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AFFIRMATIVE ACTION-WNCC is committed to a policy of equal opportunity in education and does not discriminate on the basis of gender, age, race, color, gender orientation, national origin, religion or individuals with disabilities in the programs that it offers or in the activities that it sponsors. The college has a procedure to resolve complaints of alleged discrimination. For additional information, individuals should contact the college's Title IX or 504 coordinator.



Western Nevada Community College is a public, open admissions college dedicated to providing affordable, quality educational opportunities for those residing in our seven-county service area. Our students come from a variety of social, ethnic, and economic backgrounds and vary in their reasons for attending our college; some are the first in their family to attend college while others hold post-graduate degrees. Western Nevada Community College welcomes all who desire the opportunity to learn. The strength of our college emanates from its diversity, and we affirm the right of all to pursue and disseminate knowledge free of discrimination and prejudice. All members of the college community— faculty, support staff, and administrators— are committed to the values of free and unfettered inquiry; tolerance of, and respect for, difference; the nurturing of human potential; good citizenship; and, above all, civility. These values are reflected in all of the college's policies and practices.

Our college is committed to providing students convenient access to its many educational offerings. In addition to two rural and one urban campus, the college has outlying centers in several small communities and uses distance education to bring our educational programs to those unable to travel to a center or campus.

To achieve the educational goals of our college, we have hired faculty, both full-time and part-time, dedicated to the proposition that students come first. These teachers have committed their lives to the art of teaching and advising students. Our faculty are master teachers who are engaged in professional activities that allow them to bring practical experiences as well as the latest research in their disciplines to their instruction. Student learning, both in and out of the classroom, is enhanced by a variety of services provided by academic support services, student services, and administrative services.

The thrust of our curriculum is to meet the educational goals of as many of our students as possible. We offer certificates and degrees that prepare students to transfer to other institutions of higher education as well as allow them to enter into a range of occupations. Across all areas of the curriculum, courses and programs are designed to provide bridges of opportunity over which students can travel from where they have been educationally to where they are capable of going. But above all, the faculty strive to foster within all our students the desire to pursue knowledge as an end in itself and to continue this pursuit for a lifetime.

Our college is also firmly grounded in community involvement. As an institution, Western is an important resource for the community and strives to provide both culturally enriching and intellectually stimulating activities and events that are open to all members of our community.

Our commitment to our mission is illustrated in our major goals:

1. Our primary goal is to prepare students to deal effectively with the challenges and situations that they will face in their lives, including personal growth and development, achieving their educational goals, advancing in their careers, and coping with the technical and social changes in our global society. To accomplish this goal, our college pledges to:

- Offer an array of affordable and convenient learning opportunities, ranging from short courses to degrees, to the greatest number of people within our service area.
- Strengthen the curriculum of the college so that students who complete degrees or specialized training will acquire the knowledge, attitudes, and skills they need to be successful in their personal and professional lives.
- Work with individuals to help them identify their strengths and those areas where they need additional work and to provide them with the skills that will allow them to function effectively in college courses.
- Provide instruction that contributes to a student's personal, social, and intellectual growth by fostering the abilities to speak and write effectively; to think critically and solve problems; to reason mathematically and apply computational skills; to locate and evaluate information resources; and to appreciate the arts and the humanities.
- Promote the values of work and civic involvement by participating in the decision making and problem solving processes at the local, regional, state, national, and international levels.

2. We seek to be a positive force in the effort of both private and public enterprises to strengthen the economy in our service region. To meet this goal we plan to continue to provide a wide range of occupational courses, certificates, degrees, and support services tailored to meet the needs of students and employers in our service area.

3. We are committed to serving our community by:

- Providing opportunities for thoughtful consideration of important social topics and complex issues.
- Sponsoring and hosting events that support both the visual and performing arts.
- Working with other groups to encourage the development of the arts.
- Providing members of our community with the opportunity to participate in the arts.

4. We strive to create a comfortable environment conducive to learning at every college campus and center by continually updating and modernizing the physical facilities and the services offered at all locations.

5. We are committed to structuring all of the college's administrative and support services to effectively and efficiently support instruction.

6. We strive to offer a broad array of academic support services and student services crafted to aid students at each step of their progress through our institution, from college application through graduation and beyond.

Founded in 1971, Western Nevada Community College is a public two-year comprehensive community college serving the people of the seven western counties of the Silver State. This catalog offers prospective and current students, as well as the faculty, staff, and friends of Western Nevada Community College information about its curriculum, faculty, and general educational environment. It provides descriptions of programs, courses, requirements, policies, and services. Over the course of the year that this catalog is in use, a number of changes will take place. These may include the elimination, cancellation, or reduction of courses, programs or services for financial, curricular or administrative reasons. Information about these changes will be disseminated to the public as appropriate. All provisions contained in this publication are subject to change without prior notice and do not constitute a contractual agreement of any kind. The college also retains the right to set enrollment limits for specific courses and programs of study, to change fees during a student's period of enrollment, or to require a student to withdraw from the institution for cause at any time.



A handwritten signature in cursive script that reads "Carol A. Lucey".

Dr. Carol A. Lucey, President

A Message From the President

Welcome to Western Nevada Community College!



It is a pleasure to provide you with this catalog, to help you plan your educational road map at WNCC. You will find many outstanding academic programs designed to prepare you for a successful career, transfer to a baccalaureate program, or lifelong learning opportunities.

This information includes the course requirements for each certificate and degree program, the college calendar for the coming academic year, and the names and qualifications of WNCC faculty and staff who can assist you as you pursue your educational goals.

We are very proud of our college, which includes three beautiful campuses and many teaching centers across our 18,000-square-mile service area. Our faculty and staff offer a personal touch to each student, whether it is in small classes which allow discussion and interaction, or in distance learning and internet courses to accommodate your job schedule and family needs. We also work continually to update our equipment and facilities to provide top notch learning tools and technology.

Our talented faculty have developed academic programs which combine critical thinking skills with tolerance and respect for differences of opinion, and stress the values of good citizenship. We continually strive to determine appropriate learning outcomes for our students, communicate in an effective manner, and assess ourselves to ensure that the services we provide are of the highest quality.

Our faculty, staff and administrators are strongly committed to helping you to reach your academic goals in a positive and student-centered environment.

In summary, I believe Western will offer you the right combination of high tech and high quality in a friendly environment. Congratulations on your choice of a quality college experience, and best wishes for a successful and fulfilling academic future.



COLLEGE CALENDAR

SUMMER 2002

Monday, April 8 Summer registration begins
 Monday, June 3 Last day to apply for graduation
 Monday, June 10 Summer session begins
 Thursday, July 4 Independence Day holiday
 Friday, August 2 Summer session ends

FALL 2002

Monday, April 22 Fall registration begins
 Thursday, August 15 Faculty return for fall semester
 Monday, August 26 Fall classes begin
 Monday, September 2 Labor Day holiday
 Friday, September 6 Last day to add full semester classes
 Friday, October 25 Nevada Day holiday
 Friday, November 1 Last day to apply for graduation
 Monday, November 11 Veteran's Day holiday
 Wednesday, November 27 Instructional holiday

Thursday, November 28 Thanksgiving Day holiday
 Friday, November 29 State holiday
 Tues.-Mon., Dec. 10-16 Final examinations
 Monday, December 16 Fall semester ends

SPRING 2003

Monday, December 2 Spring registration begins
 Thursday, January 9 Faculty return for spring semester
 Monday, January 20 Martin Luther King holiday
 Tuesday, January 21 Spring classes begin
 Friday, January 31 Last day to add full semester classes
 Monday, February 17 President's Day holiday
 Mon.-Sun., March 17-23 Spring break
 Tuesday, April 1 Last day to apply for graduation
 Tues.-Mon., May 13-19 Final examinations
 Monday, May 19 Spring semester ends
 Tuesday, May 20 Commencement - Carson City
 Wednesday, May 21 Commencement - Fallon

COLLEGE CALENDAR

JULY 2002							OCTOBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6			1	2	3	4	5	
7	8	9	10	11	12	13	6	7	8	9	10	11	12
14	15	16	17	18	19	20	13	14	15	16	17	18	19
21	22	23	24	25	26	27	20	21	22	23	24	25	26
28	29	30	31				27	28	29	30	31		

AUGUST							NOVEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3						1	2
4	5	6	7	8	9	10	3	4	5	6	7	8	9
11	12	13	14	15	16	17	10	11	12	13	14	15	16
18	19	20	21	22	23	24	17	18	19	20	21	22	23
25	26	27	28	29	30	31	24	25	26	27	28	29	30

SEPTEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30						29	30	31				

JANUARY 2003							APRIL							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4				1	2	3	4	5
5	6	7	8	9	10	11	6	7	8	9	10	11	12	
12	13	14	15	16	17	18	13	14	15	16	17	18	19	
19	20	21	22	23	24	25	20	21	22	23	24	25	26	
26	27	28	29	30	31		27	28	29	30				

FEBRUARY							MAY							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1						1	2	3
2	3	4	5	6	7	8	4	5	6	7	8	9	10	
9	10	11	12	13	14	15	11	12	13	14	15	16	17	
16	17	18	19	20	21	22	18	19	20	21	22	23	24	
23	24	25	26	27	28		25	26	27	28	29	30	31	

MARCH							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1	1	2	3	4	5	6	7
2	3	4	5	6	7	8	8	9	10	11	12	13	14
9	10	11	12	13	14	15	15	16	17	18	19	20	21
16	17	18	19	20	21	22	22	23	24	25	26	27	28
23	24	25	26	27	28	29	29	30					
30	31												

CHANGE OF ADDRESS / DIRECTORY RELEASE

Admissions and Records keeps a single address on file for each student. To change your address listing, fill out the "Change of Address/Directory Release Form" below. (Return to the Office of Admissions and Records)

Name _____
 Last First Middle Former Name(s)
 Social Security Number: _____
Fill in this section to update your mailing address
 Street/ P.O. Box _____ City _____ State _____ Zip code _____
 Phone () _____ Signature _____

DIRECTORY INFORMATION - about current and former students may be provided to individuals or mailing services outside the institution for a variety of purposes. When requested, this information is provided solely at the discretion of the institution. For example, directory information could be used by the institution to mail notices to all students about changes in policies, fees, or services. Directory information may also be provided for commercial solicitation, honorary societies, or other purposes at the discretion of the institution. At WNCC, directory information is defined as student name, degrees, full-time/part-time, if currently enrolled and city/state. If you do not wish the institution to release this information about you, please complete this form and return it to the Office of Admissions.
 This request will apply permanently to your record until you choose to reverse it.

Mark the space below if you do not want directory-type information released
 Do Not Release Information Date _____ Signature _____

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT - Western Nevada Community College strongly adheres to the provisions of the Family Educational Rights and Privacy Act of 1974, as Amended, regarding student educational records, their privacy, the rights of inspection and the appeal rights of students. Please refer to the *WNCC Catalog* under "Rules and Sanctions" for the complete Family Educational Rights and Privacy Act policy statement.

WNCC CARSON CITY
2201 West College Parkway
Carson City, NV 89703
775-445-3000

WNCC DOUGLAS
1680 Bently Parkway South
Minden, NV 89423
775-782-2413

WNCC FALLON
160 Campus Way
Fallon, NV 89406
775-423-7565

WNCC FERNLEY
Fernley Adult Education Center
1300 Hwy 95A
P.O. Box 740, Fernley, NV 89408
(775) 575-3409

WNCC HAWTHORNE
10 21st Street, Babbitt
P.O. Box 716, Hawthorne, NV 89415
(775) 945-2405

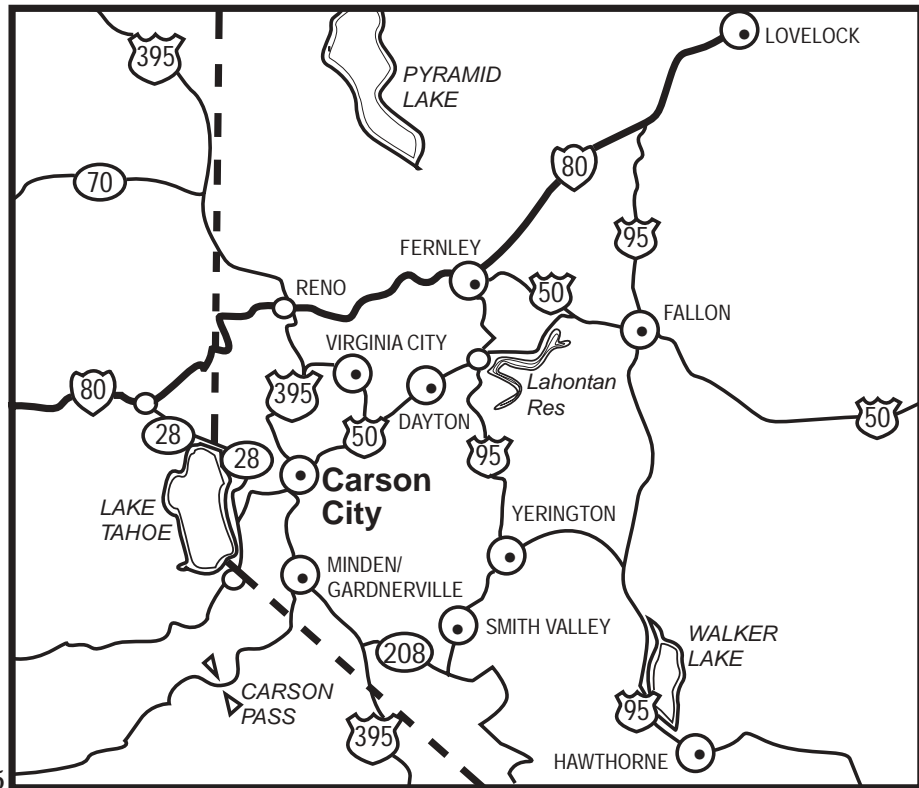
WNCC LOVELOCK
1295 Elmhurst Ave.
P.O. Box 1003, Lovelock, NV 89419
(775) 273-2222

WNCC NAS FALLON
Fallon Naval Base
Barracks 2
Fallon, NV 89406
(775) 423-9509

WNCC SMITH
20 Day Lane
P.O. Box 30, Smith, NV 89430
(775) 465-2332

WNCC YERINGTON
13 Pearl Street, Yerington, NV 89447
(775) 463-2412

WEB SITE
<http://www.wncc.nevada.edu>



WNCC SERVICE AREA LOCATIONS



Professor Julie King
2001 Teacher of the Year



ADMISSIONS & REGISTRATION

Western Nevada Community College maintains an "open door" admissions policy. Any adult who can benefit from its instructional offerings is invited to enroll for classes at WNCC. Further, there are no pre-admissions standards and the college does not require applicants to furnish transcripts from previous educational experiences. Prior to enrollment, however, please see the section on advanced standing admission.

Any U.S. citizen, immigrant or qualified international student who is: (1) at least 18 years old, or (2) a high school graduate, or (3) who has completed the General Education Development (GED) test with a 12th grade equivalency may enroll in any of the general programs offered by WNCC.

This admission however, only ensures general enrollment at the college and does not necessarily certify admittance into specific programs or particular courses. For information regarding enrollment in any of the college's programs or courses, or for details about registration procedures at WNCC, prospective students should contact the Admissions Office on the Carson City campus or the administrative office on the Fallon campus.

INTERNET SERVICES

Western Nevada Community College features many student services over the Internet. We offer class registration, account balance information, unofficial transcripts and many other resources at our website. For the latest information, keep an eye on our web page at <http://www.wncc.nevada.edu>

EARLY ADMISSIONS

The college permits enrollment for those not yet 18 years old. High school juniors and seniors may enroll with written permission of their high school principal.

High school students below junior level, when identified as academically talented by the school district and recommended by the high school principal, will be reviewed on a case by case basis for enrollment status in credit courses. Otherwise, high school students below the junior level may enroll ONLY in Community Services College for Kids.

RESIDENCY INFORMATION - (Refer to Page 137)

ADVANCED STANDING ADMISSION

Students who have earned credits from institutions which are accredited by one of the six regional accrediting associations may be eligible for advanced standing. Enrolled students with previous post-secondary education and training must submit a "Petition for Evaluation" to the Admissions Office and must request official transcripts from each institution attended to be sent to the Office of Admissions and Records on the Carson City campus of Western Nevada Community College. Transcripts received become property of Western Nevada Community College and will not be released to any other party.

It is the student's responsibility to have official transcripts mailed. Each student filing a petition for evaluation will be informed by letter concerning the acceptance of his/her transfer credits. Students receiving financial aid and/or veterans educational benefits must petition for an evaluation of previous training and education during their first semester of enrollment. A maximum of 45 transfer credits may be allowed toward an associate degree.

ADMISSION TO THE ALLIED HEALTH PROGRAMS

The college offers education in Associate Degree Nursing, with an optional exit for Practical Nursing. Admission to this program is limited and requires special application procedures. Applications may be obtained from Admissions and Records or the information desk at WNCC Carson City, the main offices at WNCC Fallon and WNCC Douglas, or outlying teaching centers.

INTERNATIONAL STUDENT ADMISSION

WNCC is authorized under federal law to enroll nonimmigrant alien students. Enrollment limitations differ with respect to the type of visa a student holds. It is the student's responsibility to learn and adhere to United States immigration regulations that pertain to their particular visa. Contact the Office of Admissions and Records on the Carson campus for information.

Persons wishing to apply for an F-1 Student Visa, either as an initial applicant or to change their existing visa status to F-1, must apply with the Admissions and Records office for an I-20 Certificate of Eligibility, international student application packet and complete list of admission requirements. Students who have been approved will be issued the I-20 document with which they may then apply for a Student Visa.

Applicants for the I-20 Certificate must complete and file the following documentation with the Office of Admissions and Records at least eight weeks prior to the beginning of the semester or summer session in which they intend to begin their study.

1. A completed Application for Admission and Affidavit of Responsibility.
2. Affidavit of Support and copies of bank statements documenting the required funds for support.
3. Results of the Test of English as a Foreign Language (TOEFL) with a score of 500 or higher.
4. Official evidence of an educational-level equivalent to graduation from an accredited American high school.
5. Applicants already attending a school in the United States on a student visa must arrange to have their school send their official transcript to WNCC Office of Admissions and Records. In addition, an approved Transfer Verification must be sent from that school to the foreign student advisor with a copy of the I-20 issued to the student there.
6. Students approved for the I-20 by WNCC must arrange for and provide their own health insurance for the duration of their studies.

A student will be considered for admission only after all required documentation has been received.

To enroll for classes, approved international students must report to the Office of Admissions and Records with current passport, visa, I-94 (port of entry document), and the I-20 if one has been issued. After all documentation has been reviewed, students must meet with an advisor in Counseling Services, and may be required to take an English placement test before registering. Based on results of the test, the student may be required to take additional English language courses during the first semester on campus.



Students holding F-1 and J-1 visas must be aware of the following regulations:

1. Enrollment in a full course of study is required for each semester during the student's entire program of study. At WNCC, 12 credits constitutes a full course of study.
2. Financial obligations must be met in a timely manner.
3. Employment may not be accepted without prior authorization from Admissions and Records and the Immigration and Naturalization Service. Students on these visas, even when authorized, may not work more than 20 hours per week during the school semester.
4. Address and phone number information must be kept up to date with the Office of Admissions and Records and the Immigration and Naturalization Service.
5. Passports and I-20s must be kept up to date.
6. A tax return must be filed yearly.
7. Students must provide health insurance for the duration of their studies.

It is the student's responsibility to contact the Office of Admissions and Records for detailed information regarding any and all of the above information.

The Student Services division at WNCC provides information and advisement to international students at the college. It is the intent of Western Nevada Community College to foster interaction between international students and Americans, as well as to help develop greater awareness and understanding of cultural diversity. The Office of Admissions and Records is located at Room 101, Bristlecone Building, in the Student Services Lobby. For additional information, please call (775) 445-3277. E-mail: wnc_aro@wnc.nevada.edu

TRANSFERRING CREDITS

Many degree-seeking students come to WNCC with previous education which may be credited toward an associate degree or certificate at WNCC as follows:

- Students should contact a counselor concerning the transfer of credits to initiate the steps to complete a "Petition for Evaluation Form."
- A maximum of 45 semester hours of credit may be accepted from accredited colleges or universities toward an associate degree.
- A maximum of 30 semester hours of credit may be accepted from approved credit by examination programs.
- A maximum of 15 semester hours of credit may be accepted from non-traditional programs.
- A maximum of 15 semester hours of credit may apply toward a certificate.
- Students who lack fractional credits in any area(s) of general educational requirements should see a counselor.
- Grades are not transferable but may be utilized when determining eligibility for financial assistance and/or admission to special academic programs.

MILITARY SERVICE CREDIT

Registered students who are veterans and have completed more than one year of active duty may be granted credit toward their associate degree. Students desiring such credit must file a "Petition for Evaluation" and a DD214 with the Admissions Office.

CREDIT BY EXAMINATION

A maximum of 30 credits, accumulated through an acceptable credit by examination process, will be accepted toward degree requirements. A maximum of 15 credits in a single subject area is allowed. A student must be currently enrolled and have completed coursework for credit at WNCC before credit by examination will be placed on an official academic transcript.

CHALLENGE EXAMINATIONS: The college recognizes that students accumulate a great deal of information outside the classroom without formal instruction. There are times when this information may be extensive enough to satisfy the requirements of courses offered by the college. For this reason, an enrolled student may take challenge examinations in certain courses.

A student interested in these examination procedures should consult the Office of Admissions and Records on the Carson City campus or a counselor on the Fallon campus. Policies relating to challenges are:

- Credit may not be earned in a course which covers, at an elementary level, the subject matter of a more advanced course, determined by the instructor, for which the student has already received credit.
- A student enrolled in a more advanced course may not challenge a lower level course in the same subject area.
- Credit earned in challenge examinations are not considered resident credit.
- Challenge examinations do not count as part of a student's credit load for any given semester nor are they computed into the grade point average.
- A student may not retake a challenge.
- A student may not challenge a course that has been previously attempted in classroom instruction.
- Challenge examinations may not transfer and, in many cases, may not count for licensing agencies.
- Successful challenge examinations are posted as a "pass" on the student's transcript.
- WNCC reserves the right to deny any petition for credit by examination.



COLLEGE LEVEL EXAMINATION PROGRAM (CLEP): Credit may be granted for the satisfactory completion of the College Level Examination Program (CLEP) general examinations.

A maximum of three semester credits may be granted for each of the five general examinations (except English) earning the below standard scores:

- Tests taken before July 1, 2001: 500 or above.
- Tests taken after July 1, 2001: 50 or above.

Students may earn three to six English credits if their test includes an essay and the following scores are earned on the examination:

- Three credits:
Tests taken before July 1, 2001: 500-639.
Tests taken after July 1, 2001: 50-74.
- Six credits:
Tests taken before July 1, 2001: 640 or above.
Tests taken after July 1, 2001: 75 or above

A maximum of three semester credits may be granted for each subject examination. Only certain examinations are acceptable; inquire at the Office of Admissions and Records for the list of approved CLEP subject examinations.

Credit granted by examination is the equivalent of a "P" (pass) grade for transcript and graduation purposes.

Credit earned by examination may not apply toward satisfying the minimum on-campus resident credit requirements.

CREDIT FOR NONTRADITIONAL EDUCATION

WNCC will consider awarding credit for prior experiential learning to students who have been accepted to the college. The final recommendation for awarding credit will be determined by an evaluation of a full-time academic faculty member appropriate to the area in which credit is being sought. Students should be aware that no more than 25 percent of the total credits for a certificate or degree can be based upon credits awarded for prior experiential learning and that the college will identify the credits for prior experiential learning on all transcripts. The college may accept a maximum of 15 credits from non-traditional sources to include the following:

- Military training
- Correspondence courses
- Extension courses
- Post-secondary proprietary institutions, including business colleges
- Certificate training
- Other recognized sources

The above sources must meet the minimum standards for accreditation by nationally or state recognized agencies.

Students may be required to take challenge examinations to verify knowledge. Students seeking an evaluation of non-traditional credit experiences must submit official documentation of their experiences and related course descriptions and file a "Petition for Evaluation" with the Admissions Office. Certain credits may be applicable to satisfy course requirements for occupational degrees while others may be used as elective credit for AGS and AAS degrees only.

PLACEMENT TESTING

All students are encouraged to take the reading, writing and mathematics test for better advisement and for their own awareness of these important academic skills.

Students who plan to enroll in English 101 or Business 108 must take the College Board Test of Standard Written English, Accuplacer, or a comparable assessment test. Based on English placement scores, students will be placed in the appropriate English class.

The college's Allied Health programs require students to take a reading comprehension examination. This placement test is designed to determine whether students have the reading skills to be successful in comprehending technical language of texts.

College placement testing schedules are published in WNCC's semester class schedule publications.

Students who are unsure what class to take are also encouraged to see a counselor.

STUDENT RESPONSIBILITIES

It is the student's responsibility to:

- Read and understand the contents of the WNCC catalog.
- Be familiar with WNCC policies and procedures.
- Be aware of all WNCC deadlines including dates of registration, refunds, and fee payment.
- Keep the college informed of changes in address, phone number and enrollment.

CONCURRENT REGISTRATION

A student who plans to enroll for one or more courses at another school while enrolled at WNCC should consult with a counselor prior to enrollment. The counselor will help the student select courses at the other school as they relate to degree requirements at WNCC. Courses taken at another school must be transferred and evaluated for credit if the student wishes to use them in meeting WNCC degree requirements. Veterans, international students, and students receiving financial aid must indicate to the appropriate agency which institution is the school of primary enrollment.

AUDITING A CLASS

Auditing a course is a process in which a student pays the fee, attends class sessions, receives all the instruction, and generally does the assignments and the work of a regularly enrolled student. However, he/she does not receive a grade or credit. The auditor is not required to take examinations. The last semester date to change credit to audit, or audit to credit, is the end of the first week of classes for a 16-week semester.

TO ADD OR DROP A CLASS

ADDING: A student may add a class or change class section by Touch-Tone Telephone Registration (TTTR) or on the Internet up to the close of the registration period. After that date, exceptions may be made by the Office of Admissions and Records for individual cases involving illness, accident or emergencies. Fees are due at the time of registration.

DROPPING: A class may be dropped by TTTR or on the Internet at any time prior to the last day of instruction. Students dropping classes should refer to the refund schedule found in the "Fees and Other Costs" section of this publication for the amount of refund due.



COURSE LOAD

The number of classes taken by a student makes up the total credit load. The load of a student receiving veterans benefits or financial assistance may have restrictions which affect the classes that apply to his/her course of study. Full-time students are defined as those who carry 12 or more credits (6 or more credits for summer); three-quarter-time students carry 9-11 credits; half-time students carry 6-8 credits.

Western Nevada Community College does not permit students to enroll for more than 18 credits per semester (only 12 credits are allowed in summer term) without permission of the relevant dean.

Students should be aware that according to the Northwest Association of Schools and Colleges guidelines, a three-credit lecture class requires three hours of class time per week; a one-credit lecture class usually requires one hour of class time per week. A one-credit laboratory class usually requires three hours of class time per week.

ATTENDANCE

Students are expected to attend all classes for which they have registered. The instructor may drop any student when the student has had an excessive number of absences as identified in the course syllabus. (In general, if a student misses a number of hours greater than the number of credits to be earned in the course, this may be considered excessive.)

CANCELLATION OF CLASSES

Western Nevada Community College reserves the right to cancel classes in which there is insufficient enrollment. Refund checks for canceled classes are prepared and mailed biweekly by the Business Office.

CHANGE OF NAME, ADDRESS, EMPHASIS

A student may report a change of name, address, or emphasis by contacting the Admissions office. Students are encouraged to keep information up to date to ensure receipt of correspondence, refund checks and to aid in proper academic advisement. Students who file a name change must present required documentation.



Professor Marilee Swirczek

Nevada Regents' Teaching Award, 2001

GRADES

The following grading policies apply to all UCCSN campuses, in addition to further specific requirements which may appear elsewhere in this chapter.

GRADES	GRADE POINT VALUE
• "A" Superior	4.0
• "A-"	3.7
• "B+"	3.3
• "B" Above Average	3.0
• "B-"	2.7
• "C+"	2.3
• "C" Average	2.0
• "C -"	1.7
• "D+"	1.3
• "D" Below Average	1.0
• "D-"	0.7
• "F" Failure	0.0
• "P" Pass	
• "I" Incomplete	
• "X" In Progress (research projects or courses extending beyond one semester)	
• "AD" Audit	
• "W" Withdrawal	
• "NR" Not Reported - Assigned by the Office of Admissions and Records pending faculty submission of final grade	

1. The "Plus" and Minus" is a part of the grading scale of each campus. It is up to the individual faculty member to exercise this option.
2. The "F" grade is a part of the grading scale for each campus. It is up to the individual faculty member to exercise this option. Campuses may retain institutional practices related to forgiveness or academic renewal policies in which, under certain circumstances, students may repeat failed courses or disregard coursework.
3. All Withdrawals indicate that the student did not complete the course. Each campus determines the timeline for assigning the W.
4. The course syllabus shall contain a clear explanation of the grading scale to be used by the faculty member. Students may not appeal the format an instructor chooses.
5. "NR" signifies that grade was not reported.
6. "I" GRADE: An Incomplete grade may be given by the instructor when a student has completed 75 percent of the course work with a grade of at least of "C", but where there is some verifiable compelling reason for the lack of completion. College regulations limit the amount of time the student has to make up assignments or examinations. The "I" (incomplete) must be made up during the following semester. Failure to do so will result in the "I" grade being changed to a "W". A student wishing to complete the work for a course in which he/she received an incomplete must make arrangements with the instructor who issued the incomplete grade. A grade change is due to the Admissions Office by the last day of the semester.



GRADE APPEAL: A grade appeal denotes the process for students who believe the grade that they have received for a course is incorrect. The grade appeal must be initiated no more than 30 instructional days into the following regular semester and must follow a specified process:

1. Prior to activation of the formal grade appeal process, the student must discuss his/her complaint with the instructor who issued the grade.
2. If the student and the instructor cannot resolve the grade appeal at this meeting, the student has 30 days to contact the appropriate dean who will set a second meeting between the student and the coordinator or instructor.
3. If the grade appeal is still unresolved, the student must submit details in writing to the appropriate dean within 10 days of the second meeting.
4. Within 30 days of the receipt of the written statement, a committee made up of the appropriate dean, two faculty members and two students will meet to hear the grade appeal.
5. The written recommendation of the hearing committee will be forwarded to the vice president for academic and student affairs, who will act on the grade appeal within 30 days.

SATISFACTORY DEGREE PROGRESS

Students are expected to maintain a minimum grade point average (GPA) of 2.0 (A=4.0, B=3.0, C=2.0, etc.). Students with a GPA of 2.0 or higher are considered in good standing. Failure to maintain an overall GPA of 2.0 may result in a student being placed on academic probation. Additionally, once a student has attempted a minimum of 30 credits and has a grade point balance of negative ten (-10) grade points or below, as shown on the student's semester grade report, the student may be academically restricted and must obtain permission from Counseling Services before any future registration will be allowed. Academic probation will be removed when the student's overall GPA is 2.0 or higher.



Dr. John Yurtinus
2001 Teacher of the Year

HONORS PROGRAM

The WNCC Honors Program challenges students to achieve their highest academic potential. Students enrolled in any academic discipline are eligible to participate in the Honors Program.

Program benefits include:

- A chance to demonstrate your dedication to academic excellence and love of learning.
- The opportunity to work closely with your college instructors.
- Honors recognition on transcripts and upon graduation.
- Annual year end competition for "Best Honors Project."
- High quality recommendations from college faculty for career, scholarship, or further educational opportunities.

WNCC students with a 3.0 or higher cumulative grade point average or recent high school graduates with an exit grade point average of 3.0 or higher are eligible to apply.

Students in the program earn honors credit for a course by undertaking an honors project in addition to the regular course requirements. The project is completed on a contractual basis with the individual faculty member. An honors project can be undertaken in any class at the 100 level or above, with the instructor's approval.

To receive honors credit, the student must receive a grade of "B" or better for the course and complete the contracted project to the satisfaction of the course instructor.

Honors Program participants who receive honors credit in 18 or more course units in at least six different academic disciplines and who have at least a 3.5 GPA at the time of graduation are designated as Honors graduates.

DEAN'S LIST

Students are eligible for the Dean's List if:

1. At least 12 credits, excluding developmental credits, have been completed during the semester on the ABCD scale, and
2. The semester grade point average is 3.50 or higher.

GRADUATION WITH HONORS ASSOCIATE DEGREE

Students are eligible to graduate with honors based on completion of 45 academic credits at WNCC, excluding developmental courses.

Grade Point Average

- 3.90 = Summa Cum Laude
- 3.75 = Magna Cum Laude
- 3.60 = Cum Laude

Credits and grades transferred from other institutions will not apply. For more information, contact the Admissions Office.

REQUIREMENTS FOR GRADUATION

A student wishing to obtain an associate degree or certificate of achievement from Western Nevada Community College must have satisfied the following requirements:

1. Completed the curriculum requirements for the degree or certificate. The student may select either the catalog year under which he/she initially enrolls or the year under which he/she will complete the curriculum requirements for a degree/certificate. In no case may students use a catalog which is more than six years old at the time of graduation. Students who fail to complete degree/certificate curriculum requirements within six years of their initial enrollment may use the next catalog in effect dating six years after the students' initial enrollment. Students who fail to earn academic credit at WNCC for two years may, upon their return, follow the requirements listed in the current catalog. If a degree or major is offered for the first time after a student has enrolled, the student may choose the catalog year in which the degree or major was first offered. Students may not use a combination of catalogs for graduation. This includes all policies and curriculum.
2. In some cases, completion of a single course may satisfy requirements in two different areas of an associate degree or certificate of achievement. Students may use a single course to satisfy a general education requirement in addition to a program, subject, core or emphasis requirement. A single course may not be used to satisfy more than one requirement listed as program, subject, core or emphasis. A single course may not be used to satisfy more than one general education requirement, except for the US/Nevada Constitution requirement.
3. Completed 15 semester academic credits at WNCC for each degree or certificate of achievement. Challenge examinations, nontraditional credit, etc., do not count as resident credit. Community services courses and those numbered under 100 do not count for residency credit.
4. Maintained a minimum cumulative grade point average of 2.0. The grade point average for graduation must be at least a 2.0 on a 4.0 = A scale. This grade point average is calculated by combining the grade point average of all courses taken at WNCC used to fulfill the degree requirements. A student must have a cumulative grade point average of 2.0 for all course work taken at WNCC.
5. Met all financial/library obligations. No student will be issued a degree or certificate if he/she has not met all financial/library obligations. Outstanding debts may be paid at the Business Office. Library holds can be cleared through the Library and Media Services.
6. Filed an Application for Graduation and paid the graduation fee. Each student seeking an associate degree or certificate of achievement is required to submit a completed application for graduation to the Admissions Office. This application must be accompanied by the Application for Graduation fee before processing will begin. Any applicant for graduation who fails to meet degree requirements must submit a new application and repay the application fee for a subsequent graduation date.

Deadline dates for filing graduation applications and fees are:

- Fall Semester - November 1
- Spring Semester - April 1
- Summer Session - June 1

The date of graduation that will appear on a student's diploma/certificate and permanent academic record is the last day of the semester in which all degree requirements are completed, provided the application is filed by the above dates. Missing the application deadline means a student's graduation date will be delayed until the next term.

CAP AND GOWN

It is the student's responsibility to order a cap and gown at the college bookstore.

STUDENT RECORDS

Educational records are available from the Admissions Office. The following record is retained permanently by the college:

- WNCC Student Academic Record

The following records are retained until the student's graduation or one year after last date of attendance:

- Special Examination Scores
- Military Service Documents
- Pertinent Correspondence
- Transcripts from previously attended institutions
- Advanced Standing Evaluation, including CLEP

The following records are retained five years and then destroyed:

- Application for Resident Fees
- Registration Documents
- Final Class Lists

STUDENT RIGHT TO KNOW ACT

The Student Right to Know and Campus Security Act requires that WNCC comply with the provisions and updates in disclosing the persistence graduation rate of certificate or degree-seeking students. This information shall be available each year to current and prospective students prior to enrolling or entering into any financial obligation.

As of August 2001, the graduation rate for those students who entered WNCC for the first time on a full-time degree-seeking basis for the fall 1998 semester was 5.71 percent. The WNCC average graduation rate for first-time students entering WNCC to seek a degree or certificate during the 1994-1998 school years is 10.82 percent. This figure includes students who received a degree or certificate at WNCC.

WNCC graduation completion rates are available from the Counseling Office and Office of Admissions and Records on the Carson City campus.





DUAL DEGREES/CERTIFICATES

A student may earn two degrees subsequently or simultaneously provided he/she:

1. Files a separate application for graduation and pays the Application for Graduation fee for each degree, and
2. Completes 15 credits in residence for each degree,* and
3. Satisfies all of the college's degree requirements.

A student may earn an associate degree and a certificate of achievement subsequently or simultaneously provided he/she:

- A. Files a separate application for graduation and pays the Application for Graduation fee for each degree and certificate, and
- B. Completes 15 credits in residence, and
- C. Satisfies all of the college's degree requirements.

*This means a student who wishes to earn two degrees must have at least 75 semester credits, 30 of which were earned in residence at WNCC.

APPLICATION FEE

All students making initial application for admission to WNCC are charged a \$15 fee. This fee is assessed only once and is not refundable.

REGISTRATION FEE

The registration fee for all credit courses is \$45.50 per credit as of fall semester 2002. Please consult the latest course schedule for current registration fee information. Certain courses also carry a special use or lab fee, designated in the college's course schedules. An exception is Community Services courses, for which the fees vary. All registration fees are due upon completion of registration.

COMMUNITY SERVICES COURSE FEE

Because they receive no state funding and must therefore be self-supporting, Community Services courses assess fees which may vary from the others at WNCC. Student fees cover the cost of the instructor's salary, supplies, equipment, and other overhead costs. Fees for Community Services courses may not be deferred.

GRADUATION FEE

Each student who graduates with an associate degree or certificate is required to pay a \$15 graduation fee. If dual degrees or certificates are awarded at the same time, a separate fee is charged for each award.

SPECIAL EXAMINATION FEE

A \$25 fee may be assessed for each special examination administered to a student or member of the community.

TECHNOLOGY FEE

The UCCSN Board of Regents approved a technology fee to begin with the spring 2000 semester. This fee is \$4 per credit. Thus, the typical three-credit class would cost \$148.50 in combined registration/technology fees based on \$45.50 per credit. Reduced state revenue forecasts have made these increases necessary. The technology fee funds unmet technology needs in computing and information delivery systems and enables WNCC to stay abreast of the latest technology.

PERSONS AGE 62 OR OLDER

Nevada residents 62 years or older (seniors) are not required to pay application fees. Per credit registration fees may also be waived on the basis of space available in the course as scheduled and based on the consent of the instructor. Lab and other fees are the responsibility of the student. Additional regulations may apply. Consult the Admissions Office.

NONRESIDENT TUITION

Out-of-state and international students must pay an additional fee. Current fee information can be found in the course schedule. Students who plan to register for courses as Nevada residents must provide proof of residency according to the regulations of the University and Community College System of Nevada. Residency requirements are available at the Admissions Office. Community Services courses are an exception to residency requirements. They are not counted toward the "date of matriculation" for establishing residency.

GOOD NEIGHBOR TUITION POLICY

A graduate of a specifically designated high school or community college from a state bordering Nevada may be granted a reduced nonresident tuition when enrolling at WNCC. In addition, reduced nonresident tuition may also be available to an individual who lives in a county with a specifically designated school and who has maintained legal resident status for at least 12 consecutive months prior to the first day of the semester in which enrollment is sought.

A reduced tuition policy also applies to students who are members of the Washoe Tribe of Nevada and California and who live on tribal land. Such students are authorized to attend UCCSN schools as resident students, waiving the out-of-state tuition fee.

FEE PAYMENT METHOD

The college does not furnish counter checks and under no circumstances will it accept post-dated checks or checks altered in any way. A \$15 collection fee will be assessed for any check returned unpaid by the bank. Such checks must be made good within 10 days of the bank's notification to the student or "financial hold" procedures will be instituted. Fees may also be paid by MasterCard, Visa, or Discover card at most of the college's teaching centers through Touch-Tone Telephone Registration or by Internet at <http://www.wncc.nevada.edu>

DELAYED PAYMENTS

During fall and spring semesters, a student enrolling at the college's regular registration period for six or more credits may defer payment on 50 percent of the consolidated registration fee and out-of-state tuition fee. The balance must be paid no later than the Friday of the sixth week of instruction. Application fees, laboratory and special use fees, the cost for Community Services courses and the cost of textbooks may not be deferred. Students who fail to make their deferred payment on time are placed on "financial hold" by the college and are not allowed to defer fees again for one year. Failure to attend class will not release students from their obligation to pay deferred fees.

DELINQUENT ACCOUNTS

A student or former student who at the end of the sixth week of any semester has a delinquent account arising from unpaid tuition fees will automatically be placed on financial hold by the college. A collection fee of \$10 per \$100, or any part thereof, will be charged against the total amount owed. Students who have not repaid emergency loans or returned borrowed college property may also be placed on financial hold. Students on financial hold may not receive a transcript of record, register for courses, or be awarded a certificate or diploma at any institution of the UCCSN until the delinquent account is cleared and the financial hold removed. All delinquent accounts will be sent to collection after 90 days. The student will also be responsible for collection and legal fees.

FEE REFUNDS

The refund policy for credit classes applies to students in all programs and to all course registration fees for withdrawal or net credit reduction. Except for the application fee, refunds for semester-long course fees are distributed as follows for a student who officially withdraws:

- 100 percent refund if the withdrawal is initiated during the first week of classes.
- 50 percent if initiated after the first week but prior to the end of the third week of classes.
- No refund is possible after the third week.

During the summer session or for short courses, the following refund schedule will be in effect:

- 100 percent if withdrawal or net credit reduction is initiated before the second class meeting.
- 50 percent if withdrawal or net credit reduction is initiated before the first 20 percent of a summer term or an intensive course of 12 weeks in duration or less.
- No refund is possible after 20 percent of the term has elapsed.

Students making schedule changes will receive an even exchange of registration fees for equivalent hours.

Non-resident tuition shall be refunded in conformity with this schedule.

Upon written approval from the Office Admissions and Records, a full refund of all registration fees and tuition shall be given upon official withdrawal at any time during the first eight weeks of the semester provided one of the following circumstances has occurred:

- Induction of the student into the U.S. armed forces.
- Death of spouse, child, parent or legal guardian of a student.
- A medical problem requiring hospitalization during the semester.

No refund is made for withdrawal after the term's eighth week, regardless of circumstances.

However, students who are military reservists who provide proof of being called to active duty during the course of a semester may be eligible to receive a full refund of registration fees.

Refund checks for dropped classes are prepared and mailed biweekly. Payment of the refund will be made to the student and any other contributing agencies in proportion to the payment of the original fees made by each at the time of registration. A drop must be completed through WNCC's Touch-Tone Telephone Registration system or on the Internet.

IMPORTANT TERMS

ACADEMIC PROBATION -- Status of a student who fails to maintain an overall grade point average of 2.0 or higher.

ACADEMICALLY RESTRICTED -- Status of a student who has a grade point balance of negative ten (-10) or below, after attempting at least 30 credits.

ADD -- Change in registration to add a course after completion of initial registration in a semester.

ADVANCED STANDING -- Status of a student who submits a record of acceptable college credit from another university or college.

AUDIT -- To take a course without credit or grade. A course which has been audited may not be applied toward a degree or certificate.

BONA FIDE RESIDENT -- A person who resides in Nevada with the intent of making it his/her true, fixed and permanent home and place of habitation, having clearly abandoned any former residence and having no intent to make any other place outside Nevada home.

CERTIFICATE -- An award made for satisfactory completion of a certain level of skill in an occupational curriculum.

CORE -- Courses essential for each degree, program or certificate.

COREQUISITE -- A requirement that must be met along with a particular course. Two or more courses that must be taken in the same term.

CREDIT -- The numerical value received for completing a course.

CREDIT HOUR -- 15 hours contact time plus two hours of outside preparation per contact hour or 45 hours of laboratory within a semester.

DATE OF MATRICULATION -- The date of the first day of instruction in the semester or term of initial enrollment.

DEGREE -- An academic title that signifies completion of a course of study.

DEVELOPMENTAL COURSE -- A college preparatory course with a number below 100 and does not apply toward a WNCC degree.

DROP -- Change in registration to eliminate a course after completion of initial registration in a semester.

EMPHASIS -- The subject or field of study in which the student intends to specialize. Applies to those fields of study leading to a degree or certificate.

FAMILY -- Means the student's father, mother or legal guardian, if appointed by a court at least six months prior to the date of matriculation and for purposes other than avoidance of tuition.

GOOD STANDING -- Status of a student who maintains an overall grade point average of 2.0 or higher.

GPA (grade point average) -- Determined by dividing the sum of grade points earned by the number of credit hours attempted.

NON-TRANSFERABLE COURSE -- A course that is acceptable for certain WNCC degree and certificate programs but will not be accepted at the University of Nevada, Reno or the University of Nevada, Las Vegas.

OCCUPATIONAL COURSE -- A course that teaches a particular body of information and/or skill training to prepare for a job.

OPEN ENTRY/OPEN EXIT -- A process for courses involving individualized instruction that students may enroll in and complete at designated times during the semester.

PARALLEL COURSE -- A WNCC course that is the same as one taught at a university or four-year college.

PREREQUISITE -- The preliminary requirement which must be met before a certain course may be taken.

PROBATION -- A period during which a student whose academic performance is not satisfactory is allowed an opportunity to improve and bring performance up to an acceptable level.

PROGRAM -- A systematic, usually sequential, grouping of courses forming a considerable part or all of the requirements for a degree or credential.

REPEATING COURSES -- A student has the right to repeat any course and have only the highest grade counted as part of his/her total grade point average. Students will not receive duplicate credit for repeated courses.

RESIDENT -- For purposes of enrolling for classes, a person who has resided in Nevada for at least 12 months.

TOUCH-TONE TELEPHONE REGISTRATION (TTTR) -- WNCC'S computerized registration system which allows students to sign up for credit classes by calling a number on a touch-tone telephone.

TRANSCRIPT -- The permanent academic record of a student listing each course taken and final grade received.

TRANSFERABLE COURSE -- A WNCC course that will be accepted at a four-year college or university as comparable or equivalent to a course offered there. Some WNCC courses may be transferable to some schools but not to others. The receiving institution makes the decision.

TUITION -- A charge assessed against out-of-state students in addition to registration fees or other fees assessed against all students.

WITHDRAWAL -- The act of officially leaving WNCC. Students may drop individual courses without leaving the college.





DEVELOPMENTAL EDUCATION

As part of WNCC's mission, the college provides instruction and services for individuals seeking to elevate their academic skills to the college level. Classes are available in English (reading and writing) and math, as well as in other academic areas to prepare students for college level classes.

ACADEMIC SKILLS CENTER (ASC)

The mission of the Academic Skills Center is to provide a positive learning environment so that students may succeed in their college classes. The ASC offers a variety of instructional services that help students develop their academic skills and acquire the habits of success.

The following services are offered at the ASC:

- **TUTORING** - Individual and group tutoring is available in math, English, study skills, and other subjects.
- **COMPUTER-ASSISTED INSTRUCTION** - Instruction is available in math, reading and writing, through the use of computer software.
- **WORKSHOPS ON COLLEGE SUCCESS** - Some workshop topics include time management, note-taking, test-taking and study reading.
- **LEARNING MATERIALS** - A selection of college textbooks are available for student use.

Academic Skills Centers are located on both the Carson City campus (Room 330 of the Bristlecone Building) and the Fallon campus (Room 307 of the Stillwater Building).

THE PLATO COMPUTER SYSTEM

PLATO provides individualized instruction through computer-based technology. Because of its flexible design, PLATO allows students to work at their own pace in a variety of subjects, including reading, math and writing.

Various courses are offered through PLATO in reading, writing and mathematics. These courses are designed for student convenience. Students may register for 1-3 credits any time during the semester, select convenient lab hours and work at their own pace.

A unique and flexible tool, PLATO is located in the Academic Skills Centers on the Carson City and Fallon campuses. To find out how PLATO can help you develop your basic skills, contact the ASC staff on either campus.

ADULT BASIC EDUCATION PROGRAM ADULT BASIC EDUCATION

The college conducts a program of Adult Basic Education, funded by a grant from the Nevada Department of Education, to help adults improve their basic education and communication skills. The program houses a learning lab offering students several options for study. Students may attend a class, use workbooks and videos, make use of computer-aided technology or any combination of the above to facilitate the learning process.

GED EXAM PREPARATION

The college offers a variety of classes and instructional methods in Carson City, Fallon and Minden-Gardnerville to prepare students who have not graduated from high school to take the GED exam. Students are given a practice exam, similar to the actual GED exam, which identifies strengths and weaknesses. At that time, several options are presented for the student and the ABE staff to develop a program of study based on the needs of the student and availability of resources. Courses vary in length and intensity, are designed to meet the current needs of students, and are continuously modified.

ENGLISH AS A SECOND LANGUAGE

English as a Second Language classes are offered for adults who wish to improve English speaking, reading and writing skills. Classes are offered for those with limited reading and writing ability, and for adults with advanced reading and speaking skills. Computer aided technology is included in the ESL curriculum. In addition, advanced ESL classes are offered to prepare students for U.S. citizenship. Students progress out of the ESL program into GED preparation classes or developmental classes in the for-credit college curriculum.

BOOKSTORE

Barnes and Noble Bookstore, Inc. operates bookstores on both the Carson City and Fallon campuses which are open weekdays during designated hours. Course textbooks, school supplies and WNCC promotional items are available. Books are sold at WNCC Douglas at designated dates and times. Students at other off-campus locations may fulfill book orders through MBS Direct, a division of Barnes and Noble. Students may order books by telephone, via the Internet, or by mail.

To determine specific bookstore hours in Carson City and Fallon, or for the dates and times of book sales at WNCC Douglas, please contact the WNCC bookstore at 445-3233 or consult the latest WNCC course schedule.

CHILD CARE

The WNCC Child Development Center on the Carson City campus, in connection with the Early Childhood Education program, provides quality child care for children and support services to parents. Full-time child care is available for 6 weeks to 6 years. Part-time child care is available for preschool children 3 to 6 years and potty trained, with preference being given to the children of WNCC students and staff. Evening care is provided to WNCC students Monday through Thursday from 5 to 10:15 p.m. for children 3-12 years old and potty trained. Some partial child care scholarships may be available for low-income students who utilize the part-time programs. For more information, obtain registration forms at the Child Development Center.

The center does not provide "drop-in" care. All registration papers must be submitted at least 24 hours before the child's first day of enrollment.

The Child Development Center has an extensive Resource Lending Library, which contains parenting books, and audio-visual materials on child development, health and nutrition and other child care related subjects. All of these materials are available for loan upon request.

COUNSELING

Western Nevada Community College offers a variety of counseling services as an integral part of each student's educational experience. Counselors are available to help students and community members make important decisions regarding educational goals and career directions.

Counselors can help students plan their academic schedules to ensure understanding of major/graduation requirements and current transfer guidelines. Counselors can also assist students with career exploration, interest testing, job search techniques, current information on labor markets, and educational training requirements.

Counselors are also available for individual consultation to help students with personal problems and concerns. All matters discussed with counselors at WNCC are kept totally confidential. Moreover, WNCC counselors on both the Carson City campus and the Fallon campus offer a variety of courses, workshops and presentations on issues important to students. Programs include orientation sessions, career development seminars and personal awareness workshops.

DISABLED STUDENT SERVICES

WNCC is committed to making its programs and services accessible to persons with disabilities. To receive academic accommodations through the office of Disability Support Services (DDS), students must be currently enrolled in classes and provide appropriate documentation of their disability.

Support services for WNCC students with disabilities are provided through Counseling Services on the Carson City campus.

For effective and timely services, students should submit their requests for assistance at least four weeks in advance. When appropriate, reasonable accommodations can include (but are not limited to) the following:

- Academic accommodations, such as note takers, instructional aids, interpreters, and readers
- Assistive technology, such as tape recorders, enlarged print, books on tape
- Alternative testing
- Interpreter services
- Adaptive computer equipment
- Liaison with faculty for special needs

WNCC buildings and classrooms are accessible to individuals with physical disabilities. In addition, special parking areas are available at each campus location.

Students with hearing impairments may conduct business with the college by utilizing the Telecommunication Device for the Deaf (TDD) by calling (775) 887-3035. The Carson City, Douglas, and Fallon campuses have TDD devices in central locations for the personal use of students with hearing impairments.

Students requesting services should stop by Counseling Services in Room 103 of the Bristlecone Building, or call (775) 445-3267. Students in Fallon should contact the Counseling Office at (775) 423-4031.

FINANCIAL ASSISTANCE

To ensure that no student is denied access to higher education for financial reasons, the college operates a full program of financial assistance including grants, loans, scholarships and part-time employment.

Most financial assistance is "need-based," that is, based on calculation formulas prescribed by the U.S. Department of Education. Loans, grants and student employment programs are need-based programs. Assistance is offered as a "package" of aid which may include a combination of grants, student employment, scholarships and loans. The amount and type of aid depends on the student's interest in particular aid types, level of enrollment, expected family contribution, financial need, availability of funds and other resources. Visit the WNCC web site at <http://www.wncc.nevada.edu/>, click on student services under Departments and then click on Financial Assistance. (See page 138 for more information)

INFORMATION & MARKETING SERVICES

Information and Marketing Services at Western Nevada Community College serves as a liaison between the college and the public. Information about college programs, course activities and events is available through this office. Specific services include the production of publications, media relations, dissemination of news releases, promotion of college programs, and public speaking.



Counseling Coordinator Paul Nelson
Nevada Regents Academic Advisor, 2001





LIBRARY AND MEDIA SERVICES

Library and Media Services facilities are located on the Carson City, Fallon, and Douglas campuses, with staff available to assist students with a variety of information resources including: loan of materials and equipment (Carson City and Fallon campuses only), reference assistance, library instruction and tours, and interlibrary loans. Library and media services at all campuses provide study space for students, course materials placed on reserve by instructors, equipment to view media, and photocopy machines. The Carson City and Fallon campus library collections include materials in various formats including books, audio cassettes, magazines, maps, Nevada documents, pamphlets and video cassettes. The Douglas campus facility relies primarily on electronic resources.

All borrowers need a Nevada library card to check out materials from the library and media collections. WNCC students can obtain a card during the semester by coming to the library and filling out a registration form. Some form of personal identification such as a WNCC Student I.D. or a driver's license must be shown.

Services are available to all students. Special borrowing procedures have been arranged for students attending WNCC classes at off-campus centers. Any currently registered WNCC student who has also registered in a WNCC library for student borrowing privileges can use a Nevada Library Card to borrow materials from other University and Community College System of Nevada libraries. The book collections for these libraries are indexed in an online database called NEON (Nevada Education Online Network). Staff at public libraries in the college service area can also search in NEON's online catalog. The catalog is available both via Telnet and World Wide Web access. Instructions for accessing NEON and online databases are available at WNCC libraries.

For information on hours, services and access to collections call:
CARSON CITY

Library Services - 445-3229 • Media Services - 445-4241

FALLON

Library & Media Services - 423-5330

DOUGLAS

Library & Media Services - 782-2413, x 5234

Current hours are also available at: <http://library.wncc.nevada.edu>

SEDWAY CAFE

Creative Cuisine is located at the Sedway Cafe on the Carson City campus in the Aspen Building. Creative Cuisine serves a variety of hot entrees, a salad bar, soups, sandwiches and grilled items for lunch as well as breakfast and snacks. The cafe is open Monday through Friday to take care of the hungry student. Creative Cuisine can accommodate special activities or needs to cater that special event. Just give them some advance notice as they are dedicated to meeting the needs of the campus population and making your learning experience that much better.

STUDENT AMBASSADORS

WNCC has developed a student ambassador program that features an outstanding group of student leaders. Student Ambassadors interact with prospective students and their parents, providing expertise about the college, the programs and the services offered here. Student Ambassadors attend events in the community representing WNCC and participate during campus activities. For information, contact Outreach Coordinator Meg Kinney Fitzgerald at 445-3241.

STUDENT CONDUCT CODE

As part of the UCCSN, Western Nevada Community College complies with rules and regulations as adopted by the Board of Regents. These rules and sanctions are listed in the back of this publication.

STUDENT HOUSING

The college does not own or operate student housing facilities. Those seeking housing are advised to utilize the services of the local media to locate available lodging.

TESTING

The college makes available a variety of tests, including interest and personality inventories, designed to assist students in self-understanding and career planning. Other testing services available at WNCC include:

GENERAL EDUCATION DEVELOPMENT (GED)

The WNCC Carson City and Fallon campuses have been designated as official test centers for the General Education Development (GED) test. Contact the Adult Basic Education Office in Carson City or the Counseling Office in Fallon for information and appointments.

UNITED STUDENTS ASSOCIATION

The United Students Association, otherwise known as student government, is an elected group of students who represent the student body of Western Nevada Community College. These students, who attend the Carson City, Douglas and Fallon campuses, coordinate student activities and organizations, and help assess student needs.

Any student who is enrolled at WNCC is a member of the United Students Association. Student government representatives encourage other students to contact them regarding any college concern or idea by calling them in Carson City at 445-3323, or in Fallon at 423-4031, or by visiting the USA office at the Carson City campus in the Bristlecone Building.

STUDENT ORGANIZATIONS

The formation of student groups on campus is encouraged, provided these groups serve a positive purpose and function. Student organizations must be chartered through the United Students Association of Western Nevada Community College. Any student may propose to form a student organization by filing a petition with USA. All organizations must maintain a membership of at least five students and sponsor at least one educational or social activity each semester. Students are urged to take an active part in their student government organization. Contact USA for information on student organizations. Some include:

CHALLENGE CLUB

The Challenge Club helps represent disabled students with the challenges they face. The club addresses the needs of its individual members to help them be better prepared for what might be needed or expected in the future.

COMEDIC CUBE

The Comedic Cube Club is dedicated to enriching the lives of students at the college through humor and providing a chance to learn improvisational and sketch comedy as well as the theatrical arts.

GOLF CLUB

The WNCC Golf Club is designed to stimulate and increase the interest and knowledge of the sport of golf and to promote a feeling of fellowship and companionship among golfers.

INFINITY SOCIETY

The Infinity Society at WNCC Carson City promotes interest in philosophy and mathematics and provides Infinitarians with the opportunity to express their view of reality through oral and/or written exposition.

LONE MOUNTAIN WRITERS

The Lone Mountain Writers at WNCC Carson City is open to students, faculty and members of the community who share a passion for writing in all genres. The group meets semi-monthly and offers critiques, guest speakers and support.

PHI THETA KAPPA

Phi Theta Kappa has recognized academic excellence in two-year colleges since 1918 and has become the largest and one of the most prestigious honor societies in higher education. WNCC has two chapters of Phi Theta Kappa: Alpha Upsilon Beta and Beta Theta Iota. Alpha Upsilon Beta was established in 1991 and has inducted more than 500 members. Beta Theta Iota was established at WNCC Fallon in 1998 and has inducted more than 75 members.

Phi Theta Kappa has four hallmarks:

- Scholarship
- Service
- Leadership
- Fellowship

Honors students are encouraged to join and become active in Phi Theta Kappa at the local, regional, and national level.

PHYSICS AND ENGINEERING CLUB

The Physics Club at WNCC Carson City strives to ensure the success of students with a strong desire to learn more about physics, engineering, and mathematics.

WHITE WOLF ROLE PLAYING CLUB

The White Wolf Role Playing Club is dedicated to support and enhance the White Wolf role playing systems. Members and their guests role play a character in a variety of scenarios and settings.

VETERANS SERVICES

To help eligible veterans access their veterans educational benefits, the college maintains an office of Veterans Services within the Financial Assistance Office on the Carson City and Fallon campuses.

ELIGIBLE VETERANS

Eligibility may be granted to veterans honorably separated from military service, active duty military, military reservists, veterans with service connected disabilities, and dependents of veterans who are totally and permanently disabled. The responsibility for determining eligibility for veterans educational benefits rests with the Department of Veteran Affairs. The Veterans Services office will assist veterans and eligible dependents in submitting the required documents to access their benefits. They will certify enrollment, report changes to enrollment, and satisfactory progress to the VA. Additionally, they will act as a resource for information regarding VA policies and procedures.

ELIGIBLE PROGRAMS

- Montgomery G.I. Bill (Chapter 30)
- Montgomery G.I. Bill for the Select Reserve (Chapter 1606)
- Veterans' Educational Assistance Program (Chapter 32)
- Survivors' and Dependents' Educational Assistance Program (Chapter 35)
- Veterans Vocational Rehabilitation Program (Chapter 31)

Veterans educational benefits are, in most cases, a monthly benefit paid directly to the student by the VA. The student has the responsibility to pay tuition/fees to the school while waiting to receive benefits. Application materials are available in the Veterans Services Office, or from the Counseling Office on the Fallon campus. Students attending any of WNCC's other campuses/centers, should see their campus coordinator for veterans information. Contact the WNCC Veterans Services Office at (775) 445-3264 for specific information about veterans services.

All veterans are encouraged to visit our web site at www.wncc.nevada.edu for detailed information about veterans educational benefits, to download required VA forms and to keep abreast of VA policies. Links are also available to other key VA resources. Simply click on Student Services, then Financial Assistance, then Veterans Services.





ACADEMIC PROGRAMS

Western Nevada Community College offers associate degrees and academic programs to meet a variety of educational goals. Some students wish to learn occupational skills or work toward career advancement. Others seek credits which will transfer to a four-year college or university.

A number of one-year certificates are also offered in occupational areas. Students are encouraged to read the specific information on each degree or certificate before making their decisions. Counselors and faculty advisors are also available to provide information on the programs available.

To meet the needs of its students, WNCC offers four associate degrees:

- Associate of Arts
- Associate of General Studies
- Associate of Science
- Associate of Applied Science

ASSOCIATE DEGREES





Transfer Degrees: Associate of Arts & Associate of Science

The Associate of Arts and Associate of Science degrees are primarily for the student who plans to transfer from WNCC to a four-year college or university to pursue a baccalaureate degree in liberal arts, sciences, humanities, math or related areas. Every year, large numbers of Western Nevada Community College students successfully transfer to other schools. Each one, whether it be the University of Nevada, Reno, the University of Nevada, Las Vegas, or another school, has its own specific requirements and recommended electives for its various emphases.

Community college students who plan to transfer to either UNR or UNLV and who did not complete the university entrance requirements in high school must complete a minimum of 12 semester credit hours in general education courses required for the Associate of Arts or Associate of Science degree, with a grade point average of at least 2.0, to qualify for admission to the universities.

How WNCC Courses Transfer and Meet Degree Requirements

Courses with numbers 100 to 299 (such as ENG 101) are college level courses which are designed to transfer within the University and Community College System of Nevada, and often to other colleges and universities, including UNR and UNLV, as either an equivalent, a departmental elective or a general elective.

Courses with a "B" designator after the number (such as MATH 100B) are college level courses which apply toward a WNCC degree but which may not transfer to other UCCSN schools. In some cases, these courses may transfer to other Nevada schools or to out-of-state college and universities. See a WNCC counselor for the latest transfer information.

Courses with a "C" designator after the number (such as CS 109C) are community service courses which do not apply toward college degrees.

Courses with an "L" designator after the number (such as PHYS 151L) are college level laboratory courses which are designed to transfer.

Courses with numbers below 100 (such as ENG 95) are developmental courses which do not apply toward a WNCC degree and normally do not transfer to a university.

All students planning to transfer to a four-year college or university are encouraged to meet with a WNCC counselor to ensure their understanding of current transfer guidelines and to carefully design a transfer program that will best meet their needs.

Transfer Programs:

WNCC students may select a course of study which enables them to complete some or all of the lower division requirements for a four-year degree in the following emphases at the University of Nevada, Reno, the University of Nevada, Las Vegas, or other schools.

Recent surveys of WNCC students show they have transferred to colleges throughout the country including: UNR; UNLV; California State University, Long Beach; Montana State University, Billings; Sierra Nevada College; St. Leo University, Fla.; Idaho State University; Southern Illinois University and University of California, Davis.

Please contact counselors or faculty advisers for major-to-major transfer agreements for each of the following programs:

- Accounting
- Agriculture
- Animal Science
- Anatomy
- Anthropology
- Architecture
- Art
- Astronomy
- Atmospheric Sciences
- Biochemistry
- Biology
- Business
- Chemistry
- Chemical Engineering
- Civil Engineering
- Communication Arts
- Communicative Disorders
- Computer Engineering
- Computer Science
- Criminal Justice
- Dance
- Dental Hygiene
- Pre-Dentistry
- Drama
- Early Childhood Education
- Economics
- Education
- Electrical Engineering
- English
- Environmental Science
- Finance
- Fish/Wildlife Management
- Foreign Languages
- General Studies
- Geography
- Geology
- Geological Engineering
- Health Sciences
- History
- Hotel Administration
- Humanities
- Industrial Arts
- Industrial Education
- Information Systems
- Journalism
- Pre-Law
- Liberal Arts
- Pre-Librarianship
- Literature
- Management
- Marketing
- Mathematics
- Pre-Medicine
- Mechanical Engineering
- Metallurgical Engineering
- Meteorology
- Mining Engineering
- Motion Picture and Cinema
- Multicultural (Ethnic) Studies
- Music
- Natural Resources
- Nursing
- Occupational Therapy
- Oceanography
- Pre-Optometry
- Pre-Pharmacy
- Philosophy
- Physician Assistant
- Physical Education
- Pre-Physical Therapy
- Physiology
- Physics
- Political Science
- Psychology
- Public Administration
- Public Relation
- Radiologic Technology
- Recreation
- Religious Studies
- Social Science
- Social Welfare/Social Work
- Sociology
- Special Education
- Speech Communication
- Theatre Arts
- Urban Planning
- Pre-Veterinary Medicine
- Vocational Education
- Zoology



Associate of Arts

A Transfer Degree

The Associate of Arts degree is primarily for students planning to transfer with junior standing to a four-year college or university for a baccalaureate degree. If the University of Nevada, Reno is the intended transfer school, choose **ONLY** those courses that are printed in **BOLD/UNDERLINED** from the list below. Satisfactory completion of an AA degree with UNR designated courses (those in bold) guarantees completion of the lower division general education requirements at UNR. Students intending to transfer to other schools should see a counselor or follow the catalog of the transfer school.

Emphases and areas of study offered at WNCC include:

- Criminal Justice
- Musical Theatre

DEGREE REQUIREMENTS - Coursework must total at least 60 credits.

ENGLISH/COMMUNICATIONS REQUIREMENTS - 6 credits.

WNCC and UNR:

- English **101, 102**

FINE ARTS REQUIREMENT - 3 credits.

WNCC and UNR: Choose from:

- Art **109***, **115, 116, 117**
- Humanities **101**
- Music 111*, **121, 123, 124, 205***, **221***
- Speech and Theatre **180, 200**

* Course may not meet the Fine Arts requirement at all universities.

Please see a counselor.

HUMANITIES REQUIREMENT - 6 credits.

WNCC: Choose from:

- English 200, 223, **231, 232**, 235, 236, 241, 242, 244, 250, 253, 261, 266, 267, 271, 275
- History **105, 106**, 207, 247, 260, 275
- Humanities 210
- Philosophy (any course except 102, 105, 114)
- Western Traditions **201, 202**

UNR: Choose one course from each group:

Group A: **ENG 231***, **HIST 105***, **PHIL 200***, **WT 201**

Group B: **ENG 232***, **HIST 106***, **PHIL 207***, **WT 202**

*These courses will not fulfill UNR's WT 201 and/or WT 202 requirement, if taken after the student has been admitted and enrolled at UNR.

SCIENCE REQUIREMENT - 6 credits. WNCC: Choose from Group A and/or Group B. At least one lab science course recommended.

UNR: Choose from bolded courses, including at least one course from Group A:

- Biology **100, 190, 191**, 223, 224, 251
- Chemistry **100, 101, 102**, 110, 111, 142, **201, 202**, 243, 244, 245
- Geology **100, 101, 103**, 102, 105, 127, 132, 201, 210
- Physics **100, 151, 152, 180, 181, 182**

Group B:

- Anthropology **102**
- Astronomy **109, 110**
- Environmental Studies **100**, 220
- Geography **103**, 104
- Nutrition 223

Courses with a "B" or "C" after the course number (such as MATH 100B or CS 109C) and courses with a number under 100 (such as ENG 95) are not applicable toward the Associate of Arts degree. All courses to be counted toward this degree must be university transferable.

A maximum of six credits of special topics classes in one subject area may apply toward any WNCC degree.

NOTE: Information on transfer to UNR is based on UNR requirements for the 2001-2002 school year. These requirements may change in subsequent years. See a WNCC counselor for the most up-to-date information.

MATHEMATICS REQUIREMENT - 3 credits.

WNCC and UNR: Choose from:

- Mathematics **120, 124, 126, 127, 128, 152, 176, 181, 182, 253, 280, 283, 285**

SOCIAL SCIENCES REQUIREMENT - 9 credits.* WNCC: Choose from the following list. Must include work in two or more subject areas. UNR: Choose from bolded courses.

- Anthropology **101, 201, 202**, 205, 210, 212
- Criminal Justice 101, 220, 230, 270
- Economics **102, 103**
- Geography **106**, 109
- History 101, 102, 111, 217, 281, 295
- Journalism 101
- Political Science 103, 104, 105, 116, **206, 208, 231**, 285, 295, 299
- Psychology (any course except 210)
- Social Work 220
- Sociology (any course except 210)
- Western Traditions 203

* Number of credits required may vary according to specific emphasis. See articulation agreement or counselor.

U.S. AND NEVADA CONSTITUTION REQUIREMENTS - 3 or 6 credits. WNCC and UNR: Must meet both requirements.

Choose from:

- History **111*** or
- Political Science **103*** or
- History **101*** and History **102*** or
- History **101*** and History **217*** or
- History **101*** and Political Science **208***
- Western Traditions **203**

*These courses will not fulfill UNR's WT 201 and/or WT 202 requirement, if taken after the student has been admitted and enrolled at UNR.

EMPHASIS REQUIREMENTS, PROGRAM REQUIREMENTS, OR GENERAL ELECTIVES - 21-24 credits.

Students should utilize this area to take courses that meet requirements for their major at their intended transfer school. Those who have not yet selected a major may choose from among any university transferable courses to explore their options. Students planning to transfer to the University of Nevada, Reno should obtain a transfer handout from WNCC Counseling Services or the UNR Transfer Center.



CRIMINAL JUSTICE Transfer Emphasis

The Criminal Justice transfer emphasis is a criminal justice Associate of Arts degree for students who are planning to transfer to the University of Nevada, Reno or the University of Nevada, Las Vegas, and any other four-year institution.

DEGREE REQUIREMENTS - 60 credits required for this degree.

Core Requirements - 21 credits Credits

- | | | |
|----------------------------------|-------------------------------------|---|
| <input type="checkbox"/> CRJ 101 | Introduction to Criminal Justice I | 3 |
| <input type="checkbox"/> CRJ 102 | Introduction to Criminal Justice II | 3 |
| <input type="checkbox"/> CRJ 106 | Introduction to Corrections | 3 |
| <input type="checkbox"/> CRJ 164 | Principles of Investigation | 3 |
| <input type="checkbox"/> CRJ 211 | Police in America | 3 |
| <input type="checkbox"/> CRJ 222 | Criminal Law and Procedure | 3 |
| <input type="checkbox"/> CRJ 270 | Introduction to Criminology | 3 |

General Education Requirements* - 39 credits. Credits

- | | | |
|----------------------------------|----------------------------------|---|
| <input type="checkbox"/> ENG 101 | Composition I | 3 |
| <input type="checkbox"/> ENG 102 | Composition II | 3 |
| <input type="checkbox"/> | Mathematics course | 3 |
| <input type="checkbox"/> | Humanities courses | 6 |
| <input type="checkbox"/> | Science courses | 6 |
| <input type="checkbox"/> | Fine Arts course | 3 |
| <input type="checkbox"/> | U.S./Nevada Constitutions course | 3 |
| <input type="checkbox"/> | Social Science course | 3 |
| <input type="checkbox"/> | Degree Electives | 9 |

(Recommend Spanish courses (up to eight credits), ANTH 101, CPD 116, 117, PSY 101, PSY 233, PSY 234, PSY 280, SOC 101, SW 230)

*A list of courses fulfilling general education requirements is on page 24.

SUGGESTED COURSE SEQUENCE			
First Semester	Completed	Third Semester	Completed
CRJ 101	3 <input type="checkbox"/>	CPD 117	3 <input type="checkbox"/>
CRJ 106	3 <input type="checkbox"/>	CRJ 211	3 <input type="checkbox"/>
ENG 101	3 <input type="checkbox"/>	CRJ 270	3 <input type="checkbox"/>
Math course	3 <input type="checkbox"/>	Humanities course	3 <input type="checkbox"/>
U.S./Nev Constitution course	3 <input type="checkbox"/>	Science course	3 <input type="checkbox"/>
Second Semester		Fourth Semester	
CRJ 102	3 <input type="checkbox"/>	ANTH 101	3 <input type="checkbox"/>
CRJ 164	3 <input type="checkbox"/>	CRJ 222	3 <input type="checkbox"/>
ENG 102	3 <input type="checkbox"/>	Fine Arts course	3 <input type="checkbox"/>
PSY 101	3 <input type="checkbox"/>	Humanities course	3 <input type="checkbox"/>
Science course	3 <input type="checkbox"/>	Social Science course	3 <input type="checkbox"/>

MASTER COURSE SCHEDULE - CRIMINAL JUSTICE				
C = Carson; D = Douglas; F = Fallon				
TITLE	FALL 2002	SPRING 2003	FALL 2003	SPRING 2004
CRJ 101	CD	CF	CD	CF
CRJ 102	C	CDF	C	CDF
CRJ 106	C	F	C	F
CRJ 164	D	CF	D	CF
CRJ 211	CF		CF	
CRJ 222		C	F	C
CRJ 270	CD	F	CD	F

ASSOCIATE OF ARTS



MUSICAL THEATRE Emphasis

The Associate of Arts degree in Musical Theatre is designed to provide training in the breadth of skills required for musical theatre performance, as well as satisfy many of the lower division requirements for the Bachelor of Arts degree in musical theatre at most four-year institutions.

DEGREE REQUIREMENTS - 64 credits for this emphasis

Program Requirements - 34 credits Credits

- SPTH 130 Fundamentals of Acting I 3
- SPTH 131 Fundamentals of Acting II 3
- SPTH 140 Intro to Technical Theater 3
- SPTH 252 Play Structure and Analysis 3
- MUS 207 Music Theory I 3
- Piano Proficiency 0

Total of four credits: Credits
 MUS 153/253 Voice @ 1 credit 4

Select four credits from the following: Credits

- DAN 135 Beginning Ballet 1
- DAN 132 Beginning Jazz Dance 1
- DAN 144 Beginning Tap Dance 1
- DAN 232 Intermediate Jazz Dance 1
- DAN 244 Intermediate Tap Dance 1

Total of four semesters participation in college productions: Credits

- MUS 179 Musical Theatre 6
- SPTH 205 Theater Practicum 2

Select from:
 MUS 121, 124, SPTH 200 3

General Education Requirements* - 30 credits

- English/Communications Courses 6
- Mathematics Course 3
- Science Courses 6
- Humanities Course 6
- Social Science Courses 6
- U.S./Nevada Constitutions Course 3

(The fine arts requirement is fulfilled by the program requirement)

* A list of courses fulfilling general education requirements is on page 24.

