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MISSION & GOALS

Western Nevada Community College is a public, open admission 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 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 campuses 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, WNCC 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 achieve their educational goals, in order that they might deal effectively with the challenges that they will face in their lives, whether the challenges are within their professional or personal lives or occur as a result of social and technological changes. 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, 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.
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.

AFFIRMATIVE ACTION POLICY - WNCC is committed to a policy of affirmative action/equal opportunity employer and values diversity in its student population and work force and does not discriminate on the basis of race, creed, color, age, religion, gender, sexual orientation, national origin, disabilities or veteran's status in the programs that are offered, in the activities sponsored, and in employment. The college has procedures to resolve complaints of alleged discrimination. For additional information, contact the college Affirmative Action Officer.

VISION

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.

Western Nevada Community College is accredited by the Northwest Commission on Colleges and Universities. Documents detailing accreditation approval are available at the WNCC library.

STATEMENT OF ETHICS: WNCC is committed to the highest ethical standards in its administration, teaching, scholarships and service, and its treatment of its students, faculty and staff.

A Message From the President

Welcome to Western Nevada Community College!

It is a pleasure to provide you with this catalog as a tool, 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 WNCC, which includes three beautiful campuses and many teaching centers across our 18,000-square-mile service area. Our faculty and staff offer personal support to each student, whether it is in small classes which allow discussion and interaction, or in distance learning and internet courses to accommodate job schedules and family needs. We also work continually to update equipment and facilities to provide state of the art learning tools and technology.

Talented faculty develop academic programs which combine critical thinking skills with respect for differences of opinion, and stress the values of good citizenship. We continually strive to determine appropriate learning outcomes for our students, and assess ourselves to ensure that the services we provide are of the highest quality.

Faculty, staff and administrators are strongly committed to helping you to reach your academic goals in a supportive, 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.

Carol A. Lucey, Ph.D.
President

Principles of Community

As members of the WNCC community, we choose to be part of an academic community dedicated to those principles that foster personal and professional integrity, civility, and tolerance.

We strive toward lives of personal integrity and academic excellence—We will encourage in ourselves, and in one another, those responsible actions which lead to lives of productive work, personal enrichment, and useful citizenship in an increasingly interdependent world.

We commit to treat one another with civility—Recognizing that there will be differences of opinion, we will explore the differences in a courteous and forthright manner, always acknowledging individual rights to the freedom of expression and association.

We support tolerance—We encourage those of all cultures, orientations, and backgrounds to understand and respect one another in a safe and supportive educational environment.

PRIVACY NOTIFICATION

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 AS AMENDED

In accordance with institutional policy and the U.S. Family Education Rights and Privacy Act of 1974 (FERPA), Western Nevada Community College protects the privacy of student educational records. FERPA was enacted to protect the privacy of educational records and to provide guidelines for the correction of inaccurate or misleading data.

No one shall have access to, nor will WNCC disclose any information from a student's educational records without the written consent of the student except to college staff and student employees performing an assigned college function, authorized representatives from federal and state agencies, officials of other institutions in which the students seeks to enroll, accrediting agencies carrying out their accreditation functions, military recruiter as specified in the Soloman Amendment, persons in compliance with a judicial order, officials providing student financial aid, the audit firm retained by the Nevada System of Higher Education, the data warehouse for the NSHE or designated institutional research personnel, any agencies engaged by WNCC to act on its behalf, and persons in an emergency to protect the health/and/or safety of students, or other persons.

As permitted under federal law, an exception to the above practice is the release of "directory" information considered to be public in nature and not generally deemed to be an invasion of privacy. At Western Nevada Community College, the following categories are defined as "directory" information: student name, city, state, residency status, full-time/part-time status, graduation date, major/degree, academic honors, dates of attendance, whether currently enrolled, and photographs at college sanctioned events. Students may have directory information withheld by filing a form in the Admissions and Records office. WNCC assumes that failure to specifically request the

withholding of directory information indicates individual approval for disclosure. To revoke the request, the student must do so in writing and file the revocation with Admissions and Records. WNCC will not provide telephone numbers, street addresses or class schedules to outside inquires. All requests for student information should be submitted to Admissions and Records in writing. Please check with the Admission 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 records, 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 explanation statements for inclusion in his/her file. For more information, contact Admissions and Records at WNCC.

Privacy Notice & Request for Confidential Status of Directory Information

Directory information is considered to be public in nature and not generally deemed to be an invasion of privacy. At Western Nevada Community College, the following categories are defined as "directory" information: student name, city, state, residency status, full-time/part-time status, graduation date, major/degree, academic honors, dates of attendance, whether currently enrolled, and photographs from college sanctioned events.

Students have the right to request non-disclosure of directory information. If they do not restrict release of this information, the information may be released or disclosed. Western Nevada Community College uses directory information for non-commercial, educational purposes, such as to mail notices to students about changes in policies, services, or opportunities. Directory information may also be provided for commercial purposes to businesses affiliated with the institution, honor societies, the alumni association and foundation, or other individuals for purposes that may be beneficial to students. The institution exercises discretion in responding to requests for directory information and may or may not provide such information when requested,

depending on the intended purpose of the request. The institution does not sell or rent student information for a fee.

It is important to consider carefully the potential consequences of restricting the release of directory information. If a student restricts release for non-commercial educational purposes, the institution will be unable to place the student's name in publications such as honors and graduation programs; to confirm graduation and dates of attendance to potential employers; to verify enrollment with organizations such as insurance companies; or to send notifications about specialized scholarships without the express written authorization of the student.

If, after due consideration, you wish to restrict the release of directory information, complete this form and submit it to the Office of Admissions and Records. This directive will apply permanently to your record until you choose to reverse it by submitting a written authorization.

- Do not disclose my information for commercial purposes.
- Do not disclose my information for non-commercial, educational purposes.
- Do not disclose my information for both commercial and non-commercial purposes.

Printed Name _____
 Student ID _____ Date _____
 Signature _____

The authorization can be mailed, faxed or delivered in person to Admissions and Records. This request will apply permanently to your record, even following graduation, until you choose to reverse it by submitting a written authorization to Admissions and Records.

COLLEGE CALENDAR

SUMMER 2006

Monday, June 12 Summer session begins
 Friday, August 4 Summer session ends

FALL 2006

Monday, April 17 Fall registration begins
 Monday, August 14 Teaching faculty return for fall semester
 Monday, August 28 Fall classes begin
 Monday, September 4 Labor Day holiday-college closed
 Last day to add full-semester classes
 Friday, October 27 Nevada Day holiday-college closed
 Wednesday, November 1 Last day to apply for fall graduation
 Friday, November 10 Veterans Day holiday-college closed
 Wednesday, November 22 .. Instructional holiday-no classes
 Thursday, November 23 Thanksgiving Day holiday-college closed
 Friday, November 24 State holiday-college closed
 Mon.-Sat., Dec. 11-16..... Final examinations
 Friday, December 15 Fall semester ends

SPRING 2007

Monday, November 27 Spring registration begins
 Thursday, January 11 Faculty return for spring semester
 Monday, January 15 Martin Luther King holiday-college closed
 Monday, January 22 Spring classes begin
 Last day to add full-semester classes
 Monday, February 19 President's Day holiday-college closed
 Thursday, March 1 Last day to apply for spring graduation
 Mon.-Sun., March 19-25 Spring break-no classes
 Mon.-Sat., May 14-19 Final examinations
 Friday, May 18 Spring semester ends
 Monday, May 21 Commencement - Fallon
 Tuesday, May 22 Commencement - Carson

SUMMER 2007

Monday, June 11 Summer session begins
 Friday, August 3 Summer session ends

JULY 2006							OCTOBER						
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	31				
30	31												

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

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

JANUARY 2007							APRIL						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1							1
2	3	4	5	6	7	8	2	3	4	5	6	7	8
9	10	11	12	13	14	15	9	10	11	12	13	14	15
16	17	18	19	20	21	22	16	17	18	19	20	21	22
23	24	25	26	27	28	29	23	24	25	26	27	28	29
30	31						30	31					

FEBRUARY							MAY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
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9	10	11	12	13	14	15	9	10	11	12	13	14	15
16	17	18	19	20	21	22	16	17	18	19	20	21	22
23	24	25	26	27	28	29	23	24	25	26	27	28	29
30	31						30	31					

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

WNCC • A PROFILE

A GROWING COLLEGE

Western Nevada Community College is a vital and growing member of Nevada's higher education system. Since opening its doors in 1971, WNCC has been dedicated to providing a wide range of educational opportunities to the people of western Nevada.

In Carson City, students study in a contemporary classroom and laboratory complex on the edge of the beautiful Sierra Nevada mountains, overlooking the state capital. Students also enjoy two technology centers for programs in convergence technology, computer networking, graphic design, geographic information systems, drafting, electronics and construction technology.

In Fallon, 60 miles east, the college operates an attractive full-service campus serving Nevada's agricultural heartland. Students study in college facilities as well as other convenient locations. They can complete the first two years of a university transfer program and enroll in occupational courses to increase job skills while earning a certificate and degree.

In Minden/Gardnerville, WNCC students enjoy a classroom/laboratory building in a spectacular, pastoral setting for the growing population in that area. The Douglas campus provides students with the opportunity to enroll in day or evening associate degree, university transfer, occupational, personal interest and developmental courses.

To meet the educational needs of Nevadans living throughout the college's seven-county, 18,000-square-mile area, WNCC also operates instructional centers in Fernley, Hawthorne, Lovelock, Smith Valley and Yerington. With the increased delivery of video and web education, students living in those service areas should be able to complete a degree program in their own community.

A PLACE OF OPPORTUNITY

Students enter college with different goals and expectations. WNCC offers diverse curricula which is flexible and tailored to meet those individual needs. By offering a variety of degree and certificate programs, scheduling classes at convenient times of the day or evening, and providing small class sizes and one-on-one counseling opportunities, WNCC helps to ensure students a positive and successful college experience.

A PROFESSIONAL, CARING STAFF THE FACULTY AND ADMINISTRATION

The faculty and administration at Western Nevada Community College are firmly committed to community colleges and their mission. Faculty are hired for their strong ability to teach and their concern for students, as well as for their strong professional backgrounds. Diverse academic and occupational experiences characterize the full-time faculty members and administrators at WNCC. They hold advanced degrees from universities across the United States and beyond, and have experience in everything from accounting and sociology to engineering and web technology.

In addition to this core group, the college also employs some 400 adjunct faculty each semester. These professionals are an integral part of WNCC's total educational effort. They bring students valuable, up-to-date experience in such areas as business management, computer technology, law, construction technologies, sciences, health care, and recreation. It is with their interests and expertise that WNCC can more effectively "fine tune" its curriculum each semester to meet the specialized needs and interests of the communities it serves.

THE STAFF

In addition to its professional staff, WNCC employs highly skilled administrative faculty, office managers, administrative assistants, library assistants and technicians who help keep the college operating smoothly on a day-to-day basis.

ACADEMIC DEGREES & CERTIFICATES

DEGREES:

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

CERTIFICATES:

- Certificate of Achievement
- Specialized Certifications

See page 23 for a list of academic degrees and programs.

What our 2004 Graduates say...

- 95 percent believe WNCC was worth the time and money
- 94 percent would recommend WNCC to others
- 88 percent achieved their primary goal

ENROLLMENT

ADMISSIONS

Western Nevada Community College maintains an "open door" admissions policy. Any individual 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 for details about registration procedures at WNCC, prospective students should contact the Admissions office on the Carson City, Fallon or Douglas campuses or the college web site at www.wncc.edu.

ADMISSION TO THE ALLIED HEALTH PROGRAMS

The college offers an Associate of Applied Science Degree in Nursing with an optional exit for a Certificate of Achievement in Practical Nursing and a Certificate of Achievement in Surgical Technology. Admission to both programs is limited and requires special application procedures. For information, contact Counseling Services.

Applications may be obtained on the college's web site. The college also offers emergency medical services, phlebotomy and nursing assistant courses.

Students enrolled in these programs are required to submit health information, evidence of medical insurance and current CPR certification as explained on the WNCC web site at the nursing and allied health academic program information site.

All required health insurance and CPR information must be submitted to the Office of Nursing and Allied Health prior to August 1. Students may enroll in courses after the information is on file.

ADVANCED STANDING ADMISSION

Students who earn 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 Admissions and Records and must request official transcripts be sent from each institution attended to Admissions and Records on the Carson City campus. Hand-delivered transcripts in sealed envelopes from other institutions may be accepted. 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 provided to the college. Each student filing a petition for evaluation will be informed by letter concerning the acceptance of 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 or 75 percent of the total credits required for a degree, whichever is larger, may be allowed toward an associate degree.

CONCURRENT REGISTRATION

A student who plans to enroll for one or more courses at another college while enrolled at WNCC should consult with a counselor prior to enrollment. The counselor will help the student select courses at the other college as they relate to degree requirements at WNCC. Courses taken at another college 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.

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 or designated official.

Students below the junior level of high school must have a minimum 3.0 GPA and be identified as academically talented by the designated high school official, and will be reviewed on a case by case basis for approval in enrollment in credit courses by the director of Admissions and Records. The student and his/her parents must meet with a WNCC counselor. The recommendation of the WNCC counselor, test scores, courses taken, grades, and the academic requirements, required laboratory components and recommendation of the instructor or division chair of the course(s) requested for enrollment will be taken into consideration. Otherwise, high school students below the junior level may enroll ONLY in Community Education and College for Kids courses.

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 Admissions and Records 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 Admissions and Records for an I-20 Certificate of Eligibility. International student application packets and a complete list of admission requirements are available in Admissions and Records. 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 required documentation with Admissions and Records at least 16 weeks prior to the beginning of the semester or summer session in which they intend to begin their study. Contact Admissions and Records for information on required documentation. 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 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 academic advisor, and may be required to take English and Math placement tests before registering. Based on results of the test, the student may be required to take additional related courses.

ENROLLMENT

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

1. Full-time enrollment is required for each semester during the student's entire program of study. At WNCC, 12 credits constitutes full-time enrollment.
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 U.S. Citizenship and Immigration 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 current with Admissions and Records and the U.S. Citizenship and Immigration Service.
5. Passports and I-20's must be kept current.
6. A tax return must be filed yearly.
7. The student must sign up and pay for the designated health insurance policy approved by the Student Health Center at the University of Nevada, Reno for the duration of their enrollment.
8. Immunizations are required and may have to be taken in the United States regardless of what records the applicant may have from their home country. Immunization records must meet Student Health Center approval.

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

Student Services at WNCC provides information and advice 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.

RESIDENCY REGULATIONS - (*Refer to back section of catalog*)

Admissions and Records

Room 101, Bristlecone Building, Student Services Lobby

775-445-3277

E-mail: wncc_aro@wncc.edu

REGISTRATION

Registration at WNCC is completed by Internet. Registration is available at

www.wncc.edu/webreg
(*follow the instructional prompts*)

ADD OR DROP A CLASS

ADDING: A student may add a class or change class sections using the Internet up to the close of the registration period for full term. Fees are due at the time of registration. for full term courses

DROPPING: A full term class may be dropped using 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 and the semester course schedule for the amount of refund, if any. After that date, exceptions may be made by the WNCC Refund Exceptions Committee for individual cases involving illness, accident or emergencies.

AUDITING A CLASS

Auditing a class 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 student is not required to take examinations. The last semester date to change credit to audit, or audit to credit for full term classes, is the end of the eighth week of classes for a 16-week semester or the end of the fourth week of classes for summer session.

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 and/or emphasis with Admissions and Records. Students who file a name change must present required documentation. Students may also change their address in Web-REG. Students are encouraged to keep information current to ensure receipt of correspondence, refund checks and to aid in proper academic advisement.

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 (six 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 a WNCC counselor.

Students should be aware that, according to the Northwest Commission on Colleges and Universities 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.

PROGRESS TOWARD GRADUATION

PROGRESS TOWARD GRADUATION ATTENDANCE

Students are expected to attend all classes for which they have registered. The instructor may drop any student when the student has 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.

COURSES WITH B DESIGNATORS REMOVED

Courses with a "B" designator (such as Math 100B) are not applicable towards the AA and AS degrees. However, if a student completed a "B" course and the "B" designator was later removed, the student may petition to have the course apply towards an AA or AS degree. Contact Admissions and Records for further information.

CREDIT - ASSIGNMENT & STUDENT INVOLVEMENT

The Northwest Commission on Colleges and Universities requires that each college credit entail 40-45 hours of student involvement (class time plus outside assignments). The following table shows how this determines the amount of student involvement for credit courses for the most commonly used number of credits.

Number of Credits in a Course	Amount of Student Involvement
5.....	20 - 22.5 hours
1.0.....	40 - 45 hours
2.....	80 - 90 hours
3.....	120 - 135 hours
4.....	160 - 180 hours
5.....	200 - 225 hours
6.....	240 - 270 hours

CREDIT - BY EXAMINATION

A maximum of 30 credits, accumulated through an acceptable credit by examination process, may be accepted toward degree requirements. A maximum of 15 credits in a single subject area is allowed.

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, with approvals, an enrolled student may be allowed to take challenge examinations to receive credit in certain courses. A student interested in these examination procedures should Admissions and Records or a counselor on the Fallon campus.

Policies relating to challenges are:

1. A student may not challenge a lower level course in the same subject area where the student has already received credit at a more advanced level.
2. A student enrolled in a more advanced course may not challenge a lower level course in the same subject area.
3. A student may not challenge a course that has been previously attempted.
4. Credits earned in challenge examinations are not considered resident credit, do not count as part of a student's credit load for any given semester, nor are they computed into the grade point average.
5. Successful challenge examinations are posted as a "pass" on the student's transcript.

6. Challenge examinations may not transfer to other academic institutions and may not count for licensing agencies.
7. WNCC reserves the right to deny any petition for challenge examination credit.
8. A student must have completed coursework for credit at WNCC before challenge credit will be placed on an official academic transcript.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP):

Credit may be granted for the satisfactory completion of the College Level Examination Program general examinations.

A maximum of three semester credits may be granted for each of the five general examinations (except English) earning the following 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: 50-63.

Six credits:

- Tests taken before July 1, 2001: 640 or above.
- Tests taken after July 1, 2001: 64 or above

A maximum of three semester credits may be granted for each subject examination. Only certain examinations are acceptable; inquire at Admissions and Records for the list of approved CLEP subject examinations. In general, WNCC will award credit as approved by the University of Nevada, Reno.

COLLEGE BOARD ADVANCED PLACEMENT EXAMINATIONS

Upon receipt of an official score report from the College Board and a satisfactory essay when required, credit may be granted for examinations with a score of 3 or higher, with the exception of foreign language and literature and human geography, which requires a score of 4 or higher. In general, WNCC will award credit as approved by the University of Nevada, Reno. Contact Admissions and Records for further information.

CREDIT - FRACTIONAL

Quarter credits are worth 2/3 of a semester credit. If a student lacks fractional credits in any area(s) of general education requirements, the student may satisfy the requirement(s) by completing other listed general education courses provided the student completes at least the minimum total requirements listed in the general education section for any degree or certificate. While an area or areas may be a fraction of a credit less than required, the total general education credits may not be reduced. While a specific program requirement can be satisfied with a fraction of a credit less than required, the total program requirements can not be reduced. Students who lack fractional credits in any area(s) of general educational or program requirements should see a counselor.

CREDIT FOR - INTERNATIONAL COLLEGES

Credit may be awarded from some recognized colleges and universities outside of the country; an official college transcript is required. If the transcript is not in English, the student is responsible for having the transcript translated through an acceptable translation service. Credit for English/ communications requirements is accepted only from institutions located in the following countries: Australia, Canada, England, Ireland and New Zealand. Contact Admissions and Records for further information.

PROGRESS TOWARD GRADUATION

CREDIT FOR - MILITARY SERVICE

Admitted students who are veterans and have completed more than one year of active duty may be granted non-traditional credit from a DD2-14, up to a maximum of 4 credits. Students may also receive credit for additional military training by sending an official military transcript.

CREDIT FOR - NON-TRADITIONAL EDUCATION

WNCC will consider awarding credit for prior experiential learning to students who have been accepted to the college. A minimum of 45 contact hours or 15 hours of instruction plus two hours of outside preparation per contact hour is required for each credit awarded. 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 institutions without regional accreditation
- Certificate training
- Other recognized sources

The above sources must meet the minimum standards for accreditation by nationally or state recognized agencies. Credits from non-traditional sources are evaluated on a case-by-case basis. In general, credit is awarded only for those courses or training experiences that are comparable to those courses offered by Western Nevada Community College. Certain credits may be applicable to satisfy course requirements for occupational degrees while others may be used as elective credit primarily for the AGS and AAS degrees and for certificate of achievement only. The only non-traditional credit applicable towards the AA and/or AS degrees is from military service as documented by a DD2-14. Non-traditional education credit will not be awarded to fulfill general education requirements except for the human relations requirement when applicable.

CREDIT FOR - TRANSFER EVALUATION POLICIES AND PROCEDURES

Students may request to have transfer credits applied towards a WNCC degree or certificate by submitting a "Petition for Evaluation" form to Admissions and Records. Students must submit official transcripts or training records before the evaluation will be completed. Transcripts from another college or university must be sent directly to Admissions and Records (transcripts that were mailed to a student directly from the institution and are hand carried to Admissions and Records in a sealed envelope may be acceptable).

Credits earned in institutions that are accredited by one of the six, regional accrediting associations (MSACS, NCACS, NEASC, NWASC, SACS, WASC) are normally transferable, provided the courses are comparable to those offered by WNCC and are applicable toward degree requirements. Credits earned from schools that are not regionally accredited will be considered nontraditional education.

Only transfer credits that apply toward a requirement (including required electives) will be applied toward a degree or certificate. WNCC can accept transfer credit as follows:

A maximum of 45 semester credits or 75 percent of the total credits required for a degree, whichever is greater, may be accepted from regionally 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 or 25 percent of the total credits for a degree may be accepted from non-traditional programs.

A maximum of 45 credits or 75 percent of the total credits for a degree, whichever is greater, from other sources as listed above may be applied toward an associate degree.

A maximum of 15 semester hours of credit from other sources as listed above may be applied toward a certificate.

Grades are not transferable but may be utilized when determining eligibility for financial assistance and/or admission to special academic programs and to determine the minimum GPA required for graduation.

After Admissions and Records receives a petition for evaluation request and all transcripts and training materials to be evaluated, a written degree progress or degree audit report will be mailed to the student. The processing time is approximately six to eight weeks after all materials have been received.

CREDIT FOR - TRANSFER EVALUATION REQUIREMENTS

Courses from NSHE institutions will be accepted for equivalent courses per common course numbering. Courses from other institutions will be evaluated on a case-by-case basis based on the course title, designator, credits, course numbering system used by the institution and course description if available.

For program requirements, if the information provided on the transcript is not sufficient for Admissions and Records to make a determination as to course applicability towards the student's desired program, a faculty member from the corresponding program will be consulted. The faculty member will decide on the applicability of the transfer course towards the program requirements.

CREDIT FOR - TRANSFER APPEALS PROCESS

If a student disagrees with a transfer credit evaluation the student is encouraged to obtain and submit further written information about the course in question such as a course outline or syllabus, and/or a course description if it was not originally available. If a student questions an evaluation from a non-traditional source the student is encouraged to obtain further written information about the training including number of hours of the training, information about the training source, accreditation, etc., Admissions and Records will consider amending the original evaluation if such information is provided.

If such information is not available, and/or if the student disagrees with the second evaluation, he/she may file a Transfer Credit Evaluation Appeal. A counselor who assists Admissions and Records with transfer evaluations will be consulted for a second opinion for consideration of the registrar. If the appeal is denied, the student will be given a reason for denial in writing. If the reason is a result of a course not meeting basic rules and policies, such as fulfilling the minimum number of credits required, the course was developmental, not completed at a regionally accredited institution, etc. the decision will be final.

If the reason is not based on such a policy and the student disagrees with the decision of the first appeal the student may submit a second appeal. The appropriate division chair will be consulted for an opinion. Admissions will provide the division chair with a copy of the course description and any additional information submitted by the student. The division chair may designate a faculty member in the specific department of the course or the degree/certificate program to act in his/her behalf. The decision of the division chair and/or his designee will be final. If the division cannot make a determination, the registrar will make the final determination. If a request is denied, the student will be given a reason for the denial in writing. The decision of the second appeal will be final.

WESTERN NEVADA COMMUNITY COLLEGE • 2006-2007
PROGRESS TOWARD GRADUATION

GRADES

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

GRADE	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 Admissions and Records pending faculty submission of final grade	

1. The "Plus" and Minus" is a part of the grading scale of each institution. 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 institution. All grades are awarded at the option of the faculty. Students may repeat failed courses.
3. Withdrawals indicate that the student did not complete the course.
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 "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 Admissions & Records by the last day of the semester.

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

1. Prior to activation of the formal grade appeal process it is recommended that the student discuss his/her complaint with the instructor who issued the grade. If the student cannot reach the instructor, or if the grade is not resolved by the instructor, the student must file a written intent to appeal the grade with the instructor's division office within two weeks of the grade's posting.
2. Once the written notice is filed, the student has until 5 p.m. on February 1 or on September 1 (whichever occurs immediately after the grading period in which the grade was issued) to contact the division chair who will set up a meeting between the student, instructor and division chair (or student and instructor if they hadn't met before).
3. If the grade appeal is still unresolved, the student must submit details in writing to the vice president for Academic and Student Affairs who will act on the grade appeal within 15 days of being notified.
4. Within 15 days of the receipt of the written certified letter, a hearing committee made up of the division chair, two faculty members of the same division and two students chosen by the United Students Association president will meet to hear the grade appeal. The instructor and the student who is appealing the grade will be invited to be present when this committee meets.
5. The written recommendation of this hearing committee will be forwarded to the vice president for Academic and Student Affairs who will act on the grade appeal within 15 days of being notified.

PROGRESS TOWARD GRADUATION

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 dedication to academic excellence and love of learning
- The opportunity to work closely with 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 an 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. For Information contact the Dean of Instruction's office.

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 A, B, C, D scale, and
2. The semester grade point average is 3.50 or higher.

INFORMATION

Admissions & Records 775-445-3277

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 determines the honors designation:

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

Credits and grades transferred from other institutions will not apply.

INFORMATION

Admissions & Records 775-445-3277

NSHE SYSTEM CORE REQUIREMENTS

All WNCC associate degrees have the NSHE core requirements embedded in the degree requirements. WNCC students earning a second degree, or students who completed the system core at another NSHE institution, are not required to fulfill the system core requirements provided the student meets all program/emphasis/subject requirements for the second degree.

RELEASE OF TRANSCRIPTS FROM OTHER INSTITUTIONS

When a transcript from another institution is received by Admissions and Records, the transcript becomes the official property of Western Nevada Community College. Admissions and Records does not release or provide copies of a student's official transcript from another institution to third parties or to the students.

Upon request, students may view their transcript from another institution and take notes in regards to classes, semester, and grades but may not have a copy. Exceptions to the policy are at the discretion of the registrar and are only granted in extreme cases such as 1) the institution housing the original records has been destroyed and WNCC has the only known existing transcript, or 2) international transcripts that the student is unable to obtain.

SATISFACTORY DEGREE PROGRESS

Students seeking degrees or certificates 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 and must obtain permission from Counseling Services before any future registration will be allowed. Academic probation will be removed when the student's overall WNCC GPA is 2.0 or higher.

STUDENT RECORDS

Educational records are available from Admissions and Records. 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, provided a student has submitted a Petition for Evaluation Form:

- 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 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

INFORMATION

Admissions & Records 775-445-3277

GRADUATION

GRADUATION 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 and completes a course, or the year under which he/she will complete the curriculum requirements for a degree/certificate. Students applying to programs with selective admissions criteria must follow the catalog in effect at the time the enrollment application is submitted. Each Western Nevada Community College catalog is effective for the upcoming fall, spring, and subsequent summer terms. 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 must, 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 college level credits in residence at WNCC for each degree or certificate of achievement. Challenge examinations, nontraditional credit, etc., do not count as resident credit. Community Education 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 using all courses chosen to fulfill the degree requirements taken at WNCC and transferred.
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. Each student seeking an associate degree or certificate of achievement is required to submit a completed Application for Graduation to Admissions and Records. 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 - March 1
- Summer Session - June 1

The date of graduation that appears 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.

DUAL DEGREES/CERTIFICATES

A student may earn two or more degrees subsequently or simultaneously provided he/she fulfills all of the following conditions:

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

For each additional degree, a student must complete 15 credits in addition to the minimum number required for the first degree. 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. College preparatory courses with a number below 100 will not apply toward the 75 total semester credits.

CAP AND GOWN

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

FEES & COSTS

FEES

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.

COMMUNITY EDUCATION COURSE FEE

Community Education courses receive no state funding, and therefore must be self-supporting. Fees which may vary from others at WNCC. Student fees cover the cost of the instructor's salary, supplies, equipment, and other overhead costs. Fees for Community Education courses may not be deferred. Nevada residents age 62 or older receive a 20 percent discount on Community Education fees other than lab fees.

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 or out-of-state tuition fees. 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 Education 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. A penalty fee of \$10 or 10 percent, whichever is greater, or any part thereof, will be charged against the total amount owed.

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. 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 NSHE until the delinquent account is cleared and the financial hold removed. All delinquent accounts may be sent to collection after 90 days. The student will also be responsible for collection and legal fees.

FEE PAYMENT METHOD

Fees may be paid by MasterCard, Visa, or Discover card at most of the college's teaching centers or by Internet at www.wncc.edu. The college does not furnish counter checks and under no circumstances will it accept post-dated checks or altered checks. A \$25 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.

FEE REFUNDS

The college's refund policy applies to students in all programs, and to all registration fees for withdrawal or net credit reduction, except for non-credit courses. The application fee is not refundable and cannot be transferred to another person or to another fee. Refund of fees for withdrawal from WNCC semester-long classes will be as follows:

- 100 percent if the withdrawal is completed prior to the first day of the semester.
- 90 percent if the withdrawal is completed by the end of late registration (five working days into semester).

NOTE: Community Education courses and Open Entry/Open Exit courses do not have a 90 percent refund period.

Short-term course refund policies DO NOT follow full-term guidelines. Courses that are scheduled to begin at a date different from the regular semester and/or after the beginning of the semester must be dropped prior to the first class session for a 100 percent refund. Once the class has started, no refund of any amount will be given. Refund checks for dropped classes are prepared and mailed biweekly. Payment 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. **Drops must be made by Internet before a refund can be issued.**

Refunds after published deadlines will not be considered for reasons which are beyond the control of the college. Not attending class, job transfers, changes in work schedule, relocation, etc., will not be considered grounds for refund appeals.

Refund appeals with verifiable evidence may be granted during the first half of the semester for the following reasons: induction or activation into the armed forces; death of the student's spouse, child, parent or legal guardian; death of the student; verifiable error on the part of the college; and verifiable incapacity, illness or injury which prevents the student from returning to school for the remainder of the semester.

In general, no refund is made after the first half of the semester.

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

Upon written approval from 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.

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 specifically designated county 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. Students must apply for Good Neighbor tuition status.

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 NSHE schools as resident students, waiving the out-of-state tuition fee.

GRADUATION FEE

Each student who earns 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.

NON-RESIDENT DISTANCE EDUCATION TUITION

A reduced non-resident tuition fee of \$26.25 per credit (regardless of the number of credits) as of fall semester 2006 will be added to the regular registration fee of \$52.50 per credit for students enrolling in the distance education classes.

FEES AND COSTS

NON-RESIDENT 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 Nevada System of Higher Education. Residency requirements are available at the Admissions Office. Community Education courses are an exception to residency requirements. They are not counted toward the "date of matriculation" for establishing residency.

PERSONS AGE 62 OR OLDER

Nevada residents 62 years or older 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 Admissions and Records.

REGISTRATION FEE

The registration fee for all credit courses is \$52.50 per credit as of fall semester 2006. 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 Education courses, for which the fees vary. All registration fees are due upon completion of registration.

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 NSHE Board of Regents has approved a technology fee of \$4 per credit. Thus, the typical three-credit class for fall 2006 would cost \$169.50 in combined registration/technology fees based on \$52.50 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.

IMPORTANT TERMS

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

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.

BLENDED CLASS - Class delivered primarily over the Internet but with regularly required face-to-face meetings (ie: labs, etc.)

BONA FIDE RESIDENT -- an independent person who has continuous physical presence in the state of Nevada for a minimum of twelve consecutive months, who has no ties to any other state, and who has the intent to permanently reside in the state of Nevada. For a dependent person, the family, spouse or legal guardian must have continuous physical presence in Nevada as described above. .

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 -- 40-45 hours of student involvement (seat time plus outside assignments) for each college credit taken.

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; does not apply toward a WNCC degree.

DISTANCE EDUCATION - Educational opportunities delivered outside of a traditional classroom setting using a variety of technologies (ie: interactive video, Internet, etc.)

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 -- -- natural or legal adoptive parent(s) of a dependent person, or if one parent has legal custody of a dependent person, that parent.

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

GPA (grade point average) -- Number 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. The course may be transferable to other colleges; the receiving institution makes the decision.

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 unless the course is approved for repeat for credit.

RESIDENT --A student who has been determined to be a bona fide resident and is not charged out of state tuition.

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.

WEBCT -- A software delivery package (aka: shell) for web, web enhanced and blended classes delivered over the Internet.

WEB EDUCATION -- Classes delivered over the Internet that may require one or more scheduled meetings, either online or face-to-face.

WEB ENHANCED CLASS -- Regular face-to-face class that uses an Internet component to expand the course experience.

WEB-REG -- WNCC's Internet class registration system.

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

SERVICES FOR STUDENTS & COMMUNITY

DEVELOPMENTAL EDUCATION

As part of WNCC's mission, the college provides instruction and services for individuals seeking to enhance 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 CENTERS (ASC)

The mission of the Academic Skills Centers is to provide WNCC students with supplementary academic assistance in a positive learning environment and to help students develop their academic skills and acquire habits of success. The following services are offered:

- **TUTORING** - Individual and group tutoring is available in math, English, study skills, and a variety of other subjects.
- **LEARNING MATERIALS** - A selection of college textbooks are available for student use.

Academic Skills Centers

Carson City campus • Bristlecone Bldg., Rm. 330 775-445-4260
 Fallon campus • Virgil Getto Hall 775-423-7565
 Douglas campus • (limited tutoring) call Carson City campus ASC

BRIDGES 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 offers a computer assisted learning lab open at convenient times for student use. Students may attend a class, use workbooks and videos, or use the computer-aided technology to meet their learning goals. All services are free to students.

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, writing and conversational 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 from the ESL program into GED preparation classes or developmental classes in the for-credit college curriculum

GED EXAM PREPARATION

The college offers a variety of classes and instructional methods in Carson City, Dayton, Fallon, Stateline and Minden-Gardnerville to prepare students who have not graduated from high school to take the GED (high school equivalency) exam. All services are free to students. Students are given a practice test at in-take, compatible with the 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. An online option is available to students with internet access and a computer with Windows 98 or better. Courses vary in length and intensity, are designed to meet the current needs of students, and are continuously modified.

ATHLETICS - INTERCOLLEGIATE

WNCC offers a number of intercollegiate sports for students who wish to continue their participation while they earn a degree or prepare for transfer to a university.

The WesternWildcats have three teams: baseball (men), rodeo (men and women), and soccer (women). Students can enjoy both the benefits of a college with smaller class sizes and teachers who care, and college-level competition against colleges and universities throughout the West. Athletes can earn college credits and degrees, use their Millennium Scholarships or other forms of financial assistance, and compete close to home at WNCC.

The WNCC baseball and soccer teams are Division I members of the National Junior College Athletic Association. Division I schools can offer scholarships.

The rodeo team competes in the West Coast Region of the National Collegiate Rodeo Association. It is based at WNCC Fallon but is open to all students at the college.

STUDENT REQUIREMENTS

WNCC students participating in the college's athletics program must be enrolled full-time for a minimum of 12 credits and must maintain a minimum grade point average of 2.0 in all classes.

INFORMATION

Baseball	775-445-3250
Rodeo.....	775-445-3281
Soccer	775-445-4264

BOOKSTORE

Follett Higher Education Group 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 fill book orders through efollett.com. Students may order textbooks by telephone, via the Internet or by mail to the Carson City Bookstore.

HOURS, DATES & TIME

Carson.....	775-445-3233
Fallon.....	775-423-7556

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 care is available for children age six weeks to six years. Part-time child care is available for preschool children three to six 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 Friday 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.

The center does not provide "drop-in" care. All registration papers must be submitted at least 24 hours before 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.

Information..... 775-445-4262

SERVICES FOR STUDENTS AND COMMUNITY

COUNSELING SERVICES

Western Nevada Community College offers 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 confidential.

Counseling Services

Carson.....	775-445-3267
Bristlecone Building, Room 103	
Douglas.....	775-782-2413
Bently Hall	
Fallon.....	775-423-4031
Virgil Getto Hall, Room 321	

DISABILITY SUPPORT 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, students must be currently enrolled in classes and provide appropriate documentation of their disability.

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 and readers
- Assistive technology such as tape recorders, enlarged print, books on tape
- Alternative testing
- Interpreter services
- Adaptive computer equipment

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). The Carson City, Douglas, and Fallon campuses have TDD devices in central locations for the personal use of students with hearing impairments.

FINANCIAL ASSISTANCE

The Financial Assistance office administers a broad array of financial aid programs including grants, scholarships, loans and part-time employment to assist in meeting the financial needs of WNCC students. Most financial aid is "need based," that is, based on calculation formulas prescribed by the U.S. Department of Education.

To apply for financial aid, complete the Free Application for Federal Students Aid (FAFSA) at www.fafsa.ed.gov, listing WNCC as a college choice. The school code is **013896**. To ensure funds are available when classes begin, students should complete the FAFSA at least six weeks prior to the semester.

Financial assistance is offered as a "package" of aid which may include any combination of grants, scholarships, loans and work-study. The amount and type of aid depends upon students' financial need, level of enrollment, expected family contribution, availability of funds and other resources.

ELIGIBILITY CRITERIA

Financial aid may be available in the form of grants, loans, scholarships, and student employment. These programs are regulated by federal (Title IV), state, and campus guidelines. In general, eligibility requirements include, but are not limited to the following:

- 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.

TYPES OF AID GRANTS

Grants are a type of aid from the federal government, state, or the college that does not require repayment. These awards are most often awarded to students who have financial need. Western Nevada Community College participates in several need-based federal and state-funded grant programs including the Federal Pell Grant, Supplemental Educational Opportunity Grant, LEAP Grants, etc.

LOANS

Educational loans are types of financial aid that must be repaid and will include accrued interest. Subsidized Stafford Loans are "need based." The federal government pays the interest to the lender while students are enrolled at least half-time during the "grace period" and authorized periods of deferment. Interest accrues when student graduates or does not enroll at approved higher education institution. Unsubsidized Stafford Loans are not based on need. The loan principal is deferred, but students pay the interest monthly or quarterly while enrolled, or may defer the interest and add it to the loan principal. This is known as "interest capitalization."

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.

A student attending WNCC and using his or her Millennium Scholarship must enroll in a minimum of six credits, and will receive \$40 per credit hour up to 12 credits maximum. The Millennium Scholarship does not pay for developmental courses under the 100 level.

INFORMATION

Office of the State Treasurer . . . <http://nevadatreasurer.com/millennium/>

SCHOLARSHIPS

Scholarships are typically merit based awards that do not have to be repaid. Scholarships are funded from a variety of sources, such as Western Nevada Community College, private businesses, tribes, clubs, organizations, etc. A separate application is necessary to be eligible for these funds. The application deadline is April 1 for the following fall semester. Students are encouraged to actively search out scholarships, be aware of deadlines and apply early. Students are also encouraged to complete the FAFSA to establish financial need and explore eligibility for Title IV aid.

INFORMATION

Financial Assistance . . . www.wncc.edu/student-services/financial

SERVICES FOR STUDENTS AND COMMUNITY

STUDENT EMPLOYMENT

Employment opportunities may include the Federal Work-Study, Regents Awards Program, and the Nevada Student Employment Program. Employment can be on or off campus (Carson City, Fallon, and Douglas) and work hours can be arranged according to class schedules. These student employment positions provide students with valuable work experience. These opportunities allow students to earn money while enrolled in school to help pay for education expenses. These awards will not disburse in a lump sum, but through bi-weekly paychecks for hours actually worked. Because work is required for this type of financial aid, employment is considered a form of self-help aid. To be considered for these student employment programs, students must complete the FAFSA.

HOW TO APPLY

To apply for financial aid, complete the WNCC Student Financial Assistance Data Form and the Free Application for Federal Student Aid. The FAFSA application is used to determine eligibility for both state and federal assistance programs. When completing the FAFSA, students will need WNCC's Title IV code number, 013896.

The FAFSA is usually available by January for the following academic year. Many types of funding in this section are limited and may run out, so applying early is important. The fastest way to complete a FAFSA is on the web at www.fafsa.ed.gov/.

OBTAIN A PIN TO APPLY ONLINE

Students who don't have a PIN from the Department of Education will need to get one. This is not the same as the WNCC college PIN that is used to register for classes. A Department of Education PIN allows students to electronically "sign" the FAFSA application, reducing processing time. Students under age 24 may also need parents to sign the FAFSA form. Parents can also request a PIN, since they must sign for any information they enter electronically. Request a PIN at this site: pin.ed.gov/.

To be considered for financial aid, students must submit the proper forms and meet all deadlines. Students should keep in mind that applying for and receiving financial aid is a lengthy and, at times, a complicated process. Timing is important; the earlier they act, the earlier they can be notified about eligibility for assistance. Students should allow at least 45 days before the semester begins to complete the application process.

Financial aid is based on the number of credits in which a student enrolls as indicated on the student's financial aid application form. If a student enrolls in a number of credits different than what is listed on the award letter, the student's file may need to be reprocessed and there may be a delay in the student's receipt of financial aid.

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 may complete a Financial Assistance Appeal Form obtainable from the Office of Financial Assistance or on the college web site. The appeal must be based on circumstances beyond the student's control such as death in the family, illness, an unforeseen emergency or extenuating circumstances. The appeal will be reviewed by the Financial Assistance Appeals Committee and all decisions are final.

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 minimum 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 whether aid is received or not. 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 is available on the web page.

INFORMATION

Financial Assistance775-445-3264

STUDENT RESPONSIBILITIES

Students receiving financial aid from WNCC are required to accept certain responsibilities to receive their aid package and/or maintain eligibility for continued aid awards.

- **Enrollment:** Students must be enrolled in an approved degree program. 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.

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, 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 Admissions and Records of any changes in name, address, phone number or educational 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.

STUDENT 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, including e-signing.
- Students have the right to appeal decisions made by the Financial Assistance office to the Financial Assistance Appeals Committee.

SERVICES FOR STUDENTS AND COMMUNITY

FOOD SERVICES

JAVA DASH @ SEDWAY CAFE

Sedway Cafe is on the Carson City campus in the Aspen Building. The cafe serves a variety of hot entrees, fresh salads, 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. Sedway can accommodate special activities or needs, and caters special events. Just give them some advance notice as they are dedicated to meeting the needs of the campus population and enhancing the learning experience.

HOURS & MENU

www.wncc.edu/sedway

JIVE N JAVA

A local Fallon coffeehouse has opened a new café on the WNCC Fallon campus in the Sage Building. Jive N Java will serve a variety of hot and cold coffee drinks, Italian sodas, smoothies, teas, cold sandwiches and pastries. It will be open select daytime and evening hours Monday through Friday to accommodate hungry students, staff and faculty.

HOUSING

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

INTERNET SERVICES

Student internet services include class registration, account balance information, unofficial transcripts, enrollment verification and many other resources. For the latest information, check the college web page at www.wncc.edu

E-mail Accounts

Any student enrolled at WNCC is eligible for a FREE WNCC e-mail account. For information, go to:

www.wncc.edu/it/email.php

JOB BOARD

Job Board is an employment information service available to students and the community. Area employers who wish to post available employment opportunities can post their job by filling out the form at www.wncc.edu/etc/. Information should include job title, salary work hours, etc., and is posted on the Job Board website at www.wncc.edu/studentjobs/. It may also be distributed to other college locations.

Carson.....775-445-4458

Fallon.....775-423-5847

LIBRARY AND MEDIA SERVICES

The WNCC Library & Media Services print collection includes more than 43,000 books, and 3,500 videos/DVDs, about 160 magazine subscriptions, 900 maps, and Nevada related materials. In addition to its print collection, the WNCC library subscribes to more than 10,000 journals, newspapers, and books online. WNCC students and staff can locate articles using these online sources from both on and off campus. Library cards are issued to current WNCC students with a student I.D. or driver's license. Off-campus students can register for a library card through the library's web site. The WNCC library card also gives students borrowing privileges at other Nevada academic libraries. Students can view videotapes, listen to audiocassettes, duplicate non-copyrighted video and audiocassettes, and use other multi-media programs and equipment in the library. To learn more about library locations, hours, policies, research tools, and services, go to the library's web site. The Carson City campus library houses a computer work area with over 24 computers, individual and group study rooms, multi-media viewing stations, a media presentation/satellite downlink room and an instruction lab with 16 computer work stations. The Fallon Campus Beck Library is a full-service library with thousands of books, videos/DVDs, a journal collection, and computer workstations to access the Library's extensive online resources.

Library Services

Hours, services and access to collections, call:

Carson City Library Services 445-3229

Media Services..... 445-4241

Fallon Library & Media Services..... 423-5330

<http://library.wncc.edu>

STUDENT AMBASSADORS

WNCC has 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.

Outreach Services.....775-445-3241

SERVICES FOR STUDENTS AND COMMUNITY

STUDENT CENTER

The WNCC Student Center is located on the first floor of the Joe Dini Library and Student Center at WNCC Carson City. The center offers students a place to study, relax, and have a good time.

Student Center services include:

- Fitness Center
- Game room/ pool tables/ video games
- Television lounge
- United Students Association offices
- Internet café
- Study areas

STUDENT ID CARDS

Students enrolled in credit courses may be issued a student identification card. A WNCC student ID card allows access to the Student Center services as well as discounts at local businesses in the Carson City area.

Student identification card photos are taken at the student center information counter, located in the Joe Dini Student Center. To receive an ID card, students must bring their driver's license or state ID card (or other valid picture ID) and their class enrollment confirmation.

Student ID cards are valid for the duration of the student's enrollment at WNCC. Validation stickers for current students may be picked up at the Student Center information counter.

HOURS - FALL & SPRING SEMESTERS

Monday-Thursday8 am-8 pm
 Friday8 am-5 pm

FITNESS CENTER

WNCC students, staff and faculty have access to the campus Fitness Center, located in the Joe Dini Student Center. The Fitness Center offers a variety of cardiovascular equipment as well as free weights and a universal weight lifting machine.

A valid WNCC ID card with current activity sticker is required to enter the Fitness Center.

Students need to obtain a WNCC student ID card, be enrolled in a minimum of three credits and purchase a \$20 activity sticker each semester to use the Fitness Center.

An activity sticker can be purchased at the Business Office and the Fitness Center validation sticker can be picked up at the student center information counter, located in the Joe Dini Student Center.

Fitness Center users are required to sign a liability release form at the Student Center information counter.

GAME ROOM

The game room offers students a place to relax in an arcade-type atmosphere. Students can challenge one another to an air hockey or pool game and play a variety of arcade games.

INTERNET CAFÉ

The Internet Café is a place to check e-mail and socialize with friends and classmates. All students can get their own e-mail through the college.

TELEVISION LOUNGE

In the television room students can be entertained as well as have a place to kick back and relax between classes.

HOURS

Monday-Thursday7 am-8 pm
 Friday7 am-5 pm

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 Carson City and Fallon campuses have been designated as official test centers for the General Education Development test. Contact the Adult Basic Education office in Carson City or Counseling Services in Fallon for information and appointments.

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. Placement testing is required for students who enroll in English and math classes. The nursing program requires students to take the Test of Essential Academic Skills.

College placement testing is available by appointment at the Carson City, Douglas and Fallon campuses. Students who are unsure what class to take are also encouraged to see a counselor.

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.

United Students Association

Carson City 775-445-3323
 Joe Dini, Jr. Library & Student Center, Room 105
 Fallon 775-423-7565 ext. 2264
 Piñon Hall, Room 201

STUDENT ORGANIZATIONS

The formation of student groups is encouraged, provided these groups serve a positive purpose and function. Student clubs must be chartered through the United Students Association of Western Nevada Community College. Any student may propose to form a student club by filing a petition with USA. All clubs 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 clubs. They include:

JOURNALISM CLUB

The Journalism Club at the Carson City campus promotes interest in the fields of writing and journalism, and a feeling of fellowship among students with similar interests. The members work together to publish a school newspaper while gaining expertise in desktop publishing software.

SERVICES FOR STUDENTS AND COMMUNITY

INTERNATIONAL CLUB

The International Club meets to explore American culture and the various cultures represented by the participants. Members practice conversational and idiomatic English while sharing fellowship and experiences with non-native English speakers, native English speakers, and people from countries other than the United States.

Call775-445-4451

LONE MOUNTAIN WRITERS

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

Web pages for Lone Mountain Writers can be found under News & Events on the WNCC site www.wncc.edu.

NATIONAL STUDENT NURSES' ASSOCIATION

The National Student Nurses' Association is a preprofessional organization for those pursuing a nursing education. Involvement in the NSNA promotes the development of leadership skills needed to be a responsible and accountable professional nurse. Those studying for a degree in nursing, whether admitted in the nursing program or not, are invited to join and participate.

PHI THETA KAPPA HONOR SOCIETY

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 who have a 3.5 GPA and have completed 15 credits are encouraged to join and become active in Phi Theta Kappa at the local, regional, and national level.

VETERANS SERVICES

To help eligible veterans access their veterans educational benefits, the college maintains an office of Veterans Services within the Financial Assistance office.

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. The office will certify enrollment, report changes to enrollment, and satisfactory progress to the VA. Additionally, it 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)
- Survivors' & 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 Counseling Services on the Fallon campus. Students attending any of WNCC's other campuses/centers, should see their campus coordinator for information.

Veterans Services Office

Veterans educational benefits, VA forms, VA policies, VA resources
775-445-3264

www.wncc.edu

(click on Offices and Services, then Financial Assistance, then Available Funding)

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.

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

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

OCCUPATIONAL PROGRAMS AND EMPHASES

WNCC offers two-year occupational programs in many areas, allowing students to gain job training and earn an Associate of Applied Science degree.

One-year occupational programs are also offered in a number of areas, allowing students to achieve a Certificate of Achievement.

Students enrolled in any of these programs will benefit from "hands-on" laboratory experience within their major field. They will enter the job market with specific skills and knowledge useful for employment and advancement.

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

TRANSFER PROGRAMS AND EMPHASES

WNCC attracts a large number of students who plan to earn a baccalaureate degree from a four-year college or university. They elect to begin their college education at the community college for many reasons, including lower tuition costs, small class sizes, flexible class times and a comfortable learning environment.

Students who plan to transfer can earn the Associate of Arts, Associate of Science, or Associate of General Studies degree. These programs of study can provide the first one or two years of their four-year degrees.

WNCC students have transferred to many four-year schools. Students who plan to transfer should work closely with a WNCC counselor and also keep in contact with the intended transfer institution.

General Education Mission & Student Learning Outcomes

The general education program is an essential element of all degree programs and certificates of achievement offered at WNCC. Faculty completed a review of the purpose of the general education program and developed a list of the 10 things that are critical to the success of WNCC graduates. The 10 things students are expected

to demonstrate they have achieved are referred to as general education student learning outcomes. Starting in fall 2006, all courses used to fulfill general education requirements will specify the specific general education student learning outcomes that are relevant to the course.

General Education Mission

The mission of general education at WNCC is to provide students who complete degrees and certificates of achievement with critical life skills that will benefit students in their personal and professional endeavors.

General Education Student Learning Outcomes for Degrees

Students who complete a degree at WNCC are expected to demonstrate they:

- have college-level skills in reading, writing, and oral communication appropriate to their degree and/or emphasis.
- can use appropriate college-level mathematical skills.
- have problem solving, creative, and critical thinking skills.
- have effective and efficient learning skills, including the location and evaluation of information.
- have appropriate technological skills, including computer skills.
- know the basic principles and processes of government at the local, state, national and international levels.
- understand the methods of science and the role of science and technology in the modern world.
- understand and apply social science principles, including an appreciation of participation in civic affairs.
- have an understanding of fine arts or performing arts.
- understand the importance of cultural traditions, diversity, and ethics in the modern world.

General Education Student Learning Outcomes for Certificates of Achievement

Students completing a certificate of achievement at WNCC are expected to demonstrate they have the communication, computational, and human relations skills appropriate to the certificate area.

