

**NORTH IOWA AREA
COMMUNITY
COLLEGE**

2001 - 2002

**General
Catalog &
Student
Handbook**

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North Iowa Area Community College
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General Information

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General Information

LOCATION AND HISTORY

The North Iowa Area Community College (NIACC) is located just off Highway 122, four miles east of downtown Mason City, Iowa, a community of 30,000 which serves as an active business center for northern Iowa and southern Minnesota. The community is served by the Mason City airport and a bus line.

The North Iowa Area Community College District (Area 2) was formed in 1966 in compliance with laws enacted by the 1965 Iowa Legislature, which provided for the delivery of postsecondary education in Iowa.

The NIACC Board of Directors assumed operation of Mason City Junior College, which was the first public two-year college in Iowa and one of the earliest in the country having been established in 1918 by the Mason City Independent School District.

Construction of the present campus began in 1970. A campus directory can be found in the back of this catalog.

ACCREDITATION AND APPROVAL

North Iowa Area Community College has been accredited since 1919 by the North Central Association of Colleges and Schools, Commission on Institutions of Higher Education, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602, (800)621-7440.

MISSION OF THE COLLEGE

Philosophy

North Iowa Area Community College believes that education, which has as its overriding goal the optimum development of all human potential, is the foundation of a democratic society.

Mission Statement

The mission of the North Iowa Area Community College is to enhance the quality of life for people of North Iowa through comprehensive educational opportunities, progressive partnerships, exemplary service, and responsive leadership.

INSTITUTIONAL PURPOSES

Within the human, financial, and physical resources entrusted to the North Iowa Area Community College, the institution strives to achieve the following goals:

- Enhance the human potential of students by assisting them to acquire the knowledge and tools necessary to understand and enrich their environment and contribute to their communities in a positive way. This becomes manifest through the development of general education skills and abilities.

- Ensure that all citizens of the North Iowa region, regardless of their educational and socioeconomic backgrounds, geographic placement, or needs for special assistance, have the opportunity and the necessary support to take advantage of post-secondary educational programs and other services offered by the College.
- Enable individuals to complete the first two years of a baccalaureate program and, upon successful completion, to achieve efficient and effective transfer to senior colleges.
- Ensure that individuals have opportunities to prepare themselves for employment in occupations in demand in a global society.
- Ensure that all individuals have opportunities to continue learning throughout their lifetimes.
- Promote a strong economy by engaging in activities which develop and maintain a skilled and educated workforce and which promote and support entrepreneurial activity.
- Extend the reach of College resources through progressive partnerships with agencies and entities in communities served by the College.
- Build community by promoting understanding, appreciation, cooperation, and communication among diverse individuals.
- Instill confidence and pride in all who come into contact with the College by fostering a commitment to excellence in all College endeavors.

BOARD OF DIRECTORS

Kevin Kolbet, Realtor, Osage, Board President, 1986-2001

Colin Robinson, President - First Citizens National Bank, Charles City, Board Vice President, 1997-2003

Jean Torgeson, Nurse, Mason City Clinic, Manly, 2001-2001

Terry Cobb, Vice President, Marketing and Customer Services, Team Quest Corp., Clear Lake, 1998-2003

Maury Gulbranson, Vice President & General Manager, Imperial, Inc., Hampton, 1999-2002

Rosie Hussey, Executive Director, Girl Scouts, Mason City, 1992-2001

Karen Knudtson, Realtor, Mason City, 1989-2002

David Steffens, Jr., President, Norsemen Trucking, Inc., Lake Mills, 2000-2003

Linda Upmeyer, Nurse Practitioner, Mercy Medical Center - North Iowa, Garner, 1990-2002

Sandra Gobeli, Secretary and Treasurer, North Iowa Area Community College

DEGREE REQUIREMENTS

Associate Degrees

Associate in Arts

Purposes of the degree:

1. Provide a degree goal for students who choose to follow a course of study which is specifically designed for transfer to a baccalaureate degree program.
2. Provide the essential general education, grade, and semester hour requirements for upper division status at most senior colleges and universities.