SUGGESTED COURSE SEQUENCE

First Semester	Completed	Third Semester	Completed
DAN 135	1 <input type="checkbox"/>	DAN 132	1 <input type="checkbox"/>
MUS 153	1 <input type="checkbox"/>	MUS 121	3 <input type="checkbox"/>
MUS 179	3 <input type="checkbox"/>	MUS 253	1 <input type="checkbox"/>
SPTH 130	3 <input type="checkbox"/>	MUS 279	3 <input type="checkbox"/>
Piano Proficiency	0 <input type="checkbox"/>	SPTH 140	3 <input type="checkbox"/>
English/Communications	3 <input type="checkbox"/>	Humanities	3 <input type="checkbox"/>
Humanities	3 <input type="checkbox"/>	Social Science	3 <input type="checkbox"/>
Science	3 <input type="checkbox"/>		
Second Semester		Fourth Semester	
DAN 144	1 <input type="checkbox"/>	DAN 244	1 <input type="checkbox"/>
MUS 153	3 <input type="checkbox"/>	MUS 153	1 <input type="checkbox"/>
MUS 179	3 <input type="checkbox"/>	MUS 179	3 <input type="checkbox"/>
SPTH 131	3 <input type="checkbox"/>	MUS 207	3 <input type="checkbox"/>
English/Communications	3 <input type="checkbox"/>	SPTH 252	3 <input type="checkbox"/>
Mathematics	3 <input type="checkbox"/>	Social Science	3 <input type="checkbox"/>
U.S./NEV Constitution	3 <input type="checkbox"/>		

MASTER COURSE SCHEDULE - MUSICAL THEATRE

C = Carson; D = Douglas; F = Fallon

TITLE	FALL 2002	SPRING 2003	FALL 2004	SPRING 2004
DAN 135	C	C	C	C
DAN 132	C	C	C	C
DAN 144	C	C	C	C
DAN 244	C	C	C	C
MUS 121	CF	CD	CF	CD
MUS 153	C	C	C	C
MUS 179	C	C	C	C
MUS 207		C	C	C
MUS 279	C	C	C	C
SPTH 130	C			
SPTH 131		C		
SPTH 140			C	

Associate of Science

A Transfer Degree



The Associate of Science degree is designed to help students use the methods of observation, special analysis and logic by which we understand the mathematical, biological and physical nature of the world. The AS degree allows early choices for those planning a professional life in mathematics, science, engineering, medicine or agriculture, or environmental sciences.

The AS degree is primarily for the student who plans to transfer with junior standing to a four-year college or university for a baccalaureate degree. If the University of Nevada, Reno is the intended transfer school, choose **ONLY** those courses that are printed in **BOLD/UNDERLINED** from the list below. Satisfactory completion of an AS degree with UNR designated courses (those in bold) guarantees completion of the lower di-

vision general education requirements at UNR. Students intending to transfer to out-of-state schools should see a counselor or follow the catalog of the transfer school.

Courses with a "B" or "C" after the course number (such as MATH 100B or CS 109C) and courses with a number under 100 (such as ENG 95) are not applicable toward this degree. All courses counted toward this degree must be university transferable.

A maximum of six credits of special topics classes in one subject area may apply toward any WNCC degree.

NOTE: UNR transfer information is based on requirements for the 2001-2002 school year. These requirements may change in subsequent years. See a counselor for the most up-to-date information.

Students must select an emphasis to follow in obtaining the Associate of Science Degree. Emphases and areas of study offered at WNCC include:

- Biological Sciences
- Environmental Sciences
- Mathematics
- Physical Sciences
- Pre-engineering

DEGREE REQUIREMENTS - Coursework must total at least 60 credits.

ENGLISH/COMMUNICATIONS REQUIREMENTS - 6 credits.

WNCC and UNR:

- English **101**, **102**

FINE ARTS REQUIREMENT - 3 credits.

WNCC and UNR: Choose from:

- Art **109***, **115**, **116**, **117**
- Humanities **101**
- Music 111*, **121**, **123**, **124**, 205*, **221***
- Speech and Theatre **180**, **200**

*Course may not meet the Fine Arts requirement at all universities.

Please see a counselor.

HUMANITIES REQUIREMENT - 6 credits. WNCC: Choose from:

- English 200, 223, **231**, **232**, 235, 236, 241, 242, 244, 250, 253, 261, 266, 267, 271, 275
- History **105**, **106**, 207, 247, 260, 275
- Humanities 210
- Philosophy (any course except 102, 105, 114)
- Western Traditions **201**, **202**

UNR: Choose one course from each group:

Group A: **ENG 231***, **HIST 105***, **PHIL 200***, **WT 201**

Group B: **ENG 232***, **HIST 106***, **PHIL 207***, **WT 202**

*These courses will not fulfill UNR's WT 201 and/or WT 202 requirement, if taken after the student has been admitted and enrolled at UNR.

SCIENCE REQUIREMENTS - WNCC: Specific requirements for each science emphasis are outlined on the following pages. UNR:

Choose 6 credits, with at least one course from Group A:

Group A:

- Biology **100**, **191**, **190**, **192**
- Chemistry **100**, **101**, **102**, **201**, **202**
- Geology **100**, **101**, **103**
- Physics **100**, **151**, **152**, **180**, **181**, **182**

Group B:

- Anthropology **102**
- Astronomy **109**, **110**
- Environmental Studies **100**
- Geography **103**, **104**

MATHEMATICS REQUIREMENT - 6 credits.

WNCC and UNR: Choose from:

- Mathematics 124, **126**, **127**, **128**, **152**, **176**, **181**, **182**, 253, 280, 283, 285

SOCIAL SCIENCES REQUIREMENT - 6 credits.

WNCC: Choose from the following: UNR: Choose from bolded courses:

- Anthropology **101**, **201**, **202**, 205, 210, 212
- Criminal Justice 101, 220, 230, 270
- Economics **102**, **103**
- Geography **106**, 109
- History 101, 102, 111, 217, 281, 295
- Journalism 101
- Political Science 103, 104, 105, 116, **206**, 208, **231**, 285, 295, 299
- Psychology **101**, 102, 130, 206, 207, 208, 233, 234, 240, 241, 261, 290, 299
- Social Work 220
- Sociology **101**, 102, 202, 205, 240, 261, 275
- Western Traditions 203

U.S. AND NEVADA CONSTITUTION REQUIREMENTS - 3 or 6 credits. WNCC and UNR: Must meet both requirements. Choose from:

- History **111*** or
- Political Science **103*** or
- History **101*** and History **102*** or
- History **101*** and History **217*** or
- History **101*** and Political Science **208***
- Western Traditions **203**

*These courses will not fulfill UNR's WT 201 and/or WT 202 requirement, if taken after the student has been admitted and enrolled at UNR.

EMPHASIS REQUIREMENTS, PROGRAM REQUIREMENTS, AND ELECTIVES

Number of credits varies according to emphasis. Students should utilize this area to take courses that meet requirements for their major at their intended transfer school. Those who have not yet selected a major may choose from among any university transferable courses to explore their options. Students planning to transfer to the University of Nevada, Reno should obtain a transfer handout from WNCC Counseling Services or the UNR Transfer Center.



BIOLOGICAL SCIENCES Emphasis

The Biological Sciences emphasis is designed to place students on a career track toward the life sciences, either as a university major or as preparation for a teaching career.

DEGREE REQUIREMENTS - 60 credits required for this emphasis.

Emphasis Requirements - 30 credits.

		Credits
<input type="checkbox"/>	BIOL 190 Cell & Molecular Biology	3
<input type="checkbox"/>	BIOL 191 Organismal Biology	3
<input type="checkbox"/>	BIOL 192 Principles of Biological Investigation	2
<input type="checkbox"/>	CHEM 101 General Chemistry I	4
<input type="checkbox"/>	CHEM 102 General Chemistry II	4
or	CHEM 142 Organic Chemistry	

Choose 12 credits from the following:

<input type="checkbox"/>	BIOL 223 Human Anatomy & Physiology I	4
<input type="checkbox"/>	BIOL 224 Human Anatomy & Physiology II	4
<input type="checkbox"/>	BIOL 251 Microbiology	4
<input type="checkbox"/>	BIOL 220 Introduction to Ecological Principles	4

Choose 2 credits from the following subject areas:

- Chemistry
- Computer Information Systems
- Mathematics
- Physics

General Education Requirements* - 30 credits.

<input type="checkbox"/>	English/Communications courses <i>(Must include a writing course)</i>	6
<input type="checkbox"/>	Math courses	6
<input type="checkbox"/>	Social Science courses	6
<input type="checkbox"/>	U.S./Nevada Constitutions course	3
<input type="checkbox"/>	Humanities courses	6
<input type="checkbox"/>	Fine Arts course	3

*A list of courses fulfilling general education requirements is on page 27.

SUGGESTED COURSE SEQUENCE

	Completed		Completed
First Semester		Third Semester	
BIOL 190	3 <input type="checkbox"/>	PHYS 100	3 <input type="checkbox"/>
ENG 101	3 <input type="checkbox"/>	BIOL Elective	4 <input type="checkbox"/>
MATH	3 <input type="checkbox"/>	BIOL Elective	3-4 <input type="checkbox"/>
Social Science	3 <input type="checkbox"/>	Fine Arts Elective	3 <input type="checkbox"/>
PSY 101	3 <input type="checkbox"/>	Humanities Elective	3 <input type="checkbox"/>
Second Semester		Fourth Semester	
BIOL 191	3 <input type="checkbox"/>	BIOL Elective	4 <input type="checkbox"/>
BIOL 192	3 <input type="checkbox"/>	CHEM Elective	4 <input type="checkbox"/>
CHEM 101	4 <input type="checkbox"/>	Humanities Elective	3 <input type="checkbox"/>
ENG 102	3 <input type="checkbox"/>	U.S./Nev Constitution	3 <input type="checkbox"/>
MATH	3 <input type="checkbox"/>		

MASTER COURSE SCHEDULE - BIOLOGICAL SCIENCES

C = Carson; D = Douglas; F = Fallon

TITLE	FALL 2002	SPRING 2003	FALL 2003	SPRING 2004
BIOL 190	CF		CF	C
BIOL 191		CF		C
BIOL 192	F		F	CF
BIOL 223	CDF	CF	CF	CF
BIOL 224	CF	CDF	CF	CF
BIOL 251	CF	C	CF	C
CHEM 101	CDF	CDF	CDF	CDF
CHEM 102		CF		CF
CHEM 142		CF		CF



ENVIRONMENTAL SCIENCES Emphasis

The Environmental Sciences emphasis is designed to place students on a career track in one of the fields of environmental studies, either as a university major or as preparation for a teaching career.

DEGREE REQUIREMENTS - 60 credits required for this emphasis.

Emphasis Requirements - 30 credits. Credits

- | | | | |
|--------------------------|----------|----------------------------|---|
| <input type="checkbox"/> | BIOL 191 | Organismal Biology | 3 |
| <input type="checkbox"/> | CHEM 101 | General Chemistry I | 4 |
| <input type="checkbox"/> | ENV 100 | Humans and the Environment | 3 |
| <input type="checkbox"/> | ENV 220 | Ecological Principles | 3 |

Choose 12 credits from at least three of the following subject areas:

Biology

- | | | | |
|--------------------------|----------|------------------------|---|
| <input type="checkbox"/> | BIOL 190 | Cell/Molecular Biology | 3 |
| <input type="checkbox"/> | BIOL 251 | Microbiology | 4 |

Chemistry

- | | | | |
|--------------------------|----------|----------------------|---|
| <input type="checkbox"/> | CHEM 102 | General Chemistry II | 4 |
| <input type="checkbox"/> | CHEM 142 | Organic Chemistry | 4 |

Geography

- | | | | |
|--------------------------|----------|--------------------|---|
| <input type="checkbox"/> | GEOG 103 | Physical Geography | 3 |
|--------------------------|----------|--------------------|---|

Geology

- | | | | |
|--------------------------|--------------|---|---|
| <input type="checkbox"/> | GEOL 101/103 | Physical Geology I/Physical Geology Lab | 4 |
|--------------------------|--------------|---|---|

Mathematics

- | | | | |
|--------------------------|---|--|-----|
| <input type="checkbox"/> | MATH 126 &/or 127 or MATH 128 (or higher) | | 3-6 |
|--------------------------|---|--|-----|

Physics

- | | | | |
|--------------------------|----------|---------------------------------------|---|
| <input type="checkbox"/> | PHYS 100 | Introduction to Physics I (or higher) | 3 |
|--------------------------|----------|---------------------------------------|---|

Choose 5 credits from the following subject areas:

- Biology
- Chemistry
- Computer Information Systems
- Environmental Science
- Geology
- Mathematics
- Physics
- Range, Wildlife and Forestry
- Statistics (ECON 261, MATH 152, and PSY/SOC 210)

General Education Requirements* - 30 credits. Credits

- | | | | |
|--------------------------|----------------------------------|--|---|
| <input type="checkbox"/> | English/Communications courses | | 6 |
| | | <i>(Must include a writing course)</i> | |
| <input type="checkbox"/> | Math courses | | 6 |
| <input type="checkbox"/> | Social Science courses | | 6 |
| <input type="checkbox"/> | U.S./Nevada Constitutions course | | 3 |
| <input type="checkbox"/> | Humanities courses | | 6 |
| <input type="checkbox"/> | Fine Arts course | | 3 |

*A list of courses fulfilling general education requirements is on page 27.

SUGGESTED COURSE SEQUENCE

First Semester	Completed	Third Semester	Completed
BIOL 191	3 <input type="checkbox"/>	ENV 220	3 <input type="checkbox"/>
ENV 100	3 <input type="checkbox"/>	Fine Arts Requirement	3 <input type="checkbox"/>
ENG 101	3 <input type="checkbox"/>	Humanities Requirement	3 <input type="checkbox"/>
MATH 126 or higher	3-4 <input type="checkbox"/>	Science Electives	6-8 <input type="checkbox"/>
Social Science	3 <input type="checkbox"/>		
		Fourth Semester	
Second Semester		Science Elective	8-9 <input type="checkbox"/>
CHEM 101	3 <input type="checkbox"/>	Social Science	3 <input type="checkbox"/>
ENG 102	3 <input type="checkbox"/>	U.S./Nev Constitution	3 <input type="checkbox"/>
Humanities Requirement	3 <input type="checkbox"/>		
MATH 152 or higher	3-4 <input type="checkbox"/>		
Science Elective	3-4 <input type="checkbox"/>		

MASTER COURSE SCHEDULE - ENVIRONMENTAL SCIENCES

C = Carson; D = Douglas; F = Fallon

TITLE	FALL 2002	SPRING 2003	FALL 2003	SPRING 2004
BIOL 190	CF		CF	
BIOL 191		CF		CF
BIOL 251	CF	C	CF	C
CHEM 101	CDF	CDF	CDF	CDF
CHEM 102		CF		CF
CHEM 142		CF		CF
ENV 100	CDF	CF	CDF	CF
ENV 220		D		D
GEOG 103	CF	CDF	CF	CDF
GEOL 101	CDF	C	CDF	C
GEOL 103	C	C	C	C
MATH 126	CDF	C	CDF	C
MATH 127	C	CDF	C	CDF
MATH 128	C	C	C	C
PHYS 100	C	CF	C	CF



MATHEMATICS Emphasis

The Mathematics emphasis has been designed to place students on a career track toward mathematics, either as a university major or as preparation for a teaching career.

DEGREE REQUIREMENTS - 60 credits required for this emphasis.

Emphasis Requirements - 30 credits. Credits

- | | | |
|-----------------------------------|--------------|---|
| <input type="checkbox"/> MATH 181 | Calculus I | 4 |
| <input type="checkbox"/> MATH 182 | Calculus II | 4 |
| <input type="checkbox"/> MATH 283 | Calculus III | 4 |

Choose 6 credits from the following:

- Math courses number 120 or higher, except MATH 122 & 123.
One class must be higher than MATH 200.

Choose 12 credits from at least two of the following subject areas: (One course must be a lab science)

- Astronomy
- Biology
- Chemistry
- Geology
- Physics

General Education Requirements* - 30 credits. Credits

- | | |
|---|---|
| <input type="checkbox"/> English/Communications courses | 6 |
| <i>(Must include a writing course)</i> | |
| <input type="checkbox"/> Social Science courses | 6 |
| <input type="checkbox"/> U.S./Nevada Constitutions course | 3 |
| <input type="checkbox"/> Humanities courses | 6 |
| <input type="checkbox"/> Fine Arts course | 3 |
| <input type="checkbox"/> Electives | 6 |

*A list of courses fulfilling general education requirements is on page 27.

SUGGESTED COURSE SEQUENCE

First Semester	Completed	Third Semester	Completed
ENG 101	3 <input type="checkbox"/>	MATH 283	4 <input type="checkbox"/>
MATH 181	4 <input type="checkbox"/>	PHYS 180 w/lab	4 <input type="checkbox"/>
PSC 103 or HIST 111	3 <input type="checkbox"/>	General Elective	3 <input type="checkbox"/>
Fine Arts Elective	3 <input type="checkbox"/>	Humanities Elective	3 <input type="checkbox"/>
		Social Science Requirement	3 <input type="checkbox"/>
Second Semester		Fourth Semester	
ENG 102	3 <input type="checkbox"/>	MATH 152	3 <input type="checkbox"/>
MATH 182	4 <input type="checkbox"/>	MATH 285	3 <input type="checkbox"/>
Humanities Requirement	3 <input type="checkbox"/>	CHEM 101 w/lab	4 <input type="checkbox"/>
Science Elective	4 <input type="checkbox"/>	General Elective	3 <input type="checkbox"/>
Social Science Requirement	3 <input type="checkbox"/>		

MASTER COURSE SCHEDULE - MATHEMATICS

C = Carson; D = Douglas; F = Fallon

TITLE	FALL 2002	SPRING 2003	FALL 2003	SPRING 2004
MATH 090	C	C	C	C
MATH 091	CDF	CDF	CDF	CDF
MATH 093	CF	CF	CF	CF
MATH 95	CDF	CDF	CDF	CDF
MATH 96	CDF	CDF	CDF	CDF
MATH 100B	CD	D	CD	D
MATH 109B	DF	DF	DF	DF
MATH 110B	CD	CD	CD	CD
MATH 120	CDF	CDF	CDF	CDF
MATH 122	CF	F	CF	F
MATH 123		C		C
MATH 126	CDF	C	CDF	C
MATH 127	C	CDF	C	CDF
MATH 128	C	C	C	C
MATH 152	C			C
MATH 176		CDF		CDF
MATH 181	CDF	C	CDF	C
MATH 182	C	CDF	C	CDF
MATH 283	CD	C	CD	C
MATH 285		CD		CD



PHYSICAL SCIENCES Emphasis

The Physical Sciences emphasis is designed to place students on a career track toward the physical sciences, either as a university major or as preparation for a teaching career.

DEGREE REQUIREMENTS - 60 credits required for this emphasis.

Emphasis Requirements - 30 credits.

- | | | | |
|--------------------------|---------------|---------------------------|---|
| <input type="checkbox"/> | CHEM 101 | General Chemistry I | 4 |
| <input type="checkbox"/> | PHYS 151/151L | General Physics I | 4 |
| or | PHYS 180/180L | Engineering Physics I | |
| <input type="checkbox"/> | MATH 181 | Calculus I | 4 |
| or | | Higher mathematics course | |

Choose 12 credits from the following:

- | | | | |
|--------------------------|--------------|---|-----|
| <input type="checkbox"/> | ANTH 102 | Intro to Human Evolution & Prehistory | 3-5 |
| <input type="checkbox"/> | CHEM 102 | General Chemistry II | 4 |
| or | | Higher chemistry course | |
| <input type="checkbox"/> | GEOG 103/104 | Physical Geography/Physical Geography Lab | 3-4 |
| <input type="checkbox"/> | PHYS 152 | General Physics II | 3-4 |
| or | | Higher physics course | |
| <input type="checkbox"/> | | Astronomy courses | |
| <input type="checkbox"/> | | Geology courses | |

Choose 6 credits from the following courses and subject areas:

- | | | | |
|--------------------------|--------------|------------------------------|-----|
| <input type="checkbox"/> | ENV 100 | Humans and the Environment | 3 |
| <input type="checkbox"/> | GEOG 103/104 | Physical Geography | 3-4 |
| <input type="checkbox"/> | | Biology | |
| <input type="checkbox"/> | | Chemistry | |
| <input type="checkbox"/> | | Computer Information Systems | |
| <input type="checkbox"/> | | Geology | |
| <input type="checkbox"/> | | Physics | |

General Education Requirements* - 30 credits.

- | | | |
|--------------------------|----------------------------------|---|
| <input type="checkbox"/> | English/Communications courses | 6 |
| | (Must include a writing course) | |
| <input type="checkbox"/> | Math courses | 2 |
| <input type="checkbox"/> | Social Science courses | 6 |
| <input type="checkbox"/> | U.S./Nevada Constitutions course | 3 |
| <input type="checkbox"/> | Humanities courses | 6 |
| <input type="checkbox"/> | Fine Arts course | 3 |
| <input type="checkbox"/> | Electives | 4 |

*A list of courses fulfilling general education requirements on page 27.

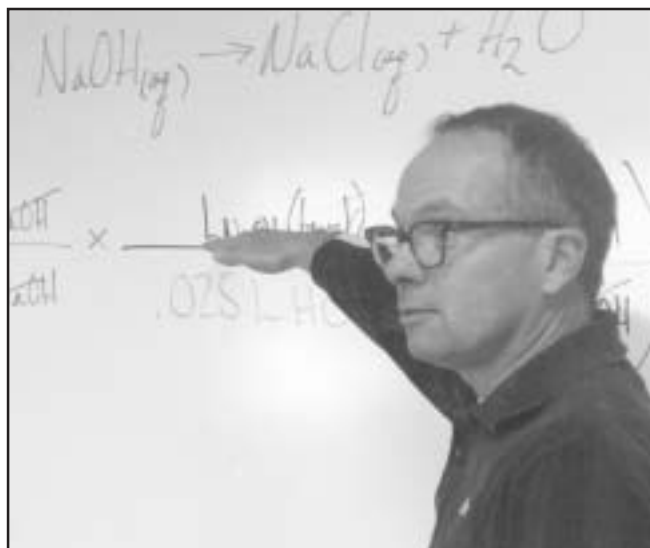
SUGGESTED COURSE SEQUENCE

First Semester	Completed	Third Semester	Completed
ENG 101	3 <input type="checkbox"/>	PHYS 151, or 180	4 <input type="checkbox"/>
MATH 126 or higher	3-4 <input type="checkbox"/>	Fine Arts	3 <input type="checkbox"/>
Science Elective	3-6 <input type="checkbox"/>	Humanities Requirement	3 <input type="checkbox"/>
Social Science Requirement	3 <input type="checkbox"/>	Science Elective	6-8 <input type="checkbox"/>
Second Semester		Fourth Semester	
CHEM 101	4 <input type="checkbox"/>	General Electives	4 <input type="checkbox"/>
ENG 102	3 <input type="checkbox"/>	Science Elective	6-8 <input type="checkbox"/>
MATH 181 or higher	4 <input type="checkbox"/>	Social Science	3 <input type="checkbox"/>
Humanities Requirement	3 <input type="checkbox"/>	U.S./Nev Constitution	3 <input type="checkbox"/>
Science Elective	3-4 <input type="checkbox"/>		

MASTER COURSE SCHEDULE - PHYSICAL SCIENCES

C = Carson; D = Douglas; F = Fallon

TITLE	FALL 2002	SPRING 2003	FALL 2003	SPRING 2004
ANTH 102	C		C	
CHEM 101	CDF	CDF	CDF	CDF
CHEM 102		CF		CF
GEOG 103	CF	CDF	CF	CDF
GEOG 104		C	C	C
MATH 181	CD	C	CD	C
PHYS 151	C		C	
PHYS 152		C		C
PHY 180	CDF	CDF	CDF	CDF
PHY 181	CDF	CDF	CDF	CDF





PRE-ENGINEERING Emphasis

The Pre-engineering emphasis is designed for students planning a career in engineering. Students who complete the associate degree can transfer to other colleges or universities to pursue a baccalaureate degree in one of many engineering majors, including civil, chemical, computer, electrical, geological, mechanical, metallurgical or mining engineering, or engineering physics. Students may transfer up to 64 credits from WNCC to the College of Engineering or the School of Mines at the University of Nevada, Reno.

DEGREE REQUIREMENTS - 61 credits required for this emphasis.

Emphasis Requirements - 37 credits. Credits

<input type="checkbox"/>	CHEM 101	General Chemistry I	4
<input type="checkbox"/>	CS 201	Computer Science I	3
<input type="checkbox"/>	MATH 181	Calculus I*	4
<input type="checkbox"/>	MATH 182	Calculus II	4
<input type="checkbox"/>	MATH 283	Calculus III	4
<input type="checkbox"/>	MATH 285	Differential Equations	3
<input type="checkbox"/>	PHYS 180/180L	Engineering Physics I*	4
<input type="checkbox"/>	PHYS 181/181L	Engineering Physics II	4

*NOTE: If student has completed higher level courses, substitute equal number of credits from CS, EE, MATH, ME, METE or PHYS (below)

Choose 7 credits from the following:

<input type="checkbox"/>	CHEM 102	General Chemistry II	4
<input type="checkbox"/>	CS 202	Computer Science II	3
<input type="checkbox"/>	EE 200	Network Analysis Laboratory	1
<input type="checkbox"/>	EE 201	Introduction to Network Analysis	3
<input type="checkbox"/>	EE 298	Cooperative Training Report	1
<input type="checkbox"/>	ME 241	Statics	3
<input type="checkbox"/>	ME 242	Dynamics	3
<input type="checkbox"/>	METE 250	Elements of Material Science	3
<input type="checkbox"/>	PHYS 182/182L	Engineering Physics III	4

General Education Requirements* - 24 credits Credits

<input type="checkbox"/>	English/Communications courses	6
	<i>(Must include a writing course)</i>	
<input type="checkbox"/>	Social Science courses	6
<input type="checkbox"/>	U.S./Nevada Constitutions course	3
<input type="checkbox"/>	Humanities courses	6
<input type="checkbox"/>	Fine Arts course	3

*A list of courses fulfilling general education requirements on page 27.

Notes: Students may be able to transfer up to 64 credits to the University of Nevada, Reno, toward requirements for a bachelor's degree in engineering, depending on the major chosen. Please consult an advisor for the latest information. Students pursuing the Computer Engineering track within Computer Science are advised to take EE 200 and EE 201 as electives. Consult the current UNR catalog. PHYS 203 is required for a bachelor's degree in Engineering Physics at UNR. CHEM 202 is required for a few of the majors leading to a bachelor's degree at the UNR School of Mines, including a bachelor's degree in Chemical Engineering and Metallurgical Engineering at UNR.

Electives: For those planning to transfer to the University of Nevada, Reno, College of Engineering, choose 10 credits from the list below, according to the degree program sought:

- Civil Engineering: ME 241 (3), ME 242 (3), EE 201 (3), and maximum 3-4 credits from BIOL 190 (3), CHEM 102 (4), CHEM 202 (4), GEOL 101 (3), which will be transferred as restrictive elective

SUGGESTED COURSE SEQUENCE

<i>First Semester</i>	Completed	<i>Third Semester</i>	Completed
CHEM 101	4 <input type="checkbox"/>	MATH 283	4 <input type="checkbox"/>
CS 201	3 <input type="checkbox"/>	MECH 241	3 <input type="checkbox"/>
ECON 102	3 <input type="checkbox"/>	PHYS 181	4 <input type="checkbox"/>
ENG 101	3 <input type="checkbox"/>	WT 201	3 <input type="checkbox"/>
MATH 181	4 <input type="checkbox"/>	Social Science Elective	3 <input type="checkbox"/>
<i>Second Semester</i>		<i>Fourth Semester</i>	
ENG 102	3 <input type="checkbox"/>	EE 200 & EE 201	4 <input type="checkbox"/>
MATH 182	4 <input type="checkbox"/>	MATH 285	3 <input type="checkbox"/>
PHYS 180	4 <input type="checkbox"/>	MECH 242	3 <input type="checkbox"/>
PSC 103, or HIST 111	3 <input type="checkbox"/>	WT 202	3 <input type="checkbox"/>
Fine Arts Elective	3 <input type="checkbox"/>		

MASTER COURSE SCHEDULE - PRE-ENGINEERING

C = Carson; D = Douglas; F = Fallon

TITLE	FALL 2002	SPRING 2003	FALL 2003	SPRING 2004
CHEM 101	CDF	CDF	CDF	CDF
CS 201	CD	C	CD	C
CS 202		C		C
CE 250		C		C
EE 200		D		C
EE 201		D		C
EE 298		C		C
MATH 181	CDF	C	CDF	CD
MATH 182	C	CDF	C	CDF
MATH 283	C	C	C	C
MATH 285		CD		CD
ME 241	D	C	D	C
ME 242	C	D	C	D
ME 298		C		C
METE 250		C		C
PHYS 180	CDF	CDF	CDF	CDF
PHYS 181	CDF	CDF	CDF	CDF
PHYS 182	C		C	

- Environmental Engineering under Civil Engineering: ME 241 (3), CHEM 142 (3), CHEM 202 (4), BIOL 190 (3)
- Computer Science: CS 202 (3), EE 201 (3), EE 200 (1), PHYS 203 (4), MATH 285 (3). All courses except CS 202 will transfer as general electives.
- Computer Science with Computer Engineering Track: CS 202 (3), EE 200 (1), and maximum four credits from MATH 285 (3) or PHYS 203 (4), which will transfer as general electives.
- Electrical Engineering: ME 241 (3), ME 242 (3), EE 200 (1), EE 201 (3), EE 298 (1).
- Electrical Engineering with Computer Engineering Track: CS 202 (3), EE 200 (1), EE 201 (3), ME 241 (3).
- Mechanical Engineering: ME 241 (3), ME 242 (3), METE 250 (3), EE 200 (1), EE 201 (3).
- Engineering Physics: CS 202 (3), CHEM 202 (4), EE 201 (3), PHYS 203 (4).

Associate of General Studies

The Degree to Meet a Variety of Needs



The Associate of General Studies degree may be utilized by students who intend to transfer to four-year colleges and universities, depending upon their emphasis. Required courses plus electives must total at least 60 credits for this program.

Courses with a number under 100 (such as ENG 95) are not applicable toward an Associate of General Studies at WNCC.

Courses with a "B" or "C" after the course number (such as

MATH 100B or CS 109C) and courses with a number under 100 (such as ENG 95) are not transferable to a Nevada university. Some courses with a "B" designator transfer within Nevada's community college system, and to some out-of-state schools. Courses with a "C" designator do not apply to the AGS degree.

A maximum of six credits of special topics classes in one subject area may apply toward any WNCC degree.

All students planning to transfer to another college or university are encouraged to meet with a WNCC counselor.

DEGREE REQUIREMENTS - Coursework must total at least 60 credits.

ENGLISH/COMMUNICATIONS REQUIREMENTS - 6 credits.

Must include a three-credit writing course.

Choose from the following:

- Business 107, 108
- Criminal Justice 103
- English
- Journalism 201
- Speech and Theatre 113, 114, 135, 170
- Writing course (Business 108, English 101, 102, 106, 107, 108, or any 200 level English class except ENG 258)

FINE ARTS AND HUMANITIES REQUIREMENTS -

3 credits. Choose from the following:

- American Sign Language
- Art
- Crafts
- English 170, 185, 190, 191, 200, 223, 231, 232, 235, 236, 241, 242, 244, 250, 253, 258, 271
- Foreign Language
- Graphic Arts
- History 105, 106, 207, 247, 260, 275
- Humanities 101, 210
- Music
- Philosophy (any course except 102, 105, 114)
- Speech and Theatre 180, 200
- Western Traditions 201, 202

SCIENCE REQUIREMENT - 3 credits.

Choose from the following:

- Agriculture 101
- Animal Husbandry 101, 110B
- Anthropology 102
- Astronomy 109, 110
- Biology
- Chemistry
- Environmental Studies
- Geography 103, 104
- Geology
- Health Science
- Nutrition 121, 223
- Ornamental Horticulture 105B
- Physics
- Science

MATHEMATICS REQUIREMENT - 3 credits.

Choose from the following:

- Business 109B
- Economics 261, 262
- Mathematics
- Real Estate 102B

SOCIAL SCIENCES REQUIREMENT - 3 credits.

Choose from the following:

- Anthropology 101, 201, 202, 205, 210, 212
- Criminal Justice
- Economics 102, 103
- Geography 106, 109
- History 101, 102, 111, 217, 281, 295
- Journalism 101
- Political Science
- Psychology (any course except 210)
- Social Work 220
- Sociology (any course except 210)
- Western Traditions 203

U.S. AND NEVADA CONSTITUTION REQUIREMENTS

3 or 6 credits. Must meet both requirements. Choose from the following:

- History 111
- or Political Science 103
- or History 101 and History 102
- or History 101 and History 217
- or History 101 and Political Science 208
- Western Traditions 203

GENERAL ELECTIVES - 36 or 39 credits.

Students may choose from among any occupational or general education courses to be used as electives for this degree.

Some non-traditional credit approved by the Office of Admissions and Records may be applicable to satisfy course requirements for occupational degrees, while other such credits may be used as electives for the AGS and AAS degrees only. Students planning to transfer to the University of Nevada, Reno should use the UNR core curriculum guide to satisfy general education requirements.



Associate of Applied Science

The Occupational Degree

The Associate of Applied Science degree is designed for those students who desire a two-year course of study and training in an occupational and/or technological career field. Although the AAS degree is not designed to be a transfer program, some of the courses will transfer to four-year colleges or universities. Those students who wish to transfer to a four-year school should consult a WNCC counselor.

Courses with a number under 100 (such as ENG 95) and courses with a "C" designator are not applicable toward an Associate of Applied Science degree at WNCC.

Courses with a "B" after the number (such as BUS 110B), community service courses, and courses with a number under 100 (such as ENG 95) are not transferable to a Nevada university. Some courses with a "B" designator transfer within

Nevada's community college system, to the University of Nevada, Reno's College of Education, and to some out-of-state schools.

A maximum of six credits of special topics classes in one subject area may apply toward any WNCC degree.

To make decisions about specific emphases under the Associate of Applied Science degree, please refer to the applied science and technology program pages of this catalog or see a WNCC counselor.

NOTE: All Associate of Applied Science degree and certificate programs require completion of appropriate courses in computation, communication and human relations. Additionally, introductory courses in all applied science and technology as well as all allied health programs include instruction in safety, industrial safety and environmental awareness, as appropriate.

Emphases and areas of study offered at WNCC include:

ALLIED HEALTH:

- Associate Degree Nursing

APPLIED DESIGN ANALYSIS

- Geographic Information Systems
- Graphic Design

BUSINESS:

- Accounting
- Accounting - Applied
- Computer and Office Technology
- Computer Information Applications
- Computer Information Programming
- General Business
- Golf Facilities Management
- Management
- Real Estate
- Word Processing

PUBLIC SERVICE:

- Criminal Justice - Corrections
- Criminal Justice - Juvenile Justice
- Criminal Justice - Law Enforcement
- Criminal Justice - Law Enforcement/Academy
- Early Childhood Education
- Legal Assistant

TRADE AND INDUSTRIAL:

- Automotive Mechanics
- Construction Technology - Craft Training
- Construction Technology - Project Management
- Construction Technology - Trade-Specific Supervision
- Drafting Technology - Architectural
- Drafting Technology - Mechanical
- Electronics Technology
- Industrial Technology
- Machine Tool Technology
- Welding Technology

Coursework must total at least 60 credits. Specific requirements for each occupational area are outlined in the applied science and technology program section of this catalog.



ASSOCIATE OF APPLIED SCIENCE DEGREE REQUIREMENTS

CORE AND EMPHASIS REQUIREMENTS

A minimum of 36 credits.

ENGLISH/COMMUNICATIONS REQUIREMENTS - 6 credits.

Must include a writing course.

Choose from the following:

- Business 107, 108
- Criminal Justice 103
- English
- Journalism 201
- Speech and Theatre 113, 114, 135, 170
- Writing course (Business 108, English 101, 102, 106, 107, 108, or any other 200 level English class except ENG 258)

MATHEMATICS REQUIREMENT - 3 credits.

Choose from the following:

- Business 109B, 170
- Economics 261, 262
- Mathematics
- Real Estate 102B

SCIENCE REQUIREMENT - 3 credits.

Choose from the following:

- Agriculture 101
- Animal Husbandry 101, 110B
- Anthropology 102
- Astronomy 109, 110
- Biology
- Chemistry
- Emergency Medical Services 201
- Environmental Studies
- Geography 103, 104
- Geology
- Nutrition 121, 223
- Ornamental Horticulture 105B
- Physics
- Science

U.S. AND NEVADA CONSTITUTION REQUIREMENTS

3 or 6 credits. Must meet both requirements.

Choose from the following:

- History 111
- or Political Science 103
- or History 101 and History 102
- or History 101 and History 217
- or History 101 and Political Science 208
- Western Traditions 203

HUMAN RELATIONS REQUIREMENT - 1-3 credits.

Choose from the following:

- Anthropology 101, 201, 205
- Business 110B
- Early Childhood Education 121
- Computer and Office Technology 131B, 241
- Counseling and Personal Development 117, 129B
- Criminal Justice 270
- Emergency Medical Services 201
- Human Development and Family Studies 201, 202
- Law 263
- Management 201, 212, 283
- Music 212B
- Psychology (any course except PSY 210)
- Sociology (any course except SOC 210)

HUMANITIES/SOCIAL SCIENCE REQUIREMENTS -

3 credits. Choose from either Humanities or Social Science areas:

HUMANITIES AREA

- Art 109*, 115, 116, 117
- English 200, 221, 223, 231, 232, 235, 236, 241, 242, 244, 250, 253, 258, 261, 266, 267, 271, 275
- History 105, 106, 207, 247, 260, 275
- Humanities 101, 210
- Music 111*, 121, 123, 124, 205*, 221*
- Philosophy (any course except 102, 105, 114)
- Speech and Theatre 180, 200
- Western Traditions 201, 202

** Course may not meet the Fine Arts requirement at all universities.*

Please see a counselor.

SOCIAL SCIENCES AREA

- Anthropology 101, 201, 202, 205, 210, 212
- Criminal Justice 101, 120, 150B, 215, 220, 225, 226, 230, 270
- Economics 102, 103
- Geography 106, 109
- History 101, 102, 111, 217, 281, 295
- Journalism 101
- Political Science
- Psychology (any course except PSY 210)
- Social Work 220
- Sociology (any course except SOC 210)
- Western Traditions 203

EMPHASIS REQUIREMENTS, PROGRAM REQUIREMENTS, AND GENERAL ELECTIVES

Number of credits required may vary by emphasis.

Some credits earned in non-traditional courses may be considered for elective credit and may require review in order to be applied to the AAS degree.



Certificates of Achievement

For those desiring a shorter course of study, WNCC offers certificates of achievements in many occupational areas.

A minimum of 30 credits is required for any certificate of achievement, although the exact number of credits re-

quired may differ with particular subject matter.

Students may earn a certificate of achievement in the following areas:

ALLIED HEALTH

- Practical Nursing
- Surgical Technician

APPLIED DESIGN ANALYSIS

- Geographic Information Systems
- Graphic Design

BUSINESS

- Accounting Technician
- Business
- Computer Information Technology - Cisco Systems
- Computer Information Technology -
Microcomputer/Network Technician
- Computer Information Technology - Network Administration
- Desktop Publishing
- Golf Facilities Management
- Legal Office Specialist
- Medical Office Specialist
- Word Processing/Computer Applications

PUBLIC SERVICE

- Criminal Justice - Corrections
- Criminal Justice - Juvenile Justice
- Criminal Justice - Law Enforcement
- Criminal Justice - Law Enforcement/Academy
- Early Childhood Education

TRADE AND INDUSTRIAL

- Automotive Mechanics
- Drafting Technology
- Electronics Technology
- Machine Tool Technology
- Welding Technology

CERTIFICATE GENERAL EDUCATION REQUIREMENTS

All certificates include general education requirements which can be fulfilled from the following list of courses.

Courses with a number under 100 (such as ENG 95) are not applicable toward a Certificate of Achievement at WNCC.

Courses with a "B" or "C" after the number (such as BUS 110B) and courses with a number under 100 (such as ENG 95) are not transferable to a Nevada university. Some courses with a "B" designator transfer within Nevada's community college system, and to some out-of-state schools.

ENGLISH/COMMUNICATIONS REQUIREMENTS - 3 credits.

Must include a writing course.

Choose from the following:

- Business 107, 108
- Criminal Justice 103
- English
- Journalism 201
- Speech and Theatre 113, 114, 135
- Writing courses (Business 108, English 101, 102, 106, 107, 108, or any other 200 level English class except 258)

MATHEMATICS REQUIREMENT - 3 credits.

Choose from the following:

- Business 109B, 170
- Economics 261, 262
- Mathematics
- Real Estate 102B

HUMAN RELATIONS REQUIREMENT - 1-3 credits.

Choose from the following:

- Anthropology 101, 201, 205
- Business 110B
- Computer and Office Technology 131B, 241
- Counseling and Personal Development 117, 129B
- Criminal Justice 270
- Early Childhood Education 121
- Emergency Medical Services 201
- Human Development and Family Studies 201, 202
- Law 263
- Management 201, 212, 283
- Music 212B
- Psychology (any course but PSY 210)
- Sociology (any course but SOC 210)



WNCC's Allied Health program has several components:

- An Associate Degree Nursing Program with an optional Practical Nursing preparation Certificate of Achievement.
- Surgical Technician Certificate of Achievement
- An Emergency Medical Services program which includes:
 - Courses in CPR and first aid;
 - First Responder training; and
 - Emergency Medical Technician.
- Laboratory Technician/Phelbotomist.
- Nursing Assistant training.

EMERGENCY MEDICAL SERVICES

WNCC's Emergency Medical Service programs include:

- Courses in CPR and first aid;
- First Responder training; and
- Emergency Medical Technician courses.

EMS courses are offered in a sequential series to prepare individuals with the knowledge and skills to assess and care for patients in an emergency or in an out-of-hospital setting. The department offers courses in CPR, first aid, management of roadside emergencies, and progressively structured stages of emergency care.

The following programs are designed to meet the National Standard Curriculum for each program published by the United States Department of Transportation, National Highway Traffic Safety Administration. Completion of one of these programs is designed to prepare the student for eligibility to take the appropriate Nevada state EMS certification examination.

First Responder

The First Responder (EMS 105B) program is designed for the person who is most likely to be the first on scene at an emergency, including firefighters, police officers, lifeguards, athletic trainers, coaches, and security officers.

Emergency Medical Technician (EMT)

The EMT (EMS 108B) program provides training to become an ambulance attendant or to provide emergency care for patients with emergency illnesses or injuries. The college also offers refresher training for EMTs to maintain state certification requirements EMS 109B. The EMS Instructor Course (EMS 110B) is offered for certified personnel who wish to teach EMS courses.

SURGICAL TECHNICIAN

Certificate of Achievement

The Surgical Technician Certificate of Achievement program consists of competency-based classroom, laboratory and clinical instruction, offered in conjunction with area hospitals. Upon completion of the program, students will be eligible to take the National Certification Examination for Surgical Technicians.

Classroom and laboratory work includes instruction and practice in operating room techniques, infection prevention and control, care of surgical patients and human anatomy and physiology. Clinical learning experiences include supervised hands-on hospital experience in scrubbing for a variety of surgical procedures. Failure to meet requirements in the theory or clinical experiences may result in termination from the program.

The program may be completed within ten months after admission. Faculty review qualified applicants and select students based upon established criteria: grade point average, high school and college courses completed and work experience. Applicants must submit completed applications two months prior to the beginning of the program.

Degree Objectives

Upon completion of the program the graduate will:

- A. Provide safe performance of selected activities under the direction of a registered nurse.
- B. Identify and use appropriate instrumentation in selected surgical procedures.
- C. Demonstrate impeccable surgical asepsis and the application of principles of infection control.
- D. Demonstrate communication techniques appropriate to the setting.
- E. Work cooperatively with other health care professionals.

Employment opportunities for the graduate of the Surgical Technician program are excellent. Positions are available in hospitals and ambulatory surgical centers in Reno, Carson City, Fallon and South Lake Tahoe.

CERTIFICATE REQUIREMENTS - 37-39 credits required for this certificate.

Prerequisite: High School Diploma or GED Certificate

Subject Requirements - 30 credits		Credits
<input type="checkbox"/>	BIOL 200 & 204 Elements of Human Anatomy & Physiology & Lab	4
or	BIOL 223 Human Anatomy & Physiology I	
<input type="checkbox"/>	STE 101B Nursing Foundations	3
<input type="checkbox"/>	STE 102B Operating Room Techniques	4
<input type="checkbox"/>	STE 103B Sterilization and Disinfection	3
<input type="checkbox"/>	STE 110B Preparation of Surgical Patient	3
<input type="checkbox"/>	STE 111B Surgical Procedures	4
<input type="checkbox"/>	STE 132B Surgery Clinical Practice	9

General Education Requirements - 7-9 credits		Credits
<input type="checkbox"/>	BUS 110B Human Relations for Employment	1-3
<input type="checkbox"/>	ENG 101 Composition I	3
<input type="checkbox"/>	MATH 100B Math for Allied Health Programs	3



NURSING

The nursing program at WNCC prepares individuals to perform entry level nursing in health care settings, under supervision. It helps students develop as responsible members of the nursing profession.

The nursing program is fully accredited by the National League for Nursing Accrediting Commission (NLNAC), 350 Hudson Street, New York, NY 10014, 800-669-9656, ext. 153.

The Associate of Applied Science degree is based upon a two-year nursing education. A student who successfully completes both years of the program will be awarded an Associate of Applied Science degree and will be eligible to take the National Council Licensing Examination-Registered Nurse (NCLEX-RN) to become a registered nurse. If the student completes the first year and opts to take a three-credit Transitions to Practical Nursing course, he/she may receive a certificate of completion from WNCC and may be eligible to take the National Council Licensing Examination-Practical Nurse (NCLEX-PN).

A limited number of qualified students are admitted annually to the program. These students must be high school graduates or hold a GED certificate and meet other criteria for admission to the program. A limited number of qualified advanced and re-admission students are admitted on a space available basis.

Students progressing to the second year of the program, advanced placement or readmission students must complete nursing and general education courses in the sequence indicated.

Eligibility for licensure may be affected by the existence of a criminal record, a history of alcohol or drug abuse, and mental or physical illness that may interfere with the practice of nursing. Students with concerns related to these areas are advised to check with the Nevada State Board of Nursing prior to application to the program.

The nursing program will only accept pre- and corequisite courses completed with a grade of "C" or better. Please be advised that "C" grades will not guarantee admission. The higher the grade point average, the more competitive the applicant.

ASSOCIATE DEGREE NURSING PROGRAM

Admission to the associate degree nursing program is limited and requires special procedures. For more information, contact the Admissions and Records office, Counseling Services or the Allied Health Department.

Students must complete the following:

- Application for admission to Western Nevada Community College.
- Provide proof of high school graduation or successful completion of the General Education Development (GED) exam.
- Complete one year of high school chemistry or CHEM 101.
- Complete all required science classes within the 10 years prior to the date of application.
- Pass the college standardized reading comprehension exam or pass specialized reading courses with a C or better.
- Submit completed application with supporting documents to the Allied Health office between the first day of college business, January 2 and March 1. The applicants' packets will be sent to the Admissions Committee members for review and ranking based on identified criteria. All applications will be reviewed by April 15.
- Nursing experiences are scheduled, on and off campus, during the day, evening, and weekends. It is helpful for students to complete as many corequisites as possible before beginning the nursing program.
- Students who have been expelled from a nursing program, or who are no longer eligible for admission to that program, are not eligible for admission to WNCC's nursing program.
- Request an application for admission to the nursing program from any WNCC Campus or Learning Center.

Selection criteria are as follows:

Category	Maximum Points Possible
GPA for pre- and corequisite courses as identified in the catalog	4
GPA for all courses with Biology, Chemistry, and Physics prefixes, including pre- and corequisite courses (times 2)	8
Work experience (volunteer - 1; employed - 1; work with people - 1)	3
Health related experience (NA/Ward Tech - 1; Corpsman/Paramedic - 1; LPN - 2)	3
Applicant Statement	2
Total Possible Points	20 x 5 = 100%

- All applicants will be notified of their status by the Allied Health Department.
- In addition, students will be selected as alternates in case the admitted students are unable to enroll in the fall semester. Selection as an alternate does not provide an advantage for admission the following year if not admitted in the current year.
- Students not admitted to the program must reapply in order to be considered for admission.
- Students admitted to the program, but who are unable to accept for the identified fall semester will need to reapply for admission.
- Documentation of a physical examination, and current immunizations, Healthcare Provider CPR certification and health and liability insurance is required after acceptance into the program and before classes begin.



ASSOCIATE OF APPLIED SCIENCE IN NURSING Program

DEGREE REQUIREMENTS: 72 credits.

Pre-nursing students must have had one year of high school chemistry or must take CHEM 101 and pass Reading Comprehension test/reading courses. For programs that require BIOL 223 & BIOL 224, both courses must be completed at the same school.

Prerequisite Courses - 13 credits.	Credits
<input type="checkbox"/> Behavioral science course (<i>PSY 101 or SOC 101 required</i>)	3
<input type="checkbox"/> BIOL 223 Human Anatomy & Physiology I	4
<input type="checkbox"/> ENG 101 Composition I	3
<input type="checkbox"/> MATH 120, 126 or higher	3

FIRST YEAR

Fall Semester Courses - 15 credits.	Credits
<input type="checkbox"/> *BIOL 224 Human Anatomy & Physiology II	4
<input type="checkbox"/> NURS 136 Foundations of Nursing	6
<input type="checkbox"/> NURS 141 Foundations for Pharmacology in Nursing	2
<input type="checkbox"/> NURS 200 Health Assessment	3

Spring Semester Courses - 14 credits.	Credits
<input type="checkbox"/> *SOC 101 or PSY 101 or humanities/social science course	3
<input type="checkbox"/> NURS 155 Childbearing/Childrearing Family Health	4
<input type="checkbox"/> NURS 159 Clinical Nursing Across the Lifespan	7

Students must have a minimum grade point average of 2.5 in the first year nursing courses (those courses which carry an NURS prefix) to be considered for progression, admission or readmission to the second year of the program.

SECOND YEAR

Fall Semester Courses - 14 credits.	Credits
<input type="checkbox"/> *BIOL 251 Microbiology	4
<input type="checkbox"/> NURS 265 Alterations in the Childbearing/Childrearing Family	6
<input type="checkbox"/> NURS 270 Advanced Clinical Nursing I	4

Spring Semester Courses - 16 credits.	Credits
<input type="checkbox"/> *ENG 102 or SPTH 135	3
<input type="checkbox"/> NURS 280 Alterations in Psychosocial Adaptation	3
<input type="checkbox"/> NURS 282 Advanced Clinical Nursing II	5
<input type="checkbox"/> NURS 284 Role of ADN Manager of Care	2
<input type="checkbox"/> *US/NV Constitutions requirement	3

(PSC 103, HIST 111 or WT 203 recommended)

*A list of courses fulfilling general education requirements are on page 35.

*Indicates corequisite

Graduates interested in pursuing a Bachelor of Science in Nursing degree may take Mobility Profile II or National League for Nursing Comprehensive Nursing Exam at WNCC.

RELATED COURSES

NURSING ASSISTANT COURSE

The nursing assistant course provides education in the fundamentals of bedside care. Nursing assistants are hired in clinical agencies, home health settings or as school nurse aides. The course listed under NURS 130B does not transfer to the associate degree nursing program.

OPTIONAL PRACTICAL NURSING PREPARATION Certificate of Achievement

If the student completes the first year, including a three-credit Transitions to Practical Nursing course, he/she may receive a certificate of achievement and may take the National Council Licensing Examination - Practical Nurse (NCLEX-PN). NURS 162 is not required for progression to the second year.

CERTIFICATE REQUIREMENTS: 43 credits.

Spring Course	Credits
<input type="checkbox"/> NURS 162 Transitions to Practical Nursing (Required for PN certificate)	3

RETURNING LPN

Students must have graduated from an accredited school of practical nursing prior to the date of application. If the school is one other than WNCC, the student must have taken a practical nursing curriculum equivalent to that taught at WNCC, or must take the necessary classes to ensure an equivalent academic preparation. In addition:

- Students must be currently licensed or eligible for licensure in Nevada as an LPN. Applicants with a restricted license will be evaluated on an individual basis for possible acceptance.
- Students must have credits evaluated individually for equivalency by the Admission's Office and the director of Allied Health.

Admission to the second year is based on:

- Qualifying under the selective admission criteria.
- Completion of all first year pre- and co-requisite courses.
- Successful completion of NURS 199B ADN Transition and NURS 200 Health Assessment courses.
- Students must repeat or challenge by examination all first year nursing coursework over 10 years old. All required science coursework over 10 years old must also be repeated.

Admission is contingent upon available space.

MASTER COURSE SCHEDULE - NURSING				
C = Carson; D = Douglas; F = Fallon				
TITLE	FALL 2002	SPRING 2003	FALL 2003	SPRING 2004
BIOL 223	CDF	CF	CDF	CF
BIOL 224	CF	CDF	CF	CDF
BIOL 251	CF	C	CF	C
ENG 101	CDF	CDF	CDF	CDF
ENG 102	CDF	CDF	CDF	CDF
HIST 111/PSC 103	CF	CDF	CF	CDF
MATH 120	CDF	CDF	CDF	CDF
MATH 126	CDF	CF	CDF	CF
NURS 136	C		C	
NURS 141	C		C	
NURS 155		C		C
NURS 159		CF		CF
NURS 162		C		C
NURS 200	C		C	
NURS 265	C		C	
NURS 270	C		C	
NURS 280		C		C
NURS 282		C		C
NURS 284		C		C
PSY 101	CDF	CDF	CDF	CDF
SOC 101	CDF	CDF	CDF	CDF



Applied Design Analysis

- Geographic Information Systems
- Graphic Design

GEOGRAPHIC INFORMATION SYSTEMS

WNCC's Geographic Information Systems (GIS) program offers students access to rapidly growing career tracks in agencies and industries using computer software packages to store and present

information about resources, water, soils geography, land uses, development patterns, utilities and other mapping related functions of planning and management.

GEOGRAPHIC INFORMATION SYSTEMS Certificate of Achievement

CERTIFICATE REQUIREMENTS - 30 credits required for this certificate.

Subject Requirements - 21 Credits	Credits
<input type="checkbox"/> GEOG 103 Physical Geography	3
<input type="checkbox"/> GIS 109 Intro to GIS	3
<input type="checkbox"/> GIS 110 Principles of Cartography	3
<input type="checkbox"/> GIS 112 Intro to ArcView	3
<input type="checkbox"/> GIS 205 GIS Applications	3
<input type="checkbox"/> GIS 250 GIS Database	3
<input type="checkbox"/> GIS 270 GIS Extensions	3

General Education Requirements* - 9 Credits

<input type="checkbox"/> English Writing Course	3
<input type="checkbox"/> MATH 126 or higher	3
<input type="checkbox"/> Human Relations (PSY recommended)	1-3
<input type="checkbox"/> Electives	0-2

*A list of courses fulfilling general education requirements on page 36.

SUGGESTED COURSE SEQUENCE

First Semester	Completed	Third Semester	Completed
ENG 101	3 <input type="checkbox"/>	GIS 171B	1 <input type="checkbox"/>
GEOG 103	3 <input type="checkbox"/>	GIS 212	3 <input type="checkbox"/>
GIS 109	3 <input type="checkbox"/>	GIS 235	3 <input type="checkbox"/>
GIS 110	3 <input type="checkbox"/>	GIS 280	3 <input type="checkbox"/>
GIS 112	3 <input type="checkbox"/>	MATH 126	3 <input type="checkbox"/>
		Elective	3 <input type="checkbox"/>
Second Semester		Fourth Semester	
ENG 102	3 <input type="checkbox"/>	GIS 172B	3 <input type="checkbox"/>
GEOG 106	3 <input type="checkbox"/>	GIS 250	3 <input type="checkbox"/>
GIS 111	3 <input type="checkbox"/>	GIS 270	3 <input type="checkbox"/>
GIS 170B	1 <input type="checkbox"/>	GIS 290	3 <input type="checkbox"/>
GIS 205	3 <input type="checkbox"/>	Elective	3 <input type="checkbox"/>
U.S./Nev Constitution	3 <input type="checkbox"/>		

GEOGRAPHIC INFORMATION SYSTEMS Program

DEGREE REQUIREMENTS - 60 credits required for this program.

Program Requirements - 36 Credits	Credits
<input type="checkbox"/> GIS 109 Intro to GIS	3
<input type="checkbox"/> GIS 110 Principles of Cartography	3
<input type="checkbox"/> GIS 111 Intro to Remote Sensing	3
<input type="checkbox"/> GIS 112 Intro to ArcInfo	3
<input type="checkbox"/> GIS 170B GIS Applications in Conservation Issues	1
<input type="checkbox"/> GIS 171B GIS Applications in Urban & Regional Planning	1
<input type="checkbox"/> GIS 172B Current Trends in GIS	1
<input type="checkbox"/> GIS 205 GIS Applications	3
<input type="checkbox"/> GIS 212 Intermediate Arc/Info	3
<input type="checkbox"/> GIS 235 Spatial Analysis with GIS	3
<input type="checkbox"/> GIS 250 GIS Database	3
<input type="checkbox"/> GIS 270 GIS Extensions	3
<input type="checkbox"/> GIS 280 Internship in GIS	3
<input type="checkbox"/> GIS 290 Portfolios in GIS	3

General Education Requirements* - 24 Credits

<input type="checkbox"/> English/Communications Courses	6
<input type="checkbox"/> MATH 126 or higher	3
<input type="checkbox"/> Humanities/Social Science (GEOG 106 recommended)	3
<input type="checkbox"/> Science (GEOG 103 recommended)	3
<input type="checkbox"/> U.S./Nevada Constitution	3
<input type="checkbox"/> Electives	6

*A list of courses fulfilling general education requirements is on page 35.

MASTER COURSE SCHEDULE - GEOGRAPHIC INFORMATION SYSTEMS

TITLE	C = Carson; D = Douglas; F = Fallon			
	FALL 2002	SPRING 2003	FALL 2003	SPRING 2004
GEOG 103	CF	CDF	CF	CDF
GEOG 104	CF	CDF	CF	CDF
GIS 109	C	C	C	C
GIS 110	C			
GIS 111		C		
GIS 112	C			
GIS 170B		C		
GIS 171B			C	
GIS 172B				C
GIS 205		C		
GIS 212			C	
GIS 235			C	
GIS 250				C
GIS 270				C
GIS 280	C	C	C	C
GIS 290	C	C	C	C



GRAPHIC DESIGN

WNCC's Graphic Design program is designed for students who want quick access to one of the career fields involving graphic arts and computer-aided design and layout.

GRAPHIC DESIGN Program

DEGREE REQUIREMENTS - 60 credits required for this program.

Program Requirements - 42 Credits		Credits
<input type="checkbox"/>	ART 101 Beginning Drawing I	3
<input type="checkbox"/>	ART 102 Beginning Drawing II	3
<input type="checkbox"/>	ART 109 Intro to Visual Arts	3
<input type="checkbox"/>	ART 230 Digital Imaging	3
<input type="checkbox"/>	GDES 101 Computer Graphic Systems	3
or	CIS 145 PC Operations	
<input type="checkbox"/>	GDES 110 Digital Design I	3
<input type="checkbox"/>	GDES 120 Publication Design I	3
or	COT 223 Advanced Desktop Publishing	
<input type="checkbox"/>	GDES 210 Digital Design II	3
<input type="checkbox"/>	GDES 220 Publication Design II	3
<input type="checkbox"/>	GDES 240 Web Graphic Design I	3
or	CIS 175 Web Page Design	
<input type="checkbox"/>	GDES 290 Graphic Design Portfolio	3

Choose 6 credits from the following:

<input type="checkbox"/>	ART 113, 145, 235, 236, 245, 263, 275, 277 ART/GA 175, 250, 251	6
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Choose 3 credits from the following:

<input type="checkbox"/>	ART 231 Intermediate Digital Imaging	3
<input type="checkbox"/>	CIS 276B Advanced Web Page Design	3
<input type="checkbox"/>	GDES 241 Web Design II	3
<input type="checkbox"/>	GDES 250 3-D Design	3
<input type="checkbox"/>	GDES 260 Digital Animation	3

General Education Requirements* -18 credits

<input type="checkbox"/>	English/Communication courses	6
<input type="checkbox"/>	Math course	3
<input type="checkbox"/>	Science course	3
<input type="checkbox"/>	U.S./Nevada Constitution course	3
<input type="checkbox"/>	Human Relations course (PSY or SOC recommended)	3

*A list of courses fulfilling general education requirements is on page 35.

GRAPHIC DESIGN Certificate of Achievement

CERTIFICATE REQUIREMENTS - 30 credits required for this certificate.

Subject Requirements - 21 credits		Credits
<input type="checkbox"/>	ART 101 Beginning Drawing I	3
<input type="checkbox"/>	ART 109 Intro to Visual Arts	3
<input type="checkbox"/>	GDES 110 Digital Design I	3
<input type="checkbox"/>	ART 230 Digital Imaging	3
<input type="checkbox"/>	GDES 120 Publication Design I	3
or	COT 223 Advanced Desktop Publishing	
<input type="checkbox"/>	GDES 210 Digital Design II	3

Choose 3 credits from the following:

<input type="checkbox"/>	GDES 220 Publication Design II	3
<input type="checkbox"/>	ART 231 Intermediate Digital Imaging	3
<input type="checkbox"/>	GDES 240 Web Design I	3
<input type="checkbox"/>	CIS 175 Web Page Design	3

General Education Requirements* - 9 Credits

<input type="checkbox"/>	English/Communications Course	3
<input type="checkbox"/>	Mathematics	3
<input type="checkbox"/>	Human Relations (PSY or SOC recommended)	3

*A list of courses fulfilling general education requirements is on page 36.

SUGGESTED COURSE SEQUENCE

First Semester	Completed	Third Semester	Completed
ART 101	3 <input type="checkbox"/>	ART 109	3 <input type="checkbox"/>
ART 230	3 <input type="checkbox"/>	GDES 210	3 <input type="checkbox"/>
ENG 101	3 <input type="checkbox"/>	GDES 220	3 <input type="checkbox"/>
GDES 101	3 <input type="checkbox"/>	GDES 240	3 <input type="checkbox"/>
MATH Course	3 <input type="checkbox"/>	Art Elective	3 <input type="checkbox"/>
Second Semester		Fourth Semester	
ART 231	3 <input type="checkbox"/>	GDES 241	3 <input type="checkbox"/>
ENG 102	3 <input type="checkbox"/>	GDES 290	3 <input type="checkbox"/>
GDES 110	3 <input type="checkbox"/>	Art Elective	3 <input type="checkbox"/>
GDES 120	3 <input type="checkbox"/>	Human Relations Course	3 <input type="checkbox"/>
Science Course	3 <input type="checkbox"/>	U.S./Nevada Constitution	3 <input type="checkbox"/>

MASTER COURSE SCHEDULE - GRAPHIC DESIGN

C = Carson; D = Douglas; F = Fallon

TITLE	FALL 2002	SPRING 2003	FALL 2003	SPRING 2004
ART 101	CF	CF	CFD	CF
ART 109	C	CF	C	CF
ART 230	CF	CF	CF	CF
ART 231		C		C
GDES 101	C	C	C	C
GDES 110	C	C	C	C
GDES 120	C	C	C	C
GDES 210	C	C	C	C
GDES 220	C	C	C	C
GDES 240	C	C	C	C
GDES 241	C	C	C	C
GDES 250	C	C	C	C
GDES 260		C		C



Business

The Business Department at Western Nevada Community College provides students with the professional training necessary for careers in a variety of business fields and office environments. In the two-year program, which leads to an Associate of Applied Science degree, students may choose among several areas of study:

- Accounting
- Applied Accounting
- Computer and Office Technology
- Computer Information Applications
- Computer Information Programming
- General Business
- Golf Facilities Management
- Management
- Real Estate
- Word Processing

One-year certificate programs are offered in the following Business areas for students desiring more basic skills:

- Accounting Technician
- Business
- Computer Information Technology - Cisco Systems
- Computer Information Technology - Microcomputer/Network Technician
- Computer Information Technology - Network Administration
- Desktop Publishing
- Golf Facilities Management
- Legal Office Specialist
- Medical Office Specialist
- Word Processing/Computer Applications





ACCOUNTING Emphasis

The Accounting emphasis has been designed to enable students to establish, maintain and manage both manual and automated accounting systems. Students can also develop the necessary competencies to create and analyze information for managerial decision-making situations. In addition to this degree program, students who intend to become full-charge bookkeepers will also need experience in the field.

DEGREE REQUIREMENTS - 60 credits required for this emphasis.

Core Requirements - 15 credits. Credits

- ACC 201 ** Financial Accounting 3
- & ACC 202 Managerial Accounting 3
- BUS 101 Introduction to Business 3
- or MGT 103 Small Business Management
- BUS 109B Business Mathematics 3
- or MATH Higher level mathematics course
- MGT 201 Principles of Management 3
- or COT 241 Office Management & Supervision
- or MGT 212 Leadership & Human Relations
- or MGT 283 Personnel Administration

Emphasis Requirements* - 27 credits. Credits

- ACC 203 Intermediate Accounting I 3
- ACC 220 Microcomputer Accounting Systems 3
- BUS 273 Business Law 3
- CIS 201 Introduction to Computer Info. Systems 3
- CIS 202 Computer Literacy Software 3
- ECON 102 Principles of Macroeconomics 3
- ECON 103 Principles of Microeconomics 3

Choose 6 credits from the following:

- ACC 105 Taxation for Individuals 3
- ACC 180B Payroll and Employee Benefit Accounting 3
- ACC 198B Special Topics in Accounting 1-3
- ACC 204 Intermediate Accounting II 3
- ACC 251 Introduction to Auditing 3
- ACC 261 Governmental Accounting 3
- ACC 295B Work Experience I 1-3
- ACC 299B Advanced Special Topics in Accounting 1-3
- CIS 270 Intermediate Spreadsheet Concepts 1-3

*Students should consult counselor or instructor for information regarding sequence of accounting courses.

** ACC135 B and 136B recommended prior to ACC 201.

General Education Requirements* - 18 credits. Credits

- English/Communications courses 6
(Must include a writing course; recommend BUS 107 and BUS 108)
- Science course 3
- U.S./Nevada Constitutions course 3
- Degree electives 6
(CIS 113B, CIS 203, CIS 270, COT 110, COT 150, or COT 216 are recommended)

*A list of courses fulfilling general education requirements on page 35.

ACCOUNTING TECHNICIAN Certificate of Achievement

CERTIFICATE REQUIREMENTS - 30 credits required for this certificate.

Subject Requirements - 21 credits. Credits

- ACC 135B Bookkeeping I 3
- & ACC 136B Bookkeeping II 3
- or ACC 201 Financial Accounting
- & ACC 202 Managerial Accounting
- ACC 220 Microcomputer Accounting Systems 3
- CIS 201 Intro to Computer Info. Systems 3
- CIS 202 Computer Literacy Software 3

Choose 3 credits from the following:

- ACC 105 Taxation for Individuals 3
- ACC 180B Payroll and Employee Benefit Accounting 3
- ACC 198B Special Topics in Accounting 1-3
- ACC 203 Intermediate Accounting I 3
- ACC 251 Introduction to Auditing 3
- ACC 261 Governmental Accounting 3
- ACC 299B Advanced Special Topics in Accounting 1-3

Choose 3 credits from the following:

- COT 241 Office Management & Supervision 3
- MGT 201 Principles of Management 3
- MGT 212 Leadership & Human Relations 3
- MGT 283 Personnel Administration 3

General Education Requirements - 9 credits. Credits

- English/Communications courses 6
(Must include a writing course; recommend BUS 107 and BUS 108)
- BUS 109B or higher level mathematics courses 3

*A list of courses fulfilling general education requirements on page 36.

SUGGESTED COURSE SEQUENCE - ACCOUNTING TECHNICIAN

First Semester	Completed	Second Semester	Completed
ACC 135B or 201	3 <input type="checkbox"/>	ACC 136B or 202	3 <input type="checkbox"/>
BUS 108 or ENG/COMM	3 <input type="checkbox"/>	ACC 220	3 <input type="checkbox"/>
BUS 109 or higher MATH	3 <input type="checkbox"/>	BUS 107 or ENG/COMM	3 <input type="checkbox"/>
CIS 201	3 <input type="checkbox"/>	CIS 202	3 <input type="checkbox"/>
MGT 201, 212, 283 or COT 241	3 <input type="checkbox"/>	Accounting Elective	3 <input type="checkbox"/>

SUGGESTED COURSE SEQUENCE - ACCOUNTING

First Semester	Completed	Third Semester	Completed
ACC 201	3 <input type="checkbox"/>	ACC 203	3 <input type="checkbox"/>
BUS 108 or ENG/COMM	3 <input type="checkbox"/>	BUS 101/MGT 103	3 <input type="checkbox"/>
BUS 109 or higher MATH	3 <input type="checkbox"/>	Accounting Elective	3 <input type="checkbox"/>
CIS 201	3 <input type="checkbox"/>	General Elective	3 <input type="checkbox"/>
ECON 102	3 <input type="checkbox"/>	Science Elective	3 <input type="checkbox"/>
		Fourth Semester	
Second Semester		BUS 273	3 <input type="checkbox"/>
ACC 202	3 <input type="checkbox"/>	MGT 201, 212, 283 or COT 241	3 <input type="checkbox"/>
ACC 220	3 <input type="checkbox"/>	Accounting Elective	3 <input type="checkbox"/>
BUS 107 or other	3 <input type="checkbox"/>	General Elective	3 <input type="checkbox"/>
ENG/COMM	3 <input type="checkbox"/>	U.S./Nev Constitution	3 <input type="checkbox"/>
CIS 202	3 <input type="checkbox"/>		
ECON 103	3 <input type="checkbox"/>		

MASTER COURSE SCHEDULE - ACCOUNTING/APPLIED ACCOUNTING
SEE PAGE 46

ASSOCIATE OF APPLIED SCIENCE



APPLIED ACCOUNTING Emphasis

The Applied Accounting emphasis will provide students with an understanding of accounting. This area is designed for students who want to qualify for entry level bookkeeping positions.

DEGREE REQUIREMENTS - 60 credits required for this emphasis.

Core Requirements - 15 credits. Credits

- ACC 135B Bookkeeping I 3
- & ACC 136B Bookkeeping II 3
- BUS 101 Introduction to Business 3
- or MGT 103 Small Business Management 3
- BUS 109B Business Mathematics 3
- or MATH Higher level mathematics course 3
- MGT 201 Principles of Management 3
- or COT 241 Office Management & Supervision 3
- or MGT 212 Leadership & Human Relations 3
- or MGT 283 Personnel Administration 3

Emphasis Requirements* - 27 credits. Credits

- ACC 220 Microcomputer Accounting Systems 3
- BUS 273 Business Law 3
- CIS 201 Introduction to Computer Info. Systems 3
- CIS 202 Computer Literacy Software 3
- ECON 102 Principles of Macroeconomics 3
- or ECON 103 Principles of Microeconomics 3

Choose 12 credits from the following:

- ACC 105 Taxation for Individuals 3
- ACC 180B Payroll and Employee Benefit Accounting 3
- ACC 198B Special Topics in Accounting 1-3
- ACC 201 Financial Accounting 3
- ACC 202 Managerial Accounting 3
- ACC 251 Introduction to Auditing 3
- ACC 261 Governmental Accounting 3
- ACC 295B Work Experience I 1-3
- ACC 299B Advanced Special Topics in Accounting 1-3
- CIS 270 Intermediate Spreadsheet Concepts 1-3

**Students should consult counselor or instructor for information regarding sequence of accounting courses.*

General Education Requirements* - 18 credits. Credits

- English/Communications courses 6
(Must include a writing course; recommend BUS 107 and BUS 108)
- Science course 3
- U.S./Nevada Constitutions course 3
- Degree electives 6
(CIS 203, CIS 270, CIS 113B, COT 110, COT 150, or COT 216 are recommended)

**A list of courses fulfilling general education requirements on page 35.*

SUGGESTED COURSE SEQUENCE

<i>First Semester</i>	Completed	<i>Third Semester</i>	Completed
ACC 135B	3 <input type="checkbox"/>	ACC 201	3 <input type="checkbox"/>
BUS 101 or MGT 103	3 <input type="checkbox"/>	ACC 220	3 <input type="checkbox"/>
BUS 108 or other		MGT 201, 212, 283 or	
ENG/COMM	3 <input type="checkbox"/>	COT 241	3 <input type="checkbox"/>
BUS 109 or		Accounting Elective	3 <input type="checkbox"/>
higher MATH	3 <input type="checkbox"/>	Science Elective	3 <input type="checkbox"/>
CIS 201	3 <input type="checkbox"/>		
		<i>Fourth Semester</i>	
<i>Second Semester</i>		ACC 202	3 <input type="checkbox"/>
ACC 136B	3 <input type="checkbox"/>	BUS 273	3 <input type="checkbox"/>
BUS 107 or other		Accounting Elective	3 <input type="checkbox"/>
ENG/COMM	3 <input type="checkbox"/>	General Elective	3 <input type="checkbox"/>
CIS 202	3 <input type="checkbox"/>	U.S./Nev Constitution	3 <input type="checkbox"/>
COT 241, or			
MGT 201, 212, 283	3 <input type="checkbox"/>		
ECON 102 or 103	3 <input type="checkbox"/>		

MASTER COURSE SCHEDULE - ACCOUNTING/APPLIED ACCOUNTING				
C = Carson; D = Douglas; F = Fallon; I = Internet				
TITLE	FALL 2002	SPRING 2003	FALL 2003	SPRING 2004
ACC 105				C
ACC 135B	CDF	CDF	CDF	CDF
ACC 136B	CF	CDF	CF	CDF
ACC 180B	C	F		
ACC 201*	CDF	CF	CDF	CF
ACC 202	CF	CDF	CF	CDF
ACC 203	CF		C	F
ACC 204		C		C
ACC 220	CI	CI	CI	CI
ACC 251		C		
ACC 261	C		C	
ACC 295B	C	C	C	C
BUS 101	CF	CDF	CF	CDF
BUS 109B	CDF	CDF	CDF	CDF
BUS 273	DF	C	DF	C
CIS 201	CDF	CDF	CDF	CDF
CIS 202	CDF	CDF	CDF	CDF
CIS 270	CD	F	CD	F
COT 241	F		F	
ECON 102	CDF	CF	CDF	CF
ECON 103	CF	CDF	CF	CDF
MGT 103	CD	CF	CD	CF
MGT 201	CF	CD	CF	CD
MGT 212	CD	CF	CD	CF
MGT 283	F	CD	F	CD

*ACC 135B and 136B recommended prior to ACC 201



COMPUTER AND OFFICE TECHNOLOGY

Emphasis

The Computer and Office Technology emphasis is designed for students seeking specific career skills in office environments.

