the supervision of the registered nurse (RN) and assists 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). The program is approved by the Iowa Board 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; or whose nursing license/registration is currently suspended, surrendered, or revoked in another country due to disciplinary action.

The Northeast Iowa Community College Practical Nursing program is accredited by the National League for Nursing Commission for Nursing Education Accreditation (NLN CNEA) located at 2600 Virginia Ave. N.W., Washington, DC 20037.

**Program Admission:** In addition to the College enrollment process outlined on page 24, applicants must complete the HESI A2 admission assessment and achieve a score of 80 on both the reading and mathematics portions. The following courses must be completed with a grade of "C-" or above within five years from the date of application:

BIO:168 Human Anatomy and Physiology I

BIO:173 Human Anatomy and Physiology II

PNN:200 Dosage Calculations

PNN:270 Introduction to Nutrition

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 the NICC Nursing program.

**Academic Requirements:** Students who plan to enter the NICC Associate Degree Nursing program must achieve a cumulative GPA of 2.2 in all Nursing core courses (as noted above by \*) and achieve a minimum score of 850 on the HESI PN Exit examination as an admission requirement to progress into the ADN program.

**Program Requirements:** The College has contracted the services of CastleBranch to review and monitor background checks, health records, training requirements and drug testing. Students will submit the following documentation to their website prior to the designated date:

- Background check - includes a nationwide criminal history search and child, dependent adult and sex offender registry checks.
- Health records - physical and immunizations (MMR, varicella, Hepatitis B, 2 step TB, Tdap and influenza).
- Training - CPR (American Heart Association Health Care Professional BLS or American Red Cross CPR for Healthcare Providers), mandatory reporter of child and dependent adult abuse, HIPAA and bloodborne pathogens
- Drug testing - prior to clinical participation, random, post incident/accident and suspicion. Students are required to be substance free throughout the program.
- Certification of completion of a minimum 75-hour Certified Nurse Aide (CNA) course from a community college or an approved CNA course provider
- Documentation of the written and skill competency test for the CNA registry.

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

In addition to meeting the above listed requirements upon admission, students must maintain these requirements throughout the program. Failure to remain compliant will result in denial for clinical participation. Clinical participation is required for program completion.

Note: Background checks will be evaluated per NICC's Program Compliance policy and by the Iowa Department of Human Services, if applicable. Clinical participation is dependent on this evaluation.

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

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

Students may be required to provide documentation of health insurance coverage. Please be aware of the following physical demands during your clinical education courses. Daily activities require bending, stooping, squatting, reaching, pushing and pulling in all directions. You will be asked to lift and carry objects weighing up to a minimum of 35 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 is 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:** 42.75 including nursing admission requirements

#### Course Sequence

Fall/Spring	Course Title	Credits
ENG:105	Composition I	3.0
PNN:179	*Intro to Nursing Care of Adults I	3.0
PNN:183	*Intro to Nursing Concepts	6.0
PNN:204	Pharmacology Medications	1.0
PSY:121	Developmental Psychology	3.0
SDV:179	The College Experience	3.0

Spring/Fall	Course Title	Credits
PNN:191	*Intro to Nursing Care of Adults II	6.0
PNN:242	*Intro to Maternal Child Health	3.5
PNN:246	*Application of the Practical Nurse Role	3.25

*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.

**Concurrent Enrollment Program Option (CEP):** See Nursing - Associate Degree Nursing

## PARALEGAL

**Campus Location:** Dubuque

**Program Entry:** Enrollment may occur during any term. Fall term is the start of the program course sequence.

**Award:** Associate of Applied Science degree

**Description:** Students in the Paralegal program will receive comprehensive instruction in legal concepts, communications and writing skills, and legal procedures needed to prepare them for entry-level positions in a law environment. Paralegals work under the supervision of attorneys in private or public environments to assist with many areas of law, including interviewing clients, preparing documents and research. Paralegals cannot give legal advice or represent clients in court. They may assist attorneys at trial. The program curriculum provides an opportunity for students to apply knowledge gained in the classroom through a required practicum experience in a private law office, government agency or a business that utilizes attorneys. Graduates find employment with private firms, corporate legal departments, banks, title companies, insurance companies and government agencies. Many courses may be applied toward a four-year degree.

**Enrollment Process:** See page 24 under Enrollment Process.

**Minimum Credits:** 71

#### Course Sequence

Fall	Course Title	Credits
ADM:116	Keyboarding II	3.0
BCA:212	Intro to Computer Business Applications	3.0
ENG:105	Composition I	3.0
LGL:112	Intro to Paralegal Studies	3.0
LGL:115	Legal and Medical Terminology	2.0
*SDV:179	The College Experience	3.0

Spring	Course Title	Credits
BCA:213	Intermediate Computer Business Technology Applications	3.0
ENG:106	Composition II	3.0
POL:111	American National Government	3.0
LGL:180	Torts and Litigation	3.0
CRJ:100	Intro to Criminal Justice	3.0
LGL:250	Family Law	3.0

Fall	Course Title	Credits
LGL:153	Legal Writing and Research	4.0
CRJ:131	Criminal Law and Procedure	3.0
LGL:130	Probate/Real Estate	3.0
LGL:290	Professionalism and Career Readiness	2.0
**	Math/Science Elective	3.0

Spring	Course Title	Credits
LGL:191	Taxation	3.0
LGL:286	Investigation and Interview Techniques	3.0
ADM:148	Transcription	2.0
CRJ:230	Evidence	3.0
LGL:170	Litigation	3.0
BUS:121	Business Communications	3.0

Summer	Course Title	Credits
LGL:941	Practicum	4.0

\*This Associate of Applied Science degree program requires a minimum of 15 credits of transfer-level general education electives from Communication, Humanities, Math, Science or Social Science. Three of these hours can include SDV:179 The College Experience. If The College Experience course is waived or transfers in for less than three credits, an additional general education elective is required.

#### \*\*Electives:

Math/Science Electives: MAT:102, MAT:744, MAT:773, PHY:710, or transfer level BIO, CHM, ENV, MAT, PHS, PHY

## PARAMEDIC (AAS)

**Campus Location:** Peosta

**Program Entry:** Enrollment may occur during any term. Fall term is the start of the program course sequence.

**Award:** Associate of Applied Science degree

**Description:** Emergency Medical Technicians-Paramedics recognize, assess and manage medical emergencies of acutely ill or injured individuals in pre-hospital and emergency care settings. EMT-Paramedics work principally in advanced life-support units and ambulance services under the supervision of a physician (often through radio communication). Paramedics work with other highly trained individuals to provide quality emergency care to critically ill and injured individuals. Some EMT-Paramedics are employed by community fire and/or police departments, private companies or may be community volunteers.

The goal of the Paramedic program is to prepare competent entry-level paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician and/or Emergency Medical Responder levels. Paramedic curriculum includes classroom instruction, clinical instruction and field training.

The NICC Paramedic program meets all requirements as outlined in the United States Department of Transportation National EMS Education Standards for Emergency Medical Technicians. The NICC paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee of Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

**Program Admission:** In addition to the College enrollment process outlined on page 24, applicants must be a high school graduate or equivalent, have a current State of Iowa EMT certification, and achieve a minimum ACCUPLACER CLASSIC® reading score of 70 or ACCUPLACER NEXT GENERATION® reading score of 250. ACT® or ACT Compass® scores are also acceptable.

**Academic Requirements:** Students enrolled in health occupations programs must complete all required coursework with a "C-" grade or above and earn a minimum 2.0 grade point average to graduate from the program.

**Program Requirements:** The College has contracted the services of CastleBranch to review and monitor background checks, health records, training requirements and drug testing. Students will submit the following documentation to their website prior to the designated date:

- Background check - includes a nationwide criminal history search and child, dependent adult and sex offender registry checks. Background checks will be evaluated per NICC's Background Check policy and by the Iowa Bureau of EMS. Clinical/field participation is dependent on this evaluation.
- Health records - physical and immunizations (MMR, varicella, Hepatitis B, 2 step TB, Tdap and influenza).
- Training - CPR (American Heart Association Health Care Professional BLS or American Red Cross CPR for Healthcare Providers), mandatory reporter of child and dependent adult abuse, HIPAA, and bloodborne pathogens.
- Drug testing - prior to clinical/field participation, random, post incident/accident and suspicion. Students are required to be substance free throughout the program.
- Health insurance - students are required to maintain health insurance throughout the program.
- Iowa EMT certification

In addition to meeting the above listed requirements, students must maintain these requirements throughout the program. Failure to remain compliant will result in denial for clinical/field participation. Clinical/field participation is required for program completion.

Aptitudes required for clinical/field include good physical stamina, endurance, and body condition that would not be adversely affected by frequently having to walk, stand, lift, carry, and balance at times, in excess of 125 pounds. Motor coordination is necessary because over uneven terrain, the patient's, the Paramedic's, and other workers' well-being must not be jeopardized.

**Class Hours:** Classes are scheduled on the Peosta Campus and occur in the evenings. In addition, several components of this course are held during weekend hours. Students will receive their weekend course schedules on the first day of each semester. Clinical/field shifts are scheduled at affiliate hospitals and emergency medical services within a 110-mile radius of the Peosta Campus. Students will participate in clinical/field experience during daytime, evening, night, and weekend shifts, and must provide their own transportation, meals, and lodging, if necessary.

**Minimum Credits:** 64

*Course Sequence*

Fall	Course Title	Credits
BIO:158	Basic Anatomy and Physiology	2.0
BIO:160	Basic Anatomy and Physiology Lab	1.0
EMS:270	Paramedic Level I	12.0
SDV:179	The College Experience	3.0

Spring	Course Title	Credits
EMS:664	Paramedic II	15.0
ENG:105	Composition I	3.0

Summer	Course Title	Credits
EMS:622	Paramedic III	12.0
SPC:112	Public Speaking	3.0

Fall	Course Title	Credits
BIO:157	Human Biology	4.0
PSY:111	Intro to Psychology OR	3.0
PSY:112	Psychology of Human Relations	3.0
*	General Education Electives	6.0

**\*Electives:**

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

## PARAMEDIC (DIPLOMA)

**Campus Location:** Peosta

**Program Entry:** Enrollment may occur during any term. Fall term is the start of the program course sequence.

**Award:** Diploma

**Description:** See Paramedic - AAS

**Enrollment Process:** See Paramedic - AAS

**Academic Requirements:** See Paramedic - AAS

**Program Requirements:** See Paramedic - AAS

**Minimum Credits:** 48

### Course Sequence

Fall	Course Title	Credits
BIO:158	Basic Anatomy and Physiology	2.0
BIO:160	Basic Anatomy and Physiology Lab	1.0
EMS:270	Paramedic Level I	12.0
SDV:179	The College Experience	3.0

Spring	Course Title	Credits
EMS:664	Paramedic II	15.0

Summer	Course Title	Credits
EMS:622	Paramedic III	12.0
*	Communication Elective	3.0

### \*Electives:

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

## RADIOLOGIC TECHNOLOGY

**Campus Location:** Peosta

**Program Entry:** Enrollment may occur during any term. Fall term is the start of the program course sequence.

**Award:** Associate of Applied Science degree

**Description:** A Radiologic Technologist is a vital member of the healthcare team whose responsibilities range from obtaining diagnostic information to assisting physicians with complex procedures. Radiologic Technologists must be able to recognize emergency situations and react quickly to various patient conditions. They work in diverse settings, including hospitals, clinics and physicians' offices.

The program will provide a variety of work settings and experiences to successfully prepare graduates to function as entry-level Radiologic Technologists. Qualified graduates will be eligible to take the national registry examination, thereby becoming a Certified Registered Radiologic Technologist. Students will rotate through multiple clinical sites within a 100-mile radius of the Peosta campus.

The Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), [www.jrcert.org](http://www.jrcert.org). Its mission is to provide an ambitious didactic and clinical education that produces compassionate, confident, and professional technologists.

**Program Admission:** In addition to the College enrollment process outlined on page 24, applicants must achieve a minimum ACCUPLACER CLASSIC® reading score of 70 or ACCUPLACER NEXT GENERATION® reading score of 250 (ACT® or ACT Compass® scores are also acceptable) and a

minimum ALEKS® score of 30. The following courses must be completed with a grade of "C-" or above within five years from the date of application:

BIO:168 Human Anatomy and Physiology I

BIO:173 Human Anatomy and Physiology II

HSC:114 Medical Terminology

**Academic Requirements:** Students enrolled in health occupations programs must complete all required coursework with a "C-" grade or above and earn a minimum 2.0 grade point average to graduate from the program.

**Program Requirements:** The College has contracted the services of CastleBranch to review and monitor background checks, health records, training requirements and drug testing. Students will submit the following documentation to their website prior to the designated date:

- Background check - includes a nationwide criminal history search and child, dependent adult and sex offender registry checks. Background checks will be evaluated per NICC's Background Check policy. Clinical participation is dependent on this evaluation.
- Health records - physical and immunizations (MMR, varicella, Hepatitis B, 2 step TB, Tdap and influenza).
- Training - CPR (American Heart Association Health Care Professional BLS or American Red Cross CPR for Healthcare Providers), mandatory reporter of child and dependent adult abuse, HIPAA, and bloodborne pathogens.
- Drug testing - prior to clinical participation, random, post incident/accident and suspicion. Students are required to be substance free throughout the program.
- Health Insurance - students are required to maintain health insurance throughout the program.

In addition to meeting the above listed requirements, students must maintain these requirements throughout the program. Failure to remain compliant will result in denial for clinical participation. Clinical participation is required for program completion.

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 35 pounds and also shared weight. Clinical tasks require use of hands for repetitive action, such as simple and firm grasping and fine manipulation and walking, including stair stepping. You may also be in contact with communicable diseases and chemical/biohazardous materials and odors. Prior to clinical assignments you will be instructed about the radiation hazards to an embryo/fetus.

**Minimum Credits:** 84.5 including admission requirements

### Course Sequence

Fall	Course Title	Credits
MAT:110	Math for Liberal Arts	3.0
RAD:101	Radiographic Patient Care	3.0
RAD:122	Radiographic Procedures I	4.0
RAD:200	Clinical Education I	3.0
*SDV:179	The College Experience	3.0

Spring	Course Title	Credits
RAD:143	Radiographic Procedures II	5.0
RAD:240	Clinical Education II	5.0
RAD:440	Image Evaluation	4.0

## Radiologic Technology Course Sequence Continued

Summer	Course Title	Credits
RAD:186	Advanced Procedures and Pharmacology	2.0
RAD:270	Clinical Education III	3.5
SPC:112	Public Speaking	3.0

Fall	Course Title	Credits
RAD:420	Radiographic Physics	4.0
RAD:521	Clinical Education IV	5.5
RAD:708	Radiographic Exposure	2.5

Spring	Course Title	Credits
HUM:108	Cultural Diversity and Identity	3.0
RAD:561	Clinical Education V	5.5
RAD:712	Radiographic Advanced Exposure	2.0
RAD:738	Radiologic Pathology	2.0
RAD:860	Radiobiology and Radiation Protection	2.5

Summer	Course Title	Credits
PSY:111	Intro to Psychology	3.0
RAD:592	Clinical Education VI	2.5
RAD:660	Comprehensive Radiologic Review	2.5

Note: Students are required to take some courses in an online or hybrid format.

\*This Associate of Applied Science degree program requires a minimum of 15 credits of transfer-level general education electives from Communication, Humanities, Math, Science or Social Science. Three of these hours can include SDV:179 The College Experience. If The College Experience course is waived or transfers in for less than three credits, an additional general education elective is required.

## RENEWABLE ENERGY

**Campus Location:** Calmar, Peosta

**Program Entry:** Enrollment may occur during any term. Fall term is the start of the program course sequence.

**Award:** Diploma

**Description:** This diploma introduces concepts concerning renewable energies. The curriculum covers general definitions of renewable energy as well as an in-depth study of Solar Thermal, Solar Photovoltaics, Geothermal, and Wind Energy. Throughout this process, students will be able to identify concepts and recognize the terminology applicable to each energy source. Upon completion, they will have enough understanding to gain an entry-level position in the field or advance in their education.

**Program Requirements:** During term 1, while enrolled in SER:120, students will complete a ten-hour OSHA training course online through Career Safe Online.

**Enrollment Process:** See page 24 under Enrollment Process.

**Minimum Credits:** 30

Course Sequence

Fall	Course Title	Credits
COM:723	Workplace Communications	3.0
EGT:300	Efficiency and Auditing	3.0
MAT:773	Applied Math II	3.0
SDV:179	The College Experience	3.0
SER:120	Intro to Renewable Energy	3.0

Spring	Course Title	Credits
ELE:113	AC/DC Fundamentals	3.0
HCR:142	Geothermal Systems	3.0
SER:115	Solar Energy Fundamentals	3.0
SER:170	Advanced Solar Energy: Thermal	3.0
WTT:103	Intro to Wind Energy	3.0

\*This diploma program requires a minimum of 30 credits (excluding Developmental courses). Three of these hours can include SDV:179 The College Experience. If The College Experience course is waived or transfers in for less than three credits, an elective is required.

## RESPIRATORY CARE

**Campus Location:** Peosta

**Program Entry:** Enrollment may occur during any term. Fall term is the start of the program course sequence.

**Award:** Associate of Applied Science degree

**Description:** Respiratory care practitioners are allied health specialists who play a crucial role within the healthcare team. Working closely with physicians and other healthcare 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 healthcare agencies, product support and sales, education, rehabilitation and continuing care and health/disease prevention programs.

After earning an Associate of Applied Science (AAS) degree, students are eligible to take the credentialing exams offered by the National Board for Respiratory Care (NBRC). The program is accredited by the Commission on Accreditation for Respiratory Care (CoARC), [www.coarc.com](http://www.coarc.com).

**Program Admission:** In addition to the College enrollment process outlined on page 24, applicants must achieve a minimum ACCUPLACER CLASSIC® reading score of 70 or ACCUPLACER NEXT GENERATION® reading score of 250 (ACT® or ACT Compass® scores are also acceptable) and a minimum ALEKS® score of 15.

BIO:168 Human Anatomy and Physiology I

**Academic Requirements:** Students enrolled in health occupations programs must complete all required coursework with a "C-" grade or above and earn a minimum 2.0 grade point average to graduate from the program.

**Program Requirements:** The College has contracted the services of CastleBranch to review and monitor background checks, health records, training requirements and drug testing. Students will submit the following documentation to their website prior to the designated date:

- Background check - includes a nationwide criminal history search and child, dependent adult and sex offender registry checks. Background checks will be evaluated per NICC's Background Check policy. Clinical participation is dependent on this evaluation.

- Health records - physical and immunizations (MMR, varicella, Hepatitis B, 2 step TB, Tdap and influenza).
- Training - CPR (American Heart Association Health Care Professional BLS or American Red Cross CPR for Healthcare Providers), mandatory reporter of child and dependent adult abuse, HIPAA, and bloodborne pathogens.
- Drug testing - prior to clinical participation, random, post incident/accident and suspicion. Students are required to be substance free throughout the program.
- Health Insurance - students are required to maintain health insurance throughout the program.

In addition to meeting the above listed requirements, students must maintain these requirements throughout the program. Failure to remain compliant will result in denial for clinical participation. Clinical participation is required for program completion.

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 35 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.

**Class Hours:** Classes are scheduled 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:** 81.5 including admission requirements

#### *Respiratory Care Course Sequence*

Fall	Course Title	Credits
BIO:173	Human Anatomy and Physiology II	4.0
RCP:271	Respiratory Therapy Techniques I	6.0
RCP:320	Respiratory Therapy Science I	3.5
SDV:179	The College Experience	3.0

Spring	Course Title	Credits
MAT:110	Math for Liberal Arts	3.0
RCP:460	Respiratory Science II	3.5
RCP:540	Respiratory Therapy Techniques II	8.0

Summer	Course Title	Credits
PSY:111	Intro to Psychology	3.0
RCP:350	Pulmonary Pathology	3.0
RCP:490	Respiratory Therapy Science III	6.0

Fall	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

Spring	Course Title	Credits
HSC:136	Advanced Life Support (ACLS/PALS)	1.5
RCP:831	Respiratory Therapy Techniques V	10.0
RCP:840	Innovations in Respiratory Care	5.5

Note: Students are required to take some courses in an online or hybrid format.

## SURGICAL TECHNOLOGY

**Campus Location:** Peosta

**Program Entry:** Enrollment may occur during any term. Fall term is the start of the program course sequence.

**Award:** Diploma and/or Associate of Applied Science degree (AAS) granted from Kirkwood Community College (KCC)

**Description:** The Surgical Technology program is offered at NICC through a distance education agreement with Kirkwood Community College (KCC), Cedar Rapids, Iowa. Students take the KCC Surgical Technology courses over the ICN (Iowa Communications Network) at NICC and the general education requirements through NICC. Lab courses are taught by KCC faculty at a local hospital.

Surgical technologists are allied health professionals who are an integral part of the team of medical practitioners providing surgical care to patients in a variety of settings.

Surgical technologists work under medial supervision to facilitate safe and effective conduct of invasive surgical procedures. These individuals work under the supervision of a surgeon to ensure the operating room or environment is safe, that equipment functions properly and that the operative procedure is conducted under conditions that maximize patient safety.

A surgical technologist possesses expertise in the theory and application of sterile and aseptic technique and combines the knowledge of human anatomy, surgical procedures, and implementation tools and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures.

The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in collaboration with the American College of Surgeons (ACS) and the Association of Surgical Technologists (AST) based on the recommendations of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC-STSA). Students will apply to take the Certified Surgical Technologist exam before graduation.

The Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC-STSA) can be contacted at:

6 West Dry Creek Circle, Ste. 10  
Littleton, CO 80120  
303.694.9262

[www.arcstsa.org](http://www.arcstsa.org)

The Commission on Accreditation of Allied Health Education Programs (CAAHEP) can be contacted at:

25400 U.S. Hwy. 19 N., Ste. 158  
Clearwater, FL 33763  
727.210.2350

[www.caahep.org](http://www.caahep.org)

**Program Admission:** In addition to the College enrollment process outlined on page 24, applicants must apply for admission at Kirkwood Community College, [www.kirkwood.edu/apply](http://www.kirkwood.edu/apply).

BIO:168 Human Anatomy and Physiology I

HSC:114 Medical Terminology

**Academic Requirements:** Students must receive a grade of "C" or above in all SUR courses and a "C-" or above in BIO:168 and BIO:173.

- HSC:114 will transfer to KCC as HSC:115
- BIO:200 will transfer to KCC as SUR:182
- COM:723 or SPC:112 will transfer to KCC as SPC:101

**Program Requirements:** 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 Healthcare Professional is also required. The following CPR certifications will be accepted: American Heart 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:** 15 including admission requirements, plus KCC coursework

#### Course Sequence

Fall	Course Title	Credits
BIO:173	Human Anatomy and Physiology II	4.0
BIO:200	Basic Microbiology	1.0
HSC:107	*Professionals in Health	2.0
SUR:126	*Surgical Technology I	4.5
SUR:128	*Surgical Technology I Lab	2.0

Spring	Course Title	Credits
COM:723	Workplace Communications OR	3.0
SPC:112	Public Speaking	3.0
SUR:322	*Surgical Technology II	3.0
SUR:323	*Surgical Technology II Lab	1.0
SUR:340	*Surgical Specialties I	1.0
SUR:341	*Surgical Specialist II	3.0
SUR:420	*Pharmacology for the Surgical Technologist	2.0
SUR:440	*Biomedical Sciences for Surgical Technology	2.0
SUR:520	*Surgical Technology Practicum I	2.0

Summer	Course Title	Credits
SUR:523	*Surgical Technology Practicum II	9.0

\*Course taken through KCC

## SWINE PRODUCTION

**Campus Location:** Calmar

**Program Entry:** Enrollment may occur during any term. Fall term is the start of the program course sequence.

**Award:** Certificate

**Description:** The Swine Production Certificate develops skills in swine management from breeding through marketing. Students will discuss health, nutrition, bio-security, animal care, pork quality assurance, environmental control and reproductive management. Hands-on experiences with industry partners is a key component to this program.

**Enrollment Process:** See page 24 under Enrollment Process.

**Minimum Credits:** 9

#### Course Sequence

Fall	Course Title	Credits
AGS:225	Swine Science	3.0
COM:723	Workplace Communications	3.0

Spring	Course Title	Credits
AGS:507	Swine Farrowing and Nursery Management	3.0

## VETERINARY ASSISTANT

**Campus Location:** Calmar

**Program Entry:** Enrollment may occur during any term. Fall term is the start of the program course sequence.

**Award:** Certificate

**Description:** Students receive a background in companion animal handling, anatomy, veterinary terminology, clinic reception and administration operations. After earning the certificate, graduates are qualified for veterinary assistant and reception positions. The graduate may choose to continue their education in the Large Animal Veterinary Technician or Animal Science programs.

**Enrollment Process:** See page 24 under Enrollment Process.

**Minimum Credits:** 21

#### Course Sequence

Fall	Course Title	Credits
AGS:114	Survey of the Animal Industry	2.0
AGS:218	Domestic Animal Physiology	4.0
AGV:121	Veterinary Medical Terminology	2.0
AGV:156	Veterinary Reception and Administration Skills	2.0

Spring	Course Title	Credits
AGS:216	Equine Science	3.0
AGS:224	Companion Animal Science	3.0
AGV:106	Animal Handling, Records and Procedural Management	2.0
MKT:183	Customer Service Strategies	3.0



## WELDING

**Campus Location:** Peosta

**Program Entry:** Enrollment may occur during any term. Fall term is the start of the day program course sequence. Spring term is the start of the evening program course sequence.

**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 there is 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. This program will prepare students to take an AWS Qualification Exam.

**Enrollment Process:** See page 24 under Enrollment Process. Applicants to this program do not need to complete the ALEKS® math assessment.

**Program Requirements:** Prior to the completion of Term 1, students are required to provide their program faculty with a copy of their First Aid/CPR certificate. During Term 1, while enrolled in WEL:192, students will complete a 10-hour OSHA training course through Career Safe Online.

**Minimum Credits:** 36

*Course Sequence:*

Fall/Spring	Course Title	Credits
SDV:179	The College Experience	3.0
WEL:110	Welding Blueprint Reading	2.0
WEL:192	Gas Tungsten Arc Welding	4.0
WEL:427	Basic Arc Welding (SMAW)	3.0
WEL:433	Basic Gas Metal Arc Welding (GMAW)	3.5
WEL:434	Flame/Plasma Cutting Fundamentals	1.5

Spring/Summer	Course Title	Credits
COM:723	Workplace Communications	3.0
MAT:772	Applied Math	3.0
WEL:148	Arc Welding Intermediate (SMAW)	3.0
WEL:227	Advanced Gas Metal Arc Welding (GMAW)	3.0
WEL:429	Advanced Arc Welding (SMAW)	3.5
WEL:435	Pipe Welding	3.5





# COURSE DESCRIPTIONS

**Course Classification and Description System**

**Sample Course Description**

**Course Descriptions**

## COURSE CLASSIFICATION AND DESCRIPTION SYSTEM

Each course description in this section is preceded by a course letter such as ACC:111. The first three letters are the prefix. The last three numbers are the suffix. The meaning of the number is described below. Course prefixes that are preceded by a (~) in the listing below are considered career-technical in nature and may be applied toward 16 of the 20 general elective credits required for an AA or AS degree.