Academic Programs & Degrees

	Associate of Applied Science Degree	Associate of Arts Degree	Associate of Science Degree	Certificate of Achievement	Transfer Program Courses **	Certification Preparation
Accounting (<i>Business Emphasis</i>)	X				X	
Accounting - Applied (<i>Business Emphasis</i>)	X				X	
Accounting Technician				X	X	
American Sign Language				X	X	
Automotive Mechanics	X			X		X
Biophysical Sciences (<i>Associate of Science Emphasis</i>)			X		X	
Business	X			X	X	
Chemistry (<i>Associate of Science Emphasis</i>)			X		X	
Computer Networking Technology	X					
Computer Science (<i>Associate of Science Emphasis</i>)			X			
Computer Technology - Cisco Systems				X		X
Computer Technology - Computer Programming				X		
Computer Technology - Microcomputer/Network Technician				X		X
Computer Technology - Network Administration				X		X
Construction Technology - Project Management (<i>Construction Tech Emphasis</i>)	X					
Convergence Technology	X					
Criminal Justice - (<i>Associate of Arts & Applied Science</i>)	X	X				X
Criminal Justice - Law Enforcement/Academy (<i>Criminal Justice Emphasis</i>)	X			X		X
Criminal Justice - 9-1-1 Dispatch Telecommunications				X		
Customer Service				X		
Deaf Studies (<i>Associate of Arts Emphasis</i>)		X			X	
Drafting Technology - Architectural (<i>Drafting Technology Emphasis</i>)	X			X	X	
Drafting Technology - Civil (<i>Drafting Technology Emphasis</i>)	X				X	
Drafting Technology - Mechanical (<i>Drafting Technology Emphasis</i>)	X			X	X	
Early Childhood Education	X			X	X	
Education					X	
Electronics Technology	X			X		
Engineering Science (<i>Associate of Science Emphasis</i>)			X		X	
Fine Arts (<i>Associate of Arts Emphasis</i>)		X			X	
Geographic Information Systems	X			X	X	
Geosciences (<i>Associate of Science Emphasis</i>)			X		X	
Graphic Communications	X			X	X	
Health Information Technology	X					
Health Information Technology - Medical Coding				X		
Health Information Technology - Medical Transcription				X		
Health Information Technology - Medical Unit Clerk				X		
Machine Tool Technology	X			X		
Management (<i>Business Emphasis</i>)	X				X	
Mathematics (<i>Associate of Science Emphasis</i>)			X		X	
Musical Theatre (<i>Associate of Arts Emphasis</i>)		X			X	
Nursing	X			X	X	
Office Technology	X				X	
Paralegal Studies	X				X	
Physics (<i>Associate of Science Emphasis</i>)			X		X	
Real Estate (<i>Business Emphasis</i>)	X					X
Retail Management				X	X	
Surgical Technology				X		X
Web Technology	X				X	
Welding Technology	X			X		X

** Students may take courses in many other academic areas for transfer; see transfer degree section of this catalog and/or a WNCC counselor.

Transfer Degrees

Associate of Arts & Associate of Science

Associate of Arts Degree and Associate of Science Degree Mission & Outcomes

MISSION - The purpose of the Associate of Arts and Associate of Science degrees is to provide the academic knowledge and skills for successful transfer to meet higher educational goals.

STUDENT LEARNING OUTCOMES - Students who complete either an Associate of Arts or an Associate of Science degree at WNCC are expected to demonstrate that they -

- have met the general education student learning outcomes.
- know the subject matter appropriate to the emphasis of the degree.
- can succeed at their transfer institutions.

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 WNCC students successfully transfer to other schools. Each school has its own specific requirements and recommended electives for its various emphases.

Community college students who plan to transfer to the University of Nevada, Reno, University of Nevada, Las Vegas or Nevada State College and who did not complete the university entrance requirements in high school, must complete a minimum of 24 transferable credits with a minimum 2.3 grade point average. Effective fall 2010, the minimum grade point average will increase to 2.5. Students who earn an Associate of Arts or Associate of Science degree will be admitted to an NSHE university or state college regardless of their grade point average.

HOW WNCC COURSES TRANSFER AND MEET DEGREE REQUIREMENTS

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. Students are encouraged to select the institution and program into which they expect to transfer as early as possible.

Courses with numbers 100 to 299 (such as ENG 101) are college level courses which are designed to transfer within the Nevada System of Higher Education, and often to other colleges and universities, including UNR, UNLV, and Nevada State College 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 may apply toward a WNCC degree but which may not transfer to UNR or UNLV. In some cases, these courses may transfer to other Nevada community colleges and NSC 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 education 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.

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 UNR, UNLV, NSC or other schools.

Recent surveys of WNCC students show they have transferred to colleges throughout the country including: UNR; UNLV; California State University, Sacramento; Truckee Meadows Community College; University of Phoenix; Cosumnes River College-Los Rios; Lake Tahoe Community College; Great Basin Community College and Salt Lake Community College.

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

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

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 guarantees completion of the lower division general education requirements at UNR, UNLV or NSC. 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 • Deaf Studies • Fine Arts • Musical Theatre**

Courses with a "B" 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 2006-2007 school year. These requirements may change in subsequent years. See a WNCC counselor for the most up-to-date information.

ASSOCIATE OF ARTS DEGREE REQUIREMENTS

DEGREE REQUIREMENTS - Coursework must total at least 60 credits.

ENGLISH/COMMUNICATIONS REQUIREMENTS -

6-8 credits. WNCC and UNR:

- English **100** or **101**, **102**

FINE ARTS REQUIREMENT - 3 credits.

WNCC and UNR: Choose from:

- Art **107***, 124, **160**, 224, **260**, **261**
- Dance 101
- Graphic Communications **107***
- Humanities **101**
- Music 111*, **121**, **123**, **124**, **221***
- Theatre **100**, **105***, **180**

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

Please see a counselor.

HUMANITIES REQUIREMENT - 6 credits.

WNCC: Choose from:

- Core Humanities **201**, **202**
- English 200, 223, **231**, **232**, 235, 236, 241, 242, 243, 250, 252, 261, 266, 267, 271, 275
- History **105**, **106**, 207, 247, 260, 275
- Humanities 210
- Philosophy (any course except 102, 105, 114)

UNR: Choose one course from each group:

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

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

*These courses will not fulfill UNR's CH 201 and/or CH 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**, 113, **190**, **191**, 223, 224, 251
- Chemistry **100**, 110, 111, **121**, **122**, **201**, **202**, 220, 241, 242, 245
- Geology **100**, **101**, **103**, 102, 105, 127, 132, 201, 210
- Physics **100**, **151**, **152**, **180**, **181**, **182**

Group B:

- Anthropology 102, **102 + 110L**
- Astronomy **109**, **110**, 120
- Nutrition **121**, 223
- Environmental Studies **100**
- Geography **103**, 104

MATHEMATICS REQUIREMENT - 3 credits.

WNCC and UNR: Choose from:

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

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
- Core Humanities 203
- Criminal Justice 101, 102, 220, 230, 270
- Economics **102**, **103**
- Geography **106**, 109
- History 101, 102, 111, 217, 281, 295
- Journalism 101
- Political Science 103, 105, 108, 116, **206**, 208, **231**, 285, 295, 299
- Psychology (any course except 210)
- Social Work 220
- Sociology (any course except 210)

* 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:

- Core Humanities **203**
- 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***

*These courses will not fulfill UNR's CH 203 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.

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.

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 guarantees completion of the lower division general education requirements at UNR, UNLV or NSC. Students intending to transfer to other schools should see a counselor or follow the catalog of the transfer school.

Courses with a "B" 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 2005-2006 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:

- **Biophysical Sciences**
- **Chemistry**
- **Computer Science**
- **Engineering Science**
- **Geosciences**
- **Mathematics**
- **Physics**

ASSOCIATE OF SCIENCE DEGREE REQUIREMENTS

DEGREE REQUIREMENTS - Coursework must total at least 60 credits.

ENGLISH/COMMUNICATIONS REQUIREMENTS -

6-8 credits. WNCC and UNR:

- English **100 or 101, 102**

FINE ARTS REQUIREMENT - 3 credits.

WNCC and UNR: Choose from:

- Art **107***, 124, **160, 224, 260, 261**
- Dance 101
- Graphic Communications **107***
- Humanities **101**
- Music 111*, **121, 123, 124, 221***
- Theatre **100, 105*, 180**

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

Please see a counselor.

HUMANITIES REQUIREMENT - 6 credits.

WNCC: Choose from:

- Core Humanities **201, 202**
- English 200, 223, **231, 232**, 235, 236, 241, 242, 243, 250, 252, 261, 266, 267, 271, 275
- History **105, 106**, 207, 247, 260, 275
- Humanities 210
- Philosophy (any course except 102, 105, 114)

UNR: Choose one course from each group:

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

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

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

SCIENCE REQUIREMENTS -

WNCC: Choose 12 credits for math emphasis only. Science requirements are already fulfilled for other emphases.

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

Group A:

- Biology **100, 190, 191**
- Chemistry **100, 121, 122, 201, 202**
- Geology **100, 101, 103**
- Geology **100, 101, 103**
- Geology **100, 101, 103**
- Physics

Group B:

- Anthropology 102, **102 + 110L**
- Astronomy **109, 110, 120**
- Environmental Studies **100**
- Geography **103, 104**

MATHEMATICS REQUIREMENT - 6 credits.

WNCC: Choose only for geosciences emphasis. Math requirement already fulfilled for other emphases.

WNCC and UNR: Choose from:

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

SOCIAL SCIENCES REQUIREMENT - 6 credits.

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

- Anthropology **101, 201, 202**, 205, 210, 212
- Core Humanities 203
- Criminal Justice 101, 102, 220, 230, 270
- Economics **102, 103**
- Geography **106, 109**
- History 101, 102, 111, 217, 281, 295
- Journalism 101
- Political Science 103, 105, 108, 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

U.S. AND NEVADA CONSTITUTION REQUIREMENTS - 3 or 6 credits.

WNCC and UNR: Must meet both requirements.

Choose from:

- Core Humanities 203
- History 111* or
- History **101*** and History **102*** or
- History **101*** and History **217*** or
- Political Science **103*** or
- History **101*** and Political Science **208***

*These courses will not fulfill UNR's CH 203 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.

Associate of Applied Science

The Occupational Degree

Associate of Applied Sciences Degree Mission & Outcomes

MISSION - The purpose of the Associate of Applied Science degree is to provide employment-related knowledge and skills necessary to succeed in a chosen field of study.

STUDENT LEARNING OUTCOMES - Students who complete Associate of Applied Science degree at WNCC are expected to demonstrate that they -

- have met the general education student learning outcomes.
- know the subject matter appropriate to the emphasis of the degree.
- have acquired skills and can perform tasks necessary for employment or career advancement.

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. Coursework must total at least 60 credits.

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

Courses with a "B" designator after the number (such as MATH 100B) are college level courses which may apply toward a WNCC degree but which may not transfer to UNR or UNLV. In some cases, these courses may transfer to other Nevada community colleges and Nevada State College or to other colleges and universities. See a WNCC counselor for the latest transfer information.

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 academic programs pages 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.

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.

Emphases and areas of study offered at WNCC include:

- Accounting
- Accounting - Applied
- Automotive Mechanics
- Business - General Business
- Computer Networking Technology
- Construction Technology - Project Management
- Convergence Technology
- Criminal Justice
- Criminal Justice - Law Enforcement/Academy
- Drafting Technology - Architectural
- Drafting Technology - Civil
- Drafting Technology - Mechanical
- Early Childhood Education
- Electronics Technology
- Geographic Information Systems
- Graphic Communications
- Health Information Technology
- Machine Tool Technology
- Management
- Nursing
- Office Technology
- Paralegal Studies
- Real Estate
- Web Technology
- Welding Technology

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
- Communication 113, 215
- Criminal Justice 103
- English
- Journalism 201
- Reading
- Writing course (Business 108, English 100, 101, 102, or any other 200 level English class except ENG 258)

MATHEMATICS REQUIREMENT - 3 credits.

Choose from the following:

- Business 109B
- Economics 261, 262
- Mathematics
- Real Estate 102B
- Statistics 152

SCIENCE REQUIREMENT - 3 credits.

Choose from the following:

- Animal Science 110B
- Anthropology 102
- Astronomy 109, 110, 120
- Biology
- Chemistry
- Environmental Studies
- Geography 103, 104
- Geology
- Natural Resources 101
- 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:

- Core Humanities 203
- 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

HUMAN RELATIONS REQUIREMENT - 1-3 credits.

Choose from the following:

- Anthropology 101, 201, 205
- Business 110B, 287B
- Early Childhood Education 121
- Computer and Office Technology 131B
- Counseling and Personal Development 117, 129B
- Criminal Justice 270
- Human Development and Family Studies 201, 202
- Law 263
- Management 201, 212, 283
- 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 107*, 160, 124, 224, 260, 261
- Core Humanities 201, 202
- Dance 101
- English 200, 221, 223, 231, 232, 235, 236, 241, 242, 250, 258, 261, 266, 267, 271, 275
- History 105, 106, 207, 247, 260, 275
- Humanities 101, 210
- Music 111*, 121, 123, 124, 221*
- Philosophy (any course except 102, 105, 114)
- Theatre 100, 105, 180

* 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
- Core Humanities 203
- Criminal Justice 101, 102, 120, 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)

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.

WESTERN NEVADA COMMUNITY COLLEGE • 2006-2007
Associate of General Studies
The Degree to Meet a Variety of Needs

Associate of General Studies Degree Mission & Outcomes

MISSION - The purpose of the Associate of General Studies degree is to provide academic knowledge and skills for personal growth, professional advancement, and/or successful transfer.

STUDENT LEARNING OUTCOMES - Students who complete an Associate of General Studies degree at WNCC are expected to demonstrate that they -

- have met the general education student learning outcomes.
- know the subject matter appropriate to their fields of study.

The Associate of General Studies has increasingly been utilized by students who intend to transfer to four-year colleges and universities. Although it was not designed for transfer, it can be used for this purpose if courses are selected carefully. The majority of the courses chosen should transfer to fulfill core and major requirements.

If you plan to attend the University of Nevada, Reno, it is recommended that you complete ENG 101 and 102, MATH 120 or a higher level math, and science/social science courses that fulfill UNR's core curriculum requirements. If you use any "B" courses in

your program of study, you will need to make up those credits upon transfer.

Courses with a number under 100 (such as ENG 95) are not applicable toward an Associate of General Studies degree. Courses with a "B" designator after the number (such as MATH 100B) are college level courses which may apply toward a WNCC degree but will not transfer to UNR or UNLV. In some cases, these courses may transfer to other Nevada community colleges and Nevada State College or other colleges and universities. See a WNCC counselor for the latest transfer information.

ASSOCIATE OF GENERAL STUDIES DEGREE REQUIREMENTS

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
- Communication 113, 215
- Criminal Justice 103
- English
- Journalism 201
- Reading
- Writing course (Business 108, English 100, 101, 102, or any other 200 level English class except ENG 258)

FINE ARTS AND HUMANITIES REQUIREMENTS - 3 credits.

Choose from the following:

- American Sign Language
- Art
- Core Humanities 201, 202
- Crafts
- Dance 101
- English 190, 200, 223, 231, 232, 235, 236, 241, 242, 243, 250, 253, 258, 267, 271, 282, 297
- Foreign Language
- Graphic Communications
- History 105, 106, 207, 247, 260, 275
- Humanities 101, 210
- Music
- Philosophy (any course except 102, 105, 114)
- Theatre 100, 105, 180

SCIENCE REQUIREMENT - 3 credits.

Choose from:

- Animal Science 110B
- Anthropology 102
- Astronomy 109, 110, 120
- Biology
- Chemistry
- Environmental Studies
- Geography 103, 104
- Geology
- Nutrition 121, 223
- Natural Resources 101
- Ornamental Horticulture 105B
- Physics
- Science

MATHEMATICS REQUIREMENT - 3 credits.

Choose from the following:

- Business 109B
- Economics 261, 262
- Mathematics
- Real Estate 102B
- Statistics 152

SOCIAL SCIENCES REQUIREMENT - 3 credits.

Choose from the following:

- Anthropology 101, 201, 202, 205, 210, 212
- Core Humanities 203
- 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)

U.S. AND NEVADA CONSTITUTION REQUIREMENTS - 3 or 6 credits.

Must meet both requirements. Choose from the following:

- Core Humanities 203
- History 111, or Political Science 103, or History 101 & History 102, or History 101 & History 217, or History 101 & Political Science 208

GENERAL ELECTIVES - 36 or 39 credits.

Students may choose from any occupational or general education courses to be used as electives for this degree. Some non-traditional credit approved by the Admissions and Records office 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.

Certificate of Achievement

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

A minimum of 30 credits is required for any certificate of achievement, although the exact number of credits required may differ with particular subject matter.

Certificates are listed in alphabetical order in the Academic Programs section.

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

- Accounting Technician
- American Sign Language
- Automotive Mechanics
- Business
- Computer Technology - Cisco Systems
- Computer Technology - Computer Programming
- Computer Technology - Microcomputer/Network Technician
- Computer Technology - Network Administration
- Criminal Justice - Law Enforcement/Academy
- Criminal Justice - 9-1-1 Dispatch Telecommunications
- Customer Service
- Drafting Technology - Architectural
- Drafting Technology - Mechanical
- Early Childhood Education
- Electronics Technology
- Geographic Information Systems
- Graphic Communications
- Health Information Technology - Medical Coding
- Health Information Technology - Medical Transcription
- Health Information Technology - Medical Unit Clerk
- Machine Tool Technology
- Practical Nursing
- Retail Management
- Surgical 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" designator after the number (such as MATH 100B) are college level courses which may apply toward a WNCC degree but which may not transfer to UNR or UNLV. In some cases, these courses may transfer to other Nevada community colleges and Nevada State College or to other colleges and universities. See a WNCC counselor for the latest transfer information.

ENGLISH/COMMUNICATIONS REQUIREMENTS - 3 credits.

Must include a writing course.

Choose from the following:

- Business 107, 108
- Criminal Justice 103
- English
- Journalism 201
- Communication 113, 215
- Reading
- Writing course (Business 108, English 100, 101, 102, 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
- Statistics 152

HUMAN RELATIONS REQUIREMENT - 1-3 credits.

Choose from the following:

- Anthropology 101, 201, 205
- Business 110B, 287B
- Computer and Office Technology 131
- Counseling and Personal Development 117, 129B
- Criminal Justice 270
- Early Childhood Education 121
- Human Development and Family Studies 201, 202
- Law 263
- Management 201, 212, 283
- Psychology (any course but PSY 210)
- Sociology (any course but SOC 210)

Certificate of Achievement Mission & Outcomes

MISSION - The purpose of the Certificate of Achievement is to provide employment-related knowledge and skills.

STUDENT LEARNING OUTCOMES - Students who complete a Certificate of Achievement are expected to demonstrate that they -

1. know the subject matter appropriate to the emphasis of the certificate.
2. are able to do the following:
 - a. acquire the skills necessary for employment or career enhancement.
 - b. successfully represent themselves to a potential employer.
 - c. demonstrate effective communication and computational skills appropriate to the certificate area.
 - d. utilize appropriate resources for remaining current in the certificate area.
3. have developed an appreciation of the importance of social, ethical, legal and diversity issues.

WESTERN NEVADA COMMUNITY COLLEGE • 2006-2007
SPECIAL ACADEMIC PROGRAMS

CONTINUING EDUCATION PROGRAMS

The college offers a number of programs and services through Continuing Education to help WNCC students, graduates and employers. Services include:

COMMUNITY EDUCATION

Community Education offers non-credit, self-supporting classes and events that enrich the cultural, social, and recreational life of the community. These may include special interest courses, field trips and workshops.

The department also sponsors College for Kids, an educational enrichment program to challenge youth.

Since Community Education is self-supporting, classes that typically do not receive enough enrollment to qualify for state support may successfully be delivered through this department. New programs may originate here until they qualify to be part of the state-supported curriculum. Programs such as Motorcycle Safety will grant certificates of completion. For unpublished course offerings or to suggest a new class, call

Carson..... 775-445-4268
Fallon & Rural Centers..... 775-423-5847
Douglas..... 775-782-2413

EMPLOYEE TRAINING CENTER

The Employee Training Center (ETC) of Western Nevada Community College is dedicated to providing educational opportunities and training solutions for business, industries and government or non-profit agencies within its vast service area. Assessment, instruction and evaluation are essential components of WNCC's programs that include topics such as supervisory training, industrial safety and customer service. Education and training for credit or non-credit can be delivered on-site at the organization or at WNCC campuses in Carson City, Fallon or Minden or at the instructional centers in Fernley, Hawthorne, Lovelock, Smith or Yerington. Training can also be customized to meet the specific needs of both employers and employees. The development of new programs is often the result. "Adaptability and flexibility are key to customized instruction that can be offered..." Customized instruction can be offered at any time during the year with days and times at the convenience of the organization. Call:

Carson & Douglas..... 775-445-4458
Fallon..... 775-423-5847

www.wncc.edu/etc

NEW DRIVER TRAINING CLASSROOM COURSE

New drivers can prepare for the challenges of driving (and driver license testing) in the Western Nevada Community College Driver Training Program. The non-credit course meets for 30 hours of classroom training, and is open to students ages 15 and over.

WNCC's Driver Training Program meets the training requirements to obtain a Nevada driver's license. The course uses lectures, videos, interactive CD's and computerized driving simulators to cover Nevada driving regulations, basic vehicle control, and driving maneuvers in various environments and situations. The comprehensive course also discusses the added challenges of inexperience and youthful attitudes. Guest speakers bring a wealth of knowledge in the areas of traffic safety and enforcement and insurance.

Call 775-445-4458

www.wncc.edu/drivertraining/

CORRESPONDENCE COURSE

Students can now study for their Nevada driver's license through a newly developed written correspondence course. This course meets the requirement to obtain a Nevada driver's license. Cost is \$100.

Call 775-445-4458

CORRECTIONAL EDUCATION

WNCC offers classes leading to the completion of degrees and certificate programs to incarcerated students housed in Nevada State Prison facilities within its service area. Courses leading to the Associate of General Studies degree, the Associate of Arts degree, various occupational certificates and degrees are conducted at the Nevada State Prison, Warm Springs Correctional Center, Northern Nevada Correctional Center, Lovelock Correctional Center and Silver Springs Correctional Center.

Call 775-445-4282

DISTANCE EDUCATION

WNCC offers courses utilizing the most current advances in technology. Students within the college service area are able to supplement traditional classes offered at their WNCC instructional center by accessing college classes at one of 12 two-way audio/video interactive sites. In addition, WNCC continues to expand its web-based curriculum by offering numerous online classes to students in and out of the college service area, and an online Associate of Applied Science Degree in Business.

Call ... 775-445-4415

EMERGENCY MEDICAL SERVICES

WNCC's Emergency Medical Services courses are offered through the Division of Nursing & Allied Health. They include:

- CPR
- First Responder
- EMT Basic and Refresher
- EMT enhanced (Intermediate)
- EMT Instructor

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 selected courses are designed to meet the National Standard Curriculum published by the United States Department of Transportation, National Highway Traffic Safety Administration. Completion of selected courses is designed to prepare the student for eligibility to take the National Registry Examination for EMT-Basic and EMT Enhanced (Intermediate).

Call 775-445-3296

INDUSTRIAL TECHNOLOGY PROGRAM

WNCC offers a program designed primarily for those trade and industry students transferring to a university for a teacher education degree. It specializes in the occupational fields such as automotive, welding, electronics, drafting, wood, machine tool, and construction.

Call 775-445-4270 or 775-445-4466

RURAL INSTRUCTIONAL CENTERS

WNCC maintains agreements with local school districts throughout its service area to provide classroom instruction in the rural counties. With the majority of course offerings in the evening, and utilizing distance education technology, the college is able to provide courses leading to degrees and various occupational certificates and provide short-term training for businesses and industries. WNCC operates instructional centers in Fernley, Hawthorne, Lovelock, Smith Valley and Yerington.

Call 775-423-5186

TEACHER EDUCATION PROGRAM

WNCC offers introductory courses in teacher education that can transfer to universities or colleges that offer a bachelor's degree in education including the University of Nevada, Reno and/or Nevada State College. These courses offer students a chance to explore a career in education. Successful completion of this set of courses prepares individuals to transfer with the emerging skills to thrive in a four-year program. Outcomes and performance-based assessments include portfolios and lesson plan presentations. Through a well-established partnership with local schools, field experiences are an integral and early part of all teacher preparation courses so that students can begin honing their skills in an authentic setting. These courses can also be used to gain a substitute license or by paraprofessionals needing to qualify under "No Child Left Behind" legislation.

Students can transfer to NSC for elementary education or to UNR to pursue a bachelor's degree and certification in:

- Elementary Education
- Special Education/Dual (SPED/Elem)
- Secondary Education (Middle/High School)

During classes at WNCC, students will develop introductory skills in the Domains of Professional Competence which include: knowledge of students and learning environments, subject matter and planning, etc. Small, individualized classes taught by highly qualified instructors provide an opportunity for students to be mentored into developing pedagogical skills and an individual teaching style.

Eligibility for eventual certification will require a TB test and a criminal background check that includes fingerprinting. Admittance to a four-year program will require passing a standardized test (PPST) and maintaining an above average grade point average.

WNCC also offers professional development and recertification classes for practicing teachers in such areas as methods, teaching the gifted, classroom management techniques, and technology. WNCC is committed to the effort of providing high quality teachers for their service area.

Teacher Education Program Mission & Outcomes

MISSION - The purpose of the teacher education transfer program is to provide content knowledge and pedagogy for transfer to a university for degree completion and certification.

STUDENT LEARNING OUTCOMES - Students in teacher education preparation are expected to demonstrate that they -

1. will provide evidence of sufficient knowledge in the academic content areas necessary for all elementary education courses.
 - a. assessment: evidence of completion of all elementary education courses with a minimum of a 2.5 GPA; passing scores on the PPST.
2. are able to interact appropriately with people from diverse backgrounds. Students will provide evidence of experiences that require appropriate interaction with children or adults in a teaching/learning situation.
 - a. assessment: two letters of reference that address qualifications and potential as a teacher;
 - b. evidence of successful experiences in practicum teaching and learning situations based on evaluations from teachers or community members who participated in student classroom and community fieldwork experiences.

WESTERN NEVADA STATE PEACE OFFICER ACADEMY

WNCC offers a 30-week, 33.5 credit program to prepare students for careers in law enforcement. The academy begins each January and meets all Nevada and POST certification requirements.

Anyone interested in a career in this exciting and challenging field should apply for admission early to be considered for the following January academy. Students enrolled in this program are required to submit evidence of medical insurance.

Graduates will enhance their employability in attaining positions that require Category I, II or III peace officer certifications for police and sheriffs, investigators, parole and probation officers, bailiffs and jailers.

The program combines classroom learning, practical application and physical training. Cadets will attend numerous law related classes; participate in defensive tactics, first responder, vehicle stops, field investigations, DUI and accident investigations, firearms and baton training.

Call 775-445-4408

www.wncc.edu/conted/post.php

ACADEMIC DEGREES**ACCOUNTING***Associate of Applied Science in Business**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.

SALARY - \$39,800 - \$61,900/year (*middle range - Nevada*)

CAREER OUTLOOK - Average growth through 2012

GOOD TO KNOW - Four major accounting fields - public, management, government and internal auditing

DEGREE REQUIREMENTS – 60 credits**Business Core Requirements - 27 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 110B	Human Relations for Employment	3
or MGT 201	Principles of Management	
or MGT 212	Leadership & Human Relations	
or MGT 283	Introduction to Human Resources Management	
BUS 273	Business Law	3
COT 202	Introduction to Computer Applications	3
or IS 201	Computer Applications	
ECON 102	Principles of Microeconomics	3
ECON 103	Principles of Macroeconomics	3
IS 101	Introduction to Information Systems	3

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

Emphasis Requirements* – 12 credits

		Credits
ACC 203	Intermediate Accounting I	3
ACC 220	Microcomputer Accounting Systems	3

Choose 6 credits from the following:

ACC 105	Taxation for Individuals	3
ACC 180B	Payroll and Employee Benefit Accounting	3
ACC 199B	Special Topics in Accounting	3
ACC 204	Intermediate Accounting II	3
ACC 223B	Introduction to Quickbooks	3
ACC 251	Introduction to Auditing	3
ACC 261	Governmental Accounting	3
ACC 295B	Work Experience I	3
ACC 299B	Advanced Special Topics in Accounting	3
COT 262	Intermediate Spreadsheet Concepts	3

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

General Education Requirements* - 21 credits

	Credits
English Communications courses (BUS 107 and BUS 108 are recommended; must include a writing course)	6
BUS 109B or higher level mathematics course	3
Science course	3
U.S./Nevada constitutions course	3
General electives	6

*A list of courses fulfilling general education requirements is on page 28.

APPLIED ACCOUNTING*Associate of Applied Science in Business**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.

SALARY - \$24,000 - \$33,500/year (*middle range - Nevada*)

CAREER OUTLOOK - Slower than average growth through 2012

GOOD TO KNOW - Employed in virtually every industry

DEGREE REQUIREMENTS – 60 credits**Business Core Requirements - 24 credits**

		Credits
ACC 135B	Bookkeeping I	3
ACC 136B	Bookkeeping II	3
BUS 101	Introduction to Business	3
or MGT 103	Small Business Management	
BUS 110B	Human Relations for Employment	3
or MGT 201	Principles of Management	
or MGT 212	Leadership and Human Relations	
or MGT 283	Introduction to Human Resources Management	
BUS 273	Business Law	3
COT 202	Introduction to Computer Applications	3
or IS 201	Computer Applications	
ECON 102	Principles of Microeconomics	3
or ECON 103	Principles of Macroeconomics	
IS 101	Introduction to Information Systems	3

Emphasis Requirements* – 15 credits

		Credits
ACC 220	Microcomputer Accounting Systems	3

Choose 12 credits from the following:

ACC 105	Taxation for Individuals	3
ACC 180B	Payroll and Employee Benefit Accounting	3
ACC 199B	Special Topics in Accounting	3
ACC 201	Financial Accounting	3
ACC 202	Managerial Accounting	3
ACC 223B	Introduction to Quickbooks	3
ACC 251	Introduction to Auditing	3
ACC 261	Governmental Accounting	3
ACC 295B	Work Experience I	3
ACC 299B	Advanced Special Topics in Accounting	3
COT 262	Intermediate Spreadsheet Concepts	3

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

General Education Requirements* - 21 credits

	Credits
English/ Communications courses (BUS 107 and BUS 108 recommended; must include a writing course)	6
BUS 109B or higher level mathematics course	3
Science course	3
U.S./Nevada constitutions course	3
General electives	6

*A list of courses fulfilling general education requirements is on page 28.

ACADEMIC DEGREES

ACCOUNTING TECHNICIAN

Certificate of Achievement

CERTIFICATE REQUIREMENTS – 30 credits

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
BUS 110B Human Relations for Employment	3
or MGT 201 Principles of Management	
or MGT 212 Leadership and Human Relations	
or MGT 283 Introduction to Human Resources Management	
COT 202 Introduction to Computer Applications	3
or IS 201 Computer Applications	
IS 101 Introduction to Information Systems	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	3
ACC 203 Intermediate Accounting I	3
ACC 223B Introduction to Quickbooks	3
ACC 251 Introduction to Auditing	3
ACC 261 Governmental Accounting	3
ACC 299B Advanced Special Topics in Accounting	3

General Education Requirements* - 9 credits

English/ Communications courses (BUS 107 and BUS 108 recommended; must include a writing course) Credits 6

BUS 109B or higher level mathematics course 3

*A list of courses fulfilling general education requirements is on page 30.

SUGGESTED COURSE SEQUENCE - Accounting Technician

<i>First Semester</i>	Completed	<i>Second Semester</i>	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 109B or higher MATH	3 <input type="checkbox"/>	Accounting elective	3 <input type="checkbox"/>
IS 101	3 <input type="checkbox"/>	BUS 107 or ENG/COMM	3 <input type="checkbox"/>
MGT 201, 212, 283 or BUS 110B	3 <input type="checkbox"/>	COT 202 or IS 201	3 <input type="checkbox"/>

AMERICAN SIGN LANGUAGE -

See Deaf Studies listing.

SUGGESTED COURSE SEQUENCE - Accounting

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

SUGGESTED COURSE SEQUENCE - Applied Accounting

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

ACADEMIC DEGREES

AUTOMOTIVE MECHANICS

Associate of Applied Science 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.

SALARY - \$28,200 - \$47,900/year (*middle range - Nevada*)

CAREER OUTLOOK - Average growth through 2012

GOOD TO KNOW - Mechanics can be certified in as many as eight service areas

DEGREE REQUIREMENTS - 60 credits

Program Requirements - 36 credits	Credits
AUTO 101B Introduction to General Mechanics	3
AUTO 111B Automotive Electricity	3
AUTO 130B Engine Reconditioning	3
AUTO 140B Automotive Brake Systems	3
AUTO 150B Steering & Suspension Systems	3
AUTO 160B Auto Air Conditioning & Heating	1-3
AUTO 210B Automatic Transmissions & Transaxles I	3
AUTO 220B Automotive Engine Performance I	3
AUTO 222B Automotive Computer Systems	3
AUTO 230B Advanced Engine Performance	3
Automotive or Technical courses	6

General Education Requirements* - 24 credits

General Education Requirements* - 24 credits	Credits
English/Communications courses (Must include a writing course)	6
Human Relations course (BUS 110B recommended)	1-3
Humanities/Social Science course	3
Mathematics course	3
Science course	3
U.S./Nevada Constitutions course	3
Elective	3-5

*A list of courses fulfilling general education requirements is on page 28.

AUTOMOTIVE MECHANICS

Certificate of Achievement

CERTIFICATE REQUIREMENTS - 30 credits

Subject Requirements - 18 credits	Credits
AUTO 101B Introduction to General Mechanics	3
AUTO 111B Automotive Electricity	3
AUTO 140B Automotive Brake Systems	3
AUTO 150B Steering & Suspension Systems	3
AUTO 220B Automotive Engine Performance I	3
AUTO 230B Advanced Engine Performance	3

General Education Requirements - 12 credits*

General Education Requirements - 12 credits*	Credits
English/Communications courses (Must include a writing course)	6
Human Relations course (BUS 110B recommended)	1
Mathematics course	3
Elective	2

*A list of courses fulfilling general education requirements is on page 30.

SUGGESTED COURSE SEQUENCE

First Semester	Completed	Third Semester	Completed
AUTO 101B	3 <input type="checkbox"/>	AUTO 140B	3 <input type="checkbox"/>
AUTO 130B	3 <input type="checkbox"/>	AUTO 220B	3 <input type="checkbox"/>
AUTO 210B	3 <input type="checkbox"/>	AUTO elective	3 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>	Elective	3 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>	Gen Ed course	3 <input type="checkbox"/>
Second Semester		Fourth Semester	
AUTO 111B	1 <input type="checkbox"/>	AUTO 160B	3 <input type="checkbox"/>
AUTO 150B	3 <input type="checkbox"/>	AUTO 222B	3 <input type="checkbox"/>
AUTO 230B	3 <input type="checkbox"/>	AUTO elective	3 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>	BUS 110B	3 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>	Gen Ed course	3 <input type="checkbox"/>

Associate of Applied Science Degree

Automotive Mechanics Mission & Outcomes

MISSION - The mission of the Associate of Applied Science in Automotive Mechanics is to provide employment-related knowledge and skills necessary to succeed in automotive field.

STUDENT LEARNING OUTCOMES - Students who complete an Associate of Applied Science in Automotive Mechanics are expected to:

- know the subject matter appropriate to the emphasis of the automotive field,
- acquire skills and perform tasks necessary for employment or career enhancement,
- present themselves effectively to a potential employer,
- utilize appropriate resources to remain current in the automotive field.

ACADEMIC DEGREES**BIOPHYSICAL SCIENCES***Associate of Science Emphasis*

The Biophysical Sciences emphasis is designed to place students wishing to pursue studies in the fields of, but not limited to, biology, environmental studies, pre-health care and biochemistry, either as a university major or as preparation for a teaching career.

SALARY - \$42,500 - \$68,000/year (*middle range - Nevada*)

CAREER OUTLOOK - Faster than average growth through 2012

GOOD TO KNOW - For advancement, some fields require graduate degrees

DEGREE REQUIREMENTS - 62-63 credits

Emphasis Requirements - 38-39 credits		Credits
BIOL 190/L	Intro to Cell & Molecular Biology & Lab	4
BIOL 191/L	Intro to Organismal Biology & Lab	4
BIOL 208	Introduction to Human Genetics	3
CHEM 121	General Chemistry I	4
CHEM 122	General Chemistry II	4
CHEM 220	Introductory Organic Chemistry	4
MATH 181	Calculus I	4
STAT152	Introduction to Statistics	3
or MATH 182	Calculus II	or 4
PHYS 151	General Physics I	4
PHYS 152	General Physics II	4

General Education Requirements* - 24 credits		Credits
English/Communications courses (Must include a writing course)		6
Fine Arts course		3
Humanities courses (CH 201 & CH 202 recommended)		6
Social Science courses		6
U.S./Nevada Constitutions course		3

*A list of courses fulfilling general education requirements is on page 26.

NOTE: CAPS 122 is strongly recommended but not required for graduation. CHEM 201 & 202 are acceptable in lieu of CHEM 121 & 122. PHYS 180/180L and 181/181L are acceptable in lieu of PHYS 151 & 152. MATH 152 is required for a bachelor's degree in biology at University of Nevada, Reno. It is recommended that students pursuing other areas in science take MATH 182. BIOL 192 is acceptable in lieu of BIOL 190L and 191L.

SUGGESTED COURSE SEQUENCE

<i>First Semester</i>	Completed	<i>Third Semester</i>	Completed
BIOL 190/190L	4 <input type="checkbox"/>	Gen Ed courses	6 <input type="checkbox"/>
CHEM 121	4 <input type="checkbox"/>	Gen Ed course	3 <input type="checkbox"/>
English course	3 <input type="checkbox"/>	Gen Ed course	3 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>	PHYS 151	4 <input type="checkbox"/>
MATH 181	4 <input type="checkbox"/>		
		<i>Fourth Semester</i>	
<i>Second Semester</i>		BIOL 208	3 <input type="checkbox"/>
BIOL 191/191L	4 <input type="checkbox"/>	CHEM 220	4 <input type="checkbox"/>
CHEM 122	4 <input type="checkbox"/>	Gen Ed course	3 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>	PHYS 152	4 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>		
STAT 152 or MATH 182	3-4 <input type="checkbox"/>		

ACADEMIC DEGREES

BUSINESS PROGRAM

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 from several areas of study:

- Accounting
- Applied Accounting
- General Business
- Management
- Real Estate

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

- Accounting Technician
- Business
- Customer Service
- Retail Management

Associate of Applied Science Degree in Business Mission & Outcomes

MISSION - The purpose of the Associate of Applied Science degree in business is to provide the knowledge and skills necessary to succeed in the current business environment.

STUDENT LEARNING OUTCOMES - Students who complete an Associate of Applied Science degree at WNCC are expected to demonstrate that they -

- have met the general education student learning outcomes.
- Know the subject matter appropriate to the emphasis of the degree.
- have developed managerial and personal skills essential to the current business environment.

BUSINESS

Certificate of Achievement

CERTIFICATE REQUIREMENTS – 30 credits

Subject Requirements -18 credits		Credits
BUS 101	Introduction to Business	3
BUS 110B	Human Relations for Employment	3

Choose 12 credits from the following areas with no more than 3 credits in any one area:

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

General Education Requirements* -12 credits

English/ Communications courses (BUS 107 and BUS 108 recommended; must include a writing course)	6
BUS 109B or higher level mathematics course	3
General electives	3

*A list of courses fulfilling general education requirements is on page 30.

BUSINESS

Associate of Applied Science General Business Emphasis

The General Business emphasis provides general knowledge and skills in the field of business. Students are encouraged to meet with a WNCC counselor to identify programs of study which best suit their career goals.

SALARY - Large range depending on size & type of organization. \$30,500 - \$81,500/year (*middle range - Nevada*)

CAREER OUTLOOK - Average growth through 2012

GOOD TO KNOW - Often includes hiring, training and supervising employees

DEGREE REQUIREMENTS - 60 credits

Business Core Requirements - 24 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 110B	Human Relations for Employment	3
or MGT 201	Principles of Management	
or MGT 212	Leadership and Human Relations	
or MGT 283	Introduction to Human Resources Management	
BUS 273	Business Law	3
COT 202	Introduction to Computer Applications	3
or IS 201	Computer Applications	
ECON 102	Principles of Microeconomics	3
or ECON 103	Principles of Macroeconomics	
IS 101	Introduction to Information Systems	3

Emphasis Requirements* – 15 credits

Choose 15 credits from any of the following areas:

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

General Education Requirements* - 21 credits

English/ Communications courses (BUS 107 and BUS 108 recommended; must include a writing course)	6
BUS 109B or higher level mathematics course	3
Science course	3
U.S./Nevada constitutions course	3
General electives	6

*A list of courses fulfilling general education requirements is on page 28.

SUGGESTED COURSE SEQUENCE

First Semester	Completed	Third Semester	Completed
ACC 135B or 201	3 <input type="checkbox"/>	Business Elective	3 <input type="checkbox"/>
BUS 101 or MGT 103	3 <input type="checkbox"/>	COT 202	3 <input type="checkbox"/>
BUS 109B or MATH	3 <input type="checkbox"/>	MGT 201 or 212	3 <input type="checkbox"/>
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"/>	COT Elective	3 <input type="checkbox"/>
BUS 273	3 <input type="checkbox"/>	Degree Elective	3 <input type="checkbox"/>
ECON 102 or 103	3 <input type="checkbox"/>	BUS 108	3 <input type="checkbox"/>
IS 101	3 <input type="checkbox"/>	Real Estate Elective	3 <input type="checkbox"/>
Science Elective	3 <input type="checkbox"/>	Degree Elective	3 <input type="checkbox"/>

ACADEMIC DEGREES**CHEMISTRY***Associate of Science Emphasis*

The Chemistry emphasis is designed to place students wishing to pursue studies in the fields of chemistry or geochemistry, either as a university major or as preparation for a teaching career.

SALARY - \$45,200 - \$72,500/year (*middle range - Nevada*)

CAREER OUTLOOK - Average growth through 2012

GOOD TO KNOW - For advancement, some fields require graduate degrees

DEGREE REQUIREMENTS - 60 credits

Emphasis Requirements - 36 credits		Credits
BIOL 191/191L	Intro to Organismal Biology & Lab	4
CHEM 121	General Chemistry I	4
CHEM 122	General Chemistry II	4
CHEM 241	Organic Chemistry I	3
CHEM 242	Organic Chemistry II	3
CHEM 245	Organic Chemistry Laboratory	2
MATH 181	Calculus I	4
MATH 182	Calculus II	4
PHYS 151	General Physics I	4
PHYS 152	General Physics II	4

General Education Requirements* - 24 credits		Credits
English/Communications courses (Must include a writing course)		6
Fine Arts course		3
Humanities courses (CH 201 & CH 202 recommended)		6
Social Science courses		6
U.S./Nevada Constitutions course		3

*A list of courses fulfilling general education requirements is on page 26.

NOTE: CAPS 122 is strongly recommended but not required for graduation. CHEM 201 and 202 are acceptable in lieu of CHEM 121 and 122. PHYS 180/180L and 181/181L are acceptable in lieu of PHYS 151 & 152. GEOL 101/103 recommended in addition to the above for those pursuing a bachelor's degree in geochemistry.

SUGGESTED COURSE SEQUENCE

<i>First Semester</i>	Completed	<i>Third Semester</i>	Completed
BIOL 191/191L	4 <input type="checkbox"/>	CHEM 241	3 <input type="checkbox"/>
CHEM 121 (201)	4 <input type="checkbox"/>	Gen Ed courses	6 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>	Gen Ed course	3 <input type="checkbox"/>
MATH 181	4 <input type="checkbox"/>	PHYS 151 (180/180L)	4 <input type="checkbox"/>
<i>Second Semester</i>		<i>Fourth Semester</i>	
CHEM 122 (202)	4 <input type="checkbox"/>	CHEM 242	3 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>	CHEM 245	2 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>	Gen Ed courses	6 <input type="checkbox"/>
MATH 182	4 <input type="checkbox"/>	PHYS 152 (181/181L)	4 <input type="checkbox"/>

ACADEMIC DEGREES

COMPUTER SCIENCE

Associate of Science Emphasis

The Associate of Science degree in Computer Science will prepare students for transfer to a university, particularly the University of Nevada, Reno. It will provide students with a breadth of knowledge commonly accepted as necessary for a degree in the field of Computer Science. In addition, the degree core requirements also provide a depth of knowledge in several key areas of the computer science field, for students seeking entry-level employment in the growing field of computing and information sciences.

SALARY - \$43,100 - \$69,600/year (*middle range - Nevada*)

CAREER OUTLOOK - Much faster than average growth through 2012

GOOD TO KNOW - Bachelor's degree required for most systems analysts

DEGREE REQUIREMENTS – 63 credits

Emphasis Requirements – 39 credits		Credits
CHEM 121	General Chemistry I	4
or CHEM 201	General Chemistry for Scientists and Engineers I	
CIT 130	Beginning Java	3
CIT 260	Systems Analysis and Design	3
CPE 201	Introduction to Computer Engineering	3
CS 135	Computer Science I	3
CS 202	Computer Science II	3
MATH 181	Calculus I	4
MATH 182	Calculus II	4
MATH 283	Calculus III	4
PHYS 180/180L	Engineering Physics I with Lab	4
PHYS 181/181L	Engineering Physics II with Lab	4

General Education Requirements* - 24 credits	Credits
English	6
Fine Arts Course	3
Humanities Courses	6
Social Sciences	6
U.S./Nevada Constitution	3

All courses required for this emphasis currently exist in the WNCC catalog.

* A list of courses fulfilling general education requirements is on page 26.

Associate of Science Degree in Computer Science

Mission & Outcomes

MISSION - The purpose of the Associate of Science in Computer Science degree is to prepare students with the necessary skills for transfer to a four-year university, in particular, University of Nevada, Reno. The degree is designed in such a manner as to provide students who do not have plans to continue on to a four-year university, the ability to obtain entry-level employment in the growing field of computing and information science.

STUDENT LEARNING OUTCOMES - Students who complete programs in this academic area are expected to demonstrate that they -

Know:

- practices and procedures required for transfer to a four-year institution,
- entry-level skill set, and
- theoretical principles relevant to their field of study.

Are able to:

- test successfully on competencies required to pass rigorous academic examinations of their skill level,
- communicate effectively and appropriately, in oral and written form,
- locate, evaluate and properly utilize the tools and resources appropriate to a computer science professional,
- acquire skills and perform tasks necessary for academic advancement,
- demonstrate effective communication and computation skills appropriate to the chosen academic discipline, and
- demonstrate the ability to obtain requirements, design, implement, test, debug and maintain computer programs in at least two computer programming languages.

Appreciate and Value:

- appropriate and effective presentation of themselves to potential employers, and
- standards of social, ethical, legal, accessibility and diversity issues of their work environment.

SUGGESTED COURSE SEQUENCE - Computer Science

<i>First Semester</i>	Completed	<i>Third Semester</i>	Completed
CIT 130	3 <input type="checkbox"/>	CS135	3 <input type="checkbox"/>
Gen Ed courses	9 <input type="checkbox"/>	Gen Ed course	3 <input type="checkbox"/>
MATH 181	4 <input type="checkbox"/>	MATH 283	4 <input type="checkbox"/>
		PHYS 180/180L	4 <input type="checkbox"/>
<i>Second Semester</i>	Completed	<i>Fourth Semester</i>	Completed
CIT 260	3 <input type="checkbox"/>	Completed	
CHEM 121	4 <input type="checkbox"/>	CPE 201	3 <input type="checkbox"/>
Gen Ed courses	6 <input type="checkbox"/>	CS 202	3 <input type="checkbox"/>
MATH 182	4 <input type="checkbox"/>	Gen Ed courses	6 <input type="checkbox"/>
		PHYS 181/181L	4 <input type="checkbox"/>

ACADEMIC DEGREES

COMPUTER TECHNOLOGY PROGRAMS

WNCC's Computer Technology programs are designed to offer students access to the rapidly changing and growing opportunities in the computer and information technology career field.

The college offers five Associate of Applied Science degrees:

- Computer Networking Technology
 - Network Technology Management
 - Security & Information Assurance
- Convergence Technology
- Health Information Technology
- Office Technology
- Web Technology
 - Web Administration
 - Web Design
 - Web Programming

The college offers seven Certificates of Achievement:

- Cisco Systems
- Computer Programming
- Medical Coding
- Medical Transcription
- Medical Unit Clerk
- Microcomputer/Network Technician
- Network Administration

Students also have the opportunity to achieve industry certification through nationally available testing programs.

COMPUTER TECHNOLOGY CISCO SYSTEMS Certificate of Achievement

SALARY - \$41,500 - \$64,200/year (*middle range - Nevada*)

CAREER OUTLOOK - Growth will be much faster than average through 2012

GOOD TO KNOW - WNCC is a Cisco Regional Academy

CERTIFICATE REQUIREMENTS - 32-34 credits

Core Requirements - 6 credits		Credits
COT 202	Introduction to Computer Applications	3
CIT 260	System Analysis & Design I	3

Subject Requirements - 16 credits		Credits
CSCO 120B	Cisco Internetworking Academies I	4
CSCO 121B	Cisco Internetworking Academies II	4
CSCO 220B	Cisco Internetworking Academies III	4
CSCO 221B	Cisco Internetworking Academies IV	4

General Education Requirements* - 10-12 credits		Credits
English/Communications courses (Must include a writing course)		6
Human Relations course		1-3
Math course		3

*A list of courses fulfilling general education requirements is on page 30.

SUGGESTED COURSE SEQUENCE - Cisco Systems

First Semester	Completed	Second Semester	Completed
COT 202	3 <input type="checkbox"/>	CIT 260	3 <input type="checkbox"/>
CSCO 120B	4 <input type="checkbox"/>	CSCO 220B	4 <input type="checkbox"/>
CSCO 121B	4 <input type="checkbox"/>	CSCO 221B	4 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>	Gen Ed course	3 <input type="checkbox"/>
GEn Ed course	1-3 <input type="checkbox"/>	Gen Ed course	3 <input type="checkbox"/>

COMPUTER TECHNOLOGY COMPUTER PROGRAMMING Certificate of Achievement

SALARY - \$48,300 - \$76,300/year (*middle range - Nevada*)

CAREER OUTLOOK - Average growth through 2012

GOOD TO KNOW - Best to know more than one program language

CERTIFICATE REQUIREMENTS - 30 credits

Core Requirements - 21 credits		Credits
CIT 130	Beginning Java	3
CIT 180	Database Concepts and SQL	3
CIT 260	Systems Analysis and Design	3
IS 101	Introduction to Information Systems	3

Choose 9 credits from the following:

CIT 132	Beginning Visual Basic	3
CIT 133	Beginning C++	3
CIT 230	Advanced Java	3
CIT 232	Advanced Visual Basic	3
CIT 233	Advanced C++	3
CS 135	Computer Science I **	3
CS 202	Computer Science II	3

General Education Requirements - 9 credits

General Education Requirements - 9 credits		Credits
English/Communications course (Must include a writing course)		3
Mathematics course		3
Human Relations course		3

*A list of courses fulfilling general education requirements is on page 30.

**CS 135 prerequisite: (Math 126 and Math 127) or Math 128 or higher.

SUGGESTED COURSE SEQUENCE - Computer Programming

First Semester	Completed	Second Semester	Completed
CIT 130	3 <input type="checkbox"/>	CIT 260	3 <input type="checkbox"/>
CIT 180	3 <input type="checkbox"/>	Gen Ed courses	6 <input type="checkbox"/>
Degree elective	3 <input type="checkbox"/>	Degree electives	6 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>		
IS 101	3 <input type="checkbox"/>		

Certificate of Achievement in Computer Programming Mission & Outcomes

MISSION - The Certificate of Achievement in Computer Programming is designed to give students the tools to not only make them better computer programmers, but to make them attractive to employers who are seeking entry-level employees with computer programming skills.

STUDENT LEARNING OUTCOMES - Students who complete programs in this academic area are expected to demonstrate that they know:

- practices and procedures required for entry level employment, entry level skill set, and
- the theoretical principles relevant to computer information technology.

Are able to:

- test successfully on competencies required to pass industry certification exams,
- communicate effectively and appropriately, in oral and written form,
- locate, evaluate and properly utilize the tools and resources appropriate to a computer technology professional,
- acquire skills and perform tasks necessary for employment or career enhancement,
- demonstrate effective communication and computation skills appropriate to the field of computer information technology, and
- define a programming project scope, budget and schedule, then design, implement,
- test, debug, and maintain a software solution in at least two computer programming languages.

Appreciate and value:

- appropriate and effective presentation of themselves to potential employers, and standards of social, ethical, legal, accessibility, and diversity issues of their work environment.

ACADEMIC DEGREES

COMPUTER 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.

SALARY - \$29,800 - \$51,700/year (*middle range - Nevada*)

CAREER OUTLOOK - Faster than average growth through 2012

GOOD TO KNOW - People & technical skills needed

CERTIFICATE REQUIREMENTS - 33-35 credits

Core Requirements - 6 credits **Credits**

COT 202	Introduction to Computer Applications	3
ET 102B	Basic DC Electronics	3

Subject Requirements - 17 credits **Credits**

CIT 110	A+ Hardware	3
CIT 111	A+ Software	3
CIT 112B	Network+	3
Choose 8 credits from:		
CIT 198B	Special Topics in CIT	4
CIT 211	Microsoft Networking I	4
CIT 212	Microsoft Networking II	4
CIT 213	Microsoft Networking III	4
CIT 214	Microsoft Networking IV	4
CIT 215	Microsoft Networking V	4-8

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 30.

SUGGESTED COURSE SEQUENCE - Microcomputer/Network Technician

<i>First Semester</i>	Completed	<i>Second Semester</i>	Completed
CIT 110	3 <input type="checkbox"/>	CIT 112B	3 <input type="checkbox"/>
CIT 111	3 <input type="checkbox"/>	CIT elective	4 <input type="checkbox"/>
CIT elective	4 <input type="checkbox"/>	COT 202	3 <input type="checkbox"/>
ET 102B	3 <input type="checkbox"/>	Gen Ed course	3 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>	Gen Ed course	3 <input type="checkbox"/>
Gen Ed course	1-3 <input type="checkbox"/>		

COMPUTER TECHNOLOGY NETWORK ADMINISTRATION

Certificate of Achievement

SALARY - \$43,300 - \$69,600/year (*middle range - Nevada*)

CAREER OUTLOOK - Faster than average growth through 2012

GOOD TO KNOW - Administrators design, install & support networks

CERTIFICATE REQUIREMENTS - 32-34 credits

Core Requirements - 6 credits **Credits**

CIT 260	System Analysis & Design I	3
COT 202	Introduction to Computer Applications	3

Subject Requirements - 16 credits **Credits**

CIT 211	Microsoft Networking I	4
CIT 212	Microsoft Networking II	4
Choose 8 credits from:		
CIT 213	Microsoft Networking III	4
CIT 214	Microsoft Networking IV	4
CIT 215	Microsoft Networking V	4-8

General Education Requirements* - 10-12 credits **Credits**

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

*A list of courses fulfilling general education requirements is on page 30.