DEGREE REQUIREMENTS - 60 credits required for this emphasis.

Emphasis Requirements - 42 credits. Credits

- ACC 135B Bookkeeping I 3
- or ACC 201 Financial Accounting 3
- BUS 109B Business Mathematics 3
- CIS 201 Introduction to Computer Info. Systems 3
- CIS 202 Computer Literacy Software 3
- CIS 260 Intermediate Data Base Concepts 3
- or CIS 270 Intermediate Spread Sheets 3
- COT 150 Beginning Word Processing 3
- or COT 216 Intermediate Word Processing 3
- COT 241 Office Management and Supervision 3

Choose 21 credits from the following:

- ACC 136B Applied Accounting/Bookkeeping II 3
- or ACC 202 Managerial Accounting 3
- CIS 260 Intermediate Data Base Concepts 3
- or CIS 270 Intermediate Spreadsheets Concepts 3
- COT 101 Elementary Typing I 3
- COT 102 Typing II - Intermediate Keyboarding 3
- COT 103B Keyboarding/Typing Review & Speed 3
- COT 110 Business Machines 3
- COT 111 Transcribing Machines 3
- COT 117B Filing 1-3
- COT 120B Medical Terminology 3
- or NURS 140 Medical Terminology 3
- COT 141B Proofamatics/Proofreading 1
- COT 207 Advanced Typing III 3
- COT 208 Advanced Typing IV 3
- COT 222 Beginning Desktop Publishing Using a Word Processing Program 3
- or COT 223 Advanced Desktop Publishing 3
- COT 225 Intermediate Word Processing 3
- Other related BUS, CIS, or COT courses 1-6

General Education Requirements* - 18 credits. Credits

- English/Communications courses 6
Must include a writing course; (BUS 107 and BUS 108 are recommended)
- Science course 3
- U.S./Nevada Constitutions course 3
- Humanities/Social Science course 3
(ECON 101 or ECON 102 are recommended)
- Degree electives 4

*A list of courses fulfilling general education requirements is on page 35.

SUGGESTED COURSE SEQUENCE

First Semester	Completed	Third Semester	Completed
ACC 135B	3 <input type="checkbox"/>	CIS 202	3 <input type="checkbox"/>
BUS 107	3 <input type="checkbox"/>	COT 216	3 <input type="checkbox"/>
BUS 109	3 <input type="checkbox"/>	COT 222	3 <input type="checkbox"/>
COT 101	3 <input type="checkbox"/>	COT 241	3 <input type="checkbox"/>
COT 117B	2 <input type="checkbox"/>	Science Course	3 <input type="checkbox"/>
Second Semester		Fourth Semester	
BUS 108	3 <input type="checkbox"/>	COT 141B	3 <input type="checkbox"/>
CIS 201	3 <input type="checkbox"/>	CIS 260 OR CIS 270	3 <input type="checkbox"/>
COT 102	3 <input type="checkbox"/>	Degree Elective	4 <input type="checkbox"/>
COT 110B	3 <input type="checkbox"/>	Humanities/Social Science	3 <input type="checkbox"/>
COT 150B	3 <input type="checkbox"/>	U.S./Nev Constitution	3 <input type="checkbox"/>

MASTER COURSE SCHEDULE - COMPUTER & OFFICE TECHNOLOGY

C = Carson; D = Douglas; F = Fallon

TITLE	FALL 2002	SPRING 2003	FALL 2003	SPRING 2004
ACC 135B	CDF	CDF	CDF	CDF
ACC 136B	CF	CDF	CF	CDF
ACC 201	CDF	CF	CDF	CF
ACC 202	CF	CDF	CF	CDF
BUS 107	CDF	CD	CDF	CF
BUS 108	CD	CDF	CD	CDF
BUS 109B	CDF	CDF	CDF	CDF
BUS 110B	C	CD	C	CD
CIS 201	CDF	CDF	CDF	CDF
CIS 202	CDF	CDF	CDF	CDF
CIS 260	C		C	
CIS 270	D	C	D	C
COT 100B	CF	CF	CF	CF
COT 101	CF	CF	CF	CF
COT 102	CF	CF	CF	CF
COT 103B	CF	CF	CF	CF
COT 110	C	CF	C	CF
COT 111	C	CF	C	CF
COT 117B	CF	C	CF	C
COT 120B	CF	CF	C	CF
COT 121	C	CF	CF	C
COT 123	F			F
COT 141B		See semester course schedule or instructor		
COT 150	CF	CDF	CF	CDF
COT 207		See semester course schedule or instructor		
COT 208			F	F
COT 216	C	CDF	C	CDF
COT 218B		See semester course schedule or instructor		
COT 222	CF	C	CF	C
COT 225B	C	C	C	C
COT 230B	CF	C	CF	C
COT 241	F		F	

ASSOCIATE OF APPLIED SCIENCE

**COMPUTER INFORMATION APPLICATIONS**

Emphasis

This area of study is designed to prepare students for positions involving direct use of microcomputers for business administration, decision support and financial applications. It will help identify the use of application packages for business and managerial functions. The program trains students to enter careers in which they function as end users or application developers for microcomputer systems.

DEGREE REQUIREMENTS - 60 credits required for this emphasis.**Core Requirements - 18 credits.**

	Credits
<input type="checkbox"/> ACC 135B Bookkeeping I	3
& <input type="checkbox"/> ACC 136B Bookkeeping II	3
or <input type="checkbox"/> ACC 201 Financial Accounting	
& <input type="checkbox"/> ACC 202 Managerial Accounting	
<input type="checkbox"/> BUS 109B Business Mathematics	3
or MATH Higher level mathematics course	
<input type="checkbox"/> CIS 201 Intro to Computer Information Systems	3
<input type="checkbox"/> CIS 202 Computer Literacy Software	3
<input type="checkbox"/> MGT 201 Principles of Management	3
or MGT 212 Leadership & Human Relations	
or MGT 283 Personnel Administration	

Emphasis Requirements - 24 credits.

	Credits
<input type="checkbox"/> CIS 145 PC Operations	3
<input type="checkbox"/> CIS 121B Introduction to the Internet	3
<input type="checkbox"/> CIS 175 Web Design	3
or <input type="checkbox"/> CIS 176B Web Design Using HTML	
<input type="checkbox"/> CIS 203 Microcomputers in Business	3
<input type="checkbox"/> CIS 260 Intermediate Data Base Concepts	3
<input type="checkbox"/> CIS 270 Intermediate Spreadsheets Concepts	3
<input type="checkbox"/> ECON 103 Principles of Macroeconomics	3
or <input type="checkbox"/> ECON 102 Principles of Microeconomics	

Choose 3 credits from the following:

<input type="checkbox"/> CIS 115 Introduction to Computer Programming	3
<input type="checkbox"/> CIS 165 BASIC Programming Language I	3
<input type="checkbox"/> CIS 263B Advanced Data Base Concepts	3
<input type="checkbox"/> CIS 275 Advanced Web Design	3
<input type="checkbox"/> CIS 284 Theory of System Analysis and Design	3

General Education Requirements* - 18 credits.

	Credits
<input type="checkbox"/> English/Communications courses	6
<i>(Must include a writing course; BUS 107 and BUS 108 are recommended)</i>	
<input type="checkbox"/> Science course	3
<input type="checkbox"/> U.S./Nevada Constitutions course	3
<input type="checkbox"/> Electives	6

(COT 110, ECON 102 or ECON 103; any other CIS course except 101; or any other word processing (COT) course recommended)

*A list of courses fulfilling general education requirements is on page 35.

SUGGESTED COURSE SEQUENCE

First Semester	Completed	Third Semester	Completed
BUS 107	3 <input type="checkbox"/>	ACC 201	3 <input type="checkbox"/>
BUS 108	3 <input type="checkbox"/>	CIS 165	3 <input type="checkbox"/>
BUS 109B	3 <input type="checkbox"/>	CIS 203	3 <input type="checkbox"/>
CIS 201	3 <input type="checkbox"/>	CIS 263	3 <input type="checkbox"/>
ECON 103	3 <input type="checkbox"/>	CIS 270	3 <input type="checkbox"/>
		MGT 212	3 <input type="checkbox"/>
Second Semester		Fourth Semester	
CIS 115	3 <input type="checkbox"/>	ACC 202	3 <input type="checkbox"/>
CIS 145	3 <input type="checkbox"/>	CIS 284	3 <input type="checkbox"/>
CIS 202	3 <input type="checkbox"/>	ENV 101	3 <input type="checkbox"/>
CIS 260	3 <input type="checkbox"/>	HIST 111	3 <input type="checkbox"/>
COT 150	3 <input type="checkbox"/>	PSY 101	3 <input type="checkbox"/>

MASTER COURSE SCHEDULE - COMPUTER INFORMATION APPLICATIONS

Computer Information Applications

C = Carson; D = Douglas; F = Fallon

TITLE	FALL 2002	SPRING 2003	FALL 2003	SPRING 2004
ACC 135B	CDF	CDF	CDF	CDF
ACC 136B	CF	CDF	CF	CDF
ACC 201	CDF	CF	CDF	CF
ACC 202	CF	CDF	CF	CDF
BUS 107	CDF	CD	CDF	CD
BUS 108	CD	CDF	CD	CDF
BUS 109B	CDF	CDF	CDF	CDF
BUS 273	DF	C	DF	C
CIS 115	DF	C	DF	C
CIS 145	CDF	CDF	CDF	CDF
CIS 165	CF	CD	CF	CD
CIS 166		CF		
CIS 201	CDF	CDF	CDF	CDF
CIS 202	CDF	CDF	CDF	CDF
CIS 203	CD		D	
CIS 260	F	C	F	C
CIS 263	C	F	C	F
CIS 270	CDF		CDF	
CIS 284	F	C	F	C
COT 150	CF	CDF	CF	CDF
ECON 102	CDF	CF	CDF	CF
ECON 103	CF	CDF	CF	CDF
MGT 201	CF	CD	CF	CD
MGT 212	CD	CF	CD	CF
MGT 283	F	CD	F	CD



COMPUTER INFORMATION PROGRAMMING

Emphasis

This area of study has two key goals: (1) to enable students to understand basic principles of computer information systems to help them qualify for programming entry-level positions in computer operations; (2) to teach currently employed students concepts and programming skills that may qualify them for job advancement.

DEGREE REQUIREMENTS - 60 credits required for this emphasis.

Core Requirements - 18 credits. Credits

- ACC 135B Bookkeeping I 3
- & ACC 136B Bookkeeping II 3
- or ACC 201 Financial Accounting
- & ACC 202 Managerial Accounting
- BUS 109B Business Mathematics 3
- or MATH Higher level mathematics course
- CIS 201 Intro to Computer Information Systems 3
- CIS 202 Computer Literacy Software 3
- MGT 201 Principles of Management 3
- or MGT 212 Leadership & Human Relations
- or MGT 283 Personnel Administration

Emphasis Requirements - 24 credits. Credits

- CIS 115 Introduction to Computer Programming 3
- CIS 145 PC Operations 3
- CIS 284 Theory of Systems Analysis and Design 3
- ECON 101 Principles of Macroeconomics 3
- or ECON 102 Principles of Microeconomics

Choose 12 credits from among the following:

- CIS 165 BASIC Programming Language I 3
- CIS 166 BASIC Programming Language II 3
- CIS 172B Programming Language I 3
- CIS 173B Programming Language II 3
- CIS 220B "C" Programming Language 3
- CIS 224B Programming in "C" Advanced 3

General Education Requirements* - 18 credits. Credits

- English/Communications courses 6
- (Must include a writing course; BUS 107 and BUS 108 are recommended)
- Science course 3
- U.S./Nevada Constitutions course 3
- Electives 6

(COT 110, ECON 102 or ECON 103; any other CIS course except 101; or any other word processing (COT) course recommended)

*A list of courses fulfilling general education requirements is on page 35.

SUGGESTED COURSE SEQUENCE

<i>First Semester</i>	Completed	<i>Third Semester</i>	Completed
BUS 107	3 <input type="checkbox"/>	ACC 201	3 <input type="checkbox"/>
BUS 109B	3 <input type="checkbox"/>	CIS 172B	3 <input type="checkbox"/>
CIS 115	3 <input type="checkbox"/>	CIS 220B	3 <input type="checkbox"/>
CIS 201	3 <input type="checkbox"/>	HIST 111	3 <input type="checkbox"/>
ECON 103	3 <input type="checkbox"/>	MGT 212	3 <input type="checkbox"/>
<i>Second Semester</i>		<i>Fourth Semester</i>	
BUS 108	3 <input type="checkbox"/>	ACC 202	3 <input type="checkbox"/>
CIS 145	3 <input type="checkbox"/>	CIS 224B	3 <input type="checkbox"/>
CIS 165	3 <input type="checkbox"/>	CIS 284	3 <input type="checkbox"/>
CIS 202	3 <input type="checkbox"/>	ENV 101	3 <input type="checkbox"/>
COT 150	3 <input type="checkbox"/>	PSY 101	3 <input type="checkbox"/>

MASTER COURSE SCHEDULE - COMPUTER INFORMATION PROGRAMMING

C = Carson; D = Douglas; F = Fallon

TITLE	FALL 2002	SPRING 2003	FALL 2003	SPRING 2004
ACC 135B	CDF	CDF	CDF	CDF
ACC 136B	CF	CDF	CF	CDF
ACC 201	CDF	CF	CDF	CF
ACC 202	CF	CDF	CF	CDF
BUS 107	CDF	CD	CDF	CD
BUS 108	CD	CDF	CD	CDF
BUS 109B	CDF	CDF	CDF	CDF
BUS 273	DF	C	DF	C
CIS 101	CDF	D	CDF	D
CIS 115	DF	C	DF	C
CIS 145	CDF	CDF	CDF	CDF
CIS 165	CF	CD	CF	CD
CIS 166		CF		
CIS 172B	C		CF	
CIS 173B		C		CF
CIS 175B	C	C	C	C
CIS 201	CDF	CDF	CDF	CDF
CIS 202	CDF	CDF	CDF	CDF
CIS 220B	C	D	C	D
CIS 224B	C	F	C	
CIS 227B		C		C
CIS 260	F	C	F	C
CIS 270	CD	F	CD	F
CIS 284	F	C	F	C
ECON 101	CF	CDF	CF	CDF
MGT 201	CF	CD	CF	CD
MGT 212	CD	CF	CD	CF
MGT 283	F	CD	F	CD



COMPUTER INFORMATION TECHNOLOGY

WNCC's Computer Information Technology (CIT) program is designed to offer students access to the rapidly changing and growing opportunities in the Information Technology career field. Areas include:

- Cisco Systems
- Database Administration
- Microcomputer / Network Technician
- Network Administration

Students may pursue a one-year Certificate of Achievement. Students also have the opportunity to achieve industry certification through nationally available testing programs.

COMPUTER INFORMATION TECHNOLOGY CISCO SYSTEMS

Certificate of Achievement

CERTIFICATE REQUIREMENTS - 32-34 credits required for this certificate.

Core Requirements - 6 Credits Credits

- CIS 202 Computer Literacy Software 3
- CIS 284 Theory of System Analysis & Design 3

Subject Requirements - 16 Credits Credits

- CIT 240B Cisco Internetworking I 4
- CIT 241B Cisco Internetworking II 4
- CIT 242B Cisco Internetworking III 4
- CIT 243B Cisco Internetworking IV 4

General Education Requirements* - 10-12 credits Credits

- English/Communications courses 6
(Must include a writing course)
- Math course 3
- Human Relations course 1-3

*A list of courses fulfilling general education requirements is on page 36.

SUGGESTED COURSE SEQUENCE - CISCO SYSTEMS			
First Semester	Completed	Second Semester	Completed
CIS 202	3 <input type="checkbox"/>	CIS 284	3 <input type="checkbox"/>
CIT 240B	3 <input type="checkbox"/>	CIT 242B	3 <input type="checkbox"/>
CIT 241B	3 <input type="checkbox"/>	CIT 243B	3 <input type="checkbox"/>
ENG 101	3 <input type="checkbox"/>	ENG 102	3 <input type="checkbox"/>
Human Relations Course	3 <input type="checkbox"/>		

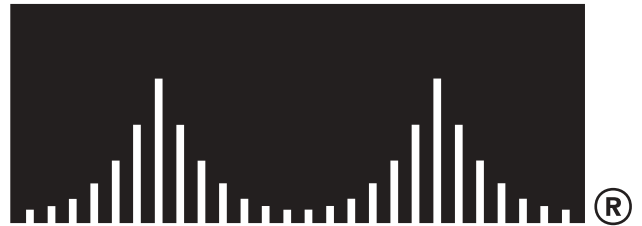
MICROSOFT CERTIFICATION DATABASE ADMINISTRATION

COURSES TO PREPARE FOR CERTIFICATION:

	Credits
CIT 216B SQL Design	4
CIT 217B SQL Admin	4
CIT 221B Install 2000 Pro/Server	4
CIT 222B Implement 2000 Network	4

SUGGESTED COURSE SEQUENCE MICROSOFT CERTIFICATION/DATABASE ADMINISTRATION & NETWORK ADMINISTRATION			
First Semester	Completed	Second Semester	Completed
CIS 202	3 <input type="checkbox"/>	CIS 284	3 <input type="checkbox"/>
CIT 221B	3 <input type="checkbox"/>	CIT 222B	3 <input type="checkbox"/>
ENG 101	3 <input type="checkbox"/>	CIT 223B	3 <input type="checkbox"/>
Human Relations Course	3 <input type="checkbox"/>	ENG 102	3 <input type="checkbox"/>
		Math Course	3 <input type="checkbox"/>

CISCO SYSTEMS



NETWORKING ACADEMY



**COMPUTER INFORMATION TECHNOLOGY
MICROCOMPUTER/NETWORK TECHNICIAN**

Certificate of Achievement

The Microcomputer/Network Technician certificate is designed to provide a student with the skills required of 'Help Desk' or Computer Support personnel.

CERTIFICATE REQUIREMENTS - 32-34 credits required for this certificate.

Core Requirements - 6 Credits Credits

- CIS 202 Computer Literacy Software 3
- ET 102B Basic DC Electronics 3

Subject Requirements - 16 Credits Credits

- CIT 200B A+ Certification 4
- CIT 201B Network+ Certification 4

Choose 8 credits from:

- CIT 198B Upgrading NT 4.0 to 2000 4
- CIT 212B TCP/IP 4
- CIT 220B Windows 2000 Net Essentials 4
- CIT 221B Install 2000 Pro/Server 4
- CIT 222B Implement 2000 Network 4
- CIT 223B Implement 2000 Dir Services 4

General Education Requirements*- 10-12 Credits Credits

- English/Communications courses (Must include a writing course) 6
- Math course 3
- Human Relations course 1-3

*A list of courses fulfilling general education requirements is on page 36.

**COMPUTER INFORMATION TECHNOLOGY
NETWORK ADMINISTRATION**

Certificate of Achievement

CERTIFICATE REQUIREMENTS - 32-34 credits required for this certificate.

Core Requirements – 6 Credits Credits

- CIS 202 Computer Literacy Software 3
- CIS 284 Theory of System Analysis & Design 3

Subject Requirements – 16 Credits Credits

Choose from:

- CIT 198B Upgrading NT 4.0 to 2000 4
- CIT 220B Windows 2000 Net Essentials 4
- CIT 221B Install 2000 Pro/Server 4
- CIT 222B Implement 2000 Network 4
- CIT 223B Implement 2000 Dir Services 4
- CIT 212B TCP/IP 4
- CIT 213B IIS 4.0 4
- CIT 216B SQL Design 4
- CIT 217B SQL Admin 4
- CIT 218B Proxy Server 4
- CIT 219B Exchange Server 4
- CIT 224B Design A 2000 Network 4
- CIT 225B Design 2000 Security 4
- CIT 226B Design 2000 Infrastructure 4

General Education Requirements * – 10-12 Credits Credits

- English/Communications courses (Must include a writing course) 6
- Math course 3
- Human Relations course 1-3

*A list of courses fulfilling general education requirements is on page 36.

MASTER COURSE SCHEDULE - COMPUTER INFORMATION TECHNOLOGY				
C = Carson; D = Douglas; F = Fallon				
TITLE	FALL 2002	SPRING 2003	FALL 2003	SPRING 2004
CIS 202	CDF	CDF	CDF	CDF
CIS 284	C		C	
CIT 200B	CF	CF	CF	CF
CIT 201B	C	C	C	C
CIT 216B	C	C	C	
CIT 217B	C		C	C
CIT 221B	C		C	
CIT 222B	C	C		C
CIT 223B	C	C		C
CIT 225B		C	C	
CIT 227B	C		C	
CIT 240B	C		C	
CIT 241B	C		C	
CIT 242B		C		C
CIT 243B		C		C
ET 102B	C	C	C	C

SUGGESTED COURSE SEQUENCE- MICROCOMPUTER/ NETWORK TECHNICIAN			
First Semester	Completed	Second Semester	Completed
CIT 200B	3 <input type="checkbox"/>	CIS 202	3 <input type="checkbox"/>
CIT Elective	3 <input type="checkbox"/>	CIT 201B	3 <input type="checkbox"/>
ENG 101	3 <input type="checkbox"/>	CIT Elective	3 <input type="checkbox"/>
ET 102B	3 <input type="checkbox"/>	ENG 102	3 <input type="checkbox"/>
Human Relations Course	3 <input type="checkbox"/>	Math Course	3 <input type="checkbox"/>

ASSOCIATE OF APPLIED SCIENCE



DESKTOP PUBLISHING

Certificate of Achievement

The Desktop Publishing Certificate of Achievement provides students with skills to use current microcomputer software and printers to produce professional finished documents integrating graphics and text. Emphasis is on design of the page, organization of content, and use of desktop publishing software and printers.

CERTIFICATE REQUIREMENTS - 30 credits required for this certificate.

Subject Requirements - 18 credits. Credits

Choose 18 credits from the following:

- | | | | |
|--------------------------|----------|---|-----|
| <input type="checkbox"/> | ART 230 | Digital Imaging | 3 |
| <input type="checkbox"/> | CIS 175 | Web Page Design | 3 |
| <input type="checkbox"/> | CIS 202 | Computer Literacy Software | 3 |
| <input type="checkbox"/> | CIS 203 | Microcomputers in Business | 3 |
| <input type="checkbox"/> | CIS 275 | Advanced Web Page Design | 3 |
| <input type="checkbox"/> | COT 150 | Beginning Word Processing | 3 |
| <input type="checkbox"/> | COT 216 | Intermediate Word Processing | 3 |
| <input type="checkbox"/> | COT 218B | Fundamentals of Computer Layout Software | 1-3 |
| <input type="checkbox"/> | COT 222 | Beginning Desktop Publishing Using a
Word Processing Program | 3 |
| <input type="checkbox"/> | COT 223 | Advanced Desktop Publishing | 3 |
| <input type="checkbox"/> | MKT 130 | Marketing | 3 |

General Education Requirements* - 12 credits. Credits

- | | | |
|--------------------------|---|---|
| <input type="checkbox"/> | English/Communications courses | 6 |
| | <i>(Must include a writing course; BUS 107 & 108 are recommended)</i> | |
| <input type="checkbox"/> | Mathematics course | 3 |
| | <i>(BUS 109B is recommended)</i> | |
| <input type="checkbox"/> | Human Relations course | 3 |
| | <i>(COT 241 is recommended)</i> | |

**A list of courses fulfilling general education requirements is on page 36.*

SUGGESTED COURSE SEQUENCE

<i>First Semester</i>	Completed	<i>Second Semester</i>	Completed
BUS 108	3 <input type="checkbox"/>	BUS 107	3 <input type="checkbox"/>
CIS 202	3 <input type="checkbox"/>	BUS 109B	3 <input type="checkbox"/>
COT 150	3 <input type="checkbox"/>	COT 216	3 <input type="checkbox"/>
COT 222	3 <input type="checkbox"/>	COT 223	3 <input type="checkbox"/>
MKT 130	3 <input type="checkbox"/>	COT 241	3 <input type="checkbox"/>

MASTER COURSE SCHEDULE - DESKTOP PUBLISHING

C = Carson; D = Douglas; F = Fallon

TITLE	FALL 2002	SPRING 2003	FALL 2003	SPRING 2004
ART 230	CF	CF	CF	CF
CIS 175	See semester class schedule or instructor			
CIS 202	CDF	CDF	CDF	CDF
CIS 203	CD		D	
CIS 275	See semester class schedule or instructor			
COT 150	CF	CD	CF	CD
COT 216	CF	CD	CF	CD
COT 218B	See semester class schedule or instructor			
COT 222	C	C	C	C
COT 223	See semester class schedule or instructor			
COT 241	See semester class schedule or instructor			
MKT 130	CF	C	CF	C



GENERAL BUSINESS

Emphasis

The General Business emphasis has been designed for students who desire general knowledge and skills in the field of business. Students who select the general business emphasis are encouraged to meet with a WNCC counselor to identify programs of study which best suit their career goals.

DEGREE REQUIREMENTS - 60 credits required for this emphasis.

Core Requirements - 15 credits. Credits

- ACC 135B Bookkeeping I 3
- & ACC 136B Bookkeeping II 3
- or
- ACC 201 Financial Accounting
- & ACC 202 Managerial Accounting
- BUS 101 Introduction to Business 3
- or MGT 103 Small Business Management
- BUS 109B Business Mathematics 3
- or MATH Higher level mathematics course
- MGT 201 Principles of Management 3
- or MGT 212 Leadership & Human Relations
- or MGT 283 Personnel Administration

Emphasis Requirements - 27 credits. Credits

- BUS 273 Business Law 3
- CIS 145 PC Operations 3
- CIS 201 Introduction to Computer Info. Systems 3
- CIS 202 Computer Literacy Software 3
- ECON 102 Principles of Macroeconomics 3
- or ECON 103 Principles of Microeconomics

Choose 12 credits from any of the following areas:

- Accounting, Business, Computer and Office Technology, Computer Information Systems, Economics, Finance, Management, Marketing, or Real Estate.

General Education Requirements* - 18 credits. Credits

- English/Communications courses 6
(Must include a writing course; BUS 107 and BUS 108 are recommended)
- Science course 3
- U.S./Nevada Constitutions course 3
- Degree electives 6

(CIS 113B, CIS 260, CIS 270, COT 110, COT 150 or COT 216 recommended.)

Additional programming courses from emphasis area are also recommended.)

*A list of courses fulfilling general education requirements on page 35.

SUGGESTED COURSE SEQUENCE

First Semester	Completed	Third Semester	Completed
ACC 135B or 201	3 <input type="checkbox"/>	MGT 201 or 212	3 <input type="checkbox"/>
BUS 101 or MGT 103	3 <input type="checkbox"/>	CIS 202	3 <input type="checkbox"/>
BUS 109B or MATH	3 <input type="checkbox"/>	Business Elective	3 <input type="checkbox"/>
ENG 101 or BUS 107	3 <input type="checkbox"/>	Marketing Elective	3 <input type="checkbox"/>
Degree Elective	3 <input type="checkbox"/>	U.S./Nev Constitution	3 <input type="checkbox"/>
Second Semester		Fourth Semester	
ACC 136B or 202	3 <input type="checkbox"/>	ENG 102 or BUS 108	3 <input type="checkbox"/>
BUS 273	3 <input type="checkbox"/>	CIS Elective	3 <input type="checkbox"/>
CIS 145	3 <input type="checkbox"/>	Degree Elective	3 <input type="checkbox"/>
ECON 102 or 103	3 <input type="checkbox"/>	Real Estate Elective	3 <input type="checkbox"/>
Science	3 <input type="checkbox"/>		

BUSINESS

Certificate of Achievement

CERTIFICATE REQUIREMENTS - 30 credits required for this certificate.

Subject Requirements - 18 credits. Credits

- MGT 201 Principles of Management 3
- or MGT 212 Leadership & Human Relations
- or MGT 283 Personnel Administration
- BUS Business elective 3

Choose 6 credits from the following classes:

- ACC 135B Bookkeeping I 3
- ACC 136B Bookkeeping II 3
- ACC 201 Financial Accounting 3
- ACC 202 Managerial Accounting 3
- BUS 101 Introduction to Business 3
- or MGT 103 Small Business Management

Choose 6 credits from the following classes:

- BUS 273 Business Law 3
- CIS 113B Integrated Software 3
- CIS 145 PC Operations 3
- CIS 201 Introduction to Computer Info. Systems 3
- CIS 202 Computer Literacy Software 3
- ECON 102 Principles of Macroeconomics 3
- ECON 103 Principles of Microeconomics 3

General Education Requirements - 12 credits. Credits

- English/Communications courses 6
(Must include a writing course; BUS 108 is recommended)
- BUS 109B or higher level mathematics courses 3
- General elective 3

*A list of courses fulfilling general education requirements on page 36.

MASTER COURSE SCHEDULE - GENERAL BUSINESS/BUSINESS

C = Carson; D = Douglas; F = Fallon

TITLE	FALL 2002	SPRING 2003	FALL 2003	SPRING 2004
ACC 135B	CDF	CDF	CDF	CDF
ACC 136B	CF	CDF	CF	CDF
ACC 201	CDF	CF	CDF	CF
ACC 202	CF	CDF	CF	CDF
BUS 101	CF	CDF	CF	CDF
BUS 109B	CDF	CDF	CDF	CDF
BUS 273	DF	C	DF	C
CIS 145	CDF	CDF	CDF	CDF
CIS 201	CDF	CDF	CDF	CDF
CIS 202	CDF	CDF	CDF	CDF
ECON 102	CDF	CF	CDF	CF
ECON 103	CF	CDF	CF	CDF
MGT 103	CD	CF	CD	CF
MGT 201	CF	CD	CF	CD
MGT 212	CD	CF	CD	CF
MGT 283	F	CD	F	CD



GOLF FACILITIES MANAGEMENT Program

The Golf Facilities Management Program prepares students for entry positions in the golf industry with a 60-credit associate degree and a 31-33 credit certificate. The program assists those seeking promotion and provides technical skills to those seeking entry into the golf business.

Golf is the fastest growing sport business in the world. It is an important part of local economic growth. Through real estate, recreation and land use development, golf facilities provide employment and economic improvement to many areas of the world. Opportunities for advancement are excellent.

DEGREE REQUIREMENTS - 60 credits required for this emphasis.

Program Requirements - 42 credits. Credits

<input type="checkbox"/>	ACC 135B	Bookkeeping I	3
or	ACC 201	Financial Accounting	
<input type="checkbox"/>	AG 102B	Landscaping/Ornamental Horticulture	3
<input type="checkbox"/>	AG 160B	Agricultural Chemicals and Fertilizer	3
<input type="checkbox"/>	BUS 101	Introduction to Business	
or	MGT 103	Small Business Management	3
<input type="checkbox"/>	CIS 202	Computer Literacy Software	3
<input type="checkbox"/>	GFM 101B	Golf Course Management & Design	3
<input type="checkbox"/>	GFM 203B	Golf Shop Management	1
<input type="checkbox"/>	GFM 204B	Methods of Teaching Golf	2
<input type="checkbox"/>	GFM 205B	Short Game and Putting	1
<input type="checkbox"/>	GFM 206B	The Rules of Golf	1
<input type="checkbox"/>	GFM 207B	Golf Cart Maintenance	1
<input type="checkbox"/>	MGT 212	Leadership & Human Relations	3
<input type="checkbox"/>	OH 111B	Turf Grass Fundamentals	3

Choose 12 credits from the following:

<input type="checkbox"/>	AUTO 102B	Automotive Electricity	3
<input type="checkbox"/>	BUS 273	Business Law	3
<input type="checkbox"/>	CE	Work Experience	1-6
<input type="checkbox"/>	ECON 102	Principles of Macroeconomics	3
or	ECON 103	Principles of Microeconomics	
<input type="checkbox"/>	FST 219B	Restaurant Operations	3
<input type="checkbox"/>	FST 272B	Liquor and Bar Management	3
<input type="checkbox"/>	LS 105B	Principles of Recreation	3
<input type="checkbox"/>	MGT 273B	Resort Planning and Design	3
<input type="checkbox"/>	MKT 111	Merchandising	3
<input type="checkbox"/>	MTL 212	Welding I	3
or	MTL 213	Welding II	
<input type="checkbox"/>	OH 201B	Turf Sprinkler Systems Design	3
<input type="checkbox"/>	OH 207B	Landscape Construction	3
<input type="checkbox"/>	OH 215B	Advanced Irrigation Design	3

General Education Requirements - 18 credits. Credits

<input type="checkbox"/>	English/Communications courses (BUS 107/BUS 108 recommended)	6
<input type="checkbox"/>	Mathematics course (BUS 109B recommended)	3
<input type="checkbox"/>	Science course (AG 101 or OH 105B recommended)	3
<input type="checkbox"/>	Humanities/Social Science course	3
<input type="checkbox"/>	U.S. and Nevada Constitution course	3

*A list of courses fulfilling general education requirements is on page 35.

GOLF FACILITIES MANAGEMENT Certificate of Achievement

CERTIFICATE REQUIREMENTS - 31-33 credits required for this certificate.

Subject Requirements - 24 credits. Credits

<input type="checkbox"/>	ACC 135B	Applied Accounting Bookkeeping I	3
or	ACC 201	Financial Accounting	
<input type="checkbox"/>	AG 101	Plant, Water & Soil Science	3
or	OH 105B	Soils & Plant Nutrition	
<input type="checkbox"/>	BUS 101	Introduction to Business	3
or	MGT 103	Small Business Management	
<input type="checkbox"/>	CIS 202	Computer Literacy Software	3
<input type="checkbox"/>	GFM 101B	Golf Course Management and Design	3
<input type="checkbox"/>	GFM 203B	Golf Shop Management	1
<input type="checkbox"/>	GFM 204B	Methods of Teaching Golf	2
<input type="checkbox"/>	GFM 205B	Short Game and Putting	1
<input type="checkbox"/>	GFM 206B	The Rules of Golf	1
<input type="checkbox"/>	GFM 207B	Golf Cart Maintenance	1
<input type="checkbox"/>	OH 111B	Turf Grass Fundamentals	3

General Education Requirements - 7-9 credits. Credits

<input type="checkbox"/>	English/Communications courses (BUS 108 recommended)	3
<input type="checkbox"/>	Mathematics course (BUS 109B recommended)	3
<input type="checkbox"/>	Human Relations course (MGT 212 recommended)	1-3

*A list of courses fulfilling general education requirements is on page 36.

MASTER COURSE SCHEDULE - GOLF FACILITIES MANAGEMENT

C = Carson; D = Douglas; F = Fallon

TITLE	FALL 2002	SPRING 2003	FALL 2003	SPRING 2004
ACC 135B	CDF	CDF	CDF	CDF
ACC 201	CDF	CF	CDF	CF
AG 102B	See semester class schedule or instructor			
AG 160B			C	
AUTO 102B	CF	C	CF	C
BUS 101	CF	CDF	CF	CDF
BUS 273	CDF		CDF	
CE	C	C	C	C
CIS 202	CDF	CDF	CDF	CDF
ECON 102	CDF	CF	CDF	CF
ECON 103	CF	CDF	CF	CDF
FST 219B				C
FST 272B	See semester class schedule or instructor			
GFM 101B	C		C	
GFM 203B	C		C	
GFM 204B		C		C
GFM 205B	C	C	C	C
GFM 206B	C	C	C	C
GFM 207B		C		C
LS 105B	See semester class schedule or instructor			
MGT 103	CD	CF	CD	CF
MGT 212	CD	CF	CD	CF
MGT 273B			C	
MKT 111		C		C
MTL 212	CDF	F	CDF	F
MTL 213	F	DF		DF
OH 111B	C		C	
OH 201B	C		C	
OH 207B			C	C
OH 215B	See semester class schedule or instructor			

SUGGESTED COURSE SEQUENCE

First Semester	Completed	Second Semester	Completed	Third Semester	Completed	Fourth Semester	Completed
ACC 135B or 201	3 <input type="checkbox"/>	AG 102B	3 <input type="checkbox"/>	AG 160B	3 <input type="checkbox"/>	BUS 101 or MGT 103	3 <input type="checkbox"/>
BUS 109B	3 <input type="checkbox"/>	CIS 202	3 <input type="checkbox"/>	GFM 206B	1 <input type="checkbox"/>	GFM 207B	1 <input type="checkbox"/>
ENG 101 or BUS 107	3 <input type="checkbox"/>	ENG 102 or BUS 108	3 <input type="checkbox"/>	MGT 212	3 <input type="checkbox"/>	MTL 212 or 213	3 <input type="checkbox"/>
GFM 101B	3 <input type="checkbox"/>	GFM 204B	2 <input type="checkbox"/>	OH 111B	3 <input type="checkbox"/>	OH 207B	3 <input type="checkbox"/>
GFM 203B	1 <input type="checkbox"/>	GFM 205B	1 <input type="checkbox"/>	US/Nev Constitutions	3 <input type="checkbox"/>	OH 215B	3 <input type="checkbox"/>
OH 201	3 <input type="checkbox"/>	Humanities/Soc Science	3 <input type="checkbox"/>			Science Course	3 <input type="checkbox"/>



LEGAL OFFICE SPECIALIST

Certificate of Achievement
(Also see Legal Assistant)

The Legal Office Specialist Certificate of Achievement offers students career opportunities in a growing field. It is designed for students seeking employment in a law office, courthouse or other legal facilities.

CERTIFICATE REQUIREMENTS - 33 credits required for this certificate.

Subject Requirements - 24 credits. Credits

- COT 123 Legal Typing and Transcription 3
- COT 131B Legal Office Ethics and Practice 3
- COT 150 Beginning Word Processing 3
- or COT 216 Intermediate Word Processing
- LAW 101 Fundamentals of Paralegalism 3
- LAW 231 Procedure - Civil 3

Choose 9 credits from the following:

- BUS 273 Business Law I 3
- or BUS 274 Business Law II 3
- COT 102 Typing II-Intermediate Keyboarding 3
- or COT 103B Keyboarding/Typing Review & Speed 3
- COT 141B Proofamatics/Proofreading 1
- COT 208 Advanced Typing IV 3
- or COT 239B Advanced Legal Transcription
- COT 290B Internship in Computer & Office Technology 3
- CRJ 220 Criminal Procedures 3
- LAW 204 Torts 3
- LAW 251 Bankruptcy Law 3
- LAW 252 Family Law 3
- LAW 255 Probate Trust and Guardianship 3
- LAW 261 Legal Research I 3
- RE 101 Real Estate Principles I 3
- RE 104 Real Estate Law & Conveyancing 3
- Computer application or related CIS classes 1-3

General Education Requirements* - 9 credits. Credits

- English/Communications courses 6

Must include a writing course; (BUS 107 and BUS 108 are recommended)

- Mathematics course (BUS 109B is recommended)

**A list of courses fulfilling general education requirements is on page 36.*

SUGGESTED COURSE SEQUENCE

<i>First Semester</i>	Completed	<i>Second Semester</i>	Completed
BUS 107	3 <input type="checkbox"/>	COT 123	3 <input type="checkbox"/>
BUS 108	3 <input type="checkbox"/>	COT 131B	3 <input type="checkbox"/>
BUS 109B	3 <input type="checkbox"/>	COT 150, or 216	3 <input type="checkbox"/>
COT 101, 102 or 103B	3 <input type="checkbox"/>	COT 208, or 239B	3 <input type="checkbox"/>
LAW 101	3 <input type="checkbox"/>	COT 240, 241 or LAW 253	3 <input type="checkbox"/>
Elective	2-3 <input type="checkbox"/>	LAW 231	3 <input type="checkbox"/>
		Elective	1 <input type="checkbox"/>

MASTER COURSE SCHEDULE - LEGAL OFFICE SPECIALIST

C = Carson; D = Douglas; F = Fallon

TITLE	FALL 2002	SPRING 2003	FALL 2003	SPRING 2004
BUS 107	CF	C	CF	C
BUS 108	C	CF	C	CF
BUS 273	DF	C	DF	C
BUS 274		DF		DF
COT 102	C	C	C	C
COT 103B	CF	CF	C	C
COT 123	F			CF
COT 131B		CF	F	C
COT 141B	CF	C	C	C
COT 150	CF	CDF	CF	CDF
COT 208	C	C	F	F
COT 216	CDF	CDF	CDF	CD
COT 239B	C	F	C	C
COT 290B	C	C	C	C
CRJ 220		DF		
LAW 101	CF		DF	
LAW 204		C		C
LAW 231	C		C	
LAW 251	C		F	
LAW 252		C		
LAW 255			C	F
LAW 261	C	F		
RE 101	CF	C	CF	C
RE 104		C		CF



MANAGEMENT Emphasis

The Management emphasis is designed to provide a foundation for employment in a variety of business/managerial positions.

DEGREE REQUIREMENTS - 60 credits required for this emphasis.

Core Requirements - 15 credits. Credits

- | | | | |
|--------------------------|----------|---------------------------------|---|
| <input type="checkbox"/> | ACC 135B | Bookkeeping I | 3 |
| & | ACC 136B | Bookkeeping II | 3 |
| or | | | |
| <input type="checkbox"/> | ACC 201 | Financial Accounting | |
| & | ACC 202 | Managerial Accounting | |
| <input type="checkbox"/> | BUS 101 | Introduction to Business | 3 |
| or | MGT 103 | Small Business Management | |
| <input type="checkbox"/> | BUS 109B | Business Mathematics | 3 |
| or | MATH | Higher level mathematics course | |
| <input type="checkbox"/> | MGT 201 | Principles of Management | 3 |

Emphasis Requirements - 27 credits. Credits

- | | | | |
|--------------------------|----------|--|---|
| <input type="checkbox"/> | CIS 145 | PC Operations | 3 |
| <input type="checkbox"/> | CIS 201 | Introduction to Computer Info. Systems | 3 |
| <input type="checkbox"/> | CIS 202 | Computer Literacy Software | 3 |
| <input type="checkbox"/> | ECON 102 | Principles of Macroeconomics | 3 |
| or | ECON 103 | Principles of Microeconomics | |
| <input type="checkbox"/> | MGT 212 | Leadership & Human Relations | 3 |

Choose 12 credits from the following:

- | | | | |
|--------------------------|----------|----------------------------------|---|
| <input type="checkbox"/> | BUS 101 | Introduction to Business | 3 |
| <input type="checkbox"/> | BUS 150B | Personal Finance | 3 |
| <input type="checkbox"/> | BUS 273 | Business Law | 3 |
| <input type="checkbox"/> | CIS 113B | Integrated Software | 3 |
| <input type="checkbox"/> | MGT 103 | Small Business Management | 3 |
| <input type="checkbox"/> | MGT 235 | Organizational Behavior | 3 |
| <input type="checkbox"/> | MGT 247B | Industrial Management | 3 |
| <input type="checkbox"/> | MGT 283 | Personnel Administration | 3 |
| <input type="checkbox"/> | MKT 111 | Introduction to Merchandising | 3 |
| <input type="checkbox"/> | MKT 115 | Purchasing | 3 |
| <input type="checkbox"/> | MKT 127 | Retail Management | 3 |
| <input type="checkbox"/> | MKT 129 | Salesmanship | 3 |
| <input type="checkbox"/> | MKT 130 | Introduction to Marketing | 3 |
| <input type="checkbox"/> | MKT 131 | Advertising | 3 |
| <input type="checkbox"/> | PSY 206 | Business & Industrial Psychology | 3 |

General Education Requirements* -18 credits. Credits

- | | | |
|--------------------------|--------------------------------|---|
| <input type="checkbox"/> | English/Communications courses | 6 |
|--------------------------|--------------------------------|---|

(Must include a writing course; BUS 107 and BUS 108 are recommended)

- | | | |
|--------------------------|----------------------------------|---|
| <input type="checkbox"/> | Science course | 3 |
| <input type="checkbox"/> | U.S./Nevada Constitutions course | 3 |
| <input type="checkbox"/> | Degree electives | 6 |

(COT 110, COT 150, COT 216, CIS 260, CIS 270, ECON 102 or ECON 103 are recommended)

*A list of courses fulfilling general education requirements is on page 35.

SUGGESTED COURSE SEQUENCE

<i>First Semester</i>	Completed	<i>Third Semester</i>	Completed
ACC 135B or 201	3 <input type="checkbox"/>	CIS 201	3 <input type="checkbox"/>
BUS 101 or MGT 103	3 <input type="checkbox"/>	MGT 212	3 <input type="checkbox"/>
BUS 109B or MATH	3 <input type="checkbox"/>	MGT 235	3 <input type="checkbox"/>
ENG 101 or BUS 107	3 <input type="checkbox"/>	Degree Elective	3 <input type="checkbox"/>
Degree Elective	3 <input type="checkbox"/>	U.S./Nev Constitution	3 <input type="checkbox"/>
<i>Second Semester</i>	Completed	<i>Fourth Semester</i>	Completed
ACC 136B or 202	3 <input type="checkbox"/>	BUS 150B or 273	3 <input type="checkbox"/>
CIS 145	3 <input type="checkbox"/>	CIS 202	3 <input type="checkbox"/>
ECON 102 or 103	3 <input type="checkbox"/>	MGT 129 or 130	3 <input type="checkbox"/>
ENG 102 or BUS 108	3 <input type="checkbox"/>	MGT 235 or 283	3 <input type="checkbox"/>
MGT 201	3 <input type="checkbox"/>	Degree Elective	3 <input type="checkbox"/>

MASTER COURSE SCHEDULE - MANAGEMENT

C = Carson; D = Douglas; F = Fallon

TITLE	FALL 2002	SPRING 2003	FALL 2003	SPRING 2004
ACC 135B	CDF	CDF	CDF	CDF
ACC 136B	CF	CDF	CF	CDF
ACC 201	CDF	CF	CDF	CF
ACC 202	CF	CDF	CF	CDF
BUS 101	CF	CDF	CF	CDF
BUS 109B	CDF	CDF	CDF	CDF
BUS 150B	D	C	F	C
BUS 273	DF	C	DF	C
CIS 113B		F		F
CIS 145	CDF	CDF	CDF	CDF
CIS 201	CDF	CDF	CDF	CDF
CIS 202	CDF	CDF	CDF	CDF
ECON 102	CF	CDF	CF	CDF
ECON 103	CDF	CF	CDF	CF
MGT 103	CD	CF	CD	CF
MGT 201	CF	CD	CF	CD
MGT 212	CD	CF	CD	CF
MGT 235	C	D		F
MGT 247B	See class semester schedule or instructor			
MGT 283	F	CD	F	CD
MKT 111	F	C	F	C
MKT 115				C
MKT 127	C		C	
MKT 129		C	F	C
MKT 131	C		F	C



MEDICAL OFFICE SPECIALIST
Certificate of Achievement

The Medical Office Specialist Certificate of Achievement offers students career opportunities in a growing field. It is designed for students seeking employment in a physician's office, hospital, or other medical facilities. Opportunities for employment through home-based businesses and use of electronic technology also exist, making this an outstanding career choice.

CERTIFICATE REQUIREMENTS - 35 credits required for this certificate.

Subject Requirements - 26 credits. Credits

- COT 117B Filing 2
- COT 120B Medical Terminology 3
- or NURS 140 Medical Terminology
- COT 121 Medical Typing and Transcription 3
- COT 150 Beginning Word Processing 3
- or COT 216 Intermediate Word Processing
- COT 225B Medical Front Office 3
- COT 230B Computerized Medical Billing 3
- COT 241 Office Management and Supervision 3

Choose 6 credits from the following:

- ACC 135B Bookkeeping I 3
- or ACC 136B Bookkeeping II
- BIOL 223 Human Anatomy and Physiology I 4
- or BIOL 224 Human Anatomy and Physiology II
- or BIOL 200 Elements of Human Anatomy & Physiology 3
- CIS 201 Introduction to Computer Information Systems 3
- or CIS 202 Computer Literacy Software
- COT 222 Beginning Desktop Publishing Using a Word Processing Program 3
- or COT 223 Advanced Desktop Publishing
- COT 233B Advanced Medical Transcription 3
- COT 234B Advanced Medical Terminology 3
- COT 290B Internship in Computer and Office Technology 3

General Education Requirements* - 9 credits. Credits

- English/Communications courses 6

Must include a writing course; (BUS 107 and BUS 108 are recommended)

- Mathematics course (BUS 109B is recommended) 3

*A list of courses fulfilling general education requirements is on page 36.

SUGGESTED COURSE SEQUENCE			
First Semester	Completed	Second Semester	
BIOL 223	3 <input type="checkbox"/>	BUS 108	3 <input type="checkbox"/>
BUS 107	3 <input type="checkbox"/>	BUS 109B	3 <input type="checkbox"/>
COT 1117B	3 <input type="checkbox"/>	COT 121	3 <input type="checkbox"/>
COT 120B	3 <input type="checkbox"/>	COT 216	3 <input type="checkbox"/>
COT 150	3 <input type="checkbox"/>	COT 230B	3 <input type="checkbox"/>
COT 225B	3 <input type="checkbox"/>	COT 241	3 <input type="checkbox"/>

MASTER COURSE SCHEDULE - MEDICAL OFFICE SPECIALIST				
C = Carson; D = Douglas; F = Fallon				
TITLE	FALL 2002	SPRING 2003	FALL 2003	SPRING 2004
ACC 135B	CDF	CDF	CDF	CDF
ACC 136B	CF	CDF	CF	CDF
BIOL 200	See semester class schedule or instructor			
BIOL 223	See semester class schedule or instructor			
BIOL 224	See semester class schedule or instructor			
CIS 201	CDF	CDF	CDF	CDF
CIS 202	CDF	CDF	CDF	CDF
COT 117B	CF	C	CF	C
COT 120B	CF	CF	C	CF
COT 121	C	CF	CF	C
COT 150	CF	CDF	CF	CDF
COT 208		F	F	F
COT 216	CF	CD	CF	CD
COT 222	C	C	C	C
COT 223	See semester class schedule or instructor			
COT 225B	C	C	C	C
COT 230B	CF	C	CF	C
COT 233B	C	C	C	C
COT 234B	See semester class schedule or instructor			
COT 241	See semester class schedule or instructor			
COT 290B	See semester class schedule or instructor			
NURS 140	F	F		F

ASSOCIATE OF APPLIED SCIENCE



REAL ESTATE Emphasis

The Real Estate emphasis has been designed to prepare students for careers in the real estate sales industry. Career opportunities also exist in commercial banking, escrow services, land planning and zoning, and land development. Approved continuing education credits completed through the Nevada Real Estate Division may be applied toward this degree as real estate electives.

NOTE: Effective July 1, 1999, Real Property Managers need 24 hours of approved continuing education in addition to licensing and state exam.

DEGREE REQUIREMENTS - 60 credits required for this emphasis.

Core Requirements - 15 credits.

	Credits
<input type="checkbox"/> ACC 135B Bookkeeping I	3
& ACC 136B Bookkeeping II	3
or ACC 201 Financial Accounting	
& ACC 202 Managerial Accounting	
<input type="checkbox"/> BUS 101 Introduction to Business	3
or MGT 103 Small Business Management	
<input type="checkbox"/> MGT 201 Principles of Management	3
or MGT 212 Leadership & Human Relations	
or MGT 283 Personnel Administration	
<input type="checkbox"/> RE 102B Real Estate Math	3
or BUS 109B Business Mathematics	
or MATH Higher level mathematics course	

Emphasis Requirements - 29-31 credits.

	Credits
<input type="checkbox"/> BUS 273 Business Law	3
<input type="checkbox"/> CIS 145 PC Operations	1-3
<input type="checkbox"/> CIS 201 Introduction to Computer Info. Systems	3
<input type="checkbox"/> CIS 202 Computer Literacy Software	3
<input type="checkbox"/> ECON 102 Principles of Macroeconomics	3
or ECON 103 Principles of Microeconomics	
<input type="checkbox"/> RE 101 Real Estate Principles I	3
<input type="checkbox"/> RE 103 Real Estate Principles II	3
<input type="checkbox"/> RE 104 Real Estate Law & Conveyancing	3
<input type="checkbox"/> RE 198B Real Estate Appraisal Law and Ethics	1
<input type="checkbox"/> RE 206 Real Estate Appraising	3
<input type="checkbox"/> Elective Any additional Real Estate course	3

General Education Requirements* - 14-16 credits.

	Credits
<input type="checkbox"/> English/Communications courses	6
<i>(Must include a writing course; BUS 107 and BUS 108 are recommended)</i>	
<input type="checkbox"/> Science course	3
<input type="checkbox"/> U.S./Nevada Constitutions course	3
<input type="checkbox"/> Degree electives	2-4

(RE 198B, RE 199, RE 201B, RE 202, RE 205B or RE 220B are recommended)

*A list of courses fulfilling general education requirements is on page 35.

SUGGESTED COURSE SEQUENCE

First Semester		Completed			Completed
ACC 135B or 201	3	<input type="checkbox"/>	Third Semester		
BUS 101 or MGT 103	3	<input type="checkbox"/>	ENG 101 or BUS 107	3	<input type="checkbox"/>
ECON 102 or 103	3	<input type="checkbox"/>	RE 104	3	<input type="checkbox"/>
RE 102B or BUS 108B	3	<input type="checkbox"/>	RE 206	3	<input type="checkbox"/>
RE 101	3	<input type="checkbox"/>	Science Course	3	<input type="checkbox"/>
			U.S./Nev Constitution	3	<input type="checkbox"/>
Second Semester			Fourth Semester		
ACC 136B or 202	3	<input type="checkbox"/>	CIS 145	1-3	<input type="checkbox"/>
BUS 273	3	<input type="checkbox"/>	ENG 102 or BUS 108	3	<input type="checkbox"/>
CIS 201	3	<input type="checkbox"/>	RE 199 or 202	3	<input type="checkbox"/>
MGT 201, 212 or 283	3	<input type="checkbox"/>	RE 201B	3	<input type="checkbox"/>
RE 103	3	<input type="checkbox"/>	Elective	2-4	<input type="checkbox"/>

MASTER COURSE SCHEDULE - REAL ESTATE

C = Carson; D = Douglas; F = Fallon

TITLE	FALL 2002	SPRING 2003	FALL 2003	SPRING 2004
ACC 135B	CDF	CDF	CDF	CDF
ACC 136B	CF	CDF	CF	CD F
ACC 201	CDF	CF	CDF	CF
ACC 202	CF	CDF	CF	CDF
BUS 101	CF	CDF	CF	CDF
BUS 109B	CDF	CDF	CDF	CDF
BUS 273	DF	C	DF	C
CIS 145	CDF	CDF	CDF	CDF
CIS 201	CDF	CDF	CDF	CDF
CIS 202	CDF	CDF	CDF	CDF
ECON 102	CDF	CF	CDF	CF
ECON 103	CF	CDF	CF	CDF
MGT 103	CD	CF	CD	CF
MGT 201	CF	CD	CF	CD
MGT 212	CD	CF	CD	CF
MGT 283	F	CD	F	CD
RE 101	CF	C	CF	C
RE 102B		C		C
RE 103	CF	C	CF	C
RE 104		C		CF
RE 198B	C			C
RE 199	C			C
RE 201B			C	C
RE 202	C			C
RE 205B	C		C	
RE 206	C		C	F



**STATE OF NEVADA
REAL ESTATE - SALES LICENSE**

REQUIREMENTS - 6 credits required for this license.		Credits
<input type="checkbox"/>	RE 101 Real Estate Principles I	3
<input type="checkbox"/>	RE 103 Real Estate Principles II	3

**STATE OF NEVADA
REAL ESTATE - BROKER LICENSE**

REQUIREMENTS - 64 credits required for this license.		Credits
<input type="checkbox"/>	RE 101 Real Estate Principles I	3
<input type="checkbox"/>	RE 103 Real Estate Principles II	3
<input type="checkbox"/>	RE 201B Real Estate Brokerage	3
<input type="checkbox"/>	RE 206 Appraising	3
<input type="checkbox"/>	Real Estate, Business or Economics electives	15
<input type="checkbox"/>	General electives	37

**STATE OF NEVADA
REAL ESTATE - RESIDENTIAL
APPRAISER APPRENTICE LICENSE**

REQUIREMENTS - 7 credits required for this license.		Credits
<input type="checkbox"/>	RE 101 Real Estate Principles I	3
or	RE 103 Real Estate Principles II	
<input type="checkbox"/>	RE 198B Real Estate Appraisal Law and Ethics	1
<input type="checkbox"/>	RE 206 Real Estate Appraising	3

These licensing programs fulfill the minimum course requirements needed to be eligible to take the Nevada Real Estate Sales and/or Broker examination and the Residential Appraisers License examination. For additional information, please contact the State of Nevada Real Estate Commission.

**WORD PROCESSING/COMPUTER APPLICATIONS
Certificate of Achievement**

CERTIFICATE REQUIREMENTS - 30 credits required for this certificate.
Subject Requirements - 18 credits.

Choose 18 credits from the following:		Credits
<input type="checkbox"/>	CIS 201 Introduction to Computer Info. Systems	3
<input type="checkbox"/>	CIS 202 Computer Literacy Software	3
<input type="checkbox"/>	CIS 260 Intermediate Data Base Concepts	3
<input type="checkbox"/>	CIS 270 Intermediate Spreadsheets Concepts	3
<input type="checkbox"/>	COT 150 Beginning Word Processing	3
<input type="checkbox"/>	COT 216 Intermediate Word Processing	3
<input type="checkbox"/>	COT 222 Beginning Desktop Publishing Using a Word Processing Program	3
<input type="checkbox"/>	COT 223 Advanced Desktop Publishing	3

General Education Requirements - 12 credits.

<input type="checkbox"/>	English/Communications courses	6
<input type="checkbox"/>	Mathematics course (BUS 109B is recommended)	3
<input type="checkbox"/>	COT 241 Office Management and Supervision	3

**A list of courses fulfilling general education requirements is on page 36.*

MASTER COURSE SCHEDULE - WORD PROCESSING
Word Processing & Word Processing/Computer Applications
SEE NEXT PAGE

ASSOCIATE OF APPLIED SCIENCE





WORD PROCESSING

Emphasis

The Word Processing emphasis offers skills to students who are employed or seek employment with firms that have implemented computerized offices. A wide variety of career options exist in both large and small businesses for those who have completed this emphasis.

DEGREE REQUIREMENTS - 60 credits required for this emphasis.

Emphasis Requirements - 42 credits. Credits

- | | | | |
|--------------------------|----------|--|-----|
| <input type="checkbox"/> | ACC 135B | Bookkeeping I | 3 |
| or | ACC 136B | Financial Accounting | |
| <input type="checkbox"/> | BUS 109B | Business Mathematics | 3 |
| or | MATH | Higher level mathematics course | |
| <input type="checkbox"/> | CIS 201 | Intro to Computer Info. Systems | 3 |
| <input type="checkbox"/> | CIS 202 | Computer Literacy Software | 3 |
| <input type="checkbox"/> | COT 150 | Beginning Word Processing | 3 |
| <input type="checkbox"/> | COT 216 | Intermediate Word Processing | 3 |
| <input type="checkbox"/> | COT 222 | Beginning Desktop Publishing Using a Word Processing Program | 1-3 |
| <input type="checkbox"/> | COT 241 | Office Management and Supervision | 3 |

Choose 18-20 credits from the following:

- | | | | |
|--------------------------|----------|-------------------------------------|---|
| <input type="checkbox"/> | CIS 260 | Intermediate Data Base Concepts | 3 |
| <input type="checkbox"/> | CIS 270 | Intermediate Spreadsheets Concepts | 3 |
| <input type="checkbox"/> | COT 101 | Elementary Typing I | 3 |
| <input type="checkbox"/> | COT 102 | Typing II -Intermediate Keyboarding | 3 |
| <input type="checkbox"/> | COT 103B | Keyboarding/Typing Review & Speed | 3 |
| <input type="checkbox"/> | COT 111 | Transcribing Machines | 3 |
| <input type="checkbox"/> | COT 121 | Medical Typing & Transcription | 3 |
| <input type="checkbox"/> | COT 123 | Legal Typing & Transcription | 3 |
| <input type="checkbox"/> | COT 207 | Advanced Typing III | 3 |
| <input type="checkbox"/> | COT 208 | Advanced Typing IV | 3 |
| <input type="checkbox"/> | COT 223 | Advanced Desktop Publishing | 3 |
| <input type="checkbox"/> | COT 225B | Medical Front Office | 3 |

General Education Requirements* - 18 credits. Credits

- | | | |
|---|----------------------------------|---|
| <input type="checkbox"/> | English/Communications courses | 6 |
| <i>(Must include a writing course; BUS 107 and BUS 108 are recommended)</i> | | |
| <input type="checkbox"/> | Science course | 3 |
| <input type="checkbox"/> | U.S./Nevada Constitutions course | 3 |
| <input type="checkbox"/> | Humanities/Social Science course | 3 |
| <i>(ECON 102 or ECON 103 are recommended)</i> | | |
| <input type="checkbox"/> | Degree electives | 3 |

*A list of courses fulfilling general education requirements is on page 35.

SUGGESTED COURSE SEQUENCE

First Semester	Completed	Third Semester	Completed
BUS 107	3 <input type="checkbox"/>	ACC 135B or 210	3 <input type="checkbox"/>
BUS 109B or higher	3 <input type="checkbox"/>	COT 111 or 207	3 <input type="checkbox"/>
CIS 145	3 <input type="checkbox"/>	COT 150	3 <input type="checkbox"/>
CIS 201	3 <input type="checkbox"/>	ECON 102 or 103	3 <input type="checkbox"/>
COT 101 or 102	3 <input type="checkbox"/>	Science Course	3 <input type="checkbox"/>
Second Semester		Fourth Semester	
BUS 108	3 <input type="checkbox"/>	COT 121, 123 or 208	3 <input type="checkbox"/>
CIS 113B, 260 or 270	3 <input type="checkbox"/>	COT 222 or 216	3 <input type="checkbox"/>
CIS 202	3 <input type="checkbox"/>	COT 241	3 <input type="checkbox"/>
COT 102 or 103B	3 <input type="checkbox"/>	Degree Elective	3 <input type="checkbox"/>
COT 240	3 <input type="checkbox"/>	U.S./Nev Constitution	3 <input type="checkbox"/>

MASTER COURSE SCHEDULE - WORD PROCESSING

Word Processing & Word Processing/Computer Applications

C = Carson; D = Douglas; F = Fallon

TITLE	FALL 2002	SPRING 2003	FALL 2003	SPRING 2004
ACC 135B	CDF	CDF	CDF	CDF
ACC 201	CDF	Cf	CDF	C
BUS 109B	CDF	CDF	CDF	CDF
CIS 201	CDF	CDF	CDF	CDF
CIS 202	CDF	CDF	CDF	CDF
CIS 260	F	C	F	C
CIS 270	CD	F	CD	F
COT 101	C	C	C	C
COT 102	C	C	C	C
COT 103B	C	C	C	C
COT 111	C	CF	C	CF
COT 117B	CF	C	CF	C
COT 120B	CF	CF	CF	CF
COT 121	C	CF	CF	C
COT 123	F			F
COT 150	CF	CDF	CF	CDF
COT 207	See semester course schedule or instructor			
COT 208	See semester course schedule or instructor			
COT 216	CD	CD	CDF	CD
COT 222	CF	C	CF	C
COT 223	See semester course schedule or instructor			
COT 241	F		F	

Public Service



The public service programs at Western Nevada Community College offer students the professional training necessary for successful careers which serve the citizenry of the community.

In the two-year program, which leads to an Associate of Applied Science degree, students may choose from the following areas:

- **Criminal Justice**

- Corrections
- Juvenile Justice
- Law Enforcement
- Law Enforcement/Academy

NOTE: Also see Criminal Justice Transfer Degree listed under Associate of Arts emphases section.

- **Early Childhood Education**

- **Legal Assistant**

One-year certificates of achievement are offered in the following areas:

- **Criminal Justice**

- Corrections
- Juvenile Justice
- Law Enforcement/
- Law Enforcement/Academy

- **Early Childhood Education**

All public service degree and certificate programs require completion of appropriate courses in computation, communication and human relations. Additionally, courses include instruction in safety and environmental awareness.

Students with previous occupational or practical experience may wish to challenge certain course requirements and prerequisites. In some cases, required courses may be waived, allowing the student to proceed to coursework that is at his/her appropriate level. In other cases, challenge examinations may be arranged for which the student can receive academic credit and a "pass" grade for the course.

For information on Fire Science Technology, see a counselor or consult catalog section on Special Academic Programs.





CORRECTIONS Emphasis

The Corrections emphasis is designed to prepare students for careers within the field of criminal justice where they are involved with the supervision and rehabilitation of convicted offenders. Courses completed through P.O.S.T. training may be applied toward this degree or certificate.

DEGREE REQUIREMENTS - 60 credits required for this emphasis.

Core Requirements - 18 credits. Credits

- CRJ 101 Introduction to Criminal Justice I 3
- CRJ 102 Introduction to Criminal Justice II 3
- CRJ 164 Principles of Investigation 3
- CRJ 220 Criminal Procedures 3
- CRJ 230 Criminal Law 3
- CRJ 270 Introduction to Criminology 3

Emphasis Requirements - 18 credits. Credits

- CRJ 106 Introduction to Corrections 3
- CRJ 215 Probation and Parole I 3

Choose 12 credits from any of the following:

- Any other Criminal Justice course except CRJ 110B 1-9
- Any Psychology or Sociology course, except PSY 210 or SOC 210 1-6
- Any foreign language 1-6
- BUS 107, 108 3-6
- CIS 101, 113B, 201, 202 3-6
- CPD 116, 117 3
- CRJ 295B Work Experience - Corrections 1-6
- DFT 130B 3
- MGT 201, 212, 235, 283 3-6
- SPTH 113, 114 3-6
- SW 230 3-6

General Education Requirements* - 24 credits. Credits

- English/Communications courses 6
(Must include a writing course; ENG 101 recommended)
- Mathematics course 3
- Science course 3
- Humanities course 3
- U.S./Nevada Constitutions course 3
- Degree electives 6

*A list of courses fulfilling general education requirements is on page 35.

SUGGESTED COURSE SEQUENCE			
First Semester	Completed	Third Semester	Completed
CRJ 101	3 <input type="checkbox"/>	CPD 116	3 <input type="checkbox"/>
CRJ 106	3 <input type="checkbox"/>	CRJ 230	3 <input type="checkbox"/>
CRJ 155	3 <input type="checkbox"/>	CRJ 270	3 <input type="checkbox"/>
ENG 101	3 <input type="checkbox"/>	SPTH 113	4 <input type="checkbox"/>
U.S./Nev Constitution	3 <input type="checkbox"/>	MATH Elective	3 <input type="checkbox"/>
Second Semester		Fourth Semester	
CIS 101	3 <input type="checkbox"/>	CPD 117	3 <input type="checkbox"/>
CRJ 102	3 <input type="checkbox"/>	CRJ 164	3 <input type="checkbox"/>
CRJ 220	3 <input type="checkbox"/>	CRJ 215	3 <input type="checkbox"/>
CRJ 103	3 <input type="checkbox"/>	SPTH 114	4 <input type="checkbox"/>
Science Elective	3 <input type="checkbox"/>	Humanities Elective	3 <input type="checkbox"/>

CORRECTIONS Certificate of Achievement

CERTIFICATE REQUIREMENTS - 30 credits required for this certificate.

Core Requirements - 12 credits. Credits

- CRJ 101 Introduction to Criminal Justice I 3
- CRJ 164 Principles of Investigation 3
- CRJ 230 Criminal Law 3
- CRJ 270 Introduction to Criminology 3

Subject Requirements - 9 credits. Credits

- CRJ 106 Introduction to Corrections 3
- CRJ 215 Probation and Parole I 3
- Choose 3 credits from Corrections Emphasis requirements 3

General Education Requirements - 9 credits. Credits

- English/Communications courses 6
(Must include a writing course; ENG 101 is recommended)
- Mathematics course 3

*A list of courses fulfilling general education requirements is on page 36.

MASTER COURSE SCHEDULE - CORRECTIONS					
C = Carson; D = Douglas; F = Fallon					
TITLE	FALL 2002	SPRING 2003	FALL 2003	SPRING 2004	
BUS 107	CDF	CD	CDF	CD	CD
BUS 108	CD	CDF	CD	CDF	
CIS 101	CDF	D	CDF	D	
CIS 201	CDF	CDF	CDF	CDF	
CIS 202	CDF	CDF	CDF	CDF	
CPD 116		C		C	
CPD 117	C	DF	C	D	
CRJ 101	CD	CF	CD	CF	
CRJ 102	C	CD	C	CD	
CRJ 103	F	C	F	C	
CRJ 106	C		C		
CRJ 120		C			C
CRJ 140	D		D		
CRJ 155	F		FD		
CRJ 164	D	CF	D	CF	
CRJ 211	CF		CF		
CRJ 214		D			D
CRJ 215		C			C
CRJ 220		DF	C	DF	
CRJ 222		C	F	C	
CRJ 225	C		C		
CRJ 226		C			C
CRJ 229B	C	C	C	C	
CRJ 230	C	DF	C	DF	
CRJ 265	C		C		
CRJ 267		C			C
CRJ 270	CD	F	CD	F	
CRJ 295B	C	C	C	C	
CRJ 296B	C	C	C	C	
CRJ 297B	C	C	C	C	
CRJ 298B	C	C	C	C	
MGT 201	CF	CD	CF	CD	
MGT 212	CD	CF	CD	CF	
MGT 283	F	CD	F	CD	
SPTH 113	CDF	CD	CDF	CD	

ASSOCIATE OF APPLIED SCIENCE



JUVENILE JUSTICE Emphasis

The Juvenile Justice emphasis is for students seeking careers within the field of criminal justice where they are involved with the supervision and rehabilitation of juvenile offenders. Courses completed through P.O.S.T. training may be applied toward this degree or certificate.

DEGREE REQUIREMENTS - 60 credits required for this emphasis.

Core Requirements - 18 credits. Credits

<input type="checkbox"/>	CRJ 101	Introduction to Criminal Justice I	3
<input type="checkbox"/>	CRJ 102	Introduction to Criminal Justice II	3
<input type="checkbox"/>	CRJ 164	Principles of Investigation	3
<input type="checkbox"/>	CRJ 220	Criminal Procedures	3
<input type="checkbox"/>	CRJ 230	Criminal Law	3
<input type="checkbox"/>	CRJ 270	Introduction to Criminology	3

Emphasis Requirements - 18 credits. Credits

<input type="checkbox"/>	CRJ 155	Juvenile Justice System	3
<input type="checkbox"/>	CRJ 215	Probation & Parole I	3
<input type="checkbox"/>	CRJ 226	Prevention & Control of Delinquency	3

Choose 9 credits from any of the following:

<input type="checkbox"/>	Any other Criminal Justice course except for CRJ 110B	1-9
<input type="checkbox"/>	Any Psychology or Sociology course, except PSY 210 or SOC 210	1-6
<input type="checkbox"/>	Any foreign language	1-6
<input type="checkbox"/>	BUS 107, 108	3-6
<input type="checkbox"/>	CIS 101, 113B, 201, 202	3-6
<input type="checkbox"/>	CPD 116, 117	3
<input type="checkbox"/>	CRJ 296B Work Experience - Juvenile Justice	1-6
<input type="checkbox"/>	DFT 130B	3
<input type="checkbox"/>	MGT 201, 212, 235, 283	3-6
<input type="checkbox"/>	SW 230	3
<input type="checkbox"/>	SPTH 113, 114	3-6

General Education Requirements* - 24 credits. Credits

<input type="checkbox"/>	English/Communications courses (Must include a writing course; ENG 101 is recommended)	6
<input type="checkbox"/>	Mathematics course	3
<input type="checkbox"/>	Science course	3
<input type="checkbox"/>	Humanities course	3
<input type="checkbox"/>	U.S./Nevada Constitutions course	3
<input type="checkbox"/>	Degree electives	6

*A list of courses fulfilling general education requirements is on page 35.

SUGGESTED COURSE SEQUENCE			
First Semester	Completed	Third Semester	Completed
CPD 117	3 <input type="checkbox"/>	CRJ 230	3 <input type="checkbox"/>
CRJ 101	3 <input type="checkbox"/>	CRJ 270	3 <input type="checkbox"/>
CRJ 106	3 <input type="checkbox"/>	SPTH 111	4 <input type="checkbox"/>
CRJ 155	3 <input type="checkbox"/>	MATH Elective	3 <input type="checkbox"/>
ENG 101	3 <input type="checkbox"/>	U.S./Nev Constitutions	3 <input type="checkbox"/>
Second Semester		Fourth Semester	
CRJ 102	3 <input type="checkbox"/>	CIS 101	3 <input type="checkbox"/>
CRJ 103	3 <input type="checkbox"/>	CRJ 164	3 <input type="checkbox"/>
CRJ 220	3 <input type="checkbox"/>	CRJ 215	3 <input type="checkbox"/>
CRJ 226	3 <input type="checkbox"/>	SPTH 112	4 <input type="checkbox"/>
Humanities Elective	3 <input type="checkbox"/>	Science Elective	3 <input type="checkbox"/>

JUVENILE JUSTICE Certificate of Achievement

CERTIFICATE REQUIREMENTS - 30 credits required for this certificate.

Core Requirements - 12 credits. Credits

<input type="checkbox"/>	CRJ 101	Introduction to Criminal Justice I	3
<input type="checkbox"/>	CRJ 164	Principles of Investigation	3
<input type="checkbox"/>	CRJ 230	Criminal Law	3
<input type="checkbox"/>	CRJ 270	Introduction to Criminology	3

Subject Requirements - 9 credits. Credits

<input type="checkbox"/>	CRJ 155	Juvenile Justice System	3
<input type="checkbox"/>	CRJ 215	Probation & Parole I	3
<input type="checkbox"/>	Choose 3 credits from Juvenile Justice Emphasis requirements		3

General Education Requirements* - 9 credits. Credits

<input type="checkbox"/>	English/Communications courses (Must include a writing course; ENG 101 is recommended)	6
<input type="checkbox"/>	Mathematics course	3

*A list of courses fulfilling general education requirements is on page 36.

