



Tori
Heavy Equipment student



Mathew
Welding student



Robert
Industrial & Commercial
Wiring student

YOUR
SUCCESS
IS OUR
STORY.

—NCC



Maria
Associate of Arts
student



2017
Spring Graduate!



Aléxandro
Automotive student

IMPORTANT ACADEMIC DATES

Fall 2018

August 20	Fall Semester Classes Begin
August 20	Fall Online Classes Begin
September 3	College Closed—No Classes
October 8	No Day Classes, Evening Classes Held
October 9	No Day Classes, Evening Classes Held
October 19	Midterm—No Classes
November 21	College Closed—No Classes
November 22	College Closed—No Classes
November 23	College Closed—No Classes
December 7	Fall Online Classes End
December 19	Fall Semester Ends
December 19	Commencement

Spring 2019

January 3	Spring Semester Classes Begin
January 14	Spring Online Classes Begin
February 18	No Day Classes, Evening Classes Held
March 1	Midterm—No Classes
March 4–8	Spring Break—No Classes
April 12	No Classes
April 19 & 22	College Closed—No Classes
May 3	Spring Online Classes End
May 10	Spring Semester Ends
May 10	Commencement

Summer 2019

May 22	Summer Term Begins*
May 27	College Closed—No Classes
May 28	Summer Online Classes Begin—Session I
June 10	Summer Online Classes Begin—Session II
July 4	College Closed—No Classes
July 8	Summer Online Classes Begin—Session III
July 15	No Day Classes, Evening Classes Held
July 19	Summer Term Ends
July 19	Commencement
July 22	Summer Online Classes End—Session I
August 4	Summer Online Classes End—Session II & III

**Summer Term Fridays Off*

PRESIDENT'S WELCOME

Our mascot **Thunder** and I welcome you to Northwest Iowa Community College (NCC), fifty plus years strong, the best community college in Iowa and one of the top 10% in the nation! Why should you choose NCC?

T – The 40+ programs and services in this catalog plus caring staff/faculty will help you reach your goals. You will be able to easily transfer your credits or apply your skills at your current or future job!

H – Here everyone knows your name in small classes (13:1), our fab labs, and anywhere on campus. Our passion is to serve you with flexible class options, the latest technology, and free tutoring.

U – Unparalleled opportunities abound at NCC to advance your career while you have fun and grow. The highest graduation rate in Iowa and national rankings like #11 “The Best Schools’ in the U.S. make NCC the smart choice!

N – Nearly 12,000 alumni attest their first two years of postsecondary success impacted them the most. NCC is affordable. Nearly 100% of our students get jobs. Many employers hire our grads first.

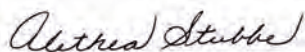
D – Develop leadership skills by getting involved in our many campus clubs and service organizations. Expand your resume with Student Government, SkillsUSA, Multicultural Club, or other activities.

E – Experience campus life by living in one of four fantastic residence halls or commute to campus. Your choice. Osceola Hall is brand new. Live here, in a nearby community, or at home!

R – Ready? **Thunder**, our remarkable staff/faculty, and I **believe** in you. You can do this! It will be a life-changing experience. We are here to serve you. Your success is our story.

All of us at NCC, including **Thunder** and me, hope to meet you very soon at our award-winning college. In the meantime, get more information through this catalog, our website (nwicc.edu), Facebook ([/nwicc](https://www.facebook.com/nwicc)), Twitter ([@nwicc](https://twitter.com/nwicc)), LinkedIn, phone, email, or a campus visit, perhaps on **Thunder** Fridays.

Best wishes for success,



Dr. Alethea F. Stubbe



BOARD OF TRUSTEES

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NORTHWEST IOWA COMMUNITY COLLEGE

Student Responsibility and Disclaimer

Each student is responsible for knowledge of the information appearing in the 2018–2019 Northwest Iowa Community College Catalog. Failure to read the regulations will not be considered an excuse for non-compliance. The College reserves the right to change policies, tuition, fees, admission standards, regulations and curriculum without notice or obligation. The official College curriculum is that contained in the master file.

COLLEGE INFORMATION

Mission Statement

Northwest Iowa Community College is a progressive learning college rapidly responding to the global needs of our changing community.

Vision Statement

We are driven to be the community college of choice for lifelong learning, personal development and re-training.

Guiding Principles

- We believe that as a comprehensive community college we will respond to our communities' needs.
- We believe that all people can learn.
- We believe that education is an investment in our communities.
- We believe that accessible, lifelong educational opportunities enable people the opportunity to maximize their potential and improve quality of life.
- We believe in embracing diversity by supporting the dignity and worth of all individuals.
- We believe in maintaining high standards through innovation and continuous improvement.
- We believe that effective leadership, education, training, and partnerships from all sectors enhance community and economic development.
- We believe that responsible stewardship ensures fiscal stability.
- We believe in embracing a growth-oriented philosophy.
- We believe in maintaining high ethical standards.

Strategic Initiatives

Enhancing Student Success

Northwest Iowa Community College is dedicated to enhancing student success by facilitating processes where every individual can realize his or her full potential through learning.

Expanding Opportunities

Northwest Iowa Community College will pursue, strengthen, and expand learning opportunities for our students and communities through partnerships and new initiatives.

Developing Alternative Resources

Northwest Iowa Community College will aggressively pursue alternative resources that will sustain and augment programs and facilities.

Embracing a Collaborative Culture

Northwest Iowa Community College faculty, staff, and administration are devoted to enhancing collaboration and communication that will support the College's belief system.

Do you want to be a Teacher or a Doctor? Do you want to be an Electrician or work in an IT Department? It all starts at Northwest Iowa Community College!!

Ability. Talent. Handiness.

In the Career and Technical Programs at Northwest Iowa Community College, we talk a lot about skills and hands-on learning. If you choose to be in one of our technical programs, you'll learn that your success is all about the hands-on skills you get while you're here. You'll work on equipment in labs that are state-of-the-art. You'll be guided by instructors who have been out there in the real world. They'll teach you what you need to know.

So whether you're interested in auto body or powerline; maybe you want to be a mechanic, an electrician or a nurse; if business, engineering design, construction technology, or secretarial is more your style, you'll find it at NCC. We'll prepare you for the workforce. You'll graduate with solid skills and abilities that will land you a job with the confidence to make good decisions with your career. Many of NCC technical programs transfer to 4-year colleges and universities!

Start here, then go out and make your goals a reality!

NCC also offers Arts & Science transfer programs. It makes sense. Start here by taking the basic core courses. For two years you'll save a lot of money and stay closer to home; then you can transfer to a 4-year college or university. Want to be a journalist or a teacher? Maybe you want to be a human resource manager or physician. It's all within your reach when you choose NCC.

NCC has seamless transfer agreements with the University of Iowa and Iowa State University! Many of our students transfer to the University of South Dakota, South Dakota State University, Buena Vista University, Northwestern College, Dordt College and more. NCC has a transfer specialist to work with you in order to create an easy transition from earning your Associate's Degree at NCC to earning your Bachelor's Degree at your preferred College or University.

Residence Life

College is more than just books! It's about life. Making life-long friends and being part of a college community! Just a short walk from classes, student housing at Northwest Iowa Community College is made up of four housing complexes that provide apartment and suite style living. We invite you to live at NCC and join our great campus community. There is no better way to be connected to the College, the campus, and the student body than living on campus. Campus life puts you in the middle of all the action! Whether it is sitting in the hallways for hours talking to your friends or having study groups to get you through that class or having a mid-night "McD's run", life on campus is a great way to experience college and make friends. You'll experience college life as it is meant to be and build friendships that will last a lifetime!

In Demand

In 2015, NCC's graduate placement rate was 96% and the average first-time salary was \$33,301! Many of our highly skilled specialist programs have consistently had 100% employment success for their graduates. The NCC Placement Office offers lifetime placement assistance for its graduates.

Accreditation

Northwest Iowa Community College is accredited by the Higher Learning Commission, a regional accreditation agency recognized by the U.S. Department of Education. In addition, several programs have been accredited by other agencies. All information on accreditation can be found on the College website. Search Accreditation.



Assessment of Student Learning

What you learn as a student at Northwest Iowa Community College is the very heart of the educational process. Northwest Iowa Community College has established a comprehensive on-going assessment program that assesses learning throughout a student's college experience. The goal of this assessment program is to verify the extent of student learning at different levels including the course level, the program level, and the institutional level. General education learning outcomes are also assessed under this program. The results of assessment activities are used to improve both teaching and learning.

General Education Statement

Northwest Iowa Community College is committed to providing students opportunities to acquire the knowledge and skills that will enable them to graduate, continue their education, pursue the careers of their choice, and be productive citizens. To meet this educational goal, all programs at Northwest Iowa Community College will encompass not only program-specific learning outcomes but also general education learning outcomes in the areas of Personal Development, Global Perspective, Critical Thinking, Written and Oral Communication, and Math. These learning outcomes are taught and assessed in classes, labs, field experiences, and other co-curricular activities.

Advisory Committees

Northwest Iowa Community College recognizes that active advisory committees are vital to quality education. All NCC credit programs have an advisory committee made up of representatives from the specific occupations or institutions. The individual advisory committees assist in identification of instructional content and providing advice, suggestions, and recommendations.

Foundation

The Northwest Iowa Community College Foundation is a non-profit corporation established in 1983. The NCC Foundation Board of Directors consists of individuals representing each school district in the College service area.

The mission of the NCC Foundation is to attract and manage financial resources, enhance awareness of the College, and to support access to lifelong learning opportunities. Annually, the Foundation funds scholarships to individuals pursuing higher education opportunities at NCC. Complete information regarding individual scholarships is found in the current *Northwest Iowa Community College Foundation Scholarship Opportunity Guide*. This guide is available through the NCC Foundation Office, Admissions Office, through area guidance counselors, or by going to the NCC website at nwicc.edu and clicking on "Tuition & Financial Aid" on the left, then "Scholarships."

COMPLIANCES

Nondiscrimination in Education

It is the policy of Northwest Iowa Community College not to discriminate on the basis of race, color, national origin, sex, disability, age, sexual orientation, gender identity, creed, religion, and actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code sections 216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 - 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.), and all other applicable federal and state laws, regulations and orders. The Board of Trustees shall monitor progress on this policy through the President's appointed Affirmative Action/Equity Coordinator(s).

If you have any questions or complaints related to compliance with this policy, please contact the Equity Coordinators, Sandy Bruns, Northwest Iowa Community College, 603 West Park Street, Sheldon, Iowa, phone number 712-324-5061, extension 113, fax 712-324-4136, email sandy@nwicc.edu; or Beth Frankenstein; phone number 712-324-5061, extension 242, fax 712-324-4136, email bfrankenstein@nwicc.edu; or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number 312-730-1560, fax 312-730-1576.

Communications and Information Systems Policy Summary

With the growth of telecommunications in the work place, the Board of Trustees recognizes that students and employees will alter the way that ideas are shared, information is transmitted, and people are contacted. As employees and students are connected to the global community, the use of technology brings new responsibilities as well as opportunities.

The College will provide employees and students with communication and information systems for education and educational support purposes. The systems are not to be used in any way that may be disruptive to the learning process, offensive, or illegal. The transmission of sexually explicit images, messages, cartoons, or communications that contain profane or offensive language, ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on their race, national origin, gender, age, disability, or religious or political beliefs is prohibited. The systems shall not be used to solicit or proselytize others for commercial ventures, religious or political causes. All employees and students will be required to abide by the NCC Communications and Information Systems Use Policy. Violation of this policy is subject to disciplinary action up to and including expulsion or discharge. View the NCC Computer Systems & Information Use Policy at http://bit.ly/ncc_computer_policy.

Graduation Rate

Public Law 101-542, The Student Right-To-Know and Campus Security Act, as amended by Public Law 102-26, requires higher education institutions to report their completion or graduation rate on an annual basis.

The graduation rate was 65% for students who entered Northwest Iowa Community College on a full-time basis for the fall term, 2014. This figure includes those who received a degree or diploma at Northwest Iowa Community College or transferred to a four-year institution.

Campus Security Act

In accordance with Public Law 102-26 Title I, Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act, students, employees, and visitors who have experienced criminal acts or other emergencies which have occurred on the college campus shall immediately report those emergencies to the Vice President of Operations and Finance, Director of Human Resources, Director of Student Development, or the Sheldon Police Department. Within 24 hours of the occurrence, an incident report shall be completed by the individual or a copy of the police report submitted to the Vice President of Operations and Finance. Incident report forms are available from the office of the Vice President of Operations and Finance.

NCC distributes a notice of this Annual Security Report by October 1 of each year to every member of the College community. Anyone including prospective students or employees, may obtain a paper copy of this report by contacting the Vice President of Finance at 712-324-5061 or by contacting the Student Services office.

NCC relies on its close working relationships with local law enforcement agencies to receive information about incidents involving NCC students. In coordination with local law enforcement agencies, NCC will actively investigate certain crimes occurring on campus with the assistance of local police departments.

Campus buildings, with the exception of the student housing units and the Lifelong Learning and Recreation Center, are open and available for use from 7:00 a.m. to 10:00 p.m. Monday through Friday. Physical Plant staff is available on campus during this period of time to provide help with students, staff and visitors. Emergency telephones for 911 calls are located at the east side of Parking Lot 1, the east side of parking lot 3 and the south side of parking lot 5. The Sheldon Police Department should be called when the incident dictates. Student Housing main outside doors will generally be locked. The campus does not employ a security officer but relies on the Sheldon City Police Department for security 24 hours a day. In the evenings, custodial staff is available to escort students and staff to their cars.

Definition from the FBI's Uniform Crime Reporting Handbook (UCR)

1. **On Campus** — (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in any manner related to, the institution's educational purposes, including residence halls; and (2) Any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as food or other retail vendor).
2. **Murder/Non-Negligent Manslaughter** — The willful (non-negligent) killing of one human being by another.
3. **Negligence Manslaughter** — The killing of another person through gross negligence
4. **Sex Offenses, Forcible** — Any sexual act directed against another person, forcibly or/and against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.
5. **Sex Offenses, Non-forcible** — unlawful, non-forcible sexual intercourse. (Includes incest or statutory rape — under age of consent).
6. **Robbery** — The taking, or attempting to take, or anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
7. **Aggravated Assault** — An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of weapon or by means likely to produce death or great bodily harm.
8. **Burglary** — The unlawful entry of a structure to commit a felony or a theft.
9. **Motor Vehicle Theft** — The theft or attempted theft of a motor vehicle.
10. **Arson** — Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
11. **Liquor Law Violations** — Violation of state or local laws or ordinances prohibiting the manufacture, sale, purchases, transportation, possession or use of alcoholic beverages (with the exception of "driving under the influence" or "drunkenness").
12. **Drug Law Violations** — Violations of laws prohibiting the production, distribution, and/or use of certain controlled substance and the equipment of devices utilized in their preparations and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance, Arrest for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include opium or cocaine, and their derivatives (morphine, heroin, codeine); marijuana, synthetic narcotics — manufactured narcotics that can cause true addiction (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzadrine).
13. **Illegal Weapons Possession** — Violations of laws or ordinance prohibiting the manufacture, sale, purchase, transportation, possession, concealment of use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.
14. **Hate Crimes** — Sufficient objective facts lead a reasonable and prudent person to conclude that an offender's actions were motivated, in whole or in part, by bias against the victim's race, gender, religion, sexual orientation ethnicity/national origin, or disability.
15. **Domestic Violence** — Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
16. **Dating Violence** — Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, and where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship, (ii) the type of relationship, and (iii) the frequency of interaction between the persons involved in the relationship.
17. **Stalking** — Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or to suffer substantial emotional distress.
18. **Unfounded Crimes** — A reported crime investigated by law enforcement and found to be false or baseless.

The following statistics, provided in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act, are for students and employees and to applicants for enrollment or employment upon request. Our 2014, 2015, and 2016 comparative reputable crime rates were as follows:



Compliances

	Year	On Campus Property	On Campus Student Housing Facilities	Noncampus Property	Public Property		Year	On Campus Property	On Campus Student Housing Facilities	Noncampus Property	Public Property
Murder/ Non-negligent manslaughter	2014	0	0	0	0	Hate Crimes	2014	0	0	0	0
	2015	0	0	0	0		2015	0	0	0	0
	2016	0	0	0	0		2016	0	0	0	0
Negligent manslaughter	2014	0	0	0	0	Domestic Violence	2014	0	0	0	0
	2015	0	0	0	0		2015	0	0	0	0
	2016	0	0	0	0		2016	0	0	0	0
Sex offenses- Forcible	2014	0	0	0	0	Dating Violence	2014	0	0	0	0
	2015	0	0	0	0		2015	0	1	0	0
	2016	0	0	0	0		2016	0	0	0	0
Sex offenses- Non-forcible	2014	0	0	0	0	Stalking	2014	0	0	0	0
	2015	0	0	0	0		2015	0	0	0	0
	2016	0	0	0	0		2016	1	0	0	0
Robbery	2014	0	0	0	0	Unfounded Crimes	2014	1	0	0	0
	2015	0	0	0	0		2015	0	0	0	0
	2016	0	0	0	0		2016	1	0	0	0
Aggravated Assault	2014	0	0	0	0	Northwest Iowa Community College also wants students and employees to be aware of where the public can access “Megan’s Law” information regarding sex offenders. One source of information is on the website www.iowasexoffenders.com and the second is through the local county sheriff’s department.					
	2015	1	1	0	0	Drug-Free Schools and Communities					
	2016	0	0	0	0	It is the policy of NCC to comply with the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226 and to provide staff and students with information to prevent the use of illicit drugs, the abuse of alcohol on campus and to provide a drug-free work place for students and staff. It shall be unlawful to possess, use or distribute illicit drugs and alcohol by students or employees on college property or as part of any college activity. The laws of the state of Iowa pertaining to the possession and use of illicit drugs and alcoholic beverages on public property shall be followed. Specifically, this means that it is a violation of the drug and alcohol policy for students and employees to purchase, manufacture, possess, consume or sell such items on campus.					
Burglary	2014	0	0	0	0	Student and staff violations of the standards as stated in the previous paragraph shall result in any one or combination of the following disciplinary sanctions:					
	2015	1	0	0	1	A. Warning					
	2016	0	0	0	0	B. Disciplinary probation					
Motor vehicle theft	2014	0	0	0	0	C. Suspension					
	2015	0	0	0	0	D. Referral to an appropriate drug/alcohol treatment program					
	2016	0	0	0	0	E. Referral to law enforcement agencies					
Arson	2014	0	0	0	0	F. Possible disciplinary sanctions include expulsion or termination					
	2015	0	0	0	0						
	2016	0	0	0	0						
Drug Law Violations	2014	1	0	0	0						
	2015	1	1	0	0						
	2016	0	0	0	0						
Liquor Law Violations	2014	2	2	0	0						
	2015	0	0	0	0						
	2016	11	11	0	0						
Weapons Possessions	2014	0	0	0	0						
	2015	0	0	0	0						
	2016	0	0	0	0						

Definitions and accompanying procedures of these sanctions pertaining to the student can be found in the office of the Associate Dean of Students. Policies and procedures pertaining to employees can be found in the office of the Director of Human Resources.

Staff rights shall be protected in accordance with due process.

Staff accused of violating the drug/alcohol policy as established shall have the right to:

1. a hearing before the appropriate campus judicial board
2. access to an appeal as defined within the college policies and procedures.

Student's rights shall be protected in accordance with due process.

Students accused of violating the drug/alcohol policy as established shall have the right to due process.

See the Student Discipline Section.

Substance Abuse Prevention Program

If a student or staff member is identified as having a probable chemical dependency problem or voluntarily notifies his/her instructor or supervisor of such, that individual will be directed to the counseling staff in the Student Services Office. The counseling staff in the Student Services Office will refer the individual to the local alcohol and drug treatment unit or to an agency of the individual's own choosing.

Legal Sanctions

Under Chapter 124 of the State of Iowa Code regarding controlled substances, various penalties and offenses are described involving the illegal manufacture, possession, possession with intent to deliver, delivery and design (simulation and counterfeiting) of illegal drugs. Illegal drugs include but are not limited to marijuana, methamphetamines, amphetamines, cocaine, heroin and ecstasy. Except as authorized under Chapter 124 (legally prescribed drugs), it is unlawful for any person to manufacture, deliver or possess with intent to manufacture or deliver a controlled substance, or to act with, enter into a common scheme or design with, or conspire with one or more other persons to manufacture, deliver, or possess with intent to manufacture or deliver a controlled substance or a counterfeit or simulated controlled substance. Violations of Chapter 124 may result in simple, serious or aggravated misdemeanors, or class "D," "C" or "B" felony charges.

Consequences may include:

Possession of Drug Paraphernalia is punishable by up to 30 days in the County Jail and a fine not to exceed \$500.

Simple Possession of controlled substances is punishable by up to one year in the County Jail and a fine not to exceed \$1,500. A conviction will also result in the loss of student financial aid eligibility.

Possession with intent to deliver, delivery and/or manufacture (including growing) of controlled substances is punishable by a range of penalties up to a maximum prison term of 50 years and a maximum fine not to exceed \$1,000,000. Local and federal sanctions will also apply.

Annual Security Report

For a complete copy of the College's Annual Security Report, visit www.nwicc.edu and type in "Annual Security Report" in the search box.

CAMPUS HEALTH

Immunization Policy

Northwest Iowa Community College encourages students* to discuss the immunizations that are recommended by the American College Health Association with their healthcare provider and then decide whether or not they may want to be vaccinated.

Immunizations recommended by the American College Health Association: Measles, Mumps, Rubella (MMR), Tetanus (Td), Polio, Meningococcal Disease (Meningitis), Chicken Pox (Varicella), Hepatitis A, Hepatitis B, Human Papillomavirus Vaccine (HPV) (females only), Influenza, and Pneumococcal Polysaccharide Vaccine.

*Nursing students will be notified of health assessment and immunization requirements in the Nursing Student Handbook.

Meningococcal Disease

The administration at Northwest Iowa Community College is providing all new students with vaccination information on meningococcal disease. Please refer to the National Meningitis Association website — www.nmaus.org. We encourage you to discuss the vaccine with a healthcare provider and then decide whether or not you may want to be vaccinated.

Health Risks

There are many health risks associated with substance abuse (use of illicit drugs and excessive drugs and excessive use of alcohol). Abusers can lose resistance to disease, develop physical and psychological dependence, become depressed, develop heart problems, contract infections, become malnourished, become physically exhausted and even die.

With substance abuse, reality is often distorted, reactions may be slower and the risk of accidents can increase. Substance abuse can cause coma, respiratory arrest and convulsions. Injected drugs increase the risk of infectious diseases such as hepatitis and AIDS.

Health Insurance

Northwest Iowa Community College does not have a compulsory insurance plan, but the College recommends that you enroll in a voluntary health program to assure protection in the event of illness or injury.

If you are enrolled as a member of a family health or hospital related plan, you should be aware of the age that family coverage is terminated. The purchase of insurance shall be voluntary with the entire cost being paid by you.

Campus Health

Medical Emergencies

First aid kits are located in each building. If medical attention is needed, NCC's Medical Emergency Team can be summoned through any employee or the Campus Information Desk in Building A.

NCC assumes no responsibility for medical treatment of a student.

Students Infected With Dangerous and Life Threatening Diseases Policy and Procedure

The following policy is hereby adopted by Northwest Iowa Community College concerning students at NCC infected with dangerous and life threatening diseases:

1. It is recommended by NCC that most persons infected with dangerous and life threatening diseases should be allowed to continue with the education at NCC in an unrestricted manner with the approval of their physician. Dangerous and life threatening diseases are those where potential for transmission of the disease causing agent is present. It is the policy of NCC that benefits of unrestricted education for any student infected with dangerous and life threatening diseases under normal circumstances outweigh the remote possibility that any such student will transmit such an infection within the NCC environment.
2. It is recognized that some persons infected with dangerous and life threatening diseases may pose a greater risk than others. If it is determined that a student of NCC can no longer perform his or her essential functions at NCC without endangering the health and safety of other students or if it is determined that there is reasonable probability of substantial harm to the student or to others by the continued education of the student at NCC, such student may be suspended under the guidelines set out in the policy and procedure.
3. For purposes of determining whether a student presents an unacceptable risk, NCC shall, on an annual basis, designate an individual physician/clinic who has the qualifications to evaluate whether or not an infected student poses a risk to others. Evaluation of a student infected with a dangerous and life threatening disease should be performed regularly by the designated physician/clinic. If it is subsequently determined by such a designated physician/clinic that the infected presents an unacceptable risk and cannot perform his or her essential functions in question without endangering the health and safety of the other students and that there is a reasonable probability of substantial harm, then the student at NCC should be suspended until such time as a subsequent review should be established at the time the initial decision is made to exclude the student from further education at NCC.
4. It is the policy of NCC that the number of students aware of any student's infected condition should be kept to a minimum and that any persons involved in the case and education of any such student should respect that student's right to privacy. All records maintained on any infected student shall be confidential.
5. It is not the policy of NCC to require random sampling and screening of students for infection of dangerous and life threatening diseases.

Eye Safety Information

Iowa Law 280.10 requires that students participating in vocational education shops or laboratories shall wear industrial quality eye protection devices at all times while participating in any phase or activity of such course which may subject the student or teacher to risk or hazard from materials or processes used in the courses.

Industrial quality eye protection devices, as referred to in the law, mean devices meeting the standards of the American Standards Association Safety Code Z876.1-1968. Practice for Occupational and Educational Eye and Face Protection promulgated by the American National Standards Institute, Inc.

In order to comply with safety glass requirements, students may choose from the following:

1. Purchase non-prescriptive safety glasses with permanent side shields. Safety glasses are available from the Northwest Iowa Community College Store.
2. Purchase goggles, which may be worn over regular prescription eye glasses from the Northwest Iowa Community College Store.
3. Purchase prescription, industrial quality safety glasses with permanent side shields from the eye doctor.

ADMISSIONS

Admissions Policy and Procedure

NCC has an "open-door" policy for all persons of post-high school age. Admission to programs is granted on the basis of an individual's interest, aptitude, previous experience and career objective. (Compliance with Civil Rights Title VI, VII, IX, X, and Rehabilitation Act.)

Class size is limited in programs. Once optimal enrollment has been met, applicants will be placed on an alternate list.

NCC admits students to the Arts & Sciences, Business/Health, and Applied Technology programs who have either a high school diploma or a high school equivalency diploma. Individuals who have not completed either may be admitted on an individual basis.

Admission to the College does not ensure admission to a specific program. NCC reserves the right to guide your program selection on the basis of counseling, assessment, pre-enrollment interviews, and past academic achievement. If you do not meet specific requirements, you may be admitted on a provisional basis or may be required to complete college preparatory courses before admission.

Admission shall not be granted until all required materials are received. An Enrollment Confirmation Form requesting an advanced tuition deposit will accompany your letter of acceptance for some programs. This form is a commitment from you and requires an advance tuition payment. For some programs the advanced tuition deposit is non-refundable.

Application Procedure

1. Submit a completed application form, either via the interactive application form on the NCC Web site (www.nwicc.edu) or by mail to the Enrollment Office.
2. Upon application to the College, you must submit an official copy of your high school transcript or official documentation of your high school equivalency scores.
3. If you have previously attended college or any other post-secondary institutions, you must provide an official copy of your college transcript. This is required even if you do not wish to have previous work evaluated for transfer. Transcripts must be sent from the originating institution to NCC.
4. All degree seeking students must have on file an **OFFICIAL FINAL** high school transcript. It must be on file by the 14th day of the semester of which the student starts. Failure to have the document on file will result in removal of all courses for the semester. Any exceptions to this policy must be discussed with the Director of Enrollment Management.
5. Placement Assessment: You are required to submit Placement Assessment Test scores prior to registering for classes. Northwest Iowa Community College accepts ACT, COMPASS, Asset, and Accuplacer assessment scores. If you need to take a Placement Assessment Test, call NCC at 712-324-5061, 800-352-4907 or email admissions@nwicc.edu to set up an Accuplacer appointment.

Readmission

If you previously attended Northwest Iowa Community College and you have been absent for at least one semester (excluding the summer session), you are required to apply for readmission. Students who wish to be readmitted will be expected to meet all applicable requirements including submitting transcripts from other colleges attended since the last attendance at NCC. Readmission to Applied Technology programs will be subject to the availability of space and an evaluation of previous progress.

International Students

International students are encouraged to enroll in programs at Northwest Iowa Community College. In order to be admitted you must:

- take the TOEFL examination
- submit a financial statement providing proof of funds for one year of tuition, fees, and living expenses
- submit official copies of high school diploma and all college transcripts

Campus Visitation

If you are interested in attending NCC, we strongly encourage you to schedule a campus visit. The visit may include a meeting with representatives from admissions, financial aid, housing, counseling, Division Deans, and instructors. The visit may also include a tour of the campus with special emphasis on your program of interest.

Orientation

If you are a new student, NCC requests that you attend an orientation session. Sessions will be held at various times throughout the year. The sessions include review of policies and procedures, academic advising, and registration for classes.

STUDENT SERVICES

Academic Advising

All NCC students are assigned to an academic advisor and must meet with him/her each semester during the registration period. Your advisor can assist you with developing an educational plan to meet your career goals, identify on and off campus resources to help with academic success, help with course selection and appropriate sequencing of courses, and answer your questions as they arise.

Academic Advisor/Counseling

The Director of Secondary Programs and Student Development is the staff position at Northwest Iowa Community College which coordinates counseling for students who are experiencing personal, academic or social concerns. The Director of Secondary Programs and Student Development makes referrals to outside agencies when needed. If you feel that you might need counsel, please contact Beth Frankenstein, ext. 242.

In the absence of the Director of Secondary Programs and Student Development, the Vice President of Student & Academic Services will make the referral.

Career Assistance At NCC

Career assistance is available to NCC students and to interested individuals in the following areas:

- Career Resource Area (Library)—brochures, videos and web addresses
- Resume Evaluation (Learning Center, Library, or TRIO)
- Interviewing Tips (Learning Center, Library or TRIO)
- Interest Profile Assessment (Learning Center)
- Current Job Listings (see Placement below)

If interested in receiving career assistance, please contact the Director of Learning Center.

Placement

The Placement Office can help you find employment relating to your specific training, abilities, and interests both while a student and after graduation. Current full and part-time employment opportunity listings are available via email and at <http://bit.ly/nccjobs>. Please submit your email address and program to jobs@nwicc.edu to be added to the email list.

TRIO

TRIO Student Support Services is a federal grant program funded by the United States Department of Education. Its objective is to motivate, encourage, and assist students to reach their goal of graduating from their program at NCC and transferring to a four-year college.

TRIO services are free and available to students who apply, meet eligibility requirements and are accepted to the program.

Once accepted into the program, students are offered a variety of services including professional tutoring, academic advising, financial aid counseling, transfer assistance, college visits, career counseling, and Lunch & Learn workshops.

In addition, TRIO students may be eligible for \$1,000 Grant Aid Scholarships through the program, which never has to be paid back!

In order to join, students must complete an application available online or in the TRIO office. When the applications are received, students are notified as to their eligibility.

Student Services

Student Housing

Just a short walk from classes, student housing at Northwest Iowa Community College is made up of four housing complexes—Cherokee Hall, Lyon Hall, O'Brien Hall, and Osceola Hall. There is no better way to feel connected to the College and the student body than living on campus. You'll experience college life as it is meant to be and build friendships that last a lifetime!

Cherokee Hall offers apartment style living. Choose from two options; a four student apartment consists of two bedrooms, one bath, and a kitchen/living area or a two student apartment which consists of one bedroom, one bath, and a kitchen/ living area.

Lyon Hall and O'Brien Hall offers suite style living. A suite accommodates four students with two bedrooms, two bathrooms, and a kitchen/living area.

Osceola Hall also offers suite style living. A suite accommodates four students with four bedrooms, two bathrooms, and a kitchen living area. There is a game room in the basement that is open to all NCC students. There are several large screen TVs with gaming consoles available for use.

Additional information regarding student housing is available from the Coordinator of Residence Life in Student Services.

Library

The NCC Library provides access to a wide variety of materials, information, and services that support the educational and general information needs of NCC students, faculty, staff and community residents. Personal assistance is available to individuals or small groups with research assignments within the library, by email, chat or telephone. Librarians also provide library research instruction and orientations in the classroom.

The library collection includes over 16,000 physical books, 65 print subscriptions to magazines, journals and newspapers, 665 audio books on CD, and nearly 30,000 videos. Library users have online access to more than 185,000 electronic books, a variety of online databases that provide thousands of full-text newspaper, journal and magazine articles, and a growing collection of e-books and audiobooks that are available for download to computers or other devices. Access to the library catalog and online resources is available to NCC students, faculty and staff from the library webpage bit.ly/ncc-library. Registered users can reserve materials online, renew items and access their account information through the online catalog. Remote access to a majority of the online resources is available to NCC Students and employees; please contact the library staff for passwords and instructions.

In addition to the resources provided by the NCC Library, students may borrow books, videos and articles from libraries throughout the state and nation by requesting interlibrary loan services.

Library services include computers, two small-group study/ video viewing rooms, wireless access, internet, a copier/printer (black and white and color), a scanner and a fax machine. Students, faculty and staff may use their ID cards as their library card. Library users without a student ID may obtain a library card at the reference desk any time the library is open.

College Store

We proudly supply the academic community with tools for the mind. Visit the newly remodeled NCC College Store for all your book, apparel, and accessory needs. The NCC College Store, located just around the corner when you walk through the main entrance of Building A, provides students with all the tools they'll need to be a student at NCC. Northwest Iowa Community College students trust the NCC College Store for new and used textbooks. We offer you personalized help in choosing your textbooks for your classes. At the NCC College Store you'll get the exact textbooks selected by your instructors at the most competitive prices...guaranteed! The NCC College Store is dedicated to supplying our students with as many used textbooks as possible! Stop in or call the College Store for used book availability.

When purchasing textbooks the student will need their "My Class Schedule", which can be printed from the student's account on WebAdvisor. The "My Class Schedule" document needs to be presented to the College Store personnel before the student will be allowed to purchase textbooks. Textbooks can be purchased with credit card, check, cash or financial aid. If using financial aid, you must present your NCC Student ID with your "Class Schedule" to access your financial aid account. Financial aid can also be used to purchase office supplies, flash drives, backpacks and any other items needed for your courses.

Your NCC College Store has more than just books. We have NCC sweatshirts, t-shirts, pants, hats, chap stick, tissues, cough drops, nursing supplies, stamps, safety glasses, school supplies, book bags, mugs, NCC novelty items, gift certificates, wireless mice, ear buds, headphones, I-Pad covers and much more!

For your lunch or snack needs: the College Store offers a full line of potato chips, candy bars, snack items, pop, breakfast and regular pizza, hot sandwiches, burritos, coffee, cappuccino, hot chocolate, F'real ice cream shakes and more! Ask about our value card: Pay \$20, but it is worth \$22 in trade!

Fall and Spring Term Hours

Monday–Thursday 7:30am–5:00pm
Friday 7:30am–4:00pm

Summer Term Hours

Monday–Thursday 7:30am–4:00pm
Friday 7:30am–12:00pm

Questions about the College store? Call 712-324-5061 or 800-352-4907 ext. 320 or email rborer@nwicc.edu.

LEARNING CENTER

To help with your educational goals, the Learning Center provides a variety of services. Free tutoring is available to you in most program content areas. Tutoring is done on a “drop in” basis, in small groups or one-to-one.

If you are a current or prospective student, enhancement (developmental) courses are available to help improve your skills in specific areas. For additional information on enhancement courses, contact the Learning Center Director.

If you require individualized study, you may take certain career and technical courses through the Learning Center with the approval of the Dean, Learning Center Director, and Vice President of Student & Academic Services, as appropriate. Study is done independently, meaning you begin your coursework at your convenience and determine your own schedule within the normal hours of the Learning Center.

The Learning Center Director is the Accommodations Coordinator. If you are a student with special needs, see the Learning Center Director in advance for accommodations.

The Learning Center also serves as a Testing Center. All testers are required to provide a picture ID before testing. Tests are proctored for NCC courses taken online or on-campus, assessment tests, CLEP tests, as well as certification tests. Talk to the Learning Center personnel to schedule testing time slots. Proctoring for other colleges can be arranged by request. There is no charge for proctoring ICCOC tests, but a semester fee is charged for proctoring other colleges' tests.

A computer lab and calculators are available in the Learning Center for your use at no charge. Software and videos for review of basic skills and tutorial work are also available.

Study rooms are available for individual or small groups needing a quiet work area.

The Learning Center also can provide instruction for the high school equivalency program (HSED) and the high school credit recovery program.

High School Completion

Northwest Iowa Community College has various programs available to assist you if you wish to complete your high school education. Options include earning a HSED Diploma, an Adult High School Diploma from NCC, or a local high school diploma through the completion of NCC high school credits. For additional information, contact sbreems-diekevers@nwicc.edu about the HSED Diploma or the Director of the Learning Center about high school credits.

High School Equivalency—HSED Diploma

The Adult Education & Literacy Program at NCC provides adults with instructional opportunities to improve their basic skill levels for education or work related goals. Included within Adult Education & Literacy is instruction to prepare for the HSED tests. Upon successful completion of the HSED tests, you will be awarded the High School Equivalency Diploma issued by the State of Iowa. This diploma certifies that you have achieved a level of educational development comparable to that of a high school graduate in the following subject areas: reading, writing, science, social studies and mathematics.

In order to enroll in the Adult Education & Literacy Program to earn your HSED Diploma, an individual must be 17 years of age, not currently enrolled in high school and not a high school graduate. Instruction will be tailored to meet the student's academic needs. In order to begin the official HSED tests, a student must be 17 years of age and must demonstrate sufficient skill mastery in each subject area. The HSED tests are available in English, Spanish, and in alternate formats for individuals with documented disabilities.

High School Diploma

If you have not completed high school, you may wish to enroll in Northwest Iowa Community College's Adult High School Diploma Program. Credits may be earned or obtained from a variety of sources such as an accredited high school, the NCC Learning Center, or the Northwest Iowa Alternative High School. Contact the Learning Center for additional information.

If you wish to earn an NCC Adult High School Diploma, you must meet the following academic requirements.


English	8 semester credits
Math	6 semester credits
Science	6 semester credits
U.S. History	2 semester credits
American Government	1 semester credit
Social Studies Electives	3 semester credits
Other Electives	10 semester credits
Total	36 semester credits

For anyone under 18 years of age or whose high school class has not graduated, admission to the high school credit program requires written permission of the local school district and parent/guardian.



High School Credits

High school credits earned through NCC can be applied to an NCC Adult High School Diploma or transferred to the local high school district to meet its graduation requirements.

Business

Personal Finance
Introduction to Business
Computer Applications 

Math

Basic Math
General Math
Consumer Math
Business Math
Algebra I
Algebra II
Pre-Algebra 
Geometry ☆
Trig 

Social Studies

Introduction to Social Sciences
World History
American History
Government ☆
U.S. Geography
World Geography
Economics
Sociology
Psychology
Street Law
Integrated American Studies*

Learning Center



Careers

75-hour Nurse Aide Course
EMT-B course (2 credits)
World of Work
Work Experience*
Medication Aide




Fine Arts

Art History 
Introduction to Art 

English

English 2200
Introduction to Literature
Reading Improvement
English 2600
Independent Reading
Intermediate Literature
Introduction to Communications and Speech 
English 3200
American Writers
Basic Composition
Composition
Writing Through Computer Applications
British Literature 

Sciences

Health
General Science
Physical Science ☆
Biology
Chemistry 
Environmental Science 
Earth Science 

Family and Consumer Sciences

Nutrition & Wellness
Family Living
Child Development
Community Service*
Life Skills
Teen Parenting
Teen Dads
Life Experiences I*
Life Experiences II*

*Offered only in Alternative High School

 Classes delivered online

☆ Offered both book or online

Northwest Iowa Alternative High School

The Northwest Iowa Alternative High School is a cooperative program between local community school districts and NCC. To be admitted to the Alternative High School, you must be referred by your local school district. This program is intended for individuals not in regular attendance at their local high school. Contact the Alternative High School Lead Instructor for additional information.

Enhancement (Developmental) Courses

To assist you in your college career, NCC offers enhancement courses. Enhancement courses are designed to strengthen your skills if you have academic deficiencies or have been out of school for a period of time. You may be required to enroll in enhancement courses before beginning your college coursework.

Credit from enhancement courses is not transferable, does not count toward your grade point average, and does not meet graduation credit requirements for diploma or degree programs. The current per credit tuition and fees apply to courses. These courses can be included in the calculation of your course load.

Enhancement courses are offered on an individual basis in a self-paced, open-entry format through the Learning Center. With sufficient enrollment, courses may be offered in a scheduled classroom setting. You must register for these courses in Student Services. Textbooks are checked out from the Learning Center.

Specific courses include:

Catalog #	Course Title	Credits
Math		
MAT044-H	Mastery Math	1
English Composition		
ENG053-H	English Brushup	2

4+ Program

Northwest Iowa Community College works with high schools to provide services to fifth-year seniors who have an Individualized Education Plan (IEP). The 4+ program provides oversight of academic and attendance issues, academic counseling and career planning. The 4+ coordinator reports regularly to the local school district to provide progress reports on IEP goals. Students who participate in this program must be recommended by the high school. If you are a parent or student desiring this service, please contact your high school counselor prior to graduation. The student's IEP is developed and managed by the high school, with input from the NCC 4+ Coordinator.

The 4+ office is located in the NCC Learning Center. For more information email: LearnCenter@nwicc.edu, or call 712-324-5061, ext. 151.

Special Needs/Accommodations

Services for Students with Disabilities

In accordance with the America Disabilities Act & the Vocational Rehabilitation Act, Northwest Iowa Community College is committed to providing an accessible environment which supports students with disabilities to reach their full potential. Accommodations are available for students who have visual, hearing, mobility, learning or other types of disabilities to insure equal access to educational opportunities. NCC employs an Accommodations Coordinator to work with students to develop and coordinate services based on individual student need. If you are a student with a disability, who requires reasonable accommodations to participate at NCC, follow the steps listed below:

1. Contact the Accommodations Coordinator at 800-352-4907, ext. 118 or see NCC's website for an application for accommodations.
2. Submit the completed application and supporting documentation to: Northwest Iowa Community College, 603 West Park Street, Sheldon, IA 51201, Attn: Accommodations Coordinator. An application is required each semester.
3. Schedule a time to meet with the Accommodations Coordinator to discuss coordination of these services.
4. Contact the Accommodations Coordinator with any questions during the process.

Veterans Educational Benefits

The Post 9/11 GI Bill (Chapter 33), the Montgomery GI Bill—Active Duty (Chapter 30), the Montgomery GI Bill—Selected Reserve (Chapter 1606), the Reserve Educational Assistance Program—REAP (Chapter 1607), Veterans Affairs Vocational Rehabilitation Program (Chapter 31), Veterans Education Assistance Program—VEAP, and Survivors' and Dependents' Educational Assistance Program (Chapter 35) provide educational benefits for veterans attending NCC. Information concerning veterans' educational benefits and applications may be obtained from NCC's Registrar.

CONTINUING EDUCATION

The Continuing Education Division of Northwest Iowa Community College is dedicated to providing professional and personal development opportunities for the community members in northwest Iowa and beyond.

Educational seminars, workshops, and short courses are held in numerous locations throughout Area IV. The College works directly with community school districts, area hospitals, nursing homes, fire departments, emergency service teams, businesses, and industries to offer educational courses that will benefit their team members and employees. New courses of varying lengths are constantly being developed. Suggestions and requests for classes to offer are always welcomed. Classes and courses are offered face-to-face, by self-study, or online. A complete listing of the courses offered can be found in the Continuing Education section of the NCC website: nwicc.edu/continuing-education/.

Career Development Courses

These courses are designed to upgrade skills in the occupation where the student is currently employed. The following are some representative courses: CPR, Computer Applications, First Aid, Emergency Medical Technician, Auto CAD, CNC, Quickbooks, Welding, Advanced Cardiac Support, Medication Aide, and Certified Nursing Assistant Training.

Mandatory Continuing Education

Northwest Iowa Community College also strives to meet the mandatory continuing education requirements for several occupational groups. Seminars, workshops, and short courses are developed and offered to bus drivers, electricians, plumbers, cosmetologists, insurance agents, human resource directors, firefighters, nurses, realtors, emergency medical technicians, nursing home administrators, and others.

General Interest Courses

These courses are offered for the student who wishes to study a general interest topic. Examples of courses are Motorcycle Training, Moped Safety, Storm Watch, Photography, and Firearm Safety.

ECONOMIC DEVELOPMENT & WORKFORCE TRAINING

The Economic Development and Workforce Training division at Northwest Iowa Community College offers a broad spectrum of education, training, and assistance to individuals, business, and industry. Services include, but are not limited to, confidential needs assessments including performance analysis and resource identification, customized skill building, and consulting.

Economic Development—In addition to being part of the NW Iowa Developers Group, NCC administers several workforce training programs under the Iowa Skilled Worker and Job Creation Fund. Programs that can benefit area industry include the Workforce Training and Economic Development Fund Retraining Grant, the Industrial new Jobs Training Program (260E), the Iowa Jobs Training Program (260F), and Accelerated Career Education Program (260G). Gap Tuition Assistance and Pathways for Academic Career & Employment (PACE) program help eligible participants acquire effective academic and employment training to secure gainful, quality, in-state employment.

Workforce Training—Many of the career supplemental programs described under continuing education may be customized for a business and delivered at convenient times and in a wide variety of locations. Examples of such offerings include AutoCAD, Blueprint Reading, CNC Operations, Computers, Electrical, ISO Certification, Leadership Development, Lean Manufacturing, Maintenance, Safety, and Welding. Special requests are invited.



REGISTRATION AND RECORDS

Transfer Students

Services are provided by our advisors for those students who plan to attend more than one post-secondary institution in order to complete your college degree. You are encouraged to start this process early and plan ahead, which can make this a smoother transition. See NCC's website to review the articulation agreements that NCC has with other institutions.

Resident/Non-Resident Tuition Eligibility

Reference Board Policy 507

Section 1—General

A person who has been admitted to Northwest Iowa Community College shall be classified as a resident or as a non-resident for admission, tuition, and fee purposes. A person classified as a resident shall pay resident tuition costs. A person classified as a non-resident shall pay non-resident tuition costs. Tuition for non-residents should not be less than the marginal cost of instruction of a student attending Northwest Iowa Community College. Iowa Code section 260C.14 (2).

Persons who register for non-credit continuing education courses shall be charged course fees determined on course costs and by market demand.

Section 2—Determination of Residency Status

In determining resident or non-resident classification, the primary determination is the reason a person is in the state of Iowa. The second determination will be the length of time a person has resided in Iowa. If a person is in the state primarily for educational purposes, that person will be considered a non-resident. The burden of establishing the reason a person is in Iowa for other than educational purposes rests with the student.

- A. The Registrar may require written documents, affidavits, or other related evidence deemed necessary to determine why a student is in Iowa. The burden of proof is upon the student.

A student will be required to file at least two documents to determine his/her residency status. No two documents may come from the same source. The following are examples of acceptable documentation.

1. 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.
2. Iowa state income tax return.
3. An Iowa driver's license.
4. An Iowa vehicle registration card.
5. An Iowa voter registration card.
6. Proof of Iowa Homestead credit on property taxes.

In all events, to be determined a resident of Iowa, the individual must document residing in the state of Iowa for at least 90 days prior to the beginning of the term for which he/she is enrolling.

- B. 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.

- C. These regulations shall be administered by the Registrar. Resident and non-resident tuition rates shall be printed and available in the College Catalog or other major College publications.

- D. A person who is a resident of an Iowa sister state may be classified as a resident or nonresident, per rules adopted by the college's board of directors.

Section 3—Residency of Minor Students

The domicile of a minor shall follow that of the parent with whom the minor resides except where emancipation of said minor can be proven. The word "parent" herein used shall include legal guardian or others in cases where the lawful custody of a minor has been awarded to persons other than actual parents.

A minor living with a resident of Iowa who is legally responsible for the minor shall be granted resident status if the minor has lived with the Iowa resident for at least 90 days immediately prior to enrollment.

The residency status of an emancipated minor shall be based upon the same qualifications established for a person having attained majority.

Section 4—Residency of Students who are not Citizens of the United States

- A. A person who is a refugee or who is granted asylum by an appropriate agency of the United States must provide proof of certification of refugee or asylum guarantee status. A person may be accorded resident status for admission and tuition purposes when the person comes directly, or within a reasonable time, to the state of Iowa from a refugee facility or port of debarkation and has not established domicile in another state.
- B. A person who has immigrant status, and his or her spouse or dependents, may establish Iowa residency in the same manner as a United States citizen.
- C. A person who has non-immigrant status and who holds a non-student visa, and his or her spouse or dependents, may establish residency in the same manner as a United States citizen. A person who has non-immigrant status and whose primary purpose for being in Iowa is educational is classified as non-resident. A "student visa" is prima facie evidence of non-residency, i.e., in a rare case, a student holding the visa could overcome the presumption of non-residency.

Section 5—Residency of Federal Personnel and Dependents

A person and his/her spouse who has moved into the state of Iowa as the result of military or civil orders from the federal government, and the minor children of such persons, are entitled to immediate Iowa residency status.

Section 6—Veteran's Exemption

A veteran of military service or national guard, or his/her spouse or dependent child, shall be classified as a resident if the veteran is domiciled in Iowa and one of the following conditions is met:

1. The veteran has separated from a U.S. military force with an honorable discharge or a general discharge, is eligible for benefits, or has exhausted benefits, under the federal Post-9/11 Veterans Educational Assistance Act of 2008 or any other federal authorizing veteran educational benefits program.

2. The individual is an active duty military person, or activated or temporarily mobilized national guard member.

To be eligible for the exemption, a dependent child must be claimed as a dependent on an eligible veteran's internal revenue service tax filing for the previous year.

Section 7—Reclassification of Residency Status

It is the responsibility of a 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.

Section 8—Appeal

The decision on the residency status of a student for admission, tuition, and fee purposes may be appealed to a review committee established by Northwest Iowa Community College. The findings of the review committee may be appealed to the NCC Board of Trustees, whose decision shall be a final administrative decision.

Registration

After you have been accepted for admission to NCC, you must register for course(s) and pay tuition and fees prior to the start of the term. Your academic advisor will assist you with the registration process and guiding you in registering for the appropriate courses; however, the final decision on course registration is your responsibility. All registration forms need to be signed off by an advisor before you can be officially registered.

Refund Policy

If you drop/withdraw from a course(s), you are eligible for a tuition refund according to the following schedule:

September 4, 2018 Last day for 100% tuition and fee* refund for fall semester classes

January 16, 2019 Last day for 100% tuition and fee* refund for spring semester classes

May 28, 2019 Last day for 100% tuition and fee* refund for summer term classes

The above Refund Schedule is applicable only to regular semester enrollment periods. A similar pro-rated Refund Schedule will be applied to courses with different enrollment periods (i.e. FasTrack courses, online courses, 8 week courses, etc.).

Refund procedures, percentages, and amounts may differ for students receiving financial aid. The refund for students receiving financial aid will be according to the guidelines set by the United States Department of Education. Refer to the **Return of Title IV Aid—Financial Aid Refund Policy** for more specific information.

Refunds of tuition and fees are calculated as of the date recorded by the Registrar after the "Withdrawal Form" is returned to the Student Services Office, or the date that the student otherwise provides official notification to NCC of their intent to withdraw.

**Some fees may be non-refundable.*

Adding a Course

If you wish to add a course to your schedule after the first class session, you must have the approval of the instructor, Academic Dean, and Registrar. When you receive approval, a "Drop/Add Form" must be completed and returned to the Registrar's Office before the change becomes official. The "Drop/Add Form" may be obtained in the Registrar's Office.

Dropping a Course

The "Drop/Add Form" may be obtained in the Registrar's Office. The form must be signed by the instructor, advisor, financial aid representative, and Registrar. The day the completed form is returned to the Registrar's Office will be the "Official Withdraw Date." Withdrawal dates for 2018–2019 can be found on MY PLACE.

Failing

Required courses failed in a career and technical education program must be retaken before graduation. Students are encouraged to speak to the Registrar to make arrangements for retaking courses.

Total Withdrawal from College

If you want to do a complete withdrawal from NCC for any reason, you must obtain a "Complete Withdrawal Form" from the Registrar's Office. The withdrawal is not effective until the "Withdrawal Form" is returned to the Student Services Office. If documentation is received indicating the student's last day of attendance is different than the date the student officially withdrew, the student's last day of attendance may be recorded as the withdrawal date and used to calculate the refund of tuition and fees. Students who stop attending and fail to follow the withdrawal process are considered to have unofficially withdrawn and the student's last day of attendance may be used to determine the refund calculation.

STUDENT RECORDS

Family Educational Rights and Privacy Act of 1974

Northwest Iowa Community College informs students of the Family Educational Rights and Privacy Act of 1974, as amended. The Act, with which the institution intends to comply fully, was designated to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.

Disclosure To Parents

1. Family Educational Rights and Privacy Act permits post-secondary institutions to disclose any and all information from a student's education records, without consent, to that student's parents if the student is a dependent for tax purposes under IRS rules.
2. Family Educational Rights and Privacy Act allows institutions to disclose information to appropriate officials in a health or safety emergency, including parents if the emergency involves their child. Parents are often in the best position to help their children during these crises.
3. Family Educational Rights and Privacy Act permits a postsecondary institution to tell parents of students under the age of 21 when the student has violated any law or policy concerning the use or possession of alcohol or a controlled substance.

Disclosure of Directory Information

Northwest Iowa Community College hereby designates the following categories of student information as "Directory Information." Such information may be disclosed by the institution at its discretion.

- Student's name
- Campus address
- E-mail address
- Home Address
- Phone number
- Field of study
- Enrollment status
- Anticipated degree date
- Date(s) of attendance
- Date(s) of graduation
- Degree(s) awarded
- Most recent educational institution attended
- Participation in College-recognized activities
- Photographs
- Video

Currently enrolled students may withhold disclosure of information under the Family Education Rights and Privacy Act of 1974, as amended. To withhold disclosure, written notification must be received in the Registrar's Office within ten calendar days of the beginning of the Fall term, or the term in which the student first enrolls at Northwest Iowa Community College, 603 West Park Street, Sheldon, IA 51201. Forms requesting the withholding of "Directory Information" are available in the Registrar's Office.

Northwest Iowa Community College assumes that failure on the part of any student to specifically request the withholding of categories of "Directory Information" indicates individual approval for disclosure.

Retention of Records

The records retention policy of Northwest Iowa Community College shall be as follows:

1. The official academic transcript record of enrollment credit earned by a student at Northwest Iowa Community College shall be retained by this institution in perpetuity.
2. All student records and documents which are used to create, update, and support the accuracy of the official academic transcript shall be retained for at least three (3) years. These documents may then be destroyed in the manner most convenient: shredding, burning, or burial. However, all appropriate pending requests to review student records and documents shall be honored prior to their destruction.
3. The student records retention policy shall be published in the College Catalog and shall constitute sufficient responsibility for notification to the student.
4. Students who believe that their educational records contain information that is inaccurate, is misleading, or is otherwise in violation of their privacy or other rights may discuss their problems informally with the Registrar. The Registrar may agree to amend appropriate records. If not, the student will be notified within a reasonable period of time that the records will not be amended and will be informed by the Registrar of his/her right to a formal hearing.
5. College officials who have access to student records in the course of performing their professional responsibilities shall not be permitted to release the record to persons outside the College, unless authorized in writing by the student or unless one of the following exceptions applies:
 - 1) Records may be shared with school officials with "legitimate educational interests" defined as needing access to an educational record in order to fulfill his or her professional responsibilities. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the College has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Directors; members of an external accreditation committee; an employee at a high school where a Northwest Iowa Community College student is also currently enrolled; an employee of a state/federal approving agency (including, but not limited to Department of Homeland Security and Student and Exchange Visitor Information System [SEVIS]);
 - 2) Other schools to which a student is transferring;
 - 3) Appropriate parties in connection with financial aid to a student;
 - 4) Organizations conducting certain studies for or on behalf of the school;
 - 5) To comply with a judicial order or lawfully issued subpoena; and
 - 6) Appropriate officials and/or student's emergency contact in cases of health and safety emergencies.

Transcript Release

Upon written request to the Registrar's Office, students who have completed coursework at NCC may request an official or unofficial transcript. Students/former students need to complete a Transcript Release Form which is available in the Registrar's Office or MY PLACE. There is a \$5 fee per requested transcript. Official transcripts will be on official NCC transcript paper and bear the signature of the Registrar, the seal of the College, and the date of the signature. An unofficial transcript may be on official transcript paper but will not have the above mentioned requirements on the document. Official transcripts will not be released for students/former students with outstanding financial obligations to the College. Transcripts from high schools, other colleges, or universities that have been sent to NCC for the student's file will not be copied and released. Copies need to be obtained directly from the institution of origin.

BUSINESS OFFICE

Tuition and Fees

- Tuition and fees will be determined prior to the start of each semester and are subject to change.

Billing & Payment

- NCC's policy states, your balance is due on the first day of class or a Nelnet payment plan must be in place. NCC will assess a **late fee** to any account that does not comply with this policy.
- Failure to follow this policy will affect your ability to attend class, stay in the dorms, and have use of the LLRC.
- NCC does not send a statement prior to classes starting—it is the student's responsibility to check their balance and this can be found on your NCC My Place, under Web Advisor for Students.
- The Business Office accepts the following methods of payment: Cash - Check/Electronic Check - Debit/Credit Card (VISA – MasterCard – Discover).
- Payments can be made at the Business Office, via phone, online, or mailed to NCC.
- If you choose to use the Nelnet payment plan, **a new plan is required for each term** and can be found on your NCC My Place.

Insufficient Funds

- NCC will assess a \$30 service charge for all returned checks.
- Civil damages pursuant to Iowa Code §554.3513 will be sought for dishonored checks.

State of Iowa Offset Program

Northwest Iowa Community College participates in the Iowa State Department of Administrative Services Offset Program. This program allows the State of Iowa to apply any funds owed to the student, such as an income tax refund, to any uncollected educational debt owed by the student to the College.

Indebtedness Policy

If you have prior unsettled indebtedness to the college, you may not register for any new term without approval from the Business Office. Evidence of attendance or other official credentials may not be obtained from the College during the period in which the indebtedness remains unsettled. Indebtedness shall include tuition, fees, books, fines, and any other charges incurred by you and owed to the College.

Account Credit Balances

- **Check your NCC email**, as you will receive an email if you have a credit balance.
- Credit balances are issued as a check or direct deposit.
 - Checks will be available at the Information Center in Building A
 - Direct deposit instructions are available in your NCC email or at the Business Office
- **Financial Aid Credit Balances:** Credit balances are issued weekly beginning approximately 30 days after your classes begin. Student must be attending or making academic progress in order to receive financial aid funds.
- **Business Office Credit Balances:** Credit balances are processed on a weekly basis. Refunds for payments made via check or electronic check will be delayed until funds clear.

FINANCIAL AID

Student Financial Aid

Northwest Iowa Community College follows a nationally accepted philosophy in administering financial aid programs. This means you and your parents have a responsibility to meet as much of the costs of attending college as is reasonably possible. You may meet all or some of the costs through your parents' contribution and through your own resources, including savings and earnings from summer and school year employment. Financial aid is awarded to supplement these financial resources.

The Financial Aid Office staff administers aid programs and counsels students in the financial aid process. Contact the Financial Aid Office for answers to any questions regarding financial aid.

Student Eligibility

In order to receive financial aid, you must:

- 1) Be a U.S. citizen or an eligible non-citizen.
- 2) Be making satisfactory academic progress toward a degree.
- 3) Have a high school diploma or a high school equivalency diploma (GED/HSED).
- 4) Demonstrate financial need, which is the difference between the cost of attending college and the amount you and your family can provide. Scholarships, grants, loans, and part-time employment are available in various combinations to meet financial need.
- 5) Complete and submit the Free Application for Federal Student Aid (FAFSA) by April 1. If applying for aid after the April 1 deadline, you will be considered for assistance according to the availability of funds. Because financial aid is awarded for one academic year at a time, it is necessary to submit a new financial aid application (FAFSA) for each year of enrollment.

Financial Aid

Financial Aid Enrollment Status

Enrollment status for financial aid purposes for Fall, Spring and Summer are as follows:

Full-time	12 or more credits
Three-quarter time	9–11 credits
Half-time	6–8 credits

Students adding or dropping courses after the first week of the regular semester start date should discuss with the Financial Aid Office what effect the course change may (or may not) have on their financial aid. Financial aid will not increase if courses are added after the first two weeks of the semester. Check with your Advisor and the Financial Aid Office to determine the impact on your bill, your enrollment level, and your financial aid if you are adding or dropping courses.

Application Procedures and Award Notification

To ensure full consideration for all forms of aid, you should complete each of the following steps:

1. Complete and file a Free Application for Federal Student Aid (FAFSA) by April 1 for priority aid consideration. The recommended way to apply is online at fafsa.ed.gov. If you prefer to complete a paper FAFSA, call 800-4-FED-AID to request a paper application. Be sure to list Northwest Iowa Community College in the school section of the FAFSA. NCC's School Code is 004600.
2. Complete the application procedure for admission to NCC. You will not receive notification of financial aid awards until you are officially accepted by the Enrollment Office.
3. Forward all requested forms and documentation to the Financial Aid Office. If you are selected for verification, you will need to complete a verification worksheet and you may need to submit IRS Tax Transcripts for student and parent. All requested documents must be received by the student's last day of enrollment or the end of the term, whichever is earlier. Students who do not submit all requested verification documents cannot receive Title IV funds, but may receive institutional funds. Northwest Iowa Community College will not make an interim disbursement of Title IV aid. Verification may require a correction to the FAFSA and this may result in a change of the student's eligibility for funding.
4. Report acceptance of all outside scholarships or loans to the Financial Aid Office. Aid received from other sources may result in a revision to your financial aid award.
5. If you are awarded financial aid, you will receive an award letter, based on full-time enrollment, showing the financial aid you have been offered and the amount of each award.

The awarding of aid depends upon the availability of funds, accuracy and timeliness of the application, and eligibility for specific aid programs. If you have been awarded aid in addition to that awarded by the Financial Aid Office, you must notify the office in writing, so that your awards can be reviewed for possible adjustment.

Disbursement of Aid

Grant and loan money is disbursed on a semester basis and applied directly to registration costs after your attendance has been reported. If aid is less than the amount due, you must pay the amount not covered by financial aid. The remaining amount is due the first day of your term. If aid for a semester exceeds total costs, the remaining amount will be reimbursed to you.

NOTE:

- Grants for late start classes will not be disbursed until the class has begun and attendance has been reported.
- Students must be attending and making academic progress in order to receive financial aid funds.
- Due to federal regulations, the first loan disbursement must be delayed 30 days from the first day of class for first-year, first-time student loan borrowers.
- Loan funds will be disbursed only after classes have begun and attendance has been reported for at least 6 credit hours (this applies to all terms—fall, spring and summer).
- Disbursement of financial aid will not occur until NCC receives official documentation that confirms the students' high school graduate status.
- Disbursement of financial aid funds may be delayed or denied for students who exhibit abuse, fraudulent activity, give false or misleading information, or misuse federal, state, or institutional funds.

If your enrollment status changes or you officially withdraw or unofficially withdraw from the College, the Financial Aid Office may be required to reduce the amount of financial aid, or reclaim part or all of the refund. An unofficial withdrawal occurs when a student stops attending and/or fails to follow the withdrawal process. If you receive federal financial aid and fail to complete your education, you may have your financial aid adjusted based on the date of your official or unofficial withdrawal. This adjustment of aid may cause you to owe money to the U.S. Government and/or NCC. If NCC is required to return Title IV funds, the amount returned will be billed to you. Failure to repay the U.S. Department of Education or NCC will result in your account being turned over to collections. Anyone in a repayment situation will remain ineligible for federal aid until the repayment is resolved. A withdrawal will also prevent you from meeting the Financial Aid Satisfactory Academic Progress Standards and impact your future financial aid eligibility.

Financial aid CANNOT be used to pay for EMT, AUDIT, CLEP, Credit by Examination, Credit for Experiential Learning, or Credit for Military Experience courses. The tuition and fees for EMT classes will not appear on your tuition statement and will be billed separately by the Continuing Education Department. It will be your responsibility to pay the Continuing Education Department for these classes.

Account Credit Balances

When a student's account has a credit balance (due to an overpayment or due to financial aid funds exceeding total costs), the excess funds will be given back to the student/parent borrower. Balances are processed weekly beginning 30 days after the semester begins. The funds that create the excess balance must be received by the Business Office by NOON on Wednesday for the balance to be issued to the student/parent that same week. Students will receive an email from the Business Office when a balance check has been issued, or when the funds are delivered via direct deposit. Students who are interested in the direct deposit option may contact the Business Office for details on how to sign up.