SUGGESTED COURSE SEQUENCE - Network Administration

<i>First Semester</i>	Completed	<i>Second Semester</i>	Completed
CIT 211	4 <input type="checkbox"/>	CIT elective	4 <input type="checkbox"/>
CIT 212	4 <input type="checkbox"/>	CIT elective	4 <input type="checkbox"/>
COT 202	3 <input type="checkbox"/>	CIT 260	3 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>	Gen Ed course	3 <input type="checkbox"/>
Gen Ed course	1-3 <input type="checkbox"/>	Gen Ed course	3 <input type="checkbox"/>

MICROSOFT COURSES TO PREPARE FOR CERTIFICATION

Microsoft Certified Professionals (MCPs) stand apart from other IT personnel. They've demonstrated undeniable expertise with Microsoft products and platforms to colleagues, employers, and—most importantly—to themselves.

Certification Tracks:

MCDST - Microsoft Certified Desktop Support Technicians (MCDSTs) have the technical and customer service skills to troubleshoot hardware and software operation issues in Microsoft Windows environments. MCDST candidates are required to pass two independently administered exams. WNCC offers the preparatory course work as follows:

CIT 211	Microsoft Networking I	4
CIT 215	Microsoft Networking V	4

(TOPIC: Supporting & Troubleshooting Applications on Windows XP)

MCSA - Microsoft Certified Systems Administrators (MCSAs) administer network and systems environments based on the Microsoft Windows platforms. Specializations include MCSA: Messaging and MCSA: Security. MCSA candidates are required to pass four independently administered exams. WNCC offers the preparatory course work as follows:

CIT 211	Microsoft Networking I	4	CIT 213	Microsoft Networking III	4
CIT 212	Microsoft Networking II	4	CIT 215	Microsoft Networking V	4

MCSE - Microsoft Certified Systems Engineers (MCSEs) design and implement an infrastructure solution based on the Windows platform and Microsoft Windows Server System software. Specializations include MCSE: Messaging and MCSE: Security. MCSE candidates are required to pass seven independently administered exams. Three electives are required to complete Microsoft's MCSE certification, including one focused on design. WNCC offers the preparatory course work as follows:

CIT 211	Microsoft Networking I	4	CIT 215	Microsoft Networking V	4
CIT 212	Microsoft Networking II	4	CIT 215	Microsoft Networking V	4
CIT 213	Microsoft Networking III	4	CIT 215	Microsoft Networking V	4
CIT 214	Microsoft Networking IV	4			

ACADEMIC DEGREES

COMPUTER TECHNOLOGY COMPUTER NETWORKING TECHNOLOGY

Associate of Applied Science Degree

The Computer Networking Technology program is designed for students seeking career skills in computer networking environments. Students choose one of three specializations to customize their program: Network Technology Management, Security and Information Assurance, or Transfer Option.

SALARY - \$42,300 - \$72,400/year (*middle range - Nevada*)

CAREER OUTLOOK - Much faster than average growth through 2012

GOOD TO KNOW - Businesses & government are investing heavily in "cyber-security"

DEGREE REQUIREMENTS - 62 credits

Program Requirements - 41 credits	Credits
CIT 161B Essentials of Information Security	3
CIT 211 Microsoft Networking I	4
CIT 212 Microsoft Networking II	4
CSCO 120B CISCO Internetworking Academies I	4
CSCO 121B CISCO Internetworking Academies II	4
IS 101 Introduction to Information Systems	3
Choose 3 credits from the following:	
CIT 201B Word Certification Preparation	1-3
or CIT 202B Excel Certification Preparation	1-3
or CIT 203B Access Certification Preparation	1-3
or CIT 204B PowerPoint Certification Preparation	1-3

Specialization Requirements - 16 credits

Choose 16 credits from one of the following three specializations:

Network Technology Management

CIT 260 Systems Analysis and Design	3
CSCO 130B Fundamentals of Wireless LANs FWL	4
MGT 212 Leadership and Human Relations	3
or MGT 283 Introduction to Human Resources Management	

Choose two of the following:

CIT 180 Database Concepts and SQL	3
CIT 213 Microsoft Networking III	4
CIT 215 Microsoft Networking V	4
CIT 255 Web Server Administration I	3
CIT 256B Web Server Administration II	3
CSCO 220B CISCO Internetworking Academies III	4
CSCO 221B CISCO Internetworking Academies IV	4

Security and Information Assurance

STAT 152 Introduction to Statistics	3
Any one from the following: CA, CIT, COT, CSCO or IS course	1
Choose four courses from the following:	
CIT 173 Linux Installation and Configuration	3
CIT 264B Operating System Security	3
CIT 265B Infrastructure Security	3
CIT 266B Operational/Organizational Security	3
CIT 267B Communication Security	3
CIT 268B Cryptography	3

Customized Option - Students may take 16 credits in this option, depending upon the specialization or the requirements of the four-year transfer institution. Prior department approval required. More than 16 credits may be required.

General Education Requirements - 21 credits	Credits
English/Communications courses	6
(Must include a writing course; ENG 107 recommended)	
Humanities/Social Science course	3
Human Relations course (MGT 201, MGT 212 or MGT 283 recommended)	3
Mathematics (MATH 126 or higher recommended)	3
Science course (PHYS 107B recommended)	3
U.S./Nevada Constitutions course	3

*A list of courses fulfilling general education requirements is on page 28.

SUGGESTED COURSE SEQUENCE - Network Technology Management Specialization

First Semester	Completed	Third Semester	Completed
CSCO 120B CCNA I	4 <input type="checkbox"/>	CIT 211 MSNW I	4 <input type="checkbox"/>
CSCO 121B CCNA II	4 <input type="checkbox"/>	CIT 212 MSNW II	4 <input type="checkbox"/>
IS 101	3 <input type="checkbox"/>	Degree elective	3 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>	Gen Ed course	3 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>		
Second Semester		Fourth Semester	
CIT 201B - 204B	3 <input type="checkbox"/>	CIT 161B	3 <input type="checkbox"/>
CIT 260	3 <input type="checkbox"/>	MGT 212/283	3 <input type="checkbox"/>
CSCO 130B	4 <input type="checkbox"/>	Degree elective	3 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>	Gen Ed course	3 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>	Gen Ed course	3 <input type="checkbox"/>

SUGGESTED COURSE SEQUENCE - Security & Information Assurance Specialization

First Semester	Completed	Third Semester	Completed
CSCO 120B CCNA I	4 <input type="checkbox"/>	CIT 211 MSNW I	4 <input type="checkbox"/>
CSCO 121B CCNA II	4 <input type="checkbox"/>	CIT 212 MSNW II	4 <input type="checkbox"/>
IS 101	3 <input type="checkbox"/>	Degree elective	3 <input type="checkbox"/>
Degree elective	3 <input type="checkbox"/>	STAT152	3 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>	Degree elective	1 <input type="checkbox"/>
Second Semester		Fourth Semester	
CIT 201B - 204B	3 <input type="checkbox"/>	CIT 161B	3 <input type="checkbox"/>
Degree elective	3 <input type="checkbox"/>	Gen Ed course	3 <input type="checkbox"/>
Degree elective	3 <input type="checkbox"/>	Gen Ed course	3 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>	Gen Ed course	3 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>	Gen Ed course	3 <input type="checkbox"/>

Associate of Applied Science Degree

Computer Networking Technology - Mission & Outcomes

The purpose of the Computer Networking Technology degree is to provide graduates with up-to-date training in the management of information resources, including computer and networking operations, infrastructure and information security.

MISSION - The purpose of the Associate of Applied Science degree is to provide employment-related knowledge and skills necessary to succeed in a chosen field of computer technology and/or applications study.

STUDENT LEARNING OUTCOMES - Students who complete programs in occupational areas are expected to demonstrate that they know:

- practices and procedures required for entry level employment,
- entry level skill set, and
- theoretical principles relevant to their emphasis.

Are able to:

- test successfully on competencies required to pass industry standard certification exams,
- communicate effectively and appropriately, in oral and written form,
- locate, evaluate and properly utilize the tools and resources appropriate to a computer technology professional,
- acquire skills and perform tasks necessary for employment or career enhancement,
- demonstrate effective communication and computation skills appropriate to the chosen occupational field.

Appreciate and value:

- appropriate and effective presentation of themselves to potential employers, and
- standards of social, ethical, legal, accessibility, and diversity issues of their work environment.

ACADEMIC DEGREES

CONSTRUCTION TECHNOLOGY PROGRAM

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 which is critical to preparing skilled employees in the following areas:

- Construction Project Management

The college also offers classes toward licensure in:

- Certified Inspector of Structures

Associate of Applied Science Degree in Construction Technology Mission & Outcomes

MISSION - The mission of the Associate of Applied Science degree in Construction Technology is to prepare students for entry level and mid-level positions within the various construction industry disciplines.

STUDENT LEARNING OUTCOMES - Expectations for students completing the Construction Technology curriculum are as follows:

Construction Project Management

- know the tasks, responsibilities, and industry standards of the various trades,
- understand the responsibilities of subcontractors, general contractors, superintendents, project managers, architects and engineers,
- demonstrates the ability to communicate with the above entities per industry standards,
- demonstrates the ability to produce a construction schedule,
- understands the implementation and coordination of a construction schedule,
- demonstrates the ability to write construction contracts per industry standards,
- demonstrates an understanding of contraction law,
- Utilizes the various resources available to explore new construction methods and insure quality control,
- demonstrates the ability to favorably represent himself or herself to a potential employer.

Craft Training

- understand the training and experience required for successful completion of and apprenticeship program,
- demonstrates the nationally recognized competencies for a particular trade,
- demonstrates academic proficiency per nationally accepted standards for a particular trade,
- demonstrates the ability to work in a collegial manner with other apprentices,
- demonstrates the ability to work effectively without supervision,
- receives journey person certification per an approved national association,
- demonstrates the ability to favorably represent himself or herself to a potential employer.

Certified Inspector of Structures

- demonstrates an understanding of all components within a certified inspection,
- demonstrates the ability to conduct a certified inspection per NRS 645D,
- demonstrates the ability to produce a credible, professional report consistent with NRS 645D,
- successfully completes the State of Nevada examination for Certified Inspector of Structures-Residential.

CONSTRUCTION TECHNOLOGY CONSTRUCTION PROJECT MANAGEMENT

Associate of Applied Science Emphasis

The Construction 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.

SALARY - \$61,000 - \$95,500/year (middle range - Nevada)

CAREER OUTLOOK - Average growth through 2012

GOOD TO KNOW - About 47 percent are self-employed

DEGREE REQUIREMENTS - 60 credits

Core Requirements - 14 credits

	Credits	
CONS 102B	Blueprint Reading & Specifications	3
CONS 108B	Construction Practices	3
CONS 112B	Construction Law	1
CONS 113B	Construction Site Safety	1
CONS 115B	Construction Estimating	3
CONS 117B	Introduction to Building Codes	3

Emphasis Requirements - 24 credits

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

General Education Requirements - 22 credits

	Credits
English/Communications courses (BUS 107 and 108 recommended)	6
Human Relations course (BUS 110B recommended)	1-3
Humanities/Social Science course	3
Mathematics course (MATH 110B recommended)	3
Science course (PHYS 100 recommended)	3
U.S. and Nevada Constitution course	3
Electives	1-3

*A list of courses fulfilling general education requirements is on page 28.

SUGGESTED COURSE SEQUENCE - Construction Project Management

First Semester	Completed	Third Semester	Completed
CONS 102B	3 <input type="checkbox"/>	CONS 116B	2 <input type="checkbox"/>
CONS 108B	3 <input type="checkbox"/>	CONS 118B	3 <input type="checkbox"/>
CONS 113B	1 <input type="checkbox"/>	CONS 119B	2 <input type="checkbox"/>
CONS 114B	3 <input type="checkbox"/>	CONS 220B	2 <input type="checkbox"/>
Gen Ed Course	3 <input type="checkbox"/>	CONS 221B	1 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>	Gen Ed courses	6 <input type="checkbox"/>
Second Semester		Fourth Semester	
CONS 112B	1 <input type="checkbox"/>	BUS 110B	1-3 <input type="checkbox"/>
CONS 115B	3 <input type="checkbox"/>	CONS 204B	3 <input type="checkbox"/>
CONS 117B	3 <input type="checkbox"/>	CONS 222B	3 <input type="checkbox"/>
CONS 216B	2 <input type="checkbox"/>	CONS 290B	3 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>	General elective	1-3 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>		

ACADEMIC DEGREES

CONSTRUCTION TECHNOLOGY STATE OF NEVADA CERTIFIED INSPECTOR OF STRUCTURES

LICENSE REQUIREMENTS - 10 credits		Credits
CONS 260B	Certified Inspector of Structures - Residential	3
CONS 261B	Under-Floor Inspections for Certified Inspectors of Structures	1
CONS 262B	Above-Floor Inspections for Certified Inspectors of Structures	2
CONS 263B	Supervised Residential Inspections for Certified Inspectors of Structures	4

These licensing programs fulfill the minimum course requirements needed for licensure as a certified inspector of structures-residential. For additional information, please contact the State of Nevada, Real Estate Division, or Bill Oney at 445-3353.

ACADEMIC DEGREES

CONVERGENCE TECHNOLOGY

Associate of Applied Science Degree Emphasis

The Convergence Technology degree is designed to prepare students with a breadth of knowledge in the primary areas of convergence: Data Networking, Telephony, and Convergence, with areas of focus in wireless LANs, VoIP (Voice over IP), network security, telephony and troubleshooting of converged networks. Convergence technology is the merging of voice, video and data on a single network, integrating telecommunications and computer technology in a way that opens powerful new avenues of communication.

SALARY - \$45,000 - \$75,000/year (*middle range - U.S.*)

CAREER OUTLOOK - High demand through 2012

GOOD TO KNOW - Technicians are a necessity for unified communications solutions for voice, data and video

DEGREE REQUIREMENTS – 64 credits

Core Requirements – 45 credits

	Credits
CSCO 120B CISCO I	4
CSCO 121B CISCO II	4
CSCO 130B Fundamentals of Wireless LANs	3
CIT 129 Introduction to Programming	3
CIT 130 Beginning Java	3
or CIT 132 Beginning Visual Basic	
or CIT 133 Beginning C++	
CIT 161B Fundamentals of Network Security	3
CIT 165B Introduction to Convergence	3
CIT 265B Advanced Convergence	3
ET 131B Electronics I	4
ET 132B Electronics II	4
ET 200B Electronics Projects	3
ET 276B Introduction to Telecommunications	4
ET 293B Advanced Telecommunications	4

General Education Requirements - 19 credits

	Credits
English course (must include a writing course)	6
Math course	3
Social Sciences/Humanities course	3
Science course	3
U.S./Nevada Constitution course	3
Human Relations course	1

* A list of courses fulfilling general education requirements is on page 28.

SUGGESTED COURSE SEQUENCE

<i>First Semester</i>	Completed	<i>Third Semester</i>	Completed
CSCO 120B	4 <input type="checkbox"/>	CIT 130, 132 or 133	3 <input type="checkbox"/>
CSCO 121B	4 <input type="checkbox"/>	CIT 165B	3 <input type="checkbox"/>
ET 131B	4 <input type="checkbox"/>	ET 276B	4 <input type="checkbox"/>
Gen Ed courses	4 <input type="checkbox"/>	Gen Ed courses	6 <input type="checkbox"/>
<i>Second Semester</i>		<i>Fourth Semester</i>	
CIT 129	3 <input type="checkbox"/>	CIT 265B	3 <input type="checkbox"/>
CIT 161B	3 <input type="checkbox"/>	CSCO 130B	3 <input type="checkbox"/>
ET 132B	4 <input type="checkbox"/>	ET 200B	3 <input type="checkbox"/>
Gen Ed courses	6 <input type="checkbox"/>	ET 293B	4 <input type="checkbox"/>
		Gen Ed course	3 <input type="checkbox"/>

Associate of Applied Science Degree

Convergence Technology Mission & Outcomes

MISSION - The purpose of the Associate of Applied Science degree is to provide employment-related knowledge and skills necessary to succeed in a chosen field of study.

STUDENT LEARNING OUTCOMES - Students who complete programs in occupational areas are expected to demonstrate that they know:

- the subject matter appropriate to the emphasis of the degree
- Are able to:
- communicate effectively and appropriately, in oral and written form,
 - locate, evaluate and properly utilize the tools and resources appropriate to a computer technology professional,
 - acquire skills and perform tasks necessary for employment or career enhancement,

Have developed:

- an appreciation of the importance of social, ethical, legal and diversity issues
- an appreciation of the need and importance of lifelong learning

ACADEMIC DEGREES

CRIMINAL JUSTICE PROGRAM

WNCC offers associate degrees and certificates of achievement in the field of criminal justice. Two-year associate degrees include:

- Criminal Justice
- Criminal Justice Transfer Program
- Law Enforcement/Academy

CRIMINAL JUSTICE

Associate of Applied Science Program

The Criminal Justice Associate of Applied Science degree prepares students for a career in Law Enforcement, whether it be Probation and Parole, Corrections, Juvenile Justice or Law Enforcement. With this degree, students will understand the basics of criminal law and law enforcement pertaining to each of these career areas.

NOTE: Students are **REQUIRED** to complete a POST certified course to become a law enforcement officer in Nevada. This degree does NOT take the place of that certification.

SALARY - \$36,400 - \$60,000/year (*middle range - Nevada*)

CAREER OUTLOOK - Faster than average growth through 2012

GOOD TO KNOW - Must be physically fit; may work weekends, holidays & nights

DEGREE REQUIREMENTS - 60 credits

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 Requirement - 18 credits

Choose 9 credits from the following:		Credits
CRJ 106	Introduction to Corrections	3
CRJ 155	Juvenile Justice System	3
CRJ 211	Police in America	3
CRJ 225	Criminal Evidence	3
CRJ 265	Introduction to Physical Evidence	3

Choose 9 credits from the following:

Any other Criminal Justice course except CRJ 110B	1-9
Any Psychology course except PSY 210	1-6
Any Sociology course except SOC 210	1-6
Any Foreign Language	3-6
Bus 107, 108	3-6
COM 113	3
COT 105, 113, 202 3	3
CPD 116, 117	3
CRJ 295, 296, 297, 298	1-6
IS 101	3
MGT 201, 212, 235, 283	3-6
SW 220, 230	3-6

General Education Requirements* - 24 credits

English/Communications courses (must include a writing course: ENG 101 and 102 recommended)	Credits
Humanities course	3
Mathematics course ³	3
Science course	3
U.S./Nevada Constitution course	3
General electives	6

*A list of courses fulfilling general education requirements is on page 28.

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

- 9-1-1 Dispatch Telecommunications
- Law Enforcement/Academy

Criminal Justice programs are listed alphabetically.

CRIMINAL JUSTICE

Associate of Arts Transfer Emphasis

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

SALARY - \$46,600 - \$73,000/year (*middle range - Nevada*)

CAREER OUTLOOK - Depends on specialization; demand is strong for investigators & detectives

GOOD TO KNOW - Must enforce laws, gather facts & evidence; may also work with the public

DEGREE REQUIREMENTS - 60 credits

Core Requirements - 21-24 credits		Credits
CRJ 101	Introduction to Criminal Justice I	3
CRJ 102	Introduction to Criminal Justice II	3
CRJ 106	Introduction to Corrections	3
or CRJ 211	Police in America	
CRJ 164	Principles of Investigation	3
CRJ 222	Criminal Law and Procedure	3
or		
CRJ 220	Criminal Procedures	
and		
CRJ 230	Criminal Law	3
CRJ 225	Criminal Evidence	3
CRJ 270	Introduction Criminology	3

General Education Requirements* - 36-39 credits

	Credits	
ENG 101	Composition I	3
ENG 102	Composition II	3
Fine Arts course		3
Humanities courses		6
Mathematics course		3
Science course		6
Social Science course		3
U.S./Nevada Constitutions course		3
Degree electives		6-9

(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 25.

SUGGESTED COURSE SEQUENCE

Associate of Arts Transfer Emphasis

First Semester	Completed	Third Semester	Completed
CRJ 101	3 <input type="checkbox"/>	CRJ 225	3 <input type="checkbox"/>
CRJ 106 or CRJ 211	3 <input type="checkbox"/>	CRJ 270	3 <input type="checkbox"/>
ENG 101	3 <input type="checkbox"/>	Degree electives	3 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>	Gen Ed course	3 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>	Gen Ed course	3 <input type="checkbox"/>
Second Semester		Fourth Semester	
CRJ 102	3 <input type="checkbox"/>	CRJ 222	3 <input type="checkbox"/>
CRJ 164	3 <input type="checkbox"/>	Degree electives	3 <input type="checkbox"/>
Degree electives	3 <input type="checkbox"/>	Gen Ed course	3 <input type="checkbox"/>
ENG 102	3 <input type="checkbox"/>	Gen Ed course	3 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>	Gen Ed course	3 <input type="checkbox"/>

ACADEMIC DEGREES

CRIMINAL JUSTICE LAW ENFORCEMENT/ACADEMY

Associate of Applied Science 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 emphasis, allows a student to go right into a criminal justice career in Nevada.

Other Important information:

Documentation and currency of health insurance (card) is required.

SALARY - \$46,100 - \$63,800/year (*middle range - Nevada*)

CAREER OUTLOOK - Faster than average growth through 2012

GOOD TO KNOW - Communication skills are important; may work weekends, holidays and nights

DEGREE REQUIREMENTS - 63.5 credits

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 103	Communication within the Criminal Justice System	3
CRJ 266B	Western Nevada State Peace Officer Academy**	27
EMS 100B	BCLS/CPR Healthcare Provider	0.5
EMS 113B	First Responder	3

** Spring and summer classes that will fulfill the POST requirement.

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 28.

SUGGESTED COURSE SEQUENCE			
Associate of Applied Science - Law Enforcement/Academy			
<i>First Semester</i>	Completed	<i>Third Semester</i>	Completed
CRJ 101	3 <input type="checkbox"/>	CRJ 230	3 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>	CRJ 270	3 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>	Gen Ed course	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"/>
Gen Ed course	3 <input type="checkbox"/>	EMS 100B	3 <input type="checkbox"/>

CRIMINAL JUSTICE LAW ENFORCEMENT/ACADEMY

Certificate of Achievement

CERTIFICATE REQUIREMENTS - 39.5 credits

Core Requirements - 33.5 credits.		Credits
CRJ 103	Communication within the Criminal Justice System	3
CRJ 266B	Western Nevada State Peace Officer Academy**	27
EMS 100B	BCLS/CPR Healthcare Provider	0.5
EMS 113B	First Responder	3

** Spring and summer classes that will fulfill the POST requirement.

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 30.

CRIMINAL JUSTICE 9-1-1 DISPATCH TELECOMMUNICATIONS

Certificate of Achievement

SALARY - \$37,200 - \$55,100/year (*middle range - Nevada*)

CAREER OUTLOOK - Average growth through 2012

GOOD TO KNOW - Bilingual dispatchers are in great demand

CERTIFICATE REQUIREMENTS - 31-33 credits

Core Requirements - 12 credits		Credits
CRJ 260B	911-Dispatch Emergency Telecommunicator Academy	12

Subject Requirements - 9-10 credits

	Credits
CRJ 101	3
CRJ 102	3
SPAN 101B	3
or	
SPAN 111	4

General Education Requirements* - 10-12 credits

	Credits
English Writing/Communication courses (Must include writing course)	6
Math course	3
Human Relations course	1-3

* A list of courses fulfilling general education requirements is on page 30.

ACADEMIC DEGREES

CUSTOMER SERVICE

Certificate of Achievement

The Customer Service Certificate of Achievement supports student opportunities in careers which focus on the service industry. It is designed to develop vital skills for success in all facets of business and industry. Emphasis focuses on effective communication, problem solving and customer satisfaction.

SALARY - \$11,600 - \$34,100/year (*middle range - Nevada*)

CAREER OUTLOOK - Faster than average growth through 2012

GOOD TO KNOW - Positions are located throughout the country in various types of companies.

CERTIFICATE REQUIREMENTS - 30 credits

Subject Requirements - 15 credits		Credits
BUS 101	Introduction to Business	
or MGT103	Small Business Management	3
BUS 110B	Human Relations for Employment	
or MGT 212	Leadership & Human Relations	3
BUS 112B	Customer Service	3
BUS 113B	Workplace Attitude Development	1
BUS 114B	Effective Listening & First Impressions	1
BUS 115B	Workplace Time Management & Goal Setting	1
BUS 116B	Effective Telephone Techniques	1
BUS 118B	Resolving Customer Complaints	1
BUS 119B	Workplace Decision Making & Conflict Resolution	1
Choose 6 credits from the following classes:		Credits
ACC	Choose from any ACC prefix	3
BUS 286B	Developing Your Resume	1
BUS 287B	Interviewing Techniques	1
CIT, COT, IS	Choose from any CIT, COT or IS prefix	up to 1
MGT 201	Principles of Management	3
MGT 235	Organizational Behavior	3
MGT 283	Introduction to Human Resources Management	3
MKT	Choose from any MKT prefix	up to 6

General Education Requirements* - 9 credits		Credits
English/Communications courses		
BUS 107 & BUS 108 recommended (Must include a writing course)		6
BUS 109B or higher level mathematics course		3

*A list of courses fulfilling general education requirements is on page 30.

CUSTOMER SERVICE

Certificate of Completion Options

The Customer Service Certificates of Completion allow students to choose four, eight, or all 12 credits and earn certificates which document their efforts in this vital specialty area. Students also have the opportunity to expand on their experience and earn the 30-credit Certificate of Achievement.

Level One:	4 Credit Certificate
Level Two:	8 Credit Certificate
Level Three:	12 Credit Certificate

Choose from the following classes:

	Credits	
BUS 110B	Human Relations for Employment	
or MGT 212	Leadership & Human Relations	3
BUS 112B	Customer Service	3
BUS 113B	Workplace Attitude Development	1
BUS 114B	Effective Listening & First Impressions	1
BUS 115B	Workplace Time Management & Goal Setting	1
BUS 116B	Effective Telephone Techniques	1
BUS 118B	Resolving Customer Complaints	1
BUS 119B	Workplace Decision Making & Conflict Resolution	1

ACADEMIC DEGREES

DEAF STUDIES

Associate of Arts Emphasis

The Deaf Studies degree will prepare students for transfer to a bachelor's program/degree in Deaf Studies or a related academic field. Courses will help students develop knowledge about American Sign Language, cultural impacts related to being deaf or hard of hearing, and the state of Nevada statutory regulations which govern interpreting.

SALARY - \$27,400 - \$65,900/year (*middle range - Nevada*)

CAREER OUTLOOK - Faster than average growth through 2012

GOOD TO KNOW - Interpreters may be paid by the day, often by the courts or schools

DEGREE REQUIREMENTS – 60 credits

Program Requirements – 24 credits

	Credits
AM 145 American Sign Language I	4
AM 146 American Sign Language II	4
AM 147 American Sign Language III	4
AM 148 American Sign Language IV	4
AM 151 Fingerspelling I	1
AM 152 Fingerspelling II	1
AM 153 Deaf Culture	3
AM 154 Deaf History	3

General Education Requirements* – 36 credits

	Credits
ENG 101 and 102	6
Fine Arts course (THTR 105 is recommended)	3
Humanities courses	6
MATH 120 or higher	3
Science courses	6
Social Science courses	9
U.S./Nevada Constitutions course	3

*A list of courses fulfilling general education requirements is on page 25.

SUGGESTED COURSE SEQUENCE			
Associate of Applied Science - Deaf Studies			
<i>First Semester</i>	Completed	<i>Third Semester</i>	Completed
AM 145	4 <input type="checkbox"/>	AM 147	4 <input type="checkbox"/>
General Education Course	3 <input type="checkbox"/>	AM 151	1 <input type="checkbox"/>
General Education Course	3 <input type="checkbox"/>	AM 153	3 <input type="checkbox"/>
General Education Course	3 <input type="checkbox"/>	General Education Course	3 <input type="checkbox"/>
General Education Course	3 <input type="checkbox"/>	General Education Course	3 <input type="checkbox"/>
<i>Second Semester</i>		<i>Fourth Semester</i>	
AM 146	4 <input type="checkbox"/>	AM 148	4 <input type="checkbox"/>
AM 154	3 <input type="checkbox"/>	AM 152	1 <input type="checkbox"/>
General Education Course	3 <input type="checkbox"/>	General Education Course	3 <input type="checkbox"/>
General Education Course	3 <input type="checkbox"/>	General Education Course	3 <input type="checkbox"/>
General Education Course	3 <input type="checkbox"/>	General Education Course	3 <input type="checkbox"/>

AMERICAN SIGN LANGUAGE

Certificate of Achievement

CERTIFICATE REQUIREMENTS – 30 credits

Subject Requirements – 18 credits

	Credits
AM 145 American Sign Language I	4
AM 146 American Sign Language II	4
AM 147 American Sign Language III	4
AM 148 American Sign Language IV	4
AM 151 Fingerspelling I	1
AM 152 Fingerspelling II	1

General Education Requirements* – 12 credits

	Credits
English/Communications courses (Must include a writing course)	6
Human Relations course	3
Mathematics course	3

*A list of courses fulfilling general education requirements is on page 30.

SUGGESTED COURSE SEQUENCE - Certificate - Deaf Studies			
<i>First Semester</i>	Completed	<i>Third Semester</i>	Completed
AM 145	4 <input type="checkbox"/>	AM 147	4 <input type="checkbox"/>
General Education Course	3 <input type="checkbox"/>	AM 151	1 <input type="checkbox"/>
		General Education Course	3 <input type="checkbox"/>
<i>Second Semester</i>		<i>Fourth Semester</i>	
AM 146	4 <input type="checkbox"/>	AM 148	4 <input type="checkbox"/>
General Education Course	3 <input type="checkbox"/>	AM 152	1 <input type="checkbox"/>
		General Education Course	3 <input type="checkbox"/>

ACADEMIC DEGREES

DRAFTING TECHNOLOGY - ARCHITECTURAL

Associate of Applied Science 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.

SALARY - \$37,300 - \$54,200/year (*middle range - Nevada*)

CAREER OUTLOOK - Depends on specialty - greatest demand is for architectural & civil drafters

GOOD TO KNOW - Specialize in drawing features of buildings & other structures

DEGREE REQUIREMENTS - 60 credits

Core Requirements - 12 credits

	Credits
CADD 100 Introduction to Computer Aided Drafting	3
CADD 105 Intermediate Computer Aided Drafting	3
CADD 200 Advanced Computer Aided Drafting	3
DFT 100 Basic Drafting Principles	3

Emphasis Requirements - 24 credits

	Credits
CADD 120B Architectural Drafting I	3
CADD 225B Architectural Computer Aided Drafting	3
CONS 102B Blueprint Reading and Specifications	3
CONS 108B Construction Practices	3
CONS 117B Construction Practices	3

Capstone Course

CADD 210B CADD Project	3
or	
CADD 290B Internship in CADD	

Degree Electives

Choose 6 credits from the following:

CADD 198B Special Topics in CADD	3
CADD 210B CADD Project*	3
CADD 220B Architectural Drafting II	3
CADD 290B Internship in CADD*	3
CADD 295B Independent Study	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
COT 204 Using Windows	3

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

General Education Requirements* - 24 credits

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

*A list of courses fulfilling general education requirements is on page 28.

DRAFTING TECHNOLOGY - ARCHITECTURAL

Certificate of Achievement

CERTIFICATE REQUIREMENTS - 31 credits

Subject Requirements - 21 credits

	Credits
CADD 100 Introduction to Computer Aided Drafting	3
CADD 105 Intermediate Computer Aided Drafting	3
CADD 120B Architectural Drafting I	3
CADD electives	6
CONS 102B Blueprint Reading & Specifications	3
DFT 100 Basic Drafting Principles	3

General Education Requirements* - 10 credits

	Credits
English/Communications courses	6
(BUS 108 is recommended; must include a writing course)	
Human Relations course	1
MATH 110B**, 127 or higher level math course, except STAT 152	3

*A list of courses fulfilling general education requirements is on page 30.

**MATH 110B does not fulfill the requirement for the Associate of Drafting Technology - Architectural Emphasis.

SUGGESTED COURSE SEQUENCE Associate of Applied Science - Drafting Technology - Architectural

<i>First Semester</i>	<i>Completed</i>	<i>Third Semester</i>	<i>Completed</i>
CADD 100	3 <input type="checkbox"/>	CADD 200	3 <input type="checkbox"/>
CADD 120B	3 <input type="checkbox"/>	CADD 225B	3 <input type="checkbox"/>
CONS 102B	3 <input type="checkbox"/>	Degree elective	3 <input type="checkbox"/>
DFT 100	3 <input type="checkbox"/>	Gen Ed course	3 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>	Gen Ed course	3 <input type="checkbox"/>
 <i>Second Semester</i>		 <i>Fourth Semester</i>	
CADD 105	3 <input type="checkbox"/>	Capstone course	3 <input type="checkbox"/>
CONS 108B	3 <input type="checkbox"/>	CONS 117B	3 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>	Degree elective	3 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>	Gen Ed course	3 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>	General elective	3 <input type="checkbox"/>

ACADEMIC DEGREES

DRAFTING TECHNOLOGY - CIVIL

Associate of Applied Science Emphasis

The Drafting Technology Civil Drafting emphasis is designed to concrete course work in civil drafting oriented subjects. Students will be taking several courses offered through the Construction Technology program.

SALARY - \$37,300 - \$54,200/year (*middle range - Nevada*)

CAREER OUTLOOK - Depends on speciality - greatest demand is for architectural & civil drafters

GOOD TO KNOW - Specialize in drawings & maps of highways, pipelines & water systems

DEGREE REQUIREMENTS - 61 credits

Core Requirements – 12 credits Credits

CADD 100	Intro to Computer Aided Drafting	3
CADD 105	Intermediate Computer Aided Drafting	3
CADD 200	Advanced Computer Aided Drafting	3
DFT 100	Basic Technical Drawing	3

Emphasis Requirements – 25 credits Credits

CADD 230B	Civil Drafting I	3
CEE 140	Intro to Civil Engineering	2
CONS 102B	Blueprinting Reading and Specifications (Civil)	3
CONS 114B	Soils, Sitework, Concrete & Testing	3
CONS 119B	Construction Surveying	2
SUR 266B	Land Development I	3

Capstone Course

CADD 231B	Civil Drafting II	3
or		
CADD 290B	Internship in CADD	

Degree Electives

Choose 6 credits from the following: Credits

CADD 210B	CADD Project *	3
CADD 225B	Architectural Computer Aided Drawing (CAD)	3
CADD 290B	Internship in CADD *	3
CONS 112B	Construction Law	1
CONS 115B	Construction Estimating	3
CONS 118B	Bid Documents, Contracts, & Negotiation	3
CONS 221B	Regulatory Agencies	1
CONS 223B	Advanced Sitework Estimating	3

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

General Education Requirements* - 24 credits Credits

English/Communications courses	6
(BUS 108 recommended; must include a writing course)	
Human Relations course (BUS 110B recommended)	3
Mathematics course (MATH 127 or higher)	3
Science course (Physics recommended)	3
Social Science / Humanities course	3
U.S. / Nevada Constitution course	3
Elective	3

*A list of courses fulfilling general education requirements is on page 28.

SUGGESTED COURSE SEQUENCE

First Semester	Completed	Third Semester	Completed
CADD 100	3 <input type="checkbox"/>	CADD 200	3 <input type="checkbox"/>
CEE 140	2 <input type="checkbox"/>	CONS 114B	3 <input type="checkbox"/>
DFT 100	3 <input type="checkbox"/>	Degree elective	3 <input type="checkbox"/>
Degree elective	3 <input type="checkbox"/>	Gen Ed course	3 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>	Gen Ed course	3 <input type="checkbox"/>
		General elective	3 <input type="checkbox"/>
Second Semester		Fourth Semester	
CADD 105	3 <input type="checkbox"/>	Capstone course	3 <input type="checkbox"/>
CADD 230B	3 <input type="checkbox"/>	CONS 119B	2 <input type="checkbox"/>
CONS 102B	3 <input type="checkbox"/>	SUR 266B	3 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>	Gen Ed course	3 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>	Gen Ed course	3 <input type="checkbox"/>

ACADEMIC DEGREES

DRAFTING TECHNOLOGY - MECHANICAL

Associate of Applied Science Emphasis

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

SALARY - \$37,900 - \$53,700/year (*middle range - Nevada*)

CAREER OUTLOOK - Nationally, slow growth through 2012

GOOD TO KNOW - Most use computer-aided drafting (CAD) systems, but some still is done manually

DEGREE REQUIREMENTS - 60 credits

Core Requirements - 12 credits		Credits
CADD 100	Introduction to Computer Aided Drafting	3
CADD 105	Intermediate Computer Aided Drafting	3
CADD 200	Advanced Computer Aided Drafting	3
DFT 100	Basic Drafting Principles	3

Emphasis Requirements - 24 credits		Credits
CADD 140	Technical Drafting I	3
CADD 141B	Technical Drafting II	3
CADD 245	Solid Modeling and Parametric Design (Autodesk Inventor)	3
COT 204	Using Windows	3
DFT 110B	Blueprint Reading for Industry	3

Capstone Course

CADD 210B	CADD Project	3
or CADD 290B	Internship in CADD	

Degree Electives		Credits
Choose 6 credits from the following:		
CADD 210B	CADD Project *	3
CADD 242	Advanced Technical Drafting	3
CADD 260B	Introduction to CAD/CAM	3
CADD 290B	Internship in CADD*	
CADD 295B	Independent Study	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 108 is recommended)		6
Human Relations course (BUS 110B recommended)		3
Mathematics course (MATH 127 or higher)		3
Social Science / Humanities course		3
U.S. / Nevada Constitution course		3
Science course (Physics recommended)		3
Elective		3

*A list of courses fulfilling general education requirements is on page 28.

DRAFTING TECHNOLOGY - MECHANICAL

Certificate of Achievement

CERTIFICATE REQUIREMENTS - 31 credits

Subject Requirements - 21 credits		Credits
CADD 100	Introduction to Computer Aided Drafting	3
CADD 105	Intermediate Computer Aided Drafting	3
CADD 141B	Technical Drafting II	3
CADD Electives		6
DFT 100	Basic Drafting Principles	3
DFT 110B	Blueprint Reading for Industry	3

General Education Requirements* - 10 credits

General Education Requirements* - 10 credits		Credits
English/Communications courses (BUS 108 is recommended; must include a writing course)		6
Human Relations course		1
MATH (110B**, 127 or higher level math course, except STAT152)		3

*A list of courses fulfilling general education requirements is on page 30.

**MATH 110B does not fulfill the requirement for the Associate of Applied Science in Drafting Technology - Mechanical Emphasis, which requires MATH 127 or higher.

SUGGESTED COURSE SEQUENCE			
Associate of Applied Science - Drafting Technology - Mechanical			
First Semester	Completed	Third Semester	Completed
CADD 100	3 <input type="checkbox"/>	CADD 141B	3 <input type="checkbox"/>
COT 204	3 <input type="checkbox"/>	CADD 200	3 <input type="checkbox"/>
DFT 100	3 <input type="checkbox"/>	Degree elective	3 <input type="checkbox"/>
DFT 110B	3 <input type="checkbox"/>	Gen Ed course	3 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>	Gen Ed course	3 <input type="checkbox"/>
Second Semester		Fourth Semester	
CADD 105	3 <input type="checkbox"/>	CADD 245	3 <input type="checkbox"/>
CADD 140	3 <input type="checkbox"/>	Capstone course	3 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>	Degree elective	3 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>	Gen Ed course	3 <input type="checkbox"/>
MATH course	3 <input type="checkbox"/>	General elective	3 <input type="checkbox"/>

ACADEMIC DEGREES

EARLY CHILDHOOD EDUCATION

WNCC's Early Childhood Education program is an occupational 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 or related 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; home day care providers and other child/family related careers.

**Certificate of Achievement &
Associate of Applied Science Degree in
Early Childhood Education Mission & Outcomes**

Certificate of Achievement
MISSION - The Early Childhood Education Certificate of Achievement will provide the academic knowledge and skills for employment in a variety of child care settings.

STUDENT LEARNING OUTCOMES - Upon completion of the Early Childhood Education certificate program, the student will be able to:

1. recognize and organize a physical environment that supports age appropriate development in young children.
2. plan and implement activities that meet the psychosocial, physical and cognitive needs of children in a child care setting.
3. develop strategies for maintaining a safe and healthy child care environment.

Associate of Applied Science
MISSION - The purpose of the Associate of Applied Science degree in Early Childhood Education is to provide academic knowledge and skill for employment in child care or pre-kindergarten programs and related family service fields. The degree will meet educational criteria for employment in publicly funded programs and prepare the student for possible transfer to other colleges and universities to meet higher educational and professional goals.

STUDENT LEARNING OUTCOMES - Students who complete the Associate of Applied Science degree in Early Childhood Education are expected to demonstrate that they:

- have met the general education student learning outcomes.
- Know the subject matter appropriate to Early Childhood Education.
- demonstrated leadership and supervisory skills.

ACADEMIC DEGREES

EARLY CHILDHOOD EDUCATION

Associate of Applied Science 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.

SALARY - \$17,300 - \$23,400/year (*middle range - Nevada*)

CAREER OUTLOOK - Faster than average growth through 2012

GOOD TO KNOW - Work hours often variable - full-time or part-time; potential to work from home

DEGREE REQUIREMENTS - 60 credits

Program Requirements - 36 credits		Credits
COT 105	Computer Literacy	3
or COT 202	Intro to Computer Applications	
or IS 101	Intro to Information Systems	
ECE 121	Parent-Caregiver Relationships	1
ECE 122	Observation Skills	1
ECE 129	Environments for Infants/Toddlers	1
ECE 200	The Exceptional Child	3
ECE 204	Principles of Child Guidance	3
ECE 231	Preschool Practicum: Early Childhood Lab	6
ECE 240	Administration of the Preschool	3
ECE 250	Intro to Early Childhood Education	3
ECE 251	Curriculum in Early Childhood	3
HDFS 201	Lifespan Human Development	3

Choose 6 credits from the following:

Other related Early Childhood Education courses (ECE 123 and ECE 168 are recommended)	1-6
HDFS 202 Introduction to Families	3
HDFS 232 Diversity & Young Child/Multicultural Perspective	3
Psychology courses (except Statistical Methods)	1-3

General Education Requirements* - 24 credits	Credits
English/Communications courses (Must include a writing course; BUS 108 is recommended)	6
Humanities/Social Science course	3
Mathematics course (BUS 109B is recommended)	3
Science course (HEC 121 is recommended)	3
U.S./Nevada Constitutions course	3
Electives	6

*A list of courses fulfilling general education requirements is on page 28.

EARLY CHILDHOOD EDUCATION

Certificate of Achievement

CERTIFICATE REQUIREMENTS - 30 credits

The following courses may be taken in any sequence.

However, ECE 131 is a recommended prerequisite.

Subject Requirements - 21 credits		Credits
ECE 121	Parent-Caregiver Relationships	1
ECE 122	Observation Skills	1
ECE 129	Environments for Infants/Toddlers	1
ECE 204	Principles of Child Guidance	3
ECE 231	Preschool Practicum: Early Childhood Lab	3
ECE 250	Intro to Early Childhood Education	3
ECE 251	Curriculum in Early Childhood	3
HDFS 201	Lifespan Human Development	3

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

Early Childhood Education	1-3
Psychology	1-3
Human Development and Family Studies	1-3

General Education Requirements* - 9 credits	Credits
English/Communications courses (Must include a writing course; BUS 108 is recommended)	6
Mathematics course (BUS 109B is recommended)	3

*A list of courses fulfilling general education requirements is on page 30.

SUGGESTED COURSE SEQUENCE

<i>First Semester</i>	Completed	<i>Third Semester</i>	Completed
ECE 121	1 <input type="checkbox"/>	ECE 204	3 <input type="checkbox"/>
ECE 122	1 <input type="checkbox"/>	ECE 231	6 <input type="checkbox"/>
ECE 129	1 <input type="checkbox"/>	Gen Ed course	3 <input type="checkbox"/>
ECE 250	3 <input type="checkbox"/>	Gen Ed course	3 <input type="checkbox"/>
HDFS 201	3 <input type="checkbox"/>	<i>Fourth Semester</i>	
English/Comm course	3 <input type="checkbox"/>	COT 105, 202 or IS 101	3 <input type="checkbox"/>
General elective	3 <input type="checkbox"/>	ECE 240	3 <input type="checkbox"/>
<i>Second Semester</i>		Degree elective	1 <input type="checkbox"/>
ECE 200	3 <input type="checkbox"/>	Degree elective	1 <input type="checkbox"/>
ECE 251	3 <input type="checkbox"/>	Gen Ed course	3 <input type="checkbox"/>
Degree elective	3 <input type="checkbox"/>	General elective	3 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>		
Gen Ed course	3 <input type="checkbox"/>		

ACADEMIC DEGREES

ELECTRONICS TECHNOLOGY

Associate of Applied Science 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.

SALARY - \$33,700 - \$56,400/year (*middle range - Nevada*)

CAREER OUTLOOK - Mixed, with some slowdown, but possibility of jobs created by Internet popularity

GOOD TO KNOW - May work with switchboards & other equipment, or in laboratories & offices

DEGREE REQUIREMENTS - 60 credits

Program Requirements - 36 credits

	Credits
CIT 132 Beginning Visual Basic	3
or CIT 133 Beginning C++	
DFT 131 Introduction to Computer Aided Drafting	3
ET 131B Electronics I	4
ET 132B Electronics II	4
ET 134B Basic Troubleshooting	2
ET 172B Semi-Conductor Devices	4
ET 173B Advanced Troubleshooting	2
ET 280B Digital Electronics	4
ET 283B Microprocessors & Controllers	4
ET 291B Digital Troubleshooting	2

Choose 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	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)	
Human Relations course (BUS 110B recommended)	1-3
Humanities/Social Science course	3
Math courses (MATH 126 or higher)	3
Science Course (Physics recommended)	3
U.S./Nevada Constitutions course	3
Electives	3-5

*A list of courses fulfilling general education requirements is on page 28.

ELECTRONICS TECHNOLOGY

Certificate of Achievement

CERTIFICATE REQUIREMENTS - 30 credits

Subject Requirements - 23 credits

	Credits
DFT 131 Introduction to Computer Aided Drafting	3
ET 131B Electronics I	4
ET 132B Electronics II	4
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)	
Human Relations course (BUS 110B recommended)	1
Mathematics course (MATH 126 or higher)	3

*A list of courses fulfilling general education requirements is on page 30.

SUGGESTED COURSE SEQUENCE

<i>First Semester</i>	Completed	<i>Third Semester</i>	Completed
DFT 131	3 <input type="checkbox"/>	ET 134B	2 <input type="checkbox"/>
ET 131B	4 <input type="checkbox"/>	ET 291B	2 <input type="checkbox"/>
ET 132B	4 <input type="checkbox"/>	Gen Ed course	3 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>	Gen Ed course	3 <input type="checkbox"/>
		Gen Ed course	3 <input type="checkbox"/>
		General electives	0-2 <input type="checkbox"/>
<i>Second Semester</i>		<i>Fourth Semester</i>	
CIT 132B or CIT 133	3 <input type="checkbox"/>	ET 173B	2 <input type="checkbox"/>
ET 172B	4 <input type="checkbox"/>	ET 283B	4 <input type="checkbox"/>
ET 280B	4 <input type="checkbox"/>	Degree electives	1-4 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>	Gen Ed course	3 <input type="checkbox"/>
Gen Ed course	1-3 <input type="checkbox"/>	General electives	3 <input type="checkbox"/>

ACADEMIC DEGREES

ENGINEERING SCIENCE

Associate of Science Emphasis

The Engineering Science degree program is designed for students planning to obtain a four-year engineering degree. Engineering is the practical application of scientific theory and principles, and this program develops a strong foundation in mathematics and physical science and provides an introduction to the fundamental aspects of engineering which are developed more thoroughly in the remaining two years of the baccalaureate program. Students who complete the associate degree can transfer to other colleges or universities in many engineering disciplines including civil, chemical, computer, electrical, geological, mechanical, metallurgical, mining, computer science, and engineering physics. All courses in the Engineering Science program are approved for direct transfer to the Mackey School of Earth Sciences and Engineering at the University of Nevada, Reno, and up to 64 WNCC credits may be directly applied toward a baccalaureate degree.

SALARY - \$54,400 - \$83,700/year (*middle range - Nevada*)

CAREER OUTLOOK - Slow to brisk, depending on field - computer engineering to see fastest growth

GOOD TO KNOW - Work with computers; often work in teams

DEGREE REQUIREMENTS - 64 credits

Emphasis Requirements - 40 credits

	Credits
CHEM 121 General Chemistry I	4
CS 135 Computer Science I	3
MATH 181 Calculus I*	4
MATH 182 Calculus II	4
MATH 283 Calculus III	4
PHYS 180/180L* Engineering Physics I*	4
PHYS 181/181L* Engineering Physics II*	4

Choose 13 credits from the following:

CHEM 122 General Chemistry II	4
CPE 201 Introduction to Computer Engineering	4
CS 202 Computer Science II	3
EE 200 Network Analysis Laboratory	1
EE 201 Introduction to Network Analysis	3
EE 291 Computer Methods for Electrical Engineers	3
EE 296 Internship I	1
MATH 285 Differential Equations	3
ME 198 Cooperative Training Report	1
ME 241 Statics	3
ME 242 Dynamics	3
ME 298 Cooperative Training Report	1
METE 250 Elements of Material Science	3
PHYS 182/182L Engineering Physics III	4

or higher

NOTE: CHEM 201 and 202 are acceptable in lieu of CHEM 121 and 122.

General Education Requirements* - 24 credits

	Credits
English/Communications courses	6
Fine Arts course	3
Humanities courses	6
Social Science courses	6
U.S./Nevada Constitutions course	3

*A list of courses fulfilling general education requirements is on page 26.

SUGGESTED COURSE SEQUENCE

First Semester	Completed	Third Semester	Completed
CS 135	3 <input type="checkbox"/>	MATH 283	4 <input type="checkbox"/>
English course	3 <input type="checkbox"/>	Degree electives	6 <input type="checkbox"/>
MATH 181	4 <input type="checkbox"/>	Gen Ed course	3 <input type="checkbox"/>
PHYS 180 & 180L	4 <input type="checkbox"/>	Gen Ed course	3 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>		
		Fourth Semester	
		Degree electives	7 <input type="checkbox"/>
Second Semester		Gen Ed course	3 <input type="checkbox"/>
CHEM 121	4 <input type="checkbox"/>	Gen Ed courses	6 <input type="checkbox"/>
English course	3 <input type="checkbox"/>		
MATH 182	4 <input type="checkbox"/>		
PHYS 181 & 181L	4 <input type="checkbox"/>		

Transfer Notes:

Electives: 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. Students pursuing the Computer Engineering track within Computer Science are advised to take EE 200 and EE 201 as electives. PHYS 182 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. Please consult the current UNR catalog or an advisor for the latest degree requirements.

For those planning to transfer to the College of Engineering at the University of Nevada, Reno, the following disciplines and electives are the most applicable:

- Civil Engineering: EE 201 (3), MATH 285(3), ME 241 (3), ME 242 (3), and maximum 3-4 credits from BIOL 190 (3), CHEM 122 (4), GEOL 101 (3), which will be transferred as restrictive electives.

- Environmental Engineering under Civil Engineering: ME 241 (3), CHEM 142 (3), CHEM 122 (4), BIOL 190 (3)

- Computer Science: CS 202 (3), CPE 201 (4), EE 201 (3), EE 200 (1), PHYS 182 (4), MATH 285 (3). PHYS and MATH will transfer as general electives.

- Computer Science with Computer Engineering Track: CS 202 (3), CPE 201 (4), EE 200 (1), EE 201 (3), and maximum four credits from MATH 285 (3) or PHYS 203 (4), which will transfer as general electives.

- Electrical Engineering: EE 200 (1), EE 201 (3), EE 231 (3), CPE 201 (4), EE 298 (1), MATH 285(3), ME 241 (3).

- Electrical Engineering with Computer Engineering Track: CS 202 (3), EE 200 (1), EE 201 (3), EE 231 (3), MATH 285(3), ME 241 (3).

- Mechanical Engineering: EE 200 (1), EE 201 (3), MATH 285(3), ME 241 (3), ME 242 (3), METE 250 (3).

- Engineering Physics: CHEM 202 (4), CS 202 (3), EE 201 (3), MATH 285(3), PHYS 182 (4).

Note: Most engineering courses are not offered every semester, so technical and non-technical electives should be scheduled to permit the student to enroll in those engineering courses which are most pertinent to his/her preferred discipline of engineering.

ACADEMIC DEGREES

FINE ARTS

Associate of Arts Emphasis

The Associate of Arts degree in Fine Arts is designed to provide training in the breadth of skills required for many careers in the fine arts field as well as to satisfy many of the lower division requirements for the Bachelor of Arts and Bachelor of Fine Arts degrees at most four-year institutions.