MASTER COURSE SCHEDULE - JUVENILE JUSTICE				
C = Carson; D = Douglas; F = Fallon				
TITLE	FALL 2002	SPRING 2003	FALL 2003	SPRING 2004
BUS 107	CDF	CD	CDF	CD
BUS 108	CD	CDF	CD	CDF
CIS 101	CDF	D	CDF	D
CIS 201	CDF	CDF	CDF	CDF
CIS 202	CDF	CDF	CDF	CDF
CPD 116		C		C
CPD 117	C	DF	C	D
CRJ 101	CD	CF	CD	CF
CRJ 102	C	CDF	C	CDF
CRJ 103	F	C	F	C
CRJ 106	C		C	
CRJ 120		C		C
CRJ 140	D		D	
CRJ 155	F	D	F	D
CRJ 164	D	CF	D	CF
CRJ 211	CF		CF	
CRJ 214		D		D
CRJ 215		C		C
CRJ 220		DF	C	DF
CRJ 222		C	F	C
CRJ 225	C		C	
CRJ 226		C		C
CRJ 229B	C	C	C	C
CRJ 230	C	DF	C	DF
CRJ 265	C		C	
CRJ 266B		C		C
CRJ 267		C		C
CRJ 270	CD	F	CD	F
CRJ 295B	C	C	C	C
CRJ 296B	C	C	C	C
CRJ 297B	C	C	C	C
CRJ 298B	C	C	C	C
MGT 201	CF	CD	CF	CD
MGT 212	CD	CF	CD	CF
MGT 283	F	CD	F	CD
SPTH 113	CDF	CD	CDF	CD
SPTH 114				

ASSOCIATE OF APPLIED SCIENCE



LAW ENFORCEMENT Emphasis

The Law Enforcement emphasis is designed to prepare students for criminal justice careers where they may be actively involved with such duties as police patrol, investigation and criminal identification. Courses completed through P.O.S.T. training may be applied toward this degree or certificate.

DEGREE REQUIREMENTS - 60 credits required for this emphasis.

Core Requirements - 18 credits. Credits

<input type="checkbox"/>	CRJ 101	Introduction to Criminal Justice I	3
<input type="checkbox"/>	CRJ 102	Introduction to Criminal Justice II	3
<input type="checkbox"/>	CRJ 164	Principles of Investigation	3
<input type="checkbox"/>	CRJ 220	Criminal Procedures	3
<input type="checkbox"/>	CRJ 230	Criminal Law	3
<input type="checkbox"/>	CRJ 270	Introduction to Criminology	3

Emphasis Requirements - 18 credits. Credits

Choose 9 credits from the following:

<input type="checkbox"/>	CRJ 120	Community Relations	3
<input type="checkbox"/>	CRJ 211	Police in America	3
<input type="checkbox"/>	CRJ 214	Principles of Police Patrol Techniques	3
<input type="checkbox"/>	CRJ 225	Criminal Evidence	3
<input type="checkbox"/>	CRJ 265	Introduction to Physical Evidence	3
<input type="checkbox"/>	CRJ 267	Medicolegal Death Investigation	3

Choose 9 credits from the following:

<input type="checkbox"/>	Any other Criminal Justice course except CRJ 110B	1-9
<input type="checkbox"/>	Any Psychology course or Sociology, except PSY 210 or SOC 210	1-6
<input type="checkbox"/>	Any foreign language	1-6
<input type="checkbox"/>	BUS 107, 108	3-6
<input type="checkbox"/>	CIS 101, 113B, 201, 202	3-6
<input type="checkbox"/>	CPD 116, 117	3
<input type="checkbox"/>	CRJ 297B Work Experience - Law Enforcement	1-6
<input type="checkbox"/>	DFT 130B	3
<input type="checkbox"/>	MGT 201, 212, 235, 283	3-6
<input type="checkbox"/>	SPTH 113, 114	3-6
<input type="checkbox"/>	SW 230	3

General Education Requirements* - 24 credits. Credits

<input type="checkbox"/>	English/Communications courses (Must include a writing course; ENG 101 is recommended)	6
<input type="checkbox"/>	Mathematics course	3
<input type="checkbox"/>	Science course	3
<input type="checkbox"/>	Humanities course	3
<input type="checkbox"/>	U.S./Nevada Constitutions course	3
<input type="checkbox"/>	Degree electives	6

*A list of courses fulfilling general education requirements is on page 35.

SUGGESTED COURSE SEQUENCE

First Semester	Completed	Third Semester	Completed
CRJ 101	3 <input type="checkbox"/>	CPD 117	4 <input type="checkbox"/>
CRJ 211	3 <input type="checkbox"/>	CRJ 225	3 <input type="checkbox"/>
ENG 101	3 <input type="checkbox"/>	CRJ 230	3 <input type="checkbox"/>
Humanities Elective	3 <input type="checkbox"/>	CRJ 265	3 <input type="checkbox"/>
U.S./Nev Constitution	3 <input type="checkbox"/>	CRJ 270	3 <input type="checkbox"/>
Second Semester		Fourth Semester	
CIS 101	3 <input type="checkbox"/>	CPD 116	3 <input type="checkbox"/>
CRJ 102	3 <input type="checkbox"/>	CRJ 164	3 <input type="checkbox"/>
CRJ 220	3 <input type="checkbox"/>	CRJ 214	3 <input type="checkbox"/>
CRJ 103	3 <input type="checkbox"/>	CRJ 267	3 <input type="checkbox"/>
Science Elective	3 <input type="checkbox"/>	MATH Elective	3 <input type="checkbox"/>

LAW ENFORCEMENT Certificate of Achievement

CERTIFICATE REQUIREMENTS - 30 credits required for this certificate.

Core Requirements - 12 credits. Credits

<input type="checkbox"/>	CRJ 101	Introduction to the Criminal Justice I	3
<input type="checkbox"/>	CRJ 164	Principles of Investigation	3
<input type="checkbox"/>	CRJ 230	Criminal Law	3
<input type="checkbox"/>	CRJ 270	Introduction to Criminology	3

Subject Requirements - 9 credits. Credits

Choose 9 credits from the following:

<input type="checkbox"/>	CRJ 120	Community Relations	3
<input type="checkbox"/>	CRJ 211	Police in America	3
<input type="checkbox"/>	CRJ 214	Principles of Police Patrol Techniques	3
<input type="checkbox"/>	CRJ 225	Criminal Evidence	3
<input type="checkbox"/>	CRJ 265	Introduction to Physical Evidence	3
<input type="checkbox"/>	CRJ 267	Medicolegal Death Investigation	3

General Education Requirements* - 9 credits. Credits

<input type="checkbox"/>	English/Communications courses (Must include a writing course; ENG 101 is recommended)	6
<input type="checkbox"/>	Mathematics course	3

*A list of courses fulfilling general education requirements is on page 36.

MASTER COURSE SCHEDULE - LAW ENFORCEMENT

C = Carson; D = Douglas; F = Fallon

TITLE	FALL 2002	SPRING 2003	FALL 2003	SPRING 2004
BUS 107	CDF	CD	CDF	CD
BUS 108	CD	CDF	CD	CDF
CIS 101	CDF	D	CDF	D
CIS 201	CDF	CDF	CDF	CDF
CIS 202	CDF	CDF	CDF	CDF
CPD 116		C		C
CPD 117	C	DF	C	DF
CRJ 101	CD	CF	CD	CF
CRJ 102	C	CDF	C	CDF
CRJ 103	F	C	F	C
CRJ 106	C		C	
CRJ 120		C		C
CRJ 140	D		D	
CRJ 155	F	D	F	D
CRJ 164	D	CF	D	CF
CRJ 211	CF		CF	
CRJ 214		D		D
CRJ 215		C		C
CRJ 220		DF	C	DF
CRJ 222		C	F	C
CRJ 225	CF		CF	
CRJ 226		CF		CF
CRJ 229B	C	C	C	C
CRJ 230	C	DF	C	DF
CRJ 265	C		C	
CRJ 267		C		C
CRJ 270	CD	F	CD	F
CRJ 295B	C	C	C	C
CRJ 296B	C	C	C	C
CRJ 297B	C	C	C	C
CRJ 298B	C	C	C	C
MGT 201	CF	CD	CF	CD
MGT 212	CD	CF	CD	CF
MGT 235	C	D		F
MGT 283	F	CD	F	CD
SPTH 113	CDF	CD	CDF	CD
SW 230				C



LAW ENFORCEMENT/ACADEMY
Emphasis

The Law Enforcement Academy emphasis is designed to prepare students for various careers within the field of Criminal Justice. In Nevada, a Category I and III Post Certificate is necessary for most local and state jobs in the Criminal Justice field. This major, with the Western Nevada State Peace Officer Academy as the major emphasis, allows a student to go right into a criminal justice career in Nevada.

DEGREE REQUIREMENTS - 63.5 credits required for this degree.

Core Requirements - 18 credits Credits

- CRJ 101 Introduction to Criminal Justice I 3
- CRJ 102 Introduction to Criminal Justice II 3
- CRJ 164 Principles of Criminal Investigation 3
- CRJ 220 Criminal Procedures 3
- CRJ 230 Criminal Law 3
- CRJ 270 Introduction to Criminology 3

Emphasis Requirements - 33.5 credits. Credits

- CRJ 266B Western Nevada State Peace Officer Academy 27
- CRJ 103 Communication within the Criminal Justice System 3
- EMS 100B BCLS/CPR Healthcare Provider 0.5
- EMS 105B First Responder 3

General Education Requirements* - 12 credits. Credits

- English writing course (*ENG 101 recommended*) 3
- Mathematics course 3
- Science course 3
- U.S./Nevada Constitutions course 3

*A list of courses fulfilling general education requirements is on page 35.

SUGGESTED COURSE SEQUENCE			
<i>First Semester</i>	Completed	<i>Third Semester</i>	Completed
CRJ 101	3 <input type="checkbox"/>	CRJ 230	3 <input type="checkbox"/>
ENG 101	3 <input type="checkbox"/>	CRJ 270	3 <input type="checkbox"/>
U.S./Nev Constitution	3 <input type="checkbox"/>	Science Elective	3 <input type="checkbox"/>
<i>Second Semester</i>		<i>Fourth Semester</i>	
CRJ 102	3 <input type="checkbox"/>	CRJ 103	3 <input type="checkbox"/>
CRJ 164	3 <input type="checkbox"/>	CRJ 226B	27 <input type="checkbox"/>
CRJ 220	3 <input type="checkbox"/>	EMS 100B	.5 <input type="checkbox"/>
MATH 120	3 <input type="checkbox"/>	EMS 105B	3 <input type="checkbox"/>

LAW ENFORCEMENT/ACADEMY
Certificate of Achievement

CERTIFICATE REQUIREMENTS - 39.5 credits required for this certificate.

Core Requirements - 33.5 credits. Credits

- CRJ 266B Western Nevada State Peace Officer Academy 27
- CRJ 103 Communication within the Criminal Justice System 3
- EMS 100B BCLS/CPR Healthcare Provider 0.5
- EMS 105B First Responder 3

General Education Requirements* - 6 credits. Credits

- English writing course (*ENG 101 recommended*) 3
- Mathematics course 3

*A list of courses fulfilling general education requirements is on page 36.

MASTER COURSE SCHEDULE - LAW ENFORCEMENT ACADEMY				
C = Carson; D = Douglas; F = Fallon				
TITLE	FALL 2002	SPRING 2003	FALL 2003	SPRING 2004
CRJ 101	CD	CF	CD	CF
CRJ 102	C	CDF	C	CDF
CRJ 103	F	C	F	C
CRJ 106	C		C	
CRJ 140	D		D	
CRJ 155	F	D	F	D
CRJ 164	D	CF	D	CF
CRJ 215		C		C
CRJ 220		DF	C	DF
CRJ 222		C	F	C
CRJ 226		CF		CF
CRJ 229B	C	C	C	C
CRJ 230	C	DF	C	DF
CRJ 266B		C		C
CRJ 270	CD	F	CD	F
CRJ 295B	C	C	C	C
CRJ 296B	C	C	C	C
CRJ 297B	C	C	C	C
CRJ 298B	C	C	C	C
EMS 100B	CF	CF	CF	CF
EMS 105B	C	CF	C	CF

ASSOCIATE OF APPLIED SCIENCE



Early Childhood Education

WNCC's Early Childhood Education program is a vocational preparation program which concentrates on the teaching skills needed to work with young children and parents. Students may earn an Early Childhood Education Certificate of Achievement or an Associate of Applied Science degree to help them gain employment in the child care field.

Some courses transfer to local colleges and universities, providing a "career ladder" opportunity for students who are seeking additional training for jobs in the care and education of infants, preschoolers and handicapped young children.

The curriculum includes experience with children to develop teaching skills; classes in human development and interpersonal relationships; and instruction on how to select, plan and present learning activities.

Successful completion of the Early Childhood Education certificate or associate degree is designed to qualify students for such employment opportunities as assistants, teachers and directors in child care centers; teachers and assistants in preschools; and as home day care providers.

EARLY CHILDHOOD EDUCATION Certificate of Achievement

CERTIFICATE REQUIREMENTS - 30 credits required for this certificate.
Subject Requirements - 21 credits.

	Credits
<input type="checkbox"/> ECE 121 Parent-Caregiver Relationships	1
<input type="checkbox"/> ECE 122 Observation Skills	1
<input type="checkbox"/> ECE 129 Environments for Infants/Toddlers	1
<input type="checkbox"/> ECE 131 Intro to Teaching the Young Child	3
<input type="checkbox"/> ECE 204 Principles of Child Guidance	3
<input type="checkbox"/> ECE 231 Preschool Practicum: Early Childhood Lab	3
<input type="checkbox"/> ECE 251 Curriculum in Early Childhood	3
<input type="checkbox"/> HDFS 201 Lifespan Human Development	3

Choose 3 credits from related courses in any of the following subject areas:

<input type="checkbox"/> Early Childhood Education	1-3
<input type="checkbox"/> Psychology	1-3
<input type="checkbox"/> Human Development and Family Studies	1-3

General Education Requirements* - 9 credits.

<input type="checkbox"/> English/Communications courses	6
<i>(Must include a writing course; BUS 108 is recommended)</i>	
<input type="checkbox"/> Mathematics course (BUS 109B is recommended)	3

*A list of courses fulfilling general education requirements is on page 36.

SUGGESTED COURSE SEQUENCE

First Semester	Completed	Third Semester	Completed
ECE 121	1 <input type="checkbox"/>	BUS 108	3 <input type="checkbox"/>
ECE 122	1 <input type="checkbox"/>	ECE 204	3 <input type="checkbox"/>
ECE 129	1 <input type="checkbox"/>	ECE 231	6 <input type="checkbox"/>
ECE 131	3 <input type="checkbox"/>	HEC 121	3 <input type="checkbox"/>
HDFS 201	3 <input type="checkbox"/>	U.S./Nev Constitutions	3 <input type="checkbox"/>
English/Comm Course	3 <input type="checkbox"/>		
Elective	3 <input type="checkbox"/>		
		Fourth Semester	
		CIS 101, 202, OR 203	3 <input type="checkbox"/>
		ECE 123	1 <input type="checkbox"/>
		ECE 168	1 <input type="checkbox"/>
		ECE 240	3 <input type="checkbox"/>
		Human/Soc Sci Course	3 <input type="checkbox"/>
		ECE Elective	1 <input type="checkbox"/>
		Elective	3 <input type="checkbox"/>
Second Semester			
ECE 200	3 <input type="checkbox"/>		
ECE 251	3 <input type="checkbox"/>		
HDFS 202	3 <input type="checkbox"/>		
US/Nevada Constitution	3 <input type="checkbox"/>		
Math Course	3 <input type="checkbox"/>		

EARLY CHILDHOOD EDUCATION Program

The Early Childhood Education Associate of Applied Science degree provides the information, knowledge and skill-training for persons caring for young children in a variety of child care facilities.

DEGREE REQUIREMENTS - 60 credits required for this program.

Program Requirements - 36 credits.

	Credits
<input type="checkbox"/> ECE 121 Parent-Caregiver Relationships	1
<input type="checkbox"/> ECE 122 Observation Skills	1
<input type="checkbox"/> ECE 129 Environments for Infants/Toddlers	1
<input type="checkbox"/> ECE 131 Intro to Teaching the Young Child	3
<input type="checkbox"/> ECE 200 The Exceptional Child	3
<input type="checkbox"/> ECE 204 Principles of Child Guidance	3
<input type="checkbox"/> ECE 231 Preschool Practicum: Early Childhood Lab	6
<input type="checkbox"/> ECE 251 Curriculum in Early Childhood	3
<input type="checkbox"/> ECE 240 Administration of the Preschool	3
<input type="checkbox"/> CIS 101 Computer Literacy	3
or CIS 201 Intro to Computer Information Systems	
or CIS 202 Computer Literacy Software	
<input type="checkbox"/> HDFS 201 Lifespan Human Development	3

Choose 6 credits from the following:

<input type="checkbox"/> Other related Early Childhood Education courses	1-6
<i>(ECE 123 and ECE 168 are recommended)</i>	
<input type="checkbox"/> HDFS 202 Introduction to Families	3
<input type="checkbox"/> Psychology courses (except Statistical Methods)	1-3

General Education Requirements* - 24 credits.

<input type="checkbox"/> English/Communications courses	6
<i>(Must include a writing course; BUS 108 is recommended)</i>	
<input type="checkbox"/> Mathematics course (BUS 109B is recommended)	3
<input type="checkbox"/> Science course (HEC 121 is recommended)	3
<input type="checkbox"/> Humanities/Social Science course	3
<input type="checkbox"/> U.S./Nevada Constitutions course	3
<input type="checkbox"/> Electives	6

*A list of courses fulfilling general education requirements is on page 35.

MASTER COURSE SCHEDULE - EARLY CHILDHOOD EDUCATION

TITLE	C = Carson; D = Douglas; F = Fallon			
	FALL 2002	SPRING 2003	FALL 2003	SPRING 2004
CIS 101	CDF	D	CDF	D
CIS 201	CDF	CDF	CDF	CDF
ECE 121	C		C	
ECE 122	C		C	
ECE 123		C		C
ECE 129	C		C	
ECE 131	C		C	
ECE 168	C		C	
ECE 200	F	C		C
ECE 204	F	C		C
ECE 231	C	CF	C	C
ECE 251		C		C
ECE 240		C		C
HDFS 201	C		C	
HDFS 202		C		C



LEGAL ASSISTANT

Program

(Also see Legal Office Specialist in Business section)

The Legal Assistant program is designed to train students in the legal system, its functions, and the role of the legal assistant in the practice of law. Legal assistants are members of a legal team who work under the supervision of attorneys. A team concept approach to legal matters insures adequate representation of clients and reduces the cost of legal services. The professional services provided by legal assistants have made them a respected addition to the staffs of law firms, corporations, banks, insurance companies and government agencies.

DEGREE REQUIREMENTS - 60 credits required for this program. Program Requirements - 40 credits. Credits

<input type="checkbox"/>	CRJ 230	Criminal Law	3
<input type="checkbox"/>	LAW 101	Fundamentals of Paralegalism I	3
<input type="checkbox"/>	LAW 102	Fundamentals of Paralegalism II	3
<input type="checkbox"/>	LAW 204	Torts	3
<input type="checkbox"/>	LAW 231	Procedure - Civil	3
<input type="checkbox"/>	LAW 261	Legal Research I	3
<input type="checkbox"/>	LAW 262	Legal Writing I	3
<input type="checkbox"/>	LAW 263	Ethics	1
<input type="checkbox"/>	LAW 266	Legal Writing II	3

Choose 15 credits from the following:

<input type="checkbox"/>	BUS 273	Business Law I	3
<input type="checkbox"/>	CRJ 164	Principles of Investigation	3
<input type="checkbox"/>	CRJ 220	Criminal Procedures	3
<input type="checkbox"/>	CRJ 225	Criminal Evidence	3
<input type="checkbox"/>	LAW 198B	Special Topics in the Law	1-6
<input type="checkbox"/>	LAW 250	Administrative Law	3
<input type="checkbox"/>	LAW 251	Bankruptcy	3
<input type="checkbox"/>	LAW 252	Family Law	3
<input type="checkbox"/>	LAW 255	Probate, Trusts, and Guardianship Law	3
<input type="checkbox"/>	LAW 260B	Employment Law	3
<input type="checkbox"/>	LAW 265	Legal Research II	3
<input type="checkbox"/>	LAW 295	Supervised Field Experience	3
<input type="checkbox"/>	LAW ____	Any other approved LAW course	1-15
<input type="checkbox"/>	RE 104	Real Estate Law and Conveyancing	3

General Education Requirements* - 20 credits. Credits

<input type="checkbox"/>	ENG 101	Composition I	3
<input type="checkbox"/>	BUS 108	or any other writing course	3
<input type="checkbox"/>	Mathematics course		3
<input type="checkbox"/>	Science course		3
<input type="checkbox"/>	U.S./Nevada Constitutions course		3
<input type="checkbox"/>	Degree electives		5

(BUS 101, ECON 103 OR 102, PCS 208, PSY/SOC 261 are recommended)

*A list of courses fulfilling general education requirements is on page 35.

SUGGESTED COURSE SEQUENCE

First Semester	Completed	Third Semester	Completed
CRJ 230	3 <input type="checkbox"/>	LAW 231	3 <input type="checkbox"/>
ENG 101	3 <input type="checkbox"/>	LAW 261	3 <input type="checkbox"/>
LAW 101	3 <input type="checkbox"/>	LAW 266	3 <input type="checkbox"/>
MATH Elective	3 <input type="checkbox"/>	LAW Elective	3 <input type="checkbox"/>
General Elective	3 <input type="checkbox"/>	U.S./Nev Constitutions	3 <input type="checkbox"/>
Second Semester		Fourth Semester	
LAW 102	3 <input type="checkbox"/>	BUS 108	3 <input type="checkbox"/>
LAW 204	3 <input type="checkbox"/>	LAW Elective	3 <input type="checkbox"/>
LAW 263	1 <input type="checkbox"/>	LAW Elective	3 <input type="checkbox"/>
LAW 262	3 <input type="checkbox"/>	LAW Elective	3 <input type="checkbox"/>
LAW Elective	3 <input type="checkbox"/>	Science Elective	3 <input type="checkbox"/>
General Elective	3 <input type="checkbox"/>		

MASTER COURSE SCHEDULE - LEGAL ASSISTANT

C = Carson; D = Douglas; F = Fallon

TITLE	FALL 2002	SPRING 2003	FALL 2003	SPRING 2004
BUS 273	DF	C	DF	C
CIS 201	CDF	CDF	CDF	CDF
CIS 202	CDF	CDF	CDF	CDF
CRJ 164	D	CF	D	CF
CRJ 220		DF	C	DF
CRJ 225	CF		CF	
CRJ 230	C	DF	C	DF
LAW 101	CF		DF	
LAW 102B		C		DF
LAW 198B	C	C		
LAW 204		C		C
LAW 231	C		C	
LAW 250				C
LAW 251	C		F	
LAW 252		C		
LAW 255			C	F
LAW 260B		C		
LAW 261	C	F		
LAW 262	F	C		C
LAW 263	C	DF		DF
LAW 265		C		
LAW 266	C		CF	
LAW 295	C	C	C	C
LAW 296	C	C	C	C
RE 104				

ASSOCIATE OF APPLIED SCIENCE



Trade & Industrial

The Trade and Industrial programs at Western Nevada Community College offer students the professional training necessary for successful careers in a variety of trade and industrial occupations. In the two-year program, which leads to an Associate of Applied Science degree, students may choose from the following:

- Automotive Mechanics
- Construction Technology
 - Craft Training
 - Project Management
 - Trade Specific Supervision
- Drafting Technology
 - Architectural
 - Mechanical
- Electronics Technology
- Industrial Technology
- Machine Tool Technology
- Welding Technology

One-year Certificates of Achievement are also offered in the following areas:

- Automotive Mechanics
- Drafting Technology
- Electronics Technology
- Machine Tool Technology
- Welding Technology

NOTE: All Associate of Applied Science degree and certificate programs require completion of appropriate courses in computation, communication and human relations. Additionally, introductory courses in all applied science and technology include instruction in safety, industrial safety and environmental awareness, as appropriate.

Students with previous occupational or practical experience may challenge certain course requirements and prerequisites. In some cases, required courses may be waived, allowing the student to proceed to coursework at the appropriate level. In other cases, challenge examinations may be arranged for which the student can receive academic credit and a "pass" grade for the course.

Bachelor of Technology Degree

A partnership program of WNCC and UNR

WNCC offers up to three years of a four-year bachelor's degree in Construction Science. Students may then transfer to UNR for the final year, where the degree will be issued. This program is designed to prepare students for employment and management opportunities in the construction field. Please see a WNCC counselor for more information.

SUGGESTED COURSE SEQUENCE

First Semester	Completed	Fourth Semester	Completed
CONS 102B	3 <input type="checkbox"/>	ACC 201	3 <input type="checkbox"/>
CONS 108B	3 <input type="checkbox"/>	CONS 204B	3 <input type="checkbox"/>
CONS 114B	3 <input type="checkbox"/>	CONS 222B	3 <input type="checkbox"/>
ECON 101	3 <input type="checkbox"/>	CONS 290B	2 <input type="checkbox"/>
ENG 101	3 <input type="checkbox"/>	ENV 100	3 <input type="checkbox"/>
PHYS 100	3 <input type="checkbox"/>	WT 201	3 <input type="checkbox"/>
Second Semester		Fifth Semester (DRAFT)	
CONS 112B	1 <input type="checkbox"/>	CIS 190B	3 <input type="checkbox"/>
CONS 113B	1 <input type="checkbox"/>	CONS 280B	5 <input type="checkbox"/>
CONS 115B	3 <input type="checkbox"/>	ECON 261	3 <input type="checkbox"/>
CONS 117B	3 <input type="checkbox"/>	WT 203	3 <input type="checkbox"/>
CONS 216B	2 <input type="checkbox"/>		
ECON 102	3 <input type="checkbox"/>	Sixth Semester (DRAFT)	
ENG 102	3 <input type="checkbox"/>	CONS 225B	3 <input type="checkbox"/>
		CONS 281B	4 <input type="checkbox"/>
Third Semester		ECON 262	3 <input type="checkbox"/>
CONS 116B	2 <input type="checkbox"/>	WT 202	3 <input type="checkbox"/>
CONS 118B	3 <input type="checkbox"/>		
CONS 119B	2 <input type="checkbox"/>		
CONS 220B	2 <input type="checkbox"/>		
CONS 221B	1 <input type="checkbox"/>		
MATH 128	5 <input type="checkbox"/>		
PSY 101	3 <input type="checkbox"/>		

MASTER COURSE SCHEDULE - BACHELOR OF TECHNOLOGY DEGREE

C = Carson; D = Douglas; F = Fallon

TITLE	FALL 2002	SPRING 2003	FALL 2003	SPRING 2004
ACC 201	CDF	CF	CDF	CF
CONS 102B	C			
CONS 108B	C			
CONS 112B		C		
CONS 113B	C			
CONS 114B	C			
CONS 115B		C		
CONS 116B			C	
CONS 117B		C		
CONS 118B			C	
CONS 119B			C	
CONS 204B				C
CONS 216B		C		
CONS 220B			C	
CONS 221B			C	C
CONS 222B				C
CONS 290B				C
ECON 101	CF	CDF	CF	CDF
ECON102	CDF	CF	CDF	CF
ECON 261	See Semester Course Schedule or Instructor			
ECON 262	See Semester Course Schedule or Instructor			
ENG 101	CDF	CDF	CDF	CDF
ENG 102	CDF	CDF	CDF	CDF
ENV 100	CDF	CF	CDF	CF
MATH 128	C	C	C	C
PHYS 100	CF	CF	C	CF
PSY 101	CDF	CDF	CDF	CDF
WT 201	CF	CF	DF	F
WT 202	F	CF	F	CF
WT 203	See semester Course Schedule or Instructor			



AUTOMOTIVE MECHANICS Program

The Automotive Mechanics program offers students an opportunity to acquire the necessary skills and technical theory for a successful career as an automotive mechanic. Individuals who are now employed in the automotive mechanics field will be able to upgrade their knowledge. Students obtaining this 60-credit associate degree will have completed courses of a very technical nature, chosen to complement each other and provide breadth and depth of diagnostic and repair skill abilities necessary to work in a service facility.

DEGREE REQUIREMENTS - 60 credits required for this emphasis.

Program Requirements - 36 credits. Credits

- AUTO 101B Introduction to General Mechanics 3
- AUTO 102B Automotive Electricity 3
- AUTO 121B Automotive Brake Systems 3
- AUTO 125B Steering & Suspension System 3
- AUTO 218B Tune-up Procedures 3
- AUTO 223B Advanced Engine Tune-up 3
- AUTO 225B Auto Air Conditioning Systems 3
- AUTO 226B Automatic Transmissions 3
- AUTO 236B Automotive Computer Systems 3
- AUTO 250B Engine Reconditioning 3
- Automotive or Technical courses 6

General Education Requirements* - 24 credits. Credits

- English/Communications courses (Must include a writing course) 6
- Mathematics course 3
- Science course 3
- Humanities/Social Science course 3
- U.S./Nevada Constitutions course 3
- Human Relations course (BUS 110B recommended) 1-3
- Elective 3-5

*A list of courses fulfilling general education requirements is on page 35.

AUTOMOTIVE MECHANICS Certificate of Achievement

CERTIFICATE REQUIREMENTS - 30 credits required for this certificate.

Subject Requirements - 18 credits. Credits

- AUTO 101B Introduction to General Mechanics 3
- AUTO 102B Automotive Electricity 3
- AUTO 121B Automotive Brake Systems 3
- AUTO 125B Steering & Suspension System 3
- AUTO 218B Tune-up Procedures 3
- AUTO 223B Advanced Engine Tune-up 3

General Education Requirements - 12 credits. Credits

- English/Communications courses (Must include a writing course) 6
- Mathematics course 3
- Human Relations course (BUS 110B recommended) 1
- Elective 2

*A list of courses fulfilling general education requirements is on page 36.

SUGGESTED COURSE SEQUENCE

<i>First Semester</i>	Completed	<i>Third Semester</i>	Completed
AUTO 101B	3 <input type="checkbox"/>	AUTO 226B	3 <input type="checkbox"/>
AUTO 121B	3 <input type="checkbox"/>	AUTO 250B	3 <input type="checkbox"/>
AUTO 218B	3 <input type="checkbox"/>	SCI 100B	3 <input type="checkbox"/>
ENG Elective	3 <input type="checkbox"/>	AUTO Elective	3 <input type="checkbox"/>
MATH 110B	3 <input type="checkbox"/>	Elective	3 <input type="checkbox"/>
<i>Second Semester</i>	Completed	<i>Fourth Semester</i>	Completed
AUTO 102B	1 <input type="checkbox"/>	AUTO 225B	3 <input type="checkbox"/>
AUTO 125B	3 <input type="checkbox"/>	AUTO 236B	3 <input type="checkbox"/>
AUTO 223B	3 <input type="checkbox"/>	BUS 110B	3 <input type="checkbox"/>
ENG 107B	3 <input type="checkbox"/>	HIST 111	3 <input type="checkbox"/>
HUM 101B	3 <input type="checkbox"/>	AUTO Elective	3 <input type="checkbox"/>

MASTER COURSE SCHEDULE - AUTOMOTIVE MECHANICS

C = Carson; D = Douglas; F = Fallon

TITLE	FALL 2002	SPRING 2003	FALL 2003	SPRING 2004
AUTO 101B	CF	CF	CF	CF
AUTO 102B		C		C
AUTO 121B	C		C	
AUTO 125B		C		C
AUTO 218B	C		C	
AUTO 223B		C		C
AUTO 225B		C		C
AUTO 226B		C	C	C
AUTO 236B	C		C	
AUTO 250B	C		C	

NOTE: STUDENTS ARE REQUIRED TO TAKE SIX ADDITIONAL CREDITS FROM ANY OTHER AUTO CLASSES OFFERED.



Construction Technology

The Construction Technology program prepares students for entry and mid-level positions within the various construction industry disciplines. As construction technology students will possess a diversity of work experiences, skills and interests, the program accommodates a variety of study areas and competency levels to address student and industry needs.

The program offers instruction in several academic areas which are critical to preparing skilled employees, including

- Craft Training
- Project Management
- Trade-Specific Supervision



CRAFT TRAINING Emphasis

The Craft Training emphasis is designed for those seeking careers within the many high paying crafts of the construction industry. The standardized competency-based training was developed by the National Center for Construction Education and Research and is recognized by many builders associations nationwide. Students are encouraged to contact such builders associations regarding apprenticeship status as on job training is an essential element of craft training.

DEGREE REQUIREMENTS - 60-61 credits required for this emphasis

Core Requirements - 4 credits

- | | | | |
|--------------------------|-----------|--------------------------|---|
| <input type="checkbox"/> | CONS 113B | Construction Site Safety | 1 |
| <input type="checkbox"/> | CT 101B | Craft Training Basics | 3 |

Concentration Requirements - 33-36 credits

- | | | | |
|---------------------------------|---------------------------|--|--------------------------|
| <i>(Pick one Concentration)</i> | | | <input type="checkbox"/> |
| <input type="checkbox"/> | Carpentry | | 36 |
| <input type="checkbox"/> | Electrical | | 36 |
| <input type="checkbox"/> | Heavy Equipment Operation | | 35 |
| <input type="checkbox"/> | HVAC | | 36 |
| <input type="checkbox"/> | Masonry | | 35 |
| <input type="checkbox"/> | Plumbing | | 36 |
| <input type="checkbox"/> | Sheet Metal | | 36 |

General Education Requirements* - 19-21 credits

- | | | | |
|--------------------------|--|--------------------------------|-----|
| <input type="checkbox"/> | English/Communications course | | 6 |
| | <i>(BUS 107 and BUS 108 recommended)</i> | | |
| <input type="checkbox"/> | Mathematics course | <i>(MATH 110B recommended)</i> | 3 |
| <input type="checkbox"/> | Science course | <i>(PHYS 107B recommended)</i> | 3 |
| <input type="checkbox"/> | Human Relations course | <i>(BUS 110B recommended)</i> | 1-3 |
| <input type="checkbox"/> | Humanities/Social Science course | | 3 |
| <input type="checkbox"/> | U.S. and Nevada Constitution course | | 3 |
| <input type="checkbox"/> | Electives | | 0-1 |

*A list of courses fulfilling general education requirements is on page 35.

Contact the Division of Business & Technology for course descriptions, outlines and other related information. Up to 15 credits of approved Bureau of Apprenticeship Training and/or State Apprenticeship Council training may be substituted for craft-training courses. Up to six credits of work experience may be substituted for craft-training courses.

MASTER COURSE SCHEDULE - CRAFT TRAINING
 STUDENTS WHO ARE INTERESTED IN THESE COURSES
 CONTACT CONSTRUCTION TECHNOLOGY INSTRUCTOR
 BILL ONEY FOR DETAILS AT 445-3353.
 Classes vary on an individual basis, courses are offered on a basis of need.



PROJECT MANAGEMENT Emphasis

The Project Management emphasis provides management training that addresses topics of critical importance to subcontractors, general contractors, superintendents and project managers. Students will study contract administration, coordination, negotiation, quality control and the management of labor resources, equipment and materials.

DEGREE REQUIREMENTS - 60 credits required for this emphasis

Core Requirements - 14 credits.

- | | | | |
|--------------------------|-----------|------------------------------------|---|
| <input type="checkbox"/> | CONS 102B | Blueprint Reading & Specifications | 3 |
| <input type="checkbox"/> | CONS 108B | Construction Practices | 3 |
| <input type="checkbox"/> | CONS 112B | Construction Law | 1 |
| <input type="checkbox"/> | CONS 113B | Construction Site Safety | 1 |
| <input type="checkbox"/> | CONS 115B | Construction Estimating | 3 |
| <input type="checkbox"/> | CONS 117B | Introduction to Building Codes | 3 |

Emphasis Requirements - 24 credits.

- | | | | |
|--------------------------|-----------|--|---|
| <input type="checkbox"/> | CONS 114B | Soils, Sitework, Concrete and Testing | 3 |
| <input type="checkbox"/> | CONS 116B | Plumbing and HVAC Systems | 2 |
| <input type="checkbox"/> | CONS 118B | Bid Documents, Contracts & Negotiation | 3 |
| <input type="checkbox"/> | CONS 119B | Construction Surveying | 2 |
| <input type="checkbox"/> | CONS 204B | Construction Planning and Methods | 3 |
| <input type="checkbox"/> | CONS 216B | Structural Layout and Assembly | 2 |
| <input type="checkbox"/> | CONS 220B | Electrical Distribution Systems | 2 |
| <input type="checkbox"/> | CONS 221B | Regulatory Agencies | 1 |
| <input type="checkbox"/> | CONS 222B | Computer Applications | 3 |
| <input type="checkbox"/> | CONS 290B | Internship in Construction | 3 |

General Education Requirements - 22 credits.

- | | | |
|--------------------------|---|-----|
| <input type="checkbox"/> | English/Communications courses
(BUS 107 and 108 recommended) | 6 |
| <input type="checkbox"/> | Mathematics course (MATH 110B recommended) | 3 |
| <input type="checkbox"/> | Science course (PHYS 107B recommended) | 3 |
| <input type="checkbox"/> | Human Relations course (BUS 110B recommended) | 1-3 |
| <input type="checkbox"/> | Humanities/Social Science course | 3 |
| <input type="checkbox"/> | U.S. and Nevada Constitution course | 3 |
| <input type="checkbox"/> | Degree Electives | 1-3 |

*A list of courses fulfilling general education requirements is on page 35.

SUGGESTED COURSE SEQUENCE

First Semester	Completed	Third Semester	Completed
BUS 107	3 <input type="checkbox"/>	CONS 118B	3 <input type="checkbox"/>
CONS 102B	3 <input type="checkbox"/>	CONS 119B	2 <input type="checkbox"/>
CONS 108B	3 <input type="checkbox"/>	CONS 204B	3 <input type="checkbox"/>
CONS 115B	3 <input type="checkbox"/>	CONS 216B	2 <input type="checkbox"/>
MATH 110B	3 <input type="checkbox"/>	PHYS 107B	3 <input type="checkbox"/>
		U.S./Nev Constitution	3 <input type="checkbox"/>
Second Semester		Fourth Semester	
BUS 108	3 <input type="checkbox"/>	BUS 110B	1-3 <input type="checkbox"/>
CONS 112B	1 <input type="checkbox"/>	CONS 220B	2 <input type="checkbox"/>
CONS 113B	1 <input type="checkbox"/>	CONS 221B	1 <input type="checkbox"/>
CONS 114B	3 <input type="checkbox"/>	CONS 222B	3 <input type="checkbox"/>
CONS 116B	3 <input type="checkbox"/>	CONS 290B	3 <input type="checkbox"/>
CONS 117B	3 <input type="checkbox"/>	Degree Elective	1-3 <input type="checkbox"/>
Human/Soc Sci Course	3 <input type="checkbox"/>		

MASTER COURSE SCHEDULE - PROJECT MANAGEMENT

C = Carson; D = Douglas; F = Fallon

TITLE	FALL 2002	SPRING 2003	FALL 2003	SPRING 2004
CONS 102B	C			
CONS 108B	C			
CONS 112B		C		
CONS 113B	C			
CONS 114B	C			
CONS 115B		C		
CONS 116B			C	
CONS 117B		C		
CONS 118B			C	
CONS 119B			C	
CONS 204B				C
CONS 216B		C		
CONS 220B			C	
CONS 221B			C	C
CONS 222B				C
CONS 290B				C



TRADE-SPECIFIC SUPERVISION

Emphasis

The Trade Specific Supervision emphasis is for the student with considerable experience in a particular construction craft who is seeking a supervisory position requiring an understanding of safety, coordination, employee relations, quality control and other trade related issues.

DEGREE REQUIREMENTS - 63-65 credits required for this emphasis

Core Requirements - 14 credits. Credits

- | | | |
|--------------------------|--|---|
| <input type="checkbox"/> | CONS 102B Blueprint Reading and Specifications | 3 |
| <input type="checkbox"/> | CONS 108B Construction Practices | 3 |
| <input type="checkbox"/> | CONS 112B Construction Law | 1 |
| <input type="checkbox"/> | CONS 113B Construction Site Safety | 1 |
| <input type="checkbox"/> | CONS 115B Construction Estimating | 3 |
| <input type="checkbox"/> | CONS 117B Introduction to Building Codes | 3 |

Emphasis Requirements - 30 credits. Credits

- Craft Training courses (*by department approval*) 30
- Up to 15 credits of approved Bureau of Apprenticeship Training and/or State Apprenticeship Council training may be substituted for craft-training courses.
- Up to 6 credits of Work Experience may be substituted for craft-training courses.

General Education Requirements* - 19-21 credits. Credits

- | | | |
|--------------------------|---|-----|
| <input type="checkbox"/> | English/Communications course
(<i>BUS 107 and 108 recommended</i>) | 6 |
| <input type="checkbox"/> | Mathematics course (<i>MATH 110B recommended</i>) | 3 |
| <input type="checkbox"/> | Science course (<i>PHYS 107B recommended</i>) | 3 |
| <input type="checkbox"/> | Human Relations course (<i>BUS 110B recommended</i>) | 1-3 |
| <input type="checkbox"/> | Humanities/Social Science course | 3 |
| <input type="checkbox"/> | U.S. and Nevada Constitution course | 3 |

*A list of courses fulfilling general education requirements is on page 35.

MASTER COURSE SCHEDULE TRADE-SPECIFIC SUPERVISION

C = Carson; D = Douglas; F = Fallon

TITLE	FALL 2002	SPRING 2003	FALL 2003	SPRING 2004
CONS 102B	C			
CONS 108B	C			
CONS 112B		C		
CONS 113B	C			
CONS 115B		C		
CONS 117B		C		



DRAFTING TECHNOLOGY Architectural Emphasis

The Drafting Technology Architectural emphasis is designed to concentrate course work in architecturally oriented subjects. Students will be taking several courses offered through the Construction Technology Program.

DEGREE REQUIREMENTS - 60 credits required for this emphasis
Core Requirements - 12 credits. Credits

- DFT 100 Basic Technical Drawing 3
- DFT 131 Intro to Computer Aided Drafting 3
- DFT 133 Intermediate Computer Aided Drafting 3
- DFT 230B Advanced Computer Aided Drafting 3

Emphasis Requirements - 24 credits. Credits

- DFT 105 Architectural Drafting I 3
- DFT 135B Architectural Computer Aided Drafting 3
- CONS 102B Blueprint Reading and Specifications 3
- CONS 108B Construction Practices 3
- CONS 117B Construction Practices 3

Capstone Course

- DFT 231B CAD Project 3
- or DFT 290B Cooperative Education / Work Experience

Choose 6 credits from the following:

- CIS 145 PC Operations 3
- CONS 112B Construction Law 1
- CONS 114B Soils, Sitework, Concrete and Testing 3
- CONS 115B Construction Estimating 3
- CONS 118B Bid Documents, Contracts and Negotiation 3
- CONS 124B Interior and Exterior Treatments 1
- CONS 221B Regulatory Agencies 1
- DFT 198B Special Topics of Drafting 3
- DFT 225B Independent Study 3
- DFT 231B CAD Project 3
- DFT 290B Cooperative Education / Work Experience* 3

*May be taken only if not previously used to meet degree requirements.

General Education Requirements* - 24 credits. Credits

- English/Communications courses 6
(BUS 108B is recommended)
- Mathematics course (MATH 127 or higher) 3
- Social Science / Humanities course 3
- U.S. / Nevada Constitution course 3
- Science Course (Physics recommended) 3
- Human Relations course (BUS 110B recommended) 3
- Elective 3

*A list of courses fulfilling general education requirements is on page 35.

SUGGESTED COURSE SEQUENCE			
First Semester	Completed	Third Semester	Completed
CONS 102B	3 <input type="checkbox"/>	DFT 135B	3 <input type="checkbox"/>
DFT 100	3 <input type="checkbox"/>	DFT 230B	3 <input type="checkbox"/>
DFT 105B	3 <input type="checkbox"/>	DFT Elective	3 <input type="checkbox"/>
DFT 131	3 <input type="checkbox"/>	MATH Elective	3 <input type="checkbox"/>
ENG Elective	3 <input type="checkbox"/>	U.S./Nev Constitutions	3 <input type="checkbox"/>
Second Semester		Fourth Semester	
DFT 133	3 <input type="checkbox"/>	CONS 117B	3 <input type="checkbox"/>
CONS 108B	3 <input type="checkbox"/>	Capstone Course	3 <input type="checkbox"/>
ENG Elective	3 <input type="checkbox"/>	DFT Elective	3 <input type="checkbox"/>
MATH Elective	3 <input type="checkbox"/>	Human Relations Course	3 <input type="checkbox"/>
Social Science Elective	3 <input type="checkbox"/>	Science Elective	3 <input type="checkbox"/>

MASTER COURSE SCHEDULE - ARCHITECTURAL DRAFTING				
C = Carson; D = Douglas; F = Fallon				
TITLE	FALL 2002	SPRING 2003	FALL 2003	SPRING 2004
CIS 145	CDF	CDF	CDF	CDF
CONS 102B			C	
CONS 108B			C	
CONS 117B				C
CONS 118B	C			
CONS 221B	C			
DFT 100	C	C	C	C
DFT 105B	C		C	
DFT 106		C		C
DFT 131	CF	CF	CF	CF
DFT 133	C	CF	C	CF
DFT 135B		CF		CF
DFT 225B	C	C	C	C
DFT 231	C	C	C	C
DFT 290B	C	C	C	C

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DRAFTING TECHNOLOGY Mechanical Emphasis

The Drafting Technology Mechanical emphasis is designed to concentrate course work in subjects related to manufacturing and machining.

DEGREE REQUIREMENTS - 60 credits required for this emphasis

Core Requirements - 12 credits. Credits

- DFT 100 Basic Technical Drawing 3
- DFT 131 Intro to Computer Aided Drafting 3
- DFT 133 Intermediate Computer Aided Drafting 3
- DFT 230B Advanced Computer Aided Drafting 3

Emphasis Requirements - 24 credits Credits

- CIS 145B PC Operations 3
- DFT 102 Technical Drafting I 3
- DFT 103 Technical Drafting II 3
- DFT 124B Blueprint Reading for Industry 3
- DFT 233B Solid Modeling and Parametric Design (Mechanical Desktop or Solid Works) 3

Capstone Course

- DFT 231B CAD Project 3
- or DFT 290B Cooperative Education/Work Experience

Choose 6 credits from the following:

- DFT 203B Technical Drafting III 3
- DFT 204B Technical Drafting IV 3
- DFT 225B Independent Study 3
- DFT 231B CAD Project 3
- DFT 233B Solid Modeling and Parametric Design* (Mechanical Desktop or Solid Works) 3
- DFT 290B Cooperative Education / Work Experience* 3
- MTT 105B Machine Shop I 3

*May be taken only if not previously used to meet degree requirements.

General Education Requirements* - 24 credits. Credits

- English/Communications courses (BUS 108B is recommended) 6
- Mathematics course (MATH 127 or higher) 3
- Social Science / Humanities course 3
- U.S. / Nevada Constitution course 3
- Science Course (Physics recommended) 3
- Human Relations course (BUS 110B recommended) 3
- Elective 3

*A list of courses fulfilling general education requirements is on page 35.

DRAFTING TECHNOLOGY Certificate of Achievement

CERTIFICATE REQUIREMENTS - 31 credits required for this certificate.

Subject Requirements - 21 credits. Credits

- DFT 100 Basic Technical Drawing 3
- or DFT 102 Technical Drafting I
- DFT 103B Technical Drafting II 3
- DFT 105B Architectural Drafting I 3
- DFT 131 Intro to Computer Aided Drafting 3
- DFT 133 Intermediate Computer Aided Drafting 3
- Drafting electives 6

General Education Requirements - 10 credits. Credits

- English/Communications courses (ENG 107 is recommended; Must include a writing course) 6
- Mathematics course (MATH 112B or higher) 3
- Human Relations course 1

*A list of courses fulfilling general education requirements is on page 36.

SUGGESTED COURSE SEQUENCE

First Semester	Completed	Third Semester	Completed
CIS 145	3 <input type="checkbox"/>	DFT 103B	3 <input type="checkbox"/>
DFT 100	3 <input type="checkbox"/>	DFT 230B	3 <input type="checkbox"/>
DFT 131	3 <input type="checkbox"/>	DFT Elective	3 <input type="checkbox"/>
DFT 124B	3 <input type="checkbox"/>	MATH Elective	3 <input type="checkbox"/>
ENG Elective	3 <input type="checkbox"/>	U.S./Nev Constitutions	3 <input type="checkbox"/>
Second Semester		Fourth Semester	
DFT 133	3 <input type="checkbox"/>	DFT 233	3 <input type="checkbox"/>
DFT 102	3 <input type="checkbox"/>	Capstone Course	3 <input type="checkbox"/>
ENG Elective	3 <input type="checkbox"/>	DFT Elective	3 <input type="checkbox"/>
MATH Elective	3 <input type="checkbox"/>	Human Relations Course	3 <input type="checkbox"/>
Social Science Elective	3 <input type="checkbox"/>	Science Elective	3 <input type="checkbox"/>

MASTER COURSE SCHEDULE - MECHANICAL DRAFTING

C = Carson; D = Douglas; F = Fallon

TITLE	FALL 2002	SPRING 2003	FALL 2003	SPRING 2004
CIS 145	CDF	CDF	CDF	CDF
DFT 100	C	C	C	C
DFT 102		C		C
DFT 103B	C		C	
DFT 124B	C	C	C	C
DFT 131	CF	C	CF	C
DFT 133	C	C	C	C
DFT 203B			C	
DFT 204B				C
DFT 225B	C	C	C	C
DFT 230B	C	C	C	C
DFT 231	C	C	C	C
DFT 233	C	C	C	C
DFT 290B	C	C	C	C
MTT 105B	C	C	C	C



ELECTRONICS TECHNOLOGY Program

The Electronics Technology program is designed to train students in the specialized areas of electronics. Those now working in the electronics field will be able to upgrade their knowledge, while those wishing to enter the field may take advantage of a large selection of course offerings that will ensure a solid understanding of electronics.

DEGREE REQUIREMENTS - 60 credits required for this program. Program Requirements - 36 credits. Credits

- CIS 220B "C" Programming Language 3
- or CIS 165 Visual Basic
- DFT 131 Introduction to Computer Aided Drafting 3
- ET 131B Electronics I 4
- or ET 102B Basic DC Electronics 3
- & ET 103B Basic AC Electronics 3
- ET 132B Electronics II 4
- or ET 108B Basic Semiconductors 2
- & ET 109B Basic Electronic Circuits 3
- ET 134B Basic Troubleshooting 2
- ET 172B Semi-Conductor Devices 4
- ET 173B Advanced Troubleshooting 2
- ET 280B Digital Electronics 4
- ET 283B Microprocessors 4
- ET 291B Digital Troubleshooting 2

Choose 1-4 credits from the following:

- ET 174B Circuit Simulation 2
- ET 175B Circuit Simulation II 2
- ET 200B Electronics Projects .5-6
- ET 284B Microprocessors & Controllers II 4
- ET 295B Work Experience I 1-4
- PHYS 100 Introduction to Physics I (or higher) 3-4
- Other related electronics courses 1-4

General Education Requirements* - 24 credits. Credits

- English/Communications courses 6
(BUS 107 & 108 recommended; Must include a writing course)
- Math courses (MATH 126 or higher) 3
- Humanities/Social Science course 3
- U.S./Nevada Constitutions course 3
- Human Relations course (BUS 110B recommended) 1-3
- Science Course (Physics recommended) 3
- Electives 3-5

*A list of courses fulfilling general education requirements is on page 35.

ELECTRONICS TECHNOLOGY Certificate of Achievement

CERTIFICATE REQUIREMENTS - 30 credits required for this certificate. Subject Requirements - 23 credits. Credits

- DFT 131 Introduction to Computer Aided Drafting 3
- ET 131B Electronics I 4
- or ET 102B Basic DC Electronics 3
- & ET 103B Basic AC Electronics 3
- ET 132B Electronics II 4
- or ET 108B Basic Semiconductors 3
- & ET 109B Basic Electronic Circuits 3
- ET 134B Basic Troubleshooting 2
- ET 172B Semi-Conductor Devices 4
- ET 173B Advanced Troubleshooting 2
- ET 283B Microprocessors & Controllers 4

General Education Requirements* - 7 credits. Credits

- English/Communications courses 3
(BUS 108 recommended; writing course required)
- Mathematics course (MATH 126 or higher) 3
- Human Relations course (BUS 110B recommended) 1

*A list of courses fulfilling general education requirements is on page 36.

SUGGESTED COURSE SEQUENCE			
First Semester	Completed	Third Semester	Completed
BUS 107	3 <input type="checkbox"/>	BUS 110	3 <input type="checkbox"/>
DFT 131	3 <input type="checkbox"/>	ET 134	2 <input type="checkbox"/>
ET 131B	4 <input type="checkbox"/>	ET 172	4 <input type="checkbox"/>
or ET 102B & 103B	6 <input type="checkbox"/>	ET 280	4 <input type="checkbox"/>
HUM 101	3 <input type="checkbox"/>	PHYS 100	3 <input type="checkbox"/>
MATH 112	3 <input type="checkbox"/>		
Second Semester		Fourth Semester	
BUS 108	3 <input type="checkbox"/>	ET 173	2 <input type="checkbox"/>
CIS 220	3 <input type="checkbox"/>	ET 174	2 <input type="checkbox"/>
or CIS 165	3 <input type="checkbox"/>	ET 200	.5-6 <input type="checkbox"/>
ET 132	4 <input type="checkbox"/>	or ET 198 or 295 or	
or CIS 165	3 <input type="checkbox"/>	Sci-Electronics Elective	2-4 <input type="checkbox"/>
PSC 103	3 <input type="checkbox"/>	ET 283	4 <input type="checkbox"/>
MATH 127	3 <input type="checkbox"/>	ET 291	2 <input type="checkbox"/>

MASTER COURSE SCHEDULE - ELECTRONICS TECHNOLOGY				
C = Carson; D = Douglas; F = Fallon				
TITLE	FALL 2002	SPRING 2003	FALL 2003	SPRING 2004
CIS 165	C	CD	C	CD
CIS 220	CD	C	CD	C
ET 101	C	C	C	C
ET 102	C	C	C	C
ET 103	C	C	C	C
ET 108	C	C	C	C
ET 109	C	C	C	C
ET 131B	C		C	
ET 132		C		C
ET 134	C	C	C	C
ET 172B	C	C	C	C
ET 173B	C	C	C	C
ET 174B	C	C	C	C
ET 198B	CD	CD	CD	CD
ET 200B	CD	CD	CD	CD
ET 280B	C	C	C	C
ET 283B	C	C	C	C
ET 284B	C	C	C	C
ET 291B	C	C	C	C
ET 298B	C	C	C	C
PHYS 100	C	CF	C	CF

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INDUSTRIAL TECHNOLOGY Program

The Industrial Technology program is designed primarily for those trade and industrial education students transferring to a university for a teacher education degree. Students planning transfer to a university program should consult with a counselor for specific requirements.

DEGREE REQUIREMENTS - 60 credits required for this emphasis Program Requirements - 36 credits. Credits

<input type="checkbox"/>	AUTO 101B	Intro to General Mechanics	3
<input type="checkbox"/>	CONS 101B	Building Construction I	3-4
<input type="checkbox"/>	DFT 100	Basic Drafting Principles	3
<input type="checkbox"/>	DFT 131	Intro to Computer Aided Drafting	3
<input type="checkbox"/>	ET 100B	Survey of Electronics	3
<input type="checkbox"/>	GA 175	Photography I	3
<input type="checkbox"/>	MTL 212	Welding I	3
<input type="checkbox"/>	MTT 105B	Machine Shop I	3
<input type="checkbox"/>	WOOD 221B	Advanced Woodworking	3

Choose 8-9 credits from the following:

<input type="checkbox"/>	AUTO 218B	Tune-up Procedures	3
<input type="checkbox"/>	CONS 113B	Construction Site Safety	1
<input type="checkbox"/>	COT 150	Beginning Word Processing	1-4
<input type="checkbox"/>	DFT 103B	Technical Drafting II	3
<input type="checkbox"/>	DFT 105B	Architectural Drafting I	3
<input type="checkbox"/>	DFT 133	Intermediate Computer Aided Drafting	3
<input type="checkbox"/>	ET 131B	Electronics I	4
<input type="checkbox"/>	ET 132B	Electronics II	4
<input type="checkbox"/>	MTL 213B	Welding II	3
<input type="checkbox"/>	MTT 110B	Machine Shop II	3
<input type="checkbox"/>	MTT 230B	Computer Numerical Control I	4

General Education Requirements* - 24 credits. Credits

<input type="checkbox"/>	English/Communications courses (ENG 101, ENG 102 or SPTH 113 recommended)	6
<input type="checkbox"/>	Human Relations Course (General psychology/sociology course recommended)	1-3
<input type="checkbox"/>	Mathematics (MATH 120 recommended for transfer students seeking a bachelor of arts degree; MATH 128 recommended for those seeking bachelor of science degree)	3
<input type="checkbox"/>	Social Science/Humanities course (WT 201 or WT 202 recommended)	3
<input type="checkbox"/>	Science course (BIOL 100, CHEM 100, CHEM 101, GEOL 100, GEOL 101, GEOL 103 or PHYS 100 recommended)	3
<input type="checkbox"/>	U.S./Nevada Constitutions course (WT 203 recommended)	3
<input type="checkbox"/>	Elective (Recommend required general education courses to meet teacher education degree requirement. See counselor.)	3-5

*A list of courses fulfilling general education requirements is on page 35.

Transfer Note: At the University of Nevada, Reno, courses with a B designation transfer only to the College of Education for occupational education teaching majors.

SUGGESTED COURSE SEQUENCE

First Semester	Completed	Third Semester	Completed
AUTO 101B	3 <input type="checkbox"/>	COT 222	3 <input type="checkbox"/>
DFT 100	3 <input type="checkbox"/>	DFT 131	3 <input type="checkbox"/>
ET 100B	3 <input type="checkbox"/>	ENG 102	3 <input type="checkbox"/>
MATH 120 or 128B	3 <input type="checkbox"/>	PSY 100	3 <input type="checkbox"/>
MTT 105B	3 <input type="checkbox"/>	WT 201	3 <input type="checkbox"/>
Second Semester		Fourth Semester	
CONS 101B	3 <input type="checkbox"/>	ET 131B	3 <input type="checkbox"/>
ENG 101	3 <input type="checkbox"/>	GA 175	3 <input type="checkbox"/>
MTL 212	3 <input type="checkbox"/>	WT 203	3 <input type="checkbox"/>
Electives	6 <input type="checkbox"/>	Electives	6 <input type="checkbox"/>

MASTER COURSE SCHEDULE - INDUSTRIAL TECHNOLOGY

C = Carson; D = Douglas; F = Fallon

TITLE	FALL 2002	SPRING 2003	FALL 2003	SPRING 2004
AUTO 101B	CF	CF	CF	CF
AUTO 218B	CF		CF	
CONS 100B	See semester class schedule or instructor			
CONS 101B		F		F
CONS 150	CF	CF	CF	CF
COT 222	CF	C	CF	C
DFT 100	C	C	C	C
DFT 103B		C		C
DFT 105B	C		C	
DFT 131	CF	C	CF	C
DFT 133	C	C	C	C
ET 100B				
ET 131B	C	C	C	C
ET 132B		C		C
GA 175	C	C	C	C
MTL 212	CDF	CF	CDF	CF
MTL 213	CF	CDF	C	CDF
MTT 105B	C	C	C	C
MTT 110B		CF		CF
MTT 230B		C		C
WOOD 221B	F	F		



MACHINE TOOL TECHNOLOGY Program

The Machine Tool Technology program provides training for students who plan to enter the machine trades field and upgrading for those in the field who desire additional skills. The program is competency based, allowing students to enter at their own level and progress at their own pace. Hands-on learning is stressed, allowing students to take as many laboratory hours as possible.

DEGREE REQUIREMENTS - 60 credits required for this emphasis. Program Requirements - 39-41 credits. Credits

<input type="checkbox"/> DFT 124B	Blueprint Reading for Industry	3
<input type="checkbox"/> MATH	Mathematics course (<i>MATH 110B recommended</i>)	3
<input type="checkbox"/> MTT 105B	Machine Shop I	3
<input type="checkbox"/> MTT 110B	Machine Shop II	3
<input type="checkbox"/> MTT 230B	Computer Numerical Control I	4
<input type="checkbox"/> MTT 232B	Computer Numerical Control II	4
<input type="checkbox"/> MTT 250B	Machine Shop III	3
<input type="checkbox"/> MTT 260B	Machine Shop IV	3

Choose 13-15 credits from the following:

<input type="checkbox"/> Drafting courses	1-6	
<input type="checkbox"/> Welding courses	1-6	
<input type="checkbox"/> MTT 106B	Machine Shop Practice I	2
<input type="checkbox"/> MTT 107B	Screw Machine I	3
<input type="checkbox"/> MTT 111B	Machine Shop Practice II	2
<input type="checkbox"/> MTT 150B	Metallurgy	3
<input type="checkbox"/> MTT 251B	Machine Shop Practice III	2
<input type="checkbox"/> MTT 261B	Machine Projects	1-6
<input type="checkbox"/> MTT 262B	Machine Shop Practice IV	2
<input type="checkbox"/> MTT 270B	Mold Making I	3
<input type="checkbox"/> MTT 271B	Mold Making II	3
<input type="checkbox"/> MTT 292B	Computer-Aided Manufacturing I	1-4
<input type="checkbox"/> MTT 293B	Computer-Aided Manufacturing II	1-4
<input type="checkbox"/> MTT 295B	Work Experience	1-6

General Education Requirements* - 19-21 credits. Credits

<input type="checkbox"/> English/Communications courses	6
<i>(Must include a writing course)</i>	
<input type="checkbox"/> Science course	3
<input type="checkbox"/> U.S./Nevada Constitution course	3
<input type="checkbox"/> Humanities/Social Science course	3
<input type="checkbox"/> Human Relations course	1-3
<input type="checkbox"/> Electives	3-5

*A list of courses fulfilling general education requirements is on page 35.

MACHINE TOOL TECHNOLOGY Certificate of Achievement

CERTIFICATE REQUIREMENTS - 30 credits required for this certificate.

Subject Requirements - 20 credits. Credits

<input type="checkbox"/> DFT 124B	Blueprint Reading for Industry	3
<input type="checkbox"/> MTT 105B	Machine Shop I	3
<input type="checkbox"/> MTT 106B	Machine Shop Practice I	2
<input type="checkbox"/> MTT 110B	Machine Shop II	3
<input type="checkbox"/> MTT 111B	Machine Shop Practice II	2
<input type="checkbox"/> MTT 230B	Computer Numerical Control I	4
<input type="checkbox"/> Related machine shop courses		3

General Education Requirements* - 10 credits. Credits

<input type="checkbox"/> Mathematics course	3
<input type="checkbox"/> English/Communications	6
<i>(Must include a writing course; BUS 108 is recommended)</i>	
<input type="checkbox"/> Human Relations course	1

*A list of courses fulfilling general education requirements is on page 36.

SUGGESTED COURSE SEQUENCE

First Semester	Completed	Third Semester	Completed
DFT 124B	3 <input type="checkbox"/>	MTT 150B	3 <input type="checkbox"/>
MTT 105B	3 <input type="checkbox"/>	MTT 232B	4 <input type="checkbox"/>
MTT 106B	2 <input type="checkbox"/>	MTT 250B	3 <input type="checkbox"/>
English Course	3 <input type="checkbox"/>	MTT 251B	2 <input type="checkbox"/>
Math Course	3 <input type="checkbox"/>	Science Course	3 <input type="checkbox"/>
Second Semester			
MTL 212B	3 <input type="checkbox"/>	MTT 260B	3 <input type="checkbox"/>
MTT 110B	3 <input type="checkbox"/>	MTT 262B	2 <input type="checkbox"/>
MTT 111B	2 <input type="checkbox"/>	Human Relations	1-3 <input type="checkbox"/>
MTT 230B	4 <input type="checkbox"/>	Humanities/Soc Sci	3 <input type="checkbox"/>
MTT 261B	2 <input type="checkbox"/>	U.S./Nev Constitutions	3 <input type="checkbox"/>
English Course	3 <input type="checkbox"/>		

MASTER COURSE SCHEDULE - MACHINE TOOL TECHNOLOGY

C = Carson; D = Douglas; F = Fallon

TITLE	FALL 2002	SPRING 2003	FALL 2003	SPRING 2004
DFT 124B	C	C	C	C
MTT 105B	C	CF	C	CF
MTT 106B	C	C	C	C
MTT 107B	See semester class schedule or instructor			
MTT 110B		CF		CF
MTT 111B		C		C
MTT 115B	See semester class schedule or instructor			
MTT 150B			C	
MTT 175B	See semester class schedule or instructor			
MTT 230B		C		C
MTT 232B	C		C	
MTT 250B	C		C	
MTT 251B	C		C	
MTT 260B		C		C
MTT 261B	C	C	C	C
MTT 262B		C		C
MTT 270B	See semester class schedule or instructor			
MTT 271B	See semester class schedule or instructor			
MTT 292B	See semester class schedule or instructor			
MTT 293B	See semester class schedule or instructor			
MTT 295B	C	C	C	C



WELDING TECHNOLOGY Program

The Welding Technology program is a preparation program which offers students competencies to prepare for code exams. This allows students with varying degrees of competencies to enter the program and progress at their own pace. Students are encouraged to obtain as many lab hours as possible to ensure their skill development.

DEGREE REQUIREMENTS - 60 credits required for this emphasis Program Requirements - 39 credits. Credits

- DFT 100 Basic Technical Drawing 3
- MTL 212 Welding I 3
- MTL 213 Welding II 3
- MTL 217B Welding III 3
- MTL 218B Welding IV 3
- MTL 291B Welding I/Practice 2
- MTL 292B Welding II/Practice 2
- MTL 293B Welding III/Practice 2
- MTL 294B Welding IV/Practice 2
- MTL 296B AWS Code Preparation 1-6

Choose 10-15 credits from the following:

- ET 117B Basic Practical Electricity 3
- MTT 105B Machine Shop I 3
- or MTL 150B Metallurgy I
- MTL 224B Welding Projects 1-6
- MTL 290B Metal Technology - Cooperative Education 1-4
- MTL Related Metals courses 1-6

General Education Requirements* - 21 credits. Credits

- English/Communications courses 6
(ENG 107 is recommended; Must include a writing course)
- Mathematics course 3
- Science course 3
- U.S./Nevada Constitution course 3
- Humanities/Social Science course 3
- Human Relations 1-3
- Electives 0-2

*A list of courses fulfilling general education requirements is on page 35.



WELDING TECHNOLOGY Certificate of Achievement

CERTIFICATE REQUIREMENTS- 30 credits required for this certificate.

Subject Requirements - 18 credits. Credits

- MTL 212 Welding I 3
- MTL 213 Welding II 3
- MTL 291B Welding I/Practice 2
- MTL 292B Welding II/Practice 2
- MTL 296B AWS Code Preparation 6
- Metals electives 2

General Education Requirements* - 12 credits. Credits

- English/Communications courses 6
(ENG 107 is recommended; Must include a writing course)
- Mathematics course 3
- Human Relations course *(BUS 110B recommended)* 1
- Elective 2

*A list of courses fulfilling general education requirements is on page 36.

SUGGESTED COURSE SEQUENCE

<i>First Semester</i>	Completed	<i>Third Semester</i>	Completed
MTL 212	3 <input type="checkbox"/>	DFT 102	3 <input type="checkbox"/>
MTL 291B	2 <input type="checkbox"/>	MTL 217B	3 <input type="checkbox"/>
MTT 105B	3 <input type="checkbox"/>	MTL 290B	2 <input type="checkbox"/>
English course	3 <input type="checkbox"/>	MTL 293B	2 <input type="checkbox"/>
Math course	3 <input type="checkbox"/>	MTL 296B	3 <input type="checkbox"/>
		Science course	3 <input type="checkbox"/>
<i>Second Semester</i>		<i>Fourth Semester</i>	
BUS 107	3 <input type="checkbox"/>	BUS 110B	3 <input type="checkbox"/>
MTL 213	3 <input type="checkbox"/>	MTL 218B	3 <input type="checkbox"/>
MTL 224B	3 <input type="checkbox"/>	MTL 290B	2 <input type="checkbox"/>
MTL 292B	2 <input type="checkbox"/>	MTL 294B	2 <input type="checkbox"/>
Human/Soc Sci course	3 <input type="checkbox"/>	MTL 296B	3 <input type="checkbox"/>
		U.S./Nev Constitution	3 <input type="checkbox"/>

MASTER COURSE SCHEDULE - WELDING TECHNOLOGY

C = Carson; D = Douglas; F = Fallon

TITLE	FALL 2002	SPRING 2003	FALL 2003	SPRING 2004
DFT 102	C	C	C	C
ET 117B	See semester course schedule or instructor			
MTL 212	CDF	CF	CDF	CF
MTL 213	CF	CDF	C	CDF
MTL 217B	CF	CF	CF	CF
MTL 218B	CF	CF	CF	CF
MTL 224B	CF	CF	CF	CF
MTL 290B	C	C	C	C
MTL 291B	CF	CF	CF	CF
MTL 292B	CF	CF	CF	CF
MTL 293B	CF	CF	CF	CF
MTL 294B	CF	CF	CF	CF
MTL 296B	CF	CF	CF	CF
MTT 105B	C	C	C	C



Courses listed in this catalog are offered on a regular basis. Some courses may not be offered every semester or in all locations.

NUMBERING SYSTEM

WNCC's course numbering system helps students identify types of courses available at the college and their applicability toward specific degrees:

- 1-99: Developmental courses which do not apply toward a WNCC degree and normally do not transfer to a university.
- 100-299: College level courses which are designed to transfer within the University and Community College System of Nevada and often to other colleges and universities, as either an equivalent, a departmental elective or a general elective.
- 100B-299B: College level courses which generally apply toward a WNCC degree but may not transfer to other UCCSN schools. In some cases, these courses may transfer to out-of-state colleges and universities.
- 100C-299C: Community Services courses (CSVW) generally do not apply toward college degrees.

ACCOUNTING

DEPARTMENT CODE: ACC

Note: ACC 204 and ACC 261 are transferable as general electives in all academic programs except for the College of Business at the University of Nevada, Reno and the University of Nevada-Las Vegas.

ACC 105: TAXATION FOR INDIVIDUALS

3 credits. Prerequisite: none.

Covers income, expenses, exclusions, deductions, and credits. Emphasizes the preparation of individual income tax.

ACC 135B: BOOKKEEPING I

3 credits. Prerequisite: none.

Introduces the basic principles of bookkeeping and applied accounting for a business enterprise with special emphasis on accounting for sole proprietorships, service and merchandising companies. Includes debits and credits, the accounting cycle, journals, ledgers, bank reconciliations, payroll, and the preparation of simple financial statements. May include a computerized component.

ACC 136B: BOOKKEEPING II

3 credits. Prerequisite: ACC 135B.

Continuation of ACC 135B. Includes accounting for merchandising enterprises, specialized journals and ledgers, accounting for notes and accounts receivable, inventory, fixed assets, and notes payable. Introduces accounting for other forms of business. May include a computerized component.

ACC 180B: PAYROLL AND EMPLOYEE BENEFIT ACCOUNTING

3 credits. Prerequisite: ACC 135B or ACC 201 or equivalent work experience.

Introduces payroll and employee benefit reporting to federal state, and local government agencies. Includes an overview of federal and state labor laws and specialized reporting requirements including both manual and computerized payroll accounting systems.

ACC 198B: SPECIAL TOPICS IN ACCOUNTING

1-3 credits. Prerequisite: none.

Applies to a variety of topics including short courses and workshops covering a variety of subjects in accounting.

ACC 201: FINANCIAL ACCOUNTING

3 credits. Prerequisite: none. Recommend ACC 135B and ACC 136B.

Introduces the basic principles of financial accounting for business enterprises with special emphasis on accounting for corporations. Includes theory of debit and credit, accounting cycle, special journals, receivables, depreciation, inventory, long-term debt, corporate capital, and preparation of basic financial statements.

ACC 202: MANAGERIAL ACCOUNTING

3 credits. Prerequisite: ACC 201.

Introduces the basic principles of management accounting including manufacturing and cost accounting, budgeting, accounting for management decision-making, financial statement analysis and the statement of cash flows.

ACC 203: INTERMEDIATE ACCOUNTING I

3 credits. Prerequisite: ACC 202. This course is accepted in lieu of ACC 303 (UNR) or ACC 401 (UNLV) upon validation of content and knowledge by approved college of business examination, or satisfactory performance ("C" or better) in ACC 304 (UNR) or ACC 402 (UNLV) during the first year of eligibility to enroll in the appropriate upper division business course at UNR or UNLV.

Emphasizes accounting theory, concepts and analysis of problems that arise in applying these concepts. Course covers in depth the traditional topics as well as recent developments in accounting valuation, accounting for cash, receivables, prepaid and accrued items, plant and equipment.

ACC 204: INTERMEDIATE ACCOUNTING II

3 credits. Prerequisite: ACC 203.

Emphasizes accounting theory and concepts in corporate accounting. Areas of focus will include stockholder's equity, investments in securities and funds, financial reporting, and analysis of financial statements.

ACC 220: MICROCOMPUTER ACCOUNTING SYSTEMS

3 credits. Prerequisite: ACC 136B or ACC 201.

Integrates the principles of accounting and the concepts of data processing. Students will become familiar with computerized accounting systems which are realistic examples of systems used in business today.

ACC 251: INTRODUCTION TO AUDITING

3 credits. Prerequisite: ACC 201 and ACC 202.

Provides an overview of the auditing process including internal, external, and governmental auditing.

ACC 261: GOVERNMENTAL ACCOUNTING

3 credits. Prerequisite: ACC 201.

Introduces accounting and reporting for government and non-profit entities. Includes study of fund and budget accounts of local governmental units, revenues, appropriations, disbursements and assessments.



Accounting • Adult Basic Education • Aeronautics Agriculture • American Sign Language

ACC 295B: WORK EXPERIENCE I

1-6 credits. Prerequisite: consent of instructor.
Provides on-the-job supervised and educationally directed work experience.

ACC 299B: ADVANCED SPECIAL TOPICS IN ACCOUNTING

1-3 credits. Prerequisite: ACC 201 and ACC 202.
Applies to a variety of advanced topics including short courses and workshops covering a variety of subjects in accounting.

ADULT BASIC EDUCATION

DEPARTMENT CODE: ABE

ABE classes are available at WNCC through a grant-funded program. Please contact the ABE program for further information.

AERONAUTICS

DEPARTMENT CODE: AERO

AERO 101B: BASIC GROUND SCHOOL FOR PILOTS

3 credits. Prerequisite: none.
Teaches federal air regulations, aerial navigation, general service and safety practices and the use of the radio.

AGRICULTURE

DEPARTMENT CODE: AG

AG 101: PLANT, SOIL AND WATER SCIENCE

3 credits. Prerequisite: none.
Introduces plant, soil and water science as applied to agriculture in Nevada. Includes a discussion of fertilization, irrigation, botany, soil conservation, and pollution.

AG 102B: LANDSCAPING/ORNAMENTAL HORTICULTURE

3 credits. Prerequisite: none.
Examines the basic principles and procedures involved in creating, constructing and maintaining a useful and functional landscape environment.

AG 160B: AGRICULTURAL CHEMICALS AND FERTILIZERS

3 credits. Prerequisite: none.
Examines the use of chemicals for the control of weeds and insects in Nevada, as well as the use, value, application and relationship of agricultural fertilizers to soils and crops.