**Prefixes:** The three-letter prefix identifies the area of study in which the course may be found.

**Suffixes:** The last three numbers identify a specific course within a subject area.

Note: Some of the courses will be preceded by one or more asterisks (\*). See explanations below:

( ) Courses not preceded by an asterisk are intended to meet specific Diploma and Associate of Applied Science Degree requirements as outlined in this catalog. Sixteen semester hours from this area can be applied to Associate of Arts or Associate of 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. Northeast Iowa Community College 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 of 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.

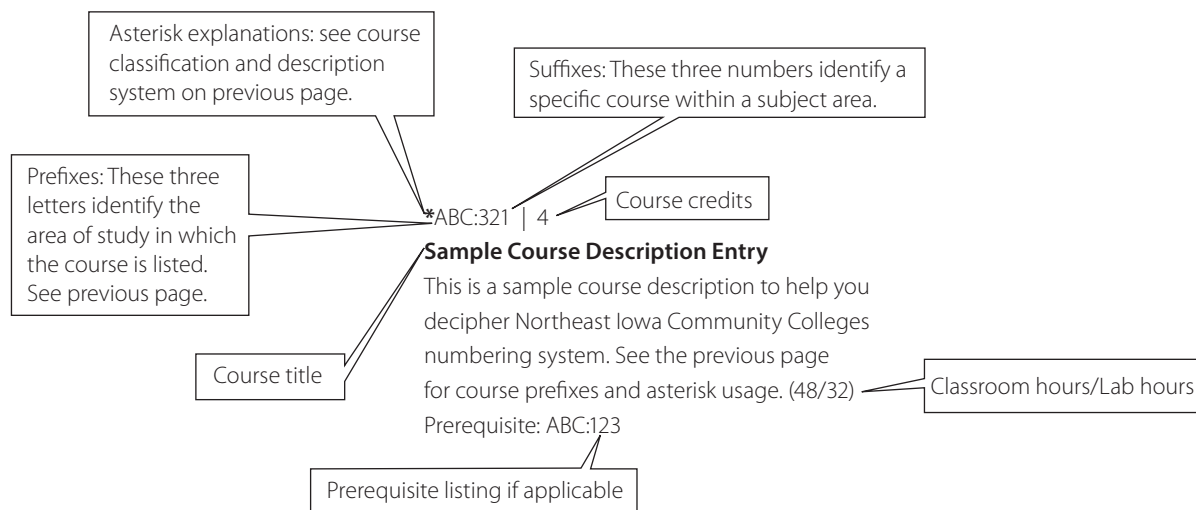
**Please Note:** NICC separates science courses into Natural and Physical Sciences as listed below, but other colleges and universities may use different breakdowns. Students transferring credits to another institution should check with that institution for information on their requirements and how these 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:168, BIO:173, BIO:183, BIO:184, BIO:190, BIO:200, BIO:204, BIO:248, ENV:115, ENV:116, ENV:140

Physical Sciences: CHM:110, CHM:111, CHM:160, CHM:161, CHM:170, CHM:171, CHM:261, CHM:271, PHS:142, PHS:143, PHS:166, PHS:170, PHS:171, PHY:106, PHY:162, PHY:172, PHY:710

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

## SAMPLE COURSE DESCRIPTION



The course descriptions appear in alphabetical order by their three-letter prefixes.

### ACC: Accounting

ACC:115 | 4

#### Introduction to Accounting

Basic accounting principles are presented to introduce beginning students to fundamental accounting concepts. The accounting cycle of journalizing transactions, posting, adjusting and closing entries as well as the preparation of financial statements is emphasized for service and merchandising concerns, in addition to the use of special journals for a merchandiser. (48/32) Prerequisite: MAT:053 or qualifying placement score

\*ACC:152 | 4

#### Financial Accounting

Introduces the concepts and terminology of accounting and financial reporting for modern business enterprises. Examines the processes for analyzing and interpreting accounting information for use in making decisions about organizations and presents the basic mechanics of accounting procedures. (48/32) Pre-/corequisite: MAT:063 or qualifying placement score. ACC:115 recommended

\*ACC:156 | 4

#### 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:161 | 3

#### Payroll Accounting

Identifies the various laws that affect employers in their payroll operations, the record-keeping requirements of these laws, the importance of these laws, and identification of the procedure employed in a typical payroll accounting system. Prepares manual and computer generated payrolls. (48/0) Prerequisite: A minimum grade of C- in ACC:115 or ACC:152

\*ACC:222 | 4

#### Cost Accounting

Fundamental concepts of job process provide a basic understanding of internal cost accounting systems. (48/32) Prerequisite: A minimum grade of C- in ACC:156

\*ACC:231 | 4

#### Intermediate Accounting I

A broad overview of accounting and its theoretical foundation as well as covering the asset area comprehensively. Activities include preparing financial statements, completing time-value accounting applications, accounting for cash, receivables, inventory, current and

contingent liabilities, fixed assets. (48/32) Pre/corequisite: ACC:156

\*ACC:232 | 4

#### Intermediate Accounting II

Course covers asset, liabilities, and owner's equity; special problems in income determination and reporting, and the statement of cash flows. Activities include accounting for long-term liabilities, long-term investments in equity securities, current and contingent assets, long-term debt securities, owner's equity, income taxes, leases, revenue recognition, and pensions. (48/32) Prerequisite: A minimum grade of C- in ACC:231.

\*ACC:265 | 4

#### Income Tax Accounting

A study of Federal Taxation as it applies to individuals and single proprietorship business. (48/32) Pre/corequisite: ACC:115 or ACC:152

ACC:312 | 4

#### Computer Accounting

Develops accounting and problem solving skills on microcomputers. Students complete the accounting cycle through financial statement preparation using integrated accounting software packages. Explores use of electronic spreadsheet capabilities. (0/128) Prerequisite: A minimum grade of C- in ACC:115 or ACC:152

ACC:491 | 3

**Accounting Capstone**

A capstone course bringing together various accounting concepts introduced in earlier course work and demonstrating how the various components of an accounting system work together. (32/32) Prerequisite: A minimum grade of C- in ACC:231

**ADM: Administrative Assistant**

ADM:105 | 1

**Introduction to Keyboarding**

Introduces the basic techniques of keyboarding, including keyboard mastery and development of speed and accuracy. (4/24)

ADM:116 | 3

**Keyboarding II**

Review of proper keyboarding techniques with emphasis placed on speed and accuracy development. Practical applications in producing business forms, interoffice correspondence, letters, manuscripts and tables. (16/64) Prerequisite: ADM:105 or 25 nwpm

ADM:119 | 3

**Keyboarding III**

Additional practical problem solving in business forms, interoffice correspondence, legal forms, letters, reports, tables and other miscellaneous business applications. Further improvement is expected in areas of increased production, end-product quality and increased speed and accuracy. (16/64) Prerequisite: ADM:116

ADM:148 | 2

**Transcription**

Instruction for using transcription machines with emphasis on language skills including spelling, capitalization, punctuation and word usage. Covers the full range of machine transcription activities—progressing from simple transcribing exercises to difficult office-style transcription requiring decision-making ability. (16/32) Prerequisite: ADM:116

ADM:162 | 3

**Office Procedures**

Studies the elements of office procedures and administrative office management. Topics include work environment; workplace technologies; customer and employee satisfaction; mail, travel, meetings, and conferences; and your career. (48/0)

ADM:181 | 3

**Records and Database Management**

Emphasizes the principles and practices of effective records handling and covers creation, storage, retrieval, maintenance and disposition of both manual and computerized database systems. (40/16)

ADM:935 | 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 coop hours) Prerequisite: Successful completion of 24 credits from ADM, BCA or BUS

**ADN: Associate Degree Nursing**

ADN:232 | 1.75

**Transitioning from Practical into Associate Degree Nursing**

Facilitates transition of the Licensed Practical Nurse who is returning to school to enter the Associate Degree level of the College's 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. (24/8) Prerequisite: Students must be accepted for ADN advanced placement in the nursing program by the Director of Nursing

ADN:332 | 3.5

**Introduction to Associate Degree Nursing**

Focuses on content specific to the level of registered nursing. Explores roles of the nurse including those of educator, leader, provider and manager of care. Reviews concepts of critical thinking and reviews legal and ethical

responsibilities of the registered nurse.

Application of the nursing process, physical assessment and the administration of IV medications are addressed in both theory and the lab setting. (48/16) Prerequisites: PNN:246, a 2.2 GPA in core nursing PN courses and 850 in the HESI PN exit exam

ADN:470 | 3.75

**Advanced 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 and in the newborn. 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 54 clinical hours) Prerequisites: A minimum grade of C- in ADN:332

ADN:472 | 3.75

**Advanced Nursing Care of Children**

Assisting children and their families in achieving maximum health potential. The effects of illnesses and deviations from the normal upon the child, family and the community are stressed. Clinical experience is planned to include caring for healthy children as well as acutely and chronically ill children and their families. (36/12 and 54 clinical hours) Prerequisite: A minimum grade of C- in ADN:332

ADN:478 | 5

**Psychiatric Nursing Care**

Increased student self-knowledge, understanding of "normal" versus deviant behavior and the dynamics of human behavior. Therapeutic responses and interaction with clients are based on behavior manifested rather than on classified diagnosis. Concepts examined include the Therapeutic Milieu, Treatment Modalities, Psychiatric/Mental Health Nurse's Role and Function within the continuum of care (health promotion, maintenance, acute and crisis) and Therapeutic



Communication. Mental Health Models (Erickson's developmental stages, Interpersonal Model, Stress Model and Cognitive Behavior Model). Culture and spirituality are threaded throughout the course. (56/8 and 60 clinical hours) Prerequisites: A minimum grade of C- in ADN:332, PSY:111

ADN:525 | 10.25

### **Advanced Nursing Care of Adults**

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. (108/8 and 156 clinical hours) Prerequisites must be passed with a minimum grade of C-. Prerequisites: ADN:470, ADN:472, ADN:478. Must have successfully passed NCLEX LPN boards. Pre-/corequisites: BIO:183, BIO:184, SOC:110

## **AGA: Agriculture - Agronomy**

\*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:117 | 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:131 | 2

### **Plant Physiology**

Acquaints students with the activities of a complex plant during growth and reproduction. Furthers the understanding of how these activities affect the normal production practices. (24/16) Prerequisite: AGA:114 or AGA:117

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:159 | 2

### **Livestock Nutrient Management**

Proper management and utilization of livestock nutrients (by-products). Odor control, collection and storage alternatives, nutrient values, application rates and techniques. Explores construction and size requirements of storage facilities through facility planning and design projects. (24/16)

AGA:161 | 1

### **Herbicides**

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

AGA:165 | 3

### **Agricultural Fertilizers and Chemicals**

Examines the production properties and use of the various agricultural fertilizers, soil amendments, pesticides, and additives. Includes soil sampling methods, analyzing a soil test report, choosing application methods, and calculating fertilizer costs. Studies herbicides, insecticides, and fungicides used in Midwestern farms. (40/16) Prerequisite: AGA:114 or AGA:117

\*AGA:212 | 4

### **Grain and Forage Crops**

Study in the 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. (48/32) Prerequisite: AGA:114 or AGA:117

AGA:223 | 3

### **Grain Management**

Acquaints students with the complete cycle of grain from the farm to the country elevator. Major areas of study are the management of facilities, equipment, personnel and finances, warehouse requirements, grain grading, grain conditioning, grain inventory management, and grain merchandising. (36/24) Pre-/corequisite: AGB:235

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 GIS resources. (16/32) Pre-/corequisite: GIS:111

AGA:381 | 3

**Crop Scouting**

Focuses on identification of pest problems in crops and on developing an integrated pest management program. Students learn to utilize economic thresholds in recommending control methods and will also learn to prevent potential fertility, pest and environmental problems with crop production practices. (24/48) Prerequisite: AGA:114

AGA:802 | 2

**Agronomy Internship I**

Participation in a work experience related to agronomy or crop science for a minimum of 128 hours for experiences that help students explore a career in Agronomy and Crop Science. (128 coop hours)

AGA:812 | 2

**Agronomy Internship II**

Participation in a work experience in agronomy and crop science for a minimum of 128 hours for experiences that help students explore a career in Agronomy and Crop Science. (128 coop hours) Prerequisite: AGA:114 Pre-/corequisite: AGA:283.

AGA:853 | 1

**Certified Crop Advisor Review**

Reviews the competencies required for the national and state certified crop advisor exams. (16/0)

AGA:948 | 1

**Special Projects**

Includes an agreed-to development plan for an applied problem solution. Students and instructor meet regularly for discussion, observation, and evaluation of the project development. (0/32) Prerequisite: AGA:212

**AGB: Agriculture – Farm Management**

\*AGB:235 | 3

**Introduction to Agriculture Markets**

Basic concepts and economics principles related to markets for agricultural input and products. Overview of current marketing problems faced by farms and agribusinesses, farm and retail price behavior, market structure, food marketing channels, food

quality and safety, implications at the farm level of consumer preferences and the role of agriculture in the general economy. Covers marketing methods and strategies for agricultural commodities, including introduction to hedging, fundamental analysis, technical analysis, futures, options, risk management tools and use of other market information. (40/16)

AGB:245 | 3

**Agriculture Risk Management**

Addresses issues of production risk in crop and livestock production. Other topics are legal risk, human risk, and financial risk. Management of these risks will be covered by discussing various crop insurance alternatives, production contracts, and ag law. (40/16) Pre-/corequisite: AGB:235

AGB:329 | 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:330 | 3

**Farm Business Management**

Covers all aspects of farm decision making, including record keeping, budgeting, year-end analysis, enterprise analysis and tax management. (48/0)

AGB:333 | 2

**Applied Farm Financial Management**

Gives the successful student experience with the financial records needed to manage a farm business. (16/32)

\*AGB:336 | 3

**Agricultural Selling**

Covers agriculture sales related to marketing and selling strategies, preparing for sales calls and presentations, handling objections, closing sales, analysis of purchasing process and evaluating agri-selling as a possible career choice. Students will spend one day with an ag salesperson. (32/32)

AGB:436 | 2

**Grain Merchandising**

Explains the function of the country elevator in the agriculture industry and how basis trading presents an opportunity for the elevator to manage risk and improve margins on the grain commodities it handles. Covers the day-to-day tasks that make a merchandising operation run smoothly as well as how a country elevator can help producers improve profit levels and limit risk. (24/16) Prerequisite: AGB:235

AGB:466 | 3

**Agricultural Finance**

Financial analysis of agricultural operations; liquidity, capital structure and growth of agricultural firms; risk and return; capital budgeting methods; analysis of land investments, leasing and costs of credit; financial intermediation and major financial institutions for agriculture; credit scoring, loan pricing and asset-liability management techniques by financial intermediaries and public policies affecting agricultural credit markets. (48/0) Prerequisite: ACC:115, ACC:152 or AGB:330

AGB:802 | 2

**Agribusiness Internship I**

Students participate in a work experience related to customer service and/or business management in agriculture for a minimum of 128 hours for experiences that will help them explore a career in agriculture business and learn the basic operations of how an agribusiness runs. (128 coop hours)

AGB:812 | 2

**Agribusiness Internship II**

Students participate in a work experience related to customer service and/or business management in agriculture for a minimum of 128 hours for experiences that help them explore a career in agriculture business and learn the basic operations of how an agribusiness runs. (128 coop hours) Prerequisites: AGA:114 and AGB:330

AGB:822 | 2

**Agribusiness Internship III**

Students are placed on the job in agribusiness firms which most nearly fit their career goals with the purpose of providing experiences and developing skills and knowledge which cannot be furnished in the classroom. (128 coop hours)

AGB:832 | 2

**Agriculture Finance Internship**

Opportunity to further develop and practice agriculture finance skills based on objectives set forth in an individual training plan developed with each student. A successful and progressive lending institution such as a bank will serve as the training site. (128 coop hours)

**AGC: Agriculture—  
Comprehensive - Miscellaneous**

AGC:802 | 2

**Agriculture Production Internship I**

Students participate in a work experience related to agricultural crop and/or livestock production management for a minimum of 128 hours of exploring career in agriculture production and learning the basic operations of how an agribusiness functions. (128 coop hours)

AGC:812 | 2

**Agriculture Production Internship II**

Students participate in a work experience related to customer service and/or business management in agriculture for a minimum of 128 hours of exploring career in agriculture production and learning the basic operations of how an agribusiness runs. (128 coop hours)  
Prerequisites: AGA:114, AGB:330, AGB:802, AGS:114, AGS:344

AGC:925 | 2

**Agriculture Special Projects I**

The advanced agriculture student will be assigned a project in the teaching laboratory and will collect, organize, analyze and present data through written and oral presentations. (0/64) Prerequisite: Second-year agriculture student status

AGC:926 | 2

**Agriculture Special Projects II**

The advanced agriculture student will be assigned a project in the teaching laboratory. Students will collect, organize, analyze and present data through written and oral presentations. (0/64) Prerequisite: Second-year agriculture student status, AGC:925

**AGM: Agriculture - Mechanics**

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: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. (8/16)

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 R134A is used. Upon course completion, students will be certified under the MACS (Mobile Air Conditioning Society) Certification Training Manual. (24/16)

AGM:531 | 3.5

**John Deere AMS/Implement Technology**

Designed to give a better understanding of the basic operating principles of select John Deere implements. The theoretical operation of planters and balers is studied in a classroom setting. Basic information on belts, chains, bearings and seals is covered. Opportunity is given to demonstrate setup and field adjustments for planters, round balers, sprayers and associated AMS equipment. (32/48)

AGM:532 | 3.5

**John Deere Fundamentals and Safety**

An 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, machine operation and machine disassemble. (32/48)

AGM:533 | 3.5

**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 and hands-on training of these drives is done in a lab setting. Combine adjustment is practiced on a computer simulator program. (32/48)

AGM:534 | 3.5

**John Deere Hydraulics I**

Covers principles and applications of fluid power as it applies to John Deere equipment. Testing and diagnostic work is applied using various pieces of John Deere equipment. (32/48)

AGM:535 | 3.5

**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 are used. (32/48)

AGM:536 | 3.5

**John Deere Electrical/Electronics I**

Basic electrical principles and applications of Ohm's Law, magnetism, electromagnetism and the safe utilization of electrical test meters. Includes the design, construction and safe testing of lead acid storage batteries and the reading of electrical schematics using JIC symbols as related to the ag industry. (32/48)

AGM:537 | 3.5

**John Deere Electrical/Electronics II**

Covers the principles of operation, testing and repair of cranking systems, charging systems, Can Bus systems and control unit circuits, procedures and use of digital multimeters, techniques of circuit diagnosis and reading of

electrical schematics. Students will test tractor circuits, including lighting, accessory, Can Bus circuits and gauges. (32/48)

AGM:538 | 5.5

#### **John Deere Power Train**

Theory of power transmission from engine to traction wheels on John Deere tractors. Includes the function and operation of gears, clutches, planetary gear sets, differentials, mechanical front-wheel drive systems and hydrostats. Covers diagnosis, repair and adjustment of John Deere syncro-range, quad-range, infinitely variable and power-shift transmissions (56/64)

AGM:539 | 3.5

#### **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. (32/48)

AGM:540 | 3.5

#### **John Deere Diesel Engines**

Covers 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. (32/48)

AGM:541 | 3.5

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

Familiarization with the fuel injection pumps and HPCR used on John Deere engines. Time is spent on maintenance procedures for proper removal, installation and timing of fuel injection pumps and also the testing and repair of nozzle components and filtering systems. Includes dynamometer operation related to engine performance. (32/48)

AGM:542 | 3.5

#### **John Deere Information Technology**

John Deere technicians are required to use several sources of information and technology during the daily operations of their job. Service ADVISOR, Parts ADVISOR, and Dealer Path programs are computer-based software that

provides technical information for current and non-current John Deere models of equipment. This course prepares students to take the John Deere Service Advisor Certification test and exposes them to Parts ADVISOR and Dealer Path. Final Tier 4 emission training is incorporated within the course to facilitate practical application of Service ADVISOR. (32/48)

AGM:543 | 4

#### **John Deere Combines**

Designed for better understanding of the basic operating principles of the John Deere combine. Covers operation and adjustment as well as combine drive systems in a classroom setting. Hands-on training of various combine components will be done in a lab setting. (40/48)

AGM:544 | 3.5

#### **John Deere Consumer Products/Engines**

Designed to give a better understanding of the basic 2- and 4-cycle engine operation, repair, and adjustments. Covers repair procedures and adjustments of gas and diesel engines in the classroom setting. Engine tear down, operation, and basic diagnostics are done in a lab setting. (40/48)

AGM:807 | 8

#### **John Deere Internship I**

On the job experience in a John Deere dealership allows students to practice and utilize skills and knowledge learned previously. This work experience is supervised by NICC John Deere TECH instructors. (512 coop hours)

AGM:808 | 8

#### **John Deere Internship II**

The second on-the-job experience allows students to enhance their skills learned from the previous OJT and school semester. It is expected that they will enhance the relationships and work efficiency developed at the dealership. This work experience is supervised by the NICC John Deere Tech instructor. (512 coop hours)

## **AGP: Agriculture – Precision Agriculture**

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:435 | 3

### **Advanced Precision Farming Software**

Provides a hands-on application of several precision agriculture software systems. Students will learn how to create field boundaries, import imagery, import soil and yield data and learn how to run complex analysis from inputs. Students will also learn to create guidance lines, prescription maps, and multi-year analysis using software systems from AgLeader, and ESRI as well as several other systems. Students will learn how to legally use a UAV (drone) to collect aerial imagery and process the imagery. (24/48)  
Pre/corequisite: GIS:111

## **AGS: Agriculture – Animal Science**

\*AGS:101 | 2

### **Working with Animals**

Taught in conjunction with Survey of the Animal Industry as the lab component. Course intent is to give practical experience working with dairy, beef, sheep, goats, horses, poultry and companion animals. Additionally, students will interview successful business owners in each of these areas while touring their facilities. (16/32)

AGS:111 | 1

### **Introduction to Dairy Science**

Prepares freshman dairy science students for successful degree completion. Students will learn about the purpose of Iowa's Dairy Center and the role it plays in education, will review all protocols used on a daily basis to operate the dairy farm, and will evaluate dairy animals and their farms for profitability. (16/0)

\*AGS:114 | 2

### **Survey of the Animal Industry**

Explores breeds, life cycles, management practices, marketing and care of farm animals. Species included are food animal production of beef and dairy cattle, sheep, goats, swine and poultry, as well as companion animals of horses, dogs, cats and others. (32/0)

AGS:118 | 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: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)

AGS:242 | 3

### **Animal Health**

An introductory-level course providing an understanding of animal health principles. Emphasizes the nature of disease, immunology, infection, vaccination and treatment. Discusses common infectious diseases found in domestic livestock species, including bacteria, parasites and viruses. (48/0)

AGS:244 | 2

### **Applied Animal Disease Prevention and Treatment**

This practical course applies the concepts from its companion course, Animal Health. (16/32)

AGS:251 | 3

### **Beef Production Management**

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

AGS:252 | 2

### **Fall Beef Cattle Science Lab**

Application of beef cattle management techniques. (16/32)

AGS:253 | 2

### **Spring Beef Cattle Science Lab**

Application of beef cattle management techniques. (16/32)

\*AGS:319 | 3

### **Animal Nutrition**

Covers the fundamentals of small and large animal nutrition. (48/0)

AGS:326 | 2

### **Applied Ration Balancing and Feeding**

A course to help students learn to calculate dairy cattle rations by hand and with a computer. (16/32)

AGS:328 | 1

### **Parlor Management Rotation**

Provides training in the fundamentals of milking procedures and parlor management. (8/16)

AGS:331 | 3

### **Animal Reproduction**

Covers the male and female reproductive tracts of common domesticated species and their development, the estrous cycle, hormones, sexual behavior, breeding and pregnancy. (48/0)

AGS:334 | 2

### **Applied Reproductive Techniques**

This practical course is a companion course to Animal Reproduction and applies the concepts from that course. (16/32)

\*AGS:335 | 3

### **Principles of Milk Production**

Course is one of two major core Dairy Science courses and is taught in conjunction with Principles of Dairy Production. Sixteen key units in dairy management and production are covered in the two courses. This course focuses on the U.S. Dairy industry, milk marketing, dairy management information, dairy replacement management, dairy management groups, dairy rumen nutrition, dairy feeds and feeding and dairy forage management. (48/0)

AGS:336 | 2

### **Dairy Management Lab I**

One of two major core Dairy Science courses and is taught in conjunction with Principles of Dairy Production. Sixteen key units in dairy management and production are covered in the two courses. Focuses on the U.S. Dairy industry, milk marketing, dairy management information, dairy replacement management, dairy management groups, dairy rumen nutrition, dairy feeds and feeding, and dairy forage management. (16/24 and 16 coop hours)

\*AGS:337 | 3

### **Principles of Dairy Production**

Course is one of two major core Dairy Science courses and is taught in conjunction with Principles of Milk Production. Sixteen key units in dairy management and production are covered in the two courses. This course



focuses on milk harvest, cow comfort, diseases, reproduction, genetics, facilities, business and value-added, as relates to practical dairy production. (48/0)

AGS:339 | 2

### **Dairy Management Lab II**

One of two major core Dairy Science courses and is taught in conjunction with Milk Production Lab. Sixteen key units in dairy management and production are covered in the two courses. Focuses on milk harvest, cow comfort, diseases, reproduction, genetics, facilities, business, and value-added, as they relate to practical dairy production. (16/24 and 16 coop hours)

AGS:342 | 1

### **Dairy Business Analysis**

An applied course designed for dairy managers to evaluate their dairy businesses. Covers six areas of critical importance to the dairy industry and its managers. (8/16)

AGS:343 | 1

### **Bovine Husbandry Rotation**

Students will work in the campus dairy farm for a selected number of days and learn approved practices in dairy cattle management. (8/16)

AGS:344 | 1

### **Agriculture Equipment, Selection, Operation, and Maintenance**

Introduces farm equipment operation and routine maintenance required when working in a farm operation. (4/24)

AGS:346 | 1

### **Dairy Robotics**

A broad-based introduction to robotic technology for the dairy industry. (8/16)

