NORTHEAST IOWA COMMUNITY COLLEGE

2016-2017 CATALOG

ONLINE RESOURCES

nicc.emsicareercoach.com
www.nicc.edu/apply
www.nicc.edu/careerservices
www.nicc.edu/childcare
www.nicc.edu/collegeprograms
www.nicc.edu/comevisit
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
www.nicc.edu/xpress

QUICK CONTACTS

Calmar Campus: 800.728.2256
Peosta Campus: 800.728.7367

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

ACADEMIC ADVISING

Calmar . . . . . ext. 376
Peosta . . . . . ext. 294

ADMINISTRATION

President . . . . . .Calmar, ext. 201, 206
Provost. . . . . .Calmar, ext. 337, 261
. . . . . .Peosta, ext. 207, 202
VP Academic Affairs . . . . . Peosta, ext. 135, 464
VP Bus. and Com. Solutions. . . .Calmar, ext. 221, 312
VP Finance and Admin. . . . . .Calmar, ext. 202, 216
VP Student Services. . . . . Peosta, ext. 267, 416

Admissions
Calmar . . . . . ext. 376, 234
Peosta . . . . . ext. 221, 259

Adult Literacy
District . . . . . 888.642.2338, ext. 105

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. 465

Career Services
Calmar . . . . . ext. 214
Peosta . . . . . ext. 297

Child Development Center
Calmar . . . . . ext. 451
Peosta . . . . . ext. 422, 245

Community Resources

Auto Repair Services
Calmar . . . . . ext. 245, 246, 344

Cosmetology Services
Calmar . . . . . ext. 274

Computer Information Services
District . . . . . ext. 555

Counseling/Personal
Calmar . . . . . ext. 263
Peosta . . . . . ext. 215

Deans

Dean of Arts and Science
Calmar Campus . . . . . Jeffrey Murphy
. . . . . ext. 235, 273
Peosta Campus . . . . . Doug Binsfeld
. . . . . ext. 207, 270

Dean of Allied Health
District Wide . . . . . Laura Menke
. . . . . .Peosta, ext. 498, 346

Dean of Career and Technical Programs
Calmar Campus . . . . . Leonard Graves
. . . . . .Calmar, ext. 240, 242, 441
Peosta Campus . . . . . ext. 208

Associate Dean of Student Services
Calmar Campus . . . . . Christine Woodson
. . . . . .Calmar, ext. 263

Director of Nursing
District Wide . . . . . Sue Schneider
. . . . . .Peosta, ext. 209, 204

Disability Services
Calmar . . . . . ext. 258
Peosta . . . . . ext. 280

Online and Blended Learning
District . . . . . .Calmar, ext. 374

Financial Aid
Calmar . . . . . ext. 347
Peosta . . . . . ext. 220, 219

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

HSED Testing
Calmar . . . . . ext. 311
Peosta . . . . . ext. 331

Learning/Writing Center
Calmar . . . . . ext. 394
Peosta . . . . . ext. 330, 331
Dubuque. . . . . .563.557.8271, ext. 105

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

2016 - 2017 ACADEMIC CALENDAR

REGISTRATION DATES

Oct. 19 . . . . Continuing Student Registration Spring and Summer 2017

Nov. 2 . . . . . New Student Registration Spring and Summer 2017

Apr. 3. . . . . Continuing Student Registration Fall 2017

Apr. 18 . . . . . New Student Registration Fall 2017

FALL SEMESTER 2016

Aug. 22 . . . . . Fall Semester Begins *(first day of classes)*

Sept. 5 . . . . . .Labor Day No Classes, Offices Closed

Oct. 21 . . . . . Application Deadline for Fall 2016 Graduates

Nov. 15 . . . . . *Last Day to Withdraw from Regular Semester Classes

Nov. 23-25 . . . . . Thanksgiving Holiday No Classes

Dec. 16 . . . . . Last Day of Fall Semester

Dec. 23 - Jan. 2 . . . . . Offices Closed

SPRING SEMESTER 2017

Jan. 9 . . . . . .Spring Semester Begins *(first day of classes)*

Mar. 3 . . . . . Application Deadline for Spring/Summer 2017 Graduates

Mar. 4-12 . . . . . Spring Break No Classes, Offices Open

April 7 . . . . . *Last Day to Withdraw from Regular Semester Classes

April 13-17 . . . . . No Classes Offices Closed

May 10 . . . . . Last Day of Spring Semester

May 11. . . . . Calmar Graduation

May 12 . . . . . Peosta Graduation

SUMMER SEMESTER 2017

May 17 . . . . . Summer Semester Begins *(first day of classes)*

May 29 . . . . . Memorial Day No Classes, Offices Closed

July 4 . . . . . .Holiday, No Classes Offices Closed

July 21 . . . . . *Last Day to Withdraw from Regular Semester Classes

Aug. 11 . . . . . .Last Day of Summer Semester

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

August 2016

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
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28	29	30	31			

September 2016

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October 2016

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November 2016

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December 2016

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January 2017

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February 2017

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March 2017

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April 2017

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23/30	24	25	26	27	28	29

May 2017

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21	22	23	24	25	26	27
28		30	31			

June 2017

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25	26	27	28	29	30	

July 2017

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16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

WELCOME TO NORTHEAST IOWA COMMUNITY COLLEGE

MESSAGE FROM THE PRESIDENT

Welcome to Northeast Iowa Community College!

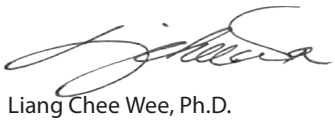
My colleagues and I are very glad that you have chosen Northeast Iowa Community College (NICC) to continue your education. We are committed to helping you prepare for and pursue career opportunities. Your success will sustain your family and contribute to the vitality of our communities.

We encourage you to make the most of your education by becoming an active member of the College and take advantage of the many opportunities for student leadership, service learning and recreation. Your engagement with faculty, staff and fellow students will greatly enhance your college 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.

Finally, we believe you can go as far as your engagement and commitment will carry you. All of us at NICC are here to partner with you to reach your goals.

Best wishes for a rewarding stay at NICC.



Liang Chee Wee, Ph.D.
President

MISSION STATEMENT

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

VISION STATEMENT

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

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

RESPECT: Recognition of individual dignity by promoting trust and cooperation

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

STEWARDSHIP: Responsible management that sustains resources for the common good

INTEGRITY: Policies, practices and actions reflecting responsible citizenship

BOARD OF TRUSTEES

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Elkader, President

Jim Anderson
Decorah, Vice President

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Dubuque

Gene Fuelling
Oelwein

Kathy Gunderson
Postville

John Rothlisberger
Fredericksburg

David Schueller
Peosta

Bob Shafer
Dubuque

Daniel White
Dubuque

ADMINISTRATIVE CABINET

Liang Chee Wee, Ph.D.
President

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Interim Provost, Peosta Campus

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Assistant to the President/Board Secretary

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Executive Director of Human Resources

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Vice President of Business and Community Solutions

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Vice President of Academic Affairs

Rhonda Seibert
Provost, Calmar Campus

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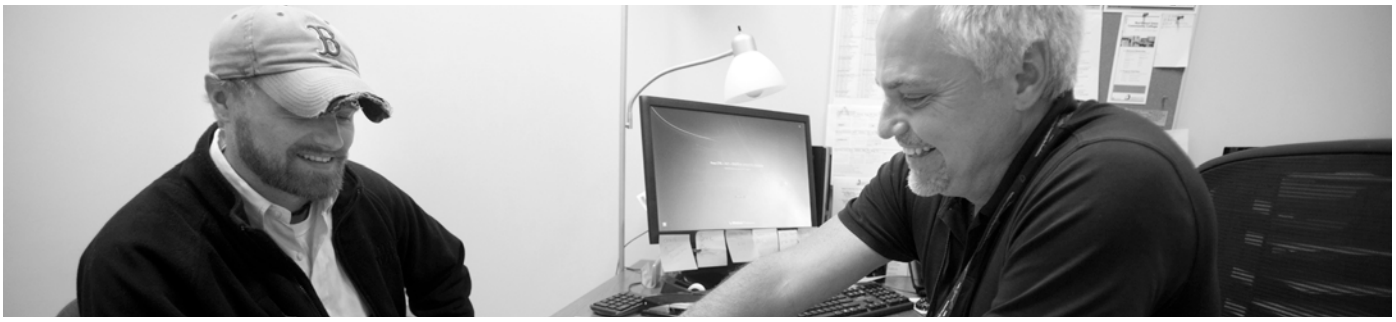
College Senate President

Julie Wurtzel
Executive Director of Advancement



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COLLEGE PROFILE

College History
Accreditation
Statement of Non-Discrimination
Campus and Service Locations

COLLEGE HISTORY

In July of 1966, the State Board of Education approved the formation of the Area I 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 September 5, 1967, Area I Vocational-Technical School had 170 students enrolled in 12 programs. The school also broke ground on construction of college facilities on the 210-acre Calmar campus, which now includes Darwin L. Schrage Administration, Max Clark Hall, Wilder Business Center, Industrial Technologies, Student Center, Agricultural Technologies, Beef 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 I 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 in Dubuque at several locations throughout the city, including the Roshek building.

In April 1979, Area I 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 most recently 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 where they live 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 of 2007, taxpayers passed, by supermajority, a $35 million renovation and construction bond levy for NICC. 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, Darwin L. Schrage Administration building in Calmar, and the Wilder Business Center, which opened in January 2013.

In fall 2011, the Aspen Institute Community College Excellence Program named NICC to the top ten of community colleges in the nation for the College's successful graduate outcomes, academic excellence and community impact.

Under the leadership of its current President, Liang Chee Wee, Ph.D., Northeast Iowa Community College celebrated its 50th anniversary during the 2015-2016 academic year and is more committed than ever to transforming and honoring its communities one student at a time. We invite you to join us as we continue to make history.

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 subscribes to its Academic Quality Improvement Plan (AQIP). An AQIP institution must meet accreditation through an ongoing demonstration of continuous improvement. The Quality Council (QC), a College-wide oversight body, supervises AQIP processes.

STATEMENT OF NON-DISCRIMINATION

Northeast Iowa Community College prohibits discrimination in educational programs, employment and activities on the basis of age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability, pregnancy or genetic information as required by the 1964 Civil Rights Act, Titles VI and VII; the 1972 Education Amendments, Title IX; the Age Discrimination in Employment Act of 1975 (ADEA); the Federal Rehabilitation Act of 1973, Section 504; the Americans with Disabilities Act (ADA) of 1990, Title II; Titles I and V; the Civil Rights Act of 1991, the Genetics Information Nondiscrimination Act of 2008 and the Iowa Code, Chapter 216.

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

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

CAMPUS AND 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. In 2012, NICC piloted the Student Success Center model at the Dubuque Center and the Regional Academy for Math and Science (RAMS)/Oelwein Center centers to augment the College's outreach capability and build upon the individualized services for students at all locations.

** 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
PO Box 400
Calmar, Iowa 52132
563.562.3263
800.728.2256
Fax: 563.562.3719

PEOSTA CAMPUS

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

ONLINE

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

CRESCO CENTER

1020 2nd Avenue SE
Cresco, Iowa 52136
563.547.3355
Fax: 563.547.3402

DUBUQUE CENTER

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

MANCHESTER REGIONAL EDUCATION PARTNERSHIP (MREP)

1200½ W Main Street
Manchester, Iowa 52057
563.822.1016

REGIONAL ACADEMY FOR MATH AND SCIENCE (RAMS)/OELWEIN CENTER

1400 Technology Drive
Oelwein, Iowa 50662
319.283.3010
Fax: 319.283.1893

TOWN CLOCK BUSINESS CENTER

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

WAUKON CENTER

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

DUBUQUE

Small Business Development Center (SBDC)

Located in the Schmid Innovation Center
900 Jackson Street, Suite 110
Dubuque, Iowa 52001
563.588.3350

NEW HAMPTON

Located inside New Hampton High School
701 West Main Street
New Hampton, Iowa 50659
641.394.2144

WILDER BUSINESS CENTER

1625 Hwy. 150 S
Calmar, IA 52132
563.562.3263
800.728.2256
Fax: 563.562.3719

CAMPUS INFORMATION

Campus Environment
Discrimination, Harassment and Retaliation Policy
Sex Offender Notification Policy
Campus Emergencies
Campus Security
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 is comprised of individuals who are well prepared through formal educational preparation and previous occupational experience. Faculty members keep abreast of educational and technological changes through conferences, seminars and coursework as well as on-site visits to other institutions of higher education.

ILLEGAL DRUGS AND MISUSE OF ALCOHOL

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

Any student or employee who is convicted of any drug or alcohol related offense that occurs on Northeast Iowa Community College's property or at a Northeast Iowa Community College activity must immediately notify his or her Northeast Iowa Community College counselor or supervisor of such conviction. A drug or alcohol related offence is involvement in the manufacture, distribution, dispersion, use or possession of any controlled substance or unlawful use of alcohol. The supervisor or counselor will forward the notice through appropriate channels to the executive director of human resources (employee) or the vice president of student services (student). In any event, such notification must be given to Northeast Iowa Community College within five (5) days after the conviction.

NICOTINE USE

It is the intent of the Northeast Iowa Community College Board of Trustees 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. This policy applies to all employees, students, and visitors. The use of any device that simulates the smoking experience, such as e-cigarettes, is also prohibited in college buildings, on college grounds, and in vehicles. Any student or employee of the College who violates this policy will be subject to disciplinary action.

BLOOD BORNE AND INFECTIOUS DISEASES

Any person enrolled in any healthcare program with a clinical component may be exposed to environmental hazards and infectious diseases, including, but not limited to: tuberculosis, hepatitis B, hepatitis C and HIV (AIDS). Persons interested in receiving specific information regarding blood borne and/or infectious diseases should contact the director of nursing education.

All healthcare students are obliged to provide patient care services under the legal parameters of the Health Insurance Portability and Accountability Act (HIPAA). HIPAA requirements are explained through the program of education and/or orientation to the clinical setting.

LIFE THREATENING DISEASE POLICY

Northeast Iowa Community College is committed to protecting the health of students, staff and visitors. The College recognizes that most persons with infectious disease, including blood borne diseases, should be free to study and work with approval of their personal physician.

It is the policy of the College to respect the privacy of all persons with disease. However, in some cases, the College may designate an independent physician to evaluate the disease and level of threat to the educational environment. Furthermore, if any state or federal health official determines that an infected person poses a significant risk of transmission to other persons, continued study and/or work will be suspended. The College will work with the person to establish a plan for periodic review by an independent physician, until it is determined that the risk posed by the disease has been controlled.

LIFE THREATENING COMMUNICABLE DISEASE POLICY

An employee or student with a life-threatening communicable disease may wish to continue to engage in as many of his/her normal pursuits as his/her condition allows, including work or school. As long as the employee or student is able to meet acceptable performance standards and medical evidence indicates that his/her condition is not a threat to himself/herself or others, College staff should ensure that he/she is treated consistently with other employees or students. Both staff and students who are HIV-positive are protected against discrimination under Section 504 of the Rehabilitation Act of 1973. P.L. 101-336 (Americans with Disabilities Act, 1990) guarantees equal opportunities for individuals for employment and state and local governmental services.

DISCRIMINATION, HARASSMENT AND RETALIATION POLICY

GENERAL STATEMENT

This internal complaint procedure provides for the prompt and equitable resolution of unlawful discrimination, harassment, sexual harassment, and/or retaliation complaints. This procedure is established in order to review, investigate and resolve allegations of unlawful discrimination or harassment based upon race, creed color, national origin, ancestry, age, sex, religion, marital status, familial status, gender identity, affectional or sexual orientation, liability for service in the Armed Forces of the United States, disability, or protected activity (i.e. opposition to prohibited unlawful discrimination or participation in the compliant process). Sexual harassment is a form of unlawful gender discrimination and, likewise, will not be tolerated. This procedure is meant for use by employees, students,

visitors, and contractors associated with Northeast Iowa Community College in the resolution of a complaint against an employee or student of the College.

Information on your rights and responsibilities under these procedures may be obtained through the Office of Human Resources, Darwin L. Schrage Administration Building, Calmar Campus, 563.562.3263, ext. 300 or 800.728.2256, ext. 300.

DISCRIMINATION COMPLAINT PROCESS

General Provisions

1. Application

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

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

2. Reporting Violations

(a) All persons have the right and are encouraged to report suspected violations of NICC policies on unlawful discrimination, harassment and/or retaliation immediately by contacting the director of human resources, Darwin L. Schrage Administration Building, Calmar Campus, 563.562.3263, ext. 300 or 800.728.2256, ext. 300.

(b) Additionally, complaints may be reported to the vice president for finance and administration, Darwin L. Schrage Administration Building, Calmar Campus, 563.562.3263, ext. 202 or 800.728.2256, ext. 202, to the vice president for academic affairs, Peosta Campus, 563.556.5110, ext. 135 or 800.728.7367, ext. 135 or to the dean of student services, Peosta Campus, 563.556.5110, ext. 167 or 800.728.7367, ext. 167.

UNLAWFUL DISCRIMINATION AND HARASSMENT COMPLAINT PROCEDURE

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

Referral of Complaint

1. Complaints

All complaints and/or incidents of unlawful discrimination, including sexual harassment, or retaliation shall be referred to the director of human resources for investigation and resolution. If complaints or incidents arise which appear to involve faculty misconduct and/or competence, the director of human resources and the vice president of academic affairs shall collaborate to oversee a joint investigation. If complaints or incidents arise which involve students, the director of human resources, the vice president of academic affairs and the associate dean of student services shall collaborate to oversee a joint investigation.

2. Disqualification

If reporting a complaint to the director of human resources presents a conflict of interest, the director of human resources shall not participate or otherwise be involved with the investigation of the complaint, except as a witness in order to defend a claim made against him or her by the complainant. An example of such a conflict would be when the individual against whom the complaint is made is involved in the intake, investigation, or decision-making process. The same shall be true of complaints that involve the vice president of academic affairs, the associate dean of student services and/or the vice president for finance and administration.

3. Filing of Complaints

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

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

4. Investigation of Complaints

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

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

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

5. Completion of Investigation

Upon completion of the investigation, the director of human resources will prepare a written report which may include a summary of the complaint, summary of the facts, analysis of the allegations and facts and a finding. The investigatory report will be submitted to the vice president for finance and administration unless the vice president has been actively involved in the investigation. In this case, the report will be submitted to the president.

6. Decisions

The vice president will review the investigatory report and make a determination as to whether the allegations of a violation of NICC policies prohibiting unlawful discrimination, harassment, sexual harassment, or retaliation have been substantiated. During review and consideration, the vice president may, at his/her discretion, consult with other staff members, outside experts and/or legal counsel. If a violation occurred, the vice president will determine the appropriate corrective measures necessary to remedy the situation, including disciplinary action. The vice president will issue a final letter of determination to all parties, containing the results of the investigation.

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

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

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

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

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

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

Iowa Civil Rights Commission
Filing deadline: 180 days from violation

Iowa Civil Rights Commission
Grimes State Office Building
400 East 14th Street
Des Moines, IA 50319-1004
515.281.4121, 800.457.4416
Fax: 515.242.5840
www.state.ia.us/government/crc

United States Equal Employment Opportunity Commission (EEOC)
Filing deadline: 180 days from violation. This deadline is extended to 300 days from violation if the violation is also covered by unlawful discrimination laws in the state in which the violation is alleged to have occurred.

Chicago District Office
500 West Madison Street
Suite 2800
Chicago, Illinois 60661
800.669.4000
TTY: 800.669.6820
Fax: 312.886.1168
www.eeoc.gov

Milwaukee District Office
Reuss Federal Plaza
310 West Wisconsin Avenue
Suite 800
Milwaukee, WI 53203-2292
800.669.4000
TTY: 800.669.6820
Fax: 414.297.4133
www.eeoc.gov

Office of Civil Rights
U.S. Department of Education
Filing deadline: 180 days from violation

Office for Civil Rights
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-1100
202.245.6800, 800.421.3481
TDD: 877.521.2172
Fax: 202.245.6840
Email: OCR@ed.gov
www.ed.gov/ocr

Office for Civil Rights/Chicago
Citigroup Center
500 W. Madison Street
Suite 1475
Chicago, IL 60661
312.730.1560
TDD: 312.730.1609 or 1.877.521.2172
Fax: 312.730.1576

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 compliance director 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**

CAMPUS EMERGENCIES

If a campus emergency should arise, an alarm will sound or an appropriate announcement will be made. Emergency routes are posted in each room near the exit, designating escape routes and shelter areas. Fire and tornado drills are held on a regular basis.

MEDICAL EMERGENCIES

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 9-911 and then notify the switchboard (0) and report location (building, floor, room number or area) and the nature of the problem.
2. Make the person comfortable and attempt to keep the person calm. If certified in CPR and AED and the situation warrants, begin CPR.
3. Inform the person that the College will contact a family member on their behalf.
4. If medical service responders determine the person needs further attention, he/she will be transported to the hospital.
5. The staff or student who first happened upon or determined the medical emergency will initiate a medical incident report form and turn it into the campus provost or designee 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 to the campus provost or a campus dean or designee, with a medical incident report form filed within 24 hours.

CAMPUS CLOSING

If inclement weather would make driving hazardous, students are asked to access Xpress announcements, call campus for a recorded message or tune into local radio or television stations for official cancellation or delay of NICC classes. The College will notify students of closures and delays by email and text messaging using the RAVE alert system. Please take advantage of this free communication tool. Information to sign up is available on the Campus Safety page under College Info in your Xpress Account. Many radio and television stations allow the public to participate in text alerts for specified cancellations and delays; it is recommended that students elect to enroll in this service for notice of NICC closings and/or delays.

CAMPUS SECURITY

CLERY ACT ANNUAL SECURITY REPORT

In 1991, the U.S. Congress passed the Student Right-to-Know and the Campus Security Act, which requires colleges to report the three previous years of statistics on murder, sex offenses, robbery, aggravated assault, burglary and motor vehicle theft, and statistics on arrests for drug and alcohol violations and weapons violations. In 1998, Congress passed an amendment renaming the act 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**.

NICC campus crime statistics are published in the Campus Security Report, and can be found at **www.nicc.edu**.

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 campus provost 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 located in Xpress under College Info with a link to Campus Safety.

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 and review ALICE (Alert, Lockdown, Inform, Counter, Evacuate) information posted on Xpress under the College Life tab to the Campus Safety link. ALICE information is available in classrooms for review.

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.

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, NICC Xpress portal 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

NICC FOUNDATION

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

FOUNDATION MISSION

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

FOUNDATION VISION

Foundation activities are focused on building assets for strategic initiatives and helping to ensure the future of the College. By expanding funding resources, the Foundation helps build the College's capacity for educational excellence. The funds raised are used to:

- support student access and success including scholarships and student support services
- enhance teaching excellence and innovation
- support continued faculty and staff development
- build instructional and institutional resources and technology
- support infrastructure expansion
- promote expanded cultural and diversity offerings

EVENTS

Golf Tournaments

Since 1981, the NICC Foundation has hosted golf tournaments to raise funds for scholarships. Sponsorship of and participation in these tournaments directly affect the lives of students and their families who, without the option of scholarships, would 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 - those individuals who have chosen to honor their passion for education with a charitable planned gift to the College.

Donor Recognition

Donor recognition events allow 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 1, 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**

HIGH SCHOOL OPTIONS - EARNING COLLEGE CREDITS

Northeast Iowa Community College (NICC) has cooperative programs with high schools in our district. These cooperative agreements identify career technical and academic program prerequisite courses for high school students, provide a challenging educational experience and ensure a smoother transition to college. All programs are guided by Senior Year Plus, available at: **www.educateiowa.gov/adult-career-community-college/senior-year-plus-syp**

POST-SECONDARY ENROLLMENT OPTIONS (PSEO) COURSES

The Post-Secondary Enrollment Options Act (281 IAC 22.14) allows 11th and 12th grade students as well as 9th and 10th grade students identified as gifted and talented by their local district to enroll in college courses. The Act has two purposes: 1) to promote rigorous educational pursuits, and 2) to provide a greater variety of educational options. Students earn both high school credit and college credit for successfully completing college-level coursework. Visit **www.nicc.edu/hspartnerships** and contact your high school guidance counselor for more information on PSEO.

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**) 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/hspartnerships/highschoolcollegecreditcourses** to view available course options at your high school

ARTICULATION

Articulation is the process of mutually agreeing upon core competencies and performance levels transferable between institutions (school district and NICC) and courses for college credit. Articulation enables students enrolled in high school courses to receive articulated credit for NICC career and technical program, 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 twelve NICC credits post-high school. Students must attend NICC within twelve months of high school graduation to be eligible for articulated credit. Articulated courses do not contribute to the student's NICC grade point average, but do satisfy specific career program requirements. Visit **www.nicc.edu/hspartnerships/highschoolarticulationagreements** 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, Iowa 52132
800.728.2256

Peosta Campus
8342 NICC Drive
Peosta, Iowa 52068
800.728.7367

Service Locations:

Cresco Center
1020 2nd Avenue SE
Cresco, Iowa 52136
563.547.3355

Dubuque Center
700 Main Street
Dubuque, Iowa 52001
563.557.8271, ext. 100

Manchester Regional Education Partnership (MREP)
1200 ½ W Main Street
Manchester, Iowa 52057
563.822.1016

New Hampton
Located inside New Hampton High School
701 West Main St
New Hampton, Iowa 50659
641.394.2144

Regional Academy for Math and Science (RAMS) / Oelwein Center
1400 Technology Drive
Oelwein, Iowa 50662
319.283.3010

Town Clock Business Center
680 Main Street
Dubuque, Iowa 52001
563.557.8271, ext. 380

Waukon Center
1220 3rd Avenue NW
Waukon, Iowa 52172
563.568.3060

Wilder Business Center
1625 Hwy. 150 S
Calmar, Iowa 52132
800.728.2256, ext. 399

Dubuque Small Business Development Center
Located in the Schmid Innovation Centerr
900 Jackson Street, Suite 110
Dubuque, Iowa 52001
563.588.3350

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. High school equivalency diploma (HSED) and Brush-Up classes are offered as independent study, so people can come as their schedule allows and work at their own pace. Adult Basic Education (ABE) and English for Speakers of Other Languages (ESOL) have regular class times. The classes are ongoing, so a person may enroll at any time during the year; some operate for twelve months, others for nine.

- Adult Basic Education (ABE) teaches skills necessary for daily life, consumer needs and workforce development.
- Brush-Up offers current or prospective college students a review of high-school level skills.
- 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.
- High school equivalency diploma (HSED) 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. The five HiSET tests are reading, writing, math, social studies and science. They are available in English, Spanish, French, large print and audio formats.

HSED classes are available throughout the district. Intensive month-long academies for those ready to finish their HSED studies are available at rotating sites around the district by invitation only. Testing centers are located at the Calmar and Peosta campuses and at the Dubuque Center. 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. 105.

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 50,000 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** 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, 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.

PORTABLE COMPUTER LABS

Northeast Iowa Community College (NICC) maintains several portable computer labs for the delivery of hands-on technical skills training for business and industry clients. Businesses experiencing software upgrades or needing skills upgrades for their employees can contract with NICC to bring the training lab 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 Business and Community Solutions 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) for completion of continuing education experiences.

Examples of occupations for which programs are currently offered include:
Cosmetologists, Physical Therapists, Dentists, Psychologists, Dental Hygienists and Assistants, Real Estate Agents, Speech Pathologists, Funeral Directors, Audiologists, Lawyers, Social Workers, Respiratory Therapists, Accountants, Nurses, Pharmacists, Dietitians, Insurance Agents, Nursing Home Administrators, Water/Waste Plant Operators, Electricians, Plumbers, Massage Therapists and Auto Dealers. Additional program information may be available upon request.

CONFERENCE PLANNING SERVICES

Organizations and businesses planning meetings, large conferences or events can call upon the Northeast Iowa Community College (NICC) Business and Community Solutions team to provide program planning, curriculum development, instructor recruitment, logistical planning, catering, marketing, printing and accounting services for their event. Clients can select the specific services that they require to produce a memorable conference experience for participants. 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.

PROFESSIONAL DEVELOPMENT

The mission of the Northeast Iowa Community College (NICC) Business and Community Solutions is to collaborate with business, industry and the community to provide quality, personal and professional solutions that impact lives.

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.

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 certificates are paid off through the diversion of increased payroll tax receipts from the new jobs.

IOWA JOBS TRAINING PROGRAM (260F)

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

CUSTOMIZED TRAINING

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

CONSULTING SERVICES

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 Iowa Small Business Development Center (SBDC) at NICC is physically located in downtown Dubuque at the Schmid Innovation Center where it 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 business advice to businesses with 500 employees or less. The SBDC also presents affordable workshops that teach practical skills and techniques, conduct research, provide comprehensive information services, and offer access to subject matter experts in a variety of fields.

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

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

ENROLLMENT SERVICES

Admissions
Placement Assessment
Tuition and Fees
New Student Orientation
Academic Advising
Course Registration
International Students
Standards of Academic Progress
Standards for Heathcare 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 test score 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.

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

PROGRAM ADMISSION

In addition to the college admission procedures outlined below, some 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. Many programs have limited enrollment, so applicants should apply well in advance of the semester they plan to enroll.

ADMISSION PROCEDURES

1. Submit a completed application for admission online at **www.nicc.edu/apply.** There is no application fee.
2. Complete ACCUPLACER®, reading and writing assessment, 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. A letter of acceptance will be sent in writing to all students after completion of steps 1-3. Enrollment dates are based on the semester the student identifies on his/her application. Programs with specific admission requirements or limited enrollment capacities are assigned start dates based on a first-come, first-served basis.
5. Registration notices are mailed to all students. Schedule a registration appointment early for best selection of courses. Course schedules are available at **www.nicc.edu/courses.**

NON-DEGREE STUDENTS

NICC has many students who enroll in courses to transfer to another college, for self-improvement or for employment requirements. If a prospective student does not want to receive financial aid for the course 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 and do not have to complete admission assessments to be accepted to the College. However, 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. Readmission of suspended students is reviewed by the counselor, vice president

of student services, department dean and provost to determine if readmission is beneficial to the student and NICC.

ADMISSION PARTNERSHIPS

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

Access transfer guides and articulation agreements at **www.nicc.edu/transfer**. Transfer is not limited to the listed colleges. For information regarding programs and colleges not listed, contact an academic advisor or the college you plan to attend.

PLACEMENT ASSESSMENT

Northeast Iowa Community College is committed to ensuring students are prepared to enroll in their required coursework. Degree seeking students must evidence minimal reading and writing competency through placement on the ACCUPLACER® assessment, completion of developmental coursework or prior college credit credit attainment. Coursework placement is determined by scores on the ACCUPLACER®, Writeplacer or Sentence Skills assessment and ALEKS® math assessment (when applicable). Students have the option to retest to improve placement scores. There is no fee for the placement assessments if you are an NICC student.

ACCUPLACER® and ALEKS® are "computer-adaptive" which means questions are chosen based on your answers to previous questions - the more correct answers you choose, the more difficult the questions become - allowing for a more accurate assessment. ACCUPLACER® and ALEKS® are administered over the Internet, assessments are convenient and scoring is virtually immediate. Academic advisors will help guide you into appropriate coursework based on placement scores.

The NICC assessment offices and service locations have study packets available in each of the content areas. Stop by, pick one up and then review it with faculty in the Learning Centers.

For additional information regarding program admission requirements refer to the program pages in the catalog.

Reading: The ACCUPLACER® Reading assessment is administered to all program students unless a waiver is granted. Waivers are evaluated when transcripts or assessment results are submitted to the Admissions Office.

- Completion of an ACCUPLACER®, ACT® or Compass ACT® Reading test within the last 3 years;
- Recent high school graduate (within the last 3 years) with an unweighted GPA of 2.67;
- Previous degree attainment; or
- Successful completion of 12 college credits with a C or higher grade

Students who do not meet the minimal reading assessment level must enroll in a strategic reading course (RDG:030: Introduction to College Reading I, or SDV:092 Strategic Reading). Students are strongly encouraged to enroll in this course prior to or during the first semester of their program of study. 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.

