

2008-2009



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MISSION & GOALS

Western Nevada 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 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 learn or engage in learning free of discrimination and prejudice. All members of the college community—faculty, support staff, and administrators—committed to the support of free and unfettered inquiry; tolerance and respect for differences; the nurturing of human potential; good citizenship; and civility. These values are reflected in all of the college's policies and practices.

The college offers students convenient access to a comprehensive education. 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. Many of 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 which prepare students to transfer to other institutions of higher education and 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 for students to meet their educational goals. But above all, faculty strive to foster within students the desire to pursue knowledge for a lifetime.

Our college is also firmly grounded in community involvement. WNC is an important resource for the community and provides both culturally enriching and intellectually stimulating activities and events that are open to all members of our community.

MISSION

Western Nevada College inspires success in our community through opportunities that cultivate creativity, intellectual growth and technological excellence, in an environment that nurtures individual potential and respects differences.

COLLEGE GOALS

1. *Improve student success in program completion and graduation rates*
2. *Ensure institutional excellence in teaching, programs and services*
3. *Embrace our college's many communities and respond to their diverse needs.*

AFFIRMATIVE ACTION POLICY - WNC is committed to a policy of affirmative action/equal opportunity 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 College is a public, 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 College, information about its curriculum, faculty, and 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 of or reduction in course offerings, programs or services, because of 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 College is accredited by the Northwest Commission on Colleges and Universities. Documents detailing accreditation approval are available at the WNC library.

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

A Message From The President

Welcome to Western Nevada College! It is a pleasure to provide you with this catalog as a tool to help you plan your educational road map at WNC. 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 WNC faculty and staff who can assist you as you pursue your educational goals.

We are very proud of WNC, 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 WNC 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, and 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, and 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 and we encourage those of all cultures, orientations, and backgrounds to understand and respect one another in a safe and supportive educational environment.



WESTERN NEVADA COLLEGE • 2008-2009
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 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 WNC 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 Solomon 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 WNC to act on its behalf, and persons in an emergency to protect the health/ and/ or safety of students, or other persons. WNC does not release information to parents of students regardless of dependence status without prior written consent of the student. A student is defined as an individual who has applied to WNC and who is or has been in attendance at WNC.

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 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. WNC 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. WNC 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 WNC.

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 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 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 2008

Monday, June 9.....Summer session begins
 Saturday, August 2.....Summer session ends

FALL 2008

Monday, April 21Fall registration begins
 Monday, August 11Teaching faculty return for fall semester
 Monday, August 25Fall classes begin
 Friday, August 29.....Last day to add full-semester classes
 Monday, September 1.....Labor Day holiday - college closed
 Friday, October 31.....Nevada Day holiday - college closed
 Monday, November 3Last day to apply for fall graduation
 Tuesday, November 11Veterans Day holiday - college closed
 Wednesday, November 26..Instructional holiday - no classes
 Thursday, November 27Thanksgiving Day holiday - college closed
 Friday, November 28State holiday - college closed
 Mon.-Sat., Dec. 8-13Final examinations
 Saturday, December 13Fall semester ends

SPRING 2009

Monday, December 1.....Spring registration begins
 Thursday, January 8.....Faculty return for spring semester
 Monday, January 19.....Martin Luther King holiday - college closed
 Tuesday, January 20.....Spring classes begin
 Monday, January 26Last day to add full-semester classes
 Monday, February 16President's Day holiday - college closed
 Monday, March 2Last day to apply for spring graduation
 Mon.-Sun., March 16-22Spring break - no classes
 Mon.-Sat., May 11-16Final examinations
 Saturday, May 16Spring semester ends
 Monday, May 18.....Commencement - Fallon
 Tuesday, May 19Commencement - Carson

SUMMER 2009

Monday, June 8.....Summer session begins
 Saturday, August 1Summer session ends

JULY 2008

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OCTOBER

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AUGUST

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DECEMBER

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MAY

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MARCH

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JUNE

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WNC • A PROFILE

A GROWING COLLEGE

Western Nevada College is a vital and growing member of Nevada's higher education system. Since opening its doors in 1971, WNC 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 information technology, computer networking, graphic design, geographic information systems, drafting, electronics and construction technology.

In Fallon, 60 miles east of Carson City, 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, a classroom/laboratory building serves the growing Douglas county area. Students at the Douglas campus can 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, WNC also operates instructional centers in Fernley, Hawthorne, Lovelock, Smith Valley and Yerington. With increased 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. WNC 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, WNC 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 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 WNC. 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 WNC'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 WNC 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, WNC 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:

Degrees are available in many different academic emphases.

- Associate of Applied Science
- Associate of Arts
- Associate of General Studies
- Associate of Science
- Bachelor of Technology in Construction Management

CERTIFICATES:

Certificates are offered in a variety of subject areas.

- Certificate of Achievement
- Specialized Certifications

What our 2007 Graduate Survey Respondents say...

- 98% would recommend WNC to others
- 95% said their education was worth the time and money
- 92% attained their primary goal



ENROLLMENT

ADMISSIONS

Western Nevada College maintains an "open door" admissions policy. Any adult who can benefit from its instructional offerings is invited to enroll for classes at WNC. 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 WNC. 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 WNC, prospective students should contact Admissions and Records at the Carson City, Fallon or Douglas campus or through the college web site at www.wnc.edu.

ADMISSION TO NURSING

AND ALLIED HEALTH PROGRAMS

The number of students admitted into the Nursing Program and the Surgical Technology Program is limited and therefore requires students to follow special application procedures.

INFORMATION

Counseling Services..... 775-445-3267

APPLICATIONS

Nursing & Allied Health web site..... www.wnc.edu/nursing/

Letters of conditional acceptance for the Nursing and Surgical Technology programs are mailed to students in June. Full acceptance is gained following submission of 1) acceptable health physical, 2) required immunization information, 3) negative TB test data, 4) evidence of holding major medical insurance, and 5) current CPR certification as explained on the WNC web site. The health, insurance, and CPR information must be submitted to Nursing and Allied Health by August 1. Specific information about these requirements is available on the Nursing and Allied Health web site.

The college also offers emergency medical services, phlebotomy and nursing assistant courses. Students seeking to enroll in these courses must submit immunization, TB test data, current CPR certification, and major medical insurance (nursing assistant students are not required to hold insurance) to Nursing and Allied Health. Students may enroll in these courses after the information is on file. Specific information about these requirements is available on the Nursing and Allied Health web site.

Note: Background checks will be required for any student seeking admission into the Nursing and Surgical Technology programs and EMS, phlebotomy and nursing assistant courses beginning fall 2008. Submission of acceptable background check data must be on file before students may enroll in these programs/courses.

Specific information regarding procedures to follow for a background check will be available on the Nursing and Allied Health web site and office on the Carson City campus.

Nursing & Allied Health web site..... 775-445-3294 or
775-445-3296

www.wnc.edu/nursing/

ADVANCED STANDING ADMISSION

Students who earn credits from other institutions, colleges or universities, should refer to the section on page 11, **Credit for - Transfer Evaluation Policies and Procedures.**

CONCURRENT REGISTRATION

A student who plans to enroll for one or more courses at another college while enrolled at WNC 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 WNC. Courses taken at another college must be transferred and evaluated for credit if the student wishes to use them in meeting WNC 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 WNC counselor. The recommendation of the WNC 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.



ENROLLMENT

INTERNATIONAL STUDENT ADMISSION

WNC 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 students' responsibility to learn and adhere to United States Immigration regulations pertaining to particular visas. 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. 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 test results, the student may be required to take additional related courses.

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 Western, 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 an approved designated health insurance policy for the duration of enrollment.
8. Immunizations are required and may have to be received 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 Western Nevada provides information and advisement to international students at the college. It is the intent of Western Nevada College 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: wnc_aro@wnc.edu

REGISTRATION

Registration at WNC is completed by Internet at

www.wnc.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 WNC 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 from for credit to audit or from audit to for 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. For courses that meet longer than 16 weeks, or less than 16 weeks but for at least two weeks, students may change from for credit to audit, or from audit to for credit during the first 50 percent of the class. For classes that meet for less than two weeks, students may not change the credit/audit option after the class has started.

CANCELLATION OF CLASSES

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

COURSE LOAD

The number of classes taken by a student, excluding courses taken for audit, 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 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 WNC counselor.

According to the Northwest Commission on Colleges and Universities guidelines, a three-credit lecture class requires three hours of class time per week; and 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 fail/withdraw 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 for an associate or 60 credits for a bachelor's degree, 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 or related area where the student has already received credit at a more advanced level.
2. A student enrolled in a more advanced level course may not challenge a lower level course in the same subject or related subject area.
3. A student may not challenge a course that has been previously attempted.
4. Official transcripts from other colleges/institutions attended must be on file with Admissions and Records before a challenge exam request may be approved. Exceptions for unofficial transcripts may be approved by the director of Admissions and Records on a case by case basis.
5. 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.
6. Successful challenge examinations are posted as a "pass" on the student's transcript.
7. Challenge examinations may not transfer to other academic institutions and may not count for licensing agencies.
8. WNC reserves the right to deny any petition for challenge examination credit.
9. A student must have completed coursework for credit at WNC 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, WNC will award credit as approved by the University of Nevada, Reno.



PROGRESS TOWARD GRADUATION

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, literature and human geography, which require scores of 4 or higher. In general, WNC 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 number of 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 SCHOOLS AND 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. The translation must be certified and a copy of the original official transcript used for translations must be included in addition to an official transcript sent to WNC. WNC recognizes that some colleges will not directly send transcripts as identified on the World Educational Services (WES) web site. If a school will not directly send transcripts, WNC will accept a photocopy but may only award college credit if the school will verify by letter that the transcript is authentic. In general, grade and credit conversions from foreign transcripts are made when applicable based on WES recommendations. Credit for English/communications requirements is only accepted from institutions located in the following countries: Australia, Canada, England, Ireland and New Zealand.

In many cases, WNC will accept 10 - 11 year high school diplomas/transcripts as equivalent to a US high school education or GED provided the home country determines this level of education is at the high school level according to WES recommendations. Contact Admissions and Records for further information on international evaluations.

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 four credits. Students may also receive credit for additional military training by sending an official military transcript.

CREDIT FOR - NON-TRADITIONAL EDUCATION

Western Nevada College 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 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, AAS and Bachelor of Technology degrees and for certificates of achievement, only. The only non-traditional credit applicable toward the AA and/or AS degree 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.



PROGRESS TOWARD GRADUATION

CREDIT FOR - TRANSFER EVALUATION POLICIES AND PROCEDURES

Students may request to have transfer credits applied towards a Western Nevada College 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.

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 Western 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. Western Nevada College can accept transfer credits 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 90 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 a bachelor's 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 90 credits or 75 percent of the total credits for a degree, whichever is greater, from other sources as listed above may be applied toward a bachelor's 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 Nevada System of Higher Education 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, and 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 toward 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 toward program requirements.

CREDIT FOR - TRANSFER APPEALS PROCESS

If a student disagrees with a transfer credit evaluation the student is encouraged to obtain and submit to Admissions and Records further written information about the course in question, such as a course outline or syllabus, and/or a course description. 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, for instance if a course does not fulfill 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 from 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 on the student's behalf. The resulting decision is final unless one cannot be reached, in which case 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 from the second appeal will be final.

GRADES

The following grading policies apply to all NSHE institutions, 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	
• "R" Repeat	
• "X" In Progress (Assigned by Admissions and Records for courses extending beyond one semester)	
• "AD" Audit	
• "W" Withdrawal	
• "NR" Not Reported - Assigned by Admissions and Records pending faculty submission of final grade	



PROGRESS TOWARD GRADUATION

1. The "Plus" and Minus" is a part of the grading scale for each institution. It is up to individual faculty members to exercise this option.
2. The "F" grade is a part of the grading scale for each institution. All grades are awarded according to faculty members' judgements.. Students may repeat failed courses.
3. Withdrawal indicates 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. A 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. The division chair will arrange a meeting between him/herself, the instructor, and the student, or between the instructor and the student if such a meeting has not yet taken place.
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 composed of the division chair, two faculty members of the same division and two students chosen by the Associated Students of Western Nevada 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.

REPEAT ADJUSTMENT REQUEST

A student may repeat a course and have only the highest grade counted as part of his/her total grade point average; all grades will remain on the student transcript. Students will not receive duplicate credit for repeated courses unless the course is designated as repeatable for credits.

Students may repeat courses provided they have fulfilled current course prerequisites and met criteria established for courses with selective admissions criteria.

Students may petition to repeat up to 12 credits with an adjustment to the previous grade(s). If approved, the original grade will be reflected as an "R" for repeat. The "R" will only be used as a replacement if the repeated course earns a grade higher than the grade originally earned. Repeat adjustment may not be applied to W or AD grades.

A repeat adjustment request must be submitted to Admissions and Records no later than four weeks past the published date on which grades are posted, for the semester in which the course was repeated. If a student requests a repeat adjustment for a course that is designated as repeatable for credit, he/she will not receive additional credits for the repeated course.

ACADEMIC RENEWAL

Students may petition to have an entire semester of course work disregarded in all calculations regarding academic standing and grade point average.

Eligibility for academic renewal is subject to the following conditions:

1) At the time the petition is filed, at least one year must have elapsed since the most recent course work to be disregarded was completed.

2) In the interval between the completion of the most recent course work to be disregarded and the filing of the petition, students shall have completed at least 12 acceptable credits of course work at a regionally accredited institution of higher education with a grade-point average of at least 2.5 on all work completed during that interval. Courses taken during the interval may be repeats of previously attempted college work.

The student's filed petition must specify the semester to be disregarded. A semester with only W grades may not be considered for academic renewal.

If the petition is approved under this policy, the student's permanent academic record will be suitably marked to indicate that no work taken during the disregarded semester, even if satisfactory, may apply toward graduation requirements and the grades will not be calculated into the student's grade point average. However, all course work will remain on the academic record, ensuring a true and accurate academic history. The original grades earned will be calculated toward satisfactory academic progress for financial aid.

Academic renewal can occur only once during a student's academic career. Academic renewal can only be applied prior to graduation from the first degree or certificate. Once a student graduates, academic renewal cannot be retroactively applied.



PROGRESS TOWARD GRADUATION

HONORS PROGRAM

The Western Nevada College 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.

Western 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.

INFORMATION

Lori Magnante 775-445-4449

DEAN'S LIST

Students are eligible for the Dean's List if:

1. At least 12 credits, excluding developmental course 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 Western Nevada College for an associate degree or 75 academic credits at Western Nevada College for a bachelor's degree, 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 Western Nevada College associate degrees have the NSHE core requirements embedded into the degree requirements. Western 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 they meet all program/emphasis/subject requirements for the second degree.

OFFICIAL TRANSCRIPTS RECEIVED FROM OTHER INSTITUTIONS

Admissions and Records will accept only official transcripts from other colleges, universities, high schools, and educational testing sources; unofficial copies will not be accepted. A transcript must be sent directly to Admissions and Records by mail or electronically from the applicable institution to be considered official; faxed copies will not be accepted. A transcript that is hand carried in a sealed envelope to Admissions and Records that was mailed to the student directly from the applicable institution may be accepted as official provided the envelope has not been opened.

High school transcripts from a home school must contain the name, birth date and Social Security number of the student and a signature of the parent or other individual who is authorized to provide home schooling. A copy of a letter from the school board approving the student as home schooled must be attached in order for the transcript to be considered official.

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 College. Admissions and Records does not release or provide copies of a student's official transcript from another institution to third parties or to 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 Western Nevada has the only known existing transcript, or 2) international transcripts are impossible for the student 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 Western Nevada College GPA is 2.0 or higher.



GRADUATION

STUDENT RECORDS

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

- Western 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

Students are responsible to read the college catalog and schedule and understand important policy, procedure and deadline information. Students are responsible to add and drop courses through Web-REG, ensure they have fulfilled all course prerequisites, verify the accuracy of their enrollment, keep their address and phone number current in Web-REG, and pay for classes by the published deadline. Students with unpaid fees may be removed from class rosters throughout the semester and will not receive a final grade or credits regardless of attendance and completion of coursework.

INFORMATION

Admissions & Records 775-445-3277

GRADUATION

REQUIREMENTS FOR GRADUATION

A student wishing to obtain an associate degree or certificate of achievement from Western Nevada 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 he/she officially declares a program of study for the first time, 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 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 their initial enrollment. Students who fail to earn academic credit at Western Nevada College 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 applies to 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 Western Nevada College 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 WNC 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.



GRADUATION

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 15

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, which could result in modified requirements for graduation.

REQUIREMENTS FOR GRADUATION - BACHELOR'S DEGREE

A student wishing to obtain a bachelor's degree from Western Nevada College must have satisfied the following requirements:

1. Completed the curriculum requirements for the degree. The student may select either the catalog year under which he/she initially enrolls in a baccalaureate-level program or the year of graduation. In the case of NSHE transfer students, exceptions to this policy will be handled by Admissions and Records and in the transfer agreement contract process. Whichever catalog is used cannot be more than 10 years old at the time of graduation. Students who fail to complete degree requirements within 10 years of their initial enrollment may use the next catalog in effect dating 10 years after their initial enrollment. Students may not use a combination of catalogs for graduation. This applies to all policies and curriculum.
2. Completed 32 semester credits in residence at WNC. Challenge examinations, non-traditional credit, or developmental courses (courses numbered below 100) do not count as resident credit.
3. Maintained a minimum cumulative grade point average of 2.0 and the minimum grade point average required for program requirements. The cumulative grade point average is calculated by using all courses chosen to fulfill the degree requirements taken at WNC and transferred.
4. Complete a minimum of 40 upper division credits (numbered 300 or above).
5. Met all financial/library obligations. No student will be issued a degree if he/she has not met all financial/library obligations.
6. Submit an Application for Graduation and payment to Admissions and Records by the published deadline.

DUAL DEGREES/CERTIFICATES

A student may earn two or more associate degrees or certificates of achievement 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 associate degree or certificate,
2. Satisfies all of the requirements for each associate degree or certificate, and
3. Completes 15 credits in residence for each associate degree or certificate.

For each additional associate 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 WNC. 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 *(Fee information from fall 2008 fee schedule)*

FEE - APPLICATION

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

FEE - COMMUNITY EDUCATION

Non-credit Community Education courses receive no state funding and therefore must be self-supporting. Fees may vary from others at WNC. 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, aged 62 or older receive a 20 percent discount on Community Education fees other than lab fees.

FEE - GRADUATION

Each student who earns an associate degree or certificate is required to pay a \$20 graduation fee. If dual degrees or certificates are awarded at the same time, a separate fee is charged for each award.

FEE - PAYMENT

Fees may be paid by MasterCard, Visa or Discover card at most of the college's teaching centers or by Internet at www.wnc.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 - 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.

FEE - REFUNDS

The college's refund policy applies to both resident and non-resident 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 WNC semester-long classes is contingent upon the following:

- 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 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.

FEE - REGISTRATION

The registration fee for lower division classes is \$60 per credit and for upper division classes \$96.25 per credit (except for Community Education classes). The fee to audit a class is the same as the fee to register for credit. NOTE: some classes also carry a special use or lab fee.

SURCHARGE

The per credit fee includes a surcharge of \$2.75. The surcharge was approved by the NSHE Board of Regents to address a reduction of state appropriations. The surcharge will expire at the end of the 2008-2009 academic year.

FEE - SPECIAL EXAMINATION

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

FEE - TECHNOLOGY

The NSHE Board of Regents has approved a technology fee of \$4 per credit. Reduced state revenue forecasts have made these increases necessary. The technology fee funds unmet technological needs in computing and information delivery systems and enables WNC to stay abreast of the latest technology.



FEES & COSTS

DELAYED PAYMENTS

In fall and spring semesters, a student enrolling during 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 NSHE institution 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.

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 WNC. 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, the out-of-state tuition fee waived.

A reduced non-resident tuition fee of \$34.25 per credit for lower division classes and \$56 for upper division classes will be added to the regular registration fee of \$60 per credit for lower division classes and \$96.25 per credit for upper division classes for students:

- living within 50 miles of the Nevada border for one year or more, or
- graduates of specifically designated high schools or community colleges from neighboring states.

NON-RESIDENT DISTANCE EDUCATION TUITION

A reduced non-resident tuition fee of \$28.50 per credit for lower division classes and \$46.75 for upper division classes will be added to the regular registration fee of \$60 per credit for non-resident students enrolled exclusively in distance education classes, and who reside outside of Nevada during the semester in which enrollment in the distance education course(s) occurs.

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.

Out-of-state students who enroll for six or fewer credits in a semester are required to pay an additional \$63 per credit for lower division classes and \$102.75 per credit for upper division classes. Those who enroll for more than six credits in a semester must pay an additional \$2,854.50.

WESTERN UNDERGRADUATE EXCHANGE (WUE)

Through the Western Undergraduate Exchange, selected students from eligible western states may enroll in any of WNC's programs at a reduced tuition level of 150 percent of the college's regular resident tuition. Students must request WUE status on the application for admission and apply for WUE status by submitting a WUE application to Admissions and Records prior to matriculation. WNC reserves the right to limit the number of WUE students from each state.

PER-CREDIT FEES

(additional fees may apply)

Registration Fee (lower division)	\$60/cr
Registration Fee (upper division)	\$96.25/cr
Technology Fee.....	\$4/cr
Distance Education Fee (lower division)	\$28.50/cr
Distance Education Fee (upper division)	\$46.75/cr
Non-resident (<i>six or fewer credits</i>) (lower division) Fee	\$63.00/cr
Non-resident (<i>six or fewer credits</i>) (upper division) Fee	\$102.75/cr
Non-resident (<i>seven or more credits</i>) Fee	\$2,854.50
Non-resident Good Neighbor (lower division) Fee	\$34.25/cr
Non-resident Good Neighbor (upper division) Fee	\$56.00/cr

Note: Non-resident fees do not apply to summer term



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 12 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. Students who have a record of enrollment have matriculated.

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 WNC 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.

GENERAL EDUCATION -- A group of classes in different subject areas that are required to obtain a degree or certificate of achievement. These classes are distinct from a major or emphasis and are intended to insure that all graduates possess a common core of college-level skills and knowledge.

GENERAL EDUCATION COURSE -- A course that fulfills a general education requirement.

GENERAL ELECTIVE COURSE -- A course that does not meet a program, major, emphasis or core requirement, but can be used to satisfy the total number of credits required to obtain a degree or certificate of achievement.

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.

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

MAJOR OR EMPHASIS COURSE -- A course that fulfills a requirement towards the student's chosen major or emphasis.

MINOR -- A secondary subject of field of study in which the student intends to specialize. Offered only for baccalaureate degree programs.

MINOR COURSE -- A course that fulfills a requirement toward a minor for a baccalaureate degree.

NON-TRANSFERABLE COURSE -- A course that is acceptable for certain WNC 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 WNC 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.

PROGRAM ELECTIVE -- A course that fulfills a listed program elective requirement in a student's emphasis or major.

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.

SPECIALIZATION -- A defined set of courses within certain academic degree programs or emphases that students may select, to provide a more specific focus.

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

TRANSFERABLE COURSE -- A WNC course that will be accepted at a four-year college or university as comparable or equivalent to a course offered there. Some WNC 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 -- WNC's Internet class registration system.

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



SERVICES FOR STUDENTS AND COMMUNITY

DEVELOPMENTAL EDUCATION

As part of WNC'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 Western Nevada College Academic Skills Centers is to provide supplemental academic support and community to students in the form of free tutoring and computer use with the intention of moving students to being active and independent learners. The following services are offered:

- **TUTORING** - Individual and group tutoring is available in math, English, science, online tutoring for writing and a variety of other subjects on a walk-in or appointment only basis.
- **ADDITIONAL SERVICES** - Computers and college textbooks are available for use in the ASC. Study skills workshops are also offered free to currently enrolled WNC students.

For specific locations, ASC hours, tutor schedules and descriptions, visit our website: www.wnc.edu/student-services/asc/

Academic Skills Centers

Carson City campus • Bristlecone Bldg., Rm. 330 775-445-4260

Fallon campus • Virgil Getto Hall..... 775-423-7565

..... Ext. 2278

Douglas campus • (limited tutoring) call Carson City campus ASC

Fernley center • (limited tutoring) call Carson City campus ASC

ABE/ESL/GED

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 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 intake, 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

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

The Western Wildcats have two teams: baseball (men), and softball (women). Students can enjoy the benefits of a college with smaller class sizes and teachers who care and take part in 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 WNC.

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

STUDENT REQUIREMENTS

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

INFORMATION

Baseball 775-445-3250

Softball..... 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 WNC promotional items are available.

Students at other off-campus locations may fill book orders through www.foflett.com. Students may order textbooks by telephone, via the Internet or by mail from the Carson City Bookstore.

INFORMATION

Carson/Douglas..... 775-445-3233

Fallon..... 775-423-7556



SERVICES FOR STUDENTS AND COMMUNITY

CHILD CARE

The WNC 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 with preference being given to the children of WNC students and staff. Evening care is provided to WNC students Monday through Friday from 5 to 10:15 p.m. 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 48 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

COUNSELING SERVICES

Western Nevada 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 help students plan their academic schedules to ensure understanding of major/graduation requirements and current transfer guidelines. Counselors also assist students with career exploration, interest testing and job search techniques and provide 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 WNC are kept confidential.

Counseling Services

Carson.....775-445-3267

Bristlecone Building, Room 103

Douglas775-782-2413

Bently Hall

Fallon.....775-423-7565

Virgil Getto Hall, Room 321

DISABILITY SUPPORT SERVICES

WNC 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 in alternative format
- Alternative testing
- Interpreter services
- Adaptive computer equipment

WNC 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.

INFORMATION

Disability Support Services 775-445-3266

775-445-3275

TTY 775-445-3035

trists@wnc.edu



SERVICES FOR STUDENTS AND COMMUNITY

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 WNC 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 WNC 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 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 the 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 WNC and using his or her Millennium Scholarship must enroll in a minimum of six credits in a degree or certificate program 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.gov>

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 College, private businesses, tribes, clubs, organizations, donors, etc. A separate application is necessary to apply for these funds. The application deadline for the fall 2008/spring 2009 academic year is April 1, 2008. Those students who miss the fall deadline or who are attending in only in the spring semester may apply for spring scholarships. The spring scholarship deadline is December 1, 2008 for spring 2009. The application deadline for the fall 2009/spring 2010 academic year is April 1, 2009. Students are encouraged to actively search out scholarships, be aware of deadlines and apply early. Completion of the FAFSA is also encouraged to establish financial need and possible eligibility for Title IV aid. Financial Assistance . . . www.wnc.edu/studentservices/financial

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. Student employment positions provide students with valuable work experience. These opportunities allow students to earn money while enrolled in school to help pay for educational expenses. The awards will not be disburse in lump sums, but in 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 some student employment programs, students must complete the FAFSA.

HOW TO APPLY

To apply for financial aid, complete 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 WNC'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. To complete a FAFSA go online to www.fafsa.ed.gov.



SERVICES FOR STUDENTS AND COMMUNITY

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 WNC 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 www.pin.ed.gov/ or when completing the FAFSA on the web application, www.fafsa.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, complicated process. Timing is important - the earlier students 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.

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. Completion of less than 67 percent of the semester or cumulative courses attempted will result in suspension of aid eligibility.

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. A complete explanation of the Western Nevada College Financial Assistance Standards of Satisfactory Academic Progress is available on the web page.

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.

INFORMATION

Financial Assistance775-445-3264

STUDENT RESPONSIBILITIES

Students receiving financial aid from WNC 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 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 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

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 & MENUS

www.wnc.edu/sedway

JIVE N JAVA JR. CAFE

A local Fallon coffeehouse has opened a new cafe on the WNC Fallon campus in Virgil Getto Hall. Jive N Java serves 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.

STUDENT HEALTH CARE

MedDirect Urgent Care offers WNC students basic health care at a reduced rate. This option covers office visits for treatment of minor illnesses or injuries, and basic immunizations. Additional services, such as x-rays and physical exams and cost information, are available at a discounted cost. See the web site for deadline, costs and to sign up for the next semester.

REQUIREMENTS

- Students enrolled in three or more credits

MEDDIRECT LOCATIONS

CARSON - 1201 S. Carson St. (available seven days a week)

DAYTON - 2450 Highway 50 East

INDIAN HILLS - 961-A Mica Drive

www.wnc.edu/student-services/health-services.php

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.

E-mail Accounts

Any student enrolled at WNC is eligible for a FREE WNC e-mail account.

For information, go to:

www.wnc.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 jobs by filling out the form at www.wnc.edu/academics/continuing_education/wdc/. Information should include job title, salary, work hours, etc., and will be posted on the Job Board web site at www.wnc.edu/jobs/student_jobs/.

It may also be distributed to other college locations.

Carson.....775-445-4458

Fallon.....775-423-5847

LIBRARY AND MEDIA SERVICES

The 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 WNC library subscribes to more than 10,000 journals, newspapers and books online. WNC students and staff can locate articles using these online sources from both on and off campus. Library cards are issued to current WNC 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 WNC 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 instructional 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 Services445-3229

Media Services.....445-4241

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

<http://library.wnc.edu>

STUDENT AMBASSADORS

WNC 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 WNC and participate during campus activities.

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



SERVICES FOR STUDENTS AND COMMUNITY

STUDENT CENTER

The WNC Student Center is located on the first floor of the Joe Dini Library and Student Center at WNC Carson City. The center offers students a place to study and relax between classes.

Student Center services include:

- Fitness Center
- Game room/ pool tables/ video games
- Television lounge
- Associated Students of Western Nevada offices
- Internet café
- Study areas
- Student ID cards

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 account 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.

STUDENT ID CARDS

Students enrolled in credit courses may be issued a student identification card. A WNC 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 WNC. Validation stickers for current students may be picked up at the student center information counter.

FITNESS CENTER

WNC 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 WNC ID card with current activity sticker is required to enter the Fitness Center.

Students need to obtain a WNC 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.

HOURS - FALL & SPRING SEMESTERS

Monday-Thursday.....8 am-8 pm
 Friday.....8 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 WNC 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 seeking a degree or certificate must take the reading, English and math placement tests before enrolling in classes. The nursing program also requires students to take the Test of Essential Academic Skills.

College placement testing is available by appointment in the Counseling Services offices at the Carson City, Douglas and Fallon campuses.



SERVICES FOR STUDENTS AND COMMUNITY

ASSOCIATED STUDENTS OF WESTERN NEVADA

The Associated Students of Western Nevada, otherwise known as student government, is an elected group of students who represent the student body of Western Nevada 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 WNC can be a member of the ASWN. Student government representatives encourage other students to contact them regarding any college concern or idea.

ASWN

Carson City/Douglas 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 Associated Students of Western Nevada at Western Nevada College. Any student may propose to form a student club by filing a petition with ASWN. 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 ASWN for information on student clubs. For a list of current campus clubs and organizations, visit:

www.wnc.edu/clubs

NATIONAL STUDENT NURSES ASSOCIATION

The National Student Nurses Association is a pre-professional organization for students 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 into the nursing program or not, are invited to join and participate. National Student Nurses Association organizations are on the Carson City and Fallon campuses.

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, and to 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 Veterans 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, and 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 WNC's other campuses/centers should see their campus coordinator for information.

VETERANS STANDARD OF SATISFACTORY PROGRESS

Veterans receiving VA educational benefits must maintain a minimum cumulative grade point average of 2.0 on a 4.0 scale. If GPA falls below 2.0, students will be placed on academic probation for the following semester. If the cumulative GPA remains below 2.0 for two subsequent semesters, VA benefits will be terminated. To re-establish eligibility, students must take courses at their own expense until they achieve the required minimum 2.0 GPA.

Veterans Services Office

Veterans educational benefits, VA forms, VA policies, VA resources
 775-445-3260

www.wnc.edu

(click on Offices and Services, then Financial Assistance, then Money for College)



Academic Programs

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

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

The college now offers a bachelor's degree in the following area:

- **Bachelor of Technology in Construction Management**

Western offers four types of associate degrees in dozens of diverse academic areas. They include:

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

OCCUPATIONAL PROGRAMS AND EMPHASES

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

A new Bachelor of Technology degree in Construction Management helps students can climb a career ladder from learning basic construction skills all the way to becoming a construction manager.

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.

TRANSFER PROGRAMS AND EMPHASES

WNC attracts a large number of students who plan to earn a baccalaureate degree from another 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.

WNC students have transferred to many four-year schools. Students who plan to transfer should work closely with a WNC 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 WNC. 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 WNC

graduates. These are referred to as general education student learning outcomes. All courses used to fulfill general education requirements should specify the specific general education student learning outcomes that are relevant to the course.

GENERAL EDUCATION - Mission & Outcomes

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

Student Learning Outcomes: Students who complete a degree at WNC 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.

Students completing a certificate of achievement at WNC are expected to demonstrate they:

- have the appropriate communication, computational, and human relations skills.



WESTERN NEVADA COLLEGE • 2008-2009
Academic Programs & Degrees

	Online Degree	Bachelor of Technology Degree	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	
American Sign Language						X	X	
Automotive Mechanics			X			X		X
Biological Sciences (<i>Associate of Science Emphasis</i>)					X		X	
Bookkeeping	☆					X		X
Business	☆		X			X	X	
Chemistry (<i>Associate of Science Emphasis</i>)					X		X	
Computer Applications						X		
Computer and Office Technology			X				X	
Computer Science (<i>Associate of Science Emphasis</i>)					X			
Computer Technology - Computer Networking Technology			X					X
Computer Technology - Computer Programming						X		
Computer Technology - Information Technology								
Computer Technology - Network Support Technician						X		X
Computer Technology - System Administration Technician						X		X
Construction Technology								X
Construction Technology - Construction Management		X						
Construction Technology - Project Management			X					
Criminal Justice - (<i>Associate of Arts & Applied Science</i>)			X	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	
Desktop Publishing						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	
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	
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
Welding Technology			X			X		X

☆ Degree/certificate available online



www.wnc.edu

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

Transfer Degrees

Associate of Arts & Associate of Science

ASSOCIATE OF ARTS & 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 WNC 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 WNC 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 WNC 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.

TRANSFER PROGRAMS

WNC 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 from the list of transfer programs at UNR, UNLV, NSC or other schools.

Recent surveys of WNC students show they have transferred to colleges throughout the country including: UNR; UNLV; Nevada State

College; Southern Utah University; University of New Mexico; Arizona State University; California State University, Sacramento; University of California at Berkeley; Truckee Meadows Community College; University of Phoenix; Cosumnes River College-Los Rios; Lake Tahoe Community College; Great Basin College and Salt Lake Community College.

Programs and areas of study offered at WNC include:

- Nevada State College Teacher Education Partnership

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

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



Transfer Degrees

Associate of Arts & Associate of Science

HOW WNC COURSES TRANSFER AND MEET DEGREE REQUIREMENTS

All students planning to transfer to a four-year college or university are encouraged to meet with a WNC 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 below 100 (such as ENG 095)-These courses are developmental courses that do not apply toward a WNC degree or honors designation and normally do not transfer to a university. Please see a counselor for more information.

Courses with numbers 100 to 299 (such as ENG 101)-These courses are designed to apply toward a WNC degree and/or transfer to other schools within the Nevada System of Higher Education, depending on the degree chosen and other courses completed. They may transfer to colleges and universities outside Nevada. For information about how these courses can transfer and apply to a specific program of study, please contact a counselor.

Courses with numbers 300 to 499 (such as MGT 462)-These are upper division courses that are designed to apply toward a WNC Bachelor of Technology degree. They may also transfer to other colleges and universities. For information about how these courses can transfer and apply to a specific program of study, please contact a counselor.

Courses with numbers 1000 and above (such as CFK 1001)-These are non-credit, non-college continuing education courses. Please contact a counselor for more information.

Courses with a 'B' Designator after the number (such as MATH 100B)-These courses may apply toward a WNC degree or certificate program depending on the degree chosen and other courses completed. They may not transfer or apply to programs at four-year universities within Nevada (UNR, UNLV). In some cases, these courses may transfer and apply to programs at two and four year colleges within Nevada and may transfer to out of state schools. For information about how these courses may transfer or apply to a specific program of study, please contact a counselor.

Courses with a 'C' Designator after the number (such as CMSV 104C)-These are continuing education courses offered for no credits that will not apply to a WNC degree or transfer to another college or educational institution. Please contact a counselor for more information.

Courses with an 'L' Designator after the number (such as PHYS 151L)-These are laboratory courses designed to apply toward a WNC degree and/or transfer to other schools within the Nevada System of Higher Education, depending on the degree chosen and other courses completed. They may transfer to colleges and universities outside Nevada. For information about how these courses can transfer and apply to a specific program of study, please contact a counselor.



WESTERN NEVADA COLLEGE • 2008-2009
Bachelor of Technology
An Applied Baccalaureate Degree

The Bachelor of Technology degree offers students advanced technical and occupational skills in a formal educational route that will help them progress to supervisory positions within their field. It provides an opportunity for those who have completed an associate degree in an applied technology field to progress academically and earn a bachelor's degree. It also provides an avenue for those already working in a technical field to enroll in an applicable baccalaureate degree program

that will enhance their core and business management skills and offer career advancement opportunities. To learn more about the Bachelor of Technology degree program, please see a WNC counselor.

Programs and areas of study offered at WNC include:

- Construction Management

BACHELOR OF TECHNOLOGY DEGREE REQUIREMENTS

REQUIREMENTS: A minimum of 128 credits

CAPSTONE-9 credits.

Choose from:

Communication: 412
Economics: 334, 365
Management: 462, 469

ENGLISH/COMMUNICATIONS REQUIREMENTS-9-11 credits.

Choose from:

Business: 107, or
Communication: 113 or 213 or 215
English: 100, or 101
English: 102

FINE ARTS REQUIREMENT-3 credits.

Choose from:

Art: 100, 101, 124, 160, 224, 260, 261
Dance: 101
Humanities: 101
Music Ensemble: 101
Music, General: 121
Theatre: 100, 105, 180

HUMANITIES REQUIREMENT-3 credits.

Choose from:

Core Humanities: 201, 202
English: 200, 223, 231, 232, 243, 250, 252, 261, 266, 267, 271, 275
History: 105, 106, 207, 247
Philosophy (except for PHIL 102, 105, 114)

MATHEMATICS AND SCIENCE REQUIREMENTS-15 credits.

A minimum of 5 credits in mathematics and 7 credits in science.

Choose from:

Mathematics
Mathematics: 126 & 127, 128*
Statistics: 152
Science
Chemistry: 100, 121
Environmental Studies: 100
Geology: 100, 101, 103
Physics: 100, 151, 180
* or higher

SOCIAL SCIENCES REQUIREMENT-6 credits.

3 credits must be an upper division course (300-400 level, see a counselor). Choose from:

Anthropology: 101, 201, 202, 210, 212
Core Humanities: 203
Criminal Justice: 101, 102, 220, 230, 270
Geography: 106
History: 101, 102, 111, 217, 295
Journalism: 101
Political Science: 103, 105, 108, 208, 231, 295, 299
Psychology (except for PSY 210)
Social Work: 220
Sociology (except for SOC 210)

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

Choose from:

Core Humanities: 203
History: 111
History: 101 & 102
History: 101 & 217
Political Science: 103
History and Political Science Combination (History 101 and Political Science 208)

CORE AND DEGREE REQUIREMENTS-

Number of credits required vary by degree.



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.

Courses with a "B" after the course number (such as MATH 100B)

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 WNC degree.

NOTE: Information on transfer to UNR is based on UNR requirements for the 2008-2009 school year. These requirements may change in subsequent years. See a WNC counselor for the most up-to-date information.

Programs and areas of study offered at WNC include :

- Criminal Justice
- Deaf Studies
- Fine Arts
- Musical Theatre

ASSOCIATE OF ARTS DEGREE REQUIREMENTS

REQUIREMENTS: A minimum of 60 credits

ENGLISH/COMMUNICATIONS REQUIREMENTS- 6–8 credits.

WNC and UNR

English: **100** or **101**, **102**

FINE ARTS REQUIREMENT - 3 credits.

WNC and UNR

Art: **100**, 101*, 124, **160**, 224, **260**, **261**

Dance: **101**

Humanities: **101**

Music Ensemble: 101*

Music, General: **121**

Theatre: **100**, **105***, **180**

* Course may not meet the fine arts requirement at all universities.

Please see a counselor.

HUMANITIES REQUIREMENT-6 credits.

UNR transfer students: choose one course from each UNR group.

UNR: **Group A**

Core Humanities: **201**

English: **231***

History: **105***

Philosophy: **200***

UNR: Group B

Core Humanities: **202**

English: **232***

History: **106***

Philosophy: **207***

WNC:

Core Humanities: **201**, **202**

English: 200, 223, **231**, **232**, 250, 261, 266, 267, 271, 275

History: **105**, **106**, 207, 247

Philosophy (except for PHIL 102, 114)

* 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.

MATHEMATICS REQUIREMENT-3 credits.

Mathematics: **120**, 126, **126 & 127**, 127, **128**, **176**, **181**, **182**, 283, 285

Statistics: 152

SCIENCE REQUIREMENT-6 credits.

WNC: Choose from Group A and/or Group B. At least one lab science course recommended.

UNR: Choose UNR transfer courses and at least one course from

Group A

Biology: **100**, 113, **190 & 190L**, **191 & 191L**, 223, 224, 251

Chemistry: , **100**, **121**, **122**, 220

Geology: **100**, **101 & 103**, 102, 127, 132, 201

Physics: **100**, **151**, **152**, **180 & 180L**, **181 & 181L**, **182 & 182L**

Group B

Anthropology: 102, **102 & 101L**

Astronomy: **109**, **110**, 120

Environmental Studies: **100**

Geography: **103**, 104

Nutrition: **121**, 223

SOCIAL SCIENCES REQUIREMENT-9 credits.

* WNC: Choose from the following list. Must include work in two or more subjected areas. UNR: Choose from the bolded courses.

Anthropology: **101**, **201**, **202**, 210, 212

Core Humanities: 203

Criminal Justice: 101, 102, 220, 230, 270

Economics: **100**, **102**, **103**

Geography: **106**

History: 101, 102, 111, 217, 295

Journalism: 101

Political Science: 103, 105, 108, 208, **231**, 295, 299

Psychology: (except for PSY 210)

Social Work: 220

Sociology: (except for SOC 210)

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

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

Must meet both requirements. Choose from:

Core Humanities: **203**

History: **111***

History: **101 & 102***

History: **101 & 217***

Political Science: **103***

History and Political Science Combination (History 101* and Political Science 208*)

* These courses will not fulfill UNR's CH203 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 WNC 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 WNC degree.