Students must be attending and making academic progress in order to receive financial aid funds.

Financial Aid Satisfactory Academic Progress

Federal regulations require Northwest Iowa Community College to establish satisfactory academic progress standards for student financial aid recipients. These standards ensure that only those recipients demonstrating satisfactory progress toward the completion of their educational programs continue to receive financial aid. All student records will be reviewed at the end of each payment period (semester/term). A student's entire NCC record will be reviewed for satisfactory academic progress, including terms for which the student did not receive financial aid.

The Financial Aid Satisfactory Academic Progress Policy is different than the Academic Progress Standards, and different from the required academic standards that may be set by a specific program. There are separate procedures when academically placed on probation or suspension. Financial aid eligibility may be suspended; however, Financial Aid Suspension does not necessarily prohibit enrollment in coursework so students need to please check with their Advisor or the Registrar to discuss.

Any grade forgiveness granted from the Academic Restart Program/Grade Forgiveness does not apply to the Financial Aid Satisfactory Academic Progress standards. When calculating a student's satisfactory academic progress for financial aid, all grades earned from all previous enrollment periods will be considered.

Whether a student is considered to be making satisfactory academic progress depends on successful completion of courses (credit hours earned), cumulative grade point average (GPA), and maximum time limits to complete his or her course of study. Students must meet all of these requirements to maintain satisfactory academic progress for financial aid.

Grade Point Average Requirement—To be eligible for financial aid at NCC, students must maintain a cumulative grade point average (GPA) of 2.0. If a student repeats a course, the last grade issued will be used in the calculation of the GPA. Grades received in developmental courses are not used in the calculation of the GPA. Courses for which the student has been granted grade forgiveness from the Academic Restart Program/Grade Forgiveness are included in the calculation of the cumulative GPA.

Completion Rate Requirement (Pace)—Each semester, a student's academic progress will be measured by comparing the number of attempted credit hours with the credit hours earned. On a cumulative basis, a student must earn 67% of all credits ever attempted to maintain satisfactory academic progress.

The following are considered when evaluating a student's satisfactory academic progress:

- Withdrawals, incompletes, and failures are considered attempted but not earned credits.

- Passing credits received for pass/fail courses are considered attempted and earned credits; failing grades in pass/fail courses are considered attempted but not earned.
- Credits for repeated courses will be counted as attempted credits each time the course is repeated.
- Credits for repeated courses will be counted as earned only once. For a repeated course, only the last grade issued will be used in the calculation of the cumulative GPA.
- Courses for which the student has been granted grade forgiveness from the Academic Restart Program/Grade Forgiveness are included in the calculation of both attempted and earned hours.
- Audited courses are not considered credits attempted or earned.
- Developmental courses are included in the calculation of both attempted and earned credits.
- Transfer credits, including those received during consortium study, do not count in the calculation of the GPA, but they are included in the calculation of both attempted and earned credits.
- For an enrolled student who changes programs or majors at NCC, both the credits and grades from the previous program or major will be included in the calculation of attempted credits, earned credits, and cumulative GPA.

Maximum Time Frame Requirement—A student will not be eligible to receive financial aid once the student has attempted more than 150 percent of the normal credits required for their degree or diploma program, or once it becomes clear that the student cannot mathematically finish the program within the 150% maximum time frame. For example, 90 credit hours would be the 150% program maximum for a program requiring 60 credit hours for graduation. All attempted hours are counted, including transfer hours, whether or not financial aid was received or the course work was successfully completed. The 150% requirement may be applied to the student's entire academic career, not just to the student's current program or major.

Evaluation of Academic Progress—A student's satisfactory academic progress is evaluated after each term of the academic year. At that time, a student will either be in good standing, be placed on financial aid warning, or be placed on financial aid suspension for future enrollment periods. The student must meet all three progress requirements (completion rate, cumulative GPA, and be within the maximum time frame) to remain in good standing. Students will be notified in writing by the Financial Aid Office if they are placed on warning status or suspension status for financial aid.

Financial Aid Warning Status (referred to as Probation prior to Fall 2011)—A student is eligible to receive financial aid for one payment period (semester/term) while on a financial aid warning status. The first term a student fails to maintain the academic and/or completion requirements listed above they will be placed on Financial Aid Warning at NCC. The student will remain on Financial Aid Warning until the end of the next term. At the end of the next term, the student's progress will be reviewed.

The warning semester is meant to inform the student of potential academic problems and provide time for corrective action. If a student does not meet the satisfactory academic progress standards after the warning period, suspension status or academic plan status (due to a successful appeal) would be imposed. EXCEPTION: A student who fails to earn any credit hours in a term will be placed on suspension immediately (skipping the warning status).

Financial Aid

Financial Aid Suspension Status—A student who is placed on suspension will not be eligible to receive aid and must pay tuition and fees in future terms. Suspension status will prevent the student from receiving financial aid, including but not limited to, any Title IV, state, or institutional financial assistance.

A student will be suspended from financial aid at NCC if:

1. At the end of a period of warning, the student has not met the satisfactory academic progress requirements; or
2. At the end of an Academic Plan, the student has not met the satisfactory academic progress requirements; or
3. At the end of an enrollment period the student did not follow the terms of their Academic Plan; or
4. At the end of a period of suspension, the student has not met the satisfactory academic progress requirements; or
5. At the end of any term the student has missing or incomplete grades; or
6. At the end of any term the student fails to earn any credit hours during a term; or
7. At the end of a period where it is determined that the student is not meeting, or is mathematically unable to meet, the Maximum Time Frame (150%) requirement; or
8. At any time a student exhibits abuse of receipt of financial aid, fraudulent activity, or falsification of information or signatures.

Suspension status will remain in effect for future enrollment periods until such time as the student meets all satisfactory academic progress standards. Neither paying for one's classes nor sitting out any length of time affects a student's Financial Aid Satisfactory Academic Progress standing so neither is sufficient to re-establish financial aid eligibility. It is the responsibility of the student to notify the Financial Aid Office that their course work meets the minimum standards and to request that their financial aid be reviewed for reinstatement.

Additional Standards—Transfer students who apply for financial aid may also be evaluated for satisfactory progress. If a student received financial aid at another institution (according to the National Student Loan Data System), the Financial Aid Office may request transcripts from each college the student attended in order to complete the evaluation of academic progress. Students may also be required to complete an Academic Plan prior to receiving financial aid funds and continued financial aid eligibility will be dependent upon whether the student follows the requirements laid out in the student's Academic Plan.

Appeal and Reinstatement—Students may appeal their suspension status by submitting a Financial Aid Suspension Appeal Form and an Academic Plan Form to the Financial Aid Office. The Financial Aid Suspension Appeal Form may be picked up at the Financial Aid Office. The student must provide a detailed explanation of the circumstances that prevented them from meeting the Standards of Satisfactory Academic Progress and include documentation verifying the situation.

Those students who appeal will also be required, as part of the appeal process, to submit and agree to the terms of an Academic Plan. The Academic Plan will specify the steps the student will have to take to get back in good standing. The plan may have stipulations (i.e. limit the credits enrolled, require time in the Learning Center, define the courses to enroll, etc.) that the student must follow. The Academic Plan Form must be picked up from and completed with the student's Advisor. Modifications may not be made to an Academic Plan once it has been submitted or approved.

Appeals will only be reviewed for the first 30 calendar days of the regular semester start date but should be submitted as soon as possible. Appeals turned in after that time will be reviewed for a future term as specified on the Academic Plan.

It is strongly recommended that all appeal forms be submitted as soon possible so that appeal results can be communicated to the student prior to the end of the 100% tuition and fee refund deadline. Students who have their appeal denied after the 100% tuition and fee refund deadline will be responsible for the full semester payment, including any book or other charges incurred.

The Financial Aid Academic Review Committee will consider the appeal and notify the student of the decision in writing. Notification will occur no later than fifteen days after the Financial Aid Suspension Appeal Form and Academic Plan are received from the student, after all semester grades are in, or after the FAFSA is on file, whichever is later.

Academic Plan Status—A student who is placed on Academic Plan status has failed to make Satisfactory Academic Progress but has had their eligibility for financial aid conditionally reinstated as a result of a successful appeal. The continued eligibility of this Academic Plan status is dependent upon whether or not the student follows the requirements laid out in the student's Academic Plan.

Students whose appeal has been approved will conditionally regain eligibility for financial aid under the Academic Plan Status.

- Continued eligibility will be dependent upon whether the student follows the Academic Plan.
- The Academic Plan will be reviewed after each term of enrollment to determine if the student is successfully following the Academic Plan.
 - o Students who follow the Academic Plan after each term will maintain their financial aid eligibility until the student regains compliance with the Satisfactory Academic Progress standards, or until the student fails to meet the Academic Plan requirements.
 - o Students who do not follow the Academic Plan after each term will be placed on Financial Aid Suspension and will no longer be eligible to receive financial aid.
- Students who follow the requirements in the Academic Plan but the Academic Plan ends prior to the student regaining compliance with the Satisfactory Academic Progress standards will be placed on Financial Aid Suspension and will no longer be eligible to receive financial aid.

Students whose appeal has been denied will remain on Financial Aid Suspension and will not be eligible to receive aid and must pay tuition and fees in future terms. Students who are on suspension and wish to regain financial aid eligibility will be required to bring their course work up to the minimum standards at their own expense. It is the responsibility of the student to notify the Financial Aid Office that their course work meets the minimum standards and to request that their financial aid be reviewed for reinstatement. Students may appeal again if circumstances have changed. Example: student successfully completes credits in semesters/terms after their appeal was denied.

Return of Title IV Aid—Financial Aid Refund Policy

Federal law (Section 485 of the Higher Education Amendments of 1998-P.L. 105–244) specifies how NCC must determine the amount of student financial aid assistance that is earned if you cease to attend.

If you receive federal financial assistance and fail to complete your education, your financial aid may be adjusted based on the date of the official or unofficial withdrawal. An unofficial withdrawal occurs when a student stops attending and/or fails to follow the withdrawal process. The amount of financial assistance you have earned is determined on a pro-rated basis using the number of calendar days completed divided by the number of calendar days in the payment period. Once you have completed more than 60 percent of the enrollment period, you earn all your financial assistance.

In accordance with federal regulations, when Title IV (Federal) Funds are involved, unearned aid is returned by NCC in the following order:

1. Federal Direct Unsubsidized Loan
2. Federal Direct Subsidized Loan
3. Federal Direct PLUS (Parent) Loan
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant (FSEOG)
6. Other Title IV Assistance

The adjustment of aid may cause you to owe money to the U.S. Government and/or NCC. If NCC is required to return Title IV funds, the amount returned will be billed to the student. If the repayment of funds is not made to NCC within the designated deadline, the amount may be turned over to the U.S. Department of Education for collection or a collection agency, depending upon the funding source. Anyone in a repayment situation will remain ineligible for federal aid until the repayment is resolved. Students will remain ineligible for federal aid until the College receives notice from the Department of Education or collection agency that the student has reestablished his/her eligibility.

If you need to withdraw from your classes it is important that you contact your Advisor to complete a “Withdrawal Form.” The “Official Withdrawal Date” is recorded by the Registrar after the “Withdrawal Form” is returned to the Student Services Office, or is the date that the student otherwise provides official notification to NCC of their intent to withdraw. However, if documentation is received indicating the student’s last day of attendance is different than the date the student officially withdrew, the student’s last day of attendance may be recorded as the withdrawal date and used to calculate the refund of tuition and fees. Students who stop attending and/or fail to follow the withdrawal process are considered to have unofficially withdrawn and the student’s last day of attendance may be used to determine the refund calculation.

If you drop below half-time, withdraw, or graduate, you are required to complete Direct Loan Exit Counseling. You may complete the online Exit Counseling session by going to studentloans.gov. If your enrollment status drops below half time, your future loan disbursements may be cancelled, you will no longer qualify for an in-school deferment of your loan payments, and you will either begin your grace period or your loans may enter into repayment.

Types of Financial Assistance**Federal Pell Grant**

The Federal Pell Grant Program provides federal aid to eligible students. The maximum grant for the 2018–2019 award year is \$6,095. To apply for a Federal Pell Grant, complete and file a Free Application for Federal Student Aid (FAFSA).

Federal Supplemental Educational Opportunity Grant (FSEOG)

The Federal Supplemental Educational Opportunity Grant program provides up to \$200 per academic year to students who receive the Federal Pell Grant and have exceptional financial need. To apply for a Federal Supplemental Educational Opportunity Grant, complete and file a Free Application for Federal Student Aid (FAFSA) by April 1.

Iowa Vocational-Technical Tuition Grant

The Iowa Vocational-Technical Tuition Grant program provides up to \$900 per academic year for up to two years of education, to Iowa residents enrolled in a career or technical program. To apply for an Iowa Vocational-Technical Tuition Grant, complete and submit a Free Application for Federal Student Aid (FAFSA) prior to July 1.

Kibbie Grant

The Kibbie Grant, also called the Iowa Skilled Workforce Shortage Tuition Grant, provides assistance to Iowa residents enrolled in specific career or technical programs. To apply, students must complete the Free Application for Federal Student Aid (FAFSA) by July 1.

All Iowa Opportunity Scholarship

Priority is given to students who participated in certain federal TRIO Programs, graduated from alternative high schools or alternative high school programs, or participated in a Federal GEAR UP Grant program in Iowa. To apply, students must file a Free Application for Federal Student Aid (FAFSA). Students must also complete the Iowa Financial Aid Application, which is available at IowaCollegeAid.gov or by calling 877-272-4456. First priority will be given to students whose applications are received on or before March 1.

Education and Training Voucher (ETV) Grant

This program provides grants to students who age out of foster care and students who are adopted after age 16. To apply, applicants must complete a FAFSA and complete the Iowa Financial Aid Application which is available at IowaCollegeAid.gov or by calling 877-272-4456.

GEAR UP Iowa

This program provides a scholarship to students who are part of the GEAR UP Iowa state-wide cohort. To apply, students must file a Free Application for Federal Student Aid (FAFSA). Students who are not Iowa residents must also complete the GEAR UP Iowa Scholarship Application found at IowaCollegeAid.gov.

Financial Aid

Federal Work-Study

The Federal Work-Study program provides employment opportunities for students who demonstrate financial need. Federal Work-Study provides part-time employment for students at a rate of \$7.25 per hour. Community service work experience may be available. To apply, students must complete and submit a Free Application for Federal Student Aid (FAFSA). Eligibility does not guarantee a work-study position. Work-study funds do not apply directly to your bill. You will receive a paycheck for the hours worked in the previous month.

If awarded Federal Work-Study, it is the student's responsibility to apply, arrange for interviews, be offered and accept any work-study opportunities. Once hired, appropriate documents must be completed such as I-9 forms, W-4's, etc.

Federal Direct Loan Program

The Federal Direct Loan Program provides federally insured loans to students enrolled in eligible post-secondary institutions. Under this program the U.S. Department of Education is the lender. The two types of Direct Loans are Subsidized and Unsubsidized Loans. Subsidized Loans are available to students with financial need and the U.S. Department of Education pays the interest on the loan while the student remains enrolled at least half-time, in the grace period, or during a deferment period. Unsubsidized Loans do not require the student to demonstrate financial need and the student is responsible for paying the interest during all periods. If the student does not pay the interest, the interest will accrue (accumulate) and be capitalized (the interest will be added to the principal amount of the loan). The maximum yearly loan limit for a dependent student is \$5,500 for the first-year and \$6,500 for the second-year.

Federal regulations require all first-time borrowers to complete Entrance Counseling and a Loan Agreement (Master Promissory Note—MPN) prior to receiving the first disbursement of their loan funds. Students will also be required to complete a mandatory Exit Counseling session when departing from NCC.

Direct Subsidized Loan Changes Effective July 1, 2013 (150% Limit for Interest Subsidy)

Effective July 1, 2013, Federal law restricts the benefits of the Direct Loan subsidy to a limit of no more than 150% of a student's program length (measured in academic years) for new borrowers. (A new borrower is an individual who has no outstanding balance on a Direct Loan or on a FFEL Program loan on July 1, 2013, or on the date the borrower obtains a Direct Loan after July 1, 2013.) Once that limit has been exceeded, a student may borrow only unsubsidized loans and will begin to incur interest charges on outstanding subsidized loans. For example, a student enrolled in a two-year program will have three years' worth of subsidized loan eligibility (150% of 2 years=3).

Because the maximum eligibility period is based on the length of the student's current program of study, the maximum eligibility period can change if the student changes to a program that has a different length. If a student receives Direct Subsidized Loans for one program and then changes to another program, the Direct Subsidized Loans received for the earlier program will generally count toward the student's new maximum eligibility period.

The U.S. Department of Education will undertake the tracking responsibilities to determine when the subsidy limit has been reached, inform schools of a borrower's subsidy usage, and notify borrowers when the limit has been exceeded. The borrower becomes responsible for accruing interest during all periods as of the date the borrower exceeds the 150% limit.

Federal PLUS (Parent) Loan For Undergraduate Students

The Federal PLUS Loan Program is designed for the parents of dependent students in order to assist students with the costs of a college education. The loan amount is limited to the cost of attendance minus other financial aid. To apply for a Federal PLUS Loan, complete and submit a Free Application for Federal Student Aid (FAFSA). A parent must also complete and submit a separate Federal PLUS Application, Loan Agreement (Master Promissory Note—MPN) and a Loan Authorization Form (LAF) found on NCC's website.

Additional Information

Federal regulations require NCC to provide prospective students, current students and other stakeholders with "Consumer Information." This information can be found on NCC's website at nwicc.edu/compliance/

VETERAN PROGRAMS

Iowa National Guard Educational Assistance Grant

This grant provides awards to Iowa National Guard members who attend eligible Iowa colleges. A new application must be completed each year prior to July 1 for the fall term, and prior to December 1 for the spring term. The Iowa Financial Aid Application is available at IowaCollegeAid.gov or by contacting the Iowa National Guard Headquarters. Eligibility requirements include being an Iowa resident, a member of an Iowa Army or Air National Guard unit for each term the member receives benefits, satisfactorily complete required guard training and maintain satisfactory performance of Guard duty, pursue an undergraduate degree, and maintain satisfactory academic progress. Students are not eligible if they already have a bachelors degree.

NOTE: Active duty military personnel and military service veterans attending Northwest Iowa Community College, as well as their spouses and dependent children, are considered to be Iowa resident for admission, tuition and fee purposes. For further information, please contact the Registrar at 1-800-352-4907.

Veterans Educational Benefits

Information concerning veterans' educational benefits and applications may be obtained from NCC's Registrar.

ADDITIONAL RESOURCES

Division of Vocational Rehabilitation Services

Vocational Rehabilitation Services (DVRS) provides financial assistance to eligible persons with disabilities. For more information contact a DVRS counselor in your area (Sheldon Office—1022 Third Avenue – 712-324-4864) or the Financial Aid Office.

Workforce Innovation and Opportunity Act

The Iowa Workforce Innovation and Opportunity Act (WIOA) provides assistance to people experiencing significant barriers to employment. Funding may be available for retraining eligible students. For more information contact the WIOA counselor in your area (Spencer Office 217 W. 5th Street P.O. Box 1493 712-262-1971) or the Financial Aid Office.

SCHOLARSHIP OPPORTUNITIES

The Northwest Iowa Community College Foundation offers many scholarship opportunities for students attending Northwest Iowa Community College. Complete information regarding individual scholarships is found in the current *Northwest Iowa Community College Foundation Scholarship Opportunity Guide*. The Guide is available through the Foundation Office, Admissions Office, area guidance counselors or by going to nwicc.edu and clicking on "Tuition & Financial Aid" on the left, then "Scholarships."

ACADEMICS

Academic Progress

NCC requires that you maintain satisfactory academic progress. The following academic progress standards will be enforced.

Academic Probation—If you are enrolled, you must maintain a minimum cumulative grade point average (GPA) of 2.0. If this guideline is not met, you will automatically be placed on academic probation and will be notified in writing of the probationary status. We ask that you visit with an advisor to discuss corrective actions that may help to promote satisfactory academic progress. Academic probation will be removed when the minimum cumulative grade point average is achieved.

Academic Suspension—Academic suspension is a forced removal from the College due to failure to maintain the minimum cumulative grade point average required. If a person earns both cumulative and a term GPA of below a 2.0 two consecutive semesters/terms in a row, they will move to academic suspension. You may be allowed to return to school after sitting out a semester/term.

Appeal—You can appeal academic probation or suspension by following the College Grievance Procedure.

Academic Awards

The Associate of Arts degree is designed to provide the first two years of a typical college or university bachelor's degree program in liberal arts or general education.

The Associate of Science degree, with a designated specialty, is awarded to a student who wishes to enter the workforce or continue their education.

The Associate of Applied Science degree is awarded to a student who completes a two-year technology curricula.

The Associate of General Studies degree is designed for those students who have chosen to follow an individualized course of study, which is not specifically designed to transfer to a baccalaureate degree program.

A Diploma is issued to a student who completes a full-time career and technical curricula of at least one academic year.

A Competency Certificate may be issued for a student who demonstrates competencies in a career and technical program.

An Adult High School Diploma is issued to a student who completes the specified requirements.

Grading System

Grades represent the official record of your level of achievement in a course.

The following grading scale is utilized at NCC.

A	Excellent	4.0
B	Above average	3.0
C	Average	2.0
D	Below average	1.0
F	Failure	0.0
I	Incomplete	
W	Withdrew	
X	Repeat	
N	Audit	
P	Passing	
R	Required-no credit	
T	Credit granted by testing	
E	Excused without credit	
L	Credit granted by virtue of prior education or occupational experience	
M	Approved high school articulation	

The grading system allows for pluses and minuses. The computation is as follows:

A	4.0	B-	2.7	D+	1.3
A-	3.7	C+	2.3	D	1.0
B+	3.3	C	2.0	D-	.7
B	3.0	C-	1.7	F	0

WebAdvisor

WebAdvisor is a powerful tool that provides NCC students real-time, up-to-date information online. It can be used to check final grades, and view schedules and transcripts from any Internet connection. You can obtain instructions on how to access WebAdvisor through your advisor.

Academics

Pass/Fail

Specific courses have been approved by the College to be taken pass/fail. Such courses will be shown on the transcript with a designation of the appropriate number of credits and either a P or F. Courses taken as pass/fail may be applied toward graduation requirements if the course meets program requirement. Pass/fail courses will not be included in the GPA calculations. To receive a passing grade a student must receive a C or higher. For information on which courses, or under which situations a course can be taken pass/fail, contact the Vice President of Student & Academic Services. If a student plans to transfer the credit from a course taken pass/fail it is their responsibility to check with the receiving institution to determine their acceptance/transfer policy.

Grade Change

A change in the status of your final grade can be accomplished only through the approval of the instructor, the Academic Dean, Vice President of Student & Academic Services and the Registrar through the use of the “Grade Change Form for All Grades Other Than Incompletes.”

Incompletes

An incomplete grade may be assigned if you have not completed some portion of the assigned work during the regular term due to extenuating circumstances. Through special arrangements with the instructor, you may complete remaining work during a specific amount of time in the following terms but not to exceed eight (8) weeks. An incomplete grade that is not completed during the specified time will be changed to an “F” failing grade. An “Incomplete Contract” must be signed by you and your instructor and returned to the Student Services Office to verify the agreement. The “Incomplete Contract” may be obtained at the Student Services Office or by logging onto www.nwicc.edu. Go to “Student Resources” and click on “Registrar.”

Course Syllabi

Students should refer to course syllabi for course expectations, grading criteria, attendance, and other class policies.

Attendance

You are expected to attend class, labs, and other course experiences as scheduled. Instructors will advise you on the policies for attendance and tardiness at the beginning of each term. If you have excessive absences, you may be withdrawn from class at the discretion of the instructor, Academic Dean and Vice President of Student & Academic Services. If you violate the attendance policy after the last day of withdrawal, you will receive the grade earned. Attendance requirements may affect VA or other financial aid benefits. If you know you must be absent, it is your responsibility to notify your instructor as soon as possible. Last day of attendance will be determined by the last time the student attended class or logged into an online class.

Students who have not attended (including online) within the first ten calendar days of the beginning of their course will be removed.

Minors in the Classroom

In order not to disrupt the learning activities of the College, students, staff, and visitors, are not permitted to have minor children accompany them into classrooms, computer labs, laboratories, studios, or clinical settings even if supervised, except during officially College-sanctioned special programs or events (e.g., Junior Career Day, 8th Grade Career Day, summer camps, etc.) without prior written approval from the Vice President of Student and Academic Services.

Repeating Courses

You may repeat a course. Provisions of this policy are as follows:

1. You may repeat a course as many times as you wish unless specific courses/programs state otherwise.
2. The original grade will appear on your transcript with an “R” (repeat) next to it. The “R” carries no credit nor does it affect your grade point average.
3. The last grade issued will be computed in your record.
4. You are required to pay normal tuition and fees for repeated courses.

If you have questions regarding how this policy applies to your situation, you should discuss it with the Registrar.

Financial Aid is limited for repeated courses. Financial Aid can be used for one repetition after passing a course. After that, additional repetitions will not be included in Financial Aid eligibility. Check with the Financial Aid Office for further information.

Student Classification

Full-Time Student

You are considered full-time if you are enrolled for the following number of credit hours per semester:

Fall Semester	12 or more
Spring Semester	12 or more
Summer Term	6 or more

Part-Time Student

You are considered part-time if you are enrolled for the following number of credits per semester:

Fall Semester	11 or fewer
Spring Semester	11 or fewer
Summer Term	5 or fewer

Financial Aid Student Classification

Enrollment status for Fall, Spring and Summer are as follows:

Full-time	12 or more credits
Three-quarter time	9–11 credits
Half-time	6–8 credits

First-Year Student

You are classified as a first-year student if you have earned 0–29 semester hours of academic credit.

Second-Year Student

You are classified as a second-year student if you have earned 30 or more semester hours of academic credit.

Transfer Information

NCC will accept the credits awarded for successful work at a properly accredited college or university. If you are in Arts and Sciences, all acceptable college credit will be evaluated by the Registrar and transfer credit awarded. This transfer credit information will be available during the initial enrollment term. The credit evaluation will be placed on your college transcript.

NCC will accept a maximum of 16 semester hours of Vocational/Technical credit only as elective credit towards the Associate of Arts and Associate of Science degrees.

If you are enrolled in Career and Technical programs, transfer credit may be evaluated by the Registrar, Academic Dean, and program instructor to determine if similar coursework will apply to NCC's program. This transfer information will be placed on your transcript.

NCC will accept grades corresponding to "C" or better for transfer if the grades are from a properly accredited institution. Decisions about the applicability of transfer courses toward the College's requirements will be made by the Registrar's Office. Any questions regarding this should be directed to the Registrar.

Internal/External Articulation

NCC accepts as elective credit toward the Associate of Arts or Associate of Science Degree a maximum of 16 semester hours of credit earned in courses not designated as college transfer.

1. The required core for the degree sought must be completed.
2. All other requirements for the degree sought must be met.
3. The provisions of this policy shall apply to credits earned in residence at NCC or at another approved college provided the internal articulation policy of the sending school is on file in the Registrar's Office at NCC.

College Level Examination (CLEP)

Northwest Iowa Community College offers the College Level Examination Program (CLEP). For more information about the CLEP Exam, specific subject matter information, and minimum score requirements, contact the Director of the Learning Center.

In accordance with the recommendations of the American Council on Education, Northwest Iowa Community College also accepts the results of the College Level Examination Program (CLEP) and grants credit within the limitations of the following guidelines:

1. CLEP credits shall be recorded on academic transcripts in a manner that makes them clearly recognizable as credits earned by examination as opposed to resident coursework. (If possible, the type of exam will be noted on the transcript.)
2. CLEP credits should not be granted if they duplicate credits for courses already taken.
3. CLEP Subject Exams have no maximum credit limitation but credit hours granted shall be the same amount granted for the completion of a similar course at NCC.
4. A maximum of 30 semester hours shall be allowed for CLEP General Exams (6 semester hours per exam maximum).

5. NCC shall accept for transfer CLEP credit granted in accordance with the preceding five steps providing the transcript also shows no less than 12 semester hours of regular resident credit earned.

High School Articulation

Northwest Iowa Community College has developed articulation agreements with several high schools. Through these agreements, high school students who have received Vocational/Technical instruction may earn credit which could be applied toward the Vocational/Technical program in which they are enrolled at NCC. It is the enrolling students' responsibility to inform the Registrar if they have high school coursework to articulate.

Additional information regarding the High School Articulation Agreement may be obtained by contacting the Colleges Tech Prep Coordinator.

Self-Directed Study

Self-directed study provides an opportunity for you to earn credit for independent research or study in areas not covered in the regular curriculum, or to explore in much greater depth a topic covered in a course.

Each self-directed project must be arranged in advance through a supervising faculty member, the Academic Dean, and the Vice President of Student & Academic Services. The Vice President of Student & Academic Services will be responsible for assigning credit hours for the study.

Regular tuition and fee charges will apply. A maximum of three hours of credit in any one semester, and twelve hours in total, may be earned through self-directed study.

Credit for Prior Learning

NCC may grant credit for prior learning after validating work experiences, industry credentials or training, or personal study. NCC validates prior learning through an assessment procedure developed by the College. For further information, please contact the academic dean. Examples of assessment that validate prior learning for a specific course include, but are not limited to, the following:

- a. Credential Review—Students receive an "L" grade for the course upon a positive review of the credential(s) and final approval by the academic dean.
- b. Credit by Examination—Students receive a "T" grade for the course upon the successful completion of the examination and final approval by the academic dean.
- c. Portfolio/Lab Assessment—Students receive an "L" grade for the course upon a positive assessment of the portfolio(s) or lab demonstration(s) and final approval by the academic dean.

For current fee schedule, please see the Registrar.

Credit for Military Experience

Northwest Iowa Community College is a Servicemembers Opportunity College (SOC) that strengthens and coordinates voluntary college-level educational opportunities for Servicemembers.

Academics

NCC may grant credit for military experience in the following instances:

1. Credit in physical education for active duty.
2. DANTES or USAFI courses with acceptable scores or grades.
3. Service school courses.
4. Military specialties (MOS, NER, etc.)

Recommendations of the American Council on Education are one of the methods used in determining possible credit for military experience.

Tuition Credit for Students Called to Active Military Duty

Northwest Iowa Community College is supportive of a student who is a member, or the spouse of a member if the member has a dependent child, of the Iowa National Guard or Reserve Forces of the United States and who is ordered to national guard duty or federal active duty. Upon verification of orders requiring active duty, you may select from several tuition credit options. Additional information regarding tuition credit may be obtained by contacting the Registrar's office.

Audit

Audit enrollment in courses provides you the opportunity to attend a course as a noncredit participant, usually as a listener-observer. This kind of enrollment may have value for you if you want an introduction to a subject outside your major field, a review or refresher in a subject, or other purposes where credit and grade either are not needed or would pose an unnecessary academic threat.

With the permission of the instructor and the Academic Dean, you may enroll in any course on an audit basis. You and your instructor must agree about what portion(s) of the course you plan to audit and the requirements the instructor has about your class attendance and participation in class work. If you fulfill the agreement for the audit, you will receive the grade of "N" (audit) for the course, and it will be entered on your academic transcript. If you do not fulfill the audit agreement, the Registrar, upon request of the instructor, will withdraw you from the course and issue a "W" withdrawal grade. Audit enrollments carry neither credit nor grade point value. No inference is made, nor should conclusions be drawn, about the quality or quantity of a student's mastery of the course subject matter.

Standard tuition and fees apply to all audit enrollments regardless of the length or scope of the audit. Financial Aid CANNOT be used for audit courses.

Honor's List

If you achieve a minimum grade point average of 3.5, are registered as a full time student, and are not receiving an incomplete on any attempted credits for a semester's work, you will be recognized for your achievement by inclusion on the Honor's List. The Honor List is publicized in local newspapers.

Honor Graduates

If you graduate with a cumulative grade point average of 3.50 you will be recognized at graduation as being an Honor Graduate. You will also be awarded an Honor Cord at the graduation ceremony.

Academic Restart Program/Grade Forgiveness

Northwest Iowa Community College provides past students who have not been enrolled at NCC for the past five years an opportunity to remove one or more of their NCC academic terms from future degree and grade point considerations. Changes in grade point consideration do not apply to Financial Aid. If you have additional questions see the Financial Aid office.

Eligibility: To apply for the NCC Restart Program/Grade Forgiveness the student must meet the following eligibility requirements:

1. The student must not have been enrolled in college credit instruction at NCC in the past five years.
2. The student must be enrolled in credit courses at NCC pursuing a degree or diploma.
3. The student must successfully complete one term with a 2.0 grade point or better of higher coursework before the student will be granted cumulative grade point forgiveness.

Eligibility for Graduation

Northwest Iowa Community College awards you a degree or diploma once you have completed a specified educational program. In addition to the knowledge attained from specific program courses, you will complete general education requirements. General education courses will assist you to better understand human relations, social, and environmental issues, and to become more competent in communications and mathematics. Additionally, you will acquire knowledge relative to our society/culture and develop the awareness that your full potential is achieved through a lifetime of learning.

Associate of Arts

In order to obtain an Associate of Arts degree, you must meet the following requirements:

1. Attain a minimum cumulative grade point average of 2.00.
 2. Successfully complete a minimum of 60 semester credits.
 3. Successfully complete a minimum of 45 semester credits of general education which includes the following disciplines:

Communications	9 semester credits
Math/Science	9 semester credits
Science course with lab required.	
(A minimum of one course in each discipline of math and science)	
Social Sciences	9 semester credits
Humanities	9 semester credits
Additional credits from above disciplines OR	
Computer Literacy (CSC110-A and/or CSC115-A)	9 semester credits
General education credit must be selected from courses ending in an "A" suffix.	
 4. Successfully complete a minimum of 15 semester credits from any additional area or from a pre-professional focus area.
 5. SDV108-A 1 semester credit
All degree seeking AA students must complete "The College Experience" course.
- * Students must successfully complete a minimum of 15 semester credits through NCC.

Associate of Science

In order to obtain an Associate of Science degree, you must meet the following requirements:

1. Attain a minimum cumulative grade point average of 2.00.
 2. Successfully complete a minimum of 60 semester credits.
 3. Successfully complete a minimum of 40 semester credits of general education that includes the following disciplines:

Communications	8 semester hours
Humanities and Social Science	8 semester hours
Mathematics and Science	20 semester hours

 (at least one course in each)

Distributed Requirement	4 semester hours
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 taken from among the above divisions
 4. The remaining 20 semester hours will be accepted from arts and science electives designed and acceptable for transfer.
 5. Successfully complete all courses required for a major.
 6. SDV108-A 1 semester credit
All degree seeking AS students must complete "The College Experience" course.
- * Students must successfully complete a minimum of 15 semester credits through NCC.

Associate of Applied Science

In order to obtain an Associate of Applied Science degree, you must meet the following requirements:

1. Attain a minimum cumulative grade point average of 2.00.
 2. Successfully complete all required technical courses.
 3. Successfully complete a minimum of 12 semester credits of general education which shall include the following disciplines:

Communications	3 semester credits
Math	3 semester credits
Humanities/Social Sciences	3 semester credits
General Education	3 semester credits

 Courses must be selected from Communications, Math, Science, Humanities, Social Sciences and Computer Literacy.
- * Students must successfully complete a minimum of 15 semester credits through NCC.

Associate of General Studies

Purpose: The AGS degree is designed for those students who have chosen to follow an individualized course of study, in close consultation with an academic advisor, which is not specifically designed to transfer to a baccalaureate degree program. The AGS degree provides an attainable associate degree for those who have completed a career program of less than two years duration, for those whose educational goals have changed in the middle of a different degree program, or for those whose personal or career goals do not require the AA, AS, or AAS degree.

Requirements:

1. Complete a minimum of 60 semester hours of academic credit, of which at least the last 20 semester hours shall be taken at NCC, of which no more than 6 may be taken as independent study, all distributed as follows:
 - "The College Experience" (SDV 108, 1 credit).
 - Communications (at least 9 credits).
 - Social Sciences (at least 9 credits).
 - Science and Mathematics (at least 9 credits).
 - Humanities (at least 9 credits).
 - Electives (at least 23 credits).
2. Attain a minimum grade point average of 2.0.
3. Courses taken may be A, C or E level.

Diploma

In order to obtain a Diploma, you must meet the following requirements:

1. Attain a minimum cumulative grade point average of 2.0.
 2. Successfully complete all required technical courses.
 3. Successfully complete a minimum of 6 semester credits which shall include the following disciplines:

Communications	3 semester credits
Math	3 semester credits
- * Students must successfully complete a minimum of 15 semester credits through NCC.

Graduate Prep

You are requested to attend a graduate prep session during the last semester or term of your attendance. This interview will cover graduation, placement, and financial aid procedures which apply to your responsibilities for graduation.

Application for Graduation

If you are eligible for graduation, you must complete an "Application for Graduation" form by the fifteenth day of classes during your last term. The information that is gathered will be used for your graduation program and diploma/degree certificates.

Graduation Fees

You must apply for graduation during registration for your last semester or term of study. A graduation fee is payable at that time. A fee will be applied for each additional degree, diploma, or certificate for which you apply.

Early Outs

If you are registered for the last semester or term of a career education program, you may receive an "early out" for the purpose of employment. Procedure for "early out" requests may be obtained from the Registrar's Office.

Commencement Exercises/Graduation

NCC conducts three graduation ceremonies each year. The Spring Graduation is held at the end of the Spring Semester (May), the Fall Graduation is held at the end of the Fall Semester (December), and the Summer Graduation is held at the end of the Summer Term (July).

Participation in the ceremony is voluntary and does not guarantee that you will officially graduate. You will have your award mailed after semester grades are recorded, evaluated, and all financial responsibilities to the College are met.

CAMPUS LIFE

Student Conduct

NCC expects that you will obey federal, state and local laws; will show respect for properly constituted authority; and will exhibit and maintain integrity and honor in all matters related to NCC. The Board shall authorize procedures as appropriate to student behavior and discipline for a post-secondary institution.

For additional information contact the Vice President of Student & Academic Services or designee.

Smoking and Tobacco Policy Reference Board Policy 776

The Board of Trustees is committed to providing a safe and healthy environment for students, employees and visitors. It is, therefore, a policy of the college that smoking and tobacco use are prohibited in all facilities and areas of the Northwest Iowa Community College campus with no exception. This includes, but is not limited to, all buildings, indoor and outdoor areas and properties, and any vehicle located on college grounds. Indoor areas and properties include, but are not limited to, all common work areas, elevators, student housing, hallways, college-owned or -leased vehicles, garages, restrooms, cafeterias or dining areas, employee lounges, conference and meeting rooms, and all other enclosed areas on the college campus. Outdoor areas include, but are not limited to, parking lots, grounds, rooftops, plazas, courtyards, entrance and exit ways, and any other areas of the college campus. This policy applies to all students, faculty, staff, consultants, contractors, and visitors. This policy is consistent with the Iowa Smokefree Air Act.

For purposes of this policy, “smoking” means inhaling, exhaling, burning, carrying or possessing any lighted tobacco product, including cigarettes, cigars, pipe tobacco, and any other lit tobacco products in any manner or in any form.

For purposes of this policy, “tobacco use” means the personal use of any tobacco product, whether intended to be lit or not. This includes smoking, as defined above, as well as the use of an electronic cigarette or any other device intended to simulate smoking. Also prohibited is the use of smokeless tobacco, including snuff, chewing tobacco, smokeless pouches, any other form of looseleaf smokeless tobacco, and the use of unlit cigarettes, cigars, and pipe tobacco.

Any person who violates this policy may incur a college penalty and/or a civil penalty under Iowa law.

Prohibited Weapons Policy

Except as provided in this policy, no person shall bring or possess a firearm, ammunition, or prohibited weapon of any kind:

- On or in any college property,
- To or at any college-related function at any location; or
- While acting on behalf of or representing the college in any capacity at any location.

This policy applies to all persons regardless of whether they are licensed to carry a concealed weapon. Only peace officers whose duties require them to carry a weapon are exempt from the above-stated prohibition.

A “prohibited weapon” includes any form of firearm, knife, explosive, incendiary, or other weapon restricted under local, state, or federal regulation. “College property” includes, without limitation, all college-owned or leased vehicles, buildings or other structures, and real property (such as sidewalks, walkways, driveways, open spaces, and parking lots) under college control.

Any person who questions the applicability of this policy to his or her potential situation shall obtain written permission from the college’s president or his or her designee before bringing or possessing the item(s) at issue to or at any location that would potentially be covered by this policy.

Class Cancellation/Delay Start Procedures

Inclement weather, mechanical systems failure, utility problems, or unforeseen circumstances may require classes to be cancelled or delayed. In the event that conditions affect Northwest Iowa Community College’s operations or schedule, students, faculty, and staff will be notified. Cancellations, early closure or a delay in starting will be made through announcements using the RAVE Alert Service. RAVE notifies all subscribers of important campus alerts.

RAVE also offers e-mail alerts and text messaging alerts free of charge. You can find more information and a link to sign up for RAVE on the NCC website: www.nwicc.edu and look for the RAVE sign-up button at the bottom of the page.

Alerts issued by NCC via RAVE will be brief and to the point. Late start announcements will be posted by 5:45 AM. Late starts will be announced as a 10:00 AM start. Early closures will state the time of the closure.

In the event of any circumstance requiring class cancellations or delayed starts, information and updates will also be posted on the NCC website.

Northwest Iowa Community College Website

<http://www.nwicc.edu>

Northwest Iowa Community College Phone Message

712-324-5061 or 800-352-4907

Emergency Procedures

Follow the instructions of staff personnel in the event of an emergency, (i.e. fire, tornado, bomb threats, etc). Shelter areas and emergency exits are posted throughout the campus.

Vehicle Regulations

Registration of student vehicles is not required, but the following regulations will apply to vehicles on campus:

- a. Speed Limits: parking lots-5 mph; College Drive-25 mph; campus streets-15 mph
- b. Careless, double, irregular parking, and parking on grass is prohibited.
- c. Parking in restricted areas is prohibited. Vehicles parked in restricted areas will be towed and impounded. Towing and storage fees will be charged to the vehicle owner.
- d. Visitor parking areas are reserved for campus visitors only.
- e. Handicapped parking is reserved for students, staff, and campus guests displaying valid handicap stickers.
- f. Students are required to use the parking lots assigned to the instructional division in which they are enrolled.
 - Parking Lot 1 Business/Arts & Sciences
 - Parking Lot 2 Applied Technology/Building C
 - Parking Lot 3 Applied Technology/Building D
 - Parking Lot 4 Health/Business/Arts & Science
 - Parking Lot 5 Campus Housing
- g. Failure to comply with the regulations will result in a parking violation subject to a \$10.00 fine per violation or towed at owner's expense. If the fine is not paid within five college days, the fine will double. Multiple violations could result in suspension from classes. Vehicles left in the parking lot, for an extended period of time, due to car trouble, flat tire(s) or other reasons should get permission or notify Physical Plant Staff as soon as possible. If no contact is made with NCC personnel after 1 week it will be considered an abandoned vehicle, subject to a \$10 fine or towed at owner's expense.
- h. State law requires cars to stop for pedestrians in the crosswalks. Please be aware of people crossing roads.

Student Activities

Many activities are available to you at Northwest Iowa Community College.

- Community activities at discounted costs including recreation facilities, movie theaters, and restaurants in town.
- Entertainment activities planned by the Student Government Association.
- A large screen TV, pool table, foosball table, and a game room are available on campus.
- SGA provides opportunities to be active in legislative issues and attend the (IACCT) Iowa Association of Community College Trustee's Student Legislative Forum in Des Moines each year.
- Campus-wide tournament and intercollegiate sporting opportunities.
- SGA works through the Sheldon Community Recreation Department to provide opportunities to participate in co-ed volleyball, men's basketball, women's volleyball, men's flag football and women's and men's softball.
- Multiple fitness opportunities at our Lifelong Learning & Recreation Center.

Student Government Association

SGA is the student governing and leadership organization of the College. A President, Vice President, and Secretary/Treasurer are elected yearly. Student representatives attend SGA meetings twice a month, present student views, and report back to their program on current issues.

The purpose of the SGA is:

- a. To plan activities which are of interest to the student body.
- b. To develop and maintain rapport between the student body, faculty, and administrative staff of the College.
- c. To be responsible for student activities conducted under college sponsorship.
- d. To advise the administration on the needs of the students.

Student Organizations

Student groups may organize upon receiving the approval of the appropriate or the delegated representative. Such groups shall operate in conformance with qualifications and regulations determined by the administration. Failure to comply with regulations may result in disbanding the organization by action of the Board of Trustees or the President.

Student groups seeking approval to organize should provide the following documentation to the Coordinator of Residence Life and Student Activities:

1. Reason for organizing
2. By-laws/Constitution
3. College Staff Sponsor/s

Student Presentations/Events

Approval for a student presentation/event shall be secured from the Vice President of Student & Academic Services and the date of the presentation/event will be placed on the College calendar before any public announcement is made. Hours, behavior, and activities related to student presentations/events shall be determined by the College administration. Only those persons who can be expected to recognize and respect the authority and responsibility of College personnel shall be permitted to attend.

Tools, Books, and Personal Effects Security

Even though the College buildings are secured nightly, NCC cannot assume responsibility for lost, stolen or damaged student tools, books and/or personal effects.

Tools, books, and personal effects are generally covered by homeowner's insurance. It is the student's responsibility to check their policy or their parents' policy to make certain that those items are properly insured.

Student Telephone Calls

Telephone calls for students will be directed to the appropriate division secretary who will take a message and deliver it to the student.

In the case of an emergency, please call the main switchboard, (800)352-4907 or (712)324-5061. From a campus telephone, dial Ext. 114 to reach the main switchboard in the case of an emergency.

STUDENT DISCIPLINE— STUDENT CONDUCT CODE

I. Statement of General Policy and Definitions

It is expected that each student will obey federal, state, and local laws, will show respect for properly constituted authority, and will exhibit and maintain integrity and honor in all matters related to Northwest Iowa Community College. To this end, students are expected to adhere to the following Student Conduct Code.

II. Definitions

In this Code, unless the context otherwise requires:

- I. "Class day" means a day on which classes are regularly scheduled.
- II. "College property" or "College facilities" mean property, real or personal, owned, leased, controlled or managed by the College.
- III. "Complainant" means the person who submits a report or complaint alleging that a student violated this Student Conduct Code. If another member of the College community submits the report or charge on behalf of a student who believes that s/he has been a victim of another student's misconduct, the student who believes s/he has been a victim will also be considered the "Complainant" for purposes of any rights afforded to a complainant under this Student Conduct Code.
- IV. "Vice President" means the Vice President of Student & Academic Services, and/or his/her delegate, designee, representative, or agent.
- V. "Faculty" means instructional employees, or who is otherwise considered by the College to be a member of its faculty.
- VI. "Major violation" means one which can result in suspension or expulsion from the College or denial of degree.
- VII. "Minor violation" means one which can result in any disciplinary action other than suspension or expulsion from the College or denial of degree.
- VIII. "Student" means any person enrolled in the College, whether on a part-time or full-time basis. A person who withdraws after allegedly violating the Student Conduct Code, who is not officially enrolled for a particular term but who have a continuing relationship with the College, or who has been notified of acceptance for admission are considered a "Student" for purposes of this Student Conduct Code.
- IX. "Preponderance of the Evidence" means supported by the greater weight of the evidence. In other words, whether it is more likely than not that something occurred.
- X. "President" means the President of the College, and/or his/her delegate, designee, representative, or agent.
- XI. "Respondent" means the student accused of violating this Student Conduct Code.

III. Jurisdiction of the Student Conduct Code

This Student Conduct Code applies equally to all students and to conduct that occurs on College property or in College facilities, at College-sponsored activities, and to off-campus conduct that adversely affects the College community and/or the pursuit of its objectives. Through voluntary admission and entrance to the College, each student indicates their willingness to be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, including conduct before classes begin, after classes end, during the academic year, or between terms of actual enrollment (even if violations are not discovered until after a degree is awarded). The Student Conduct Code applies to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

IV. Violation of Law and College Discipline

College disciplinary proceedings may be instituted against a student for misconduct that potentially violates both the criminal law and this Student Conduct Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Conduct Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus. Determinations made or sanctions imposed under this Student Conduct Code will not be subject to change because criminal charges arising out of the same facts giving rise to violation of College rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

College conduct proceedings under the Student Conduct Code are separate from criminal or civil litigation. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in the Student Conduct proceedings.

V. Standards

Any student who commits, attempts to commit, or incites/aids another to carry out violations of this Student Conduct Code may be subject to the disciplinary procedures and sanctions as outlined in this Code. A "violation" or "violations" of the Student Conduct Code is any one or more of the following acts, although this is not an exhaustive list of all acts that may constitute violations:

- A. Improper Use of College Facilities or Property Failing to comply with established rules, policies, and procedures in using College facilities or property. This includes unauthorized use of College facilities or property, and/or damage to College property or facilities.
- B. Willful disruption of College-sponsored, supported, and supervised activities, including lectures, classroom instruction, presentations, or performances.
- C. Academic dishonesty or cheating: Each student assumes an obligation to conduct his/her academic affairs in a manner compatible with the standards of academic honesty established by the College and its faculty. If this obligation is not met by the student, disciplinary action will be taken under this Code and/or any applicable procedures of the course, discipline, or program of study. The following activities would constitute academic dishonesty or cheating:

1. Turning in written essays, assignments, and computer programs produced by someone else when the expectation was to do one's own work.
 2. Collaborating on a written assignment without the specific approval of the instructor.
 3. Plagiarism, including borrowing materials from any source—professional or amateur—and turning it in as original, and/or failing to acknowledge through appropriate citations any words, ideas, research, graphics, etc., produced by someone other than the person claiming authorship.
 4. Copying from another person's tests or assignments.
 5. Using unauthorized test aids such as notes, drawings, books, etc., during an examination.
 6. Aiding another student in dishonesty such as producing written work or sharing information during a test period.
 7. Fabricating research or source materials.
 8. Stealing, buying or somehow obtaining a test from an instructor's work area or computer files.
- D. Acts of Dishonesty (other than academic dishonesty or cheating), including:
1. Knowingly furnishing false information to the College, forgery, alteration, or misuse of College documents or records; or
 2. Furnishing false information to any College official, faculty member, or College office.
 3. Failure or refusal to timely pay a debt owed Northwest Iowa Community College.
 4. Presentation or delivery of any check, draft, or order to Northwest Iowa Community College, with intent to defraud.
 5. Failure to pay the College the amount of a check, draft, or order on or before the first class day after the day the business office sends written notice that the drawer has rightfully refused payment on the check, draft or order.
- E. Abuse, Assault, or Harassment: Threatening, harassing, physically abusing, assaulting, willfully injuring, or endangering in any manner the physical or mental health and safety of any person on College property or in College facilities;
- F. Theft, willful destruction, damage or misuse of any property belonging to or in the possession of the College or belonging to or in the possession of any person on College property;
- G. Hazing: An act which endangers the mental or physical health or safety of a student or other person, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a student or fraternal group or organization. The apathy, acquiescence, or express or implied consent of the victim does not take an act out of the definition of "Hazing."
- H. Possession or consumption of an alcoholic beverage on College property or while representing the College as a part of an off campus function in violation of College rules;
- I. Illegal possession, sale or use of a controlled substance, as defined in Chapter 124, Code of Iowa, or of a prescription drug upon College property;
- J. Illegal possession or use of any firearms, explosive, dangerous chemical or other weapon;
- K. Disorderly conduct, including:
1. Engaging in fighting or violent behavior in the College or at College functions.
 2. Willfully making loud and raucous noise in the vicinity of the College or at College functions which disrupts College activities and events.
 3. Directs abusive epithets or makes any threatening gesture which the person knows or reasonably should know is likely to provoke a violent reaction by another.
 4. By words or actions, initiates or circulates a report or warning of fire, epidemic, or other catastrophe, knowing such report to be false or such warning to be baseless.
- L. Trespass: Violating a College no-trespass directive, or committing any act of trespass prohibited by law.
- M. Laws: Other acts in violation of any federal, state, or local law.
- N. Policies: Other acts in violation of College policies, rules, or procedures published in hard copy or available electronically on the College website.
- O. Sexual Misconduct, as defined under the College's Sexual Misconduct Policy.
- P. Discrimination and Discriminatory Harassment, as defined under the College's Discriminatory Harassment Policy.
- Q. Any infractions of the Prohibited Weapons Policy.
- VI. Disciplinary Proceedings**
- A. Complaints, Investigations, and Hearings
1. Any member of the College community may file a complaint against a student for violations of the Student Conduct Code. A complaint should be prepared in writing and directed to the Vice President. A complaint that is not in writing may still be investigated in the discretion of the Vice President.
 2. The Vice President will conduct a preliminary investigation into the complaint to determine if the charges have merit and/or whether the alleged violation constitutes a Minor or Major Violation.
 3. Informal Resolution/Resolution by Mutual Consent
 - a. The Vice President may determine the matter can be disposed of informally/administratively by mutual consent of the parties involved on a basis acceptable to the Vice President. If charges are not admitted and/or cannot be disposed of, the case will proceed to the formal procedures as set forth below for Minor or Major Violations. If the respondent admits violating institutional rules, but sanctions are not agreed to, the case will proceed to the formal procedures as set forth below for Minor or Major Violations, which shall be limited to determining the appropriate sanction(s).

Student Discipline—Student Conduct Code

- b. For cases of Sexual Misconduct, informal resolution/resolution by mutual consent will only be pursued when both parties voluntarily agree, and the parties are informed in writing of their right to request the complaint be handled under formal procedures at any time. During the process, the parties will be given the same opportunities to have others present for interviews or meetings, which includes the opportunity to be accompanied to interviews by a silent representative/advisor of their choice. In no event will informal resolution/resolution by mutual consent be used in cases of Sexual Assault/Abuse, or where there is a power differential between the parties (e.g., if the complainant is a student and the accused is an employee with authority over the student). At no time will the complainant be required to resolve the issue directly with the respondent.
 - c. Any case disposed of by informal resolution/resolution by mutual consent shall be final and there shall be no subsequent proceedings.
4. Procedures for Minor Violations
 - a. For Minor Violations, the Vice President will conduct an administrative hearing as follows:
 - i. The respondent shall be provided with written notice of the alleged misconduct, and the date, time, and place of the hearing. The respondent shall also be given the opportunity to review any documents the Vice President has in their possession pertaining to the charges (except students shall not have the right to review any document prohibited from disclosure or production by law, any document constituting work product or any attorney-client communication).
 - ii. The administrative hearing will be scheduled no less than five (5) nor more than thirty (30) business days after the respondent has been notified. Maximum time limits for scheduling of an administrative hearing may be extended at the discretion of the Vice President.
 - iii. During the administrative hearing, the respondent will have an opportunity to respond to the charges and to present evidence or witnesses contesting the charges. The Vice President will determine if a violation occurred based on a preponderance of the evidence and will issue appropriate sanctions. If a respondent, after receiving notice, does not appear for the hearing, the information in support of the charges will be considered even if the respondent is not present. The Vice President will notify the respondent of the outcome of the hearing in writing within ten (10) business days of completion of the hearing, or longer for good cause.
 5. Procedures for Major Violations
 - a. For Major Violations, a formal disciplinary hearing will be conducted by the Student Conduct Committee (SCC) as follows:
 - i. Composition of the SCC
 - A. The SCC shall be composed of one administrative officer of the College other than an officer under the supervision of the Vice President; an Academic Dean; one College faculty member and two students as selected by the Student Government Association. The members of the committee shall be appointed by the President, except the student members shall be appointed by the Student Government Association.
 - B. The Vice President of College Operations and Finance shall serve as Chairperson of the committee. The chairperson shall conduct the hearing and shall rule on the admissibility of evidence, motions, and objections; the Chairperson's decision may be overridden on a vote of the committee. Each member of the committee, including the Chairperson, is eligible to vote at the hearing.
 - ii. Parties
 - A. In hearings involving more than one respondent, the Vice President, in his/her discretion, may permit the SCC hearing(s) concerning each respondent to be conducted either separately or jointly.
 - B. In cases of Sexual Misconduct, the complainant shall be made a party to the hearing and afforded coequal rights to participation and representation in the hearing as afforded to the respondent.
- iv. For cases of Sexual Misconduct, the complainant will (i) receive a copy of the written notice provided to the respondent; (ii) be given an opportunity to equally participate in the administrative hearing (at the same or different time than the respondent based on the circumstances); and (iii) receive simultaneous written notification of the outcome and of any sanctions to be imposed relating directly to the complainant. Furthermore, in these cases, either the complainant or the respondent may request a formal disciplinary hearing before the Student Conduct Committee under the procedures set forth in Section VI(A)(1)(5) (i.e., the hearing procedures followed for Major Violations).
 - v. The Vice President's decision on an administrative hearing for Minor Violations shall be final and shall not be subject to appeal.

- iii. Notice
 - A. The SCC Chairperson shall have written notice served upon the parties which notice shall set the date, time and place for the hearing, as well as the nature of the alleged violation. The written notice shall indicate whether the College is seeking suspension or expulsion, and inform the parties they have the opportunity to review any documents the Vice President of Student & Academic Services has in their possession pertaining to the charges (except students shall not have the right to review any document prohibited from disclosure or production by law, any document constituting work product or any attorney-client communication).
 - B. The hearing date shall be not less than five (5) nor more than ten (10) class days after service of the notice. If the student is under 18 years of age, a copy of the notice shall be sent by certified, return receipt request, U.S. mail to the parents or guardian of the student.
- iv. SCC Hearing Procedure
 - A. The Chairperson may for good cause postpone the hearing.
 - B. The Vice President shall represent the College before the SCC and shall present evidence to support an allegation of a violation.
 - C. If a respondent, after receiving notice, does not appear for the hearing, the information in support of the charges will be presented and considered even if the respondent is not present.
 - D. The parties have the right to be assisted by a representative/advisor of their choice, at their own expense, including legal counsel. Unless otherwise permitted by the Chairperson, the representative/advisor shall remain silent and not present argument, evidence, or examine/cross-examine witnesses.
 - E. Hearings are closed to the public. The parties and their representatives/ advisor(s), if any, will be allowed to attend the entire portion of the SCC hearing at which information is received (excluding deliberations). Admission of any other person to the SCC hearing will be at the discretion of the Chairperson of the SCC.
 - F. The Vice President and the parties may see and hear all evidence presented at the hearing.
 - G. The Vice President and the parties may arrange for witnesses to present pertinent information to the SCC. The College will try to arrange the attendance of possible witnesses who are members of the College community, if reasonably possible, and who are identified by the parties at least two (2) class days prior to the SCC hearing.
 - H. The Vice President and the parties may call witnesses, conduct cross-examination, and may answer any evidence presented by others through rebuttal. In appropriate cases (such as Sexual Misconduct cases) the Chairperson may make special arrangements to protect the complainant and the accused from direct confrontation. For example, Skype or other video conferencing may be considered. Furthermore, the parties may be asked to provide their questions for cross-examination of the adverse party to the Chairperson who will then pose those questions to that adverse party.
 - I. The Chairperson may ask questions, at any time, of the parties and of the witnesses. The SCC members may also ask questions of the witnesses by providing those questions in writing to the Chairperson, who shall then ask the party or witness the question.
 - J. The Vice President and the parties may present pertinent records, exhibits, and written statements (including student impact statements) as evidence for consideration by the SCC at the discretion of the Chairperson. Parties shall be given the opportunity to comment on or provide rebuttal evidence to that provided by an adverse party.
 - K. There shall be a single verbatim record, such as a tape recording, of all SCC hearings (not including deliberations). Deliberations shall not be recorded. The record will be the property of the College.
- v. SCC Decision.

After the hearing, the SCC shall privately deliberate and determine (by majority vote) whether the respondent has violated each section of the Student Code which the respondent is charged with violating. The SCC's determination will be made on a preponderance of the evidence standard. In each case in which a SCC determines a respondent has violated the Student Conduct Code, they will also determine sanction(s).

vi. Notice of Decision

Within ten (10) business days of completion of the hearing, or longer for good cause, the SCC shall provide their determination to the Vice President and the parties simultaneously in writing. The determination shall include (i) whether a preponderance of the evidence supports a finding that the Student Conduct Code was violated with respect to each allegation in the complaint, including essential findings; (ii) individual remedies for the complainant; (iii) campus-wide remedies; and (iv) sanctions imposed. In the event the alleged misconduct cannot be characterized as a crime of violence or non-forcible sexual offense, the complainant may only be informed of sanctions imposed on the respondent that directly relate to the complainant (such as requiring that the respondent stay away from the complainant for some period, prohibiting the respondent from attending school or working at the school for some period; or transferring the respondent to another residence hall, classes, school, or job).

vii. Appeal to President

- A. The SCC's hearing decision may be appealed, by any party, to the President of the College within five (5) business days of the decision. Such appeals will be in writing and will be delivered to the President's office.
- B. If an appeal is filed, the parties will receive written notification stating: (i) the appeal has been received; and (ii) they have the opportunity to submit additional relevant information and/or statements for review by the President within five (5) business days.
- C. An appeal will be limited to a review of the verbatim record of the hearing, documents submitted during the hearing, and additional relevant documents/statements submitted by the parties during the appeal for one or more of the following purposes:
 - a. To determine whether the hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
 - b. To determine whether the decision was supported by substantial evidence.

c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Conduct Code which the respondent was found to have committed.

d. To consider new information, sufficient to alter a decision, not brought out in the original hearing because such information and/or facts were not known at the time of the original hearing.

D. The President may affirm, reverse, or modify the decision regarding the violation and/or sanctions imposed.

E. The President's written decision shall be provided to the Vice President and the parties simultaneously in writing. The written appeals decision shall be completed within twenty (20) days of the date of appeal. The twenty (20) day deadline can be extended for good cause by the President. The written decision shall be the final decision.

viii. Records

- A. The written decision(s), the written notes, tape recordings, and any other record of the disciplinary hearing proceedings will be maintained in the Vice President's office.
- B. The records will be available to the parties during the appeal period, to be viewed in the Vice President's office.
- C. Applicable law, and College rules and policies, which govern release of education records govern the dissemination of disciplinary records.

B. Sanctions

The following sanctions may be imposed upon any student found to have violated the Student Conduct Code, and more than one sanction may be imposed for a single violation:

1. Warning: Verbal or written.
2. Reprimand: Verbal or written.
3. Probation: Probation is for a designed period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
4. Loss of Privileges: Denial of specified privileges for a designated period of time.
5. Fines: Previously established and published fines may be imposed.
6. Restitution: Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
7. Discretionary Sanctions: Work assignments, essays, service to the College, or other related discretionary assignments.
8. Suspension: Separation of the student from the College for a definite period of time, after which the Student is eligible to return. Conditions for readmission may be specified.
9. Expulsion: Permanent separation of the student from the College.

10. Revocation of Admission: Admission to the College may be revoked for fraud, misrepresentation, or acts of misconduct under the Student Conduct Code.
11. Withholding Degree: The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any.
12. Removal of the Student from a course in progress.

VII. Student Groups, Organizations, and Clubs

Any student group, organization, or club may be subject to the same disciplinary proceedings for a charge of misconduct as a student respondent under Section VI of this Student Conduct Code. Whether the charge proceeds under informal resolution or the procedures for Minor or Major Violations shall be in the discretion of the Vice President. Sanctions for a student group, organization, or club can include warnings, reprimands, probation, loss of selected or all rights and privileges for a specified period of time or indefinitely, fines, restitution, discretionary sanctions, or deactivation.

VIII. Interim Suspension.

A. Significant Danger to Safety. The Vice President may impose an interim suspension prior to the disposition of a Student Conduct proceeding as follows:

1. Causes:
 - a. To ensure the safety and well-being of members of the College community or preservation of College property or facilities;
 - b. To ensure the student's own physical or emotional safety and well-being;
 - c. If the student poses an ongoing threat of disruption of, or interference with, the normal operations of the College; or
 - d. In other good cause identified in writing by the Vice President.
2. The student will be notified in writing of this action and the reasons for the interim suspension. The notice will include the time, date, and place of a subsequent administrative hearing at which the student may show cause why his or her continued presence on the campus does not constitute a threat (and at which they may contest whether a campus rule was violated).
3. During the interim suspension, a student will be denied access to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Vice President may determine to be appropriate.
4. The interim suspension does not replace the regular Student Conduct Code disciplinary process, which will proceed on the normal schedule.