SALARY - \$30,000 - \$68,100/year (*middle range - Nevada*)

CAREER OUTLOOK - Average growth through 2012

GOOD TO KNOW - Many fine artists are self-employed; some have graduate degrees

DEGREE REQUIREMENTS – 60 credits

Program Requirements – 27 credits

	Credits
ART 100 Visual Foundations	
or ART 107 Design Fundamentals (2-D)	
or GRC 107 Design Fundamentals (2-D)	3
ART 101 Drawing I	3
ART 135 Photography I	
or *ART 141 Introduction to Digital Photography	
or *ART 243 Digital Imaging I	3
ART 160 Art Appreciation	3
*ART 298 Portfolio Emphasis	3

Select one 3 credit course from the following 2-D courses:

ART 231 Painting I	
or *ART 127 Watercolor I	
or ART 124 Beginning Printmaking	3

Select one 3 credit course from the following 3-D courses:

ART 216 Sculpture I	
or *ART 115 Beginning Clay Sculpture	
or ART 211 Ceramics I	3

Select 6 credits from the following:

ART 102 Drawing II	3
*ART 105 Color Theory	3
*ART 111 Introduction to Ceramics	3
*ART 115 Beginning Clay Sculpture	3
ART 124 Beginning Printmaking	3
*ART 127 Watercolor I	3
ART 135 Photography	3
*ART 141 Introduction to Digital Photography I	3
*ART 142 Introduction to Digital Photography II	3
ART 201 Life Drawing	3
*ART 208 Fiber Arts	3
ART 211 Ceramics I	3
ART 212 Ceramics II	3
ART 216 Sculpture I	3
ART 217 Sculpture II	3
*ART 218 Alternative Sculpture	3
ART 224 Intermediate Printmaking	3
*ART 227 Watercolor II	3
ART 231 Painting I	3
ART 232 Painting II	3
ART 235 Photography II	3
ART 236 Photography III	3
*ART 243 Digital Imaging I	3
*ART 244 Digital Imaging II	3
ART 260 Survey of Art History I	3
ART 261 Survey of Art History II	3

General Education Requirements** – 33 credits

	Credits
English/Communications courses	6
Humanities courses	6
Mathematics course	3
Science courses	6
Social Science courses	9
U.S. Nevada Constitutions course	3

* Courses satisfy WNCC degree requirements but will not transfer directly to the University of Nevada, Reno as the same course. They may transfer as electives.

** A list of courses fulfilling general education requirements is on page 25.

SUGGESTED COURSE SEQUENCE

First Semester	Completed	Third Semester	Completed
ART 100 Visual Communications or		3-D Required Course	3 <input type="checkbox"/>
ART 107 Design Fundamentals	3 <input type="checkbox"/>	Photography Required Course	3 <input type="checkbox"/>
ART 101 Drawing I	3 <input type="checkbox"/>	General Education Course	3 <input type="checkbox"/>
General Education Course	3 <input type="checkbox"/>	General Education Course	3 <input type="checkbox"/>
General Education Course	3 <input type="checkbox"/>	General Education Course	3 <input type="checkbox"/>
General Education Course	3 <input type="checkbox"/>		
		Fourth Semester	
		Art Recommended Course	3 <input type="checkbox"/>
		Art Recommended Course	3 <input type="checkbox"/>
		ART 298 Portfolio Emphasis	3 <input type="checkbox"/>
		General Education Course	3 <input type="checkbox"/>
		General Education Course	3 <input type="checkbox"/>

ACADEMIC DEGREES

GEOGRAPHIC INFORMATION SYSTEMS

Associate of Applied Science Program

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.

SALARY - \$27,600 - \$46,400/year (*middle range - Nevada*)

CAREER OUTLOOK - Faster than average growth through 2012

GOOD TO KNOW - Use analytic & technical skills; heavy computer use

DEGREE REQUIREMENTS - 60 credits

Program Requirements – 36 credits		Credits
GIS 109	Intro to GIS	3
GIS 110	Principles of Cartography	3
GIS 111	Intro to Remote Sensing	3
GIS 112	Intro to ArcInfo	3
GIS 170B	GIS Applications in Conservation Issues	1
GIS 171B	GIS Applications in Urban & Regional Planning	1
GIS 172B	Current Trends in GIS	1
GIS 205	GIS Applications	3
GIS 212	Intermediate ArcInfo	3
GIS 235	Spatial Analysis with GIS	3
GIS 250	GIS Database	3
GIS 270	GIS Extensions	3
GIS 280	Internship in GIS	3
GIS 290	Portfolios in GIS	3

General Education Requirements* - 24 credits		Credits
English/Communications courses		6
Human Relations course		1-3
Humanities/Social Science (GEOG 106 recommended)		3
MATH 126 or higher STAT 152 (STAT 152 recommended)		3
Science (GEOG 103 recommended)		3
U.S./Nevada Constitution		3
Electives		3-5

*A list of courses fulfilling general education requirements is on page 28.

GEOGRAPHIC INFORMATION SYSTEMS

Certificate of Achievement

CERTIFICATE REQUIREMENTS - 30 credits

Subject Requirements – 21 credits		Credits
GEOG 103	Physical Geography	3
GIS 109	Intro to GIS	3
GIS 110	Principles of Cartography	3
GIS 112	Intro to ArcView	3
GIS 205	GIS Applications	3
GIS 250	GIS Database	3
GIS 270	GIS Extensions	3

General Education Requirements* - 9 credits		Credits
English Writing Course		3
Human Relations (PSY recommended)		1-3
MATH 126 or higher or STAT 152		3
Electives		0-2

*A list of courses fulfilling general education requirements on page 30.

SUGGESTED COURSE SEQUENCE

<i>First Semester</i>	Completed	<i>Third Semester</i>	Completed
GIS 109	3 <input type="checkbox"/>	GIS 171B	1 <input type="checkbox"/>
GIS 110	3 <input type="checkbox"/>	GIS 212	3 <input type="checkbox"/>
GIS 112	3 <input type="checkbox"/>	GIS 235	3 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>	GIS 280	3 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>	Gen Ed course	3 <input type="checkbox"/>
		Gen Ed course	1-3 <input type="checkbox"/>
<i>Second Semester</i>			
GIS 111	3 <input type="checkbox"/>	<i>Fourth Semester</i>	
GIS 170B	1 <input type="checkbox"/>	GIS 172B	1 <input type="checkbox"/>
GIS 205	3 <input type="checkbox"/>	GIS 250	3 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>	GIS 270	3 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>	GIS 290	3 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>	Electives	3-5 <input type="checkbox"/>

ACADEMIC DEGREES

GEOSCIENCES

Associate of Science Emphasis

The Geosciences emphasis is designed to provide a strong foundation in earth and physical sciences, and will prepare students for transfer into many disciplines, including geology, geography, environmental science, and science teaching. All courses in the Geosciences emphasis are approved for direct transfer to University of Nevada, Reno, and up to 64 WNCC credits may be directly applied toward a baccalaureate degree. Seek counseling to choose appropriate courses for your planned four-year major.

SALARY - \$51,500 - \$79,100/year (*middle range - Nevada*)

CAREER OUTLOOK - Average growth through 2012

GOOD TO KNOW - Often requires graduate degrees for career advancement

DEGREE REQUIREMENTS - 60-62 credits

Emphasis Requirements – 30-32 credits

	Credits
GEOG 103 Physical Geography	3
GEOG 104 Physical Geography Laboratory	1
GEOG 106 Cultural Geography	3
GEOL 101 Physical Geology	3
or GEOL 100 Earthquakes and Volcanoes	
GEOL 103 Physical Geology Laboratory	1

Choose one course:

CHEM 100 Elementary Concepts of Chemistry	3
CHEM 121 (or CHEM 201) General Chemistry I (for Scientists/Engineers)	4
CHEM 122 (or CHEM 202) General Chemistry II (for Scientists/Engineers)	4

Choose one course:

BIOL 100 General Biology for Non-Majors	3
BIOL 190 Introduction to Cell Biology	3
BIOL 191 Introduction to Organismal Biology	3

Choose 12-13 credits from the following:

BIOL 190/L Intro to Cell & Molecular Biology Lab	1
BIOL 191/L Intro to Organismal Biology Lab	1
BIOL 192 Principles of Biological Investigation	2
ENV 100 Humans and The Environment	3
GEOG 117 Meteorology and Climatology	3
GEOL 102 Earth and Life Through Time	4
GEOL 127 Prehistoric Life	3
GEOL 132 Rocks and Minerals	3
GEOL 201 Geology of Nevada	3
GIS 109 Intro to Geographic Information Systems	3
GIS 205 GIS Applications	3
PHY 100 Introduction to Physics I	3
PHYS 151 General Physics I	4
or PHYS 180/180L Engineering Physics I	
PHYS 152 General Physics II	4
or PHYS 181/181L Engineering Physics II	

SUGGESTED COURSE SEQUENCE

First Semester	Completed	Third Semester	Completed
CHEM 100 (121,122)	3 <input type="checkbox"/>	Emphasis Sciences	
ENG 101	3 <input type="checkbox"/>	(choose from)	6-7 <input type="checkbox"/>
GEOG 103	3 <input type="checkbox"/>	Gen Ed course	3 <input type="checkbox"/>
GEOG 104	1 <input type="checkbox"/>	Gen Ed course	3 <input type="checkbox"/>
GEOG 106	3 <input type="checkbox"/>	Gen Ed course	3 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>		
		Fourth Semester	
Second Semester		Emphasis Sciences	
BIOL 100 (190, 191)	3 <input type="checkbox"/>	(choose from)	6-7 <input type="checkbox"/>
ENG 102	3 <input type="checkbox"/>	Gen Ed course	3 <input type="checkbox"/>
GEOL 101 (100)	3 <input type="checkbox"/>	Degree elective	3 <input type="checkbox"/>
GEOL 103	1 <input type="checkbox"/>		
Gen Ed course	3 <input type="checkbox"/>		
Gen Ed course	3 <input type="checkbox"/>		

General Education Requirements* - 30 credits

	Credits
English 101	3
English 102	3
Fine Arts course	3
Humanities courses	6
Mathematics	6
Social Science course	3
U.S./Nevada Constitution course	3
Elective	3

Note: Students planning to transfer to UNR or another university are encouraged to select courses that fulfill core and major requirements, which will vary depending on major. Please consult the current UNR or appropriate university catalog or an advisor for degree requirements.

*A list of courses fulfilling general education requirements is on page 26.

ACADEMIC DEGREES

GRAPHIC COMMUNICATIONS

Associate of Applied Science Program

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

SALARY - \$31,00 - \$50,400/year (*middle range - Nevada*)

CAREER OUTLOOK - Faster than average growth, due to expansion of the Internet & need for web page design

GOOD TO KNOW - Creativity is an important skill; more talented designers can earn more money; many graphic artists are self-employed

DEGREE REQUIREMENTS - 63 credits

Program Requirements - 45 credits		Credits
ART 101	Drawing I	3
ART/GRC 107	Design Fundamentals	3
GRC 109	Color and Design	3
GRC 118	Computer Graphics/Print Media	3
GRC 119	Computer Graphics/Digital Media	3
GRC 144B	Electronic Layout and Typography	3
GRC 156	Computer Illustration	3
GRC 175	Web Design and Publishing I	3
GRC 183	Electronic Imaging	3
GRC 185	Computer Animation I	3
or GRC 188	Web Animation and Interactivity I	3
GRC 244B	Electronic Layout & Interactivity I	3
GRC 256B	Computer Illustration II	3
GRC 283B	Electronic Imaging II	3
GRC 294B	Professional Portfolio	3

Program Electives - (choose 3 credits from the following)

ART 115	Beginning Clay Sculpture	3
ART 124	Beginning Printmaking	3
ART 127	Watercolor	3
ART 135	Photography I	3
ART 141	Introduction to Digital Photography	3
ART 160	Art Appreciation	3
ART 211	Ceramics I	3
ART 216	Sculpture	3
ART 231	Painting I	3
ART 260	Survey of Art History I	3
ART 261	Survey of Art History II	3

General Education Requirements* - 18 credits	Credits
English/Communication courses	6
Human Relations course (PSY or SOC recommended)	3
Math course	3
Science course	3
U.S./Nevada Constitution course	3

*A list of courses fulfilling general education requirements is on page 28.

GRAPHIC COMMUNICATIONS

Certificate of Achievement

CERTIFICATE REQUIREMENTS - 21 credits

Subject Requirements - 21 credits	Credits	
ART/GRC 107	Design Fundamentals	3
GRC 118	Computer Graphics/Print Media	3
GRC 119	Computer Graphics/Digital Media	3
GRC 144B	Electronic Layout and Typography	3
GRC 156	Computer Illustration I	3
GRC 175	Web Design and Publishing I	3
GRC 183	Electronic Imaging	3

General Education Requirements* - 9 credits

General Education Requirements* - 9 credits	Credits
English/Communications course	3
Human Relations course (PSY or SOC recommended)	3
Mathematics course	3

*A list of courses fulfilling general education requirements is on page 30.

SUGGESTED COURSE SEQUENCE

First Semester	Completed	Third Semester	Completed
ART/GRC 107	3 <input type="checkbox"/>	GRC 175	3 <input type="checkbox"/>
GRC 118	3 <input type="checkbox"/>	GRC 244B	3 <input type="checkbox"/>
GRC 119	3 <input type="checkbox"/>	GRC 256B	3 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>	Gen Ed course	3 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>	Gen Ed course	3 <input type="checkbox"/>
Second Semester		Fourth Semester	
ART 101	3 <input type="checkbox"/>	GRC 188	3 <input type="checkbox"/>
GRC 109	3 <input type="checkbox"/>	GRC 283B	3 <input type="checkbox"/>
GRC 144B	3 <input type="checkbox"/>	GRC 294B	3 <input type="checkbox"/>
GRC 156	3 <input type="checkbox"/>	Gen Ed course	3 <input type="checkbox"/>
GRC 183	3 <input type="checkbox"/>	Gen Ed course	3 <input type="checkbox"/>

Certificate of Achievement & Associate of Applied Science Degree in Graphic Communications Mission & Outcomes Certificate of Achievement

MISSION - The purpose of the Graphic Communications Certificate of Achievement is to provide basic knowledge and skills necessary to enter the graphic communications field.

STUDENT LEARNING OUTCOMES - Graphic Communications certificate program graduates should acquire basic skills and perform tasks necessary for employment or career enhancement.

Associate of Applied Science

MISSION - The Associate of Applied Science degree in Graphic Communications will provide employment-related knowledge and skills necessary to succeed in the graphic communications field. The degree will meet educational criteria for employment and prepare the student for possible transfer to other colleges and universities to meet higher educational and professional goals.

STUDENT LEARNING OUTCOMES - Associate of Applied Science in Graphic Communications graduates are expected to research design problems, demonstrate technical skills, implement design concepts, work collaboratively and perform successful presentations.

ACADEMIC DEGREES

HEALTH INFORMATION TECHNOLOGY PROGRAM

A new program in Health Information Technology is being offered at WNCC. Health Information Technology combines a profession in health care with information technology. Health Information technicians maintain, collect, and analyze data crucial to the delivery of quality patient care. The HIT program offers individuals the opportunity to pursue a business-related career that is an essential part of the health care industry. WNCC offers the following certificates and degree:

- Associate of Applied Science Degree in Health Information Technology
- Certificate of Achievement in Medical Coding
- Certificate of Achievement in Medical Transcription
- Certificate of Achievement in Medical Unit Clerk

This program is also designed to prepare students for national certifications.

INFORMATION..... 775-445-4243

HEALTH INFORMATION TECHNOLOGY

Associate of Applied Science Program

WNCC's Health Information Technology program will provide students with the technical component of providing a variety of health information services, as well as general education requirements.

SALARY - \$24,600 - \$37,800/year (middle range - Nevada)

CAREER OUTLOOK - High demand through 2012

GOOD TO KNOW - Specialties include diagnosis & procedure coding & tumor registrars

DEGREE REQUIREMENTS - 61 credits

Program Requirements - 41 credits		Credits
COT 202	Introduction to Computer Applications	3
HIT 100B	Introduction to ICD-9-CM	2
HIT 101B	Current Procedural Terminology	3
HIT 105B	Healthcare Dynamics	2
HIT 117B	Medical Terminology I	1
HIT 118B	Language of Medicine	3
HIT 165B	Pathophysiology I	3
HIT 170B	Computers in Health Care	3
HIT 180B	Introduction to Health Information Management	3
HIT 201B	Classification Systems for Health Care Data	3
HIT 205B	Structure & Organization of Health Info Systems	3
HIT 206B	Clinical Applications I	3
HIT 207B	Health Information Management	3
HIT 210B	Coding Applications I	3
HIT 245B	Quality Improvement Techniques	3

General Education Requirements* - 20 credits		Credits
English/Communications course (BUS 107 is recommended)		3
ENG 101 Composition I		3
Humanities/Social Sciences course		3
Mathematics course		3
Science course (BIOL 200, BIOL 206 required)		5
U.S./Nevada Constitutions course		3
(Human Relations included in HIT 105B)		

*A list of courses fulfilling general education requirements is on page 28.

HEALTH INFORMATION TECHNOLOGY

MEDICAL CODING

Certificate of Achievement

CERTIFICATE REQUIREMENTS - 34 credits

Subject Requirements - 28 credits		Credits
BIOL 200	Elements of Human Anatomy & Physiology	3
BIOL 206	Microbial Foundations	2
COT 202	Introduction to Computer Applications	3
HIT 100B	Introduction to ICD-9-CM	2
HIT 101B	Current Procedural Terminology	3
HIT 105B	Healthcare Dynamics	2
HIT 117B	Medical Terminology I	1
HIT 118B	Language of Medicine	3
HIT 180B	Introduction to Health Information Management	3
HIT 201B	Classification Systems for Health Care Data	3
HIT 210B	Coding Applications I	3

General Education Requirements* - 6 credits

ENG 101	Composition I	3
Mathematics course		3

(Human Relations included in HIT 105B)

*A list of courses fulfilling general education requirements is on page 30.

SUGGESTED COURSE SEQUENCE

Associate of Applied Science - Health Information Technology

First Semester	Completed	Third Semester	Completed
BIOL 200	3 <input type="checkbox"/>	BIOL 206	2 <input type="checkbox"/>
COT 202	3 <input type="checkbox"/>	ENG 101	3 <input type="checkbox"/>
HIT 100B	2 <input type="checkbox"/>	HIT 165B	3 <input type="checkbox"/>
HIT 101B	3 <input type="checkbox"/>	HIT 205B	3 <input type="checkbox"/>
HIT 117B	1 <input type="checkbox"/>	HIT 207B	3 <input type="checkbox"/>
HIT 118B	3 <input type="checkbox"/>	HIT 245B	3 <input type="checkbox"/>
<i>Second Semester</i>		<i>Fourth Semester</i>	
HIT 105B	2 <input type="checkbox"/>	BUS 107	3 <input type="checkbox"/>
HIT 170B	3 <input type="checkbox"/>	HIT 206B	3 <input type="checkbox"/>
HIT 180B	3 <input type="checkbox"/>	Gen Ed course	3 <input type="checkbox"/>
HIT 201B	3 <input type="checkbox"/>	Gen Ed course	3 <input type="checkbox"/>
HIT 210 B	3 <input type="checkbox"/>	Gen Ed course	3 <input type="checkbox"/>

Certificate of Achievement &

Associate of Applied Science Degree in Health Information Technology Mission & Outcomes

MISSION - The purpose of the Associate of Applied Science degree is to provide employment-related knowledge and skills necessary to succeed in a chosen field of study.

STUDENT LEARNING OUTCOMES - Students who complete programs in occupational areas are expected to demonstrate that they -

Know:

- the subject matter appropriate to the emphasis of the degree

Are able to:

- acquire skills and perform tasks necessary for employment or career enhancement
 - present themselves effectively to a potential employer
 - demonstrate effective communication skills appropriate to the chosen occupational field
 - utilize appropriate resources to remain current in the chosen occupational field
- Have developed:
- an appreciation of the importance of social, ethical, legal and diversity issues.

ACADEMIC DEGREES

HEALTH INFORMATION TECHNOLOGY

MEDICAL TRANSCRIPTION

Certificate of Achievement

CERTIFICATE REQUIREMENTS - 34 credits

Subject Requirements – 28 credits		Credits
BIOL 200	Elements of Human Anatomy & Physiology	3
BIOL 206	Microbial Foundations	2
COT 116B	Medical Filing	2
COT 150B	Introduction to WordPerfect	3
or		
COT 151B	Introduction to Microsoft Word	
COT 202	Introduction to Computer Applications	3
COT 216	Intermediate Word Processing	3
HIT 105B	Healthcare Dynamics	2
HIT 117B	Medical Terminology I	1
HIT 118B	Language of Medicine	3
HIT 120B	Medical Transcription I	3
HIT 121B	Medical Transcription II	3

General Education Requirements* – 6 credits

	Credits
ENG 101 Composition I	3
Mathematics course	3

(Human Relations included in HIT 105B)

*A list of courses fulfilling general education requirements is on page 30.

HEALTH INFORMATION TECHNOLOGY

MEDICAL UNIT CLERK

Certificate of Achievement

CERTIFICATE REQUIREMENTS - 34 credits

Subject Requirements – 28 credits		Credits
BIOL 200	Elements of Human Anatomy & Physiology	3
BIOL 206	Microbial Foundations	2
COT 116B	Medical Filing	2
COT 150B	Introduction to WordPerfect	3
or		
COT 151B	Introduction to Microsoft Word	
COT 202	Introduction to Computer Applications	3
COT 216	Intermediate Word Processing	3
HIT 105B	Healthcare Dynamics	2
HIT 117B	Medical Terminology I	1
HIT 118B	Language of Medicine	3
HIT 180B	Introduction to Health Information Management	3
HIT 206B	Clinical Applications I	3

General Education Requirements* – 6 credits

	Credits
ENG 101 Composition I	3
Mathematics course	3

(Human Relations included in HIT 105B)

*A list of courses fulfilling general education requirements is on page 30.

SUGGESTED COURSE SEQUENCE-Medical Transcription

<i>First Semester</i>	Completed	<i>Second Semester</i>	Completed
BIOL 200	3 <input type="checkbox"/>	BIOL 206	2 <input type="checkbox"/>
COT 150B or COT 151B	3 <input type="checkbox"/>	COT 116B	2 <input type="checkbox"/>
ENG 101	3 <input type="checkbox"/>	COT 202	3 <input type="checkbox"/>
HIT 117B	1 <input type="checkbox"/>	COT 216	3 <input type="checkbox"/>
HIT 118B	3 <input type="checkbox"/>	HIT 105B	2 <input type="checkbox"/>
Math course	3 <input type="checkbox"/>	HIT 120B	3 <input type="checkbox"/>
		HIT 121B	3 <input type="checkbox"/>

SUGGESTED COURSE SEQUENCE-Medical Unit Clerk

<i>First Semester</i>	Completed	<i>Second Semester</i>	Completed
BIOL 200	3 <input type="checkbox"/>	BIOL 206	2 <input type="checkbox"/>
COT 116B	2 <input type="checkbox"/>	COT 202	3 <input type="checkbox"/>
COT 150B		COT 216	3 <input type="checkbox"/>
or COT 151B	3 <input type="checkbox"/>	HIT 180B	3 <input type="checkbox"/>
ENG 101	3 <input type="checkbox"/>	HIT 206B	3 <input type="checkbox"/>
HIT 105B	2 <input type="checkbox"/>	Math course	3 <input type="checkbox"/>
HIT 117B	1 <input type="checkbox"/>		
HIT 118B	3 <input type="checkbox"/>		

SUGGESTED COURSE SEQUENCE-Medical Coding

<i>First Semester</i>	Completed	<i>Second Semester</i>	Completed
BIOL 200	3 <input type="checkbox"/>	BIOL 206	2 <input type="checkbox"/>
COT 202	3 <input type="checkbox"/>	ENG 101	3 <input type="checkbox"/>
HIT 100B	2 <input type="checkbox"/>	HIT 180B	3 <input type="checkbox"/>
HIT 101B	3 <input type="checkbox"/>	HIT201B	3 <input type="checkbox"/>
HIT 105B	2 <input type="checkbox"/>	HIT 210 B	3 <input type="checkbox"/>
HIT 117B	1 <input type="checkbox"/>	Math course	3 <input type="checkbox"/>
HIT 118B	3 <input type="checkbox"/>		

ACADEMIC DEGREES

MACHINE TOOL TECHNOLOGY

Associate of Applied Science 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.

SALARY - \$29,000 - \$44,100/year (*middle range - Nevada*)

CAREER OUTLOOK - Slower than average growth, but good jobs available due to difficulty finding skilled workers

GOOD TO KNOW - Often work with computerized numerical control (CNC) machines

DEGREE REQUIREMENTS - 60 credits

Program Requirements - 39-41 credits	Credits
DFT 124B Blueprint Reading for Industry	3
MATH Mathematics course (MATH 110B recommended)	3
MTT 105B Machine Shop I	3
MTT 110B Machine Shop II	3
MTT 230B Computer Numerical Control I	4
MTT 232B Computer Numerical Control II	4
MTT 250B Machine Shop III	3
MTT 260B Machine Shop IV	3

Choose 13-15 credits from the following:

Drafting courses	1-6
MTT 106B Machine Shop Practice I	2
MTT 111B Machine Shop Practice II	2
MTT 251B Machine Shop Practice III	2
MTT 261B Machine Projects	1-6
MTT 262B Machine Shop Practice IV	2
MTT 292B Computer-Aided Manufacturing I	1-4
MTT 293B Computer-Aided Manufacturing II	1-4
Related Machine Shop Courses	1-6
Welding Courses	1-6

General Education Requirements* - 19-21 credits

English/Communications courses (Must include a writing course)	6
Human Relations course	1-3
Humanities/Social Science course	3
Science course	3
U.S./Nevada Constitution course	3
Electives	3-5

*A list of courses fulfilling general education requirements is on page 28.

MACHINE TOOL TECHNOLOGY

Certificate of Achievement

CERTIFICATE REQUIREMENTS - 30 credits

Subject Requirements - 20 credits	Credits
DFT 124B Blueprint Reading for Industry	3
MTT 105B Machine Shop I	3
MTT 106B Machine Shop Practice I	2
MTT 110B Machine Shop II	3
MTT 111B Machine Shop Practice II	2
MTT 230B Computer Numerical Control I	4
Related machine shop courses	3

General Education Requirements* - 10 credits

English/Communications (Must include a writing course; BUS 108 is recommended)	6
Human Relations course	1
Mathematics course	3

*A list of courses fulfilling general education requirements is on page 30.

SUGGESTED COURSE SEQUENCE

<i>First Semester</i>	Completed	<i>Third Semester</i>	Completed
DFT 124B	3 <input type="checkbox"/>	MTT 230B	4 <input type="checkbox"/>
MTT 105B	3 <input type="checkbox"/>	MTT 250B	3 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>	Degree elective	3 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>	Degree elective	3 <input type="checkbox"/>
Math course	3 <input type="checkbox"/>	Gen Ed course	3 <input type="checkbox"/>
<i>Second Semester</i>		<i>Fourth Semester</i>	
MTT 110B	3 <input type="checkbox"/>	MTT 232B	4 <input type="checkbox"/>
Degree elective	3 <input type="checkbox"/>	MTT 260B	3 <input type="checkbox"/>
Degree elective	3 <input type="checkbox"/>	Degree elective	3 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>	Gen Ed course	1-3 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>	General electives	3 <input type="checkbox"/>

Associate of Applied Science & Certificate of Achievement Degree in Machine Tool Technology Mission & Outcomes

MISSION - The mission of the Associate of Applied Science and Certificate of Achievement degree in Machine Tool Technology is to provide the student with the skills and knowledge to succeed in the machining industry.

STUDENT LEARNING OUTCOMES - Students who complete an Associate of Applied Science in Machine Tool Technology are expected to:

- know the subject matter appropriate to the Associate of Applied Science in Machine Tool Technology,
- use skills and perform tasks essential for employment,
- have the self-confidence needed for seeking employment in this field,
- use available resources to remain current in the machine industry.

STUDENT LEARNING OUTCOMES - Students who complete an Certificate of Achievement in Machine Tool Technology are expected to:

- know the subject matter appropriate to the Certificate of Achievement in Machine Tool Technology,
- use skills and knowledge needed for acquiring employment,
- have the confidence needed for seeking employment.

ACADEMIC DEGREES**MANAGEMENT***Associate of Applied Science Emphasis*

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

SALARY - \$39,400 - \$49,100/year (*middle range - Nevada*)

CAREER OUTLOOK - Slower than average through 2012, although managers will be more likely to keep their jobs

GOOD TO KNOW - Often requires hiring, training & supervising employees, solving problems & administrative duties

DEGREE REQUIREMENTS – 60 credits

Business Core Requirements - 24 credits		Credits
ACC 135B	Bookkeeping I	3
and ACC 136B	Bookkeeping II	3
or ACC 201	Financial Accounting	
and ACC 202	Managerial Accounting	
BUS 101	Introduction to Business	3
or MGT 103	Small Business Management	
BUS 273	Business Law	3
COT 202	Introduction to Computer Applications	3
or IS 201	Computer Applications	
ECON 102	Principles of Microeconomics	3
or ECON 103	Principles of Macroeconomics	
IS 101	Introduction to Information Systems	3
MGT 201	Principles of Management	3

Emphasis Requirements – 15 credits		Credits
MGT 212	Leadership and Human Relations	3

Choose 12 credits from the following:

BUS 101	Introduction to Business	3
ECON 102	Principles of Microeconomics	3
ECON 103	Principles of Macroeconomics	3
FIN 101	Personal Finance	3
MGT 103	Small Business Management	3
MGT 235	Organizational Behavior	3
MGT 247B	Industrial Management	3
MGT 283	Introduction to Human Resources Management	3
MKT 111	Introduction to Merchandising	3
MKT 127	Introduction to Retailing	3
MKT 210	Marketing Principles	3
MKT 262	Introduction to Advertising	3
PSY 206	Business & Industrial Psychology	3

General Education Requirements* - 21 credits

General Education Requirements* - 21 credits		Credits
English/ Communications courses (BUS 107 and BUS 108 recommended; must include a writing course)		6
BUS 109B or higher level mathematics course		3
Science course		3
U.S./Nevada constitutions course		3
General elective		6

*A list of courses fulfilling general education requirements is on page 28.

NOTE: See also Retail Management.

SUGGESTED COURSE SEQUENCE

<i>First Semester</i>	Completed	<i>Third Semester</i>	Completed
ACC 135B or 201	3 <input type="checkbox"/>	IS 101	3 <input type="checkbox"/>
BUS 101 or MGT 103	3 <input type="checkbox"/>	MGT 212	3 <input type="checkbox"/>
BUS 109B or higher	3 <input type="checkbox"/>	Degree elective	3 <input type="checkbox"/>
Degree elective	3 <input type="checkbox"/>	Degree elective	3 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>	Gen Ed course	3 <input type="checkbox"/>
<i>Second Semester</i>		<i>Fourth Semester</i>	
ACC 136B or 202	3 <input type="checkbox"/>	BUS 273	3 <input type="checkbox"/>
ECON 102 or 103	3 <input type="checkbox"/>	COT 202 or IS 201	3 <input type="checkbox"/>
MGT 201	3 <input type="checkbox"/>	Gen Ed course	3 <input type="checkbox"/>
Degree elective	3 <input type="checkbox"/>	General elective	3 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>	General elective	3 <input type="checkbox"/>

ACADEMIC DEGREES

MATHEMATICS

Associate of Science 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. An associate degree in mathematics offers a student flexibility in future academic endeavors and career opportunities.

SALARY - \$37,700 - \$93,500/year (median range - U.S.)

CAREER OUTLOOK - Need for math teachers & professors is expected to increase faster than average

GOOD TO KNOW - Often requires graduate degrees for career advancement

DEGREE REQUIREMENTS - 60 credits

Emphasis Requirements - 30 credits

	Credits
MATH 181 Calculus I	4
MATH 182 Calculus II	4
MATH 283 Calculus III	4
MATH 285 Differential Equations**	3

Choose 3 credits from the following: 3

Math courses numbered 120 or higher, except MATH 122 & 123.
STAT 152 is also accepted.

Choose 12 credits from at least two subject areas in the courses listed under Science Requirements for the Associate of Science degree. Must include a minimum of four credits of lecture and laboratory from the same subject area. 12

General Education Requirements* - 30 credits

	Credits
English/Communications course (Must include a writing course)	6
Fine Arts course	3
Humanities courses	6
Social Science courses	6
U.S./Nevada Constitutions course	3
Electives	6

**Other MATH courses at 200 level or higher may be substituted for MATH 285.

*A list of courses fulfilling general education requirements is on page 26.

SUGGESTED COURSE SEQUENCE

<i>First Semester</i>	Completed	<i>Third Semester</i>	Completed
MATH 181	4 <input type="checkbox"/>	MATH 283	4 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>	Gen Ed course	3 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>	Gen Ed course	3 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>	General elective	3 <input type="checkbox"/>
Science elective	4 <input type="checkbox"/>	Science elective	4 <input type="checkbox"/>
 <i>Second Semester</i>		 <i>Fourth Semester</i>	
MATH 182	4 <input type="checkbox"/>	CHEM 101 w/lab	4 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>	General elective	3 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>	MATH 285	3 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>	Math elective	3 <input type="checkbox"/>
Science elective	4 <input type="checkbox"/>		

MUSICAL THEATRE

Associate of Arts Program

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.

SALARY - \$31,600 - \$68,100/year (middle range - Nevada)

CAREER OUTLOOK - Average growth

GOOD TO KNOW - Competition for jobs will be strong; many actors have other part-time employment or teach acting classes

DEGREE REQUIREMENTS - 64 credits

Program Requirements - 34 credits

	Credits
THTR 105 Introduction to Acting I	3
THTR 199 Play Structure and Analysis I	3
THTR 204 Theater Technology I	3
THTR 205 Introduction to Acting II	3
MUS 203 Music Theory I	3
Piano Proficiency	0
Total of 4 credits: MUSA 145/245 Voice @ 1 credit	4

Select 4 credits from the following:

DAN 132 Beginning Jazz Dance	1
DAN 135 Beginning Ballet	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:

MUS 176/276 Musical Theatre Practicum	8
Select from: MUS 121, THTR 100	3

General Education Requirements* - 30 credits

	Credits
English/Communications Courses	6
Humanities Courses	6
Mathematics Course	3
Science Courses	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 25.

SUGGESTED COURSE SEQUENCE

<i>First Semester</i>	Completed	<i>Third Semester</i>	Completed
Dance elective	1 <input type="checkbox"/>	Dance elective	1 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>	Gen Ed course	3 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>	Gen Ed course	3 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>	MUSA 245	1 <input type="checkbox"/>
MUS 176/276	2-3 <input type="checkbox"/>	MUS 121 or THTR 100	3 <input type="checkbox"/>
MUSA 145	1 <input type="checkbox"/>	MUS 176/276	2-3 <input type="checkbox"/>
Piano Proficiency	0 <input type="checkbox"/>	THTR 204	3 <input type="checkbox"/>
THTR 105	3 <input type="checkbox"/>	 <i>Fourth Semester</i>	
 <i>Second Semester</i>		Dance elective	1 <input type="checkbox"/>
Dance elective	1 <input type="checkbox"/>	Gen Ed course	3 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>	Gen Ed course	3 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>	Gen Ed course	3 <input type="checkbox"/>
MUSA 145	1 <input type="checkbox"/>	MUSA 245	1 <input type="checkbox"/>
MUS 176/276	2-3 <input type="checkbox"/>	MUS 176A/276	2-3 <input type="checkbox"/>
MUS 203	3 <input type="checkbox"/>	THTR 199	3 <input type="checkbox"/>
THTR 205	3 <input type="checkbox"/>		

ACADEMIC DEGREES

NURSING PROGRAM

Associate Degree

WNCC's associate degree nursing program is intended for students seeking a career as a registered nurse. The curriculum is sequenced and progresses in complexity. Integration of knowledge from the bio/psycho/social sciences, humanities, and nursing is intended to prepare graduates to pass the national licensure examination and to function as registered nurses in diverse care settings.

Upon completion of the associate degree nursing program, students will be awarded an Associate of Applied Science degree. Graduates are eligible to sit for the National Council Licensing Examination for Registered Nurses. Students completing the first year of the nursing program and NURS 168 & NURS 169 are eligible to sit for the National Council Licensing Examination for Practical Nurses.

The associate degree nursing program is approved by the Nevada State Board of Nursing and is accredited by the National League for Nursing Accrediting Commission. The address of the NLNAC is 61 Broadway Street, 33rd floor, New York, NY 10016 and the telephone number is 800-669-9656. Applicants are advised that 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. Applicants are encouraged to contact the Nevada State Board of Nursing should there be a concern regarding eligibility for licensure.

A limited number of qualified students are admitted as first semester students utilizing the selection criteria outlined below. The nursing program requires that pre- and corequisite courses be completed with a grade of "C" or better. Students admitted to the program are required to attend mandatory orientation sessions scheduled for the late spring or early summer and prior to the start of classes.

Associate of Applied Science in Nursing Mission & Outcomes

MISSION - The mission of the nursing program at Western Nevada Community College is to meet the nursing educational needs of the service area. The program prepares qualified students to function as entry-level registered nurses and transfer to higher degree programs.

To accomplish our mission, the curriculum incorporates the national League for Nursing core components of nursing practice that are essential to the work of registered nurses. Graduates are prepared to function in a variety of health care settings, providing culturally sensitive, holistic nursing care to individuals and families across the life span. The nursing faculty supports graduate competency in an evolving and complex health care environment by facilitating the students' development of clinical judgment, promoting professional behaviors, and fostering the value of lifelong learning.

STUDENT LEARNING OUTCOMES - Students who complete an Associate of Applied Science, nursing degree will be expected to demonstrate the ability to:

- utilize the nursing process in the provision of care to patients guided by a variety of theoretical frameworks.
- apply critical thinking and problem-solving skills by integrating knowledge derived from the bio/psycho/social sciences, humanities, and nursing in the provision of patient care in a variety of health care settings.
- employ verbal and non-verbal communication skills in interactions with patients, families and health care providers to promote adaptation.
- acquire, apply and value knowledge necessary to demonstrate safe, competent, practice within the profession's ethical and legal framework.
- demonstrate accountability for one's own nursing practice and continued professional development.
- practice as a professional nurse by integrating the roles and achieving the educational competencies specific to associate degree nursing as identified by the National League for Nursing.
- utilize technology and computer skills to support delivery of nursing care.

Selective Admission Requirements:

- Apply for admission to Western Nevada Community College and the WNCC Nursing Program. Applications will be available after January 2. The last date for submission of applications is April 1. Nursing program applications are available on the WNCC Nursing & Allied Health web site.
- Submit a high school transcript showing graduation date or documentation of successful completion of the General Education Development exam.
- Show evidence of completion of high school chemistry from a regionally accredited school within the last three years or completion of CHEM 121 within the last ten years by the date of application submission.
- Complete all prerequisite courses prior to admission into the nursing program. (Note: The statute of limitations for all college science courses is ten years from date of application.)
- Pass the Test of Essential Academic Skills with a minimum score of 40 percent for each of the four sub-tests (not required for LPN's applying to the second year). The test may be taken only once each year.
- Submit completed application with supporting documents and required transcripts, as appropriate, to Admissions and Records in the time frame delineated on the nursing program application.

Other Important information:

- Students who do not have or who are ineligible for a Nevada LPN license who have completed nursing courses more than two years ago but no more than five years ago at the time of application to the nursing program are required to demonstrate currency of nursing knowledge by passing competency examinations for each course previously completed. A score of 75 percent or more is required for each examination. Nursing courses taken more than five years prior to the date of application will not be accepted.
- Nursing learning activities are scheduled on and off campus, days, evenings, and weekends.
- Courses are Web-CT Enhanced, necessitating students have basic computer skills.
- Clinical experiences take place at long-term health care facilities, acute care hospitals and community settings, including clinics, day care centers,
- A grade of C (75 percent) or better is required in all nursing courses.
- 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.
- Students not admitted to the nursing program must reapply to be considered for admission the following year.
- A student who matriculated into the nursing program may be readmitted one time following a withdrawal/failure. A written request for an exception to the policy for such reasons as medical and military will be considered by Admissions and Records.
- Documentation and currency of the following is required after acceptance into the nursing program and prior to the start of classes:
 1. An acceptable physical examination, and required immunizations,
 2. CPR Certification (card required) through the American Heart Association (Health Care Provider course) or through the American Red Cross (Professional Rescuer course).
 3. Health insurance (card required).

ACADEMIC DEGREES**Admission/Selection Criteria**

Category	Maximum Points Possible (in parentheses)				
Science GPA (BIOL & CHEM pre- and corequisite courses)	2.0-2.49 (2)	2.5-3.0 (4)	3.1-3.49 (6)	3.5-4.0 (8)	
GPA (pre- and corequisite courses)	2.0-2.49 (1)	2.5-3.0 (2)	3.1-3.49 (3)	3.5-4.0 (4)	
Test of Essential Academic Skills (TEAS)	40-59 (0)	60-69 (1)	70-79 (2)	80-89 (3)	90-99 (4)
(A minimum cut score of 40 percent is required for each subtest. Not required for LPNs or students seeking transfer with grades of C or better in nursing; points will not be awarded)					
Completion of corequisite credits	3-6 credits (1)	7-9 credits (2)			

Maximum Possible Points: 18

Admission to the nursing program will be based on special admission procedures and the number of points an applicant receives. Eligible students will be numerically ranked according to total points. In the event of applicants having an equal number of points, lots will be drawn to decide eligibility.

Admission will be offered to the applicants on the list with the highest priority points. Applicants not selected will not be carried forward and must reapply for consideration.

NURSING*Associate of Applied Science Program*

SALARY - \$51,600 - \$69,300/year (*middle range - Nevada*)

CAREER OUTLOOK - High growth, especially in home health care & nursing homes

GOOD TO KNOW - Hospital nurses tend to earn more than nurses in doctors' offices; may include working days, nights, week-ends or holidays

DEGREE REQUIREMENTS: 72 credits

Pre-nursing students must have completed one year of high school chemistry within three years of application or must take CHEM 121 and pass the Test of Essential Academic Skills. For programs that require BIOL 223 & BIOL 224, if completed at an institution other than the Nevada System of Higher Education, both courses must be completed at the same college or university.

Prerequisite Courses - 21 credits	Credits
Behavioral science course (PSY 101 or SOC 101 required)	3
BIOL 223 Human Anatomy & Physiology I	4
BIOL 224 Human Anatomy & Physiology II	4
BIOL 251 General Microbiology	4
ENG 101 Composition I	3
MATH 120, 126 or higher	3

FIRST YEAR

Fall Semester Courses - 14 credits	Credits
NURS 136 Foundations of Nursing Theory	3
NURS 137 Foundations of Nursing Laboratory	1
NURS 138 Foundations of Nursing Clinical	2
NURS 141 Foundations of Pharmacology in Nursing	2
NURS 200 Health Assessment Theory	2
NURS 201 Health Assessment Laboratory	1
*ENG 102 Composition II	3

Spring Semester Courses - 14 credits	Credits
*SOC 101 or PSY 101 or humanities/social science course	3
NURS 163 Maternal Child Health I Theory	3
NURS 164 Maternal Child Health I Clinical	1
NURS 165 Nursing Across the Lifespan Laboratory	1
NURS 166 Health/Illness Across the Lifespan Theory	4
NURS 167 Health/Illness Across the Lifespan Clinical	2

SECOND YEAR

Fall Semester Courses - 13 credits.	Credits
NURS 265 Alterations in MCH Health Theory	2
NURS 266 Alterations in MCH Health Laboratory	1
NURS 267 Alterations in MCH Health Clinical	1
NURS 268 Alterations in Child Health Clinical	1
NURS 270 Advanced Clinical Nursing I Theory	3
NURS 271 Advanced Clinical Nursing I Clinical	2
**US/NV Constitutions (PSC 103, HIST 111 or CH 203 recommended)	3

Spring Semester Courses - 10 credits.	Credits
NURS 236 Mental Health and Illness Theory	1
NURS 237 Mental Health and Illness Laboratory	1
NURS 238 Mental Health and Illness Clinical	1
NURS 276 Advanced Medical Surgical Nursing II Theory	3
NURS 277 Advanced Medical Surgical Nursing II Clinical	2
NURS 284 Role of the ADN Manager of Care	2

*Indicates corequisite. Corequisite courses must be completed by the end of the 4th semester of the nursing program. Corequisite courses are not required for the Certificate of Achievement.

**A list of courses fulfilling general education requirements is on page 28.

ACADEMIC DEGREES

OPTIONAL PRACTICAL NURSING PREPARATION

Certificate of Achievement

If the student successfully completes all prerequisite courses and first year nursing courses of the program, including NURS 168 and NURS 169 (Transitions to Practical Nursing Theory & Transitions to Practical Nursing Clinical) the student may apply for a Certificate of Achievement and is eligible to take the National Council Licensing Examination - Practical Nurse (NCLEX-PN).

Note: NURS 168 & 169 are not required for progression to the second year.

CERTIFICATE REQUIREMENTS: 46 credits.

Spring or Summer Course	Credits
NURS 168 Transitions to Practical Nursing Theory	1
NURS 169 Transitions to Practical Nursing Clinical (Required for Certificate of Achievement)	2

LICENSED PRACTICAL NURSE

Licensed practical nurses who have graduated from an accredited school of practical nursing may apply for advanced standing in the nursing program at WNCC. 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. Credits will be evaluated for equivalency in Admissions and Records and by faculty as necessary. In addition:

- Applicants are required to hold or be eligible to hold a current practical nursing license in Nevada. Applicants with a restricted LPN license will be evaluated on an individual basis. A copy of a current LPN license must be submitted with the application.

- NURS 200 (Health Assessment Theory) and NURS 201 (Health Assessment Laboratory) are required courses. Students are strongly encouraged to take NURS 200 and NURS 201 prior to entering the second year of the program. NURS 200 & 201 are required third semester courses for students who lack this course.

- Students must repeat or challenge by examination first year nursing coursework over five years old. The challenge tests utilized are the NLN Acceleration Challenge Exam ACE I - PN to RN: Foundations of Nursing and ACE I-PN to RN: Childbearing/Care of the Child. The student must achieve a 75 percent or better on each examination.

Admission to the second year is based on:

- Qualifying under the selective admission requirements.
- Completion of all first year pre-requisite courses (note exception for NURS 200 & 201). Science coursework over ten years old must be repeated.
- Successful completion of NURS 199B -- ADN Transition.
- Available space in the program.

If more applications are received than space available, decisions regarding admissions will be made based upon the selection criteria used for first semester applicants (excluding TEAS scores).

Students Requesting Transfer & Re-admission into the Nursing Program

A limited number of qualified transfer and readmission students who do not have or who are not eligible for a Nevada LPN license are admitted into the nursing program on a space available basis.

- Students who have completed nursing courses more than two years ago but no more than five years ago at the time of application to the nursing program must demonstrate currency of knowledge by passing competency examinations for each course previously completed. A score of 75 percent or more is required for each exam. Nursing courses taken more than five years prior to application will not be accepted.

- A student who matriculated into the nursing program may be readmitted one time following a withdrawal/failure. A written request for an exception to the policy for such reasons as medical and military will be considered by Admissions and Records.

Information: Office of Nursing and Allied Health

ACADEMIC DEGREES

OFFICE TECHNOLOGY

Associate of Applied Science Degree

The Office Technology emphasis is designed for those seeking specific career skills in office environments. Students choose one of two specializations to customize their program: Administrative Assistant or Desktop Publishing.

SALARY - \$31,500 - \$49,100/year (*middle range - Nevada*)

CAREER OUTLOOK - Variable; rapid growth in temporary worker agencies

GOOD TO KNOW - Good communication skills critical; use computers heavily; may supervise office staff

DEGREE REQUIREMENTS - 60 credits

Program Requirements - 39 credits

Credits

Strongly recommend 40 wpm typing skills for successful degree completion.

ACC 135B	Bookkeeping I	3
ACC 136B	Bookkeeping II	3
or ACC 201	Financial Accounting	
BUS 101	Introduction to Business	3
CIT 161B	Essentials of Information Security	3
COT 204	Using Windows	3
IS 101	Introduction to Information Systems	3
IS 201	Computer Applications	3

Choose 3 credits from the following:

CIT 201B	Word Certification Preparation	1-3
CIT 202B	Excel Certification Preparation	1-3
CIT 203B	Access Certification Preparation	1-3
CIT 204B	Powerpoint Certification Preparation	1-3
CIT 206B	MS Microsoft Outlook Certification Preparation	1

Specialization Requirements - 12 credits

Choose 12 credits from one of the following two specializations:

Administrative Assistant

Credits

ACC 220	Microcomputer Accounting Systems	3
CIT 205B	MS Microsoft Project Certification Preparation	1
CIT 206B	MS Microsoft Outlook Certification Preparation	1
COT 140B	Adobe Acrobat	1
COT 216	Intermediate Word Processing	3
COT 222	Desktop Publishing with Word Processing	3

Desktop Publishing

CIT 151	Beginning Web Development	3
or GRC 175	Web Design and Publishing I	
COT 222	Desktop Publishing with Word Processing	3
COT 223	Advanced Desktop Publishing	3
GRC 144B	Electronic Layout and Typography	3
or ART 243	Digital Imaging I	
or COT 217B	Office Publications	

General Education Requirements* - 21 credits

Credits

English/Communications courses	6
(Must include a writing course; BUS 107 & 108 recommended)	
Humanities/Social Science Course	3
Human Relations course (MGT 201, 212 or 283 recommended)	3
Mathematics course (BUS 109B recommended)	3
Science course	3
U.S./Nevada Constitutions course	3

Note: ACC 202 is acceptable in lieu of ACC 135B

*A list of courses fulfilling general education requirements is on page 28.

SUGGESTED COURSE SEQUENCE

First Semester	Completed	Third Semester	Completed
ACC 135B	3 <input type="checkbox"/>	IS 201	3 <input type="checkbox"/>
BUS 101	3 <input type="checkbox"/>	Gen Ed course	3 <input type="checkbox"/>
IS 101	3 <input type="checkbox"/>	Gen Ed course	3 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>	Gen Ed course	3 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>	Specialty choice	3 <input type="checkbox"/>
<i>Second Semester</i>		<i>Fourth Semester</i>	
ACC 136B or ACC 201	3 <input type="checkbox"/>	CIT 161B	3 <input type="checkbox"/>
COT 204	3 <input type="checkbox"/>	COT 290B	3 <input type="checkbox"/>
CIT 201B - 204B or 206B	3 <input type="checkbox"/>	Gen Ed course	3 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>	Specialty course	3 <input type="checkbox"/>
Specialty choice	3 <input type="checkbox"/>	Specialty choice	3 <input type="checkbox"/>

Associate of Applied Science Degree in Office Technology Mission & Outcomes

Office Technology Degree: Provides office technology courses for traditional college students and transitional employees. The program will prepare students with the necessary skills for entry level employment in a professional business office environment using current software applications. Some courses can transfer to baccalaureate programs as a result of common course numbering.

MISSION - The purpose of the Associate of Applied Science degree is to provide employment-related knowledge and skills necessary to succeed in a chosen field of computer technology and/or applications study.

STUDENT LEARNING OUTCOMES - Students who complete programs in occupational areas are expected to demonstrate that they -
Know:

- practices and procedures required for entry level employment,
- entry level skill set, and
- the theoretical principles relevant to their field of study.

Are able to:

- test successfully on competencies required to pass industry standard certification exams,
- communicate effectively and appropriately, in oral and written form,
- locate, evaluate and properly utilize the tools and resources appropriate to a computer technology professional,
- acquire skills and perform tasks necessary for employment or career enhancement,
- demonstrate effective communication and computation skills appropriate to the chosen occupational field.

Appreciate and value:

- appropriate and effective presentation of themselves to potential employers, and
- standards of social, ethical, legal, accessibility, and diversity issues of their work environment.

ACADEMIC DEGREES

PARALEGAL STUDIES

Associate of Applied Science Program

The Paralegal Studies program is designed to train students in the legal system, its functions, and the role of the paralegals in the practice of law. Paralegals are members of a legal team who work under the supervision of attorneys. The professional services provided by paralegals have made them a respected addition to the staffs of law firms, corporations, banks, insurance companies and government agencies.

SALARY - \$34,000 - \$47,000/year (middle range - Nevada)

CAREER OUTLOOK - Faster than average growth through 2012

GOOD TO KNOW - Good research, organizational & analytical skills required

DEGREE REQUIREMENTS - 60 credits

Program Requirements - 42 credits

	Credits
CRJ 222 Criminal Law and Procedure	3
LAW 101 Fundamentals of Paralegalism I	3
LAW 203 Real Property	3
LAW 204 Torts	3
LAW 205 Contracts	3
LAW 206B Case Analysis	1
LAW 231 Civil Procedure	3
LAW 261 Legal Research I	3
LAW 262 Legal Writing I	3
LAW 263 Ethics	2
LAW 265 Legal Research II	3

Choose 12 credits from the following:

ACC 135B Bookkeeping I	3
BUS 273 Business Law I	3
COT 202 Introduction to Computer Applications	3
CRJ 164 Principles of Investigation	3
CRJ 225 Criminal Evidence	3
LAW 198B Special Topics in the Law	1-3
LAW 251 Bankruptcy	3
LAW 252 Family Law	3
LAW 255 Probate, Trusts, and Guardianship Law	3
LAW 295 Supervised Field Experience	3

General Education Requirements* - 18 credits

	Credits
ENG 101 Composition I	3
ENG 102 Composition II	3
Mathematics course	3
Science course	3
U.S./Nevada Constitutions course	3
Electives	3

*A list of courses fulfilling general education requirements is on page 28.