NOTE: UNR transfer information is based on requirements for the 2008-2009 school year. These requirements may change in subsequent years. See a counselor for the most up-to-date information.

Programs and areas of study offered at WNC include:

- Biological Sciences
- Chemistry
- Computer Science
- Engineering Science
- Geosciences
- Mathematics
- Physics

ASSOCIATE OF SCIENCE DEGREE REQUIREMENTS

REQUIREMENTS: A minimum of 60 credits

ENGLISH/COMMUNICATIONS REQUIREMENTS—6–8 credits.

WNC and UNR

English: **100** or **101, 102**

FINE ARTS REQUIREMENTS—3 credits.

WNC and UNR

Art: **100**, 101*, 124, **160**, 224, **260**, **261**

Dance: 101

Humanities: **101**

Music Ensemble: 101*

Music, General: **121**

Theatre: **100, 105***, **180**

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

Please see a counselor.

HUMANITIES REQUIREMENTS—6 credits.

UNR: Choose one course from each UNR group:

UNR Group A

Core Humanities: **201**

English: **231***

History: **105***

Philosophy: **200***

UNR: Group B

Core Humanities: **202**

English: **232***

History: **106***

Philosophy: **207***

WNC: Choose From:

Core Humanities: **201, 202**

English: 200, 223, **231, 232**, 250, 261, 266, 267, 271, 275

History: **105, 106**, 207, 247

Philosophy (except for PHIL 102, 114)

* 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.

MATHEMATICS REQUIREMENTS—6 credits.

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

Mathematics: 126, **126 & 127**, 127, **128, 176, 181, 182**, 283, 285

Statistics: 152

SCIENCE REQUIREMENTS—6 or 12 credits.

WNC: Choose 12 credits for math emphasis. 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 & 190L, 191 & 191L**

Chemistry: **100, 121, 122**

Geology: **100, 101, 103**

Physics: **100, 151, 152, 180 & 180L, 181 & 181L, 182 & 182L**

Group B:

Anthropology: 102, **102 & 110L**

Astronomy: **109, 110**, 120

Environmental Studies: **100**

Geography: **103**, 104

SOCIAL SCIENCES REQUIREMENTS—6 credits.

Anthropology: **101, 201, 202**, 210, 212

Core Humanities: 203

Criminal Justice: 101, 102, 220, 230, 270

Economics: **100, 102, 103**

Geography: **106**

History: 101, 102, 111, 217, 295

Journalism: 101

Political Science: 103, 105, 108, 208, **231**, 295, 299

Psychology: **101**, 102, 130, 233, 234, 240, 241, 261, 290, 299

Social Work: 220

Sociology: **101**, 102, 202, 205, 261, 275

U.S. & NEVADA CONSTITUTION REQUIREMENTS—3 or 6 credits.

Must meet both requirements. Choose from:

Core Humanities: **203**

History: **111***

History: **101 & 102***

History: **101 & 217***

Political Science: **103***

History and Political Science Combination (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 WNC Counseling Services or the UNR Transfer Center.



Associate of Applied Science

The Occupational Degree

ASSOCIATE OF APPLIED SCIENCE - Mission and 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 WNC 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.

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.

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 WNC 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 WNC.

Courses with a “B” designator after the number (such as MATH 100B) are college level courses which may apply toward a WNC 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 WNC counselor for the latest transfer information.

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

To make decisions about specific emphases under the Associate of Applied Science degree, please refer to the academic programs pages or see a WNC 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.

Programs and areas of study offered at WNC include:

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



ASSOCIATE OF APPLIED SCIENCE DEGREE REQUIREMENTS

REQUIREMENTS: A minimum of 60 credits

ENGLISH/COMMUNICATIONS REQUIREMENT-6 credits.

Must include a writing course.

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)

HUMAN RELATIONS REQUIREMENT-3 credits.

Anthropology: 101, 201

Business: 110B, 287B

Counseling and Personal Development: 117, 129B

Criminal Justice: 270

Early Childhood Education: 121

Human Development & Family Studies: 201, 202

Law: 263

Management: 201, 212, 283

Psychology (except for PSY 210)

Sociology (except for SOC 210)

HUMANITIES/SOCIAL SCIENCE REQUIREMENTS-3 credits.

Choose from either humanities or social science areas:

Humanities Area:

Art: 100, 101*, 124, 160, 224, 260, 261

Core Humanities: 201, 202

Dance: 101

English: 200, 221, 223, 231, 232, 250, 261, 266, 267, 271, 275

History: 105, 106, 207, 247

Humanities: 101

Music: 111*, 121

Philosophy (except for PHIL 102, 114)

Theatre: 100, 105, 180

Social Sciences Area:

Anthropology: 101, 201, 202, 210, 212

Core Humanities: 203

Criminal Justice: 101, 102, 120, 215, 220, 225, 226, 230, 270

Economics: 100, 102, 103

Geography: 106

History: 101, 102, 111, 217, 295

Journalism: 101

Political Science

Psychology (except for PSY 210)

Social Work: 220

Sociology (except for SOC 210)

** Course may not meet the fine arts requirement at all universities.*

Please see a counselor.

MATHEMATICS REQUIREMENT-3 credits.

Business: 109B

Economics: 261, 262

Mathematics

Psychology: 210

Real Estate: 102B

Sociology: 210

Statistics: 152

SCIENCE REQUIREMENT-6 credits.

Animal Science: 110B

Anthropology: 102, 101L

Astronomy: 109, 110, 120

Biology (except for BIOL 208)

Chemistry (except for CHEM 241, 241L, 242, 242L)

Environmental Studies

Geography: 103, 104

Geology (except for GEOL 111B, 112B, 113B, 299B)

Natural Resources: 101

Nutrition: 121, 223

Ornamental Horticulture: 105B

Physics (except for PHYS 293)

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

Must meet both requirements. Choose from the following:

Core Humanities: 203

History: 101 & 217

History: 101 & 102

History: 111

Political Science: 103

History and Political Science Combination (History 101 and Political Science 208)

**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 COLLEGE • 2008-2009
Associate of General Studies
The Degree to Meet a Variety of Needs

ASSOCIATE OF GENERAL STUDIES - Mission and 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 WNC 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.

It is recommended that anyone planning to attend the University of Nevada, Reno complete ENG 101 and 102, MATH 120 or a higher level math, and science/social science courses that fulfill UNR's core curriculum requirements. Any "B" course credits will need to be made up 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 WNC 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 WNC counselor for the latest transfer information.

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

ASSOCIATE OF GENERAL STUDIES DEGREE REQUIREMENTS

REQUIREMENTS: A minimum of 60 credits

ENGLISH/COMMUNICATIONS REQUIREMENT-6 credits.

Must include a three-credit writing course.

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)

FINE ARTS AND HUMANITIES REQUIREMENTS-3 credits.

American Sign Language

Art (except for ART 107)

Core Humanities: 201, 202

Crafts

Dance: 101

English: 190, 200, 223, 231, 232, 243, 250, 252, 267, 271, 282, 297

Foreign Languages

Graphic Communications (except for GRC 107)

History: 105, 106, 207, 247

Humanities: 101

Music

Philosophy (except for PHIL 102, 114)

Theatre: 100, 105, 180

* Course may not meet the fine arts requirement at all universities.

Please see a counselor.

MATHEMATICS REQUIREMENT-3 credits.

Business: 109B

Economics: 261, 262

Mathematics

Psychology: 210

Real Estate: 102B

Sociology: 210

Statistics: 152

SCIENCE REQUIREMENT-3 credits.

Animal Science: 110B

Anthropology: 102, 110L

Astronomy: 109, 110, 120

Biology (except for BIOL 208)

Chemistry (except for CHEM 241, 241L, 242, 242L)

Environmental Studies

Geography: 103, 104

Geology (except for GEOL 111B, 112B, 113B, 229B)

Natural Resources: 101

Nutrition: 121, 223

Ornamental Horticulture: 105B

Physics (except for PHYS 293)

SOCIAL SCIENCES REQUIREMENT-3 credits.

Anthropology: 101, 201, 202, 210, 212

Core Humanities: 203

Criminal Justice

Economics: 100, 102, 103

Geography: 106

History: 101, 102, 111, 217, 295

Journalism: 101

Political Science

Psychology (except for PSY 210)

Social Work: 220

Sociology (except for SOC 210)

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

Must meet both requirements. Choose from:

Core Humanities: 203

History: 111

History: 101 & 102

History: 101 & 217

Political Science: 103

History and Political Science Combination (History 101 and 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 Admissions and Records may be applicable to satisfy course requirements for occupational degrees, while other such credits may be used as electives for the AGS and AAS degrees only. Students planning to transfer to the University of Nevada, Reno should use the UNR core curriculum guide to satisfy general education requirements.



Certificate of Achievement

For those desiring a shorter course of study, WNC offers certificates of achievement in many occupational areas. 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 minimum of 30 credits is required for any certificate of achievement, although the exact number of credits required may differ with particular subject matter.

Programs and areas of study offered at WNC include:

- American Sign Language
- Automotive Mechanics
- Bookkeeping
- Business
- Computer Applications
- Computer Technology, Computer Programming
- Computer Technology, Network Support Technician
- Computer Technology, System Administration Technician
- Criminal Justice, Law Enforcement/ Academy
- Criminal Justice, 9-1-1 Dispatch Telecommunications
- Customer Service
- Desktop Publishing
- Drafting Technology - Architectural
- Drafting Technology - Mechanical
- Early Childhood Education
- Geographic Information Systems (GIS)
- Graphic Communications
- Health Information Technology, Medical Coding
- Health Information Technology, Medical Transcription
- Health Information Technology, Medical Unit Clerk
- Machine Tool Technology
- Retail Management
- Surgical Technology
- Welding Technology

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 WNC.

Courses with a "B" designator after the number (such as MATH 100B) are college level courses which may apply toward a WNC 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 WNC counselor for the latest transfer information.

REQUIREMENTS: A minimum of 30 credits

ENGLISH/COMMUNICATIONS REQUIREMENTS-3-6 credits.

Must include a writing course

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)

HUMAN RELATIONS REQUIREMENT-1-3 credits.

Anthropology: 101, 201

Business: 110B, 287B

Counseling and Personal Development: 117, 129B

Criminal Justice: 270

Early Childhood Education: 121

Human Development & Family Studies: 201, 202

Law: 263

Management: 201, 212, 283

Psychology (except for PSY 210)

Sociology (except for SOC 210)

MATHEMATICS REQUIREMENT-3 credits.

Business: 109B

Economics: 261, 262

Mathematics

Psychology: 210

Real Estate: 102B

Sociology: 210

Statistics: 152

Subject Requirements-Varies by subject.

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.

CERTIFICATE OF ACHIEVEMENT - Mission and 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.



SPECIAL ACADEMIC PROGRAMS

CERTIFICATION & LICENSING PREPARATION

Certification and licensing preparation programs are designed to prepare students to take state or other certified licensing exams. Topics can include real estate licensing, building inspecting, computer networking, and more.

NOTE: While these course programs are designed to prepare students to take a licensing exam, the completion of these courses does not include the actual licensing exam and successful completion of the courses does not guarantee receiving the license or certification.

- Construction Technology, Certified Inspector of Structures
- Customer Service
- Microsoft Certified Desktop Support Technician (MCDST)
- Microsoft Certified Systems Administrators (MCSA)
- Microsoft Certified Systems Engineers (MCSE)
- Real Estate, Broker License
- Real Estate, Sales License
- Real Estate - Residential, Appraiser Apprentice License

CONTINUING EDUCATION PROGRAMS

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

COMMUNITY EDUCATION

Community Education offers non-credit, self-supporting, classes 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.

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

NEW DRIVER TRAINING

CLASSROOM COURSE

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

Call 775-445-4458
www.wnc.edu/drivertraining/

WORKFORCE DEVELOPMENT CENTER

The Workforce Development of Western Nevada College provides 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 WNC's programs topics include supervisory training, industrial safety and customer service. Education and training for credit or non-credit can be delivered on-site or at WNC campuses in Carson City, Fallon or Minden or at the instructional centers in Fernley, Hawthorne, Lovelock, Smith or Yerington.

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

www.wnc.edu/etc

CORRECTIONAL EDUCATION

WNC 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

PUBLIC SAFETY TELECOMMUNICATOR

(9-1-1 Dispatch Training)

WNC offers a 12-credit, semester-long program each spring to prepare individuals to enter the rewarding field of 9-1-1 dispatching. They must be 18 years old, possess a high school diploma or equivalent, and be able to type 40 WPM corrected. Forty hours of internship in a dispatch center is also required.

Call 775-445-4408

TEACHER EDUCATION PROGRAM

WNC 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 prepare for a career in education. Through a well-established partnership with local schools, field experiences are an integral and early part of all teacher preparation courses. 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 and take classes at WNC campuses and online to earn a bachelor's degree and certification in elementary education.

They may also transfer to UNR to pursue a bachelor's degree and certification in:

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

WESTERN NEVADA STATE PEACE OFFICER ACADEMY

WNC 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.

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.

Call 775-445-4408

www.wnc.edu/conted/post.php



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

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: \$40,979–\$63,772 / year (Nevada)

Career Outlook: Faster than average growth through 2014

Good To Know: Four major accounting fields - public, management, government and internal auditing

WNC Academic Division: Business and Computer Technology

Total Requirements: 60 credits

Business Core Requirements		27 Credits
ACC 201*	Financial Accounting	3
ACC 202	Managerial Accounting	3
BUS 101	Introduction to Business	
or MGT 103	Small Business Management	3
BUS 110B	Human Relations For Employment	
or MGT 201	Principles of Management	
or MGT 212	Leadership & Human Relations	
or MGT 283	Introduction to Human Resources Management	3
BUS 273	Business Law I	3
ECON 102	Principles of Microeconomics	3
ECON 103	Principles of Macroeconomics	3
IS 101	Introduction to Information Systems	3
IS 201	Computer Applications	3

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

Emphasis Requirements*		12 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 & Employee Benefit Accounting	3
ACC 198B	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 290B	Certified Bookkeeper Course	6
ACC 295B	Work Experience I	3
ACC 299B	Advanced Special Topics in Accounting	3
COT 262	Intermediate Spreadsheets Concepts	3

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

General Education Requirements		21 Credits
English/Communications Requirement		6
(Recommended: BUS 107, BUS 108; must include a writing course)		
Mathematics Requirement (BUS 109B or higher level mathematics course)		3
Science Requirement		6
U.S. and Nevada Constitution Requirements		3
General Electives		3

* A list of all courses filling general education requirements for the Associate of Applied Science are on the Associate of Applied Science Degree Requirements page.

ACCOUNTING - Suggested Course Sequence			
First Semester	Completed	Third Semester	Completed
ACC 201	3 <input type="checkbox"/>	ACC 203	3 <input type="checkbox"/>
BUS 108 or Eng/Comm		Accounting Elective	3 <input type="checkbox"/>
(Writing class required)	3 <input type="checkbox"/>	BUS 101 or MGT 103	3 <input type="checkbox"/>
BUS 109B or higher math	3 <input type="checkbox"/>	Science Elective	3 <input type="checkbox"/>
ECON 102	3 <input type="checkbox"/>	U.S./Nevada Constitutions	3 <input type="checkbox"/>
IS 101	3 <input type="checkbox"/>		
Second Semester	Completed	Fourth Semester	Completed
ACC 202	3 <input type="checkbox"/>	Accounting Elective	3 <input type="checkbox"/>
ACC 220	3 <input type="checkbox"/>	BUS 110B, MGT 201,	
BUS 107 or		MGT 212 or MGT 283	3 <input type="checkbox"/>
other Eng/Comm	3 <input type="checkbox"/>	BUS 273	3 <input type="checkbox"/>
COT 202	3 <input type="checkbox"/>	General Elective	3 <input type="checkbox"/>
IS 201	3 <input type="checkbox"/>	Science Elective	3 <input type="checkbox"/>

AMERICAN SIGN LANGUAGE

- See Deaf Studies -



ACADEMIC DEGREES

AUTOMOTIVE MECHANICS

Associate of Applied Science

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: \$27,265-\$47,931 / year (Nevada)

Career Outlook: Average growth through 2014

Good To Know: Mechanics can be certified in as many as eight service areas. Most are at repair shops and auto dealerships

WNC Academic Division: Technology

Total Requirements: 61 credits

Program Requirements		37 Credits
AUTO 101B	Introduction to General Mechanics	3
AUTO 115B	Auto Electricity & Electronics I	4
AUTO 117B	Advanced Auto Electronics	4
AUTO 130B	Engine Reconditioning	3
AUTO 145B	Automotive Brakes	4
AUTO 155B	Steering & Suspension	4
AUTO 160B	Auto Air Conditioning	3
AUTO 225B	Engine Performance I/Fuel & Ignition	4
AUTO 227B	Engine Performance II/Emission Control	4
AUTO 235B	Engine Performance III/Diagnostics	4

General Education Requirements 24 Credits

English/Communications Requirement (Recommended: BUS 107 & BUS 108; Must include a writing course)	6
Human Relations Requirement (Recommended: BUS 110B)	3
Humanities/Social Science Requirements	3
Mathematics Requirement	3
Science Requirement	6
U.S. and Nevada Constitution Requirements	3

* A list of all courses filling general education requirements for the Associate of Applied Science are on the Associate of Applied Science Degree Requirements page.

AUTOMOTIVE MECHANICS

Certificate of Achievement

WNC Academic Division: Technology

Total Requirements: 31 credits

Subject Requirements		19 Credits
AUTO 101B	Introduction to General Mechanics	3
AUTO 115B	Auto Electricity & Electronics I	4
AUTO 145B	Automotive Brakes	4
AUTO 155B	Steering & Suspension	4
AUTO 225B	Engine Performance I/Fuel & Ignition	4

General Education Requirements 12 Credits

English/Communications Requirements (Must include a writing course)	6
Human Relations Requirement (Recommended: BUS 110B)	1
Mathematics Requirement	3
General Electives	2

* A list of all courses filling general education requirements for the Certificate of Achievement can be found on the Certificate of Achievement Degree Requirements page.

AUTOMOTIVE MECHANICS - Suggested Course Sequence			
First Semester	Completed	Third Semester	Completed
AUTO 101B	3 <input type="checkbox"/>	AUTO 145B	4 <input type="checkbox"/>
AUTO 115B	4 <input type="checkbox"/>	AUTO 225B	4 <input type="checkbox"/>
AUTO 130B	3 <input type="checkbox"/>	AUTO 227B	4 <input type="checkbox"/>
BUS 107	3 <input type="checkbox"/>	Humanities/Social Science Course	3 <input type="checkbox"/>
Mathematics Course	3 <input type="checkbox"/>	Science Course	3 <input type="checkbox"/>
Second Semester	Completed	Fourth Semester	Completed
AUTO 117B	4 <input type="checkbox"/>	AUTO 235B	4 <input type="checkbox"/>
AUTO 155B	4 <input type="checkbox"/>	BUS 110B	3 <input type="checkbox"/>
AUTO 160B	3 <input type="checkbox"/>	Science Course	3 <input type="checkbox"/>
BUS 108	3 <input type="checkbox"/>	U.S./Nevada Constitutions	3 <input type="checkbox"/>
Humanities/Social Science Course	3 <input type="checkbox"/>		

ASSOCIATE OF APPLIED SCIENCE - 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

BIOLOGICAL SCIENCES

Associate of Science

The biological sciences emphasis is designed to equip students with basic and applied knowledge in general biology with an emphasis in critical thinking, bioethical issues, a basic understanding of science and its methods, and laboratory and analytical skills related to the field of biology. Students are prepared to pursue studies in the fields of, but not limited to, biology, environmental studies, pre-health care, biochemistry, biotechnology, or as preparation for a teaching career.

Salary: \$51,057–\$68,655 / year (Nevada)

Career Outlook: Average growth through 2014. Biochemists and Biophysicists are expected to grow faster than average

Good To Know: For advancement, some fields require graduate degrees

WNC Academic Division: Science, Mathematics & Engineering

Total Requirements: 63 credits

Emphasis Requirements		39 Credits
BIOL 190	Introduction to Cell and Molecular Biology	3
BIOL 190L	Introduction to Cell and Molecular Biology Lab	1
BIOL 191	Introduction to Organismal Biology	3
BIOL 191L	Introduction to Organismal Biology Lab	1
CHEM 121	General Chemistry I	4
CHEM 122	General Chemistry II	4
MATH 128*	Precalculus and Trigonometry	5
MATH 181	Calculus I	4
PHYS 151	General Physics I	4
PHYS 152	General Physics II	4

* Can substitute Math 126/127 for Math 128

Emphasis Electives

Choose 6 credits from the following list:

BIOL 208	Human Genetics	3
BIOL 223	Human Anatomy and Physiology I	4
BIOL 224	Human Anatomy and Physiology II	4
BIOL 251	General Microbiology	4
MATH 182	Calculus II	4
NUTR 223	Principles of Nutrition	3
STAT 152	Introduction to Statistics	3

General Education Requirement

General Education Requirement		24 Credits
English/Communications Requirements (ENG 101 & ENG 102)		6
Fine Arts Requirements		3
Humanities Requirements (Recommended: CH 201, CH 202)		6
Social Sciences Requirements		6
U.S. and Nevada Constitution Requirements		3

* A list of all courses filling general education requirements for the Associate of Science are on the Associate of Science Degree Requirements page.

Note: EPY 150 is strongly recommended but not required for graduation. 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.

BIOLOGICAL SCIENCES - Suggested Course Sequence

First Semester	Completed	Third Semester	Completed
General Education Course	3 <input type="checkbox"/>	Emphasis Elective	3 <input type="checkbox"/>
BIOL 190	3 <input type="checkbox"/>	General Education Courses	9 <input type="checkbox"/>
BIOL 191L	1 <input type="checkbox"/>	PHYS 151	4 <input type="checkbox"/>
CHEM 121	4 <input type="checkbox"/>		
MATH 128	5 <input type="checkbox"/>	Fourth Semester	Completed
		Emphasis Elective	3 <input type="checkbox"/>
Second Semester	Completed	General Education Course	6 <input type="checkbox"/>
General Education Courses	3 <input type="checkbox"/>	PHYS 152	4 <input type="checkbox"/>
BIOL 191	3 <input type="checkbox"/>		
BIOL 191L	1 <input type="checkbox"/>		
CHEM 122	4 <input type="checkbox"/>		
MATH 181	4 <input type="checkbox"/>		

ASSOCIATE OF APPLIED SCIENCE - BIOLOGICAL SCIENCES

Mission and Outcomes

Mission: The mission of the Associate of Science Degree is "to provide academic knowledge and skills for successful transfer to meet higher educational goals". Additionally the mission for the biological sciences emphasis is to "equip students with basic and applied knowledge in general biology with an emphasis in critical thinking, bioethical issues, a basic understanding of science and its methods, and laboratory and analytical skills related to the field of biology" and to prepare students for transfer into many disciplines including but not limited to, biology, environmental studies, pre-health care, biochemistry, biotechnology, or as preparation for a teaching career.

Student Learning Outcomes: The student learning outcomes, pertinent to this degree, are as follows:

- Demonstrate an understanding of the organization of biological systems at the molecular, cellular, and organismal levels.
- Recognize the great diversity of living forms and understand the biological basis of their common evolutionary origin.
- Demonstrate a knowledge of the basic methods, instruments, and analytic skills used to conduct scientific research in biology.
- Develop an understanding of the history and philosophy of science as well as its relationship to society and the daily lives of students.
- Develop the critical thinking skills and scientific literacy necessary to critically review the scientific literature in biology, analyze problems, and interpret results using the scientific method. Once acquired, these skills will provide a foundation for lifelong learning and career development



ACADEMIC DEGREES

BOOKKEEPING

Certificate of Achievement

This course is for working professionals and students who wish to advance their career in the bookkeeping profession. Upon successful completion of this course, students will be able to sit for a nationally administered exam give by the American Institute of Professional Bookkeepers. Once a student passes this exam and obtains two years of bookkeeping experience, individuals earn the right to call themselves "Certified Bookkeepers". To maintain certification, individuals are required to obtain 60 hours of continuing education over a three year period.

Salary: \$25,000–\$37,000 / year (Nevada)

Career Outlook: Slower than average growth through 2014

Good To Know: The majority of new jobs will be created in small, rapidly growing organizations

WNC Academic Division: Business and Computer Technology

Total Requirements: 30-33 credits

Subject Requirements		21-24 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 & Human Relations	
or MGT 283	Introduction to Human Resources Management	
IS 101	Introduction to Information Systems	3
IS 201	Computer Applications	3

Choose 3-6 credits from the following:

ACC 105	Taxation For Individuals	3
ACC 180B	Payroll & 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 290B	Certified Bookkeeper Course	6
ACC 299B	Advanced Special Topics in Accounting	3

General Education Requirements 9 Credits

English/Communications Requirements 6

(Recommended: BUS 107, BUS 108; must include a writing course)

Mathematics Requirement 3

(BUS 109B or higher level mathematics course)

* A list of all courses filling general education requirements for the Certificate of Achievement are on the Certificate of Achievement Degree Requirements page.

BOOKKEEPING - Suggested Course Sequence

First Semester	Completed	Second Semester	Completed
ACC 135B or ACC 210	3 <input type="checkbox"/>	ACC 136B or ACC 202	3 <input type="checkbox"/>
BUS 108 or Eng/Comm	3 <input type="checkbox"/>	ACC 202	3 <input type="checkbox"/>
BUS 109B or higher math	3 <input type="checkbox"/>	Accounting Elective	3 <input type="checkbox"/>
BUS 110B, MGT 201,		BUS 107 or Eng/Comm	3 <input type="checkbox"/>
MGT 212 or MGT 283	3 <input type="checkbox"/>	IS 201	3 <input type="checkbox"/>
IS 101 or IS 201	3 <input type="checkbox"/>		

BOOKKEEPER CERTIFICATION

Certification and Licensing Preparation

This course is for working professionals and students who wish to advance their career in the bookkeeping profession. Upon successful completion, students will be able to sit for a nationally administered exam give by the American Institute of Professional Bookkeepers. Once a student passes this exam and obtains two years of bookkeeping experience, individuals earn the right to call themselves "Certified Bookkeepers." To maintain certification, individuals are required to obtain 60 hours of continuing education over a three-year period.

Salary: \$25,000–\$37,000 / year (Nevada)

Career Outlook: Slower than average growth through 2014

Good To Know: The majority of new jobs will be created in small, rapidly growing organizations

Total Requirements: 6 credits

ACC 290B	Certified Bookkeeper Course	6
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ACADEMIC DEGREES

BUSINESS PROGRAM

The Business Division offers Associate of Applied Science degrees, certificates of achievement, and certification and licensing preparation. Disciplines include accounting, business, computer applications, information technology, computer office technology, economics, finance, information systems, insurance, management, marketing, real estate and senior computing. The mission of the division is to prepare students for transfer to four-year colleges and/or to provide the knowledge they need for their careers.

Programs of study offered at WNC include:

- Accounting
- Business
- Computer & Office Technology
- Management
- Real Estate

Certificates of study offered at WNC include:

- Bookkeeping
- Business
- Customer Service
- Desktop Publishing
- Retail Management

BUSINESS

Certificate of Achievement

WNC Academic Division: Business and Computer Technology

Total Requirements: 30 credits

Subject Requirements		21 Credits
ACC 135B	Bookkeeping I	3
or ACC 201	Financial Accounting	
BUS 101	Introduction to Business	3
or MGT 103	Small Business Management	
BUS 107*	Business Speech Communications	3
BUS 110B	Human Relations For Employment	3
or MGT 212	Leadership & Human Relations	
BUS 112B	Customer Service	3
or MGT 261	Introduction to Public Relations	
or MGT 210	Marketing Principles	
IS 101	Introduction to Information Systems	3
or IS 201	Computer Applications	
MGT 201	Principles of Management	3
or MGT 235	Organizational Behavior	

* BUS 107 is strongly recommended; COM 113 is acceptable in lieu of BUS 107

General Education Requirements

English/Communications Requirements	3	9 Credits
(Recommended: BUS 108; must be a writing course)		
Mathematics Requirement	3	
(BUS 109B or higher level mathematics course)		
General Electives	3	

* A list of all courses filling general education requirements for the Certificate of Achievement are on the Certificate of Achievement Degree Requirements page.

BUSINESS - Suggested Course Sequence

First Semester	Completed	Second Semester	Completed
ACC 135B or ACC 201	3 <input type="checkbox"/>	BUS 108	3 <input type="checkbox"/>
BUS 101 or MGT 103	3 <input type="checkbox"/>	BUS 109B	3 <input type="checkbox"/>
BUS 107	3 <input type="checkbox"/>	BUS 112B, MKT 261	
BUS 109B or MGT 212	3 <input type="checkbox"/>	or MKT 210	3 <input type="checkbox"/>
IS 101 or IS 201	3 <input type="checkbox"/>	Elective	3 <input type="checkbox"/>
		MGT 201 or MGT 235	3 <input type="checkbox"/>

BUSINESS

General Business Emphasis Associate of Applied Science

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

Salary: Large range depending on size & type of organization. \$30,500–\$89,000 / year (middle range - Nevada)

Career Outlook: Average growth through 2014

Good To Know: Often includes hiring, training and supervising employees

WNC Academic Division: Business and Computer Technology

Total Requirements: 60 credits

Business Core Requirements		24 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 & Human Relations	
or MGT 283	Introduction to Human Resources Management	
BUS 273	Business Law I	3
ECON 102	Principles of Microeconomics	3
or ECON 103	Principles of Macroeconomics	
IS 101	Introduction to Information Systems	3
IS 201	Computer Applications	3

Emphasis Requirements

Choose from the following areas: Accounting, Business, Computer and Office Technology, Economics, Finance, Information Systems, Insurance, Management, Marketing or Real Estate. **15 Credits**

General Education Requirements

English/Communications Requirement	6	21 Credits
(Recommended: BUS 107, BUS 108; must include a writing course)		
Mathematics Requirement (BUS 109B or higher level mathematics course)	3	
Science Requirement	6	
U.S. and Nevada Constitution Requirements	3	
General Electives	3	

* A list of all courses filling general education requirements for the Associate of Applied Science are on the Associate of Applied Science Degree Requirements page.

BUSINESS - Suggested Course Sequence

First Semester	Completed	Third Semester	Completed
ACC 135B or ACC 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 107	3 <input type="checkbox"/>	Marketing Elective	3 <input type="checkbox"/>
BUS 109B or math	3 <input type="checkbox"/>	MGT 201 or MGT 212	3 <input type="checkbox"/>
Degree Elective	3 <input type="checkbox"/>	U.S./Nevada Constitution	3 <input type="checkbox"/>
Second Semester	Completed	Fourth Semester	Completed
ACC 136B or ACC 202	3 <input type="checkbox"/>	BUS 108	3 <input type="checkbox"/>
BUS 273	3 <input type="checkbox"/>	COT Elective	3 <input type="checkbox"/>
ECON 102 or ECON 103	3 <input type="checkbox"/>	Degree Electives	3 <input type="checkbox"/>
IS 101	3 <input type="checkbox"/>	Real Estate Elective	3 <input type="checkbox"/>
Science Elective	3 <input type="checkbox"/>	Science Elective	3 <input type="checkbox"/>

ASSOCIATE OF APPLIED SCIENCE 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 WNC are expected to demonstrate that they

- know the subject matter appropriate to the emphasis of the degree.
- have developed managerial and personal skills essential to the current business environment.



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

The Chemistry emphasis is designed to prepare students to transfer to baccalaureate programs in the science, health, teaching, and engineering fields, or the work force in chemistry-related industries.

Salary: \$48,481-&74,025 / year (Nevada)

Career Outlook: Slower than average growth through 2014

Good To Know: For advancement, some fields require graduate degrees. Much of growth will be in drug manufacturing companies, and research testing services

WNC Academic Division: Science, Mathematics & Engineering

Total Requirements: 60 credits

Emphasis Requirements		36 Credits
BIOL 190	Introduction to Cell and Molecular Biology	3
BIOL 190L	Introduction to Cell and Molecular Biology Lab	1
CHEM 121	General Chemistry I	4
CHEM 122	General Chemistry II	4
MATH 181	Calculus I	4
MATH 182	Calculus II	4
PHYS 180	Engineering Physics I	3
PHYS 180L	Engineering Physics I Lab	1
PHYS 181	Engineering Physics II	3
PHYS 181L	Engineering Physics II Lab	1

Emphasis Electives

Choose 8 credits from the following list:

CHEM 220	Introductory Organic Chemistry	4
CHEM 241	Organic Chemistry I	3
CHEM 241L	Organic Chemistry for Life Sciences Laboratory I	1
CHEM 242	Organic Chemistry II	3
CHEM 242L	Organic Chemistry for Life Sciences Laboratory II	1
GEOL 101	Physical Geology	3
GEOL 103	Physical Geology Laboratory	1
GEOL 132	Rocks & Minerals	3
MATH 283	Calculus III	4
MATH 285	Differential Equations	3
METE 250	Elements of Material Science	3

General Education Requirements 24 Credits

English/Communications Requirements (Recommended: ENG 101 & ENG 102)	6
Fine Arts Requirements	3
Humanities Requirements (Recommended: CH 201, CH 202)	6
Social Sciences Requirements	6
U.S. and Nevada Constitution Requirements	3

* A list of all courses filling general education requirements for the Associate of Science are on the Associate of Science Degree Requirements page.

Note: NOTE: EPY 150 is strongly recommended but not required for graduation. PHYS 151 & 152 are acceptable in lieu of PHYS 180 & 181. GEOL 101/103 recommended in addition to the above for those pursuing a bachelor's degree in geochemistry.

CHEMISTRY - Suggested Course Sequence

First Semester	Completed	Third Semester	Completed
BIOL 190	3 <input type="checkbox"/>	General Education	
BIOL 190L	1 <input type="checkbox"/>	Courses	9 <input type="checkbox"/>
CHEM 121	4 <input type="checkbox"/>	PHYS 181	3 <input type="checkbox"/>
General Education		PHYS 181L	1 <input type="checkbox"/>
Course	3 <input type="checkbox"/>	Program Elective	4 <input type="checkbox"/>
MATH 181	4 <input type="checkbox"/>		
		Fourth Semester	Completed
Second Semester	Completed	General Education	
General Education		Courses	9 <input type="checkbox"/>
Course	3 <input type="checkbox"/>	Program Elective	4 <input type="checkbox"/>
CHEM 122	4 <input type="checkbox"/>		
MATH 182	4 <input type="checkbox"/>		
PHYS 180	3 <input type="checkbox"/>		
PHYS 180L	1 <input type="checkbox"/>		

ASSOCIATE OF SCIENCE CHEMISTRY - Mission and Outcomes

Mission: To prepare students for baccalaureate programs in the science, health, teaching, and engineering fields, or the work force in chemistry-related industries.

Student Learning Outcomes:

- students will have the ability to design and conduct laboratory experiments, as well as to analyze and interpret data.
- students will be able to demonstrate an introductory level of knowledge in principles of
- general and organic chemistry with applications to biological systems.
- students will be able to use mathematics and computers to solve chemistry problems.
- students will be able to demonstrate an understanding of the scientific method.
- students will be capable of applying safety standards when using laboratory chemicals, equipment, and instruments.



ACADEMIC DEGREES

COMPUTER AND OFFICE TECHNOLOGY

Associate of Applied Science

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

Salary: \$25,333–\$44,662 / year (Nevada)

Career Outlook: **Variable;** rapid growth in temporary worker agencies

Good To Know: Good communication skills critical; use computers heavily; may supervise office staff

WNC Academic Division: Business and Computer Technology

Total Requirements: 60 credits

Degree Requirements 21 Credits

Strongly recommend 40 wpm typing skills for successful degree completion.

ACC 135B	Bookkeeping I	
or ACC 201	Financial Accounting	3
BUS 110B	Human Relations For Employment	
or MGT 212	Leadership & Human Relations	
or MGT 201	Principles of Management	3
COT 200	Beginning Word Processing	
or COT 216	Intermediate Word Processing	3
COT 204	Using Windows	3
COT 262	Intermediate Spreadsheets Concepts	3
IS 101	Introduction to Information Systems	3
IS 201	Computer Applications	3

Program Requirements 18 Credits

Choose a total of 18 credits from any of the following courses:

ACC 223B	Introduction to QuickBooks	3
BUS 112B	Customer Service	3
CIT 151	Beginning Web Development	
or GRC 175	Web Design and Publishing I	3
CIT 152	Web Script Language Programming	3
COT 101	Computer Keyboarding I	
or COT 102	Computer Keyboarding II	3
COT 222	Desktop Publishing With Word Processing	3
COT 223	Advanced Desktop Publishing	3
COT 266	Intermediate Database Concepts	3
GRC 118	Computer Graphics - Print Media	3
GRC 119	Computer Graphics - Digital Media	3
GRC 183	Electronic Imaging	
or ART 243	Digital Imaging I	3
GRC 283B	Electronic Imaging	
or ART 244	Digital Imaging II	3
MKT 210	Marketing Principles	3

Students interested in Desktop Publishing skills should include in their choices:

COT 222, COT 223, GRC 118, GRC 183 OR ART 243, GRC 283B
OR ART 243, AND MKT 210

Students interested in Web Design skills should include in their choices:

CIT151 OR GRC175, CIT152 AND GRC119

Students interested in Computer Applications skills should include in their choices:

COT 266, BUS 112B, ACC 223B, COT 101 OR COT 102

General Education Requirements 21 Credits

English/Communications Requirement 6

(Recommended: BUS 107, BUS 108; must include a writing course)

Humanities/Social Science Requirements 3

Mathematics Requirement (Recommended: BUS 109B) 3

Science Requirement 6

U.S. and Nevada Constitution Requirements 3

A list of all courses filling general education requirements for the Associate of Applied Science are on the Associate of Applied Science Degree Requirements page.

COMPUTER AND OFFICE TECHNOLOGY - Suggested Course Sequence

First Semester	Completed	Third Semester	Completed
Mathematics Course	3 <input type="checkbox"/>	Humanities/Social Science	
English Course	3 <input type="checkbox"/>	Course	3 <input type="checkbox"/>
ACC 135B	3 <input type="checkbox"/>	BUS 110B	3 <input type="checkbox"/>
IS 101	3 <input type="checkbox"/>	COT 200	3 <input type="checkbox"/>
Program Elective	3 <input type="checkbox"/>	Program Elective	3 <input type="checkbox"/>
		Science Course	3 <input type="checkbox"/>
Second Semester	Completed	Fourth Semester	Completed
English Course	3 <input type="checkbox"/>	Science Course	3 <input type="checkbox"/>
COT 204	3 <input type="checkbox"/>	COT 62	3 <input type="checkbox"/>
IS 01	3 <input type="checkbox"/>	Program Elective	3 <input type="checkbox"/>
Program Elective	3 <input type="checkbox"/>	Program Elective	3 <input type="checkbox"/>
Science Course	3 <input type="checkbox"/>	Specialization Courses	3 <input type="checkbox"/>

ASSOCIATE OF APPLIED SCIENCE

COMPUTER AND OFFICE TECHNOLOGY - Mission and Outcomes

Mission: The purpose of the Associate of Applied Science degree in Computer & Office Technology 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 & 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**COMPUTER SCIENCE***Associate of Science*

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: \$45,000–\$69,600 / year (Nevada)

Career Outlook: Much faster than average growth through 2014

Good To Know: Bachelor's degree required for most systems analysts

WNC Academic Division: Science, Mathematics & Engineering

Total Requirements: 64 credits

Emphasis Requirements		40 Credits
CHEM 121	General Chemistry I	4
CIT 130	Beginning Java	3
CIT 260	Systems Analysis and Design I	3
CPE 201	Introduction to Computer Engineering	4
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	Engineering Physics I	3
PHYS 180L	Engineering Physics I Lab	1
PHYS 181	Engineering Physics II	3
PHYS 181L	Engineering Physics II Lab	1

General Education Requirements		24 Credits
English/Communications Requirements (ENG 101 & ENG 102)		6
Fine Arts Requirements		3
Humanities Requirements		6
Social Sciences Requirements		6
U.S. and Nevada Constitution Requirements		3

* A list of all courses filling general education requirements for the Associate of Science are on the Associate of Science Degree Requirements page.

ASSOCIATE OF SCIENCE - 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.

COMPUTER SCIENCE - Suggested Course Sequence

First Semester	Completed	Third Semester	Completed
General Education Courses	6 <input type="checkbox"/>	CS 135	3 <input type="checkbox"/>
CHEM 121	4 <input type="checkbox"/>	General Education Courses	3 <input type="checkbox"/>
CIT 130	3 <input type="checkbox"/>	MATH 283	4 <input type="checkbox"/>
MATH 181	4 <input type="checkbox"/>	PHYS 181	3 <input type="checkbox"/>
		PHYS 181L	1 <input type="checkbox"/>
Second Semester	Completed	Fourth Semester	Completed
CIT 260	3 <input type="checkbox"/>	General Education Courses	6 <input type="checkbox"/>
General Education Courses	6 <input type="checkbox"/>	CPE 201	4 <input type="checkbox"/>
MATH 182	4 <input type="checkbox"/>	CS 202	3 <input type="checkbox"/>
PHYS 180	3 <input type="checkbox"/>		
PHYS 180L	1 <input type="checkbox"/>		



ACADEMIC DEGREES

COMPUTER TECHNOLOGY PROGRAMS

WNC'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 Associate of Applied Science degrees:

- Computer Networking Technology
- Information Technology

The college offers Certificates of Achievement:

- Computer Applications
- Computer Programming
- Network Support Technician
- System Administration Technician

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

COMPUTER TECHNOLOGY

Computer Applications Certificate of Achievement

The Computer Applications Certificate is designed for students seeking training and careers in the field area of administrative/executive assistant, office employee, or data entry.