B. Instructors/Academic Deans.

1. Instructors and/or an Academic Dean have the authority to suspend a student from their class, up to one (1) class day for violation of student conduct standards. An incident report will be written by the instructor within three (3) working days. This report will be sent to the Vice President's office, with a copy to the Academic Dean as applicable.

2. Upon recommendation of the Vice President, a student may be suspended further for up to a total of three (3) days for a violation of student conduct standards.

IX. Miscellaneous

- A. In the event any portion of this policy conflicts with the laws of Iowa or of the United States, those laws shall be followed.
- B. Words and phrases herein shall be construed as in the singular or plural number, and as masculine, feminine or neuter gender, according to the context.

STUDENT RIGHTS

Student Grievance Procedure

If you have a grievance because of a grade received, academic related problem, or other grievable situation, you may follow a step-by-step process that could include the instructor, Program Director, Academic Dean, a Vice President and the President. The President shall serve as the final arbiter. Definition—working day: any day when the Administrative Offices are open.

LEVEL I—Instructor

A student with a grievance should first discuss it with his/her instructor in an effort to resolve the problem.

LEVEL II—Program Director

When the grievance is not resolved at Level I, the student should discuss it with the Program Director (where applicable) with the objective of resolving the grievance informally.

LEVEL III—Academic Dean

When the grievance is not resolved at Level II, the student should discuss it with his/her Academic Dean with the objective of resolving the grievance informally.

LEVEL IV—Vice President

When the grievance is not resolved at Level III and the student wishes to pursue the grievance, the student shall file a formal complaint in writing and submit the written grievance to the appropriate Vice President. Grievances concerning grades, or other academic-related issues, shall be submitted to the Vice President of Student & Academic Services. Grievances concerning billing or other financial arrangements shall be submitted to the Vice President of College Operations and Finance.

The filing of the formal, written complaint at Level IV must be within fifteen (15) working days from date of the event giving rise to the grievance or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Vice President. A minor student may be accompanied at the meeting by a parent or guardian.

The Vice President shall investigate the grievance and attempt to resolve it. A written report from the Vice President regarding action taken will be sent within fifteen (15) working days after receiving the formal complaint.

Student Rights

LEVEL V—President

When the grievance is not resolved at Level IV, the grievant may process it to Level V by presenting a written appeal to the President of the College within ten (10) working days from the date the grievant receives the report from the Vice President. Within fifteen (15) working days after receiving the written grievance, the President will render a written decision. The decision of the President is final.

This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Rights Commission, other agencies available for mediation or recertification of affirmative action grievances, or to seek private counsel for complaints alleging discrimination.

Sexual Misconduct Procedures

The following procedures and processes shall be followed in cases of Sexual Misconduct, as defined under Board Policies 477 and 577.

Confidentiality

The College is committed to creating an environment in which those who have experienced Sexual Misconduct are encouraged to come forward, while also protecting the privacy of all involved in an investigation. It is important that those reporting Sexual Misconduct understand the limits on confidentiality of the individual who they may contact for such assistance. Different people, depending on their positions, have different obligations with regard to confidentiality. Under Iowa law, communications with some individuals are confidential. Those who want to maintain confidentiality should always confirm whether confidentiality applies to the communication before they make the communication. Generally, confidentiality applies when seeking outside services from the following persons:

- Trained and statutorily certified victim's advocates;
- Licensed psychological counselors or health care providers;
- A personal attorney representing the victim; and/or a
- Religious/spiritual counselor.

College employees cannot guarantee complete confidentiality. The College may have an independent obligation to report or investigate potential Sexual Misconduct, even if a complainant does not wish to initiate an official process. Therefore, absolute confidentiality cannot be promised with respect to a complaint of Sexual Misconduct or retaliation received by a non-confidential College employee. However, complaints about violations of this Policy will be handled in strict confidence, with personally identifiable information protected and information made available only to those who need to know in order for the College to promptly and thoroughly investigate and resolve the matter. The College must balance the needs of individual students with its obligation to protect the safety and well-being of the community at large.

The College will also keep personally identifiable information out of public recordkeeping, including the College's Annual Security Report of Crime Statistics under the Clery Act.

Medical Attention and Evidence Preservation

After an occurrence of Sexual Assault/Abuse or other violence, a victim should consider seeking medical attention as soon as possible. Prompt medical attention is important both for physical/mental well-being and to preserve medical and physical evidence. Local medical attention is available at any of the following hospitals or clinics:

Sanford Sheldon Medical Center
118 N. 7th Avenue
Sheldon, IA 51201
1-712-324-5041 or toll-free 1-800-568-4320

Sanford Sheldon Clinic
800 Oak Street
Sheldon, IA 51201
1-712-24-5356 or toll-free 1-800-568-4332

Additionally, a free, confidential medical examination from a Sexual Assault Nurse Examiner (SANE) can be obtained. The SANE can conduct a sexual assault evidence collection kit to preserve forensic evidence of the assault within 120 hours after its occurrence. Bathing, douching, smoking, changing clothing and cleaning the scene of the assault is discouraged before seeking medical attention.

Preserve other evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents. This evidence could be useful to the College and/or law enforcement if you choose to pursue the matter within the College and/or in court.

Victim Advocacy and Counseling

Victims of Sexual Misconduct may also want to contact an advocacy group for information and assistance, or seek mental health counseling. The following is a list of such resources on or accessible in the area:

On Campus:

The Director of Secondary Programs and Student Development coordinates counseling for students, and makes referrals to outside agencies when needed. To request a counseling referral, please contact Beth Frankenstein, bfrankenstein@nwicc.edu, 712-324-5061, Ext. 242.

Off-Campus:

Iowa Domestic Violence Hotline*
1-800-942-0333
www.cfiowa.org

National Domestic Violence Hotline*
1-800-799-SAFE (7233)
1-800-787-3224 (TTY)
<http://www.thehotline.org>

For counseling services, please contact Dr. Beth Frankenstein at 1-800-352-4907, ext. 242.

**Denotes confidential resource.*

As required under Title IX, the College, through its investigations and/or Title IX/Equity Coordinator, will offer its internal counseling services to any complainant who has begun the complaint process. It is ultimately complainant's decision whether or not to accept the counseling service offered by the College.

Interim Protective Measures/Accommodations:

After receiving a report or complaint of Sexual Misconduct, reasonable interim protective measures/accommodations may be offered or requested, whether or not law enforcement is contacted. The College will also implement interim or protective action for both parties during an investigation, or when requested by the victim (when reasonably available). Such protective measures/accommodations may include:

- Transfer of class sections;
- Assistance in exploring incompletes, leave or withdrawal;
- Changes in living, transportation, or working arrangements;
- Referral to counseling and health resources, and assistance with notifying law enforcement;
- Providing a campus no-contact agreement or order.

The College will keep any protective measures/accommodations confidential, to the extent confidentiality does not impair the College's ability to provide the measures.

Individuals may also pursue other civil or criminal no-contact/protective orders through the court system. Additional information regarding such legal protections can be obtained through the Family Crisis Center in Sioux Center, Iowa, or the Clerk of Court of the Iowa District Court for Sioux County in Orange City, Iowa, or another court in your county of residence.

In compliance with Iowa law, the College recognizes both criminal no-contact orders and civil protective orders. If an individual obtains an order of protection from a court in Iowa, the individual should provide a copy to the Title IX/Equity Coordinator.

Amnesty for Complainants and Participants in Investigations

The College will not pursue disciplinary action for improper use of alcohol or other drugs against a student who reports or makes a complaint, in good faith, concerning an incident of Sexual Misconduct, or who participates, in good faith, in an investigation into an incident of Sexual Misconduct.

Reporting Violations

To the College:

A victim, the College, or a member of the College community may report or file an institutional complaint of Sexual Misconduct, whether or not it occurred on campus. To make a report and/or receive information regarding filing a complaint or to do so, contact:

Title IX/Equity Coordinator (for employees)
Sandy Bruns
Phone: 712-324-5061, Ext. 113
Email: sandy@nwicc.edu

Title IX/Equity Coordinator (for students)
Beth Frankenstein
Phone: 712-324-5061, Ext. 242
Email bfrankenstein@nwicc.edu

"Responsible employees," include those employees who have the authority to redress Sexual Misconduct and those employees who students may reasonably believe have such authority, have a duty to report Sexual Misconduct to the Title IX/Equity Coordinator. However, any member of the College community, including students, faculty, employees, and third-parties, who become aware of Sexual Misconduct which violates College Policy should promptly notify a Title IX/Equity Coordinator of such violations.

Law Enforcement:

The College encourages victims to report instances of Sexual Misconduct which constitute a crime to local law enforcement, but it is a victim's right to choose whether to make a report or decline law enforcement involvement. In any emergency situation, law enforcement can always be reached by dialing 911. The Sheldon Police Department can also be reached at their non-emergency phone number, 712-324-2525. The College's Title IX/Equity Coordinator can assist a victim with making a report to law enforcement.

Filing a Complaint

The Title IX/Equity Coordinator or designee will explain the procedures for filing and investigating the complaint, and refer the complainant to other resources (including counseling or law enforcement) as appropriate. Complaints should be filed as soon as possible after the date of the alleged Sexual Misconduct, and a written complaint is preferable. A written complaint should include the following information:

- a) Complainant's name;
- b) Name of the person against whom the complaint was made, including job title or student status, if known;
- c) A clear and concise statement of the facts that constitute the alleged Sexual Misconduct, including dates on which the acts were committed and any information to identify witnesses.

The respondent will have the right to see the written complaint, and thus concerns about confidentiality should be raised when completing a written complaint. As noted above, the College may or may not be able to honor all requests to keep the details or identities in a complaint of Sexual Misconduct confidential, and will need to weigh the interests of the complainant against its obligation to provide a safe, non-discriminatory environment for all students and employees, including the complainant. If the College honors requests for confidentiality in the complaint process, a complainant must understand that the College's ability to fully investigate the incident and pursue disciplinary action against the respondent may be limited.

Complaint Resolution Process

Upon receipt of a complaint or report of Sexual Misconduct, the College will proceed with a prompt, fair, and impartial investigation and resolution process as described below, and where appropriate, sanctions and corrective measures will be taken. College officials who receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking (and on how to conduct an investigation and process that protects the safety of victims and promotes accountability) will handle such complaints.

Student Rights

1. *Complaint Investigation and Resolution – Students*

For complaints against students or student organizations, the College's Student Discipline Code will govern the investigation and adjudication process.

2. *Complaint Investigation and Resolution – Faculty and Staff*

For complaints against faculty or staff, the following procedures will govern the investigation and adjudicatory process:

A. *Notice of Complaint.*

Upon receiving a complaint, the Title IX/Equity Coordinator will prepare a Notice of Complaint. The Notice of Complaint shall be provided to both parties at the same time and contain the following information: (i) the complainant's name (unless the Title IX/Equity Coordinator has decided to honor a request by the complainant to remain confidential); (ii) the respondent's name; (iii) the date(s) of the alleged misconduct; (iv) a brief description of the allegations; (v) the specific provisions of the Sexual Misconduct Policy that were allegedly violated; and (vi) a brief description of the investigatory process that will follow. The Notice of Complaint will also be provided to the College's Director of Human Resources.

B. *Informal Resolution Process.*

In some cases, the Title IX/Equity Coordinator may determine, after receiving a complaint and conducting a review of the circumstances, that informal resolution is an appropriate means of addressing reported behaviors and responding to the complainant's concerns. Informal resolution will only be pursued when both parties voluntarily agree to informal resolution, and the parties are informed in writing of their right to request the complaint be handled under formal resolution at any time.

During the informal resolution process, the parties will be given the same opportunities to have others present for interviews or meetings, which includes the opportunity to be accompanied to interviews by a silent representative/support person/steward/advisor of their choice.

The informal resolution process will only be utilized in appropriate cases. In no event will informal resolution be used in cases of Sexual Assault/Abuse, or where there is a power differential between the parties (e.g., if the complainant is a student and the respondent is an employee with authority over the student). At no time during the informal resolution process will the complainant be required to resolve the issue directly with the respondent.

Sanctions and/or protective measures may be taken as the result of an informal resolution process, if both parties agree to such measures. The parties will be informed simultaneously and in writing of any measures taken, and any resolution reached will be final. The College will retain a record of the resolution reached.

C. *Investigation/Fact-Finding*

The Title IX/Equity Coordinator will assign an Investigator to conduct the fact-finding and investigation. If, prior to the initiation of the investigation, either party alleges that an Investigator has a conflict of interest, after hearing from both parties on the topic, the Title IX/Equity Coordinator will decide whether to excuse the Investigator and announce his/her decision in writing to both parties. This investigation will include documented interviews of the complainant, the respondent, and witnesses with relevant knowledge, as well as a review of relevant documents and evidence. Both parties will:

- Be permitted to present their version of events and provide any supporting evidence;
- Have the same opportunity to be accompanied to interviews by a silent representative/advisor of their choice. The silent representative or advisor will not be allowed to provide information or ask questions during the interview process;
- Be permitted to identify witnesses;
- Be given an opportunity to review all tangible evidence submitted or identified by the other party and given an opportunity to comment on that evidence, unless safety considerations prevent such disclosure; and
- Be notified of the witnesses identified by the other party and be given an opportunity to comment on those witnesses and identify rebuttal witnesses, unless safety considerations prevent such disclosure.

The Investigator may hold as many meetings with the parties as is necessary to gather facts; provided, however, the first meeting shall be conducted within five (5) business days of the date the complaint is first received.

Following the investigation, the Investigator will complete an investigative report detailing their investigation and findings of fact. This investigative report, and the entire investigative file, will be transferred to the Director of Human Resources or his or her designee.

The Investigator will simultaneously notify the parties that the case has been transferred to the Director of Human Resources and/or designee, and they shall receive a copy of the investigative report. The parties will be permitted to submit to the Director of Human Resources and/or designee any additional or new evidence they believe relevant to the decision within five (5) days of receiving the investigative report.

D. Determination.

After reviewing the record, the Director of Human Resources and/or designee may attempt to gather any more evidence deemed necessary to decide the case. The Director of Human Resources and/or designee will then render a determination. The Director of Human Resources and/or designee shall provide the results of his/her determination to the Title IX/Equity Coordinator and the parties simultaneously in writing. The determination shall include (i) whether a preponderance of the evidence supports a finding that the Sexual Misconduct policy was violated with respect to each allegation in the complaint, including essential findings; (ii) individual remedies for the complainant and/or steps being taken to eliminate the Sexual Misconduct and prevent recurrence; and (iii) sanctions imposed. The complainant may only be informed of sanctions imposed on the respondent that directly relate to the complainant (such as requiring that the respondent stay away from the complainant for some period, prohibiting the respondent from working at the school for some period; or transferring the respondent to another job).

A “preponderance of the evidence” is evidence from which the Director of Human Resources and/or designee can determine that it is more likely than not that a violation occurred.

E. Appeal.

The Director of Human Resources or designee’s determination may be appealed, by either party, to the Title IX/ Equity Coordinator within five (5) business days of the determination. Such appeals will be *in writing* and will be delivered to the Title IX Coordinator. If an appeal is timely filed, the Title IX Coordinator will send written notification to the parties stating the appeal has been filed and that they have the opportunity to submit additional relevant information and/or statements for review to the Title IX Coordinator within five (5) business days.

The President of the College or designee will then review the record on appeal (including all investigative materials, reports, complaint forms, and notices to the parties) to (i) assess whether a material deviation from written procedures impacted the fairness of the investigation; (ii) determine whether the decision was supported by substantial evidence; (iii) determine whether the sanction(s) imposed were appropriate for the violation; or (iv) consider new information.

The President or designee may affirm, reverse, or modify the decision regarding the violation and/or sanctions imposed. A written decision of the President or designee shall be provided to the parties, Director of Human Resources, and the Title IX/Equity Coordinator. The written appeals decision shall be completed within twenty (20) days of the date of appeal, or longer for good cause. The decision of the President or designee shall be final.

3. Sanctions

For students, sanctions include, but are not limited to, an educational sanction, reprimand, probation, restitution, fine, denial of privileges, no-contact order, housing transfer or removal, suspension, and/or expulsion or termination, as set forth in the College’s Student Conduct Code.

For faculty and staff, sanctions could range from warning, reprimand, suspension with or without pay, demotion, or termination of employment, and may include such other forms of disciplinary action as appropriate under applicable College procedures, handbooks/manuals, or contracts. If a final decision imposes disciplinary action which constitutes termination of college personnel entitled to the hearing/ judicial review procedures of Iowa Code chapter 279, such procedures shall be followed as required by law.

Sanctions may also include protective measures regarding the complainant, including no-contact orders or changes in arrangement to academic or working situations. The College will also consider providing remedies for the broader campus community, as may be necessary to remedy the effects of the Sexual Misconduct.

4. Timeframe

In most cases, the complaint resolution process will be concluded within sixty (60) days after the complainant makes the official report. However, if circumstances are such that the process will not be rendered in this time-frame for good cause, the parties will be so advised in writing and provided a general time-frame for the conclusion of the process.

In regards to internal investigations and disciplinary proceedings regarding Sexual Misconduct, the above-discussed standards shall apply. Moreover, a respondent, regardless of the extent to which he or she may be involved in such investigations and proceedings, may seek redress in other appropriate forums. No person shall be subject to retaliation by any member of the College community because of his or her involvement in the above-discussed internal investigations and proceedings or because that person has exercised his or her rights under any provision of Title IX or the SaVE Act. The College President, and/or designee, may enact additional procedures and regulations that may be necessary from time-to-time to ensure the SaVE Act is consistently adhered to by the College and its community.

Former Students, Former Employees, or Third Parties

If any party or parties are not under the full jurisdiction of the College (for example, former students, former employees, or other third parties), the College will conduct an investigation to the extent reasonably possible. In these situations, the College will endeavor to provide coequal rights and notifications to the parties, but may reasonably tailor the procedures to the circumstances. If a finding of Sexual Misconduct is made, the College may impose sanctions appropriate for the situation, such as a no readmission sanction, a no-rehire sanction, or a no trespass/no-contact order.

Student Rights

Interplay with Criminal Proceedings

College disciplinary proceedings may be instituted against an individual charged with Sexual Misconduct that potentially violates both the criminal law and the College's Sexual Misconduct Policy (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. College proceedings may be carried out prior to, simultaneously with, or following civil or criminal proceedings at the discretion of the Title IX/Equity Coordinator. Determinations made or sanctions imposed under this Policy will not be subject to change because criminal charges arising out of the same facts giving rise to violation of college rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant. College conduct proceedings are separate from criminal or civil litigation. Formal rules of process, procedure, and/or technical rules of evidence, such as those applied in criminal or civil court, are not used by the College.

Title IX/Equity Coordinator

The College's Title IX/Equity Coordinator or his/her designee ("Title IX Coordinator") coordinates the College's response to reports of Sexual Misconduct under this policy. The Title IX Coordinator does not serve as an advocate for either the complainant or the respondent. The Title IX Coordinator will explain to both parties the informal and formal processes and the provisions of confidentiality. Where appropriate, the Title IX Coordinator will provide to both parties information on options for obtaining advocacy, medical and counseling services, and making criminal reports, and will assist with providing information on other resources. The Title IX Coordinator will coordinate with other campus officials to take appropriate interim actions such as no contact orders and academic accommodations. The Title IX Coordinator is trained and knowledgeable about enforcement, compliance, communication, and implementation of the College's anti-harassment and anti-discrimination policy.

The Title IX Coordinators' contact information is as follows:

Title IX/Equity Coordinator (for employees)
Sandy Bruns
Phone: 712-324-5061, Ext. 113
Email: sandy@nwicc.edu

Title IX/Equity Coordinator (for students)
Beth Frankenstein
Phone: 712-324-5061, Ext. 242
Email bfrankenstein@nwicc.edu

College Reporting Requirements

The Jeanne Clery Disclosure of Security Policy and Campus Crime Statistics Act ("Clery Act") requires the College to report certain crime statistics and disclose security-related information. The annual security report issued by the College in compliance with the Clery Act will include, in addition to other required information, statistics regarding any incidents of sexual assault, domestic violence, dating violence, or stalking that have occurred within the locations governed by the Clery Act and that have been reported to a local law enforcement agency or a campus security authority. For purposes of these reporting requirements, the foregoing crimes shall be defined as stated herein (however, if the definitions in this Policy and the definitions in the Clery Act are ever in conflict, the definitions in the Clery Act are ever in conflict, the definitions in the Clery Act control). The annual security report will also include, under the "hate crimes" category of reportable offenses, statistics regarding incidents motivated by the victim's actual or perceived national origin or gender identity. For all annual and interim reports, the College will withhold as confidential, to the extent permitted by law, the names of all victims.

Written Notification

The College will provide written notification to College students, faculty, and staff about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims of domestic violence, dating violence, sexual assault, and stalking, both within the institution and in the community. The College will also provide written notification to victims of domestic violence, dating violence, sexual assault, and stalking about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures by providing them a copy of the Sexual Misconduct Policy (Board Policies 477 and 478) and these Procedures. The College will also provide a copy of the Sexual Misconduct Policy (Board Policies 477 and 478) and these Procedures to a student or employee who reports to the College that the student or employee has been a victim of Sexual Misconduct (whether the offense occurred on or off campus), as a written explanation of the student or employee's rights and options.

Education and Training

The College will offer all new students and new employees primary prevention and awareness programs that promote awareness of rape, acquaintance rape, sexual assault, domestic violence, dating violence, and stalking. These programs will include the following:

- A statement that the College prohibits rape, acquaintance rape, sexual assault, domestic violence, dating violence, and stalking.
- The definition of the above-listed offenses pursuant to Iowa law.
- The definition of consent in the context of sexual offenses pursuant to Iowa law.
- Safe and positive options for bystander intervention an individual may take to prevent harm or to intervene if he or she witnesses or is confronted with potential rape, acquaintance rape, sexual assault, domestic violence, dating violence, and stalking.
- Recognition of signs of abusive behavior and how to avoid potential attacks.

In addition to the above-discussed programs for new students and new employees, the College will also offer all students and employees ongoing prevention and awareness campaigns that address the foregoing five items. All such programs and campaigns will be reported and described in the annual security report issued by the College in compliance with the Clery Act.

Discriminatory Harassment Procedures

The following procedures and processes shall be followed in cases of Discriminatory Harassment, as defined under Board Policies 478 and 578.

Reporting Violations

Any member of the College faculty, staff or student body who believes he/she may have been subjected to discriminatory harassment or knows someone who may have been subjected to discriminatory harassment may report a violation to the College.

Individuals who feel that they have been harassed should first communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. Offensive conduct may have been thoughtless or based on a mistaken belief that it was welcome. If the individual wants assistance communicating with the harasser, the individual can contact the College's Equity Coordinator for assistance.

Complaints

If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should promptly report the behavior to an Equity Coordinator, Director of Human Resources, or other College administrator. The College is committed to preventing discriminatory harassment, but cannot do anything to remedy the problem if it is unaware that a problem exists.

Investigation

If an individual complains of discriminatory harassment, the complaint will be investigated. An investigation may be commenced in the absence of a written complaint. If any of the parties feel that the assigned investigator has a conflict of interest, they should inform an Equity Coordinator, Director of Human Resources, or other College administrator, as early as possible. If the investigator is a witness to the incident, an alternate investigator shall investigate.

For complaints against students or student organizations, the College's Student Conduct Code will govern the investigation and adjudication process.

For complaints against faculty or staff, the following procedures will govern the investigation and adjudicatory process:

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the respondent. The respondent may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the Director of Human Resources or designee. The investigator will provide a copy of the findings of the investigation to the Director of Human Resources or designee.

Following receipt of the investigator's report, the Director of Human Resources or designee may investigate further, if deemed necessary, including interviewing the complainant and the respondent. The Director of Human Resources or designee will make a determination of any appropriate additional steps, which may include discipline. The Director of Human Resources or designee will file a written report and documenting any disciplinary action taken, or any other action taken, in response to the complaint. The complainant, respondent, and the investigator will receive notice as to the conclusion of the investigation.

The Director of Human Resources or designee's decision may be appealed to the President within five (5) business days of receiving notice of the determination. Such appeals will be in writing and delivered to the President's Office. If an appeal is timely filed, the President's Office will send written notification to the parties stating the appeal has been filed and that they have the opportunity to submit additional relevant information and/or statements for review within five (5) business days. The President or designee will then review the record on appeal, and may affirm, reverse, or modify the decision regarding the violation and/or discipline imposed. A written decision of the President or designee shall be provided to the parties and the Director of Human Resources. The written appeals decision shall be completed within twenty (20) days of the date of appeal, or longer for good cause. The decision of the President or designee shall be final.

Evidence uncovered in the investigation will be treated as confidential, subject to applicable law.

Information received during the investigation is kept confidential to the extent possible. Absent extenuating circumstances, the investigation and resolution of the complaint will generally be concluded within sixty (60) days.

If the results of an investigation show that the complainant knowingly filed false accusations of discriminatory harassment, or that a witness gave false statements, such individuals will be subject to appropriate disciplinary action. A finding for the respondent does not constitute a finding that the complaint was made in bad faith.

Retaliation Prohibited

Retaliation of any kind against anyone seeking guidance, filing a complaint or participating in an investigation for discriminatory harassment is prohibited. Examples of retaliation include, but are not limited to, any action that has an adverse impact on employment, compensation or work assignments, or, in the case of students, grades, class selection or any other matter pertaining to student status.

SERVICES TO STUDENTS

Student IDs

You will receive a Northwest Iowa Community College photo identification card when you begin classes. Your ID card entitles you to special discounts at local movies, health clubs, and other selected businesses, as well as free admission to selected NCC functions. The ID card is your library card, your identification for the Business Office, TRIO Office, and Learning Center, and your key to get into the Residence Halls if you live on-campus.

Replacement cards will cost the student \$10 per regular card or \$25 per housing card.

College Switchboard

The College telephone switchboard is accessible during the hours of 7:30 a.m. to 5:00 p.m. Monday through Thursday. On Friday the switchboard closes at 4:00 p.m. Dial 712-324-5061.

E-Mail Access

All NCC students are assigned a network and email account. It is the student's responsibility to check his/her account on a regular basis and comply with established policies. Faculty and staff reach students regarding their classes, activities on campus, and other important information through this student account. Student email and other student services can be accessed from any computer via the internet through the NCC website by logging into "My Place". If students are unsure of their user name and password, they should contact Student Services.

Public Transportation

Public bus service is available to Sheldon residents. A fee will be charged. For information, call the Regional Transit Authority at 1-800-358-5037.

Food Service

The NCC Cafeteria, located in Building A, serves breakfast, noon entrees, and short orders Monday through Friday. You may purchase a semester meal plan for breakfast, noon meal, or both. This service is available to all students, staff, families, and the general public.

Child Care

The local public licensed daycare provider is Children's World of Sheldon. Nursery, child care and preschool services are available by calling 324-4837.

Title IX/Pregnancy Procedure

Title IX of the Education Amendments of 1972 is a Federal civil rights law that prohibits discrimination on the basis of sex (including pregnancy and parental status) in educational programs and activities. If a student has any questions or concerns regarding discrimination based on sex, they are asked to contact the Equity Coordinators, Sandy Bruns (Director of Human Resources) or Beth Frankenstein (Directory Secondary Programs and Student Development).

Missing Student Notification Policy

As an institution that provides on-campus student housing, Northwest Iowa Community College has a policy regarding missing student notification procedures for students who reside in on-campus student housing facilities pursuant to Federal Register §668.46(h)—Institutional security policies and crime statistics.

Students, employees, and other persons should report to the Coordinator of Residence Life if a student has been missing for 24 hours. The Coordinator of Residence Life shall immediately notify the Associate Dean of Student Services/Registrar or designee of any student who has not been seen on campus, who cannot be reached by acquaintances, and for whom concern has been expressed regarding the student's safety and well-being by an acquaintance, for a period of more than 24 hours.

The Associate Dean of Student Services/Registrar or designee shall contact the Sheldon Law Enforcement Center to file a missing person's report no later than 24 hours after the time the student is determined missing.

At residence life orientation, students have the option of identifying a contact person or persons whom the institution shall notify within 24 hours of the determination that the student is missing if the student has been determined missing by the institutional police or campus security department, or the local law enforcement agency. Students will be advised that if they are under 18 years of age and not emancipated, the institution must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student; and that the institution will notify the local law enforcement agency within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.

If a student is reported missing, the Associate Dean of Student Services/Registrar or designee shall contact the student's emergency contact, filed in the Registrar's Office, within 24 hours of the time the report was made that the student is missing.

Emergency Telephone

Emergency telephones for 911 calls are located:
East side of Parking Lot 1
East side of Parking Lot 3
South side of Parking Lot 5

Local Agencies

Department of Human Services (O'Brien County & Osceola)
800-392-3895

Department of Human Services (Sioux County & Lyon)
800-337-2943

Department of Human Services (Cherokee)
866-640-7087

Division of Vocational Rehabilitation Services
712-324-4864

Iowa Workforce Development
712-324-4152

Family Crisis Center of NW Iowa
800-382-5603
(free and confidential services for victims of domestic violence
and sexual assault)

Seasons Center for Community Mental Health, Rock Valley
800-242-5101 (24 hr. crisis line)
712-324-3263 for appointment

Planned Parenthood of Greater Iowa
712-262-1545

COMPASS POINTE
Sioux County
712-439-1170

Lyon County
712-472-3442

O'Brien County
712-324-3276

Osceola County
712-754-3443

Cherokee County
Drug and Alcohol Treatment: Jackson Recovery
712-225-5856

Plains Area Mental Health
712-225-2575

Voter Registration

Voter registration forms are available at the Registrar's office. Registration can be done by mailing in the form to the Commissioner of Elections at the Courthouse in your county. The form is also available on the web. The address is www.sos.state.ia.us.

Voter registration forms can be mailed to the following addresses:

Lyon County Auditor
206 S. 2nd Avenue
Rock Rapids, IA 51246

O'Brien County Auditor
155 S. Hayes Avenue
Primghar, IA 51245

Osceola County Auditor
300 7th St.
Sibley, IA 51249

Sioux County Auditor
210 Central Avenue SW
Orange City, IA 51041

Plymouth County Auditor
215 4th Avenue SE
Le Mars, IA 51031

Cherokee County Auditor
520 W. Main St., Suite H
Cherokee, IA 51012

Clay County Auditor
300 West 4th Street, Ste 4
Spencer, IA 51301





Maria Vargas-Hernandez
Sioux Center, Iowa
Associate of Arts student

ARTS & SCIENCES PROGRAMS

Pre-Professional Programs

Transfer Courses

Wellness Management

Ag—Online

Business

Associate of Arts: Business

Business Management (AAS)

Online Education Opportunities

Transfer Options

Associate of Arts Degree
Four Semesters
 Full or part-time students may begin at any time

ASSOCIATE OF ARTS

The Associate of Arts degree may be a path for you if you plan to transfer to a four-year college or university or are uncertain of your future academic plans. The Arts and Sciences transfer program will provide you with the cross-disciplinary knowledge and skills necessary to successfully complete upper-division courses at four-year colleges or universities.

This degree is also a great way to begin if a student wants to “try” college, even without having decided on a major area of study. Courses in this degree teach strong communication skills, cultural knowledge, critical thinking, and problem-solving strategies. These skills prepare any student, transfer or otherwise, to be competitive in the workforce. Because the degree requires study in different areas, it acquaints students with many fields of study and can help students choose a major. Within the Associate of Arts degree, NCC offers a Learning Community, designed specifically to help students find a college major and career path.

After completion of the Associate of Arts degree, most students are prepared to enter a baccalaureate program as juniors. Over the years, NCC students have had excellent success transferring college credit courses to four-year institutions (and perform well when they transfer). The College has established articulation agreements with many colleges and universities, and these agreements smooth the transition from the associate degree to a baccalaureate course of study. Advisors can help discuss transfer options with students.

NCC offers transfer courses in Business, Communications, Computer Literacy, Education, Health, Human Resources, Humanities, Journalism, Math, Physical Education, Science, and Social Science in a variety of settings with flexible schedules.

Entrance Expectations

You may be required to take the Accuplacer test before acceptance to NCC. Because Arts and Sciences courses are quite challenging, students with low Accuplacer scores may be required to take developmental courses at NCC before enrolling in transfer courses.

Choosing Your Classes

You need to plan your course of study carefully to ensure that you meet entrance and major requirements of the four-year institution you plan to attend. To avoid any problems you should:

- 1. Check the course requirements for the transfer institution.** Some majors leave little room for electives. Students in these majors should take courses that fulfill these requirements.
- 2. Check the transferability of classes.** Generally, NCC classes transfer to four year institutions, but requirements may vary. Many institutions require a grade of “C” or better for transfer purposes.
- 3. Check the total number of credit hours necessary to graduate from your chosen college or university.** Work closely with the Registrar at your transfer institution to determine how many credits you need to graduate.

If you have not decided upon a major and/or transfer institution, you are strongly encouraged to pursue career counseling or devote time to exploring various majors with your advisor.

It is important that you contact the four-year college or university you plan to attend to assure that the courses you take at NCC will transfer appropriately into your major.

Graduation requirements continued on next page...



Graduation Requirements

1. A minimum cumulative grade point average of 2.00
2. A minimum of 60 semester credits
3. A minimum of 45 semester credits of general education
 - Communications 9 credits
 - Mathematics/Science 9 credits
(A minimum of one 3-credit course in each area and a science course with a lab required)
 - Social Sciences 9 credits
 - Humanities 9 credits
 - Additional from the above disciplines 9 credits
OR Computer Literacy
(CSC110-A and/or CSC115-A)
 - General education credit must be selected from courses ending in an "A" suffix
4. A minimum of 15 additional semester credits from any area or from a pre-professional focus area.
5. SDV108-A 1 credit

All degree seeking AA students must complete "The College Experience" course.

Exemptions:

- Transfer students who have successfully completed at least 24 credits at another college and have a cumulative GPA of 2.0 or above, as documented on official transcripts.
- Students enrolled in the dual credit program of NCC who have applied for graduation at NCC for an AA or for an AS degree prior to graduating from high school.
- Student who wish to appeal this requirement must submit a letter to the Associate Dean of Student Services/Registrar.
 - o The letter and official transcript(s) must be received no later than fourteen (14) calendar days before the start of the semester.
 - o The request will be reviewed and a response will be sent to the student prior to the start of the semester.
- 6. A minimum of 15 semester credits must be completed through NCC.

NOTE: Satisfactory assessment scores and/or prerequisites are required for some courses.

NCC offers Pre-Professional Programs that prepare students to transfer on to 4-year institutions to complete their respective degrees. These programs include (descriptions and core courses can be read on subsequent pages):

- **Pre-Professional Accounting** page 49
- **Pre-Professional Art** page 49
- **Pre-Professional Criminal Justice** page 50
- **Pre-Professional Early Childhood** page 50
- **Pre-Professional Education** page 51
- **Pre-Professional Entrepreneurship** page 51
- **Pre-Professional Environmental Science** page 52
- **Pre-Professional History** page 52
- **Pre-Professional Human Services** page 53
- **Pre-Professional Mortuary Science** page 53
- **Pre-Professional Music** page 54
- **Pre-Professional Psychology** page 54
- **Pre-Professional Sports & Personal Fitness** page 55
- **Pre-Professional Theatre** page 55

AA DEGREE GENERAL COURSES

9 Credits Communication

Recommended Courses

- Composition I
- Composition II
- Public Speaking

9 Credits Math & Science

Recommended Courses

- Math for Liberal Arts
- Nutrition
- Human Biology & Lab
- Statistics

9 Credits Humanities

Recommended Courses

- Introduction to Literature
- Western Civilization: Ancient to Early Modern
- Western Civilization: Early Modern to Present

9 Credits Social Science

Recommended Courses

- Introduction to Psychology
- Introduction to Sociology
- Developmental Psychology

9 additional credits from the previous areas

Recommended Courses

- Introduction to Ethics
- Introduction to Philosophy

15–20 additional credits

Those taking the pre-professional AA degree should take the core courses listed for their program.

PRE-PROFESSIONAL ACCOUNTING

The Pre-Professional Accounting Program is designed specifically for those students who are planning to complete a four-year degree, possibly with a major in Accounting. The core curriculum focuses primarily on Accounting Principles and Intermediate Accounting.

Accountants and Auditors are identified as one of the faster growing and higher paid occupational categories through 2010 by the U.S. Bureau of Labor Statistics.

AAS and Diploma in Accounting are also available. See page 67.

It is important that you contact the college or university to which you anticipate transferring credits to assure that core courses will transfer appropriately into your major. The objective of this program is to prepare you to transfer to another institution to obtain a Baccalaureate degree.

REQUIRED CORE COURSES (FACE TO FACE & ONLINE)

Course #	Title	Credits
ACC131-A	Principles of Accounting I	4
ACC132-A	Principles of Accounting II	4
ACC231-A	Intermediate Accounting I	4
ACC232-A	Intermediate Accounting II	4

NOTE: Required to take a minimum of 45 general education credits as listed on page 48 and SDV108-A The College Experience unless exemptions apply.

PRE-PROFESSIONAL ART

This program features a variety of art courses, including courses in theory and studio art. You will learn basic art principles, increase your artistic skills, and gain valuable art experiences. This program will prepare you for a career as a painter, sculptor, illustrator or multi-media artist, although you may also find a job in areas such as architecture, software publishing and motion picture or video production.

It is important that you contact the college or university to which you anticipate transferring credits to assure that core courses will transfer appropriately into your major. The objective of this program is to prepare you to transfer to another institution to obtain a Baccalaureate degree.

REQUIRED CORE COURSES (FACE TO FACE)

Course #	Title	Credits
ART101-A	Art Appreciation	3
ART106-A	Art Appreciation Studio	3
ART173-A	Ceramics	3
ART133-A	Drawing	3
ART143-A	Painting	3

NOTE: Required to take a minimum of 45 general education credits as listed on page 48 and SDV108-A The College Experience unless exemptions apply.

PRE-PROFESSIONAL CRIMINAL JUSTICE

Have you always been fascinated with criminal behavior? Turn that interest into starting a path toward a rewarding career in the dynamic criminal justice field.

Criminal justice is the application or study of laws regarding criminal behavior. Those who study criminal justice include the police, those working in a judiciary capacity, and lawyers who either defend or prosecute those accused of a crime. Others work to advocate for changes in the current system of criminal justice, such as those who render decisions regarding current laws.

Knowledge of the laws, rights and privileges of victims and suspects is essential to aiming for justice in both the court and law enforcement systems.

It is important that you contact the college or university to which you anticipate transferring credits to assure that core courses will transfer appropriately into your major. The objective of this program is to prepare you to transfer to another institution to obtain a Baccalaureate degree.

REQUIRED CORE COURSES (ONLINE ONLY)

Course #	Title	Credits
CRJ100-A	Introduction to Criminal Justice	3
CRJ120-A	Introduction to Corrections	3
CRJ130-A	Criminal Law	3
CRJ141-A	Criminal Investigation	3
CRJ200-A	Criminology	3
CRJ101-A	Ethics in Criminal Justice	3

NOTE: Required to take a minimum of 45 general education credits as listed on page 48 and SDV108-A The College Experience unless exemptions apply.

PRE-PROFESSIONAL EARLY CHILDHOOD

A degree in early childhood education trains professionals for work with children below the typical school age, usually children between three and five. The curriculum in this educational track includes child psychology, parenting, and early learning strategies. Most professionals in this field work in elementary or pre-schools.

It is important that you contact the college or university to which you anticipate transferring credits to assure that core courses will transfer appropriately into your major. The objective of this program is to prepare you to transfer to another institution to obtain a Baccalaureate degree.

REQUIRED CORE COURSES (ONLINE ONLY)

Course #	Title	Credits
ECE103-E	Introduction to Early Childhood Education	3
ECE295-E	Supervision of Childcare Services	5
ECE243-E	Early Childhood Guidance	3
ECE245-E	Guidance and Intervention	3
PEH205-A	Childhood Health, Safety, and Nutrition	3

NOTE: Required to take a minimum of 45 general education credits as listed on page 48 and SDV108-A The College Experience unless exemptions apply.

PRE-PROFESSIONAL EDUCATION

If you enjoy learning, possess good communication skills, and are good at interacting with people, education could be the right field for you. There is currently a great demand for qualified teachers in Iowa and across the nation.

There are also requirements set by the Iowa Board of Education Examiners for Teacher Licensure.

- You must graduate with a cumulative GPA of 2.50 or higher in the courses required in your major and/or minor.
- You must take two science courses; one of which must be in the life sciences.

The following curriculum profile focuses upon the completion of appropriate general education requirements in each of the respective disciplines.

It is important that you contact the college or university to which you anticipate transferring credits to assure that core courses will transfer appropriately into your major. The objective of this program is to prepare you to transfer to another institution to obtain a Baccalaureate degree.

REQUIRED CORE COURSES (FACE TO FACE & ONLINE)

Course #	Title	Credits
EDU210-A	Foundations of Education	3
EDU220-A	Human Relations for the Classroom Teacher	3
EDU240-A	Educational Psychology	3
EDU255-A	Technology in the Classroom	3
CSC110-A	Introduction to Computers	3
PEH115-A	Wellness Education	3
or		
ART101-A	Art Appreciation	3

NOTE: Required to take a minimum of 45 general education credits as listed on page 48 and SDV108-A The College Experience unless exemptions apply.

PRE-PROFESSIONAL ENTREPRENEURSHIP

This program is geared for those who want to start their own business. The core courses include topics such as writing your business plan, putting together financial plans, and supervising diverse employees. If you are serious about developing a business idea for the corporate or creative world, you will learn how to develop it and take it to the market. This program will show you how to strategize and find funding for your venture. Your courses will take you from the conceptualization process to explore financial, legal, and distribution issues and finally to develop your business plan and pitch your ideas to investors.

It is important that you contact the college or university to which you anticipate transferring credits to assure that core courses will transfer appropriately into your major. The objective of this program is to prepare you to transfer to another institution to obtain a Baccalaureate degree.

REQUIRED CORE COURSES (ONLINE ONLY)

Course #	Title	Credits
BUS130-E	Introduction to Entrepreneurship	3
BUS197-A	Leadership Development	3
BUS238-A	Business Problem Solving	3
BUS180-A	Business Ethics	3
MGT210-A	Management Decision Making	3

NOTE: Required to take a minimum of 45 general education credits as listed on page 48 and SDV108-A The College Experience unless exemptions apply.

PRE-PROFESSIONAL ENVIRONMENTAL SCIENCE

The environmental science pre-professional program offers you an opportunity to achieve a basic knowledge of plant biology, ecology, and relevant aspects of natural science. Environmental science is an interdisciplinary field that integrates physical, biological, and information sciences to the study of the environment and the solution of environmental problems. As an environmental scientist or specialist, you will use your knowledge of natural sciences to protect the environment and human health. The field of environmental science provides an integrated, quantitative, and interdisciplinary approach to the study of environmental systems. Environmental scientists help to clean up pollution, advise policymakers, or work with industry to reduce waste.

It is important that you contact the college or university to which you anticipate transferring credits to assure that core courses will transfer appropriately into your major. The objective of this program is to prepare you to transfer to another institution to obtain a Baccalaureate degree.

REQUIRED CORE COURSES (FACE TO FACE & ONLINE)

Course #	Title	Credits
ENV115-A	Environmental Science	3
BIO105-A	Introductory Biology	4
BIO125-A	Plant Biology	4
ENV145-A	Conservation Biology	4
PHS185-A	Introduction to Earth Science	3

NOTE: Required to take a minimum of 45 general education credits as listed on page 48 and SDV108-A The College Experience unless exemptions apply.

PRE-PROFESSIONAL HISTORY

This program will focus on general study and interpretation of the past, including the gathering, recording, synthesizing, and criticizing of evidence and theories about the past. You will develop abilities in writing and evaluation so you can comprehend, compare, and criticize arguments and ideas. You will use your analytical skills to see beyond the surface of issues to better understand their significance. You may choose careers in education, law, government or find jobs in related areas such as foundation work, management of local history, and fundraising.

It is important that you contact the college or university to which you anticipate transferring credits to assure that core courses will transfer appropriately into your major. The objective of this program is to prepare you to transfer to another institution to obtain a Baccalaureate degree.

REQUIRED CORE COURSES (FACE TO FACE & ONLINE)

Course #	Title	Credits
HIS110-A	Western Civilization: Ancient to Early Modern	3
HIS111-A	Western Civilization: Early Modern to Present	3
HIS151-A	U.S. History to 1877	3
HIS152-A	U.S. History Since 1877	3
POL111-A	American National Government	3

NOTE: Required to take a minimum of 45 general education credits as listed on page 48 and SDV108-A The College Experience unless exemptions apply.

PRE-PROFESSIONAL HUMAN SERVICES

This program will equip you with the skills required to serve clients in a variety of public outreach organizations. Human services graduates work alongside social workers, detectives, doctors, and other specialists who help individuals tackle major challenges in their lives. Many human services programs provide intervention for citizens with substance abuse problems or victims of crime or violence.

It is important that you contact the college or university to which you anticipate transferring credits to assure that core courses will transfer appropriately into your major. The objective of this program is to prepare you to transfer to another institution to obtain a Baccalaureate degree.

REQUIRED CORE COURSES (FACE TO FACE & ONLINE)

Course #	Title	Credits
SOC120-A	Marriage and Family	3
SOC160-A	Introduction to Social Work	3
SOC115-A	Social Problems	3
SOC230-A	Juvenile Delinquency	3
HSV259-A	Introduction to Chemical Dependency	3

NOTE: Required to take a minimum of 45 general education credits as listed on page 48 and SDV108-A The College Experience unless exemptions apply.

PRE-PROFESSIONAL MORTUARY SCIENCE

Mortuary science is the study of deceased bodies through mortuary work. This program will prepare you for a career that cares for the dead and comforts the living. If you take this program, you will work as a mortician, embalmer, or funeral director. Mortuary science includes studies in chemistry, biology, science, and embalming. Funeral directors are responsible for the day-to-day management of funeral homes. They work with staff and the family of the deceased to plan and implement the funeral service and burial. Morticians must be licensed in their state in order to work in their profession.

It is important that you contact the college or university to which you anticipate transferring credits to assure that core courses will transfer appropriately into your major. The objective of this program is to prepare you to transfer to another institution to obtain a Baccalaureate degree.

REQUIRED CORE COURSES (ONLINE ONLY)

Course #	Title	Credits
BIO168-A	Human Anatomy & Physiology I With Lab	4
BIO173-A	Human Anatomy & Physiology II With Lab	4
BIO186-A	Microbiology	4
CHM122-A	Introduction to General Chemistry	4
PSY228-A	Death & Dying	3

NOTE: Required to take a minimum of 45 general education credits as listed on page 48 and SDV108-A The College Experience unless exemptions apply.

PRE-PROFESSIONAL MUSIC

This program will help you develop your love for music. The core courses in this program will help you study music for a deeper understanding of our culture and to discover how music fits into our society. This program will prepare you to become a conductor, instrumentalist, music teacher, or professional musician with an appreciation of music. You will receive an opportunity to enrich, inspire, and enlighten others as music is an avenue to bring together people of all backgrounds and interests. Through this program, you will learn about the elements of music theory, sight singing and ear training, as well as music performance. You will develop practical skills and a deeper understanding of the structure of music that you can apply on a daily basis.

It is important that you contact the college or university to which you anticipate transferring credits to assure that core courses will transfer appropriately into your major. The objective of this program is to prepare you to transfer to another institution to obtain a Baccalaureate degree.

REQUIRED CORE COURSES (ONLINE ONLY)

Course #	Title	Credits
MUS100-A	Music Appreciation	3
MUS102-A	Music Fundamentals	3
MUS200-A	Music History I	3
MUS201-A	Music History II	3
MUS202-A	World Music	3
OR		
MUS204-A	History of Rock-N-Roll	3

NOTE: Required to take a minimum of 45 general education credits as listed on page 48 and SDV108-A The College Experience unless exemptions apply.

PRE-PROFESSIONAL PSYCHOLOGY

If you enjoy working with and helping people, you may be interested in the field of psychology. This program will help you to understand various aspects of human development, mental and behavioral features of human nature, and social dynamics based on internal and external features of individuals. Psychologists help individuals and families better manage everyday issues, change behaviors, and/or learn new life skills. The field of psychology is very diverse including areas of counseling psychology, general psychology, marriage and family psychology, developmental psychology, or industrial and organizational psychology.

It is important that you contact the college or university to which you anticipate transferring credits to assure that core courses will transfer appropriately into your major. The objective of this program is to prepare you to transfer to another institution to obtain a Baccalaureate degree.

REQUIRED CORE COURSES (FACE TO FACE & ONLINE)

Course #	Title	Credits
PSY111-A	Introduction to Psychology	3
PSY121-A	Developmental Psychology	3
PSY241-A	Abnormal Psychology	3
PSY251-A	Social Psychology	3
EDU240-A	Education Psychology	3

NOTE: Required to take a minimum of 45 general education credits as listed on page 48 and SDV108-A The College Experience unless exemptions apply.

PRE-PROFESSIONAL SPORTS & PERSONAL FITNESS

Through this program, you can take first steps toward a career that allows you to work with others to achieve their fitness goals and pursue your passion for fitness. The core courses are designed to teach you various aspects of working as a fitness trainer, from health menus and weight loss strategies to targeted routines. If you are a fitness enthusiast, you will find that a career in personal training allows you to help others transform their lives. You will be able to help others achieve their health and fitness goals through nutrition planning and individual training sessions or small group training programs. As a personal trainer, you will be able to work in gyms, health clubs, resorts and hotels, schools, or private homes.

It is important that you contact the college or university to which you anticipate transferring credits to assure that core courses will transfer appropriately into your major. The objective of this program is to prepare you to transfer to another institution to obtain a Baccalaureate degree.

REQUIRED CORE COURSES (ONLINE ONLY)

Course #	Title	Credits
PEC108-A	Sports & Society	3
PEH120-A	Principles of Personal Training I	3
PEH122-A	Principles of Personal Training II	3
PEH255-A	Principles of Sports Management	3
PEH111-A	Personal Wellness	3

NOTE: Required to take a minimum of 45 general education credits as listed on page 48 and SDV108-A The College Experience unless exemptions apply.

PRE-PROFESSIONAL THEATRE

This program will provide the basics to launch your career in theatre. You will take classes that introduce you to acting, vocal and physical expressiveness, improvisation, and analysis and performance of acting. If your goal is to work in professional theatre, to act in front of a camera, or to become a playwright, this program is a place to explore theatre, sharpen your acting skills, and learn about film making. You will learn that theatre requires both creativity and dedication to the craft. In this program, you will have the opportunity to prepare for a professional career in the theatre by sharpening your imaginative and innovative thinking and acting skills.

It is important that you contact the college or university to which you anticipate transferring credits to assure that core courses will transfer appropriately into your major. The objective of this program is to prepare you to transfer to another institution to obtain a Baccalaureate degree.

REQUIRED CORE COURSES (ONLINE ONLY)

Course #	Title	Credits
DRA101-A	Introduction to Theatre	3
DRA110-A	Introduction to Film	3
ENG221-A	Creative Writing	3
LIT101-A	Introduction to Literature	3
LIT135-A	Film as Literature	3

NOTE: Required to take a minimum of 45 general education credits as listed on page 48 and SDV108-A The College Experience unless exemptions apply.

TRANSFER COURSES

AGRICULTURE

See course listing on page 59.

BUSINESS

See course listing on page 60.

COMMUNICATIONS

Course #	Title	Credits
COM140-A	Introduction to Mass Media ☞	3
ENG105-A	Composition I ☆	3
ENG106-A	Composition II ☆	3
ENG150-A	Fundamentals of English Grammar ☆	3
ENG221-A	Creative Writing ☆	3
SPC112-A	Public Speaking ☆	3
SPC122-A	Interpersonal Communications ☞	3

COMPUTER SCIENCE/LITERACY

CSC110-A	Introduction to Computers ☆	3
CSC115-A	Introduction to Computers II	3

EDUCATION

EDU150-A	Directed Observation	1
EDU210-A	Foundations of Education ☆	3
EDU220-A	Human Relations for the Classroom Teacher ☆	3
EDU235-A	Children's Literature ☞	3
EDU240-A	Educational Psychology ☆	3
EDU245-A	Exceptional Learner ☞	3
EDU255-A	Technology in the Classroom ☞	3

HUMANITIES

ANT105-A	Cultural Anthropology ☞	3
ART101-A	Art Appreciation ☆	3
ART106-A	Art Appreciation Studio	3
ART117-A	Computer Graphic Design ☞	3
ART133-A	Drawing ☆	3
ART143-A	Painting	3
ART144-A	Painting II	3
ART163-A	Sculpture	3
ART173-A	Ceramics	3
ART186-A	Digital Photography ☞	3
ART203-A	Art History I ☞	3
ART204-A	Art History II ☞	3
DRA101-A	Introduction to Theater ☞	3
DRA110-A	Introduction to Theater ☞	3
FLF141-A	Elementary French I ☞	4
FLG141-A	Elementary German I ☞	4
FLG142-A	Elementary German II ☞	4
FLS131-A	Elementary Spanish I ☆	3
FLS132-A	Elementary Spanish II ☆	3
FLS141-A	Elementary Spanish I ☞	4
FLS142-A	Elementary Spanish II ☞	4
FLS231-A	Intermediate Spanish I ☞	3

HUMANITIES CONTINUED...

FLS232-A	Intermediate Spanish II ☞	3
FLS241-A	Intermediate Spanish I ☞	4
FLS242-A	Intermediate Spanish II ☞	4
HIS110-A	Western Civilization: Ancient to Early Modern ☆	3
HIS111-A	Western Civilization: Early Modern to Present ☆	3
HUM137-A	Humanities of the Modern World ☞	3
HUM220-A	Mythology ☞	3
HUM287-A	Leadership Development Studies ☞	3
LIT101-A	Introduction to Literature ☆	3
LIT111-A	American Literature since Mid 1800s ☞	3
LIT120-A	American Novel ☞	3
LIT161-A	Short Story ☞	3
LIT185-A	Contemporary Literature ☞	3
MMS101-A	Mass Media ☞	3
MUS100-A	Music Appreciation ☞	3
MUS102-A	Music Fundamentals ☞	3
MUS204-A	History of Rock and Roll ☞	3
PHI101-A	Introduction to Philosophy ☆	3
PHI105-A	Introduction to Ethics ☆	3
REL101-A	Survey of World Religions ☆	3
REL150-A	Introduction to the Bible ☞	3

MATH

BUS210-A	Business Statistics ☞	3
BUS212-A	Business Statistics II ☞	3
MAT102-A	Intermediate Algebra ☆	4
MAT110-A	Math for Liberal Arts ☆	3
MAT121-A	College Algebra ☆	4
MAT140-A	Finite Math ☞	3
MAT150-A	Discrete Math ☞	3
MAT156-A	Statistics ☆	3
MAT165-A	Business Calculus ☞	3
MAT210-A	Calculus I ☆	4
MAT216-A	Calculus II ☆	4
MAT227-A	Differential Equations ☞	3

PHYSICAL EDUCATION

PEC101-A	Introduction to Coaching ☞	3
PEC108-A	Sports and Society ☞	3
PEC110-A	Coaching Ethics, Tech & Theory ☞	1
PEC115-A	Athletic Development & Human Growth ☞	1
PEC120-A	Body Structure and Function ☞	1
PEC126-A	Athletic Injury Prevention ☞	2
PEH102-A	Health and Wellness Education ☞	3
PEH109-A	Personal Wellness ☞	1
PEH115-A	Wellness Education	3

☞ = class offered online only

☆ = class offered online and on-campus

SCIENCE

BIO114-A	General Biology I	4
BIO115-A	General Biology II	4
BIO125-A	Plant Biology	4
BIO146-A	Genetics	3
BIO151-A	Nutrition	3
BIO154-A	Human Biology	3
BIO155-A	Human Biology Lab	1
BIO157-A	Human Biology	3
BIO165-A	Human Anatomy & Physiology I	3
BIO167-A	Human Anatomy & Physiology I Lab	1
BIO168-A	Human Anatomy & Physiology I	4
BIO170-A	Human Anatomy & Physiology II	3
BIO172-A	Human Anatomy & Physiology II Lab	1
BIO173-A	Human Anatomy & Physiology II	4
BIO183-A	Microbiology	3
BIO184-A	Microbiology Lab	1
BIO186-A	Microbiology w/ Lab	4
CHM110-A	Introduction to Chemistry	3
CHM111-A	Introduction to Chemistry Lab	1
CHM122-A	Introduction to General Chemistry	4
CHM132-A	Introduction to Organic & Biochemistry	4
CHM151-A	College Chemistry I	4
CHM152-A	College Chemistry II	4
CHM163-A	General Chemistry I	3
CHM164-A	General Chemistry I Lab	1
CHM173-A	General Chemistry II	3
CHM174-A	General Chemistry II Lab	1
CHM176-A	General Chemistry II	5
ENV111-A	Environmental Science	4
ENV115-A	Environmental Science	3
PHS110-A	Introduction to Physical Science	3
PHS111-A	Introduction to Physical Science Lab	1
PHS113-A	Introduction to Physical Science	4
PHS120-A	Exploring Physical Science	4
PHS142-A	Principles of Astronomy	3
PHS166-A	Meteorology: Weather and Climate	4
PHS172-A	Physical Geology	4
PHS185-A	Introduction to Earth Science	3
PHY110-A	Survey of Physics I	3
PHY162-A	College Physics I	4
PHY172-A	College Physics II	4
PHY212-A	Classical Physics I	5

SOCIAL SCIENCE

DSV160-A	Counseling Skills	3
ECN120-A	Principles of Macroeconomics	3
ECN130-A	Principles of Microeconomics	3
GEO121-A	World Regional Geography	3
GEO126-A	Cultural Geography	3
HIS151-A	U.S. History to 1877	3
HIS152-A	U.S. History since 1877	3
HIS201-A	Iowa History	3
HIS251-A	U.S. History 1945 to Present	3
HIS253-A	American Indian History & Culture	3
HIS257-A	African American History	3
HIS268-A	American Experience in Vietnam	3
POL110-A	Introduction to Political Science	3
POL111-A	American National Government	3
POL112-A	American State and Local Government	3
POL121-A	International Relations	3
PSY102-A	Human and Work Relations	3
PSY111-A	Introduction to Psychology	3
PSY121-A	Developmental Psychology	3
PSY171-A	Health Psychology	3
PSY211-A	Psychology of Adjustment	3
PSY222-A	Child Psychology	3
PSY223-A	Child & Adolescent Psychology	3
PSY224-A	Adolescent Psychology	3
PSY226-A	Psychology of Aging	3
PSY241-A	Abnormal Psychology	3
PSY251-A	Social Psychology	3
PSY261-A	Human Sexuality	3
SOC110-A	Introduction to Sociology	3
SOC115-A	Social Problems	3
SOC120-A	Marriage and Family	3
SOC160-A	Introduction to Social Work	3
SOC186-A	Global Perspectives	3
SOC200-A	Minority Group Relations	3
SOC230-A	Juvenile Delinquency	3

STUDENT DEVELOPMENT

SDV108-A	The College Experience	1
SDV130-A	Career Exploration	1

It is important that you contact the college or university to which you anticipate articulating credits to assure that core courses will articulate appropriately into your major.

For additional online classes, visit www.iowacconline.com

WELLNESS MANAGEMENT

The Associate of Arts Wellness Management program is designed for those students who are planning to complete a four-year degree in wellness or physical education.

This program was developed to prepare students to work in wellness centers or recreation centers. Skills you will learn are management fundamentals, marketing fundamentals, and physical education. There is a strong emphasis on general education courses to help you transfer to a four-year college or university.

First Semester 17

Course #	Title	Credits
ENG105-A	Composition I	3
HIS110-A	Western Civilization: Ancient to Early Modern	3
PEH115-A	Wellness Education	3
BIO165-A	Human Anatomy and Physiology I	3
BIO167-A	Human Anatomy and Physiology I Lab	1
MAT110-A	Math for Liberal Arts	3
SDV108-A	The College Experience	1

Second Semester 14

BIO151-A	Nutrition	3
ENG106-A	Composition II	3
PEA102-A	Aerobic Fitness	1
PEA187-A	Weight Training	1
PSY111-A	Introduction to Psychology	3
PHI105-A	Introduction to Ethics	3

Third Semester 17

SPC112-A	Public Speaking	3
MGT101-A	Principles of Management	3
HIS111-A	Western Civilization: Early Modern to Present	3
LIT101-A	Introduction to Literature	3
SOC110-A	Introduction to Sociology	3
PEC126-A	Athletic Injury Prevention	2

Fourth Semester 15

PSY121-A	Developmental Psychology	3
PHI101-A	Introduction to Philosophy	3
PEC108-A	Sports and Society	3
MMS101-A	Mass Media	3
MKT110-A	Principles of Marketing	3

National certification for personal training is available through the American Council of Exercise (ACE), the American College of Sports Medicine (ACSM), National Council on Strength and Fitness (NCSF), or the National Exercise Trainers Association (NETA).

Completion of the Associate of Arts—Wellness Management Program does not guarantee certification from any of the organizations listed.

A coaching authorization is available from the Iowa Board of Education and allows individuals to coach K–12 sports in the state of Iowa. This coaching authorization requires classes covering coaching and first aid skills and students completing the Wellness Management program will have these required credits completed and will be eligible to apply for their coaching authorization upon graduation.



AGRICULTURE—ONLINE

This two year AAS degree in agriculture provides students the opportunity to seek employment in numerous careers which include ag sales, farm management, supplies and service, and production. The required coursework will provide students with a broad foundation and yet students may target their specific area of interest through selection of their ag electives. Whether you wish to be a full-time student or to take a particular course relating to your role in agriculture, this program can meet your needs. If you have found dedicating specific times to attend classes a challenge, this program will allow extreme flexibility in the fact that all courses will be delivered via internet with the exception of the internship which will involve hours at an agricultural business of interest and convenient to your schedule.

FIRST YEAR

Fall Semester 18

Course #	Title	Credits
AGS242-A	Animal Health	3
AGA114-A	Principles of Agronomy	3
AGA154-A	Fundamentals of Soil Science	3
AGS113-A	Survey of the Animal Industry	3
AGB470-A	Farm Records Accounts & Analysis	3
CSC110-A	Introduction to Computers	3

Spring Semester 18-19

AGB336-A	Agricultural Selling	3
AGB330-A	Farm Business Management	3
AGB235-A	Introduction to Agriculture Markets	3
Elective	Communications*	3
Elective	Agriculture	3
Elective	Math*	3-4

Summer Semester

AGC936-A	Occupational Experience (Optional)	3
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SECOND YEAR

Fall Semester 15

AGB437-A	Commodity Marketing	3
AGP329-A	Introduction to GPS	3
Elective	Agriculture	3
Elective	Agriculture	3
Elective	Humanities/Social Science*	3

Spring Semester 15

AGH284-A	Pesticide Application Certification	3
AGA158-A	Soil Fertility	3
Elective	Agriculture	3
Elective	Agriculture	3
Elective	General Education*	3

Elective Courses

AGB331-A	Entrepreneurship in Agriculture	3
AGM155-A	Farm Equipment Management	2
AGC420-A	Issues in Agriculture	3
AGS319-A	Animal Nutrition	3
AGA376-A	Integrated Pest Management	3
AGB210-A	Ag Law	2
AGS228-A	Beef Cattle Science	5
AGS270-A	Foods of Animal Origin	3

Minimum Required Ag Electives 16

*You may take any course with A or E suffix; those planning to complete a Bachelor's degree are encouraged to take A level courses.



BUSINESS

If you are a person who wants a fast track to the working world, this is the program for you. The Business program allows you to get a good job after only one year of classes.

Courses in this program focus on each different aspect of business, with a component of general education courses designed to prepare you for immediate employment in the challenging field of business. Your people skills will be important to your success in this customer-oriented career.

General Education* 9

Course #	Title	Credits
	Communications	3
	Math	3
	Social Sciences	3

Related Business 9-10

ACC131-A	Principles of Accounting I	4
CSC110-A	Introduction to Computers	3
or		
CSC115-A	Introduction to Computers II	3
BUS111-C	Business Math	2
or		
MAT110-A	Math for Liberal Arts	3

Business Core 15

FIN121-A	Personal Finance	3
MKT110-A	Principles of Marketing	3
MGT101-A	Principles of Management	3
BUS102-A	Introduction to Business	3
Elective	Business / Computer	3

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at www.nwicc.edu/compliance.