Incoming students who have enrolled and completed Adult Literacy brush up reading programs have met the core course requirements for RDG 030 and may enroll in SDV:092 Strategic Reading. Students who complete the Adult Literacy brush up course may retake the ACCUPLACER® assessment to determine if the required placement score is obtained.

Writing: The Writeplacer assessment will be administered to program students who are required to complete Composition. When Composition is not required in a program, students will take the ACCUPLACER® Sentence Skills assessment.

Math: The ALEKS® (Assessment and Learning in Knowledge Spaces) math placement assessment determines math readiness. ALEKS® is a web-based assessment and learning system designed to assist in determining which math courses a student is ready to begin. The ALEKS® placement system covers material from Basic Math through Pre-calculus and will take 90 minutes to complete.

Students registering for a math course or enrolling in a program of study with a math requirement will need to complete an ALEKS® placement assessment. Waivers for ALEKS® can be approved when a transcript has been provided indicating completion of a math course with a grade of C- or higher. ALEKS® placement scores are valid for 18 months.

- Students enrolling in a program of study requiring MAT 772 (Applied Math) are not required to complete ALEKS®.

Once the initial placement assessment is completed, students will have access to a Prep and Learning Module. Students who do not reach the minimum score for the NICC course desired may review the ALEKS® modules and retake the ALEKS® assessment to receive a new placement score. Note: there is only a six month time limit on the Prep and Learning Module and the time starts once you open the Prep Course.

Students may take up to four placement assessments after the initial assessment provided they evidence time remediating in the ALEKS® Prep and Learning Module in between the placement assessments. The ALEKS® placement assessment is proctored for the first three placement assessments. Placement assessments must be completed at a NICC testing location. Proctored exams will conclude in three hours but most students use less time.

TUITION AND FEES

Tuition and fees are based on the 2016-2017 academic year. These rates are subject to change at any time.

IOWA RESIDENT TUITION

- $160 per credit hour.

NON-IOWA RESIDENT TUITION

- $165 per credit hour.

STUDENT FEES

- Course Fee – $19 per credit hour
- Other Program Costs – Expenses vary depending on specific program requirements *(such as textbooks, tools and uniforms)*.

TUITION PAYMENT PLAN

A monthly payment plan for tuition and course fees is available through Nelnet Business Solutions *(not available for textbook purchases)*. Nelnet is an online service that will set up automatic monthly payments to be deducted from a checking, savings, or credit card account. Students enroll in the plan by logging into Xpress, accessing Student Records >Tuition and Fees and selecting Tuition Payment Plan. 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 term 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 term 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 tem for which the change is sought. The following are examples of acceptable documentation:

(a) 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.

(b) Iowa state income tax return.

(c) An Iowa driver's license.

(d) An Iowa vehicle registration card.

(e) An Iowa voter registration card.

(f) 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 term 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

Students should plan to attend a new student orientation on campus or online prior to the start of their first semester. Many students will be invited by their faculty to attend a mandatory program orientation. Orientation will provide students with information on services NICC has to offer as well as tips to help them succeed in college. Services and resources highlighted at orientation include academic advising, business office, career services, classroom expectations, computer and email access, financial aid, learning center, library, study skills and student activities and organizations. For specific details and dates on orientation, contact the Admissions Office at each campus or online at **www.nicc.edu/orientation**.

ACADEMIC ADVISING

Advising and educational planning is a collaborative effort between a student and an advisor. Academic advisors guide and support students as they determine career goals, connect students with resources and services on campus, and assist students with the registration process. Advisors are guided by a commitment to promote student development, critical thinking and personal responsibility.

An academic 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**.

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

COURSE REGISTRATION

Students will receive notification of registration dates each semester. Upon

notification, students must contact their academic advisor to discuss future education goals, degree requirements and the registration process. 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/apply/internationalstudents.**

- 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 $17,000 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 evidence of English proficiency with either a TOEFL score of 61 on the Internet-based version or an official transcript showing completion of freshman level English at an accredited US college or university.
- 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

Students on F-1 *(student)* visas are classified as nonresident and are subject to the out-of-state tuition and fee rates. Estimated annual academic expenses based on the 2016-2017 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)*	$5,888
Textbooks	$1,400
Room and Board	$5,735
Mandatory Health Insurance	*(1 yr)* $750
Miscellaneous *(Transportation/ personal expenses)*	$3,200
Total	$16,973

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 leaders have established Iowa Core Performance Standards that identify the abilities essential for effective performance in a healthcare career. Students with disabilities are strongly encouraged to contact the program dean to review these performance standards prior to beginning coursework toward the heath care degree. The dean will work with the student and the disabilities coordinator to determine if reasonable accommodations can be made. Potential applicants are required to provide all documentation related to the disability, including a medical evaluation, prior to meeting with the program dean. These materials must be submitted in accordance with the institution's ADA Policy. The final decision for program entry will be made by the program dean.

FRAUDULENT ACADEMIC CREDENTIALS

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

STUDENT RIGHTS AND RESPONSIBILITIES

Student Responsibility for Catalog Changes
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**. 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 obey College policies, rules and regulations and not violate municipal, county, state or Federal law. Through voluntary entrance to the College, students indicate a willingness to adhere to the policies, rules and regulations of the College and acknowledge the right of the College to initiate appropriate disciplinary actions. Instructors are responsible for maintaining a classroom environment conducive to teaching and learning, and therefore, may remove any student from class for disruptive behavior or other disciplinary reasons.

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, they are in effect. Students are encouraged to check online at **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 the 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 ofthe 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

(a) 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.

(b) Administrative Decision or Sanction(s): The disciplinary action taken by the conduct administrator (or designee) and/or the Student Conduct Hearing Board.

(c) College Administrator: Any individual or group employed by the College and given authority to make administrative decisions on behalf of the College.

(d) 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.

(e) Board of Trustees: The Northeast Iowa Community College Board of Trustees.

(f) Business Day: Any day on which the College is open for business. This excludes holidays, All College Day and any weather or emergency related closings.

(g) The College: Northeast Iowa Community College.

(h) 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.

(i) 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.

(j) 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.

(k) 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.

(l) Student Conduct File: The documents, recordings, evidence, etc. that pertains to the student conduct process.

(m) 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).

(n) Faculty Member: A person hired by the College to conduct academic instruction.

(o) 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.

(p) Policy: Written regulations of the College found in the Student Conduct Code, supplemented by consistent written regulations of the College found in the catalog, website or other official College publications.

(q) Preliminary Investigation: The initial review of available evidence leading to a decision of whether to pursue the investigation further based on reasonable cause.

(r) President: The chief executive officer of the College.

(s) Provost: The chief operating officer of the campus.

(t) Reasonable Cause: A fact or circumstance that justifies a reasonable suspicion.

(u) Responding Student: A student, group of students or a student organization that have been issued charges of a student conduct code violation.

(v) Staff Member: A person hired by the College to provide service and support to students and the academic mission of the College.

(w) 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.

(x) Student Advocate: A person who may attend a Student Educational Conference or Student Conduct Hearing in support of the responding student.

(y) 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.

(z) 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.

(aa) Student Conduct Hearing Board: The Hearing Board consists of five members trained in conduct policy and procedure, with the campus Provost typically serving as the chair.

(bb) 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.

(a) Substantial obstruction/disruption of learning, teaching, administrative processes, disciplinary procedures, or any College authorized function/activity.

(b) Unauthorized occupation/use of (or unauthorized entry into) any College property.

(c) Conduct which threatens or endangers the health/safety of any person on the campus or at any College authorized function/activity including, but not limited to, physical abuse, the threat of physical abuse, sexual misconduct and assault.

(d) Knowingly furnishing a false report or false warning that College property may be subject to a bombing, fire, crime, emergency or other catastrophe.

(e) Theft, defacement, or damage to College property or to any agency/person on College property.

(f) Interference with any lawful right of any person on the campus including the right of access to College property.

(g) Animals are not permitted on campus with the exception of registered service animals and/or as permitted with advanced approval by College administration.

(h) Unlawful use, abuse, possession, selling, distributing or purchasing of alcohol or alcoholic beverages, prescription or non-prescription drugs, other controlled substances or drug paraphernalia.

(i) Use or possession of 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.

(j) Off-campus conduct which directly and/or adversely disrupts or interferes with the educational or other functions of the College.

(k) Threatening behaviors such as verbal abuse, humiliation, bullying, intimidation, stalking or harassment of any person of the College community sufficiently severe, persistent or offensive enough that it interferes with the victim's ability to benefit from the College's educational programming or activities. *(See Discrimination, Harassment and Retaliation Policy).*

(l) Sexual misconduct includes, but is not limited to, sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse and/or sexual exploitation. *(See Sexual Respect and Title IX Policy)*

(m) Dishonesty in any form at any time prior to or during the college process. This includes forgery, falsification of records, misrepresentation and lying.

(n) Academic dishonesty in any form such as cheating and plagiarism.

(o) Unauthorized use or possession of property belonging to the College or any agency/person on campus.

(p) Inappropriate use of social media and/or college technology including cyber bullying. *(See Computer Systems Acceptable Use Policy).*

(q) Iowa law and the Board of Trustees Policy prohibit smoking or use of tobacco products within college buildings, on college grounds and in vehicles. This includes the use of any device that replicates the smoking experience, such as e-cigarettes. *(See Tobacco-Free Policy).*

(r) Evidence of violation of any local, state or federal law when substantiated through the College's conduct process.

(s) Gambling at a College-sponsored activity without specific authorization by the administration.

(t) 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.

(u) The use of vulgar, offensive, threatening or obscene language or behavior as determined by rational standards of civil behavior in a public environment.

(v) 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.

(w) Violation of College policies or regulations supplemental to the Student Conduct Code, which are published in any other official College publication.

(x) Retaliatory action taken by a responding individual or allied third party directed at an individual, group or any College representative.

(y) 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 his/her 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, should be made using the Incident of Concern (IOC) Report form located on the College website and Xpress portal. IOC reports are routed to the conduct administrator who reviews and acts on all IOC reports. Student academic misconduct complaints should be reported by faculty using the Academic Integrity Report (AIR), also located on the website and Xpress and routed to the appropriate academic dean for review. Incident of Concern and/or Academic Integrity Reports regarding students participating in Business and Community Solutions programming will be reviewed by the Business and Community Solutions Administration. 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 should be viewed in the College catalog at **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:

(a) Holds on student records, registration, new financial aid awards or transcripts.

(b) Removal from class, offices, College activities, clinical sites or any NICC related property or facility.

(c) Interim suspension from the College.

Causes for interim suspension include, but are not limited to, the following:

1. An attempt of bodily harm to anyone on 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 will 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 Conduct 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. The Student Conduct Hearing Board is assembled by the conduct administrator and consists of five members trained on conduct policy and procedures with the campus provost typically serving as the chair. Membership may vary from case to case. The Student Conduct Hearing Board will hear and review all evidence in the case including witness testimony and supporting documentation. They will make the decision whether the student is responsible or not responsible for the alleged violations and, if found responsible, will 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 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 the of physical evidence the student intends to use or requests to have present at the 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 his/her responsibility to notify the conduct administrator a minimum of three business days prior to the 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 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 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 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. 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. 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.

5. The conduct administrator will present the information/evidence of the case on behalf of the College. The responding student will then present his/her 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.

6. 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.

7. All procedural questions are subject to the final decision of the hearing board chair and the conduct administrator.

8. 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.

9. The hearing board chair will submit a written statement detailing a) the findings, b) the information cited by the Hearing Board in support of the decision and c) the recommended sanction(s).

10. 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.

11. A student who is suspended or expelled from the College will be administratively withdrawn from his/her program 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 in his/her possession within three business days of the suspension and will be held financially responsible for any property not returned in good condition.

12. 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;

(l) 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 his/her ability to comply with the Student Conduct Code, all College policies and other requirements stipulated for the probation period. Conduct probation may be imposed 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. 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. This sanction(s) may be reinforced with a trespass action as necessary.

(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 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

APPEAL 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 academic affairs 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 an 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.

This NICC Student Conduct Code was approved on May 9, 2014 by the vice president of student services and associate dean of student services with endorsement from the College's legal counsel and implemented on July 1, 2014. Revisions were made and pproved on Feb 26, 2016. The NICC Student Conduct Code is adapted from the NCHERM Group Model Developmental Code of Student Conduct and is used here with permission.

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 on Xpress or 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 and announcements on Xpress, the official College web portal, 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** to file a formal complaint. The Provost's 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 it's 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. Since the combination of different types of personal devices and hardware ports is virtually unlimited, only specific brands and models of some devices may be attached to NICC computers. Information about these devices is available from Computer Information Systems.
10. College computing facilities are a public resource and may not be used for personal profit.
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 two 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,** especially their Frequently Asked Questions section at **www.copyright.gov/help/faq**.

FINANCIAL AID

Financial Aid Eligibility
Types of Financial Aid
Financial Aid Lock Date
Financial Aid Disbursement
Satisfactory Academic Progress Policy
Withdrawing from College
Return of Title IV Funds (Student Financial Aid)
Code of Conduct for Educational Loans
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. Through coordination with federal, state and other agencies, assistance is available through grants, loans, student employment, scholarships and sponsorships. All students who possess a high school diploma 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.** The financial aid staff at Northeast Iowa Community College is pleased to answer questions, provide information and assist students, so they may achieve their educational goals.

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

FINANCIAL AID ELIGIBILITY

- U.S. citizen or eligible non-citizen
- 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 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 gives access to Federal Student Aid's online systems. **www.fsaid.ed.gov**
2. Complete the Free Application for Federal Student Aid (FAFSA) - **www.fafsa.gov** Students must submit a new FAFSA for each academic year after January 1. For example, the 2016/2017 FAFSA covers the 2016 fall, 2017 spring, and 2017 summer semesters, and was made available January 1, 2016. However, starting with the 2017/2018 FAFSA, students will be able to complete the FAFSA after October 1 each year and will be required to provide their prior year's taxes. 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 *(if applicable)*. 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 formula established by law. A family's taxed and untaxed income, assets, and benefits *(such as unemployment or Social Security)* are all considered in the formula. Also considered are family size and the number of family members who will attend college during the year. The difference between the cost of education *(tuition, fees, books, room, board, etc.)* and the EFC is what determines the type and amount of financial aid for which 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.

   For more information about the EFC, see Funding Your Education: The Guide to Federal Student Aid at: **studentaid.ed.gov/resources#information-on-getting.** To request a free copy of Funding Your Education: The Guide to Federal Student Aid, call the Federal Student Aid Information Center at 1.800.433.3243
3. The student and NICC will receive a Student Aid Report (SAR) from the government processor. 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 be required to complete additional steps in order for their financial aid to be considered complete and applied to their student account. A list each student's "Missing Documents" is accessible within the NICC student portal, Xpress. Xpress > Student Records > Financial Aid > Missing Documents
5. Each student will need to login to eForms Xpress > Student Records > E-Forms and complete all of the forms that are requested from the students "Missing Documents" list. Every student is required to complete the Financial Aid Consent form. This form gives consent to receive and submit financial aid information electronically along with other rights and responsibilities as a NICC student in order to receive financial aid. If there are other documents being requested, it is because the U.S. Department of Education has selected the student for verification *(process by which NICC is required to collect additional data and review it for accuracy and completeness).* Submit all of the requested items in a timely manner to avoid losing financial aid funding. The majority of the forms are electronic forms and are automatically submitted through eForms. Some forms do require a parent's signature *(for dependent students)* and/or additional documentation that may require the

student to print a paper form, complete, and submit. NICC does reserve the right to select a student for verification as well if there is conflicting information in the student's file.

6. Once all of the forms are submitted and processed, the Financial Aid Office mails an official Award Letter to each student. A student may also access it through Xpress: Xpress > Student Records > Financial Aid > Award Letter. The Award Letter indicates the type and amounts of financial aid that they may be eligible to receive. *(Amounts indicated on the Award Letter are based on full-time status, 12 or more credits, for students who are maintaining satisfactory academic progress.)*
7. Grants and scholarships are automatically applied to a student's account. After registering for classes, view the financial aid amount in relation to the amount owed for tuition and fees: Xpress > Student Records > Tuition and Fees > Account Summary If a balance due remains students should explore all of their options to pay for college. This 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. Instructions for these steps are located in the student's Xpress account and do require action upon the student in order for the funds to be released: Xpress > Student Records > Financial Aid > Accept My Loans

   First time borrowers are mandated to complete two additional Federal requirements, Loan Entrance Counseling and the Master Promissory Note. **www.studentloans.gov**

FINANCIAL AID ELIGIBILITY NOTES

- Federal student loans must be repaid. Students must be enrolled and attending at least half-time (six credits) in the semester to qualify.
- Students who are enrolled less than halftime may be eligible for the Pell Grant and some other federal student aid on a prorated basis.
- Students who have received a bachelor's degree are not eligible for the Pell Grant, but may be eligible for other federal student aid.
- Students attending two schools in the same enrollment period must inform both Financial Aid Offices. Students cannot receive federal aid from two schools at the same time. A consortium agreement may need to be completed with the schools. *(See Financial Aid Office for more information).*
- 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 (2016-2017):

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 a standard formula when the FAFSA is completed.

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

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

Kibbie Grant: Iowa residents enrolled in specified vocational-technical or career option rograms at Iowa community colleges may be ligible for this grant program. Students must file for their financial aid by July 1 to qualify for this grant.

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

FEDERAL AND PRIVATE LOANS

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

FEDERAL DIRECT UNSUBSIDIZED LOAN:

Low-interest educational loan offered by the federal government. The borrower is responsible for all interest 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 those 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.

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

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 a 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 an application are located on Xpress. Wages are direct deposited into student's bank account bi-weekly.

SCHOLARSHIPS

NICC Scholarships: Scholarships are offered and awarded each fall and spring. The deadline for fall semester scholarships is April 1, and the deadline for spring semester scholarships is November 1.
www.nicc.edu/scholarships

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

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 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 one of the benefit programs of the Department of Veterans Affairs
3. Maintain a 2.0 GPA
4. Pursue one major at a time
5. 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 the Veterans Administration. Students receiving VA benefits must maintain satisfactory academic progress and are expected to attend their courses.

Attendance may be verified throughout the term. VA benefits will be interrupted if a student quits attending a course. Please refer to Academic and Attendance Policies for Students Receiving Financial Aid for additional information. 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.**

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 on which the number of credits a student is registered for, is determined.

Example: If you are registered in 11 credits on the lock date, then your financial aid for the semester will stay at ¾ 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, based on a student's reported attendance, by the instructor. Financial aid refunds are processed approximately 30 days after the start of the semester based on enrollment status, and weekly thereafter. Class attendance, late start classes *(classes that are not the full length of the semester),* withdrawing from a class or classes, and a student loan request for a single semester, are some examples of circumstances that may change and/or 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 (three credits) starting March 1.

The nine credits (¾ time) 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 and allow the remaining 25 percent of a Federal Pell Grant to be applied to the student account or refunded 10-14 days after the class begins if account was paid in full.

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 you have a late start class, your 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 For example, a student starts school in January (did not attend the fall semester or did not access loans in the fall) and receives a loan for the spring semester. This would be considered a one-semester only loan, and therefore, the student would not receive the entire refund at the first disbursement. It is recommended to visit the financial aid office to determine the amount and timing of the multiple disbursements.

NICC partners with a third party company to process all student account refunds, including financial aid. New students receive a refund selection letter in the mail at the beginning of their first semester. Within the letter there will be a personal 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 (recommended option) or direct deposit to the student's NICC Blue Card account, which is initiated by the student.

SATISFACTORY ACADEMIC PROGRESS POLICY

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

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 - 67 percent completion) - 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.
3. Completion of Program 150 Percent Policy (maximum timeframe component) - To receive financial aid, a student must earn their degree within a maximum timeframe. 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 credits x 150 percent = 100.5 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 these 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 in his/her SAP status occurs.

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 assigned one of the three following statuses and notified through the student's Xpress email account:

- Satisfactory
- Financial Aid Warning
- Financial Aid Suspension

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 in the past.

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 the upcoming semester, but must meet the satisfactory academic progress standards then it is evaluated at the end of that semester in order to maintain eligibility for the next semester. Students who fail to meet the requirements at the end of that semester will result in a Financial Aid Suspension status.

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 be placed on Financial Aid Suspension for subsequent semesters. Students on suspension are ineligible to receive financial aid. If a student is on suspension and raises his/her cumulative GPA to a minimum of 2.0 or better, the suspension will be removed for the next semester and the student will again be eligible to receive financial aid.

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 be placed on Financial Aid Suspension for subsequent semesters. Students on suspension are ineligible to receive financial aid. If a student is on suspension and successfully completes 67 percent or higher of his/her cumulative attempted credits the following semester, the suspension will be removed for the next semester and the student will again be eligible to receive financial aid.

Maximum Time Frame (Quantitative Measure) Example: When a student has attempted a total of 105 percent of their program's credits he/she will be given a Financial Aid Warning status the following semester as a reminder that the student is approaching the 150 percent maximum timeframe for completion. When a student has attempted 150 percent of their program's credits he/she will be placed on Financial Aid Suspension for subsequent semesters. Students on suspension are ineligible to receive financial aid.

FINANCIAL AID SUSPENSION

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. Students who complete the semester with only letter grades of "F" and/or "W" or with a 0.0 percent completion of attempted credit hours, will automatically be placed on Financial Aid Suspension for the following Semester, with no Financial Aid Warning. If a student is placed on Financial Aid Suspension, they do have the 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 Suspension.

1. Access the appeal request form at **www.nicc.edu/appeal**
2. A student may appeal the suspension on the basis of: injury or illness of the student, the death of a relative, or other special circumstances. The appeal must explain first why the student failed to make satisfactory progress and secondly what has changed in the situation that would allow the student to make satisfactory progress at the next evaluation. Students will be required to provide documentation that supports the special circumstances. If documentation cannot be provided the student will need to explain why. Additional requirements may include, but are not limited to, meeting with an academic advisor to review an education plan, reviewing official financial aid history of loan amounts, loan servicer, and Pell grant lifetime eligibility used, as well as completing a financial literacy online course(s) indicated on the appeal form.
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 Xpress 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, will not be reviewed for that semester. Second and subsequent appeals require new circumstances.

FINANCIAL AID PROBATION

Student was placed on Financial Aid Suspension, appealed their suspension status, 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 Suspension. Probation status is limited to one semester.

FINANCIAL AID ACADEMIC PLAN

Student was placed on Financial Aid Suspension, appealed their suspension status, had their appeal approved and has had financial aid reinstated. Students will be required to meet with the Financial Aid Enrollment Specialist 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. The Academic Plan is evaluated and reviewed at the end of each semester, and if requirements are met will renew the Academic Plan and continue on the next semester. While on the Academic Plan the student may meet SAP at a later evaluation and have their status returned to satisfactory, no longer requiring to be on an Academic Plan.

If the requirements of the Academic Plan are not met the student will be placed on Financial Aid Suspension for the following semester and 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 by 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 demonstrating 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 or stops attending, student fails to officially withdraw, the student may be required to return the unearned Title IV aid received to help pay educational expense. 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 a formal drop. After the first week of classes, a "W" grade will be assigned for each course. The date the institution determines that the student withdrew varies depending on the type of withdrawal. For example, 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 date the student began the official withdrawal process or the date the student notified the institution, whichever is first. A student may officially withdraw from classes by contacting their academic advisor and/or the Registrar's Office and expressing 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" occurs and the institution establishes 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 (F or Q), NICC will use the reported last day of attendance (required when entering a failing grade) 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 did not attend class prior to the 60 percent completion date for the term will be subject to the Return of Title IV Funds Policy as described in this catalog.

A student may be eligible for a post-withdrawal disbursement of Title IV funds if the student has met the 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 the U.S. Department of Education has processed a SAR/ISIR with an official EFC 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, 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 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 refund policy. The student's account balance may be affected by the financial aid adjustment that occurs after the Return to Title IV calculation. "Return to Title IV Funds" (Federal Financial Aid) formula dictates the amount of Federal Financial Aid that must be returned to the government by the student. This formula is applicable to any student receiving any type of federal aid other than Federal Work Study if that student withdraws before the 60 percent completion point of the semester. If funds are released to a student or their account, the student may be required to repay some of the federal grants and loans. Generally the law states (section 485 of the Higher Education Amendments of 1998—P.L./105-244) that the amount of assistance the student has received is determined on a prorated basis, in relationship to the specific term and 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 programs.

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),
- and then 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. Up to the 60 percent point in the period of enrollment, a pro rata schedule 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 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 Title IV programs.

Calculating the Percentage of the Title IV Funds Earned The calculation of Title IV funds are 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 (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 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 to the student 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

1. Determine percentage of Title IV aid earned:

   Completed Days divided by Total Days in Payment Period = % of earned aid

2. Determine the Title IV aid that was disbursed and aid that could have been disbursed

3. 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)*

4. 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.

5. Determine amount of unearned Title IV aid due from school.

   - Add up all institutional charges for the payment period *(tuition, fees, room, board, 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).

6. 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.

FOR YOUR INFORMATION

If you have questions, please call the Northeast Iowa Financial Aid Office.

Calmar: 800.728.2256, ext. 447
Peosta: 800.728.7367, ext. 212

Northeast Iowa Community College does not discriminate in its educational programs and activities on the basis of race, national origin, color, religion, sex, age or disability. These standards may be subject to change pending Federal Legislation.

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:

1. Refusing to certify or delaying the certification of an education loan based on a borrower's choice of lender.
2. Assigning a first-time borrower to a particular private education loan lender through the student's financial aid award or another means.

3. 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 public speaking course and receives a C- and wants to retake it to improve his/her grade. Spring Term – Student retakes the public speaking course and is able to have those credits count toward his/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 and receives an F and wants to retake it to improve his/her grade. Spring Term – Student retakes public speaking course and is able to have those credits count toward his/her 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. 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 Financial Aid Office.

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 the event that led 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** to file a formal complaint. The Provost 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/content/constituent-request-review.**

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
www.nicc.edu/complaint

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
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**.

CAFETERIA

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

CAREER SERVICES

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

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

FOCUS CAREER ASSESSMENT

Career Services actively assists prospective and current students with career assessment tools. FOCUS CAREER V.2 provides a self-guided, interactive program designed to help you select the right college major and plan your career based on your personal interests, values, skills, personality and leisure activities. Visit **www.nicc.edu/focus** for more information.

CAREER CONNECT

Career Connect is an online jobs portal where current students and alumni can access employer information, job postings, in addition to uploading their resume and accessing other job search resources. Current students, alumni and employers can access Career Connect and set up an account at **www.nicc.edu/careerconnect**

CHILD DEVELOPMENT CENTER

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

COUNSELING

Northeast Iowa Community College offers free and confidential counseling to currently enrolled students. Counselors can assist you with problem solving and developing strategies to cope with stressors and when needed, help you locate 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 and student success strategies. During the initial appointment, the counselor will assess the student's needs and recommend either follow-up counseling at the College or referral to an area service or agency.

Additional information on counseling services and community resources are located on the counseling page of the College website at **www.nicc.edu/counseling**

Students may also access the "Ask a Counselor" feature on the website to email a question to a counselor. Students may also access an E-Magazine sponsored by the Counseling Department titled '"Student Health 101." Watch your monthly Xpress email for details.

For more information on counseling resources or to schedule an appointment, students may contact the counselor on the corresponding campus at:

Calmar Campus: 800.728.2256, ext. 378
Student Center, 159

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, test readers and sign language interpreters. If you would like to learn more about these services or how to request instructional accommodations, contact the Office of Disability Services:

Calmar Campus: 563.562.3263, ext. 258
Peosta Campus: 563.556.5110, ext. 280

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.**

LEARNING AND WRITING CENTERS

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

The learning centers are located at the: Calmar campus, Peosta campus and the Dubuque Center.

For more information call:

Calmar Campus: 563.562.3263, ext. 394/411
Peosta Campus: 563.556.5110, ext. 226
Dubuque Center: 563.557.8353, ext. 132

LIBRARY

The NICC campus libraries collect and organize information in a variety of formats to support all programs of the College. The friendly library staff are eager to assist you with identifying, locating and evaluating information resources. Our facilities also provide study rooms, computers, leisure materials and cozy areas for reading. Visit **www.nicc.edu/library** to discover our many resources and services including borrowing materials from other libraries through interlibrary loan. Be sure to ask a librarian when needing help.

PARKING

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

At the Calmar campus, students are asked to park in designated areas and vehicles must have a valid parking permit properly displayed. Parking permits are available free of charge in the Bookstore. The owner is responsible for lost permits. On the Peosta campus, there are no designated or reserved parking areas. For both campuses, drivers are responsible for finding a legal parking space. Vehicles parked in unauthorized space will be ticketed and subject to fines and/or towing. Transcripts and grades will not be released until all fines are paid.

STUDENT IDENTIFICATION CARD

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

Identification cards are required in some clinical situations, for make-up testing, Learning Center check-in, to check-out library materials and to obtain academic and/or financial aid information from the Student Services Offices. In the event that an identification card is lost, stolen or destroyed, a duplicate card can be purchased in the Student Life Office. 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 Financial Aid Office.

STUDENT LIFE

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

ACTIVITIES

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

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.

iMPACT

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

CLUBS, PROFESSIONAL ASSOCIATIONS AND HONOR SOCIETIES

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

TRIO

TRIO – STUDENT SUPPORT SERVICES

(Peosta Campus Only)

TRIO – Student Support Services, a federally-funded program on the Peosta campus, provides free support services such as tutoring, advising, university transfer assistance, success workshops, financial literacy counseling and cultural activities to 160 eligible students. To be eligible for TRIO-SSS students must be enrolled full-time in a two-year program with plans to 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 on a first-name basis. Participants receive holistic support through graduation from NICC. The office is open year-round. For more information call 800.728.7367, ext. 408.

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 and home meets are held at the Fredericksburg Sportsmens Club.

Peosta campus practices and home meets are held at the Izaak Walton League. 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

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
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 College embraces a culture of lifelong learning. The following common learning outcomes are identified as a priority for all students at the College.

4 COMMON LEARNING OUTCOMES

1. Think Critically:
   a. Locate, interpret, and use information effectively; and/or
   b. Use intellectually disciplined processes (conceptualizing, applying, analyzing, synthesizing and evaluating) 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 (NICC) is designed to provide learning experiences that prepare you to assume a productive role as a citizen, to understand and function successfully in the modern world and to prepare for lifelong learning. General education will provide breadth to the college learning experience and assist you in acquiring general knowledge, skills, insights and sensitivity needed to function as an educated person in the contemporary world.

PHILOSOPHY 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. NICC 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 (NICC) offers numerous career and technical diplomas 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 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. At least 18 credit hours must be earned at NICC. Individual departments may require specific courses to meet this requirement.
5. Demonstrated computer literacy is a requirement for graduation. This requirement may be met with BCA:112, BCA:212, 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 or ENG:108. **Credits: 9**
   (b) Math and Science (transfer-level): Minimum of one math and one science course: BIO, CHM, ENV, MAT, PHS, PHY. One science course must include a lab component. **Credits: 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, FLS:141, FLS:142, FLS:242, FLS:282, HIS:214, HUM:108, HUM:170, LIT:186.

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. At least 18 credit hours must be earned at NICC. Individual departments may require specific courses to meet this requirement.
5. Demonstrated computer literacy is a requirement for graduation. This requirement may be met with: BCA:112, BCA:212, 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 or ENG:108. **Credits: 9**

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

(e) 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, FLS:141, FLS:142, FLS:242, FLS:282, HIS:214, HUM:108, HUM:170, 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.