AG 209B: HORSE MANAGEMENT

1 credit. Prerequisite: none.
Gives the student practical working knowledge of general horse care and management. Includes conformation, related soundness and unsoundness, feeds, feeding and nutrition, grooming and hoof care, horse diseases and ailments, and preventative maintenance.

AG 213B: RANCHERS AND THE LAW

1 credit. Prerequisite: none.
Examines the legal aspects of ranching, such as the Taylor Grazing Act, water rights and laws, state Department of Agriculture laws and regulations, Dredge and Fill Act, Water Quality Act, easement and rights of way, OSHA and NIC.

AG 215: RANGE MANAGEMENT

3 credits. Prerequisite: none.
Examines principles of range and pasture management which will result in sustained yield grazing and maximum production of quality animals. Studies the science and art of procuring maximum sustained use of the forage crops without jeopardizing other resources and uses of the land.

AMERICAN SIGN LANGUAGE

DEPARTMENT CODE: AM

AM 145: AMERICAN SIGN LANGUAGE I

4 credits. Prerequisite: none.
Introduces ASL and focuses on the development of basic conversational skills, emphasizing receptive abilities.

AM 146: AMERICAN SIGN LANGUAGE II

4 credits. Prerequisite: AM 145.
Continues to stress the development of basic conversational skills with emphasis on expanding vocabulary and expressive skills.

AM 147: AMERICAN SIGN LANGUAGE III

4 credits. Prerequisite: AM 146.
Promotes the shifting from comprehension to production of ASL to bring one's current ASL fluency to a point of self generated ASL.

AM 148: AMERICAN SIGN LANGUAGE IV

4 credits. Prerequisite: AM 147.
Encourages the student to expand his or her command of discourse in ASL on various everyday topics.

AM 149: AMERICAN SIGN LANGUAGE V

4 credits. Prerequisite: AM 148.
Encourages majors in Deaf Studies to further develop their conversational ASL abilities particularly in the area of self expression.

AM 151: FINGERSPELLING I

1 credit. Prerequisite: AM 147.
Develops basic skills in receptive and expressive fingerspelling.

AM 152: FINGERSPELLING II

1 credit. Prerequisite: AM 151.
Improves receptive and expressive fingerspelling skills to intermediate/advanced levels.

AM 153: DEAF CULTURE

3 credits. Prerequisite: AM 145.
Offers a study of people who are deafened. Includes clinical and audiological descriptions of deafness and its course.

AM 154: DEAF HISTORY

3 credits. Prerequisite: none.
Examines segments of the history of deaf people and the deaf community, as well as the deaf experience from a historical perspective.



AM 201: INTERPRETING I

3 credits. Prerequisite: AM 146.
Exposes students to the profession of sign language interpretation as a whole, providing them with an opportunity to determine their interest in the field.

AM 202: INTERPRETING II

3 credits. Prerequisite: AM 201.
Develops the student's receptive and expressive skills in interpreting. Includes a series of activities leading from consecutive interpretation to simultaneous interpretation skills.

AM 203: INTERPRETING III

3 credits. Prerequisite: AM 202.
Develops the student's receptive and expressive skills in interpreting for deaf individuals. Follows a sequenced series of consecutive interpretation to simultaneous interpretation skills.

AM 204: PRACTICUM IN SIGN LANGUAGE INTERPRETING

1 credit. Prerequisite: AM 203.
Advanced interpreting student gains exposure to and practical experience in sign language interpreting.

ANIMAL HUSBANDRY

DEPARTMENT CODE: AH

AH 101: LIVESTOCK PRODUCTION & SELECTION

3 credits. Prerequisite: none.
Examines anatomy and physiology, genetics, nutrition, livestock selection, management and marketing of the various breeds of beef and dairy cattle, sheep and swine.

AH 103: HOLISTIC VETERINARY HORSE CARE

2 credits. Prerequisite: none.
Offers comprehensive medical management for the horse, including farriery, nutrition, dentistry, reproduction, medical management, and chiropractic care.

AH 110B: LIVESTOCK BREEDING & SELECTION

3 credits. Prerequisite: none.
Examines approaches to the selection of livestock by conformation, pedigree and performance. Focuses on reproductive system, gestation and birth, principles of heredity, systems and problems of breeding livestock.

AH 201: APPLIED ANIMAL NUTRITION

3 credits. Prerequisite: none.
Focuses on the nutritional requirements of livestock, the balancing of feed rations, and the costs of feeding.

AH 207: LIVESTOCK DISEASES AND PARASITES

3 credits. Prerequisite: none.
Deals with the identification and control of infectious and non-infectious livestock diseases and parasites as they relate to the livestock industry in Nevada.

AH 299: SPECIAL TOPICS IN HUSBANDRY

1-3 credits. Prerequisite: none.
Offers short courses and workshops covering a variety of subjects.

ANTHROPOLOGY

DEPARTMENT CODE: ANTH

ANTH 101: INTRODUCTION TO ANTHROPOLOGY

3 credits. Prerequisite: none.
Studies culture on a worldwide basis.

ANTH 102: INTRODUCTION TO HUMAN EVOLUTION & PREHISTORY

4 credits. Prerequisite: none.
Studies the emergence of man and his culture through examination of the fossil remains of man and his antecedents, the study of primates, and the study of human biology.

ANTH 201: PEOPLES AND CULTURES OF THE WORLD

3 credits. Prerequisite: none.
Offers a comparative study of human societies and their institutions.

ANTH 202: INTRODUCTION TO ARCHAEOLOGY

3 credits. Prerequisite: none.
Surveys archaeology in the Old and New Worlds. Examines methods used by archaeologists to describe and explain prehistoric cultures.

ANTH 205: ETHNIC GROUPS IN CONTEMPORARY SOCIETIES

3 credits. Prerequisite: introductory course in one of the social sciences.
Examines the ways that groups in racially and ethnically diverse societies interact with each other. Uses these examples to draw conclusions about cultural differences and conflicts, with special emphasis on the United States. Also listed as SOC 205.

ANTH 210: INDIANS OF NEVADA TODAY

3 credits. Prerequisite: ANTH 101 or consent of instructor.
Surveys the Native American population of Nevada and adjacent areas with emphasis on contemporary reservation conditions.

ANTH 212: INDIANS OF NORTH AMERICA

3 credits. Prerequisite: none.
Surveys traditional life and modern conditions of American Indians with emphasis on the western United States.

ART (See also Crafts and Graphic Arts sections)

DEPARTMENT CODE: ART

ART 101: BEGINNING DRAWING I

3 credits: 1 hour lecture and 4 hours studio per week. Prerequisite: none.
Develops drawing skills through practice with a broad variety of drawing tools and techniques.

ART 102: BEGINNING DRAWING II

3 credits: 1 hour lecture and 4 hours studio per week. Prerequisite: ART 101.
Continues ART 101 with increased emphasis on the refinement of drawing skills.



Art

COURSES

ART 109: INTRODUCTION TO VISUAL ARTS

3 credits. 1 hour lecture and 4 hours studio per week. Prerequisite: none; also listed as GA 109.

Introduces the basic elements of pictorial organization, and to the practice of using those elements in the production of art.

ART 111: LIFE DRAWING

3 credits. Prerequisite: ART 101.

Practices drawing the human figure from nude models. Emphasizes the expressive potentialities of human figure, and the production of quality drawings.

ART 113: BEGINNING CLAY SCULPTURE

3 credits. Prerequisite: none.

Introduces students to clay as a medium for sculptural design. Focus is on human head, small animal sculpture and mold-making.

ART 115: ART APPRECIATION

3 credits. Prerequisite: none.

Studies art, artists and art media of various historical periods to develop the student's capacity to evaluate and appreciate them.

ART 116: SURVEY OF THE ART OF WESTERN CIVILIZATION I

3 credits. Prerequisite: none.

Surveys art of the western world from prehistoric times through the Gothic Period.

ART 117: SURVEY OF THE ART OF WESTERN CIVILIZATION II

3 credits. Prerequisite: none.

Surveys art of the western world from the Renaissance to the present.

ART 145: WATERCOLOR PAINTING

3 credits. Prerequisite: none.

Offers a beginning course in watercolor painting with emphasis on materials and techniques which contribute to the production of quality works of art.

ART 155: BEGINNING PRINTMAKING

3 credits. Prerequisite: none.

Introduces printmaking processes emphasizing relief, intaglio and screen processes.

ART 170B: STAINED GLASS WINDOWS

1-3 credits. Prerequisite: none.

Introduces students to the basic design, aesthetics and fabrication of stained glass. Students work with tools and materials to learn stained glass production techniques.

ART 173: COLOR SLIDE PHOTOGRAPHY

3 credits. Prerequisite: none. Student must provide a 35mm camera.

Develops a practical understanding of various camera controls, composition aesthetics and color to produce better pictures. The course does not include darkroom work.

ART 175: PHOTOGRAPHY I

3 credits. Prerequisite: none. Student must provide a 35mm camera; also listed as GA 175.

Introduces black and white photography and the 35mm camera. The course is designed as a beginning or refresher class in understanding photo taking and darkroom procedures.

ART 177B: FIELD EXPERIENCES IN PHOTOGRAPHY

1-3 credits; may be repeated for up to six credits. Prerequisite: none.

Student must provide a camera.

Provides students with the opportunity to photographically explore selected field locations with other students under the supervision of a skilled instructor.

ART 180: DIGITAL PHOTOGRAPHY

1-3 credits. Prerequisite: ART 175.

Teaches image editing software to retouch, enhance and manipulate photographic images. Includes importing both digital and film-based images into the computer, improving and altering images in the software program, and various methods of outputting the final product. Aesthetic composition and design principles will be stressed.

ART 181: INTERMEDIATE DIGITAL PHOTOGRAPHY

1-3 credits; may be repeated for up to six credits. Prerequisite: ART 180 or consent of the instructor.

Teaches the more advanced features of Adobe PhotoShop software and how to create a multimedia show in PowerPoint.

ART 230: DIGITAL IMAGING

3 credits. Prerequisite: none.

Introduces raster image creation and manipulation on the computer. The course will cover industry standard software and hardware with the goal of creating 2D artwork and digital photography on the computer.

ART 231: INTERMEDIATE DIGITAL IMAGING

3 credits. Prerequisite: ART 230

Offers advanced raster image creation and manipulation on the computer. This course is second in a sequential set of courses that will continue to focus on creating 2D art work and digital photography on the computer.

ART 235: INTRODUCTION TO PAINTING I

3 credits: 1 hour lecture and 4 hours studio per week. Prerequisite: none.

Offers a beginning course in oil and/or acrylic painting. Introduces concepts and develops skills for the production of quality paintings.

ART 236: INTRODUCTION TO PAINTING II

3 credits: 1 hour lecture and 4 hours studio per week. Prerequisite: ART 235.

Continues ART 235, with increased emphasis on refinement of basic painting skills.

ART 245: CREATIVE WATERCOLOR

3 credits. Prerequisite: ART 145.

Explores the potential of water media using both traditional and nontraditional methods. Students will use watercolor combined with gouache, ink, dye, pastel, collage and some acrylic-based media.



ART 250: PHOTOGRAPHY II

3 credits. Prerequisite: ART 175. Student must provide a camera.
Broadens students' understanding of photographic imagery and continues to develop greater technical knowledge and skill.

ART 251: PHOTOGRAPHY III

3 credits. Prerequisite: ART 250. Students must provide a camera. Course is also listed as GA 251.
Deals with studio and on-location commercial photography. Provides the basics about studio lighting and procedures.

ART 261: BEGINNING LANDSCAPE PAINTING

3 credits. Prerequisite: none.
Introduces a basic course in landscape painting using the Nevada landscape as subject matter.

ART 262B: INTERMEDIATE LANDSCAPE PAINTING

2-3 credits. Prerequisite: ART 261.
Applies basic landscape painting techniques to more complex problems of composition and approaches to subject matter.

ART 263: BEGINNING SCULPTURE

3 credits: 1 hour lecture and 4 hours studio per week. Prerequisite: none.
Offers fundamentals of sculpture using plaster, wood and other materials.

ART 264: INTERMEDIATE SCULPTURE

1-3 credits. Prerequisite: ART 263 or consent of instructor.
Offers studio classes in techniques and skills of subtractive and additive sculpture.

ART 275: INTRODUCTION TO CERAMICS

3 credits: 1 hour lecture and 4 hours studio per week. Prerequisite: none.
Offers a beginning studio course in ceramic construction and decoration. Lecture and laboratory methods are used to give special attention to the development of individual student's skills. Uses potter's wheels.

ART 277: ADVANCED CERAMICS

3 credits: 1 hour lecture/4 hours studio per week. Prerequisite: ART 275.
Continues ART 275 but with increased attention given to further refinement of skills.

ART 299B: SPECIAL TOPICS IN ART

1-3 credits. Prerequisite: none.
Applies to assorted short courses and workshops covering a variety of subjects.

ASTRONOMY

DEPARTMENT CODE: AST

AST 100: SPECIAL TOPICS: WHITE DWARFS, NEUTRON STARS AND BLACK HOLES

1 credit. Prerequisite: none
Covers an assortment of exotic and fascinating stellar and astronomical objects that are at the center of modern astronomy. Studies the life cycles of both large and small mass stars as well as new developments and discoveries from a wide range of topics in astrophysics.

AST 105: INTRODUCTORY ASTRONOMY LABORATORY

1 credit. Prerequisite: AST 109 or AST 110 or consent of instructor.
Presents laboratory exercises in astronomy in the tradition of the amateur astronomer. Includes observation of celestial objects as well as laboratory exercises to investigate the physical nature of astronomical objects. Instructs on the use of telescopes and the process of the scientific method. Recommended for non-science majors.

AST 109: PLANETARY ASTRONOMY

3 credits. Prerequisite: MATH 120 or MATH 126 or higher, or consent of instructor.
Offers a descriptive introduction to current concepts of the solar system, modern observational techniques, and their results. Utilizes telescopes and observatory facilities.

AST 110: STELLAR ASTRONOMY

3 credits. Prerequisite: MATH 120 or MATH 126 or higher, or consent of instructor.
Offers a descriptive introduction to stellar and galactic systems, the life cycle of stars, theories of the universe and its formation. Utilizes telescopes and observatory facilities.

AST 190: PROJECTS IN OBSERVATIONAL ASTRONOMY

3 credits. Prerequisite: AST 105 or consent of instructor.
Develops skills in observational astronomy with a project-oriented course. Uses high quality equipment such as cameras, photometers, telescopes and heliostats. Laboratory course recommended for non-science majors.

AST 198B: SPECIAL TOPICS IN ASTRONOMY

.05-6 credits. Prerequisite: none.
Includes short courses and experimental classes covering a variety of subjects. Course may be repeated for up to six credits.

AST 290B: INTERNSHIP IN ASTRONOMY

1-8 credits. Prerequisite: consent of instructor.
Allows students to apply knowledge to real, on-the-job situations in a program designed by a company official and faculty advisor to maximize learning experiences. Students may earn up to eight credits on the basis of 45 hours of internship per credit.

AST 299B: DIRECTED STUDY

1-3 credits. Prerequisite: consent of instructor.
Covers selected topics and directed student research of interest to students in astronomy.

AUTOMOTIVE

DEPARTMENT CODE: AUTO

AUTO 101B: INTRODUCTION TO GENERAL MECHANICS

3 credits. Prerequisite: none.
Introduces principles, design, construction and maintenance of automobiles. Includes safety, use of manuals, selection and use of hand tools, and hand held test instruments. Introduces general maintenance of a variety of different systems.



Automotive

COURSES

AUTO 102B: AUTOMOTIVE ELECTRICITY

3 credits. Prerequisite: none.

Introduces principles and theory of automotive electricity and the maintenance of automobile electrical systems. Includes safety, use of manuals, selection and use of hand tools, and hand held test instruments. Introduces a variety of different electrical systems and accessories.

AUTO 103B: STARTING, CHARGING & ELECTRICAL SYSTEMS

3-6 credits. Prerequisite: AUTO 102B or consent of instructor.

Continues presentation of material from AUTO 102B. Reviews and amplifies principles and theory of automotive electricity and the maintenance of automobile electrical systems. Provides instruction in electronic applications. Includes safety, use of manuals, selection and use of hand tools and hand held test instruments. Introduces testing and servicing of automotive electronic components. Expands on general maintenance of a variety of different starting systems and accessories.

AUTO 107B: MOTORCYCLE MAINTENANCE I

3 credits. Prerequisite: none.

Introduces principles, design, construction, and maintenance of motorcycles. Includes shop safety, use of manuals, selection and use of hand tools, and hand held test instruments. Introduces general maintenance of a variety of different systems.

AUTO 108B: MOTORCYCLE MAINTENANCE II

3 credits. Prerequisite: AUTO 107B or consent of instructor.

Continuation of AUTO 107B. Introduces principles, design, construction and maintenance of motorcycles. Includes safety, use of manuals, selection and use of hand tools and hand held test instruments. Introduces general maintenance of a variety of different motorcycle systems.

AUTO 112B: AUTOMOTIVE ELECTRICITY PRACTICE

3-6 credits. Prerequisite: AUTO 102B or consent of instructor

Further develops student skills by putting into practice the theories taught in AUTO 102B. Provides practical, hands-on experience through the use of Multi meters, VAT 40, manuals, selection and use of hand tools, and hand held test instruments. Shop safety and cleanup are always stressed.

AUTO 121B: AUTOMOTIVE BRAKE SYSTEMS

3 credits. Prerequisite: none.

Introduces principles, design, construction and maintenance of automotive brake systems including antilock systems. Includes safety, use of manuals, selection and use of hand tools, power tools and hand held test instruments. Introduces general maintenance of a variety of different systems.

AUTO 123B: AUTOMOTIVE BRAKE SYSTEMS PRACTICE

1-6 credits. Prerequisite: AUTO 121B or consent of instructor.

Further develops student skills by putting into practice the theories taught in AUTO 121B. Provides practical, hands-on experience through the use of the brake lathe and bleeder, scanners, troubleshooting guides and brake hand tools. Shop safety and cleanup are always stressed.

AUTO 125B: STEERING SUSPENSION SYSTEMS

3 credits. Prerequisite: none.

Introduces principles, design, construction and maintenance of automotive steering and suspension system. Includes safety, use of manuals, and selection and use of hand tools, power tools and test equipment.

AUTO 126B: STEERING SUSPENSION SYSTEM PRACTICE

3-6 credits. Prerequisite: AUTO 125B or consent of instructor.

Develops student skills by putting into practice the theories taught in Steering Suspension Systems. The emphasis will be geared to a more practical hands on experience through the use of the computer 4-wheel alignment, scanners, use of manuals, selection and use of hand tools and hand held test instruments. Expands on maintenance of a variety of systems and accessories. Shop safety and cleanup are always stressed.

AUTO 140B: AUTOMOTIVE COLLISION I

3 credits. Prerequisite: none.

Provides fundamental instruction of hands on skill and knowledge in auto body construction, tools, safety. Students will also work with metal, plastics, fiberglass and trim.

AUTO 141B: PLASTIC, COMPOSITES AND ADHESIVES

1-6 credits. Prerequisite: AUTO 140B or consent of instructor.

Offers an in-depth study of the new plastics, composite panels and the adhesion process.

AUTO 142B: AUTOMOTIVE COLLISION AND REFINISHING ESTIMATING

3-6 credits. Prerequisite: basic computer skills.

Familiarizes students with the estimating portion of the auto collision and refinishing program. The course involves analyzing damage in-depth, creating a damage report and using computer software for the process.

AUTO 143B: AUTOMOTIVE COLLISION I PRACTICE

1-6 credits. Prerequisite: none.

Develops student skills by putting into practice the theories taught in Auto Collision I 140B. The emphasis will be geared to more practical hands on experience through the use of grinders, orbital sanders and all collision repair equipment. Shop safety and cleanup are always stressed.

AUTO 144B: PLASTIC, COMPOSITES AND ADHESIVES PRACTICE

1-6 credits. Prerequisite: AUTO 140B & AUTO 145B.

Further develops student skills by putting into practice the theories taught in Plastics, Composites and Adhesives (AUTO 141B). The emphasis will be geared to a more practical hands on experience through an in-depth study of the new plastics, composite panels and the adhesion process for them.

AUTO 145B: AUTOMOTIVE REFINISHING I

3 credits. Prerequisite: none.

Provides fundamental instruction of hands on skill and knowledge in the painting and refinishing, including metal preparation, sanding techniques, masking and priming.



AUTO 146B: AUTOMOTIVE REFINISHING PRACTICE

1-6 credits. Prerequisite: none.

Further develops student skills by putting into practice the theories taught in automotive refinishing I (Auto 145B). The emphasis will be geared to a more practical hands on experience through use of the various spray guns and finish techniques.

AUTO 160B: BEGINNING AUTOMOTIVE UPHOLSTERY

3-6 credits. Prerequisite: none.

Covers the basics of cutting, fitting and stitching for all types of seats in cars, vans, motorcycles and boats. The student will learn how to operate the sewing machine, layout patterns and repair seat frames.

AUTO 201B: AUTO BODY REPAIR

3 credits. Prerequisite: none.

Provides fundamental instruction of hands-on skill and knowledge in auto body construction, tools, safety, and work with metal, plastic, fiberglass and trim.

AUTO 202B: AUTO PAINTING

3 credits. Prerequisite: none.

Provides fundamental instruction of hands-on skill and knowledge in the painting and refinishing of auto bodies, including metal preparation, sanding techniques, masking and priming.

AUTO 204B: ADVANCED AUTO BODY II

3 credits. Prerequisite: AUTO 201B.

Continues AUTO 201B with more advanced hands-on skill and knowledge in auto body construction, tools, safety and work with metal, plastic, fiberglass and trim.

AUTO 206B: AUTO PAINTING II

3 credits. Prerequisite: AUTO 202B.

Continues AUTO 202B with more advanced hands-on and knowledge in the painting and refinishing of auto bodies.

AUTO 218B: TUNE-UP PROCEDURES

3 credits. Prerequisite: none.

Introduces principles, design, construction and maintenance of automobile ignition systems. Includes safety, use of manuals selection and use of hand tools, and hand held test instruments. Introduces general maintenance of a variety of different systems.

AUTO 221B: AUTOMOTIVE EMISSION CONTROLS

3 credits. Prerequisite: AUTO 218B.

Guides the student through the basic theory of automotive emissions, description of emission control, operation of the controls system, trouble shooting and repair. Includes safety, use of manuals, selection and use of hand tools and hand held test instruments and engine analyzers.

AUTO 223B: ADVANCED ENGINE TUNE-UP

3 credits. Prerequisite: AUTO 218B or consent of instructor.

Introduces principles, design, construction and maintenance of automobile ignition systems and fuel systems. Includes safety, use of manuals, selection and use of hand tools, hand held test instruments and engine analyzers. Introduces general maintenance of a variety of different systems.

AUTO 225B: AUTO AIR CONDITIONING

3 credits. Prerequisite: none.

Introduces principles design, construction and maintenance of automotive air conditioning systems. Includes safety, use of manuals, selection and use of hand tools, and hand held test instruments, evacuating systems, charging/recovery systems and other specialized air conditioning tools. Introduces general maintenance of a variety of different air conditioning systems.

AUTO 226B: AUTOMATIC TRANSMISSIONS

3 credits. Prerequisite: none.

Introduces principles, design, construction and maintenance of automatic transmissions used in today's automobiles. Includes safety, use of manuals, selection and use of hand tools, and appropriate transmission test instruments. Introduces maintenance of a variety of different automatic transmissions.

AUTO 227B: STANDARD TRANSMISSIONS

3 credits. Prerequisite: none.

Introduces principles, design, construction and maintenance of automotive standard transmission. Includes safety, use of manuals, selection and use of hand tools, power tools and test equipment. Studies transmission principles and systems. Includes disassembly and overhaul of various standard automobile transmissions.

AUTO 229B: ADVANCED AUTOMOTIVE ELECTRICITY

3 credits. Prerequisite: AUTO 102B.

Continues study of material presented in AUTO 102B. Reviews and amplifies principles and theory of automotive electricity and the maintenance of automobile electrical systems. Focuses on electronic applications. Includes safety, use of manuals, selection and use of hand tools and hand held test instruments. Introduces testing and servicing automotive electronic components. Expands on maintenance of a variety of systems and accessories.

AUTO 230B: ADVANCED AUTOMATIC TRANSMISSIONS

3 credits. Prerequisite: AUTO 226B.

Concentrates on knowledge, skills, principles, design, construction and maintenance of automatic transmissions used in today's automobiles. Amplifies competencies learned in AUTO 226B. Includes safety, use of manuals, selection and use of hand tools, and appropriate transmission test instruments. Introduces general maintenance of a variety of different automatic transmissions.

AUTO 236B: AUTOMOTIVE COMPUTER SYSTEMS

3 credits. Prerequisite: AUTO 223B or consent of instructor.

Introduces principles, design, construction and maintenance of automobile ignition systems and fuel systems. Studies General Motors, Ford EEC, Chrysler and foreign computer systems. Covers principles of operation, fuel managements, air management and all sensors including solenoids. Reviews basic electricity, electronic spark timing and high energy ignition systems. Includes safety, use of manuals, selection and use of hand tools, hand held test instruments and engine analyzers.

AUTO 237B: AUTOMOTIVE SCOPE DIAGNOSTICS

1-3 credits. Prerequisite: AUTO 218B or consent of instructor.

Provides an in-depth study of scope patterns to include lab scope patterns, DIS patterns and sensor waveform patterns. Student will be able to distinguish between good and bad patterns upon completion of the course.



AUTO 240B: AUTOMOTIVE COLLISION II

6 credits. Prerequisite: AUTO 140B.

Continues Automotive Collision 140B with more advanced hands-on skills and knowledge in auto body construction, tools and safety. The student works with metal, plastic, fiberglass, glass, composites and trim.

AUTO 241B: AUTOMOTIVE COLLISION II PRACTICE

1-9 credits. Prerequisite: AUTO 240B.

Further develops student skills by putting into practice the theories taught in Automotive Collision II (AUTO 240B). The emphasis will be geared to a more practical, hands-on experience through the use of frame machines, laser measuring devices, and various shop equipment and hand tools.

AUTO 245B: AUTOMOTIVE REFINISHING II

6 credits. Prerequisite: AUTO 145B.

Continues Automotive Refinishing I (AUTO 145B), with more advanced hands-on and knowledge in painting, blending, mixing, matching and refinishing.

AUTO 246B: AUTOMOTIVE REFINISHING II PRACTICE

1-9 credits. Prerequisite: AUTO 245B.

Further develops student skills by putting into practice the theories taught in Automotive Refinishing II (AUTO 245B). Emphasizes a more practical, hands-on experience through use of different style guns and spray equipment, paint materials, color matching, etc.

AUTO 250B: ENGINE RECONDITIONING

3 credits. Prerequisite: AUTO 101B.

Introduces principles, design, construction and maintenance of automobile engines. Includes overhaul of various systems in the engine (valve, train, oiling system, etc.) safety, use of manuals, selection and use of hand tools. Introduces a variety of systems.

AUTO 260B: ADVANCED AUTOMOTIVE UPHOLSTERY

3-6 credits. Prerequisite: AUTO 160B.

Continues Beginning Automotive Upholstery (AUTO 160B). Students work with custom upholstery designs such as tuck and roll, button and pleat, etc. Includes work with convertible tops, vinyl tops and headliners.

AUTO 285B: AUTOMOTIVE PROJECTS

3 credits. Prerequisite: consent of instructor.

Permits students to pursue special projects and/or explore areas of specific interest under the direction of a college instructor.

AUTO 293B: INDEPENDENT STUDY

1-3 credits. Prerequisite: consent of instructor.

Offers individualized, in-depth study of a specific area of automotive mechanics.

AUTO 295B: WORK EXPERIENCE I

1-4 credits. Prerequisite: consent of instructor.

Provides the student with on-the-job supervised and educationally directed work experience.

BIOLOGY

DEPARTMENT CODE: BIOL

BIOL 100: GENERAL BIOLOGY FOR NON-SCIENCE MAJORS

3-4 credits. Prerequisite: MATH 120 or MATH 126 or higher, or consent of instructor.

Covers fundamental concepts and theories of life science. Major topics include cellular/molecular biology, anatomy, physiology, genetics, evolutions and ecology.

BIOL 190: INTRODUCTION TO CELL AND MOLECULAR BIOLOGY

3 credits. Prerequisite or corequisite: CHEM 101 or equivalent.

Covers the structure and function of cells. Included will be the major molecules of life, composition and physiology of cellular organelles, cellular metabolism, reproduction, motility, gene function and related topics.

BIOL 191: INTRODUCTION TO ORGANISMAL BIOLOGY

3-4 credits. Prerequisite: MATH 120 or MATH 126 or higher, or consent of instructor.

Combines the principles of botany and zoology into one course emphasizing levels of organization and life processes common to all organisms. Topics range from nutrient processing and homeostasis to reproduction.

BIOL 192: PRINCIPLES OF BIOLOGICAL INVESTIGATION

2 credits, 1 hour lecture/3 hours lab. Prerequisite: MATH 128 or equivalent or consent of instructor.

Covers the fundamentals of investigative techniques common to all fields of scientific writing and use of research equipment.

BIOL 200: ELEMENTS OF HUMAN ANATOMY AND PHYSIOLOGY

3 credits. Prerequisite: none.

Provides students with an intense descriptive overview of anatomy and physiology with related, illustrative pathology and microbiology.

BIOL 204: ELEMENTS OF HUMAN ANATOMY AND PHYSIOLOGY LABORATORY

1 credit. Prerequisite: none. Corequisite: BIOL 200.

Provides students with intense laboratory exercises about anatomy and physiology with related, illustrative pathology and microbiology.

BIOL 220: INTRODUCTION TO ECOLOGICAL PRINCIPLES

4 credits, 3 hours lecture/3 hours laboratory per week. Prerequisite: BIOL 100 or 191.

Covers basic ecological principles and theories. Gives detailed consideration of the effects of environmental factors on plants and animals and interaction of these life forms with their environment. Formerly BIOL 280.

BIOL 223: HUMAN ANATOMY AND PHYSIOLOGY I

4 credits, 3 hours lecture/3 hours lab. Prerequisite: BIOL 190 or CHEM 101 or CHEM 110 or meet nursing program chemistry requirement or consent of instructor. NOTE: For programs that require BIOL 223 and 224, both courses must be completed at the same school.

Offers detailed study of the anatomy and physiology of the integumentary, skeletal, endocrine, muscular and nervous systems.

BIOL 224: HUMAN ANATOMY AND PHYSIOLOGY II

4 credits, 3 hours lecture/3 hours laboratory per week. Prerequisite: BIOL 223 or consent of instructor. NOTE: For programs that require BIOL 223 and 224, both courses must be completed at the same school. Offers a detailed study of the anatomy and physiology of the circulatory, respiratory, digestive, urinary and reproductive systems.



BIOL 251: GENERAL MICROBIOLOGY

4 credits, 3 hours lecture/3 hours laboratory per week. Prerequisite: BIOL 100, 191 or 223.

Emphasizes the distribution, form, structure and physiology of microorganisms in laboratory. Develops the student's skills in aseptic procedures, isolation and identification. Recommended for all allied health majors.

BIOL 275B: CADAVER DISSECTION

1 credit. Prerequisite: Consent of instructor. Co-enrollment in either BIOL 223 or 224 is strongly encouraged.

Offers an intense, one-semester lab course introducing the dissection of the human body for scientific learning purposes.

BOTANY

DEPARTMENT CODE: BOT

BOT 150B: BOTANY FOR GARDENERS

3 credits. Prerequisite: none.

Teaches moderately technical botany in the context of gardening and horticulture. Exposes students to the science of botany with general discussion encompassing plant physiology and the importance of soil science. Begins with understanding basic cell structure and moves through plant growth, photosynthesis, and reproduction. Plant responses to environmental factors will be emphasized and genetics will be covered as appropriate.

BUSINESS

DEPARTMENT CODE: BUS

BUS 100B: INVESTMENTS

3 credits. Prerequisite: none.

Helps students understand the theoretical concepts and analytical foundations necessary for further study in the field. It will provide an overall picture of securities markets, institutions, processes and mechanisms on how stocks and bonds are bought and sold.

BUS 101: INTRODUCTION TO BUSINESS

3 credits. Prerequisite: none.

Provides the student a broad background about the modern business world. An important course for students who are considering choosing a business major.

BUS 107: BUSINESS COMMUNICATIONS

3 credits. Prerequisite: none.

Focuses on speech communication skills. Includes effective listening and feedback methods, voice improvement, group and team interaction, developing messages for positive and negative audiences, preparation and presentation of an oral report.

BUS 108: BUSINESS LETTERS AND REPORTS

3 credits. Prerequisite: College Board Test of Standard Written English or equivalent examination, or a grade of "C" or better in English 98.

Develops letter and report writing skills including proper word choice, letter tone, and structure. Demonstrates how these skills are best used in business letters, memoranda, reports and other business documents.

BUS 109B: BUSINESS MATHEMATICS

3 credits. Prerequisite: none.

Reviews fundamental mathematical processes for the vendor and the consumer. Discounts, commissions, depreciation, overhead and interest rates are included.

BUS 110B: HUMAN RELATIONS FOR EMPLOYMENT

1-3 credits. Prerequisite: none.

Provides students/prospective employees with knowledge and understanding of self and others for effective interactions in the workplace. Emphasizes employability skills such as communication, work habits and attitudes, ethics, conflict management, motivation and problem solving.

BUS 150B: PERSONAL FINANCE

3 credits. Prerequisite: none.

Introduces personal financial planning. Emphasizes budgeting, obtaining credit, buying decisions for a home, auto or other large purchases, investment decisions, and retirement planning.

BUS 170: MATHEMATICS OF FINANCE

3 credits. Prerequisite: MATH 112, or 1 1/2 units of high school algebra, COT, Business Machines recommended, or skill in using a hand calculator.

Provides a mathematical study of interest, annuities, sinking funds, depreciation, amortization, financing working capital, stocks and bonds, market and securities, and working of related problems.

BUS 273/274: BUSINESS LAW I & II

3 credits. Prerequisite: none. BUS 101 or BUS 108 recommended.

Teaches the nature and sources of law. A study of the court systems and law as related to contracts, negotiable instruments, sales, insurance, and agencies.

CHEMICAL ENGINEERING

DEPARTMENT CODE: CEG

CEG 120: SUMMER COOPERATIVE TRAINING

1 credit. Prerequisite: enrollment in pre-engineering program.

Requires preparation of written reports based on cooperative program assignments.

CHEMISTRY

DEPARTMENT CODE: CHEM

CHEM 100: ELEMENTARY CONCEPTS OF CHEMISTRY

3 credits. Prerequisite: MATH 120 or MATH 126 or higher, or consent of instructor.

Offers a course for nonscience majors. Topics include environmental and human health, and current research in the chemical sciences as they relate to modern living.

CHEM 101: GENERAL CHEMISTRY I

4 credits, 3 hours lecture/3 hours laboratory. Prerequisite: MATH 120 or MATH 126 or equivalent, or consent of instructor.

Provides fundamental principles of chemistry and the properties and uses of the common nonmetallic elements.

CHEM 102: GENERAL CHEMISTRY II

4 credits, 3 hours lecture/3 hours laboratory. Prerequisite: MATH 126 or MATH 128 or equivalent or consent of instructor.

Provides fundamental principles of chemistry, properties and uses of the common metals, their compounds, elementary chemistry of carbon, and introductory qualitative and quantitative analysis.



- CHEM 110: INTRODUCTION TO CHEMISTRY PRINCIPLES I**
4 credits, 3 hours lecture/3 hours laboratory per week. Prerequisite: MATH 120 or MATH 126 or higher or consent of instructor. Surveys fundamental principles of general and organic chemistry, designed for allied health majors and nonscience majors. Emphasizes understanding of physical phenomena and chemical reactions needed to establish a firm foundation for the study of biochemistry.
- CHEM 111: INTRODUCTION TO CHEMISTRY PRINCIPLES II**
4 credits, 3 hours lecture/3 hours laboratory per week. Prerequisite: CHEM 110 or consent of instructor. Surveys elementary biochemistry, designed for allied health majors and nonscience majors. Students learn application of chemical principles to biological processes leading to an understanding of how living organisms function.
- CHEM 142: INTRODUCTORY ORGANIC CHEMISTRY**
4 credits, 3 hours lecture/3 hours laboratory. Prerequisite: CHEM 101 or consent of instructor. Acquaints students with fundamentals of carbon chemistry. Reaction mechanisms, synthesis, and physical properties of important functional groups are discussed.
- CHEM 198B: SPECIAL TOPICS**
1 credit. Prerequisite: consent of instructor. Provides an intense elementary overview of organic chemistry with applications for nursing students transferring to WNCC from other institutions utilizing a quarter system.
- CHEM 201: GENERAL CHEMISTRY FOR SCIENTISTS & ENGINEERS I**
4 credits, 3 hours lecture/3 hours laboratory. Prerequisite: MATH 181 or equivalent or consent of instructor. Explores fundamental principles of chemistry with an emphasis on theory and experiment, including stoichiometry, atomic structure, periodic table, chemical bonding, modern bonding theory and molecular structure, gases and kinetic theory, solutions and their colligative properties, and thermochemistry.
- CHEM 202: GENERAL CHEMISTRY FOR SCIENTISTS & ENGINEERS II**
4 credits, 3 hours lecture/3 hours laboratory. Prerequisite: CHEM 201 or 101 or equivalent. Continues CHEM 201 including chemical kinetics; thermodynamics; chemical equilibrium; electrochemistry; redox reactions and nuclear chemistry; metals and non-metals descriptive chemistry with emphasis on elementary qualitative analysis; and an introduction to organic and biologically important molecules.
- CHEM 243: ORGANIC CHEMISTRY I**
3 credits. Prerequisite: CHEM 102 or consent of instructor. Introduces the integrated treatment of aliphatic and aromatic compounds including reactions, nomenclature, structure and mechanisms, and the isolation and purification of organic molecules.
- CHEM 244: ORGANIC CHEMISTRY II**
3 credits. Prerequisite: CHEM 243 or consent of instructor. Provides an emphasis on organic chemical synthesis and molecules of biological importance.

- CHEM 245: ORGANIC CHEMISTRY LABORATORY**
2 credits, 6 hours/week. Prerequisite: CHEM 243 or consent of instructor. Explores chemical practices in the organic chemistry laboratory including isolation, characterization, and synthesis of organic compounds including qualitative analysis and spectroscopy.

COMMUNITY SERVICES CLASSES

The Community Services department offers a wide range of courses. These include non-credit offerings such as short workshops, field trips, leisure classes, and College for Kids classes. Community Services also offers classes in a variety of disciplines and vocational programs in which the student may earn a certification of completion. All courses and their descriptions are listed in WNCC's semester course publication.

COMPUTER AND OFFICE TECHNOLOGY

DEPARTMENT CODE: COT

Prior to enrolling in a COT course, all students are advised to take the college standardized reading comprehension exam.

NOTE: All typing/keyboarding classes are taught on computers.

- COT 100B: KEYBOARDING**
1-3 credits. Prerequisite: none. Also listed as CIS 103B. Develops basic skills for touch keyboarding/typing proficiency on computers. Develops basic speed and accuracy. Introduces basic computer operations for using keyboarding software.
- COT 101: ELEMENTARY TYPING I**
1-3 credits. Prerequisite: none. Reviews basic skills and techniques for improving keyboarding/typing skills. Elementary word processing functions are introduced. Develops skills for typing basic business letters, memos, reports, tables and personal business letters. Diagnostic prescriptive speed and accuracy are integral.
- COT 102: TYPING II - INTERMEDIATE KEYBOARDING**
3 credits. Prerequisite: COT 101 or equivalent. Reviews skills and techniques for improving typing skills on computers. Word processing functions are introduced. Advanced production work includes a variety of business documents, such as letters, tables, forms, manuscripts and memos. Diagnostic prescriptive speed and accuracy are integral. Recommend 30 WPM minimum keyboarding/typing speed.
- COT 103B: KEYBOARDING/TYPING REVIEW & SPEED**
3 credits. Prerequisite: COT 101 or equivalent. Increases typing speed and accuracy to employable levels of 50+ WPM. Lessons contain timings. Student is encouraged to meet speed and accuracy goals at each level.
- COT 106B: VOICE RECOGNITION**
1-3 credits. Prerequisite: none. Recommend COT 100B or typing skills of 25 wpm. Introduces students to voice recognition software by learning the fundamentals of the specific speech recognition software and using headsets and/or microphones. Students create speech profiles, practice enunciation, correct speech errors, and train new words. Students work with punctuation, numbers, and formatting commands. Skills are applied to various personal and occupational documents.



COT 110: BUSINESS MACHINES

3 credits. Prerequisite: COT 101 or consent of instructor.
 Develops skills using electronic printing calculators. Skills are applied to business math problems including touch addition with whole numbers, multiplication, division, fractions and decimals, percentages, markdown and markup, interest, payrolls and installment buying. Additional applications will be assigned from microcomputer business problems, data entry software, transcribing machines, filing and records management, and other office applications. (Depending on the campus, all choices may not be available)

COT 111: TRANSCRIBING MACHINES

1-3 credits. Prerequisite: COT 102 or equivalent.
 Develops listening skills in transcribing tapes to mailable typewritten form. Students study vocabulary and type documents used in typing speed and word processing skills.

COT 117B: FILING

1-3 credits. Prerequisite: none.
 Introduces a systems approach to managing information -- paper and electronic records. Includes practical guidelines for appropriately using records management systems in handling paper and electronic media.

COT 120B: MEDICAL TERMINOLOGY

1-3 credits. Prerequisite: none.
 Provides a self-paced course for learning the fundamental structure of many medical words. Pronunciation and spelling are included. Appropriate for medical office specialists and beginning nursing students.

COT 121: MEDICAL TYPING & TRANSCRIPTION

3 credits. Prerequisite: COT 120B or NURS 140, and 40 wpm or permission of instructor.
 Reviews medical terminology and develops the skill of listening to cassette tapes containing verbally recorded medical case histories and records and transcribing the material directly into an accurate format.

COT 123: LEGAL TYPING & TRANSCRIPTION

3 credits. Prerequisite: COT 102, COT 150, or NURS 140 and 40 wpm strongly recommended.
 Reviews legal terminology and develops the skill of listening to cassette tapes containing verbally recorded legal documents and transcribing the material directly into an accurate format.

COT 131B: LEGAL OFFICE PRACTICE & ETHICS

3 credits. Prerequisite: LAW 101.
 Teaches organizational and practical office skills; office and human resources management, training and supervision, conflict and problem solving; prioritizing; billing; ethics; and applied skills.

COT 141B: PROOFREADING/PROOFREADING

1 credit. Prerequisite: none.
 Teaches proofreading skills in two ways: physically, by developing visual accuracy and reducing fatigue; and cognitively, by providing practice in language skills.

COT 150: BEGINNING WORD PROCESSING

1-3 credits. Prerequisite: COT 102 or equivalent: 40 wpm recommended
 Presents word processing concepts and applications to produce memos, letters, tables and reports on computer. Includes creating, editing and printing documents, merging, storage and retrieval, search and replace, and spell check.

COT 207: ADVANCED TYPING III

3 credits. Prerequisite: COT 102 or equivalent.
 Continues speed and accuracy development. Includes typing more difficult problems in business correspondence, tabulations, forms, reports, rough drafts and legal documents.

COT 208: ADVANCED TYPING IV

3 credits. Prerequisite: COT 207 or equivalent.
 Provides course work using advanced word processing techniques to produce business letters, forms and reports. Continues speed and accuracy development. Emphasizes selected technical materials from a variety of office settings.

COT 216: INTERMEDIATE WORD PROCESSING

3 credits. Prerequisite: COT 150 or equivalent. 40 WPM recommended.
 Assists students who have completed a beginning word processing class. Applies advanced features of merge and sort, macros, tables, math, document assembly and font and graphic enhancements.

COT 218B: FUNDAMENTALS OF COMPUTER LAYOUT SOFTWARE

1-3 credits. Prerequisite: COT 150 or COT 216 or COT 222 or consent of instructor.
 Provides basic hands-on skills using several graphic and illustration software packages such as Illustrator, Photoshop, Freehand and Microsoft Publisher. One credit for each software package.

COT 222: BEGINNING DESKTOP PUBLISHING USING A WORD PROCESSING PROGRAM

1-3 credits. Prerequisite: COT 150 or consent of instructor.
 Presents an overview of desktop publishing concepts and applications using desktop software. Students learn to import word processed files and graphics, and use menus/commands and printers to produce newsletters, brochures, fliers and reports on a computer.

COT 223: ADVANCED DESKTOP PUBLISHING

3 credits. Prerequisite: COT 222 or CIS 201 or consent of instructor and keyboarding skill of at least 20 wpm.
 Teaches a page layout desktop publishing program such as PageMaker, InDesign or QuarkXPress. Students create computer graphics, select and set type, design and assemble pages, and import text and graphics files to produce effective printed materials such as newsletters, forms, brochures, manuals and presentations using laser printer technology.

COT 225B: MEDICAL FRONT OFFICE

1-3 credits. Prerequisite: COT 120B or consent of instructor.
 Provides course work using medical administrative software. Students learn to input patient information, schedule appointments, and handle billing. In addition, they produce various lists and reports, and learn to handle insurance claims both on paper forms and electronically. This provides an introduction to COT 230B: Medical Billing. These invaluable skills are important in effective financial management of health care practices.

COT 230B: COMPUTERIZED MEDICAL BILLING

3 credits. Prerequisite: COT 101 or equivalent, COT 120B or consent of instructor, COT 225B.
 Provides instruction in completing and submitting medical insurance forms. Designed for the prospective medical assistant anticipating employment in a private physician's office, clinic or hospital, or for those currently employed in medical offices who wish to improve their skills. Course is set up as a practice approach to learning insurance form completion.



Computer & Office Technology • Computer Applications

Computer Information Systems

COURSES

COT 233B: ADVANCED MEDICAL TRANSCRIPTION

3 credits. Prerequisite: COT 121.

Provides students with a knowledge of medical terminology and the transcription of medical reports. Students are required to complete complex reports. Experience in keyboarding/typing concepts and procedures is required. Medical reports will be transcribed from medical areas that relate to patients with specific medical problems. Case studies have been taken from hospital medical records.

COT 234B: ADVANCED MEDICAL TERMINOLOGY

3 credits. Prerequisite: COT 120B.

Provides a self-paced, continued study of the body systems, clinical procedures, laboratory tests, pronunciation of terms, operative and diagnostic records, abbreviations, and practical application. Also reviews basic medical terminology such as word structure, suffixes, and prefixes. Designed for the continuing student who plans employment in the medical office.

COT 239B: ADVANCED LEGAL TRANSCRIPTION

3 credits. Prerequisite: COT 123 or equivalent.

Teaches students to operate the transcribing machine and to format legal correspondence and documents directly from dictation into mailable form. Legal correspondence and documents will be transcribed for legal cases, each relating to a different area of law. Cases have been gathered from actual law office files. Students will work on cases from onset through conclusion.

COT 241: OFFICE MANAGEMENT & SUPERVISION

3 credits. Prerequisite: none.

Acquaints students with basic concepts in administrative office management. Focuses on managing human resources and controlling administrative services. Includes recruiting, orienting, motivating, defining appropriate work habits, training and supervising personnel, office job analysis and salary administration, conflict and problem solving techniques, communication in the office and applied skills. Stresses employability skills.

COT 290B: INTERNSHIP IN COMPUTER AND OFFICE TECHNOLOGY

3-6 credits. Prerequisite: written permission of a full-time instructor.

Requires work and study at participating, approved business organizations. Department must review student's activities and development on the job.

COMPUTER APPLICATIONS

DEPARTMENT CODE: CA

Applied science and technology customized applications courses are designed to fit specific needs in business and industry. Specific customized classes may be found in the latest WNCC course schedule.

COMPUTER INFORMATION SYSTEMS

DEPARTMENT CODE: CIS

CIS 101: COMPUTER LITERACY

3 credits. Prerequisite: none.

Introduces persons who have no background in computers to operations and uses of computers, their applications, capabilities and limitations. Looks at the impact of the computer on society. Includes extensive hands-on computer use.

CIS 103B: KEYBOARDING

1-3 credits. Prerequisite: none. Also listed as COT 100B.

Introduces the student to alphabetic and numeric keys of the "typewriter" keyboard. It includes speed and accuracy development. The course is designed for students needing computer or typing keyboarding skills.

CIS 113B: INTEGRATED SOFTWARE

3 credits. Prerequisite: CIS 101 or CIS 201.

Studies integrated software packages. Includes theory and lab activities, and covers word processing, data base, spreadsheet, graphics and the communications components of specific application packages. Emphasizes linking several modules to create an integrated activity.

CIS 115: INTRODUCTION TO COMPUTER PROGRAMMING

3 credits. Prerequisite: CIS 101 or CIS 201 or approval of instructor.

Gives students a language-independent, introductory course on computer program design and development. Emphasizes identification and solution of business problems through various design tools.

CIS 121B: INTRODUCTION TO INTERNET

3 credits. Prerequisite: none.

Offers a basic introduction to the Internet and World Wide Web using one or more of the standard browsers. Covers the basics of using browsers for the World Wide Web, basic terminology, and methods of using URL addresses. Topics include saving and printing web pages, creating and using bookmarks, connecting to chat rooms, sending and receiving e-mail, downloading files, using search engines to access information, and creating a small web page.

CIS 145: PC OPERATIONS

1-3 credits. Prerequisite: none.

Covers disk operating functions and commands that are valuable or necessary in a computer information systems environment. Includes programming, multi-user systems data communicating, and establishing interfaces between various computers. When offered for variable credit, content will be divided as follows: A) Initial concepts of Disk Operating Systems as well as access to more commonly used DOS commands for file maintenance; B) Exploration of more advanced DOS commands and greater flexibility of commonly used commands; C) Batch file DOS programming and data transfer.

CIS 165: BASIC PROGRAMMING LANGUAGE I

3 credits. Prerequisite: CIS 201 or approval of instructor.

Offers in-depth study of the BASIC computer language, including program writing and debugging. Includes use of computer equipment to supplement classroom instruction.

CIS 166: BASIC PROGRAMMING LANGUAGE II

3 credits. Prerequisite: CIS 165 or approval of instructor.

Provides in-depth study of advanced BASIC programming language concepts as used for writing business-oriented programs, as well as use of computers to enter, debug and execute programs.

CIS 172B: PROGRAMMING LANGUAGE I

3 credits. May be repeated in different languages for up to nine credits.

Prerequisite: CIS 201 or approval of instructor.

Introduces students to the basic concepts of a programming language. Students will write programs. Specific programming language may vary from semester to semester.



CIS 173B: PROGRAMMING LANGUAGE II

3 credits. May be repeated for up to nine credits. Prerequisite: CIS 172B or approval of instructor.

Covers advanced features of a programming language. Students will build on fundamentals to build more complex programming projects. Specific programming language may vary from semester to semester.

CIS 175: WEB PAGE DESIGN

1-3 credits. Prerequisite: CIS 201 or approval of instructor.

Covers the basics of designing and publishing a web page. Students will use an authoring program to develop professional looking web sites for the Internet. Topics will cover viewing coding, inserting multi-media, creating lists, tables, framed and e-mail links along with additional skills involved with page design. Basic knowledge of the computer, Internet, windows, and the web is expected.

CIS 176B: WEB DESIGN USING HTML

3 credits. Prerequisite: none.

Complements CIS 175 by using HTML keyboard editors to facilitate web page construction. Allows students to expand their web page construction skills and experience both methods of web page construction.

CIS 198B: SPECIAL TOPICS IN COMPUTER INFORMATION SYSTEMS

1-6 credits. Prerequisite: none.

Applies to assorted short courses and workshops covering a variety of subjects.

CIS 201: INTRODUCTION TO COMPUTER INFORMATION SYSTEMS

3 credits. Prerequisite: none.

Introduces the role of computers in the modern business environment. Computers play an increasingly important role in managing information that is crucial to the survival of all types of organizations and of society itself. Lab experience will include exposure to a programming language, database information management systems, spreadsheets and word processing.

CIS 202: COMPUTER LITERACY SOFTWARE

1-9 credits. Prerequisite: CIS 201. Keyboarding skills will be helpful.

May be repeated for up to nine credits in different software.

Introduces Computer Information Systems. Offers a "hands-on" introduction to database, spreadsheet, word processing and operating system software packages. Provides students with the essential skills to make use of applications software packages. Explores the use of microcomputers in solving business problems. Designed to provide the student with a broad background in: word processing, spreadsheet concepts, database management and statistical applications.

CIS 203: MICROCOMPUTERS IN BUSINESS

3 credits. Prerequisite: CIS 201 and CIS 202. Course work or experience in spreadsheet and database software recommended.

Develops the student's capacity to utilize microcomputer applications in the modern business environment. The student will obtain a general understanding of the principles on which applications are employed in business. The student will employ advanced tools of spreadsheet and database software, as well as operating system software in developing business and statistical applications. Class surveys methodologies for development of business-oriented computer information systems. Reviews traditional methods and modern software tools to generate applications that do not require detailed and highly technical program writing efforts. Includes "hands-on" computer time.

CIS 220B: "C" PROGRAMMING LANGUAGE

3 credits. Prerequisite: CIS 165, CIS 201, or consent of instructor.

Develops an understanding of and proficiency in the "C" programming language as a tool for programming actual applications. Uses computer equipment to supplement classroom instruction.

CIS 224B: PROGRAMMING IN "C" ADVANCED

3 credits. Prerequisite: CIS 165, or CIS 220B.

Gives students an in-depth review of basic "C" concept and explores lower-level code as well as high-level graphics and file handling. The students will then take the fundamentals learned in previous classes and enlarge upon them utilizing the concepts and the "C" language.

CIS 227B: WINDOWS 2000 PRO/SERVER II

3 credits. Prerequisite: CIT 220 or consent of instructor.

Provides students with the knowledge and skills to install and configure Microsoft Windows 2000 Professional on stand-alone and client computers that are part of a workgroup domain. Covers installing and configuring Windows servers to create file, print, web, and terminal servers. Provides the prerequisite knowledge and skills required for CIT-222: Implementing a Microsoft Windows 2000 Network Infrastructure.

CIS 260: INTERMEDIATE DATABASE CONCEPTS

1-3 credits. Prerequisite: CIS 201 or consent of instructor.

Covers the concepts and capabilities of microcomputer database systems management. Teaches the command and programming language of a typical system, together with specific experience in creating and using databases in typical applications. Includes both lecture and lab assignments. When offered in variable credit format, content will be divided as follows: A) Concepts and capabilities of database systems management with exploration of initial levels of database software; B) User level access to many of the standard capabilities and menus of the software; C) More difficult capabilities with programming of the database software.

CIS 263B: ADVANCED DATABASE CONCEPTS

1-3 credits. Prerequisite: CIS 260 or consent of instructor.

Covers advanced concepts and capabilities of a microcomputer database management system including advanced query and form design, interfacing with the Internet, hyperlinks, and templates, creation of macros, graphical user interfaces, and menus. Also covers application programming, compiling and testing functions, subprocedures, and event procedures using a built-in programming language.

CIS 270: INTERMEDIATE SPREADSHEET CONCEPTS

1-3 credits. Prerequisite: CIS 201 or consent of instructor.

Studies the concepts and capabilities of computer spreadsheet systems. Teaches command and macro generation. Students gain experience generating spreadsheet templates, graphs and macros as business problem-solving tools. When offered for variable credit, content will be divided as follows: A) Concepts and capabilities of the computer spreadsheet with spreadsheet generation; B) Experience with the user-level menu access of the software, including graphing; C) More advanced capabilities of data base and macro generation.



Computer Information Systems • Computer Science

Computer Information Technology

CIS 275: ADVANCED WEB PAGE DESIGN

3 credits. Prerequisite: CIS 175/176B or or consent of instructor.
Covers advanced concepts and capabilities of web design. Teaches students to develop advanced web sites that incorporate many tools. Topics include recreating and revising a multimedia web; basic HTML coding; using web graphics, style sheets (known as CSS), multimedia and photo editors and java script; integrating database and other office components; and publishing to multiple servers.

CIS 284: THEORY OF SYSTEM ANALYSIS & DESIGN

3 credits. Prerequisite: students must have successfully completed one semester of programming language.
Explains the theory of data processing systems and their advanced elements, including system flow charts, I/O specifications, program coding, systems testing and other facets of a system analyst's responsibilities.

CIS 288B: LAN SYSTEM MANAGEMENT

3 credits. Prerequisite: CIS 145 and CIS 202.
Covers the generation and installation of network software. Students will install application software on a file server and create menus to access the applications. Network utilities will be used to manage network users and control access to network peripherals.

COMPUTER SCIENCE

DEPARTMENT CODE: CS

CS 201: COMPUTER SCIENCE I

3 credits. Prerequisite: MATH 128 or satisfactory score on a placement exam.
Introduces modern problem solving and programming methods. Emphasis is placed on algorithm development. Introduces procedural and data abstraction, emphasizing design, testing, and documentation.

CS 202: COMPUTER SCIENCE II

3 credits. Prerequisite: CS 201.
Emphasizes problem solving and program development techniques. Typical numerical and non-numerical problems are examined. Design, implementation, and abstraction principles of elementary data structures are studied.

COMPUTER INFORMATION TECHNOLOGY

DEPARTMENT CODE: CIT

CIT 198B: UPDATING WINDOWS NT 4.0 SUPPORT SKILLS

4 credits. Prerequisite: consent of instructor.
Provides Microsoft Windows NT 4.0 support professionals with the knowledge and skills necessary to support Microsoft Windows 2000-based networks. This is a performance-based course, designed around the job-related tasks a support professional must perform using new or modified features in the Windows 2000 operating system.

CIT 200B: A+ CERTIFICATION

4 credits. Prerequisite: none.
Introduces the fundamentals of computer system repair. Students learn the hardware and software elements that define an operating computing system. Troubleshooting methods and the use of diagnostic tools are taught with reinforcement provided using hands-on exercises. Successful completion of this course will place a student in good standing to take the nationally recognized A+ certification exam created by the computing industry.

CIT 201B: N+ CERTIFICATION

4 credits. Prerequisite: none.
Introduces the fundamentals of computer networking. Students are instructed in hardware and software skills necessary to seek employment in networking computer systems. Topics include the OSI model, network topologies, networking standards, networking devices and networking media. Successful completion of this course provides the background to take the nationally recognized N+ certification exam created by the computing industry.

CIT 210B: MICROSOFT WINDOWS NT ADMINISTRATION

4 credits. Prerequisite: consent of instructor.
Provides the knowledge and skills to perform post-installation and day-to-day Microsoft Windows NT administrative tasks in single and multiple-domain networks. Also provides background in Microsoft courses covering detailed technical support of the Windows NT workstations and servers. Also prepares for the Microsoft certification exams 70-067, "Implementing and Supporting Microsoft Windows NT Server 4.0", and 70-073, "Implementing and Supporting Microsoft Windows NT Workstations 4.0."

CIT 211B: MICROSOFT WINDOWS NT TECHNICAL SUPPORT

4 credits. Prerequisite: consent of instructor.
Provides students with the knowledge and skills to install, configure, customize and trouble-shoot Microsoft Windows NT in a single-domain Microsoft Windows NT-based network. Also teaches how to integrate Windows NT and Novell NetWare networks. Also prepares for the Microsoft Certification exams 70-067, "Implementing and Supporting Microsoft Windows NT Server 4.0, and 70-073, "Implementing and Supporting Microsoft Windows NT Workstations 4.0."

CIT 212B: TCP/IP FOR MS WINDOWS NT

4 credits. Prerequisite: consent of instructor.
Provides students with the knowledge and skills to set up, configure, use and support Transmission Control Protocol/Internet Protocol (TCP/IP) on Microsoft® Windows NT® operating system 4.0. Also helps students prepare for requirements for becoming a Microsoft Windows NT Certified Professional. Intended for those who support or administer Microsoft Windows NT Server 4.0 and Windows NT workstation 4.0 in a TCP/IP environment or who are on track for Microsoft Certified Systems Engineer or Microsoft Certified System Engineer+Internet Windows NT 4.0. Also prepares for the Microsoft Certified Professional Exam 70-059: "Internetworking with Microsoft TCP/IP on Microsoft Windows."

CIT 213B: INTERNET INFORMATION SERVER

4 credits. Prerequisite: CIT 211B or consent of instructor.
Teaches how to support the various features of Microsoft® Internet Information Server 4.0 (IIS). Students will learn how to install, configure and implement all components comprising IIS. Provides hands-on experience setting up a web site. Also provides information necessary to pass the Microsoft Certified Professional Exam 70-087: "Implementing and Supporting Microsoft Internet Information Server 4.0." The course is intended for those who are on track for the Microsoft Certified Systems Engineer, MCSE+Internet or MCP+Internet Windows NT 4.0.

CIT 214B: MS WINDOWS NT SERVER IN THE ENTERPRISE

4 credits. Prerequisite: CIT 211B or consent of instructor.
Teaches strategies and tactics for implementing, administering and troubleshooting information systems that incorporate Windows NT Server version 4.0 in an enterprise computing environment, typically a heterogeneous wide area network (WAN). It may include multiple servers and domains, and may run sophisticated server applications. The course also provides information necessary to pass the Microsoft Certification Exam 70-068: "Implementing and Supporting Microsoft® Windows NT® Server 4.0 in the Enterprise."



□ CIT 215B: MS NETWORKING ESSENTIALS

4 credits. Prerequisite: CIT 211B or consent of instructor.

Serves as a general introduction for students to acquire a foundation in current network technologies for local area networks (LANs), wide area networks (WANs) and the Internet. The course provides an introduction to the hardware, software, terminology, components, design and connections of a network, as well as the topologies and protocols for LANs. Covers LAN-user concepts and the basic functions of system administration and operation.

□ CIT 216B: DESIGNING DATABASES USING SQL 7.0

4 credits. Prerequisite: consent of instructor.

Provides the technical skills to plan, implement and maintain a data warehouse using Microsoft® SQL Server™ client/server database management system version 7.0.

□ CIT 217B: ADMINISTERING DATABASES USING SQL 7.0

4 credits. Prerequisite: consent of instructor.

Provides the knowledge and skills required to install, configure, administer and troubleshoot Microsoft® SQL Server™ client/server database management system version 7.0.

□ CIT 218B: MICROSOFT PROXY SERVER

4 credits. Prerequisite: consent of instructor.

Covers installing, configuring and troubleshooting Microsoft® Proxy Server. Also covers the basic architecture of the server, different methods of controlling access to the Internet, using Internet Service Manager to administer Proxy Server, configuring the cache, interoperability with other networks, enhancements to Performance Monitor, methods of improving performance, and other features of Proxy Server.

□ CIT 219B: MICROSOFT EXCHANGE SERVER

4 credits. Prerequisite: consent of instructor.

Introduces the Microsoft Exchange Server 5.5 Series. Intended for Exchange Server system administrators who administer, monitor and maintain established Exchange Server organizations. Course goal is to provide Exchange Server administrators with the skills required to perform day-to-day management of an established Exchange Server organization.

□ CIT 220B: WINDOWS 2000 NETWORKING ESSENTIALS

4 credits. Prerequisite: consent of instructor.

Provides those new to Microsoft® Windows 2000 with the knowledge to understand and identify the tasks involved in supporting Windows 2000 networks. Introductory course designed to provide an overview of networking concepts and how they are implemented in Windows 2000.

□ CIT 221B: IMPLEMENTING WINDOWS 2000 PRO/SERVER

4 credits. Prerequisite: CIT 220 or consent of instructor.

Provides the knowledge and skills to install and configure Microsoft Windows 2000 Professional on stand-alone and client computers that are part of a work group or domain. Also provides the skills and knowledge to install and configure Windows 2000 Server to create file, print, Web and Terminal servers.

□ CIT 222B: IMPLEMENT WIN 2000 NETWORK STRUCTURE

4 credits. Prerequisite: CIT 221 or consent of instructor.

Teaches the fundamentals of installing, configuring, managing and supporting a network infrastructure that uses the Microsoft Windows 2000 Server products.

□ CIT 223B: ADMINISTER WIN 2000 DIRECTORY SERVICES

4 credits. Prerequisite: CIT 222 or consent of instructor.

Provides the knowledge and skills to install, configure and administer Microsoft Windows 2000 Active Directory services. Also focuses on implementing Group Policy and performing the Group Policy related tasks that are required to centrally manage users and computers.

□ CIT 224B: DESIGN WIN 2000 DIRECTORY SERVICES

4 credits. Prerequisite: CIT 223 or consent of instructor.

Provides the knowledge and skills to design a Microsoft® Windows 2000 directory services infrastructure in an enterprise network. Strategies are presented to help identify the information technology needs of an organization and then design an active directory structure that meets those needs.

□ CIT 225B: DESIGNING A SECURE WIN 2000 NETWORK

4 credits. Prerequisite: CIT 223 or consent of instructor.

Provides the knowledge and skills to design a security framework for small, medium and enterprise networks using Microsoft Windows 2000 technologies.

□ CIT 226B: DESIGN A WIN 2000 NETWORK STRUCTURE

4 credits. Prerequisite: CIT 222 or consent of instructor.

Provides the information and skills to create a networking services infrastructure design that supports the required network applications. Each module provides a solution based on the needs of the organization. A few Microsoft Windows 2000 network solutions require a single technology option, such as Open Shortest Path First (OSPF), Routing Information Protocol (RIP) and Internet Group Management Protocol (IGMP), to design an IP routing scheme.

□ CIT 240B: CISCO INTERNETWORKING I

4 credits. Prerequisite: consent of instructor.

Initiates a four-semester program on the principles and practices of designing, building and maintaining networks capable of supporting national and global organizations. The Networking Academy features hands-on, project-driven training in high demand job skills.

□ CIT 241B: CISCO INTERNETWORKING II

4 credits. Prerequisite: CIT 240B or consent of instructor.

Offers the second course of a four-semester program on the principles and practices of designing, building and maintaining networks capable of supporting national and global organizations. The Networking Academy features hands-on, project-driven training in high demand job skills.

□ CIT 242B: CISCO INTERNETWORKING III

4 credits. Prerequisite: CIT 241B or consent of instructor.

Provides the third course of a four-semester program on the principles and practices of designing, building and maintaining networks capable of supporting national and global organizations. The Networking Academy features hands-on, project-driven training in high demand job skills.

□ CIT 243B: CISCO INTERNETWORKING IV

4 credits. Prerequisite: CIT 242B or consent of instructor.

Completes a four-semester program on the principles and practices of designing, building and maintaining networks capable of supporting national and global organizations. The Networking Academy features hands-on, project-driven training in high demand job skills.



CIT 244B: DESIGNING CISCO NETWORKS

4 credits. Prerequisite: consent of instructor.

Focuses on the skills needed to design world-class small to medium-sized networks (fewer than 500 nodes). Follows all the steps to design and internet work that meets a customer's needs for functionality, performance, scalability and security. Intended to prepare student to become a Cisco Certified Design Associate.

CONSTRUCTION

DEPARTMENT CODE: CONS

CONS 101B: BUILDING CONSTRUCTION I

3-4 credits. Prerequisite: none.

Teaches technical knowledge and practical skills in basic home construction. Geared for do-it-yourself home owners.

CONS 102B: BLUEPRINT READING & SPECIFICATIONS

3 credits. Prerequisite: none.

Equips the student with technical and practical interpretation of blueprints. Assignments are made in relation to complete sets of working drawings. Students study construction relationships between architectural, structural, electrical and mechanical drawings.

CONS 103B: BUILDING CODES AND STANDARDS

3 credits. Prerequisite: none.

Analyzes the Uniform Building Code, FHA Code, and local city and county codes. Students will prepare typical contracts, study legal aspects of contracts, insurance, documentation, bonds and formal bidding along with inspection procedure technique.

CONS 108B: CONSTRUCTION PRACTICES

3 credits. Prerequisite: none.

Studies the various types of buildings and structures utilized in industrial, commercial and residential construction. Examines peculiarities and potential problem areas for each type of construction. Construction sequencing, inspection sequencing and required testing will be outlined as well as observable "red flags" that can be indicative of potential problems.

CONS 112B: CONSTRUCTION LAW

1 credit. Prerequisite: none.

Studies the legal implications of verbal and written communications among building officials, contractors, sub-contractors and clients. Investigates various construction contracts, informational requirements, proper record keeping, notification, bonds, liens, lien release instruments and resolution of contract disputes.

CONS 113B: CONSTRUCTION SITE SAFETY

1 credit. Prerequisite: none.

Includes ten hours of authorized training addressing the OSHA construction standards. Additional topics include the identification of asbestos, lead and radon in potential construction projects. Upon completion, students will be issued a course completion wallet card issued by the U.S. Department of Labor's Occupational Safety and Health Administration.

CONS 114B: SOILS, SITework, CONCRETE AND TESTING

3 credits. Prerequisite: none.

Covers soil classifications as related to bearing and compaction. The student also learns to interpret the elements of a site plan including contours, existing grades, finish grades, finish elevations, benchmarks, and on-site utilities. Also includes instruction in reading and verifying grade and horizontal control stakes. Course will cover underground utilities, foundations, flatwork, drains, swales and all associated testing.

CONS 115B: CONSTRUCTION ESTIMATING

3 credits. Prerequisite: none.

Presents basic criteria and procedure for estimating labor and material in residential and commercial applications.

CONS 116B: PLUMBING AND HVAC SYSTEMS

2 credits. Prerequisite: none.

Studies the theory and application of various plumbing and HVAC systems. Plumbing components will include fixtures, pumps, pressure-reducing valves, recirculation systems, sizing, piping and venting. HVAC components will include gas heating, oil heating, heat pumps, boilers, air conditioning and solar.

CONS 117B: INTRODUCTION TO BUILDING CODES

3 credits. Prerequisite: none.

Introduces the UBC, UMC, UPC and NEC as construction industry standards.

CONS 118B: BID DOCUMENTS, CONTRACTS AND NEGOTIATION

3 credits. Prerequisite: none.

Explores various bid documents including architectural and engineering blueprints, shop drawings and proposals. Common construction contracts and their implications will be explained as well as accepted procedures for resolution of contract disputes.

CONS 119B: CONSTRUCTION SURVEYING

2 credits. Prerequisite: CONS 109B or consent of instructor.

Presents care and use of surveying equipment. Profile elevation and closed traverse projects will provide hands-on experience. Construction staking will be explained in detail.

CONS 121B: CONSTRUCTION ELECTRICITY

3 credits. Prerequisite: none.

Emphasizes alternating current in this basic course in electrical theory and application.

CONS 198B: SPECIAL TOPICS: CONSTRUCTION

1-6 credits. Prerequisite: consent of instructor.

Offers independent study to allow student to study specific problems or new technologies inherent in the field of Building Inspection and Compliance. The student can substitute from 1 to 6 credits of CONS 198B for other courses within the Building Inspection and Compliance curriculum with the consent of the instructor.

CONS 204B: CONSTRUCTION PLANNING AND METHODS

3 credits. Prerequisite: none.

Explores project implementation including logistics, scheduling, delegation of responsibility and quality control.

CONS 216B: STRUCTURAL LAYOUT AND ASSEMBLY

2 credits. Prerequisite: CONS 113B.

Studies correct layout procedures for flooring systems, walls and roof systems as well as the integration of all structural components utilized in these systems. (wood frame emphasis) A portion of the course is practical and the student will lay out a floor system, roof system and construct a bearing wall to industry standards.

CONS 220B: ELECTRICAL DISTRIBUTION SYSTEM

2 credits. Prerequisite: CONS 113B or consent of instructor.

Explains electrical theory, distribution systems and wiring techniques utilized in the construction industry. Topics will include high voltage distribution, grounding, GFCI's, transformers, load centers and circuits. Actual wiring techniques will be practiced in conjunction with electrical troubleshooting.

Construction • Counseling & Guidance Personnel Services

Counseling & Educational Psychology • Counseling & Personal Development



CONS 221B: REGULATORY AGENCIES

1 credit. Prerequisite: none.

Explains the responsibilities of various regulatory agencies that impact the construction process. Topics include homeowner's associations, EPA, Health Department, Building Departments, OSHA and the Fire Department.

CONS 222B: COMPUTER APPLICATIONS

3 credits. Prerequisite: none.

Investigates current computer software applications that assist in construction management. Students will receive hands-on computer instruction.

CONS 223B: ADVANCED SITEWORK ESTIMATING

3 credits. Prerequisite: CONS 102B, CONS 115B and MATH 110B or higher or consent of instructor.

Presents sitework estimating in the context of commercial and public works projects. Communication with design professionals is emphasized including shop drawings, submittals, alternates and approvals. Value engineering is explored as related to work force and materials.

CONS 290B: INTERNSHIP IN CONSTRUCTION

3 credits. Prerequisite: none.

Studies project management techniques on-site under the supervision of a project manager or superintendent.

CONS 295B: WORK EXPERIENCE I

1-6 credits. Prerequisite: consent of instructor.

Studies project management techniques on-site under the supervision of a project manager or superintendent.

COUNSELING & GUIDANCE PERSONNEL SERVICES

DEPARTMENT CODE: CAPS

CAPS 122: HOW TO SUCCEED IN COLLEGE

1-3 credits. Prerequisite: none.

Helps students to develop effective and efficient study skills. Students will learn how to learn.

CAPS 123: CAREER DEVELOPMENT

2-3 credits. Prerequisite: none.

Assists students in choosing a major and a career.

CAPS 125B: JOB SEARCH TECHNIQUES

1-3 credits. Prerequisite: none.

Acquaints people with techniques and strategies useful in job seeking. Students will be given an opportunity to identify their skills and interests, research a career area, write a resume and practice interviewing.

CAPS 126B: PARENTING SKILLS

1-3 credits. Prerequisite: none.

Teaches, in a structured way, techniques which help persons to be better parents.

CAPS 141B: PARENTING SKILLS FOR PARENTS OF TEENS

2 credits. Prerequisite: none.

Offers a course for parents and others who want to learn more effective ways to communicate with teenagers. Skills are taught which lead to mutual respect, increased cooperation and a more responsible, self-reliant attitude.

COUNSELING & EDUCATIONAL PSYCHOLOGY

DEPARTMENT CODE: CEP

CEP 210: INFORMATION TECHNOLOGY IN TEACHING

3 credits. Prerequisite: none.

Studies the use of microcomputers in operations and word processing applicable to classroom for teachers to operate and utilize microcomputers in education. Special instruction fees.

COUNSELING & PERSONAL DEVELOPMENT

DEPARTMENT CODE: CPD

CPD 102B: CAREER EXPLORATION

1 credit. Prerequisite: none.

Acquaints students in choosing a career suitable to them. Involves a systematic approach to making a career choice, covering self-assessment, decision making techniques, and current occupational information. Appropriate for those undecided as to a career direction or who wish more career information prior to focusing their academic studies.

CPD 116: SUBSTANCE ABUSE - FUNDAMENTAL FACTS AND INSIGHTS

3 credits. Prerequisite: none.

Covers topics related to substance abuse in our society: identification of substance, reasons for abuse of alcohol and of drugs, signs and symptoms of substance abuse, and approaches and techniques recognized as effective in substance abuse counseling.