Business Electives

Course #	Title	Credits
ACC131-A	Principles of Accounting I ☆	4
ACC132-A	Principles of Accounting II ☆	4
ACC221-A	Cost Accounting ☆	3
ACC231-A	Intermediate Accounting I ☆	4
ACC232-A	Intermediate Accounting II ☆	4
ACC261-A	Income Tax Accounting ☆	3
ACC311-A	Computer Accounting ☆	3
BUS102-A	Introduction to Business ☆	3
BUS128-A	Foundation of Entrepreneurship	3
BUS130-A	Introduction to Entrepreneurship ☆	3
BUS150-A	E-Commerce ☞	3
BUS154-A	E-Business ☞	3
BUS161-A	Human Relations ☞	3
BUS185-A	Business Law I ☆	3
BUS186-A	Business Law II ☆	3
BUS197-A	Leadership Development ☞	3
BUS212-A	Business Statistics II ☞	3
BUS220-A	Introduction to International Business ☞	3
BUS238-A	Business Problem Solving ☞	3
BUS250-A	Principles of Real Estate ☞	3
BUS265-A	Risk Management ☆	3
BUS268-A	Life Insurance & Financial Planning ☞	3
FIN101-A	Principles of Banking ☞	3
FIN121-A	Personal Finance ☆	3
MGT101-A	Principles of Management ☆	3
MGT110-A	Small Business Management ☆	3
MGT125-A	Performance Appraisal ☞	3
MGT130-A	Principles of Supervision ☆	3
MGT165-A	Principles of Quality ☞	3
MGT170-A	Human Resource Management ☞	3
MGT178-A	Employment Law ☞	3
MGT190-A	Employee Compensation and Benefits Management ☞	3
MGT191-A	Compensation Management ☞	3
MKT110-A	Principles of Marketing ☆	3
MKT140-A	Principles of Selling ☆	3
MKT150-E	Principles of Advertising ☞	3
MKT160-A	Principles of Retailing ☞	3
MKT190-A	International Marketing ☞	3
PRL168-A	Probate/Property ☞	3

*Must take General Education courses with A, C, or E suffix.

NOTE: Satisfactory assessment scores and/or prerequisites are required for some courses.

☞ = class offered online only

☆ = class offered online and on-campus

ASSOCIATE OF ARTS: BUSINESS

Many students are unsure of whether they would like two or four years of college before starting their careers. These programs meet both of those needs. You can enter the work force directly after graduation or transfer to a four-year college or university. (If you are thinking about transferring, we encourage you to communicate with the institution of your choice about transfer requirements.)

If you enjoy interacting with other people and you have a mind for numbers, you might consider a career in business. The business world is full of opportunities. In fact, one-third of all jobs are related to the field of business.

NCC's Business program allows you to choose from two areas of concentration:

- **Management**
- **Financial/Insurance Services**



9 CREDITS COMMUNICATION

Suggested Courses

Course #	Title	Credits
ENG105-A	Composition I	3
ENG106-A	Composition II	3
SPC112-A	Public Speaking	3

10 CREDITS MATH & SCIENCE

Suggested Courses

Course #	Title	Credits
MAT156-A	Statistics	3
MAT110-A	Math for Liberal Arts	3
BIO157-A	Human Biology	4

9 CREDITS HUMANITIES

Suggested Courses

Course #	Title	Credits
FLS131-A	Elementary Spanish I	3
PHI105-A	Introduction to Ethics	3
LIT101-A	Introduction to Literature	3

9 CREDITS SOCIAL SCIENCE

Suggested Courses

Course #	Title	Credits
ECN120-A	Principles of Macroeconomics	3
ECN130-A	Principles of Microeconomics	3
PSY111-A	Introduction to Psychology	3

9 ADDITIONAL CREDITS FROM THE PREVIOUS AREAS

Suggested Courses

Course #	Title	Credits
REL101-A	Survey of World Religions	3
CSC110-A	Introduction to Computers	3
HIS110-A	Western Civilization: Ancient to Early Modern	3
or		
HIS111-A	Western Civilization: Early Modern to Present	3

Business Classes

2 SPECIALTY AREAS:

MANAGEMENT 16

Course #	Title	Credits
ACC131-A	Principles of Accounting I	4
BUS185-A	Business Law I	3
MGT101-A	Principles of Management	3
MGT110-A	Small Business Management	3
MGT130-A	Principles of Supervision	3

FINANCIAL/INSURANCE SERVICES 16

Course #	Title	Credits
ACC131-A	Principles of Accounting I	4
BUS250-A	Principles of Real Estate	3
BUS265-A	Risk Management	3
FIN121-A	Personal Finance	3
MKT140-A	Principles of Selling	3

OTHER REQUIRED COURSE

Course #	Title	Credits
SDV108-A	The College Experience	1

Associate of Applied Science Degree
 Two years
 Students may start any semester

BUSINESS MANAGEMENT

The Business Management program is designed for students who are interested in a two-year, or shorter, program that will prepare them to enter the workforce as a manager or supervisor trainee. Students acquire a background in basic business including accounting, budgeting, math and economics, as well as practical supervisory skills. Areas of emphasis include marketing, management supervision, small business management, entrepreneurship, and leadership.

As a Business Management graduate you will be prepared to enter a company as a manager/supervisor trainee. If you are currently working in a business management position, you will—through updated skills, knowledge and techniques—be able to move up the career ladder to higher supervisory positions. Potential jobs include Administrative Assistant, Business Manager, Human Resources Manager, Marketing, Advertising and Public Relations Manager, Merchandise Manager, Office Manager, Supervisor, or Entrepreneur.



BUSINESS MANAGEMENT—ASSOCIATE OF APPLIED SCIENCE

TERM 1		15
Course #	Title	Credits
BUS102-A	Introduction to Business	3
CSC110-A	Introduction to Computers	3
MGT101-A	Principles of Management	3
	Communications Course*	3
	Business Specialty Course*	3
TERM 2		15–16
BUS161-A	Human Relations	3
BUS180-A	Business Ethics	3
MKT110-A	Principles of Marketing	3
	Math Course*	3–4
	Business Specialty Course*	3
TERM 3—Summer		3
	Business Specialty Course*	3
TERM 4		16
ACC131-A	Principles of Accounting I	4
ECN110-A	Introduction to Economics	3
	Communications Course*	3
	Business Specialty Course*	3
	Business Skill Course*	3
TERM 5		18
ACC132-A	Principles of Accounting II	4
BUS106-A	Employment Strategy	2
BUS185-A	Business Law I	3
	Humanities Course*	3
	Business Specialty Course*	3
	Business Skill Course*	3

*For a complete list of courses available talk to your advisor.

**NOTE: All classes are available online.
 Some classes are available on-campus.**

CERTIFICATE OPTIONS

Course #	Title	Credits
MANAGEMENT SUPERVISION CERTIFICATE		15
MGT101-A	Principles of Management	3
MGT130-A	Principles of Supervision	3
MGT165-A	Principles of Quality	3
MGT210-A	Management Decision Making	3
	Business Specialty Course**	3
MARKETING CERTIFICATE		15
MKT110-A	Principles of Marketing	3
MKT140-A	Principles of Selling	3
MKT150-E	Principles of Advertising	3
MKT160-A	Principles of Retailing	3
	Business Specialty Course**	3
SMALL BUSINESS MANAGEMENT CERTIFICATE		16
ACC131-A	Principles of Accounting I	4
BUS102-A	Introduction to Business	3
BUS185-A	Business Law I	3
MGT110-A	Small Business Management	3
	Business Specialty Course **	3
ENTREPRENEURSHIP CERTIFICATE		9
BUS130-E	Introduction to Entrepreneurship	3
BUS135-A	Managing the Entrepreneurship Venture	3
BUS147-A	The Successful Entrepreneur	3
LEADERSHIP CERTIFICATE		12
BUS165-A	Introduction to Leadership	3
BUS102-A	Introduction to Business	3
BUS166-A	Applied Leadership	3
MGT101-A	Principles of Management	3

****BUSINESS SPECIALTY COURSES****(MUST SELECT A MINIMUM OF 15 CREDIT HOURS)**

BUS130-E	Introduction to Entrepreneurship	3
BUS135-A	Managing the Entrepreneurial Venture	3
BUS147-A	The Successful Entrepreneur	3
BUS150-A	E-commerce	3
BUS186-A	Business Law II	3
FIN101-A	Principles of Banking	3
FIN121-A	Personal Finance	3
MGT110-A	Small Business Management	3
MGT130-A	Principles of Supervision	3
MGT151-A	Management Communication I	3
MGT165-A	Principles of Quality	3
MGT170-A	Human Resource Management	3
MGT210-A	Management Decision Making	3
MKT140-A	Principles of Selling	3
MKT150-E	Principles of Advertising	3
MKT160-A	Principles of Retailing	3

*****BUSINESS SKILL ELECTIVES****(MUST SELECT A MINIMUM OF 6 CREDIT HOURS)**

ADM105-C	Introduction to Keyboarding	1
ADM122-A	Document Formatting	2
ADM179-A	Records Management	3
BCA152-A	Comprehensive Spreadsheets	3
BCA165-C	Basic Databases	2
BCA220-A	Integrated Computer Business Applications	2
BCA250-E	Desktop Publishing	3
HCM239-A	Customer Service	2
MKT181-A	Customer Service Strategies	2

GET YOUR DEGREE ONLINE THROUGH NCC

NCC Online is Education YOUR way! As a student at NCC you can choose from over 750 courses and multiple programs that are delivered entirely online, providing you with the flexibility and diversity that you are seeking.

NCC, as a member of the Iowa Community College Online Consortium (ICCOC), provides an extensive schedule of classes and terms every semester. When you take an online class, you might work with our instructors or with an instructor at another participating community college. No matter where your instructor is, you earn your college credits through Northwest Iowa Community College.

You do not have to take all of our classes online. Many of our students blend their program with some online and some on campus. Our goal is to meet your needs!

Before you take a course online you may want to check out the course description by going to iowacconline.org/online-courses-programs and clicking on the course listing link. Visit www.iowacconline.org for additional information about taking online courses. This informative website includes:

- Dates for online classes
- Tips for being a successful online learner
- Library information
- Textbook information
- A personal assessment to see if online learning is for you, and much more.

To find out more about online courses at NCC just call the College. The Student Services Office will be glad to answer your questions and advise you.



ONLINE DEGREES AVAILABLE AT NCC

Associate of Arts

Includes the emphasis available in:

- Pre-Professional Accounting
- Pre-Professional Art
- Pre-Professional Criminal Justice
- Pre-Professional Early Childhood
- Pre-Professional Education
- Pre-Professional Entrepreneurship
- Pre-Professional Environmental Science
- Pre-Professional History
- Pre-Professional Human Services
- Pre-Professional Mortuary Science
- Pre-Professional Music
- Pre-Professional Psychology
- Pre-Professional Sports & Personal Fitness
- Pre-Professional Theatre
- Wellness Management
- Business

Associate of Arts in Management

2 specialties are available to online students in:

- Management
- Financial/Insurance Services

Associate of Applied Science

- Health Information Technology
- Agriculture
- Business
- Web & Graphic Design

Diploma

- Business
- Medical Coding

Certificate

- Introduction to Designing a Webpage
- Introduction to Adobe's Creative Cloud
- Advance Scripting for Web Developers
- Management Supervision
- Marketing
- Small Business Management
- Entrepreneurship
- Leadership
- Health Records

Degree Completion

- Powerline Technology

Associate of Science

- Database & Web Programming



TRANSFER OPTIONS

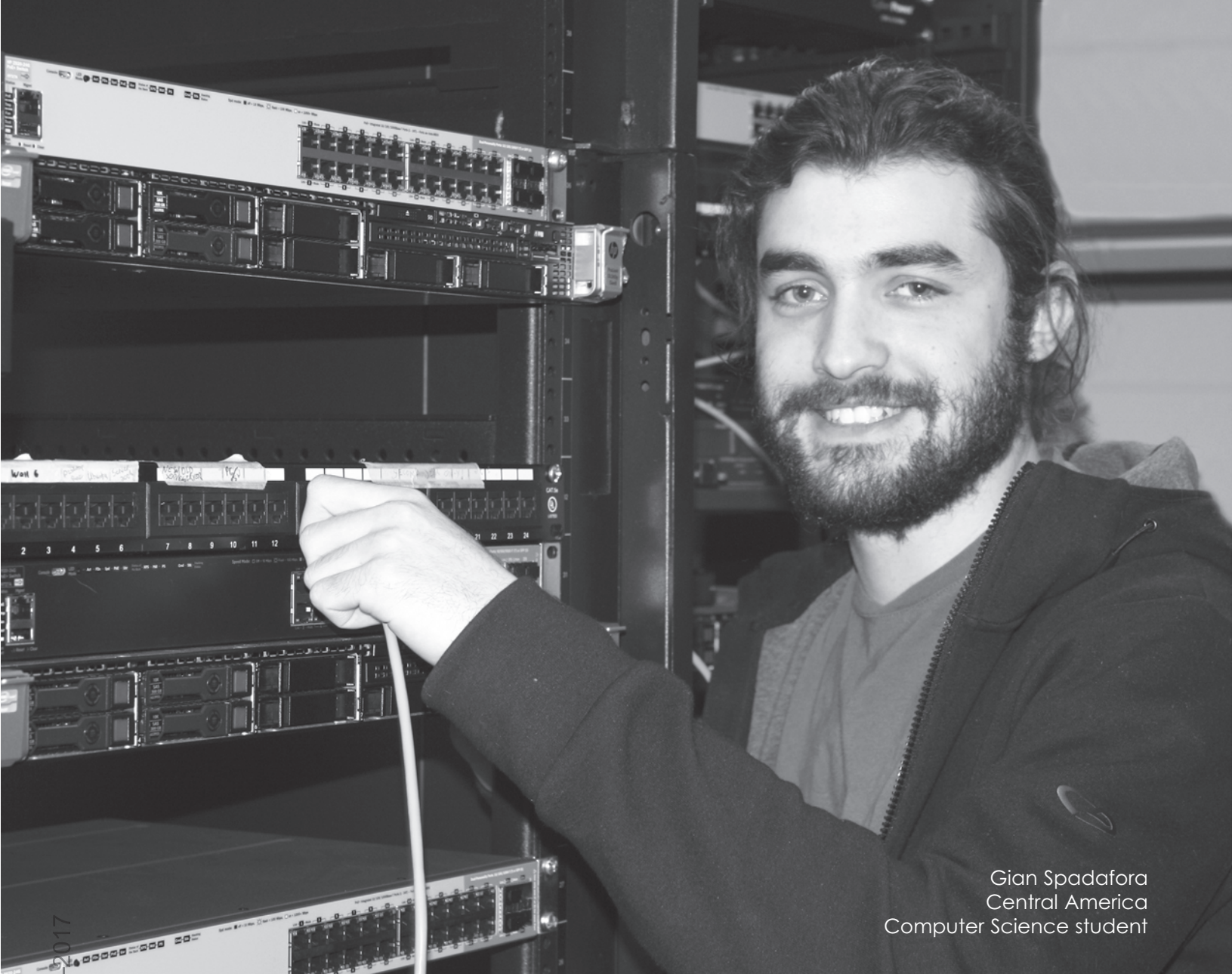
NCC has seamless transfer agreements with many four year colleges and universities. You can complete your first two years of college at NCC, and with the right planning, have your courses transfer to a four-year institution. A transfer program is a smart and economical way to earn a bachelor's degree.

Generally, students at NCC who are interested in transferring to a four-year institution will complete an Associate of Arts degree. This degree will usually complete the general education requirements at the four-year institution.

NCC's Transfer Advisors will work with you in order to create an easy transition from earning your Associate's Degree at NCC to earning your Bachelor's Degree at your preferred College or University.

College Measures
Highest Graduation/Transfer Rate
in the state of Iowa for Community Colleges





Gian Spadafora
Central America
Computer Science student

BUSINESS & COMPUTER PROGRAMS

Accounting

Administrative Office Assistant

Administrative Office Management

Business (see pages 60–63)

Computer and Network Security

Computer Science

Web & Graphic Design

ACCOUNTING

As an Accounting student, you will work extensively with all aspects of the accounting cycle to prepare yourself for entry-level employment in a variety of accounting and financial settings.

After the first two semesters of the program, you will be prepared for an entry-level position in bookkeeping and general accounting. If you graduate from the two-year degree program, you will have additional skills useful in a public, private, or government accounting career.

As the economy grows, the number of business establishments will increase, requiring more accountants and auditors to set up books, prepare taxes, and provide management advice.

If you someday plan on continuing your education to get a bachelor's degree, you may want to consider the Pre-Professional Accounting program on page 49.



FIRST YEAR (FACE TO FACE OR ONLINE)

Fall Semester		16
Course #	Title	Credits
ACC131-A	Principles of Accounting I	4
CSC110-A	Introduction to Computers	3
ACC161-E	Payroll Accounting	3
Elective	Math*	3
COM712-E	Business Communications	3
OR		
ENG105-A	Composition I	3

Spring Semester		16
ACC132-A	Principles of Accounting II	4
ACC311-A	Computerized Accounting	3
COM741-E	Oral Communications	3
OR		
SPC112-A	Public Speaking	3
PSY111-A	Introduction to Psychology	3
OR		
PSY102-E	Human and Work Relations	3
ECN120-A	Principles of Macroeconomics	3
OR		
ECN130-A	Principles of Microeconomics	3

Clerical Accounting Diploma Awarded

SECOND YEAR

(COMBINATION of FACE TO FACE and ONLINE or ONLINE ONLY)

Fall Semester		16
ACC191-A	Financial Analysis	3
ACC231-A	Intermediate Accounting I	4
ACC221-A	Cost Accounting	3
BUS185-A	Business Law I	3
MGT101-A	Principles of Management	3
Spring Semester		15
ACC261-A	Income Tax Accounting	3
ACC232-A	Intermediate Accounting II	4
ACC360-E	Accounting Spreadsheets	2
BUS186-A	Business Law II	3
FIN121-A	Personal Finance	3

* You must select a math course with an A suffix.

NOTE: Satisfactory assessment scores and/or prerequisites are required for some courses.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at www.nwicc.edu/compliance.

Diploma
Two Semesters
Fall semester entry

ADMINISTRATIVE OFFICE ASSISTANT

If you are interested in the exciting atmosphere found in today's automated office, you will want to look into the Administrative Office Assistant program at NCC!

NCC's program prepares you for the demanding work of an administrative assistant in any modern office. As an Administrative Secretarial student, you will learn basic office skills with an emphasis on word and information processing, communications, and human relations skills. You will develop essential technical and interpersonal skills through office simulations and hands-on laboratory applications using some of the newest high-tech equipment.

Graduates of the program find employment opportunities in a wide variety of business environments from small businesses to large corporations. You will be prepared for entry-level employment with potential for advancement in offices of virtually any industry. The program also provides Microsoft Office Specialist (MOS) certification training.

A two-year Administrative Office Management program is also available. See page 69.

Fall Semester		22-23
Course #	Title	Credits
ADM111-C	Keyboarding	4
BCA216-E	Intro. to Microsoft Office Applications	4
ADM166-C	Office Procedures I	3
BUS111-C	Business Math	2
ENG105-A	Composition I	3
or		
COM712-E	Business Communications	3
Elective	Math*	3-4
PSY111-A	Introduction to Psychology	3
or		
PSY102-E	Human and Work Relations	3
Spring Semester		17
ACC131-A	Principles of Accounting I	4
BCA217-E	Advanced Microsoft Office Applications	4
ADM167-C	Office Procedures II	3
ADM159-C	Proofreading and Editing	3
COM741-E	Oral Communications	3
or		
SPC112-A	Public Speaking	3

*You may choose MAT108-C Math Fundamentals, MAT106-E Elementary Algebra, or any math course with an A suffix.

NOTE: Satisfactory assessment scores and/or prerequisites are required for some courses.



For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at www.nwicc.edu/compliance.

ADMINISTRATIVE OFFICE MANAGEMENT

Do you want to prepare for a key support position in today's modern office environment? Consider the two-year Administrative Office Management program. It provides a broad background in multiple areas of office management. The program includes courses in Management, Business Law, Supervision, Web Page Design, as well as multiple elective opportunities. The electives provide you with the opportunity for additional concentration within an area of your choosing.

Graduates are well prepared to work in the challenging and exciting office environment of diverse organizations ranging from a one-person professional office to the global corporation.

Suggested Program Electives

Course #	Title	Credits
(Choose from list or see program advisor for other options.)		
ACC132-A	Principles of Accounting II	4
ACC161-E	Payroll Accounting	4
BCA240-E	Graphic Design	3
BUS102-A	Introduction to Business	3
BUS150-A	E-Commerce	3
BUS186-A	Business Law II	3
BUS250-A	Principles of Real Estate	3
BUS265-A	Risk Management	3
CIS171-E	Java	3
ECN120-A	Principles of Macroeconomics	3
ECN130-A	Principles of Microeconomics	3
FIN101-A	Principles of Banking	3
FIN121-A	Personal Finance	3
HIT602-C	Medical Transcription	3
HSC113-E	Medical Terminology	2
MGT101-A	Principles of Management	3
MGT110-A	Small Business Management	3
MGT125-A	Performance Appraisal	3
MGT170-A	Human Resource Management	3
MGT178-A	Employment Law	3
MGT191-A	Compensation Management	3
MKT110-A	Principles of Marketing	3
MKT140-A	Principles of Selling	3
PSY111-A	Introduction to Psychology	3
SOC110-A	Introduction to Sociology	3

FIRST YEAR

See curriculum on page 68.

Summer (between years 1 and 2)	3 or 6
Office Internship (optional)***	3 or 6

SECOND YEAR

Fall Semester		14-15
Course #	Title	Credits
ENG105-A	Composition I	3
or		
ENG106-A	Composition II	3
or		
ENG108-A	Composition II: Technical Writing	3
BUS185-A	Business Law I	3
CSC115-A	Introduction to Computers II	3
Program Elective**		2-3
Restricted Elective		3
(Restricted elective: Choose from		
ECN120-A	Principles of Macroeconomics	
or		
PSY111-A	Introduction to Psychology	
or		
SOC110-A	Introduction to Sociology)	

Spring Semester		15
Course #	Title	Credits
ADM946-C	Seminar	3
CIS210-A	Web Development I	3
MGT130-A	Principles of Supervision	3
Program Elective**		6

*If you are completing an AAS degree you may complete MAT106-E Elementary Algebra or any math course with an A suffix.

**Must have E or A suffix.

***Prerequisite: Satisfactory completion of Administrative Office Assistant Program.

NOTE: Satisfactory assessment scores and/or prerequisites are required for some courses.



Associate of Applied Science Degree
Diploma option is available after 2 semesters
4 Semesters & 1 Summer Term

WEB AND GRAPHIC DESIGN

Combine your artistic skills with the latest technological applications in NCC's Web and Graphic Design program. This two year Associate in Applied Science (AAS) degree will help launch your career in the virtual world of web design and digital graphics as you learn how manage a web presence including web page and digital image design.

Many of your classes will be hands-on and will introduce you to web languages and graphic design software. All of the courses in this program can be taken entirely online and allows you the flexibility of completing your degree from home as a full-time or part-time student.

You will take a mix of both web design and graphic design classes during your first year as you work towards a diploma. Customize your AAS degree during your second year by focusing on web design, graphic design, or a combination of the two. Certificate options are also available for students who are interested in designing a webpage, exploring Adobe's Creative Cloud, or advancing their knowledge of scripting for web developers.



For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at www.nwicc.edu/compliance.

WEB DESIGN OPTION

Term 1			15
Course #	Title		Credits
CSC110-A	Intro to Computers		3
MKT121-E	Digital Marketing		3
SPC122-A	Interpersonal Communications		3
or			
COM753-E	Technical Communications		3
GRA140-E	Digital Imaging I		3
CIS210-A	Web Development I		3
Term 2			15
MAT110-A	Math for Liberal Arts		3
Elective	Social Science		3
GRA201-E	Design Principles I		3
CIS251-E	Fundamentals of Web Design I		3
CIS211-A	Web Development II		3
Term 3 (Summer)			6
CIS121-E	Intro to Programming Logic		3
BCA152-A	Comprehensive Spreadsheets		3
Term 4			15
Elective	Humanities		3
CIS252-E	Fundamentals of Web Design II		3
WDV221-E	Javascript		3
CIS307-A	Intro to Databases		3
	Emphasis Elective*		3
Term 5			15
BCA265-E	Project Management		3
WDV245-E	Content Management Systems		3
WDV920-E	Web Design Capstone		3
	Emphasis Elective*		3
	Emphasis Elective*		3

***WEB AND GRAPHIC DESIGN EMPHASIS ELECTIVES**

ART133-A	Drawing	3
ART186-A	Digital Photography	3
CIS121-E	Intro to Programming Logic	3
CIS211-A	Web Development II	3
CIS215-A	Server Side Web Programming	3
CIS224-E	Server Side Scripting	3
CIS252-E	Fundamentals of Web Design II	3
CIS280-E	Client Side Scripting	3
CIS307-A	Intro to Databases	3
GRA132-E	Digital Layout II	3
GRA141-E	Digital Imaging II	3
GRA158-E	Web Multimedia	3
GRA173-E	Typography	3
GRA207-E	Design Principles II	3
GRA325-E	Digital Color Theory	3
WDV221-E	Javascript	3

GRAPHIC DESIGN OPTION

Term 1			15
Course #	Title		Credits
CSC110-A	Intro to Computers		3
MKT121-E	Digital Marketing		3
SPC122-A	Interpersonal Communications		3
or			
COM753-E	Technical Communications		3
GRA140-E	Digital Imaging I		3
CIS210-A	Web Development I		3
Term 2			15
MAT110-A	Math for Liberal Arts		3
Elective	Social Science		3
GRA 201-E	Design Principles I		3
CIS 251-E	Fundamentals of Web Design I		3
GRA 121-A	Digital Drawing		3
Term 3 (Summer)			6
GRA 141-E	Digital Imaging II		3
BCA 152-A	Comprehensive Spreadsheets		3
Term 4			15
Elective	Humanities		3
GRA207-E	Design Principles II		3
GRA131-E	Digital Layout I		3
ART133-A	Drawing		3
or			
ART186-A	Digital Photography (B16)		3
	Emphasis Elective*		3
Term 5			15
GRA173-E	Typography		3
GRA325-E	Digital Color Theory		3
GRA920-E	Graphic Design Capstone		3
	Emphasis Elective*		3
	Emphasis Elective*		3

CERTIFICATE OPTIONS**Introduction to Designing a Webpage**

GRA140-E	Digital Imaging	3
CIS210-A	Web Development I	3
CIS251-E	Fundamentals of Web Design I	3

Introduction to Adobe's Creative Cloud

GRA140-E	Digital Imaging	3
GRA121-E	Digital Drawing	3
GRA131-E	Digital Layout	3

Advanced Scripting for Web Developers

CIS215-A	Server Side Web Programming	3
CIS224-E	Server Side Scripting	4
CIS280-E	Client Side Scripting	3

COMPUTER SCIENCE

Do you have or would like to have the essential skills for a highly-demanded field of employment? Are you interested in computers, and want to be on the cutting-edge of the industry? Do you enjoy problem solving and working with others? If so, a career in Computer Science could be right for you.

With this computer science program you can choose from one of three sought-after specialty areas: Programming, Networking, or Web/Database/Server Programming. This program is taught through a combination of lecture and hands-on project development in the specialty area of your choice. The computing/networking classes you receive will help to ensure that you have the necessary skills to find employment in the Computer or Internet Technology industries. The core classes you receive will assure that you can seamlessly continue your studies at a four year college if you desire.

Your choice of the **Programming Specialty** will give you a comprehensive understanding of: programming methods and technology; linear algorithms and object orientation; data structures and abstract data types; database use, structure, and programming; and networking essentials.

Your choice of the **Networking Specialty** will give you a comprehensive understanding of: fundamentals of Information Technology (IT); essential networking concepts; administration and configuration of major user and network operating systems; network security; and how to support users and coworkers.

Your choice of the **Web/Database/Server Programming Specialty** will give you a comprehensive understanding of: the programming and scripting languages used to create basic and highly interactive web sites including client-side and server-side applications; database use, structure, and programming; and networking essentials.

In addition to your choice of computer specialty you will receive a well-rounded education in the humanities, language and communications, science, and mathematics.

Depending on your choice of specialization you will have the potential for employment in a wide variety of computing sub-fields including: Programmer, Software Developer, Internet Technology (IT) Specialist, Entry-Level Network Administrator, Web Site Developer, Entry-Level Database Administrator, Technical Writer, Computer/Network Security Specialist, Customer Support/Help Desks Technician, or Computer/Network Sales Associate, and many more.



COMMON FIRST YEAR

Fall Semester		17-18
Course #	Title	Credits
CSC110-A	Introduction to Computers	3
ENG105-A	Composition I	3
MAT102-A	Intermediate Algebra	4
ENV111-A	Environmental Science	4
or		
ENV115-A	Environmental Science	3
SDV108-A	The College Experience	1
NET142-E	Network Essentials	3
Spring Semester		18
SPC112-A	Public Speaking	3
ENG106-A	Composition II	3
ECN120-A	Principles of Macroeconomics	3
MAT121-A	College Algebra	4
MAT131-E	Trigonometry	1
PHS110-A	Introduction to Physical Science	3
PHS111-A	Introduction to Physical Science Lab	1

SECOND YEAR

Emphasis on Programming		
Fall Semester		17
MAT210-A	Calculus I	4
SOC110-A	Introduction to Sociology	3
CSC142-E	Computer Science	4
CIS307-E	Introduction to Databases	3
PSY111-A	Introduction to Psychology	3
Spring Semester		14
MAT150-A	Discrete Math	3
Elective	General Education*	3
CSC153-E	Data Structures	4
CIS333-E	Data Base and SQL	4

SECOND YEAR

Emphasis on Networking		
Fall Semester		16
MAT210-A	Calculus I	4
SOC110-A	Introduction to Sociology	3
NET303-E	Windows Workstation Operating Systems	3
NET114-E	Foundation of Information Technology	3
PSY111-A	Introduction to Psychology	3
Spring Semester		15
MAT156-A	Statistics	3
Elective	General Education*	3
NET612-E	Fundamentals of Network Security	3
NET785-E	Fundamentals of Desktop Support	3
NET305-E	Introduction to Network Operating Systems	3

SECOND YEAR

Emphasis on Database and Web		
Fall Semester		15
MAT210-A	Calculus I	4
SOC110-A	Introduction to Sociology	3
CIS307-E	Introduction to Databases	3
CIS205-E	Fundamentals of Web Page Programming	2
PSY111-A	Introduction to Psychology	3
Spring Semester		16
MAT156-A	Statistics	3
Elective	General Education*	3
CIS333-E	Data Base and SQL	4
CIS211-E	Web Development II	3
CIS215-E	Server Side Web Programming	3

NOTE: Satisfactory assessment scores and/or prerequisites are required for some courses.

*You may select any Humanities, Communications, Science, or Math course with a suffix of A.

COMPUTER AND NETWORK SECURITY

Would you like to be considered one of the cream of the crop of computer and network specialists? Are you ready for an exciting, well paid, fast-paced, challenging and ever-changing career environment? If so, a career in Computer and Network Security could be right for you.

As you have certainly heard in the news countless times, today's large and small companies, including corporations and the government, are continually being compromised by hackers and foreign entities. These miscreants are looking to damage companies by stealing their ideas, exposing personal identity and credit card data and selling this information to the black market. Because of this, the demand for professionals in the computer and networking security field is accelerating at an incredible pace.

This program will give you the fundamental knowledge that you need to begin your career protecting companies and fighting malicious hackers as a highly sought-after computer security specialist. You will learn the essentials of networking; desktop and network operating systems; and wireless and mobile implementations. In addition to gaining a good understanding of these concepts, you will learn the first principles of securing networks, desktops, network servers, wireless devices and mobile devices, including how to prevent and fight viruses, malware, and hacker intrusions. You will also acquire skills in penetration testing to help find holes in network and computer defenses.

In addition to learning about computer and network security, you will receive a well-rounded education in the humanities, language and communications, science, and mathematics. This will enable you to continue your education in the growing computer and networking security field.

FIRST YEAR

Fall Semester		16
CSC110-A	Introduction to Computers	3
MAT110-A	Math for Liberal Arts	3
ECN130-A	Principles of Microeconomics	3
ENG105-A	Composition I	3
NET601-E	LAN & WAN Network Fundamentals	3
SDV108-A	The College Experience	1

Spring Semester

Spring Semester		18
ENG106-A	Composition II	3
PSY111-A	Introduction to Psychology	3
ECN120-A	Principles of Macroeconomics	3
MAT156-A	Statistics	3
NET602-E	Desktop Operating Systems	3
NET603-E	Wireless and Mobile Implementations	3

SECOND YEAR

Fall Semester		16
BIO154-A	Human Biology	3
BIO155-A	Human Biology Lab	1
LIT101-A	Introduction to Literature	3
HIS110-A	Western Civ.: Ancient to Early Modern	3
NET605-E	Network Server Administration & Security	3
NET606-E	Security Analysis & Network Threat Testing	3

Spring Semester

Spring Semester		15
PHI105-A	Introduction to Ethics	3
NET608-E	Penetration Testing Methodologies	3
REL101-A	Survey of World Religions	3
SPC112-A	Public Speaking	3
HIS111-A	Western Civ.: Early Modern to Present	3





Christina Arroyos
Bloomfield, Nebraska
Practical Nursing—Extended student

HEALTH PROGRAMS

Practical Nursing

Practical Nursing—Extended

Associate Degree Nursing

Associate Degree Nursing—Hybrid

Pharmacy Technician

Health Care Management

Medical Coding—Online

Health Information Technology—Online

Radiologic Technology

PRACTICAL NURSING

The Practical Nursing program prepares you to provide comprehensive care for clients' physical and psychosocial needs. Nursing courses provide basic knowledge and skills in the medical-surgical, geriatric, maternity, pediatric, and mental health nursing areas. Courses also focus on professional care giving, communication, teaching and safe patient care. Local health care facilities provide the opportunity to participate in supervised clinical/preceptor experiences. The NCC Nursing Simulation lab provides additional clinical learning experiences.

Your acceptance to the Practical Nursing program is contingent upon successful completion of a nursing application packet and the program entrance assessment HESI A2. In addition, you must have a high school diploma (with a 2.0 grade point average) or a High School Equivalency Diploma. You must complete prerequisite courses with a grade of "C" or higher. You also need three years of science completed at the high school or post high school level (with a grade of "C" or better). An academic background in life sciences is recommended.

You must hold a 75-hour Certified Nurse Aide Certificate prior to taking Fundamentals of Nursing, PNN659.

A health assessment, current immunization records, child and dependent adult abuse, criminal background check, and the CPR for healthcare providers course is required before you can begin clinical practice. To become a Licensed Practical Nurse, you must pass the NCLEX (license) exam. Practical Nursing graduates have exceptional pass rates for the NCLEX-PN exam.

Prerequisites 9

Course #	Title	Credits
The following prerequisite courses must be completed prior to the Fall semester.		
HSC113-E	Medical Terminology	2
BIO165-A	Human Anatomy and Physiology I	3
BIO167-A	Human Anatomy and Physiology I Lab	1
Elective	Math*	3

Fall Semester 17

BIO170-A	Human Anatomy and Physiology II	3
BIO172-A	Human Anatomy and Physiology II Lab	1
PNN659-C	Fundamentals of Nursing	8
PNN648-C	Nursing Concepts I	2
ENG105-A	Composition I	3

Spring Semester 19

PNN660-C	Practical Nursing IA	6
PNN661-C	Practical Nursing IB	5
PNN650-C	Nursing Concepts IIA	1
PNN654-C	Nursing Concepts IIB	1
PSY121-A	Developmental Psychology	3
BIO151-A	Nutrition	3

*You may select any math course with a suffix of A.

To advance or graduate in the Practical Nursing Program you must receive a "C" or above in all coursework.



For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at www.nwicc.edu/compliance.

PRACTICAL NURSING—EXTENDED

NCC's Practical Nursing—Extended program was developed to provide a more flexible option for students with other family and work responsibilities.

The Practical Nursing program prepares you to provide comprehensive care for clients' physical and psychosocial needs. Nursing courses provide basic knowledge and skills in the medical-surgical, geriatric, maternity, pediatric, and mental health nursing areas. Courses also focus on professional care giving, communication, teaching and safe patient care. Local health care facilities provide the opportunity to participate in supervised clinical/preceptor experiences. The NCC Nursing Simulation lab provides additional clinical learning experiences.

Your acceptance to the Practical Nursing—Extended program is contingent upon successful completion of a nursing application packet and the program entrance assessment HESI A2. In addition, you must have a high school diploma (with a 2.0 grade point average) or a High School Equivalency Diploma. You must also complete prerequisite courses with a grade of "C" or higher. You also need three years of science completed at the high school or post high school level (with a grade of "C" or better). An academic background in life sciences is recommended.

You must hold a 75-hour Certified Nurse Aide Certificate prior to taking Fundamentals of Nursing, PNN659.

A health assessment, current immunization records, child and dependent adult abuse, criminal background check, and the CPR for healthcare providers course is required before you can begin clinical practice. To become a Licensed Practical Nurse, you must pass the NCLEX (license) exam. Practical Nursing—Extended graduates have exceptional pass rates for the NCLEX-PN exam.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at www.nwicc.edu/compliance.

Prerequisites 9

Course #	Title	Credits
The following prerequisite courses must be completed prior to the Spring semester.		
HSC113-E	Medical Terminology	2
BIO165-A	Human Anatomy and Physiology I	3
BIO167-A	Human Anatomy and Physiology I Lab	1
Elective	Math*	3

Spring Semester 14

PNN648-C	Nursing Concepts I	2
BIO170-A	Human Anatomy and Physiology II	3
BIO172-A	Human Anatomy and Physiology II Lab	1
PNN659-C	Fundamentals of Nursing	8

Fall Semester 13

BIO151-A	Nutrition	3
PNN660-C	Practical Nursing IA	6
PNN650-C	Nursing Concepts IIA	1
ENG105-A	Composition I	3

Spring Semester 9

PNN661-C	Practical Nursing IB	5
PNN654-C	Nursing Concepts IIB	1
PSY121-A	Developmental Psychology	3

*You may select any math course with a suffix of A.

To advance or graduate in the Extended Practical Nursing Program you must receive a "C" or above in all coursework.



ASSOCIATE DEGREE NURSING

The Associate Degree Nursing completion program is designed for students who have successfully completed the Practical Nursing program at Northwest Iowa Community College, or for the Licensed Practical Nurse eligible to practice who wishes to continue study for an Associate Degree in Nursing (RN). Graduates are eligible to take the National Council Licensing Examination (NCLEX) given by the National Council of State Boards of Nursing. To become a Registered Nurse, you must pass the NCLEX exam.

Students in the ADN program attain current nursing theory, knowledge, skills and professional attitudes through comprehensive class and laboratory sessions and then apply what they have learned in a clinical/preceptor experience at area healthcare facilities. The curriculum prepares students in medical-surgical, geriatric, obstetric, pediatric, and psychiatric nursing areas. The NCC Nursing Simulation lab provides additional clinical learning experiences.

Graduates may transfer credits to four year programs to obtain their Bachelor of Science in Nursing. Attractive employment opportunities for nurses are available in all areas of the country. Current and future shortages of nursing personnel have and will create numerous professional opportunities for registered nurses.

A health assessment, current immunization records, child and dependent adult abuse, criminal background check, and the CPR for healthcare providers course is required before you can begin clinical practice.



Summer Term		7
Course #	Title	Credits
ADN650-C	Transition to ADN	3
BIO183-A	Microbiology	3
BIO184-A	Microbiology Lab	1
Fall Semester		17
ADN655-C	ADN Nursing IA*	6
ADN656-C	ADN Nursing IB	6
ADN648-C	Advanced Nursing Concepts I	2
PSY241-A	Abnormal Psychology	3
Spring Semester		17
ADN657-C	ADN Nursing IIA	6
ADN658-C	ADN Nursing IIB	6
ADN649-C	Advanced Nursing Concepts II	2
SOC110-A	Introduction to Sociology	3

*Documentation of current licensure as a Licensed Practical Nurse and eligibility to practice are required prior to admission to Advanced Nursing Concepts I. A student who has been out of the practical nursing program for over a year and has not passed the PN NCLEX will not be admitted to the ADN program.

Students who have completed a Licensed Practical Nursing program at another college are required to complete the following prior to admission to the Associate Degree Nursing Program:

- College Transfer Math and Composition I

To advance or graduate in the Associate Degree Nursing program you must receive a "C" or above in all coursework.

Nursing courses with a clinical component may not be taken by a person:

- Who has been denied licensure by the board
- Whose license is currently suspended, surrendered or revoked in an United States jurisdiction
- Whose license/registration is currently suspended, surrendered, or revoked in another country due to disciplinary action.

Program requirements: Must meet entrance requirements for admission and pass LPN NCLEX

ASSOCIATE DEGREE NURSING—HYBRID

(combination of classroom and online)

The Associate Degree Nursing—Hybrid completion program is designed for students who have successfully completed the Practical Nursing program at Northwest Iowa Community College, or for the Licensed Practical Nurse eligible to practice who wishes to continue study for an Associate Degree in Nursing (RN). Graduates are eligible to take the National Council Licensing Examination (NCLEX) given by the National Council of State Boards of Nursing. To become a Registered Nurse, you must pass the NCLEX exam.

Students in the ADN program attain current nursing theory, knowledge, skills and professional attitudes through comprehensive class and laboratory sessions and then apply what they have learned in a clinical/preceptor experience at area healthcare facilities. The curriculum prepares students in medical-surgical, geriatric, obstetric, pediatric, and psychiatric nursing areas. The NCC Nursing Simulation lab provides additional clinical learning experiences.

Graduates may transfer credits to four year programs to obtain their Bachelor of Science in Nursing. Attractive employment opportunities for nurses are available in all areas of the country. Current and future shortages of nursing personnel have and will create numerous professional opportunities for registered nurses.

A health assessment, current immunization records, child and dependent adult abuse, criminal background check, and the CPR for healthcare providers course is required before you can begin clinical practice.



Fall Semester 9

Course #	Title	Credits
ADN648-C	Advanced Nursing Concepts I	2
ADN650-C	Transition to ADN	3
BIO183-A	Microbiology	3
BIO184-A	Microbiology Lab	1

Spring Semester 15

ADN655-C	ADN Nursing IA*	6
ADN656-C	ADN Nursing IB	6
SOC110-A	Introduction to Sociology	3

Fall Semester 17

ADN649-C	Advanced Nursing Concepts II	2
ADN657-C	ADN Nursing IIA	6
ADN658-C	ADN Nursing IIB	6
PSY241-A	Abnormal Psychology	3

*Documentation of current licensure as a Licensed Practical Nurse and eligibility to practice are required prior to admission to Advanced Nursing Concepts I. A student who has been out of the practical nursing program for over a year and has not passed the PN NCLEX will not be admitted to the EADN program.

Students who have completed a Licensed Practical Nursing program at another college are required to complete the following prior to admission to the Associate Degree Nursing Program:

- College Transfer Math and Composition I

Prospective Associate Degree Nursing students must meet specific admission criteria for acceptance.

To advance or graduate in the Associate Degree Nursing—Hybrid program you must receive a “C” or above in all coursework.

Nursing courses with a clinical component may not be taken by a person:

- Who has been denied licensure by the board
- Whose license is currently suspended, surrendered or revoked in an United States jurisdiction
- Whose license/registration is currently suspended, surrendered, or revoked in another country due to disciplinary action.

Diploma (Certificate option available)
Two Semesters
Fall semester entry

PHARMACY TECHNICIAN

Pharmacy technicians work under the care of a licensed pharmacist and perform many pharmacy related functions. Job duties include providing medication and other health care products to patients as well as working with third party and doctors' offices in resolving adjudication of patients' insurance or state programs. Pharmacy technicians often do the routine tasks associated with preparing prescribed medication and doctor calls, expense and medication orders, returns and expired credits, and non-licensed pharmacy management.

Effective July 1, 2010, all pharmacy technicians working in Iowa must be nationally certified by an accredited technician certification board approved by the Iowa Board of Pharmacy. This program will assist students in meeting the new requirement that pharmacy technicians successfully complete a certification exam.

Fall Semester 15

Course #	Title	Credits
PHR105-E	Introduction to Pharmacy Technician	3
HSC113-E	Medical Terminology	2
BIO165-A	Human Anatomy and Physiology I	3
BIO167-A	Human Anatomy and Physiology I lab	1
MAT108-C	Math Fundamentals	3
SPC112-A	Public Speaking	3

Spring Semester 17

PHR120-E	Pharmacology for Pharmacy Technician	3
PHR941-E	Pharmacy Technician Practicum	1
BIO170-A	Human Anatomy and Physiology II	3
BIO172-A	Human Anatomy and Physiology II lab	1
PHI105-A	Introduction to Ethics	3
PSY111-A	Introduction to Psychology	3
CSC110-A	Introduction to Computers	3

Pharmacy Technician—Certificate 7

PHR105-E	Introduction to Pharmacy Technician	3
PHR120-E	Pharmacology for Pharmacy Technician	3
PHR941-E	Pharmacy Technician Practicum	1



For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at www.nwicc.edu/compliance.

Associate of Arts

Two semesters after completing either the Pharmacy Technician diploma program or the first year of the Radiologic Technology program.

Students may start any semester

HEALTH CARE MANAGEMENT

The Health Care Management program is designed to prepare persons to be managers in health care settings. These managers are skilled, trained professionals who partner with pharmacists, radiologists, physicians, nurses, and other professionals to provide care and support to patients, their families, and communities. Concepts and knowledge gained in this program are applied to the specifics of management, financial control, and human relations.

This program focuses on giving students a background in accounting, economics, and management in order to help manage the pharmacy and radiologic departments. Emphasis will be on giving students the skills and knowledge to help effectively control and organize a department.

Health Care Management (Radiologic Technology)

Prerequisite Prior to Term 1			4
Course #	Title		Credits
BIO165-A	Human Anatomy and Physiology I		3
BIO167-A	Human Anatomy and Physiology I lab		1

FIRST YEAR

Term 1	Fall Semester	17
BIO170-A	Human Anatomy and Physiology II	3
BIO172-A	Human Anatomy and Physiology II lab	1
RAD106-E	Foundations of Radiologic Technology	2
RAD122-E	Radiographic Procedures I	4
LIT101-A	Introduction to Literature	3
CSC110-A	Introduction to Computers	3
SDV108-A	The College Experience	1

Term 2	Spring Semester	15
RAD104-E	Radiologic Patient Care	2
RAD142-E	Radiographic Procedures II	4
Elective	Math*	3
PHI105-A	Introduction to Ethics	3
PSY111-A	Introduction to Psychology	3

SECOND YEAR

Term 1	Fall Semester	16
ENG105-A	Composition I	3
SPC112-A	Public Speaking	3
ACC131-A	Principles of Accounting I	4
MGT101-A	Principles of Management	3
ECN130-A	Principles of Microeconomics	3

Term 2	Spring Semester	15
ENG106-A	Composition II	3
PHI101-A	Introduction to Philosophy	3
REL101-A	Survey of World Religions	3
SOC110-A	Introduction to Sociology	3
ECN120-A	Principles of Macroeconomics	3

Health Care Management (Pharmacy Technician)

FIRST YEAR		
Term 1	Fall Semester	16
Course #	Title	Credits
PHR105-E	Introduction to Pharmacy Technician	3
HSC113-E	Medical Terminology	2
BIO165-A	Human Anatomy and Physiology I	3
BIO167-A	Human Anatomy and Physiology I lab	1
Elective	Math*	3
SPC112-A	Public Speaking	3
SDV108-A	The College Experience	1
Term 2	Spring Semester	17
PHR120-E	Pharmacology for Pharmacy Technician	3
PHR941-E	Pharmacy Technician Practicum	1
BIO170-A	Human Anatomy and Physiology II	3
BIO172-A	Human Anatomy and Physiology II lab	1
PHI105-A	Introduction to Ethics	3
PSY111-A	Introduction to Psychology	3
CSC110-A	Introduction to Computers	3

SECOND YEAR

Term 1	Fall Semester	16
ENG105-A	Composition I	3
ACC131-A	Principles of Accounting I	4
MGT101-A	Principles of Management	3
ECN130-A	Principles of Microeconomics	3
LIT101-A	Introduction to Literature	3
Term 2	Spring Semester	15
ENG106-A	Composition II	3
PHI101-A	Introduction to Philosophy	3
REL101-A	Survey of World Religions	3
ECN120-A	Principles of Macroeconomics	3
SOC110-A	Introduction to Sociology	3

*You may select any math course with a suffix of A.



MEDICAL CODING—ONLINE

Medical coders assign a code to each diagnosis and procedure by using classification systems books and software. The classification system often determines the amount for which healthcare providers will be reimbursed. Coders may use several coding systems in a variety of healthcare settings.

As a student in the medical coding program, you will learn the necessary skills to apply codes, submit bills, and communicate with other healthcare professionals.

Upon completion of the diploma program, the student will be eligible to take the Certified Coding Associate certification examination through the American Health Information Management Association to receive the CCA credential.

The demand for medical coders is expected to grow and job prospects should be very good according to the U.S. Bureau of Labor Statistics.

To graduate from this program, you must receive a “C” or better in all courses with the “HIT”, “HSC”, or “MAP” course prefix.

All of these diploma credits can be applied to the completion of an Associate of Applied Science degree in Health Information Technology.

Fall semester 18

Course #	Title	Credits
HSC113-E	Medical Terminology	2
BIO165-A	Human Anatomy & Physiology I	3
BIO167-A	Human Anatomy & Physiology I Lab	1
HIT370-C	Health Records in Acute Care	3
CSC110-A	Introduction to Computers	3
Elective	Communications*	3
HIT250-E	Coding I	3

Spring Semester 16

BIO170-A	Human Anatomy & Physiology II	3
BIO172-A	Human Anatomy & Physiology II Lab	1
BIO198-E	Introduction to Pathology	3
HIT251-E	Coding II	3
HIT252-E	Coding III	3
HIT290-C	Reimbursement Methods	3
or		
MAP141-A	Medical Insurance	3

*You may select any math or communications course with an A, C, or E suffix.



For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at www.nwicc.edu/compliance.

HEALTH INFORMATION TECHNOLOGY—ONLINE

If you wish to combine your organizational and analytical skills with your interest in healthcare, a career in Health Information Technology could be for you! As a Health Information Technician, you play a vital role in making our healthcare system work. You perform data collection and analysis needed by doctors, nurses, and other healthcare professionals.

As a student in the HIT program, you will learn the necessary skills to become a valued member of the healthcare team. These skills include:

- Maintaining healthcare records consistent with medical, administrative, ethical, legal, and regulatory requirements
- Collecting, validating, and analyzing healthcare data
- Assigning code numbers to diagnoses for indexing health data and processing bills
- Answering legal, governmental, and insurance company inquiries
- Supervising human resources for effective and efficient health record processing

The Health Information Management (HIM) program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). As a graduate, you will be eligible to take the national certification examination leading to the Registered Health Information Technician (RHIT) credential. The Certification Exam Pass Rate for all first-time test-takers was 100% during the last Annual Program Assessment Report cycle completed 5/28/13.

To graduate from this program, you must receive a “C” or better in all courses with the “HIT”, “HSC”, or “MAP” course prefix.

You may also obtain a Health Records Certificate by completing four courses.

HEALTH RECORDS CERTIFICATE			11
Course #	Title		Credits
HIT370-C	Health Records in Acute Care		3
HIT380-C	Health Records in Alternative Care Settings		3
HSC113-E	Medical Terminology		2
CSC110-A	Introduction to Computers		3



FIRST YEAR

Fall Semester			15
Course #	Title		Credits
BIO165-A	Human Anatomy and Physiology I		3
BIO167-A	Human Anatomy and Physiology I Lab		1
CSC110-A	Introduction to Computers		3
HIT250-E	Coding I		3
HIT370-C	Health Records in Acute Care		3
HSC113-E	Medical Terminology		2
Spring Semester			17
BIO170-A	Human Anatomy and Physiology II		3
BIO172-A	Human Anatomy and Physiology II Lab		1
BIO198-E	Introduction to Pathology		3
HIT251-E	Coding II		3
HIT252-E	Coding III		3
HIT380-C	Health Records in Alternative Care Settings		3
HIT594-C	HIT Practicum A		1
Summer			9
Elective	Math*		3
Elective	Humanities/Social Science**		3
Elective	General Education (suggest Public Speaking)		3

NOTE: Satisfactory assessment scores and/or prerequisites are required for some courses.

SECOND YEAR

Fall Semester			13
Course #	Title		Credits
HIT312-E	Health Informatics & Information Management Systems		3
COM712-E	Business Communications		3
or			
ENG105-A	Composition I		3
HIT120-E	Pharmacology for HIT		1
HIT420-C	Legal Aspects of Health Information		2
HIT451-C	Allied Health Statistics		3
HIT595-C	HIT Practicum B		1
Spring Semester			15
HIT290-C	Reimbursement Methods		3
HIT315-C	Electronic Applications for Health Care Data		2
HIT440-E	Quality Management		3
HIT541-C	Professional Practice Experience II		3
HIT946-C	Seminar		1
MGT130-A	Principles of Supervision		3

*You must complete MAT106-E Elementary Algebra or any math course with an A suffix.

**You may select any humanities/social sciences course with an A suffix.

RADIOLOGIC TECHNOLOGY

Radiologic Technology is a great career choice for someone interested in the healthcare field. This two-year comprehensive program consists of radiologic courses, clinical experience, and general studies. The classroom courses are taught at the NCC campus, and clinical experience is obtained at various approved clinical sites.

Radiologic technologists, also known as radiographers, produce x-ray films of parts of the human body for use in diagnosing medical problems. With the ever-changing technology in the health care arena, radiologic technicians are becoming more involved with computerized tomography scanners (CT), which produce cross sectional views and magnetic resonance imaging (MRI), which utilizes giant magnets and radio waves rather than radiation to create a diagnostic image, as well as other specialized fields that can draw a new graduate of this program.

This program requires an additional acceptance process. Additional information regarding the admission process can be found through the admissions office.

FIRST YEAR

Prerequisite Prior To Term 1 4

Course #	Title	Credits
BIO165-A	Human Anatomy and Physiology I	3
BIO167-A	Human Anatomy and Physiology I Lab	1

Term 1—Fall Semester 15

BIO170-A	Human Anatomy and Physiology II	3
BIO172-A	Human Anatomy and Physiology Lab II	1
HSC113-E	Medical Terminology	2
RAD106-E	Foundations of Radiologic Technology	2
RAD122-E	Radiographic Procedures I	4
RAD321-E	Imaging I	3

Term 2—Spring Semester 16

RAD104-E	Radiologic Patient Care	2
RAD142-E	Radiographic Procedures II	4
RAD230-E	Clinical Education II	4
RAD365-E	Imaging II	2
RAD890-E	Quality Assurance	1
Elective	Math*	3

Term 3—Summer Term 8

RAD182-E	Special Procedures	2
RAD162-E	Radiographic Procedures III	3
RAD260-E	Clinical Education III	3

SECOND YEAR

Term 4—Fall Semester 18

ENG105-A	Composition I	3
or		
SPC112-A	Public Speaking	3
RAD510-E	Clinical Education IV	6
RAD761-E	Film Evaluation	3
RAD796-E	Physics for Radiographers	4
RAD851-E	Radiation Protection and Biology	2

Term 5—Spring Semester 15

PSY111-A	Introduction to Psychology	3
RAD362-E	Computer and Digital Radiography	2
RAD550-E	Clinical Education V	6
RAD690-E	Cross Sectional Anatomy	1
RAD750-E	Radiographic Pathology	3

Term 6—Summer Term 6

RAD947-E	Radiographic Seminar	2
RAD580-E	Clinical Education VI	4

NOTE: To advance or graduate in the Radiologic Technology Program you must receive a "C" or above in all coursework.

*You may select any math course with a suffix of A.



Tori Houtsma
Sheldon, Iowa
Heavy Equipment Operation & Maintenance student

CONSTRUCTION PROGRAMS

Carpentry

Construction Technology

Heavy Equipment Operation & Maintenance

CARPENTRY

As a carpentry student, you will get hands-on experience in the shop as well as field experience through the frame-to-finish construction of an energy efficient two or three bedroom home. This will include job site safety; floor, wall and roof framing, door and window installation/finish, drywall installation and finishing, cabinet and countertop installation, exterior finish such as roofing, siding and soffits, along with classroom time to discuss the theory behind these concepts. An emphasis is placed on the care and use of hand and power tools, proper use and function of equipment and materials, as well as an emphasis on the 'House as a System' concept. 'Green' building concepts are discussed and utilized. Building design/estimating and CAD drawing will be taught as well as math and communication skills.

Successful students become employed in an industry with the increasing need for skilled carpenters.

Fall Semester **18**

Course #	Title	Credits
CON160-C	Principles of Carpentry I	5
CON176-C	Carpentry Lab I	10
Elective	Math*	3

Spring Semester **22**

CON161-C	Principles of Carpentry II	5
CON178-C	Carpentry Lab II	10
CON164-C	Design & Cost Estimating	4
Elective	Communications*	3

Summer Term **7**

CON169-C	Principles of Carpentry III	2
CON193-C	Carpentry Lab III	5

* You may select any math or communications course with A, C or E suffix. Students should check specific course requirements under the Construction Technology program if they are considering completing the AAS Degree option.



For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at www.nwicc.edu/compliance.

CONSTRUCTION TECHNOLOGY

The Construction Technology program is designed to prepare you for a variety of entry level positions, not just as carpenters. Other areas of employment include customer service representatives, inside or outside sales, designers and estimators for building material, contracting, and hardware supply businesses. Trainee positions in either lumber yard or construction management are still other options, while others may choose to start their own business. The Department of Labor statistics indicate that the majority of supervisors in the building industry are developed and promoted from the carpentry trade.

You will receive instruction in business, personal finance and supervisory management. Successful students will be prepared for the challenges of leadership in an exciting and growing industry.



FIRST YEAR

Fall Semester		18
Course #	Title	Credits
CON160-C	Principles of Carpentry I	5
CON176-C	Carpentry Lab I	10
Elective	Math*	3

Spring Semester		22
CON161-C	Principles of Carpentry II	5
CON178-C	Carpentry Lab II	10
CON164-C	Design & Cost Estimating	4
Elective	Communications*	3

Summer Term		7
CON169-C	Principles of Carpentry III	2
CON193-C	Carpentry Lab III	5

SECOND YEAR

Fall Semester		15
BUS102-A	Introduction to Business	3
CSC110-A	Introduction to Computers	3
BUS185-A	Business Law I	3
PSY102-E	Human and Work Relations	3
Elective	Math**	3

Spring Semester		15
FIN121-A	Personal Finance	3
MGT101-A	Principles of Management	3
MGT110-A	Small Business Management	3
MGT130-A	Principles of Supervision	3
Elective	General Education**	3

*You may select any math or communications course with A, E or C suffix.

**Must take course with A suffix.

HEAVY EQUIPMENT OPERATION & MAINTENANCE

If you have a desire to operate and repair large and complex equipment, the Heavy Equipment Operation and Maintenance program is perfect for you. NCC offers the only Heavy Equipment program in Iowa. It is nationally certified by the Associated General Contractors and is recognized for excellence by the Iowa Land Improvement Contractors Association.

As a Heavy Equipment Operation and Maintenance student, you learn both the operation of heavy construction equipment and the preventative maintenance and repair of the equipment. You will be able to develop occupational skills using crawler tractors, motor graders, self-propelled scrapers, rubber-tired loaders, compaction equipment, dump trucks, backhoes, and hydraulic excavators. In addition, the program provides tractor-trailer training, which allows you to obtain a Commercial Driver's License. Loading and safe transportation of heavy equipment to the job site is also covered. Training occurs both on campus and at various off-campus sites.

You should consider whether you meet the general occupational and program work requirements: lift at least 80 pounds, have manipulative skills to work in awkward positions to accomplish tasks, work in inclement weather, meet manufacturer limit restrictions for various pieces of equipment and peripheral devices, and are physically able to climb on and off equipment and operate standard equipment and controls.

Heavy Equipment Operation & Maintenance work is safety sensitive so you are required to submit to a drug and alcohol screening in your first term of the program. You are required to comply with the College's Student Procedure for Drug & Alcohol Testing. You are also subject to a random selection program while enrolled in the program. This testing is similar to what is done in industry.

Heavy Equipment Operation & Maintenance students must have a valid Iowa CDL on the first day of class in the spring semester of the first year AND maintain that valid status for the remainder of the program.

Due to the increasing demand in construction employment needs, the demand for qualified equipment operators and maintenance technicians exceeds the present supply of personnel available. Student placement has been excellent both locally and nationally.

FIRST YEAR

Fall Semester 18

Course #	Title	Credits
HEQ131-C	Safety and Introduction to Heavy Equipment	3
HEQ160-C	Equipment Lubrication & Maintenance	3
HEQ172-C	CDL-A and DOT Regulations & Lab	3
Elective	Math*	3
Elective	Communications*	3
Elective	Humanities/Social Science*	3

Spring Semester 18

NOTE: Valid Iowa CDL required and maintained for remainder of program.

HEQ152-C	Equipment Operation and Maintenance I	4
HEQ155-C	Stake and Plan Reading	4
HEQ161-C	Equipment Reconditioning Theory I	5
HEQ163-C	Equipment Reconditioning Lab I	5

Summer Term 9

HEQ156-C	Equipment Operation and Maintenance II	7
HEQ157-C	Surveying I	2

SECOND YEAR

Fall Semester 19

HEQ158-C	Equipment Operation and Maintenance III	7
HEQ257-C	Surveying II	2
HEQ263-C	Equipment Reconditioning Theory II	5
HEQ264-C	Equipment Reconditioning Lab II	5

Spring Semester 11

HEQ252-C	Job Estimating	2
HEQ267-C	Equipment Reconditioning Lab III	6
Elective	General Education*	3

*You may select any math or communications course with A, C, or E suffix.





Corbin Knobloch
Whittemore, Iowa
Industrial & Commercial Wiring student

ELECTRICAL PROGRAMS

- Industrial & Commercial Wiring
- Electrical Technology
- Powerline
- Powerline Technology
- Industrial Instrumentation & Control

INDUSTRIAL & COMMERCIAL WIRING

If you're interested in being a residential, commercial, or industrial electrician, pursue the Industrial & Commercial Wiring degree. The Industrial and Commercial Wiring program provides a unique combination of class and lab experience combined with a cooperative training program (summer internship). The first year of study builds your foundation of knowledge in electrical theory, wiring applications, and the study and application of the National Electric Code. In your second year, you will gain hands-on training in industrial/ commercial wiring, programmable controls (PLCs), electronic fundamentals, and motor control circuitry. You will also develop a working knowledge of AC and DC electrical theory, blueprint reading, and three-phase power distribution. The National Electric Code is emphasized in all areas of study.

Upon completion of this program you will possess the skills, knowledge and basic tools necessary to enter the electrical trade. NCC graduates have enjoyed numerous job opportunities in the areas of residential wiring, industrial and commercial construction wiring, electrical sales and plant maintenance electrician; these entry level positions have often led to leadership roles within the organization and self-employment opportunities.

One year of high school algebra is recommended.

FIRST YEAR

Fall Semester		19
Course #	Title	Credits
ELE120-E	Fundamentals of Electricity—DC	4
ELE160-C	Residential Wiring Theory/Lab	6
ELE108-C	Residential Blueprint Reading	4
ELE150-C	National Electric Code	2
MAT106-E	Elementary Algebra	3
Spring Semester		19
ELE161-C	Commercial Wiring Theory/Lab	8
ELE109-C	Commercial Blueprint Reading	4
ELE121-E	Fundamentals of Electricity—AC	4
Elective	Communications*	3
Summer Term		6
ELE270-C	Coop Internship for IC Wiring**	6

SECOND YEAR

Fall Semester		19
ELE168-C	Industrial Wiring Theory/Lab	6
ELE199-C	Motor Control Principles	5
ELE211-C	Programmable Controllers	5
Elective	Humanities/Social Science*	3
Spring Semester		19
ELE154-C	Codes & Standards	5
ELE170-C	Power Distribution	2
ELE191-C	Motor Theory	2
ELT182-C	Introduction to Electronics	3
ELT183-C	Electronic Control	3
SDV135-C	Job Seeking Skills	1
Elective	General Education*	3

*You may take any math, communications, or humanities/social science course with A or E suffix. You may also take Introduction to Computers (CSC110-A) to fulfill the general education elective.

**A cumulative grade point average of 2.0 is required to enroll in the Coop Internship for Industrial & Commercial Wiring.