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, 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 (NICC) offers you the opportunity and encouragement to become a competent, responsible individual with the ability to adapt to a changing workplace and understand the importance of lifelong learning. Through a variety of teaching strategies, NICC's faculty and staff assist you in acquiring the general and specific skills essential for success in work, career and life. 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. Individual departments may require specific courses to meet this requirement.
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-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 nine credit hours at NICC. Individual departments may require specific courses to meet this requirement.
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 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 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

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

COURSE DELIVERY FORMATS

Northeast Iowa Community College (NICC) courses 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, via computer. 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 occur on a pre-scheduled date/time.
- **Video Conference:** taught from one origination site, the instructor delivers the course as 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 computer-based learning. A majority (51 percent) 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 computer-based learning. A smaller percentage (less than 50 percent) of the course content is delivered online with the remainder of the course delivery occuring 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 in an online or hybrid course are required to complete an online tutorial which is listed as the TRN-100 Brightspace Tutorial. Refer to the TRN-100 Brightspace Tutorial within this section for details.

To find out if online and blended learning courses are right for you, visit **www.nicc.edu/distancelearning/onlinecourses/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**.

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

Features	Minimum Requirements	Details and Recommendations
Internet Connection	128KB modem; Broadband Preferred	A dial-up connection allows you access to the Internet, but may hinder you from accessing or viewing some essential course features. Broadband is recommended.
Operating System	Macintosh®: OSX (10.4) PC: Windows®: XP, Vista, 7, 8	Recommended: latest service pack—*(free updates are available from Microsoft)*
Browser	Internet Explorer 8; Firefox 5; Safari 5; Google Chrome	It is beneficial to have access to more than one browser, as web content displays differently in different browsers. *(Updated versions are always recommended)*
Memory	20 GB of hard disk space	Recommended: 40 GB of hard disk space
Audio/Visual	Headset with microphone and webcam required for all synchronous classes.	Headset preferred to stand-alone microphone to prohibit feedback.
RAM *(Random Access Memory)*	512 MB	Recommended: 1GB or higher—the more RAM, the more items you can have open at a time and the faster your computer runs.
Pop-up blocker	Any	To properly use all the features of Brightspace, you may be required to allow pop-ups from NICC *Note: Enable pop-ups. If you are unsure how to enable pop-ups, contact the Helpdesk at helpdesk@nicc.edu
Software	MAC: MS Office 2008 PC: MS Office 2007 or later Windows Media Player 11 Adobe Acrobat® Reader 9 Flash Player 10 Java 6 or higher	Updated MS Office versions are always recommended. (*Free downloads online for some of the listed software)* **nicc.onthehub.com**
Communication	Email: NICC Xpress Email: Brightspace	Students receive a unique email account when they are accepted to the College. Students should use the email tool in online courserooms to communicate with their instructors.

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), called Brightspace to deliver synchronous and asynchronous online courses. Assistance with the functions and tools in Brightspace can be found in video tutorials within your Xpress account. All students interested in enrolling in an online or hybrid course are required to complete an online tutorial (TRN-100 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/distancelearning/onlinecourses/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.**

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.

TRN-100: BRIGHTSPACE TUTORIAL

NICC wants online and blended learning students to be highly successful online. As a measure of this success, all students enrolling in online or hybrid courses must successfully complete an online tutorial to learn how to use the unique features, tools and links within a Brightspace courseroom. A student will need to go to **www.nicc.edu/TRN100** to complete the tutorial. The tutorial is always available and can be completed at anytime after acceptance to the college. The TRN-100: Brightspace Tutorial contains quiz questions with a completion form at the end. Completion of the tutorial is a one-time requirement prior to, or soon after course registration.

The TRN-100 : Brightspace Tutorial is beneficial for all NICC students, as most instructors use their Brightspace courseroom to provide grades, communication and additional resources.

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.

CHANGE IN ENROLLMENT STATUS

COURSE CHANGE/COURSE SECTION CHANGE

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

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

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

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

COURSE WITHDRAWAL

Course withdrawals made after the 100 percent refund period, as stated in the Tuition and Course Fee Refund section below, will be listed on the student's permanent record with the grade "W" *(withdrew)*. Students may officially withdraw from a course prior to completing three-fourths of the course by completing a Withdrawal Form available in the Student Services Office. Students can also submit a written request to withdraw by fax or email. Students who do not complete the official withdrawal process may expect to receive a failing grade. Charges for withdrawal during summer, special sessions or condensed sessions will be prorated accordingly. *(See Tuition Refund Policy.)*

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

COMPLETE WITHDRAWAL FROM THE COLLEGE

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

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):

A. Incarceration

B. Inability to comply with student visa regulations.

C. Extenuating circumstances due to medical or mental health conditions

D. Behavioral/academic misconduct violations as defined in the Student Conduct Code policy and processes,

E. A failed drug test, background check and/or health requirement as mandated by individual programs

F. 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 refunds 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 doctor or licensed mental health professional or social worker citing the reason for the required withdrawal. The document must list the date of the first medical visit and the date the student is medically cleared to return to classes, if appropriate. The request for a medical withdrawal must be presented to the college counselors by the last day of the semester for which the withdrawal is desired. The student must have been regularly attending classes up until the medical reasons occurred. Based on the medical documentation received, the student may be allowed to withdraw from only certain classes or may have to withdraw from all classes scheduled in the semester of the request. No refund will be given in the case of a medical withdrawal.

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.

CANCELLATION OF NON-PAID/ ATTENDING STUDENTS

Students will be cancelled from enrollment if they do not pay tuition and fees, enroll in an authorized payment plan or finalize financial aid arrangements. Students will be notified

by email and in writing of their change in enrollment status by the Registrar's Office. The NICC refund policy will be in effect, and tuition and fee charges may be assessed to the student's account even though they have been cancelled.

Students cannot attend a course unless they are officially registered. Students may be reinstated, but are not guaranteed enrollment into the course from which they were cancelled. If financial arrangements and course reinstatement are not officially completed, students will not receive a final grade for any course(s), regardless of whether they have been attending.

TUITION AND COURSE FEE REFUND

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

12 - 16 week courses:

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

8 - 11 week courses:

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

4 - 7 week courses:

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

3 weeks and less courses:

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

INDEBTEDNESS POLICY

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

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, for summer 12 credit hours and for winter break or May term three credit hours.

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

1. 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.
2. Students may apply for CPL only for those courses required for their program of study; this may include general education and elective courses.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. Students may not receive CPL for courses already successfully completed at NICC or another post-secondary institution.
9. Students may not use financial aid to pay for charges related to Credit for Prior Learning.
10. 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.

11. Application for Credit for Prior Learning does NOT guarantee an award of credit.

COURSE TRANSFERS

a. The College accepts credits from other accredited colleges and universities in which a minimum grade of C- has been earned.

b. Students who desire to transfer credit to NICC are required to provide the Admissions Office with an official transcript.

c. Courses which correspond to an equivalent NICC course are transferred at face value and may be used to fulfill program requirements.

d. 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.

e. 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.

f. Courses completed more than five years ago may be transferred in upon approval of the academic dean.

g. Grades for courses transferred to NICC are not computed in the students GPA

h. If a student changes his/her program, an evaluation will be completed for the new program.

i. There is no fee to award credit for transferred coursework.

For further information, refer to
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

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 academic affairs, 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 transcripted.

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/tranfer

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

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**

COURSE EXAMINATIONS DESIGNED BY NICC FACULTY

College faculty, following guidelines established by the vice president of academic affairs, 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 transcripted.

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**

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**

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) per portfolio with your packet and mail or deliver to your academic advisor.

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 indicating $50.00 per credit granted, minus the portfolio review fee. For example, if you are awarded credit for a three-credit course, the balance due will be $100.00 ($150.00 minus $50.00 paid when the portfolio was submitted.) Fees are due within 90 days of assessment and before credit will be recorded on your transcript.

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**

PLACEMENT AND COURSE PREREQUISITES

To promote student success in academic coursework, Northeast Iowa Community College (NICC) places students in courses according to an evaluations of standardized test scores (ie. ACT®, ACCUPLACER®, ACT Compass®, ALEKS®, etc.) 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 as this action may impact his or her financial aid, tuition and program length. Questions regarding a course prerequisite should be directed to an advisor or the appropriate department dean.

CHANGE OF ACADEMIC PROGRAM

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

N - Audit

O - Grade Requital *(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 **www.nicc.edu/xpress.** 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 Registrar. If an "I" grade is not recorded as the final grade and the Incomplete Contract Agreement is not submitted, the department dean will assign a grade of "F" for that student.

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

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

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

NONCREDIT (AUDIT) POLICY

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

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

A 50 percent reduction in the standard tuition rate is available to students who elect noncredit *(audit)* status prior to the beginning of the term. Course fees and other charges are not reduced for audit status. Students wishing to change to noncredit *(audit)* status after the beginning of a 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 entry of the grade for the course in which the grade was assigned. A copy of the Final Grade Appeal Policy and form can be obtained from the campus Provost's Office.

REPEATING COURSES

Students may wish to repeat a previously taken course. A student who wishes to repeat an NICC course to improve the grade will need to repeat the same course at NICC. Both courses will be shown on the permanent transcript. The original grade will 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 or 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 a 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 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. Formal complaints are required in writing and are submitted to the campus provost. The Provost's 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 will result in serious consequences.

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

- use direct quotes without quotation marks and textual citation of the material;
- paraphrase without crediting the source;
- present another's ideas as their own without citing the source;
- submit material developed by someone else as their own (this includes purchasing or borrowing a paper or copying a disk);

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

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

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

CLASSROOM VISITS AND FIELD TRIPS

Any student or visitor not registered in a course section may not attend a scheduled class without the advanced, express permission of the department dean. If the department dean is not available, the student or visitor should contact the Provost's Office for further information. Children should not be brought to class or left unattended at any time in a classroom, at clinical sites or on College property.

Field trips are frequently scheduled in an effort to provide educational experiences unavailable in the program setting. Travel costs and responsibility for payment are determined on a trip by trip basis by the 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**, by email or by fax. Transcripts given or mailed to the student are considered unofficial and will be stamped with "Issued to Student."

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

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

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 term or following graduation. After 45 days, a written appeal must be submitted to the appropriate dean. The official academic transcript is regarded as the final record of academic accomplishment, and in no event can a grade be appealed after six months.

POLICY ON STUDENT NAMES

The name on 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 or verbal 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 term, and awards will be sent to all successful graduates by mail to the address listed on the graduation application. If graduation requirements are not met, the student will be notified and required to reapply for graduation.

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

COMMENCEMENT

Commencement ceremonies are held in May each year. Participation in commencement is voluntary for students who have filed a Graduation Application 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 the Career Services Office, 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 employee or person acting on behalf of the College may have access to student records without the student's written consent if that person needs the access to carry out his/her employment responsibilities;
   - officials of other colleges or universities in which the student seeks to enroll, with a notice of the disclosure being sent to the student's last known address;
   - organizations conducting studies approved by the college having educational value or concerning financial aid;
   - accrediting organizations approved by the college carrying out their accrediting functions;
   - persons in compliance with a judicial order or a lawfully issued subpoena within a reasonable period of time after the notice of the disclosure has been sent to the last known address of the student, unless the terms of the subpoena forbid advance notification;
   - persons in an emergency if, in the judgment of an official in charge of the records, knowledge of the information is necessary to protect the health or safety of the student or other person.
3. The College may disclose, without the written consent of the student, "directory" type information unless the student specifies to the contrary as described below. Directory information includes: student name, address, email address, phone number, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g. full-time or part-time, number of credits), participation in officially recognized activities and sports with height and/or weight of team members, current membership in clubs, degrees, honors and awards received, academic honor roll, high school and other colleges attended, and the most recent educational agency or institution attended.
4. Students may refuse 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*

INDEX OF DEGREES, DIPLOMAS AND CERTIFICATES

Automotive Technology, Power Mechanics and Transportation

Agriculture and Animal Sciences

Business, Marketing and Hospitality

Education, Human and Public Services

Health Science

Information Technology

Liberal Arts and Transfer

STEM, Advanced Manufacturing and Construction Technology

Always contact your advisor for the most accurate, up-to-date program information.

GENERAL EDUCATION CORE COURSES

(Applicable to Associate of Arts and Science degree requirements)

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

Humanities		Credits
ART:101	Art Appreciation	3
ART:120	Two-Dimensional Design	3
ART:123	Three-Dimensional Design	3
ART:133	Drawing	3
ART:134	Drawing II	3
ART:203	Art History I	3
ART:204	Art History II	3
ASL:131	American Sign Language I	3
ASL:161	American Sign Language II	3
ASL:241	American Sign Language III	3
ASL:271	American Sign Language IV	3
CLS:150	Latin American History and Culture	3
DRA:112	American Film	3
FLS:141	Elementary Spanish I	4
FLS:142	Elementary Spanish II	4
FLS:241	Intermediate Spanish I	4
FLS:242	Intermediate Spanish II	4
FLS:282	Spanish Travel Abroad	2
HIS:131	World Civilization I	3
HIS:132	World Civilization II	3
HIS:151	U.S. History to 1877	3
HIS:152	U.S. History since 1877	3
HIS:214	Russian History and Culture	3
HUM:108	Cultural Diversity and Identity	3
HUM:116	Encounters in Humanities	3
HUM:125	Broadway Musical History	3
HUM:130	Holocaust Perspectives: Confronting the Future	3
HUM:140	Shakespeare: Dramatist, Psychologist, Historian	3
HUM:170	Introduction to Women's Studies	3
LIT:101	Introduction to Literature	3
LIT:110	American Literature to Mid-1800's	3
LIT:111	American Literature since Mid-1800's	3
LIT:142	Major British Writers	3
LIT:186	Cultures Through Literature	3
MUS:100	Music Appreciation	3
MUS:102	Music Fundamentals	3
MUS:120	Music Theory I	3
MUS:140	Concert Choir	1
PHI:101	Introduction to Philosophy	3
PHI:105	Introduction to Ethics	3
REL:105	Introduction to Religion	3

Math		Credits
MAT:110	Math for Liberal Arts	3
MAT:120	College Algebra	3
MAT:128	Precalculus	4
MAT:130	Trigonometry	3
MAT:140	Finite Math	3
MAT:156	Statistics	3
MAT:210	Calculus I	4
MAT:216	Calculus II	4
MAT:219	Calculus III	4

Science		Credits
BIO:112	General Biology I	4
BIO:113	General Biology II	4
BIO:125	Plant Biology	4
BIO:157	Human Biology	4
BIO:165	Human Anatomy and Physiology I	3
BIO:167	Human Anatomy and Physiology I Lab	1
BIO:170	Human Anatomy and Physiology II	3
BIO:172	Human Anatomy and Physiology II Lab	1
BIO:183	Microbiology	3
BIO:184	Microbiology Lab	1
BIO:190	Introductory Biotechnology	3
BIO:248	Introduction to Bioscience Technology	4
CHM:110	Introduction to Chemistry	3
CHM:111	Introduction to Chemistry Lab	1
CHM:160	Chemistry I	3
CHM:161	Chemistry I Lab	1.5
CHM:170	Chemistry II	3
CHM:171	Chemistry II Lab	1.5
CHM:262	Organic Chemistry I	4.5
ENV:115	Environmental Science	3
ENV:116	Environmental Science Lab	1
ENV:140	Natural Resource Conservation	4
PHS:142	Principles of Astronomy	3
PHS:143	Principles of Astronomy Lab	1
PHS:166	Meteorology, Weather, and Climate	4
PHS:170	Physical Geology	3
PHS:171	Physical Geology Lab	1
PHY:106	Survey of Physics	4
PHY:162	College Physics I	4
PHY:172	College Physics II	4

Social Sciences		Credits
ECN:110	Introduction to Economics	3
ECN:120	Principles of Macroeconomics	3
ECN:130	Principles of Microeconomics	3
GEO:121	World Regional Geography	3
POL:111	American National Government	3
PSY:111	Introduction to Psychology	3
PSY:112	Psychology of Human Relations	3
PSY:121	Developmental Psychology	3
PSY:221	Early Child Psychology	3
PSY:222	Child Psychology	3
PSY:226	Psychology of Aging	3
PSY:241	Abnormal Psychology	3
PSY:251	Social Psychology	3
PSY:261	Human Sexuality	3
PSY: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
SOC:209	Archeology	3

ACCOUNTING CLERK

Campus Location: Online

Program Entry: Fall, Spring, Summer

Award: Diploma

Description: Every successful business must have systematic and up-to-date records of its financial affairs. Maintaining those records is the job of the bookkeeper/accountant who records day-to-day business transactions in journals and ledgers. Employers may also periodically balance accounts and prepare statements for administrative officers showing such things as accounts receivable, accounts payable and profit and loss. They may also prepare state and federal tax returns. This program is designed to prepare you for employment as an accounting clerk, bookkeeper, 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. You will receive not only conceptual training, but actual "hands-on" training providing you with the important abilities needed for success.

Admission Requirements: See page 24 under Admission Procedures.

Minimum Credits: 32

Suggested Course Sequence

Term One	Course Title	Credits
ACC:115	Intro to 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
**	Communication Elective	3.0

Term Two	Course Title	Credits
ACC:152	Financial Accounting	4.0
ACC:162	Payroll Accounting	4.0
ACC:804	Accounting Spreadsheet Applications	3.0
MAT:102	Intermediate Algebra *OR* higher-level Math	4.0 3.0
SDV:135	Job Seeking Skills	1.0

*The 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.

****Electives:**
Communication Electives: COM:120, COM:723, ENG:105, ENG:106, SPC:112

ACCOUNTING SPECIALIST

Campus Location: Calmar, Peosta

Program Entry: Fall, Spring, Summer

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.

Admission Requirements: See page 24 under Admission Procedures.

Minimum Credits: 67

Suggested Course Sequence

Term One	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
SDV:179	The College Experience	3.0
*	Communication Elective	3.0

Term Two	Course Title	Credits
ACC:156	Managerial Accounting	4.0
ACC:162	Payroll Accounting	4.0
ACC:804	Accounting Spreadsheet Applications	3.0
MAT:102	Intermediate Algebra *OR* higher-level Math	4.0 3.0
*	Communication Elective	3.0

Term Three	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

Term Four	Course Title	Credits
ACC:222	Cost Accounting	4.0
ACC:232	Intermediate Accounting II	4.0
ACC:491 SDV:224	Accounting Capstone *OR* Coop Career Experience III	3.0 3.0
BUS:185	Business Law I	3.0
SDV:135	Job Seeking Skills	1.0

***Electives:**
Communication Electives: COM:120, COM:723, ENG:105, ENG:106, SPC:112

ADMINISTRATIVE OFFICE ASSOCIATE

Campus Location: Calmar, Peosta

Program Entry: Fall, Spring, Summer

Award: Diploma

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

Duties include organizing the office, typing, taking dictation, transcribing, handling correspondence, sorting mail, filing, answering the telephone,

greeting customers, operating a variety of office machines, making travel arrangements, scheduling appointments and maintaining records. The office assistant is able to interpret the needs of the employer, maintain poise and friendliness and apply good human relation skills at all times.

Employment opportunities include secretary, clerk, receptionist, record keeper or information processor.

Admission Requirements: See page 24 under Admission Procedures. Applicants to this program do not need to complete the ALEKS® math assessment.

Minimum Credits: 38

Suggested Course Sequence

Term One	Course Title	Credits
ADM:116	Keyboarding II	3.0
ADM:162	Office Procedures	3.0
BCA:212	Intro to Computer Business Applications	3.0
BUS:103	Intro to Business	4.0
*SDV:179	The College Experience	3.0
**	Communication Elective	3.0

Term Two	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

Term Three	Course Title	Credits
ADM:936	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 from the areas listed above is required.

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

ADMINISTRATIVE OFFICE MANAGEMENT

Campus Location: Calmar, Peosta

Program Entry: Fall, Spring, Summer

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.

Admission Requirements: See page 24 under Admission Procedures.

Minimum Credits: 65

Suggested Course Sequence

Term One	Course Title	Credits
ADM:116	Keyboarding II	3.0
ADM:162	Office Procedures	3.0
BCA:212	Intro to Computer Business Applications	3.0
BUS:103	Intro to Business	4.0
SDV:179	The College Experience	3.0
*	Communication Elective	3.0

Term Two	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

Term Three	Course Title	Credits
ACC:115 ACC:152	Intro to Accounting *OR* Financial Accounting	4.0 4.0
BUS:185	Business Law I	3.0
*	General Education Elective	3.0
*	Math/Science Elective	3.0
*	Psychology Elective (transfer-level)	3.0

Term Four	Course Title	Credits
ACC:162	Payroll Accounting	4.0
ADM:936	Occupational Experience	4.0
MGT:102	Principles of Management	4.0
MKT:183	Customer Service Strategies	3.0

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

General Education Electives: Transfer-level ART, ASL, BIO, CHM, CLS, COM:120, COM:145, COM:155, DRA, ECN, ENG:105, ENG:106, ENG:221, ENV, FLS, HIS, HUM, LIT, MAT, MUS, PHI, PHS, PHY, POL, PSY, REL, SOC, SPC

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

Psychology Elective: PSY:112 recommended

AGRICULTURE BUSINESS (AG BUS)

Campus Location: Calmar, Online

Program Entry: Fall, Spring, Summer

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, Agriculture Office Technician, Agronomy Custom Application, Crop Advisor and Precision Agriculture.

Admission Requirements: See page 24 under Admission Procedures.

Minimum Credits: 68

Suggested Course Sequence

Term One	Course Title	Credits
AGA:114	[1] Principles of Agronomy	3.0
AGB:330	[2] Farm Business Management	3.0
AGS:114	[3] Survey of the Animal Industry	2.0
AGP:333 AGS:226 AGS:335	Precision Farming Systems *OR* Beef Cattle Science *OR* Principles of Milk Production	3.0 3.0 3.0
GIS:111	Intro to Geographical Information Systems	3.0
*SDV:179	The College Experience	3.0

Term Two	Course Title	Credits
AGB:235	Intro to Agriculture Markets	3.0
AGS:101	Working with Animals	2.0
AGX:8xx	Agriculture Internship Elective	2.0
SPC:112	Public Speaking	3.0
	Agriculture Electives	2.0
**	Electives	3.0
**	Science Elective (transfer-level)	3.0

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

Term Four	Course Title	Credits
AGA:375	Integrated Crop Management	2.0
AGB:245	Agriculture Risk Management	3.0
AGB:466	Agricultural Finance	3.0
	Accounting Elective	4.0
	Agriculture Electives	3.0
**	Electives	3.0

Term Five	Course Title	Credits
AGA:212	Grain and Forage Crops	4.0
AGB:336	Agricultural Selling	3.0
COM:273 ENG:105	Workplace Communications *OR* Composition I	3.0 3.0
PSY:112	Psychology of Human Relations	3.0

*The 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 from the areas listed above is required.

****Electives:**

ACC, ADM, AGA, AGC, AGH, AGM, AGP, AGS, AGV, BCA, BIO, BUS, CAD, CIS, ECN, ENG, FIN, FLS, GIS, HIS, MAT, MGT, MKT, PHI, PSY, SDV, WEL

Science Electives: Transfer-level BIO, CHM, ENV, PHS, PHY

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

[1] Crop Science
[2] Farm Management
[3] Animal Science

AG BUS - AGRICULTURE FINANCE

Campus Location: Calmar, Online

Program Entry: Fall, Spring, Summer

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.

Admission Requirements: See page 24 under Admission Procedures.

Minimum Credits: 21

Suggested Course Sequence

Term One	Course Title	Credits
ACC:152	Financial Accounting	4.0
AGB:330	[1] Farm Business Management	3.0
AGB:336	Agriculture Selling	3.0
AGB:466	Agriculture Finance	3.0

Term Two	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

[1] **Articulation** can be achieved by successfully passing an NICC Agriculture Department proficiency exam and taking Farm Management at your high school.

AG BUS - AGRICULTURE OFFICE TECHNICIAN

Campus Location: Calmar

Program Entry: Fall, Spring, Summer

Award: Certificate

Description: This certificate prepares graduates to enter the workforce with skills in office procedures, agriculture marketing and computers. Students learn how to efficiently manage an agriculture office in a production or business operation. The program is designed to enhance and advance individuals in office management in an agriculture career.

Admission Requirements: See page 24 under Admission Procedures.

Minimum Credits: 21

Suggested Course Sequence

Term One	Course Title	Credits
ADM:105 ADM:116 ADM:162	Intro to Keyboarding *OR* Keyboarding II *OR* Office Procedures	1.0 3.0 3.0
CIS:197	Fundamentals of Web Design	3.0
GIS:111	Intro to Geographical Information Systems	3.0
	Accounting Elective	3.0

Term Two	Course Title	Credits
ADM:181	Records and Database Management	3.0
AGA:157	Soil Fertility	1.0
AGB:235	Intro to Agriculture Markets	3.0
AGB:333 AGS:326	Applied Farm Financial Management *OR* Applied Ration Balancing and Feeding	2.0 2.0
AGB:436	Grain Merchandising	2.0

AG BUS - AGRONOMY CUSTOM APPLICATION

Campus Location: Calmar

Program Entry: Fall, Spring, Summer

Award: Certificate

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

Admission Requirements: See page 24 under Admission Procedures.

Minimum Credits: 20

Suggested Course Sequence

Term One	Course Title	Credits
AGA:114	[1] Principles of Agronomy	3.0
AGP:333	Precision Farming Systems	3.0
GIS:111	Intro to Geographical Information Systems	3.0

Term Two	Course Title	Credits
AGA:157	Soil Fertility	1.0
AGA:161	Herbicides	1.0
AGA:212	Grain and Forage Crops	4.0
AGA:283	Pesticide Application Certification	2.0

Term Three	Course Title	Credits
AGA:381	Crop Scouting	3.0

[1] **Articulation** can be achieved by successfully passing an NICC Agriculture Department proficiency exam and taking Crop Science at your high school.

AG BUS - CROP ADVISOR

Campus Location: Calmar, Online

Program Entry: Fall, Spring, Summer

Award: Certificate

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

Admission Requirements: See page 24 under Admission Procedures.

Minimum Credits: 20

Suggested Course Sequence

Term One	Course Title	Credits
AGA:114	[1] Principles of Agronomy	3.0
AGA:375	Integrated Crop Management	2.0
AGM:361	Commercial Grain Handling	1.0
GIS:111	Intro to Geographical Information Systems	3.0
GIS:206	GIS Data Acquisition and Management	3.0

Term Two	Course Title	Credits
AGA:154	Fundamentals of Soil Science	3.0
AGA:157	Soil Fertility	1.0
AGA:853	Certified Crop Advisor Review	1.0

Term Three	Course Title	Credits
AGA:381	Crop Scouting	3.0

[1] **Articulation** can be achieved by successfully passing an NICC Agriculture Department proficiency exam and taking Crop Science at your high school.

AG BUS - PRECISION AGRICULTURE

Campus Location: Calmar

Program Entry: Fall, Spring, Summer

Award: Certificate

Description: One of the greatest changes that has taken place in agriculture in the last decade is the use of Geographical Information Systems and the Global Positioning System, 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.

Admission Requirements: See page 24 under Admission Procedures.

Minimum Credits: 21

Suggested Course Sequence

Term One	Course Title	Credits
AGA:114	Principles of Agronomy	3.0
AGA:375	Integrated Crop Management	2.0
AGP:333	Precision Farming Systems	3.0
GIS:111	Intro to Geographical Information Systems	3.0
GIS:206	GIS Data Acquisition and Management	3.0

Term Two	Course Title	Credits
AGA:212	Grain and Forage Crops	4.0
BCA:212	Intro to Computer Business Applications	3.0

AGRICULTURE FINANCE

See Finance - Agriculture Finance

AGRICULTURE PRODUCTION (AG PRO)

Campus Location: Calmar

Program Entry: Fall, Spring, Summer

Award: Associate of Applied Science degree

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

Admission Requirements: See page 24 under Admission Procedures.

Minimum Credits: 68

Suggested Course Sequence

Term One	Course Title	Credits
AGA:114	[1] Principles of Agronomy	3.0
AGB:330	[2] Farm Business Management	3.0
AGS:114	[3] Survey of the Animal Industry	2.0
AGS:226 AGS:335 GIS:206	Beef Cattle Science *OR* Principles of Milk Production *OR* GIS Data Acquisition and Management	3.0 3.0 3.0
GIS:111	Intro to Geographical Information Systems	3.0
*SDV:179	The College Experience	3.0

Term Two	Course Title	Credits
AGB:235	Intro to Agriculture Markets	3.0
AGB:333	Applied Farm Financial Management	2.0
AGC:802	Agriculture Production Internship I	2.0
AGS:101	Working with Animals	2.0
AGS:319	Animal Nutrition	3.0
	Agriculture Electives	2.0
**	Communication Elective	3.0

Term Three	Course Title	Credits
AGC:812	Agriculture Production Internship II	2.0

Term Four	Course Title	Credits
AGB:466	Agricultural Finance	3.0
**	Applied Agriculture Elective	2.0
**	Electives	6.0
**	General Education Elective	3.0
**	Science Elective (transfer-level)	3.0

Term Five	Course Title	Credits
AGA:212	Grain and Forage Crops	4.0
AGB:245	Agriculture Risk Management	3.0
	Agriculture Electives	2.0
**	Electives	3.0
**	Social Science/Humanities Elective	3.0

*The 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 from the areas listed above is required.

****Electives:**

Applied Agriculture Electives: AGA:283, AGA:375, AGS:244, AGS:326, AGS:334, AGS:354, GIS:140

Communication Electives: Transfer-level COM, ENG, SPC

Electives: ACC, ADM, AGA, AGB, AGC, AGH, AGM, AGP, AGS, AGV, BCA, BIO, BUS, CAD, CIS, ECN, ENG, FIN, FLS, GIS, HIS, MAT, MGT, MKT, PHI, PSY, SDV, WEL

General Education Electives: Transfer-level ART, ASL, BIO, CHM, CLS, COM, DRA, ECN, ENG, ENV, FLS, GEO, HIS, HUM, LIT, MAT, MUS, PHI, PHS, PHY, POL, PSY, REL, SOC, SPC

Science Elective: Transfer-level BIO, CHM, ENV, PHS, PHY

Social Science/Humanities Electives: Transfer-level ART, CLS, DRA, ECN, FLS, GEO, HIS, HUM, LIT, MUS, PHI, POL, PSY, REL, SOC

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

[1] Crop Science
[2] Farm Management
[3] Animal Science

AG PRO - APPLIED AGRICULTURE STUDIES

Campus Location: Calmar

Program Entry: Fall, Spring, Summer

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. Students who complete this program and who wish to continue their studies to complete a full degree can have a seamless transition to the Agriculture Production AAS degree.

Admission Requirements: See page 24 under Admission Procedures.

Minimum Credits: 41.5

Suggested Course Sequence

Term One	Course Title	Credits
AGA:114	[1] Principles of Agronomy	3.0
AGS:114	[2] Survey of the Animal Industry	2.0
AGS:244	Applied Animal Disease Prevention and Treatment	2.0
AGX:8xx	Agriculture Internship	2.0
BCA:212 SDV:200	Intro to Computer Business Applications *OR* Intro to Computers	3.0 1.5
SDV:179	The College Experience	3.0
	General Education Elective (transfer-level)	3.0

Term Two	Course Title	Credits
AGB:333	Applied Farm Financial Management	2.0
AGB:336	Agriculture Selling	3.0
AGS:101	Working with Animals	2.0
AGS:334	Applied Reproductive Techniques	2.0
AGX:8xx	Agriculture Internship	2.0
COM:723	Workplace Communications	3.0
SDV:135	Job Seeking Skills	1.0
	Agriculture Elective	3.0

Term Three	Course Title	Credits
AGX:8xx	Agriculture Internship	2.0
	Agriculture Electives	5.0

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

[1] Crop Science
[2] Animal Science

APPLIED MANAGEMENT

Campus Location: Calmar, Peosta, Online

Program Entry: Fall, Spring, Summer

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.

Admission Requirements: See page 24 under Admission Procedures.

Minimum Credits: 43 of the NICC credits listed below and 28 career-technical credits from an accredited college.