WNC Academic Division: Business and Computer Technology

Total Requirements: 30 credits

Subject Requirements		16 Credits
ACC 135B	Bookkeeping I	
or ACC 201	Financial Accounting	3
COT 101	Computer Keyboarding I	
or COT 102	Computer Keyboarding II	
or COT 200	Beginning Word Processing	
or COT 216	Intermediate Word Processing	3
COT 204	Using Windows	3
IS 101	Introduction to Information Systems	3
IS 201	Computer Applications	3

Choose six credits from the following classes:

ACC 223B	Introduction to QuickBooks	3
BUS 112B	Customer Service	3
CIT 151	Beginning Web Development	
or GRC 175	Web Design and Publishing I	3
COT 200	Beginning Word Processing	
or COT 216	Intermediate Word Processing	3
COT 222	Desktop Publishing With Word Processing	3
COT 223	Advanced Desktop Publishing	3
COT 262	Intermediate Spreadsheets Concepts	3
COT 266	Intermediate Database Concepts	3

General Education Requirements 9 Credits

English/Communications Requirements	3
(Recommended: BUS 108; must include a writing course)	
Human Relations Requirement (Recommended: BUS 110B)	3
Mathematics Requirement (Recommended: BUS 109B)	3

* A list of all courses filling general education requirements for the Certificate of Achievement are on the Certificate of Achievement Degree Requirements page.

COMPUTER APPLICATIONS - Suggested Course Sequence

First Semester	Completed	Second Semester	Completed
English Course	3 <input type="checkbox"/>	Mathematics Course	3 <input type="checkbox"/>
ACC 135B	3 <input type="checkbox"/>	General Education Course	3 <input type="checkbox"/>
COT 101	3 <input type="checkbox"/>	COT 204	3 <input type="checkbox"/>
IS 101	3 <input type="checkbox"/>	IS 201	3 <input type="checkbox"/>
Program Elective	3 <input type="checkbox"/>	Program Elective	3 <input type="checkbox"/>

COMPUTER TECHNOLOGY

Computer Programming Certificate of Achievement

Salary: \$48,300–\$75,600 / year (Nevada)

Career Outlook: Slower than average growth through 2014

Good To Know: Best to know more than one programming language

WNC Academic Division: Business and Computer Technology

Total Requirements: 30 credits

Core Requirements		21 Credits
CIT 130	Beginning Java	3
CIT 180	Database Concepts and SQL	3
CIT 260	Systems Analysis and Design I	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

English/Communications Requirements (Must include a writing course)	3
Human Relations Requirement	3
Mathematics Requirement	3

* A list of all courses filling general education requirements for the Certificate of Achievement are on the Certificate of Achievement Degree Requirements page.

COMPUTER TECHNOLOGY - Suggested Course Sequence

First Semester	Completed	Second Semester	Completed
CIT 130	3 <input type="checkbox"/>	CIT 260	3 <input type="checkbox"/>
CIT 180	3 <input type="checkbox"/>	Degree Electives	6 <input type="checkbox"/>
Degree Electives	3 <input type="checkbox"/>	General Education Courses	6 <input type="checkbox"/>
General Education Courses	3 <input type="checkbox"/>		
IS 101	3 <input type="checkbox"/>		

CERTIFICATE OF ACHIEVEMENT - COMPUTER TECHNOLOGY

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***Computer Networking Technology Associate of Applied Science*

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: \$45,000–\$72,000 / year (Nevada)

Career Outlook: Much faster than average growth through 2014

Good To Know: Businesses & government are investing heavily in 'cyber-security'

WNC Academic Division: Business and Computer Technology

Total Requirements: 60-61 credits

Program Requirements		40 Credits
CIT 161B	Essentials of Information Security	3
CIT 211	Microsoft Networking I	4
CIT 212	Microsoft Networking II	4
CIT 260	Systems Analysis and Design	3
CSCO 120B	CISCO Internetworking Academies I	4
CSCO 121B	CISCO Internetworking Academies II	4
CSCO 130B	Fundamentals of Wireless LANS	4
IS 101	Introduction to Information Systems	3
MGT 201	Principles of Management	3
or MGT 212	Leadership & Human Relations	
or MGT 283	Introduction to Human Resources Management	

Choose two courses from the following:

CIT 173	Linux Installation and Configuration	3
CIT 180	Database Concepts and SQL	4
CIT 213	Microsoft Networking III	4
CIT 214	Microsoft Networking IV	4
CIT 215	Microsoft Networking V	3
CIT 255	Web Server Administration I	3
CIT 256	Web Server Administration II	4
CSCO 220B	CISCO Internetworking Academies III	4
CSCO 221B	CISCO Internetworking Academies IV	3

General Education Requirements 21-22 Credits

English/Communications Requirement	6
(Recommended: BUS 107 & BUS 108; Must include a writing course)	
Humanities/Social Science Requirements	3
Mathematics Requirement (Recommended: MATH 126 or higher)	3
Science Requirement	6
U.S. and Nevada Constitution Requirements	3
General Electives	0-1

* A list of all courses filling general education requirements are on the Associate of Applied Science Degree Requirements page.

ASSOCIATE OF APPLIED SCIENCE - COMPUTER TECHNOLOGY**Mission & Outcomes**

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

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**COMPUTER TECHNOLOGY***Information Technology Associate of Applied Science*

When computer and communications technologies are combined, the result is Information Technology! The Information Technology degree is designed to prepare students to perform a variety of duties ranging from installing applications to designing complex computer networks and maintaining information systems. Systems administrators can work in a variety of environments including manufacturing, health care, education, or state and local government agencies. Every business has some kind of IT needs, and a graduate of this program will have a broad base of theory in and hands-on practice with many aspects of technology, especially the use of electronic devices and computer software to convert, store, protect, process, transmit, and retrieve information.

Salary: \$27,363–\$83,890 / year (U.S.)

Career Outlook: Much faster than average growth through 2014

Good To Know: Offers broad career opportunities & room for advancement

WNC Academic Division: Business and Computer Technology

Total Requirements: 64 credits

Core Requirements 40 Credits

CIT 129	Introduction to Programming	3
CIT 165B	Introduction to Convergence	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
ET 131B	Electronics I	4
ET 155B	Home Technology Convergence	4
ET 265B	Fundamentals of Telecommunications	3

Choose at least 7 credits from the following convergence electives:

ET 132B	Electronics II	4
ET 198B	Special Topics in Electronics	3-6
ET 200B	Electronics Projects	3-6
CIT 161B	Essentials of Information Security	3
CIT 213	Microsoft Networking III	4
CIT 214	Microsoft Networking IV	4
CIT 215	Microsoft Networking V	4
CIT 263B	Introduction To IT Project Management	3
CIT 269B	Advanced Convergence	3
CSCO 220B	CISCO Internetworking Academies III	4
CSCO 221B	CISCO Internetworking Academies IV	4
CSCO 130B	Fundamentals of Wireless LANs	4

General Education Requirements 24 Credits

English/Communications Requirement	6
(Recommended: BUS 107 & BUS 108: Must include a writing course)	
Human Relations Requirement	3
Humanities/Social Science Requirements	3
Mathematics Requirement	3
Science Requirement	6
U.S. and Nevada Constitution Requirements	3

* A list of all courses filling general education requirements for the Associate of Applied Science are on the Associate of Applied Science Degree Requirements page.

COMPUTER TECHNOLOGY - INFORMATION TECHNOLOGY**Suggested Course Sequence**

First Semester	Completed	Third Semester	Completed
BUS 107	3 <input type="checkbox"/>	CIT 211	4 <input type="checkbox"/>
CSCO 120B	4 <input type="checkbox"/>	CIT 212	4 <input type="checkbox"/>
CSCO 121B	4 <input type="checkbox"/>	ET 155B	4 <input type="checkbox"/>
ET 131B	4 <input type="checkbox"/>	Science Course	3 <input type="checkbox"/>
Science Course	3 <input type="checkbox"/>	Social Science/ Humanities Course	3 <input type="checkbox"/>
Second Semester	Completed	Fourth Semester	Completed
BUS 108	3 <input type="checkbox"/>	Convergence Elective	4 <input type="checkbox"/>
CIT 129	3 <input type="checkbox"/>	ET 265B	3 <input type="checkbox"/>
CIT 165B	3 <input type="checkbox"/>	Human Relations Course	3 <input type="checkbox"/>
Convergence Elective	3 <input type="checkbox"/>	US/Nev. Constitution	3 <input type="checkbox"/>
MATH Course	3 <input type="checkbox"/>		

ASSOCIATE OF APPLIED SCIENCE - INFORMATION TECHNOLOGY**Mission & Outcomes**

Mission: The purpose of the Associate of Applied Science degree in Information Technology 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

COMPUTER TECHNOLOGY

Network Support Technician Certificate of Achievement

Salary: \$50,923–\$83,890/ year (Nevada)

Career Outlook: Growth will be much faster than average through 2014

Good To Know: WNC is a CISCO Regional Academy. Companies will continue to invest heavily in their computer systems because of productivity gains and investment returns.

WNC Academic Division: Business and Computer Technology

Total Requirements: 33 – 35 credits

Subject Requirements		26 Credits
CIT 161B	Essentials of Information Security	3
CIT 263B	Introduction To IT Project Management	3
CSCO 120B	CISCO Internetworking Academies I	4
CSCO 121B	CISCO Internetworking Academies II	4
CSCO 130B	Fundamentals of Wireless LANs	4
CSCO 220B	CISCO Internetworking Academies III	4
CSCO 221B	CISCO Internetworking Academies IV	4

General Education Requirements		7-9 Credits
English/Communications Requirements (Must include a writing course)		3
Human Relations Requirement		1–3
Mathematics Requirement		3

* A list of all courses filling general education requirements for the Certificate of Achievement are on the Certificate of Achievement Degree Requirements page.

COMPUTER TECHNOLOGY

System Administration Technician Certificate of Achievement

Salary: \$50,923–\$83,890 / year (Nevada)

Career Outlook: Faster than average growth through 2014

Good To Know: Administrators design, install & support networks. Major employers include systems design firms, business management companies, colleges/universities, and government agencies.

WNC Academic Division: Business and Computer Technology

Total Requirements: 33 – 35 credits

Subject Requirements		24 Credits
CIT 161B	Essentials of Information Security	3
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
CIT 263B	Introduction To IT Project Management	3

General Education Requirements		7–9 Credits
English/Communications Requirements (Must include a writing course)		3
Human Relations Requirement		1–3
Mathematics Requirement		3

* A list of all courses filling general education requirements for the Certificate of Achievement are on the Certificate of Achievement Degree Requirements page.

COMPUTER TECHNOLOGY - NETWORK SUPPORT TECHNICIAN

Suggested Course Sequence

First Semester	Completed	Second Semester	Completed
English Course	3 <input type="checkbox"/>	Human Relation Course	1-3 <input type="checkbox"/>
Mathematics Course	3 <input type="checkbox"/>	CIT 161B	3 <input type="checkbox"/>
CIT 263B	4 <input type="checkbox"/>	CSCO 130B	4 <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"/>

COMPUTER TECHNOLOGY - SYSTEM ADMINISTRATION TECHNICIAN

Suggested Course Sequence

First Semester	Completed	Second Semester	Completed
English Course	3 <input type="checkbox"/>	Human Relation Course	1-3 <input type="checkbox"/>
Mathematics Course	3 <input type="checkbox"/>	CIT 161B	3 <input type="checkbox"/>
CIT 211	4 <input type="checkbox"/>	CIT 213	4 <input type="checkbox"/>
CIT 212	4 <input type="checkbox"/>	CIT 214	4 <input type="checkbox"/>
CIT 263B	3 <input type="checkbox"/>	CIT 215	4 <input type="checkbox"/>

CERTIFICATE OF ACHIEVEMENT - COMPUTER TECHNOLOGY NETWORK TECHNICIAN - Mission & Outcomes

Mission: The purpose of the Network Support Technician certificate is to provide students with the knowledge and skills needed to succeed in their chosen careers.

Student Learning Outcomes: Students in the Computer Technologies Certificate programs are expected to:

Know:

- the competencies required to successfully pass information technology certification exams.

Are able to:

- demonstrate the skills and competencies required of professionals in the information technology industry in real-world practice. communicate effectively and appropriately, in oral and written form, with employees, colleagues and lay people.
- locate, evaluate and properly utilize the tools and resources appropriate to an information technology professional.

Appreciate:

- the need for continuing education and life long learning.

CERTIFICATE OF ACHIEVEMENT - COMPUTER TECHNOLOGY SYSTEM ADMINISTRATION TECHNICIAN - Mission & Outcomes

Mission: The purpose of the System Administration Technician certificate is to provide students with the knowledge and skills needed to succeed in their chosen careers.

Student Learning Outcomes: Students in the Computer Technologies Certificate programs are expected to:

Know:

- the competencies required to successfully pass information technology certification exams.

Are able to:

- demonstrate the skills and competencies required of professionals in the information technology industry in real-world practice.
- communicate effectively and appropriately, in oral and written form, with employees, colleagues and lay people.
- locate, evaluate and properly utilize the tools and resources appropriate to an information technology professional.

Appreciate:

- the need for continuing education and life long learning.



WESTERN NEVADA COLLEGE • 2008-2009
ACADEMIC DEGREES

**CONSTRUCTION
 TECHNOLOGY PROGRAM**

The Construction Technology program prepares students for careers 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 college offers both an associate degree and a new bachelor's degree in the field.

The program offers instruction which is critical to preparing skilled employees in the following areas:

- Construction Project Management
- Construction Management

The college also offers classes toward licensure in:

- Certified Inspector of Structures

Students must meet with a counselor and be admitted into the Construction Management program prior to enrolling in upper division courses.

Susan Muller, B'Tech Advisor: 775-445-3268 or smuller@wnc.edu

ASSOCIATE OF APPLIED SCIENCE - 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 construction law,
- utilizes the various resources available to explore new construction methods an insure quality control,
- 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 s1 Structures-Residential.

CONSTRUCTION TECHNOLOGY

Construction Project Management Associate of Applied Science

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: \$45,800-\$68,200 / year (Nevada)

Career Outlook: Faster than average growth through 2014

Good To Know: About 47 percent are self-employed.

WNC Academic Division: Technology

Total Requirements: 61 credits

Core Requirements

	13 Credits	
BI 101B	Introduction to Building Codes	3
CONS 108B	Construction Materials and Methods	3
CONS 120B	Blueprint Reading and Specification	3
CONS 121B	Principles of Construction Estimating	3
CONS 205B	Construction Site Safety	1

Emphasis Requirements

	24 Credits	
AC 198B	Special Topics in HVAC	2
CONS 114B	Soils, Sitework, Concrete and Testing	3
CONS 116B	Plumbing Principles and Methods	2
CONS 118B	Construction Contract Documents	3
CONS 216B	Structural Layout Assembly	2
CONS 230B	Electrical Distribution System	2
CONS 281B	Construction Planning Scheduling And Control	3
CONS 290B	Internship in Construction	3
SUR 161	Elementary Surveying	4
or SUR 265	Introduction to Construction Surveying	

General Education Requirements

	24 Credits
English/Communications Requirement	6
(Recommended: BUS 107, BUS 108)	
Human Relations Requirement (Recommended: BUS 110B)	3
Humanities/Social Science Requirements	3
Mathematics Requirement (Recommended: MATH 110B)	3
Science Requirement (Recommended: PHYS 100)	6
U.S. and Nevada Constitution Requirements	3

** A list of all courses filling general education requirements for the Associate of Applied Science are on the Associate of Applied Science Degree Requirements page.*

CONSTRUCTION TECHNOLOGY - Suggested Course Sequence

First Semester	Completed	Third Semester	Completed
BUS 107	3 <input type="checkbox"/>	CONS 116B	2 <input type="checkbox"/>
CONS 108B	3 <input type="checkbox"/>	CONS 118B	3 <input type="checkbox"/>
CONS 120B	3 <input type="checkbox"/>	CONS 216B	2 <input type="checkbox"/>
MATH 110B	3 <input type="checkbox"/>	CONS 281B	3 <input type="checkbox"/>
U.S./Nevada Constitution	3 <input type="checkbox"/>	PHYS 100	3 <input type="checkbox"/>
		SUR 119B	4 <input type="checkbox"/>
Second Semester	Completed	Fourth Semester	Completed
Humanities/ Social Science Course	3 <input type="checkbox"/>	AC 198B	2 <input type="checkbox"/>
BI 101B	3 <input type="checkbox"/>	BUS 110B	3 <input type="checkbox"/>
BUS 108	3 <input type="checkbox"/>	CONS 114B	3 <input type="checkbox"/>
CONS 121B	3 <input type="checkbox"/>	CONS 230B	2 <input type="checkbox"/>
CONS 205B	1 <input type="checkbox"/>	CONS 290B	3 <input type="checkbox"/>
CONS 282B	2 <input type="checkbox"/>	Science Course	3 <input type="checkbox"/>



ACADEMIC DEGREES

CONSTRUCTION MANAGEMENT

Bachelor of Technology

The Bachelor of Technology degree in Construction Management provides associate degree students, new students and skilled workers an educational route toward a career as a construction manager or supervisor. The 128 credit program combines knowledge in construction methods, planning and project management with business and supervisory skills. This program allows those who have completed an associate degree in construction technology to progress academically and earn a bachelor's degree. It also allows those already working in the construction field to enroll in an applicable baccalaureate degree program and expand career advancement possibilities. Students must meet with a counselor and be admitted into the program.

Information775-445-3267

Salary: \$61,197-\$112,205 / year (Nevada)

Career Outlook: Average growth through 2014.

Good To Know: Construction managers are in charge of construction projects, such as buildings, roads or bridges. Those with a bachelor's degree have a better chance of finding jobs and earning higher pay.

WNC Academic Division: Technology

Total Requirements: 128 credits

Business Core		18 Credits
ACC 201	Financial Accounting	3
ECON 102	Principles of Microeconomics	3
ECON 103	Principles of Macroeconomics	3
ECON 261	Principles of Statistics I	3
MGT 323	Organizational Behavior and Interpersonal Behavior	3
MGT 367	Human Resource Management	3

Construction Core Requirements		62 Credits
AC 198B	Special Topics in HVAC	2
BI 101B	Introduction to Building Codes	3
CADD 100	Introduction to Computer Aided Drafting	3
CEE 411	Environmental Law	3
CEE 462	Construction Cost Estimating	3
CEE 463	Project Scheduling	3
CEE 464	Construction Law	2
CEE 465	Construction Cost Accounting	2
CEE 466	Construction Management	2
CEE 495	Special Topics	3
CONS 108B	Construction Materials and Methods	3
CONS 114B	Soils, Sitework, Concrete and Testing	3
CONS 116B	Plumbing Principles and Methods	2
CONS 118B	Construction Contract Documents	3
CONS 120B	Blueprint Reading and Specification	3
CONS 121B	Principles of Construction Estimating	3
CONS 205B	Construction Site Safety	1
CONS 216B	Structural Layout Assembly	2
CONS 230B	Electrical Distribution System	2
CONS 281B	Construction Planning Scheduling And Control	3
CONS 351	Advanced Project Supervision	5
CONS 451	Advanced Internship in Construction	2
SUR 161	Elementary Surveying	4
or SUR 265	Introduction to Construction Surveying	4

* CONS 282B - Construction Law will be accepted in lieu CEE 464

General Education Requirements 48 Credits

Choose from the list on the next page

Bachelor of Technology Admission Requirements

To be accepted into the program, a student must:

- Complete a minimum of 45 college credits or equivalent with a minimum 2.0 GPA.

Within the 45 credits:

- A minimum of 12 credits must be in applicable construction courses. This requirement may be waived if the student has construction experience.
- A minimum of 15 credits must be in applicable general education classes, including English 101.

OR:

- Have an associate degree in Construction Management from a regionally accredited institution.
- Meet with a WNC counselor.

CONSTRUCTION MANAGEMENT - Suggested Course Sequence

First Semester	Completed	Fifth Semester	Completed
CONS 108B	3 <input type="checkbox"/>	Math/Science Course	3 <input type="checkbox"/>
CONS 120B	3 <input type="checkbox"/>	CEE 411	3 <input type="checkbox"/>
ECON 102	3 <input type="checkbox"/>	CEE 462	3 <input type="checkbox"/>
ENG 101	3 <input type="checkbox"/>	CONS 351	5 <input type="checkbox"/>
MATH 126	3 <input type="checkbox"/>	MGT 323	3 <input type="checkbox"/>
U.S./Nevada Constitution	3 <input type="checkbox"/>		
		Sixth Semester	Completed
Second Semester	Completed	Capstone Course	3 <input type="checkbox"/>
English/Comm Course	3 <input type="checkbox"/>	Social Science Course	3 <input type="checkbox"/>
BI 101B	3 <input type="checkbox"/>	CEE 463	3 <input type="checkbox"/>
CADD 100	3 <input type="checkbox"/>	CONS 451	2 <input type="checkbox"/>
CONS 114B	3 <input type="checkbox"/>	MGT 367	3 <input type="checkbox"/>
ECON 103	3 <input type="checkbox"/>		
MATH 127	3 <input type="checkbox"/>	Seventh Semester	Completed
		Capstone Course	3 <input type="checkbox"/>
Third Semester	Completed	Fine Arts Course	3 <input type="checkbox"/>
CONS 116B	2 <input type="checkbox"/>	Social Science Course	3 <input type="checkbox"/>
CONS 216B	3 <input type="checkbox"/>	CEE 465	2 <input type="checkbox"/>
CONS 281B	3 <input type="checkbox"/>	CEE 466	2 <input type="checkbox"/>
ECON 261	3 <input type="checkbox"/>		
PHYS 100	3 <input type="checkbox"/>	Eighth Semester	Completed
SUR 161 or SUR 265	4 <input type="checkbox"/>	Capstone Course	3 <input type="checkbox"/>
		English/Comm Course	3 <input type="checkbox"/>
Fourth Semester	Completed	Humanities Course	3 <input type="checkbox"/>
Math/Science Course	3 <input type="checkbox"/>	CEE 464	2 <input type="checkbox"/>
AC 198B	2 <input type="checkbox"/>	CEE 495	3 <input type="checkbox"/>
ACC 201	3 <input type="checkbox"/>		
CONS 118B	3 <input type="checkbox"/>		
CONS 121B	3 <input type="checkbox"/>		
CONS 205B	1 <input type="checkbox"/>		
CONS 230B	2 <input type="checkbox"/>		



ACADEMIC DEGREES

Bachelor of Technology in Construction Management General Education Course List

Capstone Course-9 credits. Choose from:

Communication: 412 Management: 462, 469
Economics: 334, 365

English/Communications Requirements-9-11 credits. Choose from:

Business: 107, or English: 100, or 101
Communication: 113 or 213 or 215 English: 102

Fine Arts Requirement-3 credits. Choose from:

Art: 100, 101, 124, 160, 224, 260, 261 Music, Ensemble: 101
Dance: 101 Music, General: 121
Humanities: 101 Theatre: 100, 105, 180

Humanities Requirement-3 credits. Choose from:

Core Humanities: 201, 202
English: 200, 223, 231, 232, 243, 250, 252, 261, 266, 267, 271, 275
History: 105, 106, 207, 247
Philosophy (except for PHIL 102, 105, 114)

Mathematics and Science Requirements-15 credits. Choose from:
a minimum of 5 credits in mathematics and 7 credits in science.

Mathematics	Science
Mathematics: 126 & 127, 128 or higher	Chemistry: 100, 121, 201
Statistics: 152	Environmental Studies: 100
	Geology: 100, 101, 103
	Physics: 100, 151, 180

Social Sciences Requirement-6 credits. Choose from:

3 credits must be an upper division course (300-400 level, see a counselor).

Anthropology: 101, 201, 202, 205, 210, 212
Core Humanities: 203
Criminal Justice: 101, 102, 220, 230, 270
Geography: 106
History: 101, 102, 111, 217, 295
Journalism: 101
Political Science: 103, 105, 108, 208, 231, 295, 299
Psychology (except for PSY 210)
Social Work: 220
Sociology (except for SOC 210)

U.S. and Nevada Constitution Requirements-3 or 6 credits. Choose from:

Core Humanities: 203
History: 111, or
History: 101 & 217, or
History: 101 & 102, or
Political Science: 103, or
History and Political Science Combination (History 101, and, PSC 208)

CONSTRUCTION TECHNOLOGY

Certified Inspector of Structures State of Nevada

These licensing programs fulfill the minimum course requirements needed for licensure as a certified inspector of structures-residential. For more information please contact State of Nevada, Real Estate Division, or Bill Oney at 775-445-3353.

WNC Academic Division: Technology

Total Requirements: 10 credits

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



ACADEMIC DEGREES

CRIMINAL JUSTICE PROGRAM

WNC 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/Police Academy

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.

Information, call 775-445-4282

CRIMINAL JUSTICE

Associate of Applied Science

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.

Salary: \$47,561–\$69,386 / year (Nevada)

Career Outlook: Faster than average growth through 2014

Good To Know: Must be physically fit; may work weekends, holidays & nights

WNC Academic Division: Social Science, Education, Humanities & Public Service

Total Requirements: 60 credits

Core Requirements		18 Credits
CRJ 101	Introduction to Criminal Justice I	3
CRJ 102	Introduction to Criminal Justice II	3
CRJ 164	Principles of Investigation	3
CRJ 220	Criminal Procedures	3
CRJ 230	Criminal Law	3
CRJ 270	Introduction to Criminology	3

Emphasis Requirements 18 Credits

Choose 9 credits from the following:

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

ASSOCIATE OF APPLIED SCIENCE - CRIMINAL JUSTICE

Mission & Outcomes

Mission: The purpose of the Associate of Applied Science in Criminal Justice 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 in Criminal Justice are expected to demonstrate that they

- Meet the general education requirements of WNC
- Maintain the proper attitude for law enforcement
- Articulate the legal requirements of search and seizure
- Recognize and evaluate criminal law
- Process crime scenes
- Demonstrate the difference between juvenile and adult crime
- Analyze theories for committing crime

Choose 9 credits from the following:

BUS 107	Business Speech Communications	3–6
or BUS 108	Business Letters and Reports	
COM 113	Fundamentals of Speech Communication	3
COT 105	Computer Literacy	3
or IS 201	Computer Applications	
CPD 116	Substance Abuse-fundamental Facts	3
or CPD 117	Introduction to Counseling	
CRJ 295	Work Experience - Corrections	1–6
or CRJ 296	Work Experience - Juvenile Justice	
or CRJ 297	Work Experience - Law Enforcement	
or CRJ 298	Work Experience - Probation and Parole	
IS 101	Introduction to Information Systems	3
MGT 201	Principles of Management	3–6
or MGT 212	Leadership & Human Relations	
or MGT 235	Organizational Behavior	
or MGT 283	Introduction to Human Resources Management	
SW 220	Introduction to Social Work	3–6
or SW 230	Crisis Intervention	
	Any Foreign Language	3–6
	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

General Education Requirements

English/Communications Requirement	6	24 Credits
(Recommended: ENG 101, ENG 102; must include a writing course)		
Humanities/Social Science Requirements	3	
(Humanities Course Required)		
Mathematics Requirement	3	
Science Requirement	6	
U.S. and Nevada Constitution Requirements	3	
General Electives	3	

* A list of all courses filling general education requirements for the Associate of Applied Science are on the Associate of Applied Science Degree Requirements page.

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.



WESTERN NEVADA COLLEGE • 2008-2009
ACADEMIC DEGREES

CRIMINAL JUSTICE

Law Enforcement/Academy Associate of Applied Science

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.

Salary: \$49,881–\$69,386 / year (Nevada)

Career Outlook: Average growth through 2014

Good To Know: Communication skills are important; may work weekends, holidays and nights. Good salaries and benefits

WNC Academic Division: Social Science, Education, Humanities & Public Service

Total Requirements: 66.5 credits

Core Requirements	18 Credits
CRJ 101	Introduction to Criminal Justice I 3
CRJ 102	Introduction to Criminal Justice II 3
CRJ 164	Principles of Investigation 3
CRJ 220	Criminal Procedures 3
CRJ 230	Criminal Law 3
CRJ 270	Introduction to Criminology 3

Emphasis Requirements 33.5 Credits

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

* Spring and summer class that will fulfill the POST requirement

General Education Requirements 15 Credits

English/Communications Requirement	3
(Writing course required. Recommended: ENG 101)	
Mathematics Requirement	3
Science Requirement	6
U.S. and Nevada Constitution Requirements	3

* A list of all courses filling general education requirements for the Associate of Applied Science are on the Associate of Applied Science Degree Requirements page.

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

CRIMINAL JUSTICE - Suggested Course Sequence			
First Semester	Completed	Third Semester	Completed
CRJ 101	3 <input type="checkbox"/>	CRJ 230	3 <input type="checkbox"/>
General Education Courses	9 <input type="checkbox"/>	CRJ 270	3 <input type="checkbox"/>
		General Education Courses	3 <input type="checkbox"/>
Second Semester	Completed	Fourth Semester	Completed
CRJ 102	3 <input type="checkbox"/>	CRJ 103	3 <input type="checkbox"/>
CRJ 164	3 <input type="checkbox"/>	CRJ 266B	27 <input type="checkbox"/>
CRJ 220	3 <input type="checkbox"/>	EMS 100B	0.5 <input type="checkbox"/>
General Education Courses	3 <input type="checkbox"/>	EMS 113B	3 <input type="checkbox"/>

CRIMINAL JUSTICE

Law Enforcement/Academy Certificate of Achievement

WNC Academic Division: Social Science, Education, Humanities & Public Service

Total Requirements: 39.5 credits

Core Requirements	33.5 Credits
CRJ 103	Communication Within the Criminal Justice Field 3
CRJ 266B*	Western Nevada State Peace Officer Academy 27
EMS 100B	Healthcare Provider CPR 0.5
EMS 113B	First Responder 3

* Spring and summer class that will fulfill the POST requirement

General Education Requirements 6 Credits

English/Communications Requirements	3
(Writing course required. Recommended: ENG 101)	
Mathematics Requirement	3

* A list of all courses filling general education requirements for the Certificate of Achievement are on the Certificate of Achievement Degree Requirements page.

**CERTIFICATE OF ACHIEVEMENT - CRIMINAL JUSTICE
 LAW ENFORCEMENT/ACADEMY - Mission & Outcomes**

Mission: The purpose of the Certificate of Achievement in Law Enforcement is to ensure that the students have the necessary knowledge and skills to become a Peace Officer in the state of Nevada, take, and pass the Peace Officers Standards and Training test.

Student Learning Outcomes:

- Prepare to become Law Enforcement Officers in the state of Nevada by getting all necessary education and skills required by the state of Nevada
- Be properly prepared to take and pass the Police Officers Standards and Training test for the state of Nevada

**ASSOCIATE OF APPLIED SCIENCE - CRIMINAL JUSTICE
 LAW ENFORCEMENT/ACADEMY - Mission & Outcomes**

Mission: The purpose the Associate of Applied Science in Criminal Justice/Law Enforcement Academy (Western Nevada State Peace Officer Academy) is to provide employment-related knowledge and skills necessary to succeed in a chosen field of study.

Student Learning Outcomes: Students who complete the Associate of Applied Science in Criminal Justice/Law Enforcement Academy are expected to demonstrate that they

- Have met the general education requirements of WNC
- Maintain proper professional attitude for law enforcement
- Articulate the legal requirements of search and seizure
- Recognize and evaluate criminal law
- Process crime scenes
- Maintain crime scenes
- Analyze theories for committing crimes
- Are prepared to take and pass the Police Officer Standards and Training test to become deputy sheriffs, police officers, juvenile probation officers, attorney general investigators, district attorney investigators, parole and probation officers, and correctional officers



ACADEMIC DEGREES

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: \$55,178–\$77,688 / year (Nevada)

Career Outlook: Depends on specialization; demand is strong for investigators & detectives in a security conscious society

Good To Know: Must enforce laws, gather facts & evidence; may also work with the public

WNC Academic Division: Social Science, Education, Humanities & Public Service

Total Requirements: 60 credits

Core Requirements		21–24 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	
or CRJ 230	Criminal Law	
CRJ 225	Criminal Evidence	3
CRJ 270	Introduction to Criminology	3

General Education Requirements		36–39 Credits
English/Communications Requirements (ENG 101 & ENG 102 Required)		6
Fine Arts Requirement		3
Humanities Requirement		6
Mathematics Requirement		3
Science Requirement		6
Social Sciences Requirement		3
U.S. and Nevada Constitution Requirements		3
General Electives		6-9

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

* A list of all courses filling general education requirements for the Associate of Arts are on the Associate of Arts Degree Requirements page.-

CRIMINAL JUSTICE - Suggested Course Sequence			
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"/>
General Education Courses	6 <input type="checkbox"/>	General Education Courses	6 <input type="checkbox"/>
Second Semester	Completed	Fourth Semester	Completed
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"/>	General Education Courses	9 <input type="checkbox"/>
ENG 102	3 <input type="checkbox"/>		
General Education Courses	3 <input type="checkbox"/>		

CRIMINAL JUSTICE

9-1-1 Dispatch Telecommunications Certificate of Achievement

The Public Safety Telecommunicator Course, commonly called the 9-1-1 Dispatch program will be offered each spring semester in the evenings. Look for CRJ 260B in the WNC class schedule.

The course is designed to train students in the exciting field of emergency 9-1-1 dispatching. Candidates will learn radio communication skills, map reading skills, CPR and first aid, laws, crime classifications, and crisis intervention techniques. Participants will also be required to ride along with police and fire departments and participate in 32 hours at a dispatch center.

Participants will attend the 12-credit semester-long program on Monday, Tuesday and Wednesday evenings from 6-10 pm. Each day, before classroom instruction, candidates will spend one hour in the computer lab, working on keyboarding skills. Students will need to attend classes on the final two weekends of the semester for their final exams. Exams will consist of dispatching for the WNC police cadets during their high risk vehicle stops and domestic violence scenarios.

After graduation candidates will be prepared to apply for jobs for fire departments, police and sheriff's agencies, even taxi cab companies, ambulance companies...any place that has dispatching needs.

Salary: \$39,626–\$58,596 / year (Nevada)

Career Outlook: Average growth through 2014

Good To Know: Bilingual dispatchers are in great demand

WNC Academic Division: Social Science, Education, Humanities & Public Service

Total Requirements: 31 – 34 credits

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

Subject Requirements		9–10 Credits
CRJ 101	Introduction to Criminal Justice I	3
CRJ 102	Introduction to Criminal Justice II	3
SPAN 101B	Spanish, Conversational I	3
or SPAN 111	First Year Spanish I	4

General Education Requirements 10–12 Credits

English/Communications Requirements (Must include writing course)	6
Human Relations Requirement	1–3
Mathematics Requirement	3

* A list of all courses filling general education requirements for the Certificate of Achievement are on the Certificate of Achievement Degree Requirements page.

ASSOCIATE OF ARTS - CRIMINAL JUSTICE - Mission & Outcomes

Mission: The purpose of the Associate of Arts degree is to provide the academic knowledge and skills for successful transfer to meet higher educational goals.

Student Learning Outcomes: Students who complete their Associate of Arts degree in Criminal Justice are expected to demonstrate that they

- Meet the general education requirements of WNC
- Recognize and evaluate laws pertaining to Criminal Justice
- Develop strategies for maintaining order
- Converse in the history of law enforcement
- Analyze theories for committing crime
- Maintain the proper attitude for law enforcement
- Have an acute awareness of cultural diversity



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: \$24,347–\$36,693 / year (Nevada)

Career Outlook: Faster than average growth through 2014

Good To Know: Positions are located throughout the country in various types of companies. Customer service representatives try to solve customer complaints.

WNC Academic Division: Business and Computer Technology

Total Requirements: 30 credits

Subject Requirements		15 Credits
BUS 101	Introduction to Business	3
or MGT 103	Small Business Management	
BUS 110B	Human Relations For Employment	3
or MGT 212	Leadership & Human Relations	
BUS 112B	Customer Service	3
BUS 113B	Workplace Attitude Development	1
BUS 114B	Effective Listening and 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	Work Decision Making & Conflict Resolution	1

Subject Requirements 6 Credits

Choose 6 credits from the following:

BUS 286B	Developing Your Resume	1
BUS 287B	Interviewing Techniques	1
MGT 201	Principles of Management	3
MGT 235	Organizational Behavior	3
MGT 283	Introduction to Human Resources Management	3
Choose from any ACC prefix		3
Choose from any CIT, COT or IS prefix		0.5–1
Choose from any MKT prefix		1–6

General Education Requirements 9 Credits

English/Communications Requirements	6
(Recommended: BUS 107, BUS 108; Must include a writing course)	
Mathematics Requirement	3
(BUS 109B or higher level mathematics course)	

* A list of all courses filling general education requirements for the Certificate of Achievement are on the Certificate of Achievement Degree Requirements page.

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

WNC Academic Division: Business And Computer Technology

Total Requirements: 4-12 credits

Certification Requirements 4–12 Credits

Choose 4, 8 or 12 credits from the following:

BUS 110B	Human Relations For Employment	3
or MGT 212	Leadership & Human Relations	
BUS 112B	Customer Service	3
BUS 113B	Workplace Attitude Development	1
BUS 114B	Effective Listening and 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	Work Decision Making & Conflict Resolution	1



ACADEMIC DEGREES

DEAF STUDIES

Associate of Arts

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: \$29,519–\$65,587 / year (Nevada)

Career Outlook: Faster than average growth through 2014

Good To Know: Interpreters may be paid by the day, often by the courts or schools.

New laws may require more interpreters.

WNC Academic Division: Communication and Fine Arts

Total Requirements: 60 credits

Program Requirements		24 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

English/Communications Requirements (ENG 101, ENG 102)	6
Fine Arts Requirement (Recommended: THTR 105)	3
Humanities Requirement	6
Mathematics Requirement (MATH 120 or higher)	3
Science Requirement	6
Social Sciences Requirement	9
U.S. and Nevada Constitution Requirements	3

* A list of all courses filling general education requirements for the Associate of Arts are on the Associate of Arts Degree Requirements page.

DEAF STUDIES - Suggested Course Sequence

First Semester	Completed	Third Semester	Completed
AM 145	4 <input type="checkbox"/>	AM 147	4 <input type="checkbox"/>
General Education Courses	12 <input type="checkbox"/>	AM 151	1 <input type="checkbox"/>
		AM 153	3 <input type="checkbox"/>
Second Semester	Completed	General Education Courses	6 <input type="checkbox"/>
AM 146	4 <input type="checkbox"/>		
AM 154	3 <input type="checkbox"/>	Fourth Semester	Completed
General Education Courses	9 <input type="checkbox"/>	AM 148	4 <input type="checkbox"/>
		AM 152	1 <input type="checkbox"/>
		General Education Courses	9 <input type="checkbox"/>

AMERICAN SIGN LANGUAGE

Certificate of Achievement

WNC Academic Division: Communication and Fine Arts

Total Requirements: 30 credits

Subject Requirements		18 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

English/Communications Requirements (Must include a writing course)	6
Human Relations Requirement	3
Mathematics Requirement	3

* A list of all courses filling general education requirements for the Certificate of Achievement are on the Certificate of Achievement Degree Requirements page.

AMERICAN SIGN LANGUAGE - Suggested Course Sequence

First Semester	Completed	Third Semester	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 Courses	3 <input type="checkbox"/>
Second Semester	Completed		
AM 146	4 <input type="checkbox"/>	Fourth Semester	Completed
General Education Courses	3 <input type="checkbox"/>	AM 148	4 <input type="checkbox"/>
		AM 152	1 <input type="checkbox"/>
		General Education Courses	3 <input type="checkbox"/>



DESKTOP PUBLISHING*Certificate of Achievement***WNC Academic Division:** Business and Computer Technology**Total Requirements:** 30 credits

Subject Requirements		15 Credits
COT 204	Using Windows	3
COT 222	Desktop Publishing With Word Processing	3
COT 223	Advanced Desktop Publishing	3
GRC 118	Computer Graphics - Print Media	3
IS 101	Introduction to Information Systems	3

Choose six from the following classes:

ART 107	Design Fundamentals I (2-D)	
or GRC 107	Design Fundamentals	3
ART 243	Digital Imaging I	
or GRC 183	Electronic Imaging	3
ART 244	Digital Imaging II	
or GRC 283B	Electronic Imaging	3
CIT 151	Beginning Web Development	
or GRC 175	Web Design and Publishing I	3
IS 201	Computer Applications	3
MKT 210	Marketing Principles	3

General Education Requirements 9 Credits

English/Communications Requirements	3
(Recommended: BUS 108; must include a writing course)	
Human Relations Requirement (Recommended: BUS 110B)	3
Mathematics Requirement (Recommended: BUS 109B)	3

A list of all courses filling general education requirements for the Certificate of Achievement are on the Certificate of Achievement Degree Requirements page.

DESKTOP PUBLISHING - Suggested Course Sequence

First Semester	Completed	Second Semester	Completed
English Course	3 <input type="checkbox"/>	Mathematics Course	3 <input type="checkbox"/>
COT 222	3 <input type="checkbox"/>	General Education Courses	3 <input type="checkbox"/>
GRC 118	3 <input type="checkbox"/>	COT 204	3 <input type="checkbox"/>
IS 101	3 <input type="checkbox"/>	COT 223	3 <input type="checkbox"/>
		Program Elective	3 <input type="checkbox"/>



ACADEMIC DEGREES**DRAFTING TECHNOLOGY - ARCHITECTURAL***Associate of Applied Science*

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: 40,427–\$58,369 / year (Nevada)

Career Outlook: Depends on specialty - greatest demand is for architectural & civil drafters, but slower than average through 2014

Good To Know: Specialize in drawing features of buildings & other structures

WNC Academic Division: Technology

Total Requirements: 60 credits

Core Requirements		12 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
BI 101B	Introduction to Building Codes	3
CADD 120B	Architectural Drafting I	3
CADD 225B	Architectural Computer Aided Drafting I	3
CONS 108B	Construction Materials and Methods	3
CONS 120B	Blueprint Reading and Specification	3

Choose 3 credits from the following Capstone Courses:

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

Choose 6 credits from the following degree electives:

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 114B	Soils, Sitework, Concrete and Testing	3
CONS 118B	Construction Contract Documents	3
CONS 121B	Principles of Construction Estimating	3
CONS 201B	Regulatory Agencies	1
CONS 282B	Construction Law	2

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

General Education Requirements		24 Credits
English/Communications Requirement		6
(Recommended: BUS 107, BUS 108 must include a writing course)		
Human Relations Requirement (Recommended: BUS 110B)		3
Humanities/Social Science Requirements		3
Mathematics Requirement (MATH 127 or higher)		3
Science Requirement (Physics Recommended)		6
U.S. and Nevada Constitution Requirements		3

* A list of all courses filling general education requirements for the Associate of Applied Science are on the Associate of Applied Science Degree Requirements page.