Advanced Standing—Associate of Applied Science Degree
(Option to earn Bachelor's Degree in Engineering Technology through Dordt College)
One Summer Term & One Fall Semester after completing required ICW courses
(Graduate in December)
Summer term entry

**ONLY
PROGRAM
IN IOWA**

ELECTRICAL TECHNOLOGY

Electrical Technology is a great program for those who wish to combine electrical wiring skills with industrial control fundamentals. Building on the Industrial and commercial Wiring program, students will develop additional skills in industrial instrumentation and use the latest technologies for electronic motor drives and plant automation. Further studies include process control of temperature, pressure and liquid flow.

Upon completion of the Electrical Technology program, graduates are fully prepared to enter today's competitive job market. Our graduates have found success as Process Control Technicians and Plant Maintenance Electricians, to name a few. Also the Electrical Technology program will enhance the skills used in the residential, commercial and industrial constructions field; these entry level positions have often led to leadership roles within the organization.

To be accepted into the Electrical Technology Program, you must have first completed the following courses from the Industrial & Commercial Wiring program. Final acceptance is based on space, availability and cumulative GPA.

Course #	Title	Credits
ELE120-E	Fundamentals of Electricity—DC	4
ELE121-E	Fundamentals of Electricity—AC	4
ELE150-C	National Electric Code	2
ELE154-C	Codes & Standards	5
ELE170-C	Power Distribution	2
ELE168-C	Industrial Wiring Theory/Lab	6
ELE191-C	Motor Theory	2
ELE211-C	Programmable Controllers	5
ELE199-C	Motor Control Principles	5
ELT182-C	Introduction to Electronics	3
ELT183-C	Electronic Control	3
MAT106-E	Elementary Algebra	3
Elective	Communications*	3
Elective	General Education*	3
Elective	Humanities/Social Science*	3

Summer Term Entry

Summer Term	Credits
ELT738-E Instrumentation Process Control	7

Fall Semester	Credits
ELE240-E Advanced PLC Applications	3
ELE241-E HMI & Motion Control Fundamentals	3
ELT330-C Interfacing Digital Electronics	5
ELT842-C Programming Electronic Controllers	5

*You may take any math, communications, or humanities/social science course with A or E suffix. You may also take Introduction to Computers (CSC110-A) to fulfill the general education elective.





POWERLINE

Powerline installers construct and maintain electrical overhead and underground powerlines in this challenging out-of-doors career. As a student, you receive training in a 40-acre outdoor laboratory as well as in the classroom. You learn to climb, set, and remove various sized poles; frame structures; install conductors and street lights; install underground cable; trim trees; and operate trucks along with various equipment. In conjunction with the hands-on experience, you learn about electrical concepts and theory, construction techniques, transmission and distribution systems, safety, materials, and hardware. In addition, you learn communication skills and earn a First Aid Certificate. You also have the opportunity to earn a Class A Commercial Driver's License.

Before entering this exciting program, you should consider whether you meet the general occupational and program work requirements: lift at least 80 pounds, have manipulative skills to work in awkward positions to accomplish tasks, work in both extremely hot and cold weather, work in a team environment, and meet manufacturer's weight limit restrictions for various pieces of equipment (350 pound maximum weight), physically operate standard industry equipment, and ascend and descend from various heights.

Powerline work is safety sensitive so you are required to submit to a drug and alcohol screening in your first term of the program. You are required to comply with the College's Student Procedure for Drug & Alcohol Testing. You are also subject to a random selection program while enrolled in the program. This testing is similar to what is done in industry.

Graduates of the Powerline program are in demand by electrical utilities, rural electric cooperatives, and construction companies. The employment opportunities for powerline installers are excellent across the country, and those applicants with formal training typically have higher starting salaries and great opportunity for advancement within the industry.

One year of high school algebra is recommended.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at www.nwicc.edu/compliance.

FALL ENTRY

Fall Semester		19
Course #	Title	Credits
PWL168-C	DC Theory	2
PWL169-C	AC Theory	2
PWL170-C	Field Training I	4
PWL172-C	Field Training II	4
PWL189-C	Powerline Trade Fundamentals I	2
PWL190-C	Powerline Trade Fundamentals II	2
Elective	Math**	3

Spring Semester		18
PWL174-C	Field Training III	4
PWL176-C	Field Training IV	4
PWL191-C	Transformers & Connections	4
PWL183-C	Line Maintenance	3
Elective	Communications*	3

Summer Term		10
PWL178-C	Field Training V	4
PWL182-C	Underground Distribution	3
PWL186-C	Transmission and Distribution	3

Required for Graduation

SDV135-C	Job Seeking Skills	1
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CDL Recommended

SUMMER ENTRY

Summer Term		11
Course #	Title	Credits
PWL168-C	DC Theory	2
PWL170-C	Field Training I	4
PWL189-C	Powerline Trade Fundamentals I	2
Elective	Math**	3

Fall Semester		16
PWL169-C	AC Theory	2
PWL172-C	Field Training II	4
PWL174-C	Field Training III	4
PWL190-C	Powerline Trade Fundamentals II	2
PWL191-C	Transformers & Connections	4

Spring Semester		20
PWL176-C	Field Training IV	4
PWL178-C	Field Training V	4
PWL182-C	Underground Distribution	3
PWL183-C	Line Maintenance	3
PWL186-C	Transmission and Distribution	3
Elective	Communications*	3

Required for Graduation

SDV135-C	Job Seeking Skills	1
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CDL Recommended

*You may select any communications course with an A or E suffix.

**You may take MAT104-C or any math course with an A or E suffix.



POWERLINE TECHNOLOGY

The Powerline Technology program provides you with an opportunity to earn an Associate of Applied Science Degree often necessary for future advancement in the powerline industry. These positions could include line foreman, line superintendent, operations manager, office manager, sales associate, technician, or member service advisor.

The coursework provides you with additional skills beyond the one-year lineworker training. You will choose a combination of business/management or technical courses. These courses may be taken either prior to or after completion of the Powerline diploma. You must complete the requirements of the NCC Powerline Diploma program.

General Education Requirements*	12
Math/Science Elective	3
Communications Elective	3
Humanities/Social Science Elective	3
Elective from any of above	3
Business Management Technical Emphasis	18
Total	30

*All general education electives and business management electives must have an A suffix.





INDUSTRIAL INSTRUMENTATION & CONTROL

Instrumentation and Control technicians solve electrical, electronic, and computer problems using their minds and hands. These technicians install, upgrade, maintain, and repair automated equipment in industries that produce everything from appliances, medical equipment, ethanol and electric power. As an Instrumentation and Control student you learn calibration and control of industrial process equipment. You learn about process variables such as motor speed, temperature control, humidity control, pressure, level, and flow rate.

To enter this high-tech program you should have an interest in problem solving. The program has high school options and part-time schedules available. The program includes a 42-day Internship in the fall semester of the second year.

NCC has the only Industrial Instrumentation and Control program in Iowa. Partnerships with several area industries allow greater learning opportunities, and the diversity of the program allows you a wide choice of employment after you graduate. There is a critical shortage of people who are trained in Industrial Instrumentation and Control. Graduates are working in food processing facilities, manufacturing plants, electrical power generating plants, ethanol plants, and more.

One year of high school algebra is recommended.

FIRST YEAR

Fall Semester 18

Course #	Title	Credits
ELE120-E	Fundamentals of Electricity DC	4
ELE121-E	Fundamentals of Electricity AC	4
MAT123-E	Basic Algebra and Trigonometry	4
Elective	Communications*	3
Elective	Humanities/Social Science Elective*	3

Spring Semester 20

ELE163-E	Electrical Wiring	3
ELT329-E	Digital Electronics for ET	4
ELT550-E	Analog Devices	4
ELT193-E	Computer Programming for Technicians	3
MAT124-E	Algebra and Trigonometry**	3
MFG548-E	Fluid Power	3

Summer Term 9

ELE186-E	Relay Logic	4
ELT225-E	Introduction to PLCs	4
SDV135-C	Job Seeking Skills	1

SECOND YEAR

Fall Semester 16

EGT801-E	Internship***	6
ELT645-E	Process Measurement	10

Spring Semester 22

ELT261-E	Advanced PLCs	9
ELT631-E	Microprocessors & Interfacing	6
ELT646-E	Process Control	7

*You may select any course with A or E suffix.

**You may take MAT121-A or MAT130-A in place of this math course if available.

***A cumulative grade point average of 2.0 is required to participate in the internship course.





Mathew Peck
Cleghorn, Iowa
Production Welding student

MANUFACTURING PROGRAMS

Engineering Design

Design Technology

Production Welding

ENGINEERING DESIGN

As an Engineering Design student, you will learn to prepare detailed working drawings for the manufacturing industry. The program provides extensive training on up to date software in Computer Aided Drafting and Parametric modeling software. You will also learn to take these drawings and make “life sensitive” parts that are critical in everything from tractors to medical equipment to jet engines. You will learn the latest techniques on state of the art equipment. You will learn hands off machining by use of computer numerical controlled (CNC) as well as hands on skills by use of bench tools, measurement devices, drills, lathes, milling machines and more. After completing this program, you will be able to translate design ideas, specifications, and calculations into a working drawing, a mock-up, or into a hands-on project for industry use.

NCC is an Affiliate Member of the Society of Manufacturing Engineers (SME) and is involved in the SkillsUSA conferences and competitions. Our students have gained state and national recognition, by participating in the SkillsUSA competitions, on a yearly basis. Students have also improved their leadership skills through SkillsUSA.

Fall Semester		19–20
Course #	Title	Credits
CAD167-E	Introduction to Parametric Modeling	5
MFG150-C	Applied Math for Manufacturing	2
OR		
EGR400-E	Intro to Engineering PLTW	3
MFG122-E	Machine Trade Printreading I	3
MFG185-E	OSHA/Shop Safety	2
MFG191-C	Manufacturing Processes	5
MFG194-E	Inspection Processes	2
Spring Semester		19
CAD231-C	Geometric Dimension & Tolerancing	4
CAD246-C	Parametric CAD I	3
CAD248-C	Parametric CAD II	3
MFG325-E	CAM I	3
MFG263-E	CNC Mill Programming & Setup	3
MFG264-E	CNC Lathe Programming & Setup	3
Summer Term		9
Elective	Communications*	3
Elective	Math*	3
ATR102-C	Introduction to Robotics	3

*You may select any math or communications course with A, C, or E suffix.



For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at www.nwicc.edu/compliance.

DESIGN TECHNOLOGY

This unique program bridges the gap between production and engineering by creating a well-defined graduate who has knowledge of machining and computer aided drafting. The Design Technology program offers extensive "hands-on" and "hands-off" machining applications in both manual and computer-aided manufacturing.

You will learn to prepare detailed working drawings for the manufacturing industry. These drawings will be created in both two-dimensional and parametric modeling software, abiding by industry recognized standards. This two-year program will provide many interactive scenarios between machining and drafting. The program prides itself in operating state-of-the-art equipment and software currently being used by area manufacturers. This program benefits the student by increasing the skills needed in the machining and drafting worlds, allowing for a diversified graduate.

Graduating from the Design Technology program prepares you to work as a drafting technician, machinist, CNC programmer, shop supervisor, or to start your own business venture. This degree will allow the graduate numerous employment opportunities throughout the United States.



Fall Semester		19–20
Course #	Title	Credits
CAD167-E	Introduction to Parametric Modeling	5
MFG150-C	Applied Math for Manufacturing	2
OR		
EGR400-E	Intro to Engineering PLTW	3
MFG122-E	Machine Trade Printreading I	3
MFG185-E	OSHA/Shop Safety	2
MFG191-C	Manufacturing Processes	5
MFG194-E	Inspection Processes	2

Spring Semester		19
CAD231-C	Geometric Dimension & Tolerancing	4
CAD246-C	Parametric CAD I	3
CAD248-C	Parametric CAD II	3
MFG325-E	CAM I	3
MFG263-E	CNC Mill Programming & Setup	3
MFG264-E	CNC Lathe Programming & Setup	3

Summer Term		9
Elective	Communications*	3
Elective	Math*	3
ATR102-C	Introduction to Robotics	3

Fall Semester		16
EGR450-E	Computer Integrated Manufacturing CIM	3
OR		
MFG146-C	Automated Manufacturing Systems	3
MFG429-C	Tooling Design & Build	4
CAD101-E	Introduction to CAD	3
Elective	Humanities**	3
Elective	General Education**	3

Spring Semester		16
EGR470-E	Engineering Design & Development	3
OR		
MFG220-C	Design Technology Final Design Project	3
MFG455-E	Industrial Plastic & Injection Molding	4
MFG548-E	Fluid Power	3
WEL265-C	Introduction to Welding & Fabrication	3
Elective	Communications**	3

*You may select any math or communications course with A, C, or E suffix.

**You must take courses with an A suffix.

Diploma (Certificate Option Available)

Two Semesters & One Summer Term

Fall semester entry

Spring entry optional — not guaranteed full-time enrollment and will not complete in one year.

PRODUCTION WELDING

If you enjoy using high-tech equipment and want a great job in manufacturing or other industries, NCC's Production Welding program can help you achieve your goals. The Production Welding diploma program emphasizes all major welding and cutting processes. A Welding certificate is available to students who desire training in only one welding process and is based on availability.

As a Production Welding student you will gain hands-on knowledge of metallurgy, blueprint reading, the properties and identification of metals, welding symbols, and repair procedures. You will also learn to identify and understand welding defects, prevent distortion of metals, and design and fabricate products in a recently remodeled lab.

You can perfect your skills through extensive hands-on training on state-of-the-art equipment such as a robotic welder.

The Production Welding program offers students the opportunity to train for certification of structural pipe using mild steel, stainless steel, and aluminum in AWS (American Welding Society), ASME (American Society of Mechanical Engineers), and API (American Petroleum Industry Codes). Certification test(s) are administered.

Fall Semester 18

Course #	Title	Credits
MFG185-E	OSHA/Shop Safety	2
MFG122-E	Machine Trade Printreading I	3
WEL120-E	Oxy Fuel Welding & Cutting	2
WEL152-C	Shielded Metal-Arc Welding	3
WEL186-E	GMAW	4
WEL308-C	Pipe Welding	4

Spring Semester 17

WEL206-C	Quality Assurance Program	2
WEL187-C	Advanced GMAW	4
WEL191-C	Gas Tungsten Arc Welding	3
WEL200-C	Metallurgy Fundamentals	2
WEL320-C	Welding Fabrication	3
Elective	Communications*	3

Summer Term 6

Elective	Math*	3
ATR102-C	Introduction to Robotics	3

*You may select any math or communications course with A, E, or C suffix.

*Certificate Option 12

MFG185-E	OSHA/Shop Safety	2
MFG122-E	Machine Trade Print Reading I	3
	Welding Credits	7



For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at www.nwicc.edu/compliance.



Hunter Fiddelke
Sutherland, Iowa
Diesel Technology

TRANSPORTATION PROGRAMS

Automotive & Light-Duty Diesel Technology

Diesel Technology

AUTOMOTIVE & LIGHT DUTY DIESEL TECHNOLOGY

If you want to use your problem solving and technical skills and work with gasoline and light duty diesel vehicles in the automotive industry, this is the right program for you.

As an Automotive and Light Duty Diesel Technology student you will study the vehicle from bumper to bumper and roof to road. This program will prepare you to meet the needs of today's automotive industry including light duty diesel systems. The program utilizes current industry trends including student laptops with access to service information databases and shop management software widely used in the field. Students also have access to factory and aftermarket diagnostic tools. In this program your time will be spent learning how to diagnose and repair systems in a hands on environment to give you working knowledge of complex automotive and light duty diesel systems. A real world atmosphere will prepare you to enter the workforce with the problem solving skills you will need to be successful. This program will prepare you for employment in automotive dealerships, independent shops, performance shops, fleet facilities, or owning your own business.

FIRST YEAR

Fall Semester		17
Course #	Title	Credits
AUT106-C	Introduction to Automotive Technology	2
AUT605-E	Basic Automotive Electrical Systems	7
AUT165-E	Automotive Engine Repair	5
ENG105-A	Composition I	3
OR		
SPC112-A	Public Speaking	3
OR		
SPC122-A	Interpersonal Communication	3

Spring Semester 16-17

AUT503-E	Automotive Brake Systems	3
AUT404-E	Automotive Suspension and Steering	4
AUT805-E	Automotive Engine Performance I	6
MAT110-A	Math for Liberal Arts	3
OR		
MAT102-A	Intermediate Algebra	4
OR		
MAT121-A	College Algebra	4

Automotive Service Diploma Awarded

Summer Term		6
AUT912-C	Cooperative/Internship*	6

SECOND YEAR

Fall Semester		21
AUT703-E	Automotive Heating/Air Conditioning	3
AUT813-E	Automotive Engine Performance II	6
AUT846-E	Advanced Automotive Electronics	6
CSC110-A	Introduction to Computers	3
PHI105-A	Introduction to Ethics	3
OR		
PHI142-A	Ethics in Business	3
OR		
PSY251-A	Social Psychology	3

Spring Semester 18

AUT251-E	Automotive Drive Trains I	6
AUT252-E	Automotive Drive Trains II	6
AUT867-E	Intro to Light Duty Diesel	3
SOC110-A	Introduction to Sociology	3
OR		
SOC120-A	Marriage and Family	3

Summer Term		7
AUT868-E	Diesel Systems Diagnosis & Repairs	7

*A cumulative grade point average of 2.0 is required to participate in the internship course.



DIESEL TECHNOLOGY

Interested in a career that keeps America moving? The Diesel Technology program is designed to teach the student repair and maintenance in the areas of trucks/trailers, construction equipment, and agriculture equipment. The Diesel Technology program has a rich history and a tradition of excellence. We train you on trucks/trailers, agriculture, and construction equipment that is "in-service" to make it "real." The latest technology is incorporated into curriculum and training. Students work in modern shop areas using their own tools, supervised by instructors with real-life experiences in the diesel field.

The program instructs students in theory, industry standards, technical skills (lab work), safety, and required related skills. Equipment from brand names such as Cummins, Caterpillar, Detroit Diesel, Case IH, Peterbilt, Kenworth, Freightliner, John Deere, Eaton, Meritor, Terex, Komatsu and others are studied.

The college has formed industry partnerships that offer student scholarships and sponsorship opportunities.

Diesel technicians are employed by truck dealerships, truck fleets, owner/operators, construction contractors, farm implement dealers, heavy equipment dealerships and independent repair shops.

With the increasing demand in transporting materials and products, the need for qualified techs continues to rise. There is a high demand for well-trained techs. Placement is 100% in most years and most are employed before graduation. Students should have no problem pursuing a career in this industry.



FIRST YEAR

Fall Semester		18
Course #	Title	Credits
DSL101-E	Diesel Shop Safety	1
DSL152-E	Heavy Duty Electrical Systems	6
DSL154-E	Introduction to Equipment Service	4
DSL324-E	Introduction to Diesel	4
MAT110-A	Math for Liberal Arts	3
OR		
MAT121-A	College Algebra	4

Spring Semester		19
DSL636-E	Air Systems and Brakes	4
DSL157-E	Introduction to Diesel Electronics	4
DSL158-E	Hydraulics Fundamentals	4
AUT139-C	Basic Welding Theory and Applications	1
ENG105-A	Composition I	3
OR		
SPC112-A	Public Speaking	3
OR		
SPC122-A	Interpersonal Communication	3
PHI101-A	Introduction to Philosophy	3
OR		
PHI142-A	Ethics in Business	3
OR		
PSY251-A	Social Psychology	3

Summer Term		7
DSL710-E	Heating, Air Conditioning and Refrigeration	4
DSL881-E	Diesel Internship I*	3


SECOND YEAR

Fall Semester		18
DSL159-E	Power Trains/Drive Lines & Suspensions	5
DSL810-C	Truck and Diesel Lab I	10
CSC110-A	Introduction to Computers	3

Spring Semester		17
DSL811-E	Advanced Diesel Electronics	2
DSL812-E	Advanced Diesel Engines & Fuel Systems	2
DSL820-C	Truck and Diesel Lab II	10
SOC110-A	Introduction to Sociology	3
OR		
SOC120-A	Marriage and Family	3
OR		
PEH115-A	Wellness Education	3

Summer Term		7
DSL813-E	Advanced Hydraulics	3
DSL824-C	Truck and Diesel Lab III	4

*A cumulative grade point average of 2.0 is required to participate in the internship course.



Zachary Perrin
Sheldon, Iowa
Automotive student

COURSE DESCRIPTIONS

Suffix—The last letter denotes the purpose of the course.

A = Transfer

E = Recommended for Transfer

C = Career and Technical

H = Developmental

IOWA'S COMMON COURSE DESIGNATIONS

Accounting	ACC	Geography	GEO
Administrative Assistant	ADM	Global Studies	GLS
Associate Degree Nursing	ADN	Graphic Communications	GRA
Agriculture—Agronomy	AGA	Graphic Technologies	GRT
Agriculture—Farm Mgt-Business	AGB	Hospitality, Culinary Arts, and Management	HCM
Agriculture—Comprehensive-Miscellaneous	AGC	Heavy Equipment	HEQ
Agriculture—Horticulture	AGH	History	HIS
Agriculture—Mechanics	AGM	Health Information Technology	HIT
Agriculture—Precision Ag	AGP	Health Sciences	HSC
Agriculture—Animal Science	AGS	Health Safety and Environ Tech	HSE
Agriculture—Technology	AGT	Human Services	HSV
Anthropology	ANT	Humanities	HUM
Art	ART	Industrial Technology	IND
Automation Technology and Robotics	ATR	Journalism	JOU
Automotive Technology	AUT	Legal Assistant	LGL
Business Computer Apps	BCA	Literature	LIT
Biology	BIO	Medical Assistant	MAP
Business	BUS	Mathematics	MAT
Computer Aided Drafting	CAD	Manufacturing	MFG
Chemistry	CHM	Management	MGT
Cancer Information Management	CIM	Marketing	MKT
Computer Programming	CIS	Mass Media Studies	MMS
Cultural Studies	CLS	Applied Music	MUA
Communication	COM	General Music	MUS
Construction	CON	Computer Networking	NET
Criminal Justice	CRJ	Physical Education	PEC
Computer Science	CSC	General Phys Ed and Health	PEH
Film and Theatre	DRA	Philosophy	PHI
Diesel	DSL	Pharmacy Tech	PHR
Disability Services	DSV	Physical Science	PHS
Early Childhood Education	ECE	Physics	PHY
Economics	ECN	Practical Nursing	PNN
Education	EDU	Political Science	POL
Engineering	EGR	Paralegal	PRL
Engineering Technology	EGT	Psychology	PSY
Electrical Technology	ELE	Powerline	PWL
Electronics	ELT	Radiologic Technology	RAD
Emergency Medical Services	EMS	Religion	REL
English Composition	ENG	Science	SCI
Environmental Science	ENV	Student Development	SDV
Finance	FIN	Sustainable Energy Resources	SER
Foreign Language—Chinese	FLC	Sociology	SOC
Foreign Language—French	FLF	Speech	SPC
Foreign Language—German	FLG	Web Development	WDV
Foreign Language—Spanish	FLS	Welding	WEL
Foreign Language—Hebrew	FLW		

COURSE DESCRIPTIONS

ACCOUNTING

ACC111-A Intro to Accounting 3

This course is designed to teach the key concepts and skills required to record a variety of accounting entries for both a service and merchandising business, to prepare financial statements, to record payroll entries, to prepare payroll records, and to utilize good cash management skills. The skills learned will prepare students for direct job entry as small business owners and entrepreneurs. Accounting concepts are applied to a variety of companies.

ACC118-C Introduction to Accounting Systems 3

This is a course in beginning accounting, emphasizing the basic principles, practices, and terminology of accounting. The focus is on accounting for a small business (sole proprietorship), and the units covered will take you through the accounting cycle (including adjusting entries).

ACC121-A Principles of Accounting I 3

An introduction to accounting terminology and concepts, and accepted accounting practices of analyzing, recording, summarizing, presenting, and interpreting business financial transactions of sole proprietorships and partnerships. Significant emphasis is placed upon practice and application.

ACC131-A Principles of Accounting I 4

In this, the first of two courses in principles of accounting, you will learn basic theory and structure of accounting. Emphasis will be on accounting cycles and preparations of accounting statements for service and mercantile businesses, systems and controls, partnerships and corporations.

ACC132-A Principles of Accounting II 4

In this course you will learn the fundamentals of financial statement analysis, long term liabilities, investments, managerial accounting for decision making, and accounting for manufacturing firms. Prerequisite: ACC131-A

ACC142-A Financial Accounting 3

An introduction to the use of accounting in the decision making process. Information will be presented with a bias toward user orientation as opposed to preparer orientation. Course competencies will be developed in the areas of identifying the role of accounting in society, basic accounting and business terminology, concepts behind financial information, accepted accounting practices, analysis and interpretation of financial statements of sole proprietorships and corporations.

ACC146-A Managerial Accounting 3

Managerial Accounting is a continuation of Financial Accounting. This course emphasizes financial statement analysis, including the reporting of cash flows, and managerial accounting as it relates to decision-making and to the manufacturing environment. This course serves as a foundation for other accounting courses for students planning careers in accounting, as well as providing for the needs for students in business administration.

ACC161-E Payroll Accounting 3

Completion of this course will enable you to identify the various laws that affect employers in their payroll operations, know the record-keeping requirements of these laws, realize the importance of these laws, and identify the procedures employed in a typical payroll accounting system. You will also prepare manual and computer generated payrolls. Corequisite: ACC131-A

ACC191-E Financial Analysis 3

This course covers the analysis of accounting data used by management in the decision making process. Data will be extracted and relationships analyzed from the main financial statements including the income statement, statement of owner's equity, balance sheet, and statement of cash flows.

ACC221-A Cost Accounting 3

You will learn to account for the distribution of materials, labor and overhead costs under job order, process, standard cost systems, and activity based systems. You will relate the principles and methods of applying manufacturing costs and expenses to the formation of reports for management. Prerequisite: ACC132-A

ACC231-A Intermediate Accounting I 4

This course will provide you with increased emphasis on the fundamental theories of financial accounting and reporting. Special emphasis will be given to balance sheet accounts. Prerequisite: ACC132-A

ACC232-A Intermediate Accounting II 4

In this course you will study long-term investments, current and contingent liabilities, long-term liabilities, leases, pensions, owners' equity, financial reporting, and statement analysis. Prerequisite: ACC231-A

ACC237-A Intermediate Accounting I 4

An in-depth study of selected financial accounting theory and practices. Topics may include professional organizations, structures, financial statements, the time-value of money, inventories, and other current and non-current assets and liabilities. As time permits some other specialty topics will be looked at; such as the statement of cash flows, accounting for leases, and revenue recognition.

ACC261-A Income Tax Accounting 3

This course introduces the general theory and procedure pertaining to federal taxation. Applications of Federal laws as they pertain to (1) income of individual partnerships, joint ventures, estates, trusts, and corporations; (2) gifts; (3) estates; and (4) social security are studied.

ACC265-A Income Tax Accounting 4

You will learn the basic information needed to prepare income tax returns for individuals. You will also be introduced to and prepare income tax returns for partnerships and corporations. Prerequisite: ACC132-A

ACC311-A Computer Accounting 3
This course introduces computerized accounting methods. Through hands-on computer work, the student will become familiar with the procedures necessary to complete tasks involving the general ledger, accounts payable, accounts receivable, bank reconciliation, budgeting, purchase order processing and inventory, sales order processing and inventory, fixed assets and payroll within a software application package. Learners practice setting up service and merchandising businesses and convert a manual accounting system to an electronic one. Prerequisite: ACC131-A

ACC312-E Computer Accounting 4
This course will give you hands-on experience dealing with integrated accounting computer programs. You will utilize the computer to generate journals, ledgers, and financial statements. In addition, you will use the computer to do financial statement analysis, compute depreciation schedules, perform payroll operations, and prepare payroll reports. Prerequisite: ACC131-A

ACC360-E Accounting Spreadsheets 2
This course provides the student with an in depth working knowledge of how to use an integrated spreadsheet program to assist in routine jobs. Writing formulas is emphasized along with planning and creating spreadsheets.

ACC362-E Accounting Spreadsheets 4
You will use spreadsheet and presentation software to create and present accounting information calculated and used in the field. Prerequisites: ACC231-A, BCA217-E

ACC851-C Tax Accounting Lab—VITA Volunteer Return Preparation Program 2
VITA, an acronym for Volunteer Income Tax Assistance, is a nationwide program sponsored by the Internal Revenue Service (IRS). VITA volunteers prepare federal and state income tax returns, at no charge, for primarily low-income and elderly individuals. The course is designed to give students an experiential and service learning opportunity. Prerequisite: ACC265-A

ADMINISTRATIVE ASSISTANT

ADM105-C Intro to Keyboarding 1
This course emphasizes keyboard mastery. It was designed to develop accuracy, speed, and control of the keyboard. Through completion of the lessons, students advance toward a minimum competency level of 30 gross words a minute (GWAM) on a 3-minute official timing with a maximum of 3 errors. The alphabetic keys are reviewed three times.

ADM111-C Keyboarding 4
This course emphasizes skill building for the development of speed and accuracy along with formatting and production skills involving business letters, memos, tables, reports, and other business documents.

ADM122-A Document Formatting 3
This course is designed for the student with minimal key-boarding experience. The major objectives are to develop touch control of the keyboard with speed and accuracy through proper keyboarding techniques and to learn proper formatting of letters, simple tables, short reports, and memorandums.

ADM159-C Proofreading and Editing 3
This course is designed to increase skills in proofreading and editing written communications. Grammar and punctuation principles are addressed. Students will learn techniques in using business reference tools and language skills within the context of a business environment.

ADM166-C Office Procedures I 3
This course provides an in-depth knowledge of professional office procedures, comprehensive coverage and integration of business skills with current issues and trends, and the development of critical-thinking and problem-solving skills. An understanding of the roles of administrative support personnel, office health and safety issues, organization and time management, computer technology, human relations, and information and communications systems are included. This is the capstone course of the Administrative Secretarial program. Prerequisite: BCA195-C; Corequisite: BCA196-C

ADM167-C Office Procedures II 3
This is a continuation of Office Procedures I. This course will emphasize meeting, conference, and travel planning; technology; records and financial management; career advancement strategies for the administrative professional; and effective leadership characteristics. Prerequisite: ADM166-C; Corequisite: BCA197-C

ADM179-A Records Management 3
Records Management course is designed to provide instruction and practice in indexing, coding, and cross-referencing records using alphabetic indexing rules. Emphasis will be placed on alphabetic systems, subject, geographic, and numeric filing. Students will review records retention and transfer, control of requisitions and charge-outs, and selection of supplies and equipment. Students are introduced to using a computer database to apply records management principles. Electronic records, image records, and establishing a records and information management program are also discussed.

ADM900-C Internship I 3,4,5 or 6
Internship I is an optional course designed for summer term completion between years 1 and 2. This course provides an opportunity for students to gain practical and professional work experience through on-site training in an approved office setting. The actual training on the job site will be under the supervision of a designated person in the sponsoring organization/business. Internship hours are scheduled on an arranged basis. The total internship requirement is 200 hours of on-the-job supervised experience. This course is repeatable for a maximum of 6 credits. Students may or may not be paid wages during the internship. *Prerequisite: The student must have taken/or be taking all courses required for the successful completion of the Administrative Secretarial Diploma program and have a minimum grade point average of 2.5. All internships must be approved by the Administrative Secretarial Instructor (or designee).

Administrative Assistant

ADM932-A Internship II

3,4,5 or 6

This optional course is a continuation of Internship I. Internship II provides an opportunity for additional cooperative work experience in a job setting related to the student's field of study and career interest. The on-site practicum arrangement is identical to Internship I; however, the total internship requirement is 400 hours of on-the-job supervised experience. Prerequisite: ADM900-C

ADM946-C Seminar

3

Maintaining a focus on preparing students for all levels of the office environment, this course examines the emerging trends and technological changes in Administrative Office Management. It is designed to develop the knowledge and skills necessary for success and professionalism in the workplace. An emphasis on interpersonal skills will help students develop expertise in the areas of communication, critical-thinking, value clarification, self-management, teamwork, and human relations. Prerequisite: ADM167-C

ASSOCIATE DEGREE NURSING

ADN648-C Advanced Nursing Concepts I

2

The course is designed to assist students in establishing a knowledge base in the basic science of drugs and to demonstrate how that knowledge can be directly applied in providing patient care and patient education. Pharmacological principles will include reviewing physiology and pathophysiology, discussing basic properties of drug families, focusing on the essentials of drug administration such as indications, contraindications, adverse effects, and drug interactions and demonstrating the application of pharmacology into nursing practice. QSEN (Quality Safety Education for Nurses) will be introduced to the student. The knowledge, skills, and attitudes (KSA's) addressing the concepts of patient centered care, teamwork, and collaboration, evidence based practice, quality improvement, safety, and informatics will be a focus of the course.

ADN649-C Advanced Nursing Concepts II

2

This course is designed to assist students in becoming leaders and managers in the nursing profession. Students will focus on the professional roles of the nurse as manager of care and member of the discipline of nursing. The focus will be on leading and managing care across the health care continuum realizing that leadership and management reflects the dynamic state of nursing practice and health care. A systematic approach using the knowledge, skills, and attitudes of caring for the pediatric and adult client are explored through a preceptor and capstone simulation experience. Prerequisites: ADN656-C, ADN648-C

ADN650-C Transition to A D N

3

This course is a combination of theory and lab. The course provides an overview of the NCC nursing program and the transitional role of LPN to RN. The concepts of delegation, prioritization and ethical and legal issues in nursing will be an essential part of this course. The course will focus on assessment of the medical/surgical patient and care of lines, drains, and tubes. A focus on intravenous therapy including peripheral, central lines, TPN, lipids, and blood administration will be included. An orientation to clinical facilities will be provided. Computer documentation training for these facilities will be offered. Prerequisite: Completion of NCC's PN/EPN program or accepted as advanced standing student (graduate of approved practical nursing program and/or working as an LPN).

ADN655-C ADN Nursing IA

6

This course is a combination of theory, lab, and clinical. Health, illness, and healthcare environment are examined as they relate to the care of patients with variable needs. The focus is on application of theories, concepts, research, issues, and trends in caring for selected patients throughout the lifespan. Emphasis is on the role of the RN and the development of skills to think critically and implement sound reasoning skills. Special topics of this course will include fluid and electrolytes and acid/base imbalances. Utilizing the knowledge, skills, and attitudes necessary to care for pediatric and adult patients with urinary/renal and immune/infectious disorders will be addressed. Students will care for patients with variable needs in acute care and simulation settings. Prerequisite: ADN650-C

ADN656-C A D N Nursing IB

6

This course is a combination of theory, lab, and clinical. Health, illness, and healthcare environment are examined as they relate to the care of patients with variable needs. The focus is on application of theories, concepts, research, evidence based practice and issues and trends in caring for selected patients throughout the lifespan. Emphasis is on the role of the professional nurse and on the development of knowledge, skills, and attitudes necessary to think critically and implement sound reasoning skills when caring for patients. The topics of this course will include care of the pediatric and adult client with cardiovascular disorders and respiratory disorders. The student will care for clients with variable needs in acute care and simulation settings. Prerequisite: ADN655-C

ADN657-C ADN Nursing IIA

6

This course is a combination of lecture, lab, and clinical. The course provides an opportunity for synthesis and evaluation of professional nursing role behaviors essential to care of patients experiencing complex needs in a variety of settings. Emphasis is placed on refinement of critical thinking and communication skills and the integration of a range of therapeutic interventions into nursing practice. Utilizing the knowledge, skills, and attitudes necessary to care for the normal and complicated obstetric and newborn patient, the adult and pediatric patient with endocrine and acute and chronic neurologic disorders will be addressed. A special topic in this course will be shock and trauma. The student will care for clients in the psychiatric and obstetric clinical setting. Prerequisites: ADN656-C, ADN648-C

ADN658-C A D N Nursing IIB 6
This course provides an opportunity for synthesis and evaluation of professional nursing role behaviors essential to care for patients experiencing complex care needs in a variety of settings. Emphasis is placed on refinement of critical thinking skills and communication skills and the integration of a range of therapeutic interventions into nursing practice. Utilizing the knowledge, skills, and attitudes to safely care for the pediatric and adult patient with gastrointestinal disorders, psychiatric disorders, musculoskeletal disorders, and cancer will be addressed. Prerequisite: ADN657-C

AGRICULTURE

AGA114-A Principles of Agronomy 3
A lecture/laboratory class that serves as a base for several subsequent courses. Crop growth and development along with soil management principles are emphasized. Additional topics include diseases, insects, weeds, weather, tillage, harvesting and grain storage and handling. An interactive computer based system serves as a basis for the laboratory portion of the course.

AGA154-A Fundamentals of Soil Science 3
This course covers soil properties affected by their formation due to climate vegetative cover, parent material, drainage and topography.

AGA158-A Soil Fertility 3
This course explains the phenomena involved in making and keeping a soil in its most economical, productive state. Students learn why soils must be managed differently due to differences in origin and make up.

AGA376-A Integrated Pest Management 3
Integrated Pest Management teaches observation techniques for pest control which includes disease, insect and weed problems as well as techniques for developing and evaluating pest management programs, and procedures involved in integrated pest management.

AGB210-E Ag Law 2
This course is designed to make the student aware of the legalities of the farm business in regard to estate planning, leasing, contracts and legal liability.

AGB235-A Introduction to Agriculture Markets 3
Introduction to Agriculture Markets is an overview of the structure, economics, organization, and function of the world food marketing system. Topics in past, present and future domestic and worldwide market issues are discussed. The course examines how the marketing system is influenced by governmental and private policy and the effects those policies have on producers, commodity handlers, processors, middlemen, and consumers. Basic marketing and merchandising strategies are also covered.

AGB330-A;Farm Business Management 3
A study of the use of principles of farm management in developing a farm or farm business operation. Laboratory work will be used to increase the understanding of key concepts.

AGB336-A Agriculture Selling 3
Principles of selling applied to agricultural settings. Examination of agricultural consumers' buying habits and the development of sales strategies to meet these consumers' needs and wants serves as a foundation of this course. Two main activities dominate this course. Students spend a day shadowing an agricultural sales professional to observe and report on specific practices. In a final activity, Ready-Set-Sell, students prepare and deliver a sales presentation to an agricultural sales professional. Prerequisite: ECN130-A

AGB437-A Commodity Marketing 3
Commodity Marketing examines basic, fundamental and technical price analysis, commodity futures, futures options, alternative cash contracts, sources and uses of marketing information, and relevant agricultural marketing strategies.

AGB466-A Agricultural Finance 3
This course is a study of the terminology and tools of agricultural finance. It emphasizes the preparation of financial statements, cash flows, budgets and bookkeeping principles. It also discusses financial risk strategies and credit costs.

AGB470-A Farm Records Accounts & Analysis 3
Emphasis is placed on the importance of records as an essential management tool for farm management.

AGC403-A Sustainable Agriculture 2
This course provides students the necessary information and knowledge to successfully convert their farming operation from conventional to organic farming, including transitioning farming methods that enhance their future organic farm productivity. The knowledge student's gain in this class will enable them to make a smooth transition to organic farming, gain certification, and remain certified.

AGC420-A Issues in Agriculture 3
This course provides the students the opportunity to collect, discuss, interpret, and defend current issues that affect the economic, environmental, and social conditions and production of agricultural commodities.

AGC936-A Occupational Experience 3
Introduction to various species of livestock and basic livestock production.

AGH284-E Pesticide Application Certification 3
Identification and biology of common insect, disease, and weed pests of turf grass and ornamentals is covered in this course. This course reviews materials and testing procedures required to become a certified commercial pesticide applicator.

AGM155-A Farm Equipment Management 2
Students will utilize the operator's manual to find information concerning operation, lubrication and adjustment sections. In addition, students will properly adjust and operate the following equipment: 1) row crop cultivator; 2) square baler; 3) disk/harrow; 4) field cultivator. Course will also address safe handling procedures and the use of herbicides, calibration of the field sprayer for proper operation and adjusting the grain drill to plant soybeans and small seeds.

Agriculture

AGP329-A Introduction to GPS 3
An introduction to the use of GPS and VRT as it impacts agricultural producers. Students will use field mapping software and GPS systems as part of the class.

AGS113-A Survey of the Animal Industry 3
This lecture and lab course introduces the student to a broad spectrum of animal science. Beef, swine, sheep, dairy, horse and poultry production are presented. Some exotic and nontraditional livestock are discussed.

AGS226-A Beef Cattle Science 3
A course dealing with the retail beef industry, management decisions of the cow-calf and yearling-stocker producers, major health problems and their prevention and treatment, ruminant nutrition balance rations and forage resource management.

AGS242-A Animal Health 3
This course provides information about the cause, nature, prevention, and treatment of the common health problems of farm animals. This course also identifies animal behavior and develops a herd health program.

AGS270-A Foods of Animal Origin 3
A general basic agri-food science course that deals with world food needs and available food supplies, types of food and nutritive value and use, and methods used and challenges involved in food production, transportation, preservation/processing, storage, distribution, marketing and consumption. The course covers both animal origin and non-animal origin food products.

AGS319-A Animal Nutrition 3
Nutritional principles, digestive systems, composition and nutritional characteristics of common feedstuffs, ration formulation and recommended feeding programs for farm animals. Prerequisites: AGS113-E, CHM112-A or permission of instructor.

AGT250-A Foods & Biosecurity Issues 3
This course focuses on threats to food system biosecurity. Students will research and discuss contemporary issues regarding biosecurity, vulnerabilities of the food system from pre-harvest through post-processing, consumption, and potential threats by class of agents.

ANTHROPOLOGY

ANT105-A Cultural Anthropology 3
This course covers the development of culture and origins of man; concepts and techniques for understanding world culture (similarities, differences, and diffusion); and systems of belief and action by which different people live.

ART

ART101-A Art Appreciation 3
This course in the visual arts is designed to give you an understanding and awareness of art in relationship to your environment.

ART106-A Art Appreciation Studio 3
This studio-based course explores the vocabulary and media of art through a problem-solving structure. Students will utilize a variety of two- and three-dimensional media to investigate the elements and principles of design and the creative process.

ART117-A Computer Graphic Design 3
Computer Graphic Design is a studio-oriented course designed to use the computer as a tool for graphics production. Typography, page layout, fine art, graphic design and digital images are among the topics discussed in class.

ART120-A 2-D Design 3
This foundational studio course addresses visual dynamics on the two-dimensional picture plane. Through the design process students explore visual elements and principles of organization. Projects cover technical skills, idea generation, and development, and presentation.

ART124-A Computer Art 3
Computer Art is a studio-oriented course designed to use the computer as a tool for the production of studio quality two dimensional imagery. Technology in the arts is a relatively new outlet for many artists, this course aims to experiment with a variety of software and peripherals to generate personally authentic works of art.

ART133-A Drawing 3
Drawing is a foundation course dealing with the practices and applications of basic drawing principles and techniques. Study research of the various media and compositional aspects is included.

ART143-A Painting 3
This course is designed to provide familiarity with the basic materials, tools, and techniques of painting. You will work with the elements of pictorial organization and expression. (Painting supplies required.)

ART144-A Painting II 3
A combined lecture and lab course. A continuation of ART143-A, further exploring the principles, techniques, media and creative potentials of painting. Prerequisite: ART143-A

ART163-A Sculpture 3
The student will develop an understanding and appreciation of the interaction of form in space through the manipulation of materials and the experience of process. The student will investigate sources, develop the ability to conceptualize and apply sculptural design principles to create solutions to assigned problems.

ART173-A Ceramics 3
This course will explore the properties of clay. Students will do projects using the potters wheel; slab and coil hand construction and sculpture. A glazing and firing project will be included in this study.

ART186-A Digital Photography 3
Digital Photography introduces students to the use, control and manipulation of Photoshop Elements, digital cameras and scanned images. Tutorials and individual creative assignments introduce students to the foundation of digital imagery.

ART203-A Art History I 3
This course is a survey of art history from prehistory to the Renaissance. Both period style and personal styles will be compared to the lifestyles of the period. Emphasis will be on artists and art forms of western cultures.

ART204-A Art History II 3
This course is a survey of the visual arts from the Renaissance to the present time with an emphasis on the relationship between art and social, economic, religious and technological development. It stresses the historical context of contemporary forms of expression and examines human concerns as they are revealed in art.

AUTOMATION TECHNOLOGY & ROBOTICS

ATR102-C Introduction to Robotics 3
Introduction to Robotics is an introduction to the start-up, operation and simple programming of industrial robots. Topics include robot safety, robot types, robot move types, program structure, motion control, decision making, peripheral control, robot control modes and program examples.

AUTOMOTIVE TECHNOLOGY

AUT106-C Introduction to Automotive Technology 2
This course is designed to get the students ready for their career in the transportation industry. During this course students will learn about shop safety as it pertains to this career. This course teaches safe practices in working with hazardous materials, power tools, hand tools, chemicals and hoists. It will also teach location specific practices dealing with used oil disposal and containment materials. The introduction course is where students will become competent in light duty maintenance and repair service procedures, computer programs, parts room policies. Students will become familiar with industry software that will be utilized for service information, online assignments, testing, and grading.

AUT139-C Basic Welding Theory & Applications 1
This course is designed to introduce you to the basic fundamentals of welding. Procedures used in Shielded Metal-Arc Welding and Gas Metal-Arc Welding are emphasized. Oxyacetylene cutting and welding are also covered.

AUT165-E Automotive Engine Repair 5
This course introduces internal combustion engine fundamentals. Covers engine operation, servicing, diagnosis and overhaul. Teaches engine disassembly, making precision measurements and engine reassembly. Emphasizes theories in practical, hands-on applications in classroom and lab exercises. Prerequisite: AUT605

AUT250-C Automotive Drive Trains 7
Emphasis is placed on the theory and practical application of diagnosing and repairing automotive drive train components to include differentials, transfer case, manual transmissions, drive shafts, and clutch systems. Study also includes automotive transmissions of the late model front wheel drive vehicles. Prerequisite: AUT616-C

AUT251-E Automotive Drive Trains I 6
Emphasis is placed on the theory and practical application of diagnosing and repairing of automotive drive train components to include differentials, transfer case, manual transmissions, drive shafts and clutch systems. Study also includes automotive transmissions of late model front wheel drive vehicles. Prerequisite: AUT605

AUT252-E Automotive Drive Trains II 6
This course covers the theory and practical application of diagnosing and repairing and of automatic transmissions and computer controls with emphasis on late model front and rear wheel drive vehicles. Prerequisite: AUT251

AUT404-E Auto Suspension & Steering 4
This course is a combined lecture and lab course that studies the operation and service of today's suspension systems. It covers suspension service and alignment techniques and includes training on a-frame and McPherson suspension repair, rack and pinion steering, front and rear alignment, four-wheel alignment, electronic alignment systems, wheel balancing and electronic leveling control systems. Prerequisite: AUT605

AUT503-E Automotive Brake Systems 3
The course covers the latest procedures of inspecting, measuring, diagnosing, and the repairing of drum and disc brakes. Classroom and lab instruction will be utilized to teach students the latest procedure for inspecting, measuring, diagnosing and repair. Prerequisite: AUT605

AUT605-E Basic Automotive Electrical Systems 7
This is a course of theory and application of the fundamentals of basic automotive electricity, batteries, starting and charging systems and an introduction to the accessories. Prerequisite: AUT106

AUT703-E Automotive Heating Air Conditioning 3
This is a combined lecture and lab course that covers the theory, operation and service of automotive heating and air conditioning systems. It presents component repair, charging and leak service and emphasizes the diagnosis of electronic climate control systems and safe recovery of refrigerant compounds. Prerequisite: AUT605

AUT805-E Automotive Engine Performance I 6
An automotive engine must have the correct air, fuel, and ignition to perform properly. This course will provide the knowledge and experience to restore gas and light duty diesel engine performance to a level expected by the vehicle manufacturer and owner. You will inspect, diagnose, adjust, repair or replace components of the ignition, fuel, and emission systems as well as determine engine condition. Prerequisite: AUT605

AUT813-E Automotive Engine Performance II 6
This course emphasizes advanced electronic engine performance diagnostic practices. Technical knowledge and hands-on application are utilized to restore engine performance on today's complex and rapidly changing technology. Prerequisite: AUT805

Automotive Technology

AUT814-C Automotive Engine Performance II 8

This course emphasizes advanced electronic engine performance diagnostic practices. Technical knowledge and hands-on application are utilized to restore engine performance on today's complex and rapidly changing technology. Prerequisites: AUT637-C, AUT809-C

AUT846-E Automotive Electronics 6

Electrical fundamentals are applied to computer networking in today's complex vehicle electronic systems. Technical knowledge and skills necessary for proper diagnosis, service, and repair of a vehicle's electronic controls and accessories are stressed. These systems include safety controls, instrumentation, steering, suspension, vehicle comfort systems and hybrids. Prerequisite: AUT605

AUT860-C Brake & Transmission Electronics 6

Course coverage includes ABS brakes, traction control, and transmission electronics. Theory and hands-on training are used to provide an understanding of these sophisticated modern systems. Prerequisites: AUT616-C, AUT861-C, AUT637-C, AUT250-C

AUT867-E Intro to Light Duty Diesel 3

This course provides knowledge of the basic design and operations for light duty diesel platforms in the automotive field. Topics include familiarization with light duty diesel, safety precautions, also service and maintenance procedures. Students will learn to perform basic maintenance and service operations and demonstrate proper safety. Prerequisite: AUT813

AUT868-E Diesel Syst Diagnosis & Repair 7

This course includes the fundamentals of electronic engine management on light duty diesel platforms. Topics covered will be high voltage injection systems, OBDII fault detection, air, fuel and exhaust systems. Students will learn to utilize diagnostic resources and equipment, identify and troubleshoot electronic malfunctions and complete repairs on light duty diesels. Prerequisite: AUT867

AUT912-E Cooperative/Internship 6

Spend one summer term (400 Hours) working as an entry-level technician in a cooperating auto service facility. Students are able to apply the principles and techniques learned during their first year. In addition, you are afforded the opportunity to experience the auto service industry from the inside as an employee. In order to participate in this course a student must have a valid driver's license and have a cumulative grade point of 2.0.

BUSINESS COMPUTER APPLICATIONS

BCA102-A Introduction to Technology 1

This class offers students the opportunity to learn basic computer skills through a hands-on approach and to explore other forms of technology used in the workplace. Students will learn basic computer terminology, software packages, email, internet usage, and other technical devices in the workplace. No prior computer knowledge or usage is assumed.

BCA104-E Management of Information Systems 2

This course has specific applications to the Health Information Management field. The course provides a basic knowledge of computer and communication systems and how they relate to managing information for healthcare, business, and personal use. Subjects covered include computer technology development, hardware, software and its applications, data processing, operating systems, information system management, design and analysis, system security and safety, privacy and confidentiality of electronically stored data, and an overview of programming languages. Topics include networking, Internet, microwave and satellite systems, telecommunications, video, and more.

BCA115-E Internet Basics 1

In addition to an overview of the development of the Internet, the course provides instruction in browsing the World Wide Web, doing research on the Internet using search engines and search directories, setting up e-mail accounts, using an e-mail client, subscribing to newsgroups, identification of file types used on the Internet, and downloading files from the internet.

BCA116-E Introduction to the Internet 3

The course provides the student with an understanding of the history of the Internet, Internet terminology, and how to efficiently use the Internet resources available. Topics covered are: communicating over the Internet, how to find information, how to create web pages, and how to use multimedia on the Internet.

BCA120-E Computer Orientation 1

BCA-120 An introductory course for those with little or no computer experience. The class will cover computer hardware and software concepts and things to consider when purchasing, installing, or maintaining a personal computer. This course also includes a brief overview of the Internet, operating systems, word processing, spreadsheet and database software applications

BCA129-A Basic Word Processing 2

This course addresses basic and intermediate levels of word processing using Microsoft Word. Skills introduced include manipulating Windows, entering and editing text, formatting paragraphs and text, using the spelling checker and thesaurus, selecting printers and printing documents, and applying document formatting options.

BCA130-E Advanced Word Processing 2

Advanced features of Microsoft Word. Skills introduced include using the following: sharing your work, advanced tables, styles, templates and wizards, merged documents, graphics, desktop publishing, diagrams and charts, electronic forms, templates and wizards (as time permits). Prerequisite: BCA129-A

BCA147-E Basic Spreadsheets 2

To aid in successfully completing this course, you must have access to the Microsoft Office suite, preferably the Office2003 version. MSOffice 98,160MSOffice 2000, MSOffice XP (2002)160 may be utilized, but you will note differences between the Office XP text explanations, diagrams and the screen options available in your version.160 Test vocabulary and questions are based on MSOffice1602003 version.

BCA148-C Advanced Spreadsheets 2

The student will become acquainted with additional features of the Excel spreadsheet program. Topics include templates, macros, data validation, importing external data, pivot charts, and pivot tables.

BCA152-A Comprehensive Spreadsheets 3

Concepts of spreadsheets and application in the business world are covered. Introductory topics include creation of spreadsheets, data manipulation, printing, sharing, formatting, use of predefined functions and charts. Advanced topics will include creating macros, filtering, importing and exporting data, and spreadsheet analysis. Application to business situations will be emphasized. Microsoft Excel will be used for this course. Prerequisites-CSC110 Introduction to Computers or consent of the instructor

BCA165-C Basic Databases 2

This course teaches the fundamentals of database design and database creation. Students will learn to create databases, query databases, maintain databases using design and update features, create custom reports, forms and combo boxes and create and use a data access page that allows users to access an Access database using the Internet.

BCA191-C Computer Applications 2

This course is designed specifically for the student with little or no computer literacy. Emphasis will be placed on developing keyboarding skills, loading, and formatting disks. In addition, you will have an opportunity to work with a variety of basic software packages.

BCA194-C Word and Information Processing I 3

Word and Information Processing I is an introduction to word and information processing. Students will be prepared for their role in the automated electronic office by gaining a thorough understanding of word and information technology, computer concepts, terminology, procedures, techniques, and applications software.

BCA195-C Word and Information Processing II 3

This course, a continuation of Word and Information Processing I, is designed to provide students with additional knowledge of word and information processing, computer concepts, presentation graphics, and software applications for the modern electronic office. Students will prepare a variety of documents and master specialized word processing software functions. Using presentation graphics software, students will also create interactive presentations. Prerequisite: BCA194-C

BCA196-C Word and Information Processing III 3

Designed to present additional concepts of word/information processing, Word and Information Processing III laboratory applications include an in-depth coverage of spreadsheet terminology, functions, formulas, financial analysis, input technologies, charting features, and templates along with an introduction to basic machine transcription of practical office documents. Prerequisite: BCA195-C

BCA197-C Word and Information Processing IV 3

Designed to present additional concepts of word/information processing, this course will provide training in the concepts and techniques of database management. Using relational database software for business applications, students will create and manipulate data files and format output as tables, queries, forms, and reports. Advanced database topics include Structured Query Language and creating an application system using multi-table forms and wizards. This course also includes intermediate machine transcription of realistic documents from various fields of employment. Prerequisite: BCA196-C

BCA214-A Advanced Computer Business Applications 3

Intermediate and Advanced software applications utilizing the Microsoft 2003 Suite (Word, Excel, Access, and PowerPoint) to create documents, worksheets, databases, and presentations suitable for coursework, professional purposes, and personal use. Prerequisite: CSC110

BCA215-A Computer Business Applications 3

This is a course for experienced computer users. This is an upper level applications course utilizing Microsoft Office programs. Special attention will be given to program integration and applying skills to business situations. Prerequisites: CSC-110 or equivalent, or instructor approval

BCA216-E Introduction to Microsoft Office Applications 4

In this course, students will study Microsoft Office programs. This course focuses on word and information processing, computer concepts, presentation graphics, and software applications for the modern electronic office. Students will prepare a variety of documents, create interactive presentations, and utilize a desktop information management program. Specialized software and training will assist students in preparing for Microsoft Office Specialist (MOS) certification exams.

BCA217-E Advanced Microsoft Office Applications 4

This course is a continuation of Introduction to Microsoft Office Applications. Students will study machine transcription and dictation as well as continuing the study of Microsoft Office programs. In-depth coverage of spreadsheets and database management software will be a focus of the class. Specialized software and training will assist students in preparing for the Microsoft Office Specialist (MOS) certification exams. Prerequisite: BCA216-E

BCA218-E Advanced Office Applications 3

Intermediate and Advanced software applications utilizing the Microsoft 2010 suite to create documents, worksheets, databases, and presentations suitable for course work, professional purposes, and personal use.

BCA220-A Integrated Computer Business Application 2

This is an advanced course in microcomputer software applications. Students will integrate spreadsheets, databases, presentations and word processing documents including creating a web site and various importing and exporting of data. Prerequisites: BCA-106, BCA-118, BCA-153, and BCA-169, or CSC110

Biology

- BCA240-E Graphic Design** 3
In this course you will learn how to design promotional material for different applications. Integrating visual appeal with solid content will be a fundamental principle. You will get hands-on experience creating attractive and effective marketing communication pieces on the computer.
- BCA250-E Desktop Publishing-Publisher** 3
This course gives the student knowledge and practice in desktop publishing using Microsoft Publisher software. Desktop publishing is the integration of graphics, text, and design to create such documents as flyers, letterhead, business cards, newsletters, brochures, web pages, etc. Decision-making skills will be used to complete desktop publishing projects. Prerequisite: CSC110
- BCA265-E Project Management** 3
This course is designed to provide students exposure to project management and its importance to improving success in information technology projects. Topics addressed in the course will include project life cycle, cost estimates, value management and motivation theory, and team building. Tools and techniques important to project management will also be presented, including project selection methods, work breakdowns, network diagrams, critical path analysis and scheduling.
- BCA732-C Getting Organized With Outlook** 1
This is an introductory course to Outlook. Your experience will include creating and sending emails, email attachments, appointments and calendar items and address books.

BIOLOGY

- BIO102-A Introductory Biology** 3
This is an introductory biology course designed for non-science majors. Major topics of study will include cell structure and function, cellular chemistry, inheritance, and evolution. Corequisite: BIO103-A
- BIO103-A Introductory Biology Lab** 1
This course shall accompany BIO102-A. Corequisite: BIO102-A
- BIO105-A Introductory Biology** 4
An introduction to basic biological principles with emphasis on topics and issues of current interest and applications of biology related to the medical, ethical, and social dilemmas of humans integration with the biosphere. The required laboratory will stress the process of science and exposure to living organisms. Topics to be considered are structure, function, and metabolism of cells, genetics, impact of molecular biology and genetic engineering, plants, animals, diversity, and evolution.
- BIO106-A Introductory Biology II** 3
This course is a continuation of Introductory Biology I. The major topics to study include human anatomy and physiology, reproduction, plant biology, and ecology. Prerequisite: BIO102-A; Corequisite: BIO107-A
- BIO107-A Introductory Biology II Lab** 1
This course shall be accompany BIO106-A. Prerequisite: BIO103-A; Corequisite: BIO106-A
- BIO114-A General Biology IA** 4
This course is an introduction to basic principles of biology. Topics include basic chemistry, cellular biology, and genetics. The general course goal is to provide students with a sound foundation in selected biological topics. This foundation will permit interested students to continue further studies in related areas of biology, and to enable students to become knowledgeable consumers of science.
- BIO115-A General Biology IIA** 4
This course is a continuation of General Biology IA (BIO-114). Course topics include evolution, biological diversity, plant and animal anatomy and physiology and ecology. Prerequisite: BIO-114
- BIO125-A Plant Biology** 4
Plant Biology is designed for non-science majors interested in plants and plant-like organisms. Topics include classification, plant structure and function, development, metabolism, and heredity. Laboratory exercises complement each area of study.
- BIO133-A Ecology** 3
In this course you will be introduced to ecological and environmental concepts. Emphasis will be placed on ecosystem and community structure, nutrient cycling, energy flow, evolution, and population interrelationships. The laboratory portion of the course will entail using ecological field methods to survey local plants and animals and using water and air analysis equipment. Corequisite: BIO134-A
- BIO134-A Ecology Lab** 1
This course shall accompany BIO133-A. Corequisite: BIO133-A
- BIO146-A Genetics** 3
This course is an introduction to genetics, topics included are: DNA, chromosomes, Mendelian genetics, mutations, molecular genetics, recombinant DNA, GMO's, genetic engineering, molecular genetics and disease. At least one semester of biology should be completed before taking this class. Recommended: College biology class and high school chemistry. Prerequisite: BIO105
- BIO151-A Nutrition** 3
In this course you will learn a basic overview of the principles of nutrition. Discussion focuses on the major nutrients and their significance and utilization in the human body. Additional topics discussed include food trends, nutritional needs through the lifespan, weight management, stress management, and drug-food interactions.
- BIO154-A Human Biology** 3
Human Biology is a study of biology which emphasizes the human body. Topics such as the cell, basic chemistry, human anatomy and physiology, genetics, human evolution and human ecology are included. Human Biology is designed for non-science majors or students requiring a review prior to taking Anatomy and Physiology. Corequisite: BIO155-A
- BIO155-A Human Biology Lab** 1
This course shall accompany BIO154-A. Corequisite: BIO154-A

- BIO157-A Human Biology** 4
Human Biology is designed for non-science majors or as a prerequisite for higher-level anatomy and physiology courses. It focuses on the following areas: the molecular and cellular basis of human life; the integration of humans and the biosphere; the structure and function of human tissues, organs and organ systems; and the principles of genetics and human development. Laboratory exercises complement each area of study
- BIO162-A Essentials of Anatomy & Phys** 3
(Designed for health-related fields.) Prerequisites: One year of high school biology or one year of high school chemistry or CHM 112 Introduction to chemistry or instructor approval. Introduces the student to the structure, function, and organization of the human body and all body systems. (3, 0)
- BIO163-A Essentials of Anatomy and Physiology** 4
Human Anatomy and Physiology is a survey of the basic concepts of human anatomy and physiology. Emphasis is placed on the study of the structure and function of the major organ systems of the human body.
- BIO165-A Human Anatomy and Physiology I** 3
This course is an advanced study of anatomy and physiology. The relationship between body structure and function and homeostasis forms the basis for the course. Pathological processes that result in dysfunction and disease are presented. Major topics include cell biology, histology, skeletal, muscular, and nervous systems. Corequisite: BIO167-A
- BIO167-A Human Anatomy and Physiology I Lab** 1
This course shall accompany BIO165-A. Corequisite: BIO165-A
- BIO168-A Human Anatomy & Physiology I** 4
An advanced study of anatomy and physiology, the relationship between body structure and function and homeostasis forms the basis for the course. Pathological processes that result in dysfunction and disease are presented. Major topics include cell biology, histology, skin, skeletal, muscular, and nervous systems. Includes lecture and laboratory.
- BIO170-A Human Anatomy and Physiology II** 3
This course is an advanced study of anatomy and physiology. The relationship between body structure and function and homeostasis forms the basis for the course. Pathological processes that result in dysfunction and disease are presented. Major topics include digestion, endocrine, circulatory, lymphatic, respiratory, urinary, and reproductive system. Prerequisite: BIO165-A; Corequisite: BIO172-A
- BIO172-A Human Anatomy and Physiology II Lab** 1
This course shall accompany BIO170-A. Prerequisite: BIO167-A; Corequisite: BIO170-A
- BIO173-A Human Anatomy and Physiology II** 4
An advanced study of anatomy and physiology. The relationship between body structure and function and homeostasis forms the basis for the course. Pathological processes that result in dysfunction and disease are presented. Major topics include digestive, endocrine, circulatory, lymphatic, respiratory, urinary, and fluid, electrolyte, and acid-base balance. Includes lecture and laboratory.
- BIO177-A Human Anatomy** 4
This course covers the structure and function of the human body, with emphasis on structure. The cell and all body systems are included. Includes lecture and laboratory.
- BIO183-A Microbiology** 3
This is a study of the concepts and facts that relate to microbiology. The fundamental characteristics of microorganisms are introduced. Major units of study are physiology of microorganisms, host-parasite relationships, and medical microbiology. Corequisite: BIO184-A
- BIO184-A Microbiology Lab** 1
This course shall accompany BIO183-A. Corequisite: BIO183-A
- BIO186-A Microbiology** 4
Microbiology is an in-depth examination of the microbial world, with emphasis on classification, reproduction, genetics, physiology, infectious disease, and control. Laboratory exercises will be directed toward identification of clinically and economically important organisms. Prerequisite: BIO168
- BIO198-E Introduction to Pathology** 3
The focus of this course is the nature, cause, and treatment of disease together with the terminology pertaining to injury and disease processes. This course is designed to permit you to recognize the relationship between clinical symptoms and the disease process. Attention is also given to the understanding and interpretation of the information within a patient's medical record. Prerequisite: BIO165-A; Corequisite: BIO170-A
- BIO212-A General Biology I** 3
This course serves as an introductory course for biology, science, and health science majors. Principles of cellular biology, elementary biochemistry, and energy functions are covered. Cell division, roles of DNA/RNA, genetics, and evolution follow. Ecology will complete the work of the course. Corequisite: BIO213-A
- BIO213-A General Biology Lab I** 1
This course emphasizes the techniques, methods, procedures and basic laboratory skills used in the biological areas of science. Such methods include accurate observations, measurements, microscopy, chromatography, making of solutions, and analysis of ecosystems. Corequisite: BIO212-A
- BIO214-A General Biology II** 3
This course is a continuation of General Biology I. The major topics to study include human anatomy and physiology, plant anatomy and physiology, and ecology.
- BIO215-A General Biology II Lab** 1
This course shall accompany BIO214-A. Corequisite: BIO214-A

BUSINESS

BUS102-A Introduction to Business 3

This course introduces you to American contemporary business, its nature, and environment. This survey course provides you with exposure to the following areas of business: the social responsibilities of business, management, production, human resources, marketing, finance, quantitative methods, world business, and business law.