SUGGESTED COURSE SEQUENCE

First Semester	Completed	Third Semester	Completed
ENG 101	3 <input type="checkbox"/>	LAW 205	3 <input type="checkbox"/>
LAW 101	3 <input type="checkbox"/>	LAW 231	3 <input type="checkbox"/>
General elective	3 <input type="checkbox"/>	LAW 262	3 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>	Degree elective	3 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>	Gen Ed course	3 <input type="checkbox"/>
<i>Second Semester</i>		<i>Fourth Semester</i>	
ENG 102	3 <input type="checkbox"/>	LAW 203	3 <input type="checkbox"/>
CRJ 222	3 <input type="checkbox"/>	LAW 265	3 <input type="checkbox"/>
LAW 204	3 <input type="checkbox"/>	Degree elective	3 <input type="checkbox"/>
LAW 206B	1 <input type="checkbox"/>	Degree elective	3 <input type="checkbox"/>
LAW 261	3 <input type="checkbox"/>	Degree elective	3 <input type="checkbox"/>
LAW 263	2 <input type="checkbox"/>		

Associate of Applied Science Degree in Paralegal Studies

Mission Statement and Student Learning Outcomes

MISSION - The Associate of Applied Science degree in Paralegal Studies will provide the academic knowledge and skill training necessary for employment in a variety of legal settings, including: law firms, corporations, banks, insurance companies and government agencies. The degree will meet the educational requirements to allow students to take a nationally recognized certifying examination.

STUDENT LEARNING OUTCOMES - Students who complete the Associate of Applied Science degree in Paralegal Studies are expected to demonstrate that they -

1. know procedural and substantive law appropriate for a Paralegal.
2. are able to do the following:
 - a. analyze case law, statutes and regulations;
 - b. demonstrate effective oral and written communication skills;
 - c. demonstrate ability to draft legal documents;
 - d. conduct basic research of current and historical legal issues through use of the law library and computerized legal databases;
 - e. locate newly decided cases and recent trends in the law.
3. have developed an appreciation of the following:
 - a. the role of legal assistants in the legal system;
 - b. the importance of ethics in the legal profession;
 - c. the responsibility of members of the legal profession to society.

ACADEMIC DEGREES

PHYSICS

Associate of Science Emphasis

The Physics emphasis is designed to place students wishing to pursue studies in the field of physics, either as a university major or as preparation for a teaching career.

SALARY - \$39,500 - \$107,800/year (*middle range - Nevada*)

CAREER OUTLOOK - Slower than average growth through 2012

GOOD TO KNOW - Graduate degrees required for career advancement and higher salaries

DEGREE REQUIREMENTS: 60-62 credits

Emphasis Requirements - 36-38 credits		Credits
CHEM 121	General Chemistry I	4
CHEM 122	General Chemistry II	4
MATH 181	Calculus I	4
MATH 182	Calculus II	4
MATH 283	Calculus III	4
MATH 285	Differential Equations	3
PHYS 180/180L	Engineering Physics I	4
PHYS 181/181L	Engineering Physics II	4
PHYS 182/182L	Engineering Physics III	4
PHYS 293	Directed Study	1-3

General Education Requirements* - 24 credits		Credits
English/Communications Courses		6
Fine Arts Course		3
Humanities Courses (CH 201 and 202 recommended)		6
Social Science Courses		6
U.S./NV Constitution Course		3

NOTE: CAPS 122 is strongly recommended but not required for graduation. CHEM 201 and 202 are acceptable in lieu of CHEM 121 and 122.

*A list of courses fulfilling general education requirements is on page 26.

SUGGESTED COURSE SEQUENCE

First Semester	Completed	Third Semester	Completed
CHEM 121	4 <input type="checkbox"/>	MATH 283	4 <input type="checkbox"/>
MATH 181	4 <input type="checkbox"/>	PHYS 182/182L	4 <input type="checkbox"/>
PHYS 180/180L	4 <input type="checkbox"/>	Gen Ed courses	6 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>		
Gen Ed course	3 <input type="checkbox"/>	Fourth Semester	
		MATH 285	3 <input type="checkbox"/>
Second Semester		PHYS 293	1-3 <input type="checkbox"/>
CHEM 122	4 <input type="checkbox"/>	Gen Ed courses	6 <input type="checkbox"/>
MATH 182	4 <input type="checkbox"/>	Gen Ed course	3 <input type="checkbox"/>
PHYS 181/181L	4 <input type="checkbox"/>		
Gen Ed course	3 <input type="checkbox"/>		

Associate of Science Degree in Physics Mission Statement and Student Learning Outcomes

Mission - The mission of the Associate of Science degree in Physics is to provide the academic knowledge and skills to meet higher educational goals. The mission as stated for this degree is to place students wishing to pursue studies in the field of physics, either as a university major or as preparation for a teaching career.

Student Learning Outcomes - pertinent to this degree are as follows:

1. know the subject matter
2. are able to do the following:
 - a. write papers which demonstrate research;
 - b. apply mathematical and analytical problem-solving skills;
 - c. succeed at their transfer institutions;
3. understand scientific methods and the role of science and technology in society

ACADEMIC DEGREES

REAL ESTATE

Associate of Applied Science in Business 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: Real Property Managers need 24 hours of approved continuing education in addition to licensing and state exam.

SALARY - \$23,600 - \$61,900/year (*agents' middle range - Nevada*)

CAREER OUTLOOK - Slower than average growth through 2012

GOOD TO KNOW - About 59 percent of real estate agents are self-employed

DEGREE REQUIREMENTS – 60 credits

Subject Requirements -24 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 110B	Human Relations for Employment	3
or MGT 201	Principles of Management	
or MGT 212	Leadership and Human Relations	
or MGT 283	Introduction to Human Resources Management	
BUS 273	Business Law	3
COT 202	Introduction to Computer Applications	3
or IS 201	Computer Applications	
ECON 102	Principles of Microeconomics	3
or ECON 103	Principles of Macroeconomics	
IS 101	Introduction to Information Systems	3

Emphasis Requirements – 16 credits		Credits
RE 101	Real Estate Principles I	3
RE 103	Real Estate Principles II	3
RE 104	Real Estate Law and Conveyancing	3
RE 198B	Real Estate Law and Ethics	1
RE 206	Real Estate Appraising	3
Elective	Any Real Estate Course	3

General Education Requirements* -20 credits		Credits
English/ Communications courses (BUS 107 and BUS 108 recommended: must include a writing course)		6
RE 102B, BUS 109B or higher level mathematics course		3
Science course		3
U.S./Nevada constitutions course		3
Degree electives		5

*A list of courses fulfilling general education requirements is on page 28.

STATE OF NEVADA

REAL ESTATE - SALES LICENSE

REQUIREMENTS - 6 credits		Credits
RE 101	Real Estate Principles I	3
RE 103	Real Estate Principles II	3

STATE OF NEVADA

REAL ESTATE - BROKER LICENSE

REQUIREMENTS - 64 credits		Credits
RE 101	Real Estate Principles I	3
RE 103	Real Estate Principles II	3
RE 201B	Real Estate Brokerage	3
RE 206	Appraising	3
Real Estate, Business or Economics electives		15
General electives		37

STATE OF NEVADA

REAL ESTATE - RESIDENTIAL

APPRAISER APPRENTICE LICENSE

REQUIREMENTS - 7 credits		Credits
RE 101	Real Estate Principles I	3
or RE 103	Real Estate Principles II	
RE 198B	Real Estate Appraisal Law and Ethics	1
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.

ACADEMIC DEGREES**RETAIL MANAGEMENT***Certificate of Achievement*

Western Nevada Community College offers a 30-credit Certificate of Achievement in Retail Management to prepare students for a career in the retail business.

A retail management career incorporates buying, merchandising, promotion, management, operations, finance and computer applications.

Required classes for the Retail Management Certificate of Achievement are in business and business communications, accounting, information systems, management and marketing, and many serve as a ladder to business degrees. The WNCC program provides students an opportunity to earn a relevant certificate, and the classes required are also required for associate degrees. Most are also transferable to four-year colleges. The certificate may particularly benefit employees interested in moving up to supervisory and management positions.

SALARY - \$31,700 - \$75,800/year (*middle range- Nevada*)

CAREER OUTLOOK - Slower than average growth through 2012

GOOD TO KNOW - Career incorporates buying, merchandising, promotion, management, operations, finance & computer applications

DEGREE REQUIREMENTS: 30 credits**Core Requirements - 21 credits**

	Credits
ACC 135B Bookkeeping I	3
or ACC 201 Financial Accounting	
BUS 110B Human Relations for Employment	
or BUS 112B Customer Service	3
COT 202 Introduction to Computer Applications	3
or IS 101 Introduction to Information Systems	
or IS 201 Introduction to Computer Applications	
MGT 201 Principles of Management	3
or MGT 235 Organizational Behavior	
or MGT 283 Introduction to Human Resources Management	
MGT 212 Leadership & Human Relations	3
MKT 127 Introduction to Retailing	3
MKT 210 Marketing Principles	3

General Education Requirements* - 9 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 30.

ACADEMIC DEGREES

SURGICAL TECHNOLOGY

Certificate of Achievement

The Surgical Technology Certificate of Achievement program is intended for the student seeking a career as a surgical technologist. It is designed to be completed 10 months after admission into the program. The program is accredited by the Commission on Accreditation of Allied Health Education Programs. Upon completion of the program, students will be eligible to take the National Certification Examination for Surgical Technology.

Classroom and laboratory experiences include instruction and practice in operating room techniques, infection prevention and control, and basic care of surgical patients in the operating room. Clinical learning includes supervised, hands-on hospital experiences in scrubbing for a variety of surgical procedures.

Program Objectives

Upon completion of the program the graduate will demonstrate the ability to:

1. Integrate and value knowledge derived from the bio/psycho/social sciences, humanities and surgical technology while providing surgical care to patients in a variety of health care settings under the direction of a registered nurse;
2. Practice within the legal and ethical standards for level I surgical technologist;
3. Use communication techniques appropriate to the setting;
4. Achieve the level I competencies identified by the Association of Surgical Technologists by demonstrating:
 - a. knowledge and practice of basic patient care concepts;
 - b. application of the principles of asepsis in a knowledgeable manner that provides for optimal patient care in the operating room;
 - c. basic surgical case preparation skills;
 - d. the ability to perform the role of first scrub on all basic surgical cases;
 - e. responsible behavior as a health care professional.

Selective Admission Requirements

- Apply for admission to WNCC and the Surgical Technology program.
- Submit a high school transcript showing graduation date or documentation of successful completion of the General Education Development (GED) exam.
- Complete all prerequisite courses prior to admission into the program. *Note: science courses must be completed within the last 10 years.*
- Submit completed application with supporting documents and required transcripts, as appropriate, to Admissions and Records in the time frame delineated on the Surgical Technology program application.

A limited number of qualified students are admitted into the program utilizing specified selection criteria. See the WNCC web site at www.wncc.edu.

A point system is utilized to make decisions regarding admission of applicants. All applicants will be evaluated in two areas following the criteria outlined on this page. Admission will be offered to the applicants on the list with the highest points. Applicants not selected must reapply for consideration.

Additional Information

- Learning activities are scheduled on and off campus during days and weekends. Students are required to provide their own transportation.
- Clinical experiences take place in acute care hospital and same day surgery centers.
- Documentation and currency of the following is required after acceptance into the Surgical Technology program and prior to the start of classes:
 1. Submission of an acceptable physical examination and required immunizations and tests;
 2. Health Care Provider/BLS CPR certification from the American Heart Association or the Red Cross (card required);
 3. Health insurance (card required);
 4. A minimum grade of C is required in all prerequisite and corequisite courses.

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

Admission/Selection Criteria

Category	Maximum Points Possible (in parentheses)			
Anatomy & Physiology GPA*	2.0-2.49 (2)	2.5-3.0 (4)	3.1-3.49 (6)	3.5-4.0 (8)
GPA for English, Math & Human Relations courses Points Awarded	2.0-2.49 (1)	2.5-3.0 (2)	3.1-3.49 (3)	3.5-4.0 (4)

* Students must complete all prerequisite and corequisite courses with a minimum grade of "C."

ACADEMIC DEGREES**SURGICAL TECHNOLOGY****SALARY** - \$35,100 - \$47,500/year (*middle range - Nevada*)**CAREER OUTLOOK** - Faster than average growth through 2012**GOOD TO KNOW** - Technologists advance by specializing in a particular area of surgery**CERTIFICATE REQUIREMENTS - 39-43 credits**

NOTE: For programs that require BIOL 223 and 224, both courses must be completed at the same school.

Prerequisite Courses: 10 credits		Credits
BIOL 223	Human Anatomy & Physiology I	4
or BIOL 200 & 204	Elements of Human Anatomy & Physiology & Lab	
ENG 101	Composition I	3
MATH 120	Fundamentals of College Mathematics	3
or MATH 124	College Algebra	
or MATH 126	Precalculus I (or higher)	
or MATH 100B	Math for Allied Health Programs	

Corequisite Courses: 3-7 credits		Credits
BIOL 224	Human Anatomy & Physiology II (only if BIOL 223 taken as a prerequisite)	0-4
Human Relations Course: Choose from following list:		3
ANTH 101	Introduction to Anthropology	
BUS 110B	Human Relations for Employment	
PSY 101	General Psychology	
PSY 102	Psychology of Personal & Social Adjustment	
PSY 280	Understanding Men and Women	
SOC 101	Principles of Sociology	
SOC 102	Contemporary Social Issues	
SOC 276	Aging in Modern American Society	

Subject Requirements - 26 credits		Credits
SGRT 100B	Foundations of Surgical Technology	2.5
SGRT 102B	Sterilization and Disinfection	2.5
SGRT 104B	Operating Room Techniques	4
SGRT 110B	Preparation of Surgical Patient	2.5
SGRT 111B	Surgical Procedures	5.5
SGRT 132B	Surgery Clinical Practice	9

ACADEMIC DEGREES

WEB TECHNOLOGY

Associate of Applied Science Degree

The Web Technology emphasis is designed for students seeking specific career skills in Web environments. Students choose one of four specializations to customize their program: Web Administration, Web Design, Web Programming, or Transfer Option.

SALARY - \$41,100 - \$65,900/year (middle range - Nevada)

CAREER OUTLOOK - High demand through 2012

GOOD TO KNOW - About 24 percent of webmasters & data communications analysts are self-employed

DEGREE REQUIREMENTS - 60 credits

Degree Core Requirements - 36 credits

	Credits
CIT 129 Introduction to Programming	3
CIT 151 Beginning Web Development	3
or GRC 175 Web Design and Publishing I	
CIT 152 Web Script Language Programming	3
CIT 161B Essentials of Information Security	3
CIT 260 Systems Analysis and Design	3
CIT/COT/IS course	3
IS 101 Introduction to Information Systems	3
IS 201 Introduction to Computer Applications	3

Specialization Requirement - 12 credits

Choose 12 credits from one of the following four specializations:

Web Administration

CIT 220B E-Commerce on the Web	3
CIT 255 Web Server Administration I	3
CIT 256B Web Server Administration II	3
CIT 290 Internship in CIT	3-6
or CIT 295B Specialty Related Capstone Project	3

Web Design

CIT 157B Graphics for the Web	3
CIT 251 Advanced Web Development	3
CIT 290 Internship in CIT	3-6
or CIT 295B Specialty Related Capstone Project	3
GRC 188 Web Animation and Interactivity I	3

Web Programming

CIT 180 Database Concepts and SQL	3
CIT 251 Advanced Web Development	3
CIT 252 Web Database Development	3-6
CIT 290 Internship in CIT	3
or CIT 295B Specialty Related Capstone Project	

Customized Option - Students may take 12 credits in this option, depending on the requirements of the four-year transfer institution. Prior department approval required. More than 12 credits may be required.

General Education Requirements - 24 credits

	Credits
English/Communications courses (BUS 107 recommended) (Must include a writing course)	6
Humanities/Social Science course	3
Mathematics course (BUS 109B recommended)	3
Human Relations course (MGT 201, 212 or 283 recommended)	3
Science course	3
U.S./Nevada Constitutions course	3
General Elective	3

*A list of courses fulfilling general education requirements is on page 28.

SUGGESTED COURSE SEQUENCE - Web Administration Specialization

First Semester	Completed	Third Semester	Completed
CIT 129	3 <input type="checkbox"/>	CIT 255	3 <input type="checkbox"/>
CIT 151 or GRC 175	3 <input type="checkbox"/>	CIT 220	3 <input type="checkbox"/>
IS 101	3 <input type="checkbox"/>	CIT 201B/202B/203B	3 <input type="checkbox"/>
Gen Ed course	6 <input type="checkbox"/>	(1 credit each)	
		Gen Ed course	6 <input type="checkbox"/>
Second Semester		Fourth Semester	
CIT 152	3 <input type="checkbox"/>	CIT 256B	3 <input type="checkbox"/>
CIT 161B	3 <input type="checkbox"/>	CIT 290 or CIT 295B	3 <input type="checkbox"/>
CIT 260	3 <input type="checkbox"/>	Degree elective	3 <input type="checkbox"/>
Gen Ed course	6 <input type="checkbox"/>	Gen Ed course	6 <input type="checkbox"/>

SUGGESTED COURSE SEQUENCE - Web Design Specialization

First Semester	Completed	Third Semester	Completed
CIT 129	3 <input type="checkbox"/>	CIT 157B	3 <input type="checkbox"/>
CIT 151 or GRC 175	3 <input type="checkbox"/>	CIT 251	3 <input type="checkbox"/>
IS 101	3 <input type="checkbox"/>	GRC 188	3 <input type="checkbox"/>
Gen Ed course	6 <input type="checkbox"/>	Gen Ed course	6 <input type="checkbox"/>
Second Semester		Fourth Semester	
CIT 152	3 <input type="checkbox"/>	CIT 290 or 295	3 <input type="checkbox"/>
CIT 161B	3 <input type="checkbox"/>	CIT 201B/202B/203B	3 <input type="checkbox"/>
CIT 260	3 <input type="checkbox"/>	(1 credit each)	
Gen Ed course	6 <input type="checkbox"/>	Degree elective	3 <input type="checkbox"/>
		Gen Ed course	6 <input type="checkbox"/>

SUGGESTED COURSE SEQUENCE - Web Programming Specialization

First Semester	Completed	Third Semester	Completed
CIT 129	3 <input type="checkbox"/>	CIT 180	3 <input type="checkbox"/>
CIT 151 or GRC 175	3 <input type="checkbox"/>	CIT 251	3 <input type="checkbox"/>
IS 101	3 <input type="checkbox"/>	CIT 201B/202B/203B	3 <input type="checkbox"/>
Gen Ed course	6 <input type="checkbox"/>	(1 credit each)	
		Gen Ed course	6 <input type="checkbox"/>
Second Semester		Fourth Semester	
CIT 152	3 <input type="checkbox"/>	CIT 252	3 <input type="checkbox"/>
CIT 161B	3 <input type="checkbox"/>	CIT 290 or CIT 295B	3 <input type="checkbox"/>
CIT 260	3 <input type="checkbox"/>	Degree elective	3 <input type="checkbox"/>
Gen Ed course	6 <input type="checkbox"/>	Gen Ed course	6 <input type="checkbox"/>

Associate of Applied Science Degree in Web Technology Mission & Outcomes

MISSION - The purpose of the Web Technology degree is to offer an Associate of Applied Science degree to prepare students with the necessary skills for entry-level employment in Web-based occupations. In addition, many of the courses can transfer to baccalaureate programs in Web technology and related fields

STUDENT LEARNING OUTCOMES - Students who complete programs in occupational areas are expected to demonstrate that they -

Know:

- practices and procedures required for entry level employment,
- entry level skill set, and
- the theoretical principles relevant to their emphasis.

Are able to:

- test successfully on competencies required to pass industry standard certification exams,
- communicate effectively and appropriately, in oral and written form,
- locate, evaluate and properly utilize the tools and resources appropriate to a computer technology professional,
- acquire skills and perform tasks necessary for employment or career enhancement, and
- demonstrate effective communication and computation skills appropriate to the chosen occupational field.

Appreciate and value:

- appropriate and effective presentation of themselves to potential employers, and
- standards of social, ethical, legal, accessibility, and diversity issues of their work environment.

ACADEMIC DEGREES

WELDING TECHNOLOGY

Associate of Applied Science 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.

SALARY - \$27,000 - \$61,100/year (*middle range - Nevada*)

CAREER OUTLOOK - Average growth through 2012

GOOD TO KNOW - Certification required for many jobs

DEGREE REQUIREMENTS - 60 credits

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	1-12

Choose 4-15 credits from the following:

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	1-3

General Education Requirements* - 21 credits

	Credits
English/Communications courses (BUS 107 is recommended; must include a writing course)	6
Human Relations (BUS 110B recommended)	1-3
Humanities/Social Science course	3
Mathematics course	3
Science course	3
U.S./Nevada Constitution course	3
Electives	0-2

*A list of courses fulfilling general education requirements is on page 28.

WELDING TECHNOLOGY

Certificate of Achievement

CERTIFICATE REQUIREMENTS- 30 credits

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 (BUS 107 is recommended; must include a writing course)	6
Human Relations course (BUS 110B recommended)	1
Mathematics course	3
Elective	2

*A list of courses fulfilling general education requirements is on page 30.

SUGGESTED COURSE SEQUENCE

<i>First Semester</i>	Completed	<i>Third Semester</i>	Completed
MTL 212	3 <input type="checkbox"/>	DFT 100	3 <input type="checkbox"/>
MTL 291B	2 <input type="checkbox"/>	MTL 217B	3 <input type="checkbox"/>
Degree elective	3 <input type="checkbox"/>	MTL 293B	2 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>	MTL 296B	3 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>	Degree elective	2 <input type="checkbox"/>
		Gen Ed course	3 <input type="checkbox"/>
<i>Second Semester</i>		<i>Fourth Semester</i>	
MTL 213	3 <input type="checkbox"/>	MTL 218B	3 <input type="checkbox"/>
MTL 292B	2 <input type="checkbox"/>	MTL 294B	2 <input type="checkbox"/>
Degree elective	3 <input type="checkbox"/>	MTL 296B	3 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>	Degree elective	2 <input type="checkbox"/>
Gen Ed course	3 <input type="checkbox"/>	Gen Ed course	3 <input type="checkbox"/>
General elective	0-2 <input type="checkbox"/>	Gen Ed course	1-3 <input type="checkbox"/>

COURSES

Accounting

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 Nevada System of Higher Education 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 NSHE schools. In some cases, these courses may transfer to out-of-state colleges and universities.
- 100C-299C: Community Education courses (CMSV) which 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.

Continues ACC 135B. Includes accounting for notes and accounts receivable, inventory, fixed assets, and notes payable and the Statement of Cash Flows. Introduces accounting for partnerships and corporations. May include a computerized component.

ACC 180B: PAYROLL & 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: ACC 135B and ACC 136B recommended.

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. MATH 95 or equivalent recommended.

Introduces the basic principles of management accounting including manufacturing and cost accounting, budgeting, accounting for management decision-making, and financial statement analysis.

ACC 203: INTERMEDIATE ACCOUNTING I

3 credits. Prerequisite: ACC 202.

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. This course is accepted in lieu of ACC 401 at UNR or UNLV upon validation of content and knowledge by approved College of Business examination, or satisfactory performance ("C" or better) in ACC 402 at UNR or UNLV during the first year of eligibility to enroll in the appropriate upper division business course at UNR or UNLV.

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 223B: INTRODUCTION TO QUICKBOOKS

3 credits. Prerequisite: ACC 135B or consent of instructor.

Introduces students to QuickBooks accounting program and computerized accounting. The student will receive hands-on training in the use of QuickBooks using fictitious case studies.

COURSES

Accounting • Adult Basic Education • Agriculture • American Sign Language

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.

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.

AGRICULTURE

DEPARTMENT CODE: AG

AGR 213B: RANCHERS & 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. Formerly AG 213B.

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.

Emphasizes conversational fluency in American Sign Language. Identification of discourse styles in ASL, which will lead to the ability to initial, maintain and conclude conversational interactions with various deaf language styles and/ or preference.

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, 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

Offers advanced interpreting student exposure to and practical experience in sign language interpreting.

COURSES

Animal Science • Anthropology

ANIMAL SCIENCE

DEPARTMENT CODE: ANSC

ANSC 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. Formerly AH 101.

ANSC 103B: 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. Formerly AH 103B.

ANSC 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. Formerly AH 110B.

ANSC 120B: RODEO SKILLS AND MANAGEMENT

1 credit. Prerequisite: none.

Acquaints the student with the sport of rodeo, its origin and development, as well as rodeo fundamentals including rule interpretation, rodeo judging, and fundamental arena safety and procedure. Students will learn adaptive techniques and skills of the various rodeo events. Subject include history of rodeo, rule interpretation, positive mental attitudes, and goal setting. Formerly AG 120B.

ANSC 121B: RODEO PRODUCTION AND PROMOTION

1 credit. Prerequisite: none. May be repeated for a total of two credits.

Provides experience in the production of a rodeo. Students will participate on a committee which will deal with staging an actual rodeo from start to the finished product. Formerly AG 121B.

ANSC 122B: INTERCOLLEGIATE RODEO

2 credits. Prerequisite: Medical approval by licensed physician. Enrollment is limited to those qualified to compete in intercollegiate rodeo. Corequisite: AG 120B or 121B. May be repeated for a total of four credits. Provides students with the opportunity to further their rodeo skills and utilize them in intercollegiate competition. Includes adaptation techniques of various rodeo events. Formerly AG 122B.

ANSC 123B: ADVANCED INTERCOLLEGIATE RODEO

2 credits. Prerequisite: Medical approval by licensed physician. Enrollment is limited to those qualified to compete. Corequisite: AG 120B or 121B. May be repeated for a total of four credits.

Provides students with previous experience with the opportunity to further their rodeo skills and utilize them in intercollegiate competition. Includes adaptation techniques of various rodeo events. Formerly AG 123B.

ANSC 125B: TEAM ROPING

2 credits. Prerequisite: Horseback riding skills and proof of insurance.

Develops and improves basic team roping skills. Class will cover a brief history of this rodeo event as well as the sport's popularity and growth. Class time will be spent on groundwork of both heading and heeling as well as roping steers while on horseback. The student will be required to supply his or her own horse, equipment, and rope. Emphasis will be on horsemanship and safety. Formerly AG 125B.

ANSC 205: RUDIMENTARY FARRIER

3 credits. Prerequisite: none.

Provides students with the fundamental understanding of horseshoeing and the anatomy and physiology of the horse, pastern and legs. Topics will include how the horse travels as it applies to horseshoeing and how to shoe a horse properly without harm to the one doing the horseshoeing or the horse. Formerly AG 124B.

ANSC 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. Formerly AG 209B.

ANSC 211: FUNDAMENTALS OF ANIMAL NUTRITION

3 credits. Prerequisite: none.

Focuses on the nutritional requirements of livestock, the balancing of feed rations, and the costs of feeding. Formerly AH 201.

ANSC 275: ANIMAL HEALTH AND SANITATION

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. Formerly AH 207.

ANSC 299: SPECIAL TOPICS

1-3 credits. Prerequisite: none.

Offers short courses and workshops covering a variety of subjects. Formerly AH 299.

ANTHROPOLOGY

DEPARTMENT CODE: ANTH

ANTH 101: INTRODUCTION TO CULTURAL ANTHROPOLOGY

3 credits. Prerequisite: none.

Introduces human culture and society. Provides an understanding of human diversity through a comparative study of politics, religion, economics and social organization.

ANTH 102: INTRODUCTION TO PHYSICAL ANTHROPOLOGY

3 credits. Prerequisite: none.

Explores the biological and evolutionary origins of humans, with consideration of population genetics, living primates, fossil records and human variation. May be taken in conjunction with ANTH 110L: Physical Anthropology Lab.

COURSES

Anthropology • Art

ANTH 110L: PHYSICAL ANTHROPOLOGY LAB

1 credit. Prerequisite: None. Corequisite: must be enrolled in ANTH 102. Provides practical experience in aspects of physical anthropology: the mechanisms of inheritance, osteology and forensic science, comparative anatomy and human evolution, and aspects of modern human variability.

ANTH 201: PEOPLES & CULTURES OF THE WORLD

3 credits. Prerequisite: none. Offers a comparative study of human societies and their institutions.

ANTH 202: INTRODUCTION TO ARCHEOLOGY

3 credits. Prerequisite: none. Surveys archaeology in the Old and New Worlds. Examines methods used by archaeologists to describe and explain prehistoric cultures.

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 & Graphic Communications sections) DEPARTMENT CODE: ART

ART 100: VISUAL FOUNDATIONS

3 credits. Prerequisite: none. Explores visual forms and contemporary concepts through a variety of media, presentations and discussions.

ART 101: DRAWING I

3 credits. Prerequisite: none. Develops drawing skills through practice with a broad variety of drawing tools and techniques. 1 hour lecture/ 4 hours studio per week.

ART 102: DRAWING II

3 credits. Prerequisite: ART 101. One hour lecture/ four hours studio per week. Continues ART 101 with increased emphasis on the refinement of drawing skills.

ART 105: COLOR THEORY

3 credits. Prerequisite: None. Introduction to color interactions, optical phenomena and their creative application.

ART 107: DESIGN FUNDAMENTALS I (2-D)

3 credits. Prerequisite: none. Introduces the basic elements of pictorial organization, and to the practice of using those elements in the production of art. 1 hour lecture and 4 hours studio per week. Formerly ART/ GA 109 -Introduction to Visual Arts.

ART 108: DESIGN FUNDAMENTALS II (2-D)

3 credits. Prerequisite: ART 107. One hour lecture/four hours studio per week. Explores the fundamentals of design utilizing various media while focusing on three-dimensional design and sculptural practices.

ART 111: BEGINNING CERAMICS

3 credits. Prerequisite: none. Introduces basic ceramic techniques and concepts including both hand-built and wheel thrown vessels as well as both utilitarian and non-utilitarian ceramic forms.

ART 114: BEGINNING CRAFTS

3 credits. Prerequisite: none. Explores craft techniques and concepts utilizing a variety of traditional and contemporary printmaking.

ART 115: 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 124: BEGINNING PRINTMAKING

3 credits. Prerequisite: none. Introduces printmaking processes emphasizing relief, intaglio and screen processes.

ART 127: WATERCOLOR I

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 131: INTRODUCTION TO PAINTING

3 credits. Prerequisite: none. Introduces the basics of various traditional and contemporary painting media.

ART 135: PHOTOGRAPHY I

3 credits. Prerequisite: Student must provide a 35mm camera. 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 141: INTRODUCTION TO DIGITAL PHOTOGRAPHY I

3 credits. Prerequisite: none. Introduction to photography utilizing digital based equipment and Adobe Photoshop. Emphasizes the creation and manipulation of original images using digital cameras.

ART 142: INTRODUCTION TO DIGITAL PHOTOGRAPHY II

3 credits. Prerequisite: none. Continued exploration of photography utilizing digital based equipment and with an emphasis on cameras (both traditional and digital) and scanning with an emphasis on the creation and manipulation of original images.

ART 160: 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.

COURSES

Art

ART 201: LIFE DRAWING I

3 credits. Prerequisite: ART 101. One hour lecture and four hours studio per week.

Practices drawing the human figure from nude models. Emphasizes the expressive potentialities of human figure, and the production of quality drawings.

ART 208: FIBER ARTS

3 credits. Prerequisite: none.

Introduces fiber based techniques and concepts including contemporary uses of quilting and fabric dyes, among other techniques, as a fine art form.

ART 209: INTRODUCTION TO GALLERY PRACTICES

3 credits. Prerequisite: none.

Covers the practices and ethics of operating an art gallery. May be repeated for up to six credits.

ART 211: CERAMICS I

3 credits. Prerequisite: none. One hour lecture and four hours studio per week.

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 212: CERAMICS II

3 credits. Prerequisite: ART 275. One hour lecture/four hours studio per week.

Continues ART 211 but with increased attention given to further refinement of skills.

ART 216: SCULPTURE I

3 credits. Prerequisite: none.

Offers fundamentals of sculpture using plaster, wood and other materials.

ART 217: SCULPTURE II

3 credits. Prerequisite: ART 216 or consent of instructor. One hour lecture and four hours studio per week.

Offers studio classes in techniques and skills of subtractive and additive sculpture.

ART 224: INTERMEDIATE PRINTMAKING

3 credits. Prerequisite: ART 124.

Continues ART 124 with emphasis on digital imaging techniques for intaglio and lithographic processes.

ART 227: WATERCOLOR II

3 credits. Prerequisite: ART 127.

Continues exploration of watercolor techniques and concepts including gouache and related media.

ART 231: PAINTING I

3 credits. Prerequisite: none. One hour lecture and four hours studio per week.

Offers a beginning course in oil and/ or acrylic painting. Introduces concepts and develops skills for the production of quality paintings.

ART 232: PAINTING II

3 credits. Prerequisite: ART 231. One hour lecture and four hours studio per week.

Continues ART 231, with increased emphasis on refinement of basic painting skills.

ART 235: PHOTOGRAPHY II

3 credits. Prerequisite: ART 135. Student must provide a camera.

Broadens students' understanding of photographic imagery and continues to develop greater technical knowledge and skill.

ART 236: PHOTOGRAPHY III

3 credits. Prerequisite: ART 235. Students must provide a camera.

Deals with studio and on-location commercial photography. Provides the basics about studio lighting and procedures.

ART 243: DIGITAL IMAGING I

3 credits. Prerequisite: None.

Introduces raster image creation and manipulation on the computer. Covers industry standard software and hardware with the goal of creating 2D artwork and digital photography on the computer.

ART 244: DIGITAL IMAGING II

3 credits. Prerequisite: ART 243

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 260: SURVEY ART HISTORY I

3 credits. Prerequisite: none.

Surveys art of the western world from prehistoric times through the Gothic Period.

ART 261: SURVEY OF ART HISTORY II

3 credits. Prerequisite: none.

Surveys art of the western world from the Renaissance to the present.

ART 296: INDEPENDENT STUDY

1-3 credits. Prerequisite: none. May be repeated for up to six credits.

Focuses on independent exploration of studio techniques and concepts as discussed with the instructor during one-on-one critiques and instruction.

ART 297: FIELD STUDY

1-3 credits. Prerequisite: none.

Studies art in its cultural and historical setting with potential visits to museums, galleries, and art studios.

ART 298: PORTFOLIO EMPHASIS

3 credits. Prerequisite: none.

Offers input for artist portfolios by means of critique and resolving a conceptual body of work in a professional portfolio presentation.

ART 299: SPECIAL TOPICS IN STUDIO ART

1-3 credits. Prerequisite: none. May be repeated for up to six credits.

Applies to assorted short courses and workshops covering a variety of subjects.

COURSES

Astronomy • Automotive

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 120: INTRODUCTION TO ASTROBIOLOGY

3 credits. Prerequisite: none.

Study of the origin, evolution and distribution of life in the geology, planetary science, atmospheric science, oceanography, and other sciences. Will explore the scientific reasons behind why the Solar System harbors a living planet. Covers the factors that allow the Earth to support life and the potential for life on other planets within the universe.

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

0.5-6 credits. Prerequisite: none. May be repeated for up to six credits.

Includes short courses and experimental classes covering a variety of subjects.

AST 290B: INTERNSHIP IN ASTRONOMY

1-8 credits. Prerequisite: consent of instructor. Students may earn up to eight credits on the basis of 45 hours of internship per credit.

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.

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 various systems.

AUTO 111B: 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. Formerly AUTO 102B.

AUTO 112B: AUTOMOTIVE ELECTRICITY II

3-6 credits. Prerequisite: AUTO 111B 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. Formerly AUTO 103B.

AUTO 130B: 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. Formerly AUTO 250B.

AUTO 140B: 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. Formerly AUTO 121B.

COURSES

Automotive

AUTO 141B: AUTOMOTIVE BRAKE SYSTEMS PRACTICE

3 credits. Prerequisite: AUTO 140B or consent of instructor.

Further develops student skills by putting into practice the theories taught in AUTO 140B. 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. Formerly AUTO 123B.

AUTO 150B: 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. Formerly AUTO 125B.

AUTO 151B: STEERING SUSPENSION SYSTEM PRACTICE

3 credits. Prerequisite: AUTO 150B or consent of instructor.

Develops student skills by putting into practice the theories taught in AUTO 150B. 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. Formerly AUTO 126B.

AUTO 160B: AUTO AIR CONDITIONING

1-3 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. Formerly AUTO 225B.

AUTO 190B: 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. Formerly AUTO 160B.

AUTO 195B: ADVANCED AUTOMOTIVE UPHOLSTERY

3-6 credits. Prerequisite: AUTO 190B.

Continues Beginning AUTO 190B. Students work with custom upholstery designs such as tuck and roll, button and pleat, etc. Includes work with convertible tops, vinyl tops and headliners. Formerly AUTO 260B.

AUTO 196B: 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. Formerly AUTO 285B.

AUTO 200B: 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. Formerly AUTO 227B.

AUTO 205B: MANUAL DRIVE TRAINS AND AXLES

3-7 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 various systems. Formerly AUTO 220B.

AUTO 210B: AUTOMATIC TRANSMISSION & TRANSAXLES I

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. Formerly AUTO 226B.

AUTO 211B: AUTOMATIC TRANSMISSION & TRANAXLES II

3 credits. Prerequisite: AUTO 210B.

Concentrates on knowledge, skills, principles, design, construction and maintenance of automatic transmissions used in today's automobiles. Amplifies competencies learned in AUTO 210B. 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. Formerly AUTO 230B.

AUTO 221B: AUTOMOTIVE ENGINE PERFORMANCE II

3 credits. Prerequisite: AUTO 220B.

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. Formerly AUTO 237B.

AUTO 222B: AUTOMOTIVE COMPUTER SYSTEMS

3 credits. Prerequisite: AUTO 230B 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. Formerly AUTO 236B.

COURSES

Automotive • Automotive Body Repair • Biology

AUTO 229B: ADVANCED AUTOMOTIVE ELECTRICITY

3 credits. Prerequisite: AUTO 111B.

Continues study of material presented in AUTO 111B. 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 ENGINE PERFORMANCE

3 credits. Prerequisite: AUTO 220B 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. Formerly AUTO 223B.

AUTO 293B: WORK EXPERIENCE I

1-6 credits. Prerequisite: consent of instructor.

Provides the student with on-the-job supervised and educationally directed work experience. Formerly AUTO 295B.

AUTOMOTIVE BODY REPAIR

DEPARTMENT CODE: AUTB

AUTB 120B: AUTOMOTIVE COLLISION I

3 credits. Prerequisite: none.

Provides fundamental instruction of hands-on skill and knowledge in auto body construction, tools, and safety. Students will also work with metal, plastics, fiberglass and trim. Formerly AUTO 140B.

AUTB 121B: AUTO COLLISION I PRACTICE

1-6 credits. Prerequisite: none.

Develops student skills by putting into practice the theories taught in AUTB 120B. 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. Formerly AUTO 143B.

AUTB 125B: AUTOMOTIVE COLLISION II

1-6 credits. Prerequisite: AUTB 120B.

Continues AUTB 120B with more advanced hands-on skill and knowledge in auto body construction, tools, safety and work with metal, plastic, fiberglass and trim. Formerly AUTO 240B.

AUTB 126B: AUTOMOTIVE COLLISION II PRACTICE

1-9 credits. Prerequisite: AUTB 125B.

Continues to develop student skills by putting into practice the theories taught in AUTB 125B. 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. Formerly AUTO 241B.

AUTB 200B: 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. Formerly AUTO 145B.

AUTB 201B: AUTOMOTIVE REFINISHING PRACTICE

1-6 credits. Prerequisite: none.

Further develops student skills by putting into practice the theories taught in AUTB 200B. The emphasis will be geared to a more practical, hands-on experience through use of the various spray guns and finish techniques. Formerly AUTO 146B.

AUTB 205B: AUTO REFINISHING II

1-6 credits. Prerequisite: AUTB 200B.

Continues AUTB 200B with more advanced hands-on skill and knowledge in the painting and refinishing of auto bodies. Formerly Auto 245B.

AUTB 206B: AUTOMOTIVE REFINISHING PRACTICE II

1-9 credits. Prerequisite: AUTB 205B.

Further develops student skills by putting into practice the theories taught in AUTB 205B. Emphasizes a more practical, hands-on experience through use of different style guns and spray equipment, paint materials, color matching, etc. Formerly AUTO 246B.

AUTB 210B: PLASTIC COMPOSITE AND ADHESIVES

1-6 credits. Prerequisite: AUTO 120B or consent of instructor.

Offers an in-depth study of the new plastics, composite panels and the adhesion process. Formerly AUTO 141B.

AUTB 211B: PLASTIC, COMPOSITES & ADHESIVES PRACTICE

1-6 credits. Prerequisite: AUTB 120B & AUTB 200B.

Further develops student skills by putting into practice the theories taught in 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. Formerly AUTO 211B/ 144B.

AUTB 220B: AUTO COLLISION & 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. Formerly AUTO 142B.

BIOLOGY

DEPARTMENT CODE: BIOL

BIOL 100: GENERAL BIOLOGY FOR NON-SCIENCE MAJORS

3 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.

COURSES

Biology

BIOL 113: LIFE IN THE OCEANS

3 credits. Prerequisite: none.

Introduces the plants, animals and microorganisms of the oceans with an emphasis on important marine ecosystems such as intertidal zones, estuaries, and coral reefs.

BIOL 190: INTRODUCTION TO CELL & MOLECULAR BIOLOGY/LAB

3 credits. Prerequisite: /corequisite CHEM 121 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. Students must enroll in both lecture and lab to receive credit. Note: BIOL 190/ 190L plus BIOL 191/ 191L transfer to UNR as fulfilling BIOL 190, 191 and 192 requirements.

BIOL 190L: INTRODUCTION TO CELL AND MOLECULAR BIOLOGY/LAB

1 credit. Prerequisite: /corequisite CHEM 121 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. Students must enroll in both lecture and lab to receive credit. Note: BIOL 190/ 190L plus BIOL 191/ 191L transfer to UNR as fulfilling BIOL 190, 191 and 192 requirements.

BIOL 191: INTRODUCTION TO ORGANISMAL BIOLOGY

3 credits. Prerequisite: /corequisite CHEM 121.

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. Students must enroll in both lecture and lab to receive credit. Note: BIOL 190/ 190L plus BIOL 191/ 191L transfer to UNR as fulfilling BIOL 190, 191 and 192 requirements.

BIOL 191L: INTRODUCTION TO ORGANISMAL BIOLOGY/LAB

1 credit. Prerequisite: CHEM 121.

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. Students must enroll in both lecture and lab to receive credit. Note: BIOL 190/ 190L plus BIOL 191/ 191L transfer to UNR as fulfilling BIOL 190, 191 and 192 requirements.

BIOL 200: ELEMENTS OF HUMAN ANATOMY & 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 & PHYSIOLOGY LAB

1 credit. Prerequisite: Corequisite: BIOL 200.

Provides students with intense laboratory exercises about anatomy and physiology with related, illustrative pathology and microbiology.

BIOL 206: MICROBIAL FOUNDATIONS

2 credits. Prerequisite: none.

Includes prokaryotic and eukaryotic cell structure and function, a broad overview of a variety of microbes important to humans and their health (e.g., bacteria, fungi, viruses, protozoans, worms) and topics of current public health care-related interest. A non-lab course for students entering fields related to health occupations in which there is little or no direct contact with patients. Includes four elementary microbial laboratory experiences.

BIOL 208: HUMAN GENETICS

3 credits. Prerequisite: BIOL 190 OR CHEM 111 OR CHEM 220.

Offers a basic science (Mendelian genetics, cytogenetics, molecular genetics) and detailed clinical case study and correlation-oriented (pedigree analysis, gene cloning, inborn errors of metabolism) course that demonstrates the principles of genetics/ heredity in human health and disease. Strongly recommended for those pursuing pre-medical studies.

BIOL 212: INTRODUCTION TO HUMAN GENETICS LAB

1 credit. Prerequisite: /corequisite: BIOL 208.

Provides an opportunity to learn how to extract and amplify genomic DNA using the polymerase chain reaction; apply concepts of chemistry and evolutionary biology to study an organism they choose; identify a question involving their chosen organism and answer it using DNA technology; research and identify protocols and materials such as M-SAT primers specific to the organism they choose; subject data to statistical analysis and relate their findings to concepts of evolution.

BIOL 223: HUMAN ANATOMY & PHYSIOLOGY I

4 credits. Prerequisite: BIOL 190 or CHEM 110 or CHEM 121 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. Three hours lecture/three hours lab.

Offers detailed study of the anatomy and physiology of the integumentary, skeletal, endocrine, muscular and nervous systems.

BIOL 224: HUMAN ANATOMY & PHYSIOLOGY II

4 credits. 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. Three hours lecture/three hours laboratory per week.

Offers a detailed study of the anatomy and physiology of the circulatory, respiratory, digestive, urinary and reproductive systems.

BIOL 251: GENERAL MICROBIOLOGY

4 credits. Prerequisite: BIOL 100, 191 or 223. Three hours lecture/three hours laboratory per week.

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.

COURSES

Botany • Business

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 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 SPEECH 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 112B: CUSTOMER SERVICE

.5-3 credits. Prerequisite: none.

Presents the foundations required for developing skills and knowledge to work effectively with internal and external customers.

BUS 113B: WORKPLACE ATTITUDE DEVELOPMENT

.5-3 credits. Prerequisite: none.

Introduces students to the importance of attitude and good working relationships in the workplace. Focuses on development of strategies to improve attitude techniques for career success.

BUS 114B: EFFECTIVE LISTENING AND FIRST IMPRESSIONS

.5-3 credits. Prerequisite: none.

Introduces students to the importance of effective listening and first impressions in the workplace. Focuses on evaluation and development of methods and goals setting techniques for career success.

BUS 115B: WORKPLACE TIME MANAGEMENT & GOAL SETTING

.5-3 credits. Prerequisite: none.

Introduces students to the importance of time management and goal setting in the workplace. Focuses on evaluation and development of effective time management methods and goal setting techniques for career success.

BUS 116B: EFFECTIVE TELEPHONE TECHNIQUES

.5-3 credits. Prerequisite: none.

Introduces students to the importance of effective telephone techniques, focuses on procedures for making and receiving business calls, evaluating equipment and technology, and developing effective telephone skills.

BUS 118B: RESOLVING CUSTOMER COMPLAINTS

.5-3 credits. Prerequisite: none.

Introduces students to the importance of recognizing, resolving and preventing customer complaints in the workplace. Focuses on development of constructive techniques to interact with customers who have complaints.

BUS 119B: WORK DECISION MAKING & CONFLICT RESOLUTION

.5-3 credits. Prerequisite: none.

Introduces students to the importance of decision making and conflict resolution in the workplace. Focuses on evaluation and development of decision making procedures, conflict resolution techniques and stress reduction strategies for career success.

BUS 273: BUSINESS LAW I

3 credits. Prerequisite: BUS 101 or BUS 108 recommended.

Teaches the nature and sources of law. Studies the court systems and law as related to contracts, negotiable instruments, sales, insurance, and agencies.

BUS 274: BUSINESS LAW II

3 credits. Prerequisite: BUS 101 or BUS 108 recommended.

Teaches the nature and sources of law. Studies the court systems and law as related to contracts, negotiable instruments, sales, insurance, and agencies.

BUS 286B: DEVELOPING YOUR RESUME

1 credit. Prerequisite: none.

Prepares students to produce functional, chronological and electronic resumes to match their skills, experience and education to the desired job.

COURSES**Business • Chemistry • Chinese • Cisco Technologies****BUS 287B: INTERVIEWING TECHNIQUES**

1 credit. Prerequisite: none.

Provides students and prospective employees successful interviewing skills, which include taped mock, interviews and evaluations. Interviewing attire will be addressed.

CHEMISTRY

DEPARTMENT CODE: CHEM

CHEM 100: MOLECULES AND LIFE IN THE MODERN WORLD

3 credits. Prerequisite: MATH 120; Corequisite MATH 126 & MATH 127 or MATH 128 or higher. Three hours lecture/three hours laboratory.

Introduces chemistry with emphasis on impacts on human society, environmental issues, energy sources and life processes. Includes four laboratory experiments.

CHEM 110: CHEMISTRY FOR HEALTH SCIENCES

4 credits. Prerequisite: MATH 120; Corequisite MATH 126 & MATH 127 or MATH 128 or higher. Three hours lecture/three hours laboratory.

Surveys elementary principles of general chemistry and introductory organic chemistry and their applications to living systems. For students pursuing careers in allied health.

CHEM 111: CHEMISTRY FOR HEALTH SCIENCES II

4 credits. Prerequisite: CHEM 110. Continues CHEM 110. Three hours lecture/three hours laboratory.

Surveys additional elementary principles of organic chemistry and fundamental principles of biochemistry and their applications to living systems. For students pursuing careers in allied health.

CHEM 121: GENERAL CHEMISTRY I

4 credits. Prerequisite: MATH 120 or higher; three hours lecture/three hours laboratory. Credit allowed in only one of CHEM 121 or 201.

Provides fundamentals of chemistry including reaction stoichiometry, atomic structure, chemical bonding, molecular structure, states of matter and thermochemistry.

CHEM 122: GENERAL CHEMISTRY II

4 credits. Prerequisite: CHEM 121. Three hours lecture/three hours laboratory. Credit allowed in only one of CHEM 122 or 202.

Provides fundamentals of chemistry including solutions, kinetics, equilibria, thermodynamics, electrochemistry, nuclear chemistry and properties of inorganic and organic compounds.

CHEM 201: GENERAL CHEMISTRY FOR SCIENTISTS & ENGINEERS I

4 credits. Prerequisite: 28 or above on the math ACT examination and/or a year of high school chemistry. Prerequisite or corequisite MATH 181. Three hours lecture/three hours laboratory. Credit allowed in only one of CHEM 121 or 201.

Explores principles of chemistry including stoichiometry, atomic structure, chemical bonding, molecular structure, kinetic theory of gases, solutions, equilibrium, and thermochemistry.

CHEM 202: GENERAL CHEMISTRY FOR SCIENTISTS & ENGINEERS II

4 credits. Prerequisite: CHEM 201 (CHEM 121 acceptable with a grade of A or B); and MATH 181. Three hours lecture/three hours laboratory. Credit allowed in only one of CHEM 122 or 202.

Explores principles of chemistry including thermodynamics, electrochemistry, chemical kinetics, nuclear chemistry, metals and non-metals, coordination compounds and properties of inorganic, organic and biological molecules.

CHEM 220: INTRODUCTORY ORGANIC CHEMISTRY

4 credits. Prerequisite: CHEM 121 or consent of instructor. CHEM 122 recommended. Credit allowed in only one of CHEM 220 or 241. Three hours lecture/three hours laboratory.

Surveys the principles of carbon chemistry.

CHEM 241: ORGANIC CHEMISTRY I

3 credits. Prerequisite: CHEM 122 or CHEM 202. Credit allowed in only one of CHEM 220 or 241. Three hours lecture.

Introduces the chemistry of carbon compounds; functional groups; relationships among molecular structure, properties and reactivity and biological relevance. For life and environmental sciences majors.

CHEM 242: ORGANIC CHEMISTRY II

3 credits. Prerequisite: CHEM 241. Continues CHEM 241. Three hours lecture.

Provides an emphasis on functional groups, fundamental reaction mechanisms, and biomolecules. For life science and sciences majors.

CHINESE

DEPARTMENT CODE: CHI

CHI 101B: CHINESE, CONVERSATIONAL I

2 credits. Prerequisite: none.

Emphasizes oral communication skills. Reading and writing explored. Chinese-English vocabulary is developed.

CHI 102B: CHINESE, CONVERSATIONAL II

3 credits. Prerequisite: CHI 102B.

Continues skills learned in CHI 101B.

CISCO TECHNOLOGIES

DEPARTMENT CODE: CSCO

CSCO 120B: CISCO INTERNETWORKING ACADEMIES 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.

COURSES

Cisco Technologies • Communication

CSCO 121B: CISCO INTERNETWORKING ACADEMIES II

4 credits. Prerequisite: CIT 120 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.

CSCO 130B: FUNDAMENTALS OF WIRELESS LANS

4 credits. Prerequisite: none.

Introduces wireless LANs and focuses on the design, planning, implementation, operation and troubleshooting of wireless networks environment. Covers a comprehensive overview of technologies, security and design best practices with particular emphasis on hands-on skills.

CSCO 220B: CISCO INTERNETWORKING ACADEMIES III

4 credits. Prerequisite: CSCO 121B 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.

CSCO 221B: CISCO INTERNETWORKING ACADEMIES IV

4 credits. Prerequisite: CSCO 220B 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.

CSCO 280B: ADVANCED ROUTING

4 credits. Prerequisite: none.

Provides the learner with in-depth information on interior gateway protocols (IGPs) including EIGRP, OSPF and IS-IS. It also provides information on BGP, an exterior protocol (EGP). Covers routing principles of both distance vector and link-state routing protocols; IP addressing techniques; the theory behind the various routing protocols; and configuration and troubleshooting information for each protocol. Hands-on lab exercises allow the learner to practice configuration and troubleshooting knowledge and the skills necessary to configure these protocols in working networks.

CSCO 281B: REMOTE ACCESS

4 credits. Prerequisite: CSCO 280B or consent of instructor.

Teaches students the fundamentals of remote access connectivity. Students install, configure, monitor and troubleshoot Cisco ISDN and Dial-up access products and further refine their understanding of PPP, ISDN, Frame-Relay and AAA Security. Hands-on lab exercises allow the learner to practice configuration and troubleshooting knowledge and to acquire the skills necessary to configure these protocols in working networks.