DRAFTING TECHNOLOGY - ARCHITECTURAL*Certificate of Achievement*

WNC Academic Division: Technology

Total Requirements: 31 credits

Subject Requirements		21 Credits
CADD 100	Introduction to Computer Aided Drafting	3
CADD 105	Intermediate Computer-Aided Drafting	3
CADD 120B	Architectural Drafting I	3
CONS 120B	Blueprint Reading and Specification	3
DFT 100	Basic Drafting Principles	3
CADD Electives		6

General Education Requirements 10 Credits

English/Communications Requirements		6
(Recommended: BUS 108; must include a writing course)		
Human Relations Requirement		1
Mathematics Requirement		3

(MATH 110B, MATH 127 or higher level math course, except STAT 152)

* A list of all courses filling general education requirements for the Certificate of Achievement are on the Certificate of Achievement Degree Requirements page.

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

DRAFTING TECHNOLOGY - ARCHITECTURAL - Suggested Course Sequence

First Semester	Completed	Third Semester	Completed
BUS 107	3 <input type="checkbox"/>	BUS 110B	3 <input type="checkbox"/>
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 120B	3 <input type="checkbox"/>	Degree Elective	3 <input type="checkbox"/>
DFT 100	3 <input type="checkbox"/>	Science Course	3 <input type="checkbox"/>
Second Semester	Completed	Fourth Semester	Completed
BUS 108	3 <input type="checkbox"/>	BI 101B	3 <input type="checkbox"/>
CADD 105	3 <input type="checkbox"/>	CADD 210B or CADD 290B	3 <input type="checkbox"/>
CONS 108B	3 <input type="checkbox"/>	(Capstone Course)	3 <input type="checkbox"/>
MATH 127	3 <input type="checkbox"/>	Degree Elective	3 <input type="checkbox"/>
Science Course	3 <input type="checkbox"/>	Humanities/Social Science Course	3 <input type="checkbox"/>
		U.S./Nevada Constitution	3 <input type="checkbox"/>

**ASSOCIATE OF APPLIED SCIENCE
DRAFTING TECHNOLOGY-ARCHITECTURAL****Mission & Outcomes**

Mission: The mission 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 an Associate of Applied Science in Drafting Technology will be able to demonstrate:

- knowledge of the subject matter appropriate to the Drafting Technology.

Are able to do the following:

- acquire skills and perform tasks necessary for employment for a career enhancement in the drafting field,
- present themselves effectively to a potential employer,
- effective communication and computation skills appropriate to the drafting field, and
- utilize appropriate resources to remain current in the drafting field.



ACADEMIC DEGREES

DRAFTING TECHNOLOGY - CIVIL

Associate of Applied Science

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: \$40,427–\$58,369 / year (Nevada)

Career Outlook: Depends on specialty - greatest demand is for architectural & civil drafters, but slower than average through 2014

Good To Know: Specialize in drawings & maps of highways, pipelines & water systems

WNC Academic Division: Technology

Total Requirements: 60 credits

Core Requirements		12 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
CADD 230B	Civil Drafting I	3
CEE 140	Introduction to Civil Engineering	2
CONS 114B	Soils, Sitework, Concrete and Testing	3
CONS 120B	Blueprint Reading and Specification	3
SUR 119B	Construction Surveying	2

Choose 3 credits from the following capstone courses:

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

Choose 8 credits from the following degree electives:

CADD 210B	CADD Project	3
CADD 225B	Architectural Computer Aided Drafting I	3
CADD 290B*	Internship in CADD	3
CONS 118B	Construction Contract Documents	3
CONS 121B	Principles of Construction Estimating	3
CONS 201B	Regulatory Agencies	1
CONS 220B	Advanced Sitework Estimating	3
CONS 282B	Construction Law	1

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

General Education Requirements		24 Credits
English/Communications Requirement		6
(Recommended: BUS 107, BUS 108) Must include a writing course		
Human Relations Requirement (Recommended: BUS 110B)		3
Humanities/Social Science Requirements		3
Mathematics Requirement (MATH 127 or higher)		3
Science Requirement (Physics Recommended)		6
U.S. and Nevada Constitution Requirements		3

* A list of all courses filling general education requirements for the Associate of Applied Science are on the Associate of Applied Science Degree Requirements page.

DRAFTING TECHNOLOGY - CIVIL - Suggested Course Sequence

First Semester	Completed	Third Semester	Completed
BUS 107	3 <input type="checkbox"/>	CADD 200	3 <input type="checkbox"/>
CADD 100	3 <input type="checkbox"/>	CONS 114B	3 <input type="checkbox"/>
CEE 140	2 <input type="checkbox"/>	Degree Elective	3 <input type="checkbox"/>
Degree Elective	3 <input type="checkbox"/>	Humanities/Social Science Course	3 <input type="checkbox"/>
DFT 100	3 <input type="checkbox"/>	MATH 127	3 <input type="checkbox"/>
		Science Course	3 <input type="checkbox"/>
Second Semester	Completed	Fourth Semester	Completed
BUS 110B	3 <input type="checkbox"/>	BUS 108	3 <input type="checkbox"/>
CADD 105	3 <input type="checkbox"/>	CADD 231B or CADD 290B	3 <input type="checkbox"/>
CADD 230B	3 <input type="checkbox"/>	(Capstone Course)	3 <input type="checkbox"/>
CONS 120B	3 <input type="checkbox"/>	Degree Elective	2 <input type="checkbox"/>
Science Course	3 <input type="checkbox"/>	SUR 119B	2 <input type="checkbox"/>
		U.S./Nevada Constitution	3 <input type="checkbox"/>

ASSOCIATE OF APPLIED SCIENCE DRAFTING TECHNOLOGY - CIVIL

Mission & Outcomes

Mission: The mission 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 an Associate of Applied Science in Drafting Technology will be able to demonstrate:

- knowledge of the subject matter appropriate to the Drafting Technology.
- Are able to do the following:
- acquire skills and perform tasks necessary for employment for a career enhancement in the drafting field,
 - present themselves effectively to a potential employer,
 - effective communication and computation skills appropriate to the drafting field, and
 - utilize appropriate resources to remain current in the drafting field.



ACADEMIC DEGREES

DRAFTING TECHNOLOGY - MECHANICAL

Associate of Applied Science

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

Salary: \$40,048–\$55,174 / year (Nevada)

Career Outlook: Slower than average growth through 2014

Good To Know: Most use computer-aided drafting (CAD) systems, but some still is done manually

WNC Academic Division: Technology

Total Requirements: 60 credits

Core Requirements	12 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
CADD 140	Technical Drafting I 3
CADD 141B	Technical Drafting II 3
CADD 245	Solid Modeling and Parametric Design 3
COT 204	Using Windows 3
DFT 110B	Blueprint Reading For Industry 3

Choose 3 credits from the following Capstone Courses:

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

Choose 6 credits from the following degree electives:

CADD 210B	CADD Project 3
CADD 242	Advanced Technical Drafting 3
CADD 260B	Introduction to CAD/CAM 3
CADD 290B*	Internship in CADD 3
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
English/Communications Requirement (Recommended: BUS 107, BUS 108)	6
Human Relations Requirement (Recommended: BUS 110B)	3
Humanities/Social Science Requirements	3
Mathematics Requirement (MATH 127 or higher)	3
Science Requirement (Physics recommended)	6
U.S. and Nevada Constitution Requirements	3

* A list of all courses filling general education requirements for the Associate of Applied Science are on the Associate of Applied Science Degree Requirements page.

DRAFTING TECHNOLOGY - MECHANICAL

Certificate of Achievement

WNC Academic Division: Technology

Total Requirements: 31 credits

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

General Education Requirements 10 Credits

English/Communications Requirements	6
(Recommended: BUS 108; must include a writing course)	
Human Relations Requirement	1
Mathematics Requirement (MATH 110B, MATH 127 or higher level math course, except STAT152)	3

* A list of all courses filling general education requirements for the Certificate of Achievement are on the Certificate of Achievement Degree Requirements page.

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

DRAFTING TECHNOLOGY - MECHANICAL - Suggested Course Sequence

First Semester	Completed	Third Semester	Completed
BUS 107	3 <input type="checkbox"/>	BUS 108	3 <input type="checkbox"/>
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"/>	Science Course	3 <input type="checkbox"/>
Second Semester	Completed	Fourth Semester	Completed
BUS 110B	3 <input type="checkbox"/>	CADD 210B or CADD 290B	
CADD 105	3 <input type="checkbox"/>	(Capstone Course)	3 <input type="checkbox"/>
CADD 140	3 <input type="checkbox"/>	CADD 245	3 <input type="checkbox"/>
MATH 127	3 <input type="checkbox"/>	Degree Elective	3 <input type="checkbox"/>
U.S./Nevada Constitution	3 <input type="checkbox"/>	Humanities/Social Science Course	3 <input type="checkbox"/>
		Science Course	3 <input type="checkbox"/>

ASSOCIATE OF APPLIED SCIENCE DRAFTING TECHNOLOGY - MECHANICAL

Mission & Outcomes

Mission: The mission 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 an Associate of Applied Science in Drafting Technology will be able to demonstrate:

- knowledge of the subject matter appropriate to the drafting technology. Are able to do the following:
 - acquire skills and perform tasks necessary for employment for a career enhancement in the drafting field,
 - present themselves effectively to a potential employer,
 - effective communication and computation skills appropriate to the drafting field, and
 - utilize appropriate resources to remain current in the drafting field.



ACADEMIC DEGREES

EARLY CHILDHOOD EDUCATION

WNC'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.

EARLY CHILDHOOD EDUCATION

Associate of Applied Science

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: \$23,277-\$43,693 / year (Nevada)

Career Outlook: Faster than average growth through 2014

Good To Know: Variable work hours - full-time or part-time

WNC Academic Division: Social Science, Education, Humanities & Public Service

Total Requirements: 60 credits

Program Requirements	36 Credits
ECE 121 Parent Care Relations	1
ECE 122 Observation Skills	1
ECE 129 Environment For Infant & Toddler	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 Preschool	3
ECE 250 Introduction to Early Childhood Education	3
ECE 251 Curriculum in Early Childhood Education	3
HDFS 201 Life Span Human Development	3

Program Electives

Choose 9 credits from the following:

COT 105 Computer Literacy	3
or IS 101 Introduction to Information Systems	
or IS 201 Computer Applications	
HDFS 202 Introduction to Families	3
HDFS 232 Diversity & the Young Child - A Multicultural Perspective	3
Other related Early Childhood Education courses (ECE 123 and ECE 168 are recommended)	1-6
Psychology courses (except Statistical Methods)	1-3

General Education Requirements

General Education Requirements	24 Credits
English/Communications Requirement (Recommended: BUS 108; must include a writing course)	6
Humanities/Social Science Requirements	3
Mathematics Requirement (Recommended: BUS 109B)	3
Science Requirement (Recommended: NUTR 121)	6
U.S. and Nevada Constitution Requirements	3
General Electives	3

* A list of all courses filling general education requirements for the Associate of Applied Science are on the Associate of Applied Science Degree Requirements page.

ASSOCIATE OF APPLIED SCIENCE DEGREE & CERTIFICATE OF ACHIEVEMENT - EARLY CHILDHOOD EDUCATION - Mission & Outcomes

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.

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:

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

EARLY CHILDHOOD EDUCATION

Certificate of Achievement

WNC Academic Division: Social Science, Education, Humanities & Public Service

Total Requirements: 30 credits

Subject Requirements	21 Credits
ECE 121 Parent Care Relations	1
ECE 122 Observation Skills	1
ECE 129 Environment For Infant & Toddler	1
ECE 204 Principles of Child Guidance	3
ECE 231 Preschool Practicum: Early Childhood Lab	3
ECE 250 Introduction to Early Childhood Education	3
ECE 251 Curriculum in Early Childhood Education	3
HDFS 201 Life Span Human Development	3
Choose 1-3 credits from related courses in any of the following subject areas: Early Childhood Education, Psychology, Human Development and Family Studies	3

General Education Requirements

General Education Requirements	9 Credits
English/Communications Requirements (Recommended: BUS 108; Must include a writing course)	6
Mathematics Requirement (Recommended: BUS 109B)	3

* A list of all courses filling general education requirements for the Certificate of Achievement are on the Certificate of Achievement Degree Requirements page.

EARLY CHILDHOOD EDUCATION - Suggested Course Sequence

First Semester	Completed	Third Semester	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"/>	General Education Courses	6 <input type="checkbox"/>
ECE 250	3 <input type="checkbox"/>		
English/Communications Course	3 <input type="checkbox"/>	Fourth Semester	Completed
General Elective	3 <input type="checkbox"/>	ECE 240	3 <input type="checkbox"/>
HDFS 201	3 <input type="checkbox"/>	General Education Courses	3 <input type="checkbox"/>
		General Elective	3 <input type="checkbox"/>
		Program Electives	6 <input type="checkbox"/>
Second Semester	Completed		
ECE 200	3 <input type="checkbox"/>		
ECE 251	3 <input type="checkbox"/>		
General Education Courses	6 <input type="checkbox"/>		
Program Electives	3 <input type="checkbox"/>		



ACADEMIC DEGREES**ENGINEERING SCIENCE***Associate of Science*

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 College of Engineering and the Mackey School of Earth Sciences and Engineering at the University of Nevada, Reno, and up to 64 WNC credits may be directly applied toward a baccalaureate degree.

Salary: \$37,329–\$76,497 / year (Nevada)

Career Outlook: Faster than average growth through 2014 - Aerospace Technicians growth will be slower than average

Good To Know: Work with computers; often work in teams

WNC Academic Division: Science, Mathematics & Engineering

Total Requirements: 64 credits

Emphasis Requirements		36-38 Credits
CHEM 121	General Chemistry I	4
CS 135	Computer Science I	3
ENGR 100	Introduction to Engineering Design	3
MATH 181	Calculus I	4
MATH 182	Calculus II	4
MATH 283	Calculus III	4
ME 241	Statics	3
or CPE 201	Introduction to Computer Engineering	
ME 242	Dynamics	3-4
or EE 220	Circuits I	
& EE 220L	Circuits I Laboratory	
PHYS 180	Engineering Physics I	3
PHYS 180L	Engineering Physics I Lab	1
PHYS 181	Engineering Physics II	3
PHYS 181L	Engineering Physics II Lab	1

Emphasis Requirements: Program Electives 2-4 Credits

Choose 2-4 credits from the following:

CHEM 122	General Chemistry II	4
CS 202	Computer Science II	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 298	Cooperative Training Report	1
METE 250	Elements of Material Science	3
PHYS 182	Engineering Physics III	3
& PHYS 182L	Engineering Physics III Lab	1
or higher level		

General Education Requirements 24 Credits

English/Communications Requirements	6
Fine Arts Requirements	3
Humanities Requirements	6
Social Sciences Requirements	6
U.S. and Nevada Constitution Requirements	3

* A list of all courses filling general education requirements for the Associate of Science are on the Associate of Science Degree Requirements page.

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.

ENGINEERING SCIENCE - Suggested Course Sequence

First Semester	Completed	Third Semester	Completed
General Education Courses	6 <input type="checkbox"/>	General Education Courses	6 <input type="checkbox"/>
CS 135	3 <input type="checkbox"/>	MATH 283	4 <input type="checkbox"/>
ENGR 100	3 <input type="checkbox"/>	ME 241 or CPE 201	3-4 <input type="checkbox"/>
MATH 181	4 <input type="checkbox"/>	PHYS 181	3 <input type="checkbox"/>
		PHYS 181L	1 <input type="checkbox"/>
Second Semester	Completed	Fourth Semester	Completed
General Education Course	3 <input type="checkbox"/>	General Education Courses	9 <input type="checkbox"/>
CHEM 121	4 <input type="checkbox"/>	ME 242 or EE 220 & 220	3-4 <input type="checkbox"/>
MATH 182	4 <input type="checkbox"/>	Program Electives	2-4 <input type="checkbox"/>
PHYS 180	3 <input type="checkbox"/>		
PHYS 180L	1 <input type="checkbox"/>		

ASSOCIATE OF APPLIED SCIENCE - ENGINEERING SCIENCE**Mission and Outcomes**

Mission: The mission of the Associate of Science with an emphasis in Engineering is to prepare students for successful transfer into civil, chemical, computer, electrical, geological, mechanical, metallurgical, or mining engineering, or computer science, or engineering physics.

Student Learning Outcomes: Students who complete an Associate of Science with an emphasis in Engineering at WNC are expected to demonstrate that they:

- have met the general education student learning outcomes
- are able to identify, formulate and solve engineering problems
- are able to design and conduct experiments as well as to analyze and interpret data
- can succeed at their transfer institution.



ACADEMIC DEGREES**FINE ARTS***Associate of Arts*

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: \$23,982–\$58,550 / year (Nevada)

Career Outlook: Average growth through 2014

Good To Know: Many fine artists are self-employed; some have graduate degrees

WNC Academic Division: Communication and Fine Arts

Total Requirements: 60 credits

Program Requirements		21 Credits
ART 100	Visual Foundations	3
or ART 107	Design Fundamentals I (2-D)	
or GRC 107	Design Fundamentals	
ART 101	Drawing I	3
ART 135	Photography I	3
or ART 141	Introduction to Digital Photography I	
or ART 243*	Digital Imaging I	
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	3
ART 127*	Watercolor I	3
ART 124	Beginning Printmaking	3

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

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

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

Program Requirements: Program Electives 6 Credits

Select 6 credits from the following:

ART 102	Drawing II	3
ART 105*	Color Theory	3
ART 111*	Beginning Ceramics	3
ART 115*	Beginning Clay Sculpture	3
ART 124	Beginning Printmaking	3
ART 127*	Watercolor I	3
ART 135	Photography I	3
ART 141*	Introduction to Digital Photography I	3
ART 142*	Introduction to Digital Photography II	3
ART 201	Life Drawing I	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 Art History I	3
ART 261	Survey of Art History II	3

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

General Education Requirements 33 Credits

English/Communications Requirements	6
Humanities Requirement	6
Mathematics Requirement	3
Science Requirement	6
Social Sciences Requirement	9
U.S. and Nevada Constitution Requirements	3

* A list of all courses filling general education requirements for the Associate of Arts are on the Associate of Arts Degree Requirements page.

FINE ARTS - Suggested Course Sequence

First Semester	Completed	Third Semester	Completed
ART 100 or ART 107	3 <input type="checkbox"/>	ART 135, ART 141 or	
ART 101	3 <input type="checkbox"/>	ART 243 (Photography	
General Education Courses	9 <input type="checkbox"/>	Required Course)	3 <input type="checkbox"/>
		ART 216, ART 115 or ART 211	
		(3-D Required Course)	3 <input type="checkbox"/>
Second Semester	Completed	General Education Courses	9 <input type="checkbox"/>
ART 160	3 <input type="checkbox"/>		
ART 231, ART 127 or ART 124			
(2-D Required Course)	3 <input type="checkbox"/>	Fourth Semester	Completed
General Education Courses	9 <input type="checkbox"/>	ART 298	3 <input type="checkbox"/>
		Art Electives	6 <input type="checkbox"/>
		General Education Courses	6 <input type="checkbox"/>



ACADEMIC DEGREES

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

Associate of Applied Science

WNC'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: \$37,641–\$57,239 / year (Nevada)

Career Outlook: Slower than average growth through 2014

Good To Know: Use analytic & technical skills; heavy computer use

WNC Academic Division: Science, Mathematics & Engineering

Total Requirements: 60 credits

Program Requirements		36 Credits
GIS 109	Introduction to Geographic Information Systems	3
GIS 110	Principles of Cartography	3
GIS 111	Introduction to Remote Sensing	3
GIS 112	Introduction to ArcInfo	3
GIS 170B	GIS Applications on 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 in GIS	3
GIS 250	GIS Database	3
GIS 270	GIS Extensions	3
GIS 280	Internship in GIS	3
GIS 290	GIS Careers/Portfolio	3

General Education Requirements		24 Credits
English/Communications Requirement		6
Human Relations Requirement		3
Humanities/Social Science Requirements (Recommended: GEOG 106)		3
Mathematics Requirement		3
(MATH 126 or higher is required. STAT 152 is recommended)		
Science Requirement (Recommended: GEOG 103)		6
U.S. and Nevada Constitution Requirements		3

* A list of all courses filling general education requirements for the Associate of Applied Science are on the Associate of Applied Science Degree Requirements page.

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

Certificate of Achievement

WNC Academic Division: Science, Mathematics & Engineering

Total Requirements: 30 credits

Subject Requirements		21 Credits
GEOG 103	Physical Geography	3
GIS 109	Introduction to Geographic Information Systems	3
GIS 110	Principles of Cartography	3
GIS 112	Introduction to ArcInfo	3
GIS 205	GIS Applications	3
GIS 250	GIS Database	3
GIS 270	GIS Extensions	3

General Education Requirements 9 Credits

English/Communications Requirements (Must include a writing course)	3
Human Relations Requirement (PSY recommended)	1–3
Mathematics Requirement (STAT 152, MATH 126 or higher)	3
General Electives	0–2

* A list of all courses filling general education requirements for the Certificate of Achievement are on the Certificate of Achievement Degree Requirements page.

GEOGRAPHIC INFORMATION SYSTEMS (GIS) - Suggested Course Sequence

First Semester	Completed	Third Semester	Completed
General Education Courses	6 <input type="checkbox"/>	General Education Courses	6 <input type="checkbox"/>
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"/>
		GIS 280	3 <input type="checkbox"/>
Second Semester	Completed	Fourth Semester	Completed
General Education Courses	9 <input type="checkbox"/>	General Education Courses	3 <input type="checkbox"/>
GIS 111	3 <input type="checkbox"/>	GIS 172B	1 <input type="checkbox"/>
GIS 170B	1 <input type="checkbox"/>	GIS 250	3 <input type="checkbox"/>
GIS 205	3 <input type="checkbox"/>	GIS 270	3 <input type="checkbox"/>
		GIS 290	3 <input type="checkbox"/>

ASSOCIATE OF APPLIED SCIENCE GEOGRAPHIC INFORMATION SYSTEMS (GIS)

Mission and Outcomes

Mission: The Associate of Applied Science degree in Geographic Information Systems (GIS) will provide employment-related knowledge and skills necessary to succeed in the Geographic Information Systems 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 Geographic Information Systems (GIS) graduates are expected to:

- identify spatial problems,
- demonstrate technical skills,
- implement analysis concepts,
- work collaboratively and create industry based presentations.



ACADEMIC DEGREES

GEOSCIENCES

Associate of Science

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 WNC credits may be directly applied toward a baccalaureate degree. Seek counseling to choose appropriate courses for a four-year major.

Salary: \$57,334–\$99,609 / year (Nevada)

Career Outlook: Slower growth than average through 2014

Good To Know: Often requires graduate degrees for career advancement

WNC Academic Division: Science, Mathematics & Engineering

Total Requirements: 60 – 62 credits

Emphasis Requirements 17–18 Credits

GEOG 103	Physical Geography	3
GEOG 104	Physical Geography Laboratory	1
GEOG 106	Introduction to Cultural Geography	3
GEOL 101	Physical Geology	3
GEOL 103	Physical Geology Laboratory	1

Choose one course:

BIOL 100	General Biology For Non-Science Majors	3
BIOL 190	Introduction to Cell and Molecular Biology	3
BIOL 191	Introduction to Organismal Biology	3

Choose one course:

CHEM 100	Molecules and Life in the Modern World	3
CHEM 121	General Chemistry I	4
CHEM 122	General Chemistry II	4

Emphasis Requirements: Program Electives 13–14 Credits

Choose 13-14 credits from the following:

BIOL 190L	Introduction to Cell and Molecular Biology Lab	1
BIOL 191L	Introduction to Organismal Biology Lab	1
ENV 100	Humans and Environment	3
ENV 210	Land Use Management	3
ENV 130	Fundamentals of Environmental Pollution: Concepts & Methods	3
GEOG 117	Meteorology & Climatology	3
GEOL 100	Earthquakes, Volcanoes, and Natural Disasters	3
GEOL 102	Earth and Life Through Time	4
GEOL 127	Prehistoric Life	3
GEOL 132	Rocks & Minerals	3
GEOL 201	Geology of Nevada	3
GIS 109	Introduction to Geographic Information Systems	3
GIS 205	GIS Applications	3
PHYS 100	Introductory Physics	3
PHYS 151	General Physics I	4
or PHYS 180	Engineering Physics I	3
or PHYS 180L	Engineering Physics I Lab	1
PHYS 152	General Physics II	4
or PHYS 181	Engineering Physics II	3
or PHYS 181L	Engineering Physics II Lab	1

General Education Requirements	30 Credits
English/Communications Requirements (ENG 101, ENG 102)	6
Fine Arts Requirements	3
Humanities Requirements	6
Mathematics Requirements	6
Social Sciences Requirements	3
U.S. and Nevada Constitution Requirements	3
General Electives	3

* A list of all courses filling general education requirements for the Associate of Science are on the Associate of Science Degree Requirements page.

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.

GEOSCIENCES - Suggested Course Sequence			
First Semester	Completed	Third Semester	Completed
General Education Course	6 <input type="checkbox"/>	General Education Courses	12 <input type="checkbox"/>
GEOL 101	3 <input type="checkbox"/>	GEOG 106	3 <input type="checkbox"/>
GEOL 103	1 <input type="checkbox"/>		
Program Electives	6 <input type="checkbox"/>	Fourth Semester	Completed
		General Education Courses	9 <input type="checkbox"/>
Second Semester	Completed	Biology Course	3 <input type="checkbox"/>
General Education Course	3 <input type="checkbox"/>	Program Electives	3-4 <input type="checkbox"/>
Chemistry Course	3-4 <input type="checkbox"/>		
GEOG 103	3 <input type="checkbox"/>		
GEOG 104	1 <input type="checkbox"/>		
Program Electives	3-4 <input type="checkbox"/>		

ASSOCIATE OF SCIENCE - GEOSCIENCES

Mission & Outcomes

Mission: The mission of the Associate of Science degree, Geosciences Emphasis is to provide a strong foundation in earth and physical sciences, and prepare students for transfer into many disciplines, including geology, geography, environmental science, and science teaching.

Student Learning Outcomes: Students who complete an Associate of Science degree, Geosciences emphasis, at WNC are expected to demonstrate that they:

- have met the general education student learning outcomes
- have gained a basic understanding of:
 - physical processes operating on and within the Earth, including plate tectonics and formation of rocks and minerals
 - common rocks and minerals identification
 - map reading and interpretation
 - processes operating in the atmosphere
 - the spatial distribution of physical and human phenomena
- have gained a basic knowledge of biology and chemistry
- can succeed at their transfer institutions



ACADEMIC DEGREES**GRAPHIC COMMUNICATIONS***Associate of Applied Science*

WNC'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: \$33,551–\$56,892 / year (Nevada)

Career Outlook: Average growth through 2014. The need is 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

WNC Academic Division: Communication and Fine Arts

Total Requirements: 63 credits

Program Requirements		42 Credits
ART 107	Design Fundamentals I (2-D)	3
or GRC 107	Design Fundamentals	
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 I	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	
GRC 244B	Electronic Layout and Typography II	3
GRC 256	Computer Illustration II	3
GRC 283B	Electronic Imaging	3
GRC 294B	Professional Portfolio	3

Choose 3 credits from the following:

ART 101	Drawing I	3
ART 115	Beginning Clay Sculpture	3
ART 124	Beginning Printmaking	3
ART 127	Watercolor I	3
ART 135	Photography I	3
ART 141	Introduction to Digital Photography I	3
ART 160	Art Appreciation	3
ART 211	Ceramics I	3
ART 216	Sculpture I	3
ART 231	Painting I	3
ART 260	Survey Art History I	3
ART 261	Survey of Art History II	3

General Education Requirements 21 Credits

English/Communications Requirement	6
Human Relations Requirement (PSY or SOC recommended)	3
Mathematics Requirement	3
Science Requirement	6
U.S. and Nevada Constitution Requirements	3

* A list of all courses filling general education requirements for the Associate of Applied Science are on the Associate of Applied Science Degree Requirements page.

GRAPHIC COMMUNICATIONS*Certificate of Achievement*

WNC Academic Division: Communication and Fine Arts

Total Requirements: 30 credits

Subject Requirements		21 Credits
ART 107	Design Fundamentals I (2-D)	3
or GRC 107	Design Fundamentals	
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

English/Communications Requirements (Writing course required)	3
Human Relations Requirement (PSY or SOC recommended)	3
Mathematics Requirement	3

* A list of all courses filling general education requirements for the Certificate of Achievement are on the Certificate of Achievement Degree Requirements page.

CERTIFICATE OF ACHIEVEMENT - GRAPHIC COMMUNICATIONS**Mission & Outcomes**

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.

GRAPHIC COMMUNICATIONS - Suggested Course Sequence

First Semester	Completed	Third Semester	Completed
ART 107 or GRC 107	3 <input type="checkbox"/>	General Ed Courses	6 <input type="checkbox"/>
General Ed Courses	6 <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 256	3 <input type="checkbox"/>
Second Semester	Completed	Fourth Semester	Completed
General Ed Courses	6 <input type="checkbox"/>	General Ed Courses	6 <input type="checkbox"/>
GRC 109	3 <input type="checkbox"/>	GRC 188	3 <input type="checkbox"/>
GRC 144B	3 <input type="checkbox"/>	GRC 283B	3 <input type="checkbox"/>
GRC 156	3 <input type="checkbox"/>	GRC 294B	3 <input type="checkbox"/>
GRC 183	3 <input type="checkbox"/>	Program Elective	3 <input type="checkbox"/>

ASSOCIATE OF APPLIED SCIENCE - GRAPHIC COMMUNICATIONS**Mission & Outcomes**

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.



HEALTH INFORMATION TECHNOLOGY PROGRAM

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. WNC 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

INFORMATION 775-445-4243

ASSOCIATE OF APPLIED SCIENCE 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.

HEALTH INFORMATION TECHNOLOGY

Associate of Applied Science

WNC'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: \$26,169–\$38,492 / year (Nevada)

Career Outlook: High demand through 2014

Good To Know: Specialties include diagnosis & procedure coding & tumor registrars

WNC Academic Division: Nursing and Allied Health

Total Requirements: 63 credits

Degree Requirements		39 Credits
HIT 100B	Introduction to ICD-9-CM	2
HIT 101B	Current Procedural Terminology	3
HIT 105B	Health Care Dynamics	2
HIT 117B	Medical Terminology I	1
HIT 118B	Language of Medicine	3
HIT 165B	Pathophysiology I	4
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 Information Systems	3
HIT 206B	Clinical Applications I	3
HIT 208B	Clinical Applications II	3
HIT 210B	Coding Applications	3
HIT 245B	Quality Improvement Techniques	3

General Education Requirements

	24 Credits
English/Communications Requirement	6
(ENG 101 is required; BUS 107 is recommended)	
Human Relations Requirement	3
Humanities/Social Science Requirements	3
Mathematics Requirement (MATH 120 or higher)	3
Science Requirement (BIOL 200 required*)	6
U.S. and Nevada Constitution Requirements	3

* BIOL 223 and BIOL 224 may be taken in lieu of BIOL 200.

A list of all courses filling general education requirements for the Associate of Applied Science are on the Associate of Applied Science Degree Requirements page.

HEALTH INFORMATION TECHNOLOGY - Suggested Course Sequence

First Semester	Completed	Third Semester	Completed
BIOL 200	3 <input type="checkbox"/>	ENG 101	3 <input type="checkbox"/>
HIT 100B	2 <input type="checkbox"/>	HIT 165B	4 <input type="checkbox"/>
HIT 101B	3 <input type="checkbox"/>	HIT 205B	3 <input type="checkbox"/>
HIT 105B	2 <input type="checkbox"/>	HIT 206B	3 <input type="checkbox"/>
HIT 117B	1 <input type="checkbox"/>	HIT 245B	3 <input type="checkbox"/>
HIT 118B	3 <input type="checkbox"/>		
		Fourth Semester	Completed
Second Semester	Completed	English/Comm Course	3 <input type="checkbox"/>
HIT 170B	3 <input type="checkbox"/>	HIT 206B	3 <input type="checkbox"/>
HIT 180B	3 <input type="checkbox"/>	Humanities/ Social Sci Course	3 <input type="checkbox"/>
HIT 201B	3 <input type="checkbox"/>	Math 120 or higher	3 <input type="checkbox"/>
HIT 210B	3 <input type="checkbox"/>	Science Course	3 <input type="checkbox"/>
Human Relations Course	3 <input type="checkbox"/>	U.S./Nevada Const Course	3 <input type="checkbox"/>



ACADEMIC DEGREES

HEALTH INFORMATION TECHNOLOGY

Medical Coding Certificate of Achievement

WNC Academic Division: Nursing and Allied Health

Total Requirements: 32 credits

Subject Requirements		26 Credits
BIOL 200*	Elements of Human Anatomy & Physiology	3
HIT 100B	Introduction to ICD-9-CM	2
HIT 101B	Current Procedural Terminology	3
HIT 105B	Health Care Dynamics	2
HIT 117B	Medical Terminology I	1
HIT 118B	Language of Medicine	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 210B	Coding Applications	3

* BIOL 223 and BIOL 224 may be taken in lieu of BIOL 200.

General Education Requirements 6 Credits

ENG 101	Composition I	3
Mathematics Requirement		3

* Human Relations requirement fulfilled by HIT 105B

* A list of all courses filling general education requirements for the Certificate of Achievement are on the Certificate of Achievement Degree Requirements page.

MEDICAL CODING - Suggested Course Sequence

First Semester	Completed	Second Semester	Completed
BIOL 200	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"/>	HIT 201B	3 <input type="checkbox"/>
HIT 105B	2 <input type="checkbox"/>	HIT 210B	3 <input type="checkbox"/>
HIT 117B	1 <input type="checkbox"/>	Math Course	3 <input type="checkbox"/>
HIT 118B	3 <input type="checkbox"/>		
HIT 170B	3 <input type="checkbox"/>		

HEALTH INFORMATION TECHNOLOGY

Medical Transcription Certificate of Achievement

WNC Academic Division: Nursing and Allied Health

Total Requirements: 30 credits

Subject Requirements		24 Credits
BIOL 200*	Elements of Human Anatomy & Physiology	3
HIT 105B	Health Care Dynamics	2
HIT 117B	Medical Terminology I	1
HIT 118B	Language of Medicine	3
HIT 120B	Medical Transcription I	2
HIT 121B	Medical Transcription II	3
HIT 165B	Pathophysiology I	4
HIT 170B	Computers in Health Care	3
HIT 180B	Introduction to Health Information Management	3

* BIOL 223 and BIOL 224 may be taken in lieu of BIOL 200.

General Education Requirements 6 Credits

Mathematics Requirement		3
ENG 101	Composition I	3

* Human Relations requirement fulfilled by HIT 105B*

* A list of all courses filling general education requirements for the Certificate of Achievement are on the Certificate of Achievement Degree Requirements page.

HEALTH INFORMATION TECHNOLOGY

Medical Unit Clerk Certificate of Achievement

WNC Academic Division: Nursing and Allied Health

Total Requirements: 31 credits

Subject Requirements		25 Credits
BIOL 200*	Elements of Human Anatomy & Physiology	3
HIT 105B	Health Care Dynamics	2
HIT 117B	Medical Terminology I	1
HIT 118B	Language of Medicine	3
HIT 165B	Pathophysiology I	4
HIT 170B	Computers in Health Care	3
HIT 180B	Introduction to Health Information Management	3
HIT 206B	Clinical Applications I	3
HIT 208B	Clinical Applications II	3

* BIOL 223 and BIOL 224 may be taken in lieu of BIOL 200.

General Education Requirements 6 Credits

Mathematics Requirement		3
ENG 101	Composition I	3

* Human Relations requirement fulfilled by HIT 105B

* A list of all courses filling general education requirements for the Certificate of Achievement are on the Certificate of Achievement Degree Requirements page.

MEDICAL TRANSCRIPTION - Suggested Course Sequence

First Semester	Completed	Second Semester	Completed
BIOL 200	3 <input type="checkbox"/>	HIT 105B	2 <input type="checkbox"/>
ENG 101	3 <input type="checkbox"/>	HIT 120B	2 <input type="checkbox"/>
HIT 117B	1 <input type="checkbox"/>	HIT 121B	3 <input type="checkbox"/>
HIT 118B	3 <input type="checkbox"/>	HIT 165B	4 <input type="checkbox"/>
HIT 170B	3 <input type="checkbox"/>	HIT 180B	3 <input type="checkbox"/>
Math Course	3 <input type="checkbox"/>		

MEDICAL UNIT CLERK - Suggested Course Sequence

First Semester	Completed	Second Semester	Completed
BIOL 200	3 <input type="checkbox"/>	HIT 170B	3 <input type="checkbox"/>
ENG 101	3 <input type="checkbox"/>	HIT 180B	3 <input type="checkbox"/>
HIT 105B	2 <input type="checkbox"/>	HIT 206B	3 <input type="checkbox"/>
HIT 117B	1 <input type="checkbox"/>	HIT 208B	3 <input type="checkbox"/>
HIT 118B	3 <input type="checkbox"/>	Math Course	3 <input type="checkbox"/>
HIT 165B	4 <input type="checkbox"/>		



ACADEMIC DEGREES

MACHINE TOOL TECHNOLOGY

Associate of Applied Science

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: \$32,225–\$46,060/ year (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

WNC Academic Division: Technology

Total Requirements: 60 credits

Program Requirements		39 Credits
DFT 110B	Blueprint Reading For Industry	3
or CONS 120B	Blueprint Reading and Specification	
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
MATH Course*		3

* MATH 110B Recommended

Choose 13 credits from the following:

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	4
MTT 293B	Computer-Aided Manufacturing II	4
MTT 295B	Work Experience	1-6
Related Machine Shop Course		1-6

General Education Requirements

21 Credits

English/Communications Requirement (Must include a writing course)	6
Human Relations Requirement	3
Humanities/Social Science Requirements	3
Science Requirement	6
U.S. and Nevada Constitution Requirements	3

* A list of all courses filling general education requirements for the Associate of Applied Science are on the Associate of Applied Science Degree Requirements page.

MACHINE TOOL TECHNOLOGY - Suggested Course Sequence

First Semester	Completed	Third Semester	Completed
DFT 110B	3 <input type="checkbox"/>	Humanities/Social Science Course	3 <input type="checkbox"/>
English Course	3 <input type="checkbox"/>	MTT 230B	4 <input type="checkbox"/>
Human Relations Course	3 <input type="checkbox"/>	MTT 250B	3 <input type="checkbox"/>
Math Course	3 <input type="checkbox"/>	MTT 251B	2 <input type="checkbox"/>
MTT 105B	3 <input type="checkbox"/>	Science Course	3 <input type="checkbox"/>
MTT 106B	2 <input type="checkbox"/>		
Second Semester	Completed	Fourth Semester	Completed
English Course	3 <input type="checkbox"/>	MTT 232B	4 <input type="checkbox"/>
MTT 110B	3 <input type="checkbox"/>	MTT 260B	3 <input type="checkbox"/>
MTT 111B	2 <input type="checkbox"/>	MTT 262B	2 <input type="checkbox"/>
MTT 261B	2 <input type="checkbox"/>	Program Elective	3 <input type="checkbox"/>
Science Course	3 <input type="checkbox"/>	U.S./Nevada Constitution	3 <input type="checkbox"/>

MACHINE TOOL TECHNOLOGY

Certificate of Achievement

WNC Academic Division: Technology

Total Requirements: 30 credits

Subject Requirements		20 Credits
DFT 110B	Blueprint Reading For Industry	3
or CONS 120B	Blueprint Reading and Specification	
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 Requirements	6
(Recommended: BUS 108; Must include a writing course)	
Human Relations Requirement	1
Mathematics Requirement (MATH 110B recommended)	3
* A list of all courses filling general education requirements for the Certificate of Achievement are on the Certificate of Achievement Degree Requirements page.	

CERTIFICATE OF ACHIEVEMENT - MACHINE TOOL TECHNOLOGY

Mission & Outcomes

Mission: The mission of the 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 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.

ASSOCIATE OF APPLIED SCIENCE - MACHINE TOOL TECHNOLOGY

Mission & Outcomes

Mission: The mission of the Associate of Applied Science 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.



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

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

Salary: \$51,346–\$100,870 / year (Nevada)

Career Outlook: Faster than average through 2014; managers will be more likely to keep their jobs

Good To Know: Often requires hiring, training & supervising employees, solving problems & administrative duties

WNC Academic Division: Business and Computer Technology

Total Requirements: 60 credits

Business Core Requirements		24 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 273	Business Law I	3
ECON 102	Principles of Microeconomics	3
or ECON 103	Principles of Macroeconomics	
IS 101	Introduction to Information Systems	3
IS 201	Computer Applications	3
MGT 201	Principles of Management	3

Emphasis Requirements		15 Credits
MGT 212	Leadership & 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

General Education Requirements		21 Credits
English/Communications Requirement (Recommended: BUS 107 & BUS 108; Must include a writing course)		6
Mathematics Requirement (BUS 109B or higher level mathematics course)		3
Science Requirement		6
U.S. and Nevada Constitution Requirements		3
General Electives		3

* A list of all courses filling general education requirements for the Associate of Applied Science are on the Associate of Applied Science Degree Requirements page.

Note: See also Retail Management.