CPD 117: INTRODUCTION TO COUNSELING

3 credits. Prerequisite: none. PSY 101 is recommended.

Presents an overview of basic communication and counseling skills and the foundations of the helping relationship. Includes experimental situations such as role playing and group exercises.

CPD 129B: ASSERTIVENESS TECHNIQUES I

1-3 credits. Prerequisite: none.

Teaches an alternative to being too passive or too aggressive. Students learn skills to become more assertive and communicate effectively. These skills can be used on the job, in relationships, or in any situation with people.

CPD 130B: STRESS MANAGEMENT TECHNIQUES I

1 credit. Prerequisite: none.

Surveys personal lifestyles to identify areas of stress and present ways of coping. Sample alternative methods for stress reduction and develop an individual plan for relief.

CPD 131B: ANGER MANAGEMENT TECHNIQUES

.5-1 credit. Prerequisite: none.

Acquaints students with techniques and strategies to manage anger in constructive and non-threatening ways. Includes skills in communication and dealing with people in a variety of situations.



CRAFT TRAINING

DEPARTMENT CODE: CT

CT 101B: CRAFT TRAINING BASICS

3 credits. Prerequisite: none.

Introduces the topics of blueprint reading, construction, industry math, hand and power tool usage.

CRAFTS

DEPARTMENT CODE: CR

CR 124B: FURNITURE REFINISHING

2 credits. Prerequisite: none.

Offers techniques for restoring used and antique furniture, removing finishes, applying furniture, and applying finishing materials.

CR 132/171B: BEGINNING & INTERMEDIATE INTERIOR DECORATING

3 credits each. Prerequisite: none.

Investigates color choices, painting techniques, furniture arrangement, wallpaper selection and application, use of furniture styles; drapery and carpet selection and care, and home lighting.

CR 136B/137B: CREATIVE CRAFTS I & II

3 credits each. Prerequisite: none.

Introduces students to crafts, stressing design principles and expressive qualities utilizing a variety of craft materials.

CR 141B/143B: BEGINNING & ADVANCED TOLE PAINTING

3 credits each. Prerequisite: none.

Introduces students to this pleasant folk art form. Tole painting has traditionally been used to decorate useful objects and love gifts both inside and outside the home. Students will learn about brushes and paints as well as the strokes used in this style of painting.

CR 182B: POTTERY & SCULPTING I

3 credits. Prerequisite: none.

Teaches design and construction of hand-formed and wheel-thrown ceramic objects, emphasizing form and surface enrichment, glaze mixture, and application. Includes principles of sculptural forms working in clay.

CR 183B: POTTERY & SCULPTING II

3 credits. Prerequisite: none.

Continues improvement of ceramic techniques learned in CR 182B.

CR 299B: SPECIAL TOPICS IN CRAFTS

1-3 credits each. Prerequisite: none.

Applies to assorted short courses and workshops covering a variety of subjects.

CRIMINAL JUSTICE

DEPARTMENT CODE: CRJ

CRJ 101: INTRODUCTION TO CRIMINAL JUSTICE I

3 credits. Prerequisite: none.

Surveys the history, philosophy and functions of criminal justice system, law enforcement, criminal law and constitutional rights as they affect system functioning.

CRJ 102: INTRODUCTION TO CRIMINAL JUSTICE II

3 credits. Prerequisite: none.

Surveys the adjudicatory process, adult and juvenile corrections functions within the criminal justice system.

CRJ 103: COMMUNICATION WITHIN THE CRIMINAL JUSTICE FIELD

3 credits. Prerequisite: none. CRJ 101 is recommended.

Prepares the student to be able to communicate within the criminal justice field by introducing him/her to the five basic communication skills: report writing, non-verbal communication, basic public speaking, interviewing and interrogation skills, and courtroom testimony.

CRJ 106: INTRODUCTION TO CORRECTIONS

3 credits. Prerequisite: none. CRJ 101 is recommended.

Studies the history and development of correctional agencies, particularly prisons. Examines ideas influencing contemporary correctional institutions. Explores the relationship of the Department of Corrections to other criminal justice system components.

CRJ 109B: SELF DEFENSE

1-3 credits. Prerequisite: none.

Provides a course designed with the civilian in mind. Will allow all who complete it and follow its techniques to feel safe in most environments.

CRJ 110B: WHITEWATER RAFTING SAFETY

2 credits. Prerequisite: none.

Introduces students to whitewater rafting and the perils that can befall a whitewater rafter. Emphasis will be placed on individual safety and the rescue of people in danger. Also emphasized will be the unwrapping of rafts (rafts on racks, known as a "rap"), basic strokes by both the paddlers and the guide and river hydrotics. This course is for all students, but will be of particular interest to CRJ majors who may be called upon to assist in a river rescue. There will be a weekend camping excursion on the South Fork of the American River. Wetsuit must be rented, plus appropriate gear.

CRJ 120: COMMUNITY RELATIONS

3 credits. Prerequisite: none. CRJ 101 is recommended.

Analyzes the reasons and techniques for developing communication and understanding between the criminal justice system and various segments of the community.

CRJ 140: ELEMENTS OF SUPERVISION

3 credits. Prerequisite: CRJ 101.

Addresses current trends in contemporary supervision within the criminal justice field. Covers the rights, obligations, and duties of line supervisors. Assesses the first line supervisor's role within the law enforcement agency.

CRJ 155: JUVENILE JUSTICE SYSTEM

3 credits. Prerequisite: none. CRJ 101 is recommended.

Introduces the field of police work with juveniles. Focuses on juvenile crime problems and their causes, detention and processing of the juvenile offender, practices of the juvenile court, and case disposition.

CRJ 164: PRINCIPLES OF INVESTIGATION

3 credits. Prerequisite: CRJ 101.

Examines the fundamentals of investigation: crime scene search and recording of information, collection and presentation of physical evidence, sources of information, scientific aids, case preparation, and interviews and interrogation procedures.



CRJ 198B: SPECIAL TOPICS IN CRIMINAL JUSTICE

1-6 credits. Prerequisite: none.

Applies to assorted short courses and workshops covering a variety of subjects.

CRJ 211: POLICE IN AMERICA: AN INTRODUCTION

3 credits. Prerequisite: none. CRJ 101 is recommended.

Explores the historical development, roles, socialization, and problems of police work.

CRJ 214: PRINCIPLES OF POLICE PATROL TECHNIQUES

3 credits. Prerequisite: none. CRJ 101 is recommended.

Identifies community problems which require prevention, suppression or control using the basic methods of police patrol. A history of police patrol and survey of modern patrol tactics will be surveyed.

CRJ 215: PROBATION AND PAROLE I

3 credits. Prerequisite: none. CRJ 101 and CRJ 106 are recommended.

Surveys the probation and parole system of the U.S. through its evolution to the present. Shows different systems within the U.S. and focuses on executive clemency, parole, rights of prisoners, probationers and parolees, and strategies for treatment.

CRJ 220: CRIMINAL PROCEDURES

3 credits. Prerequisite: CRJ 101.

Examines the origin, development, and rationale of the structure and procedures of the American criminal justice system. Emphasizes arrest, search and seizure, confessions, and other related legal issues.

CRJ 222: CRIMINAL LAW AND PROCEDURE

3 credits. Prerequisite: CRJ 101 or consent of instructor.

Provides an integrated overview of the elements of substantive criminal law and the fundamental concepts of due process and fairness underlying American criminal procedures.

CRJ 225: CRIMINAL EVIDENCE

3 credits. Prerequisite: none. CRJ 101 or LAW 101 is recommended.

Examines the origin, development, philosophy, and constitutional basis of evidence. Covers constitutional and procedural considerations which affect arrest, search, and seizure.

CRJ 226: PREVENTION & CONTROL OF DELINQUENCY

3 credits. Prerequisite: none. CRJ 101 is recommended.

Surveys and evaluates police programs designed to prevent juvenile delinquency. Covers techniques of enforcement related to control of delinquency, investigation procedures in individual delinquency cases, and methods of referral to related agencies.

CRJ 230: CRIMINAL LAW

3 credits. Prerequisite: CRJ 101 or LAW 101. CRJ 220 is also recommended.

Examines substantive criminal law with particular attention to crime, intent, attempts, search and seizure, and the laws of arrest. Relates criminal law to the working police officer. Covers rights and duties of citizen and officer under criminal law.

CRJ 260: 911 DISPATCH EMERGENCY TELECOMMUNICATOR ACADEMY

12 credits. Prerequisite: none.

Focuses on the skills needed to become a dispatcher with law enforcement agencies, fire centers, trucking firms, taxicab companies, etc. During the ten-week course, students will be required to spend 44 hours job shadowing dispatchers, fire fighters and law enforcement officers. They will attend law classes, build their communication and typing skills, and participate in practical scenarios.

CRJ 265: INTRODUCTION TO PHYSICAL EVIDENCE

3 credits. Prerequisite: none. CRJ 101 and CRJ 164 are recommended.

Surveys the forensic sciences to show their role in the use of physical evidence in matters of criminal and/or civil law. Focuses on the value of modern scientific investigations.

CRJ 266B: WESTERN NEVADA STATE PEACE OFFICER ACADEMY

27 credits. Prerequisite: none.

Offers an academy which meets all Nevada requirements and is POST certified. Cadets who successfully complete the 30-week program will enhance their employability in attaining positions that require Category I certification (police, sheriffs, etc.); Category II certification (bailiffs, fire investigators, juvenile probation, etc.); and Category III certification (corrections, jailers, etc.). The 720-hour program includes classroom, practical application and physical training. The cadets will attend numerous law related classes, participate in defensive tactics, emergency vehicle operations course, DUI investigations, accident investigations and fingerprinting. In addition, cadets will learn basic searching techniques, handcuffing methods, baton and firearms.

CRJ 267: MEDICOLEGAL DEATH INVESTIGATION

3 credits. Prerequisite: CRJ 164 or CRJ 265 or consent of instructor.

Explores the intricacies of investigating suspected homicidal, suicidal or accidental death, sudden unexpected natural deaths, deaths of concern of public health, and other matters coming under the jurisdiction of the coroner. Students may be required to witness and/or participate in a forensic autopsy.

CRJ 270: INTRODUCTION TO CRIMINOLOGY

3 credits. Prerequisite: none. CRJ 101 is recommended.

Examines how society interacts with crime and delinquency through the use of the criminal justice system. Studies effective interaction and communication between the general public and members of the criminal justice system. Emphasizes the understanding of criminal behavior from a sociological and psychological perspective.

CRJ 295B: WORK EXPERIENCE - CORRECTIONS

1-6 credits. Prerequisite: CRJ 101 or consent of instructor.

Provides the student with on-the job, supervised and educationally directed work experience.

CRJ 296B: WORK EXPERIENCE - JUVENILE JUSTICE

1-6 credits. Prerequisite: CRJ 101 or consent of instructor.

Provides the student with on-the job, supervised and educationally directed work experience.

CRJ 297B: WORK EXPERIENCE - LAW ENFORCEMENT

1-6 credits. Prerequisite: none. CRJ 101 or consent of instructor.

Provides the student with on-the-job, supervised and educationally directed work experience.

CRJ 298B: WORK EXPERIENCE - PROBATION & PAROLE

1-6 credits. Prerequisite: CRJ 101 or consent of instructor.

Provides the student with on-the-job, supervised and educationally directed work experience.



Curriculum & Instruction • Culinary Arts • Dance

Developmental Skills Courses • Diesel Mechanics • Drafting

COURSES

CURRICULUM & INSTRUCTION

DEPARTMENT CODE: CI

- CI 160: INTRODUCTION TO ELEMENTARY EDUCATION**
3 credits. Prerequisite: none.
Introduces the foundations of elementary education, current trends and issues in curriculum and instruction, the roles of teachers and issues of diversity. Includes field experience.
- CI 201: SOCIETY, THE STUDENT, AND SECONDARY SCHOOLS**
3 credits. Prerequisite: none.
Introduces the prospective middle/secondary school teacher to the role of thinker/reflective practitioner. Creates awareness of the historical, social, political and economic forces influencing schooling in the United States.
- CI 207: EXPLORATION OF CHILDREN'S LITERATURE**
3 credits. Prerequisite: none.
Surveys children's literature including issues, genre, censorship, historical background, book evaluation and selection.
- CI 210: EDUCATION OF THE EXCEPTIONAL CHILD**
3 credits. Prerequisite: none.
Surveys the various types of exceptionalities. Emphasizes etiology, physical and educational characteristics.
- CI 211: CHARACTERISTICS OF STUDENTS WITH MILD TO MODERATE DISABILITIES**
3 credits. Prerequisite: CI 210. Corequisite: CI 212.
Focuses on students with learning disabilities, mental retardation, behavior disorders and language disorders, and their accommodation in general education environments.
- CI 212: EXCEPTIONAL CHILD EXPERIENCE**
1 credit. Prerequisite: CI 210. Corequisite: CI 211.
Applies field experience to acquaint students with types of disabling conditions and kinds of services available to persons with disabilities.
- CI 260: CLASSROOM LEARNING ENVIRONMENTS**
3 credits. Prerequisite: CI 160.
Presents the function and analysis of elementary school classrooms, daily activities, and methods of behavior management. Includes field experience.

CULINARY ARTS

(See Hotel, Restaurant and Casino Management)

DANCE

DEPARTMENT CODE: DAN

- DAN 132: JAZZ DANCE BEGINNING**
1 credit. May be repeated for up to 4 credits. Prerequisite: none.
Introduces beginning techniques of jazz dance. Formerly DAN 143.
- DAN 135: BALLET (BEGINNING)**
1 credit. May be repeated for up to 4 credits. Prerequisite: none.
Introduces beginning techniques of ballet.
- DAN 139: MODERN DANCE**
1 credit. May be repeated for up to 4 credits. Prerequisite: none.
Introduces beginning techniques of modern dance.

- DAN 144: BEGINNING TAP DANCE**
1 credit. May be repeated for up to 4 credits. Prerequisite: none.
Introduces beginning techniques of tap dance.
- DAN 160B: HIP-HOP DANCE**
1 credit. May be repeated for up to 4 credits. Prerequisite: none.
Teaches beginning techniques of hip-hop dance.
- DAN 162B: LYRICAL DANCE**
1 credit. May be repeated for up to 4 credits. Prerequisite: none.
Teaches intermediate techniques of lyrical dance.
- DAN 232: JAZZ DANCE (INTERMEDIATE)**
1 credit. May be repeated for up to 4 credits. Prerequisite: DAN 132.
Emphasizes intermediate techniques of jazz dance. Formerly DAN 151.
- DAN 244: TAP DANCE (INTERMEDIATE)**
1 credit. May be repeated for up to 4 credits. Prerequisite: DAN 144 or consent of instructor.
Emphasizes intermediate techniques of tap dance. Formerly DAN 145.

DEVELOPMENTAL SKILLS COURSES

The college offers a number of programs which help students learn and improve basic educational skills. Developmental courses in English and mathematics are listed under the English and mathematics headings of the course description section.

DIESEL MECHANICS

DEPARTMENT CODE: DM

- DM 101B: DIESEL MECHANICS BASICS**
1-6 credits. Prerequisite: none.
Introduces students to principles, design, construction and maintenance of the diesel motor. Activities include safety, use of manuals, selection and use of hand tools. General maintenance of a variety of systems in the diesel motor will be introduced.

DRAFTING

DEPARTMENT CODE: DFT

- DFT 100: BASIC DRAFTING PRINCIPLES**
3 credits. Prerequisite: none.
Introduces basic concepts of technical drawing. Covers perception theories, lettering, sketching techniques, use of drafting instruments, orthographic projection, basic dimensioning, and pictorial drawings. Designed as introductory course for DFT 131 and may be taken concurrently.
- DFT 102: TECHNICAL DRAFTING I**
3-6 credits. Prerequisite: DFT 100 and DFT 131 or equivalent experience.
Extends the knowledge gained in DFT 100 to manufacturing industry-type situations. Applies industry standards to advanced drafting problems using Computer Aided Drafting techniques.
- DFT 103B: TECHNICAL DRAFTING II**
3 credits. Prerequisite: DFT 102 or consent of instructor.
Introduces shop processes, detail working drawings, precision dimensioning, limits and tolerances, geometric tolerancing, threaded fasteners, shop notes, parts lists, assembly drawings, developments and intersections, and pictorial drawings.



DFT 105B: ARCHITECTURAL DRAFTING I

3 credits. Prerequisite: DFT 131 or equivalent experience.
Stresses blueprint reading skills. Introduces residential working drawing concepts leading to a full set of professional level working drawings.

DFT 106B: ARCHITECTURAL DRAFTING II

3 credits. Prerequisite: DFT 105B and DFT 131 or consent of instructor.
Stresses commercial applications of architectural drafting principles. Introduces building codes and design principles.

DFT 124B: BLUEPRINT READING FOR INDUSTRY

3 credits. Prerequisite: none.
Teaches those concepts required by machine shops or engineering, electrical and welding industries. Student will begin with simple prints and proceed to more advanced prints.

DFT 131: INTRODUCTION TO COMPUTER AIDED DRAFTING

3 credits. Prerequisite: Recommend DFT 100 and CIS 145B or equivalent experience; or consent of instructor; may be taken concurrently.
Uses AutoCAD software to produce working drawings. Emphasizes constructing and editing two-dimensional geometry and placing drawing annotation.

DFT 133: INTERMEDIATE COMPUTER AIDED DRAFTING

3 credits. Prerequisite: DFT 131 or consent of instructor.
Provides instruction and training in advanced two-dimension AutoCAD commands. Covers the use of symbols and symbol libraries. Introduces three-dimensional drawing.

DFT 135B: ARCHITECTURAL COMPUTER AIDED DRAWING (CAD)

3 credits. Prerequisite: DFT 105B and DFT 131 or consent of instructor.
Emphasizes the adaptation of AutoCAD to the needs of the AEC professional. Develops skills in working with the architectural software that provides customizing capabilities for easy command entry and symbol selection. Utilizes AutoCAD's three-dimensional design capabilities.

DFT 198B: SPECIAL TOPICS IN DRAFTING

1-6 credits. Prerequisite: none.
Applies to assorted short courses and workshops covering a variety of subjects.

DFT 203B: TECHNICAL DRAFTING III

3 credits. Prerequisite: DFT 103B, MATH 112.
Teaches geometric tolerancing and dimensioning and descriptive geometry. Offers project design/layout within a team environment. Includes supervision/organization of team effort and tooling required for design problem.

DFT 204B: TECHNICAL DRAFTING IV

3 credits. Prerequisite: DFT 203B, MATH 127.
Offers instruction in design techniques for manufacturing processes using CAD/CAM technology. Introduces conversion from CAD drafting database to NC machine code.

DFT 205B: ELECTRICAL & ELECTRONIC DRAFTING (CAD)

3 credits. Prerequisite: DFT 131 or consent of instructor.
Offers a course in basic layout and design of electrical and electronic schematic symbols and diagrams. Introduces computer aided drafting and applications appropriate to the skill and background of the student.

DFT 225B: INDEPENDENT STUDY

3-6 credits. Prerequisite: consent of instructor.
Offers a course for the student with a particular interest in a specific drafting area who wants to concentrate in that area. Offered on a contractual basis only.

DFT 230B: ADVANCED COMPUTER AIDED DRAFTING

3 credits. Prerequisite: DFT 133 or equivalent experience.
Provides training and instruction on the advanced features of drafting and solid modeling. Introduces the customizing potential within AutoCAD.

DFT 231: CAD DRAFTING PROJECT

3 credits. Prerequisite: DFT 133 or consent of instructor.
Offers instruction and practical experience of completing a major project in a desired study discipline.

DFT 233: SOLID MODELING AND PARAMETRIC DESIGN

3 credits. May be repeated up to 9 credits. Prerequisite: DFT 230B strongly recommended.
Provides training and instruction in using parametric solid modeling software to create solid model parts, assemblies and working drawings.

DFT 290B: INTERNSHIP IN DRAFTING

1-6 credits. Prerequisite: consent of instructor.
Offers on-the-job supervised and educationally directed work experience.

EARLY CHILDHOOD EDUCATION

DEPARTMENT CODE: ECE

ECE 121: PARENT/CAREGIVER RELATIONSHIPS

1 credit. Prerequisite: none.
Helps students acquire various communication skills to enhance parent/caregiver relationships. Covers interpersonal communication, listening skills and cooperative problem solving.

ECE 122: OBSERVATION SKILLS

1 credit. Prerequisite: none
Provides parents and teachers various formal and informal methods to enhance their observation and assessment skills. Discussion includes methods for use with developmentally delayed children.

ECE 129: ENVIRONMENTS FOR INFANTS & TODDLERS

1 credit. Prerequisite: none.
Helps students choose equipment and materials to create a physical environment which is responsive to the infant/toddler total development. Staff considerations and time schedules will be explored.

ECE 131: INTRODUCTION TO TEACHING THE YOUNG CHILD

3 credits. Prerequisite: none.
Introduces students to early childhood education. This course includes the history of child care, regulations, types of programs, legal issues, professional opportunities and current trends and issues. Emphasis is placed on the role of the preschool teacher in enhancing the social, emotional, physical and intellectual growth of preschool-aged children.



Early Childhood Education

COURSES

ECE 133: INTRODUCTION TO MANAGING CHILDREN'S BEHAVIOR

1 credit. Prerequisite: none.
Exposes students to the basics of handling classroom behaviors.

ECE 151: MATH IN THE PRESCHOOL CURRICULUM

1 credit. Prerequisite: none.
Studies activities and materials for developing mathematics readiness in the preschool.

ECE 152: SCIENCE IN THE PRESCHOOL CURRICULUM

1 credit. Prerequisite: none
Studies activities and materials for teaching science in the preschool.

ECE 153: LANGUAGE DEVELOPMENT IN THE PRESCHOOL CURRICULUM

1 credit. Prerequisite: none
Studies development of language in preschool children. Emphasizes activities and materials for fostering development of receptive and expressive language skills in the preschool child.

ECE 154: LITERATURE FOR PRESCHOOL CHILDREN

1 credit. Prerequisite: none.
Surveys books for use with preschool children. Includes techniques of storytelling and reading to children.

ECE 155: LITERACY AND THE YOUNG CHILD

1 credit. Prerequisite: none.
Emphasizes activities and materials for developing auditory and visual perception and other reading readiness skills in the preschool.

ECE 156: MUSIC IN THE PRESCHOOL CURRICULUM

1 credit. Prerequisite: none.
Outlines activities and materials for teaching music in the preschool, including songs, dances and rhythm activities.

ECE 157: ART IN THE PRESCHOOL CURRICULUM

1 credit. Prerequisite: none.
Describes activities and materials for teaching art in the preschool, including creative development and enjoyment of art through various materials and activities.

ECE 158: ACTIVITIES FOR PHYSICAL DEVELOPMENT IN YOUNG CHILDREN

1 credit. Prerequisite: none.
Introduces activities and equipment for enhancing gross motor development of the preschool child.

ECE 161: SOCIAL STUDIES IN THE PRESCHOOL CURRICULUM

1 credit. Prerequisite: none.
Emphasizes activities and material for teaching social studies in the preschool, with specific content appropriate for young children drawn from anthropology, economics, geography, history, political science, sociology and psychology.

ECE 167: CHILD ABUSE AND NEGLECT

1 credit. Prerequisite: none.
Provides the opportunity for students to learn the legal definition, symptoms, causes, and reporting procedures of child abuse and neglect. The class will include discussion of the roles and responsibilities of community agencies such as law enforcement, social services, child care personnel, medical and psychosocial professionals.

ECE 168: INFECTIOUS DISEASE & FIRST AID IN CHILD CARE
1 credit. Prerequisite: none.

Provides information about infectious diseases and first aid measures in the child care setting. Course content will include recognizing communicable and acute illnesses, management of accidents and injuries, preventive measures, health education, current research, and community resources.

ECE 198B: SPECIAL TOPICS IN CHILD DEVELOPMENT

1-6 credits. Prerequisite: none.
Studies issues related to child development and early childhood education.

ECE 200: THE EXCEPTIONAL CHILD

3 credits. Prerequisite: none.
Surveys the characteristics and specific needs of special children. Emphasizes teaching and behavioral management as well as available support services.

ECE 204: PRINCIPLES OF CHILD GUIDANCE

3 credits. Prerequisite: none.
Studies effective communication with children in guiding behavior. Emphasis will be placed on techniques which help children build positive self-concepts and individual strengths within the context of appropriate limits and discipline. The study includes uses of direct and indirect guidance techniques as well as introduction to guidance systems.

ECE 231: EARLY CHILDHOOD LAB

1-6 credits. Prerequisite: ECE 234 or consent of instructor.
Allows students to work directly with young children under supervision of a master teacher for three hours per week per credit. Students will contract with the instructor and supervisor for completion of projects. Projects will be related to such areas as routines in the preschool, advanced curriculum planning and implementation, or communication techniques with parents. Lesson plans will be completed and carried out with children.

ECE 235: ADAPTING CURRICULA FOR YOUNG CHILDREN WITH SPECIAL NEEDS

3 credits. Prerequisite: none. Recommend ECE 251 and HDFS 201 or ECE 131.
Studies educational procedures used with young children with special needs and their families. Validated teaching procedures will be introduced including identification and referral, program planning, organizing the learning environment, promoting behavior change and adapting curriculum domains.

ECE 240: ADMINISTRATION OF THE PRESCHOOL

3 credits. Prerequisite: none.
Studies principles and practices in supervision and management of preschool and child care centers, including program planning, organization, budgeting, personnel records, relationships with community resources, regulatory agencies and working with parents.

ECE 251: CURRICULUM IN EARLY CHILDHOOD EDUCATION

3 credits. Prerequisite: none.
Consists of methods of planning and teaching curriculum for children 3-5 years old. Included will be curriculum development, children's play, lesson planning, and daily scheduling. Emphasis will be on curriculum development for children 3-5 years old in areas such as art, science, literature, music, language arts, block, dramatic play, etc. Formerly ECE 234.



ECE 295: SUPERVISED WORK EXPERIENCE I

1-4 credits. *Prerequisite: consent of instructor.*
Allows supervised work experience with preschool age children utilizing principles in a practice situation.

ECONOMICS

DEPARTMENT CODE: ECON

ECON 102: PRINCIPLES OF MICROECONOMICS

3 credits. *Prerequisite: none.*
Covers supply and demand, the four types of markets (perfect competition, monopolistic competition, oligopoly and monopoly), operations of markets, consumer and enterprise behavior, and price determination.

ECON 103: PRINCIPLES OF MACROECONOMICS

3 credits. *Prerequisite: none.*
Introduces the study of the determination of levels of national income, employment and prices, and basic causes for fluctuation for these levels. Formerly ECON 101.

ECON 261: PRINCIPLES OF STATISTICS I

3 credits. *Prerequisite: MATH 126 or equivalent.*
Offers probability and major probability distributions, sampling theory, descriptive statistics, measure of central tendency and dispersion, index figures, and time series.

ECON 262: PRINCIPLES OF STATISTICS II

3 credits. *Prerequisite: ECON 261.*
Offers statistical inference; estimation hypothesis testing, simple linear regression and correlation, and analysis of variance.

EDUCATION (UNIVERSITY TRANSFER PROGRAM)

See courses under the following headings: Counseling and Educational Psychology (Department Code CEP), Curriculum and Instruction (Department Code CI), and Educational Leadership (Department Code EL).

EDUCATION

DEPARTMENT CODE: EDUC

EDUC 201: INTRODUCTION TO EDUCATION

3 credits. *Prerequisite: none.*
Introduces student to the foundations of American education, teaching as a career, current status of education, and the outlook for the future.

EDUC 220B: ED TEACHING METHODS K-12: WORD

1-3 credits. *Prerequisite: none.*
Instructs teachers and future teachers in the classroom applications for Microsoft Word.

EDUC 221B: ED TEACHING METHODS K-12: POWERPOINT

1-3 credits. *Prerequisite: none.*
Instructs teachers and future teachers in the classroom applications for Microsoft PowerPoint.

EDUC 222B: ED TEACHING METHODS K-12: EXCEL

1-3 credits. *Prerequisite: none.*
Instructs teachers and future teachers in the classroom applications for Microsoft Excel.

EDUC 223B: ED TEACHING METHODS K-12: ACCESS

1-3 credits. *Prerequisite: none.*
Instructs teachers and future teachers in the classroom applications for Microsoft Access.

EDUC 234B: TEACHER CERTIFICATION PROCESS

.5-3 credits. *Prerequisite: none.*
Provides new teachers, prospective teachers and substitute teachers a better understanding of the certification procedures and processes needed for obtaining a Nevada Teaching Certificate.

EDUC 235B: CHALLENGING THE GIFTED/TALENTED STUDENT K-12

.5-3 credits. *Prerequisite: none.*
Offers instructors techniques and methods on how to keep the gifted and talented student challenged in the classroom.

EDUC 237B: ART METHODS FOR TEACHERS K-6

.5-3 credits. *Prerequisite: none.*
Offers instruction to teachers on how to teach and use art projects in the K-6 classroom.

EDUC 238B: ART METHODS FOR TEACHERS 7-12

.5-3 credits. *Prerequisite: none.*
Offers instruction to teachers on how to teach and use art projects in the 7-12 classroom.

EDUC 239B: MOTIVATIONAL FACTORS K-12

.5-3 credits. *Prerequisite: none.*
Presents methods of teaching, adapting, and applying various forms of motivational techniques to help children bridge the gap between previous encounters and new learning experiences.

EDUC 241B: PORTFOLIOS ACROSS THE CURRICULUM K-12

.5-3 credits. *Prerequisite: none.*
Offers methods of using portfolios across the curriculum in grades K-12.

EDUC 242B: READING AND WRITING CONNECTION K-12

.5-3 credits. *Prerequisite: none.*
Addresses the issues of reading for meaning and comprehension as well as writing and responding to literature to help construct meaning.

EDUC 245B: SPELLING METHODS K-12

1-3 credits. *Prerequisite: none.*
Examines the developmental stages of spelling and explores both direct instruction and student engaged activities.

EDUC 252B: ASTRONOMY FOR TEACHERS K-12

.5-3 credits. *Prerequisite: none.*
Covers how to use astronomy in the K-12 classroom, includes how to become familiar with hands-on astronomy materials, the solar system, how to use telescopes and methods of report writing, using planet profile charts and sundials.

EDUC 255B: MATH METHODS FOR GIFTED & TALENTED K-8

.5-3 credits. *Prerequisite: none.*
Offers methods of teaching math to the gifted and talented K-8 student.

EDUC 256B: MATH METHODS FOR TEACHERS K-8

.5-3 credits. *Prerequisite: none.*
Offers methods of teaching math for elementary school students K-8, including algebra, geometry, and hands on techniques.



Education • Educational Leadership • Electrical Engineering Electronics Technology

COURSES

EDUC 257B: HANDS-ON SCIENCE K-12

.5-3 credits. Prerequisite: none.

Offers instructors methods of teaching science in their classroom and exposes teacher to compelling research and resource areas and specialized application in science and discovery type topics.

EDUC 261B: SOCIAL STUDIES METHODS K-12

.5-3 credits. Prerequisite: none.

Offers methods course on how to enrich, prepare, and develop any social studies unit in order to be able to teach with confidence.

EDUC 268B: COMPUTERS IN THE CURRICULUM

1 credit. Prerequisite: none.

Offers an individualized, project-based computer lab class designed to meet the needs of practicing teachers or pre-service teachers.

EDUC 271B: ESL TEACHING METHODS

1-3 credits. Prerequisite: none.

Assists recertifying teachers, and students in the field of education, who work with Limited English Proficiency (LEP) students.

EDUC 276B: MANAGEMENT METHODS FOR SUBSTITUTES

.5-3 credits. Prerequisite: none.

Offers practical methods and ready-to-use ideas for K-12 substitutes, including models of discipline, attentions signals, active participation, instant ideas, transition activities, methods for dealing with problem behavior, and inclusion strategies.

EDUC 277B: METHODS OF CLASSROOM MANAGEMENT

.5-3 credits. Prerequisite: none.

Provides practical instructional and organizational methods for the inclusive classroom, including organization and record keeping, daily routines, models of discipline, methods for dealing with behavior problems, motivation, active participation, planning and assessment.

EDUC 291B: MULTICULTURAL EDUCATION

1 credit. Prerequisite: none.

Offers a survey of ethnic relations in the U.S. and other societies where cultural and racial pluralism illustrate problems and processes of social interactions. Emphasizes educational approaches to the solutions of problems posed by ethnic differences.

EDUC 295B: SPECIAL TOPICS IN EDUCATION

1-6 credits. Prerequisite: none. Repeatable as topics vary.

Covers selected topics in education and critical and current issues in education.

EDUC 297B: READING FOR TEACHERS

2 credits. Prerequisite: none.

Meets the Nevada Department of Education requirements for teacher certification and recertification. Instructs teachers in various aspects of reading, sequential skills, identification methods, and improvement methods for vocabulary and study reading.

EDUCATIONAL LEADERSHIP

DEPARTMENT CODE: EL

EL 101: EDUCATIONAL EXPERIENCE I

3 credits. Prerequisite: none.

Introduces the basic philosophical, sociological, psychological, historical, legal and anthropological foundations of education. Prerequisite for upper division courses in education. Meets state certification requirements in Nevada school law.

ELECTRICAL ENGINEERING

DEPARTMENT CODE: EE

EE 200: NETWORK ANALYSIS LAB

1 credit. Corequisite: EE 201.

Introduces electrical engineering basic laboratory procedures and equipment.

EE 201: INTRODUCTION TO NETWORK ANALYSIS

3 credits. Prerequisite: PHYS 202. Corequisite: EE 200 for students intending to major in electrical engineering at a university.

Introduces analysis methods and network theorems used to describe the operation of electrical circuits. Includes resistive, capacitive and inductive components in DC and AC circuits.

EE 298: COOPERATIVE TRAINING REPORT

1 credit. Prerequisite: Enrollment in Pre-Engineering Program.

Preparation of written reports based on cooperative program assignments.

ELECTRONICS TECHNOLOGY

DEPARTMENT CODE: ET

ET 100B: SURVEY OF ELECTRONICS

3 credits. Prerequisite: none.

Offers an overview of the ever-expanding fundamental relationships of voltage, current, impedance, amplification, radio receivers, transmitters and wave propagation. Includes some coverage of digital electronics and measurement.

ET 101B: SOLDERING/ASSEMBLY

2 credits. Prerequisite: none.

Teaches basic soldering safety practices along with soldering and desoldering skills required for building and repairing electronic circuits. Students learn to recognize common electronic components, and learn to layout/assemble circuits from schematic diagrams.

ET 102B: BASIC DC ELECTRONICS

3 credits. Prerequisite: none.

Teaches the basic concepts of DC electronics using computer assisted instruction integrated with laboratory experiments. Basic DC electronics is an important fundamental for understanding new technology. Stresses electrical and electronic safety, where to find jobs in the electronics industry, problem solving and thinking skills, and exposes students to a variety of DC electronics circuits and systems.



ET 103B: BASIC AC ELECTRONICS

3 credits. Prerequisite: ET 102B or permission of instructor.
Teaches the basic concepts of AC electronics by using computer assisted instruction integrated with laboratory experiments. Explores alternating current and its many applications in the electronics world. Safety practices to be used when working with AC voltages will be stressed.

ET 108B: BASIC SEMICONDUCTORS

3 credits. Prerequisite: ET 103B or permission of instructor.
Teaches the basic concepts of semiconductors by using computer assisted instruction integrated with laboratory experiments. Explores the operation of diodes, transistors, integrated circuits and solar cells, and illustrates the role they play in today's high-tech equipment. The course stresses electrical and electronic safety, where to find jobs in the electronics industry, problem solving, and thinking skills, and exposes new students to a variety of semiconductor circuits and components.

ET 109B: BASIC ELECTRONIC CIRCUITS

3 credits. Prerequisite: ET-108B or instructor permission
Teaches students the basic concepts of electronics circuits by using computer assisted instruction (CAI) integrated with laboratory experiments. Leads the students through the circuits found in almost all electronics equipment, from amplifiers and power supplies to oscillators, multi-vibrators, and wave shaping circuits. The course stresses electrical and electronic safety, where to find jobs in the electronics industry, problem solving, and thinking skills, and exposes new students to a variety of electronics circuits, components and techniques.

ET 117B: BASIC PRACTICAL ELECTRICITY

3 credits. Prerequisite: none.
Introduces the student to how electricity is generated and used. Both AC and DC current will be studied.

ET 131B: ELECTRONICS I

4 credits; includes lab. Prerequisite/Corequisite: MATH 112 or consent of instructor.
Exposes students to fundamentals of DC electronics including Ohm's law, Kirchoff's laws, series circuits, parallel circuits, network theorems and analysis, capacitance, and inductance. More than 50 percent of time is devoted to laboratory experiments where students apply the theoretical concepts and learn to use standard laboratory instruments such as oscilloscopes, digital multimeters, DC power supplies, and signal generators.

ET 132B: ELECTRONICS II

4 credits; includes lab. Prerequisite: ET 131B; Prerequisite/Corequisite: MATH 127 or consent of instructor.
Expands the network theorems and analysis techniques learned in ET 131B in order to analyze AC circuits. More than 50 percent is devoted to laboratory experiments where students apply the theoretical concepts and gain proficiency in the use of standard laboratory instruments, with emphasis on the oscilloscope.

ET 134B: BASIC TROUBLESHOOTING (DC/AC CIRCUITS)

2 credits. Prerequisite: ET 131B & ET 132B or consent of instructor.
Introduces students to basic troubleshooting techniques using computer simulation to troubleshoot and repair more than 50 circuits with hidden faults. Standard measuring instruments such as the DMM and oscilloscope are fully utilized in the process. Includes practice using commercial grade soldering/desoldering equipment to replace parts.

ET 172B: SEMI-CONDUCTOR DEVICES

4 credits; includes lab. Prerequisite: ET 131B.
Covers common devices used in the electronics industry i.e., diodes, transistors, and operational amplifiers, in a variety of applications including active filters, amplifiers, and power supplies.

ET 173B: ADVANCED TROUBLESHOOTING (ANALOG CIRCUITS)

2 credits. Prerequisite: ET 172B or consent of instructor.
Covers troubleshooting of semiconductor devices and analog circuits. Using computer simulation, students analyze and repair more than 50 circuits with hidden faults. Standard measuring instruments such as the DMM, Function Generator, Bode Plotter and oscilloscope are fully utilized in the process.

ET 174B: CIRCUIT SIMULATION

2 credits. Prerequisite: ET 132B and ET 172B or consent of instructor.
Introduces students to basic circuit simulation methods using PSpice for Windows, a full-featured simulator. Students analyze transient and steady-state characteristics of passive dc/ac circuits and active circuits using common solid-state devices. Also covers tolerance analysis (Monte Carlo), noise analysis, harmonic distortion (Fourier), and worst case analysis.

ET 175B: CIRCUIT SIMULATION II

2 credits. Prerequisite: ET 174B or consent of instructor.
Expands the concepts covered in ET 174B, which introduced circuit simulation methods using a PSpice for Windows. Students analyze transient and steady-state behavior of operational amplifiers and digital circuits.

ET 198B: SPECIAL TOPICS IN ELECTRONICS

1-6 credits. Prerequisite: none
Explores various topics of current interest/demand in Electronics Technology.

ET 200B: ELECTRONICS PROJECTS

.5-6 credits. Prerequisite: ET131B and consent of instructor.
Studies special projects in Electronics Technology.

ET 246B: INDUSTRIAL ELECTRONICS MEASUREMENT & CONTROL

4 credits; includes lab. Prerequisite: ET 132B or consent of instructor.
Provides training in instrumental error analysis, tolerances, electrical standards, and AC and DC meter operation for both analog and digital application. The internal operation of laboratory instruments, transducers, oscilloscopes and spectrum analyzers will be examined.

ET 280B: DIGITAL ELECTRONICS

1-6 credits; includes lab. Prerequisite: ET 132B.
Introduces the principles of logic circuits, digital integrated circuits, Boolean algebra, memory devices, data conversion, flip-flops and registers, sequential logic circuits, combinational logic circuits and more. Students apply theoretical knowledge with hands-on experiments.

ET 283B: MICROPROCESSOR/CONTROLLER

4 credits; includes lab. Prerequisite: ET 132B.
Provides a foundation in microprocessor architecture and micro-computer basics including numbering systems and codes, computer arithmetic and programming, interfacing with RAM and ROM, and various input/output devices such as the PIA or the MUART.



ET 284B: MICROPROCESSORS II

4 credits; includes lab. Prerequisite: ET 283B or consent of instructor. Expands the concepts learned in ET 283B to include analog conversion, serial data communications, memory devices, programmable times, signal conditioning, sensors, motors, control devices and control circuits. Includes coverage of display multiplexing, I/O control and handshaking.

ET 286B: COMMUNICATIONS CIRCUITS

4 credits; includes lab. Prerequisite: ET 172B or consent of instructor. Introduces the techniques of AM, FM and PM transmitters and receivers. Develops the concepts of antennas, transmission lines, electromagnetic propagation and impedance matching through related laboratory experiments.

ET 291B: DIGITAL TROUBLESHOOTING

2 credits. Prerequisite: ET 280B or consent of instructor. Covers troubleshooting of digital devices and circuits. Using computer simulation, students analyze and repair more than 50 circuits with hidden faults. Standard measuring instruments such as the DVM and Logic Analyzer are fully utilized in the process.

ET 295B: WORK EXPERIENCE I

1-4 credits. Prerequisite: consent of instructor. Provides the student with on-the job supervised and educationally directed work experience.

EMERGENCY MEDICAL SERVICES

DEPARTMENT CODE: EMS

EMS 100B: BCLS/CPR HEALTHCARE PROVIDER

.5 credit. Prerequisite: none. May be repeated for up to one credit. Teaches Basic Cardiac Life Support/Cardiopulmonary Resuscitation for the Healthcare Provider which includes: one rescuer CPR, two rescuer CPR, and management of foreign body obstruction of the airway in adults, children and infants, as well as recognition of signs and symptoms, actions for survival, and prevention of risk factors for heart attack and stroke. Certification according to the standards of the American Heart Association is issued upon successful completion.

EMS 105B: FIRST RESPONDER

3 credits. Prerequisite: must be 18 years old; current Healthcare Provider CPR certification. Provides training in emergency medical care for those most likely to be the initial responders to a sudden illness or injury including law enforcement, firefighters, bus drivers, athletic trainers, school nurses, and others. Meets or exceeds the U.S. DOT criteria and requirements for state certification as First Responder.

EMS 108B: EMERGENCY MEDICAL TECHNICIAN - BASIC

7 credits. Prerequisite: current Healthcare Provider CPR certification. Recommend EMS 105B be taken prior to this course. Trains providers at the EMT-B level in scene safety and management; assessment and recognition of patient conditions; emergency medical care of ill and injured patients; and continuing care during emergency ambulance transportation to the hospital emergency department. Course includes instruction, practice and hospital observation. Meets or exceeds U.S. DOT criteria and requirements for state certification.

EMS 110B: EMERGENCY MEDICAL TECHNICIAN INSTRUCTOR TRAINING

3 credits. Prerequisite: current EMS certification. Current Healthcare Provider CPR certification. Recommend minimum of one year ambulance experience. Provides EMS personnel with concepts of teaching-learning; methods of teaching (content and skills); preparation and use of media and technology; and rationale for use of various evaluation tools and techniques. Meets or exceeds U.S. DOT criteria and requirements for state certification as EMS instructor for the level of the provider's certification.

EMS 115B: EMERGENCY MEDICAL TECHNICIAN - ENHANCED

4 credits. Prerequisite: current EMT-B or EMT-D certification. Current Healthcare Provider CPR certification. Recommend minimum of one year ambulance experience. Prepares the experienced EMT with more advanced skills in patient assessment; emphasizes physician medical control communication; use of intravenous therapy for fluid resuscitation or medication administration; appellation of advanced airway and ventilatory management; and administration of specific medications under current protocols. Meets requirements and current eligibility requirements for Nevada certification as an EMT-Enhanced.

EMS 119B: BCLS/CPR INSTRUCTOR

1 credit. Prerequisite: current BCLS/CPR Healthcare Provider Certification. Prepares participants who are certified at the Basic Cardiac Life Support/Cardiopulmonary Resuscitation Healthcare Provider level to teach CPR courses, including: BCLS/CPR Healthcare Provider, Heartsaver, and Pediatric Basic Life Support. Certification according to standards of the American Heart Association is issued upon successful completion.

ENGINEERING (UNIVERSITY TRANSFER COURSES)

Also see courses under the following headings: Computer Science (Department Code CS), Electrical Engineering (Department Code EE), Mechanical Engineering (Department Code ME), Metallurgical engineering (Department Code METE).

ENGR 150B: INTRODUCTION TO COMPUTERS FOR ENGINEERS

3 credits. Prerequisite: MATH 181. Provides a basic level computing course for students in engineering disciplines. Problems from different disciplines of engineering will be selected and solved using MS Excel and Maple software. Activities will include analysis and graphing of data, solving linear and nonlinear equations and calculus applications in engineering.

ENGLISH

DEPARTMENT CODE: ENG

ENG 62: SPELLING SKILLS

1-2 credits. Open-entry, open exit. Prerequisite: none. Provides instruction in spelling strategies, working with the most commonly misspelled words. Students practice basic spelling rules, improve their spelling memories, and develop proofreading skills.

ENG 63: PUNCTUATION

1-2 credits. Open-entry, open exit. Prerequisite: none. Provides instruction in basic punctuation. Students practice the most important rules and conventions of punctuation, including end marks, apostrophes, quotation marks, and commas.



ENG 68: GRAMMAR

1-2 credits. Open-entry, open exit. Prerequisite: none.
Provides instruction in basic grammar and the rules which govern the English language. Students practice grammar exercises, learning such things as parts of speech, subjects and verbs, verb tenses, clauses, phrases, sentence types, and sentence faults.

ENG 80: DIAGNOSTIC/PRESCRIPTIVE READING

1 credit. Prerequisite: none.
Focuses on reading improvement, through individual diagnostic procedures, identifies reading problems, prescribes and implements remediation procedures.

ENG 90: BASIC WRITING I

1-3 credits. Prerequisite: none. Grading: Pass/Fail.
Provides instruction in basic English skills including grammar, mechanics, punctuation, spelling, and sentence structure. Focuses on a variety of sentence patterns and types. Provides extensive practice in grammar, mechanics, and usage.

ENG 92: COMPUTER-AIDED READING DEVELOPMENT

1-3 credits. Open-entry; open exit. Prerequisite: reading placement test or permission of instructor.
Provides improvement in basic reading skills, including understanding new words, vocabulary development, and reading comprehension. Practice provided in reading for the main idea, recalling facts, and drawing conclusions.

ENG 93: READING IMPROVEMENT

3 credits. Prerequisite: none.
Reviews fundamental reading skills. Includes word attack skills, vocabulary development, dictionary skills and reading comprehension. Recommended minimal reading level for this course is between fourth and fifth grades. Course does not correct reading disabilities.

ENG 95: BASIC WRITING II

3 credits. Prerequisite: none. Grading: Pass/Fail.
Provides instruction in basic writing skills including sentence patterns and basic paragraph development. Provides review of grammar, mechanics, punctuation, spelling, and word usage. Some sections of the course may be offered through computer-assisted instruction.

ENG 98: BASIC WRITING III

3 credits. Prerequisite: College Board Test of Standard Written English or equivalent examination.
Helps students improve their writing for school or on the job. Offers practice in sentence, paragraph and short essay writing with attention to grammar, sentence structure and punctuation. The student will learn how to combine sentences and paragraphs to communicate clearly and effectively.

ENG 101: COMPOSITION I

3 credits. Prerequisite: College Board Test of Standard Written English or equivalent examination, or a grade of C or better in ENG 98.
Studies expository writing with special attention to the modes, arrangement and style. Students learn to write essays which are unified, thorough, clear and convincing. They learn the research, reasoning and organizational skills necessary for effective academic and research writing.

ENG 102: COMPOSITION II

3 credits. Prerequisite: ENG 101 or consent of instructor.
Continues the study of expository writing. Students read and analyze writing and discursive techniques of interpretation, argument, and research.

ENG 115B: POWER READING

3 credits. Prerequisite: ENG 93 with a C or better, reading placement exam, or permission of the instructor.
Helps the average reader improve reading efficiency through practice with advanced comprehension skills. Reading rate is thereby improved indirectly. Students with heavy academic or on-the-job reading will benefit. Attention is also given to expanding reading vocabularies.

ENG 116B: COLLEGE READING

3 credits. Prerequisite: ENG 115B with a C or better, reading placement exam, or permission of the instructor.
Shows students how to adapt and apply academic reading strategies to suit the distinct characteristics of different subject areas. Comprehension and retention will be the general goals of this course; in addition to a core text, materials from liberal arts and occupational courses will be assigned.

ENG 200: NOVELS INTO FILM

3 credits. Prerequisite: ENG 101 and ENG 102 or consent of instructor.
Studies film and novel genres to examine the transformation in genre when novels are made into films. Students read novels and view films based on those novels to examine the relative impact of each form upon the audience as well as to understand the differences between literary and film genre. Emphasizes critical reasoning to hone sharper perceptions as well as develop more conscious reasoning and writing skills.

ENG 215: INTRODUCTION TO CREATIVE WRITING

3 credits. Prerequisite: ENG 101 and ENG 102 or consent of instructor.
Offers a beginning writers' workshop in both poetry and fiction.

ENG 221: WRITING FICTION

3 credits. Prerequisite: ENG 101 and ENG 102 or consent of instructor.
Teaches fiction writing in a workshop setting. Includes lectures and discussion of plot, character style, and elements of fiction. Students are required to produce several works of short fiction.

ENG 222: INTERMEDIATE FICTION WRITING

3 credits. Prerequisite: ENG 221 or consent of instructor.
Continues the study and application of the elements of fiction in a constructive workshop setting. Writers will learn how to write cover letter, query letters, critiques, artist statement, and synopses. Manuscript format, submission protocol and market research will be discussed.

ENG 223: THEMES OF LITERATURE

3 credits. Prerequisite: ENG 101 and ENG 102 or consent of instructor.
Offers readings of short stories, poems, plays and novels on a theme selected by the instructor. Course could examine such a topic as the American myth of the frontier or study perceived differences between various multicultural perceptions and attitudes in Europe and the United States.

ENG 226: MEMOIR AND AUTOBIOGRAPHY

3 credits. Prerequisite: ENG 101 and ENG 102 or consent of instructor.
Offers a writing-intensive class which explores various approaches to writing memoirs, autobiography, family history, autobiography-based fiction, or other "life stories," incorporating the classic elements of the personal essay.



ENG 231: WORLD LITERATURE I

3 credits. Prerequisite: ENG 101 and ENG 102 or consent of instructor. Surveys literary masterpieces of the Western World. The works as well as the traditions and values they reflect are emphasized. Works from the Old and New Testaments, Sophocles, Plato, St. Augustine, Dante, Chaucer, Cervantes and Shakespeare will be examined.

ENG 232: WORLD LITERATURE II

3 credits. Prerequisite: ENG 101 and ENG 102 or consent of instructor. Continues ENG 231. Surveys literary masterpieces of the Western World after the mid 1600s.

ENG 235: SURVEY OF ENGLISH LITERATURE I

3 credits. Prerequisite: ENG 101 and ENG 102 or consent of instructor. Offers readings of English literature from the Anglo-Saxon invasion to the close of the 18th century by such authors as Chaucer, Spencer, Shakespeare, Milton, Bunyan, Defoe and Swift.

ENG 236: SURVEY OF ENGLISH LITERATURE II

3 credits. Prerequisite: ENG 101 and ENG 102 or consent of instructor. Continues ENG 235. Offers readings of English literature of the 19th and 20th centuries, including Hardy, Joyce, Eliot, Lawrence, Auden and Thomas.

ENG 241: SURVEY OF AMERICAN LITERATURE I

3 credits. Prerequisite: ENG 101 and ENG 102 or consent of instructor. Introduces major American writers, e.g., Franklin, Dickinson, Melville, Hawthorne, Poe and Whitman, Twain. The course presents important literary and social trends as presented through poetry, short story, drama and the novel. It is designed to provide a general knowledge of American literature and thought.

ENG 242: SURVEY OF AMERICAN LITERATURE II

3 credits. Prerequisite: ENG 101 and ENG 102 or consent of instructor. Includes readings of American literature written in the United States after 1860 by such authors as Hemingway, Steinbeck, Faulkner, Frost, Fitzgerald, and Sandburg.

ENG 250: CHILDREN'S LITERATURE

3 credits. Prerequisite: ENG 101 and ENG 102 or consent of instructor. Includes reading and discussing selected children's literature. Students examine the role of literature in various themes and genres.

ENG 258: SHAKESPEARE THEATRE FESTIVAL

1 credit. Prerequisite: none. Involves a field trip to the Ashland Shakespearean Festival. Includes reading, viewing and discussing selected plays.

ENG 266: POPULAR LITERATURE

3 credits. Prerequisite: ENG 101 and ENG 102 or consent of instructor. Studies various forms of popular writing, e.g., best-sellers, the western, science fiction, fantasy, the detective story.

ENG 267: WOMEN AND LITERATURE

3 credits. Prerequisite: ENG 101 and ENG 102 or consent of instructor. Studies women writers and the ways in which women are portrayed in literature.

ENG 271: INTRODUCTION TO SHAKESPEARE

3 credits. Prerequisite: ENG 101 and ENG 102 or consent of instructor. Examines Shakespeare's principal plays read for their social interest and their literary excellence.

ENG 275: CONTEMPORARY LITERATURE

3 credits. Prerequisite: ENG 101 and ENG 102 or consent of instructor. Studies selected contemporary writers for understanding and appreciation. Emphasizes British and American figures.

ENG 282: INTRODUCTION TO LANGUAGE AND LITERARY EXPRESSION

3 credits. Prerequisite: none. Recommend ENG 101 or ENG 102. Explores the forms and function of language with special application to literary study.

ENG 297: READING AND INTERPRETING LITERATURE

3 credits. Prerequisite: none. Recommend ENG 101 or ENG 102. Examines the methods for creating personal, critical responses to literature representing a range of time periods and genres. Within the framework of traditional and current critical approaches to literature, students will read the works from a thematic, as well as a critical, perspective.

ENGLISH AS A SECOND LANGUAGE

DEPARTMENT CODE: ESL

ESL classes are available at WNCC through a grant-funded program. Please contact the ABE program for further information.

ESL 50: ENGLISH AS A SECOND LANGUAGE CITIZENSHIP PREPARATION I

0-3 credits. Prerequisite: ESL 40 or intermediate ESL proficiency. Offers group instruction in citizenship for adults with limited English proficiency. The course emphasizes U.S. and local history and government at an intermediate ESL level and reviews the types of questions which citizenship examiners tend to ask.

ESL 65: ENGLISH AS A SECOND LANGUAGE COMPUTER LITERACY

0-3 credits. Prerequisite: high intermediate English speaking and reading ability. Offers an introductory computer literacy course for the ESL student. Introduces the computer, its parts, the keyboard functions, and basic computer literacy concepts and applications.

ESL 70: ENGLISH AS A SECOND LANGUAGE KEYBOARDING

0-3 credits. Prerequisite: high intermediate English speaking and reading ability. Introduces the touch system followed by speed and accuracy development so the ESL student can learn the alphabetic and numeric keys of the computer keyboard.

ESL 75: ENGLISH AS A SECOND LANGUAGE WORD PROCESSING

0-3 credits. Prerequisite: ESL 65. Introduces ESL students to the basics of word processing, including margin settings, spell check, columns, and tabs. Emphasis is on improving English skills through use of word processing to write simple documents.

English as a Second Language • Environmental Studies

Food Service Operations • French • General Education Development



ESL 88: ENGLISH AS A SECOND LANGUAGE CITIZENSHIP PREPARATION II

0-3 credits. Prerequisite: native English proficiency.
Offers individualized, self-paced instruction in citizenship for adults with advanced or native English communication skills. The course emphasizes U.S. and local history and government and reviews the types of questions which citizenship examiners tend to ask.

ENVIRONMENTAL STUDIES

DEPARTMENT CODE: ENV

ENV 100: HUMANS AND THE ENVIRONMENT

3 credits. Prerequisite: MATH 120 or consent of instructor.
Interdisciplinary introductory survey of the ecology of natural systems with emphasis on the relationship of humans to the environment. Four laboratory experiences required.

ENV 201: ENVIRONMENTAL TOXICOLOGY AND RISK MANAGEMENT

3 credits. Prerequisite: CHEM 102 and CHEM 142, or CHEM 243 or consent of instructor.

Studies the basic principles of toxicology, including routes of exposure, dose, response, and target organ effects of natural and synthetic toxicants in our environment.

ENV 220: INTRODUCTION TO ECOLOGICAL PRINCIPLES

3 credits. Prerequisite: ENV 100, a 100-level chemistry and a 100-level geology course, or consent of instructor.

Introduces the major ecological principles at work in our environment. Also focuses on understanding the natural processes that underlie these principles.

FOOD SERVICE OPERATIONS

DEPARTMENT CODE: FST

FST 219B: RESTAURANT OPERATIONS

3 credits. Prerequisite: none.
Offers the student direct contact with the dining public. The student will rotate through the cooking station, the service station and the warewashing station. This is an opportunity to gain experience in the live operation of a food service outlet.

FST 272B: LIQUOR AND BAR MANAGEMENT

3 credits. Prerequisite: none.
Deals with the management and operation of the beverage business. Topics to include sales, marketing, inventory, purchasing, customer service, accounting and personnel management of the beverage industry.

FRENCH

DEPARTMENT CODE: FREN

FREN 101B: CONVERSATIONAL FRENCH I

3 credits. Prerequisite: none.
Emphasizes spoken communication. Listening, reading and writing skills will be explored. A vocabulary of French-English words can be developed to suit student needs.

FREN 102B: CONVERSATIONAL FRENCH II

3 credits. Prerequisite: FREN 101B or consent of instructor.
Offers a second semester of Conversational French designed to continue and improve the skills learned in the first semester.

FREN 111: FIRST YEAR FRENCH I

4 credits. Prerequisite: none.
Develops language skills through practice in listening, speaking, reading, writing and structural analysis. Includes an introduction to French culture.

FREN 112: FIRST YEAR FRENCH II

4 credits. Prerequisite: FREN 111, its equivalent or consent of instructor.
Continues with the second semester of the course to build on speaking, writing and reading skills in the French language.

GENERAL EDUCATION DEVELOPMENT

DEPARTMENT CODE: GED

GED classes are available at WNCN through a grant-funded program. Please contact the ABE program for further information.

GED 60: BASIC ACADEMIC SKILLS I/PRE-GED PREPARATION

0-3 credits. Prerequisite: none.
Provides individual and small-group learning for students needing basic skills in arithmetic and reading or life skills competencies before beginning preparation for the GED.

GED 80: BASIC ACADEMIC SKILLS II/PRE-GED PREPARATION

0-3 credits. Prerequisite: none.
Provides individualized and small-group learning for students needing intermediate skills in arithmetic and reading or life skills competencies while beginning preparation for the GED.

GED 89: GED PREPARATION

0-3 credits. GED Preparation Prerequisite: ABE 80 or reading skills at or above the ninth-grade equivalent. Citizenship Preparation Prerequisite: ESL 80 or advanced English speaking and reading ability.

Offers individualized and small-group learning for adults who want to earn a high school equivalency certificate in either an informal class or a computer lab setting. Reviews the five areas of the GED test: English grammar and writing sample, mathematics, reading in literature, reading in social studies, and reading in science. Students are assessed using the half-length GED Practice Test to determine skill needs and readiness for the official test. Citizenship Preparation offers individualized, self-paced instruction in citizenship for adults with advanced or native English communication skills. The course emphasizes U.S. and local history and government and reviews the types of questions which citizenship examiners tend to ask.



GEOGRAPHIC INFORMATION SYSTEMS

DEPARTMENT CODE: GIS

GIS 109: INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS

3 credits. Prerequisite: none.

Introduces GIS software and hardware systems, including operating systems, screens, functions, file types, file management, movement of data from data bases and spreadsheets into GIS, and survey of security systems and issues. Mapping concepts and the use of GPS will also be discussed. Formerly GIS 101.

GIS 110: PRINCIPLES OF CARTOGRAPHY

3 credits. Prerequisite: none.

Teaches the basics of analog and digital cartography (map-making). Students will be exposed to the different types of maps, scales, symbols and projections. They will learn how cartography and geographic information systems interact.

GIS 111: INTRODUCTION TO REMOTE SENSING

3 credits. Prerequisite: none.

Introduces basic remote sensing, aerial photograph interpretation, satellite image processing and cartographic concepts. Students will learn the basic techniques of remote sensing and integration of remote sensing into a GIS database. Formerly GIS 160.

GIS 112: INTRODUCTION TO ARCINFO

3 credits. Prerequisite: none.

Introduces automating, manipulating, analyzing and displaying spatial data in a digital form using the ArcInfo software program. Explores aspects of GIS, including geography, cartography, topology, database design, spatial analysis and report preparation. Students will become familiar with command language of the Arc, ArcEdit, ArcPlot and INFO submodules of the ArcInfo software. Formerly GIS 130.

GIS 170B: GIS APPLICATIONS IN CONSERVATION ISSUES

1 credit. Prerequisite: none.

Introduces the use of GIS in analysis of spatial relationships between wildlife and land use issues. Topics will include mining activities over a region, watershed analysis, and timber harvesting strategies.

GIS 171B: GIS APPLICATIONS IN URBAN & REGIONAL PLANNING

1 credit. Prerequisite: none.

Explores the application of GIS in urban and regional planning processes, spatial analysis techniques for site feasibility and evaluation of planning strategies in developing a final conceptual plan.

GIS 172B: CURRENT TRENDS IN GIS

1 credit. Prerequisite: none.

Offers workshops with topics that continually change. Applications can vary from assessment with GIS to medical and emergency response. Topics may also include new technology in GIS.

GIS 205: GIS APPLICATIONS

3 credits. Prerequisite: none.

Provides an exposure to ArcView GIS software. Students will become familiar with all aspects of this software program and its use in GIS. Students will also create a database and complete a small GIS project.

GIS 212: INTERMEDIATE ARCINFO

3 credits. Prerequisite: GIS 112.

Offers students exposure to and experience with macro designs, the Arc Macro language, managing tabular data, relating tables together, use of cursors, and knowledge of various ArcInfo modules. Students will complete a class project using ArcInfo. Formerly GIS 210.

GIS 235: SPATIAL ANALYSIS WITH GIS

3 credits. Prerequisite: two semesters of GIS.

Explores use of Spatial Analysis in raster and vector type data sets. Also introduces how to functionally create, run, and edit spatial models. Emphasizes problems that are best solved in raster and vector environments such as surface analysis and distance measurements.

GIS 250: GIS DATABASE

3 credits. Prerequisite: GIS 109 or GIS 205.

Learn how to create, use, edit, and manage spatial and attribute data stored in a geodatabase. Lectures and hands-on will emphasize loading data into the geodatabase, defining domains, subtypes, and relationship classes. Students will also become familiar with creating and working with networks. nn

GIS 270: GIS EXTENSIONS

3 credits. Prerequisite: two semesters of GIS.

Introduces students to the many possible applications of extensions in ArcView. Extensions are used to analyze specific types of data related to specific GIS issues. Students will learn how to manipulate databases and load coverages into ArcView files for spatial analysis of various geographic data.

GIS 280: INTERNSHIP IN GIS

3 credits. Prerequisite: completion of two semesters of GIS program course work.

Offers the opportunity to explore the fast growing, specialty field of GIS while receiving academic credits and valuable work experience. Students work in actual offices: federal, state, local government, private firms, conservation groups and other organizations where GIS experience is valuable and opportunity is available.

GIS 290: PORTFOLIOS IN GIS

3 credits. Prerequisites: completion of the GIS program curriculum.

Explores information on where to look for employment in GIS. Students will explore different types of GIS jobs available and how GIS is being used in applications ranging from transportation planning, utility planning, urban growth management, market analysis, retail site location, business logistics, health care planning, facilities management, landscape architecture, environmental analysis, natural resource management, hazards mitigation, hazards response, and software companies. Students will also create a series of GIS projects to demonstrate their command of GIS and its application.

GEOGRAPHY

DEPARTMENT CODE: GEOG

GEOG 103: PHYSICAL GEOGRAPHY

3 credits. Prerequisite: MATH 120 or MATH 126 or higher or consent of instructor.

Teaches the physical elements of geography, nature and distribution of climate, land forms, natural vegetation, and soils. Includes at least four lab experiences.



GEOG 104: PHYSICAL GEOGRAPHY LABORATORY

1 credit. Prerequisite: MATH 120 or MATH 126 or higher or consent of instructor.

Offers experimental and in-depth investigations designed to illustrate fundamental principles of geosciences.

GEOG 106: INTRODUCTION TO CULTURAL GEOGRAPHY

3 credits. Prerequisite: none.

Analyzes the culture regions of the world including physical settings, peoples, settlements, economic activities, historical and political factions with primary emphasis on the Old World.

GEOG 109: ECONOMIC GEOGRAPHY

3 credits. Prerequisite: none.

Presents world distribution of economic activities and their natural bases, major occupations, such as agriculture, mining, manufacturing and trade considered in relation to natural environment.

GEOG 111B: GEOGRAPHY OF YOSEMITE

1 credit. Prerequisite: none.

Introduces student to the physical and cultural geography, along with the natural history, of Yosemite National Park. Students will explore the national park learning about the physical processes that shape the landscape and the historical events that brought about national park status. Students will gain an appreciation for their surroundings and the fragility of these rugged ecosystems.

GEOG 117: METEOROLOGY AND CLIMATOLOGY

3 credits. Prerequisite: none.

Introduces the student to the fundamentals of atmospheric sciences. The characteristics and behavior of the atmosphere, with special emphasis on the processes involved in weather and climate, will be studied. Formerly GEOG 122.

GEOLOGY

DEPARTMENT CODE: GEOL

GEOL 100: EARTHQUAKES, VOLCANOES, AND NATURAL DISASTERS

3 credits. Prerequisite: none.

Investigates geology of the dynamic earth: natural hazards and catastrophes, and geology of natural resources.

GEOL 101: PHYSICAL GEOLOGY

3 credits. Prerequisite: MATH 120 or MATH 126 or higher or consent of instructor.

Covers fundamental principles of geology: tectonics; minerals; igneous, metamorphic and sedimentary processes; and geologic time.

GEOL 102: EARTH AND LIFE THROUGH TIME

4 credits. Prerequisite: GEOL 101 & 103.

Studies the history of the earth and the origins of its landforms from the far past to the present time, age dating, evolution of organisms, times of extinction, mountain building episodes, and periods of glaciation.

GEOL 103: PHYSICAL GEOLOGY LABORATORY

1 credit. Prerequisite: MATH 120 or MATH 126 or higher or consent of instructor.

Offers experimental and in-depth investigations designed to illustrate fundamental principles of geology.

GEOL 111B: GEOLOGY OF DEATH VALLEY NATIONAL PARK

2 credits. Prerequisite: none.

Provides a general field experience in geology for students with little or no earth science background. Teaches the basics of rock identification, landform analysis and identification, and interpretation of modern and ancient geologic events through field study of Death Valley National Park.

GEOL 112B: GEOLOGY OF THE EASTERN SIERRA

2 credits. Prerequisite: none.

Provides a general field experience in geology for students with little or no earth science background. Teaches the basics of rock identification, landform analysis and identification, and interpretation of modern and ancient geologic events through field study of the Eastern Sierra Nevada. Field study will include Mono Lake, Long Valley caldera, White Mountains, faults, and past glaciation in the area.

GEOL 113B: GEOLOGY OF THE EASTERN SIERRA

2 credits. Prerequisite: none.

Provides a two-and-a-half day field experience in geology for students with little or no earth science background. Teaches the basics of volcanic rock identification, history of the Cascade Range, and interpretation of modern and ancient geologic events through field study of Lassen Volcanic National Park.

GEOL 127: PRE-HISTORIC LIFE

3 credits. Prerequisite: none.

Surveys the history and the classification of fossil plants and animals, methods of interpretation of the fossil records, evolution of form and structure and the sequence of fossils in rocks.

GEOL 132: ROCKS AND MINERALS

3 credits. Prerequisite: none.

Focuses on the identification of rocks and minerals. Includes an introduction to the crystallography and chemistry of minerals as well as the petrology of igneous, sedimentary, and metamorphic rocks. Concludes with an overview of ore deposits. Formerly GEOL 130.

GEOL 201: GEOLOGY OF NEVADA

3 credits. Prerequisite: GEOL 101 or consent of instructor.

Covers important geological developments in Nevada that have occurred throughout geologic time. At least one field trip will be required.

GEOL 299B: SPECIAL TOPICS IN GEOLOGY

1-5 credits. Prerequisite: none.

Provides a study of selected topics in geology for students with little or no earth science background. Can include field experiences.

GERMAN

DEPARTMENT CODE: GER

GER 101B: CONVERSATIONAL GERMAN I

3 credits. Prerequisite: none.

Emphasizes spoken communication. Listening, reading, and writing skills will be developed to suit student needs.

GER 102B: CONVERSATIONAL GERMAN II

3 credits. Prerequisite: GER 101B or consent of instructor.

Offers a second semester of conversational German designed to continue and improve the skills learned in GER 101B.



GER 111: FIRST YEAR GERMAN I

4 credits. Prerequisite: none.

Develops language skills through practice in listening, speaking, reading, writing and structural analysis. Includes an introduction to German culture.

GER 112: FIRST YEAR GERMAN II

4 credits. Prerequisite: GER 111 or equivalent or consent of instructor.

Continues with the second semester of the course to build on speaking, writing and reading skills in the German language.

GOLF FACILITIES MANAGEMENT

DEPARTMENT CODE: GFM

GFM 101B: GOLF COURSE MANAGEMENT & DESIGN

3 credits. Prerequisite: none.

Examines management of the key areas and the golf facility, pro shop, food and beverage, golf business supervision and profit centers. The layout of the golf facility and design of the course is to include: space utilization, hole design, topography and construction planning.

GFM 203B: GOLF SHOP MANAGEMENT

1 credit. Prerequisite: none.

Provides the student with the tools necessary to manage, layout, merchandise and operate a golf pro shop.

GFM 204B: METHODS OF TEACHING GOLF

2 credits. Prerequisite: none.

Concentrates on the basic methods of teaching the game of golf. Topics will include the grip, swing, short game irons and woods.

GFM 205B: SHORT GAME AND PUTTING

1 credit. Prerequisite: none.

Specializes in teaching putting and chipping. It will also cover the basics of the short game including: putting techniques and shots around the green.

GFM 206B: THE RULES OF GOLF

1 credit. Prerequisite: none.

Concentrates on the rules of golf from the USGA. This class will cover all the rules as sanctioned by the U.S. Golf Association.

GFM 207B: GOLF CART MAINTENANCE

1 credit. Prerequisite: none.

Deals with golf cart maintenance. Topics will include service, maintenance, power systems, repair and use of carts in the operation of the golf facility.

GRAPHIC ARTS

DEPARTMENT CODE: GA

GA 109: INTRODUCTION TO VISUAL ARTS

3 credits. Prerequisite: none. Also listed as ART 109.

Introduces the basic elements of pictorial organization, and the practice of using those elements in the production of art.

GA 175: PHOTOGRAPHY I

3 credits. Prerequisite: none. Also listed as ART 175.

Introduces black and white photography and the 35mm camera. The course is designed as a beginning or refresher class in understanding picture taking and darkroom procedures.

GA 202B: BEGINNING CALLIGRAPHY

1-3 credits. Prerequisite: none.

Helps students develop two types of writing techniques -- Italic and Calligraphic -- one for special occasions and one for rapid writing.

GA 250: PHOTOGRAPHY II

3 credits. Prerequisite: GA 175 or consent of instructor. Also listed as ART 250.

Broadens students' understanding of photographic imagery and continues to develop greater technical knowledge and skill.

GA 251: PHOTOGRAPHY III

3 credits. Prerequisite: ART or GA 250. Also listed as ART 251.

Deals with studio and on-location commercial photography. Provides the basics about studio lighting and procedures.

GRAPHIC DESIGN

DEPARTMENT CODE: GDES

(Also see ART 230 and ART 231)

GDES 101: COMPUTER GRAPHIC SYSTEMS

3 credits. Prerequisites: none

Introduces systems and technologies involving various computer operating systems and associated hardware. Class is designed to provide the student specific information regarding specialized hardware and software tools used in computer-based graphic design. Introduces the history, process and function of the computer and how it relates to contemporary graphic design. Classroom projects will reinforce daily lectures and readings.

GDES 110: DIGITAL DESIGN I

3 credits. Corequisite: GDES 101 or consent of instructor.

Introduces visual design using vector graphics on the computer. Covers the history and principles of visual design and how to attain specific visual design results on the computer. Exercises and design problems will illustrate the objectives.

GDES 120: PUBLICATION DESIGN I

3 credits. Prerequisite: GDES 101 or consent of instructor.

Teaches standard procedures, terminology, hardware and software requirements of computer operation for publication design. Includes menu applications, layouts, typography and laser printer usage. For majors and non-majors.

GDES 210: DIGITAL DESIGN II

3 credits. Prerequisite: GDES 110.

Offers intermediate vector-based visual design using the computer. This course is the second in a sequential set of courses on visual design. Exercises and advanced design problems will challenge the student to create various design solutions on the computer.

GDES 220: PUBLICATION DESIGN II

3 credits. Prerequisite: GDES 120

Teaches students to design effective publications by importing text and graphics, formatting paragraphs, tables and lists. Students will create style sheets, master pages and add special effects.



GDES 240: WEB GRAPHIC DESIGN I

3 credits. Prerequisite: GDES 110 or consent of instructor.
Introduces web site design. Focuses on the shift from traditional print design theories to visual design in relation to the Internet and applications for designing web sites. Exercises will focus on the creation of web sites and visual design, as well as related concepts and practices.

GDES 241: WEB GRAPHIC DESIGN II

3 credits. Prerequisite: GDES 240, CIS 175 or consent of instructor.
Continues advanced web site design. The second in a sequential set of courses that focus on advanced design theories in relation to the Internet and applications for animating web sites. Exercises will focus on advanced visual design and the creation of animation, as well as related concepts and practices.

GDES 250: 3-D DESIGN

3 credits. Prerequisite: ART 230 or consent of instructor.
Provides a practical understanding of the knowledge and skills required of fine and applied visual artists in today's 3-D digital design studio. Computer lab assignments and lectures will provide diversified experiences. Various interdisciplinary aspects will be considered.

GDES 260: DIGITAL ANIMATION

3 credits. Prerequisite: ART 230 or consent of instructor.
Introduces animation using the computer. Focuses on creating and combining multimedia, making movies that can be viewed either on the Internet or as a stand-alone projector saved on a disk using industry standard software.

GDES 290: GRAPHIC DESIGN PORTFOLIO

3 credits. Prerequisite: 12 units of Graphic Design and/or ART 230/231 courses.
Explores professional job opportunities for the graduating Graphic Design student. There will be explorations of local and national companies with potential internships with those companies. The final goal will be to assist the student in creating portfolios and resumes in preparation for getting jobs after graduation.