BUS106-A Employment Strategies 2

This course will introduce students to the world of personal assessment, personal marketing, and job search know-how. Assignments will focus on their individual and career targets, while developing successful lifetime job search skills and career management tools. Students will learn job search techniques, such as completing employment applications, preparing letters of application, creating effective resumes, using Web 2.0 tools for personal marketing and professional networking, developing interview strategies, and preparing for the job interview.

BUS110-C Business Math & Calculators 3

This course is a study of the mathematics of business in its application to a variety of vocations including fundamental mathematical processes, fractions, price and cost, interest, bank discounts, cash and trade discounts, depreciation, payroll and taxes, and financial statements. Students will acquire the skills to use Microsoft Excel to perform each concept as well as using the traditional methods.

BUS111-C Business Math 2

This course emphasizes basic business terminology and business math applications. Topics such as discounts, payroll, markup and markdowns, taxes, interest, credit, depreciation, inventory, investments, insurance, and financial statements are covered.

BUS121-A Business Communications 3

Emphasis is placed on communication skills necessary for employment. Proper grammar, sentence structure, punctuation, and complete message are emphasized. Written business communications, including letters, memos; job application procedures, including resumes and letters will be covered.

BUS123-E Future At Work Business Capstone 3

This course is designed to serve as a capstone class for students interested in a Business career. The course will apply knowledge learned in business curriculum including accounting, management, marketing, information technology, and office systems. Students will use critical thinking skills and teamwork in a business environment. This course provides students with the opportunity to gain practical experience in the business environment.

BUS128-A Foundation to Entrepreneurship 3

Introduction to Entrepreneurship emphasizes these processes: understanding how to find, analyze and pursue opportunity, understanding oneself and personality characteristics of the entrepreneur examining the environment for entrepreneurship. A case and experiential approach is used throughout.

BUS130-E Introduction to Entrepreneurship 3

This course examines the qualities and skills essential to successful entrepreneurship. It includes opportunity identification, feasibility analysis, initiation strategies, site location, marketing and financing. Types of ownership, franchising, and development of a business plan are covered. You will examine and learn critical skills for successful business formation and growth.

BUS135-A Managing the Entreprep Venture 3

This course will introduce the student to contemporary business, its nature and environment. Also, this course will provide exposure to managerial functions such as planning, decision making, staffing, organizing and directing. The student will develop a basic understanding of financial accounting concepts and systems. This course also provides a comprehensive introduction to the diversified services offered by the banking industry.

BUS139-E Entrepreneurial Internship 3

During this internship, you will be offered practical experience on the job at a new/expanding business under the guidance of an entrepreneur who will serve as a mentor. Designed primarily for college transfer students to provide a work experience directly related to their career/college objectives, the internship focuses on the process of developing an awareness of all aspects of new business development. You will work a minimum of 100 hours, maintain a journal of your experience, and develop a Business Review with recommendations on how the venture could become even more effective.

BUS147-A The Successful Entrepreneur 3

This course will provide an integrated, analytical and managerial approach to the study of marketing. Legal issues, financial and economic forces are also analyzed as relative to becoming a successful entrepreneur.

BUS150-A E-Commerce 3

This course will address the new technological environment that marketers are facing in the business world today. You will explore the basics of marketing exchange utilizing the information highway, multimedia techniques, database marketing, interactive telecommunications, and other e-business techniques.

BUS154-A E-Business 3

E-Business will cover the unique aspects of creating a business strategy in the e-business environment and will focus on the Internet as a medium for promotion and distribution. E-Business will discuss how traditional marketing and business arenas can be transformed in this environment.

BUS161-A Human Relations 3

Human Relations emphasizes the importance of the development of proper attitudes toward self, others, and organizational settings. This course stresses the development of a good self image and the relationship this has to energy levels, emotions, defensiveness, verbal and nonverbal communication.

BUS163-A Interpersonal Skills At Work 2

Interpersonal Skills at Work examines the skills of interpersonal communication in both a dual or group situation. It includes an investigation into the process of communication, language, nonverbal communication, listening, self-concept, emotions or the nature of relationships and conflict.

BUS165-A Introduction to Leadership 3

Overview of leadership theory and skills for development of a personal philosophy of leadership, self-assessments, leadership models; study of groups, culture, and communities; and apply what is learned in experiential learning settings; geared toward emerging student leaders and working professionals.

- BUS166-A Applied Leadership** 3
This course is designed to aid students in developing their leadership style. Students will complete self-assessments, group work, reflection logs, and apply their learnings/finding to various leadership activities-inside and outside the classroom. This course is geared toward emerging student leaders and working professionals. Prerequisite: BUS165 Introduction to Leadership or instructor approval.
- BUS171-A Foundation of Leadership** 2
This course is designed for managers, leaders and supervisors who are entrusted with executing their organization's strategies and meeting its goals by: understanding and applying essential leadership principles and practices; effectively identifying, communicating and executing business strategies; recruiting, developing and retaining a robust, committed workforce that is engaged and exudes passion; successfully orchestrating change; coaching for improvement and enhancing organizational growth through its people; setting performance expectations and fostering a culture of accountability; making the right decisions in a timely manner; delegating for above-average results and resolving conflict equitably.
- BUS179-A Information Systems** 3
This course is designed to make the students knowledgeable of the fundamentals underlying the design, implementation, control, evaluation, and strategic use of modern, computer-based information systems for business data processing, office automation, information reporting, decision-making, and electronic commerce. While some of the effort will be devoted to hands-on work with business software, the major emphasis will be on the managerial and strategic aspects of information technology.
- BUS180-A Business Ethics** 3
Study of ethical principals and the application of ethical principals to situations relevant to decision-making in the professional and business world.
- BUS185-A Business Law I** 3
This course covers the legal environment of business. The study of contract requirements, personal property and bailments are examined, as time permits.
- BUS186-A Business Law II** 3
This course is a continuation of Business Law I in the area of sales, principal agent relationships, commercial paper, creditor rights, and secured transactions, real property, and bankruptcy. Prerequisite: BUS185-A
- BUS197-A Leadership Development** 3
This course explores leadership styles effective in today's workplace. It helps participants gain insight into their natural leadership style and the implications of that style on work and group performance. The student is provided with practical, down-to-earth principles and concepts of leadership which are reinforced with related activities, exercises, discussions and cases to maximize leadership development. The student will gain a better perspective of him/herself and others while learning and applying the important elements of leadership.
- BUS210-A Business Statistics** 3
Applications of statistics in a business context and use of computer software for statistics are covered in this course. Prerequisite: MAT156-A
- BUS212-A Business Statistics II** 3
This is a 3-credit hour course designed to develop the understanding of applications of statistics in a business context and use of computer software for statistics. Prerequisite: BUS210-A
- BUS220-A Introduction to International Business** 3
This course is an overview of international business. The course is designed to provide a global perspective on international trade including, but not limited to, foreign investments, impact of international financial markets, international marketing, and the operation of multinational corporations.
- BUS238-A Business Problem Solving** 3
A capstone course for those students in business and computer science programs. The course will apply knowledge learned in business curriculum including accounting, management, marketing, information technology, e-commerce and office systems through the development of business strategy and implementation.
- BUS250-A Principles of Real Estate** 3
This course addresses the subjects of purchasing, managing, and disposing of real estate with the emphasis on fundamentals of real estate law, financing, real property interest, appraising, and government regulation.
- BUS265-A Risk Management** 3
This course is designed to give you an understanding of the risks in your life. This course will emphasize the four methods of dealing with risk: avoidance, reduction, retention, and transfer. Specifically, the course will cover insurance as a vehicle to transfer risk across the following areas: life, health, property, liability, auto, and business ownership.
- BUS268-A Life Insurance & Financial Planning** 3
The focus of this course is on life insurance choices and comparisons, the legal framework of life insurance, premium options, and reserves. Particular emphasis is given to the concept of utilizing life insurance as a significant cornerstone of the financial planning process.
- BUS932-A Internship** 3,4,5 or 6
Internship I is an optional course designed for summer term completion. This course provides an opportunity for students to gain practical and professional work experience through on-site training in an approved management setting. The actual training on the job site will be under the supervision of a designated person in the sponsoring organization/business. Internship hours are scheduled on an arranged basis. The total internship requirement is 200 hours of on-the-job supervised experience. Students may or may not be paid wages during the internship.

COMPUTER AIDED DRAFTING

CAD101-C Introduction to CAD 3

The student will be introduced to the use of Computer-Aided Drafting software to make drawings of various objects. Students will create and modify drawings, print hard copies, and change the drawing environment to meet task requirements. Prerequisite: MFG122-E

CAD167-E Introduction to Parametric Modeling 3

This course is a combined collaborative learning and lab course. An introduction to computer-aided drafting using AutoDesk Inventor software. Develops skills in Inventors basic commands and specific command sequence operations. Data entry will be by keyboard and pull down menus. Prerequisite: MFG122-E

CAD231-C Geometric Dimensioning & Tolerancing 4

Proper application of Geometric Dimensioning and Tolerancing (GD&T) is an important part of providing complete documentation/description for product creation. This course will provide you with an expanded, in-depth look at applying dimensioning and tolerancing, as defined in the ASME Y14.5M standard for Dimensioning and Tolerancing. Dimensioning and Tolerancing not only apply to blueprints, but also manufacturing and inspection. This course will show you how to apply dimensions and tolerances to drawings, while showing how they relate to production and quality control practices. Prerequisite: MFG191-C or instructor approval.

CAD246-C Parametric Cad I 3

Parametric solid model CAD basics will be taught. Parametric concepts with design intent will be covered. Solid CAD models will be built and edited. Mechanical assemblies will be created. Part and assembly drawings with part lists will be created and plotted. Prerequisite: MFG191-C

CAD248-C Parametric CAD II 3

Parametric solid model CAD intermediate commands will be taught. Parametric concepts with design intent will be covered. Solid CAD models will be built and edited. Mechanical assemblies will be created. Part and assembly drawings with part lists will be created and plotted. Prerequisite: CAD246-C

CAD266-E Residential Architecture 2

Residential Architecture is designed to introduce the student to disciplines and practices used in Architectural Drafting, strengthen the skill set concepts necessary to engage in and execute Architectural Drafting practices, and to prepare the student for the application of this skill set in the workforce. The course has been organized into eight assessment areas which will provide students with the basic information necessary for planning residential dwellings. Upon completion of this course, the student will have a set of portfolio-ready drawings.

CAD268-E Virtual Reality Design 2

The Virtual Reality Design allows students an opportunity to develop and expand their learning across the curriculum by capturing student interest through the use of Virtual Reality and 3D. Students become self-motivated learners and mentors for their peers, choosing to create VR projects related to their own interests and for educational use within the consortia. Student projects serve to both demonstrate the designer's competency on key national and state learning standards and to provide avenues for other students to better understand and demonstrate their learning against key standards.

CHEMISTRY

CHM110-A Introduction to Chemistry 3

Designed for the student with no high school chemistry background. A study of chemistry in our lives and basic chemical principles. An introduction to the composition and properties of matter, bond types, acids and bases, and a description of the major branches of chemistry. This is a non-lab science course.

CHM111-A Introduction to Chemistry Lab 1

This course shall accompany CHM110-A. Corequisite: CHM110-A

CHM122-A Introduction to General Chemistry 4

The first course in a sequence of two basic Chemistry courses. An elementary approach to chemical principles and laboratory practices. Emphasizes the nature of matter, bonding, nomenclature, equations, acids and bases, and chemistry as applied to everyday life. Intended to fulfill laboratory science requirements and to fulfill chemistry requirements for nursing, dental hygiene, or some home economics and agriculture programs.

CHM125-A General Organic & Bio Chemistry And Biological Chemistry Lab 3

This course is a study of the concepts of general chemistry including atomic structure, bonding, reactions, stoichiometry, gas laws, solutions, acids and bases, equilibrium, nuclear chemistry, and an introduction to organic and biochemistry. Recommended for non science majors and students in the health related programs. Corequisite: CHM126-A

CHM126-A General Organic & Bio Chemistry Lab And Biological Chemistry Lab 1

This course shall accompany CHM125-A. Corequisite: CHM125-A

CHM132-A Introduction to Organic and Biochemistry 4

Study of aliphatic and aromatic compounds, their chemistry and uses in consumer products such as polymers, drugs and foods. Attention is also given to biologically important compounds: proteins, nucleic acids, carbohydrates and lipids and the chemistry of these molecules in the living organism. Prerequisite: CHM122

- CHM151-A College Chemistry I** 4
This is an introductory chemistry course which will provide a survey of general and inorganic chemistry. During the course of the semester we will cover: matter; measurements; atoms, molecules, and ions; formulas and equations; stoichiometry; atomic structure and bonding; nomenclature; gases and the gas laws; water and solutions; acids and bases; oxidation and reduction; and chemical equilibrium. Lecture and laboratory.
- CHM152-A College Chemistry II** 4
A continuation of CHM151-A, this course covers kinetics and equilibrium of chemical reactions as well as acid-base theory. Hydrocarbon naming and reactions are also covered, including alcohols, carbohydrates, amines, acids, acid derivatives, lipids, amino acids, nucleic acids, and proteins, DNA, RNA and metabolism. Lecture and laboratory. Prerequisite: CHM151-A
- CHM163-A General Chemistry I** 3
This course is a study of major topics from inorganic chemistry and introductory topics from organic chemistry. Major topics include atomic structure, compounds and bonds, chemical equations, gases, bonding, thermochemistry, liquids and solids, solution chemistry, and major hydrocarbons. This course is designed for science majors. Corequisite: CHM164-A; High school chemistry and/or algebra recommended.
- CHM164-A General Chemistry I Lab** 1
This course shall accompany CHM 163. Corequisite: CHM163-A
- CHM166-A General Chemistry I** 5
This is part of a year long rigorous survey of General Chemistry. This course will provide a survey of general and inorganic chemistry. During the course of the semester we will cover: matter; measurements; atoms, molecules, and ions; formulas and equations; stoichiometry; atomic structure and bonding; nomenclature; gases and the gas laws; water and solutions; acids and bases; oxidation and reduction; and chemical equilibrium. This is the online version.
- CHM173-A General Chemistry II** 3
This course is a continuation of General Chemistry I. The major topics of study include chemical kinetics, chemical equilibrium, acid/base chemistry, thermodynamics, electrochemistry, organic chemistry, and biochemistry. Prerequisite: CHM163-A; Corequisite: CHM174-A
- CHM174-A General Chemistry II Lab** 1
This course shall accompany CHM173-A. Corequisite: CHM173-A
- CHM176-A General Chemistry II** 5
Continuation of CHM166. Acids and bases, oxidation/reduction, kinetics and equilibrium, solubility products, nuclear chemistry, kinetics, equilibrium, thermodynamics, electrochemistry, coordination complexes, qualitative analysis, and an introduction to organic chemistry. Problem solving in each of the areas is included. Includes microscale and semi-microscale lab. Lecture and Lab. Prerequisite: CHM-166

- CHM292-A Biochemistry** 3
This course will include topics related to the structure and function of carbohydrates, proteins, lipids, and nucleic acids. Additionally concepts related to enzymes, metabolic pathways, the chemistry of replication, transcription, and translation and other selected topics will be covered.

CHM811-A Forensic Science for Middle School Teach 1
This class is intended for individuals who are or plan to be middle school or junior high science and agriculture instructors. It will provide an introduction to forensic science that will deal with selected topics in the area of criminal case investigation. Topics will include evidence analysis of fingerprints, hair, fiber, glass and ink. This class will mainly be informational, but will include some hands on activities. Hints will be provided as to how forensic science can be tied into basic science, biology, or chemistry classes. Students will at the completion of the course turn in a lesson plan that shows how they would incorporate the information learned into their classrooms.

CHM812-A Forensic Science for the HS Teacher 1
This class is intended for individuals who are or plan to be high school science and agriculture instructors. It will provide an introduction to forensic science that will deal with selected topics in the area of criminal case investigation. Topics will include evidence analysis of fingerprints, hair, fiber, firearms, glass and ink. This class will mainly be informational, but will include some hands on activities. Hints will be provided as to how forensic science can be tied into basic science, biology, or chemistry classes. Students will have at the completion of the course turn in a lesson plan that shows how they would incorporate the information learned into their classrooms.

CANCER INFORMATION MANAGEMENT

CIM210-E Oncology Coding and Staging Systems 4
This course will focus on the basic concepts of coding and staging of malignant neoplasms. It will provide a general overview of the International Classification of Disease for Oncology, 3rd Ed. topography codes and International Classification of Disease, 9th Ed. morphology nomenclature and classification systems. American Joint Committee on Cancer (AJCC) staging, SEER Summary staging, and extent of disease concepts used by physicians and cancer surveillance organizations to determine treatment and survival will be emphasized. Prerequisites: Completion of HIT diploma, CIM first year coursework. Corequisite: CIM200

COMPUTER PROGRAMMING

CIS121-E Introduction to Programming Logic 3

A comprehensive, language-independent introduction to program logic and design techniques. Included concepts are flowcharting, hierarchy charts, pseudo-code, and documentation. Students will learn to build complete programs that will translate into modern programming languages. They will also learn to use elements of decision making, looping, control breaks, arrays, cohesion, and coupling. The advanced topics of menus, data validation, modularization, object orientation, and event-driven graphical user interfaces (GUIs) will also be presented.

CIS140-A Intro to Game Design 3

This course is an introductory overview of the electronic game development process and underlines the historical context, content creation strategies, and future trends in the industry. The course will also explain how games are produced, tested and released. The game industry is the fastest growing segment of the entertainment market and an excellent field for career advancement.

CIS142-E Computer Science 4

This course is an introduction to the process of programming logic, design techniques, and analysis using C++ programming language for students who have little or no prior programming experience. You will learn about data types, classes, objects, operators, control, functions, recursion, arrays, vectors, pointers, constructors, inheritance, abstraction, overloading, exceptions, I/O, and the Unified Modeling Language (UML).

CIS143-E Advanced Computer Science 4

This course is an introduction to the process of program design and analysis using the Java programming language for students with some prior programming experience. It is designed to expand your knowledge of computer science and sharpen your programming skills. You will learn about Java applications, classes, objects, operators, control, methods, arrays, recursion, declaration, inheritance, abstraction, GUI components and graphics, exception handling, files and streams, and the Unified Modeling Language (UML). Prerequisites: CSC169-E, CIS142-E

CIS161-A C++ 3

This course is designed to give students a basic understanding of the C++ language. Topics covered include the Visual C++ environment, variables, calculations, loop structures, decision structures, arrays, functions, and function templates. Object Oriented Programming is introduced.

CIS171-E Java 3

A comprehensive JAVA programming course which introduces students to object-oriented programming concepts along with the JAVA syntax to implement them. JAVA applications are introduced prior to applets, so the student has more thorough understanding of the concepts used in object-oriented programming.

CIS176-E Java II 4

This course will build on the first Java course with advanced topics. Using Java, you will learn fundamental problem solving and object-orientated programming skills by focusing on data abstraction, recursion, generic types, iterators, the Java Collections Framework, and Unified Modeling Language (UML). You will also focus on software engineering principles, searching, linked lists, stacks, queues, sorting algorithms, trees, and graphs. Prerequisite: CIS143-E

CIS205-A Fundamentals of Web Programming 2

This is a combined lecture and lab course that comprehensively covers the latest version of HTML. Students will be introduced to the concepts associated with HTML and basic web page construction such as building tables, frames, and forms, using container objects such as SPAN and DIV, utilizing Cascading Style Sheets to manage presentation, and using FTP programs to push their web pages to a web server. Students will also learn about well-formed HTML documents, and they will learn how to employ Meta tags to help describe their pages.

CIS207-A Fundamentals of Web Programming 3

This is a combined lecture and lab course that comprehensively covers the latest version of HTML. Students will be introduced to the concepts associated with HTML and basic web page construction such as building tables, frames, and forms, using container objects such as SPAN and DIV, utilizing Cascading Style Sheets to manage presentation, and using FTP programs to push their web pages to a web server. Students will also learn about well formed HTML documents, and they will learn how to employ Meta tags to help describe their pages.

CIS210-A Web Development I 3

This course is designed to provide students with the necessary tools and skill set to evaluate, design, construct and maintain internet web pages and web sites. Topics covered include: basic HTML and DHTML statement syntax, hyper-text links, color, graphic, tables, frames, forms, JavaScript, and Multimedia.

CIS211-A Web Development II 3

Students will learn how to evaluate, design, construct and maintain interactive Internet Web pages and Web sites using Dynamic Hyper Text Markup Language (DHTML). Topics include: JavaScript, server-side and client-side programs, variables, arrays, control structures, form validation, object properties, methods and event handlers, and multimedia via Java applets. Prerequisite: CIS210

CIS215-A Server Side Web Programming 3

Introduces several of the most common server-sided scripting languages used in business today. The programming constructs used in these languages are covered. Scripts are designed, programmed, tested, and debugged.

CIS219-E Database-Driven Web Sites 4

This course will walk you through the entire process of building dynamic, secure, commercial Web sites and applications with two of the worlds most widely-used tools: PHP and SQL. You will learn how to handle form processing, save state, and pattern match. You will also learn about web server variables, specialized web applications, script and database authorization and security. Prerequisites: CIS143-E, CSC170-E

CIS224-E Server Side Scripting 4
This course introduces several of the most common server-sided scripting languages used in business today. The programming constructs used in these languages are covered. Scripts are designed, programmed, tested, and debugged.

CIS251-E Fundamentals of Web Design I 3
This course stresses a hands-on approach to web design. Fundamentals of Web Design will focus on the overall production processes surrounding web site design with particular emphasis on design elements such as layout, navigation and interactivity. The prerequisite for this course is Web Development I or equivalent experience.

CIS252-E Fundamentals of Web Design II 3
This course provides an intermediate level exploration of web site production processes with particular emphasis on security, marketing, navigation, and interactivity.

CIS280-E Client Side Scripting 3
This course will introduce students to a survey of scripting languages and instruct students to use JavaScript client-side scripting language resources and techniques and Visual Basic Script language to create interactive web sites, Web programming, data processing and application extension, including programming concepts as they apply to scripting.

CIS307-A Introduction to Databases 3
This course provides the student with an overview of database management systems. The student will learn about database fundamentals, database modeling, Structured Query Language (SQL), database administration and current issues. Through hands-on exercises, students will develop databases on different platforms.

CIS333-A Data Base and SQL 4
This is a combined lecture and lab course that provides instruction and experience in programming with relational database access. It references and/or uses data base software.

CIS605-E Visual Basic 4
In this course you will begin by getting comfortable with a current Visual Basic IDE and the basic VB syntax. You will build your skills one step at a time, mastering control structures, classes, objects, methods, variables, arrays, and the core techniques of object-oriented programming. With this strong foundation in place, you will then learn sophisticated techniques, including inheritance, polymorphism, exception handling, strings, GUI's, data structures, generics, and collections. Prerequisite: CIS176-E

CIS606-E Visual Basic.NET I 3
This is a combined lecture and lab course that introduces Windows programming using Microsoft's .NET framework. Students will write introductory level programs involving variables, assignment, input and output using graphical user interface (GUI), calculations, repetition and selection between alternatives using the .NET environment.

CIS652-E Operating System & User Software Support 5
This course includes installing, troubleshooting, and upgrading the operating system, troubleshooting system startup and user logon problems, and keeping applications updated. You will also learn user support concepts, user software customization, resolving file and folder issues, creating security settings, troubleshooting storage and display devices, conducting system performance analysis and remote connectivity. Prerequisites: NET102-E, CSC201-E

CULTURAL STUDIES

CLS150-A Latin American History & Cult 3
This course is designed to introduce Latin America—a region encompassing Mexico, Central America, South America, and the Caribbean. Emphasizing Latin American geography, history, culture, and politics, the course explores the links between the region's complex past and present circumstances. Emphasis is placed on how Latin Americans view themselves and how their history and culture differ from those of the United States and Europe.

CLS164-A Japanese History & Culture 3
This course is designed to provide you with a background on the Japanese people, their society, political system, and business organization. Also covered in this course are the physiological makeup of Japan, its agriculture and natural resources, the historical background, and its role as a vital player in modern day international trade.

CLS232-A Foreign Culture Experience 2
Foreign Cultural Experience introduces the student to another civilization and its culture in the non-English speaking world. The course centers around an organized trip to a foreign country. This trip may include visits to museums, government buildings and churches, historical or archaeological sites; or may focus on opportunities to interact with members of the country developing an understanding of the economy, culture, and language. Students will be required to complete specific assignments, which may include journals, research papers, or projects. The number of credits will vary with different experiences, and will depend upon the length of time the student is immersed in the culture, as well as the additional work which is required.

CLS233-A Foreign Culture Experience 3
Foreign Cultural Experience introduces the student to another civilization and its culture in the non-English speaking world. The course centers around an organized trip to a foreign country. This trip may include visits to museums, government buildings and churches, historical or archaeological sites; or may focus on opportunities to interact with members of the country developing an understanding of the economy, culture, and language. Students will be required to complete specific assignments, which may include journals, research papers, or projects. The number of credits will vary with different experiences, and will depend upon the length of time the student is immersed in the culture, as well as the additional work which is required.

COMMUNICATIONS

COM140-A Introduction to Mass Media 3

Introductory course examining the history, evolution and relationships of the media in and the effects on our society. Course includes both the print and electronic media as well as ethics, advertising and public relations. Recommended for students majoring in communication, journalism or U.S. culture.

COM710-C Basic Communications 3

Grammar, vocabulary, writing, and editing are the focus of this course. Instructional methodology incorporates a team approach. In addition, the methodology provides an opportunity for students to practice effective speaking and human relations skills. Writing projects require the use of a word processing program; therefore, keyboarding skills are beneficial. Recommended: ADM111-C

COM712-E Business Communications 3

This course focuses on the application of current business writing and speaking techniques to actual business situations. Writing correctly and effectively will be stressed. Course units include grammar and style; written business forms including memos, letters, and reports; and job-search skills. Writing projects require the use of a word processing program; therefore, computer experience is recommended.

COM741-E Oral Communications 3

This course is designed to improve self-expression and give you confidence in communicating ideas.

COM753-E Technical Communications 3

This course is designed to prepare students for the oral and written communication situations in various occupational areas, with a particular emphasis in applied technology. The major areas of study include writing technical documents (including development and design), oral communications, and using Formal Written Standard English.

CONSTRUCTION

CON160-C Principles of Carpentry I 5

This course begins with the safe and proper use and maintenance of hand tools, portable stationary power tools, equipment such as a skid loader, and personal jobsite safety. You define trade terms and installation methods associated with floor, wall and roof framing, window and door installation, and different roofing applications. The course emphasizes factors needed to achieve a weather tight, energy efficient building envelope. Corequisite: CON176-C

CON161-C Principles of Carpentry II 5

This course is a continuation of Principles of Carpentry I. The student will study the theory behind building insulation, air and vapor barriers, drywall installation and finish as well as interior finish carpentry. Cabinet layout and construction is discussed along with interior door installation and interior finishes for windows. Conventional roof framing and stair building is covered. Prerequisite: CON160-C; Corequisite: CON178-C

CON164-C Design & Cost Estimating 4

This course will introduce the student to the hand board drawing of floor plans, wall sections, stairs, cabinet layout and other framing components. The student will also use an architectural design software program to create the same type of drawings and plans as described above using both 2D and 3D images. The student will also learn to develop an estimate and understand the importance of accuracy, ability to interpret construction drawings, and critical thinking skills. Various estimating projects will be completed and critiqued as students learn the terms used in industry and gain the necessary knowledge to succeed.

CON169-C Principles of Carpentry III 2

This course will discuss various floorings often installed by a carpenter and the prep work that needs to be done for floorings that will be install by a third party. It also covers types of countertops and installation techniques as well as interior hardware types, and closet organization techniques for getting the most out of a small space. Exterior finishes will also be discussed. This course will also include a unit on site layout and development where the student will learn how to read a site plan and stake out a foundation. Various types of concrete construction will be discussed. Prerequisite: CON161-C; Corequisite: CON193-C

CON176-C Carpentry Lab I 10

This course puts the theory from Principles of Carpentry I to work. Students will be engaged in floor, wall and roof framing while building a 1700 sq ft ranch home on NCC's campus. Installation of windows, exterior doors and roofing materials are also covered in this course. Accuracy, craftsmanship and problem solving are stressed. Corequisite: CON160-C

CON178-C Carpentry Lab II 10

In this course the student will get hands on experience in properly installing insulation materials as well as drywall installation and finishing. Installation of cabinets, various styles of interior doors and various types of moldings is demonstrated and then performed. Accuracy, craftsmanship and problem solving are stressed. Prerequisite: CON176-C; Corequisite: CON161-C

CON193-C Carpentry Lab III 5

In this lab course the student will get hands on experience installing countertops, hardwood flooring, ceramic tile, and closet systems. They will install various types of sidings and exterior trim. Site layout and types of concrete construction will also be covered. Accuracy, craftsmanship and problem solving are stressed. Prerequisite: CON178-C; Corequisite: CON169-C

CON949-C Special Topics 1

Specialized study in specific areas relating to the student's major under supervision of a faculty member; may not duplicate any course already in catalog. Permission of instructor required.

CRJ100-A Introduction to Criminal Justice 3

Introduction to Criminal Justice introduces the agencies and processes involved in the apprehension, conviction, and punishment of criminal offenders. Topics include law and the Constitution, the purpose of law enforcement, the role of the police officer, federal and state courts, penal institutions, probation and parole in present day life.

CRIMINAL JUSTICE

- CRJ101-A Ethics in Criminal Justice** 3
Covers the ethical standards and codes of professional behavior for police officers and others placed in positions of public trust. Includes use of force, gratuities, intra- and inter-agency conduct, integrity, ethical necessity of due process and on duty and off duty conduct.
- CRJ118-A Law Enforcement** 3
A survey course about the historical development of law enforcement, the functions of local, state and federal law enforcement agencies, police subculture, the function of patrol and other issues important to the field of policing. The use of police authority, police discretion, police violence and police corruption will be introduced.
- CRJ120-A Introduction to Corrections** 3
This course presents the development of correctional theory, the correctional client, trial sentencing and institution involved, and the rehabilitation potential through probation and parole.
- CRJ130-A Criminal Law** 3
Criminal Law examines the means by which society attempts to use criminal law to prevent harm to society. It examines the acts that are declared criminal and the punishment for committing those acts, as well as current substantive criminal law, English common law, and the United States Constitution. Topics include crimes against the person, such as homicide; crimes against property and habitation, such as burglary; and crimes against public order and morals, such as sodomy. Students also examine defenses against prosecution, such as insanity and entrapment.
- CRJ141-A Criminal Investigation** 3
Covers fundamentals of investigation including interviewing and interrogating; collecting and preserving evidence; modus operandi; crime scene search; etc.
- CRJ160-A Introduction to Forensic Investigation** 3
The purpose of this course is to introduce students to forensic investigation. This particular class exposes students to a variety of disciplines and techniques. The selected text covers a vast range of subjects but the instructor has selected the most important with respect to introductory exposure.
- CRJ200-A Criminology** 3
Criminology surveys the history, nature, and causes of crime; criminal behavior patterns, investigation, and prosecution; correctional methods; and the structure of the prison system. The criminal behavior patterns include violent crimes, property crime, political crime, white collar crime, organized crime, and public order crime.
- CRJ207-A Drug Use and Abuse** 3
Designed to help the student understand sociological aspects of drug use, abuse and treatment.

COMPUTER SCIENCE

- CSC110-A Introduction to Computers** 3
This course is designed as an introductory computer course for the student with little or no IBM-based computer experience. You will become familiar with the computer by completing hands-on computer work during class time. You will be introduced to operating system concepts and will learn about the capabilities of word processing, spreadsheets, databases, presentations, and the Internet.
- CSC115-A Introduction to Computers II** 3
In this course you will study software applications and project orientation including presentation software, software packages capable of desktop publishing, software tools to write for publication on the Internet, and the use of the Internet browsers as software tools. You will learn page structuring, text formatting, graphics, plus error recognition and troubleshooting. Prerequisite: CSC110-A
- CSC142-A Computer Science** 4
The first in a two-semester sequence of courses that introduces a student to the discipline of computing using a modern programming language. Through extensive practice in coding, debugging, testing, and documentation, students gain exposure to development of problem-solving strategies, algorithm design, and top-down design principles.
- CSC153-A Data Structures** 4
This is the second in a two-semester sequence of introductory computing courses. This course introduces a student to advanced features of a modern programming language. Topics emphasized are data structures, recursion, data abstraction, and sort/search algorithm analysis. Prerequisite: CSC-142.
- CSC169-E Data Abstraction & Data Structures** 4
This course presents you with a firm foundation in data abstraction and data structures and emphasizes the distinction between specification and implementation as the foundation for an object-oriented approach. You will learn proper software engineering principles, encapsulation, inheritance, polymorphism, the role of classes and ADTs in the problem-solving process, and extensive coverage of recursion. You will also be introduced to analysis of algorithms and the Big "O" notation. Prerequisite: CIS142-E
- CSC170-E Web Programming** 4
This course uses Extensible Hyper-Text Markup Language (XHTML), Cascading Style Sheets (CSS), and JavaScript to create custom web pages. In this course you will study webpage and website site design, and the integration of graphics, sound, animation, and other multimedia into web sites. You will work with text, graphics, links, navigation, tables, forms, and layers. You will also learn to add interactivity with behaviors and styles.

Computer Science

CSC201-E Networking Principles & Applications 4
This course builds a comprehensive picture of the technologies behind Internet applications. Developed for those with little or no background in the subject, you will learn how computer networks and Internets operate and includes an introduction to network programming and applications. You will also be provided with a comprehensive, self-contained tour through all of networking from the lowest levels of data transmission and wiring to the highest levels of application software, with explanations of how underlying technologies provide services and how Internet applications use those services.

CSC701-E Autonomous Robotics Systems 4
This course is designed as a general introduction to autonomous robotic programming. You will learn the definition of robotics, the history of robotics, robot components, locomotion, manipulation, sensors, control, control architectures, representation, behavior, navigation, group robotics, learning, and the future of robotics (and its ethical implications). You will find a wide range of exercises from simple sensing to group robotics and robot learning with an emphasis on what it takes to create autonomous intelligent robot behavior.
Prerequisites: CSC169-E, CSC201-E, NET445-E

CSC702-E Fundamental OF Electricity & Electronics 4
This course encompasses introductory principles in electricity and electronics fundamentals and applications. You will learn dc concepts, ac concepts, circuits, semiconductors, integrated circuits, transducers, sensors, robotics, audio systems, navigation, and radiolocation.

FILM & THEATRE

DRA101-A Introduction to Theatre 3
Introduction to the Theatre helps the student develop an awareness and an appreciation for the impact that drama has had on Western Civilization. This course traces 2,500 years of drama history and shows the major stages of development as they have occurred in theatre. Play genre, theatrical architecture, theatrical design, and the technical aspects of theatre are related areas of concentration to be explored.

DRA110-A Introduction to Film 3
Designed to introduce the student to the history, evolution, philosophic, artistic and economic aspects of motion pictures and the filmmaking industry. Students will have the opportunity to examine the various genres of the movie industry - drama, film noir, western, fantasy, documentary, romantic comedy, horror, musicals, silent films, etc. Utilizing film excerpts and entire movies as tools, students will hone skills in film analysis, beginning with recognition.

DRA158-A Set Design & Construction 1
Emphasis will be placed upon sets and set pieces for amateur productions. Emphasis will be on the practical. Sets built from materials readily available in the community will be highlighted. Sets for the proscenium stage as well as theater in the round will be approached. Traditional flats, Hollywood flats, and special window and door flats will be explained. This will be a hands on workshop. Flats will be built as a cooperative class project.

DRA159-A Set Design & Construction 2
Emphasis will be placed upon sets and set pieces for amateur productions. Emphasis will be on the practical. Sets built from materials readily available in the community will be highlighted. Sets for proscenium stage as well as the theater in the round will be approached. Traditional flats, Hollywood flats and special window and door flats will be explained. This will be a hands on workshop. Flats will be built as a cooperative class project. (Approximately 30 hours design and construction of sets for the community theatre production and Sheldon High School summer theatre productions will be a part of the class.)

DRA165-A Stagecraft 3
Emphasis will be placed upon sets and set pieces for amateur productions. Emphasis will be on the practical. Sets built from materials readily available in the community will be highlighted. Sets for the proscenium stage as well as the theater in the round will be approached. Traditional flats, Hollywood flats and special window and doo flats will be explained. This will be built as a cooperative class project. (Approximately 60 hours design and construction of sets for the community theatre production and Sheldon High School summer theatre production will be part of the class.)

DRA182-A Stage Makeup 1
Emphasis will be placed on stage makeup for amateur productions. Straight makeup, character makeup, old age makeup and special makeup effects will be covered. This will be a hands-on workshop. Each student will be required to do four to six makeup applications in class.

DRA220-A American Musical 3
The American Musical explores the evolution of the American musical from its roots in British music halls, in opera and operetta, African American jazz and pop music, to the contemporary Broadway stage as well as screen. Students will explore this popular art form and its culture, traditions and identity. (3/0)

DIESEL

DSL101-E Diesel Shop Safety 1
This course is designed to prepare students for their career in the diesel equipment industry. During this course students will learn about shop safety as it pertains to this career. This course teaches safe practices in working with hand and power tools, equipment lifts, PPE and safe equipment operation practices. It will also teach location specific practices dealing with used oil and antifreeze disposal and containment materials. The course introduces students to maintenance and repair service procedures, computer programs, parts room policies. Students will become familiar with industry software that will be utilized for service information and diagnostics.

DSL152-E Heavy Duty Electrical Systems 6
This course covers the theory and application of the fundamentals of basic electricity and electrical systems. Topics include batteries, starting and charging systems, instrumentation, wiring and lighting, VOM operation within 12V and 24V systems, series and parallel circuits, schematics, diagnostics and repair. Prerequisite: DSL101

- DSL154-E Introduction to Equipment Service 4**
This is an introductory course designed to acquaint you with maintenance and service on diesel equipment. The course includes preventive maintenance inspections and federal DOT inspections. You will learn lubrication and service procedures covering grease and oil types and classifications, oil sampling, cooling systems maintenance and testing, and brake and clutch inspection and adjustments. Prerequisites: DSL101, DSL152
- DSL157-E Introduction to Diesel Electronics 4**
This course is to familiarize you with the components and controls of electronically controlled diesel equipment. You will study electronic control modules (ECM), sensors, CAN-BUSS standards, and electronic unit injectors (EUI). This course concentrates on theory, diagnostics, schematic diagrams, repair, and parameter changes of electronic-controlled systems. Prerequisite: DSL324
- DSL158-E Hydraulics Fundamentals 4**
This course provides you with a basic understanding of fluid power as used in the diesel equipment industry. You will be introduced to the theory, schematics and operation of hydraulic components used in today's equipment. Provides hands-on practice rebuilding hydraulic components, testing and troubleshooting hydraulic systems. Prerequisite: DSL154
- DSL159-E Power Trains/Drive Lines & Suspensions 5**
This course is designed to provide the necessary knowledge to service and repair axle assemblies, transmissions, clutches, drive lines, suspensions, and steering systems. You will learn how to remove, disassemble, inspect, repair, reassemble and reinstall the components. Diagnosis, failure analysis, and parts evaluation are included. Prerequisite: AUT139, DSL636; Corequisite: DSL810
- DSL324-E Introduction to Diesel 4**
This course explains the concepts of diesel engine design and internal combustion engines. Included are disassembly, inspection, measurement, and reassembly of the engine and its components. Special emphasis will be given to diesel engine troubleshooting, repair, parts failure analysis, and fuel systems. Prerequisites: DSL101, DSL152, DSL154
- DSL402-C Diesel Engine Electronics I 2**
The purpose of this course is to familiarize you with the components and controls of electronically controlled diesel engines. You will study electronic control modules (ECM), sensors, and electronic unit injectors (EUI). This course concentrates on theory, troubleshooting, repair, and parameter changes of electronic controlled systems. Prerequisites: AUT638-C, DSL352-C; Corequisite: DSL820-C
- DSL412-C Diesel Engine Electronics II 2**
This course continues the study of electronic controls and diesel engines of major manufacturers. Emphasis is on troubleshooting and controls, diesel engines, and fuel systems. Prerequisite: DSL402-C; Corequisite: DSL824-C
- DSL591-C Power Trains & Suspension 1**
This course is designed to provide the necessary knowledge required to be able to identify, service, troubleshoot, remove, disassemble, inspect, reassemble, and install rear axle assemblies, transmissions, and suspensions. Lubrication, manual and remote controls, failure analysis, and parts evaluation are included. Prerequisite: DSL801-C; Corequisite: DSL820-C
- DSL601-C Hydraulics and Hydrostatics 1**
This course provides you with a basic understanding of fluid power as used in construction, agriculture, and the trucking industry. Corequisite: DSL820-C
- DSL636-E Air Systems & Brakes 4**
This course begins with the theory and application of basic hydraulic disc and drum brake operation and service. The course expands into the operation and repair of the complete air brake systems used on diesel equipment. Anti-lock brakes, traction control and stability management systems are also covered. The D.O.T. safety standards and regulations are included. Prerequisite: DSL154
- DSL710-E Heating, Air Conditioning and Refrigeration 4**
This course covers the principles of operation of basic heating, ventilation, and air conditioning systems. Provides students with hands-on practice necessary to diagnose, service, and repair HVAC systems including the identification, recovery and recycling of refrigerants. Prerequisite: DSL157
- DSL810-C Truck & Diesel Lab I 10**
This course allows you to work in a real life repair and service atmosphere where you are exposed to all types of equipment and components used in the trucking industries. Prerequisites: AUT-139, DSL-157, DSL-158, DSL-636, DSL-710; Corequisites: DSL-159
- DSL811-E Advanced Diesel Electronics 2**
This course continues the study of electronic controls and diesel engine electronics of the major OEM manufacturers. Emphasis will be on troubleshooting and diagnostics, controls, programming, schematics and required test equipment. Prerequisite: DSL157; Corequisites: DSL812, DSL820
- DSL812-E Advanced Diesel Engines & Fuel Systems 2**
This course will provide advanced procedures for troubleshooting engines, fuel systems and components. You will diagnose drivability complaints such as: noises, vibrations, engine miss, and low power. You will learn practical applications of disassembly, measurement, failure analysis, parts inspection and repair of diesel engines and fuel systems. Prerequisites: DSLI175, DSL324; Corequisites: DSL811, DSL820
- DSL813-E Advanced Hydraulics 3**
deals with the interplay of biological factors, human interactions, cultural forces and social structures which shape the growing child from conception to adolescence.
- DSL820-C Truck & Diesel Lab II 10**
This is a continuation of Truck and Diesel Lab I. You perform repairs and troubleshooting as required in an actual work situation. Prerequisite: DSL810-C; Corequisites: DSL-811, DSL-812

Diesel

DSL824-C Truck & Diesel Lab III 4

A continuation of Truck and Diesel Lab I and II, you will perform hands-on repairs which simulate conditions related to the truck and diesel repair and service industry. Prerequisite: DSL820-C; Corequisite: DSL-813

DSL881-E Diesel Internship I 3

Students will work as an entry-level technician at an instructor-approved dealership or repair shop. You will be able to apply the principles and techniques learned during the first year to experience the industry as an employee while having the advantage of being supervised by a service manager and program instructor. In order to participate in this course a student must a cumulative grade point of 2.0 or greater and an instructor-approved training location. Prerequisites: AUT139, DSL157, DSL158, DSL636, DSL 710

DISABILITY SERVICES

DSV160-A Counseling Skills 4

This is an introductory course in applied counseling techniques. Students are introduced to a variety of facilitative skills and counseling concepts and work through the interviewing process in simulated helping services settings.

EARLY CHILDHOOD EDUCATION

ECE103-E Intro to Early Childhood Ed 3

This course is designed to give student a background of information in the field of Early Childhood Education. It provides an overview of philosophy, history, roles, environments, observation, learning of the young child, issues and trends in the early childhood and early childhood special education fields.

ECE133-A Child Health, Safety and Nutrition 3

This course focuses on current concepts in the fields of health, safety and nutrition and their relationship to the growth and development of the young child ages birth to eight. It blends current theory with practical applications and assessments. The course includes the influences of families and diverse cultural backgrounds on health, safety, and nutrition in early childhood settings.

ECE158-A Early Childhood Curr I 3

This course focuses on the development, implementation and assessment of appropriate environments and curricula for young children ages three through eight years old. Students prepare to utilize evidence-based, developmentally appropriate practices in the context of children's family, culture, language and abilities. Emphasis is on understanding children's developmental stages and developing appropriate learning opportunities, interactions and environments to support each child in the following areas: dramatic play, art, music, fine and gross motor play.

ECE170-A Child Growth and Development 3

This course offers a review of the typical and atypical development of children from conception to adolescence in all development domains, including developmental theoretical studies. The course also presents interactions between child, family and society within a variety of community and cultural contexts.

ECE221-A Infant/Toddler Care and Education 3

This course focuses on the care, education, and assessment of children from birth to thirty-six months. It prepares students to utilize developmentally appropriate practices including responsive care giving, routines as curriculum, importance of relationships with diverse families, and a focus on the whole child in inclusive settings.

ECE222-E Infant, Toddler, School Age Curriculum 3

The study of programs, curriculum and care of children from birth to 36 months as well as before and after school programs for school-age children are covered in this course.

ECE243-E Early Childhood Guidance 3

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.

ECE245-E Guidance and Interaction 4

This course involves the study of children's behavior and guidance techniques that are appropriate for young children. Students will observe and record behavior and will be expected to use appropriate guidance techniques.

ECE287-E Exceptional Learner 3

This course is a study of special education and the talented and gifted, which includes foundations, assessment procedures, program planning, and curriculum adaptations for young children.

ECE290-A Early Childhood Program Administration 3

Addresses the function common to administering quality child care programs, planning, implementation, operating and evaluating. Aspects covered include director responsibilities; policy setting; development; staff, fiscal and facility management; parent involvement; and marketing. Credits: 3, Hours: (3/0/0/0), Arts & Sciences Elective Code: A

ECE295-E Supervision of Childcare Services 5

The study of various components that help maintain Topics included management process and approaches, staffing, health & safety, food and nutrition, family and professionalism.

ECONOMICS

ECN110-A Introduction to Economics 3

This course introduces you to the pricing mechanism, the role of demand and supply; elasticity of demand; and competitive, oligopolistic, and monopolistic prices. The focus is on those principles that explain the economic basis for how our society functions.

ECN120-A Principles of Macroeconomics 3

This course is an introduction to basic macroeconomics theory. You will gain an understanding of the economizing problem, supply and demand, national income, distribution of income, employment, price levels, business cycles, fiscal and monetary policy, elements of banking and finance, and analyze current economic problems.

ECN130-A Principles of Microeconomics 3
This course is an introduction to basic microeconomics theory. You will gain an understanding of supply and demand, competition, market structure, resource allocation, the price system, output determination, economic effects on the individual and the firm, and analyze current economic problems.

EDUCATION

EDU120-A Communication, Ethics & Confidentiality 2
This teacher aide certification program is approved by the Iowa Department of Education. Upon successful completion of this program, students will be able to apply to the State of Iowa Department of Education for a five-year paraeducational Level 1: Generalist Certificate. School districts receiving Title I funds are required to have certified paraeducators under the No Child Left Behind requirements. This certificate meets both the No Child Left Behind legislation and the State of Iowa Department of Education voluntary certification requirements. The certificate is valid in Iowa. Applicants must be 18 years of age and possess a high school diploma or GED.

EDU121-A Behavior Improvement 2
Participants will gain knowledge, skills and strategies to assist, support and maintain the positive social, emotional and behavioral development of children. This course is intended for paraeducator certification.

EDU122-A Roles & Responsibility 2
Roles and Responsibilities participants will develop skills and strategies to assist, support and maintain safe environments, educational activities, team interventions, and technology integration when working with colleagues, students, parents and others. This course is intended for paraeducator certification.

EDU150-A Directed Observation 1
In this course, you will observe in an education setting to gain direct insight in the way schools function, roles and responsibilities of teachers, and student behavior.

EDU210-A Foundations of Education 3
This course is an examination of teaching as a potential career, discussions of the goals of education, roles of teachers, historical development of education, educational reforms, alternative and current philosophical issues, and human relations aspects of teachings.

EDU218-A Initial Field Experience 2
Designed to provide experience in a live classroom to observe the way schools work, the role and responsibility of the teacher, and student behavior, and to increase the students understanding of the teaching-learning process. Students will record experiences in a journal format as part of their portfolio. Prerequisite: EDU210

EDU220-A Human Relations for the Classroom Teacher 3
This course is designed to develop an awareness of the responsibility of educators in establishing educational programs that attempt to develop sensitivity to and understanding of the different cultural/ethnic groups found in a pluralistic society. This course will include a history of the discrimination that many minority groups have encountered in North America and possible educational strategies for dealing with the problems minority groups have encountered in the educational process.

EDU230-A Curriculum and Instruction 3
This course is a study of theories and methods of classroom instruction for students preparing to become elementary, middle, or secondary teachers. Instructional design, tools, sequencing and organization, questioning, small-group discussions and cooperative learning, and monitoring student successes are examined. Prerequisites: EDU210-A, EDU150-A

EDU235-A Children's Literature 3
Teaches the criteria for choosing the best children's literature and applies that criteria to evaluating materials to be used in the classroom.

EDU240-A Educational Psychology 3
This course is a study of the psychological principles applicable to the learning process including theories of learning, effective teaching/learning environments, and research pertaining to learning. Prerequisite: EDU210-A

EDU245-A Exceptional Learner 3
An introductory course designed to provide the student with an overview of the field of special education and the policies and programs established for the education of exceptional students. It includes and analysis of the nature, incidence and characteristics of the students with physical and mental handicaps, the behavior disordered, the talented and gifted and the learning disabled. This course is required for teacher certification in Iowa and Illinois.

EDU255-A Technology in the Classroom 3
Technology in the classroom introduce prospective teacher-prep candidates and other interested students to a variety of digital tools and internet resources along with best practices in the use of tools and technologies for classroom related functions and issues.

EDU265-C Technology Education Teaching Methods 3
This class will teach methods of teaching in technology education and related fields, including group and individualized strategies. Included in class is a 25 hour field experience. The goal of this course is to better prepare potential technology education teachers to teach technology, engineering, and STEM courses. The course will focus on instructional methods, and student learning environments associated with teaching technology, engineering, and iSTEM courses focused on design and problem solving. The course will also address strategies for success as a student teacher and prepare students to be a professional leader.

EDU949-A Special Topics 2
This course will cover basic instructional strategies to be used in the classroom.

Engineering

ENGINEERING

EGR400-E Introduction to Engineering Design 3
Introduction to Engineering Design uses a design development process while enriching problem solving skills: students create and analyze models using specialized computer software.

EGR410-E Principles of Engineering 3
Principles Of Engineering explores technology systems and manufacturing processes; addresses the social and political consequences of technological change.

EGR420-E PLTW-Digital Electronics 3
Digital Electronics teaches applied logic through work with electronic circuitry, which students also construct and test for functionality.

EGR440-E PLTW-Biotechnical Engineering 3
Biotechnical Engineering hones more advanced skills in biology, physics, technology, and mathematics and applies them to real-world biotech fields.

EGR450-E PLTW-Computer Integrated Manufacturing 3
Computer Integrated Manufacturing enhances computer modeling skills by applying principles of robotics and automation to the creation of models of three-dimensional designs. Prerequisite: EGR400-A

EGR460-E PLTW-Civil Engineering and Architecture 3
Civil Engineering and Architecture introduces students to the interdependent fields of civil engineering and architecture; students learn project planning, site planning, and building design.

EGR470-E PLTW Engineering 3
Engineering Design and Development is a research course that requires students to formulate the solution to an open-ended engineering question. With a community mentor and skills gained in their previous courses, students create written reports on their applications, defend the reports, and submit them to a panel of outside reviewers at the end of the school year. Prerequisites: EGR400-E, EGR450-E

EGT103-E Principles of Engineering Design 3
Principles Of Engineering explores technology systems and manufacturing processes; addresses the social and political consequences of technological change.

EGT106-E Explorations in Technology 2
Explorations in Technology is designed around the essential understanding that Technology is a reaction to problems and opportunities. Students will learn that technological systems are made up of many parts that require the utilization of human innovation and that each one of us affects the course of technological history. The problem solving and design process will also be introduced with special emphasis on the testing, evaluation, and communication of design solutions. The course is organized into four assessment areas that will develop students knowledge, skills, and disposition necessary to complete the course.

EGT108-E Principles of Engineering 3
This course uses a design development process while enriching problem-solving skills; students create and analyze models using specialized computer software.

EGT801-E Internship 6
Students in the Internship program will use the educational experience gained in the first two semesters and summer term at NCC in an internship with an approved employer in one of the following disciplines. Installation, testing, maintenance, troubleshooting, programming or calibration of automated industrial control systems. You will find a position and contract your services for 42 days in the fall semester of your second year. With proper documentation and the evaluation of the student by the employer and instructor, credits will be given toward an Industrial Instrumentation & Control degree. A minimum GPA of 2.0 or above is required to participate in the Internship. Student must have a valid driver's license and maintain that valid status for this course. Prerequisites: ELT225-E, ELT329-E, ELT550-E, SDV135-C; Prerequisites: ELT225-E, ELT329-E, ELT550-E, SDV135-C

ELECTRICAL TECHNOLOGY

ELE108-C Residential Blueprint Reading 4
Residential Blueprint Reading introduces you to circuitry requirements, materials, drawings, and wiring methods employed in residential wiring. Emphasis is placed on reading blueprints, proper use of drafting tools, drawing residential electrical blueprints, load calculation, materials selection, and takeoff for bidding. Corequisite: ELE160-C

ELE109-C Commercial Blueprint Reading 4
This course is designed to familiarize you with commercial blueprint reading, layout of electrical systems, and site work. Areas of study are services, appliance circuits, feeders, emergency power systems, over-current protection, and electric heat. Prerequisites: ELE108-C, ELE150-C

ELE120-E Fundamentals of Electricity-DC 4
Using both classroom and lab experiments, this course guides you through the fundamental concepts of direct current (DC) electrical circuitry. The principles of electron flow build from simple DC circuits to complex networks through lecture, video, lab experiments, and computer programs. Mathematics plays a very important role in the solution of circuitry problems and is developed throughout the course from simplistic concepts to more complex processes such as simultaneous equations.

ELE121-E Fundamentals of Electricity-AC 4
The fundamental concepts of alternating current (AC) will be explored in theory and in application using lecture, video, lab experiments, and computer models. You will conduct an in-depth study of the actions and reactions of AC on various components of electronic and power circuits. Prerequisite: ELE120-E

ELE150-C National Electric Code 2
Study of the electrical industry standards begins with development of terminology, then moves to building upon your developing experience to form proper interpretations of the National Electrical Code (NEC) as it pertains to residential wiring methods.

- ELE154-C Codes and Standards** 5
The design and intent of this course is to acquaint you with the National Electrical Code, OSHA, ANSI, and other related codes and standards that have been established for personal safety and for safe and proper electrical installations. Prerequisite: ELE150-C
- ELE160-C Residential Wiring Theory/Lab** 6
The Residential Wiring Lab introduces you to basic electrical wiring methods, simple circuits, and residential devices and their uses in the electrical trade. This course is taught using the "hands-on" approach. Corequisites: ELE120-E, ELE108-C, ELE150-C
- ELE161-C Commercial Wiring Theory/Lab** 8
Commercial Wiring Theory/Lab introduces you to commercial wiring methods and materials. Included are conduit bending and threading, flexible metal conduit, armored cable, and low voltage control. The National Electrical Code is integrated into all lab projects. Prerequisites: ELE160-C, ELE108-C; Corequisite: ELE109-C
- ELE163-C Electrical Wiring** 3
This course will cover the fundamentals of various types of wiring methods used in industry. There will be both classroom and hands-on application of the NEC in the areas of process control and monitoring. The use and installation of various types of raceways and the selection, installation, and termination of conductors will be stressed. Control voltages, low voltage applications, and hazardous locations will be significant topics for additional discussion. Prerequisite: ELE121-E
- ELE168-C Industrial Wiring Theory/Lab** 6
Through a combination of classroom and lab experiences you will learn wiring methods, systems, and materials unique to industrial and large commercial electrical construction. Included are electric and hydraulic conduit bending, power conduit threading, fire alarm systems, power factor correction and system harmonics. Prerequisites: ELE109-C, ELE161-C
- ELE170-C Power Distribution** 2
This course consists of AC generator and transformer fundamentals, a review of AC characteristics, and a familiarization of various types of AC generators and transformer fundamentals including induction principles. Ratios, losses, efficiency, and uses are presented. Power transformers are taught in-depth and an introduction to special purpose transformers is offered. A thorough presentation of three-phase systems relative to their theories and various configurations of the delta and wye connections will be utilized to prepare the student for practical applications. Prerequisite: ELE121-E
- ELE186-E Relay Logic** 4
This course will provide coverage of control devices and control circuitry used in industrial electrical systems. Coverage will include electrical safety, electrical symbols, line diagrams, relays, motor starters, solenoids, common motor circuits, variable speed drive circuits and the control of pneumatic devices. It is designed to provide hands on training using industrial control equipment. Prerequisite: ELE163-C
- ELE191-C Motor Theory** 2
This course is an overview in the theory of basic motor action of both AC and DC motors. Studies will cover many different types of motors, the characteristics of each, theory of operation, and applications of each as they apply to industry. Prerequisites: ELE121-E, ELE161-C
- ELE199-E Motor Controls Principles** 5
This course will provide coverage of control devices and control circuitry used in industrial electrical systems. Coverage will include electrical safety, electrical symbols, line diagrams, relays, motor starters, solenoids, common motor circuits, reduced voltage starters, and control of electro-pneumatic devices. It is designed to provide hands-on training using industrial control equipment. Prerequisites: ELE121-E, ELE161-C
- ELE211-C Programmable Controllers** 5
This course will cover the major components of a programmable logic control system. Coverage will include electrical safety, PLC hardware, interfacing input-output devices, interfacing electro-pneumatic devices, programming timers, counters, and math functions. The course is designed for individuals having an electrical background. Prerequisite: ELE199-C
- ELE240-E Advanced PLC Applications** 3
This course will focus on instructions and implementation of hardware commonly found in a PLC system. Coverage will include electrical safety, PLC timers, PLC counters, file instructions and program control instructions. Primary concern will be the development of PLC programs and the interfacing of I/O to various field devices found in the automated control industry. This will include electrometrical devices, directional control valves and process control devices. The overall goal of the course is to develop a working knowledge of PLC systems, PLC instructions and how they interface to industrial control field devices. Prerequisite: ELE211-C
- ELE241-E HMI & Motion Control Fundamentals** 3
This course will focus on the development and integration of Human Machine Interface (HMI) systems commonly used in conjunction with Programmable Logic Controllers, (PLC's). Fundamentals of motion control and the equipment commonly used in a PLC controlled process will be presented and implemented throughout the course. Items such as servo motors, servo controllers, variable speed drives, operator interfaces and HMI software are examples of topics that will be covered and applied though out the course. Primary concern will be the application of HMI devices and motion control hardware to PLC systems. Prerequisite: ELE240-E
- ELE270-C Coop Internship for IC Wiring** 6
Students in the co-op program will use the educational experience gained in the first two semesters at NCC in an internship with an approved co-op station. You will find a position and contract your services for the summer term. With proper documentation and the evaluation of the student by the employer, credits will be given toward an Industrial/Commercial Wiring Electrical Degree. GPA of 2.0 or above is required. Prerequisites: ELE109-C, ELE161-C

ELECTRONICS

ELT112-E Fundamentals of Electronics 6
 This course develops the basic concepts necessary for understanding electronic circuits and devices. You will develop an understanding of electronic components and how the components function in circuits. You will also develop a systematic approach to troubleshooting electronic circuits. Prerequisites: ELE121-E, MAT106-E

ELT182-C; Introduction to Electronics 3
 This course develops the basic concepts necessary for understanding electronic circuits and devices using both AC and DC power. You will develop an understanding of electronic components and how the components function in circuits. You will also develop an understanding of different soldering techniques. Prerequisites: ELE121-E and MAT106-E

ELT183-C Electronic Control 3
 This course develops the basic concepts necessary for understanding digital logic and devices. You will develop an understanding of digital logic and how the components function in circuits and how they can be combined. You will also develop a systematic approach to troubleshooting digital logic and interfacing digital logic with power control electronic components.

ELT193-E Computer Programming for Technicians 3
 This is an introductory course in a current programming language or other current programming language. Technical students will learn programming skills that are used to solve problems encountered in their technical careers and that will aid them in dealing with other compiled languages in industry.

ELT225-E Introduction to PLC's 4
 This course will cover the major components of a programmable logic control system. Coverage will include electrical safety, PLC hardware, interfacing input-output devices, using discrete PLC instructions, interfacing electro-pneumatic devices, and configuring operator interface devices. The course is designed for individuals moving into the industrial control career field and who have an electrical/electronic background. Prerequisite: ELE186-E

ELT261-E Advanced PLC's 9
 This course will cover the major components of industrial control systems. Coverage will include electrical safety, various PLC platforms, the application of common instructions found in the PLC such as timers, counters, and data manipulation. Also, various industrial control hardware commonly found will be covered and applied. This will include electro-pneumatic devices, analog input-output devices, variable speed drives, motion control equipment, graphical user interfaces, industrial networks and operator interface devices to include Human Machine Interface (HMI) software. Primary concern will be the application of equipment/software used in the process control industry. Prerequisite: ELT225-E

ELT329-E Digital Electronics for ET 4
 The course presents logic circuits as building blocks for control and instrumentation circuitry. Beginning with the simplest logic circuits, the course progresses through large scale, integration circuitry, electrical characteristics and timing are involved throughout the course. Prerequisites: ELE121-E, MAT123-E or equivalent

ELT330-C Interfacing Digital Electronic 5
 This course presents logic circuits as building blocks for control and memory circuitry. Beginning with the simplest gate logic circuits, the course progresses to combinational logic and then to sequential logic that uses both SSI and MSI packaging. This course will use electronics to interface both analog and discrete signals to control various devices and apparatuses.

ELT550-E Analog Devices 4
 Study of diodes, bipolar transistors and field effect transistors (JFETs and MOSFETs) as they are used in both AC and DC electronic circuits. Applications such as power supplies, switching circuits and amplifier circuits are covered. Advanced topics in electronic devices including operational amplifiers (op amps), active filters, thyristors, and voltage regulation are covered. Practical circuit analysis of the devices under study is covered. Both circuit analysis and measurement techniques using meters and oscilloscopes are stressed. Prerequisites: ELE121-E, MAT123-E or equivalent

ELT631-E Microprocessors & Interfacing 6
 This course will concentrate on the Intel 8086 family of microprocessors that is used in the IBM PCs. The course begins with a brief introduction to computer hardware, which leads to programming the microprocessor using assembly language. Interfacing external hardware such as motors, relays, prox switches, and push buttons is accomplished using an interface buffer card and assembly as a programming language. Prerequisites: ELT193-E, ELT225-E, ELT550-E, ELT329-E

ELT645-E Process Measurement 10
 This course will concentrate on the measurement and indication of process variables found in a typical industrial environment. The course explains the safe operation and maintenance of sensors, transducers, controllers, final control elements, and other devices used in process control. Calibration of equipment used to measure flow rate, pressure, temperature, and level will be taught using various hands-on training devices. It will also describe the proper use of analytical instrumentation. High-pressure boiler operation and boiler components will be covered. Prerequisites: ELT329-E, ELT550-E, ELT225-E

ELT646-E Process Control 7
 This course will build on the basics covered in Process Measurement. Primary concern will be the control of measured variables found in an industry. The control of variables will be accomplished using single station controllers. In addition, the course covers data transmission methods and safe ways of maintaining system quality. Prerequisite: ELT645-E

ELT738-E Instrumentation Process Control 7
 This course will concentrate on the measurement and indication of pressure flow, temperature, and level. The calibration of indicators, transmitters, and controllers will be stressed as well as adjustment of process control loops. Setting up, adjusting, and operating basic process control systems will also be covered. Prerequisite: ELT112-E

ELT842-C Programming Electronic Control 5
This course develops basic concepts necessary for understanding electronic circuits and devices using a microcontroller. You will develop an understanding of electronic components and how components function in circuits used in industry. You will also learn about the programming and functions of a microcontroller. This course will apply the use of microcontrollers in industrial applications.