Requirements for the degree include:

1. Completion of at least sixty (60) semester hours of work consisting of courses whose principal design is for a baccalaureate program. Developmental courses (course number has a suffix less than 100) cannot be used to meet this requirement.
2. One-half of the required semester hours must be completed under the aegis of North Iowa Area Community College including 15 of the last 30 semester hours.
3. A minimum overall cumulative grade point average of 2.00 (C) including a 2.00 (C) cumulative grade point average in all course work at NIACC. Developmental courses are not used in calculating the cumulative grade point average for graduation.
4. Completion of the following General Education Core with a minimum of 40 semester hours:

Communications8 s.h.

This requirement can be satisfied by baccalaureate-oriented communications or speech courses with a minimum of two courses in English composition.

Social Sciences8 s.h.

Humanities8 s.h.

Performance courses such as vocal and instrumental music may satisfy no more than four hours of this requirement.

Natural Sciences*8 s.h.

(including at least one math and at least one science course)

Distributed Requirement.....8 s.h.

(to be taken from among the four divisions above)

*It is recommended that students take a minimum of four semester hours of laboratory science.

5. Completion of the Academic Profile examination during the student's final semester prior to graduation.

Associate in Science

The purpose of the Associate in Science degree is to provide a degree goal for students who choose to follow a Natural Science degree program.

Requirements for the degree include:

1. Completion of at least sixty (60) semester hours of work consisting of courses whose principal design is for a baccalaureate program. Developmental courses (course number has a suffix less than 100) cannot be used to meet this requirement.
2. One-half of the required semester hours must be completed under the aegis of North Iowa Area Community College including 15 of the last 30 semester hours.
3. A minimum overall cumulative grade point average of 2.00 (C) including a 2.00 (C) cumulative grade point average in all course work at NIACC. Developmental courses are not used in calculating the cumulative grade point average for graduation.
4. Completion of the following General Education Core with a minimum of 37 semester hours:
 - Communications8 s.h.
 - Social Sciences/Humanities9 s.h.
 - Natural Sciences.....20 s.h.
(must include at least one math and at least one science course)
5. Completion of the Academic Profile examination during the student's final semester prior to graduation.

Associate in Science - Business

The purpose of the Associate in Science - Business degree is to provide a degree goal for students who choose to follow a course of study designed to give the student the option of obtaining employment in business or transferring to a four-year institution. Students who know they wish to pursue a four-year degree and want to meet general education requirements of transfer institutions should pursue the A.A. Degree.

Requirements for the degree include:

1. Completion of at least sixty (60) semester hours of work consisting of courses whose principal design is for a baccalaureate program. Developmental courses (course number has a suffix less than 100) cannot be used to meet this requirement.
2. One-half of the required semester hours must be completed under the aegis of North Iowa Area Community College including 15 of the last 30 semester hours.
3. A minimum overall cumulative grade point average of 2.00 (C) including a 2.00 (C) cumulative grade point average in all course work at NIACC. Developmental

courses are not used in calculating the cumulative grade point average for graduation.

4. Completion of a minimum of 30 semester hours in business courses designated with the prefix 15.
5. Completion of the following General Education Core:
 - Communications8 s.h.

This requirement can be satisfied by baccalaureate-oriented communications or speech courses with a minimum of two courses in English Composition.

 - Social Sciences and/or Humanities9 s.h.
 - Natural Sciences.....3 s.h.
6. Completion of the Academic Profile examination during the student's final semester prior to graduation.

Associate in Science - Medical Secretary

The purpose of the degree is to provide a degree goal for students who choose to follow a course of study designed to give the student the option of obtaining employment as a Medical Secretary or transferring to a four-year institution. Students who know they wish to pursue a four-year degree and want to meet general education requirements of transfer institutions should pursue the A.A. Degree.