HISTORY

DEPARTMENT CODE: HIST

HIST 101: UNITED STATES HISTORY TO 1865

3 credits. Prerequisite: none.
Offers a survey of American history and civilization from the time of the first European settlement to about 1865.

HIST 102: UNITED STATES HISTORY SINCE 1865

3 credits. Prerequisite: none.
Covers American history and civilization since the end of the American Civil War.

HIST 105: EUROPEAN CIVILIZATION I

3 credits. Prerequisite: none.
Covers the development of Western civilization and history from its beginnings in the valleys of the Nile, Tigris, and Euphrates to the mid-17th century rise of strong nation-states.

HIST 106: EUROPEAN CIVILIZATION II

3 credits. Prerequisite: none.
Covers Western civilization and history from the mid-17th century to the present.

HIST 111: SURVEY OF AMERICAN CONSTITUTIONAL HISTORY

3 credits. Prerequisite: none. Satisfies U.S./ Nevada constitution requirements.
Teaches the origin, development, history of the Nevada and United States constitutions. Course will examine the American judicial system through a number of significant decisions and will analyze the individuals who made those decisions.

HIST 207: DISCOVER NEVADA HISTORY

1-3 credits. Prerequisite: none.
Explores the many historic sites and scenic areas of Nevada, utilizing lecture discussions, slide presentations, readings and videos.

HIST 217: NEVADA HISTORY

3 credits. Prerequisite: none.
Studies Nevada's history from prehistoric times to the present. The course will examine the early mining and cattle frontiers, the development of towns and the advent of industrialization as well as the 20th century problems of water, energy, and growth.

HIST 225: US INVOLVEMENT IN VIETNAM

3 credits. Prerequisite: none.
Surveys U.S. involvement in Vietnam from 1954 to U.S. withdrawal in 1975. Course provides overview of the land, history and culture of Vietnam and the region. Concludes with an overview of post-U.S. involvement issues and the present-day Vietnam.

HIST 247: HISTORY OF THE MEXICAN NATION

3 credits. Prerequisite: none.
Introduces pre-Columbian Mexico, Colonial New Spain and Mexican national history to the present.

HIST 281: INTRODUCTION TO THE HISTORY OF SCIENCE

3 credits. Prerequisite: none.
Presents the history of the physical, mathematical, natural, biological and medical sciences from the 17th century to the present.

HIST 295: SPECIAL TOPICS IN HISTORY

3 credits. May be repeated for up to 6 credits. Prerequisite: consent of instructor.
Studies a selected issue or topic of significance in history. The intent will be to develop an awareness of and appreciation for the complex forces which have shaped the modern world. Material will be drawn from a variety of sources and may be interdisciplinary.

HOME ECONOMICS

DEPARTMENT CODE: HEC

HEC 122B: CREATIVE COOKING

1-3 credits. Prerequisite: none.
Familiarizes students with the food and cooking patterns of various ethnic groups. Combines good nutrition and economical shopping tips with a variety of cooking techniques and recipes from around the world.



Hotel, Restaurant & Casino Management

Human Development & Family Studies • Humanities • Hypnosis • Italian • Journalism

HOTEL, RESTAURANT & CASINO MANAGEMENT

DEPARTMENT CODE: HRC

If a student completes all four of the listed courses plus a math class at the Business Math level or higher, that student will receive a certificate of completion from the college to be used in obtaining entry level employment in the WNCC service area.

HRC 161B: QUANTITY FOOD PRODUCTION

3 credits. Prerequisite: none.

Includes observation and training in commercial kitchen operations. Includes butchering, quantity food preparation, care of utensils and merchandising.

HRC 164B: PROFESSIONAL CULINARY ARTS

4 credits. Prerequisite: none.

Covers fundamental culinary techniques and skills of modern cookery. Special emphasis placed on cooking theories, procedures and ingredients.

HRC 166B: FOOD SERVICE SANITATION

3 credits. Prerequisite: none.

Teaches the theory and practice of food and environmental sanitation in the culinary field. Food-related diseases, disease origins and personal hygiene are given special attention. Meets standards for National Sanitation Certification.

HRC 168B: BASIC GARDE MANGER

3 credits. Prerequisite: HRC 166B. Corequisite: HRC 164B

Introduces fundamentals of proper techniques, and preparation of egg cookery; hot and cold sandwiches; lunch and dinner salads; hot and cold appetizer production.

HUMAN DEVELOPMENT & FAMILY STUDIES

DEPARTMENT CODE: HDFS

HDFS 201: LIFESPAN HUMAN DEVELOPMENT

3 credits. Prerequisite: none.

Offers an overview of growth and development from the prenatal period through adulthood.

HDFS 202: INTRODUCTION TO FAMILIES

3 credits. Prerequisite: none.

Explores the dynamics of development, interaction, and intimacy of primary relationships in contextual and theoretical frameworks, societal issues and choices facing diverse family systems.

HUMANITIES

DEPARTMENT CODE: HUM

HUM 101: INTRODUCTION TO THE HUMANITIES

3 credits. Prerequisite: none.

Offers an interdisciplinary approach to the humanities. Students study major works in art, music, literature, and philosophy with historical framework.

HUM 299: PHI THETA KAPPA HONORS SEMINAR

1 credit. Corequisite: Concurrent enrollment in a transfer course.

Focus on the international honors topics established yearly by Phi Theta Kappa. Each student in the seminar will be expected to prepare an oral presentation linking the honors topic to the course for which he/she wishes to receive honors credit.

HYPNOSIS

DEPARTMENT CODE: HYP

HYP 101B: INTRODUCTION TO SELF-HYPNOSIS

3 credits. Prerequisite: none.

Examines the history of hypnosis, philosophy of hypnosis as well as the practice of hypnosis. Explores the different approaches to trance and the advantages of self-hypnosis.

ITALIAN

DEPARTMENT CODE: ITAL

ITAL 101B: CONVERSATIONAL ITALIAN I

3 credits. Prerequisite: none.

Emphasizes spoken communication. Listening, reading and writing skills will be explored. A vocabulary of Italian-English words can be developed to suit student needs.

ITAL 102B: CONVERSATIONAL ITALIAN II

3 credits. Prerequisite: ITAL 101B or consent of instructor.

Continues with the second semester of the course to build on speaking, writing and reading skills in the Italian language.

JOURNALISM

DEPARTMENT CODE: JOUR

JOUR 101: CRITICAL ANALYSIS OF MASS MEDIA

3 credits. Prerequisite: none.

Surveys the role of newspapers, radio, television, advertising and public relations organizations. Offers interpretation of the day's news and analysis of media performance.

JOUR 201: MEDIA WRITING

3 credits. Prerequisite: JOUR 101.

Teaches writing in journalistic and persuasive styles for mass media. Emphasis on analysis and organization of information, and clarity of expression.

JOUR 222: PHOTOJOURNALISM

3 credits. Prerequisite: none.

Teaches practical techniques covering news and public relations photography. Students learn to use photographic equipment and learn how to compose, shoot and crop photographs for news and advertising.

COURSES



LABORATORY TECHNICIAN

DEPARTMENT CODE: LTE

LTE 110: TECHNIQUES OF VENIPUNCTURE

4 credits. Prerequisite: none.

Gives the student the knowledge and skills necessary to perform the collection, identification, and preservation of specimens as applied to venipuncture technique. The course includes medical terminology, ethics, fingerstick procedure, and patient contact methods. Emphasizes the role of the venipuncturist in a modern health and delivery system.

LAW

DEPARTMENT CODE: LAW

LAW 101: FUNDAMENTALS OF PARALEGALISM I

3 credits. Prerequisite: none

Introduces legal terminology, state and federal court systems, the trial process, legal writing, legal research, and a variety of substantive laws.

LAW 102: FUNDAMENTALS OF PARALEGALISM II

3 credits. Prerequisite: none

Examines in depth the responsibilities of an attorney and a legal assistant, NALA's CLA exam, the unauthorized practice of law, ethics, regulation, law office management, interviewing and resume writing.

LAW 198B: SPECIAL TOPICS IN THE LAW

1-6 credits. Prerequisite: none

Covers a variety of legal subjects in short courses.

LAW 204: TORTS

3 credits. Prerequisite: LAW 101, or current enrollment in LAW 261, or consent of instructor.

Covers the major torts at common law as well as selected cases from Nevada. The following areas will be addressed: negligence, assault and battery, false imprisonment and false arrest, intentional infliction of emotional distress, trespass to land and chattels, conversion, defamation, products liability, damages, wrongful death actions, defenses, privileges and immunities. Emphasis will be placed on researching selected tortious issues.

LAW 231: PROCEDURE - CIVIL

3 credits. Prerequisite: LAW 101 or consent of instructor.

Emphasizes the jurisdiction of the court system in Nevada. Includes discussion of complaints, summons, answers and supplemental pleading. Also covers pre-trial tactics, motions, exceptions, venue, discovery, depositions and summary judgements.

LAW 250: ADMINISTRATIVE LAW

3 credits. Prerequisite: LAW 101 or consent of instructor.

Study of the history of administrative agencies, administrative law procedures, use of expert witnesses, laws of evidence, constitutional limitations and judicial review.

LAW 251: BANKRUPTCY

3 credits. Prerequisite: LAW 101 or consent of instructor.

Provides a basic knowledge of bankruptcy law, with emphasis on understanding the schedules, preparing proofs of claims and motion practice within the bankruptcy court.

LAW 252: FAMILY LAW

3 credits. Prerequisite: LAW 101 or consent of instructor.

Covers the law related to family issues. Includes a discussion of rights and obligations of parties to each other and their offspring. Divorce, custody and support, spousal agreements, termination of parental rights, adoptions and collection of child support are all discussed.

LAW 255: PROBATE, TRUST AND GUARDIANSHIP LAW

3 credits. Prerequisite: LAW 101 or consent of instructor.

Considers the law related to estate planning issues. Includes procedure to distribute a person's estate upon death; creation and administration of a trust, and procedure to appoint another to act on one's behalf. Also includes a discussion of health care documents and related elderly care issues.

LAW 260B: EMPLOYMENT LAW

3 credits. Prerequisite: LAW 101 or consent of instructor.

Covers employment contracts and wrongful termination, discrimination and sexual harassment in the workplace, ERISA, Social Security and workman's compensation, the Fair Labor Standards Act, occupational safety and health standards, labor unions, collective bargaining, strikes and boycotts.

LAW 261: LEGAL RESEARCH I

3 credits. Prerequisite: LAW 101 or consent of instructor.

Covers legal research and terminology. The student will become familiar with the law library and develop legal research skills through the use of legal digests, cases, statutes, legal periodicals, government documents and other research material. Emphasis is placed on developing legal briefing skills and finding answers to legal research questions.

LAW 262: LEGAL WRITING

3 credits. Prerequisite: LAW 101 or consent of instructor.

Focuses on the development of concise legal writing, word usage, rules of composition and grammar. Students will analyze and brief cases, as well as draft an interoffice memorandum.

LAW 263: ETHICS

1 credit. Prerequisite: LAW 101 or consent of instructor.

Covers the relationship between the attorney, client and legal assistant. Discusses what a legal assistant may and may not do. Also discusses conflicts of interest, dealing with witnesses and adverse parties and confidentiality.

LAW 265: LEGAL RESEARCH II

3 credits. Prerequisite: LAW 261.

Offers an in-depth study for developing legal research and writing skills with instruction in the use of computers. Covers areas included in Legal Research I in greater detail using federal and state law.

LAW 266B: LEGAL WRITING II

3 credits. Prerequisite: LAW 101, LAW 262.

Introduces persuasive legal writing. Students will draft a demand letter, motions and discovery documents.

LAW 295: SUPERVISED FIELD EXPERIENCE

3 credits. Prerequisite: LAW 101 or consent of instructor.

Offers legal assistance work experience under the supervision of an attorney. The student will work at a local law firm or agency eight hours a week for the 15-week semester to gain practical work experience. The student reports and evaluates his/her experience with the program coordinator.



Leisure Sciences • Library Technology

Machine Tool Technology

LEISURE SCIENCES

DEPARTMENT CODE: LS

LS 105B: PRINCIPLES OF RECREATION

3 credit. Prerequisite: none.

Considers the basics of the recreational industry. Topics include resort recreation management, personnel recreation issues, sports recreation topics, recreation organization and recreation management.

LIBRARY TECHNOLOGY

DEPARTMENT CODE: LT

LT 101: RESEARCH SKILLS FOR COLLEGE PAPERS

1 credit. Prerequisite: none.

Introduces students to the college library and presents skills necessary for preparing reports and papers. Teaches students how to find and evaluate information found in books, periodicals, audio-visual materials, general reference works, the Internet and the World Wide Web. Students will also learn specific research strategies, critical thinking skills and documentation styles.

LT 111B: BEGINNING INTERNET RESEARCH

.5 credit. Prerequisite: none.

Introduces the novice user to the basics of conducting research and evaluating sources on the Internet and the World Wide Web.

LT 135: THE INTERNET & ELECTRONIC INFORMATION SOURCES

1-3 credit. Prerequisite: none.

Teaches how to locate and evaluate information using library data bases, the Internet, and the World Wide Web. Students will learn about web browsers, subject directories, search engines, and computer searching techniques.

LT 150B: INTRODUCTION TO LIBRARY TECHNOLOGY

3 credits. Prerequisite: none.

Teaches student to locate information in books, magazines, newspapers, federal and state documents, and non-print media using a variety of basic reference tools. Introduces the latest library technologies.

LT 163B: BEGINNING GENEALOGY

2 credits. Prerequisite: none.

Familiarizes student with fundamentals of historical family research in the U.S. Class objective is to complete a four-generation program.

LT 198B: SPECIAL TOPICS IN INFORMATION RETRIEVAL

.5-6 credits. Prerequisite: none.

Explores specialized information sources (print & electronic) used in researching a variety of topics.

LT 201: RESEARCH ON THE INTERNET

1-3 credits. Prerequisite: none.

Introduces research methods used on the Internet and the World Wide Web. These methods focus on developing research strategies and critical thinking skills to effectively retrieve, evaluate, and synthesize information obtained through the Internet for research projects.

MACHINE TOOL TECHNOLOGY

DEPARTMENT CODE: MTT

MTT 105B: MACHINE SHOP I

3 credits. Prerequisite: none.

Introduces basic machine shop skills which include lathe operation, lathe speeds and feeds, precision measuring techniques, layout methods, band saw and drill press operations, and exposure to the science of heat-treating of metals. Shop safety and etiquette will be stressed. To develop entry level skills, MTT 110B is recommended.

MTT 106B: MACHINE SHOP PRACTICE I

2 credits. Corequisite: MTT 105B.

Expands the student's manual skills by putting into practice the theories, and user skills introduced in MTT 105B. The emphasis will be geared to a more practical, hands-on experience through the use of lathes, layout techniques, vertical and horizontal band saws, measuring instruments and some vertical mill work. Shop safety and cleanup are always stressed.

MTT 107B: SCREW MACHINE I

3 credits. Corequisite: MTT 105B or consent of instructor.

Introduces students to basic setup and operation of single and multi-spindle screw machines.

MTT 110B: MACHINE SHOP II

3 credits. Prerequisite: MTT 105B or consent of instructor.

Expands skills introduced in MTT 105B to an intermediate level and introduces further skills which include vertical mill, drill sharpening, speed feeds and some production methods.

MTT 111B: MACHINE SHOP PRACTICE II

2 credits. Corequisite: MTT 110B.

Further develops student's manual skills by putting into practice the theories and user skills introduced MTT 110B. The emphasis will be a more practical, hands-on experience through the use of vertical mill work, layout techniques, vertical and horizontal band saws, measuring instruments and some lathes. Shop safety and cleanup are always stressed.

MTT 115B: BASIC WIRE ELECTRICAL DISCHARGE MACHINE

3 credits. Prerequisite: consent of instructor.

Introduces the basics of wire EDM. Explains what EDM is, its history, how it affects day to day life, possibility of income, set ups, establishing data, writing programs in MDI, writing programs off line, editing programs on computer and on machine tool.

MTT 150B: METALLURGY

3 credits. Prerequisite: none. CHEM 100 recommended.

Offers a practical approach to metallurgy. Designed to give the machining and welding student a basic understanding of metal-urgy for an entry level job in his/her field.

MTT 175B: ADVANCED WIRE ELECTRICAL DISCHARGE MACHINE

3 credits. Prerequisite: consent of instructor.

Covers advanced wire EDM variables. Teaches how to program in CAM and edit on machine. Studies the math and concepts of programming and cutting 3-D shapes.



MTT 230B: COMPUTER NUMERICAL CONTROL I

4 credits. Includes 3 hours lecture, 3 hours lab per week. Prerequisite: MTT 105B and 110B or consent of instructor. Offers an introductory class to give the student a basic understanding of computer numerical control. The student is introduced to the axis systems, absolute and incremental programming, tool offsets, controller operation, and fixture offsets. To better understand CNC programming process, CNC II is recommended as a follow-up class.

MTT 232B: COMPUTER NUMERICAL CONTROL II

4 credits. Includes 3 hours lecture, 3 hours lab per week. Prerequisite: MTT 230B or consent of instructor. Provides a continuation of MTT 230B. Offers the student additional practical experience for development of skills with additional information and exposure to more complex applications of programming, mirror imaging, polar coordinates, tool compensation, threading and computer integrated manufacturing.

MTT 250B: MACHINE SHOP III

3 credits. Prerequisite: MTT 110B and DFT 124B or consent of instructor. Expands skills introduced in MTT 105B and MTT 110B to a more advanced level by developing projects that emphasize tolerances, plan of procedure and blueprint reading. Introduces further skills for surface grinding and tool and cutter grinding.

MTT 251B: MACHINE SHOP PRACTICE III

2 credits. Corequisite: MTT 250B. Further develops student's manual skills by putting into practice the theories and user skills introduced in MTT 250B. The emphasis will be a more practical, hands-on experience through the use of vertical mill work, layout techniques, vertical and horizontal band saws, measuring instruments and lathes. Shop safety and cleanup are always stressed.

MTT 260B: MACHINE SHOP IV

3 credits. Prerequisite: MTT 250B or consent of instructor. Concentrates on areas of interest leading to design of an advanced project emphasizing skills learned in MTT 105B, MTT 110B and MTT 250B.

MTT 261B: MACHINE PROJECTS

1-6 credits. Prerequisite: consent of instructor. Permits students to work on special projects of their own choosing and/or explore areas of special interest under the direction of a college instructor.

MTT 262B: MACHINE SHOP PRACTICE IV

2 credits. Corequisite: MTT 260B. Allows students additional time to concentrate on areas of interest leading to completion of an advanced project emphasizing skills introduced in MTT 260B.

MTT 270B: MOLD MAKING I

3 credits. Corequisite: MTT 250B, MATH 110B, DFT 124B or consent of instructor. Introduces the basics of mold construction for the plastic industry and die casting with a strong emphasis on plastics.

MTT 271B: MOLD MAKING II

3 credits. Corequisite: MTT 270B or consent of instructor. Expands skills introduced in Mold Making I to an intermediate level and introduces further skills which include electrical discharge machine (EDM), three plate injection molds, and hot runner molds.

MTT 292B: COMPUTER-AIDED MANUFACTURING I

1-4 credits. Prerequisite: MTT 230B, MTT 232B and DFT 131, or consent of instructor. Teaches computer-aided manufacturing for two-and-a-half dimension axes (2.5D). Students learn how to design and prepare to manufacture parts on the mill and lathe using state of the art CAD/CAM software.

MTT 293B: COMPUTER-AIDED MANUFACTURING II

1-4 credits. Prerequisite: MTT 292B or consent of instructor. Teaches computer-aided manufacturing for three dimension axes (3D). Students learn how to design and prepare to manufacture parts in full 3D for the CNC mill using state of the art CAD/CAM software.

MTT 295B: WORK EXPERIENCE

1-6 credits. Prerequisite: consent of instructor. Provides students with on the job, supervised and educationally directed work experience.

MANAGEMENT

DEPARTMENT CODE: MGT

NOTE: MGT 212 and MGT 283 are transferable as general electives in all academic programs except for those in the College of Business at the University of Nevada, Reno or the University of Nevada, Las Vegas.

MGT 103: SMALL BUSINESS MANAGEMENT

3 credits. Prerequisite: none. Provides environment and management of the small business enterprise, problems in initiating the business, financial and administrative control, marketing programs and policies, management of business operations, legal and governmental relationships.

MGT 201: PRINCIPLES OF MANAGEMENT

3 credits. Prerequisite: none. BUS 101 or MGT 103 is recommended. MGT 201 is accepted in lieu of MGRS 301 (UNR) or MGT 401 (UNLV) upon validation of content and knowledge by approved College of Business examination, or satisfactory performance ("C" or better) in MGRS 352 (UNR) or MGT 452 (UNLV) during the first year of eligibility to enroll in the appropriate upper division business course at the University of Nevada, Reno or the University of Nevada, Las Vegas. Studies fundamentals and principles of management; administrative policies, objectives and procedures, and problems of organization control and leadership.

MGT 212: LEADERSHIP & HUMAN RELATIONS

3 credits. Prerequisite: none. MGT 201 is recommended. Schools students on understanding and managing human behavior in organizations. Central to the course is developing a better understanding of one's self as a leader and exploring some of the more effective ways of leading others.

MGT 235: ORGANIZATIONAL BEHAVIOR

3 credits. Prerequisite: MGT 201 or MGT 212. Studies concepts, theories and case studies concerning the behavior of people in modern business organizations. Analyzes the internal organization structure, and managerial roles and functions, in the business and other goal-oriented institutions. Studies theory and design of organizational structure, impact of work flow, leadership styles, and control systems on human behavior.



Management • Management Applications Manufacturing Engineering Technology • Marketing

MGT 247B: INDUSTRIAL MANAGEMENT

1-3 credits. Prerequisite: MGT 201 or MGT 212.
Studies the operation of a manufacturing enterprise, concentrating on the economies of production. Introduces a grounding on analytical method early so that the broad problem areas of system design, operation, and control can be based on the analytical method.

MGT 273B: RESORT PLANNING AND DESIGN

1-3 credits. Prerequisite: none.
Includes principles of modern golf resort layout and design as they pertain to destination resorts, transient resorts and surrounding mountain communities whose infrastructures support mountain resorts. Indoor and outdoor space allocation, construction, maintenance of facilities and equipment. Course work will require a resort design project, complete with term paper and model, integrating the design principles learned in class together with the regulations required by the federal National Environmental Policy Act as related to golf area/resort development, as well as a professional presentation to an audience of resort related professionals and class members.

MGT 275: TOTAL QUALITY MANAGEMENT

1-3 credits. Prerequisite: none. MGT 201 or 212 is recommended.
Covers the concepts of quality planning, quality control and quality improvement.

MGT 283: PERSONNEL ADMINISTRATION

3 credits. Prerequisite: none. MGT 201 is recommended.
Develops an understanding of the duties and responsibilities of personnel at the mid-management level.

MANAGEMENT APPLICATIONS

DEPARTMENT CODE: MGTA

Applied science and technology customized applications courses are designed to fit specific needs in business and industry. Specific customized classes may be found in the latest WNCC course schedule.

MANUFACTURING ENGINEERING TECHNOLOGY

DEPARTMENT CODE: MET

MET 100B: SURVEY OF ROBOTICS & AUTOMATION

3 credits. Prerequisite: none.
Offers an overview of specialized automated machinery used in industry. Emphasizes understanding industrial processes from a system approach. Demonstration of machinery in the laboratory will be central.

MET 198B: SPECIAL TOPICS IN MANUFACTURING ENGINEERING TECHNOLOGY

1-6 credits. Prerequisite: none.
Explores various topics of current interest/demand in Manufacturing Engineering Technology.

MET 200B: MANUFACTURING TECHNOLOGY PROJECTS

.5-6 credits. Prerequisite: consent of instructor.
Explores various topics of current interest/demand in Manufacturing Engineering Technology.

MET 260B: PROGRAMMABLE LOGIC CONTROLLERS

1-6 credits. Prerequisite: none.
Introduces specialized programming techniques with emphasis on computer controlled automation. Students will program PLCs to control special manufacturing environments and learn troubleshooting using ladder logic.

MET 280B: INDUSTRIAL HYDRAULICS & PNEUMATICS

4 credits. Prerequisite: none.
Presents the application of compressed air and hydraulics in an industrial setting. Includes hands-on experience in assembling components.

MET 281B: INDUSTRIAL ELECTRICITY/ELECTRONICS

1-4 credits; includes lab. Prerequisite: consent of instructor.
Introduces basic electrical protective devices, AC generators-single and 3-phase concepts-various stepper motors, capacitors, start motors, and applications to automated systems. Industrial electronic control systems with laboratory applications will be developed.

MET 290B: ROBOTICS & AUTOMATED SYSTEMS I

4 credits; includes lab. Prerequisite: none.
Emphasizes the theoretical structure and application to open-loop and closed-loop feedback circuits for specialized servo and automated systems. Hydraulic, pneumatic and electrically driven automated machinery will be developed singly as well as integrated in the laboratory.

MET 291B: ROBOTICS & AUTOMATED SYSTEMS II

4 credits; includes lab. Prerequisite: 290B.
Expands on skills learned in MET 290B, covering special topics with applications to computer integrated manufacturing, software development and hardware configurations. Emphasizes specific automated tasks to be performed in the laboratory.

MARKETING

DEPARTMENT CODE: MKT

NOTE: MKT 111, 115, 121, 127, 129 and 131 are transferable as general electives in all academic programs except for those in the College of Business at the University of Nevada, Reno or the University of Nevada, Las Vegas.

MKT 111: INTRODUCTION TO MERCHANDISING

3 credits. Prerequisite: MKT 130.
Provides the knowledge necessary to buy merchandise profitably, with mastery of the role of the buyer in relation to other store personnel. This course provides skills in planning and figuring mark-ups and expense control.

MKT 115: PURCHASING

3 credits. Prerequisite: MKT 130.
Introduces the student to basic purchasing techniques and practices. Specific topics to be covered include purchasing department functions and responsibilities, purchasing tools, forms and procedures, vendor relationships, policies, and centralized versus decentralized purchasing.

MKT 121: RETAIL MERCHANDISING

3 credits. Prerequisite: none. MKT 130 is recommended.
Studies an overview of retail merchandising, including buying, pricing, selling, advertising, sales promotion and display principles.



MKT 123B: SALES PROMOTION

3 credits. Prerequisite: none. MKT 129 and MKT 130 are recommended. Provides the basic knowledge necessary to develop sound sales promotion practices. The course builds on a rigorous base of consumer psychology, and treats advertising reseller stimulation, personal selling, and other communication tools.

MKT 127: RETAIL MANAGEMENT

3 credits. Prerequisite: MKT 130. Introduces the dollar and cents implications of managerial decisions and the various methods used to measure the profitability of those decisions in the field of retailing.

MKT 129: SALESMANSHIP

3 credits. Prerequisite: none. MKT 130 is recommended. Teaches sales techniques, demonstrating various products, complexities of modern industrial and consumer products.

MKT 130: INTRODUCTION TO MARKETING

3 credits. Prerequisite: none. MKT 130 is accepted in lieu of MGRS 310 (UNR) or MKT 430 (UNLV) upon validation of content and knowledge by approved College of Business examination, or satisfactory performance ("C" or better) in MGRS 489 (UNR) or MKT 432 (UNLV) during the first year of eligibility to enroll in the appropriate upper division business course at the University of Nevada, Reno or the University of Nevada, Las Vegas.

Covers the problems of manufacturers, wholesalers, and retailers in the marketing of goods and services. Students will develop a plan applying the marketing principles.

MKT 131: ADVERTISING

3 credits. Prerequisite: none. MKT 130 is recommended. Presents methods and techniques in modern advertising, giving information to do the entire advertising job.

MATHEMATICS

DEPARTMENT CODE: MATH

MATH 90: ELEMENTARY ARITHMETIC

1-3 credits. Prerequisite: none. Provides individualized instruction in basic math skills including addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals. Intended for students who need a review of whole numbers before studying fractions. Instruction is tailored specifically to each student's needs.

MATH 91: BASIC MATHEMATICS

3 credits. Prerequisite: none. Provides the fundamental operation of whole numbers, fractions and mixed numbers, decimals, percentage and measurement. The course is intended to provide a thorough review of basics needed in future mathematics courses and in applied fields.

MATH 93: PREALGEBRA

3 credits. Prerequisite: none. Offers a preparation for MATH 95. Course will include: the real number system, prime and composite numbers, fractions, operations with fractions, exponents, order of operation, variables, expressions, signed numbers, multiplication, division, addition and subtraction of signed numbers, solving simple linear equations, the distributive property $-a(b+xc)$, ratios and proportions, problem solving, and applied problems.

MATH 95: ELEMENTARY ALGEBRA

3 credits. Prerequisite: MATH 91 or equivalent or consent of instructor. Offers a first course in algebra. Topics include operations with signed numbers, evaluating formulas, solving equations and word problems using algebra, operations with polynomials including factoring, and elementary graphing. This course provides a foundation for the math used in business, science, engineering and related fields. Formerly MATH 111B.

MATH 96: INTERMEDIATE ALGEBRA

3 credits. Prerequisite: MATH 95, one unit of high school algebra and one unit of high school geometry, or consent of instructor. Studies polynomial and rational expressions, linear equations, linear and absolute value inequalities; applications, exponents and radicals, quadratic equations, relations, functions and their graphs; and systems of equations. Formerly MATH 112B.

MATH 100B: MATH FOR ALLIED HEALTH PROGRAMS

1-3 credits. Prerequisite: none. Reviews basic mathematics with emphasis on those skills that apply to calculating drug dosages. Includes fractions, decimals, proportions, percents, English, apothecary and metric systems of measurements.

MATH 109B: BUSINESS MATHEMATICS

3 credits. Prerequisite: none. See BUS 109B.

MATH 110B: SHOP MATHEMATICS

3 credits. Prerequisite: none. Covers fractions, decimals, percentages, ratios, proportions, measurement, geometry, and briefly, the fundamentals of algebra and right triangle trigonometry.

MATH 114B: SHOP MATHEMATICS II

3 credits. Prerequisite: MATH 110B or consent of instructor. Continues MATH 110B. Covers geometric constructions, circles, volume and surface area of three-dimensional objects, law of sines and law of cosines, complex practical machine applications, computation of angles of rotation and tilt, numerical control, variation.

MATH 120: FUNDAMENTALS OF COLLEGE MATHEMATICS

3 credits. Prerequisite: MATH 96 or three units of high school mathematics at the level of algebra and above. Offers a course in real numbers, consumer mathematics, variation, functions, relations and graphs; geometry or measurement, probability and statistics, sets and logic. Course is broad in scope, emphasizing applications.

MATH 122: NUMBER CONCEPTS FOR ELEMENTARY SCHOOL TEACHERS

3 credits. Prerequisite: MATH 120 or consent of instructor. Introduces elementary problem solving with emphasis on the nature of numbers and the structure of the real number system. Designed for students seeking a teaching certificate in elementary education.

MATH 123: STATISTICAL & GEOMETRICAL CONCEPTS FOR ELEMENTARY SCHOOL TEACHERS

3 credits. Prerequisite: MATH 120 or consent of instructor. Presents elementary problem solving with emphasis on patterns and geometric relationships. Designed for students seeking a teaching certificate in elementary education.



Mathematics • Mechanical Engineering Metallurgical Engineering • Metals

MATH 124: COLLEGE ALGEBRA

3 credits. Prerequisite: MATH 96 or three units of high school mathematics at the level of algebra and above. Studies equations and inequalities; relations and functions; linear, quadratic, polynomial, exponential and logarithm functions; systems of linear equations and inequalities; matrices and determinants; sequences and series.

MATH 126: PRECALCULUS I

3 credits. Prerequisite: MATH 96 or three units of high school mathematics at the level of algebra and above. Presents the fundamentals of algebra, functions and graphs, polynomial, rational, exponential, and logarithmic functions, and systems of linear equations.

MATH 127: PRECALCULUS II

3 credits. Prerequisite: MATH 126 or three units of high school mathematics at the level of algebra and above, or consent of instructor. Studies circular functions, trigonometric identities and equations, conic sections, complex numbers, and discrete algebra.

MATH 128: PRECALCULUS & TRIGONOMETRY

5 credits. Prerequisite: MATH 96 or three units of high school mathematics at the level of algebra and above. Studies relations, functions and their graphs; polynomial, rational, exponential, logarithm and trigonometric functions; analytic trigonometry; systems of equations and inequalities; conics; mathematical induction; sequences and series.

MATH 150: THE GRAPHING CALCULATOR

1 credit. Prerequisite: MATH 128 or MATH 126/127. Introduces operation and programming of the graphing calculator.

MATH 152: INTRODUCTION TO STATISTICS

3 credits. Prerequisite: MATH 124 or MATH 126 or MATH 128 or consent of instructor. Introduces statistics, probability models, statistical estimation and hypothesis testing, linear regression analysis, and special topics.

MATH 176: INTRODUCTORY CALCULUS FOR BUSINESS & SOCIAL SCIENCES

3 credits. Prerequisite: MATH 124 or MATH 128 or MATH 126 or equivalent or consent of instructor. Instructs students in fundamental ideas of analytical geometry and calculus. Includes plane coordinates, graphs, functions, limits, derivatives, integrals, the fundamental theorem of calculus. Includes applications to rates, extremalization, and interpretation of integrals.

MATH 181: CALCULUS I

4 credits. Prerequisite: MATH 128 or MATH 126/127 or equivalent or consent of instructor. Offers fundamental concepts of analytical geometry and calculus, functions, graphs, limits, derivatives, and integrals.

MATH 182: CALCULUS II

4 credits. Prerequisite: MATH 181 or equivalent or consent of instructor. Teaches transcendental functions, methods of integration, conics, vectors.

MATH 251: DISCRETE MATHEMATICS I

3 credits. Prerequisite: MATH 182. Introduces the foundations of discrete mathematics. Topics include logic, set theory, relations, functions, digraphs, and cardinality. Formerly MATH 280.

MATH 253: LINEAR ALGEBRA

3 credits. Prerequisite: MATH 182. Introduces linear algebra, including matrices, determinants, vector spaces, linear transformations, eigenvectors, and eigenvalues.

MATH 283: CALCULUS III

4 credits. Prerequisite: MATH 182 or equivalent or consent of instructor. Covers infinite series, vectors, differential and integral calculus of functions of several variables, and introduction to vector analysis.

MATH 285: DIFFERENTIAL EQUATIONS

3 credits. Prerequisite: MATH 283. Presents methods of solving ordinary differential equations with application to physical systems. Includes systems of equations, series solution, numerical solution, and Laplace transforms.

MECHANICAL ENGINEERING

DEPARTMENT CODE: ME

ME 198, 298: COOPERATIVE TRAINING REPORT

1 credit each. Prerequisite: enrollment in Pre-Engineering Program. Guides students in preparation of written reports based on cooperative program assignments.

ME 241: STATICS

3 credits. Prerequisite: PHYS 201. Corequisite: MATH 182 or consent of instructor. Studies static force systems. Topics include resolution and composition of forces, equilibrium of force systems, friction and various constraints, moments of inertia, cables, beams, fluid static, and work.

ME 242: DYNAMICS

3 credits. Prerequisite: ME 241 or consent of instructor. Studies kinematics and kinetics of particles and rigid bodies in two and three dimensions; relative motion; work and energy; impulse and momentum.

METALLURGICAL ENGINEERING

DEPARTMENT CODE: METE

METE 250: ELEMENTS OF MATERIAL SCIENCE

3 or 4 credits. Prerequisite: CHEM 101 or 201. Provides an understanding of the internal structure of materials, the dependence of properties upon these structures, and the behavior of materials in service.

METALS

DEPARTMENT CODE: MTL

MTL 150B: METALLURGY I

3 credits. Prerequisite: none. Approaches metallurgy with an emphasis on welding technology. Includes demonstrations, lectures, and experiments in the metals lab. Covers extraction metallurgy as well as physical metallurgy. The various destructive methods of testing metal as well as non-destructive testing of metals will be discussed and demonstrated. The processes use distortion control and technique of flame straightening.


 MTL 212: WELDING I

3 credits. Prerequisite: none.
Introduces welding which includes welding safety, environmental awareness, oxy-acetylene welding, cutting, and brazing as well as shielded metal-arc.

 MTL 213: WELDING II

3 credits. Prerequisite: MTL 212 or consent of instructor.
Continuation of MTL 212 with emphasis on developing welding skills for SMAW, GMAW, GTAW production in overhead, flat, horizontal, and vertical positions.

 MTL 217B: WELDING III

3 credits. Prerequisite: MTL 213.
Includes theory and practice in gas metal-arc welding and gas tungsten-arc welding.

 MTL 218B: WELDING IV

3 credits. Prerequisite: MTL 293B.
Covers Shielded Metal-Arc Welding of pipe, Flux Core Arc Welding of pipe and introduction to A.P.I., A.S.M.E., and A.W.S. code certification. Welding of pipe provides training to develop welding skills necessary to produce high quality multipass welds on 6-inch schedule, 80 mild steel pipe in the 6 G positions, using advanced welding processes.

 MTL 224B: WELDING PROJECTS

1-6 credits. Prerequisite: consent of instructor.
Offers welding student additional supervised lab hours. Students will perfect their welding skills through an approved project or work toward an A.W.S. Code preparation.

 MTL 225B: INDEPENDENT STUDY

1-6 credits. Prerequisite: consent of instructor.
Individualized in-depth study of a specific area of welding technology.

 MTL 266B: BEGINNING METAL SCULPTURE

3 credits. Prerequisite: none.
Explores the simplicity and beauty of metal as an art medium. No prior metalworking or art skills are required. Explores different areas after instruction and demonstrations in the metalworking process. Previous experience in metalworking will be an advantage.

 MTL 268B: ADVANCED METAL SCULPTURE

3 credits. Prerequisite: MTL 266B or MTL 212.
Continues MTL 266B with concentration in one or more specific areas explored in the introductory class. Focuses on more complex and intricate art projects.

 MTL 285B: BEGINNING ORNAMENTAL IRONWORKING

3 credits. Prerequisite: MTL 266B or MTL 212.
The use of metal as an aesthetic medium or serving as a specific function will be discussed and demonstrated. Various metal forming and joining methods will be introduced. Student projects for both indoor and outdoor use will be emphasized. Focuses on fence, stair and balcony railings, along with gates and security doors.

 MTL 287B: ADVANCED ORNAMENTAL IRONWORKING

3 credits. Prerequisite: MTL 266B or MTL 212.
Expands the skills acquired in Beginning Ornamental Ironworking to create more advanced and complex projects. New skills and techniques will be focused on individual needs.

 MTL 290B: METAL TECHNOLOGY-COOPERATIVE EDUCATION

1-4 credits. Prerequisite: consent of instructor.
Designed to provide the student with on-the-job supervised and educationally directed work experience.

 MTL 291B: WELDING I - PRACTICE

2 credits. Prerequisite: MTL 212; may be taken concurrently with MTL 212.
Develops the student's manual skills necessary to produce high quality gas welds and flame cuts. The student learns to set up the equipment for all phases of oxy-acetylene welding and cutting. The shielded metal-arc welding section develops entry level skills for welders. This course specifically develops basic shielded metal arc welding skills such as striking the arc, maintaining proper arc length, adjusting equipment and manipulating the electrode.

 MTL 292B: WELDING II - PRACTICE

2 credits. Prerequisite: MTL 212; may be taken concurrently with MTL 213.
Continues MTL 212, Practice Laboratory Introductory Course, but with emphasis on developing welding skills for SMAW, GMAW, and GTAW production in overhead, flat, horizontal, and vertical positions.

 MTL 293B: WELDING III - PRACTICE

2 credits. Prerequisite: MTL 292B; may be taken concurrently with MTL 217B.
Focuses on GMAW, GTAW, and FCAW which will train the student to perform production and certification performance welding on ferrous and non-ferrous metals.

 MTL 294B: WELDING IV - PRACTICE

2 credits. Prerequisite: MTL 218B and MTL 293B.
Introduces fundamental pipe welding techniques and develops basic skills for the service and transmission fields in the shielded metal-arc section. Trains welders for work in either the pressure pipe industry or transmission pipeline work using the micro-wire weld.

 MTL 296B: AWS CODE PREPARATION

1-6 credits. Prerequisite: consent of instructor.
Introduces the student to the many certifications available by meeting the standards of the American Welding Society codes. Also, it includes instruction on code certification required by the American Petroleum Institute and the American Society of Mechanical Engineers.

 MTL 299B: SPECIAL TOPICS IN METALS

1-3 credits. Prerequisite: varies with the topic.
Explores specialized areas of art/metalwork. Topics include non-ferrous metals, specialized forming techniques, metal casting, introduction to new metalworking equipment, and others. Specialized welding techniques not discussed or demonstrated in other classes may be a topic for special attention.



MINING

DEPARTMENT CODE: MINE

- MINE 103B: PROSPECTING TECHNIQUES**
3 credits. Prerequisite: none.
Provides a personal introduction to the techniques and methods of prospecting for valuable minerals.
- MINE 255B: MINE SAFETY AND FIRST AID**
2 credits. Prerequisite: none.
Provides training in first aid specifically for new miners entering the surface mining profession. Class is required by the Mine Health and Safety Administration.
- MINE 256B: MINE SAFETY REFRESHER**
1 credit. Prerequisite: MINE 255B or prior mine safety training.
Provides a required refresher first aid course for those working in surface mining who have already completed MINE 255B or other mine safety indoctrination training.

MUSIC

DEPARTMENT CODE: MUS

- MUS 104: BEGINNING GUITAR CLASS**
2-3 credits. Prerequisite: none.
Studies basic guitar technique, bluegrass, classical and rock styles. No previous musical training required.
- MUS 105: INTERMEDIATE GUITAR CLASS**
2-3 credit. Prerequisite: MUS 104 or consent of instructor.
Continues development of skills learned in MUS 104.
- MUS 111: CONCERT CHOIR**
1 credit. Prerequisite: none. May be repeated for a total of four credits.
Teaches representative choral music of all periods. Choir is featured in concerts throughout the WNCC service area.
- MUS 115: VOCAL JAZZ/POP ENSEMBLE**
2 credits. Prerequisite: instrumentalists should be of intermediate level proficiency. No prerequisites for vocalists. Class may be repeated for a total of eight credits.
Explores a variety of musical styles, including pop, rock and jazz, by a lively performing group.
- MUS 119: ORCHESTRA**
1 credit. Prerequisite: consent of instructor; audition is required. Class may be repeated for a total of four credits.
Includes rehearsal and performance of orchestral music. Students are required to participate in scheduled performances.
- MUS 121: MUSIC APPRECIATION**
3 credits. Prerequisite: none.
Analyzes styles and forms of music from the Middle Ages through the 20th century, and discusses musical instruments and major composers.
- MUS 123: MUSIC HISTORY I**
3 credits. Prerequisite: none.
Surveys Western music: origins through the Baroque period.

- MUS 124: MUSIC HISTORY II**
3 credits. Prerequisite: none.
Studies Classical and Romantic periods.
- MUS 132: BEGINNING HARMONICA**
3 credits. Prerequisite: none.
Introduces the diatonic harmonica, including instruction in note reading, playing techniques, theory and easy repertoire. Students work in a laboratory setting using their own diatonic harmonica.
- MUS 151: PIANO**
1 credit. Prerequisite: none. Class may be repeated for a total of four credits. Fee covers cost of 14 half-hour private lessons.
Introduces piano performance in which the student performs and analyzes keyboard literature from various musical eras, improves keyboard technique and applies basic music theory to piano literature.
- MUS 153: VOICE**
1 credit. Prerequisite: none. Class may be repeated for a total of four credits. Fee covers cost of 14 half-hour private lessons.
Introduces the correct and pleasing use of the singing voice through a well balanced and coordinated study of vocal literature and exercises.
- MUS 155: BRASS INSTRUMENTS**
1 credit. Prerequisite: none. Class may be repeated for a total of four credits. Fee covers cost of 14 half-hour private lessons.
Provides personal introduction to the study and performance of music for brass instruments.
- MUS 156: STRING INSTRUMENTS**
1 credit. Prerequisite: none. Class may be repeated for a total of four credits. Fee covers cost of 14 half-hour private lessons.
Provides a personal introduction to the study and performance of music for string instruments.
- MUS 157: WOODWINDS**
1 credit. Prerequisite: none. Class may be repeated for a total of four credits. Fee covers cost of 14 half-hour private lessons.
Introduces students to the study and performance of music for woodwind instruments.
- MUS 165: GUITAR**
1 credit. Prerequisite: none. Class may be repeated for a total of four credits. Fee covers cost of 14 half-hour private lessons.
Provides individual instruction in the technique and repertoire of the guitar.
- MUS 166: INTRODUCTION TO MIDI SEQUENCERS & SYNTHESIZERS**
2 credits. Prerequisite: none.
Introduces the MIDI process, using both computer software and music hardware. Students will learn to operate the latest models of sequencers, samplers, and synthesizers.
- MUS 179: MUSICAL THEATRE**
2-3 credits. Prerequisite: none. May be repeated for up to nine credits.
Offers musical theatre techniques for singers, actors, pianist/coaches and stage managers, including production and performance.



MUS 181: BEGINNING PIANO CLASS

3 credits. Prerequisite: none.
Introduces the piano, including instruction in note reading, technique, theory and easy repertoire. Students work in a laboratory setting, each using their own electronic piano.

MUS 182: BEGINNING PIANO CLASS II

3 credits. Prerequisite: MUS 181 or equivalent.
Provides a continuation of MUS 181, a class in basic piano technique and theory.

MUS 205: CHAMBER MUSIC ENSEMBLE

1 credit. Prerequisite: ability to play an instrument at an intermediate level. Class may be repeated for up to four credits.
Studies techniques of playing in small ensembles, such as two pianos, flute and piano, string quartets, etc. Introduces students to chamber music literature of all musical eras.

MUS 207: MUSIC THEORY I

3 credits. Prerequisite: none.
Introduces students to counterpoint and harmony.

MUS 209: SIGHTSINGING & DICTATION I

2 credits. Prerequisite: none.
Introduces the techniques of reading music at sight and taking musical and rhythmic dictations without the aid of an instrument.

MUS 221: SPECIAL STUDIES IN MUSIC LITERATURE

1-3 credits. Prerequisite: none. Class may be repeated for up to six credits.
Focuses in depth on a special topic in music literature. Topics might include Baroque, Classical, Romantic, or 20th century keyboard literature. Students will explore the musical topics both through lecture and through their own performance of representative works.

MUS 229: TECHNIQUES OF PIANO ACCOMPANIMENT

1 credit. Prerequisite: intermediate level of piano proficiency. Class may be repeated for up to four credits.
Coaches the individual in the techniques used in accompanying choirs and instruments on the piano.

MUS 230: WNCC CONCERT JAZZ BAND

2 credits. Prerequisite: ability to play a band instrument. Class may be repeated for up to eight credits.
Join a performing ensemble specializing in jazz and rock literature and performance practices.

MUS 251: PIANO (INTERMEDIATE)

1 credit. Prerequisite: consent of instructor. Class may be repeated for a total of four credits. Fee covers cost of 14 half-hour private lessons.
Continues private instruction in keyboard literature and technique.

MUS 253: VOICE (INTERMEDIATE)

1 credit. Prerequisite: consent of instructor. Class may be repeated for a total of four credits. Fee covers cost of 14 half-hour private lessons.
Continues private instruction in vocal literature and technical exercises.

MUS 255: BRASS INSTRUMENTS (INTERMEDIATE)

1 credit. Prerequisite: consent of instructor. Class may be repeated for a total of four credits. Fee covers cost of 14 half-hour private lessons.
Continues private instruction in the study and performance of music for brass instruments.

MUS 257: WOODWINDS (INTERMEDIATE)

1 credit. Prerequisite: consent of instructor. Class may be repeated for a total of four credits. Fee covers cost of 14 half-hour private lessons.
Continues private instruction in the study and performance of music for woodwind instruments.

MUS 279: MUSICAL THEATRE II

2-3 credits. Prerequisite: MUS 179. May be repeated for a total of nine credits.
Continues skills learned in MUS 179. Offers a workshop in the techniques of performance of material from musical plays.

NURSING

DEPARTMENT CODE: NURS

NURS 130B: NURSE ASSISTANT

6 credits. Prerequisite: none.
Provides trained nursing assistants for employment in clinical agencies or home health settings. Includes 150 hours of instruction (class, lab and clinical) in basic nursing care of children, adults and geriatric clients, and communications skills.

NURS 136: FOUNDATIONS OF NURSING SCIENCE: NURSING ROLES AND INTERVENTIONS SUPPORTING HUMAN ADAPTATION

6 credits: 3 credits lecture, 3 credits laboratory/ clinical. Prerequisite: must be an accepted nursing student.
Provides a foundation for future courses in nursing. Introduces nursing as a profession drawing theory from a variety of bio-psycho-social sciences. Emphasizes the development of knowledge in communication skills, interpersonal relationships, historical background, legal responsibilities, and professional ethics as a member of the discipline of nursing. Also introduces the role Provider of Care and the use of the nursing process within the context of Roy's Adaptation Model. Develops scientific understanding and nursing intervention skills necessary to meet the basic physical, psychosocial, and cultural needs of clients of all ages. Familiarizes students with the organization and function of health agencies.

NURS 140: MEDICAL TERMINOLOGY

3 credits. Prerequisite: none.
Provides a basic foundation for students interested in the allied health field. Emphasis is on analyzing word parts and learning basic prefixes, suffixes and word roots. The course also highlights the body systems: basic anatomy and physiology, including basic terms used in disease and surgical procedures. Appropriate for medical secretaries, medical transcriptionists and for beginning nursing students. See COT 120B.

NURS 141: FOUNDATIONS OF PHARMACOLOGY IN NURSING

2 credits. Prerequisite: MATH 120 or 126 or higher. Must be an accepted nursing student or have consent of the instructor.
Introduces students to drug classifications and their uses. Explores modes of action, effects, contraindications and interactions for selected drugs. Specific nursing implications and responsibilities related to drug administration are emphasized.



□ **NURS 155: CHILDBEARING/CHILDREARING FAMILY HEALTH**

4 credits: 3 credits lecture, 1 credit clinical. Prerequisite: successful completion of first semester of nursing curriculum.

Utilizing Roy's Adaptation Model, this course explores the nurse's role as provider and manager of care in the promotion of family health. It introduces the student to concepts of growth and development and to concepts of family dynamics with an emphasis on the childbearing-childrearing family unit. In addition, normal prenatal, post-partal and newborn care are explored with a brief discussion of normal childbirth.

□ **NURS 159: CLINICAL NURSING ACROSS THE LIFESPAN**

7 credits: 4 credits lecture, 3 credits clinical laboratory.

Prerequisite: successful completion of first semester of nursing program.

Utilizes Roy's Adaptation Model and the nursing process. It explores the nurse's role as provider and manager of care, in commonly occurring and chronic alterations in physical and psychoemotional health in children, adolescents, adults and the elderly.

□ **NURS 162: TRANSITIONS TO PRACTICAL NURSING**

3 credits. Prerequisites: completion of first semester, and successful progress through mid-term of the second semester, of first year of the nursing program.

Facilitates role transition from student to graduate practical nurse. Explores the practical nurse role in relation to skills and expectations of the consumer. Clinical experiences allow students to develop and practice skills of data collection, priority setting and time management in providing care to the adult client.

□ **NURS 199B: ADN TRANSITION**

1 credit. Includes lecture, lab and clinical. Prerequisite: returning LPN and/or accepted challenge student. Must have passed Mobility Profile I and taken NLN Achievement Test in Pharmacology.

Facilitates transition for the returning LPN into the second year of the nursing program. Roy's Adaptation Model and Nursing Process, health assessment skills, roles and responsibilities are emphasized. Student performance of basic nursing skills, nursing care of adult clients, pediatric clients and families, and care of the postpartum mother and newborn is assessed in lab or acute care setting.

□ **NURS 200: HEALTH ASSESSMENT OF THE INDIVIDUAL**

3 credits: 2 credits lecture, 1 credit laboratory/clinical. Prerequisite: Must be an accepted allied health student or have permission of the instructor. Required for LPNs anticipating entry into the second year.

Incorporates growth and development principles and assessment of physiological changes in health and illness across the lifespan. Students are taught the use of multiple data collection tools and techniques. Documentation and organization of findings is explored. Laboratory and clinical experiences are incorporated into this course.

□ **NURS 265: ALTERATIONS IN THE CHILDBEARING/CHILDREARING FAMILY**

6 credits: 3 credits lecture, 3 credits clinical laboratory.

Prerequisite: successful completion first year of nursing curriculum and admission to the second year of the program.

Utilizing Roy's Adaptation Model the course examines the nurse's role as provider and manager of care with alterations in family health. High-risk antepartal, intra-partal and post-partal conditions are explored. Concepts related to the care of the high-risk newborn are introduced. Women's health issues are incorporated, as are alterations in family relationships. Concepts of loss and grieving related to the childbearing/childrearing family are addressed.

□ **NURS 270: ADVANCED CLINICAL NURSING I**

4 credits: 3 credits lecture, 1 credit clinical laboratory.

Prerequisite: successful completion of first year and admission/progression to the second year of the nursing program.

Utilizes Roy's Adaptation Model and the nursing process, the course examines the nurse's role as provider and manager of care for clients experiencing complex/acute alterations in physiological functioning across the lifespan. Concepts related to community-based health care, case management, health teaching and discharge planning are utilized in planning care for clients.

□ **NURS 280: ALTERATIONS IN PSYCHOSOCIAL ADAPTATION**

3 credits: 1 credit lecture, 2 credits laboratory/clinical. Prerequisite: successful completion of fall semester, second year of the nursing program.

Utilizes Roy's Adaptation Model and the nursing process to increase the student's knowledge and skills for nursing care of the client with psychoemotional problems. Concepts of substance abuse; psychodynamics of thought and mood disorders; and crisis theories, are explored. The student examines therapeutic communications, relationships, milieu theory, and psychotherapeutic approaches used to meet the needs of the psychiatric patient. Hospitals and various community settings are utilized. Relevant legal and ethical issues are incorporated.

□ **NURS 282: ADVANCED CLINICAL NURSING II**

5 credits: 3 credits lecture, 2 credits clinical laboratory. Prerequisite: successful completion of fall semester of second year of the nursing program.

Utilizes Roy's Adaptation Model and the nursing process. The nurse examines the nurse's role as provider and manager of care for the client experiencing complex multisystem alterations across the lifespan. Acute care and community-based agencies are utilized for clinical learning. Relevant legal and ethical issues are also addressed.

□ **NURS 284: ROLE OF THE ADN MANAGER OF CARE**

2 credits: 1 credit lecture: 1 credit clinical laboratory. Prerequisite: successful completion of fall semester of the second year of nursing program.

Facilitates role transition from student to graduate nurse. Class incorporates seminar and clinical opportunities to explore the role of the nurse as a manager of care and as a member of the discipline of nursing. Clinical experiences are designed to enhance skills of priority setting and time management in the care of multiple patients. Emphasis is placed on supervision of, and relationships with, other health care personnel, delegation of patient care, change process and conflict resolution. Relevant legal and ethical issues are addressed.

□ **NURS 286B: INTRODUCTION TO CRITICAL CARE NURSING**

3 credits. Prerequisite: must have a registered nurse license.

Examines the nurse's role in the critical care environment. Students are familiarized with concepts related to basic critical care client assessment and management. Topics include hemodynamic monitoring and shock, acute cardiovascular and pulmonary management, acute neurological and gastrointestinal dysfunctions, and organ donor. Multiorgan system dysfunction and trauma are also examined. The interventions of conscious sedation and advanced pain management are also explored.

Nutrition • Occupational Safety and Health

Office Support Applications • Ornamental Horticulture • Philosophy



NUTRITION

DEPARTMENT CODE: NUTR

NUTR 121: HUMAN NUTRITION

3 credits. Prerequisite: MATH 120 or MATH 126 or higher, or consent of instructor.

Offers a beginning course in the principles of human nutrition including a study of each of the major nutrients and how they relate to good health and a well balanced diet.

NUTR 223: PRINCIPLES OF NUTRITION

3 credits. Prerequisite: CHEM 101, CHEM 142.

Considers the chemical structure and function of the macro- and micronutrients and their role in maintaining good health, beginning at the cellular level and extending to interactional properties of nutrients and diets. The last few weeks of the class are devoted to disease states with use of diet therapy as a form of treatment for diseases and related medical conditions.

OCCUPATIONAL SAFETY AND HEALTH

DEPARTMENT CODE: OSH

OSH 101: INTRODUCTION TO SAFETY & HEALTH

3 credits. Prerequisite: none.

Provides students with information and skills necessary to understanding and insuring safety and health in a variety of work locations. Specific attention is paid to Nevada Occupational Safety and Health Act, NRS Chapter 618. Covers the OSHA responsibilities of employers and employees, inspection procedures, complaint procedures, citations, and maximum mandatory penalties.

OFFICE SUPPORT APPLICATIONS

DEPARTMENT CODE: OSA

Applied science and technology customized applications courses are designed to fit specific needs in business and industry. The Computer and Office Technology Department offers short-term classes which address specific topics. Classes generally meet for eight hours and students earn .5 credit on a pass/fail basis. Topics include filing; writing letters, memos, reports and resumes; developing a professional image; successful telephone techniques; and handling mail. Find the most up-to-date listing of these classes in the WNCC course schedule.

ORNAMENTAL HORTICULTURE

DEPARTMENT CODE: OH

OH 105B: SOILS AND PLANT NUTRITION

3 credits. Prerequisite: none.

Provides the student with instruction and laboratory experience on soil derivation, classification and general characteristics, properties of soil and soil evaluation, use of soils and their management, including soil moisture, structure, cultivation, organic materials and microbiology, alkali and saline soils and reclamation.

OH 111B: TURF GRASS FUNDAMENTALS

3 credits. Prerequisite: none.

Helps students understand the major factors controlling the production of good turf grasses and the modifying effects of these factors upon each other.

OH 201B: TURF SPRINKLER SYSTEMS DESIGN

3 credits. Prerequisite: none.

Teaches principles of sprinkler system design with the main emphasis on automatic systems, soil moisture sensing devices and sprinkler specifications.

OH 207B: LANDSCAPE CONSTRUCTION

3 credits. Prerequisite: none.

Analyzes drawing/blueprints to determine materials, labor and insurance requirements. Landscape materials, differential leveling, grading plans and contour manipulation are also covered.

OH 215B: ADVANCED IRRIGATION DESIGN

3 credits. Prerequisite: OH 201B.

Studies advanced irrigation design applications.

PHILOSOPHY

DEPARTMENT CODE: PHIL

PHIL 101: INTRODUCTION TO PHILOSOPHY

3 credits. Prerequisite: none.

Studies basic problems in different areas of philosophy such as ethics, political theory, metaphysics, and epistemology.

PHIL 102: CRITICAL THINKING & REASONING

3 credits. Prerequisite: none.

Covers nonsymbolic introduction to logical thinking in everyday life, law, politics, science, advertising; common fallacies; and the uses of language, including techniques of persuasion.

PHIL 135: INTRODUCTION TO ETHICAL THEORY

3 credits. Prerequisite: none.

Provides an introduction to representative classical ethical theories.

PHIL 200: THE JUDEO-CHRISTIAN TRADITION

3 credits. Prerequisite: none.

Studies the major religious philosophic beliefs found in the Old and New Testaments along with the way these concepts were modified in post-biblical cosmology.

PHIL 204: CONTEMPORARY PHILOSOPHY

3 credits. Prerequisite: none.

Reviews the late 19th century movements as basis for the study of 20th century developments in thought from Nietzsche through existentialism, neopositivism, and American naturalism.

PHIL 207: SOCIAL AND POLITICAL PHILOSOPHY

3 credits. Prerequisite: none.

Provides readings and discussion of theories concerning the nature of society and political structure from classical and contemporary philosophers.

PHIL 210: WORLD RELIGIONS

3 credits. Prerequisite: none.

Examines the main moral and religious views of world religions.

PHIL 224: INTRODUCTION TO PHILOSOPHY OF SCIENCE

3 credits. Prerequisite: none.

Studies philosophical problems and implications of historical and contemporary scientific inquiry, e.g. the nature of laws, theories, explanations, scientific revolutions, values, relations of science and society.



PHYSICS

DEPARTMENT CODE: PHYS

- PHYS 100: INTRODUCTION TO PHYSICS I**
3 credits. Prerequisite: MATH 120 or MATH 126 or higher or consent of instructor.
Introduces students to a broad range of concepts in physics from basic classical mechanics to modern physics. Students will conduct several experiments with many demonstrations performed throughout the course.
- PHYS 151/151L: GENERAL PHYSICS I**
3 credits lecture, 1 credit lab. Prerequisite: MATH 126 and MATH 127 or MATH 128 or equivalent.
Provides a course in physics for students in arts and science, medicine and dentistry, and agriculture. Emphasis is on mechanics, heat, and sound.
- PHYS 152/152L: GENERAL PHYSICS II**
3 credits lecture, 1 credit lab. Prerequisite: PHYS 151 or consent of instructor.
Emphasizes light, electricity, magnetism and nuclear physics.
- PHYS 180/180L: ENGINEERING PHYSICS I**
3 credits lecture, 1 credit lab. Prerequisite: MATH 181.
Explores vectors, rectilinear motion, particle dynamics, work and energy, momentum, rotational mechanics, oscillations, gravitation, fluids, wave properties and sound. Formerly PHYS 201.
- PHYS 181/181L: ENGINEERING PHYSICS II**
3 credit lecture, 1 credit lab. Prerequisite: MATH 182 and PHYS 180.
Explores electric fields, potential, current, dielectrics, circuits, magnetic fields, electromagnetic oscillations, thermodynamics and kinetic theory of gases. Formerly PHYS 202.
- PHYS 182/182L: ENGINEERING PHYSICS III**
3 credits lecture, 1 credit lab. Prerequisite: MATH 182 and PHYS 181 or consent of instructor.
Explores light, optical systems, relativity, wave aspects of particles, quantum mechanics, statistical mechanics, semiconductors, radioactivity, nuclear physics and particles. Formerly PHYS 203.
- PHYS 293: DIRECTED STUDY**
1-3 credits. May be repeated for up to 6 credits. Prerequisite: PHYS 151 or 180 or consent of instructor.
Individual study conducted under the direction of a faculty member.

POLITICAL SCIENCE

DEPARTMENT CODE: PSC

- PSC 103: PRINCIPLES OF AMERICAN CONSTITUTIONAL GOVERNMENT**
3 credits. Prerequisite: none. Satisfies United States and Nevada Constitution requirement.
Studies constitutions of U.S. and Nevada with specific attention to various principles and current problems of government.
- PSC 108: GREAT ISSUES OF POLITICS**
3 credits. Prerequisite: PSC 103 or HIST 101 or consent of instructor.
Studies political processes and ways in which political decisions are made and implemented.

- PSC 208: SURVEY OF STATE & LOCAL GOVERNMENT**
3 credits. Prerequisite: none. Satisfies Nevada Constitution requirement.
Students learn about the organization, working principles and functional processes of state and local governments in the U.S.
- PSC 231: WORLD POLITICS**
3 credits. Prerequisite: none.
Explores recent and contemporary international relations and the foreign policies, policy making institutions, and the politics of various nations.
- PSC 295: SPECIAL TOPICS IN POLITICAL SCIENCE**
3 credits. Prerequisite: consent of instructor. May be repeated for up to six credits.
Explores in detail an issue of current interest. Topics might include: the formulation and implementation of national security policy; the implementation and formation of national, state or local policy; or the structure and function of government agencies.
- PSC 299: GOVERNMENT INTERNSHIP**
3 or 6 credits. Prerequisite: PSC 103 or HIST 111 and consent of instructor. If more students apply than there are positions available, students must submit resumes and will be selected by a review committee.
Provides students the opportunity to be selected to serve in federal, state or local government offices within the WNCC service area.

PSYCHOLOGY

DEPARTMENT CODE: PSY

- In addition to its university transfer courses, WNCC offers short courses in applied psychology designed for students in applied science and technology programs, general studies programs or other programs which do not transfer to universities. The instructor recommends that students take PSY 100B and PSY 103B before taking other workshops.
- PSY 100B: UNDERSTANDING PSYCHOLOGY WORKSHOP**
.5 credit. Prerequisite: none.
Applied psychology class. Focuses on the different approaches and the scientific methods used in psychology.
 - PSY 101: GENERAL PSYCHOLOGY**
3 credits. Prerequisite: none.
Introduces the field of psychology. Covers major principles and their application to the study of human behavior.
 - PSY 102: PSYCHOLOGY OF PERSONAL & SOCIAL ADJUSTMENT**
3 credits. Prerequisite: PSY 101 or consent of instructor.
Explores personal and social adjustment.
 - PSY 103B: LEARNING HOW TO LEARN WORKSHOP**
.5 credit. Prerequisite: none.
Applied psychology course. Teaches how to apply principles from learning and memory to acquiring new information and skills.
 - PSY 111B: IMPROVING THINKING SKILLS WORKSHOP**
.5 credit. Prerequisite: none.
Applied psychology course. Focuses on understanding and enhancing different types of thinking.



- PSY 112B: BEHAVIOR MODIFICATION WORKSHOP**
.5 credits. Prerequisite: none.
Applied psychology course. Explains behavior modification and provides practice at applying the techniques to changing behavior in oneself or others.
- PSY 113B: MOTIVATION IN DAILY LIFE WORKSHOP**
.5 credits. Prerequisite: none.
Applied psychology class. Explains motivation and identifies ways to increase self-motivation and the motivation of others.
- PSY 116B: PSYCHOACTIVE DRUGS WORKSHOP**
.5 credit. Prerequisite: none.
Applied psychology course. Explores legal and illegal drugs.
- PSY 117B: UNDERSTANDING OTHER PEOPLE WORKSHOP**
.5 credit. Prerequisite: none.
Applied psychology course. Explores how people make sense of other people.
- PSY 118B: GROUP DYNAMICS WORKSHOP**
.5 credit. Prerequisite: none.
Applied psychology course. Explores dynamics of work groups.
- PSY 121B: PERSONALITY AND CHARACTER WORKSHOP**
.5 credit. Prerequisite: none.
Applied psychology course. Explores the concepts of personality and character in psychology.
- PSY 122B: PSYCHOLOGICAL DISORDERS WORKSHOP**
.5 credit. Prerequisite: none.
Applied psychology course. Explores how abnormal behaviors are classified, diagnosed and treated.
- PSY 150B: PSYCHOLOGY IN DAILY LIFE**
3 credits. Prerequisite: none.
Explores major principles in psychology and how to apply them to various life situations.
- PSY 210: INTRODUCTION TO STATISTICAL METHODS**
4 credits. Prerequisite: PSY 101 or SOC 101, and MATH 112 or consent of instructor.
Offers a course in understanding statistical methods and training in the useful presentation and interpretation of behavioral science data, including elementary computer use.
- PSY 233: CHILD PSYCHOLOGY**
3 credits. Prerequisite: PSY 101 or consent of instructor.
Explains the growth and development of children from conception through early adolescence.
- PSY 234: ADOLESCENT PSYCHOLOGY**
3 credits. Prerequisite: PSY 101 or consent of instructor.
Examines psychological development during adolescence with emphasis on special problems in American society: drug abuse, pregnancy, and familial problems.
- PSY 240: SOCIAL SCIENCE RESEARCH METHODS**
3 credits. Prerequisite: PSY 101 or SOC 101 or consent of the instructor.
Provides an overview of the methods and analytical techniques used in the research of social phenomena. Emphasizes the design and execution of research. Also listed as SOC 240.

- PSY 241: INTRODUCTION TO ABNORMAL PSYCHOLOGY**
3 credits. Prerequisite: PSY 101 or consent of instructor.
Offers an overview of abnormal psychology with emphasis on symptomology, etiology, diagnosis, treatment, and prevention.
- PSY 261: SOCIAL PSYCHOLOGY**
3 credits. Prerequisite: PSY 101, SOC 101 or consent of instructor.
Examines social influences on individuals and groups, including socialization of children and adults, development and change in attitudes and behavior, and understanding social situations as an influence on human behavior.
- PSY 280: UNDERSTANDING MEN AND WOMEN**
3 credits. Prerequisite: PSY 101 or consent of instructor.
Explores the similarities and differences between the sexes, the consequences of these differences for the individual and society, and how to analyze explanations of gender/sex related behaviors. The course fulfills the diversity requirement for the core curriculum at UNR.
- PSY 290: SPECIAL TOPICS**
1-6 credits. Prerequisite: none. Course may be repeated with the study of a new subject area.
Allows specialized topics to be taught. Titles and topics vary across the semester.
- PSY 299: SPECIAL PROBLEMS IN PSYCHOLOGY**
1-3 credits. Prerequisite: none. Course may be repeated with the study of a new subject area.
Offers research in any area of psychology for which the student is adequately prepared. Instructor will be available for individual work with students.

REAL ESTATE

DEPARTMENT CODE: RE

- RE 101: REAL ESTATE PRINCIPLES I**
3 credits. Prerequisite: none.
Prepares students for careers in the real estate profession. Includes law of agency, listing agreements, encumbrances, legal descriptions, taxes, contracts and escrow. This course, along with RE 103, satisfies requirements of the Real Estate Division and Commission for taking the salesperson exam.
- RE 102B: REAL ESTATE MATH**
3 credits. Prerequisite: none.
Acquaints students with real estate math problems and develops some skills in the use of hand-held calculators to solve such problems. Includes review of basic arithmetic principles, percent, mortgage math, appraisal and depreciation problems, proration, escrow problems pertaining to closing costs, plus brief introduction to land survey problems and calculations of area.
- RE 103: REAL ESTATE PRINCIPLES II**
3 credits. Prerequisite: RE 101, or may be taken concurrently with RE 101.
Provides in-depth study of the real estate profession including Nevada real estate laws. Covers rules and regulations pertaining to NRS 645 and NRS 119, along with listing procedures, contracts, closing statements and office procedures.



Real Estate • Real Estate Applications Recreation & Physical Education

COURSES

RE 104: REAL ESTATE LAW & CONVEYANCING

3 credits. Prerequisite: none.

Acquaints students to specific laws pertaining to real estate ownership, transactions and laws governing real estate agencies. Includes agency, contracts, deeds, easements, estates in land, zoning, restrictions, tenancy, liens, foreclosures, title transfer, leases and court decisions.

RE 198B: REAL ESTATE APPRAISAL LAW & ETHICS

1 credit. Prerequisite: none.

Focuses on the requirements for ethical behavior and competent performance by appraisers set forth in the Uniform Standards of Professional Appraisal Practice. Emphasizes the role of the appraiser and examines the implied impartiality often associated with this role. Explores how the special provisions of the Uniform Standards apply to situations that appraisers encounter in everyday practice. Twelve hours are devoted to the standards and three hours are devoted to Nevada state law (NRS 645C).

RE 199: REAL ESTATE INVESTMENTS

3 credits. Prerequisite: none.

Introduces students to real estate investment and ownership. Covers property analysis, state and federal regulations, management, financial statements, formulas, techniques, protection, and investment guidelines.

RE 201B: REAL ESTATE BROKERAGE

3 credits. Prerequisite: none.

Acquaints the student to the operations of a real estate brokerage office. Covers ethics, listings, office location, physical layout, budgeting, records, and office procedures.

RE 202: REAL ESTATE FINANCING & INSURANCE

3 credits. Prerequisite: RE 101.

Acquaints the student to procedures and techniques required for the analysis of financing real property for purchase, including conventional Federal Housing Administration, Veterans Administration, interim and take out loans.

RE 205B: REAL PROPERTY MANAGEMENT

3 credits. Prerequisite: none.

Covers the principles of real property management, including the role of an effective managing agent, accounting systems and financial controls, human relations, leases, marketing, developing management checklists, and developing effective service techniques. This course serves as a prerequisite for work in property management.

RE 206: REAL ESTATE APPRAISING

3 credits. Prerequisite: none. This course is required for broker's license.

Acquaints the student to appraising concepts and skills for appraising real estate for sale tax purposes. Covers basic principles, economic trends, site analysis valuation, neighborhood evaluations, residential style and functional utility.

REAL ESTATE APPLICATIONS

DEPARTMENT CODE: REA

Applied science and technology customized applications courses are designed to fit specific needs in business and industry. Specific customized classes may be found in the latest WNCC course schedule.

RECREATION & PHYSICAL EDUCATION

DEPARTMENT CODE: RPED

RPED 102: BEGINNING BADMINTON

2 credits. Prerequisite: none. May be repeated for up to four credits.

RPED 204: ADVANCED SCUBA

1 credit. Prerequisite: none. May be repeated for up to four credits.

RPED 113B: SOCIAL DANCE

1 credit. Prerequisite: none. May be repeated for up to four credits.

RPED 135/137: BEGINNING & ADVANCED TENNIS

1 credit. Prerequisite: none. May be repeated for up to four credits.

RPED 138/139: VOLLEYBALL & INTERMEDIATE VOLLEYBALL

1 credit. Prerequisite: none. May be repeated for up to four credits.

RPED 155B: AEROBIC DANCE

2 credits. Prerequisite: none. May be repeated for up to four credits.

RPED 160/161: GOLF & INTERMEDIATE GOLF

1-2 credits. Prerequisite: none. May be repeated for up to four credits.

RPED 174: RHYTHMIC AEROBICS

1-3 credits. Prerequisite: none. May be repeated for up to four credits.

RPED 177B: WEIGHT TRAINING

.5-3 credits. Prerequisite: none. May be repeated for up to four credits. Provides an introduction to exercise equipment including safety, proper usage, how to set up and implement an exercise program that is correlated to the individual student's physical condition and needs.

RPED 178: SLIMNASTICS & WEIGHT CONTROL

3 credits. Prerequisite: none. May be repeated for up to four credits.

RPED 179B/181B/183B: JAZZ/ ROCK FITNESS I, II, III

1-3 credits. Prerequisite: none. May be repeated for up to four credits.

RPED 180: BODY CONTOURING & CONDITIONING

1-2 credits. Prerequisite: none. May be repeated for up to four credits.

RPED 199B: SPECIAL TOPICS IN PHYSICAL EDUCATION

1-3 credits. Prerequisite: none. May be repeated for up to four credits.

RPED 291: STANDARD FIRST AID

1 credit. Prerequisite: none.

Meets both in content and hours of instruction the requirements for certification for a CPR and Standard First Aid Certificate as established by the American Red Cross.



SCIENCE

DEPARTMENT CODE: *SCI*

SCI 100B: SURVEY OF GENERAL SCIENCE

3 credits. Prerequisite: none.

Teaches those students who need an introduction to, additional experience in, or review of basic chemistry, physics and life science concepts, problems and skills.

SOCIAL WORK

DEPARTMENT CODE: *SW*

SW 220: INTRODUCTION TO SOCIAL WORK

3 credits. Prerequisite: none.

Introduces the profession of social work within a historical context. Emphasis on values, human diversity, analysis of social problem solving and fields of practice.

SW 230: CRISIS INTERVENTION

3 credits. Prerequisite: none.

Analyzes types of crisis theory, effects of crisis on the individual, family and community. Looks at methods and resources for crisis intervention.