MANAGEMENT - Suggested Course Sequence

First Semester	Completed	Third Semester	Completed
ACC 135B or ACC 201	3 <input type="checkbox"/>	Degree Elective	3 <input type="checkbox"/>
BUS 101 or MGT 103	3 <input type="checkbox"/>	Degree Electives	6 <input type="checkbox"/>
BUS 107	3 <input type="checkbox"/>	IS 101	3 <input type="checkbox"/>
BUS 109B or higher	3 <input type="checkbox"/>	MGT 212	3 <input type="checkbox"/>
Degree Electives	3 <input type="checkbox"/>		
		Fourth Semester	Completed
Second Semester	Completed	BUS 273	3 <input type="checkbox"/>
ACC 136B or ACC 202	3 <input type="checkbox"/>	General Elective	3 <input type="checkbox"/>
BUS 108	3 <input type="checkbox"/>	IS 201	3 <input type="checkbox"/>
ECON 102 or ECON 103	3 <input type="checkbox"/>	Science Course	3 <input type="checkbox"/>
MGT 201	3 <input type="checkbox"/>	U.S./Nevada Constitution	3 <input type="checkbox"/>
Science Course	3 <input type="checkbox"/>		



ACADEMIC DEGREES**MATHEMATICS***Associate of Science*

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: \$62,970–\$106,250 / year (Nevada)

Career Outlook: Need for math teachers & professors is expected to increase faster than average

Good To Know: Often requires graduate degrees for career advancement

WNC Academic Division: Science, Mathematics & Engineering

Total Requirements: 60 credits

Emphasis Requirements 30 Credits

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

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

Choose 3 credits from the following: Math courses numbered 120 or higher, except MATH 122 & 123. STAT 152 is also accepted. 3

General Education Requirements 30 Credits

English/Communications Requirements (ENG 101 & ENG 102)	6
Fine Arts Requirements	3
Humanities Requirements	6
Social Sciences Requirements	6
U.S. and Nevada Constitution Requirements	3
General Electives	6

* A list of all courses filling general education requirements for the Associate of Science are on the Associate of Science Degree Requirements page.

MATHEMATICS - Suggested Course Sequence

First Semester	Completed	Third Semester	Completed
General Education Courses	9 <input type="checkbox"/>	General Education Courses	6 <input type="checkbox"/>
MATH 181	4 <input type="checkbox"/>	MATH 283	4 <input type="checkbox"/>
		Science Elective	4 <input type="checkbox"/>
Second Semester	Completed		
General Education Courses	9 <input type="checkbox"/>	Fourth Semester	Completed
MATH 182	4 <input type="checkbox"/>	General Elective	6 <input type="checkbox"/>
Science Elective	4 <input type="checkbox"/>	MATH 285	3 <input type="checkbox"/>
		Math elective	3 <input type="checkbox"/>
		Science Elective	4 <input type="checkbox"/>

ASSOCIATE OF SCIENCE - MATHEMATICS**Mission and Outcomes**

Mission: The purpose of the Associate of Science degree, emphasis Mathematics, is to provide the academic knowledge and skills for successful transfer student to meet higher educational goals.

Student Learning Outcomes: Students who complete an Associate of Science degree, Mathematics emphasis, at WNC are expected to demonstrate that they:

- have met the general education student learning outcomes.
- understand the content of calculus and differential equations.
- are able to apply the content of calculus and differential equations at the appropriate level in mathematics, science, and engineering courses.
- can succeed at their transfer institutions.



ACADEMIC DEGREES

MUSICAL THEATRE

Associate of Arts

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: \$36,920–\$123,400 / year (Nevada)

Career Outlook: Average growth through 2014

Good To Know: Competition for performance jobs will be strong; many actors have other part-time employment or teach acting classes. Theater technicians are in high demand.

WNC Academic Division: Communication and Fine Arts

Total Requirements: 64 credits

Program Requirements		31 Credits
MUS 121	Music Appreciation	3
or THTR 100	Introduction to Theater	
MUSA 145	Voice-Lower Division	4
THTR 105	Introduction to Acting I	3
THTR 199	Play Structure & Analysis I	3
THTR 204	Theatre Technology I	3
THTR 205	Introduction to Acting II	3

Four semesters participation in college productions for a total of 8 credits

MUS 176	Musical Theatre Practicum	2-3
MUS 276	Musical Theatre Practicum	1-3
Piano Proficiency		0

Select 4 credits from the following:

DAN 132	Jazz Dance (beginning)	1
DAN 135	Beginning Ballet	1
DAN 144	Beginning Tap Dancing	1
DAN 232	Jazz Dance (intermediate)	1
DAN 244	Tap Dance (intermediate)	1

General Education Requirements 30 Credits

English/Communications Requirements (ENG 101 & ENG 102)	6
Humanities Requirement	6
Mathematics Requirement	3
Science Requirement	6
Social Sciences Requirement	9
U.S. and Nevada Constitution Requirements	3

* A list of all courses filling general education requirements for the Associate of Arts are on the Associate of Arts Degree Requirements page.

ASSOCIATE OF ARTS - MUSICAL THEATRE

Mission and Outcomes

Mission: The Associate of Arts 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.

Student Learning Outcomes: Students who complete the Associate of Arts Degree in Musical Theatre are expected to have:

- An awareness of the complexities of the human experience, leading to the convincing performance of dimensional characters;
- A knowledge of how to use various production elements and dramatic characterization to bring a theatrical concept to life;
- A knowledge of plays that are representative of the development of musical theatre.

They are expected to be able to:

- Analyze and interpret musical theater productions;
- Convincingly live in imaginary circumstances, conveying to the audience a sense of emotional truth;
- Engage in focused, concentrated, and active listening, and give and take from fellow performers;
- Understand subtext and discover the contrasts within a character;
- Function safely and effectively using contemporary theatre technology;
- Dance in a variety of genres used in musical theatre;
- Read music and to use proper vocal technique to sing musical theater repertoire from multiple eras.

They should demonstrate:

- A creative imagination;
- A work ethic;
- A collaborative attitude;
- Artistic standards and judgement;
- A respect for the art form.

MUSICAL THEATRE - Suggested Course Sequence

First Semester	Completed	Third Semester	Completed
Dance Elective	1 <input type="checkbox"/>	Dance Elective	1 <input type="checkbox"/>
General Education Courses	6 <input type="checkbox"/>	General Education Courses	6 <input type="checkbox"/>
MUS 176 or MUS 276	2-3 <input type="checkbox"/>	MUS 121 or THTR 100	3 <input type="checkbox"/>
MUSA 145	1 <input type="checkbox"/>	MUS 176 or MUS 276	2-3 <input type="checkbox"/>
Piano Proficiency	0 <input type="checkbox"/>	MUSA 145	1 <input type="checkbox"/>
THTR 105	3 <input type="checkbox"/>	THTR 204	3 <input type="checkbox"/>
Second Semester	Completed	Fourth Semester	Completed
Dance Elective	1 <input type="checkbox"/>	Dance Elective	1 <input type="checkbox"/>
General Education Courses	6 <input type="checkbox"/>	General Education Courses	9 <input type="checkbox"/>
MUS 176 or MUS 276	2-3 <input type="checkbox"/>	MUS 176 or MUS 276	2-3 <input type="checkbox"/>
MUS 203	3 <input type="checkbox"/>	MUSA 145	1 <input type="checkbox"/>
MUSA 145	1 <input type="checkbox"/>	THTR 199	3 <input type="checkbox"/>
THTR 205	3 <input type="checkbox"/>		



ACADEMIC DEGREES

NURSING PROGRAM

Associate of Applied Science

WNC'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 (NCLEX-RN) 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 NCLEX-RN.

The associate degree nursing program is approved by the Nevada State Board of Nursing (NSBN) and is accredited by the National League for Nursing Accrediting Commission (NLNAC). The address of the NLNAC is 61 Broadway Street, 33rd floor, New York, NY 100176. 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 directly contact the Nevada State Board of Nursing (NSBN) at 1-888-590-6726 should there be a concern regarding eligibility for licensure. Applicants may also use the NSBN link found on the Nursing & Allied Health website for information regarding how the board processes applicant information and identifies convictions/situations under which the NSBN will deny application 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 co-requisite courses be completed with a grade of "C" or better. Students admitted to the program are required to attend mandatory orientation sessions scheduled for late spring or early summer and prior to the start of classes.

ASSOCIATE OF APPLIED SCIENCE - NURSING

Mission & Outcomes

Mission: The mission of the nursing program at Western Nevada College is to meet the nursing educational needs of the service area. The program prepares qualified students to function at 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 lifespan. 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 lifelong learning.

Student Learning Outcomes: Students who complete an Associate of Applied Science degree with a major in nursing will be expected to demonstrate the ability to:

- Integrate knowledge derived from the bio/psycho/social sciences, humanities, and nursing to achieve deliberative and competent decision-making that is grounded in evidence based practice to achieve best practice outcomes.
- Utilize therapeutic communication skills when interacting with patients and their families.
- Communicate and document accurate information about patients in a concise and clear manner.
- Collaborate with patients, families and health care personnel to achieve positive patient outcomes.
- Utilize information literacy skills to integrate research findings that guide (or lead to) best practice decisions.
- Utilize the nursing process in a competent and caring manner to safely meet the bio/psycho/social/cultural and spiritual needs of patients across the lifespan in a variety of health care settings.
- Provide care that reflects the ethical values of nursing within professional practice standards and the legal parameters of the profession.
- Apply concepts of cultural awareness, cultural sensitivity and respect for persons when working with diverse populations.

Provide and manage care through the efficient and effective use of human, physical, financial and technical resources to meet patient needs.

Demonstrate accountability (professionalism) through identification of self-learning needs and continued professional development.

Utilize principles of teaching and learning to meet the bio/psycho/social/cultural/spiritual needs of patients and their families.



ACADEMIC DEGREES

Other Important Information

- Nursing learning activities are scheduled on & off campus, days, evenings & weekends.
- Courses are Web-CT Enhanced, necessitating that students have basic computer skills.
- Clinical experiences take place at long-term health care facilities, acute care hospitals, clinics and day care centers
- A grade of C (75 percent) or better is required in all nursing courses to continue in the nursing program.
- Students not admitted to the nursing program must reapply to be considered for admission the following year.
- Documentation and currency of the following is required after acceptance into the nursing program and prior to the start of classes:
 - An acceptable physical examination, and required immunizations and tests. CPR certification (card required) through the American Heart Association (Health Care Provider).
 - Major medical health insurance (card required).
 - A background check is required by health care organizations. Students accepted into WNC's nursing program, emergency medical services courses and surgical technology program will be required to pass a background check in order to attend clinicals and remain in the program. Drug screening may be required by health care organizations in the fall of 2008. See the Nursing & Allied Health web site for the process and procedures to follow.

Selective Admission Requirements

Apply for admission: Apply for admission to Western Nevada College and the WNC nursing program. Applications will be available after January 2. The last date for submission of an application to Admission and Records is April 1. Nursing program applications for the next fall are available on the WNC Nursing & Allied Health web site on January 2.

Chemistry: Show evidence of completion of high school chemistry from a regionally accredited school within the last three years or completion of CHEM 121 (4 credits) within the last ten years by the date of application submission. CHEM 110 is also acceptable.

Prerequisite Courses:

- BIOL 223: Human Anatomy and Physiology I: 4 credits
- BIOL 224: Human Anatomy and Physiology II: 4 credits
- BIOL 251: General Microbiology: 4 credits
- ENG 101: Composition I: 3 credits
- MATH 120 or Math 126 or higher MATH course: 3 credits
- PSY 101 (General Psychology) or SOC 101 (Principles of Sociology): 3 credits
- Chemistry, as described above

(Note: Students may apply for admission into the nursing program while in the process of completing a pre-requisite course, providing the course is completed at the end of the applicable spring semester.)

Test of Essential Academic Skills (TEAS): Pass the Test of Essential Academic Skills with a minimum score of 60 percent for each of the four sub-scores. (Note: Not required for LPNs applying for admission into the 2nd year of the program. The test may be taken one time each fall and spring semester.)

Consult the Nursing & Allied Health website for dates and times of testing. Students may take up to two practice TEAS Tests which are available on the ATI website. Please consult the Nursing & Allied Office for information regarding how to access the web site.

Application and Supporting Documents: 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.

Note: The statute of limitations for all college science courses is ten (10) years from date of application.

Students Requesting Transfer & Re-Admission

A limited number of qualified transfer and readmission students 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.

Students who are accepted into the nursing program will be required to enroll in all nursing courses required for each semester; students may not enroll for a portion of a semester of nursing courses regardless of previous completion of nursing courses. Students must successfully pass all nursing courses (grade of C or better) within each semester to continue in the program and/or graduate.

A student who matriculated (have been accepted and have a record of enrollment) in 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.

NURSING ADMISSION/SELECTION CRITERIA				
Science GPA (BIOL & CHEM prerequisite 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)	60-69 (1)	70-79 (2)	80-89 (3)	90-99 (4)
(A minimum cut score of 60% is required for each subtest. Not required for LPNs or students seeking transfer with grades of C or better in nursing.)				
Completion of corequisite credits	3-6 (1)	7-9 (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.				



ACADEMIC DEGREES

NURSING

Associate of Applied Science

Salary: \$55,981–\$75,011 / year (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, weekends or holidays

WNC Academic Division: Nursing and Allied Health

Total Requirements: 72 credits

Prerequisite Courses*		21 Credits
BIOL 223*	Human Anatomy and Physiology I	4
BIOL 224*	Human Anatomy and Physiology II	4
BIOL 251	General Microbiology	4
ENG 101	Composition I	3
MATH 120	Fundamentals of College Mathematics	3
or MATH 126	Precalculus I	
or higher MATH course		
PSY 101	General Psychology	3
or SOC 101	Principles of Sociology	

* Please refer to Selective Admission Requirements for Chemistry and additional requirements. BIOL 223 and 224 must be completed at the same college or university if completed at an institution other than within the Nevada System of Higher Education.

First Year: Fall Semester Courses		14 Credits
ENG 102*	Composition II	3
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

* Indicates corequisite. Corequisite courses must be completed by the end of the fourth semester of the nursing program.

First Year: Spring Semester Courses		14 Credits
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 Lifespan Theory	4
NURS 167	Health/Illness Across Lifespan Clinical	2
PSY 101	General Psychology	3
or SOC 101*	Principles of Sociology	

* Indicates corequisite. Corequisite courses must be completed by the end of the fourth semester of the nursing program.

Second Year: Fall Semester Courses**		13 Credits
NURS 265	Alterations Maternal/Child Health Theory	2
NURS 266	Alterations in Maternal/Child Health Laboratory	1
NURS 267	Alterations in Maternal 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
U.S./Nevada Constitutions Course		3

(PSC 103, HIST 111, or CH 203 recommended)*

* See the Associate of Applied Science page for more information on courses fulfilling the general education requirement.

Second Year: Spring Semester**		10 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 Clinic	2
NURS 284	Role of the ADN Manager of Care	2

Note: ** The sequence of some courses for the second year fall and spring semester courses may be altered.

EMERGENCY MEDICAL SERVICES

Emergency Medical Services courses are offered through the Division of Nursing and Allied Health. They include:

- EMS 100B - CPR, First Responder
- EMS 108B - EMT Basic and EMT Refresher,
- EMS 112B - 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. Completion of selected courses is designed to prepare students to take the National Registry Examination for EMT-Basic and the appropriate Nevada EMS certification examination for EMT Enhanced (Intermediate).

EMS 108B and EMS 112B are designed to meet the National Standard Curriculum published by the United States Department of Transportation, National Highway Traffic Safety Administration.

Information 775-445-3296

WNC Academic Division: Nursing and Allied Health

Licensed Practical Nurse to ADN

Practical nurses are required to successfully challenge the first year of the nursing program at Western Nevada College. The challenge process is unique to the nursing program and varies from the college's general challenge policy. The process consists of three steps outlined below:

Step 1

- Complete all prerequisite courses with a grade of C or better.*
 - Complete NURS 200 and NURS 201 or equivalent course/s with a grade of C or better.**
 - Hold, or be eligible to hold, a practical nursing license in the State of Nevada. Candidates with a restricted LPN license will be evaluated on an individual basis.
- * College science courses have a ten year statute of limitations;

**NURS 200/201 or equivalent must be repeated if the completed course is older than two years at the time of application.

Step 2

- Pass the following written National League of Nursing Challenge Examinations with a score of 75 percent or better:
 - Foundations of Nursing
 - Nursing Care During Childbearing and Nursing Care of the Child

The cost of each challenge examination is \$70. The scores of students who pass the challenge examinations will remain on file for one year from the date of the passage.

Step 3

Demonstrate ability to safely perform first and second semester nursing skills in the nursing laboratory. A list of the skills to be demonstrated for each semester is available in the Office of Nursing & Allied Health. Skills will be evaluated on a pass/fail (P/F) basis.

Cost of each semester skill challenge examination is \$100.

Candidates who successfully complete the above three steps are eligible to apply for admission into the nursing program by submitting an application and other required documents to Admission and Records by the required date. Information regarding the admission process may be obtained by accessing the Nursing and Allied Health web site or by contacting the Office of Nursing and Allied Health located in room 110 of the Cedar Building. The telephone number is 775-445-3294.

Candidates will be admitted into the nursing program based on a space available basis. In the event that more applications are received than space available, decisions regarding admission will be based upon the selection criteria used for first semester applicants (excluding TEAS scores).



ACADEMIC DEGREES**PARALEGAL STUDIES***Associate of Applied Science*

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: \$40,178–\$50,650 / year (Nevada)

Career Outlook: Faster than average growth through 2014

Good To Know: Good research, organizational & analytical skills required

WNC Academic Division: Social Science, Education, Humanities & Public Service

Total Requirements: 60 credits

Program Requirements		39 Credits
CRJ 222	Criminal Law and Procedure	3
LAW 101	Fundamentals of Law 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 259	Legal Writing	3
LAW 261	Legal Research I	3
LAW 262	Legal Research II	3
LAW 263	Ethics	2

Choose 9 credits from the following:

ACC 135B	Bookkeeping I	3
BUS 273	Business Law I	3
CRJ 164	Principles of Investigation	3
CRJ 225	Criminal Evidence	3
LAW 198B	Special Topics in Law	1-3
LAW 251	Bankruptcy	3
LAW 252	Family Law	3
LAW 255	Probate Procedure	3
LAW 295	Supervised Field Experience	3
Any LAW Course		1-9

General Education Requirements		21 Credits
Human Relations Requirement		3
Mathematics Requirement		3
Science Requirement		6
U.S. and Nevada Constitution Requirements		3
ENG 101	Composition I	3
ENG 102	Composition II	3

* A list of all courses filling general education requirements for the Associate of Applied Science are on the Associate of Applied Science Degree Requirements page.

PARALEGAL STUDIES - Suggested Course Sequence

First Semester	Completed	Third Semester	Completed
ENG 101	3 <input type="checkbox"/>	Degree Electives	3 <input type="checkbox"/>
General Education Courses	9 <input type="checkbox"/>	General Education Courses	3 <input type="checkbox"/>
LAW 101	3 <input type="checkbox"/>	LAW 205	3 <input type="checkbox"/>
		LAW 259	3 <input type="checkbox"/>
		LAW 262	3 <input type="checkbox"/>
Second Semester	Completed		
CRJ 222	3 <input type="checkbox"/>		
ENG 102	3 <input type="checkbox"/>	Fourth Semester	Completed
LAW 204	3 <input type="checkbox"/>	Degree Electives	6 <input type="checkbox"/>
LAW 206B	1 <input type="checkbox"/>	General Education Courses	3 <input type="checkbox"/>
LAW 261	3 <input type="checkbox"/>	LAW 203	3 <input type="checkbox"/>
LAW 263	2 <input type="checkbox"/>	LAW 231	3 <input type="checkbox"/>

ASSOCIATE OF APPLIED SCIENCE - PARALEGAL STUDIES**Mission & 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:
 1. analyze case law, statutes and regulations;
 2. demonstrate effective oral and written communication skills;
 3. demonstrate ability to draft legal documents;
 4. conduct basic research of current and historical legal issues through use of the law library and computerized legal databases;
 5. locate newly decided cases and recent trends in the law
3. have developed an appreciation of the following:
 1. the role of legal assistants in the legal system;
 2. the importance of ethics in the legal profession;
 3. the responsibility of members of the legal profession to society.



ACADEMIC DEGREES**PHYSICS***Associate of Science*

The Physics emphasis is designed for students wishing to pursue studies in the field of physics, either as a university major or as preparation for a teaching career.

Salary: \$62,066–\$104,054 / year (Nevada)

Career Outlook: Slower than average growth through 2014

Good To Know: Graduate degrees required for career advancement and higher salaries

WNC Academic Division: Science, Mathematics & Engineering

Total Requirements: 60 – 62 credits

Emphasis Requirements		36–38 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	Engineering Physics I	3
PHYS 180L	Engineering Physics I Lab	1
PHYS 181	Engineering Physics II	3
PHYS 181L	Engineering Physics II Lab	1
PHYS 182	Engineering Physics III	3
PHYS 182L	Engineering Physics III Lab	1
PHYS 293	Directed Study	1–3

General Education Requirements		24 Credits
English/Communications Requirements (ENG 101 & ENG 102)		6
Fine Arts Requirements		3
Humanities Requirements (Recommended: CH 201, CH 202)		6
Social Sciences Requirements		6
U.S. and Nevada Constitution Requirements		3

* A list of all courses filling general education requirements for the Associate of Science are on the Associate of Science Degree Requirements page.

Note: EPY 150 is strongly recommended but not required for graduation. CHEM 201 and 202 are acceptable in lieu of CHEM 121 and 122.

PHYSICS - Suggested Course Sequence

First Semester	Completed	Third Semester	Completed
General Ed Courses	9 <input type="checkbox"/>	General Ed Courses	6 <input type="checkbox"/>
CHEM 121	4 <input type="checkbox"/>	MATH 283	4 <input type="checkbox"/>
MATH 181	4 <input type="checkbox"/>	PHYS 181	3 <input type="checkbox"/>
		PHYS 181L	1 <input type="checkbox"/>
Second Semester	Completed	Fourth Semester	Completed
CHEM 122	4 <input type="checkbox"/>	General Ed Courses	6 <input type="checkbox"/>
General Ed Courses	3 <input type="checkbox"/>	MATH 285	3 <input type="checkbox"/>
MATH 182	4 <input type="checkbox"/>	PHYS 182	3 <input type="checkbox"/>
PHYS 180	3 <input type="checkbox"/>	PHYS 182L	1 <input type="checkbox"/>
PHYS 180L	1 <input type="checkbox"/>	PHYS 293	1–3 <input type="checkbox"/>

ASSOCIATE OF SCIENCE - PHYSICS**Mission & Outcomes**

Mission: The purpose of the Associate of Science with an emphasis in Physics is to provide the academic knowledge and skills for successful transfer to meet higher educational goals.

Student Learning Outcomes: Students who complete an Associate of Science degree at WNC are expected to demonstrate that they:

- have met the general education student learning outcomes.
- know conceptual and analytical fundamentals of classical and modern physics as well as electricity and magnetism.
- can succeed in their transfer institutions.



ACADEMIC DEGREES

REAL ESTATE

Associate of Applied Science in Business

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.

Salary: \$26,381–\$70,825 / year (Nevada agents)

Career Outlook: Average growth through 2014

Good To Know: About 59 percent of real estate agents are self-employed

WNC Academic Division: Business and Computer Technology

Total Requirements: 60 credits

Subject Requirements		24 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 & Human Relations	
or MGT 283	Introduction to Human Resources Management	
BUS 273	Business Law I	3
ECON 102	Principles of Microeconomics	3
or ECON 103	Principles of Macroeconomics	
IS 101	Introduction to Information Systems	3
IS 201	Computer Applications	3

Emphasis Requirements		18 Credits
RE 101	Real Estate Principles I	3
RE 103	Real Estate Principles II	3
RE 104	Real Estate Law & Conveyancing	3
RE 199	Real Estate Investments	3
RE 206	Real Estate Appraising	3
Elective:	Any real estate course	3

General Education Requirements		18 Credits
English/Communications Requirement		6
(Recommended: BUS 107 & BUS 108; must include a writing course)		
Mathematics Requirement		3
(RE 102B, BUS 109B or higher level mathematics course)		
Science Requirement		6
U.S. and Nevada Constitution Requirements		3

* A list of all courses filling general education requirements for the Associate of Applied Science are on the Associate of Applied Science Degree Requirements page.

Note: Real Property Managers need 24 hours of approved continuing education in addition to licensing and state exam.

REAL ESTATE - Suggested Course Sequence

First Semester	Completed	Third Semester	Completed
ACC 135B or ACC 201	3 <input type="checkbox"/>	BUS 107	3 <input type="checkbox"/>
BUS 101 or MGT 103	3 <input type="checkbox"/>	RE 102B or BUS 109B	3 <input type="checkbox"/>
ECON 102 or ECON 103	3 <input type="checkbox"/>	RE 104	3 <input type="checkbox"/>
IS 101	3 <input type="checkbox"/>	RE 206	3 <input type="checkbox"/>
RE 101	3 <input type="checkbox"/>	Science Course	3 <input type="checkbox"/>
Second Semester	Completed	Fourth Semester	Completed
ACC 136B or ACC 202	3 <input type="checkbox"/>	BUS 108	3 <input type="checkbox"/>
BUS 273	3 <input type="checkbox"/>	RE 199 or RE 202	3 <input type="checkbox"/>
IS 201	3 <input type="checkbox"/>	RE 201B	3 <input type="checkbox"/>
MGT 201, MGT 212 or MGT 283	3 <input type="checkbox"/>	Science Course	3 <input type="checkbox"/>
RE 103	3 <input type="checkbox"/>	U.S./Nevada Constitution	3 <input type="checkbox"/>

REAL ESTATE LICENSING PROGRAM

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.

WNC Academic Division: Business and Computer Technology

REAL ESTATE

Sales License State of Nevada

Total Requirements: 6 credits

Requirements		4 Credits
RE 101	Real Estate Principles I	3
RE 103	Real Estate Principles II	3

REAL ESTATE

Broker License State of Nevada

Total Requirements: 64 credits

Requirements		64 Credits
RE 101	Real Estate Principles I	3
RE 103	Real Estate Principles II	3
RE 201B	Real Estate Brokerage	3
RE 206	Real Estate Appraising	3
General Electives		37
Real Estate, Business or Economics Electives		15

REAL ESTATE - RESIDENTIAL

Appraiser Apprentice License State of Nevada

Total Requirements: 7 credits

Requirements		7 Credits
RE 101	Real Estate Principles I	3
or RE 103	Real Estate Principles II	
RE 198B	Special Topics	1
RE 206	Real Estate Appraising	3



ACADEMIC DEGREES**RETAIL MANAGEMENT***Certificate of Achievement*

Western Nevada 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 WNC program provides students an opportunity to earn a relevant certificate, and the classes required are also 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: \$36,202–\$100,870 / year (Nevada)

Career Outlook: Slower than average growth through 2014

Good To Know: Career incorporates buying, merchandising, promotion, management, operations, finance & computer applications

WNC Academic Division: Business and Computer Technology

Total Requirements: 30 credits

Core Requirements		21 Credits
ACC 135B or ACC 201	Bookkeeping I Financial Accounting	3
BUS 110B or BUS 112B	Human Relations For Employment Customer Service	3
IS 101 or IS 201	Introduction to Information Systems Computer Applications	3
MGT 201 or MGT 235 or MGT 283	Principles of Management Organizational Behavior Introduction to Human Resources Management	3
MGT 212	Leadership & Human Relations	3
MKT 127	Introduction to Retailing	3
MKT 210	Marketing Principles	3

General Education Requirements 9 Credits

English/Communications Requirements	6
(Recommended: BUS 107, BUS 108; must include a writing course)	
Mathematics Requirement (Recommended: BUS 109B)	3

* A list of all courses filling general education requirements for the Certificate of Achievement are on the Certificate of Achievement Degree Requirements page.



WESTERN NEVADA COLLEGE • 2008-2009
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 over two consecutive academic semesters 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 surgical experiences in scrubbing for a variety of surgical procedures.

Selective Admission Requirements

- Apply for admission to WNC and the Surgical Technology program.
- Complete all prerequisite courses prior to admission into the program.
 Note: science courses must have been 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.

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.

Questions regarding the admission process should be directed to Admissions and Records 775-445-3277

Immunization Requirements

Link Only: /academics/division/nalh/immunizations.php

Additional Information

- Learning activities are scheduled on and off campus during days, evenings and weekends including but not limited to Carson City, Reno, Lake Tahoe and Fallon. 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:
 - Submission of an acceptable physical examination and required immunizations and tests;
 - Health Care Provider/BLS CPR certification from the American Heart Association (card required);
 - Major medical health insurance (card required);
 - A minimum grade of C is required in all prerequisite and corequisite courses.
 - A minimum grade of C is required in all SRGT courses.
 - A background check is required by health care organizations. Students accepted into WNC's nursing program, emergency medical services courses and surgical technology program will be required to pass a background check in order to attend clinicals and remain in the program. Drug screening may be required by health care organizations in the fall of 2008. See the Nursing & Allied Health web site for the process and procedures to follow.

Students who are accepted into the Surgical Technology program will be required to enroll in all surgical technology courses required for each semester; students may not enroll for a portion of a semester of surgical technology courses regardless of previous completion of surgical technology courses. Students must successfully pass all surgical technology courses (grade of C or better) within each semester to continue in the program and/or graduate.

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

Maximum Points Possible (in parentheses)

Anatomy & Physiology	2.0-2.49	2.5-3.0	3.1-3.49	3.5-4.0
Points Awarded	(2)	(4)	(6)	(8)

GPA for English, Math & Human Relations courses

	2.0-2.49	2.5-3.0	3.1-3.49	3.5-4.0
Points Awarded	(1)	(2)	(3)	(4)

* Students must complete all prerequisite and corequisite courses with a minimum grade of "C."

CERTIFICATE OF ACHIEVEMENT - SURGICAL TECHNOLOGY

Mission and Outcomes

Student Learning Outcomes: 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



ACADEMIC DEGREES**SURGICAL TECHNOLOGY***Certificate of Achievement***Salary:** \$36,059–\$49,632 / year (Nevada)**Career Outlook:** Faster than average growth through 2014**Good To Know:** Technologists advance by specializing in a particular area of surgery**WNC Academic Division:** Nursing and Allied Health**Total Requirements:** 39 – 43 credits

Prerequisite Courses		10 Credits
BIOL 223	Human Anatomy and Physiology I	4
or BIOL 200 & BIOL 204	Elements of Human Anatomy & Physiology Elements of Human Anatomy & Physiology Lab	
ENG 101	Composition I	3
MATH 120 or MATH 126	Fundamentals of College Mathematics Precalculus I	3

Corequisite Course Requirements		3–7 Credits
BIOL 224	Human Anatomy and Physiology II	0–4
(Only if BIOL 224 taken as a prerequisite)		

Human Relations Requirement**Choose one course from the following:**

ANTH 101	Introduction to Cultural Anthropology	3
BUS 110B	Human Relations For Employment	3
PSY 101	General Psychology	3
PSY 102	Psychology of Personal/Social Adjustment	3
PSY 280	Understanding Men and Women	3
SOC 101	Principles of Sociology	3
SOC 102	Contemporary Social Issues	3

Subject Requirements		26 Credits
SRGT 100B	Foundations of Surgical Technology	2.5
SRGT 102B	Sterilization and Disinfection	2.5
SRGT 104B	Operating Room Techniques	4
SRGT 110B	Preparation of the Surgical Patient	2.5
SRGT 111B	Surgical Procedures	5.5
SRGT 132B	Surgery Clinical Practice	9

Note: BIOL 223 and 224 must be completed at the same institution if taken outside of Nevada System of Higher Education institutions.



ACADEMIC DEGREES**WELDING TECHNOLOGY***Associate of Applied Science*

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: \$26,310–\$39,149 / year (Nevada)

Career Outlook: Average or slightly slower growth through 2014

Good To Know: Certification required for many jobs

WNC Academic Division: Technology

Total Requirements: 63 credits

Program Requirements		39 Credits
DFT 100	Basic Drafting Principles	3
WELD 211	Welding I	3
WELD 212B	Welding I Practice	2
WELD 221	Welding II	3
WELD 222B	Welding II Practice	2
WELD 231B	Welding III	3
WELD 232B	Welding III Practice	2
WELD 241B	Welding IV	3
WELD 242B	Welding IV Practice	2
WELD 250B	Welding Certification Preparation	1–12

Program Electives

Choose 4-11 credits from the following:

ET 131B	Electronics I	4
MTT 105B	Machine Shop I	3
or WELD 151B	Metallurgy I	
WELD 224B	Welding Projects	1–6
WELD 290B	Internship in Welding	1–4
WELD	Related Welding courses	1-3

General Education Requirements

24 Credits

English/Communications Requirement	6
(Recommended: BUS 107 & BUS 108; must include a writing course)	
Human Relations Requirement (Recommended: BUS 110B)	3
Humanities/Social Science Requirements	3
Mathematics Requirement	3
Science Requirement	6
U.S. and Nevada Constitution Requirements	3

* A list of all courses filling general education requirements for the Associate of Applied Science are on the Associate of Applied Science Degree Requirements page.

WELDING TECHNOLOGY*Certificate of Achievement*

WNC Academic Division: Technology

Total Requirements: 30 credits

Subject Requirements		18 Credits
WELD 211	Welding I	3
WELD 212B	Welding I Practice	2
WELD 221	Welding II	3
WELD 222B	Welding II Practice	2
WELD 250B	Welding Certification Preparation	6
WELD Elective		2

General Education Requirements

12 Credits

English/Communications Requirements	6
(Recommended: Must include a writing course)	
Human Relations Requirement (Recommended: BUS 110B)	3
Mathematics Requirement	3

* A list of all courses filling general education requirements for the Certificate of Achievement are on the Certificate of Achievement Degree Requirements page.

WELDING TECHNOLOGY - Suggested Course Sequence

First Semester	Completed	Third Semester	Completed
BUS 107	3 <input type="checkbox"/>	DFT 100	3 <input type="checkbox"/>
Mathematics Course	3 <input type="checkbox"/>	Science Course	3 <input type="checkbox"/>
MTT 105B	3 <input type="checkbox"/>	WELD 231B	3 <input type="checkbox"/>
Science Course	3 <input type="checkbox"/>	WELD 232B	2 <input type="checkbox"/>
WELD 211	3 <input type="checkbox"/>	WELD 250B	3 <input type="checkbox"/>
WELD 212B	2 <input type="checkbox"/>	WELD 290B	2 <input type="checkbox"/>
Second Semester	Completed	Fourth Semester	Completed
BUS 108	3 <input type="checkbox"/>	BUS 110B	3 <input type="checkbox"/>
Humanities/Social Science Course	3 <input type="checkbox"/>	U.S./Nevada Constitutions	3 <input type="checkbox"/>
WELD 221	3 <input type="checkbox"/>	WELD 241B	3 <input type="checkbox"/>
WELD 222B	2 <input type="checkbox"/>	WELD 242B	2 <input type="checkbox"/>
WELD 224B	3 <input type="checkbox"/>	WELD 250B	3 <input type="checkbox"/>
		WELD 290B	2 <input type="checkbox"/>

ASSOCIATE OF APPLIED SCIENCE - WELDING TECHNOLOGY**Mission & Outcomes**

Mission: The mission of the Associate of Applied Science degree in Welding Technology is to provide employment-related knowledge and skills necessary to succeed in the welding field.

Student Learning Outcomes: Students who complete an Associate of Applied Science in Drafting Technology will be able to demonstrate:

- knowledge of the subject matter appropriate to the welding technology.
- Are able to do the following:
- acquire skills and perform tasks necessary for employment for a career enhancement in the welding field,
 - present themselves effectively to a potential employer,
 - effective communication and computation skills appropriate to the welding field, and
 - utilize appropriate resources to remain current in the welding field.



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

WNC'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 WNC 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 WNC 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
- 300-499: College level courses which apply toward a bachelor's degree.

ACCOUNTING

Division of Business

ACC 105: Taxation For Individuals

Credits: 3. Prerequisites: none

Covers income, expenses, exclusions, deductions, and credits. Emphasizes the preparation of individual income tax.

ACC 135B: Bookkeeping I

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: 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

Credits: 1 – 3. Prerequisites: none

Applies to a variety of topics including short courses and workshops covering a variety of subjects in accounting.

ACC 201: Financial Accounting

Credits: 3. Prerequisites: none. Recommended: ACC 135B & ACC 136B

Introduces the basic principles of financial accounting for business enterprises with special emphasis on accounting for corporations. Includes theory of debit and credit, accounting cycle, special journals, receivables, depreciation, inventory, long-term debt, corporate capital, and preparation of basic financial statements.

ACC 202: Managerial Accounting

Credits: 3. Prerequisites: ACC 201. Recommended: MATH 095 or equivalent

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

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: 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.



COURSES

Accounting • Agriculture • Air Conditioning • American Sign Language

ACC 223B: Introduction to QuickBooks

Credits: 3. Prerequisites: 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.

ACC 251: Introduction to Auditing

Credits: 3. Prerequisites: ACC 201 & ACC 202 or consent of instructor

Provides an overview of the auditing process including internal, external, and governmental auditing.

ACC 261: Governmental Accounting

Credits: 3. Prerequisites: 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 290B: Certified Bookkeeper Course

Credits: 6. Prerequisites: ACC 136B or ACC 201 with a grade of C or better, or by demonstrating a thorough knowledge of double-entry accounting

Offers skills for working professionals and students who wish to advance their career in the bookkeeping profession. Upon successful completion, students will be able to sit for a national exam administered by the American Institute of Professional Bookkeepers (AIPB). Upon passing this exam and completing two years of bookkeeping experience, individuals earn the right to call themselves "Certified Bookkeepers."

ACC 295B: Work Experience I

Credits: 1 – 6. Prerequisites: consent of instructor

Provides on-the-job supervised and educationally directed work experience.

AGRICULTURE

Division of Science, Mathematics & Engineering

AGR 213B: Ranchers & the Law

Credits: 1. Prerequisites: 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.

AIR CONDITIONING

Division of Technology

AC 198B: Special Topics in HVAC

Credits: 0.5 – 6. Prerequisites: none

Various short courses and experimental classes covering a variety of subjects. Offered from one-half to six credits depending on the course content and number of hours required. May be repeated up to six credits.

AMERICAN SIGN LANGUAGE

Division of Communication and Fine Arts

AM 145: American Sign Language I

Credits: 4. Prerequisites: none

Introduces ASL and focuses on the development of basic conversational skills, emphasizing receptive abilities.

AM 146: American Sign Language II

Credits: 4. Prerequisites: 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

Credits: 4. Prerequisites: 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

Credits: 4. Prerequisites: 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

Credits: 4. Prerequisites: 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 150B: American Sign Language VI

Credits: 4. Prerequisites: AM 149

A continuation of the AM 149. Emphasizes conversational fluency in American Sign Language.

AM 151: Fingerspelling I

Credits: 1. Prerequisites: AM 147

Develops basic skills in receptive and expressive fingerspelling.

AM 152: Fingerspelling II

Credits: 1. Prerequisites: AM 151

Improves receptive and expressive fingerspelling skills to intermediate/advanced levels.

AM 153: Deaf Culture

Credits: 3. Prerequisites: AM 145

Offers a study of people who are deafened. Includes clinical and audiological descriptions of deafness and its course.

AM 154: Deaf History

Credits: 3. Prerequisites: none

Examines segments of the history of deaf people and the deaf community, as well as the deaf experience from a historical perspective.



COURSES

American Sign Language • Animal Science

AM 199B: Special Topics in Sign Language

Credits: 0.5 – 3. Prerequisites: none

Includes short courses and experimental classes covering a variety of subjects. May be repeated for up to six credits.

AM 201: Interpreting I

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: 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

Credits: 1. Prerequisites: AM 203

Offers advanced interpreting student exposure to and practical experience in sign language interpreting.

ANIMAL SCIENCE

Division of Science, Mathematics & Engineering

ANSC 101: Livestock Production & Selection

Credits: 3. Prerequisites: none

Examines anatomy and physiology, genetics, nutrition, livestock selection, management and marketing of the various breeds of beef and dairy cattle, sheep and swine.

ANSC 103B: Holistic Veterinary Horse Care

Credits: 2. Prerequisites: none

Offers comprehensive medical management for the horse, including farriery, nutrition, dentistry, reproduction, medical management, and chiropractic care.

ANSC 110B: Livestock Breeding & Selection

Credits: 3. Prerequisites: 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.

ANSC 120B: Rodeo Skills and Management

Credits: 1. Prerequisites: 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.

ANSC 121B: Rodeo Production and Promotion

Credits: 1. Prerequisites: none

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. May be repeated for a total of two credits.

ANSC 122B: Intercollegiate Rodeo

Credits: 2. Prerequisites: medical approval by licensed physician. Enrollment is limited to those qualified to compete in intercollegiate rodeo.

Corequisites: ANSC 120B or ANSC 121B

Provides students with the opportunity to further their rodeo skills and utilize them in intercollegiate competition. Includes adaptation techniques of various rodeo events. May be repeated for a total of four credits.

ANSC 123B: Advanced Intercollegiate Rodeo

Credits: 2. Prerequisites: medical approval by licensed physician. Enrollment is limited to those qualified to compete in intercollegiate rodeo.

Corequisites: ANSC 120B or ANSC 121B

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. May be repeated for a total of four credits.

ANSC 125B: Team Roping

Credits: 2. Prerequisites: 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.

ANSC 205: Rudimentary Farrier

Credits: 3. Prerequisites: none

Provides students with the fundamental understanding of horse-shoeing 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.

ANSC 209B: Horse Management

Credits: 1. Prerequisites: 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.

ANSC 211: Fundamentals of Animal Nutrition

Credits: 3. Prerequisites: none

Focuses on the nutritional requirements of livestock, the balancing of feed rations, and the costs of feeding.



COURSES

Animal Science • Anthropology • Arabic • Art

ANSC 275: Animal Health and Sanitation

Credits: 3. Prerequisites: 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.

ANSC 299: Special Topics

Credits: 1 – 3. Prerequisites: none

Offers short courses and workshops covering a variety of subjects.

ANTHROPOLOGY

Division of Social Science, Education, Humanities & Public Service

ANTH 101: Introduction to Cultural Anthropology

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: none. Corequisites: recommend ANTH 110L

Explores the biological and evolutionary origins of humans through the examination of the fossil record, the study of primates, and the study of human biology.

ANTH 110L: Physical Anthropology Lab

Credits: 1. Prerequisites: none. Corequisites: 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

Credits: 3. Prerequisites: none

Offers a comparative survey of selected societies from throughout the world. Emphasis is on the impact of global developments on traditional societies.

ANTH 202: Introduction to Archeology

Credits: 3. Prerequisites: none

Surveys archaeology in the Old and New Worlds. Examines methods used by archaeologists to describe and explain prehistoric cultures.