EMERGENCY MEDICAL SERVICES

EMS211-A Emergency Medical Technician 6.5
Emergency Medical Technician develops a basic understanding of emergency care in the field. The course provides the student with the necessary skills to assess, treat, and transport patients of medical and traumatic emergencies. This course follows the national standard curriculum for EMT's.

EMS219-E EMT Basic I 3
This section of the Emergency Medical Technician-Basic (EMT-B) course will include a general study of the human anatomy, medical terminology, legal aspects and the study of the skills needed to treat various injuries and illnesses.

EMS225-E EMT Basic II 3
This section of the Emergency Medical Technician-Basic (EMT-B) course will continue the study of and the skills needed to treat various injuries and illnesses. Instruction related to behavioral emergencies, OB/GYN emergencies, bleeding and shock, and trauma will be covered in detail. Overview of anatomy and physiology, and medical terminology is included. The combined lecture/lab course provides the student an opportunity to apply cognitive knowledge and psychomotor skills in a supervised setting.

ENGLISH COMPOSITION

ENG053-H English Brush Up 2
English Brush up is a practical guide to the grammar, punctuation, and usage skills you need to write clearly and effectively. The text's self-teaching approach provides abundant practice for concept mastery.

ENG101-C Elements of Writing 3
Elements of Writing is designed to meet the needs of students who require additional practice in writing. The course includes a review of grammar and usage skills as well as writing practice involving the process approach of pre-writing, drafting, and rewriting.

ENG105-A Composition I 3
This course focuses on developing written communication skills through various experiences including expository, persuasive, and research papers. Instruction will also include basic research and documentation skills.

ENG106-A Composition II 3
This course focuses on helping you develop advanced writing skills in order to compose analytical and persuasive essays. You will use advanced research and critical thinking skills to respond to and compose essays based on current issues and enduring questions. Prerequisite: ENG105-A

ENG107-A Composition I: Technical Writing 3
A writing, speaking and reading course to prepare students for the types of communication and thought essential to the working world. The general goals of Technical Communication are that students gain more confidence in their writing abilities and improve their proficiency in critical reading and problem-solving, applied to practical situations. Students will also present material orally and visually, with assignments related to their content areas. Emphasis is on the writing process and learning the forms appropriate for technical communication purposes and audiences.

ENG108-A Composition II: Technical Writing 3
This course is designed for students in business, technical, or science programs. Students will use critical thinking skills to analyze technical writing situations, conduct research, and apply their knowledge of technical writing style, format, and strategy to various professional writing tasks. These tasks include correspondence, reports, articles, instructions, manuals, and job search materials. Prerequisite: ENG105-A

ENG150-A Fundamentals of English Grammar 3
Students will study the structure of the English language, particularly the system of principles that allows us to organize words into sentences. Students will look at the three major grammatical theories: traditional, structural, and transformational. The units covered in the course include grammatical categories, constituency, grammatical functions, phrase structure, and clauses.

ENG221-A Creative Writing 3
In this course, you will study the elements and technique of writing both poetry and short fiction. You will apply this knowledge in creating original poems and short fiction to include in a creative writing portfolio. In addition, you will use your knowledge in responding to other students' writing during workshop sessions. Prerequisite or Corequisite: ENG105-A

ENG238-A Creative Writing: Nonfiction 3
You will explore boundaries of non-fiction and fiction writing with the intent of being published. This will be done through careful observation of factual detail and determined reflection on the part of the student. In exploring expository writing, you will study the styles of some of our country's best known expository writers. Your overall goal is to discover your own writing voice, your own style. You will take a look at your strong and weak points. You should consider playing to your strong points and adding to them by improving upon your identified weak points. Realize, they are only weaker because they have not been developed. Prerequisites: ENG105

ENG925-A Honors Research 1
In this course, the student will work independently with a chosen Arts & Sciences English instructor on an English research project designed by the student and instructor.

ENVIRONMENTAL SCIENCE

ENV111-A Environmental Science 4

In this course common environmental problems will be surveyed, with discussion as to their possible causes, consequences and remedies. An emphasis will be placed on objective analyses of issues and arguments related to environmental concerns.

ENV115-A Environmental Science 3

This is an introductory environmental science course for science and non-science majors. It examines the impact and dependence of humans on the physical and biological environment. Topics include populations, soil, water, energy resources, air, waste management, and environmental ethics.

ENV116-A Environmental Science Lab 1

This is an introductory environmental science course for science and non-science majors. It examines the impact and dependence of humans on the physical and biological environment. Topics include populations, soil, water, energy resources, air, waste management, and environmental ethics.

ENV140-A Natural Resources Biology 4

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.

ENV144-A Conservation Biology 3

This course examines the ecological principles used in the preservation of biological diversity. Some topics explored are population dynamics, conservation genetics, island biogeography, mathematical modeling of ecological systems, disturbance ecology, Geographic Information Systems (GIS), reserve theory and wildlife corridors. Laboratories will involve field work,(or review of summaries of fieldwork), data analysis, computer work and research.

ENV145-A Conservation Biology 4

This course examines the ecological principles used in the preservation of biological diversity. Some topics explored are population dynamics, conservation genetics, island biogeography, mathematical modeling of ecological systems, disturbance ecology, Geographic Information Systems (GIS), reserve theory and wildlife corridors. Laboratories will involve field work (or review of summaries of fieldwork), data analysis, computer work and research.

FINANCE

FIN101-A Principles of Banking 3

You will be introduced to basic banking practices. Emphasis will be on the practical aspects of money and banking, including a look at the occupational disciplines within the banking industry. This course will also provide a conceptual study of bank management issues such as organizational management and control.

FIN121-A Personal Finance 3

This is a practical course emphasizing the need for effective personal financial management. Units covered include budgeting, major purchases, credit card usage, personal income tax, insurance, investments, and overall financial planning (short-term and planning for retirement).

FIN130-A Principles of Finance 3

An examination of the tools and techniques used in the world of finance. This course will introduce the student to basic financial concepts such as time value of money, asset valuation, risk analysis and return on investment. Evaluation and decision-making techniques will be used as they pertain to financial management in various business situations. Prerequisite: ACC132-A

FIN140-A Business Finance 3

Discussion of financial principles, statement of changes in financial position, income statement and balance sheet analyses to aid in asset management by financial personnel.

FOREIGN LANGUAGE

FLC141-A Elementary Chinese I 5

This is a Chinese language course for beginners. It is an introduction to the Chinese language. It aims to help students develop communicative competence in the four basic skills of listening, speaking, reading and writing the Chinese language. So emphasis is placed on these skills in the order given: listening, speaking, reading, and writing. Conversational Mandarin with basic grammar and basic functional vocabulary of the Chinese language will be covered. It also includes aspects of Chinese culture.

FLF141-A Elementary French I 4

Introductory course for those with no prior background. Students become acquainted with the sounds and structure of French emphasizing useful vocabulary and development of basic conversational skills. Practice supplemented by regular lab activities.

FLG131-A Elementary German I 3

This introductory course includes reading, understanding, speaking, and writing in the German language. Elements of German culture, geography, and history will be included.

FLG132-A Elementary German II 3

This course is a continuation of Elementary German I with emphasis on further development of speaking, reading, and writing skills. Prerequisite: FLG131-A

FLG141-A Elementary German I 4

In this course you will learn the fundamentals of German. You will learn a variety of new words and grammar points that will allow you to create simple sentences in German.

FLG142-A Elementary German II 4

This course is a continuation of Elementary German I with further attention given to the essentials of structure and vocabulary. Prerequisite: FLG141-A

FLS116-A Spanish for Professionals: Business 3

This course is designed to provide a basic understanding of Spanish grammar, vocabulary, and usage in a variety of situations. Students will gain an understanding of the Spanish speaking countries and cultures.

FLS131-A Elementary Spanish I 3
This course emphasizes the oral approach. All four phases of the language are taught: speaking, listening, reading, and writing. Grammar is introduced. Cultural and geographic aspects of Spain and Latin-America are experienced through text material.

FLS132-A Elementary Spanish II 3
This course is a continuation of Elementary Spanish I with a brief review of the main verbs, an in-depth study of Spanish grammar with practice in translation and conversation, plus a study of Latin-American culture. Prerequisite: FLS131-A

FLS141-A Elementary Spanish I 4
Elementary Spanish I is designed to provide students with the basic tools to speak, read, comprehend and write Spanish in an elementary fashion in the present tense. It will also give a brief overview of several Spanish-speaking countries culture. This course is better suited for students that have taken Spanish in High School or have some knowledge of the language.

FLS142-A Elementary Spanish II 4
Elementary Spanish II completes the study of Spanish grammar including all the subjunctive and indicative verb tenses with continued emphasis on all communications skills. Prerequisite: FLS141-A

FLS231-A Intermediate Spanish I 3
This course is a continuation of the first year of Spanish. You will develop additional proficiency in speaking the language, listening, reading, and writing. Prerequisite: FLS132-A

FLS232-A Intermediate Spanish II 3
This course is a continuation of intermediate Spanish I (see course description). Prerequisite: FLS231-A

FLS241-A Intermediate Spanish I 4
In this course, you will continue to foster your skills in reading, writing, listening and speaking Spanish. Intermediate Spanish I develops increased oral and written comprehension and fluency in the Spanish language. Intermediate Spanish I will focus on the subjunctive mood and perfect tenses. Each lesson is thematic in nature. Students will learn about nature, the city, wellbeing, the world of work, the arts and current events. Students review Spanish grammar and utilize a variety of online tools along with readings, video, audio and compositions in Spanish. Prerequisite: FLS142, two years of high school Spanish or consent of instructor.

FLS242-A Intermediate Spanish II 4
Intermediate Spanish II gives comprehensive instruction and practice in all aspects of the Spanish language through Spanish literature, short films and biographies.

FLW141-A Elementary Hebrew I 4
An introduction to the element of biblical Hebrew script, phonology, morphology, syntax, and vocabulary, including the translation and analysis of selected phrases and texts from the Hebrew scriptures.

FLW142-A Elementary Hebrew II 4
A continuing introduction of biblical Hebrew syntax and vocabulary, including the translation and analysis of selected texts from the Hebrew Scriptures. Prerequisite: FLW-141

FLW241-A Intermediate Hebrew I 4
A review of the grammar, morphology, vocabulary, and syntax of biblical Hebrew. Students translate the biblical books of Jonah, Ruth, and Amos. Prerequisite: FLW-142

FLW242-A Intermediate Hebrew II 4
Translation and interpretation from various genres of the Hebrew scriptures and from extra-canonical texts. Genres include narrative, case and apodictic law, poetry, proverbs, love songs, and prophecies. Prerequisite: FLW-241

FLW243-A Aramaic 4
An introduction to the elements of biblical Aramaic script, phonology, morphology, syntax, and vocabulary, including the translation and analysis of every Aramaic text located in the Hebrew scriptures. Prerequisite: FLW-242

GEOGRAPHY

GEO121-A World Regional Geography 3
A geographic survey of nations and continents with emphasis on important physical characteristics of the major regions of the world. Attention is devoted to their demographic, economic, political, and cultural development with each other. The course covers physical and cultural geography as well as basic geographical literacy. The human impact on the environment and growing problems of resources are discussed.

GEO124-A Regional Geography of the Non-Western World 3
This course is a regional study of the physical and cultural spatial patterns of Middle America, South America, North Africa/Southwest Asia, Sub-Saharan Africa, South Asia, East Asia, Southeast Asia, and the Pacific World.

GEO126-A Cultural Geography 3
This course is an introduction to cultural geography through the study of global patterns of many aspects of human culture, including population, language, religion, urban and rural settlement, and ways of economic livelihood.

GEO151-A Social Geography 3
This course deals with the nature and distribution of the major types of land forms, climate, kinds of soil, and other natural resources plus a discussion of natural environment and its relation to human activities.

GLOBAL STUDIES

GLS100-A Contemporary World Issues 3
An interdisciplinary approach to the study of issues affecting life in the modern world, this course is a single semester in length and identifies topical areas to study as background to major contemporary issues. Typical areas of discussion will be ecology, world economy, resource utilization, geography, and comparative cultures.

GRAPHIC COMMUNICATIONS

GRA121-E Digital Drawing 3
Graphic image design introduction using the Adobe Illustrator program. Students will create both black and white and multicolor graphics using Illustrator's tools and menu commands. A vinyl cutting project will be completed.

GRA131-E Digital Layout I 3
This course is an introduction to software used for page layout, print design and publishing. Students are introduced to and practice typography skills by combining text with digital images to create professional layouts. This course also provides the essential skills of digital document construction using Adobe® Acrobat. Students learn the skills needed to create a variety of interactive digital documents in the Adobe Portable Document Format.

GRA132-E Digital Layout II 3
This course provides instruction in intermediate level page layout software that builds on previously learned skills. This course introduces new techniques with an emphasis on paragraph and character styles, multiple page documents with master pages and the use of libraries.

GRA140-E Digital Imaging 3
This course covers an introduction to the Mac OS interface and associated hardware. It also covers the Adobe Photoshop software, which is used to manipulate images used in digital and printed media. Topics include software interface, tools, retouching, collage, scanning, keyboard shortcuts, corrective filters and techniques, color correction and automation.

GRA141-E Digital Imaging II 3
This course provides instruction in intermediate level image manipulation that builds on previously learned skills. This course introduces new techniques with an emphasis on web graphics, alpha channels, masking, adjustment layers, and color correction.

GRA158-E Web Multimedia 3
An introduction to the creation of multimedia for use with web pages, kiosks, and cd/dvd. Video camcorders, digital cameras, digital recorders, touch screens, and iPods will be utilized in conjunction with computer hardware and software for media creation and manipulation. Media covered in the course will include podcasting, streaming video, streaming audio, live broadcasts, and presentations.

GRA170-E Graphic Design I 2
An introduction to the principles of design, typography, and idea generation. Studies the print and web-publishing processes.

GRA173-E Typography 3
This course explores the fundamental principles of typography and its role in visual communication. Students will explore both the form and function of typography in design through lectures and demonstrations. Emphasis is placed on the history of type, anatomy of letter forms, and appropriate uses of type.

GRA201-E Design Principles I 3
The course is the first in a series that serves as an introduction to the principles of design and idea generation with a strong emphasis on typography. Students explore how these principles are applied in the marketplace

GRA207-E Design Principles II 3
This course is a continuation of Design Principles I with an emphasis on idea generation, presentation, and interpreting client needs. This course also addresses the skills and techniques for planning, tracking, and monitoring design projects. Students learn a practical approach to project management and information design along with addressing usability issues for web design.

GRA325-E Digital Color Theory 3
This course provides insight into the effective use of color through the study of contemporary color theory including additive and subtractive color. This course involves the development of color perception, expression, and application in traditional and digital design, through a series of problem solving exercises and projects. Fundamental studio experiences, along with a historical perspective, will provide insight and understanding to the intrinsic power of color in design.

GRA920-E Graphic Design Capstone 3
This course prepares student to enter the workforce. Under the guidance of an instructor, students may intern in a professional graphic design setting or explore job seeking strategies, including building a portfolio and resume.

GRAPHIC TECHNOLOGIES

GRT220-E Electronic Color Control 3
This specialization course will introduce students to the real world applications of Photoshop within a production environment. The fundamentals of scanning, color space management, tonal adjustment, color correction, sharpening, file saving, and output will be explored.

HOSPITALITY, CULINARY ARTS, AND MANAGEMENT

HCM239-A Customer Service 2
This course will introduce students to all aspects of customer service in the business realm and in the hospitality industry. The students learn the major components of a customer-focused environment and the key elements of a service culture. In order to be better prepared for the future, students identify key trends that will impact customer service in the years to come.

HEAVY EQUIPMENT

HEQ131-C Safety and Introduction to Heavy Equipment 3
This is an introduction to the equipment, jobs, working conditions, maintenance, and safety of equipment operation.

- HEQ152-C Equipment Operation & Maintenance I** 4
This is an introductory course for you to apply earlier knowledge to operate and maintain a broad range of heavy equipment vehicles. Prerequisites: HEQ131-C, HEQ160-C, HEQ161-C, HEQ163-C, HEQ172-C; Corequisite: HEQ155-C.
- HEQ155-C Stake and Plan Reading** 4
This course teaches the basic elements of engineering relating to various stakes and plans used in construction projects. Surveying equipment, staking methods, and design plans are used in the application of this course.
- HEQ156-C Equipment Operation & Maintenance II** 7
This is a continuation of Equipment Operation I with more difficult and complicated live projects using all types of equipment. Most projects are off campus. Student must have a valid CDL and maintain that valid status for this course. Prerequisite: HEQ152-C; Corequisite: HEQ157-C
- HEQ157-C Surveying I** 2
A continuation of the Stake and Plan Reading course. Surveying I covers job design, layout, and staking live projects in current construction within the program. Prerequisite: HEQ155-C; Corequisite: HEQ156-C
- HEQ158-C Equipment Operation & Maintenance III** 7
A continuation of Equipment Operation I and II, this class has more emphasis placed on student production, efficiency, and safety in operation. Student must have a valid CDL and maintain that valid status for this course. Prerequisites: HEQ156-C, HEQ157-C
- HEQ160-C Equipment Lubrication & Maintenance** 3
The principles, techniques, and servicing procedures for preventative maintenance of heavy equipment will be taught. The use of servicing schedules is also covered.
- HEQ161-C Equipment Reconditioning Theory I** 5
This course covers the technical information used for troubleshooting, testing, and reconditioning heavy equipment. Prerequisites: HEQ131-C, HEQ160-C Corequisites: HEQ163-C
- HEQ163-C Equipment Reconditioning Lab I** 5
You will develop skills in inspecting, troubleshooting and reconditioning heavy equipment. Safety procedures in repair are stressed. Corequisite: HEQ161-C
- HEQ172-C CDL-A & DOT Regulations and Lab** 3
This is a classroom course providing information related to taking a commercial drivers license test. Other emphasis is placed on DOT regulations that apply to driving on local, state, and federal roads and highways. You will receive training on the campus driving range, campus roads, and local, state, and federal roads and highways. Defensive driving is stressed.
- HEQ252-C Job Estimating** 2
In this course you will learn the evaluation of quantities and time to move materials with consideration of fuel costs, equipment depreciation, working conditions, labor costs, etc. that are involved in job bidding. You will look at occupations in heavy equipment construction from the employer's viewpoint. Prerequisite: HEQ257-C
- HEQ257-C Surveying II** 2
This course is a continuation of Surveying I with student application to the actual surveying and grade staking of present student projects. Laser surveying equipment is incorporated into the instruction. Prerequisite: HEQ157-C; Corequisites: HEQ158-C, HEQ263-C, HEQ264-C
- HEQ263-C Equipment Reconditioning Theory II** 5
This course builds on Equipment Reconditioning Theory I with a more in-depth study of inspecting, troubleshooting, and reconditioning heavy equipment. Prerequisite: HEQ161-C; Corequisites: HEQ264-C, HEQ158-C, HEQ257-C
- HEQ264-C Equipment Reconditioning Lab II** 5
This course builds on the practical application in the Equipment Reconditioning Lab I course with a more in-depth study of inspection, troubleshooting, and reconditioning heavy equipment. Prerequisite: HEQ163-C; Corequisite: HEQ263-C
- HEQ267-C Equipment Reconditioning Lab III** 6
This course covers visual inspection, diagnosis, and repair of drive train components such as steering clutches, brakes, final drives, and direct and power shift transmissions in crawler tractors and wheeled heavy equipment vehicles. Prerequisite: HEQ264-C

HISTORY

- HIS110-A Western Civ: Ancient to Early Modern** 3
This course is a survey of the evolution of Western Civilization from prehistory to the emergence of the nation-state. Topics include the birth of the first civilization; Greece and Rome; the rise of Christianity; the disintegration of the Roman Empire; and the Early, High, and Late Middle Ages.
- HIS111-A Western Civ: Early Modern to Present To Present** 3
This course is a survey of the evolution of Western Civilization from the rise of the nation-state to the present. Major topics include the French Revolution and the Age of Napoleon; 19th century developments such as liberalism, the Industrial Revolution, socialism, nationalism, and imperialism; and the great wars and upheavals of the 20th century.
- HIS117-A Western Civ 1: Ancient & Medieval** 3
A survey course in Western Civilization from ancient history into the medieval era. The civilization components of religion, philosophy, literature, art, and architecture are integrated into the political and social history of Europe, from our Mesopotamian and Egyptian origins to the end of the Middle Ages.
- HIS118-A Western Civ II: Early Modern** 3
This is a survey course in Western Civilization from the Renaissance through the Age of Democratic Revolutions. The civilizational components of religion, philosophy, literature, art, science, and architecture are integrated into the political and social history of Europe, from about 1450 to the end of the eighteenth century.

History

- HIS119-A Western Civ III: Modern Period** 3
Course will provide the student with a basic understanding of the history of the western hemisphere from the Revolutionary Era to the Present. The class will consider the effects of religion, philosophy, literature, art, politics, technology, and architecture on western history since 1740.
- HIS151-A U.S. History to 1877** 3
This course is a survey of the history of the United States from 1492 to 1877. Topics include the colonial period, the coming of the American Revolution, the Revolutionary War, the formation of the new nation, the coming of the Civil War, and the Civil War and Reconstruction.
- HIS152-A U.S. History Since 1877** 3
This course is a survey of American history from 1877 to the present. Topics include the Industrial Revolution and its effects, the Progressive Movement and the 1920s, the Great Depression and the New Deal, World War II and the Cold War, and the post-World War II decades including the Second Reconstruction and the upheavals of the 1960s.
- HIS201-A Iowa History** 3
Provides an understanding of the history of Iowa as it relates to international history. Special attention is given to ethnic groups and their contributions.
- HIS211-A Modern Asian History** 3
Surveys the historical, geographical, and economic context of the development of the Pacific Basin region: Northeast Asia (China, Japan, Korea, Russia, and the Far East), South East Asia (Laos, Kampuchea, Vietnam, Thailand, Myanmar, and India). Examines issues such as modernity versus traditional; the conflict between east and west, political authority and economic growth; the United States in the Pacific, and cultural differences
- HIS219-A Western Civ. III: The Modern Period** 3
Course will provide the student with a basic understanding of the history of the western hemisphere from the Revolutionary Era to the Present. The class will consider the effects of religion, philosophy, literature, art, politics, technology, and architecture on western history since 1740.
- HIS231-A Contemporary World Affairs** 3
This course is a study of current events viewed in their historical context. Emphasis is placed on global politics, domestic issues, and cultural developments.
- HIS251-A U.S. History 1945-Present** 3
Students will investigate the rise of the United States after World War II to the modern country of the present. Topics will include: aftermath of WWII, nuclear power, the Cold War, Vietnam, diplomacy, presidential power, and family life.
- HIS253-A American Indian History & Culture** 3
This course surveys American Indian history and culture in what is now the United States from pre-Columbian times up to the present. Topics include: Pre-Columbian America; Spanish, English, and French invasions; Indians and the colonial period; Indian Removal; Indians and American expansion in the Far West; the reservation system; allotment, and federal Indian education; the Indian New Deal; termination; relocation; and the growth of urban Native America; and Indian militancy, cultural accommodation and revitalization, and the ongoing struggle for sovereignty. This course will challenge you to learn about cultural and historical perspectives often unfamiliar to non-Indians and to discern the Indian point of view for better understanding of the full perspective of Indian history and culture.
- HIS255-A American Indian History & Culture I** 3
A survey of the important events and cultures of the Native American people from the earliest times to the reservation era. The survey will be limited to the Native people of the United States and Alaska.
- HIS257-A African American History** 3
African American History deals with the experience of blacks in the history of the United States. Topics include; African heritage, the slave trade, slavery in the Antebellum South, the Civil War and emancipation, the Jim Crow era, the Harlem Renaissance, the civil rights struggle, and modern black America.
- HIS268-A American Experience in Vietnam** 3
A survey of the 2,000-year history of Vietnam, the French Indochina War and U.S. involvement, the military role, the view from those who participated and discussion of the consequences of American participation in the Asian conflict. The conflict will be viewed within the context of the Cold War and explore the events, attitudes and political scene leading up to the U.S. commitment in Southeast Asia. Exploration of the anti-Vietnam War movement will also take place.
- HIS271-A American Frontier History** 3
This course provides an introduction in North American frontier history. It is important to always remember that a frontier has two sides. The field includes altercations and interactions among European Americans and Native Americans along contested regions, frontiers, and borders. Sovereignty, trade, and culture of British, French, and British imperial powers play important roles in this course. Native American groups are included as well as the moving borders of American, Canadian, and Mexican governments. The course textbook is a slim volume which will be augmented with essays available to all students at the online library. Among the topics investigated include territorial conquest, European-Indian relations, imperial conflict, colonialism, gender relations, racial formation, slavery, captivity, and citizenship.

HIS278-A U.S. History: The Role of Women 3

This course will take a look at the women who have played a significant roll in U.S. History. Students will develop an understanding not only of the individual contributions of these women, but also the historical context in which their contributions occurred. In addition to approaching this topic from the perspective of significant individuals, it will include theme approaches such as women in politics, women in education, etc. Students will be actively involved in researching information on women of distinction.

HEALTH INFORMATION TECHNOLOGY**HIT120-E Pharmacology for HIT 1**

This course provides you with an introduction to pharmacology, a basic knowledge of drugs, and drug therapies as they relate to the health information management field. It includes a study of the preparation, use, and action of chemicals and their effect on biological functioning. Prerequisite: HSC113-E

HIT122-E Registry Organization and Operations 3

This course will focus on the organization and the operations of a cancer registry. Topics include case identification and follow-up of cancer patients. Students will develop an understanding of organizational requirements for an approved cancer program. Emphasis will be given to the regulatory requirements for an approved program as outlined by the Commission on Cancer (COC) of the American College of Surgeons (ACoS) and data standards set by the North American Association of Central Cancer Registries (NAACCR), Surveillance, Epidemiology, and End Results (SEER) program of the National Cancer Institute (NCI), the World Health Organization (WHO) and other organizations. Legal ethical and confidentiality issues in both the internal and external settings will be addressed. A focus will be on the relationships between a registry and other departments within a facility. Systems management, analysis, and data-base management will be discussed as it pertains to cancer registry management.

HIT139-A Math for Health Care Professionals 3

This course is designed for any student entering a healthcare profession which requires a 100- level, college freshman level math course. This course builds on basic math skills and incorporates math computation skills that are necessary in allied healthcare fields. There will be an emphasis on understanding systems of measurement and conversions: metric, apothecary, household and other systems of measurement. Basic topics include a review of fundamentals in: decimals, fractions, ratios, proportions, percents, formulas, household and metric measurement, basic algebra and word problems. Advanced topics will include: infection rate computations, other most commonly computed hospital statistics, and some managerial math such as computing FTEs in healthcare supervision & management.

HIT150-E Principles of Disease 2

This course is an introduction to disease etiology covering the five basic classifications of disease from the cellular level to the organ system level that includes: congenital & hereditary diseases, inflammatory & infectious diseases, degenerative diseases, metabolic diseases, and neoplastic diseases. Prerequisites: HIT120 or HSC113.

HIT160-E Principles of Disease II 3

This course is a continuation of HIT-150 Principles of Disease I which will focus on common disorders of the body by organ system involvement such as cardiovascular system, gastrointestinal system, urinary system, etc. Depth of study will focus on the five basic classifications of disease as manifested in each body organ system: signs and symptoms; diagnostic work-up; current disease management; and prognosis as it pertains to each organ system. Prerequisites: HCS113-E, BIO165-A, HIT120-C, HIT150-C or Instructor's Approval.

HIT250-E Coding I 3

This course is an introduction to diagnostic and procedural coding and classification systems with the emphasis on the current version of the International Classification of Disease (ICD) coding and attention paid to the new and legacy version of the classification (both ICD-9-CM and ICD-10-CM/PCS coding systems are addressed). You will learn how to classify and index diagnoses and procedures for the purposes of standardization, retrieval, and statistical analysis. Coding conventions and inpatient coding guidelines are emphasized. Prerequisites: HSC113-E, BIO165-A, HIT370-C For non-health information majors, the prerequisite of HIT370-C may be waived with instructor approval

HIT251-E Coding II 3

This course is a continuation of Coding I. Emphasis is placed on advanced coding concepts and classifications of diseases and procedures utilizing ICD-10-CM and ICD-10-PCS. Encoder and grouper software will be presented and utilized. You will be working with actual medical records. Further emphasis is placed on accuracy and compliance with ICD-10-CM/PCS coding requirements. Prerequisite: HIT250-E

HIT252-E Coding III 3

This course is an introduction to CPT coding. You will learn how to classify procedures utilizing the CPT coding and classification system. Encoder and grouper software will be utilized. You will be working with actual medical records. Further emphasis is placed on accuracy, compliance, and outpatient coding requirements. Prerequisite: HIT251-E

HIT253-E Oncology Coding & Staging Systems 1.5

This course will enable the student to recognize the similarities and differences between ICD-9-CM and ICD-10-CM and is geared towards students already working with ICD-9. All types of patient encounters will be required to submit ICD-10-CM codes on claims effective October 1, 2015.

HIT254-E ICD-10-PCS 1.5

This course will enable the student to recognize all the root operations and coding guidelines need to accurately code procedures using ICD-10-PCS. All types of inpatient encounters will be required to submit ICD-10-PCS codes on claims effective October 1, 2015.

Health Information Technology

- HIT290-C Reimbursement Methods** 3
During this course, you will examine reimbursement methodologies, including prospective payment systems, utilized in a variety of health care settings. You will explore data quality for optimal reimbursement, data auditing, and compliance processes. You will also be introduced to billing procedures and requirements for claims submissions. Prerequisites: HIT250-E, HIT251-E; Corequisite: HIT252-E
- HIT312-E Health Informatics & Information Management Systems** 3
This course should enable the student to describe the different types of code sets and classification systems used in healthcare. It should also enable the student to understand the basic steps in implementing an electronic health record and using the software Access for data collection. Prerequisites: HIT120-C, HIT150-C, HIT250-C, HIT370-C, HIT380-C, HSC113-E or instructor's approval; Corequisite: HIT451-C
- HIT315-C Electronic Applications for Health Data** 2
This course combines knowledge gained in a variety of Health Information Technology courses (Allied Health Statistics, Coding I, II and III, Health Records Acute Care, etc.) and computer science courses (Introduction to Computers, Management of Information Systems, etc.). You will collect, analyze, and present healthcare data (and other data) using Microsoft software and additional software applications as available. Prerequisite: CSC110-A
- HIT370-C Health Records in Acute Care** 3
This course will introduce you to the profession of Health Information Management. Topics covered include healthcare in the U.S., professional associations, the health record and its contents, forms and forms design, record retention policies, qualitative and quantitative analysis, filing and numbering systems, and an introduction to nomenclatures and classification systems.
- HIT380-C Health Records in Alternate Setting Systems** 3
In this course, you will take a closer look at alternative care settings and their record keeping standards. Alternative care includes long-term care, home care, hospice, ambulatory care and mental health. You will also learn about healthcare facility licensing and accrediting agencies, along with government and accrediting agencies' standards and regulations. Additional topics include managing Health Information Department issues, participating in committees, and managing health information employee productivity. Prerequisite: HIT370-C
- HIT400-E Clinical Documentation Improvement** 2
This course will introduce HIM professionals to the challenge of detailed clinical documentation in the electronic health record as the healthcare industry transitions to ICD-10-CM. The course will focus on the clinical terminologies needed to assign accurate coding which avoids potential reimbursement losses. Facilitation and coordination between the medical coding department and clinicians by means of the standard physician query process will be examined. Important Note: Clinical documentation improvement (CDI) is not about how to code in ICD-10. CDI is: knowing what to look for in medical records, as well as how to ask for clarification provided by physicians.
- HIT420-C Legal Aspects of Health Information** 2
This course will cover the legal side of healthcare management. You will learn about the U.S. Court System and U.S. law in respect to healthcare issues. You will be exposed to tort law, civil procedures, trial practice, regulations for release of medical information and patient confidentiality, patient consent, and medical staff regulations. Prerequisite: HIT370-C
- HIT422-E Medico-Legal Ethics** 3
This course is an introduction to the concepts of medical law and ethics for allied health care practitioners. Topics including criminal and civil acts, contracts, negligence, and ethical concepts as they relate to the medical profession, health information management, HIPAA, and other health care legislative rulings are discussed. Prerequisites: HIT 370: Health Records in Acute Care or HIT/END Program Director approval.
- HIT430-E Quality Improvement** 2
This course has specific applications to the Health Information Management field. You will be introduced to the overall significance and various applications of quality, risk, and utilization management. Attention is also given to the significance of different management styles and their impact on subordinates' performance. Includes role playing and discussion. Prerequisite: HIT370-C
- HIT440-A Quality Management** 3
This course provides an overview of supervision and management activities in a health information department. Focus is placed on a team approach toward the achievement of both departmental and organizational goals. Students will participate in problem solving activities, committee activities and development of technical writing skills. Emphasis is placed on activities relating to planning, organizing, directing, controlling and budgeting in an HIM department. Additional topics include performance improvement monitors, utilization management, risk management principles, and QA (Quality Assurance) activities pertaining to JCAHO (Joint Commission on Accreditation of Healthcare Organizations) accreditation Survey.
- HIT451-C Allied Health Statistics** 3
Terms, definitions, and formulae used in computing healthcare statistics will be presented and utilized throughout this course. You will be instructed on how to collect, analyze, and present data in the healthcare arena including national and local registries and healthcare indexes. You will need a basic knowledge of mathematical computation. Prerequisite: 3 credit hours of mathematics

HIT485-E Medical Billing & Reimbursement Billing 3

This course is designed to prepare students for jobs in medical office and hospital billing departments. Comprehensive coverage of every stage of the medical insurance claim cycle will be studied in a logical sequence. Basic concepts of medical coding, detailed information on various insurance payers and plans, including Medicare, Medicaid, disability plans, private indemnity plans, and managed care plans will be presented and studied. Students will obtain hands-on experience in completion of the CMS- 1500 claim form and the UB-94 hospital claim form with step-by-step guidelines for data entry. Demonstration of current physician practice management software will be included. Additional emphasis will be placed on the security of information entered into computer databases in compliance with new Federal legislation requiring the use of electronic patient records. Prerequisites: HIT120-C, HIT150-C

HIT541-C Professional Practice Experience II 3

This is a supervised 150-hour professional practice in a healthcare setting. Emphasis will be placed on practical application of entry-level skills, management skills, and project organization skills acquired throughout the program. You will be required to meet written goals and objectives, undergo a work evaluation, complete a project, and submit a written report on your learning experience. Prerequisite: Successfully completed all HIT courses with a "C" or better grade.

HIT594-C HIT Practicum A Professional Practice I 1

This is an instructor-supervised professional practice experience. It is designed to introduce you to the daily operations and function of the health information management department. You will use newly acquired knowledge and skills through observation and interaction. You will be required to meet written goals and objectives, undergo an evaluation, and submit a written report on your learning experience. Prerequisite: HIT370-C

HIT595-C HIT Practicum B Professional Practice II 1

This is a supervised 40-hour professional practice experience designed to give you exposure to another healthcare setting. Practical application of acquired entry-level skills is emphasized. You will be required to meet written goals and objectives, undergo a work evaluation, and submit a written report on your learning experience. Prerequisites: HIT370-C, HIT250-E, HIT380-C

HIT596-A HIT Practicum I 2

This course provides supervised clinical experience in health care settings. As a distance learning student, the clinic site will be arranged for you by the instructor unless your instructor informs you otherwise. Site will be chosen based on proximity to student and availability of HIT-trained, on-site supervisor(s). Emphasis will be placed on practical application of basic concepts in the health care setting. Upon completion, student should be able to apply basic health information management theory to health care facility practices.

HIT597-C HIT Practicum II Professional Practice III

This is a supervised 200-hour professional practice in a healthcare setting. Emphasis will be placed on practical application of entry-level skills, management skills, and project organization skills acquired throughout the program. You will be required to meet written goals and objectives, undergo a work evaluation, complete a project, and submit a written report on your learning experience. Prerequisite: Successfully completed all HIT courses with a "C" or better grade.

HIT598-E HIT Practicum II 2

This course provides supervised clinical experience in health care settings. As a distance learning student, the student will need to initiate first contact with their practicum site of choice located in their area. Once the student has made contact and the site has accepted the student for their practicum hours, the student will forward the contact information to their course instructor who will collaborate the practicum with the site supervisor. Students may also be assigned activities within the virtual lab software and assignments as assigned. Emphasis will be placed on practical application of advanced concepts in the health care setting. Upon completion, student should be able to apply advanced concepts such as coding, billing, quality management, and release of information activities.

HIT601-E Medical Transcription 2

This course provides opportunities to practice and develop basic skills in the use of transcription equipment, gain familiarity with common formats of medical reports and common medical terminologies. Reference sources are discussed and students receive laboratory experience in transcribing medical records and forms, case histories, consultation reports, operative records, and discharge summaries dictated by real physicians and encompassing all body systems. Prerequisites: HSC113, HIT120, CSC110

HIT602-C Medical Transcription 3

Instruction will include basic transcription techniques, concepts, word processing hardware and software, and a variety of transcription equipment. You will also learn additional medical terminology and common abbreviations specific to a variety of healthcare specialties. Prerequisites: HSC113-E, HIT370-C Keyboarding skills: be able to pass a typing test at 40 WPM with accuracy.

HIT946-C Seminar 1

This is a capstone course designed to help you develop research and presentation skills, bring you up to date with current healthcare trends, and review entry-level competencies in preparation for the RHIT certification exam. This should be taken the last semester of the program.

HIT949-A Special Topics 1

This course offers a specialized study or project under the supervision of a faculty member and approved by the dean. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed credit and contact hours. Instructor permission required.

HEALTH SCIENCES

HSC105-E Introduction to Health Occupations 1
 Issues and practices in the health care industry. In-depth exploration of health careers and employment expectations to assist in career development decisions.

HSC106-A Contemporary Health Issues 3
 An exploration of areas of human health. The topics will include health, psychosocial health, chemical alteration of behavior, human sexuality, personal health care, disease, health in society and the life cycle.

HSC111-A Issues in Health and Society; 3
 This course presents an overview of current issues, concepts, and theories in health. It provides students with well-developed, carefully considered, and sharply opposed points of view on issues in health and society. This course provides both an overview of areas of conflict in health as well as ways of looking at the conflicts. The purpose of this course is to introduce a number of contemporary topics in order to illustrate how controversies are viewed from a healthcare perspective.

HSC113-E Medical Terminology 2
 Medical terminology is the language of medicine. This course is designed to utilize word parts (prefixes, suffixes, word roots, etc.) in the construction and analysis of medical terms. The course introduces medical terms, eponyms, acronyms, and abbreviations in a structured anatomical approach. Emphasis is placed on word analysis, spelling, definition, pronunciation, and usage of medical terms.

HSC114-E Medical Terminology 3
 This course is an individualized course which includes spelling and definitions of medical terms including word parts, human body structure, common psychiatric terms and the following body systems: integumentary, respiratory, urinary, male and female reproductive, obstetrics and neonatology, cardiovascular and lymphatic, digestive, eye, ear, musculoskeletal, nervous and endocrine systems.

HSC143-A Pharmacology 3
 This course is designed to help nursing students, medical assistant students, and students of other allied health occupations, a continuing education update for practitioners in the health care field, part of a refresher program for practitioners returning to health occupations, and a supplemental or reference book for practitioners wishing to extend their knowledge beyond basic training in specific health occupations.

HSC172-E Nurse Aid 3
 Emphasis in the course is on students achieving a basic level of knowledge and demonstrating skills to provide safe, effective resident care in a nursing home. It includes an overview of functions of effective nurse aides.

HSC245-E Teambuilding 1
 Involves the study of team dynamics and communication techniques necessary to promote effective, collaborative team outcomes. Topics include: team characteristics, communication, goal setting, roles of team members, building teams, leadership skills, motivation, conflict resolution. and evaluating results.

HEALTH SAFETY & ENVIRONMENT TECH

HSE100-E Occupational Safety 3
 Students shall be able to apply the federal government's "Safety and Health Program Management Guidelines" and Title 29 of the Code of Federal Regulations in analyzing workplace hazards and in recommending compliance methods that protects the health and safety of workers.

HEALTH SERVICES

HSV259-A Introduction to Chemical Dependency 3
 Introduction to Chemical Dependency covers the past, current, and future trends in the chemical dependency field. Students examine the biological, sociological, and psychological theories of addiction, and visit and analyze various drug and alcohol treatment modalities/programs. Other topics include community, school, educational, and self-help prevention programs. Students learn how to present drug and alcohol education classes in addition to learning about the recovery and relapse process.

HUMANITIES

HUM110-A Changes and Choices 3
 Changes and Choices offers students an opportunity to explore ways in which the Humanities are integral to their personal and work lives, especially as they face change and make decisions.

HUM122-A American Film 3
 American film is an introductory film course designed to demonstrate the full impact of Hollywood filmmaking as an art form, an economic form and a cultural indicator. The course looks at the message of genre, the social and psychological effects of the Hollywood film style and the mutual influence of society and popular culture. Included are discussions of the Hollywood style, the star system, the western, the romantic comedy, the combat film, film noir and the film school generation.

HUM137-A Humanities of the Modern World 3
 The goalS of the course are for students to experience and appreciate the humanities; to study the humanities in a chronological framework as reflections of the worldview of the Era and to learn how our own present culture evolved; and to trace historically the growth of the value of humanism; and capabilities of the individual.

HUM220-A Mythology 3
 Provides an understanding of the role of mythology in human history throughout the world. The relationships among myth, religion, and culture are explored.

HUM287-A Leadership Development Studies 3
 Leadership Development Studies by the Phi Theta Kappa International Honors Society is designed to provide emerging and existing leaders the opportunity to explore the concept of leadership and to develop and improve their leadership skills. The course integrates readings from the humanities, experiential exercises, films, and contemporary readings on leadership. Your PTK Certified Instructor will use a variety of learning techniques that may include, but are not limited to, integration of humanities into the study of leadership, threaded discussions, Shared-analysis of articles, self-assessment exercises, and film study. Students taking this course will gain a basic understanding of the concept of leadership theory while developing philosophy of leadership, an awareness of the moral and ethical responsibilities of leadership, and an awareness of one's own ability and style of leadership. The course provides the opportunity to develop essential skills through study, observation, and application.

HUM927-A Honors Study 1
 In this course, the student will work independently with a chosen Arts & Sciences humanities instructor on a humanities project designed by the student and the instructor.

INDUSTRIAL TECHNOLOGY

IND148-E Mechanisms 3
 The application of principles and practical problem solving involving hydraulics, pneumatics, cams, gears and gear trains, belt drives and other industrial devices. Topics include hydraulic and pneumatic theory, drive train component alignment, motion concepts and velocities. Laboratory will enhance the students' understanding.

JOURNALISM

JOU115-A Introduction to Journalism 3
 Introduction to Journalism presents an overview of the profession of journalism. The emphasis is on the fundamental principles of news gathering and writing, copy reading, proofreading, editing, and newspaper makeup. Substantive areas include the history and the contemporary state of journalism.

LEGAL ASSISTANT

LGL110-A Introduction to Paralegal Studies 3
 This course surveys the paralegal profession with special emphasis on the major roles and responsibilities of the legal assistant. The course explores the knowledge base required to be a legal assistant and considers the history of the profession. The last portion of the class focuses on basic legal research.

LITERATURE

LIT101-A Introduction to Literature 3
 This course is designed to help the student gain an understanding of and appreciation for various literary genres including short fiction, poetry, and drama.

LIT111-A American Literature Since Mid-1800's 3
 This course provides insight into the styles, philosophies, and the themes of authors for the period from 1865 to the present time. Authors of this time period include F. Scott Fitzgerald, William Faulkner, Ernest Hemingway, and Mark Twain.

LIT114-A American Literature 3
 This course is a survey of the American Novel with emphasis on 20th century works.

LIT120-A American Novel 3
 This course is an overview of the American Novel. Emphasis in this course is on evaluating various authors' style and approach to plotline and characterization to develop a central theme.

LIT124-A American Poetry 3
 A study of the works, lives, and times of early 20th century American Poets. Prerequisites: ENG105-A, LIT101-A

LIT134-A Multicultural Literature 3
 Multicultural Literature explores through a variety of literary types. The cultural and ethnic voices that are in an undeniable part of modern American life. Students read, discuss and critique materials representing a wide range of ethnic, racial and other culturally diverse groups. Emphasis centers on the assessment and appreciation of the strength and values that cultural diversity brings to contemporary American society.

LIT135-A Film As Literature 3
 Film as Literature examines the motion picture as a literary form. The motion picture is compared to other narrative literature, such as the novel, the short story, the epic poem, and the memoir. Special emphasis is placed on how written narratives are adapted into motion picture narratives.

LIT140-A British Literature 3
 A survey of British literature from its beginnings through the Restoration and Eighteenth Century, considered in the social and intellectual contexts of the periods.

LIT141-A British Literature II 3
 British Lit II surveys modern British Literature from the Romantic Era to the present with emphasis upon the major authors of the past two centuries. Interpretive, analytical, and critical papers are assigned.

LIT150-A World Literature I 3
 This course is a study on readings from the great books of the Western World. Prose, poetry, and drama from the Bible and Classical Times, Middle Ages, and Elizabethan Period to 1660 are also covered.

Literature

LIT151-A World Literature II 3
This course is a continuation of World Literature I. The main literary movements from the enlightenment period of the 17th century to the masterpieces of the 20th century will be covered.

LIT161-A The Short Story 3
Evolution of the short story as a literary form, with emphasis on analysis and appreciation.

LIT178-A Mythological & Biblical Literature 3
Every culture tells stories of where we came from and who we are, as well as stories that tell us how we should act toward each other. An understanding of various world mythologies, especially Greek and Roman, and of some basic stories from the Bible, is vital for understanding and appreciating much of the world's literature and art. This class will examine these early oral stories as pieces of literature as well as how Western culture has referred to these stories.

LIT184-A Young Adult Literature 3
This course is designed to help adults who work with young adults (roughly ages 12–18) become more familiar with teens and their literature, and select the best literature available based upon criteria and sources that allow for the selection of the best literature for young adults. Students will be introduced to different genre of literature read by young adults. The course will, therefore, be beneficial to future teachers and librarians, but also other school personnel such as curriculum specialists and counselors as well as social workers, parents or anyone who is interested in young adults/teens.

LIT185-A Contemporary Literature 3
This course focuses on works written since World War II. The effects of culture, environment and mass media on literature and its four major genres (short fiction, poetry, novel, and drama) are explored in detail through critical reading and writing.

MEDICAL ASSISTANT

MAP133-E Medical Transcription 3
Develops proficiency in the use of dictation and transcription equipment. Medical cases will be utilized to acquire skills that will enable the student to design and transcribe 7 types of reports utilized in the medical offices and clinics today. Application, proofreading as well as medical terminology and anatomy is continuous within the learning process.

MAP141-A Medical Insurance 3
This course introduces major types of medical insurance coverage and reimbursement. This course also emphasizes insurance terminology, procedural and diagnostic coding, and preparation of insurance claims. Includes maintenance of reimbursement and claims records.

MAP402-E Medical Law and Ethics 2
This course introduces principles of medical law, medical ethics, and bioethics. It will emphasize the function of law and ethical issues as it applies to the medical environment.

MATH

MAT044-H Mastery Math 1
This course provides individualized instruction designed to improve the student's essential math skills so that students will be better able to succeed. This course will support the student in the program required (corequisite) math course and will also emphasize study skills as they apply to math. Students will work independently with tutors in the Learning Center on a weekly basis to supplement math abilities to enable success in their required math class.

MAT062-H Elementary Algebra 3
This course is a one semester survey of beginning algebra. It will cover real numbers and their properties, integers, equations, inequalities, exponents, factoring, algebraic fractions, radicals and quadratic equations.

MAT102-A Intermediate Algebra 4
This course is designed to provide you with the basic algebra skills needed prior to the study of college algebra and trigonometry. The emphasis is on using the concept of algebraic function to model real-life situations. Different types of models including linear, quadratic, and exponential models will be presented along with the supporting algebraic skills and procedures.

MAT104-C Applied Math Topics 3
This course is designed to give you a thorough review of the four basic functions of addition, subtraction, multiplication, and division of whole numbers, decimals, fractions, integers, measurements and percents. Basic linear equations and basic geometric figures for perimeter, area, and volume will be covered. You are then given exercises in using these mathematical skills in special occupational applications.

MAT106-E Elementary Algebra 3
This course provides you with basic algebra skills. It will cover topics of linear equations and inequalities, formulas, systems of equations, quadratic equations, and factoring.

MAT108-C Math Fundamentals 3
This course is designed to provide you with a broad overview of mathematical concepts including operations and problem solving with fractions, decimal numbers, percents, ratio and proportion problems, measurement, linear equations, and basic geometry. Estimation and number sense are stressed throughout the course. Calculator usage is also covered.

MAT110-A Math for Liberal Arts 3
This course is designed to introduce you to a variety of interesting mathematics topics. Emphasis will be on problem solving and real-life applications of these topics. This course is designed for anyone seeking a two-year degree or any other student who is interested in learning a variety of mathematics topics. One year of high school algebra is recommended but not required.

- MAT117-A Math for Elementary Teachers** 3
This course contains basic mathematical content pertinent to elementary teaching. Topics include problem solving, set theory, number systems and bases, number theory, informal geometry, measurement, and elementary probability and statistics. This course does not count toward mathematics requirements for A.A. or A.S. degree.
- MAT121-A College Algebra** 4
This course is designed to strengthen and expand your algebra skills. The emphasis is on using the concept of an algebraic function to model real-life situations. Different types of models including linear, polynomial, exponential, and logarithmic models are presented along with the supporting algebraic skills and procedures.
- MAT123-E Basic Algebra & Trigonometry** 4
The mathematical subjects of this course are developed in simple stages and are applied to the solution of practical problems. The topics of the course are a review of arithmetic, units of measurement, basic algebra, basic geometry, right triangle trigonometry, functions and graphs, simultaneous linear equations, and basic solid geometry.
- MAT124-E Algebra & Trigonometry** 3
This course is a continuation of Basic Algebra & Trigonometry. The topics of the course are trigonometric functions of any angle, vectors, exponents and radicals, the j -Operator, exponential and logarithmic functions, additional types of equations, and systems of equations. Prerequisite: MAT123-E
- MAT128-A Pre-Calculus** 4
A higher-level mathematics course intended to prepare students for calculus or advanced science courses. Topics covered include logarithms and exponential functions, trigonometric functions, complex numbers, analytic geometry, and topics in the theory of equations. A graphing calculator is required.
- MAT129-A Precalculus** 5
An intensive course in college algebra and trigonometry. Topics include functions and their graphs, exponential and logarithmic functions, trigonometric identities and equations, sequences and series, limits, mathematical induction, the binomial theorem, permutations, and combinations, probability, and applications. Graphing, calculator, and computer use throughout. Prerequisite: MAT121
- MAT130-A Trigonometry** 3
This course is designed to develop your knowledge of trigonometry and related skills prior to the study of calculus. The six trigonometric functions and applications of those functions are emphasized. Other topics covered may include graphing of the trigonometric functions, trigonometric identities and equations, analytic geometry, and exponential and logarithmic functions.
- MAT131-E Trigonometry** 1
This course provides you with a basic coverage of trigonometry including the definition of the six trigonometric functions, graphs of these functions, solving trigonometric equations, and working with trigonometric identities. Prerequisite or Corequisite: MAT121-A or an equivalent Algebra course
- MAT140-A Finite Math** 3
This course is designed to provide you with skills in finite mathematics. Topics covered will include linear equations, matrices, linear programming, sets and counting, probability and statistics, and finance. Many types of applications will be presented throughout the course. This math course is appropriate for any first or second year college student and is especially useful for those students majoring in business or in the social or biological sciences.
- MAT150-A Discrete Math** 3
This course is designed to introduce you to topics and concepts in discrete mathematics. Discrete mathematics is that part of mathematics dealing with finite - but often large - sets of objects. Discrete mathematics is to be contrasted with 'continuous' mathematics, for example the classical theory of calculus. Its rise in popularity coincides with the rise of the computer. Topics covered in this class will include logic and methods of proof, sets, relations, functions, recursion, induction, and counting principles.
- MAT156-A Statistics** 3
This course is designed to provide you with a foundation of statistical concepts and procedures that can aid the student as both a consumer and producer of statistical information. The emphasis is on the process of statistical investigation including collecting data and study design, descriptive statistics, probability and inference.
- MAT165-A Business Calculus** 3
Business Calculus with Applications is designed for students in business, social sciences, and life sciences. Topics covered in this course are limits, derivatives, and applications of the derivative related to business, social science, and the life sciences, integration, and applications of the integral to business, social science, and the life sciences. A graphing calculator is required.
- MAT166-A Calculus for Business & Social Science** 5
A study of functions, limits, continuity, differentiation, and integration. Emphasis is on theory and applications throughout. This course is designed to satisfy the Calculus requirement for most non-math and non-engineering major students.
- MAT210-A Calculus I** 4
This course is designed to provide you with a basic knowledge of calculus. Topics covered include the notion of limit, the derivative, and the integral as well as practical applications of these concepts. Topics will be approached from numerical, graphical, and analytical standpoints. Prerequisites: MAT121-A and MAT131-E or an equivalent Precalculus course
- MAT211-A Calculus I** 5
A review of analytic geometry and functions; a study of limits, continuity, differentiation, and integration. Emphasis on theory, applications, and computer use throughout. Prerequisite: MAT121-A
- MAT216-A Calculus II** 4
The study of calculus is expanded in this course to include more advanced topics. Topics include techniques of integration, infinite series, analytic geometry, and polar coordinates. The emphasis of the course will be on problem solving techniques and theory. Prerequisite: MAT210-A or an equivalent Calculus I course

Math

- MAT219-A Calculus III** 4
A continuation of Calculus II, this is the final course in the series. Topics include solid analytic geometry, moments, partial derivatives, multiple integrals, and vector analysis. A graphing calculator is required. Prerequisite: MAT216-A
- MAT225-A Differential Equations** 3
Differential Equations studies elementary theory and applications of ordinary differential equations, matrices and solutions of linear equations and Eigenvalue methods for systems of linear differential equations.
- MAT227-A Differential Equations** 4
Elementary Differential Equations and Laplace Transform covers elementary theory and applications of ordinary differential equations, matrices and solutions of linear equations, Eigenvalue methods for systems of linear differential equations Laplace transforms and series solutions. Prerequisite: MAT216-A
- MAT772-C Applied Math** 3
This course is designed to acquaint the student with the mathematics necessary to function within technical careers and to become a more aware consumer. Topics include: review of arithmetic operations; measurement; metric system; fundamentals of geometry; introductory statistics and probability; graphs; and elementary algebra concepts with emphasis on applications.
- MAT925-A Honors Research** 1
In this course, the student will work independently with a chosen Arts & Sciences mathematics instructor on a mathematics project designed by the student and instructor.

MANUFACTURING TECHNOLOGY

- MFG122-E Machine Trade Printreading I** 3
This basic course begins with terminology, abbreviations, and the alphabet of lines. Interpretations of drawings progresses from single-view drawings to multi-view projections. Orthographic projection and pictorial interpretation is facilitated through visualization exercises. Dimensioning methods and their effect on tolerance accumulation is also studied. Surface texture symbols, welding symbols, casting drawings, sectional views, steel specifications, thread specifications, drawing revisions, metric drawings, and computer-aided drawings are introduced.
- MFG123-E Product Design & Development I** 2
Product Design & Development I is designed to introduce students to the integrated, information-driven approach to all aspects of a product's life, from the design through manufacture, deployment, and maintenance with the culmination of the product's removal from service and final disposal. During the course, students will have the opportunity to participate in transforming a designer's idea into a marketable product during a mock corporate activity. The primary emphasis of the course is placed on an understanding of the major activities of research and development, production, marketing, financial affairs, and industrial relations along with the entrepreneurial spirit required to succeed in today's global market-place. This is the first course in a two-course sequence.
- MFG124-E Product Design & Development II** 2
Product Design & Development II is a continuation of MFG123 and is designed to more fully introduce students to the integrated, information-driven approach to all aspects of a product's life, from the design through manufacture, deployment, and maintenance with the culmination of the product's removal from service and final disposal. During the course, students will have the opportunity to participate in transforming a designer's idea into a marketable product during a mock corporate activity. The primary emphasis of the course is placed on an understanding of the major activities of research and development, production, marketing, financial affairs, and industrial relations along with the entrepreneurial spirit required to succeed in today's global market-place. Prerequisite: MFG123.
- MFG146-C Automated Manufacturing Systems** 3
Through the utilization of simulation software and hands-on equipment, students will develop advanced programs for multi-axis robotic arms. Students will use human mechanical interface programs, vision systems and industrial conveyor systems to mass produce various objects.
- MFG150-C Applied Math for Manufacturing** 2
The topics of this course are developed in simple stages and are applied to the solution of practical problems. The topics of the course are a review of algebra, units of measurement, basic geometry, trigonometry and quadratic equations.
- MFG185-E OSHA/Shop Safety** 2
This course is designed to enable students to earn their OSHA 10 rating and provide the basic shop safety practices. The course will include welding, machine, and general shop safety standards and practices. How to assess potential hazards and correct them along with what to do in case of an accident will be covered.
- MFG191-C Manufacturing Processes** 5
This course is designed to give the student a basic understanding of machine practices and processes. Topics of discussion will include machine tools, measuring tools, bench tools, drills and saws, grinding, lathes and mills. Other topics will include the types and characteristics of materials, machinability and heat-treating. Students will spend most of their time in the lab performing hands-on projects. Corequisite: MFG122-E
- MFG194-E Inspection Processes** 2
This course is designed to provide the necessary knowledge required to be able to perform inspection processes on a variety of mechanical components. The course will implement a number of different inspection tools and methods utilized by industry in the inspection of mechanical parts. Measurements will be taken from mechanical parts and compared with the dimensional callouts on the blueprints. Prerequisite: MFG122-E
- MFG220-C Design Technology Final Design Project** 3
In this capstone course, students will have an opportunity to work in groups to research, design, and develop a product, piece of machinery or process utilizing the skills learned through previous course work. Students will manage the project from start to finish; which includes design, ordering components, building, testing prototypes to the final product.

MFG263-E CNC Mill Programming and Setup 3

This course will cover the topics of G & M code programming, set-up, and operation of vertical milling machines. Theory in tool selection, fixtures and speeds and feeds will be applied. In this hands on course students will use previous knowledge of print reading and manufacturing processes to machine parts to accurate tolerances. Prerequisites: MFG122-E, MFG191-C

MFG264-E CNC Lathe Programming and Setup 3

This course will cover the topics of G & M code programming, set-up, and operation of slant bed lathes. Theory in tool selection and speeds and feeds will be applied. In this hands-on course students will use previous knowledge of print reading and manufacturing processes to machine parts to accurate tolerances. Prerequisites: MFG122-E, MFG191-C

MFG325-E CAM I 3

This course will provide you with hands-on experience with various computer software programs used by the manufacturing industry. The student will draw and create tool paths for projects using CAM (Computer-Aided Manufacturing) and CAD (Computer-Aided Drafting) software. These projects will be machined using CNC (Computer Numeric Control) machines. The course will cover both vertical mills and lathes. Prerequisite: MFG191-E

MFG429-C Tooling Design and Build 4

This course will cover theory and application of mechanical components used in the design of industrial tooling. This this course students will gain hands-on experience by working in teams to design and build a specialized piece of machinery. Prerequisites: CAD246-C, MFG263-E, MFG264-E and Math elective.

MFG455-E Industrial Plastic and Injection Molding 4

This course will cover theory and application of industrial plastics. In this course students will gain hands on experience by working in teams to design and build a plastic injection mold to produce accurate and stable products. Prerequisites: CAD246-C, MFG263-E, MFG264-E and Math Elective.

MFG548-E Fluid Power 3

This course is designed to introduce you to fluid power concepts and at the same time to show how they relate to other familiar phenomena. The course points out the typical components which may be encountered in a fluid power system. It describes the construction of each component, the proper application, and how each works. The course has been divided into three segments: Segment 1, Hydraulics; Segment 2, Pneumatics; and Segment 3, Troubleshooting.

MANAGEMENT**MGT101-A Principles of Management 3**

This course provides a broad perspective of the scope and view of the management field. Studies will include the management functions of planning, organizing, staffing, directing, and controlling.

MGT110-A Small Business Management 3

This course provides you with a thorough coverage of small business operation with a balance between business functions (purchasing, production, sales, and finance) and the management function (planning, organizing, actuating, and controlling). It stresses concepts and principles that are utilized in successful small business operations. This course is taught with an entrepreneurial emphasis.

MGT125-A Performance Appraisal 3

The primary focus in this course is that of evaluating employee performance and improving employee performance through appropriate, effective, and legal evaluation processes. Topics covered in this course include linking performance evaluation systems to pay, promotion, development, and training.

MGT130-A Principles of Supervision 3

This course focuses on the supervisor's role; encouraging members of a work unit to contribute positively toward achieving the organization's goals and objectives. Particular emphasis is given to the significant role that leadership plays at all levels of organizations. This emphasis will consider the different styles of leadership, as well as developing leadership skills, and concluding with ethical leadership.

MGT151-A Management Communication I 3

A writing course that prepares the student for the types of written communication essential to management and supervision success

MGT165-A Principles of Quality 3

This course is designed to assist the student in acquiring the knowledge to create and develop successful teams in the workplace. The team concept has proven to be successful in improving productivity, quality, customer satisfaction, and coworker morale. It has also reduced labor costs and helped organizations operate more lean and efficiently. The challenge can be transforming the workforce from individuals, into a successful team. We will also cover the principles of and success factors for Quality Improvement that focus on the skills, and knowledge needed to lead quality improvement within a work group. Philosophies, concepts, and improvement actions pertaining to quality will be covered in detail. Standards and Certification programs will be discussed, and class members will prepare a Quality Improvement Plan for their work groups.

MGT170-A Human Resource Management 3

This is an introductory course which includes an overview of the human resources aspect of an organization. This course covers the major duties performed by the human resources department including recruiting, selection, hiring, motivation, training and development, performance appraisal, compensation and benefits, the influence of collective bargaining, as well as safety issues in the workplace.

Management

MGT174-A Training and Employee Development 3

This course helps students understand the process of developing human resources, providing a thorough analysis of training as it relates to organizational objectives and strategies. It emphasizes the conceptual and practical value of developing training programs, with practical examples provided for both large and small organizations.

MGT177-A Staffing 3

This course is based on a comprehensive staffing model that focuses on how to achieve a successful person/job and person/organization match. Components of the model include external influences (economic conditions, labor markets, unions, laws and regulations), staffing support systems (staffing strategy, planning, job analysis, and measurement), major staffing activities, (recruitment, selection, employment), and staffing system management.

MGT178-A Employment Law 3

Initial emphasis is on the principles of business law as it pertains to the human resource function. The course covers laws applicable to selection, testing, hiring, firing, personnel policies and procedures. Also included in the courses is the introduction to the Civil Rights Act and related discrimination issues. The Occupational Safety and Health Act, Family and Medical Leave Act, and workers compensation topics are discussed as they relate to the business environment.

MGT190-A Employee Compensation & Benefits 3

This course focuses on monitoring and organizational benefits such as health, dental, FMLA, wage continuation, workers compensation and retirement programs. Students will be introduced to a market survey compensation philosophy and will also learn and practice the tools needed to implement this philosophy. The Manpower Planning Process will also be introduced with discussion of the need and importance of conducting this new survey.

MGT191-A Compensation Management 3

The theory, practice, and research into the various approaches of employee compensation are covered. This course looks at employee compensation from the perspective of both the employee and the employer, as well as how compensation and costs are evaluated. The course also includes a component of appropriate compensation styles as they relate to industry type and various organizational cultures and structures.

MGT210-A; Management Decision-Making 3

This course is a capstone course. It cuts across the whole spectrum of business and management. The center of attention is the total enterprise—the industry and competitive environment in which it operates; its long-term direction and strategy; its resources and competitive capabilities; and its prospects for success.