SOCIOLOGY

DEPARTMENT CODE: *SOC*

SOC 101: PRINCIPLES OF SOCIOLOGY

3 credits. Prerequisite: none.

Explains sociological principles underlying the development, structure, and function of culture, society, human groups, personality formation and social change.

SOC 102: CONTEMPORARY SOCIAL ISSUES

3 credits. Prerequisite: *SOC 101* or consent of instructor.

Acquaints students with selected social problems, their causes and possible solutions.

SOC 202: AMERICAN SOCIETY

3 credits. Prerequisite: *SOC 101* or consent of instructor.

Studies modern American society, its communities, and institutions.

SOC 205: ETHNIC GROUPS IN CONTEMPORARY SOCIETIES

3 credits. Prerequisite: introductory course in one of the social sciences.

See ANTH 205.

SOC 210: INTRODUCTION TO STATISTICAL METHODS

4 credits. Prerequisite: *PSY 101* or *SOC 101*, *MATH 112* or consent of instructor.

See PSY 210.

SOC 240: SOCIAL SCIENCE RESEARCH METHODS

3 credits. Prerequisite: *PSY 101* or *SOC 101* or consent of the instructor.

Provides an overview of the methods and analytical techniques used in the research of social phenomena. Emphasizes the design and execution of research. Also listed as PSY 240.

SOC 261: INTRODUCTION TO SOCIAL PSYCHOLOGY

3 credits. Prerequisite: *PSY 101*, *SOC 101*, or consent of instructor.

Examines the social character of human behavior.

SOC 275: INTRODUCTION TO MARRIAGE & THE FAMILY

3 credits. Prerequisite: *SOC 101* or consent of instructor.

Examines typical problems encountered in dating, courtship, marriage, and parenthood.

SOC 276: AGING IN MODERN AMERICAN SOCIETY

3 credits. Prerequisite: none.

Explores psychological and sociological development and the changes attendant to the process of aging in society; theory and research in the field, implications for social policy, and perspectives on death and dying. Same as PSY 276.

SOLAR ENERGY TECHNOLOGY

DEPARTMENT CODE: *SOL*

SOL 160B: SOLAR POWER GENERATION

3 credits. Prerequisite: none.

Explains in detail most of the systems available for solar power production. Includes a brief review of electric concepts, descriptions, installation and operation of different systems (photovoltaics, wind, biomass, low hydro, ponds, tide). Also covers power storage and payback periods.

SOL 180B: SOLAR BUILDING TECHNOLOGY

4 credits. Prerequisite: none.

Introduces the latest advances in passive and active solar architecture and its applications in construction. Site considerations in house design; heat losses/gains in buildings; thermal comfort and climate factors; calculations of heat and cooling loads; passive and active solar space heating and cooling; and materials; equipment and appliances according to geographical areas.

SPANISH

DEPARTMENT CODE: *SPAN*

SPAN 101B: CONVERSATIONAL SPANISH I

3 credits. Prerequisite: none.

Emphasizes spoken communication. Listening skills, reading and writing skills will be explored. A vocabulary of Spanish-English words can be developed to suit student needs. As students progress through this four-semester sequence they will build increasing fluency in the speaking, reading and writing of Spanish.

SPAN 102B: CONVERSATIONAL SPANISH II

3 credits. Prerequisite: *SPAN 101B* or consent of instructor.

Offers a second semester of Conversational Spanish designed to continue and improve the skills learned in the first semester.

SPAN 103B: CONVERSATIONAL SPANISH III

3 credits. Prerequisite: *SPAN 102B* or consent of instructor.

Further develops skills learned in previous semesters.

SPAN 104B: CONVERSATIONAL SPANISH IV

3 credits. Prerequisite: *SPAN 103B* or consent of instructor.

Further develops skills learned in previous semesters.



Spanish • Speech & Theatre • Surgical Technician

COURSES

SPAN 111: FIRST YEAR SPANISH I

4 credits. Prerequisite: none.

Develops language skills through practice in listening, speaking, reading, writing and structural analysis. Includes an introduction to Spanish culture.

SPAN 112: FIRST YEAR SPANISH II

4 credits. Prerequisite: SPAN 111, its equivalent or consent of instructor.

Develops language skills through practice in listening, speaking, reading and writing; and structural analysis.

SPAN 199B: SPECIAL TOPICS IN SPANISH

3 credits. Prerequisite: none.

Applies to assorted short courses and workshops covering a variety of subjects.

SPAN 203: SECOND YEAR SPANISH I

3 credits. Prerequisite: SPAN 112 or equivalent.

Considers structural review, conversation and writing, and readings in modern literature.

SPAN 204: SECOND YEAR SPANISH II

3 credits. Prerequisite: SPAN 203. Completion of SPAN 204 satisfies the arts and science foreign language requirement.

Continues structural review, conversation and writing, and readings in modern literature.

SPEECH & THEATRE

DEPARTMENT CODE: SPTH

SPTH 113/114: FUNDAMENTALS OF SPEECH I & II

3 credits. Prerequisite: none.

Studies theories and principles of speech, public speaking, discussion, interpersonal communication and oral interpretation.

SPTH 120: INTRODUCTION TO BROADCASTING

3 credits. Prerequisite: none.

Emphasizes history of radio and television broadcasting, study of laws that have governed broadcasting, survey of the growth, concepts, problems, and operations of broadcast facilities and their employees; special considerations involving the major organizations of broadcasting; FCC, NAB, etc., opportunities in the field.

SPTH 130: FUNDAMENTALS OF ACTING I

3 credits. Prerequisite: none.

Examines fundamentals of stage acting with special emphasis on improvisation. Introduces the principles that govern the performing environment. Speech and vocal skills as well as theatrical movement will be stressed. Emphasis is on the preparation aspect of acting rather than on performance.

SPTH 131: FUNDAMENTALS OF ACTING II

3 credits. Prerequisite: none.

Continues acting principles presented in Fundamentals of Acting I with an emphasis on the classics.

SPTH 135: GROUP COMMUNICATIONS

3 credits. Prerequisite: none.

Develops skills in group communication situation with emphasis on effective participation in groups, listening skills, persuasion, cooperative problem solving, and discussion.

SPTH 140: INTRODUCTION TO TECHNICAL THEATRE

3 credits. Prerequisite: none.

Introduces the backstage world of the theatre by the study of lighting and sound systems and of technical stage riggings. Students will gain practical experience by serving as the crew for a college theatrical production.

SPTH 170: FORMS OF COMMUNICATIONS

3 credits. Prerequisite: none.

Surveys current academic theories of communication. Theories will be applied to intrapersonal, interpersonal, business, and public communications situations. Emphasis on listening and consensus-building skills.

SPTH 180: CINEMA AS ART AND COMMUNICATION

3 credits. Prerequisite: none.

Surveys cinema in its diverse forms. Course uses films to show historical and stylistic influences on the aesthetic values and social implications of cinema.

SPTH 200: APPRECIATION OF THEATRE

3 credits. Prerequisite: none.

Studies plays of the classic and modern periods, of genres such as tragedy, comedy, farce, and melodrama, and of the art and craft of theatre.

SPTH 205: THEATRE PRACTICUM

1-6 credits. Prerequisite: none.

Provides for all who wish to enhance their theatrical ability by producing and performing in community stage productions.

SPTH 252: PLAY STRUCTURE AND ANALYSIS

3 credits. Prerequisite: none.

Introduces major figures, events and ideas in theatre and dramatic literature from its origins to the present. Read, analyze and discuss representative plays.

SURGICAL TECHNICIAN

DEPARTMENT CODE: STE

STE 101B: NURSING FOUNDATIONS

3 credits. Prerequisite: none.

Studies the health care team and its language; the evolution of asepsis; ethical, moral and legal responsibilities; the operating room suite; principles of asepsis; introduction to pharmacology; introduction to oncology; disease conditions; diagnostic procedures and communication in surgical technology including introduction to computers.

STE 102B: OPERATING ROOM TECHNIQUES

4 credits. Prerequisite: none.

Studies safety in the operating room; duties of the scrub technician and the circulating nurse; surgical hand scrub, gown and glove procedures; draping techniques; sutures and needles; sponges, dressings, drains; care of specimens; instruments and special equipment.


 STE 103B: STERILIZATION AND DISINFECTION

3 credits. Prerequisite: none.

Introduces microbiology: the microbe, the body's defenses; wound healing: injury and hemostasis; infection: the process, prevention and control; and, sterilization and disinfection methods.

 STE 110B: PREPARATION OF THE SURGICAL PATIENT

3 credits. Prerequisite: none.

Provides study and practice to enable the student to become skilled in assisting with the preparation, transportation, positioning and anesthesia of the surgical patient.

 STE 111B: SURGICAL PROCEDURES

4 credits. Prerequisite: none.

Studies general surgical procedures: abdominal surgery; orthopedic surgery; obstetric and gynecologic procedures; genitourinary and transplant procedures; plastic surgery; ophthalmic surgery; ear, nose, throat and oral surgery; neurosurgery; microsurgery; cardiovascular and thoracic surgery; and pediatric and geriatric surgery. Each of the modules includes a brief history, procedures, special considerations and drugs used.

 STE 132B: SURGERY CLINICAL PRACTICE

9 credits. Prerequisite: none.

Provides clinical experience in surgery, scrubbing and orientation to circulating.

WESTERN TRADITIONS

DEPARTMENT CODE: WT

 WT 201: FOUNDATIONS OF WESTERN CULTURE

3 credits. Prerequisite: ENG 102.

Provides an introduction to Greek, Roman and Judeo-Christian culture through the Middle Ages.

 WT 202: THE MODERN WORLD

3 credits. Prerequisite: WT 201.

Explores the intellectual, literary and political history of Europe from the Renaissance to the present.

 WT 203: THE AMERICAN EXPERIENCE & CONSTITUTIONAL CHANGE

3 credits. Prerequisite: WT 201.

Emphasizes the origins of the U.S. and Nevada constitutions and issues such as equality and civil rights, individualism and civil liberties, federalism, environmentalism, urbanization and industrialization, as well as religious and cultural diversity.

WOMEN'S STUDIES

DEPARTMENT CODE: WS

 WS 101: INTRODUCTION TO WOMEN'S STUDIES

3 credits. Prerequisite: none.

Introduces the methods and concerns of women's studies drawing from history, psychology, sociology, law, language concerns.

WOODWORKING

DEPARTMENT CODE: WOOD

 WOOD 197B: BEGINNING WOODWORKING

3 credits. Prerequisite: none.

Covers tool identification and uses, tool and machine safety, project design, gluing, laminating, mechanical drawings and sketches of three views.

 WOOD 221B: ADVANCED WOODWORKING

3 credits. Prerequisite: none.

Continues the skills learned in WOOD 197B. The course is designed to meet the individual needs of the student through advanced woodworking construction practices which will be employed on an individual student need basis.

 WOOD 250B: WOODSHOP PROJECTS

3 credits. Prerequisite: consent of instructor.

Permits students to pursue special projects and/or explore areas of specific interest.



UNIVERSITY & COMMUNITY COLLEGE
SYSTEM OF NEVADA

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Zip Upman

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PROFESSIONAL STAFF

WILLIAM J. AMDAL

Community College Professor of Welding Technology

A.A., Social Science, East Los Angeles College; B.A., Industrial Arts, California State University at Los Angeles. At WNCC since 1980.

JACK ANDERSEN

Division Chairperson, Business and Technology/

Community College Professor of Automotive Technology

Certification: ASE Master Technician, National Institute for Automotive Service Excellence in Engine Repair, Automatic Transmission/Transaxle, Manual Drive Train and Axles, Suspension and Steering, Brakes, Electrical/Electronic Systems, Heating and Air Conditioning, and Engine Performance. At WNCC since 1983.

VALERIE ANDERSEN

Reference Librarian

B.A., Special Education, University of Arizona; M.L.S., Library Science, Emory University. At WNCC since 1984.

DANE APALATEGUI

Vice President of Finance and Administrative Services

B.S., Accounting, University of Nevada, Reno; Certified Public Accountant. At WNCC since 1984.

RICHARD ARRIGOTTI

Community College Professor of Mathematics

B.S., Mathematics, St. Mary's College; M.S., Mathematics, University of California at Davis; Candidate in Philosophy for Mathematics, University of California at Davis. Instructor of the year - 1997. At WNCC since 1976.

STEPHANIE ARRIGOTTI

Community College Professor of Music

B.A., English, University of California at Davis; M.M., Piano Pedagogy, University of Nevada, Reno. At WNCC since 1987.

ROY L. ASKINS

Community College Professor of Psychology/Sociology/Anthropology

B.A., History, University of California at Santa Barbara; M.S., Sociology, Illinois Institute of Technology; Ph.D., Social Psychology, University of Tennessee. At WNCC since 1988.

MIKE BARRON

Computer Information Systems Instructor

B.B.A., Industrial Management; B.B.E., Business Education, Eastern New Mexico University. At WNCC since 1984.

ANDREA BENNETT

Director, Child Development Center

B.A., Psychology; M.A., Early Childhood Special Education, University of Nevada, Reno. At WNCC since 1997.

SHERRY BLACK

Community College Professor of Education

B.S., Business Administration/Finance, University of Nevada, Reno; M.A., Counseling and Educational Psychology, University of Nevada, Reno. Board of Regents Outstanding Academic Advisor, 1999. At WNCC since 1987.

THERESE BLACK

Nursing Instructor

B.S., Nursing, University of San Francisco; M.S., Nursing, University of Nevada, Reno. At WNCC since 1999.

LAWRENCE CALKINS

Librarian

B.S., History, University of Oregon; M.L.S., Library Science, University of Oregon. At WNCC since 1997.

AL CAMP

Financial Aid Counselor/Coordinator

B.S., Business Administration, University of Nevada, Reno. At WNCC since 1993.

CONNIE CAPURRO

Interim Vice President of Academic and Student Affairs

B.A., Social Science, The Ohio State University; M.S.W., Social Work, California State University, Sacramento; LCSW, ACSW, MFCC. Outstanding Faculty Member - 1996. At WNCC since 1989.

DONALD CARLSON

Division Chairperson, Social Science, Education, Humanities and Public Service/Community College Professor of Sociology/United Students Association Faculty Advisor

A.A., Liberal Arts, Burlington College; B.A., Political Science, Drake University; M.A., Sociology, University of Detroit. Outstanding Faculty Member - 1991. At WNCC since 1974.

URSULA CARLSON

Community College Professor of English

B.A., English, Michigan State University; M.F.A., Creative Writing, University of Iowa; Ph.D., English, University of Detroit. At WNCC since 1993.

FRANKLIN S. CARMAN III

Community College Professor of Biology

A.A., Chemistry, Colby Community College; B.A., Chemistry, Fort Hays State University; Ph.D., Biochemistry, University of Nevada, Reno. At WNCC since 1990.

MAXINE CIRAC

Community College Professor of Foreign Languages

B.A., French/Spanish, University of Nevada, Reno; M.A., French, University of Nevada, Reno. At WNCC since 1985.

ROBERT COLLIER

Community College Professor of Physics/Astronomy

B.S., Physics and Mathematics, Eastern Kentucky University; M.S., Physics and Higher Education, James Madison University. Outstanding Faculty Member - 1998. At WNCC since 1986.

JAYNA CONKEY

Graphic Arts Instructor

A.A., Art, Truckee Meadows Community College; B.A., Art, University of Nevada, Reno; M.F.A., Art/Photography/Electronic Media, University of Colorado at Boulder. At WNCC since 2000.

DAVE COOK

Community College Professor of Business/Economics

B.A., Political Science, University of Nevada, Las Vegas; B.S., Accounting, University of Nevada, Las Vegas; M.B.A., Business, University of Nevada, Las Vegas. Outstanding Faculty Member - 1999. At WNCC since 1989.

H. REG CREASEY

Computer Information Systems Instructor

B.S., General Studies, University of Nevada, Reno. At WNCC since 1986.

CHRISTINE DAKIN

Community College Professor of Developmental English/ Academic Skills Center Coordinator

B.S., Education, University of Nevada, Reno; M.Ed., Education, University of Nevada, Reno. At WNCC since 1990.



**BILL H. DAVIES***Assistant Director of Admissions and Records*

B.A., Police Science, California State University at Sacramento; M.S., Counseling, California State University at Sacramento. At WNCC since 1984.

BRIGITTE DILLET*Community College Professor of Earth Science*

B.S., Geology, University of Clermont II, Clermont-Fd, France; M.S., French D.E.A., University of Clermont II, Clermont-Fd, France; Ph.D., Geology/Petrology/Granite, University of Clermont II, Clermont-Fd, France. At WNCC since 1995.

FAUN M. DIXON*Community College Professor of Political Science*

B.S., Mathematics, University of Nevada, Reno; M.A., Political Science, University of Nevada, Reno; Ph.D., Political Science, University of Nevada, Reno. At WNCC since 1973.

MARK DORIO*Community College Professor of Mathematics*

A.A., Mathematics, Los Angeles Pierce College; B.A., Mathematics, California State University, Northridge; M.A., Mathematics, University of California, Los Angeles. M.A., Philosophy, University of Nevada Reno. Instructor of the Year - 1996. Presidential Award for Teaching Excellence - 2001. At WNCC since 1989.

KATIE DURBIN*Peace Officer Academy Commander*

A.A.S., Probation and Parole, Western Nevada Community College. P.O.S.T Certificate. At WNCC since 1996.

DORIS DWYER*Community College Professor of History/Humanities*

A.B., Social Science, Eastern Kentucky University; M.A., History, Eastern Kentucky University; Ph.D., History, Miami University of Ohio. Outstanding Faculty Member - 1997. Instructor of the Year - 2000. At WNCC since 1980.

MARCIA ERNST*Computer Lab Supervisor/Teaching Assistant/**Computer Information Systems Instructor*

A.S., Secretarial Science, University of Nevada, Reno; A.S., Data Processing, Western Nevada Community College; B.G.S., University of Nevada, Reno. At WNCC since 1985.

GARY EVETT*Community College Professor of Chemistry*

B.S., Microbiology, Brigham Young University; M.S., Microbiology, Brigham Young University; Ph.D., Biochemistry, Brigham Young University. Teacher of the year - 1997. At WNCC since 1993.

RICHARD FINN*Director of Public Safety/Community College Professor of Criminal Justice*

A.A., Law Enforcement, Santa Rosa Junior College; B.S., Criminal Justice, San Jose State University; M.P.A., Public Administration, Golden Gate University. Instructor of the Year - 1992. At WNCC since 1990.

MEG FITZGERALD*Coordinator of Outreach Services*

B.A., Psychology, Trenton State College, New Jersey; M.Ed., Counseling, Northern Arizona University. At WNCC since 2001.

CHRISTINE FREGULIA*Nursing Faculty Member*

B.S.N., Nursing, California State University at Fresno; M.S.N., Nursing, University of Utah; A.P.N., Arizona State University. At WNCC since 1988.

LARRY GOODNIGHT*Community College Professor of Business Management*

B.A., Business, University of Southern California; M.B.A., Business Administration, University of Nevada, Reno. At WNCC since 1978.

TIMOTHY GUTHRIE*Art Instructor*

B.F.A., Art, Creighton University; M.F.A., Art, University of Idaho. At WNCC since 1997.

TIM HALLER*Community College Professor of Political Science/Philosophy*

B.A., Political Science, University of California, Davis; M.A., Government, California State University at Sacramento; Ph.D., Political Science, University of Nevada, Reno. At WNCC since 1990.

SUSAN HANNAH*Interim Director of Financial Aid*

B.A., Psychology, Bowling Green State University; M.Ed., Rehabilitation Counseling, Kent State University. At WNCC since 1999 (part-time); 2000 (full-time).

ANNE HANSEN*Director of Information and Marketing Services*

B.A., Journalism, University of Dayton; M.A., Journalism, University of Nevada, Reno. At WNCC since 1986.

MICHAEL HARDIE*Community College Professor of Mathematics*

B.S., Mathematics, University of Santa Clara; M.Ed., Counseling, University of Idaho; M.S., Mathematics, University of Idaho; Ed.D., Educational Leadership, University of Nevada, Reno. Instructor of the Year - 1995. Outstanding Faculty Member - 1995. At WNCC since 1981.

DIANNE HILLIARD*Counselor*

B.A., Psychology, California State University at Chico; M.A., Counseling, California State University at Chico. At WNCC since 1987.

DENNIS HULL*Director of Counseling Services*

B.A., Psychology, California State University at Hayward; M.S., Counseling, California State University at Hayward. National Certified Counselor (NCC). At WNCC since 1984.

LINDA JACKS*Nursing Instructor*

B.S.N., Nursing, University of California at Los Angeles; M.N., Nursing, University of California at Los Angeles. At WNCC since 2000.

HELAINESSES*Vice President of Institutional Advancement*

B.A., History, University of Oregon, Eugene; M.A., Speech Communication, University of Nevada, Reno. Certified Fund Raising Executive. At WNCC since 1993.

IRENE JOANETTE-GALLIO*Community College Professor of Computer and Office Technology*

B.S., Business Education, University of Nevada, Reno; M.Ed., Curriculum and Instruction, emphasis on Business, University of Nevada, Reno. Instructor of the Year - 1993. At WNCC since 1985.

PERRY JOHNSON*Division Chairperson, Applied Sciences, Mathematics and Information Systems/Community College Professor of Drafting Technology*

B.S., Industrial Arts, Utah State University; M.I.E., Industrial Education, Utah State University. At WNCC since 1992.

**RICHARD KALE***Director of Continuing Education*

B.A., Psychology, Indiana University; M.A., Clinical Psychology, Western Michigan University. At WNCC since 1986.

FRED KILLE*Community College Professor of English*

A.A., English and Mathematics, El Camino College; B.A., English, California State University at Long Beach; M.A., English, California State University at Long Beach. At WNCC since 1984.

JULIE KING*Community College Professor of English*

B.A., English, University of Nevada, Reno; M.A., English, University of Nevada, Reno. Instructor of the Year - 2001. At WNCC since 1989.

ED KINGHAM*Community College Professor of Mathematics*

B.S., Mathematics, University of Wyoming; M.S., Mathematics, University of Arizona. At WNCC since 1995.

RICHARD KLOES*Community College Professor of Accounting*

A.A., Business, Yuba College; B.S., Accounting, California State University at Chico. Certified Public Accountant. At WNCC since 1995.

WILLIAM KNIGHT*Director of Facilities Management and Planning*

B.S., Oceanography, U.S. Naval Academy; M.A., Business Administration, National University. At WNCC since 2000.

JAMES KOLSKY*Community College Professor of English*

B.A., English, Southern Illinois University; M.A., English, Southern Illinois University. Outstanding Faculty Award - 2001. At WNCC since 1978.

WINNIE KORTEMEIER*Community College Professor of Earth Science/**Honors Program Coordinator*

B.S., Geology, Furman University; M.S., Geology, Arizona State University. Outstanding Faculty Award - 1999. Instructor of the Year Award - 2000. At WNCC since 1989.

TROY LARKIN*Nursing Instructor*

A.S., Clackamas Community College; A.A.S., Nursing, Clackamas Community College; B.S.N, Nursing, University of Portland; M.N., Community Health Nursing, Washington State University. At WNCC since 2000.

TERESA LARSON*Budget Officer*

A.A., Western Nevada Community College; B.S., Business Administration, University of Nevada, Reno. At WNCC since 1983.

SONGHAI LIU*Computer Support Analyst*

B.S., Electrical Engineering, Harbin Institute of Technology, P.R. China; M.S., Electrical Engineering, University of Nevada, Reno. At WNCC since 1997.

CAROL LUCEY*President*

B.A., Physics and Mathematics, State University of New York at Binghamton (SUNY); M.A., Physics, State University of New York at Binghamton (SUNY); Ph.D., Physics, Brown University. At WNCC since 1999.

MICHON MACKEDON*Division Chairperson, Communication and Fine Arts/
Community College Professor of English/Humanities*

B.A., History, University of Nevada, Reno; M.A.T.E., English, University of Nevada, Reno. Outstanding Faculty Member - 1993. Instructor of the Year - 1996 & 1999. At WNCC since 1982.

LEONARD MACKEY*Computer Information Systems Instructor*

B.S., Electronics Education, Northern Montana College; M.S., Vocational Education, Northern Montana College. At WNCC since 1997.

LORI MAGNANTE*Early Childhood Development Instructor*

B.A., Child Development, California State University at Stanislaus, Turlock. At WNCC since 1998.

RENEE MAGRINI*Community College Professor of Natural Science*

B.S., Biology, University of Nevada, Reno; M.S., Biology, University of Nevada, Reno. At WNCC since 1990.

JANEEN MALKOVICH*Community College Professor of Computer Information Systems*

B.A., Business Education, Eastern Montana College; M.Ed., Education/Computer Technology, University of Nevada, Reno. At WNCC since 1998.

GREG MARANGI*Workforce Development Coordinator*

A.A.S., Criminal Justice, Truckee Meadows Community College; B.A., General Studies, University of Nevada, Reno; M.A., Organizational Management, University of Phoenix. Senior Professional in Human Resources (SPHR), Human Resources Certification Institute; Certified Workforce Development Professional (CWDP), National Association of Workforce Development Professionals. At WNCC since 1999.

RONALD P. MARTIN*Community College Professor of History*

B.A., Social Science, University of Northern Iowa; M.A., History, Western Michigan University. At WNCC since 1979.

RONALD MARRUJO*Counselor*

A.A., General Studies, Great Basin College; B.S. Ministerial Science, Bethany College; M.A., Counseling and Educational Psychology, University of Nevada, Reno. At WNCC since 2000.

RITA MAZUR*Assistant Director, Library and Media Services*

B.S., Psychology, Northwest Missouri State University; M.A., Library Science, University of Missouri. At WNCC since 1996.

JEAN MCNEIL*Community College Professor of Developmental Mathematics*

B.S., Anthropology, University of Oregon at Eugene; M.A., Anthropology, University of Nevada, Reno; B.S., Mathematics, University of Nevada, Reno. At WNCC since 1986.

MARK MELROSE*Community College Professor of Mathematics*

B.A., Mathematics and Philosophy, Washington State University; M.S., Mathematics, Memphis State University; D.A., Mathematics, Idaho State University. At WNCC since 1980.

**WILLIAM MEWALDT***Community College Professor of Biology*

B.A., Biology, California State University at San Jose; M.A., Biology, California State University at San Jose; Ph.D., Biology, University of Nevada, Reno. Instructor of the Year - 1998. At WNCC since 1984.

CHERYL MORELAND*Community College Professor of Nursing*

B.S., Nursing, University of Nevada, Reno; M.S., Nursing, University of Nevada, Reno. At WNCC since 1979.

PAUL MULLER*Community College Professor of Accounting and Business*

B.A., General Studies, Washington State University; M.A.C., Accounting, University of Arizona; Certified Public Accountant. At WNCC since 1995.

SUE MULLER*Counselor*

B.A., Sociology, Washington State University; M.S., Counseling and Student Personnel, Oklahoma State University. At WNCC since 1995.

WILLIAM NAYLOR*Welding Technology Teaching Assistant*

B.S.C.E., Civil Engineering, University of Nevada, Reno. At WNCC since 1996.

STEPHANIE NEBEN*Career Technology Coordinator/Instructor*

A.A., Word Processing, Rancho Santiago College, Calif.; B.A., Vocational Education, California State University, Long Beach. At WNCC since 1996.

PAUL NELSON*Coordinator of Counseling*

A.A., General Education, Hartnell Community College; B.A., Social Work, Sacramento State University; M.A., Counseling, Chapman College. Regents' Academic Advisor Award - 2001. At WNCC since 1981.

WILLIAM ONEY*Construction Technology Instructor*

A.A., Electronics Technology, College of San Mateo; B.A., Social Science and B.A., Industrial Arts, California State University at San Francisco. At WNCC since 1997.

H. RONALD PANIK*Community College Professor of Biology*

B.S., Biology, University of Hawaii; M.S., Biology, Idaho State University; Ph.D., Biology, University of Nevada, Reno. At WNCC since 1976.

CHERYL PAWLUK*Community College Professor of Psychology*

B.A., San Jose State University; Ph.D., Social Psychology, University of Nevada, Reno. At WNCC since 1980.

JAMES PAWLUK*Community College Professor of Welding*

A.A., Agriculture, University of Nevada, Reno; B.S., Education, University of Nevada, Reno; AWS Welding Inspector. At WNCC since 1979.

LORRIE PETERSON*Community College Professor of Psychology*

B.A., Psychology, Fresno State University; M.A., Psychology, University of Colorado. At WNCC since 1987.

LUIS PIERROTT*Trade and Industry Specialist*

Attended National University of Nicaragua. At WNCC since 1996.

PAUL RICHEY*Controller*

B.S., Psychology, San Diego State University; M.S., Counseling, San Diego State University. Certified Public Accountant. At WNCC since 1990.

RICK RIENDEAU*Community College Professor of Developmental English/**Academic Skills Center Coordinator*

B.A., English, Humboldt State University; M.Ed., Reading Specialist, Eastern Washington State University. Instructor of the Year - 1990 & 1998. Regents' Teaching Award - 1997. At WNCC since 1981.

SUSAN RIGGS*Director of Institutional Research*

B.S., Mathematics, University of Nevada, Reno. At WNCC since 1998.

DAVID RISKE*Computer Information Systems Instructor*

A.G.S., Western Nevada Community College; B.G.S., University of Nevada, Reno. At WNCC since 1996.

MICHELLE ROUSSELLE*Community College Professor of Teacher Education Program*

B.A., English, University of Wyoming; M.A., English, University of Wyoming; Ph.D., Curriculum and Instruction, New Mexico State University. At WNCC since 1998.

CHRISTOPHER RYAN*Geographic Information Systems Instructor*

B.S., Geography, University of Nevada, Reno; M.S., Geography/GIS, University of Nevada, Reno. At WNCC since 1993 (part-time); 2000 (full-time).

MICHAEL SADY*Community College Professor of Physical Sciences*

A.A., Technical Science, Orange Coast Community College; B.S., Biological Sciences, University of California at Irvine; M.S., Biochemistry, University of California at Los Angeles. At WNCC since 1979.

BUS SCHARMANN*Dean, External Programs/Fallon Campus Administrator*

A.A., Sociology, San Joaquin Delta College; B.S., Physical Education, M.A., Community Education, Brigham Young University. At WNCC since 1974.

VIRGINIA SCHNAIBLE*Community College Professor of Business*

B.A., M.S., Business Education, State University of New York, Albany. At WNCC since 1984.

CHARLES SCHOEFFLER*Electronics Instructor*

B.S., Industrial Education, University of Idaho; M.S., Industrial Education, University of Idaho; Ph.D., Education, University of Idaho. At WNCC since 2000.

SUSAN SCHOEFFLER*Computer Information Systems Instructor*

B.S., Elementary Education, University of Idaho; M.A., Vocational Education/Computer Technology, University of Idaho. At WNCC since 2000.

SABLE SHAW*Community College Professor of Nursing*

B.S., Nursing, Chico State College; M.S., Nursing, California State University at Chico. At WNCC since 1982.

**RICHARD STEWART**

Community College Professor of Computer Information Systems
B.A., Mathematics, Pacific Union College; M.S., Computer Science,
University of Nevada, Reno; M.B.A., Business Administration, University
of Nevada, Reno. Outstanding Faculty Award – 2000.
At WNCC since 1989.

JAMES STRANGE

Community College Professor of Mathematics
B.S., Mathematics, Sonoma State University; M.S., Mathematics, New
Mexico State University. At WNCC since 1995.

DANNA STURM

Librarian
A.A., Child Development, Northern Nevada Community College; B.A.,
Social Psychology, University of Nevada, Reno; M.L.S., Library Science,
North Texas State University. At WNCC since 1996.

CELINE SULLIVAN

Director of Human Resources
B.A., Sociology/Business, California State University at Sacramento.
At WNCC since 1978.

KENNETH SULLIVAN

Director of Library and Media Services
A.A., Santa Fe Community College; B.A., History, University of Florida;
M.L.S., Library Science, Florida State University. At WNCC since 1993.

MARILEE SWIRCZEK

*Community College Professor of English/Developmental English/
Founder & Advisor, Lone Mountain Writers*
A.A., English, Pasadena City College; B.A., English, California State
University, Los Angeles; M.A., English, University of Hawaii. WNCC
Instructor of the Year - 1991. UCCSN Outstanding Faculty Award, 1995-
1996 and 1997-1998. Nevada Regents' Teaching Award – 2001.
At WNCC since 1989.

CYNTHIA THOMAS

Disabled Student Services Specialist/Counselor
B.S., Counseling and Educational Psychology, University of Nevada Reno;
M.A., Human Development and Family Studies, University of Nevada
Reno. At WNCC since 2000.

MICHELLE TRUSTY-MURPHY

Community College Professor of English/Developmental English
B.A., English/Journalism, Bowling Green State University; M.A.,
Literature, Humboldt State University; Ph.D., Ethnic American Literature,
Bowling Green State University. Instructor of the Year - 1999.
At WNCC since 1995.

RICK VAN AUSDAL

Prison Education Coordinator
A.A., Machine Shop, Utah Technical College; B.A., Industrial Education,
Brigham Young University, M.A., Industrial Education, Utah State
University. At WNCC since 1989.

LAURA WHITELAW

Financial Assistance Counselor/Student Employment Coordinator
A.A., Accounting/General Education, Lassen Community College; B.A.,
Humanities, Sierra Nevada College. At WNCC since 2000.

BONNIE YORK

Community College Professor of Computer Applications/Business
B.S., Business Administration, College of Notre Dame. Outstanding
Faculty Member - 1990. Regents' Teaching Award - 2000. Instructor of the
Year - 2001. At WNCC since 1977.

JOHN YURTINUS

Community College Professor of History
B.S., Education, Kent State University; M.A., History, Kent State University;
Ph.D., History, Brigham Young University. Instructor of the Year - 1994.
At WNCC since 1980.

THERESA ZUTTER

Director of Adult Basic Education Program
A.G.S., General Studies, Western Nevada Community College; A.A., Arts,
Western Nevada Community College; B.A., Humanities, Sierra Nevada
College. At WNCC since 1992 (part-time); 2000 (full-time).

PART-TIME FACULTY

Information regarding part-time faculty is available from deans at various
campus and teaching center locations.



WNCC STUDENT GRIEVANCE PROCEDURE

Any student who believes he/she has suffered an academic injustice may implement the following grievance procedure:

1. Formal grievance procedures are initiated only after informal attempts have been found unsatisfactory in reaching a just solution. A grievance must be filed in writing to the appropriate dean within 30 instructional days of the alleged infraction.
2. Members of a grievance committee will be selected by the appropriate dean. This committee will consist of the appropriate dean, two faculty members, one student and one representative from student government, and may also include a classified employee.
3. The student and involved parties will be given the opportunity to present their case in a formal hearing to the selected grievance committee.
4. The committee will then recommend a course of action to the vice president for Academic and Student Affairs.
5. The student will receive written notification from the vice president for Academic and Student Affairs of the final decision.

RULES & SANCTIONS

The following rules and sanctions are from the University and Community College System of Nevada Code. Because Western Nevada Community College is part of the Nevada higher education system, all rules and sanctions apply. They, along with an explanation of the procedures for their administration, a description of the responsibilities of the administrative officers, and conditions for hearings, are located in a booklet entitled "Rules and Disciplinary Procedures for Members of the University Community" which may be obtained at the Admissions Office.

The administrative officer for these rules and procedures at Western Nevada Community College is the president.

THE UNIVERSITY & COMMUNITY COLLEGE SYSTEM OF NEVADA PROHIBITS:

1. Any acts interfering with academic freedom.
2. The use of, or threat to use, force or violence against any member or guest of the UCCSN community, except when lawfully permissible.
3. Interference by force, threat or duress with the lawful freedom of movement of persons or vehicles on UCCSN premises.
4. The intentional disruption or unauthorized interruption of functions of the UCCSN, including but not limited to classes, convocations, lectures, meetings, and recruiting interviews, on or off UCCSN property.
5. Wilful damage, destruction, defacement, theft or misappropriation of property belonging to the University and Community College System of Nevada or to a member of the UCCSN community.
6. Knowing possession on any university system premises of any firearms, explosives, dangerous chemicals, or other instruments of destruction, or other dangerous weapons as defined by laws of the state of Nevada, without written authorization of the chief administrative officer of the campus or his/her authorized agent unless such possession relates to duly recognized functions by appropriate members of the faculty, staff or students.
7. Continued occupation of buildings, structures, or grounds belonging to the UCCSN after having been ordered to leave by the president of the institution or the designated chief campus officer present.
8. Forgery, alteration or destruction of system documents or furnishing of false information in documents submitted to the University and Community College System of Nevada.
9. Making intentionally false accusations against any member of the UCCSN community by the filing of a complaint or charges under these rules.
10. The repeated use of obscene or abusive language in a classroom or public meeting where such usage is beyond the bounds of generally accepted good taste and which, if in a class, is not significantly related to the teaching of the subject matter.
11. Wilful incitement of persons to commit any of the acts herein is prohibited.
12. Disorderly, lewd or indecent conduct occurring on or off-campus at a UCCSN recognized or UCCSN-sponsored activity.
13. Any act prohibited by local, state or federal law which occurs on a UCCSN campus or at a UCCSN-sponsored function.
14. The use of threats of violence against a faculty member or his/her family to secure preferential treatment for grades, loans, employment or any other UCCSN service or privilege.
15. Any act of unlawful discrimination based on race, creed, color, sex, age, handicap or national origin.

16. Any act of sexual harassment when submission to a request or demand of a sexual nature is either an explicit or implicit term or condition of employment or academic grading, or where verbal or physical conduct of a sexual nature has the effect of creating an intimidating, offensive or hostile work or classroom environment.
17. Acts of academic dishonesty, including but not limited to cheating, plagiarism, falsifying research data or results, or assisting others to do the same.
18. Wilfully destroying, damaging, tampering, altering, stealing, misappropriating or using without permission any system, program or file of the system.
19. Any other conduct which violates applicable state policies or rules of the divisions of the system.

UNIVERSITY & COMMUNITY COLLEGE SYSTEM OF NEVADA SANCTIONS

1. Warning: Notice, oral or written, that continuation or repetition, within a stated reasonable period of time, of conduct found wrongful may be the cause for more severe disciplinary action.
2. Reprimand: Formal censure or severe reproof administered in writing to someone engaging in prohibited conduct.
3. Restitution: The requirement to reimburse the legal owner for loss due to defacement, damage, or misappropriation of funds or property.
4. Probation for Students: A trial period not exceeding one year. Probation may include exclusion from participation in privileged or extra-curricular UCCSN activities. The person placed on probation shall be notified, in writing, that repetition of the act or other acts prohibited by these rules will lead to more severe sanctions. The official transcript of the student shall be marked "Disciplinary Probation" for the period of the probation and any exclusions noted.
5. Suspension for Students: Exclusion for a definite period of time from attending classes and participating in other UCCSN activities as set forth in a notice to the student. The official transcript of the student shall be marked "Disciplinary Suspension Effective." A student who is not currently enrolled at the college and who graduated at the end of the previous semester may request that the notation of the disciplinary suspension be removed from his/her permanent record when two years have elapsed since the expiration of the student's suspension. Such request must be submitted in writing to the college president. If the request is not granted, the student may submit another request after one year.
6. Suspension for Employees: Exclusion from assigned duties with or without pay for a specified time period.
7. Expulsion for Students: Termination of student status for an indefinite period of time. Permission of the college president shall be required for readmission. The official transcript of the student shall be marked "Disciplinary Expulsion Effective."

USE OF SOCIAL SECURITY NUMBERS

The Family Educational Rights and Privacy Act of 1974 as Amended requires that when any federal, state, or local government agency requests an individual to disclose his/her Social Security number, that individual must also be advised whether that disclosure is mandatory or voluntary, by what statutory or other authority the number is solicited and what use will be made of it. Accordingly, students are advised that disclosure of their Social Security numbers is required as a condition for registration at WNCC. However, students desiring to register who do not wish to disclose their Social Security numbers may file a petition with the Admissions Office for the assignment of a special nine-digit student identifier number. Utilization of such an identifier number may result in administrative complexities in maintaining records. Students are responsible for utilizing the same identifiers throughout their attendance at WNCC.

The Social Security number is used to verify the identity of the applicant and as an identifier on student records throughout the enrollment periods of the student in order to accurately record all necessary data.



RESIDENCY REGULATIONS

It is the intent of the Board of Regents to apply these regulations effective immediately. The application of these regulations shall not affect the status of any student now classified as an in-state student. Any person who is now classified as an out-of-state student, but who, under these regulations, is eligible for reclassification as an in-state student, shall, upon application, become eligible for such classification at the time of the next registration period. No reclassification under these regulations shall give rise to any claim for refund of tuition already paid to the UCCSN.

RULES FOR DETERMINING STATUS

1. Except as provided otherwise in this section, a dependent person whose family or legal guardian has been a Nevada resident for at least 12 months immediately prior to the date of matriculation.
2. Except as provided otherwise in this section, a financially independent person who has been a Nevada resident for at least 12 months immediately prior to the date of matriculation. A person who enrolled in an institution of the University and Community College System of Nevada, but withdrew enrollment during the 100 percent refund period may, for the purposes of these regulations, be deemed not to have matriculated and any determination concerning residency status shall be voided until such time as the person again applies for admission to a system institution.
3. A financially independent person who has relocated to Nevada for the primary purpose of permanent full-time employment and provides required documentation.
4. A financially dependent person whose family or legal guardian has relocated to Nevada for the primary purpose of permanent full-time employment and provides required documentation.
5. A member of the armed forces of the United States, on active duty, stationed in Nevada as a result of a permanent change of duty station pursuant to military orders, or a person whose spouse, family or legal guardian is a member of the armed forces of the United States stationed in Nevada as a result of a permanent change of duty station pursuant to military orders.
6. Licensed educational personnel employed full-time by a public school district in Nevada, or the spouse or dependent child of such an employee.
7. A teacher who is currently employed full-time by a private elementary, secondary or post-secondary educational institution whose curricula meet the requirements of NRS 394.130, or the spouse or dependent child of such an employee.
8. A professional or classified employee of the University and Community College System of Nevada, currently employed at least half-time, or the spouse or dependent child of such an employee.
9. A graduate student enrolled in the University and Community College System of Nevada, employed in support of the instructional or research programs of the system.
10. An alien holding a permanent immigrant visa and who has become a Nevada resident by establishing residence in Nevada. An alien holding another type of visa shall not be classified as a resident student, except as may be required by federal law or court decisions and upon due consideration of evidence of Nevada residence. A student who has graduated from a Nevada high school and whose alien family or legal guardian has been approved for a permanent visa shall be classified as a resident student.
11. For tuition purposes only, a student enrolled in the University Studies Abroad Consortium or in the University of Nevada, Las Vegas or the University of Nevada, Reno through the National Student Exchange Program and only during the period of time of such enrollment. Time spent in Nevada while a student is in the National Student Exchange Program shall not be counted towards satisfying the residence requirement of paragraph two above, nor shall enrollment through the Consortium or the Exchange Program be included in the date of matriculation, for evaluation of residency.
12. A resident student who was enrolled at an institution of the University and Community College System of Nevada who remains continuously enrolled in the system while working for the student's degree.
13. An enrollee or graduate of a Nevada high school.
14. A person who is eligible to receive a Millennium Scholarship.

DETERMINATION OF STATUS

Each institution of the University and Community College System of Nevada affected shall implement these regulations through the Admissions Office on each campus, under the direction of the president. The president of each institution shall establish an appellate procedure whereby the student may appeal decisions of the Admissions Office concerning tuition or his/her status as an in-state or out-of state student to an appellate board, which will hear evidence and make a final determination. The student may appeal the decision to the appellate board within 30 days from the final determination by the Admissions Office. In the event the appeal is not taken within the time, the decision of the Admissions Office shall be final for that school term.

EXCEPTIONAL CASES

In exceptional cases where the application of these regulations works an injustice to an individual who technically does not qualify as an in-state student, but whose status, either because of the residence of the student or his/her family is such as to fall within the general intent of these regulations, then the appellate board shall have the jurisdiction to recommend that such student be classified as an in-state student. If the recommendation is approved by the president, the student shall be so classified. The intent of this provision only applies in the infrequent, exceptional case where a strict application of these regulations results in an obvious injustice.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 AS AMENDED

WNCC informs students of the Family Educational Rights and Privacy Act of 1974 as Amended (FERPA) through the catalog and the schedule of classes bulletin. FERPA was enacted to protect the privacy of permanent educational records and to provide guidelines for the correction of inaccurate or misleading data. This does not include challenging the fairness of a grade; FERPA cannot be used to force a grade change.

No one shall have access to, nor will WNCC disclose any information from a student's education records without the written consent of the student. Information may be disclosed to staff performing an assigned college function, authorized representatives from federal and state agencies, officials of other institutions in which the student seeks to enroll, accrediting agencies carrying out their accreditation functions, persons in compliance with a judicial order, officials providing student financial aid, the audit firm retained by the University and Community College System of Nevada, the data warehouse for the UCCSN or designated institutional research personnel, any agencies engaged by WNCC to act on its behalf and persons in an emergency in order to protect the health and/or safety of students, or other persons.

WNCC has designated name, city, state, residency status, full-time/part-time status, graduation date, major/degree, academic honors and whether currently enrolled as directory information. Students may have directory information withheld by filing a petition in the Admissions and Records Office. To revoke the petition, the student must do so in writing and file the revocation with the Admissions and Records Office. WNCC will not provide telephone numbers, street addresses or class schedules to outside inquiries. WNCC does not provide message services; students should make other arrangements. All requests for student information must be submitted to the Admissions and Records Office in writing. Please check with the Admissions and Records Office for additional information.

FERPA provides a student with the right to inspect and review information in his/her education records, the right to seek to amend education records and the right to have some control over the disclosure of information from education records. If the student disagrees with some information in his/her education record, he/she may challenge that information. If the situation is not resolved to the student's satisfaction, the student may request a hearing. If the student disagrees with the results of the hearing, he/she may submit explanatory statements for inclusion in his/her file. For more information, contact the Admissions and Records Office at WNCC.



FINANCIAL ASSISTANCE continued from page 17:

ELIGIBILITY CRITERIA

To qualify for Title IV Federal Financial Assistance a student must meet specific requirements. In general, the elements of eligibility require a student to:

- be a U.S. citizen or an eligible noncitizen with appropriate documentation.
- be a regular student enrolled in an eligible program.
- be registered with Selective Service (if required).
- have earned a high school diploma or its recognized equivalent (GED).
- be working toward an approved degree or certificate.
- file a statement of educational purpose.
- be making satisfactory academic progress.
- not owe a refund of, or, be in default on Title IV funds and sign a certification to that effect.
- have financial need (except for unsubsidized Stafford Loans).
- not have borrowed in excess of loan limits.
- provide a verified Social Security number.
- not have property subject to a judgment lien for a debt owed to the United States.

A student's eligibility for all or some Title IV Aid may also be affected by such factors as:

- remedial course work
- enrollment status
- correspondence study
- study by telecommunications
- prior degrees
- conviction for drug offenses
- incarceration

TYPES OF AID GRANTS

Grants are gifts of money that need not be repaid or earned and are generally awarded to students with financial need.

- *Federal Pell Grant* is the largest federal grant program and is available to students pursuing their first undergraduate degree. If a student meets all criteria and is determined to be eligible, a Pell Grant award will be made.

- *Federal Supplemental Educational Opportunity Grant (SEOG)* is also a federal program of gift aid but is limited in the amount WNCC receives and generally will only be awarded to early applicants. To receive SEOG a student must be a Pell Grant recipient, be enrolled at least half-time and demonstrate exceptional financial need.

- *Nevada Grant-In-Aid* is a partial waiver of tuition/fees awarded to Nevada residents. Funds are limited and generally awarded to early applicants.

- *Nevada Student Incentive Grant* is available to Nevada residents enrolled at least half-time. Funds are limited and awards are based on financial need.

- *Nevada Student Grant Need Based* is available to Nevada residents enrolled at least half-time, funds are limited and awarded based on financial need.

- *Nevada Student Grant Merit* is available to Nevada residents enrolled at least half time. Students must complete an academic scholarship application and competitively compete with all other applicants. The intent of this grant is to recruit and retain academically talented students. This grant is not need based.

- *Nevada Student Grant-Fallon* is exactly the same as the Nevada Student Grant Merit except it is specifically for students attending the Fallon, Yerington, Hawthorne or Fernley campus/center.

- *Nevada Residency Grant* is awarded to middle income students and families that do not qualify for federal grants. Recipients must be Nevada residents enrolled at least half-time. Awards are to assist with the cost of tuition and fees.

- *Carson and Fallon Community Grants* are WNCC funds awarded to students and families that do not qualify for a federal grant. The student must be enrolled at least half-time, be a Nevada resident and complete the Free Application for Federal Student Aid. Awards are for the fall semester and intended to assist with payment of tuition and fees.

- *WNCC Carson and Fallon Book Grants* are institutional funds awarded to students who received the community grant, and must meet the same criteria.

- *Bureau of Indian Affairs Grants* are available to students who are members of a tribe that is eligible to receive services from the Department of the Interior. Students must complete the Free Application for Federal Student Aid (FAFSA) and contact their tribal office or the Bureau of Indians Affairs for further application information.

STUDENT EMPLOYMENT

These programs help students earn part of their college expenses while attending school. To be considered for student employment the Free Application for Federal Student Aid must be completed.

- *The Federal College Work-Study Program* is a federally funded program designed to provide jobs for students with financial need. The jobs are located on campus (Carson City, Fallon and Douglas) and the hours of work can be arranged according to class schedules.

- *Nevada Student Employment* is a state funded program based on financial need and the student must be a Nevada resident and enrolled at least half time.

- *Regents Award Program* is a state funded program which does not require a prospective student to file a Free Application for Federal Student Aid. If students meet the minimum criteria through a simple application, they may be placed at a local elementary school within the WNCC service area as a tutor. For more information on any of our three student employment programs, visit our internet web site at www.wncc.nevada.edu.

SCHOLARSHIPS

Scholarships are awarded primarily on the basis of academic achievement with the criteria of financial need, community service, college entrance test scores, honors and awards considered by some donors. Awards are made annually, and an application is required each year for most awards. A current listing of available scholarships is always posted on the bulletin board in the Financial Assistance Office. High school students are encouraged to apply during their senior year with application available in high school counseling offices. For more information on scholarships visit the WNCC web site at <http://www.wncc.nevada.edu/>, click on student services under Student Information and then click on Financial Assistance.

LOANS

- *Federal Stafford Loans* are low interest, variable rate, federally insured loans from a bank. Loan applications are available through the Financial Assistance Office at both the Carson and Fallon campus. Students must have completed the Free Application for Federal Student Aid, be attending on at least a half-time basis and be enrolled in an approved degree or certificate program. Students who have financial need are eligible for the "subsidized" Stafford loan which means the federal government pays the interest on the loan while the borrower is in school. Students who do not demonstrate financial need may borrow in the "unsubsidized" program. In the unsubsidized loan program, the federal government does not pay the interest. The student borrower is responsible to immediately begin paying the interest on the loan but may request the payment of the principle be deferred until after the borrower is no longer enrolled on at least a half-time basis. Freshman students may borrow up to \$2,625.00 and sophomores may borrow up to \$3,500.00 per academic year. The total allowable loan debt for attendance at WNCC is \$14,125.00. Loans received at other schools will be counted towards, the above loan limit. Loan amounts may never exceed the student's cost of education at Western Nevada Community College.

- *Parent Loans or PLUS Loans* for undergraduate students provide additional funds for parents for educational expenses of dependent students. The interest rates for these loans are variable. Although financial need is not a requirement, the amount of the loan may not exceed the student's cost of education minus any other aid or benefits received. Application is made through the Financial Assistance Office.



APPLICATION PROCESS

The student may obtain a Free Application for Federal Student Aid (FAFSA) form from the Financial Assistance Office at the Carson City, Fallon or Douglas campus. It may also be obtained from the center coordinator at the Dayton, Fernley, Hawthorne, Lake Tahoe, Lovelock and Yerington centers. High school students may obtain the FAFSA from the counseling office at their high school.

After thoroughly and accurately completing the FAFSA, make an appointment to review it with a financial assistance counselor at the Carson City, Fallon or Douglas campus. Bring along the completed FAFSA and a copy of the student's and/or parent's previous year federal income tax return. The Financial Assistance Office will electronically transmit the application information and have the results in one to three weeks. Students and parents may also apply for financial assistance over the Internet by going to FAFSA at www.fasfa.ed.gov. For more information on student aid programs or eligibility, look on the Internet at www.ed.gov/studentaid or call toll free 1-800-433-3243.

Students who completed the application process in the previous year will receive a Renewal Free Application for Federal Student Aid (Renewal FAFSA) mailed directly to their home address. Complete the renewal FAFSA and make an appointment for review. If the renewal application is not received by mid-January a regular FAFSA may be obtained at the Financial Assistance Office. A new application must be filed each year.

Students applying for financial assistance will also need to apply for admission to Western Nevada Community College if they have not already done so. Additional documents needed to complete the financial assistance application include proof of high school graduation or GED, academic and financial aid transcripts from all colleges or vocational schools attended, and a WNCC Financial Assistance Data Form.

Students who require financial assistance should keep in mind that applying for and receiving financial aid is a lengthy, and at times, complicated process. Students should allow at least 45 days before the semester begins to complete the application process.

Students who have not received, signed, and returned an award letter by the last day to register are responsible for fee payment from their own resources. If eligibility is determined after registration ends, they may receive retroactive payment.

Financial aid is based on the number of enrolled credits, as indicated on the student's WNCC Financial Assistance Data Form. If a student enrolls in a number of credits different than is listed on the award letter, the student's application may need to be reprocessed and there may be a delay in the student's receipt of financial aid.

PRO-RATA REFUND POLICY

The Higher Education Act Amendments of 1992 (Pub. L. 102-325) require that students receiving Title IV Financial Assistance, are enrolled for the first time at WNCC, and who withdraw at 100 percent be given a pro-rata refund in compliance with section 484B of the act. Refunds will be made for tuition and fees. Also, any unpaid charges owed by the student will be deducted from the refund amount. An administrative fee equal to the lesser of \$100 or five percent of school charges assessed the student will be subtracted from the refund. Federal regulations require that pro-rata refunds first repay financial assistance programs.

WNCC REFUND POLICY FOR STUDENTS RECEIVING FEDERAL FINANCIAL ASSISTANCE

Federal law requires that a student who receives a federal Pell Grant, a federal Supplemental Educational Opportunity Grant or a Student Loan under the federal Family Education Loan Program and withdraws either officially or unofficially 100 percent before 60 percent of the semester (the tenth week) is completed will receive a proportional refund of institutional charges. The amount of any refund is determined by a prescribed formula from the U.S. Department of Education and will be applied back to the program from which the funds were received.

ORDER OF RETURN OF REFUNDS TO FEDERAL FINANCIAL ASSISTANCE

1. Unsubsidized federal Stafford Loans
2. Subsidized federal Stafford Loans
3. Federal PLUS Loans
4. Federal Pell Grants
5. Federal SEOG
6. Other aid
7. The student

TYPES OF WITHDRAWAL

Official Withdrawal requires accessing Touch-Tone Telephone or the WNCC web site registration system and taking action to drop a class or classes. After the 100 percent refund period is over, a "W" grade will be issued.

Unofficial Withdrawal occurs when a student never attends or stops attending classes. The instructor will record the last date of attendance and issue an "F" or "W" grade depending on the individual grading policy of the instructor.

DETERMINATION OF WITHDRAWAL DATE

The date a student receiving federal financial assistance withdraws 100 percent will be determined in one of three ways. First, the date the student withdraws using Touch-Tone Telephone registration or web site registration. Second, the date reported by the instructor as the last date of attendance on the class grade roster. And third, the date the student officially notifies the Financial Assistance Office of the intent to withdraw 100 percent. If it is impossible to determine the date of 100 percent withdrawal by one of these three means, the midpoint of the semester will be used.

REPAYMENT OF FEDERAL FINANCIAL ASSISTANCE

A student who receives federal financial assistance and does not attend each class at least once and/or withdraws 100 percent before the 60 percent point of the semester (tenth week), will owe a repayment of financial assistance funds. The amount of any repayment is determined by a prescribed formula by the U.S. Department of Education and the student will receive a notice of repayment from WNCC. Future receipt of financial assistance at any school, enrollment at WNCC and access to the student academic transcript will not be possible until the amount is paid in full. Additionally, if the amount owed is not repaid by the end of the academic year, June 30, the amount owed will be forwarded to the U.S. Department of Education for collection.

ORDER OF REPAYMENTS TO FINANCIAL ASSISTANCE PROGRAMS

1. Federal Pell Grant programs
2. Federal SEOG
3. Other aid programs
4. Other federal, state, private or WNCC aid.

EXAMPLE OF A STUDENT WHO DOES NOT OWE A REFUND OR A REPAYMENT OF FEDERAL FUNDS

Student A is enrolled full time during the fall semester and receives \$1,650 in a federal Pell Grant. The Pell Grant pays \$558 in tuition and fees and the student receives a check for \$1,092 that is used for books, commuting expenses and rent. During the tenth week of the semester the student officially withdraws from school 100 percent due to her employer changing her work schedule. As the student attended every class at least once and the 100 percent official withdrawals took place after 60 percent of the semester was complete, the student does not receive a refund and does not owe a repayment of financial assistance.

EXAMPLE OF A STUDENT WHO IS DUE A FEDERAL REFUND AND OWES A REPAYMENT OF FEDERAL FINANCIAL ASSISTANCE

Student B is exactly the same as student A except she unofficially quits attending all classes during the fifth week of the semester. The student attended 30 percent of the semester and WNCC refunds 70 percent or \$390 of the tuition and fees paid by the Pell Grant. Additionally, after repayment calculation, the student owes a repayment of \$382 to the Pell Grant Program.



MILLENNIUM SCHOLARSHIP

In 1999, Gov. Kenny Guinn's Millennium Scholarship initiative was enacted into law by the Nevada Legislature. Each Millennium Scholarship is worth up to \$10,000 and a student has eight years from graduation to utilize his/her funds. To be eligible for the scholarship a student must:

1. Graduate from a Nevada public or private high school in the graduating class of the year 2000 or later.
2. Must graduate with a 3.0 GPA (grade point average).
3. Must pass all areas of the Nevada High School Proficiency Examination.
4. Must have been a resident of Nevada for at least two years in high school.

A student attending WNCC and using his or her Millennium Scholarship must enroll in a minimum of six credits and will receive a maximum of \$40 per credit hour. For complete information and all eligibility criteria, contact the Financial Assistance Office.

STUDENTS RIGHTS

Students have an equal opportunity to receive Financial Assistance. After making proper application, students are entitled to expect an equitable determination for eligibility of available funds. Each student's application is individually reviewed using the same evaluation criteria.

Students have a right to have access to information about all types of aid available at Western Nevada Community College, minimum requirements for eligibility and the academic programs available.

Students have a right to information regarding repayment schedules and interest rates for loans. This information is available in financial aid publications, but it is still important for students to read their own promissory note carefully before signing.

Students have the right to appeal decisions made by the Financial Assistance Office to the Financial Assistance Appeals Committee.

STUDENT RESPONSIBILITIES

Students receiving financial aid from WNCC are required to accept certain responsibilities in order to receive their aid package and/or maintain eligibility for continued aid awards.

- *Enrollment:* Students must be enrolled in a degree program for the number of credits stated on the WNCC Financial Assistance Data Form. Any changes (higher or lower) in number of credits will result in the financial aid award not being disbursed.
- *Full-Time:* If a student's award is based on full-time enrollment, the student must maintain 12 or more credits.
- *3/4 Time:* If a student's award is based on three-quarter time enrollment, the student must maintain 9-11 credits.
- *1/2 Time:* If a student's award is based on half-time enrollment, the student must maintain 6-8 credits.
- *Less Than 1/2 Time:* If a student's award is based on less than half-time enrollment, the student must maintain 1-5 credits.

Any changes in enrollment from what was stated on the WNCC Financial Aid Data Form requires a Change of Enrollment Form to be filed in the Financial Assistance Office.

Change of Status - Students are required to notify the Financial Assistance Office in writing of any event that may alter their financial status such as change in marital status, change of residence, receipt of additional educational benefits or acceptance of a scholarship. If it is determined that a student received money that exceeded his/her eligibility, the student is liable for repayment of the over-awarded amount.

Students should notify the Admissions and Records Office of any changes in name, address, phone number or educational goal/major. This will ensure that the student receives all correspondence from the college, and meets financial aid requirements.

Proper Use of Funds - Financial aid funds are to be used for educationally related expenses only. Direct educational costs are tuition, fees, books and supplies. Indirect educational costs include expenses for room and board, transportation and other applicable living expenses incurred while attending Western Nevada Community College.

SATISFACTORY ACADEMIC PROGRESS

Students receiving federal or state financial assistance must maintain satisfactory academic progress to remain eligible for such assistance. At a minimum, a student must satisfactorily complete 67 percent of all classes attempted each semester and the cumulative completion rate must be 67 percent or higher. Students must also maintain a cumulative grade point average of 2.0, a "C" average. The student must be enrolled as a "regular student" in an approved degree or certificate program, declare a specific degree or certificate objective and satisfy the above mentioned minimum credit completion and grade point requirements.

A student must complete a degree or certificate program within a reasonable length of time. A maximum of 90 attempted credits is allowed for financial assistance including credits from other schools. Completion of less than 67 percent of the semester or cumulative courses attempted will result in suspension of aid eligibility. A complete explanation of the Western Nevada Community College Financial Assistance Standards of Satisfactory Academic Progress will be provided to each student with the FAFSA and when the student receives an award letter. The complete printed Standards of Satisfactory Academic Progress are available to all students upon request. The student also will sign a statement on the WNCC Financial Assistance Data form that he/she has read and understand the Standards of Satisfactory Progress. Questions about the Standards of Progress may be directed to the Financial Assistance Office at any time.

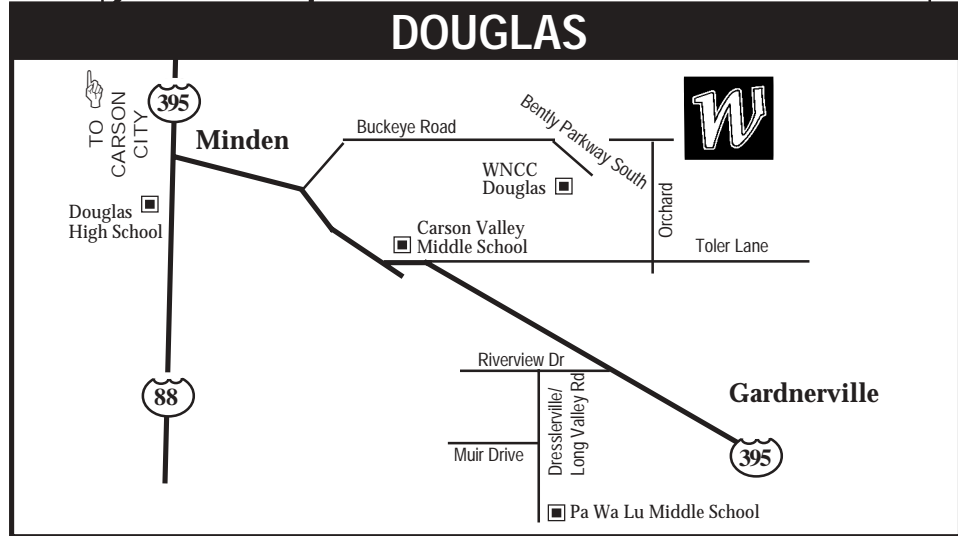
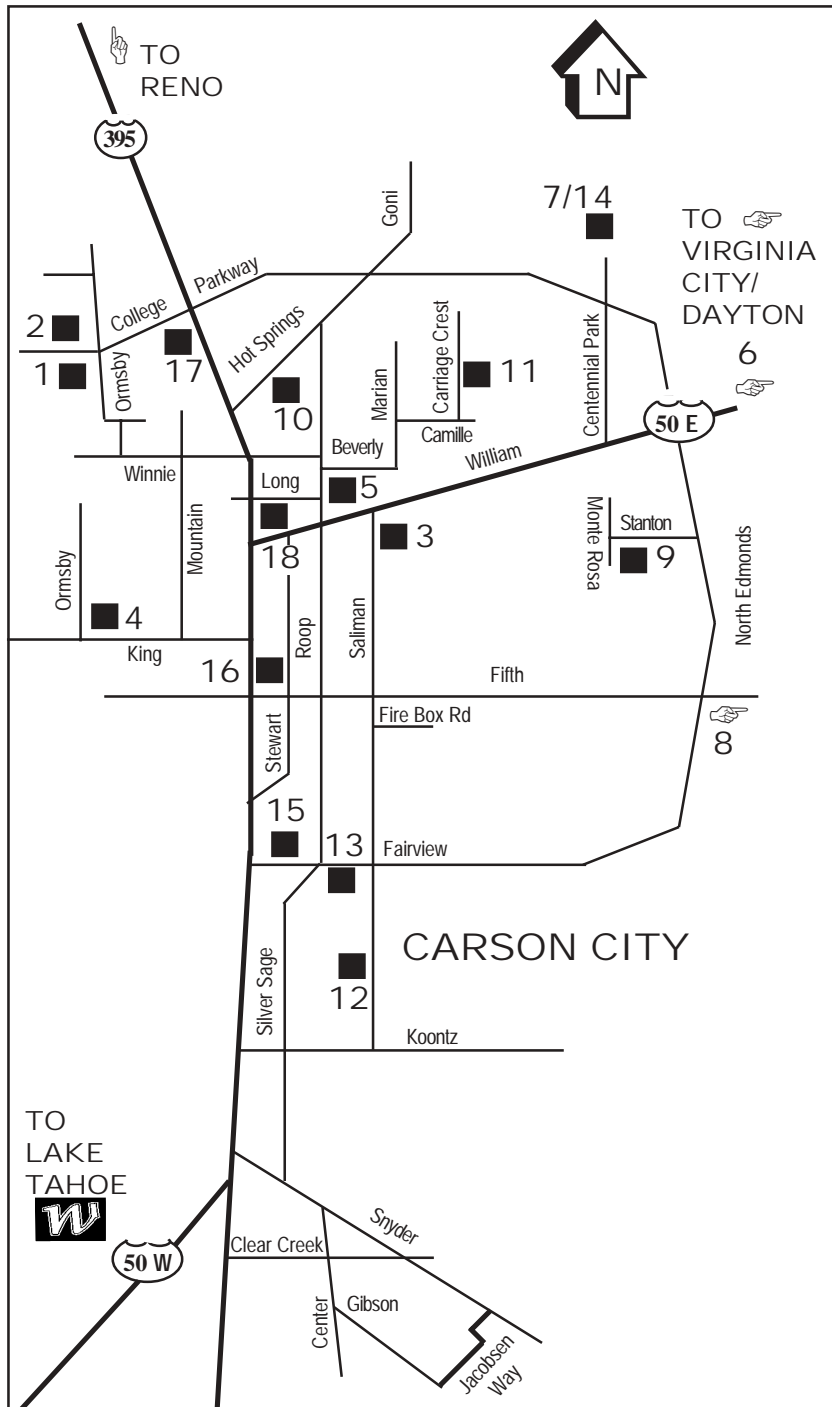
REINSTATEMENT-APPEAL PROCEDURE

A student who is notified that he/she has been placed on suspension status may appeal for reinstatement of assistance. The student must complete a PETITION FOR REINSTATEMENT OF AID obtainable from the Office of Financial Assistance. The appeal must be based on circumstances beyond the student's control such as death in the family, illness or an unforeseen emergency. The petition must be accompanied by third party documentation. The petition will be reviewed by the Financial Assistance Appeals Committee and the student notified in writing of the committee's decision.



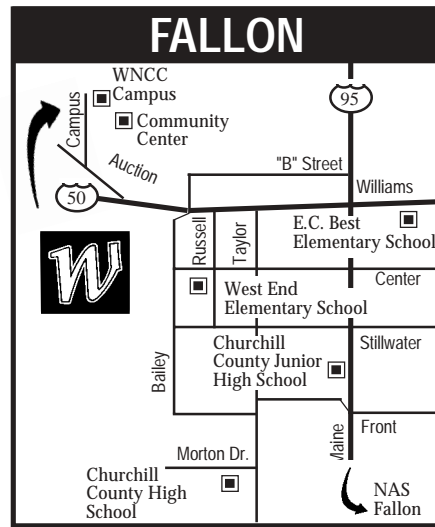
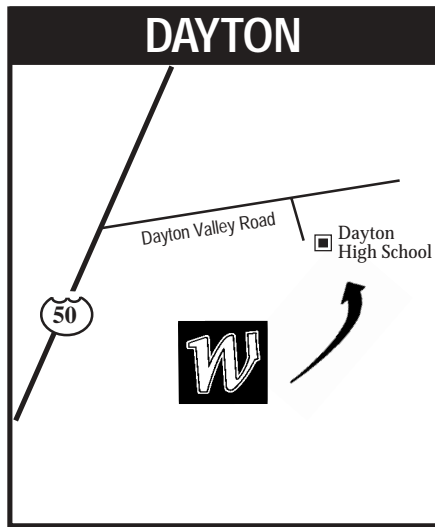
CARSON CITY

1. **Aspen Bldg.-Carson City Campus**
2201 W. College Parkway
- Bristlecone Bldg.-Carson City Campus**
2201 W. College Parkway
- Cedar Bldg.-Carson City Campus**
2201 W. College Parkway
- Child Development Center-Carson City Campus**
2201 W. College Parkway
2. **Andy Butti Welding Technology Center-Carson City Campus**
2201 W. College Parkway
- E. L. Cord Automotive Technology Center-Carson City Campus**
2201 W. College Parkway
- Donald W. Reynolds Center for Technology-Carson City Campus**
2201 W. College Parkway
- Woody Wurster Machine Tool Technology Center-Carson City Campus**
2201 W. College Parkway
3. **Carson High School/WNCC High Tech Center**
1111 N. Saliman Road
4. **Carson Middle School**
1140 West King Street
5. **Carson Senior Center**
901 Beverly Drive
6. **Chi Kwan Tae Kwon Do**
3198 Deer Run Road
7. **Eagle Valley Golf Course**
3999 Centennial Park Drive
8. **Eagle Valley Middle School**
4151 East Fifth Street
9. **Empire Elementary School**
1260 Monte Rosa Drive
10. **Dance Spirit**
430 Hot Springs Road
11. **Mark Twain Elementary School**
2111 Carriage Crest Drive
12. **Seeliger Elementary School**
2800 South Saliman Road
13. **Shos in Ryu**
1601 Fairview, #5
14. **Silver Sky Aviation**
3999 Centennial Park Drive
15. **Silver State Fitness**
1945 Idaho
16. **Supreme Court**
201 South Carson Street
17. **Uniglobe Happy Travel**
326 North Carson Street, #128
18. **Western Nevada Performing Arts**
319 North Carson Street



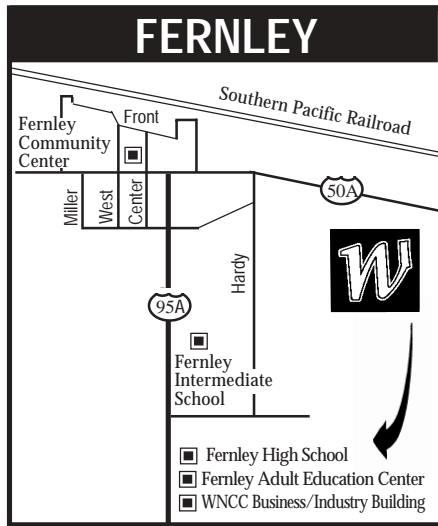


WNCC DAYTON
 Dayton High School
 335 Dayton Valley Rd.

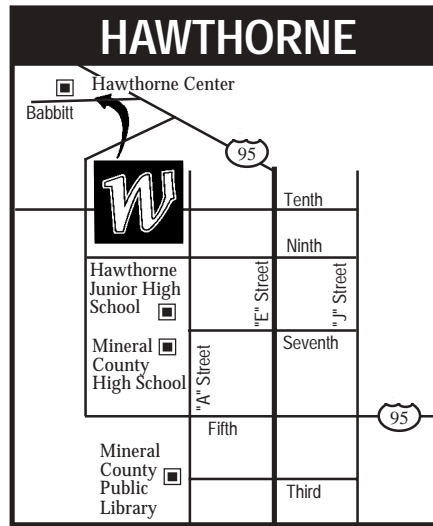


WNCC FALLON
 160 Campus Way

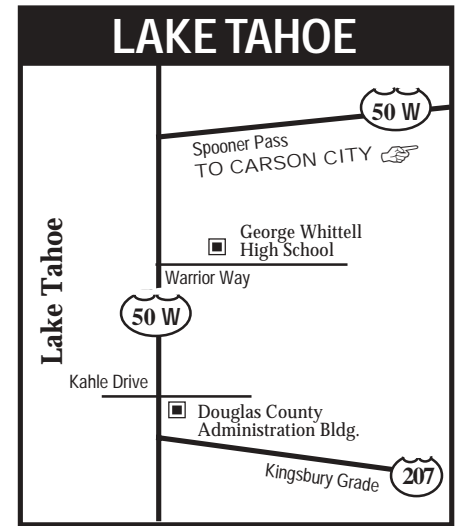
WNCC FERNLEY
 Fernley Adult Education Center, 1300 Hwy 95A



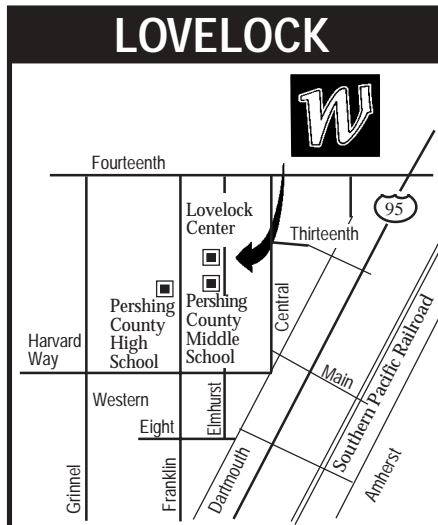
WNCC HAWTHORNE
 21st Street, Babbitt



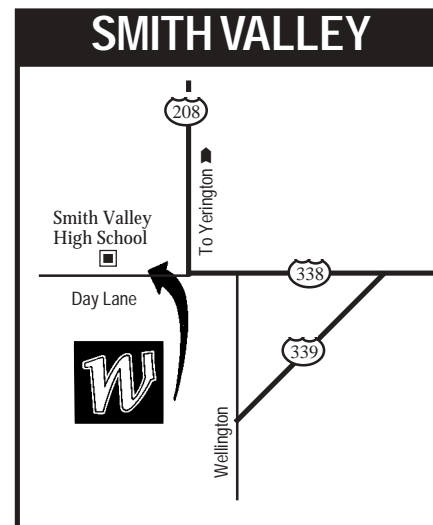
WNCC LAKE TAHOE
 1 Warrior Way, Zephyr Cove



WNCC LOVELOCK
 1295 Elmhurst Avenue



WNCC SMITH VALLEY
 20 Day Lane



WNCC YERINGTON
 13 Pearl Street