AGS:353 | 3

### **Animal Genetics**

Covers the principles of basic animal genetics as well as various topics specific to dairy, beef, swine and other animal breeding. (48/0)

AGS:354 | 2

### **Applied Animal Selection and Improvement**

An applied use of genetic principles for on-farm improvement. (16/32)

AGS:507 | 3

### **Swine Farrowing and Nursery Management**

Emphasizes development of skills in farrowing/nursery record keeping analysis and includes the scheduling, management and operation of farrowing and weaning facilities. Addresses health, nutrition, environmental control and ability to identify superior producing animals for breeding. (32/32)

AGS:529 | 2

### **Swine Reproduction and Management**

Recognizing swine reproductive characteristics and reproductive functions of swine breeding stock. Identifying type and confirmation necessary for economic production. Also deals with breeds, breeding programs, breeding systems and appropriate management techniques. (32/0)

AGS:805 | 2

### **Dairy Internship I**

An opportunity to further develop and practice farm management skills based on objectives set forth in an individual training plan developed with and for each student. An economical, well-managed farm or farm enterprise of an appropriate size will serve as the training site. (128 coop hours)

AGS:806 | 2

### **Animal Science Internship**

On the job experience in the animal science industry. (128 coop hours)

AGS:830 | 2

### **Beef Production Internship**

Opportunity to further develop and practice beef management skills based on objectives set forth in an individual training plan developed with and for each student. An economical, well-managed beef enterprise of appropriate size will serve as the training site. (128 coop hours)

\*AGS:944 | 1

### **Issues Facing Animal Science**

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

## **AGV: Agriculture – Vet Tech**

AGV:106 | 2

### **Animal Handling, Records, and Procedural Management**

Gives basic hands-on experience with small animals and teaches basic care, procedural management and record keeping. (16/32)  
Prerequisite: A minimum grade of C- in AGS:218

AGV:109 | 2

### **Pharmacy Skills**

Reviews the basic concepts of animal anatomy and physiology in relation to medicine administration. Students are familiarized with veterinary drugs, their modes of administration and specific function in animal body systems. (32/0) Prerequisites: AGS:218, AGV:121, AGV:246, AGV:267 and BIO:112 or BIO:13, CHM:110 or CHM:160

AGV:111 | 2

### **Small Animal Laboratory Techniques**

Hands-on laboratory skills. (16/32)  
Prerequisites: Enrollment in the Large Animal Veterinary Technician program and a minimum grade of C- in AGS:331, AGS:334, AGV:156, AGV:180, AGV:248, AGV:266, AGV:950

AGV:121 | 2

### **Veterinary Medical Terminology**

Discussion of prefixes, suffixes and roots (mostly Greek and Latin) that comprise medical terms. (32/0)

AGV:140 | 3

### **Veterinary Pharmacology**

Discusses the fundamental pharmacology used by veterinary technicians. (32/32)  
Prerequisites: Enrollment in the Large Animal Veterinary Technician program and a minimum grade of C- in AGS:218, AGV:121, AGV:246, AGV:267; and BIO:112 or BIO:113; and CHM:110 or CHM:160

AGV:141 | 2

### **Advanced Veterinary Pharmacology**

Discusses the fundamental pharmacology used by veterinary technicians. (32/0)  
Prerequisites: Enrollment in the Large Animal Veterinary Technician program and a minimum grade of C- in AGS:331, AGS:334, AGV:156, AGV:180, AGV:248, AGV:266, AGV:950



AGV:156 | 2

### **Veterinary Reception and Administration Skills**

Covers all aspects of record keeping, reception and administration in a veterinary hospital. (32/0)

AGV:180 | 2

### **Veterinary Radiology**

Radiology and how it pertains to veterinary medicine. (32/0) Prerequisites: Enrollment in the Large Animal Veterinary Technician program; and a minimum grade of C- in AGS:224, AGS:242, AGV:109, AGV:220, AGV:948, BIO:183, BIO:184, ENG:105

AGV:184 | 2

### **Lab Animal Medicine**

Discusses how to safely and effectively handle common laboratory animals used in research. (16/32) Prerequisites: Enrollment in the Large Animal Veterinary Technician program and a minimum grade of C- in AGS:331, AGS:334, AGV:156, AGV:180, AGV:248, AGV:266, AGV:950

AGV:220 | 2

### **Veterinary Clinics**

Hands-on experience with radiology, ultrasound, bandaging, casting, patient interactions and vaccine administration. (16/32) Prerequisites: Enrollment in the Large Animal Veterinary Technician program and a minimum grade of C- in AGS:218, AGV:121, AGV:246, AGV:267; and BIO:112 or BIO:113; and CHM:110 or CHM:160

AGV:246 | 2

### **Large Animal Diagnostics**

This practical course is a companion course for Animal Health and applies the concepts from that course. (16/32) Prerequisite: Enrollment in the Veterinary Technician program

AGV:247 | 2

### **Large Animal Imaging and Surgery**

Exposes students to radiology and surgery preparation. (16/32) Prerequisite: Enrollment in the Veterinary Technician program and a minimum grade of C- in AGS:331, AGS:334, AGV:156, AGV:180, AGV:248, AGV:266, AGV:950

AGV:248 | 2

### **Surgery and Anesthesia for Veterinary Technicians**

Surgery and anesthesia as it pertains to veterinary medicine. (32/0) Prerequisites:

Enrollment in the Large Animal Veterinary Technician program and a minimum grade of C- in AGS:224, AGS:242, AGV:109, AGV:220, AGV:948, BIO:183, BIO:184, ENG:105

AGV:266 | 2

### **Advanced Veterinary Nursing Care**

Covers surgery, anesthesia, emergency care and dentistry. (0/64) Prerequisites: Enrollment in the Large Animal Veterinary Technician program and a minimum grade of C- in AGS:224, AGS:242, AGV:109, AGV:220, AGV:948, BIO:183, BIO:184, ENG:105

AGV:267 | 1

### **Dosage Calculations for Veterinary Technicians**

Includes pharmaceutical mathematics with an emphasis on dosage calculations and fluid therapy as related to veterinary medicine. (16/0) Prerequisites: Enrollment in the Large Animal Veterinary Technician program and a qualifying math placement score

AGV:930 | 2 or 4

### **Industrial Veterinary Technician Internship**

On-the-job experience in the veterinary science industry. (128 or 256 coop hours) Prerequisites: Enrollment in the Veterinary Technician program and a minimum grade of C- in AGV:109, AGV:121, AGV:220, AGV:246, AGV:948

AGV:931 | 2

### **Clinical Veterinary Technician Internship**

On the job experience in a veterinary clinic. (128 coop hours) Prerequisites: Enrollment in the Veterinary Technician program and a minimum grade of C- in AGV:156, AGV:180, AGV:248, AGV:950

AGV:948 | 1

### **Special Projects**

Course is defined to correspond to the agreed-upon course objectives. Instructor will create syllabi for each respective topic. (16/0) Prerequisites: Enrollment in the Large Animal Veterinary Technician program and a minimum grade of C- in AGS:218, AGV:121, AGV:246, AGV:267; and BIO:112 or BIO:113; and CHM:110 or CHM:160

AGV:950 | 1

### **Special Projects II**

Course is defined to correspond to the agreed-upon course objectives. Instructor

will create syllabi for each respective topic. (16/0) Prerequisites: Enrollment in the Large Animal Veterinary Technician program and a minimum grade of C- in AGS:224, AGS:242, AGV:109, AGV:220, AGV:948, BIO:183, BIO:184, ENG:105

AGV:951 | 1

### **VTNE Review**

Course is defined to correspond to the agreed-upon course objectives. Instructor will create syllabi for each respective topic. (16/0) Prerequisites: Enrollment in the Large Animal Veterinary Technician program and a minimum grade of C- in AGS:331, AGS:334, AGV:156, AGV:180, AGV:248, AGV:266, AGV:950

## **ANI: Animation**

ANI:105 | 3

### **Introduction to Animation**

Focuses on the creation and practical knowledge regarding the art and production of various types of animation, including Stop Motion, 2-D, 3-D, and experimental techniques. Stresses the utilization of technologies and popular softwares to create and complete original, portfolio-quality animations. Students gain practical knowledge on how to prepare animation files for publishing via formats such as multimedia presentations, CD/DVD, websites, YouTube channels, live streams, and popular social media venues. (24/48)

## **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

### **2-D 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

### 3-D 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 20th 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: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)

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:102

AUT:168 | 8

### 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. (72/112)

AUT:191 | 2

### Automotive Metal Repair/Hybrid Vehicles Introduction

Information on various metal repair techniques, including oxyacetylene welding brazing and cutting, plasma cutting, GMAW welding and thread repair. Introduces electric and alternative powered vehicles theory and operation. (24/16) Pre/corequisites: AUT:627

AUT:192 | 2

### Hybrid, Electric and Alternative Fuel Vehicles

Theory, application and service information of hybrid, electric and alternative power vehicles. (24/16) Prerequisite: AUT:191

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:102

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:306 and AUT:627

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. (16/112) Prerequisite: AUT:102

AUT:306 | 6

#### **Automotive Manual Drive Train and Axles**

Information regarding drive axles, differentials, drive shafts, manual transmissions, transaxles and clutches. (56/80)

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:102

AUT:405 | 5

#### **Automotive Suspension and Steering**

Information regarding diagnosis and repair of tires, wheels, suspension, steering and alignment. (48/64)

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:102

AUT:505 | 5

#### **Automotive Brake Systems**

Information about brake systems. Includes drum brakes, disc brakes, power systems and anti-lock braking systems. (40/80)

AUT:616 | 6

#### **Automotive Electrical Systems**

Information regarding theory and practice in the areas of basic electrical and electronic systems, including starting and charging systems, lighting systems, instruments and accessories. (36/120) Prerequisite: AUT:102

AUT:627 | 7

#### **Automotive Electrical 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.. (56/112)

AUT:641 | 6

#### **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. (48/96) Prerequisite: AUT:102

AUT:704 | 4

#### **Automotive Heating and Air Conditioning**

The principles and practical experience in working with air conditioning. Studies include 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:102

AUT:706 | 6

#### **Automotive Heating and Air Conditioning**

Information and practical experience regarding auto air-conditioning components and systems and the inspection and repair of

heating, air-conditioning, safety and security systems. (48/96)

AUT:810 | 7.5

#### **Automotive Engine Performance**

Diagnosis of problems engines encounter in the electrical system, charging system, starting system and fuel system. 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. (32/176) Prerequisite: AUT:102

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. (16/32)

AUT:824 | 8

#### **Drivability and Emissions**

Information on engine controls with emphasis on troubleshooting electronic engine control systems and drivability problem diagnosis and repair, including noise, vibration and harshness. (72/112) Prerequisites: AUT:627

AUT:829 | 4

#### **Gas Engine Principles**

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

AUT:830 | 4

#### **Gas Support Systems**

Knowledge on testing and servicing various types of fuel systems, including fuel injection pumps and nozzles. Students will understand and identify ignition systems and components; will learn to test, repair and replace batteries, switches, coil, distributors, including points and rotor condenser caps; and will test and analyze high-tension circuits, high-energy ignition systems and spark plugs. Covers principles and techniques of engine ignition timing, a background water temperature control, water circulation, heater cores, related test equipment and general service procedures. (32/64)

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)

AUT:874 | 2

**Automotive Service Management IV**

Covers the advisor's 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) Prerequisite: AUT:873

## BCA: Business Computer Application

\*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: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 Prokaryotic organisms and Eukaryotic organisms, including a study of their ecological interrelationships and discussions of current environmental issues. (48/32)

\*BIO:125 | 4

**Plant Biology**

General concepts of botany with an emphasis on basic botanical terminology, anatomy, physiology, taxonomy and ecology. Special consideration given to the identification and cultural characteristics of local native plants. (48/32)

BIO:149 | 3

**Body Structure and Function**

A basic course emphasizing the structure and function of major components of the human body. (48/0)

BIO:153 | 2

**Cardiopulmonary Anatomy and Physiology**

Focuses on the anatomy and physiology of the cardiopulmonary system and other body systems affecting it. (32/0)

\*BIO:157 | 4

**Human Biology**

A survey of the form and function of human body systems, based on chemical, cellular, histological and organ interrelationships

with further emphasis and discussion about the involvement and impact of humans in ecological and social systems. (48/32)

BIO:158 | 2

**Basic Anatomy and Physiology**

Introduces the structure and function of the human body beginning with a study of the molecular, cellular and tissue levels and continuing with emphasis on selected organ systems. (32/0)

BIO:160 | 1

**Basic Anatomy and Physiology Lab**

The basic principles of human anatomy and physiology based on laboratory experimentation in microscopy and dissection with emphasis on the atomic, cellular, tissue and organ system levels of organization. (0/32) Pre-/corequisite: BIO:158

\*BIO:168 | 4

**Human Anatomy and Physiology I**

Introduces the structure and function of the human body, beginning with a study of the molecular, cellular and tissue levels, and continuing with emphasis on selected organ systems. Studies 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. (48/32) Prerequisites: One year high school biology/chemistry or college equivalent with a minimum grade of C-; or a minimum grade of C- in BIO:112, BIO:157, or CHM:110

\*BIO:173 | 4

**Human Anatomy and Physiology II**

Continued study of the structure and function of the human body as introduced by BIO:168, with review of the molecular, cellular, and tissue levels of organization and emphasis on selected organ systems, as well as basic principles of human anatomy and physiology based on laboratory experimentation in microscopy and dissection with emphasis on the organ system levels of organization. (48/32) Prerequisite: A minimum grade of C- in BIO:168

\*BIO:183 | 3

### **Microbiology**

An introductory course stressing the characteristics of microorganisms and their relationship to man. Emphasizes bacteriology, immunity, sanitation, disinfection and asepsis. (48/0) Prerequisites: One year of high school biology/chemistry or college equivalent with a minimum grade of C-; or a minimum grade of C- in BIO:112, BIO:157 or CHM:110

\*BIO:184 | 1

### **Microbiology Lab**

Laboratory experience exploring the characteristics of microorganisms and their influence on society. (0/32) Pre-/corequisite: BIO:183

BIO:200 | 1

### **Basic Microbiology**

Introductory course stressing the characteristics of microorganisms and their relationship to man. Emphasizes bacteriology, immunity, sanitation, disinfection and asepsis. (16/0)

BIO:204 | 1

### **Basic Microbiology Lab**

Emphasizes the ubiquitous nature of microorganisms, the techniques used to isolate and maintain potentially pathogenic organisms and the importance of using aseptic techniques. (0/32) Pre-/corequisite: BIO:200

\*BIO:248 | 4

### **Introduction to Bioscience Technology**

Explores the expanding field of biotechnology and how it impacts science and society. Examines fundamental biological, chemical and mathematical principles as they apply to biotechnology. Laboratory activities emphasize essential methodologies employed in scientific inquiry and experimentation. (48/32) Prerequisite: A minimum grade of C- in MAT:053 or qualifying placement score

## **BUS: Business**

\*BUS:103 | 4

### **Introduction to Business**

Exposes students to the role of the bookkeeper, manager and junior accountant

in relation to the many facets of the business world, including the economic system, marketing functions such as sales, production and finance and types of business organizations. (64/0)

BUS:121 | 3

### **Business Communications**

A study of modern trends in business communication including writing of letters, memos and reports which are courteous, complete, clear, correct and concise. Emphasizes editing and proofreading for accuracy of expression. (48/0) Prerequisite: COM:723, ENG:021, or ENG:105

\*BUS:130 | 3

### **Introduction to Entrepreneurship**

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)

\*BUS:180 | 3

### **Business Ethics**

Covers major ethical issues facing business practitioners through a study of ethical principles and procedures of analysis, application of these methods to crucial questions of professional conduct and responsibility and their application to selected business problems of timely interest. (48/0)

\*BUS:185 | 3

### **Business Law I**

Presents material essential to an understanding of law as it applies to the following topics: history, crimes and torts, contract law and sales Uniform Commercial Code (UCC). (48/0)

\*BUS:188 | 3

### **Legal Environment of Business**

Provides basic understanding of business law in the areas of: law and ethics, commercial paper, government regulation, specific federal and state laws, agency and employment, property and business organization. (48/0)

BUS:204 | 3

### **Professionalism in the Workplace**

Designed to make students aware of their personal strengths and identify areas for improvement. Concentrates on helping develop marketable personal and professional skills. Presents strategies to assist in maintaining employment and in demonstrating a professional image and work behavior. (48/0)

\*BUS:265 | 3

### **Risk Management**

The understanding of risk and ability to transfer risk through insurance and other mediums. Coverage of insurance as a vehicle to transfer risk includes life, health, property, liability and business ownership. (48/0)

## **CAD: Computer Aided Drafting**

CAD:104 | 3

### **Computer Aided Drafting**

Provides a draftsman with essential information about computer graphics, practice exercises to prepare for design station activity and numerous "hands-on" exercises. The goal is to gain sufficient skill to construct computer drawings while inputting construction geometry into computer memory and retrieving the information for use in design, drafting and/or production activities. (32/32)

CAD:165 | 3

### **Rendering and Animation**

Introduces the creation of two- and three-dimensional animations using specially designed software and activities. (32/32) Corequisite: CAD:175

CAD:172 | 2

### **Introduction to CAD: AutoCAD**

Introduces various drafting techniques available through computer-aided design technology. Students study problems and prepare design station activities that apply to their individual programs of study. (16/32)

CAD:175 | 2

### **Advanced CAD: AutoCAD**

The student will demonstrate the ability to set a typical and customized working environment,



exhibit advanced editing strategies, create and employ symbols libraries and make customized menus for the CAD drafting system. Students receive work in 3D and modeling and gain increased knowledge and proficiency in using the CAD system. (16/32) Prerequisite: CAD:104 or CAD:172

## CHM: Chemistry

\*CHM:110 | 3

### Introduction to Chemistry

An introduction to general and inorganic chemistry. One unit of organic chemistry is included. Topics covered are measurements, structure of the atom, elements, compounds, chemical equations, stoichiometry, acids and bases and nuclear chemistry. (48/0)

\*CHM:111 | 1

### Introduction to Chemistry Lab

A laboratory experience that supports and applies basic concepts of inorganic organic and biochemistry, using scientific methods of inquiry. (0/32) Pre-/corequisite: CHM:110

\*CHM:160 | 3

### Chemistry I

Deals with the structure of the atom, elements and the periodic table, chemical formulas, chemical equations, bonding, thermochemistry, gases, liquids and solids and solution chemistry. (48/0) Prerequisite: MAT:102 or one year high school chemistry

\*CHM:161 | 1.5

### Chemistry I Lab

Development of chemistry laboratory discipline, procedures and skills through a selection of experiments in inorganic chemistry and simple quantitative analysis. Includes appropriate personal and environmental safety procedures as a necessary part of the chemistry laboratory experience. (0/48) Pre-/corequisite: CHM:160

\*CHM:170 | 3

### Chemistry II

A continuation of Chemistry I covering solution chemistry, chemical kinetics, thermodynamics, transition metals, electrochemistry, non-metals and nuclear reactions. (48/0) Prerequisite: CHM:160

\*CHM:171 | 1.5

### Chemistry II Lab

A continuation of Chemistry I Lab for further development of laboratory skills and discipline. More advanced experiments are selected to reinforce the classroom learning experience typically associated with a second semester general chemistry course. (0/48) Prerequisites: CHM:160, CHM:161. Pre-/corequisite: CHM:170

\*CHM:261 | 4

### Organic Chemistry I

A sound basis as a first semester organic chemistry course for students majoring in the sciences and related pre-professional programs. Topics include nomenclature, stereochemistry, chemical bonding, reaction mechanisms, the characterization of hydrocarbons, alkyl halides, alcohols, and ethers. Laboratory work correlates with lecture topics. (48/32) Prerequisites: CHM:160, CHM:161

\*CHM:271 | 4

### Organic Chemistry II

A continuation of Organic Chemistry I. Topics include the chemistry of aromatic compounds, carbonyl compounds, amines, and biologically important molecules. Emphasizes synthesis, reaction mechanisms, and spectroscopy. (48/32) Prerequisite: CHM:261

## CIS: Computer Programming

CIS:101 | 3

### Computer Ethics

Provides a study of ethics and moral philosophy as a means for providing a framework for ethically grounded decision making in the information age. Current regulation and practices pertaining to professional conduct and responsibility are studied. (48/0)

CIS:115 | 1

### Introduction to Large Computer Systems

Introduces and explores concepts and operations of large computer systems. Emphasizes general operations, database files, output manipulation and screen design. (8/16)

CIS:122 | 3

### Programming Logic and Design

Basic introduction to the design and development cycles utilized in many computer-related occupations. Covers structured program design and graphic design processes. Addresses designing logic, storyboards, thumbnail sketches, hierarchy charts, flowcharts and related design specifications and models for a variety of problems using various design methods and tools (32/32)

CIS:125 | 3

### Introduction to Programming Logic with Language

Introduces programming using Visual Basic. Net. Provides experience and practice in designing and writing a variety of programs utilizing Visual Basic.Net which help develop a deeper understanding and appreciation of the computer, its capabilities and limitations and of application software. (32/32) Pre-/corequisite: MAT:063 or qualifying placement score

CIS:142 | 4

### Computer Science

The fundamentals of the C++ programming language using a console, Graphical User Interface (GUI), animation environment. Simple gaming applications are developed, debugged, and modified to reinforce concepts of the C++ programming language. The object-oriented programming foundation established prepares students for a course in data structures. (32/64) Prerequisite: CIS:125 or CIS:197

CIS:153 | 4

### Data Structures

C++ object-oriented programming language is used to teach about data structures. Course prepares students for many higher-level computer programming courses, giving them a background to understand any type of data structure used in computer programming. Applications for the Command Line Interface (CLI) and Graphical User Interface (GUI) are programmed by the students. (48/32) Prerequisite: CIS:142 or CIS:164



CIS:160 | 3

### **Introduction to Visual Languages**

Introduces basic elements of programming in a visual language. Students become familiar with object-oriented program design, syntax and logic structures by gaining experience and practice in designing and coding a sequence of increasingly complex programs. Stresses good form design principles and structured and modular programming concepts. (32/32) Prerequisite must be passed with a minimum of a C- to progress in the Computer Analyst major. Prerequisite: CIS:122

\*CIS:161 | 3

### **C++**

Introduces the basic elements of procedural C++ programming. Students become familiar with the syntax and logic structures of C++ by gaining experience and practice in designing and coding a sequence of increasingly complex programs. Introduces object-oriented C++ programming later in the course. (32/32) Prerequisite must be passed with a minimum of a C- to progress in the Computer Analyst major. Prerequisite: CIS:122 or CIS:450

\*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:171 | 3

### **Java**

The basic features of the Java programming language. Explores the concepts of object-oriented programming, event handling, user interface programming and graphic techniques. Practical experience is gained in creating and modifying GUI Java applications. (32/32) Prerequisite must be passed with a minimum of a C- to progress in the Computer Analyst major. Pre-/corequisite: CIS:122 or CIS:450

CIS:177 | 3

### **iOS Programming**

A basic introduction to the design and development of mobile applications for the Apple iOS platform from concept through completion of increasingly complex projects. (32/32) Prerequisite must be passed with a minimum of a C- to progress in the Computer Analyst major. Pre-/corequisite: CIS:122 or CIS:450

CIS:197 | 3

### **Fundamentals of Web Design**

Introduces the basics of web page creation and maintenance. Uses hypertext markup language in the creation of web pages. Stresses good screen layout and design principles, includes use of application software to create web pages, explores enhancements and extensions of HTML and incorporates scripting in creating web pages. (32/48)

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. Creating dynamic processes when developing websites is emphasized. (32/32) Prerequisites must be passed with a minimum of a C- to progress in the Computer Analyst major. Prerequisites: CIS:197; and CIS:122 or CIS:450

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. Prerequisite: CIS:122 or CIS:450. Corequisites: NET:156, NET:725

CIS:282 | 3

### **Intrusion Detection and Prevention**

Focus is on the physical systems and topologies that help identify harmful intrusions in a computer network environment followed by a systematic physical implementation

of safeguards within the network. (32/32)

Prerequisites must be passed with a minimum of a C- to progress in the Information Security Certificate. Prerequisites: CIS:242, NET:156. Corequisite: CIS:283

CIS:283 | 3

### **Incident Response and Disaster Recovery**

Focus on identifying vulnerabilities within computer networks and determining measures to counteract the possible risks and eventual damage. 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 Information Security Certificate. Prerequisites: CIS:242, NET:156. Corequisite: CIS:282

\*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) Prerequisite must be passed with a minimum of a C- to progress in the Computer Analyst or Computer Technology major. Prerequisite: 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; and CIS:122 or CIS:450

CIS:450 | 3

### **Project Lead the Way® – Computer Science Principles**

CSD implements the College Board's CS Principles framework. Using Python® as a primary tool and incorporating multiple

platforms and languages for computation, this course aims to develop computational thinking, generate excitement about career paths that utilize computing and introduce professional tools that foster creativity and collaboration. Projects and problems include app development, visualization of data, cybersecurity and simulation. The course aligns with CSTA 3B standards. (16/64) Pre-/corequisite: High school algebra I

\*CIS:505 | 4

### 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: ENG:105, SPC:112, Psychology elective

CIS:614 | 3

### 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 or CIS:161

\*CIS:615 | 3

### 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 | 2

### 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) Prerequisite must be passed with a minimum of a C- to progress in the Computer Analyst major. Prerequisite NET:103

CIS:732 | 3

### 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:207. Corequisite: CIS:161

CIS:800 | 3

### 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:161, CIS:207 or CIS:400

## CLS: Cultural Studies

\*CLS:150 | 3

### 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)

## COM: Communication

\*COM:120 | 3

### Organizational Communication

An applied and theoretical approach to investigate the formal and informal communications processes found in organizations. Applied aspects include interviewing, group work, formal and informal presentations and managing organizational communications through telecommunications technologies. Theoretical aspects explore and analyze the functional approach, the meaning-centered approach and several emerging perspectives on organizational communication. (48/0) Prerequisite: A minimum grade of C- in ENG:105 or an equivalent college-level course in composition

\*COM:148 | 3

### Diversity and the Media

A historical perspective and current analysis of diverse and under-represented peoples and how media depicts these groups. Defines the terms "diversity" and "media" using expansive working definitions that address the ever-changing nature of these terms. Helps students understand why and how stereotypical media portrayals persist and how they affect students' knowledge, attitudes, and behaviors. (48/0)

COM:723 | 3

### Workplace Communications

Opportunity to develop as competent employees through instruction and practical application of communication skills expected in the work environment. Emphasizes listening, speaking and writing skills as they relate to the career needs of the students. Course is geared primarily to students in Association of Applied Science programs. Previous or current enrollment in SDV:200 or computer literacy is recommended. (48/0)