Suggested Course Sequence:

Term One	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

Term Two	Course Title	Credits
ACC:156	Managerial Accounting	4.0
BUS:180	Business Ethics	3.0
ECN:130	Principles of Microeconomics	3.0
ENG:105 SPC:112	Composition I *OR* Public Speaking	3.0 3.0
MGT:170	Human Resources Management	3.0
MKT:110	Principles of Marketing	3.0

Term Three	Course Title	Credits
*	Math/Science Elective	3.0
	Psychology Elective (transfer-level)	3.0

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

ASSOCIATE OF ARTS - AA

Campus Location: Calmar, Peosta, Online

Program Entry: Fall, Spring, Summer

Award: Associate of Arts degree

Refer to the "Degree and Diploma Requirements" section of this catalog, page 54.

Admission Requirements: See page 24 under Admission Procedures.

ASSOCIATE OF SCIENCE - AS

Campus Location: Calmar, Peosta, Online

Program Entry: Fall, Spring, Summer

Award: Associate of Science degree

Refer to the "Degree and Diploma Requirements" section of this catalog, page 54.

Admission Requirements: See page 24 under Admission Procedures.

ASSOCIATE OF GENERAL STUDIES - AGS

Campus Location: Calmar, Peosta

Program Entry: Fall, Spring, Summer

Award: Associate of General Studies degree

Refer to the "Degree and Diploma Requirements" section of this catalog, page 54.

AUTOMOTIVE MECHANICS

Campus Location: Peosta

Program Entry: Fall

Award: Diploma

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

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

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

Admission Requirements: See page 24 under Admission Procedures. 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

Suggested Course Sequence:

Term One	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
SDV:179	The College Experience	3.0
*	Math Elective	3.0

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

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

***Electives:**

Math Electives: MAT:102, MAT:744, MAT:772, MAT:773, transfer-level MAT

Communication Electives: COM:723, ENG:105

AUTOMOTIVE TECHNOLOGY

Campus Location: Calmar

Program Entry: Fall

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.

Admission Requirements: See page 24 under Admission Procedures. Applicants to this program do not need to complete the ALEKS® math assessment.

Minimum Credits: 74

Suggested Course Sequence

Term One	Course Title	Credits
AUT:102	Intro to Automotive Technology	1.0
AUT:191	Automotive Metal Repair/Hybrid Vehicles Introduction	2.0
AUT:505	Automotive Brake Systems	5.0
AUT:641	Automotive Electrical and Ignition Systems	6.0
*SDV:179	The College Experience	3.0

Term Two	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
**	General Education Elective	3.0
	Psychology Elective (transfer-level)	3.0

Term Three	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

Term Four	Course Title	Credits
AUT:168	Automotive Engine Repair	8.0
AUT:219	Automotive Automatic Transmissions/ Transaxles Service	6.0
AUT:874	Automotive Service Management IV	2.0
**	General Education Elective	3.0

*The 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 from the areas listed above 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: Fall, Spring, Summer

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 also have the opportunity to take part in quality internships that provide a wealth of knowledge and exposure to successful beef industry professionals.

Admission Requirements: See page 24 under Admission Procedures.

Minimum Credits: 73

Suggested Course Sequence

Term One	Course Title	Credits
AGB:330	Farm Business Management	3.0
AGS:114	[1] Survey of the Animal Industry	2.0
AGS:226	Beef Cattle Science	3.0
AGS:242	Animal Health	3.0
*SDV:179	The College Experience	3.0

Term Two	Course Title	Credits
AGB:235	Intro to Agriculture Markets	3.0
AGB:333	Applied Farm Financial Management	2.0
AGS:101	Working with Animals	2.0
AGS:251	Beef Production Management	3.0
AGS:331	Animal Reproduction	3.0
AGS:334	Applied Reproductive Techniques	2.0
SPC:112	Public Speaking	3.0

Term Three	Course Title	Credits
AGS:830	Beef Production Internship	2.0

Term Four	Course Title	Credits
AGA:114	[2] Principles of Agronomy	3.0
AGB:336	Agriculture Selling	3.0
AGB:466	Agricultural Finance	3.0
AGS:252	Fall Beef Cattle Science Lab	2.0
AGS:353	Animal Genetics	3.0
AGS:354	Applied Animal Selection and Improvement	2.0
COM:723 ENG:105	Workplace Communications *OR* Composition I	3.0 3.0

Term Five	Course Title	Credits
AGA:212	Grain and Forage Crops	4.0
AGS:253	Spring Beef Cattle Science Lab	2.0
AGS:319	Animal Nutrition	3.0
AGS:326	Applied Ration Balancing and Feeding	2.0
AGS:944	Issues Facing Animal Science	1.0
**	Psychology Elective (transfer-level)	3.0
**	Science Elective (transfer-level)	3.0

***The 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 from the areas listed above is required.

****Electives:**

Psychology Elective: PSY:112 recommended

Science Elective: BIO:248 recommended

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

[1] Animal Science

[2] Crop Science

BUSINESS SPECIALIST

Campus Location: Calmar, Peosta, Online

Program Entry: Fall, Spring, Summer

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, supervision and business law. After graduation you are prepared to seek employment in entry-level management and supervisory positions.

Admission Requirements: See page 24 under Admission Procedures.

Minimum Credits: 67

Suggested Course Sequence

Term One	Course Title	Credits
BUS:103	Intro to Business	4.0
MAT:102	Intermediate Algebra *OR* higher-level Math	4.0 3.0
MKT:140	Principles of Selling	3.0
SDV:179	The College Experience	3.0
	Psychology Elective (transfer-level)	3.0

Term Two	Course Title	Credits
BCA:212	Intro to Computer Business Applications	3.0
BUS:204	Professionalism in the Workplace	3.0
ENG:105	Composition I	3.0
MKT:110	Principles of Marketing	3.0
MKT:183	Customer Service Strategies	3.0
SPC:112	Public Speaking	3.0

Term Three	Course Title	Credits
ACC:152	Financial Accounting	4.0
BUS:180	Business Ethics	3.0
BUS:185	Business Law I	3.0
ECN:120	Principles of Macroeconomics	3.0
MGT:102	Principles of Management	4.0

Term Four	Course Title	Credits
ACC:156	Managerial Accounting	4.0
ECN:130	Principles of Microeconomics	3.0
MGT:170	Human Resources Management	3.0
MGT:215	Principles of Financial Management	3.0
*	Technical Elective	3.0

***Electives:**
Technical Electives: ACC, ADM (excluding ADM:105), BCA, BUS, FIN, GRA, MGT, MKT, TRV

CARPENTRY (CARP)

Campus Location: Calmar, Peosta

Program Entry: Fall, Spring, Summer

Award: Diploma

Description: The Carpentry program offers education and practical experience in basic residential carpentry. You will receive competency-based instruction in the use of up-to-date carpentry production equipment such as saws, jointers, sanders and routers. Practical experience is provided through construction of a residence each year by the carpentry students. As the carpentry trade is one of the most basic trades in our society, employment opportunities for carpenters may be found in communities of all sizes.

The NICC Carpentry program is recognized by the Master Builders of Iowa through the National Center for Construction Education and Research.

Admission Requirements: See page 24 under Admission Procedures.

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

Suggested Course Sequence

Term One	Course Title	Credits
CON:111	Basic Drafting	2.0
CON:113	Construction Print Reading	2.0
CON:388	Basic Construction Skills	1.5
CON:397	Construction I	2.0
CON:398	Construction Lab I	4.5

Term Two	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

Term Three	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

Note: During term one, while enrolled in CON:398, students will complete a ten-hour OSHA training course online through Career Safe Online.

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

CARP - CABINET MAKING

Campus Location: Calmar, Peosta

Program Entry: Spring

Award: Certificate

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

Admission Requirements: See page 24 under Admission Procedures.

Minimum Credits: 5

Suggested Course Sequence

Term One	Course Title	Credits
CON:384	Cabinet Making	5.0

CARP - FINISHING SKILLS

Campus Location: Calmar, Peosta

Program Entry: Spring

Award: Certificate

Description: This certificate emphasizes techniques involved in the building of residential and light commercial structures in terms of finish work. You complete hands-on competency-based training in interior finish work and installation at a student building project.

Admission Requirements: See page 24 under Admission Procedures.

Minimum Credits: 13.5

Suggested Course Sequence

Term One	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

CARP - FLOOR AND FRAMING SKILLS

Campus Location: Calmar, Peosta

Program Entry: Fall

Award: Certificate

Description: This certificate offers hands-on training in floor systems and framing for the construction of residential and small commercial-type structures. You learn floor framing, wall framing, roof framing, roofing, siding, and exterior millwork on a student building project.

Admission Requirements: See page 24 under Admission Procedures.

Minimum Credits: 13.5

Suggested Course Sequence

Term One	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

CARP - FOUNDATION SKILLS

Campus Location: Calmar, Peosta

Program Entry: Summer

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.

Admission Requirements: See page 24 under Admission Procedures.

Minimum Credits: 10.5

Suggested Course Sequence

Term One	Course Title	Credits
CON:111	Basic Drafting	2.0
CON:113	Construction Print Reading	2.0
CON:397	Construction I	2.0
CON:398	Construction Lab I	4.5

COMMERCIAL-RESIDENTIAL ELECTRICIAN

Campus Location: Calmar

Program Entry: Fall

Award: Diploma

Description: Electricity and electrical devices permeate our existence from our cars and homes to every facet of our daily routine. The Commercial-Residential Electrician program offers an opportunity to gain practical, hands-on experience in residential and commercial electrical service installation as well as a solid theoretical foundation. You are given the opportunity to acquire skills and training in alternating and direct current, National Electrical Code, electrical design, motor control principles, and motor repair through classroom experience and a student building project that provides on-site activities.

When you graduate from the Commercial-Residential Electrician program, you can seek employment with electrical contractors, private companies, and other electrical construction, installation, and maintenance employers. The employment placement record for graduates is exceptionally high (near 95 percent).

This program is recognized by the Associated Builders and Contractors who award apprenticeship credit to graduates.

Admission Requirements:In addition to the College admission procedures 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.

Minimum Credits: 48

Suggested Course Sequence:

Term One	Course Title	Credits
ELE:117	DC Theory (8 weeks)	5.0
ELE:118	AC Theory (8 weeks)	5.0
ELE:142	Electrical Materials Identification	1.0
MAT:744	Technical Math	4.0
SDV:179	The College Experience	3.0

Term Two	Course Title	Credits
COM:723 ENG:105	Workplace Communications *OR* Composition I	3.0 3.0
ELE:107	Electrical Blueprint Reading	3.0
ELE:135	Electrical Installation	5.0
ELE:146	Commercial-Residential Lab	6.0
ELE:151	National Electrical Code I	3.0

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

COMPUTER AIDED DESIGN (CAD) SPECIALIST

Campus Location: Peosta

Program Entry: Fall, Spring, Summer

Award: Certificate

Description: The CAD Specialist certificate offers you an opportunity to acquire proficiency in computer-aided design. It can serve as an introduction to general CAD skills, as a springboard to further study, as a short program for the development of specific skills to obtain immediate employment, or as a bridge to upgrade your existing skills with the latest in CAD technology.

This certificate 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.

Admission Requirements: See page 24 under Admission Procedures.

Minimum Credits: 10.5

Suggested Course Sequence

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

Term Two	Course Title	Credits
CAD:165	Rendering and Animation	3.0
CAD:175	Advanced CAD: AutoCAD	2.0
CON:113 WEL:110	Construction Print Reading *OR* Welding Blueprint Reading	2.0 2.0

COMPUTER ANALYST - BUSINESS AND WEB PROGRAMMING

Campus Location: Peosta

Program Entry: Fall, Spring, Summer

Award: Associate of Applied Science degree

Description: The Computer Analyst program offers two options: Business and Web Programming and Networking Administration and Tech Support. The common core provides you with the flexibility of changing options at the conclusion of your first semester. Combining robust technical skills with strong communication skills is important to successfully prepare you for employment in today's computer industry. The program is designed to prepare you for a position as an application programmer, maintenance programmer, web designer or web developer, technical support person, microcomputer consultant, trainer, networking administrator, or network support person.

Admission Requirements: See page 24 under Admission Procedures.

Minimum Credits: 65

Suggested Course Sequence

Term One	Course Title	Credits
CIS:101	Computer Ethics	3.0
CIS:115	Intro to Large Computer Systems	1.0
CIS:122	Programming Logic and Design	3.0
CIS:197	Fundamentals of Web Design	3.0
CIS:450	Project Lead the Way® - Computer Science and Software Engineering	3.0
*SDV:179	The College Experience	3.0

Term Two	Course Title	Credits
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:725	Networking Essentials	3.0

Term Three	Course Title	Credits
SPC:112	Public Speaking	3.0
**	Psychology Elective	3.0

Term Four	Course Title	Credits
CIS:161	C++	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

Term Five	Course Title	Credits
CIS:400	Intro to Procedural Languages	3.0
CIS:800	Computer Project Seminar	3.0
**	Major Elective	3.0
**	Math Elective	3.0

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****Electives:**

Major Electives: BCA, CIS (excluding CIS:223), GRA (excluding GRA:151, GRA:154), NET

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

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

Academic Requirement(s): 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.

COMPUTER ANALYST - DATA CENTER TECHNICIAN

Campus Location: Calmar, Peosta

Program Entry: Fall, Spring, Summer

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.

Admission Requirements: In addition to the College admission requirements outlined under the Admission Procedures on page 24, program applicants must have successfully completed 12 credits of the following courses or equivalent transfer credits:

CIS:125 or CIS:197 or CIS:122 ; and

CIS:142 or CIS:161; and

NET:266 or NET:725; and

NET:267 or NET:684

Minimum Credits: 22 including admission requirements

Suggested Course Sequence

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

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

Academic Requirement(s): 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.

COMPUTER ANALYST - INFORMATION SECURITY

Campus Location: Peosta

Program Entry: Fall, Spring

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.

Admission Requirements: See page 24 under Admission Procedures.

Minimum Credits: 21

Suggested Course Sequence

Term One	Course Title	Credits
CIS:101	Computer Ethics	3.0
CIS:122	Programming Logic and Design	3.0

Term Two	Course Title	Credits
CIS:242	Information Security	3.0
NET:156	Operating Systems	3.0
NET:725	Networking Essentials	3.0

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

Academic Requirement(s): 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.

COMPUTER ANALYST - MOBILE APPLICATION DEVELOPMENT

Campus Location: Peosta

Program Entry: Fall, Spring

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.

Admission Requirements: See page 24 under Admission Procedures.

Minimum Credits: 21

Suggested Course Sequence

Term One	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

Term Two	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

Academic Requirement(s): 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.

COMPUTER ANALYST - NETWORKING ADMINISTRATION AND TECH SUPPORT

Campus Location: Peosta

Program Entry: Fall, Spring, Summer

Award: Associate of Applied Science degree

Description: The Computer Analyst program offers two options: Business and Web Programming and Networking Administration and Tech Support. The common core provides you with the flexibility of changing options at the conclusion of your first semester. Combining robust technical skills with strong communication skills is important to successfully prepare for employment in today's computer industry. The program is designed to prepare you for a position as an application programmer, maintenance programmer, web designer or web developer, technical support person, microcomputer consultant, trainer, networking administrator, or network support person.

Admission Requirements: See page 24 under Admission Procedures.

Minimum Credits: 69

Suggested Course Sequence

Term One	Course Title	Credits
CIS:101	Computer Ethics	3.0
CIS:115	Intro to Large Computer Systems	1.0
CIS:122	Programming Logic and Design	3.0
CIS:197	Fundamentals of Web Design	3.0
CIS:450	Project Lead the Way® - Computer Science and Software Engineering	3.0
*SDV:179	The College Experience	3.0

Term Two	Course Title	Credits
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:725	Networking Essentials	3.0

Term Three	Course Title	Credits
SPC:112	Public Speaking	3.0
**	Psychology Elective	3.0

Term Four	Course Title	Credits
CIS:303	Intro to Database	3.0
CIS:505	Structured Systems Analysis	4.0
NET:103	Troubleshooting	3.0
NET:318	Windows Server and Workstation	3.0
NET:684	TCP/IP for Networking	4.0

Term Five	Course Title	Credits
CIS:649	PC Clinic	2.0
NET:153	Advanced Networking	4.0
NET:453	UNIX	3.0
NET:946	Seminar	3.0
**	Math Elective	3.0

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****Electives:**

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

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

Academic Requirement(s): 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.

COMPUTER NUMERICAL CONTROL (CNC) MACHINIST TECHNICIAN

Campus Location: Peosta

Program Entry: Fall

Award: Diploma

Description: Being trained as a CNC Machinist provides students opportunities throughout the region. Competency-based instruction includes safe setup and operation of manual machines including lathes, mills, grinders, saws, drills, and hand tools. You will learn to operate, setup, and program a variety of CNC machines, design and program using CAD/CAM systems, and design tools and fixtures to increase productivity. The CNC Machinist program will prepare you for successful employment in a manufacturing career.

Admission Requirements: See page 24 under Admission Procedures. Applicants to this program do not need to complete the ALEKS® math assessment.

Minimum Credits: 44.5

Suggested Course Sequence

Term One	Course Title	Credits
MFG:126	MSSC Quality Practices and Measurements	2.0
MFG:127	Manufacturing Print Reading Module II	1.5

MFG:187	Plant Safety	1.0
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
*	Math Elective	3.0

Term Two	Course Title	Credits
COM:723 ENG:105	Workplace Communications *OR* Composition I	3.0 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
	Psychology Elective (transfer-level)	3.0

Term Three	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	[1] Coop Career Experience III	3.0

[1] During term 3, students will be in a program/industry-related coop experience. The Coop Career Experience is a 5-week (40 hrs. per week) placement which begins in late June and extends into late July of term 3 each academic year.

***Electives:**
Math Electives: MAT:102, MAT:744, MAT:772, MAT:773, transfer-level MAT

COMPUTER TECHNOLOGY, NETWORKING AND PROGRAMMING

Campus Location: Calmar

Program Entry: Fall, Spring, Summer

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.

Admission Requirements: See page 24 under Admission Procedures.

Minimum Credits: 73

Suggested Course Sequence

Term One	Course Title	Credits
CIS:125 CIS:450	Intro to Programming Logic w/Language *OR* Project Lead the Way® - Computer Science and Software Engineering	3.0 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

Term Two	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

Term Three	Course Title	Credits
CIS:153	Data Structures	4.0
ELT:613	Microprocessors	4.0
MAT:156	Statistics	3.0
NET:268	CCNA Routing and Switching: Scaling Networks	3.0
NET:453	UNIX	3.0
SPC:112	Public Speaking	3.0

Term Four	Course Title	Credits
ELT:118	Programmable Controllers	2.0
ELT:180	Microcontroller Applications	2.0
GIS:111	Intro to Geographical Information Systems	3.0
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
	Psychology Elective (transfer-level)	3.0

*The 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 from the areas listed above is required.

Academic Requirement(s): 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.

CONSTRUCTION BUSINESS MANAGEMENT

Campus Location: Calmar, Peosta

Program Entry: Fall, Spring, Summer

Award: Diploma

Description: Construction Business Management prepares you for trainee positions in marketing and management in the supply of construction materials. Coursework includes construction, marketing, business, and general education areas.

There is a steady demand for trained individuals for supervisory and management positions in lumber retail outlets, small stores where lumber products are sold or distributed, and sales and management in wholesale supply organizations. This program prepares you with hands-on experience and the technical knowledge to give you confidence when seeking employment in this aspect of the construction field.

Admission Requirements: See page 24 under Admission Procedures.

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

Suggested Course Sequence

Term One	Course Title	Credits
CON:111	Basic Drafting	2.0
CON:113	Construction Print Reading	2.0
MAT:773	Applied Math II	3.0
SDV:179	The College Experience	3.0
*	Communication Elective	3.0

Term Two	Course Title	Credits
ACC:152	Financial Accounting	4.0
BCA:212	Intro to Computer Business Applications	3.0
CON:383	Building Codes and Specifications	3.0
CON:391	Construction II	3.0
MGT:102	Principles of Management	4.0

Term Three	Course Title	Credits
ACC:156	Managerial Accounting	4.0
BUS:185	Business Law I	3.0
CAD:172	Intro to CAD: AutoCAD	2.0
CON:385	Construction Estimating	3.0
CON:393	Construction III	3.0
MKT:110	Principles of Marketing	3.0

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

CONSTRUCTION TECHNOLOGY

Campus Location: Peosta

Program Entry: Fall, Spring, Summer

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.

Admission Requirements: See page 24 under Admission Procedures.

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: 80

Suggested Course Sequence

Term One	Course Title	Credits
CON:111	Basic Drafting	2.0
CON:113	Construction Print Reading	2.0
CON:388	Basic Construction Skills	1.5
CON:397	Construction I	2.0
CON:398	Construction Lab I	4.5

Term Two	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

Term Three	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

Term Four	Course Title	Credits
BCA:212	Intro to Computer Applications	3.0
CAD:104 CAD:172	Computer Aided Drafting *OR* Intro to CAD: AutoCAD	3.0 2.0
CON:382	Construction IV	5.0
CON:383	Building Codes and Specifications	3.0
	Psychology Elective (transfer-level)	3.0

Term Five	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.

Note: During term one, while enrolled in CON:398, students will complete a ten-hour OSHA training course online through Career Safe Online.

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

COSMETOLOGY

(see also the Entrepreneurial Cosmetology program)

Campus Location: Calmar

Program Entry: Fall, Spring

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 equips students to enter the workplace in a variety of settings, and features trichoanalysis (the study of hair), trending hairstyles, and texture services. You can become a make-up artist, esthetician (skin care), cosmetic chemist, hair colorist, retail specialist, and an educational specialist. Equipment, supplies, and courses are up to date, accurate, and based on current cosmetology practices.

Cosmetology students are required by the State of Iowa to complete a minimum of 2100 hours in a Cosmetology program. NICC students finish the program when they complete the state hour requirements and meet individual course requirements.

Students are required to wear black slacks, shoes and socks, and an approved lab coat in the salon.

Admission Requirements: See page 24 under Admission Procedures.

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.

First Aid/CPR is required prior to beginning lab in the second semester and can be taken through NICC Business and Community Solutions.

The following requirements must be satisfied prior to term 2 of the NICC Cosmetology program.

The College has contracted the services of Certified Background 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-incent-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: 75.5

Suggested Course Sequence

Term One	Course Title	Credits
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
*	Communication Elective	3.0

Term Two	Course Title	Credits
COS:114	Chemical Services II	2.0
COS:119	Practical Cosmetology Skills II	7.0
COS:156	Chemical Services I	3.0
COS:160	Practical Cosmetology Skills III	7.0
*	General Education Elective	3.0

Term Three	Course Title	Credits
COS:116	Salon Management	2.0
COS:121	Practical Cosmetology Skills IV	7.0
COS:157	Legal Aspects of Cosmetology	1.0
*	Math/Science Elective	3.0

Term Four	Course Title	Credits
COS:112	Care of Skin and Scalp	2.0
COS:123	Practical Cosmetology Skills VI	7.0
COS:155	Haircutting and Styling Techniques	1.0
COS:158	Comprehensive Cosmetology Review	3.0
COS:161	Practical Cosmetology Skills V	7.0
COS:170	Cosmetology Mentoring	1.5

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

General Education Electives: ART, ASL, COM, ENG, HIS, HUM, PHI, PSY, SOC, SPC

Math/Science Electives: Transfer-level BIO, CHM, ENV, MAT

Academic Requirement(s): 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..

DAIRY SCIENCE TECHNOLOGY (DST)

Campus Location: Calmar

Program Entry: Fall, Spring, Summer

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 a one-of-a-kind setting. Students will be 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.

Successful graduates of the Dairy Science Technology program have a multitude number of career opportunities which 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 and ultra-sound
- Vaccinations and treatments including IV
- 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

Admission Requirements: See page 24 under Admission Procedures.

Minimum Credits: 74

Suggested Course Sequence

Term One	Course Title	Credits
AGB:330	Farm Business Management	3.0
AGS:114	[1] Survey of the Animal Industry	2.0
AGS:242	Animal Health	3.0
AGS:244	Applied Animal Disease Prevention and Treatment	2.0
AGS:344	Dairy Equipment and Facility Rotation	1.0
AGS:335	Principles of Milk Production	3.0
*SDV:179	The College Experience	3.0

Term Two	Course Title	Credits
AGB:235	Intro to Agriculture Markets	3.0
AGB:333	Applied Farm Financial Management	2.0
AGS:101	Working with Animals	2.0
AGS:328	Parlor Management Rotation	1.0
AGS:331	Animal Reproduction	3.0
AGS:334	Applied Reproductive Techniques	2.0
AGS:337	Principles of Dairy Production	3.0
SPC:112	Public Speaking	3.0

Term Three	Course Title	Credits
AGS:346	Dairy Robotics	1.0
AGS:805	Dairy Internship I	2.0

Term Four	Course Title	Credits
AGA:114	[2] Principles of Agronomy	3.0
AGS:336	Agricultural Selling	3.0
AGB:466	Agricultural Finance	3.0
AGS:343	Bovine Husbandry Rotation	1.0
AGS:353	Animal Genetics	3.0
AGS:354	Applied Animal Selection and Improvement	2.0
COM:723 ENG:105	Workplace Communications *OR* Composition I	3.0 3.0

Term Five	Course Title	Credits
AGA:212	Grain and Forage Crops	4.0
AGS:319	Animal Nutrition	3.0
AGS:326	Applied Ration Balancing and Feeding	2.0
AGS:342	Dairy Business Analysis	1.0
AGS:944	Issues Facing Animal Science	1.0
**	Psychology Elective (transfer-level)	3.0
**	Science Elective (transfer-level)	3.0

*The 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 from the areas listed above is required.

***Electives:**

Psychology Elective: PSY:112 recommended

Science Elective: BIO:248 recommended

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

[1] Animal Science

[2] Crop Science

DENTAL ASSISTING

Campus Location: Peosta

Program Entry: Fall

Award: Diploma

Description: The Dental Assisting curriculum is career-oriented. It prepares the student, as a member of the dental health team, to assist the dentist in all phases of dentistry. The program includes chairside procedures associated with general and specialty dentistry, radiology, laboratory, and business office assistance. Clinical experience is an integral part of the educational program with rotations through various dental facilities.

The program is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of "approval without reporting requirements". The Commission is a specialized accrediting body recognized by the United States Department of Education, and can be contacted at 312.440.4653 or at 211 East Chicago Avenue, Chicago, IL 60611.

Upon successful completion of the program, you are eligible to take the Iowa Dental Board state registration exams to become a Registered Dental Assistant (RDA). Graduates are also eligible to take examinations prepared by the Dental Assisting National Board to become a Certified Dental Assistant (CDA).

After graduation you have the flexibility of being employable nationwide. Dental assisting offers some of the most ideal working conditions and attractive hours of any of the health professions, while demanding a high degree of interaction between staff and patient.

Admission Requirements: In addition to the College admission procedures outlined on page 24, applicants must be a high school graduate or equivalent and achieve a minimum ACCUPLACER® reading score of 70. ACT® or ACT Compass® scores are also acceptable.

Program Requirements: The College has contracted the services of Certified Profile 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 Provider or American Red Cross Professional Rescuer), 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

Suggested Course Sequence

Term One	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

Term Two	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
PSY:111 PSY:112	Intro to Psychology *OR* Psychology of Human Relations	3.0 3.0

Term Three	Course Title	Credits
DEA:563	Dental Externship II	4.0
DEA:704	Dental Office Procedures	2.0
*	Communication Elective	3.0

***Electives:**

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

Science Electives: BIO:157; or BIO:158; or BIO:165 and BIO:170

Note: Students may be required to take some courses on an online or hybrid format.

Academic Requirement(s): Students enrolled in health occupations programs must complete all required coursework with a "C-" grade or above and earn a minimum 2.0 grade point average to graduate from the program.

DIESEL MECHANICS

Campus Location: Peosta

Program Entry: Fall

Award: Diploma

Description: The increased mobility of people and industries has caused a large growth in the diesel industry. Where there are diesel engines, there is a need for mechanics to keep them running. As a diesel mechanic, you will be prepared as an all-around mechanic capable of performing work on all systems of the vehicle. You must exhibit an attitude compatible with work requirements, demonstrate the ability to work with co-workers, and possess competencies in electrical systems, fuel systems, drive trains, and engines. Competency-based training will be offered on front-to-rear maintenance of diesel equipment.

Admission Requirements: See page 24 under Admission Procedures. 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

Suggested Course Sequence:

Term One	Course Title	Credits
AUT:820	Automotive Tuneup	2.0
AUT:829	Gas Engine Principles	4.0
AUT:830	Gas Support Systems	4.0
DSL:353	Diesel Engine Principles	4.0
SDV:135	Job Seeking Skills	1.0
SDV:179	The College Experience	3.0
WEL:330	Welding Fundamentals	1.0

Term Two	Course Title	Credits
AUT:321	Automotive Transmissions	2.0
DSL:449	Diesel Support Systems	3.0
DSL:533	Drive Trains	3.0
DSL:632	Brakes - Diesel	2.0
ELT:145	Electrical Systems - Diesel	4.0
*	Communication Elective	3.0

Term Three	Course Title	Credits
DSL:733	Air Conditioning	3.0
DSL:803	Equipment Repair - General	6.0
*	Math Elective	3.0

***Electives:**

Communication Electives: COM:723, ENG:105

Math Electives: MAT:102, MAT:744, MAT:772, MAT:773, transfer-level MAT

EARLY CHILDHOOD - DIPLOMA

Campus Location: Calmar, Peosta

Program Entry: Fall

Award: Diploma

Description: Child care centers, preschools, kindergartens, and child development centers offer many possibilities for employment due to the increasing recognition of the importance of early childhood training. Graduates of the Early Childhood program primarily function as assistants, teachers, or directors of child care centers and preschools. You receive preparation in the guidance and supervision of children in such activities as outdoor play, dramatic play, art, music, literature and language, science and math, health activities, and field trips. You will also develop a basic understanding of the principles of child development, safety procedures, assessment and evaluation diagnosis, communication skills, and nutritional needs. Upon graduation you will have employment opportunities nationwide.

Admission Requirements: See page 24 under Admission Procedures. Applicants to this program do not need to complete the ALEKS® math assessment.

Program Requirements: Prior to the Early Childhood field experience, students will be required to complete a criminal record/child and adult abuse registry check, a physical exam and up-to-date immunizations. Satisfactory physical and mental health is required.

All students enrolled in this program may be required to complete a drug screen prior to entrance into Field Experience placement with a field site. Random drug screens may also be conducted on students while enrolled in the program.

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.

A First Aid/CPR course that includes infant, child and adult CPR must be successfully completed prior to beginning ECE:920 and may be taken through NICC Business and Community Solutions.

Minimum Credits: 31

Suggested Course Sequence

Term One	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

Term Two	Course Title	Credits
ECE:159	Early Childhood Curriculum II	3.0
ECE:221	Infant/Toddler Care and Education	3.0
ECE:359	ECE Curriculum II Lab	1.0
ECE:920	Field Experience/ECE	2.0
PSY:222	Child Psychology	3.0
**	Communication Elective	3.0

*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 from the areas listed above is required.

****Electives:**

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

Academic Requirement(s): 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/ECE.

EARLY CHILDHOOD EDUCATION

Campus Location: Calmar, Peosta

Program Entry: Fall, Spring

Award: Certificate

Description: The Early Childhood Education Certificate is comprised of four courses and can be completed in two semesters. It is intended to provide you with the latest information and skills needed for an entry-level position in a child care program. The Early Childhood Education certificate meets the requirements for clock hours of formal child care education required for the Child Development Associate (CDA) credential. Upon completion of the certificate program, the successful student will be able 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 include the ability to maintain awareness of active children in a group setting, to demonstrate stamina while engaging in multiple tasks and activities with children, to respond quickly and appropriately to children's changing needs, and to keep children safe.

Admission Requirements: See page 24 under Admission Procedures. Applicants to this program do not need to complete the ALEKS® math assessment.

Program Requirements: Prior to child development center participation/field experience, will be required to complete a criminal record/child and adult abuse registry check, a physical exam and up-to-date immunizations prior to child development center participation/field experience and completion of the program. A list of skills expected of early childhood professionals is available from counselors and advisors.

