



# General Information

LOCATION AND HISTORY

ACCREDITATION AND APPROVAL

BOARD OF DIRECTORS

MISSION OF THE COLLEGE AND INSTITUTIONAL PURPOSES

GENERAL EDUCATION

DEGREE REQUIREMENTS

FACILITIES/SERVICES

CONTINUING EDUCATION

NORTH IOWA AREA COMMUNITY COLLEGE FOUNDATION

NONDISCRIMINATION POLICY

## General Information

### LOCATION AND HISTORY

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 Higher Learning Commission of the North Central Association, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602, (800) 621-7440.

### BOARD OF DIRECTORS

Jean Torgeson, Certified Legal Nurse Consultant, Manly, Board President, 2001-2011

John Heilskov, CPA, Hampton, Board Vice President, 2002-2011

David Steffens, Jr., President, Norsemen Trucking, Inc., Lake Mills, 2000-2009

Karen Knudtson, Realtor, Mason City, 1989-2011

Toni Noah, Retired, Charles City, 2006-2009

Dean Cataldo, Retired, Garner, 2003-2011

Gordon Anderson, Retired, Osage, 2004-2009

Jim Niemants, Investment Representative, Clear Lake, 2005-2009

Robert Davis, Retired, Mason City, 2007-2011

Kathy Grove, Secretary and Treasurer, North Iowa Area Community College

### 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.

## GENERAL EDUCATION

### *Philosophy*

Education is the foundation of a democratic society. General education engages students in an ongoing endeavor to acquire the knowledge and tools necessary to understand their environment and contribute to their communities.

### *Definition*

A collection of diverse experiences in learning that teach generalized skills in communication, critical analysis, research, global awareness, interpersonal relations, aesthetics, math, and technology and survey subject matter to allow for applications of this learning in the classroom and community.

### *General Education Program*

The General Education program at NIACC is based on eight learning objectives:

1. Communication and Interpersonal Skills: Students will possess appropriate reading, writing, speaking, listening and interpersonal skills to interact with others and express themselves effectively through written, oral, visual, and electronic methods.
2. Quantitative Skills: Students will use quantitative skills and the concepts and methods of mathematics to solve problems across disciplines.
3. Critical Thinking: Students will demonstrate goal-directed reasoning to arrive at valid conclusions, meaningful solutions, and informed evaluations.
4. Information Literacy: Students will be able to locate and use information from a variety of appropriate sources to support their judgments and arguments.
5. Technological Skills: Students will demonstrate the ability to access, understand, manage, and use technology needed to solve problems and extend human capabilities.
6. Global Awareness: Students will become familiar with the languages, history, geography, and social norms of other cultures, in order to foster cooperation, understanding, and appreciation.
7. Aesthetics: Students will create, appreciate, understand, and evaluate the nature and value of the fine arts or elements of craftsmanship.
8. Scientific Literacy: Students will demonstrate knowledge and understanding of scientific concepts and processes required for personal decision making and responsible participation in civic affairs.

These learning objectives are addressed in the General Education core of each degree program.

## 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. Up to 16 semester hours of career courses can be used as elective credit. Developmental courses 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:

Communication . . . . . 8 s.h.

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

Social Sciences . . . . . 8 s.h.

Humanities . . . . . 8 s.h.

Performance courses such as vocal and instrumental music may satisfy no more than four hours of this requirement. (Additional performance courses will be counted as elective credit.)

Natural Science/Mathematics\* . . . . . 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.

## 6 GENERAL INFORMATION

---

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. Up to 16 semester hours of career courses can be used as elective credit. Developmental courses 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:
  - Communication . . . . . 8 s.h.
  - Social Sciences/Humanities . . . . . 8 s.h.
  - Natural Science/Mathematics . . . . . 20 s.h.  
(must include at least one math and at least one science course)
  - Distributed Requirement . . . . . 4 s.h.
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. Up to 16 semester hours of career courses can be used as elective credit. Developmental courses 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 designated business courses. See pages 134-135 for a list of courses.

5. Completion of the following General Education Core:

Communication . . . . . 8 s.h.

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

Social Sciences and/or Humanities . . . . . 9 s.h.

Natural Science/Mathematics . . . . . 3 s.h.

6. 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 general education skills: communication, social science and/or humanities, and math and/or science.

Requirements for the degree include:

1. Completion of at least sixty (60) semester hours of a prescribed two-year career curriculum. Developmental courses 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.
4. Completion of a general education core of at least 12 semester hours.
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 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.

**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.

**Diploma**

Purposes of the diploma include:

1. Provide a diploma goal for students who choose to follow a course of study which is specifically designed to lead to employment.
2. Provide the student with an entry skill level appropriate to the career for which he/she has been preparing.

Requirements for the diploma include:

1. Completion of at least thirty (30) semester hours of credit including a minimum of 3 semester hours of general education credit.
2. 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.

**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 members. 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, soccer, and recreational fields are located on the east edge of the campus.

***Career and Internship Center***

The Career and Internship Center is located in the Pappajohn Entrepreneurial Center, Rooms 115 and 116, or can be reached by phone at 641-422-4292. The Center provides NIACC students and alumni resources and support in successfully securing employment and internship opportunities. A variety of resources, tools, and activities are available to students and alumni as well as one-on-one support. The Career and Internship Center works in partnership with Iowa Workforce Development through the Workforce Development Partnership to enhance the resources and service available. For more information on the Career and Internship Center and its services, see page 208.

***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 multi-purpose 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.