CSCO 282B: MULTI-LAYER SWITCHING

4 credits. Prerequisite: CSCO 281B or consent of instructor.

Teaches how to build campus networks using multi-layer switching technologies over high speed Ethernet. Course includes both routing and switching concepts, covering both Layer 2 and Layer 3 technologies. Hands-on lab exercises allow the learner to practice configuration and troubleshooting knowledge and to acquire the skills necessary to configure these protocols in working networks.

CSCO 283B: INTERNETWORK TROUBLESHOOTING

4 credits. Prerequisite: CSCO 282B or consent of instructor.

Teaches students troubleshooting in a multi-protocol, multi-layer internetworking environment. Students gain hands-on experience troubleshooting Ethernet and Token-Ring LANs, IP and IPX networks as well as ISDN, PPP and Frame Relay networks. Hands-on lab exercises allows the learner to practice configuration and troubleshooting knowledge and to acquire the skills necessary to configure these protocols in working networks.

COMMUNICATION

DEPARTMENT CODE: COM

COM 101: ORAL COMMUNICATIONS

3 credits. Prerequisite: none.

Introduces theories and practice of oral communication, including argumentative discourse.

COM 113: FUNDAMENTALS OF SPEECH COMMUNICATION

3 credits. Prerequisite: none.

Studies theories and principles of speech, public speaking, discussion, interpersonal communication and oral interpretation.

COM 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.; and opportunities in the field.

COM 210: INTRODUCTION TO COMMUNICATION

3 credits. Prerequisite: none.

Surveys the theories of human communication. Studies the nature of speech communication process.

COM 213: PUBLIC SPEAKING

3 credits. Prerequisite: none.

Practices the delivery and theory in the composition of public speeches, including message development, organization and style.

COM 215: INTRODUCTION TO GROUP COMMUNICATION

3 credits. Prerequisite: none.

Develops skills in group communication situations with emphasis on effective participation in groups, listening skills, persuasion, cooperative problem solving, and discussion.

COM 299: SPECIAL TOPICS IN COMMUNICATION

1-3 credits. Prerequisite: none.

Investigates a special topic or technique of speech communication.

COURSES

Community Education • Computer Aided Drafting

COMMUNITY EDUCATION CLASSES

The Community Education 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 Education also offers classes in a variety of disciplines and vocational programs in which the student may earn a certification of completion. Courses and their descriptions are listed in WNCC's semester course publication.

COMPUTER AIDED DRAFTING

DEPARTMENT CODE: CADD

CADD 100: INTRODUCTION TO COMPUTER AIDED DRAFTING

3 credits. Prerequisite: recommend DFT 100 and COT 204 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.

CADD 105: INTERMEDIATE COMPUTER-AIDED DRAFTING

3 credits. Prerequisite: CADD 100 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.

CADD 120B: ARCHITECTURAL DRAFTING I

3 credits. Prerequisite: CADD 100 or equivalent experience. Stresses blueprint reading skills. Introduces residential working drawing concepts leading to a full set of professional level working drawings.

CADD 140: TECHNICAL DRAFTING I

3-6 credits. Prerequisite: DFT 100 and CADD 100 or consent of instructor. Extends the knowledge gained in DFT 100 to manufacturing industry-type situations. Applies industry standards to advanced drafting problems using Computer Aided Drafting techniques. Formerly DFT 102.

CADD 141B: TECHNICAL DRAFTING II

3 credits. Prerequisite: CADD 140 or consent of instructor. Introduces shop processes, detail working drawings, precision dimensioning, limits and tolerances, design layouts, shop notes, parts lists, assembly drawings, developments and intersections, and pictorial drawings. Formerly DFT 103B.

CADD 198B: SPECIAL TOPICS IN CADD

1-6 credits. Prerequisite: none. Applies to assorted short courses and workshops covering a variety of subjects. Formerly DFT 198B.

CADD 200: ADVANCED COMPUTER AIDED DRAFTING

3 credits. Prerequisite: CADD 105 or equivalent experience. Provides training and instruction on the advanced features of AutoCAD. Develops new skills in use of external references, 3-D drafting and solid modeling. Introduces potential within AutoCAD. Formerly DFT 230B.

CADD 210B: CADD PROJECT

3 credits. Prerequisite: CADD 105 and consent of instructor. Offers practical experience in completing a major project in a desired CADD study discipline. Offered on a contractual basis only. Formerly DFT 231.

CADD 220B: ARCHITECTURAL DRAFTING II

3 credits. Prerequisite: CADD 105 and 120 or consent of instructor. Stresses commercial applications of architectural drafting principles. Introduces building codes and design principles. Formerly DFT 106B.

CADD 225B: ARCHITECTURAL COMPUTER AIDED DRAFTING I

3 credits. Prerequisite: CADD 105 and 120 or consent of instructor. Provides instruction in using the AutoCAD software to produce architectural drawings. Areas covered will include residential floor plans, sections, details and elevation drawings. Some exposure to commercial architecture may also be included. Formerly DFT 135.

CADD 230B: CIVIL DRAFTING I

3 credits. Prerequisite: CADD 105 or consent of instructor. Teaches the use of AutoCAD Land Development Desktop (LDD) software for producing Civil Engineering working drawings. Focuses on the development of "existing conditions" drawings from surveyed data that will be suitable for designing civil engineering improvements and will move into the development of a civil engineering plan layout. Formerly DFT 150B.

CADD 231B: CIVIL DRAFTING II

3 credits. Prerequisite: CADD 230B or consent of instructor. Teaches the use of AutoCAD Land Development Desktop (LDD) software for producing Civil Engineering working drawings. Focuses on the development of "design" drawings based on surveyed data. Starting with an existing conditions electronic drawing complete with topography and existing improvements, the student will complete the process of developing a finished set of drawings, which include the elements of linear and localized civil projects.

CADD 242: ADVANCED TECHNICAL DRAFTING

3 credits. Prerequisite: CADD 141B and MATH 096. 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. Formerly DFT 203B.

CADD 245: SOLID MODELING AND PARAMETRIC DESIGN

3 credits. Prerequisite: CADD 105 or consent of instructor. Provides training and instruction in using parametric solid modeling software to create solid model parts, assemblies and working drawings. Formerly DFT 233.

CADD 260B: INTRODUCTION TO CAD/CAM

3 credits. Prerequisite: CADD 242 and MATH 127. Offers instruction in design techniques for manufacturing processes using CAD/ CAM technology. Introduces conversion from CAD drafting database to NC machine code. Includes NC machining introduction. Formerly DFT 204B.

COURSES

Computer Aided Drafting • Computer and Office Technology

CADD 290B: INTERNSHIP IN CADD

3 credits. Prerequisite: consent of instructor.

Offers on-the-job supervised and educationally directed work experience. Formerly DFT 225B.

CADD 295B: INDEPENDENT STUDY

3 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. Formerly DFT 225B.

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: BASIC KEYBOARDING

1-3 credits. Prerequisite: none.

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: COMPUTER KEYBOARDING 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: COMPUTER KEYBOARDING II

1-3 credits. Prerequisite: COT 101 or equivalent. Recommend 30 WPM minimum keyboarding/typing speed.

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.

COT 103B: KEYBOARDING REVIEW & SPEED

1-3 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 105B: 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.

COT 106B: VOICE RECOGNITION

1-3 credits. Prerequisite: 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

1-3 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 112B: COMPUTER SURVIVAL

.5-6 credits. Prerequisite: none.

Provides a series of beginning computer classes. Each section will deal with a different aspect of computers: basic word processing, Internet, digital photography, computer graphics, etc.

COT 113B: INTEGRATED SOFTWARE

3 credits. Prerequisite: IS 101 or COT 202.

Studies integrated software packages. Includes theory and lab activities, and covers word processing, database, spreadsheet, graphics and the communications components of specific application packages. Emphasizes linking several modules to create an integrated activity.

COT 114B: GENERAL MEDICAL OFFICE BILLING

3 credits. Prerequisite: COT 124B.

Provides business students and medical office staff with the fundamental office procedures for the medical front office. The course includes a comprehensive overview of medical front office skills including office communication, filing, scheduling, health insurance and basic accounting techniques.

COT 115B: COMPUTERIZED MEDICAL OFFICE BILLING

3 credits. Prerequisite: COT 101 or equivalent, COT 124B 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.

COURSES

Computer and Office Technology

COT 116B: MEDICAL OFFICE FILING

2 credits. Prerequisite: none.

Covers topics in medical filing, numeric filing, alphabetic filing, cross-referencing, color coding, records control, and computer assisted filing. Filing rules are compatible with Association of Records Managers and Administrators (ARMA) guidelines. Hands-on applications of filing rules provide students with practical experience.

COT 117B: GENERAL OFFICE FILING

1 credit. Prerequisite: none. Class may be repeated for a total of four credits.

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 122: MEDICAL TYPING & TRANSCRIPTION

1-4 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

1-3 credits. Prerequisite: COT 102, COT 150B, 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 126B: POWERPOINT FOR OFFICES

1 credit. Prerequisite: none.

Introduces hands-on instruction in the most common beginning features of the PowerPoint program. Emphasis on creation and edition of office documents in accordance with proper office practices. Intended for students who desire professional quality beginning skills in PowerPoint.

COT 140B: ADOBE ACROBAT

1 credit. Prerequisite: IS 101 or equivalent experience.

Presents the essential tool for universal document exchange, Adobe Acrobat. Students will learn to publish virtually any document in Portable Document Format (PDF). They will learn the fundamental concepts and features of the program plus advanced features such as creating forms and managing color in PDF files. It also reviews the design of documents for online viewing.

COT 141B: PROOF-A-MATICS/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 150B: INTRODUCTION TO WORD PERFECT

1-3 credits. Prerequisite: recommend minimum typing speed of 40 wpm

Offers a hands-on computer course designed to teach students the basic functions of WordPerfect. Topics include creating, editing, saving and printing documents. Covering these topics includes special features such as blocking, search-and-replace, headers and footers, footnotes, spell and thesaurus utilities, merging and macros. Variable credit based on current course schedule.

COT 151B: INTRODUCTION TO MICROSOFT WORD

1-3 credits. Prerequisite: recommended typing speed of 40 wpm.

Introduces Microsoft Word for Windows, a powerful word processing package that produces documents and handles a large number of routine tasks with ease. Beginning course is designed for people who are at a basic level and want to learn a general overview of the program as well as be productive with simple tasks. Document creation, editing, saving and retrieving files, printing, spell checking, formatting, search and replace, thesaurus and special effects will be covered.

COT 198B: SPECIAL TOPICS

1-6 credits. Prerequisite: varies based on topic. Class credits will vary depending on the content and number of hours required.

Applies to assorted short courses and workshops covering a variety of subjects.

COT 200: WORD PROCESSING I

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 202: INTRODUCTION TO COMPUTER APPLICATIONS

3 credits. Prerequisite: IS 101. Keyboarding skills are helpful.

Introduces microcomputer, computers in business and microcomputer software tools including word processors, spreadsheets and database management systems.

COT 204: USING WINDOWS

3-9 credits. Prerequisite: none.

Covers how the Windows Graphic User Interface is used, how to customize Windows and how to use the various accessories and parts of the Windows program.

COT 211: ADVANCED KEYBOARDING 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 212: ADVANCED KEYBOARDING IV

3 credits. Prerequisite: COT 211 or equivalent.

Provides course work using advanced word processing techniques to produce business letters, forms and reports. Emphasizes selected technical materials from a variety of office settings.

COURSES

Computer and Office Technology • Computer Applications

COT 216: INTERMEDIATE WORD PROCESSING

3 credits. Prerequisite: COT 150B 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 217B: OFFICE PUBLICATIONS

1-3 credits. Prerequisite: COT 150B, COT 200, COT 216 or COT 222.

Introduces students to basic techniques of desktop publishing and web page publishing in an office environment using Microsoft Publisher and Microsoft FrontPage applications. Students will learn how to plan and design a publication, format text, work with art, use styles and work with multiple pages. Course will also cover the creation and maintenance of simple web sites, including using links, table, frames and forms.

COT 222: DESKTOP PUBLISHING WITH WORD PROCESSING

1-3 credits. Prerequisite: COT 150B, or consent of instructor.

Presents an overview of desktop publishing concepts and applications using desktop software. Students will 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 IS 101 or consent of instructor.

Teaches a page layout desktop publishing program such as Page-Maker, 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 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 262: INTERMEDIATE SPREADSHEETS CONCEPTS

1-3 credits. Prerequisite: IS 101 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 database and macro generation.

COT 266: INTERMEDIATE DATABASE CONCEPTS

1-3 credits. Prerequisite: IS 201 or consent of instructor.

Covers 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.

COT 299B: INDEPENDENT STUDY IN COMPUTER & OFFICE TECHNOLOGY

1-6 credits. Prerequisite: Permission of instructor. Available to students who have completed most core and major requirements and have a 2.5 grade point average. Contact instructor for application, screening and required skills evaluation. Up to six semester hour credits may be earned on the basis of 75 hours of internship for one credit. May be repeated for up to six credits.

Applies knowledge and skills to real, on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences.

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.

CA 100B: INTRODUCTION TO PERSONAL COMPUTING

.5 credits. Prerequisite: none.

Teaches how a computer works, along with a complete explanation of hardware and software terminology. Short "hands-on" exercises in DOS, Windows, word processing, spreadsheets, and database management will provide an overview of today's business application software. A great class for novices! 8-hour class.

CA 101B: INTRODUCTION TO MS WINDOWS

.5 credits. Prerequisite: none.

Introduces the Windows elements and its functions: Program Manager, which operates programs and creates group windows with program icons; File manager, which uses the DOS directory structure to sort, move, delete, copy, and select files, format disks; and the Control Panel, which set screen colors, date and time formats, and communication with printers and fonts.

CA 102B: INTRODUCTION TO WORD PROCESSING

.5 credits. Prerequisite: none.

Teaches the student how to create, save, print, and reopen word processing documents. Learn the fundamentals of page layout, fonts, justification, formatting, tables, margins, tabs, indents, headers, footers, page numbers, and graphics. Teaches the fundamentals of menus, mouse icons, and templates.

COURSES

Computer Applications

CA 103B: INTRODUCTION TO SPREADSHEET

.5 credits. *Prerequisite:* none.

Teaches the fundamentals of label, value, formula, function, create, save, print and reopen a spreadsheet. Learn to copy, paste, move, change fonts, and format.

CA 104B: INTRODUCTION TO DATABASE MANAGEMENT

.5 credits. *Prerequisite:* none.

Teaches the fundamentals of creating, editing, sorting, and printing from a database management system.

CA 105B: INTRODUCTION TO MICROSOFT WORKS

.5 credits. *Prerequisite:* none.

Teaches students with no prior experience word processing, spreadsheet, and data base management. Students can learn to create, save, revise, and print documents. The starter class shows how to underline, bold, move text, justify, use spell check, change font, format, sort, enter values, labels, and formulas.

CA 107B: INTRODUCTION TO POWERPOINT

.5 credits. *Prerequisite:* none.

Introduces the student to Microsoft PowerPoint. Student will learn basic slide creation, slide development, options for printing slides, and how to present a basic slide show.

CA 108B: INTRODUCTION TO FRONTPAGE

.5 credits. *Prerequisite:* none.

Introduces the student to the basics of designing and publishing a web page. Students will use FrontPage authoring program to develop professional looking web sites for the Internet. Topics will cover viewing HTML 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 encouraged.

CA 109B: INTRODUCTION TO PUBLISHER

.5 credits. *Prerequisite:* none.

Introduces the student to Microsoft Publisher, a leading desktop publishing program. The course will cover the basics of using publisher to design a variety of publications. Key features of the course include designing publications that capture readers attention using text, graphics, images, lines, and shapes.

CA 110B: MS WINDOWS: INTERMEDIATE

.5 credits. *Prerequisite:* basic knowledge of Windows.

Teaches more about Windows elements and their function: Program Manager; create group windows and program icons; File Manager; view, create directories, move, copy, delete groups; the Control Panel; add/ remove fonts, add printers, set icon space and font. Learn Notepad, Write, Paintbrush, and the fundamentals of OLE links.

CA 116B: MICROSOFT OFFICE: INTERMEDIATE

.5 credits. *Prerequisite:* Basic knowledge of Windows.

Explores the many facets of this very comprehensive integrated software package. Everything and then some for the business and professional computer user. Word, E-mail, Excel, Access, and PowerPoint.

CA 117B: MICROSOFT WORD: INTERMEDIATE

.5 credits. *Prerequisite:* basic knowledge of Windows and working knowledge of word processing.

Teaches students how to create form letters, add page headers and footers, work on more than one document simultaneously, manage files, use abbreviations, bookmarks, tables, merge, text art, graphics, set preferences, and much more.

CA 118B: MICROSOFT ACCESS: INTERMEDIATE

.5 credits. *Prerequisite:* basic knowledge of Windows.

Offers the student a review of database creation and editing, querying and sorting. Explores variables, functions, expressions, printing, and reporting generation.

CA 119B: MICROSOFT EXCEL: INTERMEDIATE

.5 credits. *Prerequisite:* basic knowledge of Windows.

Expands on ranges, formulas, functions, absolute cell addresses, fill, copy and paste data from one spreadsheet page into another, from one worksheet into another, create, enhance, and print graphs/charts.

CA 127B: MICROSOFT WORD: ADVANCED

.5 credits. *Prerequisite:* basic knowledge of Windows and working knowledge of Word for Windows.

Teaches bullets, create, edit, change and customize buttons, columns, tables, merge, graphics, customize spell check, and more on adding box borders with drop shadow, shading inside the box border and more. Formatting tables, inserting tables, alignment of data tables and much more.

CA 128B: MICROSOFT ACCESS: ADVANCED

.5 credits. *Prerequisite:* basic knowledge of Windows and working knowledge of Access for Windows.

Teaches advanced queries including multi-table, summary, SET and inclusive links. Prepare and use images, forms, reports and graphs.

CA 129B: MICROSOFT EXCEL: ADVANCED

.5 credits. *Prerequisite:* basic knowledge of Windows and working knowledge of EXCEL for Windows.

Emphasizes more about ranges, formulas, functions, absolute cell addresses, fill, copy, and paste data from one spreadsheet page into another, from one worksheet into another, create, enhance, and print graphs/charts. OLE link data from one worksheet to another.

CA 140B: MICROSOFT POWER POINT: INTERMEDIATE

.5 credits. *Prerequisite:* basic knowledge of Windows.

Emphasizes more about how to plan, prepare, and implement a presentation utilizing PowerPoint. Teaches students how to enhance slides to present a professional slide show, as well as how to create and manage links to slides.

CA 141B: MICROSOFT POWER POINT: ADVANCED

.5 credits. *Prerequisite:* basic knowledge of Windows and working knowledge of Power Point for Windows.

Teaches more of importing outlines created in other applications. How to create slides with special backgrounds. Learn quick and easy ways to scale objects, resize objects, and send objects to the bottom of the stack. How to create a creative closing slide for your presentation.

COURSES

Computer Applications • Computer Information Technology

CA 142B: QUICKEN: INTRODUCTION

.5 credits. Prerequisite: basic knowledge of Windows.

Teaches the student how to setup accounts, data files, and classes. Explores Intuit's online services. What is the Quicken Financial Network? Learn how to setup and use the register. How does Quicken memorize transactions. Using Quicken Financial Calendar. How to write and print checks, and online services. Learn how to balance your checkbook, track credit card and cash transactions. Learn how to create and print reports and graphs. Discuss how to prepare your income taxes.

CA 144B: BASIC INTERNET

.5 credits. Prerequisite: none.

Introduces the fundamental terminology or jargon about cruising the Net, checking out Web sites, and surfing cyberspace. Develop an understanding as to what the Internet offers, on-line research, multimedia information, archives, and databases on a vast range of topics and information. Teaches about e-mail and how to exchange messages with users connected to the Net. Learn the fundamentals of: telnet, TCP/ IP, e-mail user-name, Host-name, USENET, CLIENT/ SERVER services, and accessing the WWW with search engines.

CA 146B: MICROSOFT OUTLOOK: INTERMEDIATE

.5 credits. Prerequisite: basic knowledge of Windows.

Introduces the student to Outlook, an integrated system of software tools that perform a variety of distinct functions. It is your personal organizer, appointment book, address book, activity log, and task manager, all in one. Learn to create/ manage: Inbox, Calendar, Contacts, Tasks, Journal, and notes. Learn how to use the same piece of information, such as an address, many times in many different ways without having to re-enter it each time.

CA 153B: QUICKBOOKS I

.5 credits. Prerequisite: none.

Introduces the student to the first of a three-part workshop series. In this, the introductory session, students will be introduced to the QuickBooks program, setting up a company, working with lists, setting up an inventory, selling products, and invoicing services.

CA 154B: QUICKBOOKS II

.5 credits. Prerequisite: none.

Offers the student the second class in a three-part series. In this session, students will investigate payment processing, working with bank accounts, entering/paying bills, and creating reports.

CA 155B: QUICKBOOKS III

.5 credits. Prerequisite: none.

Provides the final workshop in the three part series. Students will learn how to track and pay sales tax, doing payroll, time tracking/ estimating and job costing, and customizing forms.

CA 160B: HOW TO INSTALL SOFTWARE

.5 credits. Prerequisite: none.

Teaches how to add and remove software from your computer running Windows 9x, XP. Control your desktop and arrange your start menu programs to become a more efficient computer user. Learn how to use the control panel and take charge of your system.

CA 163B: MS ACCESS: GUIDED PLANNING

.5 credits. Prerequisite: none.

Teaches the standard methodologies and techniques to design data bases. Discusses the System Development Life Cycle (SDLC). In a guided group setting, students will learn how to establish system plans, analysis, conceptual design, and evaluation.

CA 164B: MS ACCESS: GUIDED DESIGN

.5 credits. Prerequisite: CA 163B.

Follows the System Development Life Cycle (SDLC). In a guided group setting, learn how to expand the conceptual design into a functional design. Design components: Output, Input, Process, Controls. Then employ standard methodologies to create a prototype of an ACCESS database.

CA 165B: MS ACCESS: DEVELOPMENT (BEGIN)

.5 credits. Prerequisite: none.

Teaches students how to expand a prototype design into functional ACCESS data base tables.

CA 166B: MS ACCESS: DEVELOPMENT (ADVANCED)

.5 credits. Prerequisite: none.

Emphasizes advanced expansion of a prototype design into a functional ACCESS data base tables. Explores relationships between tables, why forms are created, add controls to a form, and create simple queries.

CA 167B: MS ACCESS: VBA (BEGINNING)

.5 credits. Prerequisite: none.

Teaches the techniques for expanding the fundamental ACCESS code using customized macros. This class introduces the student to Visual Basic and Applications Edition. Learn how to create procedures, functions, control structures, debug, and handle errors within Microsoft Access. Use VBA to supplement, compliment and support: macros, data manipulation, printing and many other tasks.

CA 168B: MS ACCESS: VBA (ADVANCED)

.5 credits. Prerequisite: CA 176B.

Introduces techniques for expanding the fundamental ACCESS code using customized macros. This class is for the student who has experience with VBA. The student will learn more about creating procedures, function procedures, control structures, and advanced interface design: dialog boxes, custom menus and toolbars within Microsoft Access.

COMPUTER INFORMATION TECHNOLOGY

DEPARTMENT CODE: CIT

CIT 110: A+ HARDWARE

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.

COURSES

Computer Information Technology

CIT 111: A+ SOFTWARE

4 credits. Prerequisite: none.

Prepares student with lectures and tests to take and pass the A+ DOS/ Windows module test. Students must also take and pass the A+ Hardware test to be A+ certified.

CIT 112B: NETWORK +

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 129: INTRODUCTION TO PROGRAMMING

3 credits. Prerequisite: IS 101 or approval of instructor.

Offers a language-independent, introductory course on computer program design and development. Emphasizes identification and solution of business problems through various design tools. Formerly IS 115.

CIT 130: BEGINNING JAVA

3 credits. Prerequisite: CIT 129 or previous programming experience with instructor approval.

Teaches Java, an object-oriented programming language used in general-purpose computing, Web development, client-serve computing, n-tier e-commerce applications, and Web-based applets. Object-oriented programming techniques and hands-on learning will be emphasized. Students will complete several computer programming projects.

CIT 132: BEGINNING VISUAL BASIC

3 credits. Prerequisite: CIT 129 or approval of instructor.

Provides an introduction to the Visual Basic.NET computer programming language. Emphasis placed on the creation of object-oriented, event-driven programs that utilize graphical user interfaces. Use of a modern integrated development environment, modeling tools, and techniques will be stressed. Object-oriented programming techniques and hands-on learning will be emphasized. Students will complete several computer programming projects.

CIT 133: BEGINNING C++

3 credits. Prerequisite: CIT 129 or consent of instructor.

Teaches the "C++" programming language. Object-oriented programming techniques and hands-on learning will be emphasized. Students will complete several computer programming projects.

CIT 150: INTRODUCTION TO INTERNET

1-3 credits. Prerequisite: none.

Offers a basic introduction to the Internet and World Wide Web. Covers evaluating e-mail alternatives, introduction to Netscape Navigator and Microsoft Internet Explorer, using search engines, finding and using information on the web, and obtaining software tools.

CIT 151: BEGINNING WEB DEVELOPMENT

1-3 credits. Prerequisite: IS 101, concurrent enrollment in IS 101, 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.

CIT 152: WEB SCRIPT LANGUAGE PROGRAMMING

3 credits. Prerequisite: CIT 151.

Teaches client-side scripting of web pages with an emphasis on Javascript and standards-compliant, browser independent, DHTML. Emphasis on form validation, user interaction, and dynamic scripting of Cascading Style Sheets. Builds on techniques presented in CIT 151. An understanding of Web site structure, HTML/ XHTML or equivalent, Cascading Style Sheets, and standards compliance is required.

CIT 157B: GRAPHICS FOR THE WEB

3 credits. Prerequisite: IS 101 or instructor's permission.

Introduces students to the specific requirements of web graphics, including, but not limited to, file properties and formats, file management, cross-platform issues, and accessibility issues. Students will participate in hands-on creation and modification of graphics as well as integration of graphics into web pages. All lessons include relevant information regarding accessibility and project management.

CIT 161B: ESSENTIALS OF INFORMATION SECURITY

3 credits. Prerequisite: none.

Introduces students to fundamental concepts of computer and network security. Students will gain a basic understanding of best practices, standards and laws governing information security. They will also gain practical knowledge and skills using monitoring and detection tools in a hands-on lab environment.

CIT 165B: INTRODUCTION TO CONVERGENCE

3 credits. Prerequisite: CSCO 121B. Corequisite: ET 276B.

Introduces students to convergence concepts and principles. Topics will include standards and protocols, infrastructure, IP protocol, wireless technologies and smart radios, and telephony fundamentals.

CIT 171: INTRODUCTION TO THE UNIX OPERATING SYSTEM

3 credits. Prerequisite: none.

Teaches the fundamentals of UNIX and how to use the UNIX operating system and introduces graphical user interfaces for Unix. For new users of the Unix environment. Students will learn fundamental command-line features of the Unix environment including file system navigation, file permissions, the vi editor, command shells and basic network use. Basic Unix administration will be emphasized.

CIT 173: LINUX INSTALLATION AND CONFIGURATION

3 credits. Prerequisite: none.

Introduces the student to the GNU/ Linux operating system. Covers installation and configuration of several distributions of GNU/ Linux. Graphical user interfaces, command-line configuration, security, and system administration will be emphasized. Prepares students for industry accepted GNU/ Linux System Administration Certification.

COURSES

Computer Information Technology

CIT 180: DATABASE CONCEPTS AND SQL

3 credits. Prerequisite: CIT 129 or equivalent programming experience or instructor's permission.

Teaches basic principles of data modeling and relational database design. Class is targeted for people with little or no SQL knowledge. Provides a comprehensive overview of query writing, focusing on practical techniques for the IT professional new to relational databases. Course accents hands-on learning in a Structured Query Language (SQL) and SQL procedures.

CIT 198B: SPECIAL TOPICS IN COMPUTER INFORMATION

1-5 credits. Prerequisite: none.

Applies to assorted short courses and workshops covering a variety of subjects.

CIT 201B: WORD CERTIFICATION PREPARATION

1-3 credits. Prerequisite: IS 101 or equivalent experience.

Offers comprehensive coverage of basic and advanced features of Microsoft Word including, but not limited to, the skills on the Microsoft Office User Specialist (MOUS) Word exams.

CIT 202B: EXCEL CERTIFICATION PREPARATION

1-3 credits. Prerequisite: IS 101 or equivalent experience.

Teaches comprehensive coverage of basic and advanced features of Excel including, but not limited to, the skills on the Microsoft Office User Specialist (MOUS) Excel exams.

CIT 203B: ACCESS CERTIFICATION PREPARATION

1-3 credits. Prerequisite: IS 101 or equivalent experience.

Teaches the basic and advanced features of Microsoft Access needed to create databases for use by individuals or small groups. Course serves as preparation for the Microsoft Office User Specialist (MOUS) Access exam or Expert user.

CIT 204B: POWERPOINT CERTIFICATION PREPARATION

1-3 credits. Prerequisite: IS 101 or equivalent experience.

Moves students from introductory concepts, such as creating, editing and formatting presentations to advanced topics including animating content, incorporating multimedia and deploying presentations as web pages. Microsoft-approved study guide for the Microsoft Office User Specialist certification program for PowerPoint 2002.

CIT 205B: MS PROJECT CERTIFICATION PREPARATION

1-3 credits. Prerequisite: IS 101 or equivalent experience, and proficiency in Windows and experience with project management techniques such as PERT and CPM.

Covers features of Microsoft Project used to create and track a pre-defined project plan. Serves as preparation for Microsoft Office User Specialist (MOUS) exams for MS Project.

CIT 206B: MS OUTLOOK CERTIFICATION PREPARATION

1-3 credits. Prerequisite: IS 101 or equivalent experience.

Recognizes and applies basic and advanced features of Outlook including, but not limited to, the skills on the Microsoft Office User Specialist (MOUS) Excel exams. Each component of the Outlook package will be identified and explored as a integrated system.

CIT 211: MICROSOFT NETWORKING I

3-5 credits. Prerequisite: consent of instructor.

MCSE I Workstation. Covers Core A Operating systems. Prepares the student to prove their expertise with desktop, server, and networking components. Core A consists of the required areas of study mandated by Microsoft.

CIT 212: MICROSOFT NETWORKING II

3-5 credits. Prerequisite: CIT 211 consent of instructor.

MCSE II Server. Covers Core B Advanced Operating systems. Prepares the student to prove their expertise with desktop, server, and networking components. Consists of the required areas of study mandated by Microsoft to complete the MCSE core requirements.

CIT 213: MICROSOFT NETWORKING III

3-5 credits. Prerequisite: CIT 212 or consent of instructor.

MCSE III Net Administration. Prepares the student in Core C course to prove expertise with desktop, server, and networking components. Consists of the required areas of study mandated by Microsoft to complete the MCSE core requirements.

CIT 214: MICROSOFT NETWORKING IV

3-5 credits. Prerequisite: CIT 212 or consent of instructor.

MCSE IV Directory Services Administration. Prepares the student in Core D course to prove expertise with desktop, server and networks. Consists of the required areas of study mandated by Microsoft to complete the MCSE core requirements.

CIT 215: MICROSOFT NETWORKING V

3-5 credits. Prerequisite: CIT 212 or consent of instructor. Repeatable up to 20 credits.

Offers MCSE electives. Prepares students to show their expertise and knowledge of Microsoft products. The Microsoft MCSE electives course covers the required area of study required by Microsoft for MCSE certification.

CIT 220B: E-COMMERCE ON THE WEB

3 credits. Prerequisite: None. Recommended preparation: CIT 151, IS 101.

Introduces electronic commerce and the opportunities presented by the e-commerce revolution. Topics include e-commerce levels and options, real costs vs. perceived costs of an electronic storefront, security issues, customer service concerns and support options. Students will build an online store with shopping cart features and implement a secure electronic payment system.

CIT 230: ADVANCED JAVA

3 credits. Prerequisite: CIT 130.

Builds upon the foundation constructed in Beginning Java. Since Java works behind the scenes to power Internet applications, this class will focus more heavily upon application development with an emphasis on client-side and server-side techniques. Topics include, but not limited to, Swing, Collections, Multimedia, networking, JDBC, Servlets and JSP, JavaBeans and XML. Object-oriented programming techniques and hands-on learning will be emphasized. Students will complete several non-trivial computer programming projects.

CIT 232: ADVANCED VISUAL BASIC

3 credits. Prerequisite: CIT 132 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.

COURSES

Computer Information Technology

CIT 233: ADVANCED C++

3 credits. Prerequisite: CIT 133.

Provides an in-depth study of the "C++" computer programming language. Emphasizes advanced data structures such as stacks, queues, trees, and hash tables. Students will create advanced C++ applications using techniques such as: file I/O, graphical user interfaces, searching, sorting, and the Standard Template Library (STL). Object-oriented programming techniques and hands-on learning will be emphasized. Students will complete several non-trivial computer programming projects.

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.

CIT 251: ADVANCED WEB DEVELOPMENT

3 credits. Prerequisite: CIT 152 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 CSSO), multimedia and photo editors and java script; integrating database and other office components; and publishing to multiple servers.

CIT 252: WEB DATABASE DEVELOPMENT

3 credits. Prerequisite: CIT 180 or consent of instructor. CIT 251 recommended.

Builds on the skills acquired in CIT 180. Solutions using web-based databases and server-side technologies such JSP, ASP, NET, and PHP will be covered. Students are expected to have an understanding of these technologies.

CIT 253B: ADVANCED WEB DATABASE DEVELOPMENT

3 credits. Prerequisite: CIT 252, equivalent programming experience, and/or consent of instructor.

Teaches about and uses salient features of advanced script development, debugging, advanced database access, retrieval, reporting and security.

CIT 255: WEB SERVER ADMINISTRATION I

3 credits. Prerequisite: CIT 260 or permission of instructor.

Prepares students to deal with web server administration tasks including Web server installation, security, performance, access and connectivity. Covers the key issues involved in web server administration and effective strategies for dealing with those issues. Activities include basic installations of various operating systems, web servers (including SSL capability), secure shell, and network management tools such as SNMP. Students will also install database software such as MySQL and PostgreSQL. IIS, Apache, and Tomcat web servers will also be covered.

CIT 256: WEB SERVER ADMINISTRATION II

3 credits. Prerequisite: CIT 255 or instructor's permission.

Continues course focus on advanced source installations and configuration of web software applications, particularly the security aspects of web server administration.

CIT 260: SYSTEMS ANALYSIS AND DESIGN I

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.

CIT 264B: OPERATING SYSTEM SECURITY

3 credits. Prerequisite: none.

Discusses various aspects of security applied to an organizational model. Topics will include physical security, social engineering, organizational policy and procedures, and disaster recovery.

CIT 265B: INFRASTRUCTURE SECURITY

3 credits. Prerequisite: none.

Teaches the student the proper way to design and build secure computer network infrastructures. Topics will include network devices and their roles in the network, media and storage devices, security zones and topologies of the network and the use of firewalls.

CIT 266B: OPERATIONAL/ORGANIZATIONAL SECURITY

3 credits. Prerequisite: none.

Explores the concepts and practices associated with management functions of technology security. Students will understand their role as it relates to the other manpower components. Training of operational staff, policies and procedures of manpower at all levels of the organization and common procedures associated with disaster avoidance and recovery.

CIT 267B: COMMUNICATION SECURITY

3 credits. Prerequisite: none.

Explores the various methods for securing information in transit. Students will learn methods and protocols for remote access to networks, virtual private networks and their security aspects and the use of IPsec (internet protocol security).

CIT 268B: CRYPTOGRAPHY

3 credits. Prerequisite: none.

Introduces the student to different types of cryptography. Discussions will include current cryptographic algorithms, cryptography applied to digital security, certificate authorities and key management.

CIT 269B: ADVANCED CONVERGENCE

3 credits. Prerequisite: CIT 165B.

Continues CIT 165B. Students will continue their studies of wireless technologies, telephony, QoS technologies, VoIP, integration of circuit-switched and packet-switched networks and troubleshooting of a converged network.

CIT 290: INTERNSHIP IN COMPUTER INFORMATION TECHNOLOGY

1-6 credits. Prerequisite: Available to students who have completed most core and emphasis requirements and have a 2.5 GPA. May be repeated for up to six credits.

Offers students the opportunity to work and study in participating and approved business organizations. Department approval required before acceptance into course. Department review of student's activities and development on the job required.

COURSES

Computer Information Technology • Computer Science • Construction

CIT 295B: SPECIALTY RELATED CAPSTONE PROJECT

3 credits. Prerequisite: Completion of a minimum of 21 emphasis required credits and 6 specialty required credits and/or instructor's permission. Showcases student's skills. Allows the student to develop a project suitable for presentation during an employment interview. It is anticipated that class will be taught in a seminar format with the project requirements determined by the instructor and the student. The final project may be evaluated by a committee composed of instructors, fellow students and outside professionals in the field.

CIT 299B: INDEPENDENT STUDY IN COMPUTER INFORMATION TECHNOLOGY

1-6 credits. Prerequisite: Available to students who have completed most core and emphasis requirements and have a 2.5 or better GPA. Written permission of a full-time instructor is required.

Offers students special projects involving subjects or skills related to the CIT curriculum. This project will be designed with a faculty advisor. Class will have variable credit of one to six depending on the course content and number of contact hours required. Course may be repeated. It may be substituted for another course with special permission of the division.

COMPUTER SCIENCE

DEPARTMENT CODE: CS

CS 135: COMPUTER SCIENCE I

3 credits. Prerequisite: MATH 128 or higher or satisfactory score on a placement exam.

Introduces modern problem solving and programming methods. Emphasis is placed on algorithm development, data abstraction, procedural and object-oriented design, implementation, testing and documentation of computer programs. Students will write several computer programs. Formerly CS 201.

CS 202: COMPUTER SCIENCE II

3 credits. Prerequisite: CS 135.

Emphasizes problem solving and program development techniques. Typical numerical and non-numerical problems are examined. Emphasis is placed on data abstraction, object-oriented design, implementation, testing, and documentation of elementary data structures such as lists, stacks, queues and trees. Students will write and test several non-trivial computer programs.

CONSTRUCTION

DEPARTMENT CODE: CONS

CONS 102B: BLUEPRINT READING & SPECIFICATIONS

3 credits. Prerequisite: none.

Equips students 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, 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 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 & NEGOTIATIONS

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.

COURSES

Construction

CONS 119B: CONSTRUCTION SURVEYING

2 credits. Prerequisite: CONS 108B 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 204B: CONSTRUCTION PLANNING & 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.

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 260B: CERTIFIED INSPECTORS OF STRUCTURES-RESIDENTIAL

3 credits. Prerequisite: none.

Provides prescribed course of instruction for Certified Inspector of Structures as per the state of Nevada.

CONS 261B: UNDER-FLOOR INSPECTIONS-CERTIFIED INSPECTOR

1 credit. Prerequisite: CONS 260B.

Provides instruction on all of the under-floor components that the Certified Inspector of Structures must inspect to complete a certified inspection per 645D of the Nevada Administrative Code. Students will complete two supervised under-floor inspections and prepare extensive narrative inspection reports for evaluation. They will be required to sign "hold harmless" waivers when conducting inspections off state property. Students are strongly encouraged to have medical insurance that provides coverage in the event of a job-site injury.

CONS 262B: ABOVE-FLOOR INSPECTIONS FOR CERTIFIED INSPECTOR

2 credits. Prerequisite: CONS 260B.

Provides instruction on all of the above-floor components typical of residential construction. Seismic and structural hardware will be discussed as will load-bearing, load-transferring and non-load-bearing assemblies. Extensive mechanical and electrical systems analyses will be conducted. Students will prepare extensive narrative inspection reports for evaluation, and sign "hold harmless" waivers when conducting inspections off state property. Students are strongly encouraged to have medical insurance that provides coverage in the event of a job-site injury.

CONS 263B: SUPERVISED RESIDENTIAL INSPECTIONS FOR CERTIFICATION

4 credits. Prerequisite: CONS 260B.

Provides instruction on conducting residential inspections as per 645D of the Nevada Administrative Code. Students will explore methodologies for conducting inspections and develop an inspection format that they will utilize while completing ten supervised inspections. Students must complete ten inspection reports to be evaluated by the instructor and sign "hold harmless" waivers when conducting inspections off state property. Students are strongly encouraged to have medical insurance that provides coverage in the event of a job site injury.

CONS 280B: PROJECT SUPERVISION

5 credits. Prerequisite: none.

Provides the basics for on-site execution of a construction project. Topics include skills and techniques recognized by industry as essential for the contemporary field superintendent.

CONS 281B: CONSTRUCTION MANAGEMENT AND ANALYSIS

4 credits. Prerequisite: CONS 280B or consent of instructor.

Covers the basics for managing a construction project. A comprehensive, competency-based program is provided that gives both veteran and new project managers a step-by-step approach to honing natural abilities, developing essential skills and generally improving their performance as leaders.

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.

COURSES

Core Humanities • Counseling & Guidance Personnel Services Counseling & Personal Development • Craft Training • Crafts

CORE HUMANITIES

DEPARTMENT CODE: CH

CH 201: ANCIENT AND MEDIEVAL CULTURES

3 credits. Prerequisite: ENG 102.

Provides an introduction to Greek, Roman and Judeo-Christian culture through the Middle Ages.

CH 202: THE MODERN WORLD

3 credits. Prerequisite: CH 201.

Explores the intellectual, literary and political history of Europe from the Renaissance to the present.

CH 203: AMERICAN EXPERIENCE & CONSTITUTIONAL CHANGE

3 credits. Prerequisite: CH 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.

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 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.

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

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: 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 110B: 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. Formerly GA 202B.

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 136B: CREATIVE CRAFTS I

3 credits. Prerequisite: none.

Introduces students to crafts, stressing design principles and expressive qualities utilizing a variety of craft materials.

CR 137B: CREATIVE CRAFTS II

3 credits. Prerequisite: none.

Introduces students to crafts, stressing design principles and expressive qualities utilizing a variety of craft materials.

COURSES

Crafts • Criminal Justice

CR 141B: BEGINNING TOLE PAINTING

3 credits. 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 143B: ADVANCED TOLE PAINTING

3 credits. 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 299B: SPECIAL TOPICS IN CRAFTS

1-6 credits. 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: 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: 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 120: COMMUNITY RELATIONS

3 credits. Prerequisite: 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: 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 211: POLICE IN AMERICA

3 credits. Prerequisite: 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: 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 & PAROLE I

3 credits. Prerequisite: 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: 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.

COURSES

Criminal Justice • Dance • Developmental Skills

CRJ 226: PREVENTION & CONTROL OF DELINQUENCY

3 credits. Prerequisite: CRJ 155. 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 260B: 911 DISPATCH EMERGENCY TELECOMMUNICATOR ACADEMY

12 credits. Prerequisite: 4 hour sit-in in Dispatch Center (prior to class start date).

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: 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 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: 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 295: 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 296: 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 297: WORK EXPERIENCE - LAW ENFORCEMENT

1-6 credits. Prerequisite: CRJ 101 or consent of instructor.

Provides the student with on-the-job, supervised and educationally directed work experience.

CRJ 298: WORK EXPERIENCE - PROBATION AND PAROLE

1-6 credits. Prerequisite: CRJ 101 or consent of instructor.

Provides the student with on-the-job, supervised and educationally directed work experience.

DANCE

DEPARTMENT CODE: DAN

DAN 101: DANCE APPRECIATION

3 credits. Prerequisite: none.

Provides a non-technical course which offers an understanding and appreciation of the art of dance, with special focus on the artists and styles.

DAN 132: JAZZ DANCE (BEGINNING)

1 credit. Prerequisite: none. May be repeated for up to 4 credits.

Introduces beginning techniques of jazz dance.

DAN 135: BEGINNING BALLET

1 credit. Prerequisite: none. May be repeated for up to 4 credits.

Introduces beginning techniques of ballet.

DAN 144: BEGINNING TAP DANCING

1 credit. Prerequisite: none. May be repeated for up to 4 credits.

Introduces beginning techniques of tap dance.

DAN 160B: HIP-HOP DANCE

1 credit. Prerequisite: none. May be repeated for up to 4 credits.

Teaches beginning techniques of hip-hop dance.

DAN 232: JAZZ DANCE (INTERMEDIATE)

1 credit. Prerequisite: DAN 132. May be repeated for up to 4 credits.

Emphasizes intermediate techniques of jazz dance.

DAN 244: TAP DANCE (INTERMEDIATE)

1 credit. Prerequisite: DAN 144 or consent of instructor. May be repeated for up to 4 credits.

Emphasizes intermediate techniques of tap dance.

DAN 260B: INTERMEDIATE HIP-HOP DANCE

1 credit. Prerequisite: DAN 160B. May be repeated for up to 4 credits.

Teaches intermediate techniques of hip-hop dance.

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.

COURSES

Diesel Mechanics • Drafting • Early Childhood Education

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 CADD 100. Formerly DFT 124B.

DFT 110B: 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. Formerly DFT 124B.

DFT 205B: ELECTRICAL AND ELECTRONIC DRAFTING (CAD)

3 credits. Prerequisite: CADD 100 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.

EARLY CHILDHOOD EDUCATION

DEPARTMENT CODE: ECE

ECE 121: PARENT CARE RELATIONS

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 123: HEALTH & NUTRITION FOR THE YOUNG CHILD

1 credit. Prerequisite: none.

Examines the health and nutritional needs of young children. Develops skills in menu planning, selecting safe equipment and toys, routines to ensure good health and policies on illness.

ECE 129: ENVIRONMENT FOR INFANT & TODDLER

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 133: INTRODUCTION TO MANAGING CHILDREN'S BEHAVIOR

1 credit. Prerequisite: none.

Exposes students to the basics of handling classroom behaviors.

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

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 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 IN PHYSICAL DEVELOPMENT IN YOUNG CHILDREN

1 credit. Prerequisite: none.

Introduces activities and equipment for enhancing gross motor development of the preschool child.

ECE 167: CHILD ABUSE & 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 DISEASES AND FIRST AID

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.

COURSES

Early Childhood Education • Economics

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: PRESCHOOL PRACTICUM: EARLY CHILDHOOD LAB

1-6 credits. Prerequisite: ECE 251 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 TO YOUNG CHILDREN WITH SPECIAL NEEDS

3 credits. Prerequisite: 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 PRESCHOOL

3 credits. Prerequisite: ECE 131.

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 250: INTRODUCTION TO EARLY CHILDHOOD EDUCATION

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.

ECE 251: CURRICULUM IN EARLY CHILDHOOD EDUCATION

3 credits. Prerequisite: ECE 131.

Considers 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.

ECE 295: SUPERVISED WORK EXPERIENCE I

1-6 credits. Prerequisite: consent of instructor.

Allows supervised work experience with preschool age children utilizing principles in a practice situation.

ECONOMICS

DEPARTMENT CODE: ECON

ECON 100: INTRODUCTION TO ECONOMICS

3 credits. Prerequisite: none.

Introduces overview to supply and demand, the four types of product markets (perfect competition, monopolistic competition, oligopoly and monopoly), operations of markets, consumer and enterprise behavior, and price determination. Also covers the measurement of the levels of national income, employment and general prices, and basic causes for fluctuation for these levels.

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.

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.

COURSES

Education

EDUCATION

DEPARTMENT CODE: EDU

Also see courses under Educational Leadership (Department Code EL).

EDU 201: 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.

EDU 202: INTRODUCTION TO SECONDARY EDUCATION

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.

EDU 203: INTRODUCTION TO SPECIAL EDUCATION

3 credits. Prerequisite: none.

Surveys the various types of exceptionalities. Emphasizes etiology, physical and educational characteristics.

EDU 204: 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.

EDU 206: CLASSROOM LEARNING ENVIRONMENTS

3 credits. Prerequisite: EDU 201.

Presents the function and analysis of elementary school classrooms, daily activities, and methods of behavior management. Includes field experience.

EDU 207: EXPLORATION OF CHILDREN'S LITERATURE

3 credits. Prerequisite: none.

Surveys children's literature: issues, genre, censorship, historical background, book evaluation and selection.

EDU 208: CHARACTERISTICS OF STUDENTS WITH MILD TO MODERATE DISABILITIES

3 credits. Prerequisite: EDU 203. Corequisite: EDU 209.

Focuses on students with learning disabilities, mental retardation, behavior disorders and language disorders, and their accommodation in general education environments.

EDU 209: EXCEPTIONAL CHILD EXPERIENCE

1 credit. Prerequisite: EDU 203. Corequisite: EDU 208.

Applies field experience to acquaint students with types of disabling conditions and kinds of services available to persons with disabilities.

EDU 211: INTRODUCTION TO TEACHING IN AN INCLUSIVE CLASSROOM

3 credits. Prerequisite: none.

Introduces teaching methods course which emphasizes instructional techniques applicable in all content areas and prepares students to begin to differentiate instruction based on learner needs.

EDU 214: PREPARING TEACHERS TO USE TECHNOLOGY

3 credits. Prerequisite: none.

Identifies and illustrates technology applications in education. Students learn practical skills in using various software packages that have universal applications as well as specific classroom teaching applications. The main goal of this course is for education students to acquire skills and knowledge needed to successfully fulfill the electronic portfolio requirements set forth by the UNR College of Education during their professional internship semester.

EDU 220B: ED TECH METHODS K-12: WORD

1-3 credits. Prerequisite: none.

Instructs teachers and future teachers in the classroom applications for Microsoft Word.

EDU 221B: ED TECH METHODS K-12: POWERPOINT

1-3 credits. Prerequisite: none.

Instructs teachers and future teachers in the classroom applications for Microsoft PowerPoint.

EDU 222B: ED TECH METHODS K-12: EXCEL

1-3 credits. Prerequisite: none.

Instructs teachers and future teachers in the classroom applications for Microsoft Excel.

EDU 223B: ED TECH METHODS K-12: ACCESS

1-3 credits. Prerequisite: none.

Instructs teachers and future teachers in the classroom applications for Microsoft Access.

EDU 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.

EDU 235B: CHALLENGING 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.

EDU 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.

EDU 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.

EDU 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.

COURSES

Education • Educational Leadership • Electrical Engineering

EDU 241B: PORTFOLIOS ACROSS THE CURRICULUM K-12

.5-3 credits. Prerequisite: none.

Offers methods of using portfolios across the curriculum in grades K-12.

EDU 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.

EDU 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.

EDU 246B: ADVANCED TUTOR TRAINING

1 credit. Prerequisite: EDU 240B or consent of instructor.

Provides advanced application of contemporary learning theory relating to one-to-one tutorials and small group learning situations. Emphasizes philosophy, procedures, and practices of supplemental instruction which are known to be effective at improving learning for conflict management, learning styles, co-dependency in tutoring, and tutoring in a multicultural environment.

EDU 250B: PERSONALITY TYPES & LEARNING STYLES

1-3 credits. Prerequisite: none.

Introduces an overview of personality type and the implications on learning and teaching styles. Methods to modify teaching techniques will be stressed.

EDU 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.

EDU 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.

EDU 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.

EDU 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.

EDU 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.

EDU 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.

EDU 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.

EDU 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, attention signals, active participation, instant ideas, transition activities, methods for dealing with problem behavior, and inclusion strategies.

EDU 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.

EDU 295B: SPECIAL TOPICS IN EDUCATION

1-6 credits. Prerequisite: Repeatable as topics vary.

Covers selected topics in education and critical and current issues in education.

EDU 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. Prerequisite: Corequisite: EE 201.

Introduces electrical engineering basic laboratory procedures and equipment.

COURSES

Electrical Engineering • Electronics Technology

EE 201: INTRODUCTION TO NETWORK ANALYSIS

3 credits. Prerequisite: PHYS 181 for Engineering Science students or ET 131B for Engineering Technology students. 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 291: COMPUTER METHODS FOR ELECTRICAL ENGINEERS

3 credits. Prerequisite: CS 135 and MATH 181 or consent of instructor. Solves engineering problems using a computer. Studies errors, root finding, matrix algebra, complex numbers, graphics and programming. Introduces numerical methods and MATLAB.

EE 296: INTERNSHIP I

1 credit. Prerequisite: enrollment in engineering program. Instructs in 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 131B: ELECTRONICS I

4 credits. Prerequisite/Corequisite: MATH 112 or consent of instructor. Familiarizes students with fundamentals of DC and AC electronics including Ohm's and Kirchoff's laws, series and parallel circuits, simple networks, capacitance, inductance, impedance and resonance.

ET 132B: ELECTRONICS II

4 credits. Prerequisite/Corequisite: ET 131B, MATH 127 or consent of instructor. Familiarizes students with basic semiconductor devices and circuits: diodes, transistors, opamps, thyristors, oscillators and optoelectronics.

ET 134B: BASIC TROUBLESHOOTING

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.

ET 172B: SEMI-CONDUCTOR DEVICES

4 credits. 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: ET 131B and consent of instructor. Studies special projects in Electronics Technology.

ET 276B: INTRODUCTION TO TELECOMMUNICATIONS

4 credits. Prerequisite: ET 132B. Introduces the student to the world of telecommunications. Topics covered include terminals, asynchronous and synchronous transmission protocols, the telephone company, trunk circuits, T-carries and the subscriber-loop interface.

ET 280B: DIGITAL ELECTRONICS

1-6 credits. 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. Includes lab.

ET 283B: MICROPROCESSORS/CONTROLLERS

4 credits. 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. Includes lab.

COURSES

Electronics Technology • Emergency Medical Services

ET 284B: MICROPROCESSORS II

4 credits. 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. Includes lab.

ET 291B: DIGITAL TROUBLESHOOTING

2 credits. Prerequisite: ET 280B or consent of instructor.