## CON: Construction

CON:100 | 1

### Basic Carpentry

A residential-based carpentry program where students receive hands-on training in the proper use and maintenance of a typical construction hand and power tools. (0/32)

Pre-/corequisite: Proof of First Aid/CPR certification

CON:111 | 2

### Basic Drafting

Fundamental knowledge of the principles of drafting equipment, lettering, freehand orthographic and pictorial sketching and orthographic instrument drawing. Includes lettering, dimensioning, symbols, conventions, sections and details. (16/32)

CON:113 | 2

### Construction Printreading

Stresses principles of interpreting trade blueprints and reading of specifications basic to all aspects of the trades. Deals with types of lines, development and arrangement of views, dimensioning practices and invisible edges. Incorporates practical problems from prints suited to the particular trade. (16/32)

CON:209 | 1

### Introduction to Drywall

Designed for students in a residential-based carpentry program to receive hands-on training in the field of drywall (gypsum) installation. (0/32)

Pre-/corequisite: Proof of First Aid/CPR certification

CON:336 | 1

### Care/Use of Hand/Power Tools

Designed for students in a residential-based carpentry program to receive hands-on training in the proper use and maintenance of typical construction hand and power tools. (0/32) Pre-/corequisite: Proof of First Aid/CPR certification

CON:369 | 1

### Cabinet Installation

Designed for students in a residential-based carpentry program to receive hands-on training in the field of kitchen cabinet and bathroom vanity installation as well as the installation of counter tops and vanity tops. (0/32) Pre-/corequisite: Proof of First Aid/CPR certification

CON:370 | 1

### Interior Doors and Hardware

Designed for students in a residential-based carpentry program to receive hands-on training in the field of interior door installation, including pre-hung, bi-fold and pocket door frames. (0/32) Pre-/corequisite: Proof of First Aid/CPR certification

CON:382 | 5

### Construction IV

Designed for students with little or no experience in residential and commercial construction procedures. Instruction covers aspects of residential and commercial 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) Prerequisite: 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)

CON:384 | 5

### Cabinet Making

Designed to provide basic skills and knowledge to construct and finish kitchen cabinets and casework. (32/96)

CON:385 | 3

### Construction Estimating

Involves reading and understanding working drawings to the point cost, time, labor and material estimates can be made for the construction project. (48/0)

CON:388 | 1.5

### Basic Construction Skills

Basic background to the construction industry. Understanding is gained of the skills, knowledge and abilities required to be a successful crafts person. Incorporates an in-depth review of OSHA Safety Rules designed to familiarize students with National Safety Standards for residential and commercial construction (16/16)

CON:391 | 3

### Construction II

Designed for those with little or no experience in residential construction procedures. Covers aspects of residential construction in both the laboratory and classroom. Students 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. (48/0) Prerequisite: Proof of First Aid/CPR certification

CON:393 | 3

### Construction III

Designed for students with little or no experience in residential construction procedures. Instruction covers aspects of residential construction in both the laboratory and classroom. Students gain knowledge of exterior finishing, metal studs, stairs, dry walling, interior doors, ceilings, trim and cabinet installation. (48/0) Pre-/corequisite: Proof of First Aid/CPR certification

CON:395 | 8.5

### Construction Lab II

Emphasizes construction of residential and/or small commercial type structures. Provides practical instruction and hands-on learning in safe/proper tool usage, floor systems, wall, ceiling and roof framing, roof finishing and windows and exterior doors installation. Involvement in realistic practical construction projects will influence scheduling of these activities as well as necessitate inclusion of experiences related to the occupation. (0/272) Pre-/corequisite: Proof of First Aid/CPR certification

CON:396 | 7.5

### Construction Lab III

Emphasizes construction of residential and/or small commercial type structures. Provides practical instruction and hands-on learning

in exterior finishing, stairs, drywalling, 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. (0/240) Pre-/corequisite: Proof of First Aid/CPR certification

CON:397 | 2

### **Construction I**

Introduces site layout, concrete foundations and flat work, concrete forming and the handling, placement and finishing of concrete. (32/0) Pre-/corequisite: Proof of First Aid/CPR certification

CON:398 | 4.5

### **Construction Lab I**

Offers hands-on experience performing skills learned during Construction I lectures. During this lab experience, students will enroll online via CareerSafeOnline.com, complete and receive certification in the ten-hour OSHA Construction Industry Safety Standards. (0/144) Pre-/corequisite: Proof of First Aid/CPR certification

## **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) Pre-/corequisite: 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:119 | 7

### **Practical Cosmetology Skills II**

Students will demonstrate and execute the fundamentals of the various techniques of hair styling and cutting, learn how to use tools and styling aids for different hair textures and continue to build on all cosmetologist skills. (48/0 and 192 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 and will continue to demonstrate and build on the skills developed in cosmetology. (48/0 and 192 clinic hours) Pre-/corequisite: COS:172

COS:124 | 1-4

### **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. (0/32-128)

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) Pre-/corequisite: 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)

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)

COS:170 | 1.5

### **Cosmetology Mentoring**

Experience for additional development and practice of cosmetology skills in a professional salon setting under the supervision of a licensed cosmetologist mentor. (96 coop hours) Prerequisite: Students shall not begin the mentoring program until they have completed a minimum of 50 percent of the total contact or credit hours and other requirements of the cosmetology program established by the school

COS:171 | 1

### **Salon Management**

Provides a familiarity in salon/spa management. (16/0)

COS:172 | 6

### **Practical Cosmetology Skills III**

Basic theory and practical cosmetology applications with an emphasis on skin care fundamentals. Learners will continue to demonstrate and build on the skills related to the cosmetology profession. (32/0 and 192 clinical hours) Pre-/corequisite: COS:119

COS:173 | 6

### **Practical Cosmetology Skills V**

Knowledge and understanding of basic business principles designed for the cosmetology profession. Course continues to build on previous practical skills needed to be a successful cosmetologist. (32/0 and 192 clinical hours) Prerequisite: COS:121

COS:174 | 6

### **Practical Cosmetology Skills VI**

Reviews cosmetology safety procedures and expands on practical skills and theory applications with an emphasis on the legal requirements for the cosmetology profession. (32/0 and 192 clinical hours) Pre-/corequisite: COS:173

COS:175 | 2

### **Comprehensive Cosmetology Review**

An overview of all previous classes required and successfully completed. Preparation for state board examination and for becoming a successful cosmetologist. (32/0) 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**

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) Prerequisite: CRJ:100

\*CRJ:141 | 3

### **Criminal Investigation**

Introduces the field of criminal investigations from the perspective of the various enforcement agencies within the criminal justice arena including but not limited to the police officer, sheriff's officer, public defender/prosecuting attorneys' investigators and other law enforcement-related persons. Provides an overview of the early beginnings of investigations to the current new age developments of crime-solving techniques. (48/0)

\*CRJ:200 | 3

### **Criminology**

Introduces criminology theory and practice in a cross-cultural perspective as well as the causes and effects of crime, the theoretical explanations to crime and crime patterns, the social contexts of crime, issues faced in family violence, hate crimes, white-collar crimes and human behaviors that affect crime and its consequences. (48/0)

\*CRJ:201 | 3

### **Juvenile Delinquency**

Introduces the conceptions, history, establishment, philosophies and structure of the juvenile justice system. Reviews the system from the perspective of the courts, system support personnel, the juvenile and family members. Discusses the theoretical

and practical workings of the juvenile justice system and the differences in the system vis-à-vis the adult criminal system. Provides insight into the protection of individual rights and the goals of prevention and treatment of the juvenile. (48/0)

\*CRJ:230 | 3

### **Evidence**

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) Prerequisite: CRJ:100, CRJ:131

\*CRJ:249 | 3

### **Issues in Domestic Violence**

Provides theoretical and historical information regarding the subject of domestic violence and offers studies in theory and a practical orientation to factors that affect individuals, families and legislation and services involved. Explores behavioral, cultural, legal and ethical implications in domestic violence and abuse and addresses the characteristics, causes and effects and prevention. (48/0)

## **CSC: Computer Science**

\*CSC:110 | 3

### **Introduction to Computers**

Focuses on two parts of computing: computer literacy and computer applications. Presents updated and revised computer concepts. Includes an overview of computers and their uses, connecting and communicating online, evaluating options for home and work, productivity, graphics, security, web applications, digital security, ethics, privacy, threats, issues, and defenses. Includes the latest version of Microsoft Office and Windows concepts and skills. Overviews application software concepts through hands-on exercises. Students gain experience by working through progressively challenging exercises using



business application software. Stresses practical use of spreadsheet, work processing, graphic programs, and integration. (16/64)

## DEA: Dental Assisting

DEA:203 | 1.5

### Applied Anatomy and Physiology

An introductory anatomy and physiology course geared to meet the needs of dental assisting students. (24/0)

DEA:250 | 4.5

### Dental Science

Content in areas of dental anatomy oral histology, dental health education, nutrition, microbiology, infection control and hazards management. (68/8)

DEA:261 | 2.25

### Dental Science II

Covers different medical and oral pathological conditions and manifestations, including prevention, etiology, physiology and treatment. The pharmacology section provides information necessary to develop a basic understanding of drugs and their uses and misuses. Assisting medically compromised patients and recognizing and assisting for a medical emergency are also addressed. (32/8) Prerequisites: A minimum grade of C- in DEA:203, DEA:250

DEA:310 | 2.25

### Dental Radiography I

Presents background information in radiography and covers the uses of radiation in dentistry, characteristics of radiation, technical aspects of production, components and functions of dental x-ray machines, radiation safety, effects of exposure, film and film processing, landmarks, the interproximal examination, intra oral photos and an introduction to panoramic procedure. (32/8) Prerequisite must be passed with a minimum grade of C-. Pre-/corequisite: DEA:250

DEA:321 | 2

### Dental Radiography II

Practical experience in exposing radiographs. Includes units of specialized techniques for children, edentulous patients, extra-oral exposures and photography. Students will not

diagnosis conditions, but will learn to interpret the quality of radiographs and the general characteristics of normal and abnormal conditions. (16/32) Prerequisites: A minimum grade of C- in DEA:250, DEA:310

DEA:410 | 1.5

### Dental Materials I

The basic principles of dental materials. Studies the physical and chemical composition plus function and manipulation of various dental materials. Allows students to perform individualized laboratory procedures, evaluation and application of skills commonly utilized in the dental office. Content includes cavity varnishes, liners, intermediary bases, dental cements, amalgam and composite restorative materials and preventive dental materials. (16/16)

DEA:418 | 3

### Dental Materials II

A continuation of Dental Materials I. Includes the study of physical and chemical composition plus function and manipulation of various dental materials. Students perform individualized laboratory procedures, evaluation and application of skills commonly utilized in the dental office. Content includes gypsum, alginate, synthetic resins and elastomeric impression materials Covers fabrication of provisional restorations, uses of dental waxes, abrasives and dental metals. (16/64) Prerequisites: A minimum grade of C- in DEA:250, DEA:410, DEA:511

DEA:511 | 5.25

### Principles of Dental Assisting

Basic principles of chairside dental assisting including the care and identification of equipment and instruments and patient care. Presents basic fundamental assisting in routine procedures with the utilization of four-handed dentistry. Includes information on coronal polish, rubber dam and moisture control. (52/64) Pre-/corequisite: DEA:250

DEA:563 | 4

### Dental Externship II

Provides actual experience in chairside assisting, laboratory procedures and reception duties by completing clinical rotations 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. (12/0 and 208 coop hours) Prerequisites must be passed with a minimum grade of C-: Prerequisite: DEA:571. Pre-/corequisites: DEA:704; and PSY:111 or PSY:112

DEA:570 | 1.5

### Dental Clinic Internship

Provides 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. All areas of the dental office are included in this phase of instruction and students will rotate on a routine schedule throughout each area utilizing information provided that is necessary in developing greater awareness of human dynamics. Students will participate in a weekly seminar. (12/0 and 36 clinical hours) Prerequisites must be passed with a minimum grade of C-. Prerequisites: DEA:203, DEA:250, DEA:310, DEA:410, DEA:511. Pre-/corequisites: DEA:261, DEA:321, DEA:418, DEA:601

DEA:571 | 1.75

### Dental Externship I

Students will be assigned to local dental offices to assist doctors, providing actual experience in chairside assisting, laboratory procedure and reception duties and will participate in a weekly seminar, sharing their clinical experiences in front of the class. (12/0 and 64 coop hours) All prerequisites must be passed with a minimum grade of C-. Prerequisite: DEA:570. Pre-/corequisites: DEA:261, DEA:321, DEA:418, DEA:601

DEA:601 | 4.75

### Dental Specialties

Covers the dental specialties of endodontics, dental public health, periodontics, pediatric dentistry oral surgery orthodontics, fixed prosthodontics and removable prosthodontics. (72/8) Prerequisites: A minimum grade of C- in DEA:250, DEA:511



DEA:704 | 2

**Dental Office Procedures**

Acquaints students with the job seeking process and the clerical duties of the dental office. Topics include resumes, cover letters, interviewing and follow-up; dental office communications including telephone skills, written communication and marketing; business operating systems, including procedure manuals, computer applications, record keeping, filing systems, appointment control, recall systems, inventory management, budgeting and equipment repair; and financial management, including account management, accounts receivable and payable, checks, business summaries, payroll and insurance. (24/16) Prerequisites: A minimum grade of C- in DEA:250, DEA:511, DEA:601

**DRA: Film and Theatre**

\*DRA:112 | 3

**American Film**

An introductory course in film studies, surveying the American film industry as an art form, as an industry and as a system of representation and communication. Explores how American film making works technically, aesthetically and culturally to reinforce and challenge America's national self-image. (48/0) Prerequisites: ENG:105 with a minimum grade of C- or an equivalent composition course at another college or university with a minimum grade of C-

**DSL: Diesel**

DSL:353 | 4

**Diesel Engine Principles**

The historical development of the diesel engine. Theory of operation and designs of compression ignition engines, combustion chamber shapes and cooling and lubrication systems are examined in the classroom. (24/80)

DSL:449 | 3

**Diesel Support Systems**

Introduces complete air intake systems including rotor-type air blowers, turbo chargers, super chargers and external

governors. Addresses the diagnosis and repair of fuel systems in diesel engines. Instruction covers components, fuel characteristics and operations of various fuel systems of the major engine manufacturers. Provides background in understanding water temperature control, water circulation, heater cores, related test equipment and general service procedures. (8/80)

DSL:533 | 3

**Drive Trains**

Students examine clutch construction and operation and also remove, inspect, repair and replace clutch systems and adjust them. Includes the removal of all types of differentials and their inspection and repair including double reduction power dividers, their components and rear axles. (8/80)

DSL:632 | 2

**Brakes - Diesel**

Information regarding hydraulic brakes, air brakes, parking brakes, reconditioning and refinishing. (8/48)

DSL:733 | 3

**Air Conditioning**

Provides the principles and practical experience in working with air conditioning. Includes study of component units, their operation and repair, diagnostic procedures and the use of the newest and finest equipment and techniques in evaluating and changing of the air conditioning system. (16/64)

DSL:803 | 6

**Equipment Repair - General**

Actual experience in working on many types of equipment. Training is coordinated with classroom instruction in a well-rounded package. Areas emphasized are: preventive maintenance, lubrication, adjustments and general mechanics of all aspects of diesel-powered equipment. (0/192)

**ECE: Early Childhood Education**

ECE:103 | 3

**Introduction to Early Childhood Education**

A historical and philosophical foundation of the early childhood education field. Includes an overview of assessment and trends that influence best practices. Explores careers in

the field and addresses influences of families and diversity. (48/0)

ECE:133 | 3

**Child Health, Safety, and Nutrition**

Addresses the interrelationship of health, safety and nutrition to the growth and development of young children. Based on the preventive health concept, emphasis given to nutrient composition of foods, the relationship of nutrients to growth, motor, cognitive and emotional development. Includes conditions affecting children's health, management of acute and chronic illness and general safety principles in planning the young child's environment. (48/0)

ECE:158 | 3

**Early Childhood Curriculum I**

Focuses on the development, implementation and assessment of appropriate environments and curricula for young children ages three through eight. Students prepare to utilize developmentally appropriate practices in a context of family and culturally sensitive care. Emphasis is on understanding children's developmental stages and developing appropriate learning opportunities, interactions and environments in the areas of dramatic play, art, music, fine and gross motor play. (48/0)

ECE:159 | 3

**Early Childhood Curriculum II**

Focuses on the development, implementation and assessment of appropriate environments and curricula for young children ages three through eight. Students prepare to utilize developmentally appropriate practices in a context of family and culturally sensitive care. Emphasizes understanding children's developmental stages and developing appropriate learning opportunities, interactions and environments in the areas of emergent literacy, math, science, technology and social studies. (48/0) Prerequisite: ECE:158. Corequisite: ECE:359

ECE:170 | 3

**Child Growth and Development**

Reviews typical and atypical development of children from conception to adolescence in all developmental domains. Examines interactions between child, family and society within a variety of community and

cultural contexts. Examines theories and evidence-based practices associated with understanding and supporting young children. (48/0)

ECE:221 | 3

### **Infant/Toddler Care and Education**

The growth and development of infants and toddlers and issues critical to their care. Emphasizes development, health and safety, developmentally appropriate practices, curriculum and environments. Includes theoretical perspectives, trends in American families, infant/toddler programs and research implication. (48/0)

ECE:243 | 3

### **Early Childhood Guidance**

Focuses on effective approaches and positive guidance strategies for supporting the development of all children. Emphasizes supportive interactions and developmentally appropriate environments. Uses assessment to analyze and guide behaviors. Studies impact of families and diversity on child guidance. (48/0)

ECE:248 | 3

### **Early Childhood Language Development**

Acquaints students with the process of language acquisition, factors which influence language development and familiarization with typical preschoolers' speech. Explores methods and techniques of expanding children's use of language. (48/0)

ECE:277 | 2

### **Early Childhood Field Experience I**

Provides experience in an early childhood program in the surrounding communities. Students observe developmental characteristics of children, guidance and teaching strategies and assist with activities and routine tasks. Frequent conferences are scheduled with cooperating teachers and/or early childhood faculty to discuss plans, presentations and performances. (128 coop hours) Prerequisites must be passed with a minimum grade of C-. Prerequisites: ECE:103, ECE:133, ECE:158, ECE:248, PSY:222. Pre-/corequisites: ECE:159, ECE:221, ECE:243

ECE:278 | 3

### **Early Childhood Field Experience II**

Provides opportunities to work in early childhood programs. Students will begin to construct their personal philosophy of early childhood education and demonstrate growth in the performance of quality care giving. As students assume more responsibility, they will be encouraged to participate in a reflective process with cooperating teachers and early childhood faculty. (192 coop hours) Pre-/corequisites: ECE:159, ECE:221, ECE:243, ECE:277

ECE:290 | 3

### **Early Childhood Program Administration**

Addresses the basic principles common to administering high quality early childhood programs. Topics include the director's roles and responsibilities, state and federal regulations, business procedures, staff development and hiring, policy development, fiscal and facility management, marketing, program evaluation, child care advocacy, and family and community involvement. (48/0) Prerequisite: A minimum of 12 credits in early childhood education or prior approval from program faculty.

ECE:343 | 1

### **Early Childhood Guidance Lab**

Focuses on effective approaches and positive guidance strategies supporting the development of all children. Students observe and utilize strategies taught in ECE:243. (0/32) Corequisite: ECE:243

ECE:359 | 1

### **ECE Curriculum II Lab**

Practice in the selection and use of assessment techniques, plan and set up age, individually and culturally appropriate learning centers, activities and group experiences for young children. Emphasizes understanding children's developmental stages, identifying and participating in appropriate learning opportunities and interactions and environments in the areas of: emergent literacy, math, science, technology, social studies, creative art, music and movement, dramatic play, fine and gross motor play and outdoor experiences. (0/32) Prerequisite: ECE:158. Corequisite: ECE:159

ECE:920 | 2

### **Field Experience/ECE**

Supervised experience in selected early childhood settings serving children birth through age eight. Includes integration of theory, research and reflective practices. Provides an understanding of developmentally appropriate practices and the developmental stages of diverse populations of young children and their families. Emphasizes professional relationships and behavior, appropriate adult/child interactions, basic curriculum planning and program routines. (128 coop hours) Prerequisites: ECE:103, ECE:133, ECE:158. Pre-/corequisites: ECE:159, ECE:170, ECE:221, ECE:243, ECE:343, ECE:359

ECE:930 | 1

### **Administrative Practicum**

Experience in a community-based setting designed to further competencies in early childhood program administration, management and leadership. (0/32) Corequisite: ECE:290

## **ECN: Economics**

\*ECN:110 | 3

### **Introduction to Economics**

Presents material that is both macroeconomic and microeconomic in nature. Primarily a survey course to introduce students to how our economic system works. (48/0)

\*ECN:120 | 3

### **Principles of Macroeconomics**

Presents material essential to an understanding of the economic forces at work in our global society: the market system, supply and demand, gross national product, gross domestic product, the banking system, fiscal and monetary policy, international trade and various economic systems employed throughout the world. (48/0)

\*ECN:130 | 3

### **Principles of Microeconomics**

Presents material essential to an understanding of microeconomic theory and concepts: constrained maximization, scarcity, opportunity costs, marginal decision-making, indifference curve analysis, budget constraint analysis, production cost analysis,

various market structures, roles each sector of our economy plays and diverse economic problems that plague our economy. (48/0)  
Prerequisite: ECN:120

## EDU: Education

\*EDU:100 | 3

### History of Community College

Focuses on the history of educational institutions in the U.S. identified as community colleges. History is traced back to the establishment of the first junior college in Joliet, Ill., to the current time. Explores philosophy, mission and purpose of community colleges as well as the various areas of a comprehensive community college. Discusses student population, college organization, faculty and staff and outcomes accountability. Course directs participants to explore elements of course content relative to the community college they are associated with as an authentic example. (48/0)

\*EDU:110 | 3

### Exploring Teaching

Introduces the teaching profession and field of education. Overviews the school as an institution of American society and gives a general history of U.S. education. Includes learning, curriculum, instruction in the (pre) K-12 system, current strategies and methods, assessment and technology, as well as diversity, the complexity of diverse learners, educational legislation and the role of teachers. Students will explore the foundation for becoming a reflective practitioner and will initiate professional portfolios based on national/state standards. (48/0)

\*EDU: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: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. Requires classroom observation hours in a pre-K-12 grade setting. (44/0 and 16 coop hours)

\*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

## EGR: Engineering

EGR:400 | 3

### Project Lead the Way® - Introduction to Engineering Design

Focuses on design process and application. Experience is gained through hands-on projects involving application of engineering standards and documentation of work in engineering notebooks. Industry-standard 3D modeling software is utilized to assist in designing solutions to proposed problems. (16/64) Corequisite: High school Algebra I or equivalent

EGR:410 | 3

### Project Lead the Way® – Principles of Engineering

Develops engineering problem-solving skills. Knowledge of research and design is applied to create solutions to various challenges, document work and communicate solutions. Topics include mechanisms, energy, statics, materials and kinematics. (16/64) Prerequisite: EGT:400 recommended but not required

EGR:420 | 3

### Project Lead the Way® – Digital Electronics

Introduction to the process of combinational and sequential logic design, engineering standards and technical documentation. (16/64) Prerequisite: EGT:400 and EGT:410 recommended but not required

EGR:450 | 3

### Project Lead the Way® – Computer Integrated Manufacturing

Focuses on the history of manufacturing, robotics and automation, manufacturing processes, computer modeling, manufacturing equipment and flexible manufacturing systems. Computer modeling skills are enhanced by applying principles of robotics and manufacturing automation to the creation of three-dimensional designs. (16/64) Prerequisite: EGT:400 or EGT:410 recommended but not required

EGR:460 | 3

### Project Lead the Way® – Civil Engineering and Architecture

Introduction of the various aspects of civil engineering and architecture. Knowledge is applied to the design and development of residential and commercial properties and structures. Major course projects are designed

using 3D software to design and document solutions for major projects. Solutions are presented to peers and professional engineers and architects. (16/64) Prerequisite: EGT:400 recommended but not required

EGR:470 | 3

### **Project Lead the Way® – Engineering Design and Development**

A research course requiring the formulation of a solution to an open-ended engineering question. Skills gained in other Project Lead the Way® courses and work with a community mentor is utilized throughout the process. Requires written reports on engineering application, defense of reports and submission to a panel of outside reviewers. (16/64) Prerequisites: EGT:400, EGT:410

## **EGT: Engineering Technology**

EGT:158 | 2

### **Fluid Power II/Pneumatics**

An introduction to pneumatic control and actuators. The basic concepts of pneumatics and principles are expanded to demonstrate progressive controls and functions used by industry. (16/32) Prerequisite: ELE:172

EGT:166 | 2

### **SolidWorks**

Introduces the aspects of designing with solid modeling and parametric modeling using the software SolidWorks. A solid foundation in SolidWorks is provided by utilizing projects with step-by-step instructions for the beginning SolidWorks user. Provides opportunity to explore the user interface, CommandManager, menus, toolbars, and modeling techniques to create parts, assemblies and drawings in an engineering environment. Establishes a good basis for entering and growing in the field of computer-aided engineering. (8/48)

EGT:173 | 2

### **Manufacturing Materials**

Studies the physical and mechanical properties of engineering materials and their use in mechanical application. Covers carbon and alloy steels, tool steel, cast irons, nonferrous metals, plastics and powder metals. Metallurgical laboratory work is

performed to acquaint students with stress, strain, hardness, shear, compression and microstructure. (16/32)

EGT:235 | 3

### **Hydraulics and Pneumatics**

Studies the basic principles and components of hydraulics and pneumatics. Includes compressed air systems, air compressors, air-line filters and pressure regulators, pneumatic cylinder operation, air motors, air gauging and air-line lubricators. Hydraulics topics cover hydraulic cylinders and rams, pressure accumulators, fluid reservoirs, filtrations and pressure, flow and directional control valves. (32/32)

EGT:266 | 3

### **Parametric Modeling II**

A parametric modeling class using Inventor software, providing a solid foundation in Inventor by utilizing projects with step-by-step instructions for the beginning Inventor user. Explores the user interface, menus, toolbars, and modeling techniques to create parts, assemblies, and drawings in an engineering environment. (16/64)

EGT:268 | 4

### **Manufacturing Processes III**

Encompasses the study of LEAN manufacturing, geometric dimensioning and tolerancing and statistical processes control. LEAN manufacturing refers to manufacturing methodologies based on maximizing value and minimizing waste in the manufacturing process. Geometric dimensioning and tolerancing is based on standard ANSI Y14.5 and covers terms, definitions and general tolerancing theory. Statistical process control is a study of the statistical techniques widely used in industry to improve quality of products and reduce manufacturing cost. Both are used in waste reduction of material and time. (64/0)