ANTH 210: Indians of Nevada Today

Credits: 3. Prerequisites: none

Surveys the Native American populations of Nevada and adjacent areas with emphasis on contemporary reservation conditions.

ANTH 212: Indians of North America

Credits: 3. Prerequisites: none

Surveys traditional life and modern conditions of American Indians with emphasis on the western United States.

ANTH 213: Introduction to the Indians of the Great Basin

Credits: 3. Prerequisites: none

Introduction to the Indians of the Great Basin summarizing ethnographic and contemporary issues of Native Americans of the Great Basin and the indigenous groups that are geographically adjacent and have influenced Basin cultures. Also examines the archaeological documentation of pre-contact conditions.

ANTH 214: Introduction to Mesoamerican Prehistory and Archaeology

Credits: 3. Prerequisites: none

Introduces students to the archaeology and prehistory of Mesoamerica. Includes the development of complex societies in Mexico and Central America.

ANTH 215: Introduction to Faith, Witchcraft and Magic

Credits: 3. Prerequisites: none

Introduces students to the anthropological study of religion as a human institution. Examines the history, methods, and current status of the field.

ANTH 443: Environmental Archaeology

Credits: 3. Prerequisites: admission to the BTech program or consent of advisor

Topics selected from paleoecology, taphonomy, geoarchaeology, and dating methods. Lectures, readings, and field trips cover advanced principles, method and theory, and practical applications.

ARABIC

Division of Communications and Fine Arts

ARA 101B: Conversational Arabic I

Credits: 3. Prerequisites: none

Emphasizes Arabic spoken communication listening, reading and writing skills. A vocabulary of Arabic-English words will be developed to suit student needs.

ART

Division of Communication and Fine Arts

See also Crafts & Graphic Communications sections

ART 100: Visual Foundations

Credits: 3. Prerequisites: none

Explores visual forms and contemporary concepts through a variety of media, presentations and discussions.

ART 101: Drawing I

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: ART 101

Continues ART 101 with increased emphasis on the refinement of drawing skills. One hour lecture / four hours studio per week.



COURSES

Art

ART 105: Color Theory

Credits: 3. Prerequisites: none

Introduction to color interactions, optical phenomena and their creative application.

ART 107: Design Fundamentals I (2-D)

Credits: 3. Prerequisites: 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.

ART 108: Design Fundamentals II (2-D)

Credits: 3. Prerequisites: ART 107

Explores the fundamentals of design utilizing various media while focusing on three-dimensional design and sculptural practices. One hour lecture / four hours studio per week.

ART 111: Beginning Ceramics

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: none

Explores craft techniques and concepts utilizing a variety of traditional and contemporary printmaking.

ART 115: Beginning Clay Sculpture

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: none

Introduces printmaking processes emphasizing relief, intaglio, lithographic, and screen processes.

ART 127: Watercolor I

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: none

Introduces the basics of various traditional and contemporary painting media.

ART 135: Photography I

Credits: 3. Prerequisites: none

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. Student must provide a 35mm camera.

ART 141: Introduction to Digital Photography I

Credits: 1 – 3. Prerequisites: 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

Credits: 1 – 3. Prerequisites: ART 141 or consent of instructor

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

Credits: 3. Prerequisites: none

Studies art, artists and art media of various historical periods to develop the student's capacity to evaluate and appreciate them.

ART 201: Life Drawing I

Credits: 3. Prerequisites: ART 101

Practices drawing the human figure from nude models. Emphasizes the expressive potentialities of human figure, and the production of quality drawings. One hour lecture and four hours studio per week.

ART 208: Fiber Arts

Credits: 3. Prerequisites: none

Introduction to 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

Credits: 3. Prerequisites: none

Covers the practices and ethics of operating an art gallery. May be repeated for up to six credits.

ART 211: Ceramics I

Credits: 3. Prerequisites: none

Offers a beginning studio course in ceramic construction and decoration. Lecture and laboratory methods are used to give special attention to the development of individual student's skills. Uses potter's wheels. One hour lecture and four hours studio per week.

ART 212: Ceramics II

Credits: 3. Prerequisites: ART 211

Continues ART 211 but with increased attention given to further refinement of skills. One hour lecture / four hours studio per week.

ART 216: Sculpture I

Credits: 3. Prerequisites: none

Offers fundamentals of sculpture using plaster, wood and other materials.

ART 217: Sculpture II

Credits: 3. Prerequisites: ART 216 or consent of instructor

Offers studio classes in techniques and skills of subtractive and additive sculpture. One hour lecture and four hours studio per week.



COURSES

Art • Astronomy

ART 218: Alternative Sculpture

Credits: 3. Prerequisites: none

An exploration of non-traditional sculpting techniques.

ART 224: Intermediate Printmaking

Credits: 3. Prerequisites: ART 124

Continues ART 124 with emphasis on digital imaging techniques for intaglio and lithographic processes.

ART 227: Watercolor II

Credits: 3. Prerequisites: ART 127

Continues exploration of watercolor techniques and concepts including gouache and related media.

ART 231: Painting I

Credits: 3. Prerequisites: none

Offers a beginning course in oil and/or acrylic painting. Introduces concepts and develops skills for the production of quality paintings. One hour lecture and four hours studio per week.

ART 232: Painting II

Credits: 3. Prerequisites: ART 231

Continues ART 231, with increased emphasis on refinement of basic painting skills. One hour lecture and four hours studio per week.

ART 235: Photography II

Credits: 3. Prerequisites: ART 135

Broadens students' understanding of photographic imagery and continues to develop greater technical knowledge and skill. Student must provide a camera.

ART 236: Photography III

Credits: 3. Prerequisites: ART 235

Deals with studio and on-location commercial photography. Provides the basics about studio lighting and procedures. Students must provide a camera.

ART 243: Digital Imaging I

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: none

Surveys art of the western world from prehistoric times through the Gothic Period.

ART 261: Survey of Art History II

Credits: 3. Prerequisites: none

Surveys art of the western world from the Renaissance to the present.

ART 296: Independent Study

Credits: 1 – 3. Prerequisites: none

Focuses on independent exploration of studio techniques and concepts as discussed with the instructor during one-on-one critiques and instruction. May be repeated for up to six credits.

ART 297: Field Study

Credits: 1 – 3. Prerequisites: none

A study of art in its cultural and historical setting with potential visits to museums, galleries, and art studios.

ART 298: Portfolio Emphasis

Credits: 3. Prerequisites: 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

Credits: 1 – 3. Prerequisites: none

Applies to assorted short courses and workshops covering a variety of subjects. May be repeated for up to six credits.

ASTRONOMY

Division of Science, Mathematics & Engineering

AST 100: Special Topics: White Dwarfs, Neutron Stars and Black Holes

Credits: 1. Prerequisites: 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

Credits: 1. Prerequisites: 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

Credits: 3. Prerequisites: 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. Includes four laboratory experiences.

AST 110: Stellar Astronomy

Credits: 3. Prerequisites: 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. Includes four laboratory experiences.



COURSES

Astronomy • Automotive Auto Body

AST 120: Introduction to Astrobiology

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: 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

Credits: 0.5 – 6. Prerequisites: none

Includes short courses and experimental classes covering a variety of subjects. May be repeated for up to six credits.

AST 290B: Internship in Astronomy

Credits: 1 – 8. Prerequisites: consent of instructor

Allows students to apply knowledge to real, on-the-job situations in a program designed by a company official and faculty advisor to maximize learning experiences. Students may earn up to eight credits on the basis of 45 hours of internship per credit.

AST 299B: Directed Study

Credits: 1 – 3. Prerequisites: consent of instructor

Covers selected topics and directed student research of interest to students in astronomy.

AUTOMOTIVE AUTO BODY

Division of Technology

AUTB 120B: Automotive Collision I

Credits: 3. Prerequisites: 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.

AUTB 121B: Auto Collision I Practice

Credits: 1 – 6. Prerequisites: 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.

AUTB 125B: Automotive Collision II

Credits: 1 – 6. Prerequisites: 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.

AUTB 126B: Automotive Collision II Practice

Credits: 1 – 9. Prerequisites: 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.

AUTB 200B: Automotive Refinishing I

Credits: 3. Prerequisites: none

Provides fundamental instruction of hands-on skill and knowledge in the painting and refinishing, including metal preparation, sanding techniques, masking and priming.

AUTB 201B: Automotive Refinishing Practice

Credits: 1 – 6. Prerequisites: 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.

AUTB 205B: Auto Refinishing II

Credits: 1 – 6. Prerequisites: AUTB 200B

Continues AUTB 200B with more advanced hands-on skill and knowledge in the painting and refinishing of auto bodies.

AUTB 206B: Automotive Refinishing Practice II

Credits: 1 – 9. Prerequisites: 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.

AUTB 210B: Plastic Composite and Adhesives

Credits: 1 – 6. Prerequisites: AUTB 120B or consent of instructor

Offers an in-depth study of the new plastics, composite panels and the adhesion process.

AUTB 211B: Plastic, Composites & Adhesives Practice

Credits: 1 – 6. Prerequisites: 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.

AUTB 220B: Auto Collision & Refinishing Estimating

Credits: 3 – 6. Prerequisites: 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.



COURSES

Automotive Mechanics

AUTOMOTIVE MECHANICS

Division of Technology

AUTO 101B: Introduction to General Mechanics

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: none

Introduces principles and theory of automotive electricity and the maintenance of automobile electrical systems. Includes safety, use of manuals, selection and use of hand tools, and hand-held test instruments. Introduces a variety of different electrical systems and accessories.

AUTO 112B: Automotive Electricity II

Credits: 3 – 6. Prerequisites: 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.

AUTO 115B: Auto Electricity & Electronics I

Credits: 4. Prerequisites: AUTO 101B or consent of instructor

Topics include mastery of DC electricity, use of digital multimeters, troubleshooting electrical problems in starting, charging and accessory systems. Course is NATEF certified.

AUTO 117B: Advanced Auto Electronics

Credits: 4. Prerequisites: AUTO 115B

Advanced AC and DC automotive electronic circuits. Troubleshooting electronically controlled components including supplemental restraint systems and convenience accessories. Course is NATEF certified.

AUTO 130B: Engine Reconditioning

Credits: 3. Prerequisites: AUTO 101B

Introduces principles, design, construction and maintenance of automobile engines. Includes overhaul of various systems in the engine (valve, train, oiling system, etc.) safety, use of manuals, selection and use of hand tools. Introduces a variety of systems.

AUTO 140B: Automotive Brake Systems

Credits: 3. Prerequisites: none

Introduces principles, design, construction and maintenance of automotive brake systems including antilock systems. Includes safety, use of manuals, selection and use of hand tools, power tools and hand-held test instruments. Introduces general maintenance of a variety of different systems.

AUTO 141B: Automotive Brake Systems Practice

Credits: 3. Prerequisites: 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.

AUTO 145B: Automotive Brakes

Credits: 4. Prerequisites: AUTO 101B or consent of instructor

Focus is on theory, diagnosis, and service of drum, disc, and anti-lock braking systems, brake component machining, hydraulic component reconditioning, friction and hardware replacement. Course is NATEF certified.

AUTO 150B: Steering & Suspension Systems

Credits: 3. Prerequisites: none

Introduces principles, design, construction and maintenance of automotive steering and suspension system. Includes safety, use of manuals, and selection and use of hand tools, power tools and test equipment.

AUTO 151B: Steering Suspension System Practice

Credits: 3. Prerequisites: 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.

AUTO 155B: Steering & Suspension

Credits: 4. Prerequisites: AUTO 101B or consent of instructor

Diagnosis / service of suspension components including shocks, springs, ball joints, manual and power steering system and four wheel alignment are some areas covered. Course is NATEF certified.

AUTO 160B: Auto Air Conditioning

Credits: 1 – 3. Prerequisites: none

Introduces principles design, construction and maintenance of automotive air conditioning systems. Includes safety, use of manuals, selection and use of hand tools, and hand-held test instruments, evacuating systems, charging / recovery systems and other specialized air conditioning tools. Introduces general maintenance of a variety of different air conditioning systems.

AUTO 190B: Beginning Automotive Upholstery

Credits: 3 – 6. Prerequisites: 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.



COURSES

Automotive Mechanics

AUTO 195B: Advanced Automotive Upholstery

Credits: 3 – 6. Prerequisites: 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.

AUTO 196B: Automotive Projects

Credits: 3. Prerequisites: consent of instructor

Permits students to pursue special projects and/or explore areas of specific interest under the direction of a college instructor.

AUTO 200B: Standard Transmissions

Credits: 3. Prerequisites: none

Introduces principles, design, construction and maintenance of automotive standard transmission. Includes safety, use of manuals, selection and use of hand tools, power tools and test equipment. Studies transmission principles and systems. Includes disassembly and overhaul of various standard automobile transmissions.

AUTO 201B: Auto Painting I

Credits: 3. Prerequisites: none

Provides fundamental instruction of hands-on skill and knowledge in the painting and refinishing of auto bodies, including metal preparation, sanding techniques, masking and priming.

AUTO 205B: Manual Drive Trains and Axles

Credits: 3 – 7. Prerequisites: 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.

AUTO 210B: Automatic Transmission & Transaxles I

Credits: 3. Prerequisites: none

Introduces principles, design, construction and maintenance of automatic transmissions used in today's automobiles. Includes safety, use of manuals, selection and use of hand tools, and appropriate transmission test instruments. Introduces maintenance of a variety of different automatic transmissions.

AUTO 211B: Automatic Transmission & Transaxles II

Credits: 3. Prerequisites: 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.

AUTO 220B: Automotive Engine Performance Mechanics I

Credits: 3. Prerequisites: none

Introduces principles, design, construction and maintenance of automobile ignition systems. Includes safety, use of manuals, selection and use of hand tools, and hand-held test instruments. Introduces general maintenance of a variety of different systems.

AUTO 221B: Automotive Engine Performance II

Credits: 3. Prerequisites: 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.

AUTO 222B: Automotive Computer Systems

Credits: 3. Prerequisites: 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.

AUTO 225B: Engine Performance I/Fuel & Ignition

Credits: 4. Prerequisites: AUTO 101B or consent of instructor

A study of engine related subsystems which include ignition, fuel, cooling, starting, and charging systems. Theory and testing of computerized engine management systems. Course is NATEF certified.

AUTO 227B: Engine Performance II/Emission Control

Credits: 4. Prerequisites: AUTO 225B

Automotive emission control systems. Preparation on current gas analyzers for the purpose of diagnosis and repair of specific emission devices. Course is NATEF certified.

AUTO 229B: Advanced Automotive Electricity

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: 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.

AUTO 235B: Engine Performance III/Diagnostics

Credits: 4. Prerequisites: AUTO 227B

Computerized engine and fuel management control. Operational theory of automotive computers. Use of hand held diagnostic interfaces. Course is NATEF certified.



COURSES

Automotive Mechanics • Biology

AUTO 293B: Work Experience I

Credits: 1 – 6. Prerequisites: consent of instructor

Provides the student with on-the-job supervised and educationally directed work experience.

BIOLOGY

Division of Science, Mathematics & Engineering

BIOL 100: General Biology For Non-Science Majors

Credits: 3. Prerequisites: 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. Includes four laboratory experiences.

BIOL 113: Life in the Oceans

Credits: 3. Prerequisites: 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 and Molecular Biology

Credits: 3. Prerequisites: none. Corequisites: 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

Credits: 1. Prerequisites: none. Corequisites: 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

Credits: 3. Prerequisites: none. Corequisites: 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

Credits: 1. Prerequisites: 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

Credits: 3. Prerequisites: 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

Credits: 1. Prerequisites: none. Corequisites: BIOL 200

Provides students with intense laboratory exercises about anatomy and physiology with related, illustrative pathology and microbiology.

BIOL 208: Human Genetics

Credits: 3. Prerequisites: BIOL 190 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

Credits: 1. Prerequisites: none. Corequisites: 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 and Physiology I

Credits: 4. Prerequisites: BIOL 190 or CHEM 121 or meet nursing program chemistry requirement

Offers detailed study of cellular functions and the integumentary, skeletal, muscular, and nervous systems. Primary for physical education, pre-nursing and other pre-health majors. NOTE: For programs that require BIOL 223 and 224, both courses must be completed at the same institution if taken outside Nevada.

BIOL 224: Human Anatomy and Physiology II

Credits: 4. Prerequisites: BIOL 223

Offers a detailed study of the anatomy and physiology of the circulatory, immune, respiratory, digestive, urinary, endocrine and reproductive systems. Primarily for physical education, pre-nursing and other pre-health majors. NOTE: For programs that require BIOL 223 and 224, both courses must be completed at the same institution if taken outside Nevada.

BIOL 251: General Microbiology

Credits: 4. Prerequisites: BIOL 100 or BIOL 191 or BIOL 223

Emphasizes the distribution, form, structure and physiology of microorganisms in laboratory. Develops the student's skills in aseptic procedures, isolation and identification. Recommended for all allied health majors. Three hours lecture/three hours laboratory per week.



COURSES

Building Inspection • Business

BUILDING INSPECTION

Division of Technology

BI 101B: Introduction to Building Codes

Credits: 3. Prerequisites: none

Introduces the UBC, UMC, UPC and NEC as construction industry standards.

BUSINESS

Division of Business and Computer Technology

BUS 101: Introduction to Business

Credits: 3. Prerequisites: 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 106B: Business English

Credits: 3. Prerequisites: none

Course in practical business English includes principles of grammar, punctuation, and word usage, paragraph development and formatting of basic business correspondence. The English language is constantly changing and this course will reflect leading-edge practices in use in the business community.

BUS 107: Business Speech Communications

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: BUS 106B or ENG 098 with a grade of C- or better, or appropriate score on WNC placement examination or equivalent examination

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

Credits: 3. Prerequisites: 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

Credits: 1 – 3. Prerequisites: 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

Credits: 0.5 – 3. Prerequisites: none

Presents the foundations required for developing skills and knowledge to work effectively with internal and external customers.

BUS 113B: Workplace Attitude Development

Credits: 0.5 – 3. Prerequisites: 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

Credits: 0.5 – 3. Prerequisites: 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

Credits: 0.5 – 3. Prerequisites: 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

Credits: 0.5 – 3. Prerequisites: 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

Credits: 0.5 – 3. Prerequisites: 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

Credits: 0.5 – 3. Prerequisites: 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

Credits: 3. Prerequisites: none. Recommended: BUS 101 or BUS 108

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

Credits: 3. Prerequisites: none. Recommended: BUS 101 or BUS 108

Teaches the nature and sources of law. Studies the court systems and law as related to contracts, negotiable instruments, sales, insurance, and agencies.



COURSES

Business • Chemistry • Chinese • Cisco Technologies

BUS 286B: Developing Your Resume

Credits: 1. Prerequisites: none

Prepares students to produce functional, chronological and electronic resumes to match their skills, experience and education to the desired job.

BUS 287B: Interviewing Techniques

Credits: 1. Prerequisites: none

Provides students and prospective employees successful interviewing skills, which include taped mock, interviews and evaluations. Interviewing attire will be addressed.

CHEMISTRY

Division of Science, Mathematics & Engineering

CHEM 100: Molecules and Life in the Modern World

Credits: 3. Prerequisites: MATH 120 or higher

Introduces chemistry with emphasis on impacts on human society, environmental issues, energy sources and life processes. Includes four laboratory experiments.

CHEM 121: General Chemistry I

Credits: 4. Prerequisites or Corequisites: MATH 120 or higher. Recommended: MATH 126 & MATH 127 or MATH 128 for students who intend to enroll in CHEM 122

Provides fundamentals of chemistry including reaction stoichiometry, atomic structure, chemical bonding, molecular structure, states of matter and thermochemistry. Three hours lecture/three hours laboratory.

CHEM 122: General Chemistry II

Credits: 4. Prerequisites: CHEM 121 & MATH 126 & MATH 127 or MATH 128

Provides fundamentals of chemistry including solutions, kinetics, equilibria, thermodynamics, electrochemistry, nuclear chemistry and properties of inorganic and organic compounds. Three hours lecture/three hours laboratory.

CHEM 220: Introductory Organic Chemistry

Credits: 4. Prerequisites: CHEM 121. Recommended: CHEM 122

Surveys the principles of carbon chemistry. Credit allowed in only one of CHEM 220 or 241. Three hours lecture/three hours laboratory.

CHEM 241: Organic Chemistry I

Credits: 3. Prerequisites: CHEM 122

Introduces the chemistry of carbon compounds; functional groups; relationships among molecular structure, properties and reactivity and biological relevance. For life and environmental sciences majors. Credit allowed in only one of CHEM 220 or 241. Three hours lecture.

CHEM 241L: Organic Chemistry for Life Sciences Laboratory I

Credits: 1. Prerequisites: CHEM 122. Corequisites: CHEM 241

Introduces the chemistry of carbon compounds; functional groups; relationships among molecular structure, properties and reactivity and biological relevance. For life and environmental sciences majors. Three hours laboratory.

CHEM 242: Organic Chemistry II

Credits: 3. Prerequisites: CHEM 241

Provides an emphasis on functional groups, fundamental reaction mechanisms, and biomolecules. For life science and sciences majors. Continues CHEM 241. Three hours lecture.

CHEM 242L: Organic Chemistry for Life Sciences Laboratory II

Credits: 1. Prerequisites: CHEM 241 & CHEM 241L. Corequisites: CHEM 242

Provides an emphasis on functional groups, fundamental reaction mechanisms, and biomolecules. For life science and sciences majors. Three hours laboratory.

CHINESE

Division of Communication and Fine Arts

CHI 101B: Chinese, Conversational I

Credits: 3. Prerequisites: none

Emphasizes oral communication skills. Reading and writing explored. Chinese-English vocabulary is developed.

CHI 102B: Chinese, Conversational II

Credits: 3. Prerequisites: CHI 102B

Continues skills learned in CHI 101B.

CISCO TECHNOLOGY

Division of Business and Computer Technology

CSCO 120B: CISCO Internetworking Academies I

Credits: 4. Prerequisites: none

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.

CSCO 121B: CISCO Internetworking Academies II

Credits: 4. Prerequisites: CSCO 120B 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

Credits: 4. Prerequisites: CSCO 121B

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.



COURSES

Cisco Technologies • Civil Engineering

CSCO 220B: CISCO Internetworking Academies III

Credits: 4. Prerequisites: CSCO 121B

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

Credits: 4. Prerequisites: CSCO 220B

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

Credits: 4. Prerequisites: CSCO 221B or consent of instructor

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

Credits: 4. Prerequisites: CSCO 221B 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

Credits: 4. Prerequisites: CSCO 221B 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

Credits: 4. Prerequisites: CSCO 221B 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 allow the learner to practice configuration and troubleshooting knowledge and to acquire the skills necessary to configure these protocols in working networks.

CIVIL ENGINEERING

Division of Technology

CEE 140: Introduction to Civil Engineering

Credits: 2. Prerequisites: none

Introduces students to the nature and theory of Civil Engineering and the means and methods used to design and develop Civil Engineering projects such as highways, bridges and subdivisions. Students will demonstrate competencies by completing assigned projects.

CEE 411: Environmental Law

Credits: 3. Prerequisites: admission to the BTech program or consent of advisor

Examination of current federal laws, rules and regulations concerning the environment. Emphasis on court decisions and interpretations of the law.

CEE 462: Construction Cost Estimating

Credits: 3. Prerequisites: admission to the BTech program or consent of advisor

Quantity take-off, labor cost, material cost, equipment costs, sub-contracts, overhead costs, profit, and bidding.

CEE 463: Project Scheduling

Credits: 3. Prerequisites: admission to the BTech program or consent of advisor

Project planning, order of project completion, scheduling basics, types of schedules, schedule outputs and reports, project progress, special topics.

CEE 464: Construction Law

Credits: 2. Prerequisites: admission to the BTech program or consent of advisor

Bids and bid mistakes, contracts and contract documents, performance, liens, bonds, and arbitration vs. litigation, including case studies.

CEE 465: Construction Cost Accounting

Credits: 2. Prerequisites: ACC 201 and admission to the BTech program or consent of advisor

Direct material costs, direct labor costs, other direct costs, indirect costs, progress billings, profit on jobs, profitability and economic survival.

CEE 466: Construction Management

Credits: 2. Prerequisites: admission to the BTech program or consent of advisor

On-site productivity, productivity climate, system productivity, and safety issues.

CEE 495: Special Topics

Credits: 3. Prerequisites: admission to the BTech program or consent of advisor.

Study and/or experimentation in areas of special engineering topics.



COURSES

College for Kids • Communication • Community Education Computer Aided Drafting

COLLEGE FOR KIDS

Division of Continuing Education

College for Kids are a series of courses designed for children aged 6 to 11. Courses and their descriptions are listed in WNC's semester course publication.

COMMUNICATION

Division of Communication and Fine Arts

COM 103B: Conversation for English Language Learners

Credits: 3. Prerequisites: Basic English skills in speaking, reading, and writing, or consent of instructor.

Conversation and pronunciation for intermediate to advanced English language learners. Covers a variety of discussion topics, emphasizing fluency and accuracy of spoken English.

COM 113: Fundamentals of Speech Communication

Credits: 3. Prerequisites: none

Studies theories and principles of speech, public speaking, discussion, interpersonal communication and oral interpretation.

COM 213: Public Speaking

Credits: 3. Prerequisites: none

Practices the delivery and theory in the composition of public speeches, including message development, organization and style.

COM 299: Special Topics in Communication

Credits: 1 – 3. Prerequisites: none

Investigates a special topic or technique of speech communication.

COM 412: Intercultural Communication

Credits: 3. Prerequisites: admission to the BTech program or consent of advisor

Factors important to meaningful communication across cultures with emphasis on intercultural differences in North America.

COMMUNITY EDUCATION

Division of Continuing Education

The Community Education department offers a wide range of courses. These include non-credit offerings such as short workshops, field trips, leisure classes, motorcycle safety and College for Kids classes. Community Education also offers Driver's Education for new drivers. Courses and their descriptions are listed in WNC's semester course publication.

COMPUTER AIDED DRAFTING

Division of Technology

CADD 100: Introduction to Computer Aided Drafting

Credits: 3. Prerequisites: none. Recommended: DFT 100 or COT 204 or equivalent experience

Uses AutoCAD software to produce working drawings. Emphasizes constructing and editing two-dimensional geometry and placing drawing annotation.

CADD 105: Intermediate Computer-Aided Drafting

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: 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

Credits: 3 – 6. Prerequisites: DFT 100 & 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.

CADD 141B: Technical Drafting II

Credits: 3. Prerequisites: 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.

CADD 198B: Special Topics in CADD

Credits: 1 – 6. Prerequisites: none

Applies to assorted short courses and workshops covering a variety of subjects.

CADD 200: Advanced Computer Aided Drafting

Credits: 3. Prerequisites: 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.

CADD 210B: CADD Project

Credits: 3. Prerequisites: 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.

CADD 220B: Architectural Drafting II

Credits: 3. Prerequisites: CADD 105 & CADD 120B or consent of instructor

Stresses commercial applications of architectural drafting principles. Introduces building codes and design principles.

CADD 225B: Architectural Computer Aided Drafting I

Credits: 3. Prerequisites: CADD 105 & CADD 120B 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.



COURSES

Computer Aided Drafting • Computer Applications

CADD 230B: Civil Drafting I

Credits: 3. Prerequisites: CADD 105 or consent of instructor
Teaches the use of AutoDesk Civil 3D 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.

CADD 231B: Civil Drafting II

Credits: 3. Prerequisites: CADD 230B or consent of instructor
Teaches the use of AutoDesk Civil 3D 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

Credits: 3. Prerequisites: CADD 141B & 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.

CADD 245: Solid Modeling and Parametric Design

Credits: 3. Prerequisites: 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.

CADD 260B: Introduction to CAD/CAM

Credits: 3. Prerequisites: CADD 242 & 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.

CADD 290B: Internship in CADD

Credits: 1 – 6. Prerequisites: consent of instructor
Offers on-the-job supervised and educationally directed work experience.

CADD 295B: Independent Study

Credits: 3. Prerequisites: 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.

COMPUTER APPLICATIONS

Division of Business and Computer Technology
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 WNC course schedule.

CA 100B: Introduction To Personal Computing

Credits: 0.5 – 1. Prerequisites: 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 data base 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

Credits: 0.5. Prerequisites: 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

Credits: 0.5 – 1. Prerequisites: 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.

CA 103B: Introduction to Spreadsheet

Credits: 0.5 – 1. Prerequisites: 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 Data Base Management

Credits: 0.5 – 1. Prerequisites: none
Teaches the fundamentals of creating, editing, sorting, and printing from a Data Base Management system.

CA 107B: Introduction to PowerPoint

Credits: 0.5 – 1. Prerequisites: 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 109B: Introduction to Publisher

Credits: 0.5. Prerequisites: 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.



COURSES

Computer Applications

CA 110B: MS Windows: Intermediate

Credits: 0.5. Prerequisites: 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

Credits: 0.5. Prerequisites: 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

Credits: 0.5. Prerequisites: 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

Credits: 0.5. Prerequisites: 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

Credits: 0.5. Prerequisites: 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

Credits: 0.5. Prerequisites: 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

Credits: 0.5. Prerequisites: 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

Credits: 0.5. Prerequisites: 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 130B: Introduction to Digital Photography

Credits: 0.5 – 1. Prerequisites: none

Introduces students to the vocabulary, operation, and presentation of digital photography. Topics include how to buy a digital camera, the difference between digital and regular photography, operation of digital cameras, downloading and manipulation of graphics, archival and storage, printing, and getting the best images from your digital camera.

CA 136B: MS Outlook: Beginning

Credits: 0.5 – 1. Prerequisites: none

Students will learn basic skills of outlook; a basic desktop information management program, including organizing a schedule, keeping track of contacts, and communicating with others.

CA 140B: Microsoft PowerPoint: Intermediate

Credits: 0.5. Prerequisites: 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 PowerPoint: Advanced

Credits: 0.5. Prerequisites: basic knowledge of Windows and working knowledge of PowerPoint 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.

CA 142B: Quicken: Introduction

Credits: 0.5. Prerequisites: basic knowledge of Windows

Teaches the student how to setup accounts, data files, and classes. Explores Intuits 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 on-line 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.



COURSES

Computer Applications • Computer Engineering • Computer Information Technology

CA 144B: Basic Internet

Credits: 0.5. Prerequisites: 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

Credits: 0.5. Prerequisites: 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

Credits: 0.5. Prerequisites: 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

Credits: 0.5. Prerequisites: 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

Credits: 0.5. Prerequisites: 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

Credits: 0.5. Prerequisites: 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.

COMPUTER ENGINEERING

Division of Science, Mathematics & Engineering

CPE 201: Introduction to Computer Engineering

Credits: 4. Prerequisites: CS 135

Studies organization and operation of a selected microprocessor. Considers number systems, data formats, programmers model, assembly language, debugging techniques, interrupts, and Boolean logic.

COMPUTER INFORMATION TECHNOLOGY

Division of Business and Computer Technology

CIT 110: A+ Hardware

Credits: 3. Prerequisites: none

Introduces the fundamentals of computer system repair. Students learn the hardware and software elements that define an operating computing system. Troubleshooting methods and the use of diagnostic tools are taught with reinforcement provided using hands-on exercises. Successful completion of this course will place a student in good standing to take the nationally recognized A+ certification exam created by the computing industry.

CIT 111: A+ Software

Credits: 3. Prerequisites: 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 +

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: IS 101 or consent 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.

CIT 130: Beginning Java

Credits: 3. Prerequisites: CIT 129 or previous programming experience with consent of instructor

Teaches Java, an object-oriented programming language used in general-purpose computing, Web development, client-server 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

Credits: 3. Prerequisites: CIT 129 or consent 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.



COURSES

Computer Information Technology

CIT 133: Beginning C++

Credits: 3. Prerequisites: 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

Credits: 1 – 3. Prerequisites: 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

Credits: 3. Prerequisites or Corequisites: IS 101 or consent of instructor

Introduces students to XHTML and Web page construction. Topics cover construction and management of Web sites and creation of Web pages utilizing standards-based technologies such as Cascading Style Sheets. Emphasis on developing interoperable web sites that work with standards compliant web browsers. Interoperability with non standards-compliant web browsers is covered. As a technology driven course, graphic design is not emphasized. May be taught using basic text editing or a web-development tool such as Dreamweaver.

CIT 152: Web Script Language Programming

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: IS 101 or consent of instructor

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

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: none

The convergence of three technologies, voice, video and data, into a single network, is a major development in computer and communications technology. This course introduces students to the basic concepts of convergence industry standards and protocols, infrastructure, signaling, basic telephony, voice-over IP, topology convergence, and the skills required to perform jobs related to these technology.

CIT 171: Introduction to the Unix Operating System

Credits: 3. Prerequisites: 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 text editor, command shells and basic network use. Basic Unix administration will be emphasized.

CIT 173: Linux Installation and Configuration

Credits: 3. Prerequisites: 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.

CIT 180: Database Concepts and SQL

Credits: 3. Prerequisites: CIT 129 or equivalent programming experience or consent of instructor

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

Credits: 1 – 5. Prerequisites: none

Applies to assorted short courses and workshops covering a variety of subjects.

CIT 201B: Word Certification Preparation

Credits: 1 – 3. Prerequisites: 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 Special (MOUS) Word exams.

CIT 202B: Excel Certification Preparation

Credits: 1 – 3. Prerequisites: 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.



COURSES

Computer Information Technology

CIT 203B: Access Certification Preparation

Credits: 1 – 3. Prerequisites: 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

Credits: 1 – 3. Prerequisites: 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

Credits: 1 – 3. Prerequisites: 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 predefined project plan. Serves as preparation for Microsoft Office User Specialist (MOUS) exams for MS Project.

CIT 206B: MS Outlook Certification Preparation

Credits: 1 – 3. Prerequisites: 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

Credits: 3 – 5. Prerequisites: none

Through lectures, discussions, demonstrations, textbook exercises and classroom labs, teaches the basic skills and knowledge necessary to help prepare for the Microsoft Certified Professional (MCP) exam on the topic of a current Microsoft Workstation operating system.

CIT 212: Microsoft Networking II

Credits: 3 – 5. Prerequisites: CIT 211 or consent of instructor

Through lectures, discussions, demonstrations, textbook exercises and classroom labs, teaches the basic skills and knowledge necessary to help prepare for the Microsoft Certified Professional (MCP) exam on the topic of a current Microsoft Server operating system.

CIT 213: Microsoft Networking III

Credits: 3 – 5. Prerequisites: CIT 212 or consent of instructor

Through lectures, discussions, demonstrations, textbook exercises and classroom labs, teaches the basic skills and knowledge necessary to help prepare for the Microsoft Certified Professional (MCP) exam on the topic of Microsoft operating system network administration and maintenance.

CIT 214: Microsoft Networking IV

Credits: 3 – 5. Prerequisites: CIT 213 or consent of instructor

Through lectures, discussions, demonstrations, textbook exercises and classroom labs, teaches the basic skills and knowledge necessary to help prepare for the Microsoft Certified Professional (MCP) exam on the topic of Microsoft Directory Services.

CIT 215: Microsoft Networking V

Credits: 3 – 5. Prerequisites: CIT 212 or consent of instructor

Through lectures, discussions, demonstrations, textbook exercises and classroom labs, teaches the basic skills and knowledge necessary to help prepare for an elective or special topic Microsoft Certified Professional(MCP)exam.

CIT 220B: E-commerce on the Web

Credits: 3. Prerequisites: none. Recommended: CIT 151 or 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

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: CIT 132 or consent 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.

CIT 233: Advanced C++

Credits: 3. Prerequisites: 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 (SLT). 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

Credits: 4. Prerequisites: 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.



COURSES

Computer Information Technology

CIT 251: Advanced Web Development

Credits: 3. Prerequisites: CIT 152 or consent of instructor

Prepares students to use server-side Web technologies. Covers the concepts, design and basic coding of advanced Web applications. Topics may include, but are not limited to: ASP, JSP, .NET, Perl, CGI and other server side technologies, creating and revising a multimedia web; integrating basic database functions; and publishing to multiple servers. XML, XSLT, XHTML, Cascading Style Sheets may be utilized.

CIT 252: Web Database Development

Credits: 3. Prerequisites: CIT 180 or consent of instructor. Recommended: CIT 251

Builds on the skills acquired in CIT 180. Solutions using web-based databases and server-side technologies such as JSP, ASP, NET, and PHP will be covered. Students are expected to have an understanding of these technologies.

CIT 253: Advanced Web Database Development

Credits: 3. Prerequisites: CIT 252 or equivalent programming experience 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

Credits: 3. Prerequisites: CIT 260 or consent 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

Credits: 3. Prerequisites: CIT 255 or consent of instructor

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

Credits: 3. Prerequisites: 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 263B: Introduction To IT Project Management

Credits: 3. Prerequisites: none

Introduces students to the concepts of project management as used within the information technology fields of study.

CIT 264B: Operating System Security

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: none

Explores the concepts and practices associated with management functions of technology security. The student 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

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: CIT 165B or consent of instructor

Continues the study of concepts related to convergence industry standards and protocols, infrastructure, signaling, basic telephony, voice-over IP, topology convergence, and the skills required to perform jobs related to these technologies. Provides advanced topics on data networking and telephony as related to convergence technology.

CIT 290: Internship in Computer Information Technology

Credits: 1 – 6. Prerequisites: available to students who have completed most core and emphasis requirements and have a 2.5 GPA

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. May be repeated for up to six credits.



COURSES

Computer Information Technology • Computer Office Technology

CIT 295B: Specialty Related Capstone Project

Credits: 3. Prerequisites: completion of a minimum of 21 emphasis required credits and 6 specialty required credits and/or consent of instructor

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 299: Independent Study in Computer Information Technology

Credits: 1 – 6. Prerequisites: available to students who have completed most core and emphasis requirements and have a 2.5 or better GPA. Written consent 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 OFFICE TECHNOLOGY

Division of Business and Computer Technology

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

Credits: 1 – 3. Prerequisites: 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

Credits: 1 – 3. Prerequisites: 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

Credits: 1 – 3. Prerequisites: COT 101 or equivalent. Recommended: 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

Credits: 1 – 3. Prerequisites: 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 105: Computer Literacy

Credits: 3. Prerequisites: 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 110: Business Machines

Credits: 1 – 3. Prerequisites: 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

Credits: 1 – 3. Prerequisites: 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

Credits: 0.5 – 6. Prerequisites: 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 114B: General Medical Office Billing

Credits: 3. Prerequisites: HIT 117B

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

Credits: 3. Prerequisites: HIT 117B & COT 101 or equivalent

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.

COT 116B: Medical Office Filing

Credits: 2. Prerequisites: 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.



COURSES

Computer Office Technology

COT 117B: General Office Filing

Credits: 1 – 3. Prerequisites: none

Introduces a systems approach to managing information -- paper and electronic records. Includes practical guidelines for appropriately using records management systems in handling paper and electronic media. Class may be repeated for a total of four credits.

COT 122: Medical Typing & Transcription

Credits: 1 – 4. Prerequisites: HIT 117B 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

Credits: 1 – 3. Prerequisites: COT 102 & COT 150B . Recommended: 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 140B: Adobe Acrobat

Credits: 1. Prerequisites: 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

Credits: 1. Prerequisites: 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

Credits: 1 – 3. Prerequisites: 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 151: Introduction to Microsoft Word

Credits: 1 – 3. Prerequisites: none. Recommended: 40 wpm typing speed

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

Credits: 1 – 6. Prerequisites: Varies based on topic

Applies to assorted short courses and workshops covering a variety of subjects. Class credits will vary depending on the content and number of hours required.

COT 200: Beginning Word Processing

Credits: 1 – 3. Prerequisites: COT 102 or equivalent. Recommended: 40 wpm typing speed

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 204: Using Windows

Credits: 3 – 9. Prerequisites: 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 216: Intermediate Word Processing

Credits: 3. Prerequisites: COT 150B or equivalent. Recommended: 40 WPM typing speed

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 222: Desktop Publishing With Word Processing

Credits: 1 – 3. Prerequisites: 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

Credits: 3. Prerequisites: COT 222 or IS 101 or consent of instructor

Teaches a page layout desktop publishing program such as PageMaker, InDesign or QuarkXPress. Students create computer graphics, select and set type, design and assemble pages, and import text and graphics files to produce effective printed materials such as newsletters, forms, brochures, manuals and presentations using laser printer technology.

COT 239B: Advanced Legal Transcription

Credits: 3. Prerequisites: 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.



COURSES

Computer Office Technology • Computer Science • Construction

COT 262: Intermediate Spreadsheets Concepts

Credits: 1 – 3. Prerequisites: 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

Credits: 1 – 3. Prerequisites: 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

Credits: 1 – 6. Prerequisites: consent 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

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. 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.

COMPUTER SCIENCE

Division of Science, Mathematics & Engineering

CS 135: Computer Science I

Credits: 3. Prerequisites: 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.

CS 202: Computer Science II

Credits: 3. Prerequisites: 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

Division of Technology

CONS 108B: Construction Materials and Methods

Credits: 3. Prerequisites: 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 114B: Soils, Sitework, Concrete and Testing

Credits: 3. Prerequisites: 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 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 116B: Plumbing Principles and Methods

Credits: 2. Prerequisites: 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 118B: Construction Contract Documents

Credits: 3. Prerequisites: none

Explores various bid documents including architectural and engineering blueprints, shop drawings and proposals. Common construction contracts and their implications will be explained as well as accepted procedures for resolution of contract disputes.

CONS 120B: Blueprint Reading and Specification

Credits: 3. Prerequisites: 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 121B: Principles of Construction Estimating

Credits: 3. Prerequisites: none

Presents basic criteria and procedure for estimating labor and material in residential and commercial applications.

CONS 205B: Construction Site Safety

Credits: 1 – 3. Prerequisites: 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.



COURSES

Construction

CONS 216B: Structural Layout Assembly

Credits: 2. Prerequisites: CONS 205B

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: Advanced Sitework Estimating

Credits: 3. Prerequisites: CONS 120B & CONS 121B & 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 230B: Electrical Distribution System

Credits: 2. Prerequisites: CONS 205B 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 260B: Certified Inspectors of Structures-Residential

Credits: 3. Prerequisites: none

Provides prescribed course of instruction for Certified Inspector of Structures as per the state of Nevada.