Minimum Credits: 12

Suggested Course Sequence

Term One	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

Term Two	Course Title	Credits
ECE:221	*Infant/Toddler Care and Education (Option 1)	3.0
ECE:243	Early Childhood Guidance	3.0

*Only one Option 1 course is required

Academic Requirement(s): 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.

ELECTRONEURODIAGNOSTIC TECHNOLOGY

Campus Location: Calmar, Peosta

Program Entry: Fall, Spring, Summer

Award: Associate of Applied Science degree granted from Eastern Iowa Community College (EICC)

Description: The Electroneurodiagnostic (END) Technology program offered between NICC and Eastern Iowa Community College (EICC) allows you to complete general education courses through NICC and transfer to EICC for program-specific coursework.

Electroneurodiagnostic Technology is the scientific field devoted to the recording and study of electrical activity of the brain and nervous system. Used for medical evaluation and research, it includes procedures that assess the function of the nervous system. Technologists record electrical activity arising from the brain, spinal cord, peripheral nerves, or somatosensory systems using a variety of techniques and equipment. Technologists also prepare patients for procedures, record electrical potentials, obtain medical histories, calculate results, and maintain equipment. They work with specially trained physicians who interpret the data and provide clinical impressions. Employment opportunities exist in hospitals, clinics, physician offices, research facilities, and epilepsy and sleep centers.

This program is fully accredited by the Joint Review Committee on Education in Electroneurodiagnostic Technology, and graduates are eligible for national examination given by the American Board of Registry of Electroneurodiagnostic Technologists (ABRET).

Admission Requirements: In addition to the College admission requirements outlined under Admission Procedures on page 24, applicants for admission to the Electroneurodiagnostic Technology program at EICC (Scott Community College) must:

1. Submit the EICC admission application. (You will then be placed in the Pre-END category until you are officially accepted into the program.) Applications can be obtained from their website: www.eicc.edu under "prospective students".
2. Send all high school and college transcripts to:
   Office of the Registrar
   Scott Community College
   500 Belmont Road
   Bettendorf, IA 52722
3. Call 563.441.4088 to determine if you will need to take their college assessment test.
4. Meet the following academic requirements:
   - High school graduate or GED of 50 percent or better.
   - High School GPA of 2.5 or 12 semester hours of completed college work with a "C" or better.
   - Placement test remedial work completed.
   - Applicants must have successfully completed BCA:212, BIO:165, HSC:117, and a transfer-level math elective with a minimum grade of C- prior to acceptance to the program.

Program Requirements: Each allied health student must have an insurance plan to cover any injury or illness requiring hospital treatment or surgery. In addition, all students are required to submit evidence of good health through a physical examination and immunization form. Proof of successful completion of a course in CPR is also required. These requirements will be due after the student starts the program. Students are subject to meeting all clinical requirements established by EICC.

Minimum Credits: 12 plus Admission Requirements and EICC coursework

Suggested Course Sequence

Term One	Course Title	Credits
BIO:170	Human Anatomy and Physiology II	3.0
END:101	*Electronics and Instrumentation	4.0
END:111	*Intro to END	6.0
HIT:420	*Legal Aspects of Health Information	3.0

Term Two	Course Title	Credits
BIO:255	*Neuroanatomy	3.0
END:301	*END I	6.0
END:330	* Clinical Correlates	2.0
END:800	*Clinical Practicum I	2.0
ENG:105	Composition I	3.0

Term Three	Course Title	Credits
END:320	*END II	2.0
END:820	*Clinical Practicum II	4.0

Term Four	Course Title	Credits
END:340	*END III	3.0
END:345	*Special Studies	4.0
END:402	*Nerve Conduction Studies	4.0
END:840	*Clinical Practicum III	4.0

Term Five	Course Title	Credits
END:510	*Polysomnography	4.0
END:860	*Clinical Practicum IV	8.0
PSY:111	Introduction to Psychology	3.0
SPC:112	Public Speaking	3.0

*Courses taken through Eastern Iowa Community College

ELECTRONIC TECHNOLOGY

Campus Location: Peosta

Program Entry: Fall

Award: Associate of Applied Science degree

Description: The electronics industry offers many opportunities with high salaries and steady advancement for people with strong mathematical and analytical skills. This program enables students to develop abilities in a practical, hands-on curriculum. Employer demand for people who can analyze problems and implement solutions is always high. Computers, cellular phones, wireless services, and other fields of electronics continue to expand. The Electronic Technology program offers excellent opportunities for articulation into four-year colleges and universities.

This two-year program provides the student with job-entry skills needed by electronic technicians working in manufacturing, research and development, installation, and maintenance of electronic equipment.

Electronic technicians work with and under the direct supervision of experienced technicians, engineers, or managers. Jobs are in three primary areas: Customer Service, including market support, product services, and quality assurances; Manufacturing, including assembly, testing and quality control; and Product Development, including engineering support, assembly, testing and quality assurance.

Admission Requirements: In addition to the College admission requirements outlined under Admission Procedures on page 24, program applicants must complete a high school algebra course prior to entering the program. Additional math and science courses are also helpful.

Minimum Credits: 68

Suggested Course Sequence

Term One	Course Title	Credits
CIS:122	Programming Logic and Design	3.0
ELT:317	Digital Logic Circuits	2.0
ELT:373	DC Circuit Analysis	4.0
ENG:105	Composition I	3.0
MAT:744 *	Technical Math *OR* Math Elective (transfer-level)	4.0 3.0
SDV:179	The College Experience	3.0

Term Two	Course Title	Credits
CIS:160	Intro to Visual Languages	3.0
ELT:310	Digital Circuits	4.0
ELT:378	AC Circuit Analysis	4.0
ELT:530	Semiconductors	3.0
	Psychology Elective (transfer-level)	3.0

Term Three	Course Title	Credits
ELT:123	Programmable Logic Controllers	3.0
ELT:531	Advanced Semiconductors	3.0
ELT:580	Microelectronic Circuits	4.0
SPC:112	Public Speaking	3.0
	General Education Elective	3.0

Term Four	Course Title	Credits
ELT:410	Electronic Communication Systems	4.0
ELT:613	Microprocessors	4.0
ELT:715	Intro to Automation Systems/Robotics	3.0
PHY:710	Technical Physics	3.0
	General Education Elective	3.0

*Math Electives: MAT:128, MAT:130, MAT:210, MAT:216, MAT:219

ENTREPRENEURIAL COSMETOLOGY

Campus Location: Calmar, Peosta, Online

Program Entry: Fall, Spring

Award: Diploma

Description: The purpose of this program is to meet the need of licensed cosmetologists who are seeking to own and operate a small business or to effectively operate a chair rental business. The program provides the knowledge and training to successfully open and operate a cosmetology business.

Admission Requirements: See page 24 under Admission Procedures.

Program Requirements: Students must complete the courses required for the Entrepreneurial Cosmetology diploma. Students will be required to submit a state cosmetology license to the NICC registrar in order to be awarded a diploma in the program. Capri and Stewart School students need not take COM:723 as long as they have passed all Capri College or Stewart School communication courses (900-1, 900-2, 900-3, 900-4). A minimum 2.0 cumulative GPA is required for graduation.

The program is two terms and consists of credits from NICC with the remaining credits awarded after submission of a state cosmetology license. Normal term schedules for those wanting to complete the program within one year are listed. In addition, these courses can be taken concurrently while completing a cosmetology school program.

Minimum Credits: 19 + State Cosmetology License

Suggested Course Sequence

Term One	Course Title	Credits
BUS:130	Intro to Entrepreneurship	3.0
FIN:122	Personal Finance	4.0
*SDV:179	The College Experience	3.0

Term Two	Course Title	Credits
BCA:212	Intro to Computer Business Applications	3.0
MKT:150	Principles of Advertising	3.0
**	Communication Elective	3.0

*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 from the areas listed above is required.

****Electives:**

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

FINANCE

Campus Location: Calmar, Peosta

Program Entry: Fall, Spring, Summer

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: 72

Suggested Course Sequence

Term One	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

Term Two	Course Title	Credits
ACC:156	Managerial Accounting	4.0
FIN:170	Intro to Commercial Lending	3.0
PSY:112	Psychology of Human Relations	3.0
SPC:112	Public Speaking	3.0
*	Computer Elective	3.0

Term Three	Course Title	Credits
ECN:120	Principles of Macroeconomics	3.0
ENG:105	Composition I	3.0
FIN:114	Commercial Banking	3.0
MKT:140	Principles of Selling	3.0
*	Math Elective	3.0
*	Science Elective	4.0

Term Four	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
FIN:116	Futures and Options	3.0
MGT:215	Principles of Financial Management	3.0

***Electives:**

Computer Electives: BCA:112, BCA:212

Math Electives: MAT:120, MAT:140, MAT:156

Science Electives: Transfer-level BIO, CHM, ENV, PHS, PHY

FINANCE - AGRICULTURE FINANCE

Campus Location: Calmar

Program Entry: Fall, Spring, Summer

Award: Associate of Applied Science degree

Description: In the next five to ten 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: 70

Suggested Course Sequence

Term One	Course Title	Credits
ACC:152	Financial Accounting	4.0
AGA:114	[1] Principles of Agronomy	3.0
AGB:330	[2] 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

Term Two	Course Title	Credits
AGB:333	Applied Farm Financial Management	2.0
FIN:170	Intro to Commercial Lending	3.0
PSY:112	Psychology of Human Relations	3.0
SPC:112	Public Speaking	3.0

*	Computer Elective	3.0
	Science Elective (transfer-level)	4.0

Term Three	Course Title	Credits
AGB:336	Agricultural Selling	3.0
AGB:466	Agricultural Finance	3.0
AGS:114	[3] 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

Term Four	Course Title	Credits
AGB:235	Intro to Agriculture Markets	3.0
AGB:245	Agriculture Risk Management	3.0
BUS:185	Business Law I	3.0
ECN:130	Principles of Microeconomics	3.0
*	Math Elective	3.0

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

[1] Crop Science
[2] Farm Management
[3] Animal Science

***Electives:**
Computer Electives: BCA, CIS, GIS

Math Electives: MAT:120, MAT:140, MAT:156

FIREFIGHTING SPECIALIST

Campus Location: Calmar, Peosta

Program Entry: Fall

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 Center. This program will expand a firefighter's knowledge and develop leadership for emergency response.

Admission Requirements: In addition to the College admission procedures outlined on page 24, applicants must be a high school graduate or equivalent and be affiliated with a volunteer or paid fire department.

Minimum Credits: 65.5

Suggested Course Sequence

Term One	Course Title	Credits
BCA:112 BCA:212	Intro to Data Processing *OR* Intro to Computer Business Applications	3.0 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

Term Two	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

Term Three	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:949	[1]Special Topics in Fire Science	1.5
PHI:105	Intro to Ethics	3.0
*	Fire Science Elective	4.0

Term Four	Course Title	Credits
FIR:306	**Fire Inspection Principles and Practices	3.0
FIR:322	**Hazardous Materials: Operations Level	1.0
PSY:111 PSY:112	Intro to Psychology *OR* Psychology of Human Relations	3.0 3.0
*	[2] 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, IA

[1] Driver Operator; Pumping
[2] 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).

Academic Requirement(s): 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. Students will be given 33 credits for the required and elective firefighting courses; 33 in addition to the 31 general education

courses meets the minimum 64-credit requirement for an AAS degree.

1. A minimum of 64 credit hours, with at least 18 earned at NICC.
2. A minimum GPA of 2.0 and a passing grade in all required courses.
3. Coursework electives (articulated from the Fire Service Training Bureau).

The firefighting courses are offered by the Fire Service Training Bureau and are offered at various times and locations throughout the year.

GAS UTILITY CONSTRUCTION AND SERVICE - AAS

Campus Location: Peosta

Program Entry: Fall

Award: Associate of Applied Science degree

Description: The Gas Utility Construction and Service program prepares students to install, maintain and operate both high- and low-pressure natural gas distribution systems used to supply residential, commercial, and industrial companies. Program graduates will be qualified to enter one of the most technologically intensive industries in today's economy, with potential careers in gas construction mechanics, gas meter mechanics, gas service mechanics, gas clerk estimation, gas regulator maintenance mechanics, gas appliance repair, and underground facilities location. 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
- Secure a commercial driver's license

Admission Requirements: In addition to the College admission procedures 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.

Minimum Credits: 68

Suggested Course Sequence:

Term One	Course Title	Credits
MAT:773	Applied Math II	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

Term Two	Course Title	Credits
COM:723 SPC:112	Workplace Communications *OR* Public Speaking	3.0 3.0
ELE:113	AC/DC Fundamentals	3.0
IND:118	Commercial Driver's License	1.0
UTL:210	Pipeline Integrity	3.0
UTL:220	Regulation and Measurement	3.0
WEL:303	Pipe Welding/SMAW	3.0

Term Three	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

Term Four	Course Title	Credits
ENG:105	Composition I	3.0
ENV:115	Environmental Science	3.0
UTL:204	Electronic Controls	3.0
WEL:200	Metallurgy Fundamentals	2.0

Term Five	Course Title	Credits
GIS:111	Intro to Geographical Information Systems	3.0
UTL:250	Gas Utilities Internship	5.0
	Psychology Elective (transfer-level)	3.0

GAS UTILITY CONSTRUCTION AND SERVICE - DIPLOMA

Campus Location: Peosta

Program Entry: Fall

Award: Diploma

Description: See Gas Utility Construction and Service - AAS

Admission Requirements: See Gas Utility Construction and Service - AAS

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: 46

Suggested Course Sequence:

Term One	Course Title	Credits
MAT:773	Applied Math II	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

Term Two	Course Title	Credits
COM:723 SPC:112	Workplace Communications *OR* Public Speaking	3.0 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

Term Three	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: Fall, Spring, Summer

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.

Admission Requirements: See page 24 under Admission Procedures.

Minimum Credits: 72

Suggested Course Sequence

Term One	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

Term Two	Course Title	Credits
GRA:110	Graphic Arts Principles	3.0
GRA:129	Illustrator	3.0
GRA:151	Web Design	3.0
GRA:158	Web Multimedia	3.0
GRA:173	Typography	3.0

Term Three	Course Title	Credits
ART:120 ART:133	Two-Dimensional Design *OR* Drawing I	3.0 3.0
*	General Education Electives	6.0

Term Four	Course Title	Credits
GRA:154	Advanced Web Design	3.0
GRA:210	Graphic Layout and Design	3.0
GRA:214	Electronic Prepress and Printing	3.0
GRA:217	Exploring Illustration	3.0
**	Elective	3.0
*	General Education Elective	3.0

Term Five	Course Title	Credits
GRA:273	Advanced Typography	3.0
GRA:310	Advanced Graphic Layout and Design	3.0
GRA:800	Graphic Design Portfolio Seminar	3.0
GRA:805	Graphic Design Occupational Experience	3.0
*	General Education Elective	3.0

***Electives:**

Two Communication Electives: ENG:105 and SPC:112

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

One Sociology/Psychology Elective: PSY:111, PSY:112, PSY:251, SOC:110, SOC:208

**Elective: One course from: ART:101, ART:203, ART:204, DRA:112, MKT:110, MKT:150

HEALTH INFORMATION TECHNOLOGY (HIT)

Campus Location: Calmar, Peosta, Online

Program Entry: Fall

Award: Associate of Applied Science degree

Description: The health information technician (HIT) (also known as medical records technical coder), is a member of the healthcare team who ensures the quality of the medical record by verifying its completeness and accuracy, and ensures proper entry into electronic health record systems. This 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 other settings, including physician practices, long-term care, home health agencies, mental health facilities, public health centers, and cancer registries.

HITs (medical record technicians) possess many technical skills that assist in the delivery of health care services. This program provides the HIT with a working knowledge of anatomy and physiology, disease processes, informatics, legal and quality management principles, business and computer technology, and 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).

Admission Requirements: See page 24 under Admission Procedures. Applicants to this program do not need to complete the ALEKS® math assessment.

Program Requirements: Students will complete a Professional Practice Experience (PPE), a program requirement in which students complete a clinical experience at a healthcare facility. A current physical and immunization record is required prior to starting a PPE. Students will be required to complete a criminal background and an abuse registry check. Students enrolled in the program may be required to complete a drug screen prior to PPE. Random drug screens may also be conducted while enrolled in the program. Students not able to successfully complete these functions will not be able to participate in PPE.

Note: A positive report on the criminal, dependent adult, child abuse background screening, or drug screening, may prevent you from being accepted for PPE and completion of the program. All screening costs are the responsibility of the student.

Minimum Credits: 68

Suggested Course Sequence

Term One	Course Title	Credits
BIO:165	Human Anatomy and Physiology I	3.0
HIT:140	Medical Terminology	4.0
HIT:320	Health Records Management	2.0
HIT:330	Health Care Delivery Systems	2.0
MTR:109	Intro to Medical Transcription	2.0
*SDV:179	The College Experience	3.0

Term Two	Course Title	Credits
BIO:170	Human Anatomy and Physiology II	3.0
HIT:120	Pharmacology for HIT	1.0
HIT:165	Principles of Diseases	4.0
HIT:215	Intro to CPT	2.0
HIT:233	ICD-10 Coding	4.0
HIT:421	Legal Aspects of Health Information	3.0
HIT:540	Professional Practice Experience I	1.5

Term Three	Course Title	Credits
BCA:212	Intro to Computer Business Applications	3.0
COM:723 ENG:105	Workplace Communications *OR* Composition I	3.0 3.0

Term Four	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:352	Health Information Systems	3.0
**	Social Science Elective	3.0

Term Five	Course Title	Credits
HIT:340	Comparative Records	2.0
HIT:445	Quality Management of Organizational Resources	4.0
HIT:450	Health Statistics	2.0
HIT:542	Professional Practice Experience II	2.5
HIT:946	Seminar	2.0

*The 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 from the areas listed above is required.

****Electives:**

Social Science Electives: PSY:111, PSY:112, SOC:110

Academic Requirement(s): 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.

HEATING AND AIR CONDITIONING

Campus Location: Peosta

Program Entry: Fall

Award: Diploma

Description: Learn the competencies required for successful heating and air conditioning mechanics. Competencies include installation and repair of equipment ranging in size from small residential systems to light commercial systems. You will also have the opportunity to learn how to install, diagnose, and repair electric, gas-fired and oil-fired furnaces, motors, compressors, and evaporators, as well as following blueprints and design specifications. Each year the class installs the heating and cooling equipment at the school housing project.

Admission Requirements: See page 24 under Admission Procedures. 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.

Certification/Licensure: The EPA Freon Certification Test will be given if you seek to become certified in handling and purchasing freon.

Minimum Credits: 47.5

Suggested Course Sequence:

Term One	Course Title	Credits
HCR:117	Intro to Forced Air Heat	2.0
HCR:122	Gas Furnaces	5.0
HCR:403	Basic Electricity	4.0
HCR:515	Sheet Metal Fabrication	3.0
SDV:179	The College Experience	3.0
WEL:330	Welding Fundamentals	1.0

Term Two	Course Title	Credits
COM:723 ENG:105	Workplace Communications *OR* Composition I	3.0 3.0
HCR:108	Heating and Air Conditioning Trade Codes	2.0
HCR:123	Oil Furnaces	2.0
HCR:124	Hydronic Heat	1.0
HCR:202	Intro to Cooling	3.0
HCR:204	Principles of Air Conditioning	4.0
HCR:506	Air Distribution	3.0

Term Three	Course Title	Credits
HCR:128	Principles of Electric Heat	2.0
HCR:141	Principles of Heat Pumps	3.0
HCR:815	Air Purification and Humidity	2.0
HCR:941	Practicum	1.5
*	Math Elective	3.0

***Electives:**

Math Electives: MAT:102, MAT:744, MAT:772, MAT:773, transfer-level MAT

HUMAN SERVICES GENERALIST

Campus Location: Calmar, Peosta

Program Entry: Fall, Spring

Award: Associate of Applied Science degree

Description: The Human Services Generalist program prepares you to enter the workplace in a variety of human service agencies, services, and delivery systems. This two-year degree will provide a strong foundation for a professional career in the human service arena. There is a wide choice of major electives in combination with a strong human services core curriculum. Actual field experience in community human service settings is also included under the guidance of working professionals.

Admission Requirements: See page 24 under Admission Procedures.

Program Requirements: Prior to the field experience, students may be required to complete a criminal record/child and adult abuse registry check. A positive report may prevent you from participation in field experience and completion of the program. Some field experience affiliations may require additional screening requirements.

First Aid/CPR certification may be required by the Human Service agency where you complete your Human Services Field Experience. First Aid/CPR courses are offered through NICC Business and Community Solutions.

Minimum Credits: 68

Suggested Course Sequence

Term One	Course Title	Credits
ENG:105	Composition I	3.0
HSV:150	Human Services Technology I	3.0
HSV:162	Intro to Human Disabilities and Services	3.0
HSV:256	Concepts of Addiction	3.0
PSY:111	Intro to Psychology	3.0
SDV:179	The College Experience	3.0

Term Two	Course Title	Credits
BCA:212	Intro to Computer Business Applications	3.0
HSV:250	Essentials of Behavioral Modifications	3.0
HSV:260	Treatment of Alcohol and Drug Abuse	3.0
HSV:284	Case Management	3.0
PSY:241	Abnormal Psychology	3.0
SPC:112	Public Speaking	3.0

Term Three	Course Title	Credits
HSV:225	Counseling Techniques	3.0
HSV:847	Human Services Field Experience I	2.5
PSY:121	Developmental Psychology	3.0
SOC:110	Intro to Sociology	3.0
*	General Education Elective	3.0
*	Math/Science Elective	3.0

Term Four	Course Title	Credits
HSV:270	Crisis Intervention	3.0
HSV:848	Human Services Field Experience II	1.25
HSV:849	Human Services Field Experience III	1.25
PSY:226	Psychology of Aging	3.0
*	Criminal Justice Elective *OR*	3.0
*	General Education Elective	3.0
*	Humanities/Social Science Elective	3.0

***Electives:**
Criminal Justice Electives: CRJ:100, CRJ:120, CRJ:201

General Education Electives:
Humanities/Social Science Electives: ART:101, ART:203, ART:204; transfer-level ASL, CLS, DRA, ECN, FLS, GEO, HIS, HUM, LIT, MUS, PHI, POL, PSY, REL, SOC
Math/Science Electives: transfer-level BIO, CHM, ENV, MAT, PHS, PHY

Academic Requirement(s): Students enrolled in health occupations programs must complete all required coursework with a "C-" grade or above and earn a minimum 2.0 grade point average to graduate from the program.

INDUSTRIAL ELECTRICIAN

Campus Location: Calmar

Program Entry: Fall

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.

Admission Requirements: In addition to the College admission procedures 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.

Minimum Credits: 73

Suggested Course Sequence:

Term One	Course Title	Credits
ELE:117	DC Theory (8 weeks)	5.0
ELE:118	AC Theory (8 weeks)	5.0
ELE:142	Electrical Materials Identification	1.0
MAT:744	Technical Math	4.0
*SDV:179	The College Experience	3.0

Term Two	Course Title	Credits
ELE:135	Electrical Installation	5.0
ELE:151	National Electrical Code I	3.0
ENG:105	Composition I	3.0
PHY:106	Survey of Physics	4.0
PSY:112	Psychology of Human Relations	3.0

Term Three	Course Title	Credits
ELE:107	Electrical Blueprint Reading	3.0
ELE:146	Commercial-Residential Lab	6.0
ELE:152	National Electrical Code II	3.0
ELE:193	Motor Repair	3.0
ELE:196	Motor Control Principles	4.0

Term Four	Course Title	Credits
ELE:147	Estimating	1.0
ELE:148	Solid State Fundamentals	4.0
ELE:171	Power Systems	4.0
ELE:172	Fundamentals of Fluid Dynamics	3.0
ELE:220	Application of PLC's	6.0

*The 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 from the areas listed above is required.

INDUSTRIAL MAINTENANCE TECHNICIAN - AAS

Campus Location: Peosta

Program Entry: Fall

Award: Associate of Applied Science degree

Description: The Industrial Maintenance Technician program is designed to provide the knowledge, skills, and abilities to successfully respond to a broad range of work requirements and duties within industrial, manufacturing, processing, and building maintenance environments. It provides the high demand skill sets necessary to install, repair, and perform diagnostics functions and preventive maintenance, as well as modify machinery and automated systems which are electronically or computer actuated. Students receive training in a comprehensive program of study to include electrical code, print reading (electrical schematics), fluid power (hydraulics/pneumatics), industrial electrical/electronics, instrumentation, programmable logic controllers, mechanical functions, welding, basic machining, and plant safety/security practices. In addition, students take coursework to develop/enhance crucial skills in customer/personal services, mathematics, critical thinking skills, and computer operations. Upon graduation, students will be able to install, maintain, monitor, repair, and troubleshoot a wide variety of equipment within industrial, manufacturing, processing, and public/private service facilities.

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.

Admission Requirements: In addition to the College admission procedures 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.

Minimum Credits: 78

Suggested Course Sequence:

Term One	Course Title	Credits
BCA:112 BCA:212	Intro to Data Processing *OR* Intro to Computer Business Applications	3.0 3.0
ELE:107	Electrical Blueprint Reading	3.0
ELE:142	Electrical Materials Identification	1.0
HCR:403	Basic Electricity	4.0
MAT:773	Applied Math II	3.0
MFG:187	Plant Safety	1.0
SDV:179	The College Experience	3.0

Term Two	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
	Psychology Elective (transfer-level)	3.0

Term Three	Course Title	Credits
ELT:172	Fundamentals of Fluid Dynamics	3.0
ENV:115	Environmental Science	3.0
IND:192	Industrial Pumps	1.0
IND:195	Mechanical Drives	3.0

Term Four	Course Title	Credits
EGT:158	Fluid Power II/Pneumatics	2.0
ELE:203	Motor Control Circuits	4.0
ELT:171	Programmable Logic Controllers (PLCs)	3.0
HCR:117	Intro to Forced Air Heat	2.0
IND:154	Solid State Components	3.0
MFG:188	Predictive Maintenance	2.0
MFG:241	Machine Operations I	3.0

Term Five	Course Title	Credits
ENG:105 SPC:112	Composition I *OR* Public Speaking	3.0 3.0
HCR:124	Hydronic Heat	1.0
HCR:141	Principles of Heat Pumps	3.0
HCR:202	Intro to Cooling	3.0

IND:198	Mechatronics	3.0
WEL:119	Maintenance Welding	1.0

INDUSTRIAL MAINTENANCE TECHNICIAN-DIPLOMA

Campus Location: Peosta

Program Entry: Fall

Award: Diploma

Description: See Industrial Maintenance Technician - AAS

Admission Requirements: See Industrial Maintenance Technician - AAS

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: 45

Suggested Course Sequence:

Term One	Course Title	Credits
Term One	**Course Title**	**Credits**
BCA:112 BCA:212	Intro to Data Processing *OR* Intro to Computer Business Applications	3.0 3.0
ELE:107	Electrical Blueprint Reading	3.0
ELE:142	Electrical Materials Identification	1.0
HCR:403	Basic Electricity	4.0
MAT:773	Applied Math II	3.0
MFG:187	Plant Safety	1.0
SDV:179	The College Experience	3.0

Term Two	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
	Psychology Elective (transfer-level)	3.0

Term Three	Course Title	Credits
ELT:172	Fundamentals of Fluid Dynamics	3.0
ENV:115	Environmental Science	3.0
IND:192	Industrial Pumps	1.0
IND:195	Mechanical Drives	3.0

JOHN DEERE TECH

Campus Location: Calmar

Program Entry: Fall

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.

Admission Requirements: In addition to the College admission procedures 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: 78

Suggested Course Sequence:

Term One	Course Title	Credits
AGM:531	John Deere AMS/Implement Technology	3.5
AGM:532	John Deere Fundamentals and Safety	3.5
AGM:533	John Deere Combines	3.5
AGM:536	John Deere Electrical/Electronics I	3.5
ENG:105 COM:723	Composition I *OR* Workplace Communications	3.0 3.0
*SDV:179	The College Experience	3.0

Term Two	Course Title	Credits
AGM:534	John Deere Hydraulics I	3.5
AGM:807	John Deere Internship I	8.0

Term Three	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 PSY:112	Intro to Psychology *OR* Psychology of Human Relations	3.0 3.0

Term Four	Course Title	Credits
AGM:542	John Deere Information Technology	3.5
AGM:808	John Deere Internship II	8.0

Term Five	Course Title	Credits
AGM:504	John Deere Welding	1.0
AGM:537	John Deere Electrical/Electronics II	3.5
AGM:539	John Deere Consumer Products/ Engines	3.5
AGM:540	John Deere Diesel Engines	3.5
AGM:541	John Deere Diesel and Fuel Systems/ Tractor Performance	3.5
SPC:112	Public Speaking	3.0
**	Math/Science Elective	3.0

*The 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 from the areas listed above is required.

****Electives:**
Math/Science Electives: MAT:102, MAT:744, MAT:773, transfer-level MAT, transfer-level Science Elective

LARGE ANIMAL VETERINARY TECHNICIAN

Campus Location: Calmar

Program Entry: Fall

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 dairy herd, a commercial companion animal hospital and internships to develop exposure to different species and to different aspects of veterinary medicine. Transportation to the commercial companion animal clinic 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 aspects of the veterinary industry such as sales and corporate and private animal nursing. 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

Admission Requirements: In addition to the College admission procedures 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.

Program Requirements: As a safety precaution, all students are required to be vaccinated for rabies prior to beginning the program.

Minimum Credits: 72

Suggested Course Sequence

Term One	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 BIO:113	General Biology I *OR* General Biology II	4.0 4.0
CHM:110 CHM:160	Intro to Chemistry *OR* Chemistry I	3.0 3.0
SDV:179	The College Experience	3.0

Term Two	Course Title	Credits
AGS:224	Companion Animal Science	3.0
AGS:242	Animal Health	3.0
AGV:140	Veterinary Pharmacology	3.0
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

Term Three	Course Title	Credits
AGV:930	*Industrial Veterinary Technician Internship	2.0

Term Four	Course Title	Credits
AGS:331	Animal Reproduction	3.0
AGS:334	Applied Reproduction 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

Term Five	Course Title	Credits
AGS:319	Animal Nutrition	3.0
AGV:111	Small Animal Laboratory Techniques	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's schedule and will be held every-other-year.

****Electives:**
Psychology Elective: PSY:112 recommended

Academic Requirement(s): 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.

MARKETING MANAGEMENT

Campus Location: Peosta

Program Entry: Fall, Spring, Summer

Award: Associate of Applied Science degree

Description: Marketing management personnel must work very effectively with all people. In addition, they must be adept at analyzing people's reactions to a variety of situations, and govern their actions accordingly. An effective manager needs to be proficient in planning, organizing, directing and evaluating business activities. Oral and written communications play a vital role in transmitting product and management ideas to customers, employees, and supervisors.

The program of study combines classroom work and on-the-job training to teach skills needed in business operation and management functions. After graduation you may seek employment as an owner, operator, or assistant manager in retail operations, management trainee in an industrial setting, personnel manager ,or another mid-management position.

This program combines classroom work and on-the-job training to teach skills needed in retail operation and management functions. You can seek employment as an owner/operator, assistant manager in retail operations, management trainee in an industrial setting, personnel manager, and many other management positions.

Admission Requirements: See page 24 under Admission Procedures.