EGT:300 | 3

### **Energy Efficiency and Auditing**

An entry-level course for the homeowner, business owner, plant manager looking to identify problem areas and possible solutions to losses of energy in buildings. Covers heat gains and losses and the best possible solutions from an economic standpoint. Addresses residential, commercial, and industrial processes. (48/0)

EGT:306 | 2

### **Technical Project Management**

Introduces the essential concepts and process necessary to manage technical projects, including the organization and management of project teams. Emphasizes communication with a focus on how to document and communicate project developments within and outside the teams. Utilizes project management software. Emphasizes managing technical projects including alternate techniques depending on scope of project and style of product. (32/0)

EGT:400 | 3

### **Project Lead the Way® - Introduction to Engineering Design**

Focuses on design process and application. Experience is gained through hands-on projects involving application of engineering standards and documentation of work in engineering notebooks. Industry-standard 3D modeling software is utilized to assist in designing solutions to proposed problems. (16/64) Corequisite: High school Algebra I or equivalent

EGT:410 | 3

### **Project Lead the Way® – Principles of Engineering**

Develops engineering problem-solving skills. Knowledge of research and design is applied to create solutions to various challenges, document work and communicate solutions. Topics include mechanisms, energy, statics, materials and kinematics. (16/64) Prerequisite: EGT:400 recommended but not required

EGT:420 | 3

### **Project Lead the Way® – Digital Electronics**

Introduction to the process of combinational and sequential logic design, engineering standards and technical documentation. (16/64) Prerequisite: EGT:400 and EGT:410 recommended but not required

EGT:450 | 3

### **Project Lead the Way® – Computer Integrated Manufacturing**

Focuses on the history of manufacturing, robotics and automation, manufacturing processes, computer modeling, manufacturing equipment and flexible manufacturing systems. Computer modeling skills are enhanced by applying principles of



robotics and manufacturing automation to the creation of three-dimensional designs. (16/64) Prerequisite: EGT:400 or EGT:410 recommended but not required

EGT:460 | 3

### **Project Lead the Way® – Civil Engineering and Architecture**

Introduction of the various aspects of civil engineering and architecture. Knowledge is applied to the design and development of residential and commercial properties and structures. Major course projects are designed using 3D software to design and document solutions for major projects. Solutions are presented to peers and professional engineers and architects. (16/64) Prerequisite: EGT:400 recommended but not required

EGT:470 | 3

### **Project Lead the Way® – Engineering Design and Development**

A research course requiring the formulation of a solution to an open-ended engineering question. Skills gained in other Project Lead the Way courses and from experience with a community mentor are utilized throughout the process. Requires written reports on engineering application, defense of reports and submission to a panel of outside reviewers. (16/64) Prerequisites: EGT:400, EGT:410

EGT:800 | 3

### **Internship**

Supervised occupational experience in a cooperating manufacturing firm provides some practical experience in as many types of manufacturing processes and office procedures as possible to ready students for successful employment. Students will be visited a minimum of two times and a final report will be filed and shared orally with class NICC advisors. (192 coop hours) Prerequisite: Successful completion with an average of C- or better of two previous terms in the ET program

## **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) Pre-/corequisite: ELE:142

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) Pre-/corequisite: MAT:063, MAT:773 or qualifying math placement score

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, MAT:744 or MAT:773

ELE:118 | 5

### **AC Theory**

A comprehensive introduction to alternating current electricity. Theorems studied in DC Theory are applied to resistance as well as capacitance, inductance, impedance, reactive power and phase relationships. Vector analysis using both the polar and rectangular (ap) coordinate systems are applied extensively in this course. The laboratory activities provide practical insights into the subject matter. (40/80) Prerequisite: A minimum grade of C- in ELE:117

ELE:142 | 1

### **Electrical Materials Identification**

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)

ELE:146 | 6

### **Commercial-Residential Lab**

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:173

ELE:147 | 1

### **Estimating**

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

ELE:148 | 4

### **Solid State Fundamentals**

Introduces basic theory as well as the operation and industrial applications of solid-state electronic components in industrial applications. Includes numerous lab experiments using various types of test instruments. (32/64) Prerequisite: A minimum grade of C- in ELE:118

ELE:151 | 3

### **National Electrical Code I**

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

ELE:152 | 3

### **National Electrical Code II**

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

ELE:171 | 4

### **Power Systems**

Familiarization with current practices in the generation, transformation and application of single- and poly-phase power systems. (64/0) Prerequisite: ELE:152

ELE:172 | 3

**Fundamentals of Fluid Dynamics**

Introduces hydraulic and pneumatic theory. Subject matter includes hydraulics, pneumatics, pressures and power sources. (32/32) Pre-/corequisite: MAT:063, MAT:773 or qualifying placement score

ELE:173 | 5

**Electrical Installation**

Studies up-to-date industrial and commercial electrical installations. Discusses topics such as service entrances, circuits, conductors, outlets and remote control systems. (16/128) Prerequisite: A minimum grade of C- in ELE:118. Pre-/corequisite: ELE:151

ELE:193 | 3

**Motor Repair**

The principles of generators, motors, controllers and electrical power systems. Covers most types of motors, such as DC, split phase and three-phase induction motors. Includes servicing and troubleshooting electric motors and controllers. Explores both manual and automatic types of controllers. (16/64) Prerequisite: A minimum grade of C- in ELE:118

ELE:196 | 4

**Motor Control Principles**

A thorough, practical study of electrical machine control related to circuit design, maintenance and troubleshooting. Addresses the diversity of control devices and applications, examining both current practices and the continuing technological evolution of the control industry. Enhances understanding of basic control circuits by the step-by-step description of the sequence of operation for each circuit. (16/96) Prerequisites: ELE:151, ELE:173; and a minimum grade of C- in ELE:118

ELE:203 | 4

**Motor Control Circuits**

A practical overview of electrical machine control related to circuit design, maintenance and troubleshooting. Addresses diversity of control devices and applications examining both current practices and continuing technological evolution of the control industry. Enhances understanding of the basic control circuits by the step-by-step description of the sequence of operation for each circuit. (32/64) Prerequisite: HCR:403

ELE:220 | 6

**Application of PLCs**

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

**ELT: Electronics**

ELT:118 | 2

**Programmable Controllers**

Theory and application of PLCs for industrial automation. Includes extensive ladder logic programming to implement combinational, sequential and timing applications. Digital and analog input modules will be wired and programmed to control digital and analog outputs. Emphasizes troubleshooting control programs throughout the course. (16/32) Prerequisite: ELT:317

ELT:123 | 3

**Programmable Logic Controllers**

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

ELT:145 | 4

**Electrical Systems - Diesel**

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)

ELT:168 | 3

**Instrumentation**

Industrial instrumentation is used throughout industries for automation process control in industrial manufacturing procedures. This course provides a basic understanding of automation process control systems. Students learn to calibrate, adjust, install, operate and connect process control systems in

industrial applications, thus broadening their employment opportunities. (32/32) Pre-/corequisite: IND:231

ELT:171 | 3

**Programmable Logic Controllers (PLCs)**

Introduces PLC tasks such as programming, wiring, troubleshooting, communications and advanced programming. Includes industrial relevant skills on how to operate, interface, program and troubleshoot PLC systems and how to set up software drivers, log onto networks, upload and download projects and search for documentation. (24/48)

ELT:180 | 2

**Microcontroller Applications**

Theory and application of microcontrollers for physical computing. Students will program microcontrollers to interact with the physical world using the microcontroller native programming language. Teaches the basic architecture of the microcontroller, the microcontroller instruction set, the microcontroller hardware features and hardware interfacing. (16/32) Prerequisite: ELT:310

ELT:310 | 4

**Digital Circuits**

Continues to cover digital circuits used as building blocks of modern digital systems, computer and control circuits. Flip-flops and related devices are covered along with address and decoders. (32/64) Prerequisite: ELT:317

ELT:317 | 2

**Digital Logic Circuits**

A study of number systems and arithmetic in various bases. Includes truth tables, logic symbols and basic functions including NOT and, NAND or, NOR, EX OR, EX NOR, logic gates. Uses Boolean algebra and reduction techniques along with Karnaugh maps. (12/40) Pre-/corequisite: MAT:063, MAT:773 or qualifying placement score

ELT:328 | 6

**Digital Electronics**

A comprehensive coverage of digital electronics. The digital principles apply not only to computers, but also to applications used in automobiles, communications, industrial automation, process control and other areas. (64/64) Prerequisites: A minimum grade of C- in: CIS:125; and ELE:113 or ELE:118



ELT:373 | 4

**DC Circuit Analysis**

A study of mathematical theory applied to direct current circuits, placing emphasis on elementary principles of electric concepts and units, schematics, resistance, Ohm's Law, series and parallel circuits, conductors and insulators. Uses industry standard test instruments during laboratory analysis of DC circuits. Basic algebraic equations are solved to analyze DC circuits. (32/64)

ELT:378 | 4

**AC Circuit Analysis**

The fundamental theories of alternating current. Theories are applied in various circuits and include laboratory experiments on power factor, sine wave analysis, resonant circuits, capacitance, inductance, Q of coils, magnetism and resistance. (32/64) Prerequisite: ELT:373

ELT:410 | 4

**Electronic Communication Systems**

A study of various electronic communications systems and circuits. Topics include oscillators, amplitude and frequency modulation, radio communications techniques, pulse and digital communications, antennas and fiber optics. (32/64) Prerequisite: ELT:580

ELT:530 | 3

**Semiconductors**

Focuses on semiconductors (active devices). Topics include composition, parameters, linear and non-linear characteristics, in-circuit action, amplifiers, rectifiers and switching circuits. (20/56) Prerequisite: ELT:378

ELT:531 | 3

**Advanced Semiconductors**

Analyzes amplifier rectification, filtering and regulation circuits. Amplifier circuits are divided into classes of operation and DC and AC operating parameters are presented. Also studies SCR, DiAC, Triac, MOS FET, JFET and CMOS devices. (20/56) Prerequisite: ELT:530

ELT:580 | 4

**Microelectronic Circuits**

Studies various applications of linear integrated circuits. Topics include the differential amplifier, inverting and non-inverting amplifiers, the integrator, filters, comparators, the phase locked loop, the 555 timer, A/D and D/A converters and voltage regulators. (32/64) Prerequisite: ELT:531

ELT:613 | 4

**Microprocessors**

A study of microprocessors with select topics that include architecture, software and interfacing the microprocessor to a microcomputer system. (32/64) Prerequisite: ELT:310

ELT:630 | 5

**Microprocessor/Interfacing**

Introduces microprocessors and their applications. Topics include assembly language programming and microprocessor interfacing. Emphasizes troubleshooting microprocessor-based systems. (48/64) Prerequisite: ELT:328

ELT:715 | 3

**Introduction to Automation Systems/Robotics**

Develops comprehensive understanding of concepts that embody industrial robotics and automated systems. Material covers integration of the robot with the automated work cell. Emphasizes hardware, software and programming that supports the implementation of automated work cells and manufacturing systems. (20/56) Prerequisite: ELT:123, ELT:171, or IND:235

**EMS: Emergency Medical Services**

EMS:200 | 8

**Emergency Medical Technician**

Prepares the EMT student to provide pre-hospital assessment and care for patients of all ages with a variety of medical conditions and traumatic injuries. Includes an introduction to emergency medical services systems, roles and responsibilities of EMTs, anatomy and physiology, medical emergencies, trauma, special considerations for working in the pre-hospital setting and providing patient transportation. (76/56 and 72 clinical hours) Prerequisite: Must be at least 17 years of age prior to enrolling

EMS:270 | 12

**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. Expands knowledge of medical terminology as well as pathophysiology.

Introduces advanced patient assessment, advanced airway procedures, pharmacology and medical administration. Prepares students for various trauma emergencies. Clinical experiences begin during this course. (132/64 and 84 clinical/field experience hours) Prerequisite: EMT Certificate

EMS:622 | 12

**Paramedic III**

Solidifies the student's process in utilizing critical thinking to determine a working field diagnosis and to formulate an appropriate treatment plan for various pathologies. Students will complete their clinical experiences and enter the Capstone Field Internship where they will assume roles as Team Leaders while delivering patient care in the field setting. Segments on EMS operations and special populations are included. (68/64 and 276 clinical/field experience hours) Prerequisite: A minimum, grade of C- in EMS:664

EMS:664 | 15

**Paramedic II**

Prepares students to recognize various disease/illness pathologies while continuing clinical experiences. Assesses students as Team Members as they enter Phase I of their Field Experience. Discusses pediatric, geriatric, and psychiatric patient populations. Expands knowledge of cardiovascular disease as well as pathophysiology. Discusses individual patient needs regarding cardiac monitoring and resuscitation. (108/104 and 240 clinical/field experience hours) Prerequisite: A minimum grade of C- in EMS:270

**ENG: English Composition**

\*\*ENG:021 | 3

**Foundations of Writing**

A writing course that develops fluency and confidence in communication and clarity in thinking through writer's notebooks, expository writing, analytical reading and listening. Structured assignments are used to explore the writing process, exercising higher order thinking skills needed to develop advanced critical thinking, for reasoning and writing across the curriculum. (48/0) Prerequisite: Qualifying placement score or a minimum grade of C- in ENG:045

\*\*ENG:045 | 3

### Communication through Reading and Writing I

Developed for students who have experienced difficulty in reading, writing and study skills. Prepares students for more advanced communication classes and for higher level college course work. (48/0)

\*ENG:105 | 3

### Composition I

Preparation for the types of communication and thought essential to academic and working-world success. The course focuses on writing as a process and is intended to help students identify and refine their own personal writing. (48/0) Prerequisite: A minimum grade of C- in ENG:021 or qualifying placement score ENG:021

\*ENG:106 | 3

### Composition II

This research writing course analyzes writing as a process with emphasis on developing persuasive, evaluative, analytical, investigative, research, and documentation skills. (48/0)

Prerequisite: A minimum grade of C- in ENG:105 or an equivalent college-level course in composition

\*ENG:221 | 3

### Creative Writing

Studies the craft of writing both through practicing various writing techniques and through reading and discussing examples of works by prominent writers. Students read and critique each other's original work and compile a portfolio of their stories and poems. (48/0) Prerequisites: A minimum grade of C- in ENG:105 or equivalent college-level courses in composition with a minimum grade of C-

## ENV: Environmental Science

\*ENV:115 | 3

### Environmental Science

Studies the biological basis of environmental science and human influence on biosphere dynamics. Emphasis on scientific principles, inter-relationships among resources, pollution and environmental degradation, soil and water conservation and the impact that politics, economics, ethics and world view have on the future direction for life on the planet. (48/0)

\*ENV:116 | 1

### Environmental Science Lab

Laboratory experience that supports and applies basic concepts of resource management, soil and water conservation, general ecological dynamics and scientific principles to the inter-relationships among resources, the environment and human interactions. (0/32) Pre-/corequisite: ENV:115

\*ENV:140 | 4

### Natural Resource Conservation

The general principles of natural resource conservation with an emphasis on local conservation organizations, indigenous resources and typical management activities. Special consideration is given to environmental preservation, recreational functions, conflicting utilization policies and employment opportunities in natural resource conservation and management. (48/32)

## FIN: Finance

\*FIN:101 | 3

### Principles of Banking

Examines nearly every aspect of banking providing a comprehensive introduction to the diversified services offered by the banking industry today. (48/0)

\*FIN:110 | 3

### Money and Banking

Introduces the overall financial arena and its structure and offers pertinent information concerning present day monetary procedures as well as instruction in banking and credit procedures and calculations. (48/0)

\*FIN:114 | 3

### Commercial Banking

Management of commercial banks and financial services firms; asset and liability management, credit policy, capital risk, liquidity planning, use of swaps and derivatives to hedge interest rate risk, global banking and investment strategies. (48/0)

\*FIN:116 | 3

### Futures and Options

Use of options, futures and other derivative securities in financial management; understanding types of derivative securities, markets, trading technology; applications of

risk management and speculation; and pricing relations with underlying securities. (48/0)

\*FIN:122 | 4

### Personal Finance

An overview of personal and family financial planning emphasizing personal financial record keeping, planning spending, tax planning, consumer credit, making buying decisions, purchasing insurance, selecting investments and retirement and estate planning. (64/0)

\*FIN:170 | 3

### Introduction to Commercial Lending

An introductory overview of the commercial lending function divided into four sections: commercial lending overview, the lending process, portfolio management and regulation and business development. (48/0)

\*FIN:250 | 2

### Finance Internship

Opportunity to further develop and practice finance/lending and management skills. This experience is based on objectives set forth in an individual training plan developed with and for each student. A successful and progressive lending institution such as a bank serves as the training site. (128 coop hours) Prerequisite: FIN:170

## FIR: Fire Science

FIR:338 | 1

### Technical Agricultural Rescue

Addresses the incidence, nature and risks associated with agricultural accidents. Includes hands-on training and incident command guidelines to be utilized at accident scenes. (8/16)

## FLS: Foreign Language – Spanish

\*FLS:141 | 4

### Elementary Spanish I

Course emphasizes the four language skills—speaking, listening, reading and writing—in a communicative approach to language learning. Includes lessons pertaining to Hispanic cultures. (64/0)

\*FLS:142 | 4

### Elementary Spanish II

Reviews lessons learned in Beginning Spanish I and provides instruction in more complex and detailed components of Spanish grammar. Emphasizes the four language skills—speaking, listening, reading and writing—in a communicative approach to language learning. Includes lessons pertaining to Hispanic cultures. (64/0) Prerequisite: Successfully completed FLS:141 or equivalent course or one year of formal secondary instruction

\*FLS:241 | 4

### Intermediate Spanish I

This third semester course provides a review and synthesis of grammatical structures learned in first-year Spanish while simultaneously emphasizing the development of communicative skills in both the oral and written language. Classes are primarily 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

\*FLS:242 | 4

### Intermediate Spanish II

This fourth semester course provides a review and synthesis of grammatical structures learned in first-year beginning 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 or FLS:141, FLS:142 and FLS:241

\*FLS:282 | 2

### Spanish Travel Abroad

Exposure to and experience with Hispanic culture and language as shaped by its geography, history and pre-history and as revealed in its arts, sports, customs, traditions and economic, social and political institutions. Practice in pronunciation with focus on oral proficiency. Topics of Spanish daily life. Offered only in conjunction with the Spanish institutes abroad and only in conjunction with travel abroad. Course may be repeated

on different topic/location for a maximum of six credit hours. (16/32) Prerequisites: FLS:141 or successful performance on an entrance proficiency examination. Payment of travel component as well as credit, valid passport, signed agreement for course conduct, content and other pertinent documents; successful interview by instructor

## GEO: Geography

\*GEO:121 | 3

### 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)

## GIS: Geographic Information Systems

GIS:111 | 3

### Introduction to Geographical Information Systems

Introduction to desktop Geographical Information Systems (GIS) and their applications. Topics include inputting data into a GIS, displaying the data on maps, editing the data, querying the data set and displaying the results of the queries. As part of the course, students will be given hands-on experience in the practical applications of a geographical information system. At the end of the course, students will complete a project related to their career field. Computer proficiency is strongly recommended. (16/64)

GIS:140 | 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)

\*GIS:206 | 3

### GIS Data Acquisition and Management

Explores additional concepts related to the collection GIS data and its analysis. Works with industry standard GIS software such as Arc Leader's SMS®. Students will use mobile GIS software as a training tool and will learn how to legally use a UAV (drone) to collect aerial imagery. In addition students will be enrolled in selected GIS short courses online offered through ESRI and will complete a final project related to the skills learned. (24/48) Pre-/corequisite: GIS:111

## GLS: Global Studies

\*GLS:999 | 2-3

### Study Abroad

Experiential learning through international travel to various destinations during a 12-day period. Destinations will vary from year to year. Opportunity to learn about other cultures and their past through site visits to museums, markets, restaurants, shops, schools and historic areas both in and away from principal cities. (16/32) or (20/56) Prerequisites: Readings, meeting with instructor(s) and orientation for travel, acquisition of necessary travel documents (e.g. passport, visa) and documentation for any required inoculations.

## GRA: Graphic Communications

GRA:110 | 3

### 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:129 | 3

### **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 | 3

### **Photoshop**

Practical knowledge on basic operating issues with Adobe Photoshop. Directed practice focuses on learning the tools, menus, palettes, processes and filters involved with simple to moderate imaging manipulation using Photoshop. (24/48)

GRA:151 | 3

### **Web Design**

Introduces the basics of web page creation and maintenance. Uses software products and HTML editors to aid web designers in developing and maintaining web pages. Focuses on the planning and designing attractive and easily navigated websites. Stresses good screen layout and design principles. Taught with emphasis on the client when developing websites. (24/48)

GRA:154 | 3

### **Advanced Web Design**

Reviews and advances knowledge learned in GRA:151 Web Design, including website creation and maintenance, use of hypertext markup language, Fireworks, incorporation of scripting and Web 2.0. Students will apply elements and principles of design to create websites that are both attractive and easily navigated. Emphasizes the designer-client relationship to mimic real-world web design projects. (24/48) Prerequisites: GRA:139, GRA:151

GRA:156 | 3

### **History of Graphic Design**

Strengthens the student's visual literacy as it specifically relates to graphic design. Relevant to current design practices, students will dissect examples of contemporary design by identifying and researching the historical origins of the visual characteristics present. Studies through hands-on exploration how the look of graphic design is intricately tethered to the tools, technologies, materials and processes available during a specific historical time and

place. Explores how important historical events and ideologies have influenced the appearance of the visual communications created during a specific movement/era in time. (40/16)

GRA:158 | 3

### **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)

GRA:173 | 3

### **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 | 3

### **Publication Software**

An overview of publication design concepts through hands-on exercises. Covers basic word processing and typographical conventions, page layout elements that streamline production, advanced procedures when working with boxes and procedures for creating or formatting long documents. (24/48)

GRA:210 | 3

### **Graphic Layout and Design**

Strengthens ability to apply elements and principles of design while working as a graphic artist. Students learn and practice production skills: computer layout, scanning, sizing, tonal correcting and proofing. Assignments mimic entry-level design projects: following specs, design from customer info/sketches,

thumbnail layouts, layout variations, simultaneous work on multiple projects. Introduces visual communication theories. Uses critique sessions to strengthen ability to talk about design. (24/48) Prerequisites: A minimum grade of C- in GRA:110, GRA:139, GRA:179

GRA:214 | 3

### **Electronic Prepress and Printing**

An expeditionary course that introduces the processes, procedures, tools, materials, equipment and terminology involved in graphic production in both print and e-pub formats. As future design professionals, it is important to understand where and how a graphic designer functions as a member of the exciting, challenging and continually changing printing and publishing industry. A variety of facilities are toured to compare and contrast production processes, operations and the variety of projects produced. (24/48) Prerequisite: A minimum grade of C- in GRA:129 or GRA:179

GRA:216 | 3

### **Exploring Photography**

Explores photography processes, equipment, operations, history, vocabulary and applications. Although traditional photographic processes and camera operations will be discussed and experienced, the majority of the semester will be spent learning and working with the digital process and equipment. Understanding the purpose of photography, how to critically view photographs, how to take more effective photographs by applying the elements and principles of design and how to professionally present photographs will be emphasized. Includes participation in critiques that employ design and photographic terminology as guidelines to discuss why some photos may seem to work better; i.e., be more effective, than others. Course emphasizes the use of photos as an expression of creative communication and storytelling. (24/48)

GRA:217 | 3

### **Exploring Illustration**

Explores various components of illustration: the conventional illustration process, types of illustrations and rendering styles, subject



matters, careers and the variety of traditional and digital tools and media available to illustrators. A variety of original illustrations are completed to become familiar with the media and tools commonly used by professional illustrators. Utilizing design terminology and a project's specifications, peer review sessions are employed to share and discuss the effectiveness of the illustrations created. Encourages students to explore and develop a personal style with which they can create meaningful illustrations. (24/48) Prerequisite: A minimum grade of C- in ART:120 or ART:133

GRA:273 | 3

### **Advanced Typography**

An advanced course which builds on and further explores the many facets of typography introduced in the GRA:173 Typography course. Emphasizes formal application of type: publication design, grid systems, legibility, readability, typographic hierarchy, style sheets, pre-press issues, font design and creative application of type. (32/32) Prerequisite: GRA:173

GRA:280 | 3

### **Audio/Video Production Basics**

Focuses on the creation and practical knowledge regarding basic video and audio production. Stresses the utilization of popular technologies and softwares to shoot, capture, and edit video footage; record, capture, and edit audio tracks; and synch audio and video into finished, portfolio-quality projects. Students gain practical knowledge on how to prepare audio and video files for publishing via formats such as: multimedia presentations, CD/DVD, websites, youtube channels, podcasts, live streams, and popular social media venues. (24/48)

GRA:310 | 3

### **Advanced Graphic Layout and Design**

Utilizes and strengthens creativity; conceptual, developmental and problem-solving capabilities; application of design process; and 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. Students gain

opportunity to talk with design professionals about their experiences. (16/64) Prerequisites: A minimum grade of C- in GRA:210

GRA:800 | 3

### **Graphic Design Portfolio Seminar**

Students develop and design a portfolio (in print, digital and web formats), along with a self-promotion identity system and resume to use to obtain work as a graphic designer. Provides concentrated time to create new and/or revise already completed design work to obtain a strong portfolio upon graduation. As a professional preparation course, students explore design careers and resources; learn about contracts/work agreements, copyright issues and salaries; meet and talk with professional designers while touring design studios and departments; and experience mock interviews conducted by local design professionals. (24/48) Pre-/corequisite: A minimum grade of C- in GRA:310

GRA:805 | 3

### **Graphic Design Occupational Experience**

Course places students in professional graphic design/art production settings to learn processes and procedures utilized by their cooperating businesses for approximately 10 hours a week for a semester. Students will journal their on the job experiences and meet every few weeks to discuss and share the work they have been doing. (192 coop hours) Prerequisite: Instructor approval

GRA:910 | 2

### **Study Abroad Exploring Photography**

Introductory digital photography drawing on the cultural richness of learning and composing photographs in a completely new environment. While exploring new vistas, students attune their "eye" too see and compose strong photographs by learning and applying design elements and principles. Attention to composing street photography (capturing the feel of a culture and people); and landscape and architecture (capturing a sense of place) are stressed as subject matters. Photography exhibitions at world-class museums/galleries enhance exposure to the discipline and how to talk about and critically view photographs. Students photograph historical landmarks and points of interest to

learn about heritage and cultural traditions of the countries visited. Course may be repeated to a different location up to a maximum of six credits. (16/32)

## **HCR: Heating and Air Conditioning**

HCR:108 | 2

### **Heating and Air Conditioning Trade Codes**

An initial portion of this course teaches how to use the Uniform Mechanical Code Manual properly. A general study of the codes necessary for installation of heating equipment, ventilating equipment and fuel-gas piping is emphasized. (32/0)