Requirements for the degree include:

1. Completion of at least sixty (60) semester hours of work consisting of courses whose principal design is for a baccalaureate program. Developmental courses (course number has a suffix less than 100) cannot be used to meet this requirement.
2. One-half of the required semester hours must be completed under the aegis of North Iowa Area Community College including 15 of the last 30 semester hours.
3. A minimum overall cumulative grade point average of 2.00 (C) including a 2.00 (C) cumulative grade point average in all course work at NIACC. Developmental courses are not used in calculating the cumulative grade point average for graduation.
4. Completion of prescribed required two-year Medical Secretary curriculum.
5. Completion of the Academic Profile examination during the student's final semester prior to graduation.

Associate in Applied Science

Purposes of the degree include:

1. Provide a degree goal for students who choose to follow a course of study which is specifically designed

to lead to employment upon completion of two years of study.

2. Provide the student with an entry skill level appropriate to the career for which he/she has been preparing.
3. Provide the student with increased potential to function in society through study in the general areas of communications, human relations, and natural sciences.

Requirements for the degree include:

1. Completion of at least sixty (60) semester hours of a prescribed two-year career curriculum. Developmental courses (course number has a suffix less than 100) cannot be used to meet this requirement.
2. One-half of the required semester hours must be completed under the aegis of North Iowa Area Community College including 15 of the last 30 semester hours, unless specified otherwise by a program's accrediting agency.
3. A minimum overall cumulative grade point average of 2.00 (C) including a 2.00 (C) cumulative grade point average in all course work at NIACC. Developmental courses are not used in calculating the cumulative grade point average for graduation.
5. Completion of the Academic Profile examination during the student's final semester prior to graduation.

Associate in General Studies

Purposes of the degree include:

1. Provide a degree goal for students who choose to follow an individualized course of study which is not specifically designed for transfer to a baccalaureate degree program.
2. Provide an attainable associate degree for students who complete career programs of less than two years duration.
3. Provide an associate degree for career education students who wish to enroll in selected courses to reach a personal career objective.
4. Provide a degree goal for students whose educational goals shift after initial commitment has been made.
5. Provide a flexible associate degree for students who attend college on a part-time or other nontraditional basis.

Requirements for the degree include:

1. Completion of at least sixty (60) semester hours of work designed to meet the personal or career goals of each individual student. Developmental courses

(course number has a suffix less than 100) cannot be used to meet this requirement.

2. One-half of the required semester hours must be completed under the aegis of North Iowa Area Community College including 15 of the last 30 semester hours.
3. A minimum overall cumulative grade point average of 2.00 (C) including a 2.00 (C) cumulative grade point average in all course work at NIACC. Developmental courses are not used in calculating the cumulative grade point average for graduation.

Diplomas

This recognition is granted to a person who has completed at least thirty (30) semester hours of credit.

Program Diploma

Diplomas are awarded for the following curricula. A minimum overall cumulative grade point average of 2.00 (C) including a 2.00 (C) cumulative grade point average in all course work at NIACC. Developmental courses are not used in calculating the cumulative grade point average for graduation.

Accounting with Computers
Automotive Service
Building Trades
Climate Control Mechanics
General Secretary
General Machinist
Legal Secretary
Marketing and Sales
Medical Assistant
Medical Secretary
Medical Transcriptionist
Practical Nursing
Supervision & Management

General Studies Diploma

The purpose of the diploma is to provide an achievement recognition:

1. For students who may choose to follow an individualized course of study which is not specifically designed for transfer to a degree program.
2. For career education students who wish to enroll in selected courses to reach a personal career objective.
3. For students who attend college on a part-time or other nontraditional basis.

Requirements for the diploma include:

1. Completion of at least thirty (30) semester hours of career courses designed to meet the personal or career goals of each individual student.
2. One-half of the required semester hours must be completed under the aegis of North Iowa Area Community College including 15 of the last 30 semester hours.

3. A minimum overall cumulative grade point average of 2.00 (C) including a 2.00 (C) cumulative grade point average in all course work at NIACC.