Cover 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 293B: ADVANCED TELECOMMUNICATIONS

4 credits. Prerequisite: ET 276B.

Continues ET 276B. Topics include modern technology, wireless communications, the UART, fiber optics, error control, hamming codes, cyclic codes: CRC-12, CRC-16, AM, FM, PM, PPM, PWM, PCM and PLL technology.

ET 295B: WORK EXPERIENCE I

1-4 credits. Prerequisite: consent of instructor. Current CPR certification.

Provides the student with on-the-job supervised and educationally directed work experience.

EMERGENCY MEDICAL SERVICES

DEPARTMENT CODE: EMS

EMS 100B: HEALTHCARE PROVIDER CPR

.5 credits. Prerequisite: none. May be repeated for up to one credit.

Provides instruction of Basic Cardiac Life Support/ Cardiopulmonary Resuscitation for the Healthcare Provider which includes: one and two person rescuer for CPR and management of foreign body obstruction of the airway in adults, children and infants. Instruction also provides for recognition of signs and symptoms requiring AED intervention, safe administration of AED, and common actions that can be utilized for survival, and prevention of risk factors for heart attack and stroke. Certification according to the standards of the American Heart Association (AHA) is issued upon successful completion of course which requires passing of a written examination and practical demonstration. The course satisfies the CPR requirement for students admitted to the nursing and surgical technology programs, nursing assistant and EMS courses.

EMS 101B: HEARTSAVER FACTS

.5 credits. Prerequisite: none. May be repeated for up to one credit.

Combines adult CPR and the use of an automated external defibrillator (AED) with basic first aid procedures. Students in this course will learn how to perform adult CPR, relieve a foreign-body airway obstruction, use a barrier device during rescue breathing, use an AED and provide first aid for acute injuries and sudden illness.

EMS 108B: EMERGENCY MEDICAL TECHNICIAN - BASIC

7.5 credits. Prerequisite: must be 18 years or older; current CPR certification, immunizations and medical insurance. 6.5 credits theory; one credit laboratory/clinical. See Nursing and Allied Health web site for health, CPR and insurance requirements.

Prepares individuals to provide basic emergency medical care, according to US Department of Transportation guidelines, to individuals experiencing sudden illness or injury. Course content includes appraisal of scene safety and scene management, assessment and treatment of common emergency patient conditions, including fractures, wounds and airway obstruction. Instruction includes use of emergency medications and automatic external defibrillation devices as well as components of continuing care during emergency ambulance transportation to the emergency department. Clinical experiences include ambulance ride-along and hospital participation. At the successful conclusion of the course the students are eligible to sit for the National Registry Examination for EMT Basic.

EMS 109B: EMERGENCY MEDICAL TECHNICIAN BASIC REFRESHER

2 credits. Prerequisite: current Basic EMT Certification and CPR certification. See Nursing and Allied Health web site for health, CPR and insurance requirements.

Reviews and updates knowledge and skills for individuals seeking to maintain current certification as a Basic EMT. Meets or exceeds U.S. Department of Transportation criteria and requirements for National Registry Certification. Course is required every two years to maintain current certification.

EMS 110B: EMERGENCY MEDICAL TECHNICIAN INSTRUCTOR

3 credits. Prerequisite: current EMT Basic Certification. Current Healthcare Provider, Rescuer CPR or CPR Pro certification. Recommend minimum of one year EMT Basic experience.

Provides experienced Emergency Medical Services personnel with basic knowledge of educational principles and skills to participate in the delivery of EMS courses up to and including their level of EMS Certification. Explores concepts of teaching/ learning, teaching methodologies, preparation and use of media and technology, and rationale for use of various evaluation tools and techniques. Students are required to participate in class activities through individual presentations and to complete 10 hours of monitored teaching activity within one year. Meets or exceeds U.S. Department of Transportation criteria and requirements for state of Nevada certification as EMS instructor.

EMS 112B: EMT ENHANCED (INTERMEDIATE)

4-5 credits. Prerequisite: current EMT-B certification; immunizations and medical insurance. 3.5 credits theory; one credit laboratory/clinical. See Nursing and Allied Health web site for health, CPR and insurance requirements.

Prepares the experienced Emergency Medical Technician with more advanced skills in patient assessment and intervention. Emphasizes physician medical control communication; use of intravenous therapy for fluid resuscitation or medication administration; advanced airway intervention and ventilatory management; and administration of specific medications. At the successful conclusion of the course students are eligible to sit for the national Registry Examination for EMT Intermediate.

COURSES

Emergency Medical Services • Engineering • English

EMS 113B: FIRST RESPONDER

3 credits. Prerequisite: Must be 16 years old; CPR certification (AHA - Health Care Provider; ARC - Professional Rescuer) or ASHI (CPR-Pro). Provides training in emergency medical care for individuals including law enforcement officers, firefighters, bus drivers, athletic trainers and school nurses, who are most likely to be the initial responders to a sudden illness or injury. Course requires passing of a written and practical examination. Meets or exceeds the U.S. Department of Transportation criteria and requirements of the state of Nevada for certification as First Responder.

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 100: INTRODUCTION TO ENGINEERING DESIGN

3 credits. Prerequisite: none. Provides overview of engineering practice and exposure to the environment which engineers generally work in. Students will have the opportunity to begin developing information retrieval, technical and interpersonal skills that can be used throughout their educational programs and subsequent careers.

ENGLISH

DEPARTMENT CODE: ENG

ENG 063: PUNCTUATION

1-2 credits. 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. Open entry, open exit.

ENG 068: GRAMMAR

1-2 credits. 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. Open entry, open exit.

ENG 090: BASIC WRITING I

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 095: 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 098: 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 100: COMPOSITION - ENHANCED

5 credits. Prerequisite: English 95 or appropriate score on WNCC placement exam or equivalent examination. Intensive reading and writing course focusing on writing the expository and argumentative essay. Emphasis on revising and editing essays for development, coherence, style, and correctness as well as on investigative, reasoning, and organizational skills necessary to create successful research papers. Extra assistance in English writing skills, grammar, sentence structure, usage, and punctuation. Students who successfully complete this course with a grade of "C" or higher will satisfy the English 101 requirement and be eligible to enroll in English 102.

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 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 205: 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.

COURSES

English • English as a Second Language • Environmental Studies • Finance

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 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: INTRODUCTION TO WOMEN & 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 & LITERARY EXPRESSION

3 credits. Prerequisite: recommend ENG 101 or ENG 102.

Explores the forms and function of language with special application to literary study.

ENG 297: READING AND INTERPRETING

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.

ENG 80: DIAGNOSTIC/PREScriptive READING

1 credit. Prerequisite: none.

This class focuses on reading improvement through individual diagnostic procedures, identifies reading problems, prescribes and implements remediation procedures.

ENGLISH AS A SECOND LANGUAGE

DEPARTMENT CODE: ESL

ESL classes are available at WNCC through a grant-funded program. Please contact the Adult Basic Education program for further information.

ESL 070: ENGLISH 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.

ENVIRONMENTAL STUDIES

DEPARTMENT CODE: ENV

ENV 100: HUMANS AND ENVIRONMENT

3 credits. Prerequisite: MATH 120 or consent of instructor.

Provides an interdisciplinary introductory survey of the ecology of natural systems with emphasis on the relationship of humans to the environment. Four laboratory experiences required.

FINANCE

DEPARTMENT CODE: FIN

FIN 101: 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. Formerly BUS 150B.

COURSES

Finance • French • General Education Development Geographic Information Systems

FIN 115: INTRODUCTION TO 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. Formerly BUS 100B.

FRENCH

DEPARTMENT CODE: FREN

FREN 101B: FRENCH, CONVERSATIONAL 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: FRENCH, CONVERSATIONAL 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.

FREN 211: SECOND YEAR FRENCH I

3 credits. Prerequisite: FREN 112, its equivalent or consent of instructor.

Considers structural review, conversation and writing and reading in modern literature.

FREN 212: SECOND YEAR FRENCH II

3 credits. Prerequisite: FREN 211, its equivalent or consent of instructor.

Continues structural review, conversation and writing and reading in modern literature.

GENERAL EDUCATION DEVELOPMENT

DEPARTMENT CODE: GED

GED classes are available at WNCC through a grant-funded program. Please contact the Adult Basic Education program for further information.

GED 089: GED PREPARATION

0-3 credits. 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 databases and spreadsheets into GIS, and survey of security systems and issues. Mapping concepts and the use of GPS will also be discussed.

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 intergration of remote sensing into a GIS database.

GIS 112: INTRODUCTION TO ARGINFO

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.

COURSES

Geographic Information Systems • Geography

GIS 170B: GIS APPLICATIONS ON 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 ARCTINFO

3 credits. Prerequisite: none.

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.

GIS 235: SPATIAL ANALYSIS IN GIS

3 credits. Prerequisite: none.

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: none.

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.

GIS 270: GIS EXTENSIONS

3 credits. Prerequisite: none.

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. Students develop communication skills by interacting with a variety of professionals and learn cooperative problem solving.

GIS 290: GIS CAREERS / PORTFOLIO

3 credits. Prerequisite: 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: Co- or prerequisite: GEOG 103, 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.

COURSES

Geography • Geology • German • Golf Facilities Management

GEOG 117: METEOROLOGY & 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.

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: Co- or prerequisite: GEOL 101, 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 or Yosemite.

GEOL 112B: GEOLOGY OF 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 LASSEN VOLCANIC NATIONAL PARK

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: PREHISTORIC 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 & 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.

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.

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.

COURSES

Golf Facilities Management • Graphic Communications

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 & 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 U.S. Golf Association. This class will cover all the rules as sanctioned by the USGA.

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 COMMUNICATIONS

DEPARTMENT CODE: GRC (Also see ART 243 & ART 244)

GRC 107: DESIGN FUNDAMENTALS

3 credits. Prerequisite: none.

Introduces the application and appreciation of the basic principles and elements of design, including form, shape, value, spatial relationships and color. Emphasis will be placed on developing creative skills and working with the design process. Taught concurrently with ART 107 when applicable.

GRC 109: COLOR AND DESIGN

3 credits. Prerequisite: GRC 107/ART 107 or approval of instructor.

Teaches color theories, color technologies and the application of color in art and design. Intermediate two-dimensional design problems focusing on the compositional, optical and psychological aspects of visual communications.

GRC 118: COMPUTER GRAPHICS - PRINT MEDIA

3 credits. Prerequisite: none.

Introduces the processes involved in the creation and reproduction of graphic design for print media. Graphic communications history, design theory, software applications, production processes, printing processes and job opportunities are covered. This course will present a hands-on overview of a variety of graphic design software.

GRC 119: COMPUTER GRAPHICS - DIGITAL MEDIA

3 credits. Prerequisite: none.

Introduces computer graphics as they relate to graphic communications for digital media. This course will present a hands-on overview of a variety of software.

GRC 125B: GRAPHIC SOFTWARE

.5-1 credit. Prerequisite: variable based on level of software offered. Repeatable up to six credits.

Utilizes a variety of short courses in software packages specific to graphic communications applications. Classes will include current software packages and upgrade-specific training. Verify type of software and level of instruction in current schedule of classes. Course taught as pass/withdraw only.

GRC 144B: ELECTRONIC LAYOUT AND TYPOGRAPHY

3 credits. Prerequisite: GRC 103 recommended or consent of instructor.

Introduces electronic page layout software with an emphasis on typographic layout and design.

GRC 156: COMPUTER ILLUSTRATION I

3 credits. Prerequisite: GRC 103 recommended or consent of instructor.

Introduces the use of vector graphics to create illustrations and designs on the computer.

GRC 175: WEB DESIGN AND PUBLISHING I

3 credits. Prerequisite: Basic computer skills, GRC 103 recommended.

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.

GRC 179: MULTIMEDIA DESIGN AND PRODUCTION I

3 credits. Prerequisite: GEC 103 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.

GRC 183: ELECTRONIC IMAGING

3 credits. Prerequisite: GRC 107/ART 107, GRC 118 or approval of instructor.

Teaches an intermediate class in the application of computer graphics software to create and edit digital images and designs with raster/paint software (Adobe Photoshop). Students entering this class should already have an understanding of graphic communications processes and have basic computer and graphics software skills.

GRC 185: COMPUTER ANIMATION I

3 credits. Prerequisite: basic computer skills, GRC 103 recommended.

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.

GRC 188: WEB ANIMATION AND INTERACTIVITY I

3 credits. Prerequisite: GRC 103 & 175 recommended.

Introduces video and animation concepts and technologies for the World Wide Web. Class will work with Adobe Premier and Macromedia Flash in the creation and production of interactive.

GRC 244B: ELECTRONIC LAYOUT & TYPOGRAPHY II

3 credits. Prerequisite: GRC 144B

Continues GRC 144B with an emphasis on advanced electronic layout and typography procedures.

COURSES

Graphic Communications • Health Education • Health Information Technology

GRC 283B: ELECTRONIC IMAGING

3 credits. Prerequisite: GRC 183

Teaches advanced techniques working with both photographic and illustrative images in black & white and color, using Photoshop and related third-party software.

GRC 294B: PROFESSIONAL PORTFOLIO

3 credits. Prerequisite: Minimum of 21 credits of GRC design/production classes or consent of instructor.

Develop of a portfolio for employment in the graphics communications field. Professional and legal requirements will be explored.

HEALTH EDUCATION

DEPARTMENT CODE: HE

HE 201: FOUNDATIONS OF PERSONAL HEALTH AND WELLNESS

4 credits. Prerequisite: none.

Covers the components and wellness and of lifelong tools that will help enhance wellness. health values, attitudes and behaviors of self and others. Students will be active in design and execution of personal fitness and wellness plans.

HEALTH INFORMATION TECHNOLOGY

DEPARTMENT CODE: HIT

HIT 100B: INTRODUCTION TO ICD-9-CM

2 credits. Prerequisite: HIT 118B.

Introduces the mechanics of using ICD-9-CM.

HIT 101B: CURRENT PROCEDURAL TERMINOLOGY

3 credits. Prerequisite: HIT 118B.

Includes ambulatory reimbursement methodologies. Teaches mechanics of outpatient coding using CPT-4.

HIT 102B: INTRODUCTION TO MEDICAL OFFICE INSURANCE

1 credit. Prerequisite: HIT 100B, 101B, 117B or concurrent enrollment.

Introduces student to various insurance, credit and collection and legal aspects in the medical office.

HIT 103B: CUSTOMER SERVICE SKILLS IN A HEALTH CARE SETTING

1 credit. Prerequisite: none.

Develops and practices customer service skills as needed in a health care setting.

HIT 105B: HEALTH CARE DYNAMICS

2 credits. Prerequisite: none.

Introduces student to the organization and functioning of the health-care delivery system. Professional, legal, and ethical aspects of the health occupations. Prevention, community health needs, psychosocial factors in health care, and community agencies.

HIT 106B: CONCEPTS OF HEALTH INSURANCE

2 credits. Prerequisite: none.

Introduces the varying aspects of health insurance coverage and its impact on health care reimbursement.

HIT 107B: PATIENT REGISTRATION PRACTICUM

2 credits. Prerequisite: none.

Provides the student with practical experience in acute care performing patient registration duties within an admitting department. The clinical assignments are arranged in cooperation with the sites and according to the policies of Western Nevada Community College.

HIT 108B: INTERPERSONAL COMMUNICATION SKILLS IN HEALTH CARE SETTING

3 credits. Prerequisite: none.

Develops and practices a set of interpersonal and human relation skills as needed among health care providers.

HIT 117B: MEDICAL TERMINOLOGY I

1 credit. Prerequisite: none.

Studies word derivations and formation with emphasis upon understanding common usage in the field of health care.

HIT 118B: LANGUAGE OF MEDICINE

3 credits. Prerequisite: none.

Applies medical language by body system and appropriate use within the accepted nomenclature and classification systems. This course is designed to meet professional program requirements.

HIT 119B: ADVANCED LANGUAGE OF MEDICINE

2 credits. Prerequisite: HIT 118B or concurrent enrollment.

Advances the application of medical language specific to clinical specialties. This course is designed to meet professional program requirements.

HIT 120B: MEDICAL TRANSCRIPTION I

2 credits. Prerequisite: HIT 117B, ENG 101 or satisfactory performance on English placement test, COT 200 or concurrent enrollment.

Teaches basic medical transcription skills.

HIT 121B: MEDICAL TRANSCRIPTION II

3 credits. Prerequisite: HIT 118B, 120B.

Teaches intermediate medical transcription skills.

HIT 122B: MEDICAL TRANSCRIPTION III

4 credits. Prerequisite: HIT 121B.

Teaches advanced medical transcription skills.

HIT 165B: PATHOPHYSIOLOGY I

3 credits. Prerequisite: BIOL 200 OR 223.

Introduces students to the concept of disease process in specific body systems.

HIT 166B: PATHOPHYSIOLOGY II

3 credits. Prerequisite: BIOL 224, HIT 165B.

Continues HIT 165B Pathophysiology I.

HIT 170B: COMPUTERS IN HEALTH CARE

3 credits. Prerequisite: none.

Teaches hardware and software components of computers for health information applications, methods of controlling the accuracy and security of data, record linkage and data sharing concepts.

COURSES

Health Information Technology • History • Home Economics

HIT 180B: INTRODUCTION TO HEALTH INFORMATION MANAGEMENT

3 credits. Prerequisite: /Corequisite: HIT 118B.

Introduces health information management procedures including professional ethics and processes to assure quality health care through quality information.

HIT 201B: CLASSIFICATION SYSTEMS FOR HEALTH CARE DATA

3 credits. Prerequisite: HIT 100B, 101B, 118B, 165B, 166B, 180B.

Practices in-depth assigning diagnostic and procedure codes according to ICD-9-CM.

HIT 205B: STRUCTURE & ORGANIZATION OF HEALTH INFORMATION SYSTEMS

3 credits. Prerequisite: HIT 100B, 101B, 170B, 180B. Corequisite: HIT 201B.

Teaches functions of health information departments in healthcare institutions. Origin, uses, format, and regulatory requirements of health records.

HIT 206B: CLINICAL APPLICATIONS I

3 credits. Prerequisite: /Corequisite: HIT 205B. Grades assigned on a pass/fail basis.

Teaches practical experience in the acute care setting performing health information departmental duties.

HIT 207B: HEALTH INFORMATION MANAGEMENT

3 credits. Prerequisite: HIT 205B.

Opportunities to develop supervisory skills including directing and controlling, and management of human resources, with emphasis on situations encountered in health information services.

HIT 208B: CLINICAL APPLICATIONS II

3 credits. Prerequisite: HIT 206B. Grades assigned on a pass/fail basis.

Teaches management and practical experience in specialized care settings.

HIT 210: CODING APPLICATIONS

3 credits. Prerequisite: HIT 201B. Grades assigned on a pass/fail basis.

Teaches practical coding experience in a variety of health care settings.

HIT 245B: QUALITY IMPROVEMENT TECHNIQUES

3 credits. Prerequisite: HIT 205B.

Studies methodologies for conducting quality improvement activities.

HIT 299B: SELECTED TOPICS IN HEALTH INFORMATION TECHNOLOGY

3 credits. Prerequisite: HIT 205B. Grades assigned on pass/fail a basis.

Covers selected topics of interest to students of health information systems.

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 1865 TO PRESENT

2 credits. Prerequisite: none.

Covers American history and civilization since the end of the American Civil War.

HIST 105: EUROPEAN CIVILIZATION TO 1648

3 credits. Prerequisite: none.

Covers the development of Western civilization and history from its beginnings in the valleys of the Nile, Tigris, and Euphrates rivers to the mid-17th century rise of strong nation-states.

HIST 106: EUROPEAN CIVILIZATION 1648 TO PRESENT

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'S PAST

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 247: INTRODUCTION TO THE HISTORY OF MEXICO

3 credits. Prerequisite: none.

Introduces pre-Columbian Mexico, Colonial New Spain and Mexican national history to the present.

HIST 295: SPECIAL TOPICS IN HISTORY

3 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. May be repeated for up to six credits.

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.

COURSES

Human Development & Family Studies • Humanities • Information Science Insurance • Italian • Journalism

HUMAN DEVELOPMENT & FAMILY STUDIES

DEPARTMENT CODE: *HDFS*

HDFS 201: LIFE SPAN HUMAN DEVELOPMENT

3 credits. Prerequisite: none.

Studies human growth over the life span covering the biological influences on development and the processes of intellectual and social development. Reviews the family system and explores major challenges and developmental issues facing families today.

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. This course is taught from a bio-psycho-social approach within the family ecological system context. It incorporates issues relevant to international families and diverse family arrangements within North America. Traditional issues of families are reframed, reconstructed, and questioned. Application of ideas to those working with families in a variety of settings including: physical health, mental health, economic and educational arenas.

HDFS 232: DIVERSITY AND THE YOUNG CHILD - A MULTICULTURAL PERSPECTIVE

3 credits. Prerequisite: none.

Considers the development of young children from the prenatal period through age 8, focusing on diversity among children. Diversity will be explored in cultural, ethnic and linguistic variations as well as differences in ability and typical/atypical development. Students will seek to understand development and its cultural variations so that teaching young children will be more effective, empathic and aware. This course will explore the many ways of growing up and the worldwide diversity of that process.

HUMANITIES

DEPARTMENT CODE: *HUM*

HUM 101: INTRODUCTION TO 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.

INFORMATION SCIENCE

DEPARTMENT CODE: *IS*

IS 101: INTRODUCTION TO INFORMATION SYSTEMS

3 credits. Prerequisite: none.

Introduces the student to the role of computers in today's technology-driven environment, allowing for hands on lab experience. Students will be introduced to the Internet, distance education, and the World Wide Web for research, along with operating systems, word processing, spreadsheets, database and basic multi-media. Upon successful completion of this course, the student will be able to demonstrate basic computer survival skills, understand computer terminology, and create data using a variety of software.

IS 201: COMPUTER APPLICATIONS

3 credits. Prerequisite: *IS 101*. Course work or experience in spreadsheet and data base software recommended.

Teaches specialist skills in business and desktop software tools including word processors, spreadsheets, databases, and presentation software. Upon completion of this course, students will have the skills to successfully pass specialist certification tests in word processing, spreadsheet, database, and presentation software.

INSURANCE

DEPARTMENT CODE: *INS*

INS 210: PROPERTY AND LIABILITY INSURANCE

3 credits. Prerequisite: none.

Emphasizes facts, principles, basic concepts and Nevada statutes covering property and liability insurance.

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.

ITAL 111: ELEMENTARY ITALIAN I

4 credits. Prerequisite: none.

Introduces the Italian language through the development of language skills and structural analysis. Includes an introduction to Italian culture.

ITAL 112: ELEMENTARY ITALIAN II

4 credits. Prerequisite: *ITAL 111*.

Continues study of the Italian language through the development of language skills and structural analysis. Includes an introduction to Italian culture.

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. Formerly Basic Reporting.

COURSES

Journalism • Laboratory Technician • Law

JOUR 205: MEDIA ETHICS

3 credits. Prerequisite: none.

Offers a systematic consideration of moral issues in the practice of mass communication.

JOUR 222: PHOTO JOURNALISM

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.

JOUR 290: INTERNSHIP IN JOURNALISM

3 credits. Prerequisite: none.

LABORATORY TECHNICIAN

DEPARTMENT CODE: LTE

LTE 110: TECHNIQUES OF VENIPUNCTURE

4 credits. Prerequisite: current health information and current medical insurance. See Nursing and Allied Health web site for health and insurance requirements.

Provides the student the knowledge and skills necessary to perform the collection, identification, and preservation of specimens as applied to venipuncture techniques. The course includes medical terminology, ethics, fingerstick procedures, and patient contact methods. Emphasizes the role of the venipuncturist in a modern health care 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 198B: SPECIAL TOPICS IN THE LAW

1-6 credits. Prerequisite: LAW 101 or consent of the program coordinator.

Covers a variety of legal subjects.

LAW 203: REAL PROPERTY

3 credits. Prerequisite: LAW 101, recommend LAW 205 or consent of the program coordinator.

Discusses real property law, including types of concurrent ownership, easements, contracts, deeds and leases.

LAW 204: TORTS

3 credits. Prerequisite: LAW 101, or consent of the program coordinator.

Introduces the legal field of torts. Intentional torts, negligence, strict liability, product liability, defenses, privileges and immunities will be covered.

LAW 205: CONTRACTS

3 credits. Prerequisite: LAW 101 or consent of the program coordinator.

Discusses the basic elements of contract law including offer, acceptance, consideration, contractual capacity, legality, defenses to enforcement of contracts, remedies and an introduction to the Uniform Commercial Code.

LAW 206B: CASE ANALYSIS

1 credit. Prerequisite: LAW 101 or consent of the program coordinator.

Takes student through case law systematically enabling them to identify the procedural history, critical facts, legal issues, court holdings, rationale and dicta. The student will also have the opportunity to assimilate this information into a case brief.

LAW 231: PROCEDURE - CIVIL

3 credits. Prerequisite: LAW 101 or consent of the program coordinator.

Emphasizes the jurisdiction of the Federal and Nevada court systems. Includes discussion of complaints, summons, answers and supplemental pleading. Pre-trial tactics, venue, pre and post trial motions and discovery are covered.

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 the program coordinator.

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 the program coordinator.

Covers the law related to family issues, including discussions of marriage, divorce, rights and obligations of parties to their children, child custody and support, spousal agreements, termination of parental rights and adoptions.

LAW 255: PROBATE, TRUST AND GUARDIANSHIP LAW

3 credits. Prerequisite: LAW 101 or consent of the program coordinator.

Considers the law related to estate planning issues. Includes a discussion of the procedure to distribute a person's estate upon death; creation and administration of a trust, guardianship and health care issues.

LAW 261: LEGAL RESEARCH I

3 credits. Prerequisite: LAW 101 or consent of the program coordinator.

Introduces student to legal research. The student will become familiar with the law library and develop basic research skills. Emphasis is placed on developing strategies to find answers to legal research questions.

LAW 262: LEGAL WRITING I

3 credits. Prerequisite: LAW 101 or consent of the program coordinator.

Focuses on the development of concise legal writing. Students will analyze and brief cases, as well as draft an interoffice memorandum.

COURSES

Law • Library Technology • Machine Tool Technology

LAW 263: ETHICS

2 credits. Prerequisite: LAW 101 or consent of the program coordinator. 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 101, LAW 261 and 262 or consent of the program coordinator. Provides an advanced level of legal research and writing skills. Emphasis is placed on developing strategies to find answers to legal research questions and analyzing research results. The student will become familiar with computerized legal research.

LAW 295: SUPERVISED FIELD EXPERIENCE

3-6 credits. Prerequisite: LAW 101, 231, 261 and 262 or consent of the program coordinator. This course may be repeated for up to six credits. Offers student the opportunity to work as a paralegal under the supervision of an attorney. The student will work 120 hours over the course of the semester to gain practical work experience. The student will report and evaluate his/her experience to the program coordinator.

LIBRARY TECHNOLOGY

DEPARTMENT CODE: LIB

LIB 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.

LIB 201: RESEARCH ON THE INTERNET

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.

LIB 203: MEDIA RESOURCES IN LIBRARIES

3 credits. Prerequisite: none. Examines selection, acquisition, and organization of media resources to complement a print library collection, including the identification of the unique characteristics and contributions of media resources in libraries; issues in the evaluation and selection of a collection of media resources; the effective use of media resources in library programming; and issues in media resource collection development.

LIB 204: REFERENCE SERVICES IN SMALL LIBRARIES

3 credits. Prerequisite: none. Introduces library reference covering materials and services in the small public library setting. Materials covered by category, including encyclopedias, directories, indexes, catalogs, and biographies. Both print and electronic reference resources covered.

LIB 205: ADMINISTRATION OF LIBRARIES AND INFORMATION CENTERS

3 credits. Prerequisite: none. Introduces the management of libraries and information centers, emphasizing the processes of planning, organizing, staffing, directing and controlling. Topics include: organizational environments and structure; personnel; motivation, job design, stress, teamwork, communication, decision-making, power and politics; leadership, planning and budgeting, evaluating organizational effectiveness, marketing and public relations.

LIB 206: MATERIALS SELECTIONS AND ACQUISITION

3 credits. Prerequisite: none. Introduces the methods and objectives of evaluating and selecting library materials, reading skills and interests of library patrons and general bibliographic tools and their use. Includes analysis of information needs, policy formation, collection evaluation, acquisition of information resources, and theoretical and practical issues.

LIB 207: MATERIALS CATALOGING AND CLASSIFICATION

3 credits. Prerequisite: none. Introduces the objectives, techniques and procedures in the classification, cataloging, and processing of books and other materials in libraries. Includes description of the organization of information resources; interpretation of computer-based systems; applications of Anglo-American Cataloging Rules; Sears and Library of Congress headings; and Dewey and Library of Congress systems.

LIB 208: COMPUTERS IN LIBRARIES

3 credits. Prerequisite: none. Studies computers and related techniques in the library setting. Includes the description of various computer operating systems, the use of software for word processing, spreadsheets and databases; the ability to import and export information between various software programs; and a study of the various components of the Internet.

LIB 298B: SPECIAL TOPICS IN LIBRARY AND INFORMATION SCIENCE

1-6 credits. Prerequisite: none. May be repeated up to six credits. Explores a variety of issues in libraries and the information sciences. Formerly LT 198B.

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. Prerequisite: 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.

COURSES

Machine Tool Technology • Management

MTT 110B: MACHINE SHOP II

3 credits. Prerequisite: MTT 105B and MATH 110B or 120 or 126 or higher 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. Prerequisite: 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 230B: COMPUTER NUMERICAL CONTROL I

4 credits. Prerequisite: MTT 105B, MTT 110B and COT 105 or 204, or consent of instructor. Includes 3 hours lecture, 3 hours lab per week.

Offers an introductory class to provide 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.

MTT 232B: COMPUTER NUMERICAL CONTROL II

4 credits. Prerequisite: MTT 230B or consent of instructor. Includes 3 hours lecture, 3 hours lab per week.

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. Prerequisite: 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. Prerequisite: 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 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.

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: 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: 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.

COURSES

Management • Management Applications • Marketing • Mathematics

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 275: TOTAL QUALITY MANAGEMENT

1-3 credits. Prerequisite: MGT 201 or 212 is recommended.

Covers the concepts of quality planning, quality control and quality improvement.

MGT 283: INTRODUCTION TO HUMAN RESOURCES MANAGEMENT

3 credits. Prerequisite: 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.

MARKETING

DEPARTMENT CODE: MKT

NOTE: MKT 111, 115, 127, 211 and 262 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 210.

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 markups and expense control.

MKT 125: INTRODUCTION TO FASHION MERCHANDISING

3 credits. Prerequisite: none.

Provides a comprehensive view of the fashion industry. Gives an up-to-date guide to the fundamentals of the merchandising of fashion apparel and accessories. Presents the basic principles of fashions, how fashions begin, move, disseminate and can be predicted.

MKT 127: INTRODUCTION TO RETAILING

3 credits. Prerequisite: MKT 210 is recommended.

Studies an overview of retail merchandising, including buying, pricing, selling, advertising, sales promotion and display principles.

MKT 210: MARKETING PRINCIPLES

3 credits. Prerequisite: MKT 210 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 250: INTRODUCTION TO INTERNATIONAL MARKETING

3 credits. Prerequisite: MKT 210.

Introduces the various functions of marketing as they are performed in the international environment. Focuses on the problems and decisions facing management in international marketing. Considers the impact of difference in language, aesthetics, religion and business customs on marketing strategies.

MKT 261: INTRODUCTION TO PUBLIC RELATIONS

3 credits. Prerequisite: none.

Introduces the techniques of public relations for those holding supervisory or higher positions in management and marketing. Identifies the principles of creating and maintaining good public relations, including employee-employer relations. Customer-employee relations receive emphasis. Focuses on the programming of the total public relations effort and selecting of appropriate strategy, media and persuasive devices to accomplish objectives.

MKT 262: INTRODUCTION TO ADVERTISING

3 credits. Prerequisite: MKT 210 is recommended.

Presents methods and techniques in modern advertising, giving information to do the entire advertising job.

MATHEMATICS

DEPARTMENT CODE: MATH

MATH 090: 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 091: BASIC MATHEMATICS

3 credits. Prerequisite: none.

Provides the fundamental operation of whole numbers, fractions and mixed numbers, decimals, percentage, measurement and geometry. The course is intended to provide a thorough review of basics needed in future mathematics courses and in applied fields.

MATH 093: PREALGEBRA

3 credits. Prerequisite: MATH 91 or equivalent or consent of instructor.

Prepares students for MATH 95. Helps students who have experienced difficulties with math to get an introduction to the language and concepts of algebra. Provides a transition from self-paced, basic math to the quick pace required in MATH 95.

COURSES

Mathematics

MATH 095: ELEMENTARY ALGEBRA

3 credits. Prerequisite: MATH 93 or equivalent or consent of instructor. Offers a first course in algebra. Topics include operations with signed numbers; algebraic symbols; evaluating formulas; operations with polynomial, radical and rational expressions; solving equations and application problems using algebra; and elementary graphing. Provides a foundation for the math used in business, science, engineering and related fields.

MATH 096: INTERMEDIATE ALGEBRA

3 credits. Prerequisite: MATH 95, or one unit of high school algebra and one unit of high school geometry, or consent of instructor. Offers a second course in algebra. Studies polynomial, rational and radical expressions; linear, quadratic and polynomial equations; linear and absolute value inequalities; relations, functions and their graphs; systems of linear equations; and applications.

MATH 097: ELEMENTARY & INTERMEDIATE ALGEBRA

5 credits. Prerequisite: MATH 93 or consent of the instructor. Combines MATH 95 and MATH 96 into a one semester course. Includes solving linear equations in one variable, polynomials, integer exponents, factoring, rational expressions and equations, graphing linear equations in two variables, inequalities, systems of linear equations, radicals and rational exponents and quadratic equations.

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 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.

MATH 126: PRECALCULUS I

3 credits. Prerequisite: MATH 96 or three units of high school mathematics at the level of algebra and above within the last three years. Provides a third course in algebra. Topics include: polynomial, rational and radical equations; absolute value and quadratic inequalities; relations and functions; linear, quadratic, polynomial exponential and logarithmic functions, their graphs and applications; and systems of 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 AND TRIGONOMETRY

5 credits. Prerequisite: MATH 96 or three units of high school mathematics at the level of algebra and above within the last three years. 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 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 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.

COURSES

Mathematics • Mechanical Engineering • Metallurgical Engineering • Metals

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: COOPERATIVE TRAINING REPORT

1 credit. Prerequisite: enrollment in Engineering Program.

Guides students in preparation of written reports based on cooperative program assignments.

ME 241: STATICS

3 credits. Prerequisite: PHYS 180. 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

3-4 credits. Prerequisite: CHEM 121 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 159B: ULTRASONIC TESTING LEVEL I

3 credits. Prerequisite: none.

Offers a nondestructive testing course providing a broad, detailed look into the knowledge and hands-on experience required to function as a Level I Ultrasonic Testing inspector. Course meets the requirements of SNT-TC-1A and Military Standard-410.

MTL 171B: PENETRANT TESTING

3 credits. Prerequisite: none.

Provides a nondestructive testing course to give the student a broad and detailed look into the knowledge and hands-on experience required to function as a Level I penetrant testing inspector.

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.

Continues 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 skills through an approved project or work toward an A.W.S. Code preparation.

MTL 259B: ULTRASONIC TESTING LEVEL II

3 credits. Prerequisite: MTL 159B.

Meets the need and requirements of today's industry standards for thickness testing and weld evaluation of base materials, discontinuity detection/evaluation, mathematical solution, and extended practical application. Practical application includes extensive lab work using the latest in equipment technology, scanning techniques and evaluation of flawed weld specimens of various geometries. Upon successful completion of the course, the student will receive an Ultrasonic Level II Certification. The course will meet the requirements recommended in SNT-TC-1A and the MIL-Std 410 for Level II certifications in ultrasonics.

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.

COURSES

Metals • Music

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.

Discusses and demonstrates the use of metal as an aesthetic medium or as a specific function. 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.

Provides 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 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.

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. May be repeated for up to 12 credits.

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.

MUSIC

DEPARTMENT CODE: MUS

MUS 103: VOICE CLASS I

3 credits. Prerequisite: none.

Teaches fundamentals of tone production, breath control and practical techniques involved in reading and interpreting songs.

MUS 104: VOICE CLASS II

3 credits. Prerequisite: MUS 103.

Continues the skills learned in MUS 103.

MUS 107: GUITAR CLASS I

2-3 credits. Prerequisite: none.

Studies basic guitar technique, bluegrass, classical and rock styles. No previous musical training required.

MUS 108: GUITAR CLASS II

2-3 credits. Prerequisite: MUS 107 or consent of instructor.

Continues development of skills learned in MUS 107.

MUS 111: PIANO CLASS I

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 112: PIANO CLASS II

3 credits. Prerequisite: MUS 111 or consent of instructor.

Provides a continuation of MUS 111, a class in basic piano technique and theory.

MUS 119B: HARMONICA CLASS I

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 120B: HARMONICA CLASS II

3 credits. Prerequisite: MUS 119B or equivalent.

Continues the skills learned in MUS 119B.

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 176: MUSICAL THEATRE PRACTICUM

2-3 credits. Prerequisite: none.

Offers musical theatre techniques for singers, actors, pianist/coaches and stage managers, including production and performance.

COURSES

Music • Music-Applied

MUS 203: MUSIC THEORY I

3 credits. Prerequisite: none.

Introduces students to counterpoint and harmony.

MUS 204: MUSIC THEORY II

3 credits. Prerequisite: MUS 203.

A continuation of the skills learned in MUS 203.

MUS 211: SIGHTSINGING & DICTATION I

1 credit. Prerequisite: none.

Introduces the techniques of reading music at sight and taking musical and rhythmic dictations without the aid of an instrument.

MUS 212: SIGHTSINGING & DICTATION II

1 credit. Prerequisite: MUS 211.

Continues the skills learned in MUS 211.

MUS 215: TECHNIQUE OF SONGWRITING

3 credits. Prerequisite: Basic knowledge of theory.

Offers a practical course in composing pop music. Analysis of hit songs and discussion of songs written by the class. Each student will compose melodies and lyrics, helping the poet with music and the musician with poetry.

MUS 224: SPECIAL STUDIES IN MUSIC LITERATURE

2-3 credits. Prerequisite: Pianists should be of intermediate level proficiency. 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 musical topics through both lecture and their own performance of representative works.

MUS 233: RECORDING TECHNIQUES AND MIDI I

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. Formerly MUS 166 - Introduction to Midi Sequencers and Synthesizers.

MUS 253: JAZZ IMPROVISATION I

2 credits. Prerequisite: none.

Introduces the techniques of jazz improvisation in a laboratory setting. Formerly MUS 133 - Elementary Jazz Improvisation.

MUS 276: MUSICAL THEATRE PRACTICUM

1-3 credits. Prerequisite: none.

Covers selected topics in musical theatre.

MUSIC-APPLIED

DEPARTMENT CODE: MUSA

MUSA 101: BASS-LOWER DIVISION

1-2 credits. 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 bass.

MUSA 103: BASSOON-LOWER DIVISION

1-2 credits. 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 bassoon.

MUSA 105: CELLO-LOWER DIVISION

1-2 credits. 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 cello.

MUSA 107: CLARINET-LOWER DIVISION

1-2 credits. 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 clarinet.

MUSA 109: DRUM SET

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 drum set.

MUSA 113: FLUTE-LOWER DIVISION

1-2 credits. 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 flute.

MUSA 115: 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.

MUSA 121: HORN-LOWER DIVISION

1-2 credits. 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 horn.

MUSA 125: ORGAN-LOWER DIVISION

1-2 credits. Prerequisite: none.

Provides individual instruction in the technique and repertoire of the organ.

MUSA 127: PERCUSSION-LOWER DIVISION

1-2 credits. Prerequisite: none. Class may be repeated for a total of four credits. Fee covers cost of 14 half-hour private lessons.

Offers private instruction in the study and performance of percussion instruments.

MUSA 129: PIANO-LOWER DIVISION

1-2 credits. Prerequisite: none. Class may be repeated for a total of four credits. Fee covers cost of 14 half-hour private lessons.

Considers performance and analysis of keyboard literature from various musical eras, instruction of keyboard technique and application of basic music theory to piano literature.

COURSES

Music-Applied • Music-Ensemble • Natural Resources

MUSA 131: SAXOPHONE-LOWER DIVISION

1-2 credits. 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 saxophone.

MUSA 135: TROMBONE-LOWER DIVISION

1-2 credits. 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 trombone.

MUSA 137: TRUMPET-LOWER DIVISION

1-2 credits. 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 trumpet.

MUSA 139: TUBA-LOWER DIVISION

1-2 credits. 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 tuba.

MUSA 141: VIOLA-LOWER DIVISION

1-2 credits. 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 viola.

MUSA 143: VIOLIN-LOWER DIVISION

1-2 credits. 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 violin.

MUSA 145: VOICE-LOWER DIVISION

1-2 credits. 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.

MUSIC-ENSEMBLE

DEPARTMENT CODE: MUSE

MUSE 101: 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.

MUSE 111: CONCERT BAND

1 credit. Prerequisite: intermediate proficiency on a band instrument. Class may be repeated for a total of four credits. Introduces study and performance of band literature. Formerly MUS 117.

MUSE 123: 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.

MUSE 131: JAZZ ENSEMBLE

1 credit. Prerequisite: intermediate proficiency on a band instrument. May be repeated for up to 4 credits. Introduces study and performance of jazz ensemble literature.

MUSE 135: JAZZ VOCAL ENSEMBLE

1 credit. 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.

MUSE 152: STRING QUARTET

1 credit. Prerequisite: ability to play an instrument at an intermediate level. Class may be repeated for a total of four credits. Allows for performance of string quartet literature.

MUSE 172: ACCOMPANYING

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.

NATURAL RESOURCES

DEPARTMENT CODE: NRES

NRES 101: PLANT, SOIL & 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. Formerly AG 101.

NRES 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. Formerly AG 102B.

NRES 160: AGRICULTURAL CHEMICALS & 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. Formerly AG 160B.

NRES 241: FUNDAMENTAL PRINCIPLES OF 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. Formerly AG 215.

COURSES

Nursing

NURSING

DEPARTMENT CODE: NURS

NURS 110B: SPANISH FOR HEALTH CARE PROFESSIONALS

1 credit. Prerequisite: none.

Provides a course for health professionals who work with Spanish speaking patients and families. Pronunciation and health related commands will be practiced.

NURS 130: NURSING ASSISTANT

6 credits. Prerequisite: Basic Life Support/Healthcare Provider CPR certification.

Prepares students to function as nursing assistant trainees (NAT) who assist licensed nurses to provide direct care to health care consumers across the lifespan in a variety of health care settings. The 150-hour competency based course is designed to prepare students to achieve certification as a nurse assistant in the State of Nevada. The course is approved by the Nevada State Board of Nursing and is in accordance with the Omnibus Budget Reconciliation Act (OBRA) and Occupational Safety and Health Agency (OSHA) regulations.

NURS 136: FOUNDATIONS OF NURSING THEORY

3 credits. Prerequisite: must be an accepted nursing student. Corequisites: NURS 137 and 138.

Provides a foundation for future courses in nursing. Introduces the student to the roles of nursing as a profession drawing theory from a variety of bio-psycho-social sciences, humanities, and nursing. Emphasizes the development of knowledge of the nursing process, critical thinking skills, interpersonal relationships, legal responsibilities, and professional ethics as a member of the discipline of nursing. Emphasizes the role of provider of care using the nursing process, Maslow's Hierarchy of Needs, and Gordon's Functional Health Patterns while providing the student with the scientific rational necessary to meet the basic physical, psychosocial, and cultural needs of patients of all ages. Provides a basic introduction to the role of manager of care while familiarizing students with the organization and function of health team care.

NURS 137: FOUNDATIONS OF NURSING LABORATORY

1 credit. Prerequisite: must be an accepted nursing student. Corequisites: NURS 136 and 138.

The laboratory experience provides the student with knowledge and practical application of basic nursing skills while incorporating concepts learned in NURS 136. The student learns and practices basic nursing bedside nursing skills in personal care, sterile technique, patient safety, and medication administration. Emphasizes the critical elements of nursing procedures and the scientific rationale for performing the procedures correctly.

NURS 138: FOUNDATIONS OF NURSING CLINICAL

2 credits. Prerequisite: must be an accepted nursing student. Corequisites: NURS 136 and 137.

Introduces the student to clinical experiences at a long-term health care facility. Incorporates knowledge, concepts and skills learned in NURS 136 and 137. The student employs the nursing process to assess, plan, implement, and evaluate nursing care. Students will perform personal care including all skills learned in NURS 137, and administer medications.

NURS 140: MEDICAL TERMINOLOGY

3 credits. Prerequisite: none.

Provides a basic foundation for students interested in the nursing and 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. (Not equivalent to COT 124)

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. Human Anatomy and Physiology I & II must be completed prior to taking NURS 141 during the summer term.

Provides the student with an overview of pharmacology with an emphasis on clinical applications within the context of Gordon's Health Patterns and the nursing process. The course is organized by medication classification. Explores indications, modes of action, effects, contraindications and interactions for selected drugs. Specific nursing responsibilities related to drug administration are emphasized.

NURS 163: MATERNAL CHILD HEALTH I THEORY

3 credits. Prerequisite: successful completion of first semester of nursing program. Corequisites: NURS 164 & 165

Provides knowledge regarding concepts of growth and development from infancy through adolescence and family dynamics, with an emphasis on the normal reproductive phases of the life cycle, including prenatal, childbirth, postpartum and newborn care. Discussion of nursing care for patients and their families is organized using the framework of the nursing process, Gordon's Health Care Patterns, Maslow's Hierarchy of Needs, and the three roles of the nurse. Formerly NURS 155.

NURS 164: MATERNAL CHILD HEALTH I CLINICAL

1 credit. Prerequisite: successful completion of first semester of nursing program. Corequisites: NURS 163 and 165.

Provides students with the opportunity to apply knowledge and skills learned in NURS 163 and 165 to the care of select pediatric populations and patients and their families experiencing the normal reproductive phases of the life cycle. Students will utilize the program's organizing concepts, including the use of the nursing process in all phases of patient care. Roles of provider and manager of care and member within the discipline of nursing are augmented as they pertain to the promotion of maternal and child family health. Formerly NURS 155.

NURS 165: NURSING ACROSS THE LIFESPAN LABORATORY

1 credit. Prerequisite: successful completion of first semester of nursing program. Corequisites: NURS 166 & 167

Provides students with laboratory experiences that provide knowledge and practical applications of intermediate nursing skills utilized in the care of hospitalized patient populations discussed in NURS 163 and 166. Emphasizes the critical elements of nursing procedures and the scientific rationale for performing the procedures correctly. Formerly NURS 159.

COURSES

Nursing

NURS 166: HEALTH/ILLNESS ACROSS LIFESPAN THEORY

4 credits. Prerequisite: successful completion of 1st semester of nursing program. Corequisites: NURS 165 and 167.

Provides knowledge regarding the provision of care to patients across the lifespan experiencing commonly occurring acute and chronic disruptions in health. Maslow's Hierarchy of Needs, Gordon's Functional Health Patterns, nursing process and expansion of the three roles of the nurse provides the organizational structure of the course. Particular emphasis is placed on the roles of the nurse as provider and manager of care related to concepts of patient teaching and the utilization of community resources. Formerly NURS 159.

NURS 167: HEALTH/ILLNESS ACROSS LIFESPAN CLINICAL

2 credits. Prerequisite: successful completion of first semester of nursing program. Corequisites: NURS 165 and 166.

Provides opportunities for the student to utilize knowledge and skills learned in NURS 165 and 166 to provision of care to patients in acute care settings experiencing commonly occurring acute and chronic disruptions in health. Organizing concepts of Maslow's Hierarchy of Needs, Gordon's Functional Health Patterns, nursing process and the three roles of the nurse provide the organizational structure of the course. Particular emphasis is placed on the roles of the nurse as provider and manager of care related to concepts of patient teaching and the utilization of community resources. Formerly NURS 159.

NURS 197B: APPRENTICE NURSE WORK STUDY

1-3 credits. Prerequisite: successful completion of the first semester of the Nursing program and subsequent continuing enrollment in the program and permission of instructor. May be repeated one time up to six credits.

Provides nursing students with an opportunity to earn college credit through involvement in the Apprentice Nurse program at a participating regional health care facilities in Nevada. The program offers students the opportunity to practice clinical skills and acclimate to the role of the professional nurse under the direction of a preceptor /s. The skills practiced will be in compliance with the accepted skill list identified by the Nevada State Board of Nursing.

NURS 199B: ADN TRANSITION

1 credit. Prerequisite: accepted LPN; accepted transfer student. Accepted LPN must have passed NLN Nursing Challenge Exam with a 75 percent or better if practical nursing course work is more than five years old. One credit. Includes lecture, laboratory and clinical.

Facilitates transition for the returning LPN or accepted transfer student into the second year of the nursing program. Roy's Adaptation Model, Gordon's Functional Health Patterns, nursing process, health assessment skills, roles and responsibilities are emphasized. Student performance of basic nursing skills, nursing care of adult and pediatric patients and their families, and care of the postpartum mother and newborn is assessed in laboratory or acute care setting.

NURS 200: HEALTH ASSESSMENT THEORY

2 credits. Prerequisite: must be accepted into the nursing program or have permission of the Allied Health Director. Required for returning licensed practical nurses. Corequisite: NURS 201

Facilitates the development of knowledge and skills necessary for the student to holistically assess patients across the lifespan. The student utilizes concepts of previously learned knowledge in NURS 136, including Gordon's Health Patterns, the nursing process, and Maslow's Hierarchy of Needs to safely carry out the first phase of the nursing process.

NURS 201: HEALTH ASSESSMENT LABORATORY

1 credit. Prerequisite: must be accepted into the nursing program or have permission of the Allied Health Director. Required for returning licensed practical nurses. Corequisite: NURS 200

Incorporates knowledge from NURS 200 to provide active learning experiences to assist learners to collect, organize, analyze and synthesize health assessment data to patients across the lifespan in a laboratory setting using simulation and live patients.

NURS 236: MENTAL HEALTH AND ILLNESS THEORY

1 credit. Prerequisite: completion of 3rd semester of nursing program. Corequisites: NURS 237 and 238.

Assists the student to gain knowledge regarding nursing care of the patient experiencing severe disruptions in psycho/social functioning. Examines the principles and practice of psychiatric nursing through a variety of theoretical frameworks and legal and ethical values that guide its practice. Emphasis is placed on the use of therapeutic communication skills, development of therapeutic nurse/patient relationships, and bio/psycho/social therapeutic approaches designed to meet the needs of the patient. Classroom discussion is organized using the framework of the nursing process, Gordon's Health Care Patterns, Maslow's Hierarchy of Needs and the roles of a nurse. Formerly NURS 280.

NURS 237: MENTAL HEALTH AND ILLNESS LABORATORY

1 credit. Prerequisite: completion of the 3rd semester of nursing program. Corequisites: NURS 236 and 238.

Challenges the student to use critical thinking skills guided by the organizing structures of the nursing process, Maslow's Hierarchy of Needs and Gordon's Functional Patterns to plan care for patients experiencing disruptions in psycho/social functioning. Through the use of active learning modalities including classroom presentations and group work, students are encouraged to scrutinize their beliefs regarding psychiatric illness, explore nurse patient relationships and the importance of therapeutic communication, and examine psycho-therapeutic approaches designed to meet the bio-psycho-social needs of the psychiatric patient. Formerly NURS 280.

NURS 238: MENTAL HEALTH AND ILLNESS CLINICAL

1 credit. Prerequisite: completion of 3rd semester of nursing program. Corequisites: NURS 236 and 237.

Provides students the opportunity to utilize the nursing process to apply knowledge of the principles and practice of psychiatric nursing to the care of patients experiencing acute disruptions in psycho/social functioning. Collaborative experiences involving students, members of the psychiatric health care team and patients and their families occur at in-patient and community settings. Relevant legal and ethical issues are explored within the context of care of patients with disruptions in psychosocial adaptation. Formerly NURS 280.

COURSES

Nursing

NURS 265: ALTERATIONS MATERNAL/CHILD HEALTH THEORY

2 credits. Prerequisite: successful completion of first year of nursing program or an LPN license and admission to the second year of the program. Corequisites: NURS 266, 267 and 268.

Teaches student to utilize the nursing process, Gordon's Functional Health Patterns and Maslow's Hierarchy of Needs in the provision of care to patients experiencing alterations in maternal-child health. Concepts related to the care of the high-risk antepartal, intra-partal and postpartal women, the high risk newborn, women's health care issues and alterations in family relationships are explored, including concepts of loss and grieving related to the childbearing/ childrearing family.

NURS 266: ALTERATIONS IN MATERNAL/CHILD HEALTH LABORATORY

1 credit. Prerequisite: successful completion of first year of nursing program or an LPN license and admission to the second year of the program. Corequisites: NURS 265, 267 and 268.

Allows the student to practice concept application and skills in a laboratory setting for use in provision of care for patients experiencing high risk and complex disturbances in maternal, gynecological, and child health.

NURS 267: ALTERATIONS IN MATERNAL HEALTH CLINICAL

1 credit. Prerequisite: successful completion of first year of nursing program or an LPN license and admission to the second year of the program. Corequisites: NURS 265, 266 and 268.

Teaches students to implement the nursing process using Gordon's Functional Health Pattern and Maslow's Hierarchy of Needs in promotion and planning care for high-risk maternal populations, including women experiencing gynecological dysfunction.

NURS 268: ALTERATIONS IN CHILD HEALTH CLINICAL

1 credit. Prerequisite: successful completion of first year of nursing program or an LPN license and admission to the second year of the program. Corequisites: NURS 265, 266 and 267.