### *Laboratories*

The attractive facilities available in the Natural Science and Mathematics Divisions are considered unusually complete for a community college. The math lab and the physical and biological science laboratory areas provide for effective learning opportunities.

The laboratories in the Business Division, Buettner Careers Building, and Murphy Manufacturing Technology Center contain the latest equipment and facilities for proper instruction in the career and technical areas.

Computer labs are available throughout campus (including the residence halls) and are available to all students to use for instructional application, Writer's Workbench analysis, checking e-mail, or web browsing. Lab attendants are on staff to assist students. Students have access to this equipment days and evenings, Monday through Saturday.

### *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 career and technical and the academic. In addition, a collection of contemporary fiction is maintained. The Library's online catalog makes it easy to locate resources. For more information on the Library and its services, see page 194.

### *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.

### *OK House*

The Oikoumene Religious Center (OK House) is an ecumenical religious organization serving postsecondary students in North Central Iowa. The OK House, located just across from the residence hall, is open daily for students to drop in for social events, listening and referral services, recreation, counseling, study, support groups, contemporary worship experiences, and a serene environment. The OK House is supported by area churches.

### *On-Campus Housing*

The residence hall accommodates up to 450 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.

### *Recreation Center*

The College opened the Recreation Center during the fall semester of 2008. The facility is just over 41,000 square feet and houses numerous wellness spaces and equipment for students, staff and faculty:

- A suspended walk/jog track
- A state of the art athletic training room
- Two volleyball/basketball/tennis courts
- Athletic Department offices
- Locker rooms for men and women
- Two golf/baseball/softball hitting cages
- Wrestling room
- Intramural/Recreation Office

North Iowa Area Community College recognizes the value of development of both mind and body. The Recreation Center, along with classes and extracurricular activities, enhances the overall experience for our NIACC community.

### *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 Food Court, Monday through Friday (see page 193 for specific hours). Vending machines are also available.

### *Student Learning Center*

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

1. Increase their understanding/learning in NIACC courses through one-on-one academic support.
2. 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.
3. Gain new skills by participating in an individualized course such as high school credit.
4. Validate their skills by participating in a testing program such as GED, ICBE, CLEP. To schedule a CLEP exam, call 641-422-4326.

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

#### ***Tobacco-Free Campus***

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

## **CONTINUING EDUCATION**

#### ***Office Hours***

Continuing Education office hours are Monday through Thursday, 7:00 a.m. - 9:00 p.m. and Friday, 7:00 a.m. - 4:15 p.m.

#### ***Community Education***

North Iowa Area Community College partners with local communities and their school districts and has five outreach centers to remove the barriers of distance in providing lifelong learning opportunities to the people of the area. Most community education centers have an advisory board and an operations board comprised of community members who provide insight for local education programs and facility planning.

#### ***Computer Skills***

Computer proficiency is a vital part of competitiveness in today's business world. NIACC can provide the highest quality and most cost-effective computer training in North Iowa. Classes are taught on campus or at the work site.

#### ***Business Management***

NIACC can help employees learn how to communicate better, deal with workplace stress, delegate effectively, understand motivational concepts, manage their time, and build their leadership skills for maximum organizational effectiveness.

#### ***Lean Enterprise***

A Lean Enterprise uses a systematic approach to eliminating waste and producing what your customers want when they want it. It does not matter if your business is a service or a manufacturer, NIACC can implement Lean principles into your workplace. Curriculum is available that specializes in manufacturing, process, office and health care environments.

#### ***Manufacturing Skills & Processes***

NIACC can help industries educate new employees or advance the skills of current employees about new processes, procedures and technologies. Standardized offerings include courses through the American Production and Inventory Control Society (APICS), the National Association of Purchasing Management (NAPM), and the American Society of Quality (ASQ).

#### ***Health & Wellness***

The Regional Health Education Center, a unique partnership between NIACC and Mercy Medical Center - North Iowa, provides a wide range of health-related offerings including safety and healthy lifestyle training, laboratory testing, health screenings, fitness assessments, and consultations.

#### ***State Funding Programs***

The Iowa Jobs Training program (260F) invests in customized training for existing employees. The program is designed to provide funding to train or retrain a company's workforce. The Iowa New

Jobs Training Program (260E) assists businesses that are creating new positions. The program is designed to lower the cost of adding and training the newly created positions. Companies must qualify under the parameters of the programs to receive assistance.

#### ***Online, ICN & Facilities***

With Continuing Education's availability of over 500 courses delivered online, a company can benefit from programs across the country. The statewide fiber optics capabilities (ICN) also allow employees to attend seminars and workshops and take courses without leaving town.

#### ***North Iowa Business & Industry Group (BIG)***

The NIACC Continuing Education Division has joined forces with the Business and Industry Group (BIG) to provide training to businesses and industries in North Iowa. The collaborative efforts of both organizations working together will provide quality educational offerings and networking opportunities to common constituents.

For more information, call (641) 422-4358.

## **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 Board of Directors who serve in a noncompensated capacity.

The Foundation supports the mission of the College by serving as a financial resource in a variety of areas, including program development, equipment acquisition, building construction, cultural opportunities, and student scholarships. Private gifts through the Foundation have played an important role in the College's history, and there are many ways that individuals, businesses, and organizations may support the College.

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.

Foundation books and records are audited annually.

## **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, gender identity, sexual orientation, national origin, marital status, age, or physical or mental disability. Any person having concerns with respect to rights under Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and the Americans with Disabilities Act of 1990, please contact Dr. Karen Pierson, Vice President for Student Services, in the Pierce Administration Building, Student Services Office, Room 104B, telephone 641-422-4003.

## **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.