Certificates

Certificates of completion are awarded to indicate that a student has satisfactorily completed a program of instruction other than those indicated previously. Certificates are usually issued to students upon completion of a short-term program of study with a 2.00 (C) grade point average.

FACILITIES/SERVICES

The main campus in Mason City consists of contemporary, attractive facilities located around lakes in a park-like setting. The 500-acre campus provides facilities for instructional, administrative, recreational, and community activities. Up-to-date laboratories offer the latest in technological equipment. Adequate parking is available without charge for students and staff. Residence halls and apartments are situated on a site adjoining the campus to the north.

Agriculture Technology Lab

The NIACC farm lab consists of a cow/calf operation, farrow/breeding facility, pole barn, swine confinement, pasture, and no-till demonstration fields.

Athletic/Recreational Fields

Baseball, softball, football, soccer, and recreational fields are located on the east edge of the campus.

Conference Center

The Muse-Norris Conference Center, located east of the Auditorium and Fine Arts area, serves NIACC and community groups for education-related meetings and activities. A multipurpose recreational area is found on the lower level.

Entrepreneurial Training and Support

The John Pappajohn Business and Entrepreneurial Center provides entrepreneurial training and business support to aspiring entrepreneurs, small business owners, and individuals working in high-growth industries. The comprehensive programs are designed to increase successful new business starts, reduce the high failure rate of young ventures, and strengthen business growth opportunities.

For more information, call (641) 422-4111.

Student Learning Center (ISL)

The Student Learning Center (ISL), located in Beem Center, offers opportunities to all college students and potential students who wish to:

1. Improve their skills in reading, writing, math, and study techniques (for example, note-taking, test-taking, time management) either as a brush-up before enrollment or while participating in a NIACC course or testing program.

2. Gain new skills by participating in an individualized course such as high school credit.
3. Validate their skills by participating in a testing program such as GED, ICBE, CLEP.

For further information, students should contact their counselor, the Learning Center staff, or refer to the Instructional Resources section of this catalog.

Laboratories

The attractive facilities available in the Natural Science Division area are considered unusually complete for a community college. The math lab, in addition to the equipment and layout of the physical and biological science laboratory areas, provides for effective learning opportunities. General computer labs are contained within the Natural Science area.

The laboratories for career education contain the latest equipment and facilities for proper instruction in these areas.

Open computer labs in McAllister Hall and in the residence hall are available to all students to use for instructional application, checking e-mail, or web browsing. A lab attendant is on staff to assist students.

The Business Division has comprehensive computer labs with personal computers and dictation equipment. Students have access to this equipment days and evenings, Monday through Saturday.

Students also have access to word processing computers in the Humanities Division's Writer's Workbench Lab, which is housed next to the Student Learning Center (ISL) in Beem Center. While all students are free to enter, analyze, and edit their documents, students enrolled in most writing courses are encouraged to use the Writer's Workbench facilities.

Library

Conveniently located in the Clifford H. Beem Center, the NIACC Library serves the College as a vital part of the learning experience. Built in 1977, it is an attractive facility providing seating for 150 people. Conference rooms provide areas for group study. Collections include books, reference materials, and nonbook media in the forms of audiotapes, videotapes, films, filmstrips, slides, and electronic resources. The Library subscribes to state and national newspapers as well as area papers; periodical subscriptions cover a broad spectrum of subjects to meet user needs. Materials are coordinated with the curriculum, supporting the vocational and the academic. In addition, a collection of contemporary fiction is maintained. The NIACC Library is a congressionally-designated United States government depository. The Library's online catalog makes it easy to locate resources. For more information on the Library and its services, see page 13.

North Iowa Community Auditorium

A variety of opportunities are available to NIACC students through the North Iowa Community Auditorium, a modern 1167-seat facility located on the NIACC campus. Students perform regularly on stage through the NIACC vocal and instrumental music departments, as well as the theatre department. In addition to student and community shows, performances by nationally and internationally known artists are available to NIACC students, often at reduced prices.