Teaches students to implement the nursing process using Gordon's Functional Health Pattern and Maslow's Hierarchy of Needs in promotion and planning care for child populations.

NURS 270: ADVANCED CLINICAL NURSING I THEORY

3 credits. Prerequisite: successful completion of first year of nursing program or an LPN license and admission into second year of the program.

Teaches student to incorporate the use of the nursing process, Maslow's Hierarchy of Needs and Gordon's Functional Health Patterns in the provision of care for patients experiencing complex/acute alterations in health. The course expands upon the three roles of the nurse while applying concepts related to adult pediatric complex care phenomenon, community care, case management, health teaching, and discharge planning utilized in planning care for patients.

NURS 271: ADVANCED CLINICAL NURSING I CLINICAL

2 credits. Prerequisite: successful completion of first year of nursing program or an LPN license and admission into second year of the program.

Teaches student to utilize the nursing process, Maslow's Hierarchy of Needs and Gordon's Functional Health Patterns in the provision of care of patients experiencing complex/acute alterations in health. The course expands upon the three roles of the nurse, and includes the teaching/learning and administration of intravenous medications in the acute care setting.

NURS 276: ADVANCED MEDICAL SURGICAL NURSING II THEORY

3 credits. Prerequisite: completion of 3rd semester of nursing program. Corequisite: NURS 277.

Provides students with knowledge regarding the nursing care of patients experiencing complex, multisystem disruptions in health. Content includes care of the adult patient with disruptions in cardiovascular, respiratory, peripheral vascular, neurologic, gastrointestinal, skin integrity, endocrine and renal dysfunction. Provides further understanding of the roles of provider and manager of care and member of the profession of nursing as the student develops an understanding of the principles of priority setting for patients experiencing acute injuries as seen in the emergency department. Classroom discussion of nursing care for patients and their families is organized using the framework of nursing process, Gordon's Functional Health Patterns, and Maslow's Hierarchy of Needs. Formerly NURS 282.

NURS 277: ADVANCED MEDICAL SURGICAL NURSING II CLINIC

2 credits. Prerequisite: completion of 3rd semester of nursing program. Corequisite: NURS 276

Provides opportunities for students to utilize knowledge and skills learned in NURS 276 to the care of adult patients experiencing complex, multisystem disruptions in health. Organizing concepts of Maslow's Hierarchy of Needs, Gordon's Functional Health Patterns, nursing process and the three roles of the nurse provide the organizational structure of the course. Particular emphasis is placed on the roles of the nurse as provider and manager of care related to emergency and intensive care environments. Formerly NURS 282.

NURS 284: ROLE OF THE ADN MANAGER OF CARE

2 credits. Prerequisite: successful completion of third semester of nursing program and successful completion of NURS 280 and NURS 282. Two credits clinical/laboratory.

Facilitates role transition from student to graduate nurse. Experiences are designed to enable students to synthesize knowledge and enhance skills of priority setting and time management in the care of multiple patients. Emphasis is placed on the role of manager of care as the student is challenged to demonstrate effective use of human, physical, financial, community and technological resources to meet the needs of the patients and their families. Utilizes principles of leadership and management as appropriate to supervision of and relationships with other health care personnel, delegation of patient care, change process and conflict resolution. Relevant legal and ethical issues are also 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.

COURSES

Nutrition • Occupational Safety & 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 220.

Explores nutrient functions and basis for nutrient requirements at the cellular level.

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 understand 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.

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 114: INTRODUCTION TO LOGIC

3 credits. Prerequisite: none.

Introduces symbolic logic. Studies the principles of correct reasoning, using the symbolic techniques of propositional calculus and basic quantifier calculus.

PHIL 135: INTRODUCTION TO ETHICS

3 credits. Prerequisite: none.

Provides an introduction to representative classical ethical theories.

PHIL 200: 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: INTRODUCTION TO 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.

COURSES

Physical Education

PHYSICAL EDUCATION

DEPARTMENT CODE: PEX

PEX 105: SCUBA

1 credit. Prerequisite: none.

Covers the fundamentals of scuba. Safety and trouble-shooting will also be topics of discussion.

PEX 107: SWIMMING

1 credit. Prerequisite: none.

Covers water safety, floating, the backstroke, Austrian crawl and other strokes. May be offered at the beginning or intermediate level.

PEX 112: BASEBALL

1 credit. Prerequisite: permission of instructor. May be repeated for up to six credits

Focuses on advanced baseball skill development, competition techniques and strategy for highly skilled, first year participants in competitive baseball.

PEX 117: GOLF

1-2 credits. Prerequisite: none.

Cover fundamentals of golf.

PEX 122: RACQUETBALL

1-2 credits. Prerequisite: none.

Covers the fundamentals of racquetball.

PEX 127: TENNIS

2 credits. Prerequisite: none.

Introduces the basic rules, techniques, fundamentals, and strategies concerned with the game of tennis. Intermediate and advanced levels perfect and build upon the skills taught in the beginning level. May be offered at the beginning, intermediate and advanced levels.

PEX 130: BACKPACKING

1 credit. Prerequisite: none.

Covers the fundamentals of backpacking. Safety skills will also be discussed.

PEX 136: SNOWBOARDING

1 credit. Prerequisite: intermediate snowboarding ability.

Teaches skidded turn with good speed and control on green and blue terrain. Consists of a combination of on-the-snow classes at an established ski area and classroom instruction at the college. Students will be assigned to small groups based on their present snowboarding ability. any additional on-snow instruction will be by certified instructors employed by the ski area.

PEX 139: WILDERNESS SKILLS

1 credit. Prerequisite: none.

Provides basic survival information. May include field trips to allow students hands-on experience in the field.

PEX 142: JUDO

1-6 credits. Prerequisite: none.

Provides students with the basic elements of the martial arts of Jujitsu and Judo, to enable them to gain greater control of their bodies and their emotions. May be offered at the beginning or intermediate level.

PEX 143: KARATE

1-2 credits. Prerequisite: none.

Covers the basic history, philosophy and origins of Karate systems. Students are provided with demonstrations of the basic moves and are allowed to practice the moves with feedback. May be offered at the beginning or intermediate level.

PEX 148: TAI CHI

1-3 credits. Prerequisite: none.

Familiarizes students with the forms, sequence and movements of Tai Chi. May be offered at the beginning or intermediate level.

PEX 151: BICYCLING

1-3 credits. Prerequisite: none.

Covers the fundamentals of bicycling.

PEX 154: DANCE

1 credit. Prerequisite: none. May be repeated for up to four credits.

Explores dance positions, leading and following, and proper usage of rhythm. May be offered at the beginning or intermediate level.

PEX 159: HORSEMANSHIP

1-2 credits. Prerequisite: none.

Helps students understand the principles of dressage and show jumping and to improve their skills in both sports. may be offered at the beginning or intermediate level.

PEX 170: AEROBICS

1-4 credits. Prerequisite: none.

Engages students in cardiovascular activity for sustained time periods through a low impact, high intensity format. May be offered at the beginning or intermediate level.

PEX 172: BODY CONTOURING AND CONDITIONING

1-3 credits. Prerequisite: none

Intended to enhance physical activity to improve overall health and quality of life. Students will learn knowledge of muscle groups, target heart rate, and the potential benefits of regular exercise which includes improved cardiovascular endurance, body composition, flexibility, muscular strength and improved body contour. Students will participate in aerobic activities, calisthenics, and sculpting-isometric exercise, sports, conditioning, and flexibility training.

PEX 176: GENERAL PHYSICAL FITNESS

1-2 credits. Prerequisite: none.

Covers general physical fitness.

PEX 180: STRENGTH TRAINING

1-2 credits. Prerequisite: permission of instructor.

Introduces resistance training and proper lifting techniques to strength (weight) training students. Safety rules, proper use of equipment and concepts of lifting will be emphasized.

PEX 183: WEIGHT TRAINING

.5-3 credits. Prerequisite: none.

Introduces students to weight training principles.

COURSES

Physical Education • Physics • Political Science

PEX 184: CONDITIONING, INTERCOLLEGIATE ATHLETICS

1 credit. Prerequisite: permission of instructor.

Learns the fundamentals of general and sports specific conditioning. All aspects of physical and psychological development are incorporated in this class. Strength, power, speed, acceleration, muscular hypertrophy and endurance, cardiovascular endurance, motor skills and agility drills are taught and practiced. The class will include general physical preparations sport fitness, plyometrics, agility drills and sports specific conditioning. The students will learn about the principle of year-round conditioning, including conditioning appropriate to the off-season, preparatory period, pre-competition period and competition period.

PEX 193: INTERCOLLEGIATE SOCCER

1-3 credits. Prerequisite: Must be on the WNCC soccer team. May be repeated for up to 6 credits.

Participation on the intercollegiate soccer team.

PEX 199: SPECIAL TOPICS

1-3 credits. Prerequisite: none.

Special topics which vary across semesters. A maximum of six credits may be applied towards a WNCC degree.

PHYSICS

DEPARTMENT CODE: PHYS

PHYS 100: INTRODUCTORY PHYSICS

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: GENERAL PHYSICS I

4 credits. 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: GENERAL PHYSICS II

4 credits. Prerequisite: PHYS 151 or consent of instructor.

Emphasizes light, electricity, magnetism and nuclear physics.

PHYS 180: ENGINEERING PHYSICS I

3 credits. Prerequisite: MATH 181.

Explores vectors, rectilinear motion, particle dynamics, work and energy, momentum, rotational mechanics, oscillations, gravitation, fluids, wave properties and sound. Students must co-enroll in both lecture and lab to receive credit.

PHYS 180L: ENGINEERING PHYSICS I LAB

1 credit. Prerequisite: MATH 181.

Explores vectors, rectilinear motion, particle dynamics, work and energy, momentum, rotational mechanics, oscillations, gravitation, fluids, wave properties and sound. Students must co-enroll in both lecture and lab to receive credit.

PHYS 181: ENGINEERING PHYSICS II

3 credits. Prerequisite: MATH 182 and PHYS 180.

Explores electric fields, potential, current, dielectrics, circuits, magnetic fields, electromagnetic oscillations, thermodynamics and kinetic theory of gases. Students must co-enroll in both lecture and lab to receive credit.

PHYS 181L: ENGINEERING PHYSICS II LAB

1 credit. Prerequisite: MATH 182 and PHYS 180.

Explores electric fields, potential, current, dielectrics, circuits, magnetic fields, electromagnetic oscillations, thermodynamics and kinetic theory of gases. Students must co-enroll in both lecture and lab to receive credit.

PHYS 182: ENGINEERING PHYSICS III

3 credits. 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. Students must co-enroll in both lecture and lab to receive credit.

PHYS 182L: ENGINEERING PHYSICS III LAB

1 credit. 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. Students must co-enroll in both lecture and lab to receive credit.

PHYS 293: DIRECTED STUDY

1-3 credits. Prerequisite: PHYS 151 or 180 or consent of instructor. May be repeated for up to six credits.

Provides 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: 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.

COURSES

Political Science • Power Equipment Technology • Psychology

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.

POWER EQUIPMENT TECHNOLOGY

DEPARTMENT CODE: PET

PET 107B: POWER EQUIPMENT. TECH. MOTORCYCLE MAINT 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 various systems. Formerly AUTO 107B.

PET 108B: POWER EQUIP. TECH. MOTORCYCLE MAINT II

3 credits. Prerequisite: PET 107B or consent of instructor.

Continues PET 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. Formerly AUTO 108B.

PSYCHOLOGY

DEPARTMENT CODE: PSY

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: none.

Focuses on the application of psychological principles and theories important to personal development and human relationships.

PSY 130 HUMAN SEXUALITY

3 credits. Prerequisite: none.

Covers major topics in human sexuality such as gender, sexual anatomy, sexually-transmitted diseases, sexual response and disorders, sexual orientation, sexual coercion, and commercial sex.

PSY 210: INTRODUCTION TO STATISTICAL METHODS

4 credits. Prerequisite: PSY 101 or SOC 101, and MATH 96 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 220: PRINCIPLES OF EDUCATIONAL PSYCHOLOGY

3 credits. Prerequisite: PSY 101 or consent of instructor.

Introduces the application of psychology principles of learning and cognitive development.

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: INTRODUCTION TO RESEARCH METHODS

3 credits. Prerequisite: PSY 101 or consent of the instructor.

Introduces students to the research process used in psychology and other social sciences.

PSY 241: INTRODUCTION TO ABNORMAL PSYCHOLOGY

3 credits. Prerequisite: PSY 101 or consent of instructor.

Offers an overview of abnormal psychology with emphasis on symptomatology, etiology, diagnosis, treatment, and prevention.

PSY 261: INTRODUCTION TO 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 270 PSYCHOLOGY THROUGH FILM

3 credits. Prerequisite: none.

This course covers major psychological concepts and principles as they are illustrated through contemporary, international, and independent film.

PSY 271: PSYCHOLOGY & THE FAMILY

3 credits. Prerequisite: none.

Explores the relationship of the individual and the family.

PSY 275: UNDERGRADUATE RESEARCH

3 credits. Prerequisite: PSY 101, PSY 210 and PSY 240.

Requires independent or collaborative research.

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: INTERNSHIP IN PSYCHOLOGY

3 credits. Prerequisite: completion of 30 college credits, PSY 101, and a GPA of 2.5 or greater.

Provides an opportunity for students to apply knowledge of psychology to work settings. Students work with a faculty member in psychology and work supervisor to develop a program that allows students to use skills and knowledge from psychology.

COURSES

Psychology • Reading • Real Estate • Real Estate Applications

PSY 299: SPECIAL TOPICS INTRO DISABILITIES

3 credits. Prerequisite: none.

Special topics which vary across semesters. A maximum of three credits may be applied towards a WNCC degree.

READING

DEPARTMENT CODE: READ

READ 093: 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. Formerly ENG 093.

READ 135: COLLEGE READING STRATEGIES

3 credits. Prerequisite: READ 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.

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.

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: SPECIAL TOPICS

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 with 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 with procedures and techniques required for the analysis of financing real property for purchase, including conventional Federal Housing Administration, Veterans Administration, interim and takeout 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.

Acquaints the student with 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.

COURSES

Senior Computing • Social Work • Sociology

SENIOR COMPUTING

DEPARTMENT CODE: SENR

SENR 101B: PERSONAL COMPUTING FOR SENIORS I

2 credits. Prerequisite: none.

Offers a hands-on course for the senior student who has little or no experience with PC's. Explains PC hardware and software, basic terminology, instructs how to wisely purchase a personal computer for present and future needs and advises how to set up a home computing work area. Student receives hands-on instruction in the basic use of word processing, learning to compose, format, edit, save and print letters and documents.

SENR 102B: PERSONAL COMPUTING FOR SENIORS II

2 credits. Prerequisite: SENR 101B or equivalent.

Offers a hands-on course for the senior who has a basic knowledge of personal computers and word processing and wishes to learn the basics of other software applications. The student will receive a review of word processing techniques, along with hands-on introductory instruction in the basic use of spreadsheets, databases, presentation, Internet and e-mail software.

SENR 103B: PERSONAL COMPUTING FOR SENIORS III

2 credits. Prerequisite: SENR 101B or equivalent.

Builds on students knowledge of Microsoft Windows, Word, Access and Excel. Class will also include Microsoft Word's mail merge feature, Access tables, Outlook contacts, inserting an Excel spreadsheet into a Word document, and attaching Word or Excel files to an Access field.

SENR 104B: PERSONAL COMPUTING FOR SENIORS IV

2 credits. Prerequisite: SENR 101B or equivalent.

Teaches how to enhance documents through the use of graphics. Helps students become familiar with various graphic programs, including PowerPoint and Publisher. Teaches how to scan picture and documents into a computer.

SENR 105B: INTERNET FOR SENIORS

2 credits. Prerequisite: SENR 101B or equivalent.

Offers a hands-on course for the senior student who has a basic knowledge of personal computers and wishes to learn how to access the Internet and use browse software to explore the World Wide Web. The student will learn to use various search engines to find people through white pages, businesses and services through yellow page search services and information. The student will download files, use e-mail and transfer attachments.

SENR 110B: FILE AND DISK MANAGEMENT FOR SENIORS

2 credits. Prerequisite: SENR 101B or equivalent.

Offers a hands-on course for the participant who has basic/intermediate knowledge of personal computers and wishes to learn how to effectively manage and organize PC files by using more advanced procedures and methods. The participant will learn how to utilize the Windows Explore and My Computer features for day-to-day disk management. It also teaches the skills to create, find, copy, move and delete files and folders, and to perform other necessary disk housekeeping tasks.

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 96 or consent of instructor.

See PSY 210.

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.

COURSES

Spanish • Statistics • Surgical Technology

SPANISH

DEPARTMENT CODE: SPAN

SPAN 101B: SPANISH, CONVERSATIONAL I

3 credits. Prerequisite: none.

Emphasizes spoken communication. Listening skills, reading and writing skills will be explored. 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.

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 211: SECOND YEAR SPANISH I

3 credits. Prerequisite: SPAN 112 or equivalent.

Considers structural review, conversation and writing, and readings in modern literature.

SPAN 212: SECOND YEAR SPANISH II

3 credits. Prerequisite: SPAN 211. Completion of SPAN 212 satisfies the arts and science foreign language requirement.

Continues structural review, conversation and writing, and readings in modern literature.

STATISTICS

DEPARTMENT CODE: STAT

STAT 152: INTRODUCTION TO STATISTICS

3 credits. Prerequisite: MATH 124, 126, 128 or consent of instructor.

Introduces statistics, probability models, statistical estimation and hypothesis testing, linear regression analysis, and special topics.

SURGICAL TECHNOLOGY

DEPARTMENT CODE: SRGT

SRGT 100B: FOUNDATIONS OF SURGICAL TECHNOLOGY

2.5 credits. Prerequisite: admission into the Surgical Technology Program.

Introduces the student to historical development of surgery, the current role of the level I Surgical Technologist, and the roles of all members of the surgical health care team, including the associated ethical, moral, legal and communication responsibilities associated with the roles. Provides information regarding how safety is maintained in the OR environment through processes, procedures, and structural components of the OR suite and hospital. Included in the discussion of safety are the methodologies followed to administer medications and anesthesia and maintain a sterile environment.

SRGT 102B: STERILIZATION AND DISINFECTION

2.5 credits. Prerequisite: admission into the Surgical Technology Program.

Two credits lecture; 0.5 credits laboratory/clinical.

Introduces the student to the concepts of microbiology, the body's defenses, the inflammatory and infectious processes, and prevention and control of infection. Familiarizes the student with basic instruments used in the surgical environment and provides knowledge and experiences regarding the processes of sterilization and disinfection.

SRGT 104B: OPERATING ROOM TECHNIQUES

4 credits. Prerequisite: successful completion of SRGT 100B and SRGT 102B.

Three credits lecture; one credit laboratory/clinical.

Introduces the student to entry-level skills performed by the Level I Surgical Technologist in the operating room. Skills include the surgical hand scrub, gown and glove procedures; common draping techniques; care of sutures and needles; the setting up of and maintenance of a sterile field, and the responsibilities associated with care of sponges, dressings, drains, specimens; instruments and special equipment. The duties of the circulating nurse and the Level I Surgical Technologist are further delineated, including their roles associated with common diagnostic procedures and laboratory tests utilized in the surgical setting.

SRGT 110B: PREPARATION OF THE SURGICAL PATIENT

2.5 credits. Prerequisite: successful completion of SRGT 100B and SRGT 102B.

Two credits lecture; 0.5 credits laboratory/clinical.

Discusses principles and procedures followed to maintain general patient safety and dignity in the OR suite, including pre-operative care, transportation, positioning, preparation of the operative site, application of thermoregulatory devices, taking and recording vital signs, insertion of a urinary catheter, and maintenance of homeostasis through fluid and blood replacement. Provides information regarding the role of the Level I Surgical Technologist in developing emergency situations such as hemorrhage, cardiac arrest, malignant hyperthermia, and other medical/surgical emergencies.

COURSES

Surgical Technology • Surveying • Theatre • Women's Studies • Woodworking

SRGT 111B: SURGICAL PROCEDURES

5.5 credits. Prerequisite: successful Completion of SRGT 100B, 102B, 103B, and 110B. Five credits lecture; .5 credit laboratory.

Introduces the student to the roles and responsibilities of the Level I Surgical Technologist that are associated with general and specific surgical procedures including abdominal, orthopedic, obstetric and gynecologic, genitourinary, transplant, plastic, ophthalmic, ear, nose, throat and oral, neurological, microsurgery, cardiovascular and thoracic, and pediatric and geriatric surgery. Discussion of each surgical specialty includes a brief history of the type of surgery, common procedures utilized, special considerations based on growth and development and co-existing medical conditions, and medications associated with the procedure.

SRGT 132B: SURGERY CLINICAL PRACTICE

9 credits. Prerequisite: successful completion of SRGT 100B, 102B, 104B and 110B.

Provides clinical experiences in a variety of surgical environments for students to apply knowledge and skills gained in previous and current SRGT courses to the practice setting. During the course students will learn under the guidance of preceptors and faculty. At the conclusion of the course students will be able to function as beginning Level I Surgical Technologists. Includes 405 hours of clinical experience.

SURVEYING

DEPARTMENT CODE: SUR

SUR 266B: LAND DEVELOPMENT I

3 credits. Prerequisite: none.

Introduces students to the nature and theory of land use planning and the controls affecting and/or used to implement planning. Students will demonstrate competencies by completing assigned projects to the satisfaction of the instructor.

THEATRE

DEPARTMENT CODE: THTR

THTR 100: INTRODUCTION TO THEATER

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.

THTR 105: INTRODUCTION TO 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.

THTR 176: MUSICAL THEATRE WORKSHOP I

2-3 credits. Prerequisite: none. May be repeated to a maximum of nine credits.

Performance of musical theatre productions. Same as MUS 176.

THTR 180: CINEMA AS ART & 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.

THTR 199: PLAY STRUCTURE & ANALYSIS I

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.

THTR 204: THEATRE TECHNOLOGY I

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.

THTR 205: INTRODUCTION TO ACTING II

3 credits. Prerequisite: none.

Continues acting principles presented in Introduction to Acting I with an emphasis on the classics.

THTR 209: THEATRE PRACTICUM

2-3 credits. Prerequisite: none.

Offers practical experience in stage productions.

THTR 219: PROJECTS IN TECHNICAL THEATRE

3 credits. Prerequisite: none.

Studies in-depth some technical aspect of theater. Through lecture and practical application students can explore lighting, set art, set construction, sound, set design or rigging.

THTR 276: MUSICAL THEATRE WORKSHOP II

3 credits. Prerequisite: THTR 176 or MUS 176. May be repeated to a maximum of nine credits.

Continues skills learned in THTR 176 or MUS 176. Offers a workshop in the techniques of musical theatre. Same as MUS 176.

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 wood-working construction practices which will be employed on an individual student need basis.

WOOD 250B: WOOD PROJECTS

3 credits. Prerequisite: consent of instructor.

Permits students to pursue special projects and/or explore areas of specific interest.

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**Chair, Division of Business, Trade & Industry and Computer 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. Outstanding Faculty Member 2004. At WNCC since 1983.

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B.S., Business Administration, University of Nevada, Reno. At WNCC since 1993.

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B.A., Social Science, The Ohio State University; M.S.W., Social Work, California State University, Sacramento; LCSW, ACSW. Outstanding Faculty Member - 1996. Nevada Regents Academic Advisor Award - 2000. WNCC President's Award for Administrative Faculty Excellence - 2002. At WNCC since 1989.

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FACULTY & ADMINISTRATION

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FACULTY & ADMINISTRATION

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President

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B.S., Psychology, Grand Valley State University; M.S., Psychological Sciences; Ph.D., Psychological Sciences, Purdue University. At WNCC since 2005.

LORI MAGNANTE

Early Childhood Education Instructor

A.A., Child Development, San Joaquin Delta College; B.S., Child Development, California State University, Stanislaus; M.A., Early Childhood Education, Prescott College. At WNCC since 2000.

RENEE MAGRINI

Community College Professor of Natural Science

B.S., Biology; M.S., Biology, University of Nevada, Reno. At WNCC since 1990.

MICHAEL MALAY

Nursing Instructor

A.A.S., Nursing, Onondaga Community College; B.A., Psychology, State University of New York College, Geneseo; B.S., Nursing, State University of New York College of Technology; M.S., Nursing, University of Nevada, Reno. At WNCC since 2004.

JANEEN MALKOVICH

Community College Professor of Computer Technology

B.A., Business Education, Eastern Montana College; M.Ed., Education/Computer Technology, University of Nevada, Reno. At WNCC since 1998.

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.

EDWARD MARTIN

Instructor of Welding

A.A.S., Automotive/Welding, American River College; B.S., Adult Teacher Ed./Corporate Training, Idaho State University. At WNCC since 2006.

GENE MARTIN

Construction Technology Instructor

A.S., Project Management, Western Nevada Community College; certification, Professional Land Surveyor, State of Nevada Board of Registered Professional Engineers and Land Surveyors; license, Nevada State Contractors Board. At WNCC since 2004.

GIL MARTIN

Art Instructor

B.A., English Literature; B.A., Art History, University of Washington; M.F.A., Painting, University of Oregon. At WNCC since 2004.

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.

JOSE MARTINEZ

Instructional Research Programmer/Analyst

At WNCC since 2001.

FACULTY & ADMINISTRATION

CHAD MCCULLY

Instructor of English

B.A., English, California State University, Chico; M.F.A., Creative Writing, California State University, Fresno. At WNCC since 2005.

JEAN MCNEIL

Community College Professor of Developmental Mathematics

B.S., Anthropology, University of Oregon at Eugene; M.A., Anthropology; B.S., Mathematics, University of Nevada, Reno. At WNCC since 1986.

ROBBIN MOORE

Coordinator, Smith Valley Center

A.A., Business, Mount San Antonio College. At WNCC since 2001.

CHERYL MORELAND

Community College Professor of Nursing

B.S., Nursing; M.S., Nursing, University of Nevada, Reno. At WNCC since 1979.

ROBERT MORIN

Political Science Instructor

B.A., Political Science and Sociology, Hamline University; M.A., Criminal Justice, George Washington University; J.D., Law, Gonzaga University, Ph.D., Political Science, University of Nevada Reno. At WNCC since 2003.

DON MOXLEY

Director of Computing Services

B.S., Computer Science, Franklin Pierce College, New Hampshire. At WNCC since 2002.

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

Counseling Coordinator

B.A., Sociology, Washington State University; M.S., Counseling and Student Personnel, Oklahoma State University. Regents Academic Advisor Award--2006. At WNCC since 1995.

KEVIN P. MURPHY

Webmaster

B.M., Music Performance; M.M., Music Composition, California State University, Nothridge. At WNCC since 2006.

WILLIAM NAYLOR

Welding Technology Instructor

B.S.C.E., Civil Engineering, University of Nevada, Reno. AWS Welding Inspector. I-CAR GMA Welding Inspector and Test Administrator. 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. Outstanding Faculty Member of the Year--2005. At WNCC since 1996.

SHERRY NEIL-URBAN

Nursing Instructor

B.S., Nursing, Sonoma State University; M.S., Health Science, San Francisco State University; M.S., Nursing, University of Mary; Ph.D., Teaching and Learning, University of North Dakota. At WNCC since 2003.

PAUL NELSON

Assistant Director of Counseling

A.A., General Education, Hartnell Community College; B.A., Social Work, Sacramento State University; M.A., Counseling, Chapman College. Board of Regents' Outstanding Academic Advisor - 2001. At WNCC since 1981.

DANIEL NEVERETT

Interim Vice President of Finance & Administrative Services

B.S., Library Science, State University of New York, Geneseo; M.S., Counseling and Student Personnel Services, State University of New York, Albany. At WNCC since 2004.

WILLIAM ONEY

Community College Professor of Construction Technology

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. United Students Association Distinguished Faculty Award- 2002. 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.

MARLENE PETERSON

Coordinator, Fernley Center

B.A., Political Science, University of California, San Diego; M.S., Financial Management, Naval Postgraduate School. At WNCC since 2004.

LUIS PIERROTT

Coordinator of Tech Prep

Attended National University of Nicaragua. At WNCC since 1996.

FACULTY & ADMINISTRATION

JACK PIIRAINEN

Director of Public Safety

Nevada Police Officers Standards and Training (POST); Louisiana Police Officers Standards and Training (POST). At WNCC since 2000.

KATHRYN REYNOLDS

English Instructor

A.A., Liberal Arts, Pasadena City College; B.A., Literature, University of California, San Diego; M.A., English, Temple University. At WNCC since 2002.

SUSAN RICHARDS

Outreach Coordinator

B.S., Agribusiness, California Polytechnic State University. At WNCC since 2004.

PAUL RICHEY

Controller

B.S., Psychology; 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 Technology Instructor

A.G.S., Western Nevada Community College; B.G.S., University of Nevada, Reno. CCAI, CCNP, MLSE. At WNCC since 1996.

DAVE ROLLINGS

Director of Facilities Management and Planning

Certificate, The Complete Course on Facilities Management, Rockhurst University. At WNCC since 1998.

MICHELLE ROUSSELLE

Community College Professor of Teacher Education Program

B.A., English; M.A., English, University of Wyoming; Ph.D., Curriculum and Instruction, New Mexico State University. At WNCC since 1998.

CHRISTOPHER RYAN

Community College Professor of Geographic Information Systems

B.S., Geography; 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. Regents' Academic Advisor Award - 2002. At WNCC since 1979.

BUS SCHARMANN

Dean, Fallon Campus & Rural Development

A.A., Sociology, San Joaquin Delta College; B.S., Physical Education, M.A., Community Education, Brigham Young University. Outstanding Administrative Faculty Award -- 2004. 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.

SUSAN SCHOEFFLER

Coordinator of Customer Service

B.S., Elementary Education, University of Idaho; M.A., Vocational Educational/Computer Technology, University of Idaho. At WNCC since 2000.

SEAN SEVER

Public Information Officer

B.A., Journalism, University of Nevada, Reno. At WNCC since 2005.

SCOTT SHUMWAY

Network Support Specialist

B.S., Business Information Systems, Utah State University of Agriculture and Applied Science. At WNCC since 2002.

DUANE SORENSEN

Surgical Technology Coordinator/Instructor

A.A., Associate of Arts, Western Nevada Community College; National Certification as a Surgical Technologist, Liaison Council on Certification for the Surgical Technologist. At WNCC since 2005.

HAL STARRATT

Anthropology Instructor

B.A., History/Political Science, University of California Davis; M.A., Communication Studies and Anthropology, California State University, Sacramento; M.A., Anthropology, Tulane University; Ph.D., Anthropology, Tulane University. At WNCC since 2003.

RICHARD STEWART

Community College Professor of Computer Technology

B.A., Mathematics, Pacific Union College; M.S., Computer Science; M.B.A., Business Administration, University of Nevada, Reno. Outstanding Faculty Member - 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.

FACULTY & ADMINISTRATION

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/Lead Faculty, Communications & Fine Arts

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.

FARUK TABAN

Instructor of Engineering

B.S., Mechanical Engineering; M.S., Mechanical Engineering, Techni-
cal University of Istanbul; M.S., Materials Engineering, University of
Southern California; Ph.D., Mechanical Engineering, University of
Nevada, Reno. At WNCC since 2005.

SHARON TETLY

Art Instructor

B.F.A. in Studio Arts, Painting, Cornish College of the Arts; M.F.A. in
Studio Arts, Sculpture, Washington State University.
At WNCC since 2002.

CYNTHIA THOMAS

Counselor

B.S., Human Development and Family Studies; M.A., Counseling and
Educational Psychology, University of Nevada Reno.
At WNCC since 2000.

LOUIS THOMPSON

Coordinator, Hawthorne Center

B.S., Psychology; M.S., Public Administration, Brigham Young Univer-
sity. At WNCC since 1992.

ERIC THORNTON

Student Services Programmer/Analyst

A.S., Pre-engineering, Western Nevada Community College; B.S.,
Computer Science, University of Nevada, Reno. At WNCC since 2004.

LORI TIEDE

Director of Financial Aid

B.A., Speech Communication; M.B.A., Business Administration,
University of Nevada, Reno. At WNCC since 2004.

MICHAEL TISCHLER

English Instructor

B.A., English, State University of New York at Potsdam; M.A., English,
St. Bonaventure University; Ph.D., English, University of Nevada, Las
Vegas. At WNCC since 2004.

LESLIE TOWNSEND

Executive Assistant to the Vice President of Institutional Advancement

A.A., Education, Western Nevada Community College.
At WNCC since 1988.

RICHARD TREE

Coordinator, Lovelock Center

B.A., Physical Education, Southern Utah University; M.Ed., Guidance
and Counseling, Whitworth College. At WNCC since 2001.

SUSAN TRIST

Disabled Student Services Coordinator

B.A. Psychology, Bloomburg University of Pennsylvania; M.A., Clini-
cal Psychology, West Chester University of Pennsylvania. At WNCC
since 2005.

RICK VAN AUSDAL

Prison Education Coordinator

A.A., Machine Shop, Utah Technical College; B.A., Industrial Edu-
cation, Brigham Young University, M.A., Industrial Education, Utah
State University. At WNCC since 1989.

TRACY VISELLI

Institutional Research Programmer/Analyst

B.A., English (Literature Track), California State University,
San Bernardino; M.A., Teaching Writing and Literature, George Mason
University. At WNCC since 2003.

SANDY WALLACE

Grant Writer

B.A., Communications, California State University, Sacramento. At
WNCC since 2006.

ALLAN D. WEBBER

Network Engineer

A.A., Electronics, ITT Technical Institute. At WNCC since 2005.

EMILY WHITE

Instructor of Electronics/Convergence

A.A., Liberal Arts, University of Alaska, Fairbanks; A.A.S., Computer
and Switching Systems, Community College of Air Force; Microsoft
Certified professional Certification; Professional, Professional + In-
ternet, Sustems Engineer, and Trainer; B.I.T., Information Technology,
American InterContinental University. At WNCC since 2005.

FACULTY & ADMINISTRATION

LAURA WHITELAW

Financial Assistance Counselor/Loan Coordinator

A.A., Accounting/General Education, Lassen Community College;
B.A., Humanities, Sierra Nevada College; M.Ed., Educational
Leadership, University of Nevada, Reno. At WNCC since 2000.

DAVID J. WHITTEMORE

Baseball Coach

B.S., Liberal Studies, Oregon State University. At WNCC since 2004.

CLAIRE YUROVCHAK

Coordinator of Student Activities

B.A., Speech Communication, University of Washington; M.Ed.,
Student Personnel Administration, Western Washington University.
At WNCC since 2004.

JOHN YURTINUS

Community College Professor of History

B.S., Education; M.A., History, Kent State University; Ph.D., History,
Brigham Young University. Instructor of the Year – 1994.
At WNCC since 1980.

TERI 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 the Office of the
Dean of Instruction.

RULES & SANCTIONS

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 solution agreeable to both parties. A grievance must be filed in writing to the dean of instruction within 30 instructional days of the alleged infraction.
2. Members of a grievance committee will be selected by the designated dean. This committee will consist of the dean of instruction, 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 Nevada System of Higher Education of Nevada Code. Since Western Nevada Community College is part of the Nevada System of Higher Education, 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 manual entitled "Rules and Disciplinary Procedures for Members of the University Community" which may be obtained at the Dean of Student Service office.

The administrative officer for these rules and procedures at Western Nevada Community College is the president.

THE NEVADA SYSTEM OF HIGHER EDUCATION 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 NSHE community, except when lawfully permissible.
3. Interference by force, threat or duress with the lawful freedom of movement of persons or vehicles on NSHE premises.
4. The intentional disruption or unauthorized interruption of functions of the NSHE, including but not limited to classes, convocations, lectures, meetings, and recruiting interviews, on or off NSHE property.
5. Willful damage, destruction, defacement, theft or misappropriation of property belonging to the Nevada System of Higher Education or to a member of the NSHE 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 NSHE 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 Nevada System of Higher Education.
9. Making intentionally false accusations against any member of the NSHE 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. Willful 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 NSHE recognized or NSHE-sponsored activity.
13. Any act prohibited by local, state or federal law which occurs on a NSHE campus or at a NSHE-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 NSHE service or privilege.
15. Any act of unlawful discrimination based on race, creed, color, gender, 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. Willfully 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.

NEVADA SYSTEM OF HIGHER EDUCATION 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 extracurricular NSHE 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 NSHE 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."

RULES & SANCTIONS

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.

Students have the option of utilizing a Social Security number or student identification number assigned by the college. The number is used to verify the identity of the applicant and as an identifier on student records throughout the enrollment periods of the student to accurately record necessary data.

RESIDENCY REGULATIONS

Regulations for determining Nevada residency for tuition charges are defined in the Board of Regents handbook, Title 4, Chapter 14. One of the following categories must apply in order for an individual to be deemed a Nevada resident:

- 1) A dependent person whose spouse, family or legal guardian is a bona fide resident of the state of Nevada at least twelve consecutive months prior to the student's date of matriculation.
- 2) A financially independent person who is a bona fide resident of the State of Nevada for at least twelve consecutive months immediately prior to the date of matriculation. Date of matriculation means the first day of instruction in the semester or term in which enrollment of a student first occurs. This is applicable regardless of the actual start date of a course a student enrolls in. A student has matriculated if he/ she enrolls for a course and does not withdraw before the 100 percent refund period or has a record of previous enrollment at Western Nevada Community College.

There are exceptions to the above categories to be deemed a Nevada resident. The following exceptions can classify a person as a Nevada resident:

- 1) Current enrollees or graduates of a Nevada high school.
- 2) A professional or classified employee, postdoctoral fellow, resident physician, or resident dentist of the Nevada System of Higher Education currently employed at least half time, or the spouse or dependent child of such an employee.
- 3) A graduate student enrolled in the Nevada System of Higher Education and employed by the System in support of its instructional or research programs, only during the time of such employment.
- 4) 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.
- 5) A student enrolled in the University Studies Abroad Consortium or in the National Student Exchange Program, 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, nor shall enrollment through the Consortium of the Exchange Program be included in the "date of matriculation" for evaluation of Nevada residency.
- 6) Members of federally recognized Native American tribes, who do not otherwise qualify as Nevada residents, and who currently reside on tribal lands located wholly or partially within the boundaries of the State of Nevada.
- 7) A student or his/ her dependant spouse who has relocated to Nevada for the primary purpose of permanent full-time employment.
- 8) A former member of the Armed Forces of the United States who was relocated from Nevada as a result of a permanent change of duty station pursuant to military orders under the following conditions:

- a) He/ She was a resident of Nevada prior to leaving the state as a member of the Armed Forces; and
 - b) He/ She maintained his/ her Nevada residency while a member of the Armed Forces and
 - c) He/ She returns to the state of Nevada within one year of leaving the Armed Forces.
- 9) Licensed education personnel employed full-time by a public school district in the State of Nevada, or the spouse of dependent child of such an employee.
 - 10) A teacher who is currently employed full-time by a private elementary, secondary or postsecondary education institution whose curricula meet the requirements of NRS 394.130, or the spouse or dependent child of such an employee.
 - 11) An alien who has become a Nevada resident by establishing bona fide resident in Nevada and who holds a permanent immigrant visa, or has been granted official asylum or refugee status, or has been issued a temporary resident alien card, or holds an approved immigration petition as a result of marriage to a U.S. citizen. 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 resident.

A student who has been classified as a non-resident who matriculates to WNCC shall continue to be classified as a nonresident student throughout the student's enrollment, unless and until the student demonstrates that his or her previous residence has been abandoned and that the student is a Nevada resident. A student must fill out a WNCC Residency Reclassification Application and provide documentation of:

- a) continuous physical presence as a Nevada resident for at least 12 months immediately prior to the date of the application for reclassification, and
- b) evidence of intent to remain a Nevada resident, and
- c) proof of independent/ dependent status. If the student is under 24 and a dependent, documentation of Nevada residency for the student's family, spouse or legal guardian must be provided. If the family, spouse or legal guardian of a dependent student is not a Nevada resident, the student will continue to be classified as a nonresident student.

Any person who is classified as an out-of-state student, but who, under these regulations, is eligible for reclassification as an in-state student, shall, upon application and approval, 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 NSHE.

Students who do not qualify for Nevada residency, regardless of time spent in the state of Nevada include dependent students whose family are not residents of Nevada or non-U.S. citizens who do not have a resident alien care of proof of U.S. Citizenship. Students who have enrolled as a Good Neighbor, Children of Alumni or WICHE will not be reclassified as a resident until the student disenrolls from the applicable program and pays full nonresident tuition for at least 12 months for reclassification to resident status.

All residency regulations are subject to change by the Board of Regents. Changes become effective for the next semester for all affected students who are not currently classified as in-state residents.

RULES & SANCTIONS

DETERMINATION OF STATUS

Each institution of the Nevada System of Higher Education affected shall implement these regulations through the Admissions Office at each campus, under the direction of the president. A student may appeal decisions of the Admissions and Records Office concerning his/ her status as a resident or nonresident student to a residency appeals appellate board, which will consider evidence and make a final determination. The student may appeal the decision to the residency appeals committee within 30 days from the final determination by the Admissions and Records Office. In the event the appeal is not taken within that time, the decision of the Admissions and Records Office shall be final.

EXCEPTIONAL CASES

In exceptional cases where the applications of these regulations causes an injustice to an individual who technically does not qualify as a resident 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 residency appeals committee shall have the authority to determine that such a student be classified as a resident student. It is the intent of this provision that it applies only in the infrequent, exceptional cases where a strict application of these regulations results, in the sole judgment of the residency appeals committee, in an obvious injustice.

SEXUAL HARASSMENT POLICY

A. Sexual harassment is illegal under federal and state laws. The Nevada System of Higher Education is committed to providing a place of work and learning free of sexual harassment. Where sexual harassment is found to have occurred, the NSHE will act to stop the harassment, to prevent its recurrence, and to discipline those responsible in accordance with the NSHE Code or, in the case of classified employees, the Nevada Administrative Code. Sexual harassment is a form of discrimination; it is illegal.

No employee or student, either in the work place or in the academic environment, should be subject to unwelcome verbal or physical conduct that is sexual in nature. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior of a sexual nature that is not welcome, that is personally offensive, and that interferes with performance.

It is expected that students, faculty and staff will treat one another with respect.

B. Policy applicability and sanctions: All students, faculty, staff, and other members of the campus community are subject to this policy. Individuals who violate this policy are subject to discipline up to and including termination and/or expulsion, in accordance with the NSHE Code or, in the case of classified employees, the Nevada Administrative Code. Other, lesser sanctions may be imposed, depending on the circumstances.

This policy is not intended to and does not infringe upon academic freedom in teaching or research as established in the NSHE Code, Ch. 2.

C. Training: All employees shall be given a copy of this policy and each institution's Human Resources office shall maintain documentation that each employee received the policy. New employees shall be given a copy of this policy at the time of hire and each institution's Human Resources office shall maintain documentation that each new employee received the policy.

Each institution shall include this policy and complaint procedure in its general catalog.

Each institution shall have an ongoing sexual harassment training program for employees.

D. Sexual harassment defined: Under this policy, unwelcome sexual advances, requests for sexual favors, and other visual, verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status;
2. submission to or rejection of the conduct is used as a basis for academic or employment decisions or evaluations, or permission to participate in an activity; or
3. the conduct has the purpose or effect of substantially interfering with an individual's academic or work performance, or of creating an intimidating, hostile or offensive environment in which to work or learn.

Sexual harassment may take many forms—subtle and indirect, or blatant and overt. For example,

- It may occur between individuals of the opposite sex or of the same sex.
- It may occur between students, between peers and/ or co-workers, or between individuals in an unequal power relationship.
- It may be aimed at coercing an individual to participate in an unwanted sexual relationship or it may have the effect of causing an individual to change behavior or work performance.
- It may consist of repeated actions or may even arise from a single incident if sufficiently severe.
- It may also rise to the level of a criminal offense, such as battery or sexual assault.

Determining what constitutes sexual harassment under this policy will be accomplished on a case by case basis and depends upon the specific facts and the context in which the conduct occurs. Some conduct may be inappropriate, unprofessional, and/or subject to disciplinary action, but would not fall under the definition of sexual harassment. The specific action taken, if any, in a particular instance depends on the nature and gravity of the conduct reported, and may include disciplinary processes as stated above.

Examples of unwelcome conduct of a sexual nature that may constitute sexual harassment may, but do not necessarily, include, and are not limited to:

- physical assault;
- sexually explicit statements, comments, questions, jokes, innuendoes, anecdotes, or gestures;
- unnecessary touching, patting, hugging, or brushing against a person's body or other inappropriate touching of an individual's body;
- remarks of a sexual nature about a person's clothing or body;
- use of electronic mail or computer dissemination of sexually oriented, sex-based communications;
- sexual advances, whether or not they involve physical touching;
- requests for sexual favors in exchange for actual or promised job or educational benefits, such as favorable reviews, salary increases, promotions, increased benefits, continued employment, grades, favorable assignments, letters of recommendation;
- displaying sexually suggestive objects, pictures, magazines, cartoons, or screen savers;

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- inquiries, remarks, or discussions about an individual's sexual experiences or activities and other written or oral references to sexual conduct.

Even one incident, if it is sufficiently serious, may constitute sexual harassment. One incident, however, does not usually constitute sexual harassment.

E. Procedure: The chancellor and each president shall designate no fewer than two administrators to receive complaints of alleged sexual harassment. The administrators designated to receive the complaints may include the following: (1) the Human Resources officer at the institution; (2) the Affirmative Action Program officer; or (3) any other officer designated by the president.

If the Human Resources officer or the Affirmative Action Program officer or another officer designated by the president, is not the individual who initially receives the complaint of alleged sexual harassment, then the individual receiving the complaint must immediately forward the complaint to either the Human Resources officer or the Affirmative Action Program officer.

An individual filing a complaint of alleged sexual harassment shall have the opportunity to select an independent advisor for assistance, support, and advice and shall be notified of this opportunity by the Human Resources officer or the Affirmative Action Program officer, or by their designee. It shall be the choice of the individual filing the complaint to utilize or not utilize the independent advisor. The independent advisor may be brought into the process at any time at the request of the alleged victim. The means and manner by which an independent advisor shall be made available shall be determined by each institution or unit.

Supervisors' responsibilities: Every supervisor has responsibility to take reasonable steps intended to prevent acts of sexual harassment, which include, but are not limited to:

- Monitoring the work and school environment for signs that harassment may be occurring;
- Refraining from participation in or encouragement of actions that could be perceived as harassment (verbal or otherwise);
- Stopping any observed acts that may be considered harassment, and taking appropriate steps to intervene, whether or not the involved individuals are within his/her line of supervision; and
- Taking immediate action to minimize or eliminate the work and/or school contact between the two individuals where there has been a complaint of harassment, pending investigation.

If a supervisor receives a complaint of alleged sexual harassment, or observes or becomes aware of conduct that may constitute sexual harassment, the supervisor must immediately contact one of the individuals identified above to forward the complaint, to discuss it and/or to report the action taken.

Failure to take the above action to prevent the occurrence of or stop known harassment may be grounds for disciplinary action.

Complaints of sexual harassment must be filed within 180 calendar days after the discovery of the alleged act of sexual harassment with the supervisor, department chair, dean, or one of the administrators listed above and/or designated by the president to receive complaints of alleged sexual harassment. Complaints of prohibited conduct, including sexual harassment, filed with an institution's administrative officer pursuant to NSHE Code Chapter 6, Section 6.8.1, are not subject to this 180-day filing requirement.

1. Employees:

a. An employee who believes that he or she has been subjected to sexual harassment by anyone is encouraged—but it is neither necessary nor required—to promptly tell the person that the conduct is unwelcome and ask the person to stop the conduct. A person who receives such a request must immediately comply with it and must not retaliate against the employee for rejecting the conduct.

b. The employee may also choose to file a complaint with his or her immediate supervisor, who will in turn immediately contact one of the officials listed above.

c. If the employee feels uncomfortable about discussing the incident with the immediate supervisor, the employee should feel free to bypass the supervisor and file a complaint with one of the other listed officials or with any other supervisor.

d. After receiving any employee's complaint of an incident of alleged sexual harassment, whether or not the complaint is in writing, the supervisor will immediately contact any of the individuals listed above to forward the complaint, to discuss it and/or to report the action taken. The supervisor has a responsibility to act even if the individuals involved are not supervised by that supervisor.

2. Students:

a. A student who believes that he or she has been subjected to sexual harassment by anyone is encouraged—but it is neither necessary nor required—to promptly tell the person that the conduct is unwelcome and ask the person to stop the conduct. A person who receives such a request must immediately comply with it and must not retaliate against the student for rejecting the conduct.

b. The student may also choose to file a complaint with his or her major department chair, who will in turn immediately contact one of the officials listed above.

c. If the student feels uncomfortable about discussing the incident with the department chair, the student should feel free to bypass the chair and file a complaint with one of the above officials or to any chair or dean, who will in turn immediately contact one of the officials listed above to forward the complaint, whether or not the complaint is in writing, to discuss it and/or to report the action taken. The chair or dean has a responsibility to act even if the individuals are not supervised by that chair or dean.

3. Non-Employees and Non-Students: Individuals who are neither NSHE employees nor NSHE students and who believe they have been subjected to sexual harassment by a NSHE employee during the employee's work hours or by a NSHE student on campus or at a NSHE-sponsored event may utilize any of the complaint processes set forth above in this section.

4. Investigation and Resolution:

a. After receiving a complaint of the incident or behavior, an investigation by one of the above listed officials will be initiated to gather information about the incident. Each institution may set guidelines for the manner in which an investigation shall be conducted.

b. At the completion of the investigation, a recommendation will be made to the appropriate management regarding the resolution of the matter. The recommendation is advisory only.

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c. After the recommendation has been made, a determination will be made by appropriate management regarding the resolution of the matter. If warranted, disciplinary action up to and including involuntary termination or expulsion will be taken. Any such disciplinary action shall be taken in accordance with NSHE Code Chapter 6, or, in the case of classified employees, NAC Chapter 284. Other appropriate actions will be taken to correct problems, if any, caused by or contributing to the conduct.

If proceedings are initiated under Chapter 6, the investigation conducted pursuant to this policy may be used as the Chapter 6 investigation. The administrative officer, in his or her discretion, may also supplement the sexual harassment investigation with additional investigation.

d. After the appropriate management has made a determination regarding the resolution of the matter, and depending on the circumstances, both parties may be informed of the resolution. Certain actions made confidential under NSHE Code Chapters 5 and 6 or NAC Chapter 284 shall remain confidential.

F. Prompt Attention: Complaints of sexual harassment are taken seriously and will be dealt with promptly. Where sexual harassment is found to have occurred, the NSHE institution or unit where it occurred will act to stop the harassment, to prevent its recurrence, and to discipline those responsible.

G. Confidentiality: The NSHE recognizes that confidentiality is important. However, confidentiality cannot be guaranteed. The administrators, faculty or staff responsible for implementing this policy will respect the privacy of individuals reporting or accused of sexual harassment to the extent reasonably possible and will maintain confidentiality to the extent possible. Examples of situations where confidentiality cannot be maintained include, but are not limited to, necessary disclosures during an investigation, circumstances where the NSHE is required by law to disclose information (such as in response to legal process), or when an individual is in harm's way.

H. Retaliation: Retaliation against an individual who in good faith complains of alleged sexual harassment or provides information in an investigation about behavior that may violate this policy is against the law, will not be tolerated, and may be grounds for discipline. Retaliation in violation of this policy may result in discipline up to and including termination and/or expulsion. Any employee or student bringing a sexual harassment complaint or assisting in the investigation of such a complaint will not be adversely affected in terms and conditions of employment and/or academic standing, nor discriminated against, terminated, or expelled because of the complaint. Intentionally providing false information is also grounds for discipline.

"Retaliation" may include, but is not limited to, such conduct as:

- the denial of adequate personnel to perform duties;
- frequent replacement of members of the staff;
- frequent and undesirable changes in the location of an office;
- the refusal to assign meaningful work;
- unwarranted disciplinary action;
- unfair work performance evaluations;
- a reduction in pay;
- the denial of a promotion;
- a dismissal;
- a transfer;
- frequent changes in working hours or workdays;
- an unfair grade;
- an unfavorable reference letter.

I. Relationship to Freedom of Expression: The NSHE is committed to the principles of free inquiry and free expression. Vigorous discussion and debate are fundamental rights and this policy is not intended to stifle teaching methods or freedom of expression. Sexual harassment, however, is neither legally protected expression nor the proper exercise of academic freedom; it compromises the integrity of institutions, the tradition of intellectual freedom and the trust placed in the institutions by their members.

PUBLIC SAFETY

The WNCC Public Safety Department provides security for the community. The staff of the Public Safety Department is diligent in maintaining a high visibility and has a good working relationship with local law enforcement. The staff will report any suspected criminal or suspicious activities to these agencies.

Annual Crime Statistics information can be accessed from WNCC's web site: www.wncc.edu/ps/clery.php. The information was prepared under the guidelines established by United States Code, Section 1092(f), known as the "Jeanne Clery, Disclosure of Campus Security Policy and Campus Crime Statistics Act," and the Code of Federal Regulations. The information represents a general description of Western Nevada Community College College's security/ safety policies and programs, and the crime statistics for the most recent calendar year and the two preceding calendar years; however, the information is not intended to serve as a contractual agreement between the college and the recipient.

STUDENT CONDUCT CODE

As part of the NSHE, Western Nevada Community College complies with rules and regulations as adopted by the Board of Regents. In addition, WNCC has adopted "Principles of Community" as well as regulations governing student behavior.

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 2005, the four-year average Student-Right-to-Know graduation rate was 19 percent.

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