Minimum Credits: 73

Suggested Course Sequence

Term One	Course Title	Credits
BCA:212	Intro to Computer Business Applications	3.0
BUS:103	Intro to Business	4.0
MKT:140	Principles of Selling	3.0
MKT:275	Marketing Occupational Experiences I	2.0
SDV:179	The College Experience	3.0

Term Two	Course Title	Credits
BUS:185	Business Law I	3.0
MKT:110	Principles of Marketing	3.0
MKT:150	Principles of Advertising	3.0
MKT:183	Customer Service Strategies	3.0
SDV:135	Job Seeking Skills	1.0
*	Communication Elective	3.0

Term Three	Course Title	Credits
MKT:276	Marketing Occupational Experiences II	6.0
*	General Education Elective	3.0

Term Four	Course Title	Credits
ACC:115 ACC:152	Intro to Accounting *OR* Financial Accounting	4.0 4.0
MGT:102	Principles of Management	4.0
MKT:277	Marketing Occupational Experiences III	2.0
PSY:111 PSY:112	Intro to Psychology *OR* Psychology of Human Relations	3.0 3.0
*	Math/Science Elective	3.0

Term Five	Course Title	Credits
BUS:180	Business Ethics	3.0
MGT:170	Human Resources Management	3.0
MKT:278	Marketing Occupational Experiences IV	2.0
MKT:298	Seminar in Entrepreneurship	3.0
*	Social Science/Humanities Elective	3.0
*	Technical Elective	3.0

***Electives:**

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

General Education Electives: Transfer-level ART, ASL, BIO, CHM, CLS, COM, DRA, ECN, ENG, ENV, FLS, GEO, HIS, HUM, LIT, MAT, MUS, PHI, PHS, PHY, POL, PSY, REL, SOC, SPC

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

Social Science/Humanities Electives: Transfer-level ART, ASL, CLS, DRA, ECN, FLS, GEO, HIS, HUM, LIT, MUS, PHI, POL, PSY or SOC, REL

Technical Electives: ACC, ADM (excluding ADM:105), BCA, BUS, FIN, GRA, MGT, MKT, TRV

MECHANICAL ENGINEERING TECHNOLOGY

Campus Location: Peosta

Program Entry: Fall

Award:: Associate of Applied Science degree

Description: The Mechanical Engineering Technology program prepares individuals to apply basic engineering principles and technical skills in the design and development phases of a wide variety of projects involving mechanical systems. The program provides the high demand skills sets necessary to assist in the development, implementation, and analysis of engineering projects and processes. Students will receive training in a comprehensive program of study and will be required to complete an internship and design project intended to apply the technical knowledge gained in the classroom to actual engineering projects and processes.

Admission Requirements: In addition to the College admission procedures 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.

Minimum Credits: 73

Suggested Course Sequence

Term One	Course Title	Credits
CIS:122	Programming Logic and Design	3.0
CAD:104	Computer Aided Drafting	3.0
EGT:114	Intro to Engineering Technology	3.0
EGT:172	Manufacturing Processes I	4.0
MAT:744	Technical Math	4.0
SDV:179	The College Experience	3.0

Term Two	Course Title	Credits
EGT:128	Statics	3.0
EGT:166	Parametric Modeling I	2.0
EGT:173	Manufacturing Processes II	2.0
EGT:308	Machine Design and Geometry	2.0
MAT:747	Technical Math II	4.0
PHY:710	Technical Physics	3.0

Term Three	Course Title	Credits
COM:723	Workplace Communications	3.0
EGT:801	Mechanical Engineering Internship	3.0
PSY:112	Psychology of Human Relations	3.0

Term Four	Course Title	Credits
EGT:123	Strength of Materials	3.0
EGT:268	Manufacturing Processes III	4.0
EGT:309	Dynamics and Kinematics	3.0
	General Education Elective	3.0
*	Technical Elective	3.0

Term Five	Course Title	Credits
EGT:188	Design Project	4.0
EGT:306	Technical Project Management	2.0
ELE:113	AC/DC Fundamentals	3.0
*	Technical Elective	3.0
	(Internship if not completed previously)	(3.0)

***Electives:**

Technical Electives: EGT:235, EGT:266, ELE:172, ELT:123, approved EGT Project Lead the Way® courses

MEDICAL ASSISTANT

Campus Location: Peosta

Program Entry: Fall

Award: Diploma

Description: Medical Assistants are allied health professionals who perform administrative and clinical functions that support the services of 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, you 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 for Allied Health Education Programs (CAAHEP), www.caahep.org

Admission Requirements: In addition to the College admission procedures outlined on page 24, applicants must achieve a minimum ACCUPLACER® reading score of 70 and a minimum ALEKS® score of 15. ACT® or ACT Compass® scores are also acceptable.

Program Requirements: The College has contracted the services of Certified Profile 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 Provider or American Red Cross Professional Rescuer), mandatory reporter of child and dependent adult abuse, HIPAA and blood borne 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.

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 50 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 disease and chemical/bio hazardous material and odors.

Class Hours: Classes are scheduled two or three days a week at the campus and include lab hours. Clinical experience is scheduled in a physician setting after completion of required prerequisite coursework.

Minimum Credits: 44.5

Suggested Course Sequence

Term One	Course Title	Credits
ADM:105	Intro to Keyboarding	1.0
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:117	Basic Medical Terminology	2.5
MAP:111	Medical Office Management I	3.0
MAP:353	Clinical Procedures I	4.0
SDV:179	The College Experience	3.0

Term Two	Course Title	Credits
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:513	Medical Assisting Pharmacology	3.0
MAP:532	Human Body: Health and Disease	3.0
SPC:112	Public Speaking	3.0

Term Three	Course Title	Credits
MAP:402	Medical Law and Ethics	2.0
MAP:622	Medical Assistant Practicum	6.0

Note: Students are required to take some courses in an online or hybrid format.

Academic Requirement(s): 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.

MEDICAL LABORATORY TECHNICIAN

Campus Location: Calmar, Peosta

Program Entry: Fall

Award: Associate of Applied Science degree from Hawkeye Community College (HCC)

Description: The Medical Laboratory Technician program offers you the opportunity to take two semesters of study at NICC and then a summer term and one semester at Hawkeye Community College (HCC) in Waterloo before completing the 24-week clinical internship. NICC 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.

Admission Requirements: In addition to the College admission procedures outlined on page 24, applicants must apply for admission at Hawkeye Community College, www.hawkeyecollege.edu/admissions.

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

Minimum Credits: 29 plus HCC coursework

Suggested Course Sequence

Term One	Course Title	Credits
BIO:165	Human Anatomy and Physiology I	3.0
BIO:167	Human Anatomy and Physiology I Lab	1.0
CHM:110	Intro to Chemistry	3.0
CHM:111	Intro to Chemistry Lab	1.0
MLT:101	*Intro to Lab Science	2.0
PSY:111 SOC:110	Intro to Psychology *OR* Intro to Sociology	3.0 3.0
SPC:112	Public Speaking	3.0

Term Two	Course Title	Credits
BIO:170	Human Anatomy and Physiology II	3.0
BIO:172	Human Anatomy and Physiology II Lab	1.0
BIO:183	Microbiology	3.0
BIO:184	Microbiology Lab	1.0
ENG:105	Composition I	3.0
HIT:140	Medical Terminology	4.0
MLT:120	*Urinalysis	3.0

Summer session and second year are completed with Hawkeye Community College (HCC)

Term Three	Course Title	Credits
MLT:110	*Fundamental Lab Techniques	3.0
MLT:130	*Hematology	3.0
MLT:250	*Clinical Microbiology	4.0

Term Four	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	*Immunohematology I	4.0
MLT:270	*Immunology and Serology	2.0

Term Five	Course Title	Credits
MLT:285	*Clinical Practicum: Chemistry	4.0
MLT:287	*Clinical Practicum: Hematology	4.0
MLT:288	*Clinical Practicum: Microbiology	4.0

Term Six	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:165 and BIO:167 at NICC. Term Two: BIO:113 or CHM:132 may be taken at HCC in place of BIO:170 and BIO:172 at NICC.

Academic Requirement(s): Students enrolled in health occupations programs must complete all required coursework with a "C-" grade or above and earn a minimum 2.0 grade point average to graduate from the program.

NURSING - ASSOCIATE DEGREE NURSING

Campus Location: Calmar, Peosta

Program Entry: Fall, Spring

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.

Admission Requirements: The ADN program is a ladder-concept program In addition to the College admission procedures 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 minimum grade of C- or above within five years from the date of application:

- Human Anatomy and Physiology I [BIO:165] with lab component [BIO:167]
- Human Anatomy and Physiology II [BIO:170] with lab component [BIO:172]
- Dosage Calculations [PNN:200]
- Intro to Nutrition [PNN:270]

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 district wide head of Nursing approval. A licensed practical nurse seeking admission will need to provide proof of current licensure and complete ADN:232 BIO:165, BIO:167, BIO:170, BIO:172 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.

Program Requirements: The College has contracted the services of Certified Profile 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 Provider or American Red Cross Professional Rescuer), mandatory reporter of child and dependent adult abuse, HIPAA and blood borne 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 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

Suggested Course Sequence

Term One	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

Term Two	Course Title	Credits
PNN:181	*Intro to Nursing Care of Adults II	5.5
PNN:242	*Intro to Maternal Child Health	3.5
PNN:312	*Application of the Practical Nurse Role	3.75

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

ADN:232	Transitioning from Practice into Associate Degree Nursing	1.75

Term Three	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

Term Four	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

Term Five	Course Title	Credits
ADN:525	Advanced 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.

Academic Requirement(s): 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.

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, and Allen College in Iowa. Clarkson College in Nebraska and Central Methodist University in Missouri 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.

NURSING - PRACTICAL NURSING

Campus Location: Calmar, Peosta

Program Entry: Fall, Spring

Award: Diploma

Description: This program of classroom, lab and clinical experience will prepare you for employment in hospitals, nursing homes, and a variety of other 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.

Admission Requirements: In addition to the College admission procedures 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 minimum grade of C- or above within five years from the date of application:

- Human Anatomy and Physiology I [BIO:165] with lab component [BIO:167]
- Human Anatomy and Physiology II [BIO:170] with lab component [BIO:172]
- Dosage Calculations [PNN:200]
- Intro to Nutrition [PNN:270]

Students may transfer into the freshman year only after transcript review, space availability and Director 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.

Program Requirements: The College has contracted the services of Certified Profile 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 Provider or American Red Cross Professional Rescuer), mandatory reporter of child and dependent adult abuse, HIPAA and blood borne 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

Suggested Course Sequence

Term One	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

Term Two	Course Title	Credits
PNN:181	*Intro to Nursing Care of Adults II	5.5
PNN:242	*Intro to Maternal Child Health	3.5
PNN:312	*Application of the Practical Nurse Role	3.75

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

Academic Requirement(s): Students 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.

PARAMEDIC - AAS

Campus Location: Peosta

Program Entry: Fall

Award: Associate of Applied Science degree

Description: Emergency medical technician-paramedics, working under the direction of a physician (often through radio communication), recognize, assess, and manage medical emergencies of acutely ill or injured patients in pre-hospital and emergency care settings. EMT-paramedics work principally in advanced life-support units and ambulance services under medical supervision and direction. Some EMT-paramedics are employed by community fire and/or police departments, work for private companies, or may be community volunteers.

The goal of the Paramedic program is to prepare competent entry-level paramedics in the cognitive, psychomotor, and affective learning domains.

Paramedics work with other highly trained individuals to provide quality emergency care in the least amount of time. The Paramedic program is an option for both current and potential paramedics. Paramedic training includes classroom instruction, clinical instruction, and field training.

The NICC Paramedic program meets all requirements as outlined in the United States Department of Transportation and the Emergency Medical Technician - Paramedic National Standard Curriculum. The NICC Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Admission Requirements: In addition to the College admission procedures outlined on page 24, applicants must have a current State of Iowa EMT certification and achieve a minimum ACCUPLACER® reading score of 70. ACT® or ACT Compass® scores are also acceptable.

Program Requirements: The College has contracted the services of Certified Profile 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 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 Provider or American Red Cross Professional Rescuer), mandatory reporter of child and dependent adult abuse, HIPAA and blood borne 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.

Minimum Credits: 64

Suggested Course Sequence

Term One	Course Title	Credits
BIO:158	Basic Anatomy and Physiology	2.0
BIO:160	Basic Anatomy and Physiology Lab	1.0
EMS:270	Paramedic Level I	12.0
SDV:179	The College Experience	3.0

Term Two	Course Title	Credits
EMS:271	Paramedic Level II	16.0
ENG:105	Composition I	3.0

Term Three	Course Title	Credits
EMS:272	Paramedic Level III	11.0
SPC:112	Public Speaking	3.0

Term Four	Course Title	Credits
BIO:157	Human Biology	4.0
PSY:111 PSY:112	Intro to Psychology *OR* Psychology of Human Relations	3.0 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

Academic Requirement(s): 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.

PARAMEDIC - DIPLOMA

Campus Location: Peosta

Program Entry: Fall

Award: Diploma

Description: See Paramedic - AAS

Admission Requirements: See Paramedic - AAS

Minimum Credits: 48

Suggested Course Sequence

Term One	Course Title	Credits
BIO:158	Basic Anatomy and Physiology	2.0
BIO:160	Basic Anatomy and Physiology Lab	1.0
EMS:270	Paramedic Level I	12.0
SDV:179	The College Experience	3.0

Term Two	Course Title	Credits
EMS:271	Paramedic Level II	16.0

Term Three	Course Title	Credits
EMS:272	Paramedic Level III	11.0
*	Communication Elective	3.0

***Electives:**

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

Academic Requirement(s): See Paramedic - AAS

RADIOLOGIC TECHNOLOGY

Campus Location: Peosta

Program Entry: Fall

Award: Associate of Applied Science degree

Description: A radiographer is a vital member of the healthcare team whose responsibilities range from obtaining diagnostic information to assisting physicians with complex procedures. Radiographers 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 Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), www.jrcert.org and its mission is to provide an ambitious didactic and clinical education that produces compassionate, confident, and professional technologists. The program will provide a variety of work settings and experiences to successfully prepare graduates to function as entry-level radiographers. A qualified graduate will be eligible to take the national registry examination, thereby becoming a certified registered radiographer. Students will rotate through multiple clinical sites within an 80-mile radius of Dubuque.

Admission Requirements: In addition to the College admission procedures outlined on page 24, applicants must achieve a minimum ALEKS® score of 15. ACT® or ACT Compass® scores are also acceptable. The following courses must be completed with a minimum grade of C- or above within five years from the date of application:

- Human Anatomy and Physiology I [BIO:165] with lab component [BIO:167]
- Human Anatomy and Physiology II [BIO:170] with lab component [BIO:172]
- Basic Medical Terminology [HSC:117] OR Medical Terminology [HIT:140]

Program Requirements: The College has contracted the services of Certified Profile 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 Program Compliance 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 Provider or American Red Cross Professional Rescuer), mandatory reporter of child and dependent adult abuse, HIPAA and blood borne 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 50 pounds and also shared weight. Clinical tasks require use of hands for repetitive action, such as simple and firm grasping and fine manipulation and walking, including stair stepping. You may also be in contact with communicable diseases and chemical/biohazardous materials and odors. Prior to clinical assignments you will be instructed about the radiation hazards to an embryo/fetus.

Minimum Credits: 85 including admission requirements

Suggested Course Sequence

Term One	Course Title	Credits
BIO:170	Human Anatomy and Physiology II	3.0
BIO:172	Human Anatomy and Physiology II Lab	1.0
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

Term Two	Course Title	Credits
RAD:143	Radiographic Procedures II	5.0
RAD:240	Clinical Education II	5.0
RAD:440	Image Evaluation	4.0

Term Three	Course Title	Credits
ENG:105 SPC:112	Composition I *OR* Public Speaking	3.0 3.0
RAD:185	Special Procedures and Pharmacology	3.0
RAD:271	Clinical Education III	4.0

Term Four	Course Title	Credits
RAD:420	Radiographic Physics	4.0
RAD:510	Clinical Education IV	6.0
RAD:709	Radiographic Image Exposure	3.0

Term Five	Course Title	Credits
RAD:550	Clinical Education V	6.0
RAD:712	Radiographic Advanced Exposure	2.0
RAD:738	Radiologic Pathology	2.0
RAD:860	Radiobiology and Radiation Protection	2.5
*	Math Elective (transfer-level)	3.0

Term Six	Course Title	Credits
PSY:111 PSY:112	Intro to Psychology *OR* Psychology of Human Relations	3.0 3.0
RAD:591	Clinical Education VI	3.0
RAD:661	Comprehensive Radiologic Review	3.0

Note: Students are required to take some courses in an online or hybrid format.

***Electives:**
Math Electives: MAT:110, MAT:120, MAT:128, MAT:140, MAT:156, MAT:210, MAT:216, MAT:219

Academic Requirement(s): Students enrolled in health occupations programs must complete all required coursework with a "C-" grade or above and earn a minimum 2.0 grade point average to graduate from the program.

RESPIRATORY CARE

Campus Location: Peosta

Program Entry: Fall

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.

When you graduate with an Associate of Applied Science (AAS) degree, you are eligible for credentialing exams offered by the National Board for Respiratory Care (NBRC). The program is accredited by the Commission on Accreditation for Respiratory Care (CoARC). Website: www.coarc.com

Admission Requirements: In addition to the College admission procedures outlined on page 24, applicants must achieve a minimum ACCUPLACER® reading score of 70 and a minimum ALEKS® score of 15. ACT® or ACT Compass® scores are also acceptable.

Program Requirements: The College has contracted the services of Certified Profile 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 Provider or American Red Cross Professional Rescuer), mandatory reporter of child and dependent adult abuse, HIPAA and blood borne 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 50 pounds and also shared weight.

Clinical tasks require use of hands for repetitive action, such as simple and firm grasping and fine manipulation and walking, including stair stepping. You may also be in contact with communicable diseases and chemical/biohazardous materials and odors. You may need to show proof of high school graduation or equivalent prior to taking the credentialing exam.

Class Hours: Classes are scheduled two or three days per week at the Peosta Campus. Clinical experiences are scheduled at the affiliate hospitals and home care providers located within a 110-mile radius of the campus. The clinical experience greatly enhances your education. You may work day or evening shifts, and you must provide your own transportation and lodging when necessary. Car pools are considered when making assignments to the clinical areas.

Minimum Credits: 78.5

Suggested Course Sequence

Term One	Course Title	Credits
BIO:165	Human Anatomy and Physiology I	3.0
BIO:167	Human Anatomy and Physiology I Lab	1.0
RCP:271	Respiratory Therapy Techniques I	6.0
RCP:320	Respiratory Therapy Science I	3.5
SDV:179	The College Experience	3.0

Term Two	Course Title	Credits
BIO:170	Human Anatomy and Physiology II	3.0
BIO:172	Human Anatomy and Physiology II Lab	1.0
RCP:460	Respiratory Science II	3.5
RCP:540	Respiratory Therapy Techniques II	8.0

Term Three	Course Title	Credits
PSY:111 PSY:112	Intro to Psychology *OR* Psychology of Human Relations	3.0 3.0
RCP:350	Pulmonary Pathology	3.0
RCP:490	Respiratory Therapy Science III	6.0

Term Four	Course Title	Credits
BIO:183	Microbiology	3.0
BIO:184	Microbiology Lab	1.0
ENG:105	Composition I	3.0
RCP:600	Neonatal/Pediatric Respiratory Therapy	3.0
RCP:820	Respiratory Therapy Techniques IV	7.5

Term Five	Course Title	Credits
HSC:136	Advanced Life Support (ACLS/PALS)	1.5
RCP: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.

Academic Requirement(s): 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.

SURGICAL TECHNOLOGY

Campus Location: Peosta

Program Entry: Fall

Award: Diploma and/or Associate of Applied Science degree (AAS) granted from Kirkwood Community College (KCC)

Description: The Surgical Technology program, a consortium between NICC and Kirkwood Community College (KCC), provides you the opportunity to complete your general education coursework through NICC and the Surgical Technology courses through KCC on the NICC Peosta campus via the fiber optic network (ICN).

Surgical technologists work as members of the surgical team in a variety of settings, most frequently in the hospital operating rooms. They function under supervision to ensure that the operating room is safe, equipment functions properly, and the operative procedures are conducted under conditions that maximize safety.

Graduates are eligible to take the national certification exam offered by the Liaison Council for Surgical Technologist certification. Kirkwood's Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in collaboration with the American College of Technologists (AST) and is based on the recommendation of the Accreditation Review Committee (ARC).

Admission Requirements: In addition to the College admission procedures outlined on page 24, applicants must apply for admission at Kirkwood Community College, www.kirkwood.edu/apply.

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 Health Association "Healthcare Provider" course (no other level accepted) or American Red Cross "CPR for the Professional Rescuer" (no other level accepted) or EMP "BLSPRO" (this course includes First Aid and Healthcare Provider CPR) or CPR Instructor Level for Red Cross, American Heart or EMP. A copy of a high school diploma or GED certificate will need to be on file with the program coordinator.

Minimum Credits: 15 plus KCC coursework

Suggested Course Sequence

Term One	Course Title	Credits
BIO:158	Basic Anatomy and Physiology	2.0
BIO:160	Basic Anatomy and Physiology Lab	1.0
BIO:200	Basic Microbiology	1.0
BIO:204	Basic Microbiology Lab	1.0
HIT:140	Medical Terminology	4.0
HSC:107	*Professionals in Health	2.0
HSC:210	*Health Skills I	1.0
SUR:126	*Surgical Technology I	4.5
SUR:128	*Surgical Technology Lab I	2.0

Term Two	Course Title	Credits
MAT:772	Applied Math	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 Surgical Technology	2.0
SUR:440	*Biomedical Sciences for Surgical Technology	2.0
SUR:520	*Surgical Technology Practicum I	2.0

Term Three	Course Title	Credits
SUR:523	*Surgical Technology Practicum II	9.0

*Course taken through KCC

WELDING

Campus Location: Peosta

Program Entry: Fall

Award: Diploma

Description: Welding offers rewarding and challenging career opportunities both indoors and outdoors in a variety of industries ranging from repair jobs to fabrication/construction activities. If you look around, almost everything made of metal is welded. The world's tallest buildings, airplanes, ships, race cars, home appliances, and automobiles are just a few examples.

There are many ways to make a weld, and 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.

Admission Requirements: See page 24 under Admission Procedures. 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: 37

Suggested Course Sequence:

Term One	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:228	Intro to Welding, Safety, and Health of Welders: SENSE 1	1.0
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

Term Two	Course Title	Credits
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
*	Communication Elective	3.0
*	Math Elective	3.0

***Electives:**

Communication Electives: COM:723, ENG:105

Math Electives: MAT:102, MAT:744, MAT:772, MAT:773, transfer-level MAT

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.

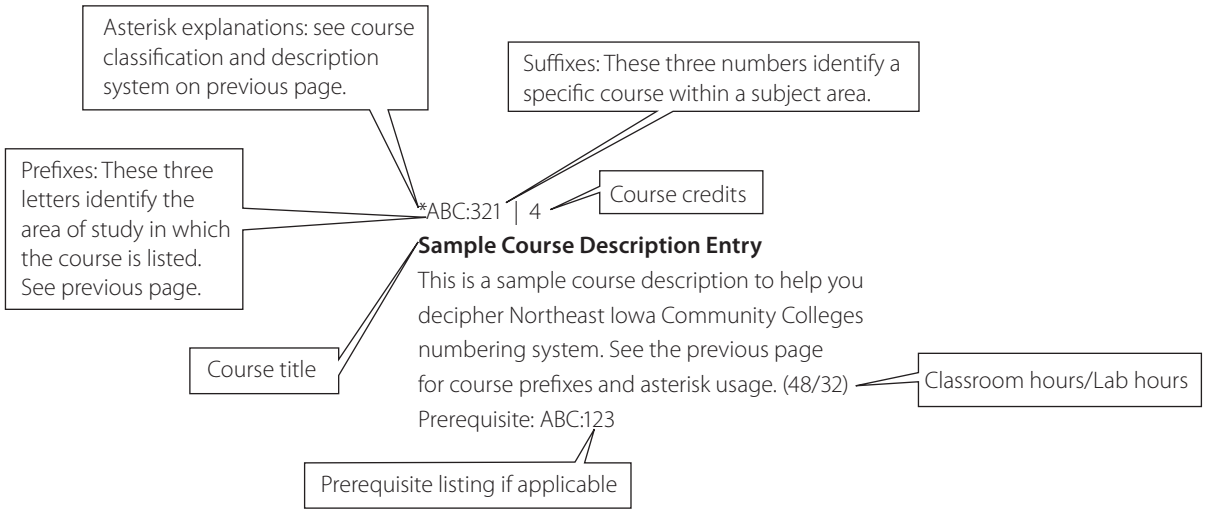
Please Note: NICC separates science courses into Natural and Physical Sciences as listed below, but other colleges and universities may use different breakdowns. Students transferring credits to another institution should check with that institution for information on their requirements and how these 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:165, BIO:167, BIO:170, BIO:172, 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:262, PHS:142, PHS:143, PHS:166, PHS:170, PHS:171, PHY:106, PHY:162, PHY:172, PHY:710

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

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. The use of special journals for a merchandiser. (48/32) Prerequisite: MAT:053 or qualifying placement score

ACC:116 | 4

Introduction to Accounting II

Additional study of accounting fundamentals, including inventories, acquisition of plant assets, depreciation of plant assets, disposal of plant assets and liabilities. (48/32) Prerequisite: A minimum grade of C- in ACC:115

*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:162 | 4

Payroll Accounting

The study of personnel and payroll records that provide the information required under current laws affecting the operations of a payroll system. (64/0) Prerequisite: 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: ACC:156

*ACC:231 | 4

Intermediate Accounting I

A broad overview of accounting and its theoretical foundation as well as comprehensive coverage of the asset area. Activities include preparing financial statements, completing time-value accounting applications, accounting for cash, receivables, inventory and fixed assets. (48/32) Prerequisite: A minimum grade of C- in ACC:156

*ACC:232 | 4

Intermediate Accounting II

Covers asset, liabilities and owner's equity; special problems in income determination and reporting; and the statement of cash flow. Activities include accounting for current and contingent liabilities, 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: ACC:231

*ACC:265 | 4

Income Tax Accounting

A study of federal taxation as it applies to individuals and single proprietorship businesses. (64/0) Prerequisite: ACC:115 or ACC:152

ACC:480 | 3
Advanced Accounting Applications
A study of selected advanced problem areas in accounting applications including, but not limited to, using accounting data in the decision making process and establishing and maintaining a computerized accounting system. Accounting concepts will be applied to real-world situations of business delivering services to clients using accounting software. (32/32) Prerequisite: ACC:231

ACC:491 | 3
Accounting Capstone
Provides an instructional method to use skills learned in various accounting and other business courses that will combine accounting and computer skills learned in introductory and intermediate accounting courses. Introduces a commercial accounting package and requires application of accounting knowledge and skills to accounting problems utilizing accounting software. (32/32) Prerequisite: ACC:231

ACC:804 | 3
Accounting Spreadsheet Applications
Provides a realistic approach to using a computerized, integrated accounting system consisting of the following modules: ledger, accounts receivable and payable, inventory, depreciation, payroll systems and financial statement analysis. Also includes a study and use of spreadsheet software to enable the student to use the tool to solve accounting and business analysis problems. (0/96) Prerequisite: ACC:115 or ACC:152

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:141 | 2
Desktop Publishing
Teaches the basic and advanced concepts of desktop publishing and provides hands-on experience in the production and design of documents and graphics using desktop publishing software. (16/32) Prerequisite: ADM:116

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 office procedures and administrative office management. Topics include work environment, workplace technologies, customer and employee satisfaction, mail, travel, meetings, conferences and your career. (48/0)

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:297 | 1
Certification Preparation
Preparation for certification in Microsoft Office Word using online tutorials and practice designed to simulate the certification process. (0/32)

ADM:298 | 1
Certification Preparation (Excel)
Preparation for certification in Microsoft Office Excel using online tutorials and practice designed to simulate the certification process. (0/32)

ADM:936 | 4
Occupational Experience
Opportunity for supervised work experience related to the major academic interests of students in an approved business establishment. Skills and knowledge are applied by working a minimum of 256 hours to receive credit. (256 coop hours) Prerequisite: Successful completion of 12 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 NE Iowa nursing program. Reviews practical nursing knowledge in areas of nursing process, care planning, physical assessment, test taking and lab skills. Includes orientation to the program requirements, policies and procedures and college resources. (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:312, 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:154 | 3
Fundamentals of Soil Science
Introduction to physical, chemical and biological properties of soils, their formation, classification and distribution. Uses soil survey and land information to balance agronomic, economic and environmental concerns in soil management. (40/16)

AGA:157 | 1
Soil Fertility
Provides a working knowledge of agronomic terms, soil-plant relationships and principles of fertilizer use and lime use. (12/8)

AGA:161 | 1
Herbicides
Familiarizes students with the herbicides used in Midwest crops, their families, mode of action and injury symptoms. (12/8)

*AGA:212 | 4
Grain and Forage Crops
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: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:853 | 1
Certified Crop Advisor Review
Reviews the competencies required for the national and state certified crop advisor exams. (16/0)

AGB: Agriculture – Farm Management

*AGB: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 are placed on the job in agribusiness firms which most nearly fit their career goals with the purpose of giving experiences and developing skills and knowledge which cannot be furnished in the classroom. (128 coop hours)

AGB:812 | 2
Agribusiness Internship II
Students are placed on the job in agribusiness firms which most nearly fit their career goals with the purpose of giving experiences and developing skills and knowledge which cannot be furnished in the classroom. (128 coop hours)

AGB:822 | 2
Agribusiness Internship III
Students are placed on the job in agribusiness firms which most nearly fit their career goals with the purpose of giving experiences and developing skills and knowledge which cannot be furnished in the classroom. (128 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
An opportunity to further develop and practice farm management skills based on objectives set forth in an individual training plan developed with and for each student. An economical, well-managed farm or farm enterprise of appropriate size serves as the training site. (128 coop hours)

AGC:812 | 2
Agriculture Production Internship II
An opportunity to further develop and practice farm management skills based on objectives set forth in an individual training plan developed with and for each student. An economical, well-managed farm or farm enterprise of appropriate size serves as the training site. (128 coop hours)

AGC:925 | 2
Agriculture Special Projects I
The advanced agriculture student will be assigned a project in the teaching laboratory

and will collect organize, analyze and present data through written and oral presentations. (0/64) Prerequisite: Second-year agriculture student status

AGC:926 | 2
Agriculture Special Projects II
The advanced agriculture student will be assigned a project in the teaching laboratory. Students will collect organize, analyze and present data through written and oral presentations. (0/64) Prerequisite: Second-year agriculture student status, AGC:925

AGH: Agriculture - Horticulture

AGH:239 | 4
Introduction to Arboriculture and Ornamental Horticulture
The general principles of arboriculture and horticulture with an emphasis on the utilization and cultural characteristics of commonly cultivated woody and herbaceous plants. Special consideration given to the relationships between humans and landscape plants and to employment opportunities. (48/32)

AGH:290 | 3
Nursery and Landscape Maintenance
General principles of landscape and nursery maintenance with an emphasis on utilization and cultural characteristics of commonly cultivated landscape plants and the use and installation of hardscape features. Special consideration given to employment opportunities and preparation for the Iowa Certified Nursery Professional examination. (32/32)

AGM: Agriculture - Mechanics

AGM: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 information resources to assist technicians during their daily job operations. Service Advisor is a computer-based software providing technical information for current and non-current John Deere equipment models. PmPro is the John Deere parts system software that technicians are required to use on a daily basis. Pathways is a website provided by John Deere for additional information resources and continuation of dealership employee education. Course prepares students for the John Deere Service Advisor Certification test and exposure to PmPro and Pathways. (32/48)

AGM:805 | 9
John Deere Internship I
On the job experience in a John Deere dealership allows students to practice and utilize skills and knowledge learned in previous semesters. This work experience is supervised by NICC John Deere TECH instructors. (576 coop hours)

AGM:806 | 9
John Deere Internship II
On the job experience in a John Deere dealership allows students to practice and utilize the skills and knowledge learned in previous semesters. This work experience is supervised by NICC John Deere TECH instructors. (576 coop hours)

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
On the job experience in a John Deere dealership allows students to practice and utilize the skills and knowledge learned in previous semesters. This work experience is supervised by NICC John Deere TECH instructors. (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)

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: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:126 | 1
Bovine Hoof Care Rotation
Covers all aspects of hoof care, treatment and maintenance. Students will utilize hoof care equipment and hooves for the training. (0/32)