HCR:117 | 2

### **Introduction to Forced Air Heat**

The theory, wiring, electrical controls and operations of a basic gas, forced-air furnace. (16/32) Prerequisite: HCR:403

HCR:122 | 5

### **Gas Furnaces**

Covers the basic residential forced air heating system. Addresses basic concepts involved in the combustion process for safe operation of a home forced heating system. Studies furnace components and parts as well as how to properly hook components together for safe and efficient operation. Explores different efficiencies and how they differ. (16/128) Prerequisite: ELE:118

HCR:123 | 2

### **Oil Furnaces**

Provides a working knowledge of electrical controls, troubleshooting and maintenance on oil-fired furnaces. (8/48) Prerequisites: HCR:117, HCR:403

HCR:124 | 1

### **Hydronic Heat**

Instruction in wiring, electrical controls, and the operation of a hydronic heating system. (8/16) Prerequisite: ELE:118

HCR:128 | 2

### **Principles of Electric Heat**

Provides a working knowledge of electrical controls, troubleshooting, and maintenance procedures on an electrical heating system. (8/48) Prerequisite: ELE:118

HCR:141 | 3

**Principles of Heat Pumps**

Provides background about electrical controls, sealed system components, troubleshooting, maintenance, and setting balance points on a heat pump system. (16/64) Prerequisite: ELE:118

HCR:142 | 3

**Geothermal Systems**

Covers the theory of geothermal heating and cooling, design and installation. Studies include heat transfer and the different modes involved in a geothermal system. Explores different designs and control strategies along with the advantages and disadvantages of each. Covers residential, commercial, and industrial systems. (40/16)

HCR:202 | 3

**Introduction to Cooling**

Instruction in the theory, wiring, electrical controls and the operation of an air conditioning system. (16/64) Prerequisite: ELE:118 or HCR:403

HCR:204 | 4

**Principles of Air Conditioning**

Provides a working knowledge of electrical controls, sealed system components, troubleshooting, and maintenance procedures on air conditioners. (16/96) Prerequisites: ELE:118, HCR:202

HCR:403 | 4

**Basic Electricity**

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

**Air Distribution**

Covers understanding of heat loss and gain for determining proper size and/or cooling equipment needed for specific residential applications and also the principles of psychrometrics as to the effects of a structure's relative humidity and its effect on the structure's circulated air. (16/64)

HCR:515 | 3

**Sheet Metal Fabrication**

Provides working knowledge in layout, fabrication and installation of duct systems used in the heating and cooling industry. (0/96)

HCR:815 | 2

**Air Purification and Humidity**

Provides an understanding of why air purification and proper humidity control are important for personal comfort. (8/48)

HCR:932 | 1

**Internship**

Provides practical experiences in an HVAC related work environment. (64 coop hours)

HCR:941 | 1.5

**Practicum**

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, HCR:123, HCR:204, or HCR:515

**HIS: History**

\*HIS:131 | 3

**World Civilization I**

A survey course in world civilization from pre-history to 1500 which examines six major civilizations: Middle-East, Indian, Chinese, European, African and American. Cultural components such as religion and art are integrated with political and economic history. Connections between civilizations will be considered. (48/0)

\*HIS:132 | 3

**World Civilization II**

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)

\*HIS:151 | 3

**U.S. History To 1877**

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)

\*HIS:152 | 3

**U.S. History Since 1877**

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)

\*HIS:214 | 3

**Russian History and Culture**

Acquaints students with major developments in Russian history and culture from ancient times to recent decades. 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 a general understanding of Russia's historical and cultural development while broadening language and critical thinking skills through reading, listening, speaking and writing. (48/0)

**HIT: Health Information Technology**

HIT:120 | 1

**Pharmacology for HIT**

Introduction to common drugs and drug therapies as they relate to the field of health information technology. Includes accurate identification of drug names, spelling and indication for usage. (16/0) Prerequisite: HSC:114

HIT:210 | 2

**Basic Medical Insurance and Coding**

Overview of the medical claims insurance process in the office setting. Provides an overview of medical office CPT and ICD



coding. Includes the steps for provider reimbursement under public, private and managed care plans. (16/32) Prerequisites: HIT:320, HSC:114

HIT:215 | 2

### **Introduction to CPT**

Introduces the use of the CPT classification system with emphasis on coding in the physician's office for reimbursement purposes. (24/16) Prerequisites: A minimum grade of C- in BIO:157 or BIO:168; and HIT:320, HIT:330, HSC:114. Pre-/corequisite: BIO:168 or BIO:173

HIT:233 | 4

### **ICD-10 Coding**

Introduction to the use of ICD-10-CM and ICD-10-PCS classification system with application of coding guidelines. (48/32) Prerequisites: A minimum grade of C- in BIO:157 or BIO:168; and HIT:320, HIT:330, HSC:114. Pre-/corequisite: BIO:168 or BIO:170

HIT:255 | 4

### **Advanced ICD-10-CM/PCS and Classification**

Presents advanced components of ICD-10-CM/PC coding in the health care systems. (32/64) Prerequisites: A minimum grade of C- in BIO:173, HIT:233, MAP:532

HIT:280 | 3

### **CPT-4 Coding**

Includes principles of Health Care Procedural Classification System Coding (CPT-4) as well as advanced case study applications. (32/32) Prerequisites: A minimum grade of C- in BIO:173, HIT:215, HIT:233, MAP:532

HIT:292 | 2

### **Reimbursement Methodologies**

Focuses on reimbursement methodologies utilized in the inpatient and outpatient health care setting, billing procedures related to charge description master maintenance, claims processing and procedures, and regulatory requirements which necessitate the need for coding compliance monitors from patient encounter to payment of services. 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:233

HIT:320 | 2

### **Health Records Management**

Develops the skills needed to manage health records in a primary care setting. Introduces the collection of health information for medical and administrative purposes according to regulatory and accreditation standards for documentation and maintenance. Includes the development of primary and secondary records, indexes, registers and registries. Introduces electronic health record applications as the content and format of the health record are explored. Reviews record management principles related to numbering, filing, storage and retention of paper-based records. (16/32)

HIT:330 | 2

### **Health Care Delivery Systems**

Introduces professions in health information and the role served in the delivery of health care services. Explores healthcare delivery methods, types of organizations and service providers, regulatory control and financing and coding classification systems. Introduces the impact of technological changes and governmental regulations in the formulation and maintenance of health information. (32/0)

HIT:340 | 2

### **Comparative Records**

Examines the purpose of comparative health settings in the delivery of health care services. Includes an overview of the regulatory guidelines for licensure and accreditation. Explores the documentation requirements for the primary health record and secondary data sources utilized for assessment and reimbursement of services. Introduces common clinical terminologies and data sets utilized in health care. (32/0) Prerequisites: A minimum grade of C- in HIT:320, HIT:330

HIT:352 | 3

### **Health Information Systems**

Examines the use of the electronic health record and its impact in the management of health care data. Explores common data elements used in the collection of data and how facilities select, utilize, maintain, and secure health data. Using AHIMA's Virtual Lab, students complete lab activities which provide simulated experience in the management of health data for internal use.

(32/32) Prerequisites: A minimum grade of C- in BCA:212, HIT:320, HIT:330, HIT:421. Pre-/corequisite: HIT:255

HIT:421 | 3

### **Legal Aspects of Health Information**

A study of health law in relation to legal concepts and principles that include legal applications, data privacy, security, confidentiality and patient's rights. Includes issues of access and disclosure of protected health information. Explores ethical issues surrounding the health record in the application of legal and regulatory requirements (48/0) Prerequisites: A minimum grade of C- in HIT:320, HIT:330

HIT:445 | 4

### **Quality Management of Organizational Resources**

Emphasizes health care functions of quality improvement, utilization management, credentialing, and risk management services to manage the delivery of health services. Includes applications of process improvement tools to collect, measure, and analyze services. Applies workforce principles in health information department management including organization of functions, departmental budgeting, staffing, orientation and training, and personnel management. (64/0) Prerequisites: A minimum grade of C- in HIT:255, HIT:292, HIT:540. Pre-/corequisite: HIT:280

HIT:448 | 1

### **Information Governance**

Explores the process of data acquisition and reporting processing for the purpose of providing the information necessary for data analysis. (8/16) Prerequisites: BCA:212, HIT:255, HIT:352, HIT:540

HIT:452 | 3

### **Health Data Statistics and Analysis**

Compute and utilize basic descriptive institutional and health care statistics. Overviews frequency distribution and fundamentals of data display and analysis and the use of common research methodologies and how they are used in the delivery and reporting of health services. (36/24) Prerequisites: HIT:320, HIT:330, HIT:540

HIT:503 | 1.5

**Coding Practicum**

Advanced application of coding and electronic processing of records in ICD, CPT and HCPCS. Includes analysis of the coding process in a health care facility. (96 coop hours) Prerequisites must be passed with a minimum grade of C-. Prerequisites: HIT:215, HIT:233. Corequisites: HIT:255, HIT:280, HIT:292

HIT:540 | 1.5

**Professional Practice Experience I**

Supervised professional practice experiences that enable students to apply theory from health information coursework in relation to health record analysis, retention, retrieval and processing guidelines as applied in the health care environment. (96 coop hours) Prerequisites must be passed with a minimum grade of C-. Prerequisites: BIO:168 or BIO:173; and HIT:320, HIT:330, HSC:114. Corequisites: HIT:215, HIT:233, HIT:421

HIT:542 | 2.5

**Professional Practice Experience II**

Supervised occupational experiences in cooperating agencies providing application in advanced classroom theory. (160 coop hours) Prerequisites must be passed with a minimum grade of C-. Prerequisites: HIT:255, HIT:280, HIT:292, HIT:352, HIT:540. Pre-/corequisite: HIT:340. Corequisites: HIT:445, HIT:448, HIT:452, HIT:945

HIT:945 | 2

**Seminar**

A capstone course emphasizing the soft skills and workforce trends impacting the workplace. Includes preparation for the Registered Health Information Technician certification examination. (16/32) Prerequisite: A minimum grade of C- in HIT:540. Corequisite: HIT:542

## HSC: Health Science

HSC:110 | 3

**Introduction to Health Occupations**

Orientation to the institutions that comprise our healthcare 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:114 | 3

**Medical Terminology**

The study of medical terminology as the language of medicine, with emphasis on word analysis, construction of definitions, pronunciations, and spelling of medical terms. (48/0)

HSC:136 | 1.5

**Advanced Life Support ACLS/PALS**

Emphasizes the significance of superior team dynamics and excellent communication skills, recognition, and emergency treatment of cardiopulmonary arrest and post-cardiac arrest, along with acute coronary syndrome and stroke. Further provides the minimal cognitive and psychomotor skills of pediatric and adult emergency care. (16/16) Prerequisite: RCP:490

HSC:172 | 3

**Nurse Aide**

This 80-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 35 clinical hours) Prerequisite: Accuplacer reading score of 231 or ACT score of 15

HSC:200 | 1

**Healthcare Compliance**

Course is designed to meet the compliance requirements for students entering nursing and allied health programs. This course is divided into units covering the compliance areas of Health Insurance Portability and Accountability Act (HIPAA), Bloodborne Pathogens, Healthcare Provider CPR (Basic Life Support), Basic First Aid and Child and Dependent Adult Mandatory Reporter. (16/0)

HSC:949 | 1-2

**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. (0/32-64 or 48-96 clinical hours)

Prerequisite: Approval of the department dean and faculty advisor

## HSV: Human Services

\*HSV:140 | 3

**Social Work and Social Welfare**

A basic understanding of how the American system of social services and the social work profession combine in order to meet the personal and social needs of persons considered "at-risk" in a variety of settings. Introduces the social work professional field with connections to field of social welfare institutions. Emphasizes work related to entry-level, generalist social work practitioner and how to empower the function of social work in modern American society (48/0)

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**

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:162 | 3

### **Introduction to Human Disabilities and Services**

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:195 | 3

### **Human Behavior in the Social Environment for Social Workers**

A course about people and how they change throughout their lifespan. Focuses on the biosocial factors influencing their lives, their choices and life changes; and on aiding social work professionals to identify social adaptations that are factors in expanding or improving that environment and increasing behavioral competence in adapting to the environmental demands placed on people in today's society. (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 and the client's influence and the models of counseling interventions from which the counselor selects. (48/0)  
Prerequisite: HSV:150 or PSY:111

\*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

### **Treatment of Alcohol and Drug Abuse**

Emphasizes the concept that treatment of alcohol and drug abuse is a continuum of processes from intervention through rehabilitation. The integral parts of the

continuum and ways in which it addresses the needs of people suffering from alcohol and drug abuse will be incorporated. (48/0)  
Prerequisite: HSV:256

\*HSV:270 | 3

### **Crisis intervention**

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) Prerequisite: PSY:111 or SOC:110

HSV:284 | 3

### **Case Management**

Introduction to the management and documentation practices used in client assessment, goal establishment and identification of appropriate resources for client referral. (48/0) Prerequisite: HSV:150

HSV:847 | 2.5

### **Human Services Field Experience I**

Opportunity to apply theory and develop skills in helping clients meet their needs in essential areas of development. The supervised practicum provides exploration into areas of student interests. (8/0 and 128 coop hours)  
Prerequisites: HSV:150, HSV:284

HSV:848 | 1.25

### **Human Services Field Experience II**

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 coop hours)  
Prerequisite: HSV:847

HSV:849 | 1.25

### **Human Services Field Experience III**

This third course (not necessarily consecutive) provides opportunity to apply theory and develop skills in helping clients meet their needs in essential areas of development. Field Experience III may be taken concurrently

during a semester with Field Experience II or taken alone following Field Experience I. Student tasks should be progressive and more complex. (4/0 and 64 coop hours)  
Pre-/corequisite: HSV:848

## **HUM: Humanities**

\*HUM:108 | 3

### **Cultural Diversity and Identity**

Provides a definition of self-identity and culture which will enable students to effectively communicate and interact transculturally. As future professionals in particular disciplines, students will gain knowledge to assist them in a variety of cultural settings. The course focuses on a variety of issues concerning the nature of personal and cultural identity within our pluralistic society. (48/0)

\*HUM:116 | 3

### **Encounters in Humanities**

A survey course of the human condition as seen through various arts such as literature, painting, sculpture, architecture, music, dance, film, theater and others. (48/0)

\*HUM:125 | 3

### **Broadway Musical History**

Covers the history and development of the Broadway musical from approximately 1860 to the present. (48/0)

\*HUM:130 | 3

### **Holocaust Perspectives: Confronting the Future**

An interdisciplinary survey course examining the Holocaust as a 20th century incident of genocide, which was used as a technique of political control and racial persecution. Recent resurgence of similar events and 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)

\*HUM:140 | 3

### **Shakespeare: Dramatist, Psychologist, Historian**

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-

\*HUM:170 | 3

### **Introduction to Women's Studies**

Introduces major issues concerning women via an examination and analysis of images and roles of women in such areas as history, philosophy, psychology, sociology, literature and the arts. Includes a multidisciplinary approach to the study of feminism, evaluation and analysis of sex-role stereotyping and the subsequent socialization of genders in institutions, programs and curricula in attempts to create the "egalitarian" society. (48/0) Prerequisite: ENG:105 with a minimum grade of C- or an equivalent composition course at another college or university with a minimum grade of C-

## **IND: Industrial Technology**

IND:114 | 1

### **General Industry Safety**

Safety in a manufacturing workplace is discussed and skills are developed to work in the industrial environment. Students learn basic safety for chemical, health hazards and tool safety. (16/0)

IND:118 | 1

### **Commercial Drivers License**

Summarizes commercial vehicle rules and regulations in order that students pass the written examination for the Commercial Driver's License. (8/16)

IND:134 | 2

### **Print Reading**

An overview of methods used in presenting and interpreting a variety of industrial drawings and prints. This course is designed to provide the necessary skills to read and interpret symbols commonly used on industrial drawings and prints. (16/32)

IND:138 | 5

### **Electrical Installation and Repair**

An opportunity to learn up-to-date industrial and commercial electrical installation skills. Discusses information such as service entrances, circuits, conductors, outlets and remote control systems. (16/128) Pre-/corequisite: IND:231

IND:139 | 3

### **National Electric Code and Wiring**

An introduction to the National Electrical Code and familiarization with electrical code requirements and use of the code book. (24/48) Prerequisite: MAT:063, MAT:773 or qualifying placement score

IND:154 | 3

### **Solid State Components**

An introduction to basic theory as well as the operation and industrial applications of solid state electronic components. Includes lab experiments using various types of test instruments. (24/48)

IND:192 | 1

### **Industrial Pumps**

Teaches basic pump fundamentals/terminology and maintenance and replacement of pump seals, bearings and start-up procedures. (8/16)

IND:195 | 3

### **Mechanical Drives**

The selection, installation, use, maintenance and troubleshooting of mechanical drive components. (24/48) Pre-/corequisite: ELE:172

IND:198 | 3

### **Mechatronics**

Covers flexible automation systems, including electronic, computer, mechanical, electrical and fluid drive components. Programmable controllers, robotics, diagnostics, troubleshooting and systems design are included with an emphasis on hands-on application as well as theory. (24/48) Prerequisite: ELT:171

IND:230 | 1

### **Introduction to Print Reading and Measurements**

The fundamentals of blueprint reading, measurements, torque and applied physics. Describes the use, calibration and care of common measuring instruments and gauges used in the production environment. Students learn how to find information from blueprints, perform calculations involving common English units, metric units and conversions between the two systems. Students will understand the concepts of physics and work through practical mathematic application and knowledge of front-line self-inspection. (12/8)

IND:231 | 2

### **Introduction to Maintenance Electricity**

An overview of the NEC code book, various meters, tools and calculations needed in the electrical maintenance field. Students learn to read electrical prints with an emphasis on schematic symbols, calculate series and parallel circuits and describe different wire sizes and insulation types according to NEC standards. Teaches essential skills for proper hand soldering, common safety hazards and safety precautions for soldering applications. (16/32)

IND:232 | 2.5

### **Introduction to Mechanical Systems**

Practical mechanics with lecture and hands-on labs, a review of mechanical drive systems and knowledge of maintenance, repair of industrial drives, belts, chains and gear drives. (16/48)

IND:233 | 1

### **Introduction to Hydraulics/Pneumatics**

An overview of pneumatic and hydraulic circuits and how they are designed to perform basic tasks. Introduces hydraulic and pneumatic power sources, control valves, actuators and the basic layout of hydraulic and pneumatic prints. (8/16)

IND:234 | 2

### **Introduction to Motor Controls**

Practical overview of various types of AC and DC electric motors, types of motor control symbols and common parts of motors. Teaches the various types of control devices, their parts and how control devices are used in different industry applications. (16/32)

IND:235 | 1

**Introduction to Programmable Logic Controllers (PLCs)**

Introduces the hardware, ladder logic, basic operation and programming languages found on most PLCs. Identifies the symbols used in PLCs, the number systems used to convey information for PLCs, basic troubleshooting procedures and maintenance tips. Includes the basics of PLC programming using ladder logic, input/output configuration and how to use timers and counters. (8/16)

IND:236 | 2

**Advanced Motor Controls**

A practical overview of electrical machine control related circuit design, maintenance and troubleshooting. Addresses the diversity of control devices and applications examining both current practices and continuing technological evolution of the control industry. (16/32)

Pre-/corequisite: IND:234

IND:237 | 2

**Advanced Programmable Logic Controllers (PLCs)**

Introduces timers and counters, hand-held programmers and how to convert line diagrams and wiring diagrams for use with PLCs. Covers the basic principles of PLC networking, how digital signals are converted into binary data, common mathematical functions for PLCs and the proper steps for planning and installing a basic PLC system. (16/32) Pre-/corequisite: IND:235

IND:238 | 2

**Intermediate Hydraulics/Pneumatics**

An overview of pneumatic and hydraulic circuits, explaining how they are designed to perform tasks. Introduces hydraulic and pneumatic power sources, control valves and actuators. Includes the principles of circuit design, maintenance and the basic layout of hydraulic and pneumatic prints. (16/32)

Pre-/corequisite: IND:233

IND:239 | 2

**Advanced Electro-Pneumatics**

Real-world circuit design, troubleshooting and implementation of pneumatic controls and actuators. Students design and construct advanced electro-pneumatic systems to complete a given task. (8/48) Pre-/corequisites: IND:237, IND:238

IND:240 | 1

**Industrial Power Sources**

Introduces industrial power sources. Teaches basic concepts of the working of a power plant boiler and boiler controls, supercritical steam generators, boiler feed pumps, boiling water reactors, steam turbines and demonstration of progressive controls and functions used by industry. (16/0)

IND:242 | 1

**Identifying Industrial Networking Equipment**

Introduces the student to industrial inter-computer networking including rules and conventions for industrial communication between network devices. Students will learn basic concepts of networking; e.g., Ethernet, Token Ring, Frame Relay, Wireless Network Protocols, Network Routing Protocols and how network protocols are implemented. (16/0)

IND:911 | 1

**On-the-Job Training**

Provides practical experiences in an HVAC-related work environment. (64 coop hours)

**LGL: Legal Assistant**

\*LGL:112 | 3

**Introduction to Paralegal Studies**

Introduces students to the duties and responsibilities of a paralegal and will provide an overview of legal principles in a variety of areas of the law. A practical introduction to the kinds of duties and responsibilities that a paralegal will have in the workplace will be explored. Students will understand the terminology of various legal areas. (48/0) Prerequisite: LGL:115

LGL:115 | 2

**Legal and Medical Terminology**

The study of legal and medical terminology with emphasis on spelling, pronunciation and usage in the context of the legal profession. (32/0)

\*LGL:130 | 3

**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. (48/0) Prerequisite: LGL:112

\*LGL:153 | 4

**Legal Writing/Research**

Prepares students with the skills and competencies to assist an attorney in the area of legal writing and legal research necessary to prepare trial briefs, legal memoranda, supreme court memoranda and briefs, correspondence, and other legal documents. Students will learn to write in an analytical or informative style, as well as in a persuasive manner. (32/64) Prerequisite: LGL:112 and ENG:106

\*LGL:170 | 3

**Litigation**

Provides students with the knowledge and skills needed to assist an attorney in the area of litigation in preparation for trial, from the instant the dispute attains the responsibilities of the attorney-client relationship. (48/0) Prerequisite: LGL:112 and LGL:180

LGL:180 | 3

**Torts and Litigation**

Introduces the substantive law of personal injury, the institution and mechanics of the personal injury law system and the common law and statutory framework underlying the adjudication of disputes arising from personal injuries. Examines the system's basic operation and the various changes which have occurred over recent years. (48/0) Prerequisite: LGL:112

\*LGL:191 | 2

**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: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) Prerequisite: LGL:112

LGL:286 | 3

### Investigation and Interview Techniques for Paralegals

An overview of the fact-gathering process for paralegals. It includes principles and techniques of investigation, sources of public and private information, and the methodology of developing interview questions and conducting interviews. Students will learn the recording and analyzing of data collected and create writing assessments and histories. The Rules of Evidence and their application to the investigation process will be presented. The ethical duty of confidentiality and attorney-client privilege as it relates to investigations and interviews will be stressed. (48/0) Prerequisite: LGL:112, CRJ:131

LGL:290 | 2

### Professionalism and Career Readiness

Develops marketable professional and career readiness strategies that can be used to obtain employment in a law office environment. Strategies to assist in maintaining employment by demonstrating a professional image and work behavior will be emphasized.(32/0) Prerequisite: CRJ:100, LGL:112, LGL:115, LGL:180, LGL:250

LGL:941 | 4

### Practicum

Provides an opportunity for students to apply the theoretical knowledge gained in the classroom by using and refining that knowledge in a law practice or company that utilizes attorneys and paralegals. Students will also participate in a seminar to share their experience and gain perspectives of other students.(16/0 and 192 coop hours)

Prerequisite: Minimum grade of C- in all Paralegal program required courses.

## LIT: Literature

\*LIT:101 | 3

### Introduction to Literature

Focuses on the art of fiction, drama, and poetry. Students closely examine literature that challenges and enlightens. Engagement with these works stimulate independent, analytical thinking that is shared through writing and discussion. (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:115 | 3

### Introduction to Latin American Literature

Surveys the major periods of Latin American literature from the Colonial era through the 20th century. Includes a sample of the chronicles of discovery and conquest written by unruly conquerors seeking legitimacy from the Spanish crown, the Romantic prose of the 19th century written during the struggle for independence from Spain, the modernista and avant-garde poetries of the 19th and 20th centuries before looking at the "boom," the period when Latin America first began to be credited for having its own literature,

and an overview of the "post-boom" and what followed in the 21st century. (48/0)

Prerequisite: A minimum grade of C- in ENG:105 or an equivalent composition course at another college or university

\*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:186 | 3

### 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-

## MAP: Medical Assistant

MAP:111 | 3

### Medical Office Management I

Introduces the administrative responsibilities of the medical office. With the completion of medical reports and business correspondence, students develop the critical skills necessary for written communications, including writing mechanics and computer skills in word processing. Other competencies include appointment scheduling, telephone techniques, billing and collection procedures, banking services, accounting methods and payroll. Includes professional application of email and Internet use for research. (32/32)

MAP:128 | 2

### Automated Medical Office

A computer simulation of a medical clinic setting. Students will enhance work force skills using automated technology for scheduling appointments, record creation, insurance coding and billing and monitoring



reimbursement. (32/0) Prerequisites: HIT:210, MAP:622

MAP:350 | 5

### Limited Radiography for Medical Assistants I

Includes radiological principles and encourages use of critical thinking skills to incorporate practice skills of image evaluation, processing techniques, patient positioning and radiation protection. (64/32) Prerequisite: MAP:622 or successful completion of an accredited medical assisting program and one year experience as a CMA

MAP:351 | 5

### Limited Radiography for Medical Assistants II

Continuation of Limited Radiography for Medical Assistants I emphasizing the use of critical thinking skills to incorporate cognitive knowledge in the performance of taking patient images under direct supervision. Includes evaluation of images produced by the students. (64/32) Prerequisite: MAP:350

MAP:353 | 4

### Clinical Procedures I

Instruction on assisting physicians with examinations and treatment, preparing patients for examinations and diagnostic procedures, maintaining and using aseptic techniques, obtaining and recording patient information. Includes performing routine tests, sterilizing instruments and learning related terminology. (32/64)

MAP:358 | 5

### Clinical Procedures II

Emphasizes pharmacology, administration of medications, electrocardiography and the circulatory system. Includes principles of radiography and nutrition and collection and testing of laboratory specimens, including phlebotomy. (32/96) Prerequisites: A minimum grade of C- in BIO:158, BIO:160, HSC:114, MAP:111, MAP:353

MAP:401 | 1

### Medical Law and Ethics

Addresses the legal and ethical implications of practice in a medical setting. Includes scope of practice, confidentiality, HIPAA privacy and security requirements, legal terms and elements in the delivery of care,

ethical guidelines of practice, and legal documentation requirements. (16/0)

MAP:431 | 1

### Human Relations

The principles related to human relations, self-improvement, professionalism, attitude, limitations and behavior. Covers principles of individualized client care and etiquette of working with clients and the medical practice. (16/0) Prerequisite: MAP:353

MAP:501 | 1

### Math for Medications

Basic mathematical background for an understanding of measurement systems and the calculation of dosages of oral and parental medications for medical assisting. (16/0) Prerequisite: Qualifying Medical Assistant program math placement score or a minimum grade of C- in MAT:053 or MAT:772.