CONS 261B: Under-Floor Inspections-Certified Inspector

Credits: 1. Prerequisites: 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

Credits: 2. Prerequisites: 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

Credits: 4. Prerequisites: 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

Credits: 5. Prerequisites: 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 Planning Scheduling And Control

Credits: 3. Prerequisites: none

Explores project implementation including logistics, scheduling, delegation of responsibility and quality control.

CONS 282B: Construction Law

Credits: 2 – 3. Prerequisites: 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 290B: Internship in Construction

Credits: 3. Prerequisites: consent of instructor

Studies project management techniques on-site under the supervision of a project manager or superintendent.

CONS 351: Advanced Project Supervision

Credits: 5. Prerequisites: admission to the BTech program or consent of advisor

Provides the management skills for on-site execution of a construction project. Topics include skills and techniques recognized by industry as essential for the contemporary field superintendent.

CONS 451: Advanced Internship in Construction

Credits: 2. Prerequisites: CONS 351 and admission to the BTech program or consent of advisor

Studies project management techniques on-site under the supervision of a project manager or superintendent.



COURSES

Core Humanities • Counseling & Personal Development Craft Training • Crafts

CORE HUMANITIES

Division of Social Science, Education, Humanities & Public Service

CH 201: Ancient and Medieval Cultures

Credits: 3. Prerequisites: ENG 102

Provides an introduction to Greek, Roman and Judeo-Christian culture through the Middle Ages.

CH 202: The Modern World

Credits: 3. Prerequisites: ENG 102

Explores the intellectual, literary and political history of Europe from the Renaissance to the present.

CH 203: American Experience & Constitutional Change

Credits: 3. Prerequisites: ENG 102

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 AND PERSONAL DEVELOPMENT

Division of Social Science, Education, Humanities & Public Service

CPD 102B: Career Exploration

Credits: 1. Prerequisites: 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

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: none. Recommended: PSY 101

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

Credits: 1 – 3. Prerequisites: 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

Credits: 1. Prerequisites: 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

Credits: 0.5 – 1. Prerequisites: 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

Division of Technology

CT 101B: Craft Training Basics

Credits: 3. Prerequisites: none

Introduces the topics of blueprint reading, construction, industry math, hand and power tool usage.

CRAFTS

Division of Communication and Fine Arts

CR 110B: Beginning Calligraphy

Credits: 1 – 3. Prerequisites: none

Helps students develop two types of writing techniques -- Italic and Calligraphic -- one for special occasions and one for rapid writing.

CR 124B: Furniture Refinishing

Credits: 2. Prerequisites: none

Offers techniques for restoring used and antique furniture, removing finishes, applying furniture, and applying finishing materials.

CR 136B: Creative Crafts I

Credits: 3. Prerequisites: none

Introduces students to crafts, stressing design principles and expressive qualities utilizing a variety of craft materials.



COURSES

Crafts • Criminal Justice

CR 137B: Creative Crafts II

Credits: 3. Prerequisites: none

Introduces students to crafts, stressing design principles and expressive qualities utilizing a variety of craft materials.

CR 141B: Beginning Tole Painting

Credits: 3. Prerequisites: none

Introduces students to this peasant 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

Credits: 3. Prerequisites: none

Introduces students to this peasant 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

Credits: 1 – 6. Prerequisites: none

Applies to assorted short courses and workshops covering a variety of subjects.

CRIMINAL JUSTICE

Division of Social Science, Education, Humanities & Public Service

CRJ 101: Introduction to Criminal Justice I

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: none

Surveys the adjudicatory process, adult and juvenile corrections functions within the criminal justice system.

CRJ 103: Communication Within the Criminal Justice Field

Credits: 3. Prerequisites: none. Recommended: CRJ 101

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

Credits: 3. Prerequisites: none. Recommended: CRJ 101

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

Credits: 1 – 3. Prerequisites: 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

Credits: 3. Prerequisites: none. Recommended: CRJ 101

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

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: none. Recommended: CRJ 101

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

Credits: 3. Prerequisites: 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 205B: L.E./P.O.S.T. Instructor Development

Credits: 3. Prerequisites: none

Covers the fundamental skills needed for effective instruction in the law enforcement field. Learning methods, establishing training needs and objectives, overcoming stage-fright, non-verbal communication and methods of instruction will be presented. This course is primarily offered to police instructors, managers of law enforcement training and other personnel involved with any aspect of the training effort.

CRJ 211: Police in America

Credits: 3. Prerequisites: none. Recommended: CRJ 101

Explores the historical development, roles, socialization, and problems of police work.

CRJ 214: Principles of Police Patrol Techniques

Credits: 3. Prerequisites: none. Recommended: CRJ 101

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.



COURSES

Criminal Justice

CRJ 215: Probation & Parole I

Credits: 3. Prerequisites: none. Recommended: CRJ 101 & CRJ 106
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

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: none. Recommended: CRJ 101 or LAW 101
Examines the origin, development, philosophy, and constitutional basis of evidence. Covers constitutional and procedural considerations which affect arrest, search, and seizure.

CRJ 226: Prevention & Control of Delinquency

Credits: 3. Prerequisites: CRJ 155 . Recommended: CRJ 101
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

Credits: 3. Prerequisites: CRJ 101 or LAW 101 . Recommended: CRJ 220
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

Credits: 12. Prerequisites: 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 12-credit semester-long 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

Credits: 3. Prerequisites: none. Recommended: CRJ 101 & CRJ 164
Surveys the forensic sciences to show their role in the use of physical evidence in matters of criminal and/or civil law. Focuses on the value of modern scientific investigations.

CRJ 266B: Western Nevada State Peace Officer Academy

Credits: 27. Prerequisites: none
Offers an academy which meets all Nevada requirements and is POST certified. Cadets who successfully complete the 30-week program will enhance their employability in attaining positions that require Category I certification (police, sheriffs, etc.); Category II certification (bailiffs, fire investigators, juvenile probation, etc.); and Category III certification (corrections, jailers, etc.). The 800-hour program includes classroom, practical application and physical training. The cadets will attend numerous law related classes, participate in defensive tactics, emergency vehicle operations course, DUI investigations, accident investigations and fingerprinting. In addition, cadets will learn basic searching techniques, handcuffing methods, baton and firearms.

CRJ 267: Medicolegal Death Investigation

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: none. Recommended: CRJ 101
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

Credits: 1 – 6. Prerequisites: 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

Credits: 1 – 6. Prerequisites: 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

Credits: 1 – 6. Prerequisites: 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

Credits: 1 – 6. Prerequisites: CRJ 101 or consent of instructor
Provides the student with on-the-job, supervised and educationally directed work experience.



COURSES

Dance • Diesel Mechanics • Drafting • Early Childhood Education

DANCE

Division of Communication and Fine Arts

DAN 101: Dance Appreciation

Credits: 3. Prerequisites: 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)

Credits: 1. Prerequisites: none

Introduces beginning techniques of jazz dance. May be repeated for up to four credits.

DAN 135: Beginning Ballet

Credits: 1. Prerequisites: none

Introduces beginning techniques of ballet. May be repeated for up to four credits.

DAN 144: Beginning Tap Dancing

Credits: 1. Prerequisites: none

Introduces beginning techniques of tap dance. May be repeated for up to four credits.

DAN 160B: Hip-Hop Dance

Credits: 1. Prerequisites: none

Teaches beginning techniques of hip-hop dance. May be repeated for up to 4 credits.

DAN 232: Jazz Dance (intermediate)

Credits: 1. Prerequisites: DAN 132

Emphasizes intermediate techniques of jazz dance. May be repeated for up to 4 credits.

DAN 244: Tap Dance (intermediate)

Credits: 1. Prerequisites: DAN 144 or consent of instructor

Emphasizes intermediate techniques of tap dance. May be repeated for up to 4 credits.

DAN 260B: Intermediate Hip-Hop Dance

Credits: 1. Prerequisites: DAN 160B

Teaches intermediate techniques of hip-hop dance. May be repeated for up to 4 credits.

DIESEL MECHANICS

Division of Technology

DM 101B: Diesel Mechanics Basics

Credits: 1 – 6. Prerequisites: 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

Division of Technology

DFT 100: Basic Drafting Principles

Credits: 3. Prerequisites: 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.

DFT 110B: Blueprint Reading For Industry

Credits: 3. Prerequisites: 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.

EARLY CHILDHOOD EDUCATION

Division of Social Science, Education, Humanities & Public Service

ECE 121: Parent Care Relations

Credits: 1. Prerequisites: 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

Credits: 1. Prerequisites: 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

Credits: 1. Prerequisites: 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

Credits: 1. Prerequisites: 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

Credits: 1. Prerequisites: none

Exposes students to the basics of handling classroom behaviors.

ECE 151: Math In the Preschool Curriculum

Credits: 1. Prerequisites: none

Studies activities and materials for developing mathematics readiness in the preschool.

ECE 152: Science in the Preschool Curriculum

Credits: 1. Prerequisites: none

Studies activities and materials for teaching science in the preschool.



COURSES

Early Childhood Education

ECE 153: Language Development in the Preschool

Credits: 1. Prerequisites: 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

Credits: 1. Prerequisites: none

Surveys books for use with preschool children. Includes techniques of storytelling and reading to children.

ECE 155: Literacy and the Young Child

Credits: 1. Prerequisites: none

Emphasizes activities and materials for developing auditory and visual perception and other reading readiness skills in the preschool.

ECE 156: Music in the Preschool Curriculum

Credits: 1. Prerequisites: none

Outlines activities and materials for teaching music in the preschool, including songs, dances and rhythm activities.

ECE 157: Art in the Preschool Curriculum

Credits: 1. Prerequisites: 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

Credits: 1. Prerequisites: none

Introduces activities and equipment for enhancing gross motor development of the preschool child.

ECE 167: Child Abuse & Neglect

Credits: 1. Prerequisites: 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

Credits: 1. Prerequisites: none

Provides information about infectious diseases and first aid measures in the child care setting. Course content will include recognizing communicable and acute illnesses, management of accidents and injuries, preventive measures, health education, current research, and community resources.

ECE 198B: Special Topics in Child Development

Credits: 1 – 6. Prerequisites: none

Studies issues related to child development and early childhood education.

ECE 200: The Exceptional Child

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: 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

Credits: 1 – 6. Prerequisites: 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

Credits: 3. Prerequisites: none. Recommended: ECE 251 & HDFS 201 or ECE 250

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

Credits: 3. Prerequisites: ECE 250

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

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: ECE 250

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.

COURSES

Economics • Education

ECONOMICS

Division of Business and Computer Technology

ECON 100: Introduction to Economics

Credits: 3. Prerequisites: none. Recommended: MATH 095 or higher
An introductory 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, 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

Credits: 3. Prerequisites: none. Recommended: MATH 095 or higher
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

Credits: 3. Prerequisites: ECON 102 or consent of instructor. Recommended: MATH 095 or higher
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

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: ECON 261
Offers statistical inference; estimation hypothesis testing, simple linear regression and correlation, and analysis of variance.

ECON 334: Economic History of the US

Credits: 3. Prerequisites: ECON 102 & ECON 103 & admission to the BTech program or consent of advisor
Factors important to meaningful communication across cultures with emphasis on intercultural differences in North America.

ECON 365: Labor Economics

Credits: 3. Prerequisites: ECON 102 & ECON 103 & admission to the BTech program or consent of advisor
Theoretical materials relating to the economic analysis of labor problems and the descriptive materials relating to unionism and collective bargaining.

EDUCATION

*Division of Social Science, Education, Humanities & Public Service
Also see courses under Educational Leadership (Department Code EL)*

EDU 201: Introduction to Elementary Education

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: none
Surveys the various types of exceptionalities. Emphasizes etiology, physical and educational characteristics.

EDU 204: Information Technology in Teaching

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: none
Surveys children's literature: issues, genre, censorship, historical background, book evaluation and selection.

EDU 208: Students with Diverse Abilities and Backgrounds

Credits: 3. Prerequisites: EDU 203 . Corequisites: EDU 209
Focuses on students with learning disabilities, mental retardation, behavior disorders and language disorders, and their accommodation in general education environments.

EDU 209: Exploring Teaching and Learning Practicum

Credits: 1. Prerequisites: EDU 203 . Corequisites: EDU 208
Applies field experience to acquaint students with types of disabling conditions and kinds of services available to persons with disabilities.



COURSES

Education • Educational Leadership • Educational Professional Development

EDU 210: Nevada School Law

Credits: 2. Prerequisites: none

Identifies legal issues in education and illustrates the implications of laws/mandates in the schools. Guidelines for teachers will provide information on avoiding situations that may lead to litigations. Concepts covered include teacher liability, teacher/student right to free speech and privacy, and accommodations for religious practices and students with disabilities.

EDU 214: Preparing Teachers to Use Technology

Credits: 3. Prerequisites: EDU 204 or consent of instructor

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.

EDUCATIONAL LEADERSHIP

Division of Social Science, Education, Humanities & Public Service

EL 101: Educational Experience I

Credits: 3. Prerequisites: 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.

EDUCATIONAL PROFESSIONAL DEVELOPMENT

Division of Social Science, Education, Humanities & Public Service

EPD 103B: Driver Education - Train The Trainer

Credits: 3. Prerequisites: none

Provides instruction for individuals to teach driver education classes. Covers regulatory driving law, traffic safety, offensive and defensive driving techniques that include active participation in activities that can be done safely. In addition to the use of simulators, participants will engage in activities that will be conducted outside of the classroom to include traffic observations and a courtroom visitation. Various instructional techniques will be employed that include guest speakers, interactive video activities and media review, writing lessons and practice teaching situations.

EPD 220B: Educational Techniques Methods K-12: Word

Credits: 1 – 3. Prerequisites: none

Instructs teachers and future teachers in the classroom applications for Microsoft Word.

EPD 221B: Educational Techniques Methods K-12: PowerPoint

Credits: 1 – 3. Prerequisites: none

Instructs teachers and future teachers in the classroom applications for Microsoft PowerPoint.

EPD 222B: Educational Techniques Methods K-12: Excel

Credits: 1 – 3. Prerequisites: none

Instructs teachers and future teachers in the classroom applications for Microsoft Excel.

EPD 223B: Educational Techniques Methods K-12: Access

Credits: 1 – 3. Prerequisites: none

Instructs teachers and future teachers in the classroom applications for Microsoft Access.

EPD 235B: Challenging Gifted and Talented Students K-12

Credits: 0.5 – 3. Prerequisites: none

Offers instructors techniques and methods on how to keep the gifted and talented student challenged in the classroom.

EPD 236B: Diversity Strategies In The Classroom

Credits: 0.5 – 3. Prerequisites: none

Designed to assist teachers with developing strategies to instruct students who are at different levels in development, skill areas, and language abilities across the learning spectrum.

EPD 237B: Art Methods For Teachers K-6

Credits: 0.5 – 3. Prerequisites: none

Offers instruction to teachers on how to teach and use art projects in the K-6 classroom.

EPD 242B: Reading and Writing Connection K-12

Credits: 0.5 – 3. Prerequisites: none

Addresses the issues of reading for meaning and comprehension as well as writing and responding to literature to help construct meaning.

EPD 244B: Foundations of Reading Methods

Credits: 0.5 – 3. Prerequisites: none

An overview of reading as the four stages of spelling and the functions of reading. The synchrony among reading, writing, and spelling will be discussed. Instruction for young readers will be based on the students' development. The basic assessment practices will be addressed, noting that assessment is an ongoing process of observation, documentation, interpretation, evaluation, and planning.

EPD 246B: Advanced Tutor Training

Credits: 1. Prerequisites: 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.

EPD 250B: Personality Types and Learning Styles

Credits: 1 – 3. Prerequisites: none

Introduces an overview of personality type and the implications on learning and teaching styles. Methods to modify teaching techniques will be stressed.



COURSES

Educational Professional Development • Educational Psychology Electrical Engineering • Electronics Technology

EPD 255B: Math Methods For Gifted and Talented K-8

Credits: 0.5 – 3. Prerequisites: none

Offers methods of teaching math to the gifted and talented K-8 student.

EPD 256B: Math Methods For Teachers K-8

Credits: 0.5 – 3. Prerequisites: none

Offers methods of teaching math for elementary school students K-8, including algebra, geometry, and hands on techniques.

EPD 261B: Social Studies Methods K-12

Credits: 0.5 – 3. Prerequisites: none

Offers methods course on how to enrich, prepare, and develop any social studies unit in order to be able to teach with confidence.

EPD 271B: ESL Teaching Methods

Credits: 1 – 3. Prerequisites: none

Assists recertifying teachers, and students in the field of education, who work with Limited English Proficiency (LEP) students.

EPD 276B: Management Methods for Substitutes

Credits: 0.5 – 3. Prerequisites: none

Offers practical methods and ready-to-use ideas for K-12 substitutes, including models of discipline, attentions signals, active participation, instant ideas, transition activities, methods for dealing with problem behavior, and inclusion strategies.

EPD 277B: Methods of Classroom Management

Credits: 0.5 – 3. Prerequisites: 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.

EPD 295B: Special Topics in Educational Professional Development

Credits: 1 – 6. Prerequisites: none

Covers selected topics in education and critical and current issues in education. Repeatable as topics vary.

EPD 297B: Reading For Teachers

Credits: 2. Prerequisites: 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 PSYCHOLOGY

Division of Social Science, Education, Humanities & Public Service

EPY 150: Strategies for Academic Success

Credits: 3 – 3. Prerequisites: none

Helps students to develop effective and efficient study skills. Students will learn how to learn. Formerly CAPS 122.

ELECTRICAL ENGINEERING

Division of Science, Mathematics & Engineering

EE 220: Circuits I

Credits: 3. Prerequisites: PHYS 181 . Corequisites: EE 220L 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. Formerly EE 201.

EE 220L: Circuits I Laboratory

Credits: 1. Prerequisites: none. Corequisites: EE 220

Introduces electrical engineering basic laboratory procedures and equipment. Formerly EE 200.

EE 291: Computer Methods For Electrical Engineers

Credits: 3. Prerequisites: CS 135 & 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

Credits: 1. Prerequisites: enrollment in engineering program

Instructs in preparation of written reports based on cooperative program assignments.

ELECTRONICS TECHNOLOGY

Division of Technology

ET 100B: Survey of Electronics

Credits: 3. Prerequisites: 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 102B: Basic DC Electronics

Credits: 3. Prerequisites: none

Teaches the basic concepts of DC electronics using computer assisted instruction integrated with laboratory experiments. Basic DC electronics is an important fundamental for understanding new technology. Stresses electrical and electronic safety, where to find jobs in the electronics industry, problem solving and thinking skills, and exposes students to a variety of DC electronics circuits and systems.

ET 131B: Electronics I

Credits: 4. Prerequisites: none

Familiarizes students with fundamentals of electronics including how to read resistor color codes, decipher capacitor values, and use electronic schematics to build simple electronic devices. Students conduct laboratory experiments to apply theoretical concepts and will use standard or simulated laboratory instruments such as multimeters. Covers Ohm's Law and Kirchhoff's Laws of voltage and current, and simple series and parallel circuits.



COURSES

Electronics Technology

ET 132B: Electronics II

Credits: 4. Prerequisites: ET 131B or consent of instructor

Familiarizes students with important electronic components, their schematic symbols and how to wire circuits on a solderless circuit board using diagrams. Introduces semiconductors, diodes, and basic theory of transistors and transistor amplifier configurations. Students conduct laboratory experiments and build electronic circuits utilizing these components. Soldering is introduced.

ET 134B: Basic Troubleshooting

Credits: 2. Prerequisites: ET 132B or consent of instructor

Introduces students to basic troubleshooting techniques using computer simulation to troubleshoot and repair circuits with hidden faults. Standard or simulated measuring instruments such as the DMM and oscilloscope are utilized in the process.

ET 155B: Home Technology Convergence

Credits: 4. Prerequisites: none

Introduction to the components and technologies that make up the "Smart Home". The convergence of home entertainment audio/visual equipment, surveillance and security systems, computer networks, and telecommunications will be taught in both theory and application. Students will build, configure and install cables, wallplates, jacks, control modules and equipment to bring alive the multiple technologies commonly used in a home or small office environment.

ET 172B: Semi-Conductor Devices

Credits: 4. Prerequisites: 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)

Credits: 2. Prerequisites: ET 172B or consent of instructor

Covers troubleshooting of semiconductor devices and analog circuits. Using computer simulation, students analyze and repair circuits with hidden faults. Standard or simulated measuring instruments such as the DMM, Function Generator and oscilloscope are utilized in the process.

ET 174B: Circuit Simulation

Credits: 2. Prerequisites: ET 132B & ET 172B or consent of instructor

Introduces students to basic circuit simulation methods using a software simulator. Students analyze passive and active circuits using standard or simulated measuring instruments. Also covers tolerance analysis, noise analysis, harmonic distortion, and worst case analysis.

ET 175B: Circuit Simulation II

Credits: 2. Prerequisites: ET 174B or consent of instructor

Expands the concepts covered in ET 174B, which introduced circuit simulation methods using a software simulator. Students analyze transient and steady-state behavior of circuits.

ET 198B: Special Topics in Electronics

Credits: 1 – 6. Prerequisites: none

Explores various topics of current interest/demand in Electronics Technology.

ET 200B: Electronics Projects

Credits: 0.5 – 6. Prerequisites: ET 131B and consent of instructor

Studies special projects in Electronics Technology.

ET 265B: Fundamentals of Telecommunications

Credits: 3. Prerequisites: CIT 165B or consent of instructor

Covers telecommunications principles including both voice and data communications. An examination of the communications industry and its regulatory environment will be provided. Topics include switching and signaling, voiceband communications, digital transmission, and emerging technologies.

ET 280B: Digital Electronics

Credits: 1 – 6. Prerequisites: ET 132B

Introduces the principles of logic circuits, digital integrated circuits, Boolean algebra, memory devices, data conversion, flip-flops and registers, and sequential logic circuits. Students apply theoretical knowledge with hands-on experiments. Includes lab.

ET 283B: Microprocessors/Controllers

Credits: 4. Prerequisites: ET 132B

Provides a foundation in microprocessor architecture and microcomputer basics including numbering systems and codes, computer arithmetic and programming, interfacing with RAM and ROM, and various input/output devices. Includes lab.

ET 284B: Microprocessors II

Credits: 4. Prerequisites: ET 283B or consent of instructor

Expands the concepts learned in ET 283B to include serial data communications, memory devices, sensors, motors, control devices and control circuits. Includes lab.

ET 291B: Digital Troubleshooting

Credits: 2. Prerequisites: ET 280B or consent of instructor

Covers troubleshooting of digital devices and circuits. Using computer simulation, students analyze and repair circuits with hidden faults. Standard or simulated measuring instruments such as the DVM and Logic Analyzer are fully utilized in the process.

ET 293B: Advanced Telecommunications

Credits: 4. Prerequisites: ET 276B

Continues ET 276B into more depth on current telecommunications technologies.

ET 295B: Work Experience I

Credits: 1 – 4. Prerequisites: consent of instructor

Provides the student with on-the job supervised and educationally directed work experience.



COURSES

Emergency Medical Services • Engineering

EMERGENCY MEDICAL SERVICES*Division of Nursing and Allied Health***EMS 100B: Healthcare Provider CPR***Credits: 0.5. Prerequisites: none*

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. May be repeated for up to one credit.

EMS 101B: Heartsaver Facts*Credits: 0.5. Prerequisites: none*

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. May be repeated for up to one credit.

EMS 108B: Emergency Medical Technician - Basic*Credits: 7 – 8. Prerequisites: must be 18 years or older. Current CPR certification and required immunizations and tests, health insurance, and background check. See Nursing and Allied Health website for further information.*

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 (AED) devices as well as components of continuing care during emergency ambulance transportation to the emergency department (ED). Clinical experience includes ambulance ride-along and ED hospital participation. Upon successful conclusion of the course the student is eligible to sit for the National Registry Examination for EMT Basic.

EMS 109B: Emergency Medical Technician Basic Refresher*Credits: 2. Prerequisites: current Basic EMT Certification. Current CPR certification required. See Nursing and Allied Health website for further information.*

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*Credits: 3. Prerequisites: current CPR certification. See Nursing and Allied Health website for further information.. Recommended: minimum of one year EMT Basic experience.*

Provides experienced EMS 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)*Credits: 4 – 5. Prerequisites: current EMT-B certification. Current CPR certification and required immunizations and tests, health insurance, and background check. See Nursing and Allied Health website for further information.*

Prepares the experienced EMT 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. Upon successful completion the student is eligible to sit for the National Registry Exam.

EMS 113B: First Responder*Credits: 3. Prerequisites: must be 16 years old. Current CPR certification required. See Nursing and Allied Health website for further information.* 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 (DOT) criteria and requirements of the state of Nevada for Certification as First Responder.**ENGINEERING***Division of Science, Mathematics & Engineering***ENGR 100: Introduction to Engineering Design***Credits: 3. Prerequisites: 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.



COURSES

English

ENGLISH

Division of Communication and Fine Arts

ENG 080: Diagnostic/Prescriptive Reading

Credits: 1. Prerequisites: none

This class focuses on reading improvement through individual diagnostic procedures, identifies reading problems, prescribes and implements remediation procedures.

ENG 090: Basic Writing I

Credits: 3. Prerequisites: none

Provides instruction in basic English skills including grammar, parts of speech, agreement, syntax, punctuation, spelling, and sentence structure. Focuses on a variety of sentence patterns and types. Provides extensive practice in grammar and usage. Grading: pass/fail.

ENG 095: Basic Writing II

Credits: 3. Prerequisites: none

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. Grading: Pass/Fail.

ENG 098: Basic Writing III

Credits: 3. Prerequisites: appropriate score on WNC placement examination 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

Credits: 5. Prerequisites: ENG 095 or appropriate score on WNC 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.

ENG 101: Composition I

Credits: 3. Prerequisites: ENG 098 with a grade of C- or better, or appropriate score on WNC placement examination or equivalent examination

Studies expository writing with special attention to the modes, arrangement and style. Students learn to write essays which are unified, thorough, clear and convincing. Students read essays to augment critical reading skills. They learn the research, reasoning and organizational skills necessary for effective academic and research writing.

ENG 102: Composition II

Credits: 3. Prerequisites: ENG 100 or ENG 101

Continues the study of expository writing. Students read and analyze writing and discursive techniques of interpretation, argument, and research.

ENG 190: Science Fiction/Fantasy Literature

Credits: 3. Prerequisites: none

Introduces the student to a variety of science fiction or fantasy literature with a focus on historical context and literary interpretation.

ENG 200: Novels Into Film

Credits: 3. Prerequisites: ENG 102 or consent of instructor

Studies film and novels 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 impact of each form upon the audience as well as to understand the differences between literary and film genre. Emphasizes critical reasoning and writing skills.

ENG 205: Introduction to Creative Writing

Credits: 3. Prerequisites: ENG 102 or consent of instructor

Offers a beginning writers' workshop in poetry, fiction, and creative non-fiction.

ENG 220: Writing Poetry

Credits: 3. Prerequisites: ENG 102

Teaches poetry writing in a workshop setting. Lectures focus on different styles and forms of poetry. Discussion focuses on student writing with emphasis on providing positive, constructive criticism to motivate the student to develop new and better approaches to writing poetry.

ENG 221: Writing Fiction

Credits: 3. Prerequisites: ENG 102 or consent of instructor

Teaches fiction writing in a workshop setting. Includes lectures and discussion of plot, character, style, and elements of fiction. Students are required to produce several works of short fiction.

ENG 222: Intermediate Fiction Writing

Credits: 3. Prerequisites: ENG 221 or consent of instructor

Continues the study and application of the elements of fiction in a constructive workshop setting.

ENG 223: Themes of Literature

Credits: 3. Prerequisites: ENG 101 & 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

Credits: 3. Prerequisites: 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.



COURSES

English • Environmental Studies

ENG 227: Advanced Memoir and Autobiography

Credits: 3. Prerequisites: ENG 226 or consent of instructor
Continuation of English 226. Students explore various approaches to writing memoir, autobiography, family history, other “life stories,” or “creative nonfiction,” and are encouraged to choose whichever approach or combination of approaches best fit their individual needs. Students also read selected works written by “masters” in the field, studying strategies employed in those texts. Combines lecture/discussion/writers’ workshop format.

ENG 231: World Literature I

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: ENG 102 or consent of instructor. ENG 231 is not a prerequisite.
Surveys literary masterpieces of the Western World after the mid 1600s within the cultural/historical context of the different periods.

ENG 250: Children’s Literature

Credits: 3. Prerequisites: 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 261: Introduction to Poetry

Credits: 1 – 3. Prerequisites: ENG 102
Offers the elements of poetry, its basic types and forms, and the study of representative poets.

ENG 266: Popular Literature

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: ENG 102 or consent of instructor
Studies women writers and their work and the ways in which women are portrayed in literature.

ENG 271: Introduction to Shakespeare

Credits: 3. Prerequisites: ENG 102 or consent of instructor
Examines Shakespeare’s principal plays read for their social interest and their literary excellence.

ENG 275: Contemporary Literature

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: none. Recommended: ENG 102
Explores the forms and function of language with special application to literary study.

ENG 295: Directed Study in English

Credits: 1 – 3. Prerequisites: ENG 102
Allows students to pursue individual writing or research projects under the close supervision and guidance of the instructor.

ENG 297: Reading and Interpreting

Credits: 3. Prerequisites: none. Recommended: 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 299: Special Topics in English

Credits: 1 – 3. Prerequisites: none
Includes short courses and experimental classes covering a variety of subjects. May be repeated for up to three credits.

ENVIRONMENTAL STUDIES

Division of Science, Mathematics & Engineering

ENV 100: Humans and Environment

Credits: 3. Prerequisites: 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. Includes four laboratory experiences.

ENV 130: Fundamentals of Environmental Pollution: Concepts and Methods

Credits: 3. Prerequisites: none
Introduces students to the growing global pollution problem along with potential control methods. Focus will be with the chemistry of the biosphere, water and the atmosphere. Delves into the development of pollution control and ways to minimize exposure to the environment and humans.

ENV 210: Land Use Management

Credits: 3. Prerequisites: None
Concentrates on the planning, implementation, and evaluation of land use covering both non-urban and urban environments. After considering these processes the course will examine current policies for developing future sustainable use energy.

ENV 292: Environmental Problems

Credits: 3. Prerequisites: none
Covers local environmental problems involving their causes, effects, and possible solutions. A variety of sensitive environmental issues including water quality, solid waste disposal, air quality, grazing, and nuclear waste storage will be examined with respect to local geographical, industrial, and political influences.



COURSES

Finance • French • Geographic Information Services

FINANCE

Division of Business and Computer Technology

FIN 101: Personal Finance

Credits: 3. Prerequisites: none

Introduces personal financial planning. Emphasizes budgeting, obtaining credit, buying decisions for a home, auto or other large purchases, investment decisions, and retirement planning.

FIN 115: Introduction to Investments

Credits: 3. Prerequisites: 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.

FRENCH

Division of Communication and Fine Arts

FREN 101B: French, Conversational I

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: 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

Credits: 4. Prerequisites: 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

Credits: 4. Prerequisites: FREN 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 French language.

FREN 211: Second Year French I

Credits: 3. Prerequisites: FREN 112 or equivalent or consent of instructor

Considers structural review, conversation and writing and reading in modern literature.

FREN 212: Second Year French II

Credits: 3. Prerequisites: FREN 211 or equivalent or consent of instructor

Continues structural review, conversation and writing and reading in modern literature.

GEOGRAPHIC INFORMATION SERVICES

Division of Science, Mathematics & Engineering

GIS 109: Introduction to Geographic Information Systems

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: none

Introduces basic remote sensing, aerial photograph interpretation, satellite image processing and cartographic concepts. Students will learn the basic techniques of remote sensing and integration of remote sensing into a GIS database.

GIS 112: Introduction to ArcInfo

Credits: 3. Prerequisites: 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.

GIS 170B: GIS Applications on Conservation Issues

Credits: 1. Prerequisites: 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

Credits: 1. Prerequisites: 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

Credits: 1. Prerequisites: 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.



COURSES

Geographic Information Services • Geography

GIS 205: GIS Applications

Credits: 3. Prerequisites: none

Provides an exposure to ArcView GIS software. Students will become familiar with all aspects of this software program and its use in GIS. Students will also create a database and complete a small GIS project.

GIS 212: Intermediate ArcInfo

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: completion of the GIS program curriculum

Explores information on where to look for employment in GIS. Students will explore different types of GIS jobs available and how GIS is being used in applications ranging from transportation planning, utility planning, urban growth management, market analysis, retail site location, business logistics, health care planning, facilities management, landscape architecture, environmental analysis, natural resource management, hazards mitigation, hazards response, and software companies. Students will also create a series of GIS projects to demonstrate their command of GIS and its application.

GEOGRAPHY

Division of Science, Mathematics & Engineering

GEOG 103: Physical Geography

Credits: 3. Prerequisites: 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

Credits: 1. Prerequisites or Corequisites: 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

Credits: 3. Prerequisites: 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 107B: Geography of Great Basin National Park

Credits: 1. Prerequisites: none

Brings students into the field to experience Great Basin National Park - a remote park that is graced with caverns, glaciers, and ancient bristlecone pines. Students will be introduced to the processes of landforms, vegetation survival, and glacial erosion. The political process of establishing a national park will also be covered. Tours of Lehman Caves, Wheeler Peak, and the Ancient Bristlecone trail will be included. Overnight camping and hiking is involved. Students will be responsible for their own transportation, entrance fees, food, camping gear, and safety.

GEOG 110B: Geography of San Francisco

Credits: 1. Prerequisites: none

Brings students into the field to experience the urban landscape of one of the most beloved cities in the world - San Francisco. Students will learn about the mosaic of the city through lectures and walks. Growth of the city, from its roots as a port town, to its ascendance to a modern day world city will be presented. Strategic stops will be made at, but not limited to, Golden Gate Park, Chinatown, and Haight-Ashbury. Students will be responsible for their own transportation, entrance fees, food, camping gear and safety.



COURSES

Geography • Geology • German

GEOG 111B: Geography of Yosemite*Credits: 1. Prerequisites: none*

Introduces student to the physical and cultural geography, along with the natural history, of Yosemite National Park. Students will explore the national park, learning about the physical processes that shape the landscape and the historical events that brought about national park status. Students will gain an appreciation for their surroundings and the fragility of these rugged ecosystems.

GEOG 117: Meteorology & Climatology*Credits: 3. Prerequisites: 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

*Division of Science, Mathematics & Engineering***GEOL 100: Earthquakes, Volcanoes, and Natural Disasters***Credits: 3. Prerequisites: none*

Investigates geology of the dynamic earth: natural hazards and catastrophes, and geology of natural resources. Includes four laboratory experiences.

GEOL 101: Physical Geology*Credits: 3. Prerequisites: 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*Credits: 4. Prerequisites: GEOL 101 & GEOL 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*Credits: 1. Prerequisites: GEOL 101 & MATH 120 or MATH 126 or higher, or consent of instructor (GEOL 101 may be taken concurrently)*

Offers experimental and in-depth investigations designed to illustrate fundamental principles of geology.

GEOL 111B: Geology of Death Valley National Park*Credits: 2. Prerequisites: 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*Credits: 2. Prerequisites: 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*Credits: 2. Prerequisites: 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*Credits: 3. Prerequisites: 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*Credits: 3. Prerequisites: 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*Credits: 3. Prerequisites: 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*Credits: 1 – 5. Prerequisites: none*

Provides a study of selected topics in geology for students with little or no earth science background. Can include field experiences.

GERMAN

*Division of Communication and Fine Arts***GER 101B: Conversational German I***Credits: 3. Prerequisites: none*

Emphasizes spoken communication. Listening, reading, and writing skills will be developed to suit student needs.

GER 102B: Conversational German II*Credits: 3. Prerequisites: GER 101B or consent of instructor*

Offers a second semester of conversational German designed to continue and improve the skills learned in GER 101B.



COURSES

German • Golf Facilities Management • Graphic Communications

GER 111: First Year German I

Credits: 4. Prerequisites: 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

Credits: 4. Prerequisites: 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

Division of Business and Computer Technology

GFM 101B: Golf Course Management & Design

Credits: 3. Prerequisites: none

Examines management of the key areas and the golf facility, pro shop, food and beverage, golf business supervision and profit centers. The layout of the golf facility and design of the course is to include: space utilization, hole design, topography and construction planning.

GFM 203B: Golf Shop Management

Credits: 1. Prerequisites: none

Provides the student with the tools necessary to manage, layout, merchandise and operate a golf pro shop.

GFM 204B: Methods of Teaching Golf

Credits: 2. Prerequisites: 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

Credits: 1. Prerequisites: 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

Credits: 1. Prerequisites: 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

Credits: 1. Prerequisites: 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

Division of Communication and Fine Arts

GRC 107: Design Fundamentals

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: GRC 107 or ART 107 or consent 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

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: 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

Credits: 0.5 – 1. Prerequisites: varies based on level of software offered

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. Repeatable up to six credits.

GRC 144B: Electronic Layout and Typography

Credits: 3. Prerequisites: none. Recommended: GRC 118 or consent of instructor

Introduces electronic page layout software with an emphasis on typographic layout and design.

GRC 156: Computer Illustration I

Credits: 3. Prerequisites: basic computer skills. Recommended: GRC 118

Introduces the use of vector graphics to create illustrations and designs on the computer.



COURSES

Graphic Communications • Health Education • Health Information Technology

GRC 175: Web Design and Publishing I

Credits: 3. Prerequisites: basic computer skills. Recommended: GRC 119
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

Credits: 3. Prerequisites: GRC 118 or GRC 119 and basic computer skills 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

Credits: 3. Prerequisites: GRC 107 or ART 107 & GRC 118 or consent 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

Credits: 3. Prerequisites: basic computer skills. Recommended: GRC 118
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

Credits: 3. Prerequisites: none. Recommended: GRC 118 & GRC 175
Introduction to animation and interactivity for the Web and CD-ROM using Macromedia Flash. The course focuses on planning, design and production. Topics covered include information architecture, navigational systems, tweens, audio, video, ActionScript, object properties, components, conditional actions and publishing options.

GRC 244B: Electronic Layout and Typography II

Credits: 3. Prerequisites: GRC 144B
Continuation of GRC 144B with an emphasis on advanced electronic layout and typography procedures.

GRC 256: Computer Illustration II

Credits: 3. Prerequisites: GRC 156
Offers intermediate vector-based visual design using the computer. This course is the second in a sequential set of courses on visual design. Exercises and advanced design problems will challenge the student to create various design solutions on the computer.

GRC 283B: Electronic Imaging

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: 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

Division of Social Science, Education, Humanities & Public Service

HE 201: Foundations of Personal Health and Wellness

Credits: 4. Prerequisites: none
Covers the components and wellness and of lifelong tools that will help enhance wellness. health values, attitudes and behaviors of self and others will be explored. students will be active in design and execution of personal fitness and wellness plans

HEALTH INFORMATION TECHNOLOGY

Division of Nursing and Allied Health

HIT 100B: Introduction to ICD-9-CM

Credits: 2. Prerequisites: HIT 118B
Introduces the mechanics of using ICD-9-CM.

HIT 101B: Current Procedural Terminology

Credits: 3. Prerequisites: HIT 118B
Includes ambulatory reimbursement methodologies. Mechanics of outpatient coding using CPT-4.

HIT 102B: Introduction to Medical Office Insurance

Credits: 1. Prerequisites: HIT 101B & HIT 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

Credits: 1. Prerequisites: none
Develops and practices customer service skills as needed in a health care setting.

HIT 105B: Health Care Dynamics

Credits: 2. Prerequisites: none
Introduces student to the organization and functioning of the healthcare 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

Credits: 2. Prerequisites: none
Introduces the varying aspects of health insurance coverage and its impact on health care reimbursement.



COURSES

Health Information Technology

HIT 107B: Patient Registration Practicum

Credits: 2. Prerequisites: 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 College.

HIT 108B: Interpersonal Communication Skills in Health Care Setting

Credits: 3. Prerequisites: none

Develops and practices a set of interpersonal and human relation skills as needed among health care providers.

HIT 117B: Medical Terminology I

Credits: 1. Prerequisites: none

Studies word derivations and formation with emphasis upon understanding common usage in the field of health care.

HIT 118B: Language of Medicine

Credits: 3. Prerequisites: 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

Credits: 2. Prerequisites or Corequisites: HIT 118B

Advances the application of medical language specific to clinical specialties. This course is designed to meet professional program requirements.

HIT 120B: Medical Transcription I

Credits: 2. Prerequisites: HIT 117B & COT 200 or concurrent enrollment, and ENG 101 or satisfactory performance on English placement test
Teaches basic medical transcription skills.

HIT 121B: Medical Transcription II

Credits: 3. Prerequisites: HIT 118B or HIT 120B

Teaches intermediate medical transcription skills.

HIT 122B: Medical Transcription III

Credits: 4. Prerequisites: HIT 121B

Teaches advanced medical transcription skills.

HIT 165B: Pathophysiology I

Credits: 4. Prerequisites: BIOL 200

Introduces students to the concept of disease process in specific body systems.

HIT 166B: Pathophysiology II

Credits: 3. Prerequisites: HIT 165B

Continues HIT 165B Pathophysiology I.

HIT 170B: Computers in Health Care

Credits: 3. Prerequisites: 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.

HIT 180B: Introduction to Health Information Management

Credits: 3. Prerequisites or Corequisites: 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

Credits: 3. Prerequisites: HIT 166B & HIT 180B

Practices in-depth assigning diagnostic and procedure codes according to ICD-9-CM.

HIT 205B: Structure & Organization of Health Information Systems

Credits: 3. Prerequisites: HIT 170B & HIT 180B . Corequisites: 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

Credits: 3. Prerequisites or Corequisites: HIT 205B

Teaches practical experience in the acute care setting performing Health Information Departmental duties. Grades assigned on a pass/fail basis.

HIT 207B: Health Information Management

Credits: 3. Prerequisites: HIT 205B

Opportunities to develop supervisory skills including directing and controlling, management of human resources, emphasis on situations encountered in Health Information Services.

HIT 208B: Clinical Applications II

Credits: 3. Prerequisites: HIT 206B

Teaches management and practical experience in specialized care settings. Grades assigned on a pass/fail basis.