MARKETING

MKT109-E Basics of Marketing 3

This course includes competencies parallel to those in MKT110-A. This course is designed to accommodate approved articulation agreements with area schools.

MKT110-A Principles of Marketing 3

This is your introduction into the fascinating world of marketing. You will learn about basic marketing functions, the marketing mix (product, price, promotion, and distribution), and the marketing practices of both large and small organizations, profit and non-profit.

MKT121-E Digital Marketing 3

A complete overview of how to promote a business online, this course covers the basics of traditional marketing before going on to explore how these core concepts can be specifically applied to digital media. Students will learn the role that websites, social media, search engine placement, email and mobile marketing play in their overall marketing strategy and how best to take advantage of each

MKT140-A Principles of Selling 3

You will learn the basic fundamentals of selling. The significant role of selling in our economy will be stressed. Effective methods and procedures dealing with how to sell ethically and how to build a long-term relationship with customers will be covered.

MKT150-E Principles of Advertising 3

Advertising reflects the promotional element of the advertising mix. Topics include personal selling, public relations and advertising. Students explore budgeting, media, promotional mix selection, market analysis, and evaluation of effectiveness.

MKT160-A Principles of Retailing 3

This is a course dealing with the principles and practices which are common to retailers. Examples of topics covered are the development of retailing, types of retailers, developing pricing policies, budgeting, inventory control, promotion ideas, and expense control.

MKT181-A Customer Service Strategies 2

This course is designed to introduce students to the concepts of customer service as well as help them learn the skills and techniques necessary to provide excellent service to both internal and external customers. These skills are critical since identifying and satisfying customers needs are an essential part of every business organization.

MKT190-A International Marketing 3

You will be introduced to concepts unique to the field of international marketing and compare this field with domestic marketing practices. Topics explored include access to international markets, the forms of international business, trade barriers, threats, weaknesses, and opportunities in international markets. Cultural differences, political factors, and the legal environment of the international market are also covered.

MASS MEDIA STUDIES

MMS101-A Mass Media 3
An introductory course that studies mass media and society. The class includes a historical and contemporary overview of industries, professions, processes and social effects of the mass media.

MMS241-A Public Relations and Marketing 3
This is a course that studies that practice of public relations and those elements affecting or are affected by public relations: history, publics, public opinion, theories, ethics, types of media, writing skills, presentation skills, crises situations, cultural differences/beliefs, law, careers in public relations and the future of public relations.

GENERAL MUSIC

MUA101-E Voice Lessons 1
This course is a one-on-one class in vocal music. Students will work on repertoire from a variety of genres including classical, musical theater, art song, folk song, jazz, and more. Each week, students will meet individually with the instructor and will begin with healthy vocal exercises, followed by the preparation of repertoire.

MUS100-A Music Appreciation 3
This course provides you with the opportunity to become a more knowledgeable and more creative listener. It provides insight into the origins of the various types of music selections from the Renaissance period through the twentieth century. It includes an opportunity to listen to a cross section of musical selections throughout the course.

MUS102-A Music Fundamentals 3
This course is an introduction to basic music elements including notation, rhythm, scales, and elementary triadic structures. It is designed for non-music majors with limited background in music.

MUS154-A Chorus 1
This course is designed for the student to participate in group performances. Choral arrangements include a variety of literature throughout the year including works with orchestra, sacred, secular, and popular musical scores.

MUS200-A Music History I 3
This course is a survey of Western music literature through perceptive listening of significant forms and styles of music of Western civilization, from antiquity to the mid 18th century. Emphasis on the compositional and stylistic evolution of Western Music as evidenced in the works of selected pivotal composers.

MUS201-A Music History II 3
This course studies music history starting at 1750. This is part of a two-semester survey course. This course will cover the broad issues and developments in Western musical history from the pre-classical period through the twentieth century.

MUS202-A World Music 3
A study of traditional music from the world's cultures, combining elements of the arts, humanities, and social sciences. The purpose and function of music within each society will be studied, along with the instruments of each culture. The emphasis will be on experiencing and appreciating the music through video, audio, and live performances. Music from the following selected cultures will be studied: Native America, Africa, India, Asia, Latin American, and the Arab world.

MUS204-A History of Rock and Roll 3
A study of Rock and Roll from the mid 1950s to the present. Designed to create critical listeners of popular culture music through analysis of song forms, rock band instrumentation, and the political, cultural, and social significance of song lyrics.

MUS205-A Jazz History & Appreciation 3
Studies the elements and history of jazz music with concentration on critical listening skills. Includes a review of jazz history, styles, genres, form and content, composers, and social and historical events of the past and present that influence music selections.

COMPUTER NETWORKING

NET102-E Computer Architecture 3
This course is an overview of how computational devices work. You will learn the principles and operation of digital hardware and computers; computers as a series of layers from higher-level languages to logic gates, that are each an abstraction of the layer below and how to understand computers as integrated systems of interconnected devices. Additionally, you will also learn methods for upgrading, maintaining and repairing of computational hardware and its associated software.

NET114-E Foundation of Information Technology 3
This course is designed as an introduction to the general uses, concepts, application and implementation of information technology within business and industry. Topics include programming logic, number systems, basic hardware design and software concepts. Some hands-on experience will consist of working with hardware, operating systems and networking.

NET142-E Network Essentials 3
Introduces the networking field. The course focuses on network terminology and protocols, local area networks (LANs), wide-area networks (WANs), Open System Interconnection (OSI) models, cabling, cabling tools, routers, router programming, Ethernet, Internet Protocol (IP) addressing, and network standards. Instruction and training are provided in the proper care, maintenance, and use of networking software, tools, and equipment and all local, state, and federal safety, building, and environmental codes and regulations. Corequisite: CSC110-A

NET199-E Computer Systems Self Directed 1
Each self directed project must be arranged in advance through a supervising faculty member, the division Dean, and the Chief Academic Officer.

Computer Networking

NET303-E Windows Workstation Operating Systems 3

This course prepares the student for supporting and using Windows Operating System Platform in a business setting. Topics of this course include installation, administration of resources, troubleshooting, networking, optimization and security.

NET305-E Introduction to Network Operating System 3

This course is designed to give students of varying experience a practical working knowledge of baseline IT skills and technologies. We will cover each of the major operating systems, including DOS, Windows 9x/NT/2000/XP and UNIX/Linux. Topics include: installation, administration of resources, troubleshooting, networking, optimization and security.

NET317-E Windows Servers & Workstations 4

You will plan and implement a network environment utilizing Windows 2000/3/etc NT. You will assume the role of network administrator and apply the concepts of networking with Windows 2000/3/etc family NT server. Topics include network design and protocols, server hardware, server installation, server configuration, configuring server storage, backup and performance options, server clients, Active Directory, managing the server through accounts and groups; managing server folders, permissions, and software installation; printer management, Internet and Intranet services; Server and Network monitoring; and performance tuning. Prerequisites: NET102-E, CSC201-E

NET445-E Linux Operating System 4

This is an introductory, hands-on course that provides you with the background, knowledge and skills necessary to use the Linux/Unix operating systems. You will learn a variety of topics including basic GUI operations and Linux commands for editing and manipulating files, managing programs, managing processes and interacting with the BASH shell. It is intended for people with some computer experience but little or no experience with a Linux/UNIX system. Prerequisites: CIS142-E, NET102-E

NET601-E LAN & WAN Network Fundamentals 3

In this course you will gain a comprehensive understanding of all aspects of computer networking. Through a combination of step-by-step, hands-on experience and assigned studies, you will learn about the operation of Ethernet, network media, physical topology, network design, troubleshooting, and hardware devices including: hubs, switches, routers, and physical topology. You will also gain knowledge about TCP/IP protocols, routing protocols, network operating systems and protocols such as FTP, Telnet, email, and client/server applications.

NET602-E Desktop Operating Systems 3

In this course you will examine hardware, software, GUI interfaces, file systems and other features of the most prominent desktop operating systems in parallel by completing a myriad of hands-on activities that reinforce the similarities between the operating systems for each task. During your learning you will gain experience with Microsoft, Sun and VMWare virtualization.

NET603-E Wireless & Mobile Implementation 3

This course provides you with the necessary knowledge and hands-on skills needed to work with wireless technology in a network administration environment. You will learn fundamental wireless LAN topics such as planning, designing, installing, securing, and configuring wireless LANs. You will also develop a practical understanding of common wireless LAN uses including maintenance, and business applications. The course is intended to prepare you for real-world wireless networking.

NET605-E Network Server Admin & Security 3

In this course you will encounter a wealth of hands-on activities that will help you develop the skills necessary to manage a network server. Your learning will include server deployment and maintenance, advanced file services, remote access, network access protection, group and user policy, directory services, DNS, and DHCP.

NET606-E Security Analysis and Network Threat Testing 3

In this course you will experience a broad base of topics in advanced penetration testing and information security analysis. You will perform the intensive assessments required to effectively identify and mitigate risks to the security of the organization's infrastructure. Topics in this course include: the need for security analysis; TCP/IP packet analysis; advanced sniffing techniques; vulnerability analysis with Nessus; designing a DMZ; Snort analysis; log analysis; denial of service, password cracking, application, and database penetration testing; virus and trojan detection; log management penetration testing; file integrity checking; data leakage penetration testing.

NET608-E Penetration Testing Methodologies 3

In this course you will experience a broad base of topics in advanced penetration testing and information security analysis. You will perform the intensive assessments required to effectively identify and mitigate risks to the security of the organization's infrastructure. Topics in this course include: penetration testing methodologies; customers and legal agreements; duties of an licensed penetration tester; penetration testing planning and scheduling; pre-penetration testing checklist; information gathering and social engineering penetration testing; vulnerability analysis; external penetration testing; internal network penetration testing; deliverables and conclusion, report documentation writing and report analysis; post testing actions; advanced exploits and tools.

NET612-E Fundamentals of Network Security 3

This course provides the student with an overview of Information Technology (IT) Security and introduces the components necessary to secure network information systems. Topics include security policies, intrusion detection systems (IDS), firewalls, operating system security and network security basics. Students will also be introduced to current hacker techniques and log auditing processes. Current computer security issues will also be explored as class projects. Prerequisite: NET142-E

NET614-E Network Security 4
You will explore and understand the concepts of network security. Topics include TCP/IP protocols and their associated security issues, Internetworking technology issues, network configuration evaluation and security, why protection is necessary, cryptography and its enhancement to the network, firewalls and proxy servers, main firewall products and features, Internetworking security assessment, security policy development and implementation, server security implementation and management, and remote connections implementation and management. Prerequisites: NET317-E, CIS219-E

NET751-E Telecommunications 4
Focusing on all aspects of telecommunications, this course provides a comprehensive overview of how information, including voice and data, travels throughout the world. Topics include fundamental switching and signaling principles, the history of telecommunications, PAX and PBX principles and configuration, multiplexing principles, baseband and broadband technologies, mobile, wireless, VOIP and emerging technologies. Prerequisites: NET102-E, CSC201-E

NET785-E Fundamentals of Desktop Support 3
This course will introduce the student to the service concepts, skill sets, career paths, and operations of the help desk industry. Students will master the role of a help desk analysis, navigate the help desk environment, and learn crucial problem solving skills. Through this course students will develop the "soft skills" and the "self-management skills" needed to deliver excellent customer support at the help desk. This course provides an overview of the help desk for individuals interested in pursuing a career in technical support. The course will integrate strong real-world computer support examples, case studies, and group/team exercises to emphasize the concepts of the course.

PHYSICAL EDUCATION

PEA102-E Aerobic Fitness I 1
Aerobic Fitness I consists of a fundamental physical fitness program for students based upon principles of aerobic fitness. It improves both cardiovascular fitness and overall body condition and has individualized workouts to meet desired goals.

PEA187-E Weight Training I 1
Weight Training I provides fundamental instruction in the performance of weight training exercises. Emphasis centers on safety, program prescription, muscular movement, and progressive resistance training.

PEC101-A Introduction to Coaching 3
Introduction to Coaching consists of a four-part course that includes coaching theory, sports medicine, sports psychology, and sports physiology. It leads to coaching authorization for the State of Iowa as a junior high or senior high coach.

PEC108-A Sports and Society 3
Explores pervasive appeal of sports in American society. Interrelationships among sport, behavior, culture, and social institutions of business, religion, politics, education, an family will be examined.

PEC110-A Coaching Ethics, Techniques and Theory 1
Studies the theory and techniques of coaching the interscholastic athlete and the interscholastic team, as well as the related responsibilities, duties, and problems. This is one of four courses leading to the coaching authorization issued by the Iowa Department of Education as a head coach or assistant coach of any interscholastic athletic activity. Completion of this course after July 2000 fulfills the Iowa State coaching endorsement ethics requirement.

PEC115-A Athletic Development and Human Growth 1
Introduces concepts in sports psychology for Physical, psychological, and social growth will be examined as they relate to physical activity and competitive athletics. This is one of four courses leading to the coaching authorization issued by the Iowa Department of Education as a head coach or assistant coach of any interscholastic athletic activity.

PEC120-A Body Structure and Function 1
An introduction to the physiological processes and anatomical features of the human body which are related to and affected by physical activity and training. This is one of four courses leading to the coaching authorization issued by the Iowa Department of Education as a head coach or assistant coach of any interscholastic athletic activities.

PEC126-A Athletic Injury Prevention 2
Introduces conditioning programs and training methods that tend to prevent athletic injuries. Provides basic skills in injury procedures, while providing practical experience in taping techniques. This is one of four courses leading to the coaching authorization issued by the Iowa Department of Education as a head coach or assistant coach of any interscholastic athletic activity.

PEH102-A Health 3
Health provides an overview of selected areas related to promoting one's physical well being and general health. It survey's the role of healthy lifestyles in the physical, emotional, sexual, and spiritual dimensions of humans.

PEH109-A Personal Wellness 1
The objective of this course is to teach students the basic principles of exercise. both theory and practice. concepts included in this course: pre-exercise evaluation, cardiovascular fitness, practical training techniques, various exercise programs and post evaluation.

PEH111-A Personal Wellness 3
Personal Wellness is designed to introduce students to all aspects of a healthy lifestyle. Key wellness topics will be presented with focus areas on appropriate exercise, heart health, body composition, nutrition, emotional health, and risk factors to a healthy lifestyle.

PEH115-A Wellness Education 3
Wellness Education uses a classroom approach to fitness and wellness with an activity component. Classroom topics will include the foundations of physical fitness and exercise, special exercise considerations, developing and maintaining healthy lifestyles, and planning for lifetime fitness and healthful living.

Physical Education

- PEH120-A Principles of Personal Training I** 3
This course is designed to introduce the field of personal training. Basic exercise assessment and prescription concepts will be used to discuss and demonstrate safe and appropriate fitness programs with an emphasis on preparing students for taking a nationally recognized certification exam.
- PEH122-A Principles of Personal Training II** 3
This course is a continuation of Principles of Personal Training I.
- PEH185-A Contemporary Health Issues** 3
This course is an exploration of areas of human health. Topics include emotional health, chemical alteration of behavior, human sexuality, personal health care, disease and health in society.
- PEH205-E Childhood Health, Safety & Nutrition** 3
This course is designed to familiarize the student to health checks, health routines, safe environment practices, and proper nutrition for young children.
- PEH255-A Principles of Sports Management** 3
Introductory course that presents business principles and procedures as applied to physical education, intramural and recreational sports programs, and school and professional sports programs.

PHILOSOPHY

- PHI101-A Introduction to Philosophy** 3
This course provides a brief survey of the development of philosophical thinking. Writings of noted philosophers will be reviewed. In addition, time will be spent on concepts pertinent to self autonomy, the nature of man, senses and reality, freedom and choice, laws, and conscience.
- PHI105-A Introduction to Ethics** 3
This course provides you with the opportunity to further develop objective thinking skills. A variety of ethical issues will be explored, providing you with the opportunity to further examine and develop your own personal moral principles. Areas of potential conflict with respect to application to present day society will be examined.
- PHI111-A Basic Reasoning** 3
This course is an introduction to the art of thinking as applied to critical evaluation of information, the construction and evaluation of deductive and inductive arguments, solving practical and intellectual problems, and the rational and persuasive defense of ideas.
- PHI142-A Ethics in Business** 3
Ethics in Business addresses moral issues that confront the contemporary business community. Traditional ethical systems provide a framework with which to analyze issues in areas of corporate responsibility and the rights and obligations of employers and employees.

PHARMACY TECHNICIAN

- PHR105-E Introduction to Pharmacy Technician** 3
This course is designed to provide the student with basic knowledge about community and institutional pharmacy practice. Topics include: Orientation of Technician duties, Medical Terminology, Introduction to Institutional Pharmacy Practice, Introduction to Community/Ambulatory Pharmacy Practice and Pharmacy Calculations. Students taking this course should have basic reading comprehension skills and high school algebra.
- PHR120-E Pharmacology for Pharmacy Technician** 3
This course is designed to introduce the student to the basic concept of pharmacology as well as the biological factors affecting the actions of drugs for each pharmacological classification. This course is designed for the pharmacy technician and is the second of three courses in the Pharmacy Technician Certificate program. The course is also appropriate to update the knowledge of health care professionals who participate in the delivery of medications in a variety of settings. Prerequisite: PHR105-E
- PHR941-E Pharmacy Technician Practicum** 1
This course will expose the student to the pharmacy environment. It will give the student hands on experience with the computer skills required to fill prescriptions in a pharmacy setting. It will expose the students to the equipment normally found in the pharmacy. The student will learn how to correctly measure and weigh out pharmaceutical ingredients used in extemporaneously compounding prescriptions using pharmacy graduates and Class A and electronic balances. They will use their knowledge of pharmacy math in making calculations to assist in these procedures. The student will use the pharmacy lab to simulate the prescription filling process. They will receive the prescription from a patient, input the information into the computer, pull the drugs from the inventory, count or measure the ingredients and label the container. They will become familiar with the reference materials available in a pharmacy and how to use them to obtain various drug information. Then after completing the lab work successfully, they will spend 40 hours in a community or institutional pharmacy, completing a check-list of duties that are normally performed by a technician.

PHYSICAL SCIENCE

- PHS110-A Introduction to Physical Science** 3
Physical Science is an introductory course intended for non-science majors in which the five areas of physical science are explored: physics, chemistry, astronomy, geology, and meteorology. Descriptions and explanations of present-day knowledge are presented for all five areas. Corequisite: PHS111-A
- PHS111-A Introduction to Physical Science Lab** 1
This course shall accompany PHS110-A. Corequisite: PHS110-A
- PHS113-A Introduction to Physical Science** 4
This is a one semester survey of the basic concepts of astronomy and physics. This course is recommended for students who have not had high school physics.

- PHS120-A Exploring Physical Science** 4
A combined lecture and lab course. Topics covered come from physics, astronomy, chemistry, geology, and meteorology. Online laboratory included.
- PHS142-A Principles of Astronomy** 3
This is a course that introduces you to solar system astronomy. Emphasis will be placed on the historical development of astronomy, the solar system, stars, galaxies, and instruments and techniques used in astronomical observation. Optional corequisite: PHS143-A
- PHS143-A Principles of Astronomy Lab** 1
This course shall accompany PHS142-A. Corequisite: PHS142-A
- PHS160-A Introduction to Oceanography** 3
Introduction to Oceanography gives an overview of the interwoven natural history of today's oceans from the origins and geology of ocean basins, through the nature of marine waters, the motion of waves, movement of currents, and the global ocean-atmospheric system. Waves, tsunamis, tides, coasts, beaches, and beach processes as well as some environmental issues and living creatures that dwell in the oceans are discussed.
- PHS166-A Meteorology: Weather and Climate** 4
An introduction to meteorology. The makeup of Earth's atmosphere, the elements of weather, weather maps, weather forecasting, storms and the effect of weather on the individual are covered. This course satisfies a general education requirement in the Natural Sciences Area. 3cr lecture 1 cr lab
- PHS172-A Physical Geology** 4
A survey course in physical geology, including the earth's dynamic systems, weathering of rocks, erosion processes, the theory of plate tectonics, volcanism, evolution of ocean basins, and resources and environmental problems.
- PHS185-A Introduction to Earth Science** 3
This course is the study of physical elements and processes that make up the environment. Students learn how the Earth functions as one closed system with the hydrosphere, lithosphere, biosphere, and atmosphere interacting to form daily patterns in life. Various Earth processes are discussed: heating and pressure of air, winds, storms, climates, and causes, the role of the oceans, landform processes of plate tectonics, mountain building, volcanism, gradation and fluvial processes, and glaciations.

PHYSICS

- PHY110-A Survey of Physics I** 3
Survey of Physics I is combined lecture and demonstration/lab course. Forces acting on bodies and their relationship to friction, motion, momentum, work, and energy in the field of mechanics; fluid mechanics, wave motion, and sound are all subjects covered in this course.
- PHY111-A Survey of Physics II** 3
A combined lecture and lab course, this course is a continuation of Survey of Physics I. Optics, electricity, and magnetism, heat, and thermodynamics, introduction to quantum physics and relativity, nuclear and particle physics are all covered in this course. This is a second semester of Survey of Physics I and II sequence of physics non-majors. The course satisfies in part the general education core requirement for AA and AS degree. Prerequisite: PHY110-A
- PHY156-A General Physics I** 4
General Physics I is the first of a two-semester course designed for students with no prior background in physics. Topics covered are mechanics, heat, waves, and sound.
- PHY157-A General Physics 1 Lab** 1
First part of a two-semester continuing course designed for students with no prior background in physics. Mechanics, heat and sound are covered in this semester.
- PHY158-A General Physics II** 4
General Physics II is the second part of a two-semester continuing course designed for students with no prior background in physics. The course includes heat, thermodynamics, electricity, magnetism, optics, and a little modern physics.
- PHY159-A General Physics II Lab** 1
General Physics II Laboratory is a one-semester course for student enrolled in General Physics II. Topics include electricity, and magnetism, optics, fluids and modern physics.
- PHY162-A College Physics I** 4
This is the first of two introductory courses in conceptual physics. Students will learn key concepts in physics and develop problem solving skills in mechanics, heat, and sound. The student will become proficient in topics from mechanics, heat, and sound. Applications of physics to the human body are included. Prerequisite: MAT:073 Intermediate Algebra or 2 years of high school algebra. Trigonometry or high school geometry recommended.
- PHY172-A College Physics II** 4
This is the second of two introductory courses in college physics. Students will learn the fundamental principles of physics and develop problem solving skills in electricity, magnetism, electromagnetic waves and optics, modern physics and nuclear physics. The student will become proficient in topics from electricity, magnetism, electromagnetic waves and optics, modern physics and nuclear physics. Applications of physics to the human body are included. Prerequisite: PHY0162 College Physics I

Physics

PHY211-A Classical Physics I Lab 1
Classical Physics I Lab is a one-semester laboratory course for students enrolled in Classical Physics I. The course covers experiments in kinematics, dynamics, circular motion, work, energy, linear momentum, rotational dynamics, torque, static equilibrium, fluids, wave motion, and sound. Corequisite: PHY210-A

PHY212-A Classical Physics I 5
This is the first course in a sequence of two physics courses for students planning to major in physics, engineering, mathematics or other physical sciences. Topics include fundamentals of mechanics, Newton's laws of motion, energy, periodic motions, momentum, fluids, rotation and thermal physics. The application of calculus to physics concepts is used. Corequisite: MAT210-A or consent of instructor.

PHY222-A Classic Physics II 5
This is the second course in a sequence of two physics courses for students planning to major in physics, engineering, mathematics or other physical sciences. Topics include electricity, magnetism, electromagnetic waves, and optics. The application of calculus to physics concepts is used. Prerequisites: PHY-212, MAT-210, or consent of instructor

PRACTICAL NURSING

PNN648-C Nursing Concepts I 2
This course introduces the student to nursing concepts that form the foundation for nursing practice. Nursing history, healthcare systems, legal and ethical principles, cultural awareness, roles of the nurse and healthcare team, and introduction to standards for quality and safety in healthcare are included in this theory based course. Prerequisites: HSC113-E, Math elective, BIO165-A, BIO167-A

PNN650-C Nursing Concepts IIA 1
This course includes special topics not covered in Practical Nursing IA that the practical nurse may encounter during practice. The topics covered are cancer, integumentary disorders including burns, eye and ear disorders, hematological disorders, and emergency care and first aid. The pathophysiology of these topics as well as nursing care, pharmacological and diet therapy principles are integrated throughout the life span of the predictable pediatric and adult client. Prerequisites: PNN648-C and PNN659-C; Corequisite: PNN660-C

PNN654-C Nursing Concepts IIB 1
This course prepares the student for the role of the practical nurse. Concepts of management of care, delegation, and prioritization are discussed. Preparation for the NCLEX-PN exam is the basis of the course. Prerequisite: PNN650-C; Corequisite: PNN661-C

PNN659-C Fundamentals of Nursing 8
This course is a combination of theory and lab. Concepts of health, illness, human needs and environment are examined in relationship to communication, nursing process, and nursing roles. Emphasis is placed on the knowledge, skills and attitudes necessary to care for clients with predictable needs in a laboratory setting. Essential information on drug calculations and safe administration of medication and care of the normal newborn and obstetric patient are special topics addressed. Prerequisites: HSC113-E, Math elective, BIO165-A, BIO167-A

PNN660-C Practical Nursing IA 6
The emphasis of this course is in the development of higher level concepts and skills within the nursing process and scope of the practical nurse. The roles of the practical nurse as provider of care and manager of care are explored within the health-illness continuum. Pharmacological and diet therapy principles are integrated through the lifespan. Emphasis is placed on the client having surgery, cardiovascular disorders, respiratory disorders, and endocrine disorders. A systematic approach using the knowledge, skills, and attitudes of caring for the predictable pediatric and adult client are explored through clinical and simulation experiences. Prerequisites: PNN659-C, PNN648-C; Corequisite: PNN650-C

PNN661-C Practical Nursing IB 5
This course is a continuation of Practical Nursing IA with an emphasis in the development of higher level concepts and skills within the nursing process and scope of the practical nurse. The roles of the nurse as provider of care and manager of care as well as becoming a member in the discipline of nursing are explored within the health illness continuum. Pharmacological and diet therapy principles are integrated through the lifespan. Emphasis is placed on the client with infections, immune disorders, digestive disorders, urologic disorders, musculoskeletal disorders, neurological disorders, and psychological disorders. A systematic approach using the knowledge, skills, and attitudes of caring for the predictable pediatric and adult client are explored through preceptor experiences. Prerequisite: PNN660-C; Corequisite: PNN654-C

POLITICAL SCIENCE

- POL110-A Introduction to Political Science** 3
This course is an overview of the role of modern government in our society. Students will examine the role of government in creating solutions to such contemporary problems as environmental control, law and order, minority groups, poverty, military relations, etc. This course is designed to familiarize students with how our government works to accomplish its goals. This introductory course is an overview of the basic principles and processes of the American political system. The course will include a study of the role on intuitions, individuals and interest groups in the process of governance. It will also examine the impact of political theorists and political ideologies on domestic and foreign systems of governance.
- POL111-A American National Government** 3
This course focuses on the major governmental entities in the United States. It examines the governmental process in a democracy and the basic principles of the United States government. Attention is given to the U.S. Constitution, intergovernmental relations, the political process, and the balance of power achieved through the legislative, judicial, and executive branches of the national government.
- POL112-A American State and Local Government** 3
This course examines the operations, problems, and policies of state and local governments in the U.S. Interfacing with other levels of government and financing will also be covered.
- POL121-A International Relations** 3
International Relations is the study of international politics and the interaction between state and non-state actors, with emphasis on those elements underlying the international political system. Topics include the international environment, the structure of interstate relations, the formulation and implementation of policy, and the importance of security, welfare, legality, and morality considerations in international relations.
- POL129-A Politics of Terrorism** 3
This course covers the historical and contemporary issues interrelating terrorism, intelligence and homeland security. The course represents not only a strong scholarly approach to the study of terrorism, but also incorporates the real-world experience of federal agents, police officers, and soldiers tasked with preventing the next terrorist attack on our country. It is designed to help students develop a working knowledge of people, ideas, organizations and current issues in the field. The approach of this course provides students with a unified and cutting-edge understanding of terrorism, intelligence, and homeland security and their interrelationship.
- POL201-A The U.S. Constitution** 3
The United States Constitution course focuses on the historical evolution of the United States Constitution with emphasis on its antecedents, interpretation, and change. Topics include a study of the Constitution's historical background and its basic features, a study of the seven articles and twenty-six amendments, and an examination of current topics.

PARALEGAL

- PRL101-A Paralegal Studies Orientation** 3
Paralegal Studies Orientation surveys the paralegal profession with special emphasis on the major roles and responsibilities of the legal assistant. The course explores the knowledge base required to be a legal assistant and considers the history of the profession.
- PRL161-A Family Law** 3
Family Law considers domestic relationships: marriage, annulment, divorce, adoption, child custody, abuse, and the growing concern of care for elderly relatives.
- PRL168-A Property/Probate** 3
Probate/Property encompasses real and personal property subject matter including the acquisition, transfer and destruction of such property. This course provides an overview of common property issues including common transfers such as sale and disposition at death.

PSYCHOLOGY

- PSY102-E Human and Work Relations** 3
This course is designed to assist you in developing an understanding of human behavior within work organizations. Since most challenging problems in the workplace are between people, we focus on communication, motivation, building positive energy, teamwork, conflict resolution, diversity, and gender roles.
- PSY111-A Introduction to Psychology** 3
This course provides exposure to a variety of topics in exploring and studying the human experience. Coverage includes basic neuroanatomy, perception, memory, personality, emotion, learning, psychological disorders, social diversity, and attention is also given to the language and methods of psychology.
- PSY121-A Developmental Psychology** 3
This course provides an overview of human development through the lifespan. Topics covered include prenatal, infant, early childhood, middle childhood, adolescence, and all stages of adulthood. Physical, cognitive, psychological, and social development are considered at each stage in the lifespan in an interactive manner. The language and methods of developmental psychologists are discussed.
- PSY171-A Health Psychology** 3
This course addresses information about psychological aspects of illness, hospitalization and lifestyle choices as they affect health. The course addresses such topics as the effects of stress on illness, lifestyle choices, how health services are used and misused, the patient-practitioners relationship, and the emotional adjustment to chronic illness and hospitalization. This course may be used as a supplemental course for health care students, as well as continuing education units (CEUs) for health care professionals currently working in the field.

Psychology

PSY211-A Psychology of Adjustment 3
Psychology of Adjustment is the study of the adjusting/coping behavior of the individual in various aspects of life situations.

PSY222-A Child Psychology 3
Child Psychology is an analysis of psychological development of the child in relation to the biological, physical, and socio-logical antecedent conditions from prenatal to adolescent stages. Emphasis will be placed on contemporary theories of child psychology, including physical growth and development, personality and social leaning, cognition and perception, and language development. Prerequisite: PSY111-A

PSY223-A Child and Adolescent Psychology 3
Deals with the interplay of biological factors, human interactions, cultural forces and social structures which shape the growing child from conception to adolescence.

PSY224-A Adolescent Psychology 3
Psychology of Adolescence explores the rapid physical, social, emotional, and cognitive changes of adolescents. Students distinguish myths about adolescence from research findings and examine the importance of cultural and historical factors in the crucial transition from childhood to adulthood.

PSY225-A Adult Developmental Psychology 3
This course is the study of interpersonal relations, social attitudes, group dynamics, inter-group relations, class and cultural influences in psychological context.

PSY226-A Psychology of Aging 3
This course will examine the physical, cognitive, social, and psychological changes that occur across the adult years and the factors influencing development in each area. Individual differences in the aging process will be emphasized with attention to the factors contributing to individual differences and the relevance of individual differences in addressing aging issues. The influence of society and societal attitudes toward older adults and the aging process will also be addressed.

PSY228-A Death & Dying 3
This course will introduce students to the study of death and dying and the cultural, social, biological, and psychological aspects of death and dying. Topics to be covered include the reality and definition of death, the grief process, care of the dying, cultural customs related to death and dying, views and attitudes toward death and dying, and the scientific, legal, and ethical issues surrounding death and dying. Exploration of one's own views and attitudes concerning death and dying will be encouraged. In addition, opportunities to visit death-related industries such as funeral homes and cemeteries and to interact with professionals in the field such as hospice workers, grief counselors, and funeral directors will be provided.

PSY241-A Abnormal Psychology 3
This course introduces the language and treatment methods of abnormal behaviors, those outside of the range of normal human experience. Topics covered include disorders affecting mood, anxiety, personality, and substance use. Other topics include schizophrenia, mental retardation, autism, and cognitive disorders as well as legal and ethical issues. Recommended Prerequisite: PSY111-A

PSY251-A Social Psychology 3
This course is the study of interpersonal relations, social attitudes, group dynamics, inter-group relations, class and cultural influences in a psychological context.

PSY261-A Human Sexuality 3
The course is designed to explore research about human sexuality and provide accurate information derived from this research. Biological, psychological, social, developmental, and therapeutic perspectives will be covered. Topics include anatomy and physiology, reproduction and family, communication, gender roles, and variations in sexual behavior. Attention is also given to the language and methods of research in human sexuality.

PSY262-A Psychology of Gender 3
This course is designed to explore the differences between the male and female gender. Differences in abilities and aptitudes which arise from biology and the brain will be emphasized, although socio-cultural explanations for differences will also be included. In addition, techniques to develop intimacy and harmonious relationships between the sexes will be delineated. The goal of the course is to understand these differences and to decide how males and females can use this understanding to communicate with each other, to get along with each other, and to augment appreciation for both sexes.

PSY281-A Educational Psychology 3
Educational Psychology applies the principles of psychology to classroom contexts. Topics include child/adolescent development, learning, motivation, instructional techniques, and assessment/evaluation.

PSY924-A Honors Project 1
In this course, the student will work independently with a chosen Arts & Sciences social science instructor on a social science research project designed by the student and the instructor.

POWERLINE

- PWL168-C DC Theory** 2
DC Theory is an introductory course. Both theory and hands-on training are provided to cover the basic concepts of electricity. You will acquire a firm grasp of the fundamentals, concepts, and principles of DC theory. Corequisite: Math Elective
- PWL169-C AC Theory** 2
AC Theory is a course that utilizes a combination of lab and classroom instruction to study alternating current. The effects of resistors, inductors, and capacitors in circuits will be covered. Series and parallel RL, RC, RLC circuits, and power factors are also included. Prerequisite: PWL168-C; Corequisite: Math Elective
- PWL170-C Field Training I** 4
Field Training I consists of actual hands-on experience in an out-of-doors college laboratory. This experience parallels the basics learned by a first-year line apprentice. Setting poles with a digger truck, framing poles, climbing, stringing conductors, installing anchors, and safety are taught. Corequisite: PWL189-C
- PWL172-C Field Training II** 4
During this phase of the field training, you will concentrate on accuracy in framing different types of single-phase and three-phase specifications, installing single-phase and three-phase grounding sets, and installing various line protection devices. You will be provided the opportunity to obtain a Commercial Drivers License (CDL) during this course. Prerequisite: PWL170-C; Corequisite: PWL190-C
- PWL174-C Field Training III** 4
This course is in the outdoor lab. It is the hands-on application of transformer installations and services, both single-phase and three-phase. The course goes hand-in-hand with the transformer theory learned in the classroom. Prerequisite: PWL172-C; Corequisite: PWL190-C
- PWL176-C Field Training IV** 4
This course covers some of the general maintenance and repairs performed by line crews. It covers safety procedure practices for de-energized, as well as energized maintenance, utilizing both hot sticking and rubber gloving techniques. Also covered is hot sticking techniques used for transmission line maintenance. Prerequisite: PWL174-C; Corequisite: PWL183-C
- PWL178-C Field Training V** 4
This course will cover the operation and maintenance of substations. Tasks include basic cable preparation and installation and trencher/backhoe operation. Also covered is the installation and maintenance of high voltage underground distribution systems. Prerequisite: PWL176-C; Corequisites: PWL182-C, PWL186-C
- PWL182-C Underground Distribution** 3
This course provides you with the opportunity to learn the theory and construction of high voltage, direct burial underground cables, enclosures, terminations, and specifications. Corequisite: PWL178-C
- PWL183-C Line Maintenance** 3
This course is primarily designed to teach you the importance of continuity of service to the customer while protecting other workers and the public. This part of the program consists of maintenance work, troubleshooting, and repairs using all necessary safety procedures. You will receive First Aid Training. You will also participate in tree trimming and chain saw safety. Prerequisites: PWL174-C, PWL191-C; Corequisite: PWL176-C
- PWL186-C Transmission and Distribution** 3
This course is designed to give you an overview of the electrical service network from generation transmission to distribution. It will cover generators, switching, and substations, load management systems, and controls. Powerline program. Corequisite: PWL178-C
- PWL189-C Powerline Trade Fundamentals I** 2
This course is designed to give the beginning line worker the basic information of the responsibilities of a line worker. It will supply technical information to support the hands-on application in the outdoor lab. Corequisite: PWL170-C
- PWL190-C Powerline Trade Fundamentals II** 2
This course will cover the operation of line protection devices and the safety procedures required to coordinate such devices. Various single-phase and three-phase construction specifications will be covered. Requirements for equi-potential grounding techniques. Also covered during this course will be the CDL requirements needed to obtain a Class A. Prerequisite: PWL189-C; Corequisites: PWL169-C, PWL172-C
- PWL191-C Transformers & Connections** 4
This courses introduces you to the transformation of electricity to obtain useful voltages, basic parts of a transformer and how it works, and discussion of single-phase and many three-phase services and troubleshooting. Lab simulation using miniature transformers reinforces the class work. Prerequisites: PWL169-C, PWL190-C; Corequisite: PWL174-C
- PWL199-E Experiential Learning-Powerline** 3
This course serves as a life experience course building upon life experiences and having the ability to prove competency. All course work will directly relate to the field of powerline. Students will obtain management skills, OSHA training, general knowledge about hydraulics and the trucks they use within industry.
- PWL272-C Powerline Technology Co-Op** 6
As a student in the co-op program, you will receive credit for on-the-job experience that you are receiving in the powerline industry. You will locate your own places of employment, and the Powerline department gives approval or disapproval of the employment station. The experiences must comply with the objectives of the co-op program. Prerequisite: Successful completion of Powerline one-year program or Division Dean approval.

RADIOLOGIC TECHNOLOGY

RAD103-E Introduction to Radiologic Technology 1

This course is designed to give students an introduction to the basic principles of the radiography field. Topics included are basic Imaging, Physics, Patient Care, and General Positioning. The course will also cover basic mathematics and science related equations. The class is intended for students that are interested in the Radiologic Technology Program.

RAD104-E Radiologic Patient Care 2

Students will learn the essential communication skills and techniques for dealing with the severely injured or difficult patient as well as the techniques on how to transfer and care for those patients. Radiologic Technology Program Students only, Corequisites: RAD365-E, RAD142-E, RAD230-E, RAD890-E

RAD106-E Foundation of Radiologic Technology 2

This course is intended to teach the basic understanding of radiologic technologist duties and give a general understanding to the principles and terminology that accompany the field. For Radiologic Technology Program Students, Corequisites: RAD122-E, RAD321-E

RAD122-E Radiographic Procedures I 4

This course is intended to define basic radiographic terminology, teach identification of anatomical structures of the chest, abdomen, upper and lower extremities, pelvis and hip on diagrams and radiographs. Students will learn general positioning of each topic listed above and how to utilize critical thinking skills in problems they may encounter in the radiology profession. For Radiologic Technology Program Students, Corequisites: RAD321-E, RAD106-E

RAD142-E Radiographic Procedures II 4

This course is a continuation of Radiographic Procedures I and is intended to define basic radiographic terminology, teach identification of anatomical structures of the cervical, thoracic, and lumbar spine. Students will learn general positioning of each topic listed above and how to utilize critical thinking skills in problems they may encounter in the radiology profession. For Radiologic Technology Program Students, Prerequisite: RAD122-E; Corequisites: RAD365-E, RAD104-E, RAD230-E, RAD890-E

RAD162-E Radiographic Procedures III 3

This course is intended to define basic radiographic terminology, teach identification of anatomical structures of the skull and facial bones as well as fluoroscopy. A brief lecture of mammography, CT, MRI, nuclear medicine and ultrasound will be included. Students will learn general positioning of each topic listed above and how to utilize critical thinking skills in problems they may encounter in the radiology profession. Prerequisite: RAD142-E Corequisites: RAD260-E, RAD182-E

RAD182-E Special Procedures 2

The student will review anatomy and physiology of the circulatory and central nervous system. Students will learn how contrast media is used and the possible reactions. Specialized instruments and equipment will be incorporated as part of special procedures. New modalities such as CT, ultrasound, nuclear medicine, MRI, and radiation therapy will be presented along with the different techniques that accompany each modality. Corequisites: RAD260-E, RAD162-E

RAD206-E Clinical Education I 2

This course is designed to meet the practical and hands on experiences that will accompany the lecture and labs a student will receive in a classroom setting. These required shifts will take place in a hospital or clinical setting and emphasis will be made on the ability to adapt to different situations that cannot be simulated in the classroom. It is also designed to apply patient care and general knowledge of a radiology department. There are five levels of clinical practicum. Upon completing each level, each student will be expected to add knowledge and confidence in the work field. Level 1-General knowledge of a working x-ray department and patient care. Corequisites: RAD122-E, RAD106-E and RAD321-E

RAD230-E Clinical Education II 4

This course is designed to meet the practical and hands on experience that will accompany the lecture and labs a student will receive in a classroom setting. These required shifts will take place in a hospital or clinical setting and emphasis will be made on the ability to adapt to different situations that can not be simulated in the classroom. It is also designed to apply patient care and general knowledge of a radiology department. There are five levels of clinical practicum. Upon completing each level, each student will be expected to add knowledge and confidence in the work field. Level II - Knowledge of hospital policies and procedures. Knowledge of each individual routine exams pertaining to each individual site. Corequisites: RAD365-E, RAD104-E, RAD142-E, RAD890-E

RAD260-E Clinical Education III 3

This course is designed to meet the practical and hands on experience that will accompany the lecture and labs a student will receive in a classroom setting. These required shifts will take place in a hospital or clinical setting and emphasis will be made on the ability to adapt to different situations that cannot be simulated in the classroom. It is also designed to apply patient care and general knowledge of a radiology department. There are five levels of clinical practicum. Upon completing each level each student will be expected to add knowledge and confidence in the work field. Level III - Be able to work as an individual in a department and with consistency in film quality and evaluation. Prerequisite: RAD230-E; Corequisites: RAD162-E, RAD182-E

RAD321-E Imaging I 3

This course is designed with the intent to prepare students to be able to understand how an x-ray beam is produced, the different types of equipment and how they function, and the principles behind x-ray generation. Corequisites: RAD122-E, RAD106-E

- RAD362-E Computer & Digital Radiography** 2
This course is designed to place an emphasis on dealing with the ever changing technology a new technologist will have to encounter. A brief understanding of a PACS system will be introduced as well as the various types of computer oriented equipment they will be expected to operate while in the field. Corequisites: RAD750-E, RAD550-E, RAD690-E
- RAD365-E Imaging II** 2
This course is a continuation of Imaging I and is designed with the intent to prepare students to be able to understand how an x-ray beam is produced, the different types of equipment and how they function and principles behind x-ray generation. Prerequisite: RAD321-E; Corequisites: RAD104-E, RAD142-E, RAD230-E, RAD890-E
- RAD510-E Clinical Education IV** 6
This course is designed to meet the practical and hands on experience that will accompany the lecture and labs a student will receive in a classroom setting. These required shifts will take place in a hospital or clinical setting and emphasis will be made on the ability to adapt to different situations that can not be simulated in the classroom. It is also designed to apply patient care and general knowledge of a radiology department. There are five levels of clinical practicum. Upon completing each level each student will be expected to add knowledge and confidence in the work field. Level IV - Have student work with same knowledge that a graduate of accredited school would have with the exception of headwork. Prerequisite: RAD260-E; Corequisites: RAD761-E, RAD851-E, RAD796-E
- RAD550-E Clinical Education V** 6
This course is designed to meet the practical and hands on experience that will accompany the lecture and labs a student will receive in a classroom setting. These required shifts will take place in a hospital or clinical setting and emphasis will be made on the ability to adapt to different situations that cannot be simulated in the classroom. It is also designed to apply patient care and general knowledge of a radiology department. There are five levels of clinical practicum. Upon completing each level each student will be expected to add knowledge and confidence in the work field. Level V - Designed to refine and transform skills. Prerequisite: RAD510-E; Corequisites: RAD750-E, RAD362-E, RAD690-E
- RAD580-E Clinical Education VI** 4
This course is designed to meet the practical and hands on experience that will accompany the lecture and labs a student will receive in a classroom setting. These required shifts will take place in a hospital or clinical setting and emphasis will be made on the ability to adapt to different situations that can not be simulated in the classroom. It is also designed to apply patient care and general knowledge of a radiology department. There are five levels of clinical practicum. Upon completing each level each student will be expected to add knowledge and confidence in the work field. Level VI-Designed to refine and transform skills. Prerequisite: RAD550-E; Corequisite: RAD947-E
- RAD690-E Cross Sectional Anatomy** 1
This course aims to serve the radiography student with the knowledge in advance to be able to specialize in a modality such as CT (computed tomography) or MRI (magnetic resonance imaging) and to help satisfy the interest that may be expressed in CT or MRI in learning cross-sectional anatomy. Corequisites: RAD750-E, RAD550-E, RAD362-E
- RAD750-E Radiographic Pathology** 3
This course provides the advanced radiography student with the basic knowledge of different pathology and how it will appear on a radiograph. It will also help the student be able to recognize each disease as well as how it will appear on particular radiographs. Corequisites: RAD550-E, RAD362-E, RAD690-E
- RAD761-E Film Evaluation I** 3
This course is designed to teach the anatomy and how it is to be positioned on each radiograph with an emphasis on how to correct the radiograph if anatomy is out of position. The different fracture types, growth plates and fat pads will be identified on each area of the body as well as how to identify pathology. Corequisites: RAD851-E, RAD510-E, RAD796-E
- RAD796-E Physics for Radiographers** 4
This course makes it possible for students to have a firm grasp on the essential mathematics that are required to calculate and achieve the desired outcome of a problem that may occur in everyday radiographs. It will also review the general fields of arithmetic, algebra and plane geometry. It is also designed to aid in the problems of determining magnification, interpretation of tube rating charts, calculated absorbed dose and technique. Corequisites: RAD761-E, RAD851-E, RAD510-E
- RAD851-E Radiation Protection and Biology** 2
This course is designed to teach students how to use different methods of protections available to them to help keep the safety of their patients as well as themselves from ionizing radiation. Corequisites: RAD761-E, RAD510-E, RAD796-E
- RAD890-E Quality Assurance** 1
This course is designed to make sure each radiography student is able to recognize the correct technique settings as well as making sure all equipment is functioning correctly. Each piece of equipments' standard numbers will be discussed as well as how to know if a piece of radiographic equipment is functioning correctly and within exact specifications. For Radiologic Technology Program Students, Corequisites: RAD104-E, RAD142-E, RAD230-E, RAD365-E
- RAD947-E Radiographic Seminar** 2
This course will introduce students to the general format of the boards as well as what is expected of them for each subject matter. The application criteria and process of becoming eligible for boards will be reviewed. Test taking strategies and locations of sites where test is available to them will also be covered. Corequisite: RAD580-E

RELIGION

REL101-A Survey of World Religions 3

This course is an in-depth introduction to major world faiths including Christianity, Hinduism, Buddhism, Islamism, Confucianism, Taoism, Judaism, and tribal religions. Emphasis will be placed on the interaction of religion and culture and on cross-cultural understanding.

REL150-A Introduction to the Bible 3

This course introduces the practice of the contextual method of reading a text as applied to the biblical materials. It asks: What kind of material is this? Who wrote it? To whom they were writing in their own time? What were they trying to say to those people in that situation? The course is not devotional or applicational, but literary and historical.

SCIENCE

SCI110-A Basic Lab Methods 3

The purpose of this course is to cover basic laboratory concepts and techniques. The main emphasis will be on skills and attributes one would need to work effectively in a laboratory setting. The concepts and skills learned in this course are so essential to working in a lab that they are tested again prior to entering the coop experience.

SCI118-A Basic Laboratory Math 1

The purpose of this course is to provide a review of common math manipulations used in bioscience laboratories and to introduce applications of math relevant to laboratory work. It is recommended that this course be taken with Basic Lab Methods for Lab Technicians.

SCI119-A Laboratory Safety 1

Overview of laboratory safety procedures and precautions. Must be enrolled in the Lab Technician Program.

SCI125-A Lab Instrumentation I for Biotechnician 4

An introduction to the theory and application of centrifugation equipment, microscopes, chromatography, PCR, and microplate reader technology. Students will be expected to demonstrate how to use the equipment and perform any necessary calibrations. Lab included. Recommend prior to taking: General Chemistry I or Introduction to Chemistry I, and General Biology I.

STUDENT DEVELOPMENT

SDV022-H Study Strategies 2

This course is designed to increase your success in college by providing you with strategies and techniques to reach your educational goals. Topics include critical reading, note-taking, memorization, test-taking, time control, communication, and personal issues that face many college students.

SDV108-A The College Experience 1

This course introduces students to the college's expectations, environment, and resources so that they may become successful in their college experience.

SDV130-A Career Exploration 1

Exploration of factors affecting career choice. Identification and discussion of individual values, interest and abilities related to occupations. Overviews of the world of work as it relates to career and academic planning. Expansion of career development knowledge, skills and use of resources.

SDV135-C Job Seeking Skills 1

You will construct a resume, cover letter, and reference sheet in this course. This course includes interviewing and job search techniques.

SDV169-A Credit for Life Experience Portfolio Dev 1

Students in this course will be introduced to appropriate techniques for information retrieval and evaluation. Students completing this course will have the skills needed to locate, organize, and evaluate information, to think critically about research strategies, and to apply these concepts to undergraduate class work using library resources and the Internet.

SDV250-A Service Learning 1

This course offers an opportunity to explore professional and technical aspects within an organization and to reflect on the experience. Service learning hours are scheduled on an arranged basis. The total requirements are 68 hours of service learning experience.

SDV288-A Leadership Development Studies 3

This course is designed to provide students the opportunity to explore the concept of leadership and group dynamics and to assist them in developing and improving their leadership skills. Students will develop a personal philosophy of leadership. The Phi Theta Kappa Leadership Development Studies, the foundation of this course, is unique in its integration of the humanities into the leadership development curriculum. Students will study such topics as articulating a vision, applying ethics to leadership, and managing conflict by studying great leaders who have been portrayed in the humanities by writers, historians, and film-makers as well as by studying the works of these great leaders themselves and participating in experimental learning experiences.

SDV810-C Experiential Learning 10

This course allows credit to be granted to a student for experiential learning gained through work experience or personal study which can be validated through an assessment procedure developed by the College.

SUSTAINABLE ENERGY RESOURCES

SER106-E Integration of Alternative Sources of En 2
Integration of Alternative Sources of Energy is designed to introduce students to energy sources, applications and alternatives that deal with the many aspects of our energy systems. The course will introduce students to how we extract, process, convert, and use energy to power our technology. Alternative energy deals heavily with the different sources of alternative energy, where they come from and how we can use them to conserve and eventually replace dwindling fossil fuels. The course has been organized into nine assessment areas that will develop students' knowledge, skills and disposition necessary to complete the course.

SOCIOLOGY

SOC110-A Introduction to Sociology 3
This course introduces you to the field of sociology which is the study of the relationship between the individual and society. Topics covered include culture, social organization, groups, deviance, race, and ethnicity and methods of affecting social change. Language and methods are discussed.

SOC115-A Social Problems 3
This course provides insight on current social problems from a sociological perspective. Topics covered include sexism, racism, urban crisis, violence and crime, and the environment. Potential causes and solutions together with methods of analysis will be examined. Recommended Prerequisite: SOC110-A

SOC120-A Marriage and Family 3
This course examines the family structure in current society. The course of study includes a look at structure, problems, and challenges including premarital interaction, mate selection, marital sexual adjustment, communications, and social and economic roles.

SOC125-A Understanding Parenting 3
This course examines the parenting process with particular emphasis upon the development of children from birth through adolescence. Concepts covered will include the roots of personality, influencing children's behavior, competence and achievement, parenting adolescents, and special children.

SOC160-A Introduction to Social Work 3
This introductory course in social welfare systems and social work practice surveys the historical development of the social work profession in conjunction with the development of social welfare services in the United States; social welfare system responses to a variety of current social problems; generalist social work as a distinct profession; and specific settings and methods of social work practice.

SOC186-A Contemporary Global Issues 3
A survey course to identify and analyze the variety and extent of global economic, political, social and cultural problems and issues.

SOC189-A Global Perspectives 3
This course is the study of the global systems that interact across cultures, their struggle for economic parity and justice, and the process of moving from one culture to another. This course will include a study of the clash of values between cultures, the effects of population demographics, the use/misuse of natural resources, development in industrialized and not-industrialized nations, conflict and terrorism, cooperation among nations, and environmental issues, shaping the world of the future.

SOC198-A The Middle East 3
In a world increasingly globalized, borders are no longer barriers. Within Middle East there are great political and economic inequalities between various Muslim and non-Muslim, Arab and non-Arab countries. This course is created to help acquire basic knowledge and understanding of the region from historical, economic, political, cultural, religious, artistic, and geographic perspectives on a per country basis. We will pursue the accuracy weeding the emotional reports of media on both sides of the fence, the fence of assumptions and lack of non-judgmental information.

SOC200-A Minority Group Relations 3
Survey of the contributions that various minorities have made to the development of the United States.

SOC210-A Men, Women & Society 3
This is an interdisciplinary course designed for first or second year students which will explore men's and women's experiences in American society and the role that ideas about sexual differences have played in shaping those experiences. Areas of inquiry will include, but are not limited to, the following: the construction of gender roles and sexuality; the relationship between gender and other social, political, and legal structures and institutions; and the interplay of gender with race, class, and ethnicity in cultural perceptions and expectations of both men and women. This course will strive to assist students in formulating questions about gender as it relates to their on-going work in various disciplines across the curriculum.

SOC212-A Diversity 3
This course utilizes an interdisciplinary and intersectional approach to studying gender, race, class, sexuality and other issues of diversity. The curriculum highlights the duality of oppression and privilege and the ways in which race, gender, class and sexuality shape daily life. Special focus is on learning how to demonstrate course concepts as social action. Social justice is practiced as students become educated in these concepts of diversity and engage in diversity conscious social action.

SOC220-A Sociology of Aging 3
This course will help the student become informed of some of the issues of aging (both in the United States and internationally). Aging is not what it used to be. It is more than retirement homes, rocking chairs, health and money concerns. Today's older populations is called the third age and includes people from fifty years of age and beyond. This group is active and very diverse. The course is designed to be interdisciplinary and therefore will include perspective from sociology, psychology, social work, anthropology, biology, health sciences, and history.

Sociology

SOC230-A Juvenile Delinquency 3
Juvenile justice system is examined from historical, constitutional and operational perspectives. Theories concerning juvenile delinquency are explored.

SOC240-A Criminology 3
Criminology surveys the history, nature, and causes of crime; criminal behavior patterns, investigation, and prosecution; correctional methods; and the structure of the prison system. The criminal behavior patterns include violent crimes, property crime, political crime, white collar crime, organized crime, and public order crime.

SOC251-A Social Psychology 3
The study of interpersonal relations, social attitudes, group dynamics, inter-group relations, class and cultural influences in a psychological context.

SOC270-A Social and Behavioral Research Methods 3
Social and Behavioral Research Methods introduces and surveys the major concepts and strategies involved in the undertaking of empirical research. Students learn the meaning of such terms as reliability, validity, variance, and hypothesis. The major research methods include the true experiment, field research, secondary analysis, and surveys. Students assess sampling techniques and table construction.

SPEECH

SPC101-A Fundamentals of Oral Communication 3
This course is designed to help the student develop the basic skills involved in a variety of speaking situations, including oral presentations and interpersonal speaking. Emphasis is placed on such areas as organization, delivery, listening, audience analysis, and methods of reducing nervousness.

SPC112-A Public Speaking 3
The emphasis in this course is placed on actual speaking experiences. Instruction focuses on the theory of preparation and presentation, application and practice, and observation and listening, and on the giving of critical feedback. Types of speeches assigned will include informative, persuasive, and special occasion.

SPC122-A Interpersonal Communication 3
Interpersonal Communication examines the skills of interpersonal communication in both a dual or group situation. It includes an investigation into the process of communication, language, nonverbal communication, listening, self-concept, emotions or the nature of relationships and conflict.

WEB DEVELOPMENT

WDV221-E Javascript 3
This specialization course will introduce the student to intermediate concepts in web design. Students will gain scripting skills using JavaScript and DHTML while learning how to approach and develop complex websites.

WDV245-E Content Management Systems 3
This specialization course will introduce the student to advanced concepts in web development. Students will begin developing skills in scripting JavaScript and Document Object Model (DOM) scripting.

WDV920-E Web Design Capstone 3
This course prepares students to enter the workforce. Under the direction of their instructor, students may intern in a professional graphic design setting or explore job seeking strategies.

WELDING

WEL120-E Oxy Fuel Welding and Cutting 2
This course is a combined lecture and lab course. It presents basic fundamentals, the operation of equipment, and safety practices. It includes fusion welding and brazing on light gauge metals, cutting on heavy and light gauge metals, and welding of small diameter pipe.

WEL152-C Shielded Metal-Arc Welding Lab I 3
This course covers basic arc welding procedures in the flat, horizontal, vertical and overhead positions using carbon steel plate and mild steel electrodes. Application of E-6010, E-6011, E-6013, and E-7018 and various other electrodes are used.

WEL186-E GMAW 4
This course is a combined lecture and lab course. It presents the Gas Metal Arc Welding (MIG) process used extensively by industry. It also emphasizes hands-on application, metal transfer concepts, GMAW equipment, welding procedures, out of position welding, and safety.

WEL187-C Advanced GMAW 4
Advanced Gas Metal Arc Welding introduces you to advanced wire feed processes such as stainless steel, aluminum, flux cored arc welding, submerged arc welding, and metal core. Setup and adjustment of equipment for welding on various thickness of stainless, aluminum, and steel will be emphasized.

WEL191-C Tungsten Arc Welding 3
This course is a combined lecture and lab course. It presents Tungsten Inert Gas (TIG) welding process. It studies equipment use, welding procedures, welding of common metals and safety precautions. This course also covers welding in all positions on ferrous and non-ferrous metals, and small diameter pipe.

WEL200-C Metallurgy Fundamentals 2

This course covers basic metallurgy, destructive, and non-destructive testing methods which the students will see or possibly use in industry.

WEL206-C Quality Assurance Program 2

Provides the student with a thorough technical understanding of the elements that must be considered to develop a quality assurance and quality control program. Information is presented to explain the relationship between cost and weld quality and the duties typically performed by the welding inspector.

WEL265-C Introduction to Welding Fabrication 3

This course is designed to introduce the students to the basic fundamental of welding and introduction to fabrication. Procedures used in Shielded Metal Arc Welding and Gas Metal Arc Welding are emphasized. Oxyacetylene cutting and welding are also covered.

WEL308-C Pipe Welding 4

This course covers in-depth study of pipe welding with the Shielded Metal Arc Welding (SMAW) and Gas Tungsten Arc Welding (GTAW).

WEL320-C Welding Fabrication 3

This course is an introduction to fundamental metal fabrication methods. The application and use of basic measuring tools and layout techniques are covered in detail.

Corequisite: WEL187-C or WEL191-C

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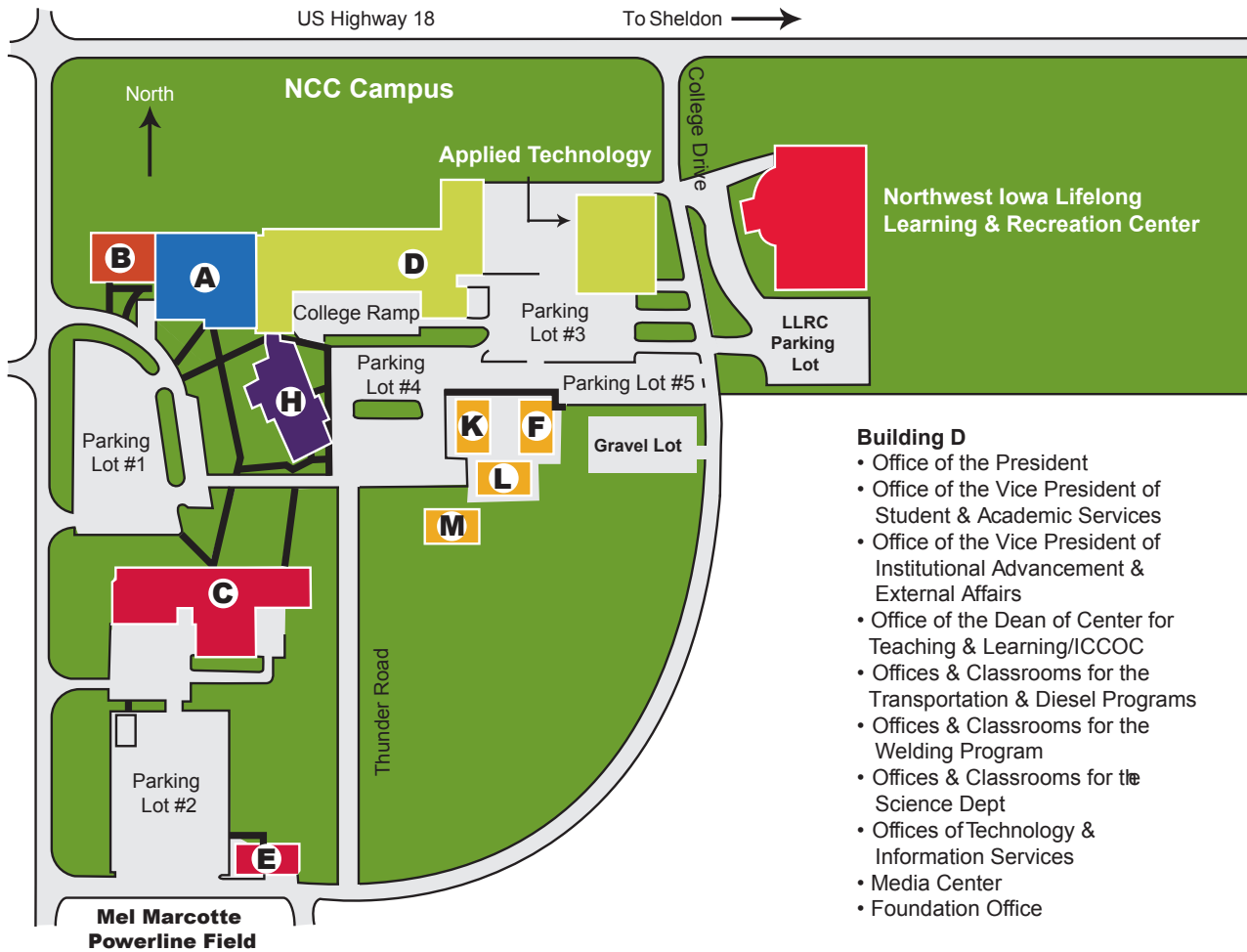
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CAMPUS MAP



Applied Technology Building
 • Offices & Classrooms for the Heavy Equipment Programs

Building A
 • Student Services
 • College Store
 • Dining Room
 • Alternative High School
 • Marketing Department
 • TRIO Student Support Services
 • Office of Vice President of Operations & Finance
 • Business Office
 • Learning Center
 • Library
 • Student Center
 • Classrooms

Building B
 • Offices & Classrooms for the Business/Health/AA/AS programs
 • Office of the Dean of Arts & Sciences/Business/Health

Building C
 • Offices & Classrooms for the Applied Technology Dept.
 • Offices for Workforce & Continuing Education
 • Office of the Dean of Applied Technology
 • Classrooms & Offices for the Computer Program

Building D
 • Office of the President
 • Office of the Vice President of Student & Academic Services
 • Office of the Vice President of Institutional Advancement & External Affairs
 • Office of the Dean of Center for Teaching & Learning/ICCOC
 • Offices & Classrooms for the Transportation & Diesel Programs
 • Offices & Classrooms for the Welding Program
 • Offices & Classrooms for the Science Dept
 • Offices of Technology & Information Services
 • Media Center
 • Foundation Office

Building E
 • Physical Plant Maintenance Shop

Building F
 • Cherokee Hall

Building H
 • Offices & Classrooms for the Nursing Programs
 • Offices & Classrooms for the Radiologic Technology Program


Building K
 • Lyon Hall

Building L
 • O'Brien Hall


Building M
 • Osceola Hall



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