MAP:512 | 2

### Medical Assisting Pharmacology

Basic background in the classification and understanding of drugs and their sources, uses, and legal implications. Discusses characteristics of typical drugs, side effects, precautions, interactions, and patient education of each category. (32/0) Pre-/corequisite: MAP:501. Corequisite: MAP:358

MAP:532 | 3

### Human Body: Health and Disease

The study of the human body relating to disease processes and treatment options. Includes an overview of drug categories in the treatment of diseases. (48/0) Prerequisites: A minimum grade of C- in BIO:158, BIO:160; or BIO:157; or BIO:168; and HSC:114

MAP:603 | 1

### Employment Seminar

Creation of résumés, cover letters and complete paper and online employment applications. Includes mock interviews, guest speakers and application processes to assist students in securing employment. (16/0) Prerequisite: MAP:622

MAP:622 | 6

### Medical Assistant Practicum

Supervised experience in a medical office where students can practice the cognitive,

psychomotor and affective skills of a medical assistant. Includes discussion of career preparation. (16/0 and 240 clinical hours) Prerequisites: HIT:210, MAP:358, MAP:501, MAP:512, MAP:532

## MAT: Mathematics

\*\*MAT:053 | 4

### 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 and linear equations. (64/0) Prerequisite: Qualifying placement score

\*\*MAT:063 | 4

### Elementary Algebra

A beginning course in basic algebra. Topics include real numbers, polynomials and other variable expressions, solving equations and inequalities, graphs of linear equations, factoring of polynomials, solving quadratic equations, operations on rational expressions and solving rational equations. (64/0) Prerequisite: A minimum grade of C- in MAT:053 or qualifying placement score

MAT:102 | 4

### Intermediate Algebra

Reviews real numbers and polynomials. Studies first-degree equations in two variables, rational expressions, exponents and radicals, quadratic equations, graphing functions and relations, conic sections, systems of equations, inequalities, exponential and logarithmic functions and sequences and series. (64/0) Prerequisite: A minimum grade of C- in MAT:063, MAT:744 or qualifying placement score

\*MAT:110 | 3

### 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 MAT:744 or qualifying placement score

\*MAT:120 | 3

### 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 MAT:747 or qualifying placement score

\*MAT:128 | 4

### 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 MAT:747 or qualifying placement score

\*MAT:130 | 3

### 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 MAT:747 or qualifying placement score

\*MAT:140 | 3

### 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 MAT:747 or qualifying placement score

\*MAT:156 | 3

### 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 MAT:747 or qualifying placement score

\*MAT:210 | 4

### Calculus I

Students gain 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 score

\*MAT:216 | 4

### Calculus II

The second in the calculus sequence. Students gain an understanding of integral calculus and further their knowledge of analytical geometry. Emphasizes integration, inverse functions and applications of the integral. (64/0) Prerequisite: A minimum grade of C- in MAT:210

\*MAT:219 | 4

### Calculus III

The third course in the calculus sequence. Students gain understanding of analytical geometry and further their knowledge of derivatives. Emphasizes plane curves and polar coordinates, vectors in space, partial derivatives, multiple integrals and complex numbers. (64/0) Prerequisite: A minimum grade of C- in MAT:216

MAT:744 | 4

### Technical Math

Introduces selected topics from algebra and trigonometry with everyday applications to the technical areas. Some topics presented include the solution of linear and quadratic equations, trigonometric functions, vectors, graphing and equations. (64/0) Prerequisite: A minimum grade of C- in MAT:063, MAT:773 or qualifying placement score

MAT:747 | 4

### Technical Math II

Includes exponents and radicals, systems of equations, equations of higher degree, inequalities and plane analytic geometry. Introduces the fundamental concepts of calculus, including limits, the derivative, definite and indefinite integrals and applications of each. (64/0) Prerequisite: A minimum grade of C- in MAT:744 or qualifying placement score

MAT:772 | 3

### Applied Math

Basic mathematical skills for technicians. Topics include fundamental operations with whole numbers, fractions, decimals, signed numbers, percents, geometry, area, volume, English/metric systems and measurement. (48/0) Prerequisite: Qualifying placement score

MAT:773 | 3

### Applied Math II

Algebra and trigonometry for technicians. Topics include polynomials, equations and formulas, graphing linear equations, systems of linear equations, factoring quadratic equations and trigonometry. (48/0) Prerequisite: A minimum grade of C- in MAT:772 or qualifying placement score

MAT:779 | 3

### Applied Trigonometry

Teaches the trigonometric concepts and skills needed in basic science, technology and mathematics itself. A scientific calculator is used in place of trigonometric tables in all computations. (48/0) Prerequisite: A minimum grade of C- in MAT:053, MAT:772 or qualifying placement score

## MDT: Mobile Development Technology

MDT:101 | 3

### Survey of Mobile Development Technologies

An introduction to mobile applications and general knowledge of how such applications are developed, marketed, distributed and utilized. Examines the prevalence of mobile applications and the skills necessary to become a developer of mobile applications.

(48/0) Prerequisite must be passed with a minimum of a C- to progress in the Computer Analyst major. Pre-/corequisite: CIS:122

MDT:110 | 3

### **Android Applications Development I**

Initial course in developing applications for Android platforms. Explores the Android framework and the foundational components of Android applications. Utilizes the Android development environment to create applications implementing common user interface features and functionality. (32/32)

Prerequisite must be passed with a minimum of a C- to progress in the Computer Analyst major. Prerequisite: CIS:171

MDT:120 | 3

### **Apple Applications Development I**

Initial course in developing applications for Apple iOS platforms. Explores the iOS and the foundational components of Apple mobile device applications. Utilizes the development environment to create applications implementing common user interface features and functionality. (32/32) Prerequisite must

be passed with a minimum of a C- to progress in the Computer Analyst major. Prerequisite: CIS:177

## **MFG: Manufacturing**

MFG:121 | 2

### **Machine Trade Printreading 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:126 | 2

### **MSSC Quality Practices and Measurement**

Teaches students to: participate in periodic internal quality audit activities, check calibration of gages and other data collection equipment, suggest continuous improvements, inspect materials and product/process at all stages to ensure they meet specifications, document the results of quality tests, communicate quality problems, take corrective actions to restore or maintain

quality, record process outcomes and trends, identify fundamentals of blueprint reading, use common measurement systems and precision measurement tools. (32/0)

MFG:127 | 1.5

### **Manufacturing Print Reading Module II**

Builds on skills developed MFG:126: Dealing with orthographic projection of inclined planes, foreshortened views, angular dimensions, slots and grooves, reference dimensions, blind holes, chamfers, keyways and keyseats, counterbores and countersinks, angular hole locations, castings, finish symbols, finish allowance, fillets and rounds, clearance holes, half-views, starting dimensions, surface roughness, bosses and pads, slotted holes, tapers, limits, partial enlarged views, heat treat notes, sectional views, annular grooves, wall thickness calculations, spot facing, revolved sections, broken out sections, removed sections and offset sections. This course begins to build basic blueprint drafting skills. (24/0)

MFG:141 | 2

### **Geometric Dimensioning and Tolerancing**

Introduces geometric dimensioning and tolerancing, an element of engineering drawing that includes the geometry, critical functional relationships, and tolerances allowed for the proper function of a part. (16/32)

MFG:143 | 1.5

### **Manufacturing Print Reading Module III**

Builds on skills developed in previous courses: Dealing with thread types, thread specifications, thread classes, thread measurement, pipe threads, line omission, typical dimensions, repetitive features, multi-view detail drawings, drawing revisions, conical tapers, Rockwell hardness testing, patent drawings, metric drawings, metric threads, metric conversions, coordinate dimensioning, dual dimensioning, auxiliary views, inclined planes, oblique planes and bend allowance calculations. (24/0) Prerequisites: A minimum grade of C- in MFG:127, MFG:161

MFG:144 | 1.5

### **Manufacturing Print Reading Module IV**

Builds on skills developed in previous courses and covers geometric dimensioning and tolerancing, gears, splines and weldments. (24/0) Prerequisites must be passed with a minimum grade of C-. Prerequisites: MFG:127, MFG:161. Pre-/corequisite: MFG:143

MFG:161 | 2

### **Introduction to Precision Measurement and Inspection Fundamentals**

Stresses the principles and proper use of precision inspection tooling in a manufacturing environment. Consistent measurement and inspection maintains standardization and ensures that out-of-tolerance parts do not reach customers. Students learn to describe the use and care of common inspection instruments and gauges used in the production environment, and effectively use them. Deals with tools such as different types of micrometers, calipers, the Vernier scale, plug and pin gauges, bore and small hole gauges, optical comparators, gauge blocks, height gauges, thread gauges, and other tools used in industry. (32/0)

MFG:187 | 1

### **Plant Safety**

Discusses safety in a manufacturing workplace. Develops skills to work in the industrial environment. Teaches basic safety for chemical, health hazards, and tool safety. (12/8)

MFG:188 | 2

### **Predictive Maintenance**

The principles of oil analysis, thermography, ultrasonic and machine vibration. Teaches proper diagnosis of machine failure, so it can be corrected to keep failure from repeating and keep machinery running efficiently. (16/32)

MFG:195 | 2

### **Manufacturing Processes I**

Knowledge and skills in manufacturing materials and the procedures used to produce products in today's modern industry. Introduces measurement and quality assurance with an emphasis on tolerance, measurement, and calibration. Final project: create a product using manual metal cutting processes. (16/32)

MFG:223 | 2

**CAD/CAM**

Introduces various drafting techniques available through computer-aided design technology. The CAD system is used to design and dimension blueprints and 3D part models. Part models and blueprints will be utilized to write CAM programs for various CNC machines. (32/0) Prerequisites must be passed with a minimum grade of C-: Pre-/corequisites: MFG:127, MFG:143, MFG:144, MFG:293, MFG:295, MFG:344, MFG:345, MFG:346

MFG:241 | 3

**Machine Operations I**

An introductory machining course presenting basic machining operations. Students will perform basic operations on lathes, horizontal and vertical axis milling machines, drilling machines, saws, various types of grinders and precision measuring equipment. (32/32)

MFG:242 | 4

**Advanced Machine Operations I**

More complex prints are used to introduce additional machine tool processes. (0/128) Prerequisites must be passed with a minimum grade of C-. Pre-/corequisites: MFG:127, MFG:143, MFG:144, MFG:161, MFG:223, MFG:241, MFG:293, MFG:295, MFG:344, MFG:345, MFG:346

MFG:243 | 4

**Advanced Machine Operations II**

Emphasizes use of carbide cutters. Productivity and safety continue to be emphasized along with more complex prints and setups. (32/64) Prerequisites must be passed with a minimum grade of C-. Pre-/corequisites: MFG:127, MFG:143, MFG:144, MFG:161, MFG:223, MFG:242, MFG:293, MFG:295, MFG:344, MFG:345, MFG:346

MFG:293 | 1

**Introduction to Basic CNC Mill Operations**

Introduces proper use of 3-axis CNC (computer numerical controlled) mills and machining centers. Students will safely set tool and fixture offsets as well as use verified programs and selected tooling to complete part projects on CNC machining centers. (12/8) Prerequisites must be passed with a minimum grade of C-. Pre-/corequisites: MFG:161

MFG:295 | 1

**Introduction to Basic CNC Lathe Operations**

Introduces proper use of 2-axis CNC (computer numerical controlled) lathes and turning centers. Students will safely set tool and fixture offsets as well as use verified programs and selected tooling to complete part projects on CNC turning centers. (12/8) Prerequisite must be passed with a minimum grade of C-. Pre-/corequisites: MFG:161

MFG:304 | 2

**CNC Machining II**

Presents CNC operation, safety, part inspection and CNC cutting tool types and use as well as part holding techniques. Students will run industrial-sized CNC lathes and CNC machining centers. Other common CNC machine controllers are experienced through computer simulation. (0/64) Prerequisites must be passed with a minimum grade of C-. Pre-/corequisites: MFG:127, MFG:143, MFG:144, MFG:161, MFG:223, MFG:293, MFG:295, MFG:344, MFG:345, MFG:346

MFG:305 | 2

**CNC Operations**

Introduces students with no prior CNC or machining experience to the principles of a CNC machine. Students will obtain valuable experience in safe operation of CNC equipment in order to learn what a CNC machine can do and its purpose in manufacturing. (16/32)

MFG:307 | 1

**Introduction to CNC Programming**

Students will create basic programs for CNC lathes and mills and will use verification software to ensure 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

**Introduction to Manufacturing Processes**

Introduction to specialized manufacturing processes including a wide variety of cutting tools, tool-holding devices and work-holding devices that optimize lean manufacturing process for various materials.

(16/0) Prerequisites: A minimum grade of C- in MFG:127, MFG:143, MFG:144, MFG:223, MFG:241, MFG:242, MFG:243, MFG:293, MFG:295

MFG:344 | 1

**Introduction to CNC Lathe Programming**

Introduces writing programming code for CNC (computer numerical controlled) lathes and turning centers. Students write and verify EIA and ISO G and M code programs for 2-axis CNC turning centers. (16/0) Prerequisites must be passed with a minimum grade of C-. Pre-/corequisites: MFG:127, MFG:161, MFG:295

MFG:345 | 1

**Introduction to CNC Mill Programming**

Introduces writing programming code for CNC (computer numerical controlled) mills and machining centers. Students write and verify EIA and ISO G and M code programs for 3-axis CNC machining centers. (16/0) Prerequisites must be passed with a minimum grade of C-. Pre-/corequisites: MFG:127, MFG:161, MFG:293

MFG:346 | 1

**CNC Programming Lab**

Builds on program code writing skills and CNC setup and operation skills by allowing students to setup and make projects they wrote programs for in MFG:344 and MFG:345. (8/16) Prerequisites must be passed with a minimum grade of C-. Pre-/corequisites: MFG:127, MFG:143, MFG:144, MFG:293, MFG:295, MFG:344, MFG:345

MFG:347 | 1

**Intermediate CNC Programming**

Students will create intermediate G and M code programs for CNC lathes and CNC mills and will use verification software and graphs to ensure error-free programs. (16/0) Prerequisites must be passed with a minimum grade of C-. Pre-/corequisites: MFG:127, MFG:143, MFG:144, MFG:161, MFG:223, MFG:293, MFG:295, MFG:344, MFG:345, MFG:346

MFG:505 | 1

**Lean Manufacturing**

Encompasses LEAN manufacturing, geometric dimensioning and tolerancing and statistical process control. LEAN manufacturing refers to manufacturing methodologies based on maximizing value and minimizing waste in the manufacturing process. Geometric



dimensioning and tolerancing is based on standard ANSI Y14.5 and covers terms, definitions, and general tolerancing theory. Statistical process control studies the statistical techniques widely used in industry to improve product quality and reduce manufacturing cost. Both GD&T and SPC are used in waste reduction, putting these two subjects under the overlying area of lean manufacturing. (16/0)

MFG:527 | 2

#### **MSSC Maintenance Awareness**

Teaches students to perform preventive maintenance and routine repairs, monitor indicators to ensure correct operations, perform housekeeping to maintain production schedule and recognize potential maintenance issues with basic production systems. (32/0)

MFG:528 | 2

#### **MSSC Safety**

Teaches students to work in a safe and productive manufacturing workplace, perform safety and environmental inspections, perform emergency drills and participate in emergency teams, identify unsafe conditions and take corrective action, provide employee safety orientation, train personnel to use equipment safely, suggest processes and procedures that support safety of work environment, fulfill safety and health requirements for maintenance, installation and repair, monitor safe equipment and operator performance and utilize effective, safety-enhancing workplace. (32/0)

MFG:529 | 2

#### **MSSC Manufacturing Processes and Production**

Teaches students to identify customer needs, determine resources available for the production process, set up equipment for the production process, set team production goals, make job assignments, coordinate work flow with team members and other work groups, communicate production and material requirements and product specifications, perform and monitor the processes to make the products, document product and process compliance with customer requirements and prepare final product for shipping or distribution. (32/0)

## **MGT: Management**

\*MGT:102 | 4

#### **Principles of Management**

Studies basic factors in the work environment that affect managerial decision making. Emphasizes the four functions of management with discussion of managerial ethics and social responsibility. (64/0)

\*MGT:170 | 3

#### **Human Resource Management**

Introduces material essential to an understanding of job analysis, supervision, personnel selection, testing, appraisal, compensation and maintaining performance. Development of a human resources philosophy is used as an integrating theme. (48/0)  
Prerequisite: MGT:102

\*MGT:215 | 3

#### **Principles of Financial Management**

A study of money supply and demand in the capital market and credit policies as they affect the business enterprise. Covers the principles for determining the best relationship between short-term and long-term debt and owner's equity. (40/16) Prerequisites: ACC:152; and ECN:120 or ECN:130

## **MKT: Marketing**

\*MKT:110 | 3

#### **Principles of Marketing**

Covers the broad concept of marketing including product, distribution, promotion and price decisions. Includes discussion on the buyer's role, social issues involved in the marketing process, environmental problems, issues and the philosophy of marketing management. (48/0)

\*MKT:131 | 3

#### **Social Media Marketing**

Introduces the fundamentals of using a range of electronic media to communicate information and ideas and covers methods for digitally creating audio, visual images, and multimedia. Specific skills covered are: textual communication, digital sound editing, digital image manipulation, and interactive multimedia authoring. Through individualized projects, students have the opportunity to

experience the effect of different media on information. (40/16)

\*MKT:140 | 3

#### **Principles of Selling**

The fundamentals of selling. Stresses techniques used for different sales situations. Emphasizes industrial and wholesale selling and retail selling. (40/16)

\*MKT:150 | 3

#### **Principles of Advertising**

The history of advertising and the planning and research functions of successful advertising. Studies the technique and execution of advertising in business and in our fast-paced, changing society. (40/16)

MKT:183 | 3

#### **Customer Service Strategies**

Introduces customer service concepts, skills and techniques necessary to provide best practices to internal and external customers. These skills are vital for every job since identifying and satisfying customer needs are essential to all business organizations. (48/0)

MKT:275 | 2

#### **Marketing Occupational Experiences I**

On-the-job training in a cooperating business or organization correlated with each student's career objective. The training period provides practical experience that enables students to find successful employment. (128 coop hours)

MKT:276 | 6

#### **Marketing Occupational Experiences II**

On-the-job training in a cooperating business or organization correlated with each student's career objective. Students will be required to fill out program forms, complete case studies and evaluate themselves during the semester. The training period will provide practical experience to enable students to find successful employment. (384 coop hours)

MKT:277 | 2

#### **Marketing Occupational Experiences III**

On-the-job training in a cooperating business or professional organization determined by the student's career objective. The training period provides practical experience to enable student to find successful employment. (128 coop hours)



MKT:278 | 2

**Marketing Occupational Experiences IV**

On-the-job training in a cooperating business/organization correlated with each student's career objective. This training provides practical experience to enable students to find successful employment. (128 coop hours)

MKT:298 | 3

**Seminar in Entrepreneurship**

Application of entrepreneurship concepts in a seminar setting. Presentation of actual business issues and problems. Work in teams to address and present assistance and solutions to participating business partners. Presentations to participating business partners will be required. (16/64)

**MLT: Medical Lab Tech**

MLT:101 | 2

**Introduction to Lab Science**

Familiarization with the Medical Lab Tech program and the field of laboratory medicine. Explores the organization and role of the clinical laboratory as well as medical ethics and conduct, employment opportunities and professional organizations. (32/0)

MLT:120 | 3

**Urinalysis**

The study of urine formation and methodology of determining the physical, chemical and microscopic properties of urine in normal and abnormal states. (32/32)

**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:320, HSC:114

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. (0/32)

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. (0/32) Prerequisite: MUA:120 or testing into this level

**MUS: Music – General**

\*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. (0/32)

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)

NET:107 | 3

**Hardware/Software Installation and Troubleshooting**

Teaches and improves personal computer configuration and troubleshooting skills necessary to function as a PC support or help desk technician. Topics include PC system overview, CPUs, primary and secondary storage, video monitors and troubleshooting techniques. (24/48) Prerequisite: A minimum grade of C- in ELT:613 or ELT:630

NET:153 | 4

**Advanced Networking**

Helps students prepare for future employment in the networking area and prepares them to meet employer expectations by building internetworks with wide area connections. (48/32) Prerequisite: NET:684

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) Prerequisite must be passed with a minimum of a C- to progress in the Computer Analyst major. Prerequisite: CIS:122 or CIS:450

NET:266 | 3

**CCNA Routing and Switching: Introduction to Networks**

The first of four courses leading to the Cisco Certified Network Associate (CCNA) designation. The first of two courses leading to the Cisco Certified Entry Networking Technician (CCENT). Course introduces the architecture, structure, functions, components and models of the Internet and other computer networks and the principles, as well as the structure of IP addressing and the fundamentals of Ethernet concepts, media and operations to provide a foundation for the curriculum. By the end of the course, students will be able to build simple LANs, perform basic configurations for routers and switches and implement IP addressing schemes. (32/32) Prerequisites must be passed with a minimum grade of C- to progress in the Computer Technology major and all Cisco

class requirements must be met to progress through the Cisco class sequence

NET:267 | 3

**CCNA Routing and Switching: Routing and Switching Essentials**

The second of four courses leading to the Cisco Certified Network Associate (CCNA) designation. The second of two courses leading to the Cisco Certified Entry Networking Technician (CCENT). Course describes the architecture, components and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of the course, students will be able to configure and troubleshoot routers and switches and resolve common issues with RIPV1, RIPV2, single-area and multi-area OSPF, virtual LANs and inter-VLAN routing in both IPv4 and IPv6 networks. (32/32) Prerequisites must be passed with a minimum grade of C- to progress in the Computer Technology major and all Cisco class requirements must be met to progress through the Cisco class sequence. Prerequisite: NET:266

NET:268 | 3

**CCNA Routing and Switching: Scaling Networks**

The third of four courses leading to the Cisco Certified Network Associate (CCNA) designation. Course describes the architecture, components and operations of routers and switches in a larger and more complex networks. Students learn how to configure routers and switches for advanced functionality and by the end of the course, will be able to configure routers and troubleshoot routers and switches, resolve common issues with OSPF, EIGRP, STP and VTP in both IPv4 and IPv6 networks and develop knowledge and skills needed to implement DHCP and DNS operations in a network. (32/32) Prerequisites must be passed with a minimum grade of C- to progress in the Computer Technology major and all Cisco class requirements must be met to progress through the Cisco class sequence. Prerequisites: NET:266, NET:267

NET:269 | 3

**CCNA Routing and Switching: Connecting Networks**

The fourth of four courses leading to the Cisco Certified Network Associate (CCNA) designation. Course discusses the WAN technologies and network services required by converged applications in a complex network. Students are enabled to understand the selection criteria of network devices and WAN technologies to meet network requirements and will learn how to configure and trouble shoot network devices, resolve common issues with data link protocols and develop the knowledge and skills needed to implement IPSec and virtual private network (VPN) operations in a complex network. (32/32) Prerequisites must be passed with a minimum grade of C- to progress in the Computer Technology major and all Cisco class requirements must be met to progress through the Cisco class sequence. Prerequisites: NET:266, NET:267, NET:268

NET:282 | 2

**Storage Area Networking (SAN)**

Focuses on storage technologies and protocols for Storage Area Networking (SAN). Storage Area Networks are the foundation for Virtualization, Data Centers, and Cloud Computing. Students will be provided access to SAN hardware components and will construct SANs, networks and servers for a variety of network applications. (16/32) Prerequisite: A minimum grade of C- in NET:267

NET:285 | 2

**Virtualization**

Focuses on virtualization of computing machines for use in a data center and for cloud computing. Students will be provided access to data center hardware components and will construct, install, configure and manage host machines and storage to support virtualized operating systems. (16/32) Prerequisite: A minimum grade of C- in NET:282

NET:310 | 3

**Virtual Machines**

Covers the concepts of virtualization including hardware and software. Topics include benefits vs. risks analysis, installation and configuration, operation and maintenance, and disaster recovery. (32/32) Prerequisite: NET:156

NET:318 | 3

**Windows Server and Workstation**

Introduces fundamental concepts and features of Windows client/server networking. Covers the basics of Windows Server and Workstation from the planning of the network to installing both client and server, managing the network using the administration tools, setting system security, installing applications and configuring network printers. (32/32) Prerequisite must be passed with a minimum of a C- to progress in the Computer Analyst major. Prerequisite: NET:266 or NET:725

NET:402 | 3

**Linux Network Administration**

Covers the basic installation and administration of Linux operating system as a server. (32/32) Prerequisite: A minimum grade of C- in NET:725

NET:453 | 3

**UNIX**

Instruction in UNIX, a computer system used throughout the world that runs on virtually all types of computers. Teaches the basic skills required to get started in UNIX: starting and stopping a work session, entering commands and using the keyboard. Covers the use of the vi editor, sending and receiving messages and creating, displaying, manipulating directories and files. Covers the introduction to configuring UNIX as a server and shell scripting. (32/32) Prerequisite: A minimum grade of C- in CIS:142 or NET:725

NET:684 | 4

**TCP/IP for Networking**

The implementation and administration of TCP/IP networks. Provides instruction on how data packets are sent between different networks, how to assign IP addresses to subnet, IP routing protocols, RIP and OSPF, as well as host address resolution services using ARP, DHCP and DNS. (48/32) Prerequisite: NET:725

NET:725 | 3

**Networking Essentials**

Covers basic networking concepts, technologies and procedures. These concepts are applied in various hands-on activities, including building, monitoring and troubleshooting a simple home/small business network. (32/32)

NET:946 | 3

**Seminar**

Networking and training and technical support solutions are designed for a simulated business. Development of this solution synthesizes knowledge learned and skills developed in previous courses. Explores emerging trends and new topics in networking technology and training and technical support. (16/64) Prerequisites must be passed with a minimum of a C- to progress in the Computer Analyst major. Prerequisites: CIS:505, NET:103, NET:318, NET:684