*AGS:216 | 3
Equine Science
Designed to increase knowledge of horses and basics of the horse industry. (48/0)

*AGS:218 | 4
Domestic Animal Physiology
Covers the basics in animal anatomy and physiology with a concentration on farm and domestic animals. The lab section will parallel topics covered in the lecture. (48/32)

*AGS:224 | 3
Companion Animal Science
Covers the basic management principles relevant in the care of dogs, cats, rabbits and other small companion animals. (48/0)

AGS:225 | 3
Swine Science
Skill development in swine management from breeding through marketing. Discusses health, nutrition, environmental control and ability to identify superior producing animals for breeding under various conditions. Familiarization with the pork quality assurance program and good husbandry techniques. (32/32)

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: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: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
Dairy Equipment and Facility Rotation
Introduces farm equipment operation and routine maintenance required when working in a dairy farm operation. (4/24)

AGS:346 | 1
Dairy Robotics
A broad-based introduction to robotic technology for the dairy industry. (8/16)

AGS:350 | 1
Artificial Insemination of Cattle
This week-long clinical-type course covers the basics of artificial insemination. Emphasizes reproductive physiology, anatomy, semen handling and storage, heat detection and insemination techniques. Students work with live animals in learning and demonstrating AI skills. (0/32)

AGS: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:528 | 1
Artificial Insemination of Swine
This week-long, clinical-type course covers the basics of artificial insemination. Emphasis on reproductive physiology, anatomy, semen handling and storage, heat detection and insemination techniques. Students work with live animals in learning and demonstrating artificial insemination skills. (0/32)

AGS:529 | 2
Swine Reproduction and Management
Recognizing swine reproductive characteristics and reproductive functions of swine breeding stock. Identifying type and confirmation necessary for economic production. Also deals with breeds, breeding programs, breeding systems and appropriate management techniques. (32/0)

AGS: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: Enrollment in the Large Animal Veterinary Technician program

AGV:111 | 2
Small Animal Laboratory Techniques
Hands-on laboratory skills. (16/32) Prerequisites: Enrollment in the Large Animal Veterinary Technician program and a minimum grade of C- in AGS:331, AGS:334, AGV:156, AGV:180, AGV:248, AGV:266

AGV:121 | 2
Veterinary Medical Terminology
Discussion of prefixes, suffixes and roots (mostly Greek and Latin) that comprise medical terms. (32/0) Prerequisite: Enrollment in the Large Animal Veterinary Technician program

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:156 | 2
Veterinary Reception and Administration Skills
Covers all aspects of record keeping, reception and administration in a veterinary hospital. (32/0) Prerequisites: Enrollment in the Large Animal Veterinary Technician program and a minimum grade of C- in AGS:224, AGS:242, AGV:140, AGV:220, BIO:183, BIO:184, ENG:105

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:140, AGV:220, 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: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: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:140, AGV:220, 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:140, AGV:220, 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) Prerequisite: Enrollment in the Veterinary Technician program; and a minimum grade of C- in AGV:121, AGV:140, AGV:220, AGV:246

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: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:140, AGV:220, 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

ART: ART

*ART:101 | 3
Art Appreciation
A general survey course exploring the elements of art and many artists, their lives, cultures and media. Field trip required. (48/0)

*ART:120 | 3
Two-Dimensional Design
This art studio course introduces the systems and elements of visual organization through two-dimensional design principles and theories using a variety of media. (32/32)

*ART:123 | 3
Three-Dimensional Design
An art studio course introducing the systems and elements of visual organization through three-dimensional design principles and theories using a variety of media. (32/32)

*ART:133 | 3
Drawing
The study and creation of drawing as an exploration into two-dimensional visual relationships for either the curious beginner or potential art student. Develops an understanding of form, shape, line and texture through the use of direct observation of and improvisation from the natural and artificial worlds. Explores a variety of wet and dry drawing media. (32/32)

*ART:134 | 3
Drawing II
Reviews and further develops methods, skills and techniques only briefly touched upon in Drawing I. New areas of learning include use of color in dry media such as pastels or colored pencils. Introduces wet media such as pen and ink and brush drawing. Includes a start on drawing the human figure and drawing from fantasy and imagination. (32/32) Prerequisite: A minimum grade of C- in ART:133

*ART:203 | 3
Art History I
The study of the visual arts in western civilization including painting, sculpture and architecture from prehistoric times through the Gothic period. (48/0)

*ART:204 | 3
Art History II
The study of the visual arts in western civilization including painting, sculpture, architecture and photography from the Renaissance through the twentieth century. (48/0)

ASL: American Sign Language

*ASL:131 | 3
American Sign Language I
Introduces the various systems of manual communications used with deaf and hearing-impaired individuals and others with communication disabilities. The primary focus is to develop a core vocabulary in signs providing a foundation for the subsequent acquisition of skills in signed English and/or American Sign Language. (48/0)

*ASL:161 | 3
American Sign Language II
Introduction to American Sign Language (ASL) as used in the deaf community in America. The primary focus is to develop a basic proficiency in using ASL to communicate with the deaf or hard of hearing. (48/0) Prerequisite: ASL:131

*ASL:241 | 3
American Sign Language III
Reviews American Sign Language vocabulary and grammatical structures presented in American Sign Language II. Focus is on grammatical and lexical expansion with an emphasis on language in context. (48/0) Prerequisite: ASL:161

*ASL:271 | 3
American Sign Language IV
Reviews American Sign Language vocabulary and grammatical structures presented in American Sign Language III. The focus is on grammatical and lexical expansion with an emphasis on idiomatic usage and socio-cultural communicative functions. (48/0) Prerequisite: ASL:241

AUT: Automotive Technology

AUT:102 | 1
Introduction to Automotive Technology
Introduces safety practices, an overview of systems that are a part of the Automotive Technology curriculum and shop tools and diagnostic equipment that will be used throughout the program. (0/32)

AUT: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) Prerequisite: AUT:102

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:102 AUT:641

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:102, AUT:306, AUT:641

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) Prerequisite: AUT:102

AUT:321 | 2

Automotive Transmissions

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

AUT:404 | 4

Automotive Suspension and Steering

The principles and functions of the components of the automobile chassis and suspension system and practical instruction in adjusting and repairing suspension and steering systems. Emphasizes alignment and wheel balancing and employing the newest and finest equipment. (32/64) Prerequisite: AUT:102

AUT:405 | 5

Automotive Suspension and Steering

Information regarding diagnosis and repair of tires, wheels, suspension, steering and alignment. (48/64) Prerequisite: AUT:102

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) Prerequisite: AUT:102

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: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 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) Prerequisite: AUT:102

AUT:809 | 8
Automotive Engine Performance
Diagnosis of problems engines encounter in the electrical system, charging system, starting system and fuel systems. Provides experience in the operation and servicing of all types of emission systems, fuel injection systems and associated equipment used on today's modern vehicles. (48/160) Prerequisite: AUT:102

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:102, AUT:641

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:871 | 2
Automotive Service Management I
Teaches basic operation of a parts store and department. Studies importance of and the different types of parts departments, store operations, personnel duties and basic parts management procedures. (32/0)

AUT:872 | 2
Automotive Service Management II
Covers operation of parts departments and parts stores by studying parts pricing, service charges, marketing and making sales. (32/0) Prerequisite: AUT:871

AUT:873 | 2
Automotive Service Management III
The operation of service departments and the service consultant's role in a service facility, including team approach, checking vehicle and customer records, working with warranties, telephone communications, personal communications. (32/0)

AUT:874 | 2
Automotive Service Management IV
Covers the advisors job in working out service details with customers, closing sales, writing and communicating with technicians, work flow, customer relations and other service advisor duties. (32/0) 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:183 | 2
Basic Web Design Software
Course focus is on the selection and proper use of some of the various software tools that are available to aid web designers in developing and maintaining website material. (16/32) Prerequisite must be passed with a minimum of a C- to progress in the Computer Analyst major. Prerequisite: GRA:151

*BCA:212 | 3
Introduction to Computer Business Applications
An overview of application software concepts through hands-on exercises. Experience is gained by working through progressively challenging exercises using business application software. Stresses practical use of spreadsheet, word processing, database, graphic programs and integration. Covers purchasing guidelines for software selection and the impact of hardware systems. (16/64)

*BCA:213 | 3
Intermediate Computer Business Applications
Presents advanced practical business applications through hands-on exercises. Experience is gained by working through progressively challenging business-related exercises using a popular word processing, spreadsheet, database and presentation application program as well as integration of the software applications and an Internet browser. (16/64) Prerequisite: BCA:212

BIO: Biology

*BIO:112 | 4
General Biology I
A study of unifying concepts of modern biology with an emphasis on the organization and operation of living systems: metabolism, growth, development, reproduction and inheritance. (48/32)

*BIO:113 | 4
General Biology II
A survey of the form and function of 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:165 | 3
Human Anatomy and Physiology I
Introduces the structure and function of the human body, beginning with a study of the molecular, cellular and tissue levels and continuing with emphasis on selected organ systems. (48/0) Prerequisites: One year high school biology/chemistry or college equivalent with a minimum grade of C-; or a minimum grade of C- in BIO:112, BIO:157 or CHM:110

*BIO:167 | 1
Human Anatomy and Physiology I Lab
Basic principles of human anatomy and physiology based on laboratory experimentation in microscopy and dissection, with emphasis on the atomic, cellular, tissue and organ system levels of organization. (0/32) Pre-/corequisite: BIO:165

*BIO:170 | 3
Human Anatomy and Physiology II
Continues the study of structure and function of the human body introduced in Human Anatomy and Physiology I, with review of the molecular, cellular and tissue levels of organization and emphasis on selected organ systems. (48/0) Prerequisite: A minimum grade of C- in BIO:165

*BIO:172 | 1
Human Anatomy and Physiology II Lab
A study of basic principles of human physiology based on laboratory experimentation, with emphasis on neurophysiology, respiratory physiology, lymphatic and immune functions, digestive physiology and cardiovascular physiology. (0/32) Pre-/corequisite BIO:170

*BIO:183 | 3
Microbiology
An introductory course stressing the characteristics of microorganisms and their relationship to man. Emphasizes bacteriology, immunity, sanitation, disinfection and asepsis. (48/0) Prerequisites: One year of high school biology/chemistry or college equivalent with a minimum grade of C-; or a minimum grade of C- in BIO:112, BIO:157 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:190 | 3
Introductory Biotechnology
Divided into three major sections, this course explores the myriad of technologies involving DNA. Section one flows from initial observation that DNA might be the heredity material to the structure and operation of DNA in the living cell. Section two discusses the development of thought that led to DNA technology and some of the technical problems leading the DNA technology is experienced. Section three surveys contemporary DNA technology and its uses in various fields. (48/0) Prerequisite: One semester college biology or two years high school biology

BIO:200 | 1
Basic Microbiology
Introductory course stressing the characteristics of microorganisms and their relationship to man. Emphasizes bacteriology, immunity, sanitation, disinfection and asepsis. (16/0)

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:133 | 3
Entrepreneurial Studies
Building on the foundation established in the Fundamentals of Entrepreneurship course allows analysis of the integration of the functions necessary for successful entrepreneurship. Areas emphasized: developing a plan for the small business, financial analysis of alternate forms of financing, developing a marketing plan for the small business, management of small business operations and legal and ethical considerations in small business ownership. (48/0) Prerequisite: BUS:130

*BUS: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 (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:211 | 4
Business Statistics
An introduction to basic statistical concepts including descriptive statistics and inferential statistics through simple hypotheses testing. (48/32) Prerequisite: MAT:063 or higher-level math

*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 draftsperson 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:262 | 4.5
Organic Chemistry I
Designed to be equivalent to the first semester of organic chemistry offered at four-year institutions. The course meets for three hours of lecture-discussion and three hours of laboratory each week. Laboratory work correlates with lecture topics. (48/48) Prerequisites: CHM:160 and CHM:161 or their equivalents

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 w/ Language
Introduces programming using Visual Basic. Net. Provides experience and practice in designing and writing a variety of programs utilizing Visual Basic.Net which help develop a deeper understanding and appreciation of the computer, its capabilities and limitations and of application software. (32/32) Pre-/corequisite: MAT:063 or qualifying placement score

CIS:142 | 4
Computer Science
The fundamentals of the C++ programming language in a Graphical User Interface (GUI) environment. Applications will be developed, debugged and modified to reinforce concepts of the C++ programming language. The object oriented programming foundation established will prepare students for a course in data structures (32/64) Prerequisite: CIS:125 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) will be 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

*CIS:164 | 3
Advanced C++
Focuses on object-oriented C++ programming. Students learn advanced logic structures of C++ by gaining experience and practice in designing and coding a sequence of increasingly complex programs. (32/32) Prerequisite must be passed with a minimum of a C- to progress in the Computer Analyst major. Prerequisite: CIS:161

*CIS:170 | 2
Java
Fundamental knowledge to write applications in Java. Good form design principles, structured and modular object and visual programming concepts are

stressed throughout the course. Requires programming a series of applications in a Java environment. (12/40)

*CIS: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) Corequisite: CIS:122

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

CIS:197 | 3
Fundamentals of Web Design
Introduces the basics of webpage creation and maintenance. Uses hypertext markup language in the creation of webpages. Stresses good screen layout and design principles, includes use of application software to create webpages, explores enhancements and extensions of HTML and incorporates scripting in creating Web pages. (24/48)

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:122, CIS:197

*CIS:223 | 4
Adobe Web Design
Introduction to web design focusing on the overall production processes with particular emphasis on design elements involving layout, navigation and interactivity. (32/64) Prerequisite: BCA:112

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. 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, CIS:122

CIS:420 | 3
Advanced Procedural Languages
Uses knowledge of procedural programming languages to develop applications. Logical structures, modular design, documentation techniques, program maintenance, array and table handling, searching and sorting, file handling and advanced interactive programming will be expanded and practiced through use of increasingly complex programs. The student will build a style and develop debugging skills. (32/32) Prerequisite must be passed with a minimum of a C- to progress in the Computer Analyst major. Prerequisite: CIS:400

CIS:450 | 3
Project Lead the Way® – Computer Science and Software Engineering
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:603 | 2
Visual Basic
Fundamental knowledge to write applications in Visual Basic for use in a Windows environment. Stresses good form design principles and structured and modular programming concepts. Students are required to program a series of business applications in the Visual Basic environment. (16/32)

CIS:614 | 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:020 | 3
Communication Skills
Provides opportunity to develop as an effective employee. Emphasizes listening, speaking, writing and reading as these relate to student career needs. Course is geared primarily to students in diploma programs. (32/32)

*COM:120 | 3
Organizational Communication
An applied and theoretical approach to investigate the formal and informal communications processes found in organizations. Applied aspects include interviewing, group work, formal and informal presentations and managing organizational communications through telecommunications technologies. Theoretical aspects explore and analyze the functional approach, the meaning-centered approach and several emerging perspectives on organizational communication. (48/0) Prerequisite: A minimum grade of C- in ENG:105 or an equivalent college-level course in composition

*COM:140 | 3
Introduction to Mass Media
An overview of each major medium, as well as related laws, ethics and technology, this course explores the history, theory and industry of mass media and their connection with the advertising and public relations industries. Students examine how the media has evolved and its role in society. (48/0) Prerequisite: A minimum grade of C- in ENG:105

*COM:145 | 3
Public Relations Media
Exploration and practical experience in various research and writing techniques to produce materials for print, electronic and digital media. Provides background in principles of public relations including public opinion, media laws and ethics and persuasion. (48/0) Prerequisites: A minimum grade of C- in ENG:105 or an equivalent college-level course in composition; and BCA:212 or SDV:200

*COM:155 | 3
Newspaper Production
Instruction and practical experience in the fundamentals of journalistic writing and

reporting. Introduces interviewing techniques. Typing skills strongly recommended. (48/0) Prerequisite: A minimum grade of C- in ENG:105 or an equivalent college-level course in composition

COM:723 | 3
Workplace Communications
Opportunity to develop as competent employees through instruction and practical application of communication skills expected in the work environment. Emphasizes listening, speaking and writing skills as they relate to the career needs of the students. Course is geared primarily to students in Association of Applied Science programs. Previous or current enrollment in SDV:200 or computer literacy is recommended. (48/0)

COM:936 | 3
Occupational Experience
Provides practical experience in news writing, reporting and publications production. Students will work with a local business to access information, write articles, edit material and complete other duties as assigned by an editor or employer. Students will be assessed on completed projects related to the business and assignments made by NICC faculty. (192 coop hours) Prerequisites: COM:155 and Communication faculty approval

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 Print Reading
Stresses principles of interpreting trade blueprints and reading of specifications basic to all aspects of the trades. Deals with types of lines, development and arrangement of views, dimensioning practices and invisible edges. Incorporates practical problems from prints suited to the particular trade. (16/32)

CON:166 | 4
Construction Lab I: Foundations
Offers hands-on experience performing skills learned during Construction I lectures. During this lab experience, students will enroll online via CareerSafeOnline.com and complete and receive certification in the ten-hour OSHA Construction Industry Safety Standards. (0/128) Pre-/corequisites: CON:375, proof of First Aid/ CPR certification

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:375 | 3
Construction I
Introduces site layout, concrete foundations and flat work, concrete forming and the handling, placement and finishing of concrete. (48/0) 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:387 | 4
Weatherization Technician
Geared toward the those looking to gain an entry-level job in the growing field of home and business weatherization. Classroom study includes an overview of construction methods, thermal and moisture protection, sealing the building envelope and proper insulating methods. On the job training focuses on areas such as thermal imaging detection, wall and ceiling R-value analysis and draft sealing. (32/64)

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:389 | 3
Weatherization Crew Chief
Offers trainees several career paths in the home auditing and weatherization field. Both in-class and hands-on training are given in the areas of indoor air quality, air quality equipment and air distribution systems, along with an introduction to heating and cooling systems. (40/16) Prerequisite: CON:387

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:392 | 10.5
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. (0/336) Pre-/corequisites: CON:191, 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:394 | 10.5
Construction Lab III
Emphasizes construction of residential and/or small commercial type structures. Provides practical instruction and hands-on learning in exterior finishing, stairs, dry walling, interior doors, ceilings, trim and cabinet installation. Involvement in realistic practical construction projects will influence scheduling of these activities as well as necessitate inclusion of experiences related to the occupation. (0/336) Pre-/corequisites: CON:393, 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:116 | 2
Salon Management
Foundation on how to work in and/or operate a cosmetology salon. Examines business principles, bookkeeping, insurance, salesmanship, psychology and salon policies. (32/0)

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:160

COS:123 | 7
Practical Cosmetology Skills VI
Reviews and expands on cosmetology safety procedures, skills, practical theory applications and legal requirements in the field of cosmetology. (48/0 and 192 clinic hours) Pre-/corequisite: COS:161

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:158 | 3
Comprehensive Cosmetology Review
An overview of all previous classes required and successfully completed. Preparation for state board examination and for becoming a successful cosmetologist. (48/0)
Prerequisite: COS:110

COS:159 | 6
Practical Cosmetology Skills I
The first of a series of cosmetology course practicums. Required before advancement into the other practicums. Labs will demonstrate proper hygiene, good grooming and sanitation techniques. Students will demonstrate basic cosmetology procedures. Emphasizes protection of the student and the general public. (32/0 and 192 clinical hours)

COS:160 | 7
Practical Cosmetology Skills III
Identification of various techniques of skin and scalp care. Students will demonstrate different massage treatments and other treatments for healthy skin and scalp. Students will continue to demonstrate and build on cosmetology skills. (32/0 and 240 clinical hours)
Pre-/corequisite: COS:119

COS:161 | 7
Practical Cosmetology Skills V
Knowledge of business principles, bookkeeping, retail sales and salon policies designed for the cosmetologist. Course builds on previous practical skills needed to be a successful cosmetologist. (32/0 and 240 clinical hours) Prerequisite: COS:121

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

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: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)

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)

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
This course address the basic principles common to administering quality early childhood programs. Emphasis is on 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, family and community involvement. Designed for second-year students and persons interested in becoming a program administrator. (48/0) Prerequisite: A minimum of 12 credits in early childhood education and a minimum of 2,000 hours in an educational setting. Corequisite: ECE:930

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) Pre-/corequisite: ECE:158 or 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. (48/0)

*EDU:235 | 3

Children's Literature

Studies children's literature and its role in supporting literacy development. Acquaints students with a variety of authors, illustrators and genres. Provides insight into the selection of and criteria for the evaluation of developmentally appropriate literature. Within children's literature, issues addressing diversity, richness of cultures, respect, contemporary and controversial issues and developmental appropriateness is explored. Presents emergent literacy and its importance in the early childhood years and literacy in the elementary and adolescent years. (48/0)

*EDU:243 | 3
Diverse Learners
Exploration of a variety of "differences" within diverse learners and factors of importance in effective interaction. Covers development of the "self," identity and culture as factors in understanding oneself and others. Explores learning styles and related concepts. Utilizes Myers-Briggs Type Indicator and learning style preferences. Participants examine their own perceptions and utilize their community college student population and the associated community for authentic examples (48/0)

*EDU:282 | 1
Field Experience: Exploring Teaching
Explores the career of teaching through active observation and participation in an assigned classroom. Students may be called upon to assist classroom teachers with appropriate classroom tasks. (0/32) Pre-/corequisite: EDU:110

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:440 | 3
Project Lead the Way® – Biotechnical Engineering
Exploration of the diverse fields of biotechnology. Hands-on projects assist in understanding engineering design problems related to biomechanics, cardiovascular engineering, genetic engineering, tissue engineering, biomedical devices, forensics and bioethics. Application of biological and engineering concepts is used to design materials and processes that directly measure, repair, improve and extend living systems. (16/64) Prerequisite: EGT:400 or 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. (48/0) 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

EGR:801 | 3
Mechanical Engineering 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 MET program

EGT: Engineering Technology

EGT:114 | 3
Introduction to Engineering Technology
Explores different areas of engineering and engineering technology. Offers a basic understanding of how to create and read engineering drawings. Uses sketching to extend perceptual and visualization skills, which will later serve students in producing CAD drawings and in the design process. (16/64) Corequisite: CAD:104

EGT:123 | 3
Strength of Materials
General principles of mechanics as applied to the elements of engineering structures to determine their strength and fitness. Covers riveted and welded joints, thin-walled pressure vessels, torsion, centroids and moments of inertia of areas, shear and moments in beams, stresses in beams, design of beams and deflection in beams. (48/0) Prerequisite: EGT:128

EGT:128 | 3
Statics
A study of forces and the effects of forces acting on rigid bodies at rest. Emphasizes practical problems found in every day industrial applications. Uses mathematics from college algebra and trigonometry. (48/0) Prerequisite: MAT:744. Corequisite: MAT:747

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

Parametric Modeling I

Introduces aspects of designing with solid modeling and parametric modeling. Covers modeling operations including creating extrusions, cuts, holes, sweeps, blends and revolutions. Guides students from constructing basic solid models to building intelligent mechanical designs, creating multi-view drawings and assembly models. Course is intended to help establish a good basis for entering and growing in the field of computer-aided engineering. (16/32)

EGT:172 | 4

Manufacturing Processes I

Evenly split between the two areas of Computer Numerical Control (CNC) Machining and Welding, this course introduces the proper use of CNC machining centers in the manufacturing setting. Topics include programming codes, loading and activating part programs, process planning for new jobs, work holding devices, installing new tools, establishing program zero and entering tool offset data. Introduces the concept of weld symbol interpretation needed by welders in an industrial setting. Lab activities provide basic welding techniques such as brazing, soldering, oxyacetylene and electric welds in the industrial field and the use of oxyacetylene and electric welding equipment. (32/64)

EGT:173 | 2

Manufacturing Processes II

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:188 | 4

Design Project

A capstone to the Mechanical Engineering Technology (MET) program. A final project is selected or assigned. Students will: produce the necessary sketches and then the working drawings of the project including major part and assembly drawings; calculate required material sizes based on forces applied; list machines, processes and/or assembly sequences; and produce a reasonable facsimile prototype of the product. The project culminates with the students giving an oral presentation of course accomplishment to an audience of class peers/interested parties. (0/128) Prerequisite: Successful completion (average of C- or better) of four previous terms in the MET program

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 SolidWorks software, providing a solid foundation in SolidWorks by utilizing projects with step-by-step instructions for the beginning SolidWorks user. Explores the user interface, CommandManager, menus, toolbars and modeling techniques to create parts, assemblies and drawings in an engineering environment. (16/64) Prerequisite: EGT:166

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: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. (16/32)

EGT:308 | 2

Machine Design and Geometry

Introduces the basic elements of machine design, use of common machine design elements and the expression of design through the analysis and solution of three-dimensional problems using the principles of orthographic or multi-view projection involving the auxiliary view method. (16/32) Prerequisite: EGT:114. Pre-/corequisite: CAD:104 or EGT:166

EGT:309 | 3

Dynamics and Kinematics

Understanding of the principles guiding the mechanics of motion of machine elements. Dynamics is present in kinematics, which covers the geometric aspects of the motion of a body; and kinetics which covers the analysis of forces causing the motion. Course emphasizes accelerated motion of a body and an analytical problem-solving methodology for evaluating engineering systems involved in machine design. Graphical methods are used extensively in the solution of motion analysis problems. Machine design problems include gears, linkages, cams and drive trains. (48/0) Prerequisites: CAD:104 or EGT:166; and EGT:114, EGT:128, MAT:747

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:440 | 3

Project Lead the Way® – Biotechnical Engineering

Exploration of the diverse fields of biotechnology. Hands-on projects assist in understanding engineering design problems related to biomechanics, cardiovascular engineering, genetic engineering, tissue engineering, biomedical devices, forensics and bioethics. Application of biological and engineering concepts is used to design materials and processes that directly measure, repair, improve and extend living systems. (16/64) Prerequisite: EGT:400 or 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. (48/0) 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:801 | 3

Mechanical Engineering 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 MET 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 caloratory activities provide

practical insights into the subject matter. (40/80) Prerequisite: A minimum grade of C- in ELE:117

ELE:135 | 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: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:135

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) Prerequisite: MAT:063, MAT:773 or qualifying placement score

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:135, ELE:151 and a minimum grade of C- in ELE:118

ELE:200 | 7
Auto 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. (44/136) Prerequisite: AUT:102

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) Prerequisite: HCR:403

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 microprocessors. Topics 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 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:271 | 16

Paramedic Level II

Prepares students to recognize various disease/illness pathologies while continuing clinical and field experiences. Discusses pediatric, geriatric and psychiatric patient populations. Expands knowledge of cardiovascular disease as well as pathophysiology. Discusses individual patient needs regarding cardiac monitoring and resuscitation. (108/104 and 288 clinical/field experience hours) Prerequisite: EMS:270

EMS:272 | 11

Paramedic Level III

Solidifies the process in utilizing critical thinking to determine a working field diagnosis and formulates an appropriate treatment plan for various pathologies. During this course, students will complete their clinical and field experiences. Course includes segments on EMS operations and special populations. (68/64 and 228 clinical/field experience hours) Prerequisites: EMS:270, EMS:271

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 writing-based course focuses on writing as a process with emphasis on persuasion, evaluation, analysis, investigation, research and documentation of sources. (48/0) Prerequisite: A minimum grade of C- in ENG:105 or an equivalent college-level course in composition

*ENG:108 | 3

Composition II: Technical Writing

Designed to improve skills in writing abstracts of technical material, business letters and memos common in manufacturing and technology, technical reports and sets of instructions. Student writing will follow business procedures and be based on background knowledge and research. Prepares students to present technical reports orally to small audiences. (48/0) Prerequisite: A minimum grade of C- in ENG:105 or an equivalent college-level course in composition with a minimum grade of C-

*ENG:221 | 3

Creative Writing

Studies the craft of writing both through practicing various writing techniques and through reading and discussing examples of works by prominent writers. Students read and critique each other's original work and compile a portfolio of their stories and poems. (48/0) Prerequisites: A minimum grade of C- in ENG:105 or equivalent college-level courses in composition with a minimum grade of C-

ENV: Environmental Science

*ENV:115 | 3

Environmental Science

Studies the biological basis of environmental science and human influence on biosphere dynamics. Emphasis on scientific principles, inter-relationships among resources, pollution and environmental degradation, soil and water conservation and the impact that politics, economics, ethics and world view have on the future direction for life on the planet. (48/0)

*ENV:116 | 1

Environmental Science Lab

Laboratory experience that supports and applies basic concepts of resource management, soil and water conservation, general ecological dynamics and scientific principles to the inter-relationships among resources, the environment and human interactions. (0/32) 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, 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 GIS and applications. Includes getting data into a GIS, displaying the data on maps, editing the data, querying the data set and displaying/printing/plotting query results. Provides hands-on experience in the practical application of a GIS system. Students will design a GIS project from scratch, will set up the project parameters, collect the data and format the final project which should be 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
Advanced concepts in GIS giving hands-on experience in the practical applications of geographical information systems. Areas covered include: history, mechanics and applications of Global Positioning Systems (GPS); laws and operations of drones; use of agriculture specific GIS systems; and advanced training in ArcGIS. In addition, students 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:109 | 2
History of Graphic Design
Surveys the vast history of graphic design through exploration of the influences shaping the look and meaning of visual communications from prehistory up to the present. Explores the tools, materials, processes and mechanizations in tandem with societal and personal ideologies and events in terms of their impact on graphic design. (32/0)

GRA:110 | 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:113 | 2
Electronic Prepress and Printing
Introduces processes, procedures, tools, materials, equipment and terminology involved in printing production and where and how the graphic designer functions as a member of this exciting, challenging team process. A variety of printing and publishing businesses will be toured to compare different printing processes, procedures and techniques firsthand. Procedural and analytical thinking skills are nurtured through hands-on projects and discussions. (8/48) Prerequisite: A minimum grade of C- in GRA:129, GRA:139 or GRA:179

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 webpage creation and maintenance. Uses software products and HTML editors to aid web designers in developing and maintaining webpages. 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:168 | 2

Creating Web Graphics

Creation of graphics for webpage use. Introduces the types of graphics that web graphic artists and designers produce and techniques used to create and alter images. Students create web graphics specific to the intended audience of each particular Web page. (8/48) Corequisite: CIS:207

GRA: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. Though 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:223 | 2

Exploring Illustration

Explores illustration: the process, types, subject matters, careers and variety of tools and materials available to the illustrator. A variety of illustration projects will be completed with the materials and tools commonly used by illustrators. Constructive critique sessions utilizing design terminology combined with discussion of assignment parameters will be used to review why one illustration may be more effective than another. (12/40) Prerequisite: A minimum grade of C- in ART:120 or ART:133

GRA:230 | 2

Exploring Photography

Explores photography processes, equipment, operations, history, vocabulary, applications. Though traditional photographic processes and camera operations will be experienced, the majority of the semester will be spent learning and working with digital process and equipment. Emphasizes purpose of

photography, critical view of photographs, taking more effective photos using elements and principles of design and professional presentation of photographs. Students will participate in critiques employing design and photographic terminology as guidelines for discussion on why some photos seem more effective than others. Emphasizes use of photos as expression of creative communication and storytelling. (8/48)

GRA:273 | 3
Advanced Typography
An advanced course which builds on and further explores the many facets of typography introduced in the GRA:173 Typography course. Emphasizes formal application of type: publication design, grid systems, legibility, readability, typographic hierarchy, style sheets, pre-press issues, font design and creative application of type. (32/32) Prerequisite: GRA:173

GRA:310 | 3
Advanced Graphic Layout and Design
Utilizes and strengthens creativity; conceptual, developmental and problem-solving capabilities; application of design process; technical competencies in complex examples of visual communication. Encourages balance between form and function and incorporation of visual communication theory into designed projects. Critique sessions strengthen ability to identify effective design qualities. Opportunity to talk with design professionals about their experiences. (16/64) Prerequisites: A minimum grade of C- in GRA:210