Before the show or between classes, students may browse through the Auditorium Gallery where they will see various exhibits created by famous artists and NIACC art faculty and students.

Small Business Assistance

The Small Business Development Center offers assistance to small business owners or would-be entrepreneurs in all areas of business management, including sources of capital, loan applications, marketing strategies, and financial planning and analysis. Assistance includes counseling, training, and information. Services are either free or low cost.

The SBDC is affiliated with Iowa State University and the U.S. Small Business Administration under Agreement No. 5-7770-0016-14.

For more information, call (641) 422-4342.

Student Activity Center

Located in the heart of campus, the Student Activity Center offers a classy, comfortable atmosphere for studying, dining, lounging, and visiting with classmates and instructors. Meals and snacks may be obtained in the cafeteria at a very nominal cost between 7 a.m. - 3 p.m. and 5:30 - 8:30 p.m. Monday through Friday. Vending machines are also available.

Student Housing

The NIACC Dormitory Corporation operates a nonprofit residence hall which accommodates up to 475 single men and women on a site adjoining the campus to the north. The residence hall features a commons area, complete with dining, recreational, computer, and study facilities. NIACC student housing also includes lakeside apartments.

Tobacco-Free Campus

Because the College wishes to provide a safe and healthy environment for students and staff, the use of tobacco products is prohibited in College facilities.

Workforce Development Assistance

Iowa Workforce Development is a comprehensive system of employment and training programs. Whether you are a student, job seeker, career changer or employer, we have resources to assist you.

Students, job seekers, and career changers benefit from:

- Career exploration resources that assist you in making sound training and career decisions.
- Programs that help defray training costs.
- Job-seeking tools and information.
- Labor exchange services to connect business and job seekers.

Businesses

- Utilize labor exchange services to find quality employees.
- Gain information about tax benefits attached to specialized job seekers.
- Research labor market information to attract and retain quality employees.
- Access workplace training programs including Iowa New Jobs Training Program or the Iowa Jobs Training Program designed to help lower the cost of training employees.

There are core services available at no charge. Fees or eligibility requirements apply for some services. Iowa Workforce Development, "providing quality customer-driven services that support prosperity, productivity, and safety for Iowans."

For more information, call (641)422-1524.

NORTH IOWA AREA COMMUNITY COLLEGE FOUNDATION

The North Iowa Area Community College Foundation was incorporated in 1968 as the official fund-raising arm of the College. It is recognized by the Internal Revenue Service as a 501(c)(3) not-for-profit, tax-exempt corporation operating for the express benefit of the College. It is governed by a 19-member Board of Directors who serve in a noncompensated capacity.

The Foundation is authorized to solicit and receive gifts of cash, property, equipment and/or bequests and to purchase or lease property for the benefit of the College.

An annual report is distributed to all donors providing accountability to investors. NIACC Foundation books and records are audited annually.

OFFICE HOURS

The administrative offices of the North Iowa Area Community College are open Monday through Friday from 7:45 a.m. - 4:15 p.m.

NONDISCRIMINATION POLICY

North Iowa Area Community College is committed to the policy that all persons shall have access to its programs, facilities, and employment without discrimination based upon race, religion, color, creed, gender, national origin, marital status, age, physical or mental disability. Any person having concerns with respect to rights under Section 504 of the Rehabilitation Act of 1973, and Title IX of the Education Amendments of 1972, should call the Vice President for Student Services (students) at (641)422-4003 or the Director of Human Resources (employees) at (641)422-4211.

NOTE

This catalog is published for informational purposes and should not be construed as the basis of a contract between a student and North Iowa Area Community College. Every effort is made to provide information that is accurate at the time the catalog is prepared. However, information concerning regulations, policies, fees, curricula, courses, and other matters contained in this catalog is subject to change at any time during the period for which the catalog is in effect.

For more information about opportunities at North Iowa Area Community College, call the Admissions Office at (641)422-4245 or 1-888-GO NIACC (466-4222), ext. 4245.

Web Site: www.niacc.com

E-mail: request@niacc.cc.ia.us