**PEA: Physical Education Activities**

\*PEA:102 | 1

**Aerobic Fitness I**

An activity-based course that focuses on cardiovascular exercise through aerobics. (0/32)

\*PEA:176 | 1

**Volleyball I**

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

\*PEA:192 | 1

**Walking I**

An introductory course focusing on the fundamentals of stretching and walking. Students may earn a maximum of two credits over the course of four semesters. (0/32)

**PEC: Coaching Officiating**

\*PEC:110 | 1

**Coaching Ethics, Techniques and Theory**

Theories and techniques used in coaching as well as sport psychology, pedagogy, sport physiology and ethics related to Standards for Professional Practice and Completed Performance. (17/0)

\*PEC:115 | 1

**Athletic Development and Human Growth**

Exposes those interested in coaching authorization to an overview of the principles and concepts of human development across the life span with particular emphasis on childhood and adolescence. (12/8)

\*PEC:120 | 1

**Body Structure and Function**

Familiarization with the anatomy of body parts and physiology as they pertain to athletics. Introduces nutrition and proper conditioning principles. (12/8)

\*PEC:127 | 2

**Care and Prevention of Athletic Injuries**

Develops knowledge, skill and personal judgment in the prevention, care and treatment of athletic injuries. For those interested in obtaining the coaching endorsement. (24/16)

**PHI: Philosophy**

\*PHI:101 | 3

**Introduction to Philosophy**

Instruction in and discussion of classic philosophical theories and systems with particular emphasis on the practical applications of philosophic thought. (48/0)

\*PHI:105 | 3

**Introduction to Ethics**

A systematic study of theories of moral judgment and decision, conduct, values and responsibility. Application of ethical concepts and principles will be provided through critical examination of contemporary issues. Possible topics might include abortion, animal rights, the death penalty, the environment or sexual morality. (48/0)

**PHS: Physical Science**

\*PHS:142 | 3

**Principles of Astronomy**

Studies the elements of the solar system: planets, their moons, comets, asteroids and 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 are used to enhance lecture material. (48/0)

\*PHS:143 | 1

**Principles of Astronomy Lab**

An optional laboratory addition to the Introduction 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) Pre-/corequisite: 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: A minimum grade of C- in MAT:063 or qualifying placement score

\*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

**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: A minimum grade of C- in MAT:063 or qualifying placement score

\*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) Pre-/corequisite: A minimum grade of C- in MAT:102, MAT:744, or qualifying placement score

\*PHY:172 | 4

**College Physics II**

Basic physics principles concerned with electricity and magnetism, light and optics and modern physics. (48/32) Prerequisite: PHY:162

PHY:710 | 3

**Technical Physics**

A study of basic physics principles. Covers measurement techniques, motion, forces, simple machines, work and energy, thermodynamics and principles of solids, liquids and gases. Emphasizes basic mathematical relationships within the various subject areas. Techniques developed should aid the student in any technical field. (32/32) Prerequisites: MAT:128, MAT:130, MAT:210, MAT:216, MAT:219 or MAT:744

**PNN: Practical Nursing**

PNN:179 | 3

**Introduction to Nursing Care of Adults I**

Applies a systematic approach for the comprehensive care of adults. Course is divided into units, each of which covers a particular body system. The use of clinical decision-making skills is emphasized as students investigate adult disorders. Includes clinical and lab components. (30/12 and 36 clinical hours) Prerequisite: A minimum grade of C- in PNN:183

PNN:183 | 6

**Introduction to Nursing Concepts**

Classroom, lab and clinical experiences build student knowledge and application of the nursing profession, the nursing process and the technical skills required for client care. Students learn to master skills of increasing complexity. Emphasizes use of clinical decision-making skills. (64/36 and 42 clinical hours) Prerequisites must be passed with a minimum grade of C-. Prerequisites: BIO:173, PNN:200, PNN:270; and successful completion of a 75-hour Nurse Aide course. Pre-/corequisites: ENG:105, PNN:204

PNN:191 | 6

**Introduction to Nursing Care of Adults II**

Course continues to apply a systematic approach for the comprehensive care of adults. Course is divided into units, each covering a particular body system. Emphasizes the use of clinical decision-making skills as adult disorders are investigated. Includes clinical and lab components. (72/24 and 36 clinical hours) Prerequisites: A minimum grade of C- in PNN:179, 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: MAT:053, MAT:772, or qualifying placement score

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:173

PNN:242 | 3.5

**Introduction to Maternal Child Health**

Introductory study of the reproductive aspects of life as they affect the whole family. Includes basic principles underlying nursing skills necessary to promote optimum health and safety for mother/family during the maternity cycle. Introduces the nursing care of children, including care of well and sick children, with an emphasis on health needs of the child and family at different stages of their life spans. (36/18 and 33 clinical hours) Prerequisites: A minimum grade of C- in PNN:191, PSY:121

PNN:246 | 3.25

**Application of the Practical Nurse Role**

Knowledge, skill, and understanding needed by the Practical Nurse in meeting the emotional and physical needs of normal 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. (34/12 and 36 clinical hours) Prerequisite: A minimum grade of C- in PNN:242

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)

## **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 and health psychology. (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:121 | 3

### **Developmental Psychology**

An introductory course in human growth and development throughout the life span. The developmental stages include prenatal, infancy/toddlerhood, early and middle childhood, adolescence, early, middle and late adulthood and death, dying and bereavement. Human development looks at the physical, cognitive, social and emotional aspects of development at each developmental stage. Embedded in each stage are the theories and theorists of each aspect of development. (48/0)

\*PSY:222 | 3

### **Child Psychology**

A study of the growth and development of the individual from conception through late childhood. Emphasis is placed on the physical, cognitive, emotional and social development influences relative to our environment, individual differences and society. Theoretical perspectives, historical influences and research implications are included. (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 way individuals think, feel and behave in social situations. Reviews the classical and contemporary research findings in social thinking, social influence and social relations. Explores applications of research to a variety of work and life situations. (48/0)

\*PSY:261 | 3

### **Human Sexuality**

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) Prerequisite: PSY:111. Corequisite: MAT:156

\*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 comprehensive introduction to the study of exceptionalities throughout the lifespan, including the causes of exceptionalities, the characteristics of exceptional persons, intervention strategies, services provided for these populations, trends, future perspectives and current issues. (48/0)

## **RAD: Radiologic Technology**

RAD:101 | 3

### **Radiographic Patient Care**

Teaches proper patient communication and safety techniques as well as basic radiology procedures. Students learn how to comprehend medical information and differentiate between common medical emergencies that take place in radiology departments. (48/0) Corequisite: RAD:200



RAD:113 | 6

**Computed Tomography Internship I**

A clinical course designed to teach CT procedures beginning with patient care procedures specific to CT and ending with required ARRT competencies required for the ARRT CT board examination. (384 coop hours) Prerequisites: An AAS degree or higher in radiologic technology and concurrent enrollment in the University of Iowa's CT online program

RAD:114 | 6

**Computed Tomography Internship II**

A clinical course designed to teach CT procedures beginning with patient care procedures specific to CT and ending with required ARRT competencies required for the ARRT CT board examination. (384 coop hours) Prerequisites: RAD:113 and concurrent enrollment in the University of Iowa's CT on-line program

RAD:122 | 4

**Radiographic Procedures I**

The 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. (48/32) Corequisite: RAD:200

RAD:143 | 5

**Radiographic Procedures II**

A continuation of Radiographic Procedures I. Covers basic routine and alternative radiographic procedures. Units include lower extremities, pelvis, spine, cranium, gastrointestinal and urinary system. Course must be taken concurrently with Clinical Education II. Information in both courses is interrelated. (64/32) Prerequisites must be passed with a minimum grade of C-. Prerequisites: RAD:122, RAD:200. Corequisite: RAD:240

RAD:186 | 2

**Advanced Procedures and Pharmacology**

Encompasses radiographic studies of the circulatory, skeletal, lymphatic, digestive, reproductive, and central nervous systems. Presents radiographic procedures considered special studies and which require in-depth knowledge as well as a general overview of cross-sectional anatomy with correlation to radiographs. (32/0) Prerequisite A minimum grade of C- in RAD:143. Corequisite: RAD:270

RAD:200 | 3

**Clinical Education I**

Clinical practice in applying principles and skills learned in the classroom and laboratory. Under direction of the instructor and/or registered radiologic technologist, the student demonstrates skill with basic radiographic procedures. (0/16 and 120 clinical hours) Corequisite: RAD:122. Course must be taken concurrently with RAD:122 as information in both is interrelated.

RAD:240 | 5

**Clinical Education II**

A continuation of Clinical Education I to broaden practical experience. Students perform more independently as they complete competency testing. (0/32 and 192 clinical hours) Prerequisites must be passed with a minimum grade of C-. Prerequisites: RAD:101, RAD:122, RAD:200. Pre-/corequisite RAD:143

RAD:270 | 3.5

**Clinical Education III**

A continuation of Clinical Education II with the student functioning more independently and demonstrating capabilities of performing the procedures learned in Radiographic Procedures I and II. (8/16 and 120 clinical hours) Prerequisites: A minimum grade of C- in RAD:143, RAD:240, RAD:440. Corequisite: RAD:186

RAD:420 | 4

**Radiographic Physics**

A study of basic radiographic physics including atomic structure, concepts of radiation and electromagnetic radiation. As the course progresses, radiation production and the construction of an x-ray tube and circuit are presented. Course requires the

use of advanced math and equations.

(64/0) Prerequisites: A minimum grade of C- in MAT:110, RAD:186, RAD:270. Corequisite: RAD:521

RAD:440 | 4

**Image Evaluation**

Radiographic images are evaluated for proper positioning, anatomy and technical factors. The influence of pathology, patient motion, patient habitus and equipment control are included as to effects on the radiograph. Students evaluate radiographic images associated with different areas of the body as to diagnostic quality. (56/16) Prerequisites: A minimum grade of C- in MAT:110, RAD:122. Corequisite: RAD:240

RAD:521 | 5.5

**Clinical Education IV**

A continuation of Clinical Education III designed to enhance clinical skills and capabilities. Students begin rotations through various imaging modalities. (8/0 and 240 clinical hours) Prerequisites: A minimum grade of C- in RAD:186, RAD:270. Corequisites: RAD:420, RAD:708

RAD:561 | 5.5

**Clinical Education V**

A continuation of Clinical Education IV. Students continue to rotate through various imaging modalities. (8/0 and 240 clinical hours) Prerequisite: A minimum grade of C- in RAD:521. Corequisites: RAD:712, RAD:738, RAD:860

RAD:592 | 2.5

**Clinical Education VI**

A continuation of Clinical Education V, with students continuing to rotate through various imaging modalities. Students must complete all competency testing and be able to perform routine radiographic procedures as entry level radiographers. (8/0 and 96 clinical hours) Prerequisite: A minimum grade of C- in RAD:561. Corequisite: RAD:660

RAD:660 | 2.5

**Comprehensive Radiologic Review**

Presents an overview of all aspects of radiologic technology. Various tests will be given which cover the sections on the registry examination. (32/16) Prerequisites: A minimum

grade of C- in all courses of the previous five semesters. Corequisite: RAD:592

RAD:708 | 2.5

### **Radiographic Exposure**

The operation of various types of radiographic equipment including grids, automatic exposure control, and fluoroscopy, beam restriction, and filtration. Presents scatter production, technique charts, radiographic exposure technique (kVp and mAs) and recorded detail and distortion. Students are required to submit a project and/or term paper to reinforce their understanding of the course material presented. (40/0) Prerequisites: A minimum grade of C- in RAD:186, RAD:270. Corequisite: RAD:521

RAD:712 | 2

### **Radiographic Advanced Exposure**

Involves digital applications in radiology. Covers issues in Computed and Digital Radiography along with an overview of PACS (Picture Archiving Communication Systems), Quality Assurance (QA), Quality Control (QC) of digital imaging, and general radiography. (32/0) Prerequisites: A minimum grade of C- in RAD:420, RAD:521, RAD:708. Corequisite: RAD:561

RAD:738 | 2

### **Radiologic Pathology**

Emphasizes common pathological disorders of the different systems of the human body. Radiographs exemplifying pathological disorders will be supplemented. (32/0) Prerequisites: A minimum grade of C- in RAD:420, RAD:521, RAD:708. Corequisite: RAD:561

RAD:860 | 2.5

### **Radiobiology and Radiation Protection**

Covers 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:420, RAD:521, RAD:708. Corequisite: RAD:561

RAD:868 | 6

### **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. (384 coop hours) Prerequisite: An AAS degree or higher in radiologic technology and concurrent enrollment in the University of Iowa's MRI online program

RAD:869 | 6

### **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. (384 coop hours) Prerequisites: RAD:868 and concurrent enrollment in the University 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. (640 coop hours) Prerequisites: Univ. of Iowa courses: Sectional Anatomy for Imaging Sciences and Foundations of Sonography; an AAS degree or higher in radiologic technology; and concurrent enrollment in the University 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:893. (640 coop

hours) Prerequisites: RAD:881; and concurrent enrollment in the University of Iowa's Diagnostic Medical Sonography online program

RAD:893 | 6.25

### **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. (400 coop hours) Prerequisites: RAD:882; concurrent enrollment in the University of Iowa's Diagnostic Medical Sonography online program.

## **RCP: Respiratory Therapy**

RCP:271 | 6

### **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. (32/64 and 96 clinical hours)

RCP:320 | 3.5

### **Respiratory Therapy Science I**

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

RCP:350 | 3

### **Pulmonary Pathology**

An overview of acute and chronic diseases affecting the pulmonary system and outline diagnosis prevention and treatment. (32/32) Prerequisites: A minimum grade of C- in BIO:173, RCP:460, RCP:540

RCP:460 | 3.5

### **Respiratory Science II**

Basic knowledge of respiratory and circulatory physiology, including evaluation of acid-base status and pulmonary function testing. (32/48) Prerequisites: A minimum grade of C- in RCP:271, RCP:320

RCP:490 | 6

**Respiratory Therapy Science III**

Theory and experience in EKG interpretation and treatment of abnormal rhythms. Provides an overview of the fundamentals of alternate site care. (16/32 and 192 clinical hours)

Prerequisites: A minimum grade of C- in BIO:173, RCP:460, RCP:540

RCP:540 | 8

**Respiratory Therapy Techniques II**

Combines theory, laboratory practice and clinical experience in hyperinflation therapy, airway care, manual resuscitation, ventilator management and non-invasive positive pressure ventilation. (32/64 and 192 clinical hours) Prerequisites: A minimum grade of C- in RCP:271, RCP:320

RCP:600 | 3

**Neonatal/Pediatric Respiratory Therapy**

Provides in-depth knowledge into the complex problems associated with the neonatal and pediatric population. Neonatal and pediatric assessment, monitoring and respiratory intervention is a major focus. Abnormal conditions that occur during the transition from fetal development, to the perinatal period, to the pediatric stages of life are discussed. Simulation is used to demonstrate the ability to identify and treat common abnormalities found in this population. (32/32) Prerequisites: A minimum grade of C- in BIO:173, RCP:350, RCP:490

RCP:820 | 7.5

**Respiratory Therapy Techniques IV**

Combines theory, laboratory practice and clinical experience in evaluation and treatment of pathological conditions affecting the respiratory system, pharmacological principles, hemodynamic monitoring and an overview of cardiovascular surgical procedures and equipment. (32/16 and 240 clinical hours) Prerequisites: A minimum grade of C- in BIO:173, RCP:350, RCP:490

RCP:831 | 10

**Respiratory Therapy Techniques V**

Combines theory and clinical experience in evaluation and treatment of pathological conditions affecting the respiratory system, application of pharmacologic agents and monitoring and neurological assessment.

Covers pulmonary rehabilitation, nutritional assessment and cardiopulmonary stress testing principles. (48/0 and 336 clinical hours) Prerequisites: A minimum grade of C- in RCP:600, RCP:820

RCP:840 | 5.5

**Innovations in Respiratory Care**

Information on new and innovative techniques in the field of respiratory therapy for the adult, neonatal and pediatric patient. (88/0) Prerequisites: A minimum grade of C- in RCP:600, RCP:820

**RDG: Reading**

\*\*RDG:034 | 1.5

**College Reading I**

An introductory course designed to assist the student whose present reading level is not sufficiently developed to meet the recommended college-level assignments. Emphasis will be on improving comprehensive reading skills as well as reading speed and vocabulary (16/16)

\*\*RDG:041 | 1.5

**College Reading II**

Implement strategies to develop pre-reading, active reading, comprehension, vocabulary and critical reading skills which will improve students' reading and assist them in all their NICC courses. (16/16) Prerequisite: RDG:034 or qualifying placement score.

**REL: Religion**

\*REL:105 | 3

**Introduction to Religion**

Topical introduction to the study of religion, exploring the human search for the Sacred, 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)

**SDV: Student Development**

\*\*SDV:070 | 1

**TRiO Student Success Seminar**

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)

SDV:130 | 1

**Career Exploration**

Provides help in choosing a career and in acclimating students to the College. (16/0)

SDV:135 | 1

**Job Seeking Skills**

Develops skills and materials necessary to obtain employment. (16/0)

SDV:136 | 1

**Time and Stress Management**

Techniques to effectively manage time and to recognize and reduce stress. Emphasizes skills that can be applied to the workplace. (16/0)

SDV:153 | 2

**Pre-Employment Strategies**

Introduces skills necessary for entry-level employment and provides information about career options. Addresses interests, values, and skills, and how these impact the career decision-making process. Stresses the importance of aligning career goals with education plans. Networking with local employers and learning about local employment opportunities is a key course component. (32/0)

SDV:169 | 1

**Credit for Life Experience Portfolio Development**

Assists students applying for credit for life experience in completing a systematic approach to developing and submitting a portfolio for review for credit for life experience. (0/32)

SDV:174 | 3

**Critical and Creative Thinking**

Training in thinking, decision making, problem analysis, and problem solving to provide understanding of the importance of making the right decisions and the process of problem resolution individually and in teams. Develops practical skills on how to be effective decision makers and problem solvers, and builds critical thinking concepts and effective communication and negotiation skills. Work consists mostly of discussing principles and applying them to hypothetical and real-life case studies. (48/0)

SDV:179 | 3

**The College Experience**

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 of important study and test taking skills, development of goal setting and decision making skills, and enhancement of personal relationship skills that relate directly to success in college and beyond. (48/0)

SDV:200 | 1.5

**Introduction to Computers**

Introduces the basic concepts of computer technology with related "hands-on" experience. (8/32)

SDV:212 | 1

**Coop Career Seminar**

During Coop Career Experience, students will encounter potentially challenging workplace issues. This course is designed to give students the opportunity to discuss and problem-solve these issues and build appropriate workplace competencies that will significantly impact workplace success. (16/0) Corequisite: SDV:222, SDV:223, SDV:224, SDV:225, SDV:226

SDV:219 | 4

**Professionalism**

Designed for student awareness of personal strengths and identifying areas for improvement. Concentrates on developing marketable personal and professional skills. Presents strategies to assist in maintaining

employment and in demonstrating a professional image and work behavior. (64/0)

SDV:222 | 1

**Coop Career Experience I**

Supervised work experience with employers that enables students to apply their skills and knowledge. Work experiences will relate to the students' academic programs of study. (64 coop hours) Corequisite: Recommended SDV:212

SDV:223 | 2

**Coop Career Experience II**

Supervised work experience with employers that enables students to apply their skills and knowledge. Work experiences will relate to the students' academic programs of study. (128 coop hours) Corequisite: Recommended SDV:212

SDV:224 | 3

**Coop Career Experience III**

Supervised work experience with employers that enables students to apply their skills and knowledge. Work experiences will relate to the students' academic programs of study. (192 coop hours) Corequisite: Recommended SDV:212

SDV:225 | 4

**Coop Career Experience IV**

Supervised work experience with employers that enables students to apply their skills and knowledge. Work experiences will relate to the students' academic programs of study. (256 coop hours) Corequisite: Recommended SDV:212

SDV:226 | 5

**Coop Career Experience V**

Supervised work experience with employers that enables students to apply their skills and knowledge. Work experiences will relate to the students' academic programs of study. (320 coop hours) Corequisite: Recommended SDV:212

SDV:949 | 1-3

**Special Topics**

Explores special topics of interest that augment existing courses.

## SER: Sustainable Energy Resources

SER:115 | 3

**Solar Energy Fundamentals**

Introduces all aspects of the solar energy field, through solar basics, site survey, PV system components and electrical system design. Electrical knowledge is put to work in sizing scenarios, equating for temperature differences using temp coefficients for string sizing and understanding how the sun relates to PV output. Hands-on experience is gained with roof layout, shading analysis with Solar Pathfinder, calculating energy production for specific sites, and calculating load estimations. Course is designed meet the needs of NABCEP entry-level training. After course completion, students will be eligible to sit for NABCEP entry-level exam. Upon passing the entry-level exam and course completion, students will receive 34 advanced credit hours. (40/16)

SER:119 | 1.5

**NEC for Photovoltaics**

Covers the 2011/2014 NEC requirements for photovoltaic systems. This is an advanced course and an electrical background is needed. It is a continuation education class worth 24 advanced hours, meant to prepare students for the NABCEP installers test. (24/0) Prerequisite: SER:115

SER:120 | 3

**Introduction to Renewable Energy**

Covers the different forms of renewable energy, how they are used, and the basics of solar energy, solar photovoltaic's, bioenergy, hydroelectricity, tidal power, wind energy, wave energy, and geothermal processes. (48/0)

SER:170 | 3

**Advanced Solar Energy: Thermal**

The basic theory of heat transfer, the principles of solar energy devices available, and how they evolved. Touches upon residential, commercial, and industrial applications. (40/16)

## SOC: Sociology

\*SOC:110 | 3

**Introduction to Sociology**

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)

\*SOC:115 | 3

### **Social Problems**

An introduction to social problems as they relate to the individual, family, community and culture. Students learn to identify these problems, define causative factors and explore solutions. General areas studied include the foundations of social problems, problems of deviance, problems of inequality, problems of social institutions and global social problems. (48/0)

\*SOC:120 | 3

### **Marriage and Family**

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)

\*SOC:208 | 3

### **Introduction to Cultural Anthropology**

A holistic overview of the cultural anthropological perspective broadly describing what it means to be human. Emphasis is on culture, the sets of earned 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; world view; 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)

## **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. (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, AOCs (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 coop 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. (28/104)



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)

## **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. (0/32)

WEL:148 | 3

### **Arc Welding Intermediate (SMAW)**

Building on skills from Basic SMAW, students will utilize AC transformer 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. Students create 2G, 3G, 2F and 3F groove and fillet welds to D1.1 AWS code. Safety procedures are emphasized throughout the course in the use of tools and equipment. (16/64) Prerequisite: WEL:427

WEL:192 | 4

### **Gas Tungsten Arc Welding**

Introduces 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. (16/96) Pre-/corequisites: WEL:110

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:227 | 3

### **Advanced Gas Metal Arc Welding (GMAW)**

Building on skills from Basic GMAW, this class builds advanced skill in GMAW and other related processes. Covers topics such as spray arc, FCAW, short-circuit, pulse welding, process variation, out-of-position welding, principle of operation, shielding gases, filler metals and base metals. Stresses safety and practical application of these welding processes. (16/64) Prerequisite: WEL:433

WEL:228 | 1

### **Introduction to Welding, Safety, and Health of Welders: SENSE 1**

Orientation to the welding profession covering basics of safety and health in the welding profession. This course aligns to SENSE Level 1, Module 1 and Module 2: Key Indicators 1-6. (16/0)

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)

WEL:329 | 1

### **Shop Welding**

Electric arc and oxyacetylene welding used in the repair of farm equipment. Horizontal lap, butt and "t" welds are made using both electric arc and oxyacetylene welders. Practices use of the cutting torch and brazing. (8/16)

WEL:330 | 1

### **Welding Fundamentals**

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)

WEL:427 | 3

### **Basic Arc Welding (SMAW)**

The operation of AC transformer and DC motor generation arc welding machines. Studies welding heats, polarities and electrodes for use in joining various metal alloys by the arc welding process. Once capable of running beads, students will create 1G and 1F groove and fillet welds to D1.1 AWS code. Emphasizes safety procedures throughout the course in the use of tools and equipment. (16/64) Pre-/corequisites: WEL:110

WEL:429 | 3.5

### **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. Students create 4G, 3G, 4F and 3F groove and fillet welds to D1.1 AWS code. Safety procedures are emphasized throughout the course in the use of tools and equipment. (16/80) Prerequisite: WEL:148

WEL:433 | 3.5

### **Basic Gas Metal Arc Welding (GMAW)**

An introductory class studying Short Circuit Gas Metal Arc Welding (GMAW) 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. (16/80) Pre-/corequisites: WEL:110

WEL:434 | 1.5

### **Flame/Plasma Cutting Fundamentals**

The history and principles of material cutting and the nomenclature of the equipment. Practices procedures such as cutting, beveling plates and scarfing plates. (8/32)

WEL:435 | 3.5

### **Pipe Welding**

Practice in the welding of pressure pipe in horizontal, vertical and horizontal fixed positions using arc welding processes.

Practices GMAW, SMAW, GTAW and oxyacetylene welding as they pertain to the pipe welding process. Practices and discusses welding and testing to ASME and API code. (16/80) Prerequisites: WEL:427, WEL:433

## **WTT: Wind Energy and Turbine Technology**

WTT:103 | 3

### **Introduction to Wind Energy**

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





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# SERVICE LOCATIONS

## **Small Business Development Center (SBDC)**

*Located inside the Schmid Innovation Center*

900 Jackson St.  
Dubuque, IA 52001  
563.588.3350

## **Cresco Center**

1020 Second Ave. S.E.  
Cresco, IA 52136  
563.547.3355

## **Dubuque Center**

700 Main St.  
Dubuque, IA 52001  
563.557.8271, ext. 100

## **Manchester Center**

1200½ W. Main St.  
Manchester, IA 52057  
563.822.1016

## **New Hampton**

*Located inside New Hampton High School*

701 W. Main St.  
New Hampton, IA 50659  
563.562.3263, ext. 144

## **Regional Academy for Math and Science (RAMS) / Oelwein Center**

1400 Technology Drive  
Oelwein, IA 50662  
319.283.3010

## **Town Clock Business Center**

680 Main St., Ste. 100  
Dubuque, IA 52001  
563.557.8271, ext. 380

## **Waukon Center**

1220 Third Ave. N.W., Ste. 102  
Waukon, IA 52172  
563.568.3060

## **Wilder Business Center**

1625 Hwy. 150 S.  
Calmar, IA 52132  
563.562.3263, ext. 399

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**Calmar Campus**

1625 Hwy. 150 S.  
P.O. Box 400  
Calmar, IA 52132  
563.562.3263  
800.728.2256  
Fax: 563.562.3719

**Peosta Campus**

8342 NICC Drive  
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