GRA:800 | 3
Graphic Design Portfolio Seminar
Students 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:801 | 2
Graphic Design Portfolio Seminar
Students design a self-promotion identity system and portfolio (print and digital), for the purpose of obtaining work as a graphic designer. They will practice interviewing skills, meet industry design professionals and explore graphic design employment opportunities and resources. (12/40) Prerequisite must be passed with a minimum grade of C-. Pre-/corequisite: GRA:310

GRA:805 | 3
Graphic Design Occupational Experience
Course places students in professional graphic design/art production settings to learn processes and procedures utilized by their cooperating businesses for approximately 10 hours a week for a semester. Students will journal their on the job experiences and meet every few weeks to discuss and share the work they have been doing. (192 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
Provides a working knowledge of electrical controls, gas piping, troubleshooting and maintenance on conventional and high efficient gas-fired furnaces. (16/128) Prerequisites: HCR:117, HCR:403

HCR:123 | 2
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: HCR:403

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) Prerequisites: HCR:117, HCR:403

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) Prerequisites: HCR:117, HCR:403

HCR:202 | 3
Introduction to Cooling
Instruction in the theory, wiring, electrical controls and the operation of an air conditioning system. (16/64) Prerequisite: 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: HCR:202, HCR:403

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: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

HEQ: Heavy Equipment

HEQ:153 | 2
Hydraulic Systems
A study of hydraulic systems employed on heavy equipment with emphasis placed upon maintenance procedures in addition to establishing an understanding of basic principles and concepts. (8/48)

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: HIT:140

HIT:140 | 4
Medical Terminology
The study of medical terminology as the language of medicine with emphasis on word analysis, construction of definitions, pronunciation and spelling of medical terms. (64/0)

HIT:165 | 4
Principles of Diseases
A focus of essential concepts of disease processes in relationship to the etiology, pathogenesis, pathology and treatment of human diseases. (64/0) Prerequisite: A minimum grade of C- in HIT:140 or HSC:117

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; and HSC:117 or HIT:140

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:165; and HIT:140, HIT:320, HIT:330. Pre-/corequisite: BIO:165 or BIO:170

HIT:230 | 3
Introduction to Medical Coding
Introduces the ICD-9-CM classification system with application using coding scenarios. (32/32) Prerequisites must be passed with a minimum grade of C-. Prerequisites: BIO:157 or BIO:165; and HIT:140, HIT:320. Corequisites: BIO:165 or BIO:170; and HIT:165

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:165; and HIT:140, HIT:320, HIT:330. Corequisites: BIO:165 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:170, HIT:165, HIT:233

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 HIT:165, HIT:215, HIT:233

HIT:292 | 2
Reimbursement Methodologies
Examines health care reimbursement coding classification systems, coding compliance, auditing and classification systems. Introduces reimbursement methodologies in inpatient and outpatient settings. Explores billing related to charge description master maintenance, claims submission and review and regulatory monitors. Introduces billing procedures and requirements for the CMS-1500 and UB-92 claims submission forms. (24/16) Prerequisites: A minimum grade of C- in HIT:215, HIT: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 structure and purpose of alternative health settings. Includes regulatory guidelines, accreditation and licensure requirements, data collection and documentation requirements in the ambulatory setting, managed care, long-term care, home health, hospice, mental health, substance abuse and rehabilitation. Includes an overview of common terminologies utilized in these industries. (32/0) Prerequisites: A minimum grade of C- in HIT:320, HIT:330

HIT:352 | 3
Health Information Systems
Examines the development of the electronic health record in the management of health care. Explores common computer and networking terminology and guidelines for selection of and security implementation in the EHR. Using AHIMA's Virtual Lab, lab activities providing simulated work experience in HIM functions will be completed. (32/32) Prerequisites: A minimum grade of C- in BCA:212, HIT:320, HIT:330, HIT:421. Pre-/corequisite: HIT:255

HIT:421 | 3
Legal Aspects of Health Information
A study of healthcare privacy, confidentiality, legal and ethical issues surrounding the health record in relationship to the implementation of legal and regulatory requirements related to health information infrastructure. (48/0) Prerequisites: A minimum grade of C- in HIT:320, HIT:330

HIT:445 | 4
Quality Management of Organizational Resources
Emphasizes performance improvement in health care settings and the role of the health information professional in quality improvement, utilization management, credentialing and risk management. Includes applications of commonly used quality improvement methods in the identification and analysis of work processes. Applies workforce principles in areas relevant to health information department management, including organization of functions, departmental budgeting and staffing, policy and procedure creation and personnel management. (64/0) Prerequisites: A minimum grade of C- in HIT:255, HIT:292, HIT:540. Pre-/corequisites: HIT:280, HIT:450

HIT:450 | 2
Health Statistics
Computes and interprets statistics for hospital and registry reporting. Introduces national guidelines regarding human subject research and monitoring in Institution Review Board processes. (28/8) Prerequisites: A minimum grade of C- in 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:157 or BIO:165; and HIT:140, HIT:320, HIT:330. 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:292, HIT:421, HIT:540. Corequisites: HIT:280, HIT:340, HIT:352, HIT:445, HIT:450, HIT:946

HIT:601 | 2
Medical Transcription
Transcription, proofreading and editing of medical reports utilized in health care facilities. (4/56) Prerequisites: ADM:116, HIT:140, HIT:320, MTR:109. Pre-/corequisite: BIO:157 or BIO:165

HIT:603 | 4
Medical Transcription
Transcription of medical reports utilized in healthcare facilities. (32/64) Prerequisites must be passed with a minimum grade of C-. Prerequisites: ADM:116, HIT:140, HIT:320 or dean approval. Pre-/corequisite: BIO:157 or BIO:165

HIT:946 | 2
Seminar
Capstone course emphasizing professional development activities in preparation for future employment. (16/32) Prerequisite: A minimum grade of C- in HIT:540. Corequisite: HIT:542

HSC: Health Science

HSC:104 | 2
Introduction to Health Care
Orientation to the institutions that make up our healthcare system and the ethical, legal and safety issues influencing and regulating health practice and maintenance. Emphasizes need for communication and teamwork as well as technical skills necessary in the healthcare workforce. (32/0)

HSC:108 | 2
Introduction to Health Professions
Exploration of health career pathways in therapeutic, diagnostic, health informatics and support services. Emphasizes need for communication and teamwork as well as technical skills necessary in the health care workforce. (32/0)

HSC:110 | 3
Introduction to Health Occupations
Orientation to the institutions that make up our 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:117 | 2.5
Basic Medical Terminology
The study of medical terminology as the language of medicine with emphasis on word analysis, construction of definitions, pronunciation and spelling of medical terms. (40/0)

HSC:136 | 1.5
Advanced Life Support ACLS/PALS
Provides minimal cognitive and psychomotor skills of pediatric and adult emergency care. (8/32) Prerequisite: RCP:490

HSC:156 | 1
Health Careers and Professionalism
An overview of the character, work ethic and personal and professional traits needed to be successful in a health occupations career. (16/0)

HSC:172 | 3
Nurse Aide
This 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 44 or ACT score of 15

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: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 gages used in the production environment. Students learn how to find information from blueprint, 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)

LGL: Legal Assistant

*LGL:112 | 3
Introduction to Paralegal Studies
Introduces the layperson to the duties and responsibilities of a paralegal. Provides an overview of legal principles in a variety of areas of the law and a practical introduction to the duties and responsibilities of paralegals in the workplace. Teaches the terminology of various legal areas. (48/0)

LGL:115 | 2
Legal and Medical Terminology
Legal and medical terminology emphasizing spelling, pronunciation and usage in the context of the legal profession. (32/0) Corequisite: LGL:112

*LGL:130 | 3
Legal Assistant - Probate/Real Estate
The skills and competencies to be a paralegal and assist an attorney in the area of wills, trusts, guardianships, conservatorships, probate administrations, real estate transactions, real estate closings, abstract examinations, title opinions, certificates of title and other related documentation. Stresses familiarity with the computer document forms of the Iowa State Bar Association as well as preparation and preservation of computer files of frequently used documents. The real estate paralegal can relieve the supervising attorney or realtor of much detail in the preparation of necessary documents. (48/0) Prerequisite: LGL:112

*LGL:153 | 4
Legal Assistant - Legal Writing/Research
Preparation for the skills and competencies needed to be a paralegal and assist an attorney in the area of legal writing and legal research to relieve the attorney from the detail necessary in the preparation of trial briefs, legal memoranda, supreme court memoranda and briefs, correspondence and other legal documents. Emphasizes the preparation needed to write in an analytical or informative style as well as a persuasive manner. (32/64) Prerequisite: LGL:112

*LGL:170 | 3
Legal Assistant - Litigation
Course prepares students for the skills and competencies to be a paralegal and assist an attorney in the area of litigation to relieve the attorney from the detail necessary for trial preparation from the instant the dispute attains the responsibilities of the attorney-client relationship. (48/0) Prerequisite: LGL:112

LGL: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
Legal Assistant - Taxation
The skills and competencies needed by paralegals to assist attorneys in taxation and tax preparation. Extensive instruction in income and fiduciary income taxation areas including skills and competencies needed to generate prepared tax returns. Includes computer literacy with respect to a widely used computer tax preparation program. (16/32) Prerequisite: LGL:112

*LGL: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

LIT: Literature

*LIT:101 | 3
Introduction to Literature
Focuses on the craft of narrative literature with an emphasis on analysis and response. Includes the study of established as well as recent literary texts. (48/0) Prerequisite: ENG:105 with a minimum grade of C- or an equivalent composition course at another college or university with a minimum grade of C-

*LIT:110 | 3
American Literature To Mid-1800's
Focuses on American literature as a reflection of America's growth as a country. Includes discussion of and writing about selected readings from differing literary forms. (48/0) Prerequisite: ENG:105 with a minimum grade of C- or an equivalent composition course at another college or university with a minimum grade of C-

*LIT:111 | 3
American Literature Since Mid-1800's
Focuses on the continued growth of America as a country and the increasing pressures faced in a complex society and as a dominant world power as reflected in literature. (48/0) Prerequisite: ENG:105 with a minimum grade of C- or an equivalent composition course at another college or university with a minimum grade of C-

*LIT:142 | 3
Major British Writers
Introduction to major British writers from the post-Renaissance to the early twentieth century. Students read and consider selected works. (48/0) Prerequisite: ENG:105 with a minimum grade of C- or an equivalent composition course at another college or university with a minimum grade of C-

*LIT: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, MAP:111, MAP:353; and HIT:140 or HSC:117

MAP:402 | 2
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. (32/0)

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: MAP:353. Corequisite: MAP:358

MAP:513 | 3

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. (48/0) Prerequisite: MAP:353. 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; and HIT:140 or HSC:117

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:513, 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, 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:722 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 environmental 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 Print Reading I
Stresses principles of interpreting trade blueprints and reading of specifications basic to all aspects of the trades. Deals with types of lines, development and arrangement of views, dimensioning practices and invisible edges. Incorporates practical problems from prints suited to the particular trade. (16/32)

MFG: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) Prerequisite: MFG:126

MFG:134 | 3
Machine Trade Print Reading II
Topics include metric drawings, primary and secondary auxiliary views, splines, weldment drawings, assembly drawings and geometric dimensioning and tolerance. Two- and three-dimensional visualizations skills are enhanced through the introduction of progressively more complex drawings. Course culminates with the interpretation of drawings providing a variety of dimensioning methods and styles, including individual company drafting standards. (48/0) Prerequisite: MFG:121

MFG: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: MFG:126, MFG:127

MFG:144 | 1.5
Manufacturing Print Reading Module IV
Builds on skills developed in previous courses: Dealing with geometric dimensioning and tolerancing, gears, splines and weldments. (24/0) Prerequisites: MFG:126, MFG:127, MFG:143

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: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. (16/32) Pre-/corequisites: MFG:126, MFG:187

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) Pre-/corequisite: MFG:187

MFG:242 | 4
Advanced Machine Operations I
More complex prints are used to introduce additional machine tool processes. (0/128) Pre-/corequisites: MFG:187, MFG:241

MFG:243 | 4
Advanced Machine Operations II
Emphasizes use of carbide cutters. Productivity and safety continue to be emphasized along with more complex prints and setups. (32/64) Pre-/corequisites: MFG:187, MFG:242

MFG:278 | 2
CNC Machining I
Introduces proper use of Computer Numerical Control (CNC) machining centers in manufacturing settings. Includes programming codes/manual codes, reading Electrical Industrial Association (EIA) and International Organization for Standardization (ISO) part programs, reading conversational part programs, loading/storing/activating part programs, tool offsets/tool data entry, machine start up, program restarting, process planning for new jobs, work holding-devices, installing new tools, entering tool life data, establishing program zero and tool offset data. Various projects will strengthen proper use and troubleshooting of equipment in the manufacturing setting. (20/24) Corequisite: MFG:241

MFG:284 | 2
Manufacturing Robotics
An introduction to robotics in manufacturing designed for those with blueprint reading skills and manufacturing experience who seek the skills to program and operate industrial robots. Automation solutions will be practiced through the development and implementation of integrated classroom instruction and student projects. Project-based activities will prepare students for a workplace with pervasive use of robotic automation. (24/16)

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) Pre-/corequisites: MFG:126 , MFG:187

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) Pre-/corequisites: MFG:126 , MFG:187

MFG:296 | 4
Machine Operations II
Classroom theory in drilling, turning, vertical and horizontal milling, material selection and metallurgy, grinding and abrasive machining. Covers advanced setup and operation of

lathes, mills and grinders using different materials and cutters. Emphasizes productivity and safe operation. (32/64) Prerequisite: MFG:241

MFG:300 | 3
CNC Programming Interpretation
The fundamentals of computerized numerical control. Point-to-point continuous programming with "M" and "G" code language is utilized. Includes familiarization with robotics and automation while utilizing the robotic trainer and work cell markup. (32/32)

MFG:304 | 2
CNC Machining II
Presents CNC operation, safety, part inspection and CNC cutting tool types and use as well as part holding techniques. Students will run industrial-sized CNC lathes and CNC machining centers. Other common CNC machine controllers are experienced through computer simulation. (0/64) Pre-/corequisites: MFG:187, MFG:293, MFG:295

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 assure error-free programs. Windows will be used to create CNC programs and perform file management operations. Includes common machining techniques, cutter selection and first part run procedures. (16/0)

MFG:316 | 1
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)

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) Pre-/corequisites: MFG:126, MFG:187

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) Pre-/corequisites: MFG:126, MFG:187

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 previous courses. (8/16) Pre-/corequisites: MFG:187, 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 assure error-free programs. (16/0) Pre-/corequisites: MFG:187, MFG:344, MFG:345, MFG:346

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 Resources 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: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; and HIT:140 or HSC:117

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

NET:217 | 3
CCNA Exploration Networking Fundamentals
The first of two courses leading to the Cisco Certified Entry Network Technician (CCENT) certification exam and the first of the four courses leading to the Cisco Certified Network Associate (CCNA) designation. This course introduces the fundamental networking concepts and technologies. It develops the skills necessary to plan and implement small networks across a range of applications. It also helps develop skills needed to become network technicians, computer technicians, cable installers and help desk technicians. It provides a hands-on introduction to networking and the Internet using tools and hardware commonly found in computer networking. (32/32)

NET:248 | 3
Cisco Discovery: Networking for Home and Small Business
The first of two courses leading to the Cisco Certified Entry Network Technician (CCENT) certification exam and the first of the four courses leading to the Cisco Certified Network Associate (CCNA). Teaches skills needed for entry-level home network installer jobs and some of the skills needed to become network technicians, computer technicians, cable installers and help desk technicians. Hands-on introduction to networking and the Internet using tools and hardware found in home and small businesses environments. (32/32)

NET:249 | 3
Cisco Discovery: Working at a Small-to-Medium Business or ISP
The second of two courses leading to the Cisco Certified Entry Network Technician (CCENT) certification exam and the second of the four courses leading to the Cisco Certified Network Associate (CCNA). Teaches skills required for computer technicians and help desk technicians. Covers servers providing email services, web space and authenticated access as well as soft skills required for help desk and customer service positions. Teaches network monitoring and basic troubleshooting skills in context. (32/32) Prerequisites must be passed with a minimum grade of C- to progress in the Computer Analyst major and all Cisco class requirements must be met to progress through the Cisco class sequence. Prerequisite: NET:248

NET: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: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:275

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:112 | 1
Basketball
An activity-based course focusing on developing skills in basketball. Emphasizes rules and game strategies. (0/32)

*PEA:132 | 1
Fishing I
Provides for a degree of skill in the art of fishing for leisure. (0/32)

*PEA:150 | 1
Powerwalking
Introduces fitness walking and jogging to improve health and fitness. (0/32)

*PEA:176 | 1
Volleyball I
An activity-based course focusing on developing skills in volleyball. Rules and game strategies are emphasized. (0/32)

*PEA:192 | 1
Walking I
An introductory course focusing on the fundamentals of stretching and walking. 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 are provided through a critical examination of contemporary issues such as bioethics, professional ethics and the environment. No prerequisites, but PHI:101 is recommended. (48/0)

PHS: Physical Science

*PHS:142 | 3
Principles of Astronomy
Studies the elements of the solar system: planets, their moons, comets, asteroids 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: PNN:183

PNN:181 | 5.5
Introduction to Nursing Care of Adults II
Applies 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. (64/24 and 36 clinical hours) Prerequisites: A minimum grade of C- in PNN:179, PNN:204, PNN:270

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:170, BIO:172, PNN:200, PNN:270; and successful completion of a 75-hour Nurse Aide course. Pre-/corequisites: ENG:105, PNN:204

PNN:200 | 1
Dosage Calculations
A review of fractions and decimals, conversions of metric, apothecary and household units and computations of drug dosages. (16/0) Prerequisite: Qualifying placement score

PNN:204 | 1
Pharmacology Medications
Integral to this course is the classification of drugs affecting each body system. (16/0) Prerequisites: A minimum grade of C- in BIO:170, BIO:172

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:181, PSY:121

PNN:270 | 2
Introduction to Nutrition
Emphasizes a practical knowledge of good nutrition and some knowledge of diet therapy. Includes a background of adequate and accurate information on basic nutritional needs of the body. (32/0)

PNN:312 | 3.75
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. (42/12 and 36 clinical hours) Prerequisite: A minimum grade of C- in PNN:242

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. Imbedded in each stage are the theories and theorists of each aspect of development. (48/0)

*PSY:221 | 3
Early Child Psychology
A comprehensive early childhood education course designed to broaden the understanding and improve the skills of those dealing with young children from infancy through age five. Covers physical well being, care of infants in group settings, emotional health issues, children with special needs, social development and fostering emergent curriculum. (48/0)

*PSY:222 | 3
Child Psychology
A study of 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 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 nursing procedures. Students learn how to read medical charts and differentiate between common medical emergencies that take place in radiology departments. (48/0) Corequisite: RAD:200

RAD: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
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) Prerequisite: BIO:165. 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: BIO:170, BIO:172, RAD:122, RAD:200. Corequisite: RAD:240

RAD:185 | 3
Special Procedures and Pharmacology
Encompasses radiographic studies of the circulatory, skeletal, lymphatic, digestive, reproductive and central nervous systems. Presents radiographic procedures considered special studies and which require in-depth knowledge. Content provides entry-level radiography students with basic computed tomography (CT) imaging principles. The expectation of having a basic understanding of computed tomography is becoming essential for new program graduates. (48/0) Prerequisites: A minimum grade of C- in BIO:170, BIO:172, RAD:143. Corequisite: RAD:510

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: BIO:170, BIO:172, HSC:117, RAD:101, RAD:122, RAD:200. Pre-/corequisite RAD:143

RAD:271 | 4
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 144 clinical hours) Prerequisites: A minimum grade of C- in BIO:170, BIO:172, RAD:143, RAD:240

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 RAD:240, RAD:440

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 BIO:170, BIO:172, RAD:122. Corequisite: RAD:240

RAD:510 | 6
Clinical Education IV
A continuation of Clinical Education III designed to enhance clinical skills and capabilities. Students will begin rotations through various imaging modalities. (8/0 and 264 clinical hours) Prerequisite: A minimum grade of C- in RAD:271

RAD:550 | 6
Clinical Education V
A continuation of Clinical Education IV. Students will continue to rotate through various imaging modalities. (8/0 and 264 clinical hours) Prerequisite: A minimum grade of C- in RAD:510

RAD:591 | 3
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 120 clinical hours) Prerequisite: A minimum grade of C- in RAD:550

RAD:661 | 3
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. (32/32) Prerequisites: A minimum grade of C- in all courses of the previous five semesters

RAD:709 | 3
Radiographic Image Exposure
Involves the quality control processes, the operation of various types of radiographic equipment including grids, tomography, automatic exposure control and fluoroscopy, radiographic film and cassettes, image density and contrast, as well as beam restriction, filration and scatter production. A project and/or term paper to reinforce understanding of the material presented is required. (48/0) Prerequisites: A minimum grade of C- in RAD:240, RAD:440

RAD:712 | 2
Radiographic Advanced Exposure
Involves automatic film processing and silver recovery systems, film artifact errors, various technique chart systems and development, image detail and distortion principles. Introduces the digital applications in radiology. Covers issues in Computed and Digital Radiography along with an overview of PACS (Picture Archiving Communication Systems). (32/0) Prerequisites: A minimum grade of C- in RAD:185, RAD:510, RAD:709

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 BIO:170, BIO:172, HSC:117, RAD:510. Corequisite: RAD:550

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:510

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) Prerequisite: 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: Unv. of Iowa courses: Sectional Anatomy for Imaging Sciences and Foundations of Sonography; an AAS degree or higher in radiologic technology; and concurrent enrollment in the 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
A overview of acute and chronic diseases affecting the pulmonary system, outlining diagnosis prevention and treatment. (32/32) Prerequisites: A minimum grade of C- in BIO:165, BIO:170, RCP:460, RCP:540

RCP:460 | 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 BIO:165, BIO:167, 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 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 BIO:165, BIO:167, 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:170, BIO:172, 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:170, BIO:172, 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:030 | 1
Introduction to College Reading I
An introductory course designed to assist students whose present reading levels are not sufficiently developed to meet the recommended college-level assignments. Emphasis is on improving comprehensive reading skills as well as reading speed and vocabulary. (0/32)

**RDG:032 | 2
Introduction to College Reading
An introductory course designed to assist students whose present reading levels are not sufficiently developed to meet the recommended college-level assignments. Emphasis is on improving comprehensive reading skills as well as reading speed and vocabulary. (32/0)

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)

SCI: Science

**SCI:001 | 3
Science Enrichment
Fundamental concepts of science and the scientific process through lecture methods and participation in experiments. Designed to facilitate further interest and/or study in science for students with little or no previous experience in science. (48/0)

SDV: Student Development

**SDV: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:092 | 1
Strategic Reading
An implementation of strategies to develop pre-reading, vocabulary, comprehension and critical reading skills. (0/32) Prerequisite: RDG:030 or qualifying placement score

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
Basic introduction to skills necessary for entry-level employment positions. Networking with local employers will be a key component. A work performance rating and a National Career Readiness Certificate™ will be awarded based on WorkKeys® testing results which will be recognized in interviewing and compensation practices of some local employers. Stresses options for continuing education through NICC programs. Students may choose to enter directly into the workforce upon course completion. (32/0)

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: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) Prerequisite: Senior-standing in high school or above

SDV:200 | 1.5
Introduction to Computers
Introduces the basic concepts of computer technology with related "hands-on" experience. (8/32)

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
Obtaining employment without work experience is challenging and often frustrating for college graduates. Real-world experience is gained in fields of study through work experiences in business/organization settings. Students will enter their coop locations having completed the necessary application and orientation process. Three class meetings offer opportunity to share challenges, concerns and learning as a result of the coop experience. Students will reflect on their learning through weekly journals and a goal-setting and reporting process. (64 coop hours)

SDV:223 | 2
Coop Career Experience II
Obtaining employment without work experience is challenging and often frustrating for college graduates. Real-world experience is gained in fields of study through work experiences in business/organization settings. Students will enter their coop locations having completed the necessary application and orientation process. Three class meetings offer opportunity to share challenges, concerns and learning as a result of the coop experience. Students will reflect on their learning through weekly journals and a goal-setting and reporting process. (128 coop hours)

SDV:224 | 3
Coop Career Experience III
Obtaining employment without work experience is challenging and often frustrating for college graduates. Real-world experience is gained in fields of study through work experiences in business/organization settings. Students will enter their coop locations having completed the necessary application and orientation process. Three class meetings offer opportunity to share challenges, concerns and learning as a result of the coop experience. Students will reflect on their learning through weekly journals and a goal-setting and reporting process. (192 coop hours)

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

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:121 | 3
Sociology of Families
Examines the unique realm of the family and emphasizes the family as a whole, focusing on the processes taking place within the family. (48/0)

*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; worldview; kinship; marriage and the family; relationships beyond kinship; social organization and power; subsistence or making a living; the world system; and anthropology in every day life. (48/0)

*SOC:209 | 3
Archeology
An introductory-level overview of historic archeological paradigms, principles and practices. Includes the study of: different theoretical viewpoints current in historical archeology today (and past definitions of the field), historical archeology as anthropology, historic period artifacts, temporal and spatial concepts, pre-fieldwork techniques, historic period field survey techniques, laboratory procedures, combining science and humanism, the archeology of groups, the global approach to historical archeology, the future of historical archeology and how individuals can become involved. (48/0)

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) Pre-/corequisite: WEL:228

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:120 | 2
Oxyacetylene Fuel Welding and Cutting
The history and principles of oxyacetylene welding as well as the nomenclature of the equipment. Practices welding procedures such as puddling, carrying the puddle, cutting, beveling plates and scarfing plates and welds. (16/32)

WEL:131 | 3
Oxyacetylene Welding
The history and principles of oxyacetylene welding, as well as the nomenclature of the equipment. Welding procedures such as puddling, carrying the puddle, cutting, beveling plates and scarfing plates and welds are practiced. (16/64)

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:154 | 4
Introduction to Arc Welding (SMAW)
The operation of AC transformers and DC motor generating arc welding machines. Studies welding heats, polarities and electrodes for use in joining various metal alloys by the arc welding process. After the student is capable of running beads, butt and fillet welds in all positions are made and tested in order to detect weaknesses in welding. Emphasizes safety procedures in tool and equipment use. (32/64)

WEL:175 | 2
Advanced Arc Welding (SMAW)
Builds skills through practice in simulated industrial processes and techniques, sketching and laying out size and shape descriptions and listing the procedural steps necessary to build the product. Emphasizes maintenance, repairing worn or broken parts by special welding applications, field welding and nondestructive tests and inspection. Students create 4G, 3G, 4F and 3F groove and fillet welds to D1.1 AWS code. Safety procedures are emphasized in the use of tools and equipment. (16/32) Prerequisite: WEL:415. Corequisite: WEL:417

WEL:186 | 4
Gas Metal Arc Welding (GMAW)
A study of gas metal arc welding (MIG) and other related processes. Studies topics such as process variation, welding in various positions, principle of operation, shielding gases and wires. Stresses safety and practical application of these welding processes. (32/64)

WEL:190 | 2
Gas Tungsten Arc Welding
Gas tungsten arc welding (TIG) and other related processes. Studies topics such as process variation, welding in various positions, principle of operation, shielding gases and filler rods. Stresses safety and practical application of these welding processes. (16/32) Corequisite: WEL:413

WEL:192 | 4
Gas Tungsten Arc Welding
Gas tungsten arc welding (TIG) and other related processes. Studies topics such as process variation, welding in various positions, principle of operation, shielding gases and filler rods. Stresses safety and practical application of these welding processes. (16/96) Pre-/corequisites: WEL:110, WEL:228

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
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:301 | 2
Pipe Welding
Practice in welding pressure pipe in horizontal, vertical and horizontal fixed positions using arc welding processes as well as GMAW, SMAW, GTAW and oxyacetylene welding as they pertain to the pipe welding process. Discusses and practices welding and testing to ASME and API code. (16/32) Corequisite: WEL:417

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:390 | 5
Weld Lab I
Practice in welding procedures using job sheets to guide learning activities and to provide orderly and productive learning experiences. (0/160)

WEL:391 | 5
Weld Lab II
Practice in welding procedures using job sheets to guide learning activities and to provide orderly and productive learning experiences. Prerequisite: WEL:390 (0/160)

WEL:410 | 1
Flame and Plasma Cutting Fundamentals
Studies the history and principles of material cutting as well as the nomenclature of the equipment. Procedures such as cutting,

beveling plates and scarfing plates are practiced. (8/16)

WEL:411 | 2
Basic Arc Welding (SMAW)
Covers 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 tool and equipment safety procedures. (16/32) Corequisite: WEL:414

WEL:412 | 2
Basic Gas Metal Arc Welding (GMAW)
Introductory study of Short-Circuit Gas Metal Arc Welding (GMAW) and other related processes. Studies process variation, welding in various positions, principle of operation, shielding gases and wires. Stresses safety and practical application of these welding processes. (16/32) Corequisite: WEL:414

WEL:413 | 2.5
AWS Practice Weld Lab 1A
Practice in SMAW, GMAW, GTAW and Oxyacetylene/Plasma Fundamentals procedures to meet skill requirements for AWS certifications. Uses job sheets to guide learning activities and to provide orderly and productive learning experiences. (0/80) Corequisite: WEL:190 or WEL:410

WEL:414 | 2.5
AWS Practice Weld Lab 1B
Practice in SMAW and GMAW, procedures to meet skill requirements for AWS certifications. Uses job sheets to guide learning activities and to provide orderly and productive learning experiences. (0/80) Corequisite: WEL:411 or WEL:412

WEL:415 | 2
Intermediate Arc Welding (SMAW)
Building on skills from Basic SMAW, students 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. Emphasizes safety procedures in using tools and equipment. (16/32) Prerequisite: WEL:411. Corequisite: WEL:418

WEL:416 | 2
Advanced Gas Metal Arc Welding (GMAW)
Building on skills from Basic GMAW, course builds advanced skill in GMAW and other related processes. Addresses spray arc, FCAW, short-circuit and 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. (16/32) Prerequisite: WEL:412. Pre-/corequisite: WEL:418

WEL:417 | 2.5
AWS Practice Weld Lab 2A
Practice in SMAW, GMAW and pipe welding procedures to meet skill requirements for AWS certifications. Uses job sheets to guide learning activities and to provide orderly and productive learning experiences. (0/80) Corequisite: WEL:175 or WEL:301

WEL:418 | 2.5
AWS Practice Weld Lab 2B
Practice in SMAW and GMAW procedures to meet skill requirements for AWS certifications. Uses job sheets to guide learning activities and to provide orderly and productive learning experiences. (0/80) Corequisite: WEL:415 or WEL:416

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:228

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:228

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) Pre-/corequisite: WEL:228

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

WTT:133 | 3

Wind Turbine Mechanical Systems

Introduction to gearboxes and other mechanical systems that make up the subsystems of today's wind turbines. (40/16)

WTT:148 | 4

Theory of Motor/Generator Controls

Covers the various types of motor and generator controls, sensors of systems used in the industrial/generation industry. (16/96) Prerequisite: ELE:118

WTT:204 | 4

Wind Turbine Siting

Teaches techniques, methodology and concepts used to develop proper siting of wind energy projects around the world. (56/16) Prerequisite: SDV:200 or computer proficiency

WTT:216 | 3

Power Generation and Transmission

An introduction to the generation of electrical power with a wind turbine generator, moving that power through a local transmission system to a substation where customers purchase the generated power. Covers most aspects of working with components of a high-voltage transmission system. (32/32) Prerequisite: ELE:118

WTT:225 | 4

Data Acquisition and Assessment

Information on how wind resource data is collected and analyzed for use in the development of wind-powered generation of electricity. Students learn how to assess power production of individual wind turbines. (48/32)

WTT:235 | 4

Programmable Logic Control Systems

Theory of PLCs including basic concepts, programming and interfacing of equipment. (32/64) Prerequisite: WTT:148

WTT:932 | 5

Wind Energy Internship

Provides on the job work experience, allowing application of skills and knowledge acquired in the wind energy program, technical skills, turbine maintenance management and business relations. (320 coop hours)

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