HIT 210B: Coding Applications

Credits: 3. Prerequisites: HIT 201B

Teaches practical coding experience in a variety of health care settings. Grades assigned on a pass/fail basis.

HIT 245B: Quality Improvement Techniques

Credits: 3. Prerequisites: HIT 205B

Studies methodologies for conducting quality improvement activities.

HIT 299B: Selected Topics in Health Information Technology

Credits: 3. Prerequisites: HIT 205B

Covers selected topics of interest to students of health information systems. Grades assigned on pass/fail a basis.



COURSES

History • Home Economics • Human Development & Family Studies • Humanities

HISTORY

Division of Social Science, Education, Humanities & Public Service

HIST 101: United States History to 1865

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: none

Covers American history and civilization since the end of the American Civil War.

HIST 105: European Civilization to 1648

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: none

Covers Western civilization and history from the mid-17th century to the present.

HIST 111: Survey of American Constitutional History

Credits: 3. Prerequisites: none

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

Credits: 1 – 3. Prerequisites: none

Explores the many historic sites and scenic areas of Nevada, utilizing lecture discussions, slide presentations, readings and videos.

HIST 217: Nevada History

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: none

Introduces pre-Columbian Mexico, Colonial New Spain and Mexican national history to the present.

HIST 295: Special Topics in History

Credits: 3. Prerequisites: 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 6 credits.

HOME ECONOMICS

Division of Social Science, Education, Humanities & Public Service

HEC 122B: Creative Cooking

Credits: 1 – 3. Prerequisites: 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.

HUMAN DEVELOPMENT & FAMILY STUDIES

Division of Social Science, Education, Humanities & Public Service

HDFS 201: Life Span Human Development

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: 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

Division of Social Science, Education, Humanities & Public Service

HUM 101: Introduction to Humanities

Credits: 3. Prerequisites: none

Offers an interdisciplinary approach to the humanities. Students study major works in art, music, literature, and philosophy with historical framework.



COURSES

Information Systems • Insurance • Italian • Journalism • Laboratory Technician

INFORMATION SYSTEMS

Division of Business and Computer Technology

IS 101: Introduction to Information Systems

Credits: 3. Prerequisites: 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 multimedia. 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

Credits: 3. Prerequisites: IS 101 . Recommended: 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

Division of Business and Computer Technology

INS 210: Property and Liability Insurance

Credits: 3. Prerequisites: none

Emphasizes facts, principles, basic concepts and Nevada Statutes covering property and liability insurance.

ITALIAN

Division of Communication and Fine Arts

ITAL 101B: Italian Conversational I

Credits: 3. Prerequisites: 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: Italian Conversational II

Credits: 3. Prerequisites: ITAL 101B or consent of instructor

Continuation from the first semester of Italian to build on speaking, writing and reading skills in the Italian language.

ITAL 103B: Italian, Conversational III

Credits: 3. Prerequisites: none

Continuation from the second semester of Italian to build on speaking, writing and reading skills in the Italian language.

ITAL 104B: Italian, Conversational IV

Credits: 3. Prerequisites: none

Continuation from the third semester of Italian to build on speaking, writing and reading skills in the Italian language.

ITAL 111: Elementary Italian I

Credits: 4. Prerequisites: 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

Credits: 4. Prerequisites: ITAL 111

Continues study of the Italian language through the development of language skills and structural analysis. Includes an introduction to Italian culture.

JOURNALISM

Division of Communication and Fine Arts

JOUR 101: Critical Analysis of Mass Media

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: JOUR 101

Teaches writing in journalistic and persuasive styles for mass media. Emphasis on analysis and organization of information, and clarity of expression.

JOUR 290: Internship in Journalism

Credits: 3. Prerequisites: JOUR 101

Limited to students interested in a career in journalism. To participate, students must fill out an internship application, meet with an intern advisor, and interview with internship sponsor and instructors. Interns will not be compensated and hours will be determined by enrollment credits.

LABORATORY TECHNICIAN

Division of Nursing and Allied Health

LTE 110: Techniques of Venipuncture

Credits: 4. Prerequisites: current health information and current major medical health insurance (card required) and background check information. See Nursing and Allied Health website for further information.

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.



COURSES

Law

LAW

Division of Social Science, Education, Humanities & Public Service

LAW 101: Fundamentals of Law I

Credits: 3. Prerequisites: 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 Law

Credits: 0.5 – 6. Prerequisites: LAW 101 or consent of the program coordinator

Covers a variety of legal subjects.

LAW 203: Real Property

Credits: 3. Prerequisites: LAW 101 or consent of program coordinator. Recommended: LAW 205

Discusses real property law, including types of concurrent ownership, easements, contracts, deeds and leases.

LAW 204: Torts

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: 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

Credits: 1. Prerequisites: 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: Civil Procedure

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: 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 Procedure

Credits: 3. Prerequisites: 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 259: Legal Writing

Credits: 3. Prerequisites: 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.

LAW 261: Legal Research I

Credits: 3 – 4. Prerequisites: 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 Research II

Credits: 3 – 4. Prerequisites: LAW 101 & LAW 259 & LAW 261 or consent of 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 263: Ethics

Credits: 1 – 3. Prerequisites: 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 295: Supervised Field Experience

Credits: 1 – 6. Prerequisites: LAW 231 & LAW 259 & LAW 261 or consent of program coordinator

Offers student the opportunity to work as a paralegal under the supervision of an attorney. The student will work over the course of the semester to gain practical work experience. The student will report and evaluate his/her experience to the program coordinator. May be repeated for up to six credits.



COURSES

Machine Tool Technology

MACHINE TOOL TECHNOLOGY

Division of Technology

MTT 105B: Machine Shop I

Credits: 3. Prerequisites: 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

Credits: 2. Prerequisites: none. Corequisites: MTT 105B

Expands the student's manual skills by putting into practice the theories, and user skills introduced in MTT 105B. The emphasis will be geared to a more practical, hands-on experience through the use of lathes, layout techniques, vertical and horizontal band saws, measuring instruments and some vertical mill work. Shop safety and cleanup are always stressed.

MTT 110B: Machine Shop II

Credits: 3. Prerequisites: MTT 105B & MATH 110B or MATH 120 or MATH 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

Credits: 2. Prerequisites: none. Corequisites: 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

Credits: 4. Prerequisites: MTT 105B & MTT 110B & COT 105 or COT 204 or consent of instructor

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. Includes 3 hours lecture, 3 hours lab per week.

MTT 232B: Computer Numerical Control II

Credits: 4. Prerequisites: MTT 230B or consent of instructor

Provides a continuation of MTT 230B. Offers the student additional practical experience for development of skills with additional information and exposure to more complex applications of programming, mirror imaging, polar coordinates, tool compensation, threading and computer integrated manufacturing. Includes 3 hours lecture, 3 hours lab per week.

MTT 250B: Machine Shop III

Credits: 3. Prerequisites: MTT 110B & DFT 110B 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

Credits: 2. Prerequisites: none. Corequisites: 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

Credits: 3. Prerequisites: 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

Credits: 1 – 6. Prerequisites: 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

Credits: 2. Prerequisites: none. Corequisites: 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 291B: CNC Practice

Credits: 2 – 3. Prerequisites: none

Develops computer aided manufacturing skills with hands on instruction on how to design and prepare manufacture parts using state of the art CAD/CAM software. Safety and clean up are stressed.

MTT 292B: Computer-Aided Manufacturing I

Credits: 1 – 4. Prerequisites: MTT 230B & MTT 232B & CADD 100 or consent of instructor

Teaches computer-aided manufacturing for two-and-a-half dimension axes (2.5D). Students learn how to design and prepare to manufacture parts on the mill and lathe using state of the art CAD/CAM software.

MTT 293B: Computer-Aided Manufacturing II

Credits: 1 – 4. Prerequisites: MTT 292B or consent of instructor

Teaches computer-aided manufacturing for three dimension axes (3D). Students learn how to design and prepare to manufacture parts in full 3D for the CNC mill using state of the art CAD/CAM software.

MTT 295B: Work Experience

Credits: 1 – 6. Prerequisites: consent of instructor

Provides students with on the job, supervised and educationally directed work experience.



COURSES

Management • Marketing

MANAGEMENT

Division of Business and Computer Technology

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

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: none. Recommended: BUS 101 or MGT 103
Studies fundamentals and principles of management; administrative policies, objectives and procedures, and problems of organization control and leadership. 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.

MGT 212: Leadership & Human Relations

Credits: 3. Prerequisites: none. Recommended: MGT 201

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

Credits: 3. Prerequisites: 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.

MGT 247B: Industrial Management

Credits: 1 – 3. Prerequisites: 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

Credits: 1 – 3. Prerequisites: none. Recommended: MGT 201 or MGT 212

Covers the concepts of quality planning, quality control and quality improvement.

MGT 283: Introduction to Human Resources Management

Credits: 3. Prerequisites: none. Recommended: MGT 201
Develops an understanding of the duties and responsibilities of personnel at the mid-management level.

MGT 323: Organizational Behavior and Interpersonal Behavior

Credits: 3. Prerequisites: admission to the BTCH program or consent of advisor

Behavioral influences which affect productivity, organizational effectiveness, and efficiency including: perception, motivation, decision making, communication, leadership, organizational design, group behavior and coping with stress.

MGT 367: Human Resource Management

Credits: 3. Prerequisites: MGT 323 and admission to the BTech program or consent of advisor

Theoretical concepts and practical approaches relevant to management systems and processes; recruitment, training, appraisal, compensation and labor relations. Emphasis on legal constraints and international management.

MGT 462: Changing Environments

Credits: 3. Prerequisites: admission to the BTech program or consent of advisor

Managing ethically in the changing cultural, economic, political, technological and global environments of business.

MGT 469: Managing Cultural Diversity

Credits: 3. Prerequisites: admission to the BTech program or consent of advisor

Understanding cultural diversity by studying the U.S. workforce. Emphasizing cultural differences in the workplace, valuing diversity, managing diversity in the workplace, giving competitive advantages.

MARKETING

Division of Business

MKT 111: Introduction to Merchandising

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: none. Recommended: MKT 210

Studies an overview of retail merchandising, including buying, pricing, selling, advertising, sales promotion and display principles.



COURSES

Marketing • Mathematics

MKT 210: Marketing Principles*Credits: 3. Prerequisites: none*

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 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.

MKT 250: Introduction to International Marketing*Credits: 3. Prerequisites: 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*Credits: 3. Prerequisites: 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*Credits: 3. Prerequisites: none. Recommended: MKT 210*

Presents methods and techniques in modern advertising, giving information to do the entire advertising job.

MATHEMATICS

*Division of Science, Mathematics & Engineering***MATH 090: Elementary Arithmetic***Credits: 1 – 3. Prerequisites: 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*Credits: 3. Prerequisites: 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 092: Algebra Review*Credits: 1. Prerequisites: none*

Provides a review of algebra that will refresh previously taught concepts. Course will help prepare students for the math placement test.

MATH 093: Pre Algebra*Credits: 3. Prerequisites: MATH 091 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.

MATH 095: Elementary Algebra*Credits: 3. Prerequisites: MATH 093 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*Credits: 3. Prerequisites: MATH 095 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*Credits: 5. Prerequisites: MATH 093 or consent of instructor*

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. Combines MATH 95 and MATH 96 into a one semester course.

MATH 100B: Math For Allied Health Programs*Credits: 1 – 3. Prerequisites: 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*Credits: 3. Prerequisites: none*

See BUS 109B.

MATH 110B: Shop Mathematics*Credits: 3. Prerequisites: 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*Credits: 3. Prerequisites: MATH 096 or 097 or three units of high school mathematics at the level of algebra and above*

Topics include probability, statistics, business, finance and consumer mathematics. Course is broad in scope and emphasizes applications.



COURSES

Mathematics • Mechanical Engineering

MATH 122: Number Concepts For Elementary School Teachers

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: MATH 096 or MATH 097 with a grade of C or better 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

Credits: 3. Prerequisites: 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

Credits: 5. Prerequisites: MATH 096 or MATH 097 with a grade of C or better 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

Credits: 1. Prerequisites: MATH 128 or MATH 126 & MATH 127

Introduces operation and programming of the graphing calculator.

MATH 176: Introductory Calculus For Business & Social Sciences

Credits: 3. Prerequisites: 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

Credits: 4. Prerequisites: MATH 128 or MATH 126 & MATH 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

Credits: 4. Prerequisites: MATH 181 or equivalent or consent of instructor

Teaches transcendental functions, methods of integration, conics, vectors.

MATH 253: Matrix Algebra

Credits: 3. Prerequisites: MATH 182

Introduces linear algebra, including matrices, determinants, vector spaces, linear transformations, eigenvectors and eigenvalues.

MATH 283: Calculus III

Credits: 4. Prerequisites: MATH 182 or equivalent or consent of instructor

Covers infinite series, vectors, differential and integral calculus of functions of several variables, and introduction to vector analysis.

MATH 285: Differential Equations

Credits: 3. Prerequisites: 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

Division of Science, Mathematics & Engineering

ME 198: Cooperative Training Report

Credits: 1. Prerequisites: enrollment in engineering program

Guides students in preparation of written reports based on cooperative program assignments.

ME 241: Statics

Credits: 3. Prerequisites: PHYS 180 . Corequisites: 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

Credits: 3. Prerequisites: 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.

ME 298: Cooperative Training Report

Credits: 1. Prerequisites: consent of instructor

Preparation of written reports based on cooperative program assignments. Required of all students on cooperative programs during the summer or other semester when on work assignments with cooperative program employers. Students are also required to present their work upon completion of their program.



COURSES

Metallurgical Engineering • Music

METALLURGICAL ENGINEERING

Division of Science, Mathematics & Engineering

METE 250: Elements of Material Science

Credits: 3 – 4. Prerequisites: CHEM 121

Provides an understanding of the internal structure of materials, the dependence of properties upon these structures, and the behavior of materials in service.

MUSIC

Division of Communication and Fine Arts

MUS 103: Voice Class I

Credits: 3. Prerequisites: none

Teaches fundamentals of tone production, breath control and practical techniques involved in reading and interpreting songs.

MUS 104: Voice Class II

Credits: 3. Prerequisites: MUS 103

Continues the skills learned in MUS 103.

MUS 107: Guitar Class I

Credits: 2 – 3. Prerequisites: none

Studies basic guitar technique, bluegrass, classical and rock styles. No previous musical training required.

MUS 108: Guitar Class II

Credits: 2 – 3. Prerequisites: MUS 107 or consent of instructor

Continues development of skills learned in MUS 107.

MUS 111: Piano Class I

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: MUS 119B or equivalent

Continues the skills learned in MUS 119B.

MUS 121: Music Appreciation

Credits: 3. Prerequisites: 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

Credits: 2 – 3. Prerequisites: none

Offers musical theatre techniques for singers, actors, pianist/coaches and stage managers, including production and performance.

MUS 203: Music Theory I

Credits: 3. Prerequisites: none

Introduces students to counterpoint and harmony.

MUS 204: Music Theory II

Credits: 3. Prerequisites: MUS 203

A continuation of the skills learned in MUS 203.

MUS 211: Sightsinging & Dictation I

Credits: 1. Prerequisites: 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

Credits: 1. Prerequisites: MUS 211

Continues the skills learned in MUS 211.

MUS 215: Technique of Songwriting

Credits: 3. Prerequisites: 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

Credits: 2 – 3. Prerequisites: pianists should be of intermediate level proficiency

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. Class may be repeated for up to six credits.

MUS 233: Recording Techniques and MIDI I

Credits: 2. Prerequisites: none

Introduces the MIDI process, using both computer software and music hardware. Students will learn to operate the latest models of sequencers, samplers, and synthesizers.

MUS 253: Jazz Improvisation I

Credits: 2. Prerequisites: none

Introduces the techniques of jazz improvisation in a laboratory setting.

MUS 276: Musical Theatre Practicum

Credits: 1 – 3. Prerequisites: none

Covers selected topics in musical theatre.



COURSES**Music: Applied****MUSIC: APPLIED***Division of Communication and Fine Arts***MUSA 101: Bass-Lower Division***Credits: 1 – 2. Prerequisites: none*

Provides a personal introduction to the study and performance of music for bass. Class may be repeated for a total of four credits. Fee covers cost of 14 half-hour private lessons.

MUSA 103: Bassoon-Lower Division*Credits: 1 – 2. Prerequisites: none*

Introduces students to the study and performance of music for bassoon. Class may be repeated for a total of four credits. Fee covers cost of 14 half-hour private lessons.

MUSA 105: Cello-Lower Division*Credits: 1 – 2. Prerequisites: none*

Provides a personal introduction to the study and performance of music for cello. Class may be repeated for a total of four credits. Fee covers cost of 14 half-hour private lessons.

MUSA 107: Clarinet-Lower Division*Credits: 1 – 2. Prerequisites: none*

Introduces students to the study and performance of music for clarinet. Class may be repeated for a total of four credits. Fee covers cost of 14 half-hour private lessons.

MUSA 109: Drum Set*Credits: 1. Prerequisites: none*

Provides individual instruction in the technique and repertoire of drum set. Class may be repeated for a total of four credits. Fee covers cost of 14 half-hour private lessons.

MUSA 113: Flute-Lower Division*Credits: 1 – 2. Prerequisites: none*

Introduces students to the study and performance of music for flute. Class may be repeated for a total of four credits. Fee covers cost of 14 half-hour private lessons.

MUSA 115: Guitar*Credits: 1. Prerequisites: none*

Provides individual instruction in the technique and repertoire of the guitar. Class may be repeated for a total of four credits. Fee covers cost of 14 half-hour private lessons.

MUSA 121: Horn-Lower Division*Credits: 1 – 2. Prerequisites: none*

Provides personal introduction to the study and performance of music for horn. Class may be repeated for a total of four credits. Fee covers cost of 14 half-hour private lessons.

MUSA 125: Organ-Lower Division*Credits: 1 – 2. Prerequisites: none*

Provides individual instruction in the technique and repertoire of the organ.

MUSA 127: Percussion-Lower Division*Credits: 1 – 2. Prerequisites: none*

Offers private instruction in the study and performance of percussion instruments. Class may be repeated for a total of four credits. Fee covers cost of 14 half-hour private lessons.

MUSA 129: Piano-Lower Division*Credits: 1 – 2. Prerequisites: none*

Considers performance and analysis of keyboard literature from various musical eras, instruction of keyboard technique and application of basic music theory to piano literature. Class may be repeated for a total of four credits. Fee covers cost of 14 half-hour private lessons.

MUSA 131: Saxophone-Lower Division*Credits: 1 – 2. Prerequisites: none*

Introduces students to the study and performance of music for saxophone. Class may be repeated for a total of four credits. Fee covers cost of 14 half-hour private lessons.

MUSA 135: Trombone-Lower Division*Credits: 1 – 2. Prerequisites: none*

Provides personal introduction to the study and performance of music for trombone. Class may be repeated for a total of four credits. Fee covers cost of 14 half-hour private lessons.

MUSA 137: Trumpet-Lower Division*Credits: 1 – 2. Prerequisites: none*

Provides personal introduction to the study and performance of music for trumpet. Class may be repeated for a total of four credits. Fee covers cost of 14 half-hour private lessons.

MUSA 139: Tuba-Lower Division*Credits: 1 – 2. Prerequisites: none*

Provides personal introduction to the study and performance of music for tuba. Class may be repeated for a total of four credits. Fee covers cost of 14 half-hour private lessons.

MUSA 141: Viola-Lower Division*Credits: 1 – 2. Prerequisites: none*

Provides personal introduction to the study and performance of music for viola. Class may be repeated for a total of four credits. Fee covers cost of 14 half-hour private lessons.

MUSA 143: Violin-Lower Division*Credits: 1 – 2. Prerequisites: none*

Provides personal introduction to the study and performance of music for violin. Class may be repeated for a total of four credits. Fee covers cost of 14 half-hour private lessons.

MUSA 145: Voice-Lower Division*Credits: 1 – 2. Prerequisites: none*

Introduces the correct and pleasing use of the singing voice through a well balanced and coordinated study of vocal literature and exercises. Class may be repeated for a total of nine credits. Fee covers cost of 14 half-hour private lessons.



COURSES

Music: Ensemble • Natural Resources • Nursing

MUSIC: ENSEMBLE

Division of Communication and Fine Arts

MUSE 101: Concert Choir

Credits: 1. Prerequisites: none

Teaches representative choral music of all periods. Choir is featured in concerts throughout the WNC service area. May be repeated for a total of four credits.

MUSE 111: Concert Band

Credits: 1. Prerequisites: intermediate proficiency on a band instrument

Introduces study and performance of band literature. Class may be repeated for a total of four credits.

MUSE 123: Orchestra

Credits: 1. Prerequisites: consent of instructor; audition is required

Includes rehearsal and performance of orchestral music. Students are required to participate in scheduled performances. Class may be repeated for a total of four credits.

MUSE 131: Jazz Ensemble

Credits: 1. Prerequisites: intermediate proficiency on a band instrument

Introduces study and performance of jazz ensemble literature. May be repeated for up to 4 credits.

MUSE 135: Jazz Vocal Ensemble

Credits: 1. Prerequisites: instrumentalists should be of intermediate level proficiency. No prerequisites for vocalists

Explores a variety of musical styles, including pop, rock and jazz. Class may be repeated for a total of eight credits.

MUSE 172: Accompanying

Credits: 1. Prerequisites: intermediate level of piano proficiency

Coaches the individual in the techniques used in accompanying choirs and instruments on the piano. Class may be repeated for up to four credits.

NATURAL RESOURCES

Division of Science, Mathematics & Engineering

NRES 101: Plant, Soil & Water Science

Credits: 3. Prerequisites: none

Introduces plant, soil and water science as applied to agriculture in Nevada. Includes a discussion of fertilization, irrigation, botany, soil conservation, and pollution.

NRES 102B: Landscaping/Ornamental Horticulture

Credits: 3. Prerequisites: none

Examines the basic principles and procedures involved in creating, constructing and maintaining a useful and functional landscape environment.

NRES 160: Agricultural Chemicals & Fertilizers

Credits: 3. Prerequisites: 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.

NRES 241: Fundamental Principles of Range Management

Credits: 3. Prerequisites: 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.

NURSING

Division of Nursing and Allied Health

NURS 110B: Spanish For Health Care Professionals

Credits: 1. Prerequisites: 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

Credits: 6. Prerequisites: basic Life Support/Healthcare Provider CPR certification and background check information. See Nursing and Allied Health website for additional information.

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

Credits: 3. Prerequisites: admission to the first year of the nursing program. Corequisites: NURS 137 & NURS 138

Introduces students to the role of the associate degree nurse in contemporary practice. Students are guided to utilize knowledge from the sciences, humanities and nursing to understand man as a bio/psycho/social/cultural and spiritual being. Students are introduced to the nursing program organizing concepts and outcomes which include professional behaviors, communication, collaboration, nursing process, clinical decision making, management of care and teaching learning.

NURS 137: Foundations of Nursing Laboratory

Credits: 1. Prerequisites: admission to the first year of the nursing program. Corequisites: NURS 136 & NURS 138

Provides students with knowledge and practical application of basic nursing skills while incorporating concepts learned in NURS 136. Students learn and practice 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.



COURSES

Nursing

NURS 138: Foundations of Nursing Clinical

Credits: 2. Prerequisites: admission to the first year of the nursing program. Corequisites: NURS 136 & NURS 137

Provides opportunities for students to utilize knowledge, concepts and skills learned in first semester nursing courses to meet the bio/psycho/social/cultural and spiritual needs of patients in a long term health care facility. Students use the nursing process and Maslow's Hierarchy of Needs at a beginning level to assess, plan, implement and evaluate nursing care.

NURS 140: Medical Terminology

Credits: 2. Prerequisites: 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

Credits: 2. Prerequisites: admission to the first year of the nursing program.

Provides students with an overview of pharmacology with an emphasis on clinical applications within the context of the nursing process and prioritization of needs; with special consideration given to the physiological, psycho/social, cultural, and spiritual needs of patients. 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

Credits: 3. Prerequisites: successful completion of first semester of the nursing program. Corequisites: NURS 164 & NURS 165

Introduces students to concepts of health promotion and health maintenance related to; ante-partal, intra-partal, post-partal, and newborn care; developmental stages and transitions; and techniques of physical assessment. Classroom discussion of nursing care for patients and their family systems is organized around the nursing process with special consideration given to the physiologic, psychosocial, cultural and spiritual needs of the normal, low risk childbearing and childrearing families.

NURS 164: Maternal Child Health I Clinical

Credits: 1. Prerequisites: successful completion of first semester of the nursing program. Corequisites: NURS 163 & NURS 165

Introduces students to the care of low-risk childbearing and pediatric patients. Students utilize the nursing process in the application of knowledge of expected growth and development principles; prevention and/or early detection of health problems, and strategies to achieve optimal bio/psycho/socio/cultural and spiritual health.

NURS 165: Nursing Across the Lifespan Laboratory

Credits: 1. Prerequisites: successful completion of first semester of the nursing program. Corequisites: NURS 166 & NURS 167

Provides students with experiences that provide knowledge and practical application of intermediate nursing skills utilized in the care of hospitalized patient populations of all ages. Emphasizes the critical elements of nursing procedures and the scientific rationale for performing the procedures safely.

NURS 166: Health/Illness Across Lifespan Theory

Credits: 4. Prerequisites: successful completion of first semester of the nursing program. Corequisites: NURS 165 & NURS 167

Assists students to integrate knowledge derived from the sciences, humanities, and nursing to deliver safe, competent care to selected patients experiencing illnesses and disorders across the lifespan. The organizational structure of the course is grounded in evidence based practice to achieve best practice outcomes in adult and pediatric medical-surgical settings. Particular emphasis is placed on the concepts of holistic care, patient education, and discharge planning.

NURS 167: Health/Illness Across Lifespan Clinical

Credits: 2. Prerequisites: successful completion of first semester of the nursing program. Corequisites: NURS 165 & NURS 166

Provides opportunities for students to utilize knowledge from the sciences, humanities and nursing to deliver safe, competent care to selected patients across the lifespan experiencing acute and chronic alterations in health. The bio/psycho/psycho/cultural and spiritual domains are assessed to prioritize and implement nursing interventions designed to meet the health care needs of patients. Concepts of priority setting, nursing process, holistic care, patient education and discharge planning are integrated into the course.

NURS 197B: Apprentice Nurse Work Study

Credits: 1 – 3. Prerequisites: Successful completion of the first semester of the nursing program and consent of instructor

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. 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. May be repeated one time up to six credits.

NURS 200: Health Assessment Theory

Credits: 2. Prerequisites: admission to the nursing program or consent of the Nursing and Allied Health Director. Corequisites: NURS 201

Provides opportunities for students to gain knowledge necessary to holistically assess adult and elder patients. Students utilize concepts of previously learned content from pre-requisite and co-requisite nursing courses including the nursing process and methods of prioritizing to perform nursing assessment and nursing diagnosis. Students learn the difference among a comprehensive assessment, an ongoing/partial assessment, a focused, problem-oriented assessment and an emergency assessment of a resident in a long term care facility.



COURSES

Nursing

NURS 201: Health Assessment Laboratory

Credits: 1. Prerequisites: admission to the nursing program or consent of the Nursing and Allied Health director. Corequisites: NURS 200
Incorporates knowledge from NURS 200 to provide students with learning opportunities to collect, organize, analyze and synthesize health assessment data for adult and elder patients in a laboratory setting using simulation and live patients.

NURS 236: Mental Health and Illness Theory

Credits: 1. Prerequisites: admission to the second year of the nursing program. Corequisites: NURS 237 & NURS 238
Assists students to gain knowledge of nursing care for the patient experiencing primary threats to psychosocial integrity. 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 culturally relevant therapeutic communication skills, development of therapeutic nurse/patient relationships, and interventions that are grounded in evidence based practice to achieve best practice outcomes.

NURS 237: Mental Health and Illness Laboratory

Credits: 1. Prerequisites: admission to the second year of the nursing program. Corequisites: NURS 236 & NURS 238
Provides opportunities for students to utilize the nursing process in a simulated laboratory setting to understand the care of patients experiencing major 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. Students will explore nurse/patient relationships and the importance of therapeutic communication, and examine psychotherapeutic approaches designed to meet the bio/psycho/social/cultural and spiritual needs of patients.

NURS 238: Mental Health and Illness Clinical

Credits: 1. Prerequisites: admission to the second year of the nursing program. Corequisites: NURS 236 & NURS 237
Requires students to utilize the nursing process to apply knowledge of the principles and practice of psychiatric nursing to the care of patients experiencing disruptions in psycho/social functioning. Collaborative experiences involving students, members of the psychiatric health care team, patients and their families occur at acute care and outpatient settings. Relevant legal and ethical issues are explored within the context of care of patients with disruptions in psychosocial integrity.

NURS 265: Alterations In Maternal/Child Health Theory

Credits: 2. Prerequisites: admission to the second year of the nursing program. Corequisites: NURS 266 & NURS 267 & NURS 268
Introduces students to concepts of holistic care for high-risk childbearing and pediatric patients, issues in women's health, and alterations in family processes, including concepts of loss and grieving. Knowledge of nursing care of patients and their families is organized using the framework of the nursing process and bio/psycho/social/cultural and spiritual needs.

NURS 266: Alterations in Maternal/Child Health Laboratory

Credits: 1. Prerequisites: admission to the second year of the nursing program. Corequisites: NURS 265 & NURS 267 & NURS 268
In conjunction with knowledge learned in NURS 265, provides active learning and simulated experiences. Enables students to apply knowledge, skills and concepts to the care of high risk maternal/newborn, gynecological and pediatric patients in laboratory and community settings. Focuses on the bio/psycho/social/cultural and spiritual needs of patients, with an emphasis on maintaining a safe, effective care environment and promotion of physiological and psychosocial adaptation.

NURS 267: Alterations in Maternal Health Clinical

Credits: 1. Prerequisites: admission to the second year of the nursing program. Corequisites: NURS 265 & NURS 266 & NURS 268
Requires students to apply the nursing process in the provision of care to high-risk maternal/newborn populations and women experiencing gynecological dysfunction. Students address bio/psycho/social/cultural and spiritual needs of patients in the acute care and community setting. Emphasis also is placed on promotion and maintenance of health, caring, communication, documentation, and teaching/learning.

NURS 268: Alterations in Child Health Clinical

Credits: 1. Prerequisites: admission to the second year of the nursing program. Corequisites: NURS 265 & NURS 266 & NURS 267
Requires the student to utilize the nursing process in the care of high risk pediatric populations experiencing disruptions in bio/psycho/social/cultural and spiritual needs. Emphasis also is placed on promotion and maintenance of health, caring, communication, documentation, and teaching/learning.

NURS 270: Advanced Clinical Nursing I Theory

Credits: 3. Prerequisites: admission to the second year of the nursing program. Corequisites: NURS 271
Organized around the nursing process and its application to patient needs. Requires students to apply the principles of providing a safe care environment, while addressing health promotion and health maintenance needs for persons experiencing complex/acute alterations in health. Students will also apply concepts of community care, case management, health teaching and discharge planning.

NURS 271: Advanced Clinical Nursing I Clinical

Credits: 2. Prerequisites: admission to the second year of the nursing program. Corequisites: NURS 270
Requires students to use the nursing process to identify and prioritize health care needs in the provision of care for patients experiencing complex/acute alterations in health. Expands upon previous clinical learning to include the teaching/learning process and administration of intravenous fluids and medications in the acute care setting.



COURSES

Nursing • Nutrition • Occupational Safety & Health Ornamental Horticulture

NURS 276: Advanced Medical Surgical Nursing II Theory

Credits: 3. Prerequisites: successful completion of third semester of the nursing program. Corequisites: NURS 277

Assists students to gain knowledge of nursing care for the patient experiencing primary threats to physiological integrity due to complex multisystem disruption in cardiovascular, respiratory, neurological, integumentary, elimination, and digestive systems. Students apply the nursing process to address needs in the psycho/social/cultural and spiritual domains which emerge when there are primary threats to physiological integrity. Related legal, ethical, teaching/learning and communication/documentation issues are also explored.

NURS 277: Advanced Medical Surgical Nursing II Clinical

Credits: 2. Prerequisites: successful completion of third semester of the nursing program. Corequisites: NURS 276

Requires students to apply knowledge and skills to the care of adult patients in a simulated laboratory and acute care environments experiencing needs resulting from complex multisystem disruptions. Students apply the nursing process and utilize information literacy skills to achieve deliberative and competent decision-making that is grounded in evidence based practice to achieve best practice outcomes. Emphasis will be placed on prioritization of care through collaboration with other members of the health care team, patients and their families.

NURS 284: Role of the ADN Manager of Care

Credits: 2. Prerequisites: successful completion of third semester of nursing program

Capstone laboratory/clinical course facilitates the role transition from student to graduate nurse. Students integrate knowledge derived from the bio/psycho/social sciences, humanities and nursing to achieve best practice outcomes for multiple patients and their significant others in the acute care setting. Students apply advanced concepts of leadership and management while functioning in the legal, ethical and regulatory structures of the profession of nursing. In the clinical setting students will establish a therapeutic environment to meet the needs of multiple patients and their significant others by demonstrating the ability to meet the nursing program educational outcomes.

NURS 286B: Introduction to Critical Care Nursing

Credits: 3. Prerequisites: must have a registered nurse license

Examines the nurse's role in the critical care environment. Students are familiarized with concepts related to basic critical care client assessment and management. Topics include hemodynamic monitoring and shock, acute cardiovascular and pulmonary management, acute neurological and gastrointestinal dysfunctions, and organ donor. Multiorgan system dysfunction and trauma are also examined. The interventions of conscious sedation and advanced pain management are also explored.

NUTRITION

Division of Science, Mathematics & Engineering

NUTR 121: Human Nutrition

Credits: 3. Prerequisites: 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. Includes four laboratory experiences.

NUTR 223: Principles of Nutrition

Credits: 3. Prerequisites: CHEM 220

Nutrient functions and basis for nutrient requirements at the cellular level.

OCCUPATIONAL SAFETY & HEALTH

Division of Business and Computer Technology

OSH 101: Introduction to Safety & Health

Credits: 3. Prerequisites: none

Provides students with information and skills necessary to understanding and insuring safety and health in a variety of work locations. Specific attention is paid to Nevada Occupational Safety and Health Act, NRS Chapter 618. Covers the OSHA responsibilities of employers and employees, inspection procedures, complaint procedures, citations, and maximum mandatory penalties.

ORNAMENTAL HORTICULTURE

Division of Science, Mathematics & Engineering

OH 105B: Soils and Plant Nutrition

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: none

Helps students understand the major factors controlling the production of good turf grasses and the modifying effects of these factors upon each other



COURSES**Philosophy • Physics****PHILOSOPHY***Division of Social Science, Education, Humanities & Public Service***PHIL 101: Introduction to Philosophy***Credits: 3. Prerequisites: none*

Studies basic problems in different areas of philosophy such as ethics, political theory, metaphysics, and epistemology.

PHIL 102: Critical Thinking & Reasoning*Credits: 3. Prerequisites: 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*Credits: 3. Prerequisites: 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*Credits: 3. Prerequisites: none*

Provides an introduction to representative classical ethical theories.

PHIL 180B: Ufology*Credits: 1. Prerequisites: none*

Surveys ufology in our popular culture as well as a presentation of ufological theories thought to explain the evidence for ufological claims.

PHIL 200: Judeo-Christian Tradition*Credits: 3. Prerequisites: 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*Credits: 3. Prerequisites: 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*Credits: 3. Prerequisites: none*

Provides readings and discussion of theories concerning the nature of society and political structure from classical and contemporary philosophers.

PHIL 210: World Religions*Credits: 3. Prerequisites: none*

Examines the main moral and religious views of world religions.

PHIL 224: Introduction to Philosophy of Science*Credits: 3. Prerequisites: none*

Studies philosophical problems and implications of historical and contemporary scientific inquiry, e.g. the nature of laws, theories, explanations, scientific revolutions, values, relations of science and society.

PHYSICS*Division of Science, Mathematics & Engineering***PHYS 100: Introductory Physics***Credits: 3. Prerequisites: 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 at least four experiments with many demonstrations performed throughout the course.

PHYS 151: General Physics I*Credits: 4. Prerequisites: MATH 126 & 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*Credits: 4. Prerequisites: PHYS 151 or consent of instructor*

Emphasizes light, electricity, magnetism and nuclear physics.

PHYS 180: Engineering Physics I*Credits: 3. Prerequisites: 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*Credits: 1. Prerequisites or Corequisites: 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*Credits: 3. Prerequisites: PHYS 180 . Recommended: MATH 182*

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*Credits: 1. Prerequisites: MATH 182 & PHYS 180 .**Corequisites: PHYS 181*

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*Credits: 3. Prerequisites: MATH 182 & 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.



COURSES

Physics • Political Science • Power Equipment Technology • Psychology

PHYS 182L: Engineering Physics III Lab

Credits: 1. Prerequisites: MATH 182 & PHYS 181 or consent of instructor. Corequisites: PHYS 182

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

Credits: 1 – 3. Prerequisites: PHYS 151 or PHYS 180 or consent of instructor

Provides individual study conducted under the direction of a faculty member. May be repeated for up to six credits.

POLITICAL SCIENCE

Division of Social Science, Education, Humanities & Public Service

PSC 103: Principles of American Constitutional Government

Credits: 3. Prerequisites: none

Studies constitutions of U.S. and Nevada with specific attention to various principles and current problems of government.

PSC 108: Great Issues of Politics

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: none

Students learn about the organization, working principles and functional processes of state and local governments in the U.S.

PSC 231: World Politics

Credits: 3. Prerequisites: none

Explores recent and contemporary international relations and the foreign policies, policy making institutions, and the politics of various nations.

PSC 295: Special Topics in Political Science

Credits: 3. Prerequisites: consent of instructor

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. May be repeated for up to six credits.

PSC 299: Government Internship

Credits: 3. Prerequisites: 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 WNC service area.

POWER EQUIPMENT TECHNOLOGY

Division of Technology

PET 107B: Power Equipment Technician Motorcycle Maintenance I

Credits: 3. Prerequisites: 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.

PET 108B: Power Equipment Technician Motorcycle Maintenance II

Credits: 3. Prerequisites: PET 107B or consent of instructor

Continuation of 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.

PSYCHOLOGY

Division of Social Science, Education, Humanities & Public Service

PSY 101: General Psychology

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: none

Focuses on understanding and applying psychological principles and theories to personal development and human relationships.

PSY 120: The Psychology of Human Performance

Credits: 3. Prerequisites: PSY 101 or consent of instructor

Survey course into the subject of the psychology of human performance. Explores the psychological, emotional, and strategic dimensions of human performance. Emphasis will be to provide students with a comprehensive background that they can apply to their own performance areas.

PSY 130: Human Sexuality

Credits: 3. Prerequisites: none

This course 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

Credits: 4. Prerequisites: PSY 101 or SOC 101 & MATH 096 or consent of instructor

The purpose is the understanding of statistical methods and training in the useful presentation and interpretation of behavioral science data, including elementary computer use. Same as SOC 210.



COURSES

Psychology • Reading • Real Estate

PSY 220: Principles of Educational Psychology

Credits: 3. Prerequisites: PSY 101 or consent of instructor

Introduces the application of psychology principles of learning and cognitive development.

PSY 230: Introduction to Personality Psychology

Credits: 3. Prerequisites: none

Introduces students to personality testing and the major approaches to the study of personality, including the influence of heredity, learning, the unconscious, etc.

PSY 233: Child Psychology

Credits: 3. Prerequisites: PSY 101 or consent of instructor

Explains the growth and development of children from conception through early adolescence.

PSY 234: Adolescent Psychology

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: PSY 101 or consent of instructor

Introduces how hypotheses are objectively tested in the social sciences, including research design, data collection, and interpretation of results.

PSY 241: Introduction to Abnormal Psychology

Credits: 3. Prerequisites: PSY 101 or consent of instructor

Covers causes, symptoms, and treatments of major psychological disorders, including anxiety, dissociative, mood, somatoform, eating, schizophrenia and substance-related disorders.

PSY 261: Introduction to Social Psychology

Credits: 3. Prerequisites: PSY 101 or SOC 101 or consent of instructor

Examines how the presence of others influences thoughts and behavior, including research on close relationships, persuasion, stereotyping, aggression, and group dynamics.

PSY 270: Understanding Psychology Through Film

Credits: 3. Prerequisites: none

Covers major psychological concepts and principles as they are illustrated through contemporary, international, and independent film.

PSY 271: Psychology & the Family

Credits: 3. Prerequisites: none

Explores the relationship of the individual and the family.

PSY 275: Undergraduate Research

Credits: 3. Prerequisites: PSY 101 & PSY 210 & PSY 240

Requires independent or collaborative research.

PSY 280: Understanding Men and Women

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: PSY 101, completion of 30 college credits, 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.

PSY 299: Special Topics Intro Disabilities

Credits: 3. Prerequisites: none

Special topics which vary across semesters. A maximum of three credits may be applied towards a WNC degree.

READING

Division of Communication and Fine Arts

READ 093: Reading Improvement

Credits: 3. Prerequisites: 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.

READ 135: College Reading Strategies

Credits: 3. Prerequisites: READ 093 with a C or better, reading placement exam, or consent of 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

Division of Business and Computer Technology

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 WNC course schedule.

RE 101: Real Estate Principles I

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: 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.



COURSES

Real Estate • Recreation & Physical Education

RE 103: Real Estate Principles II

Credits: 3. Prerequisites or Corequisites: 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

Credits: 3. Prerequisites: 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

Credits: 1. Prerequisites: 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

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: 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.

RECREATION & PHYSICAL EDUCATION

Division of Social Science, Education, Humanities & Public Service

PEX 105: Scuba

Credits: 1. Prerequisites: none

Covers the fundamentals of scuba. Safety and trouble-shooting will also be topics of discussion.

PEX 107: Swimming

Credits: 1. Prerequisites: none

Covers water safety, floating, the backstroke, Austrian crawl and other strokes. May be offered at the beginning or intermediate level.

PEX 112: Baseball

Credits: 1. Prerequisites: consent of instructor

Focuses on advanced baseball skill development, competition techniques and strategy for highly skilled, first year participants in competitive baseball. May be repeated for up to six credits

PEX 117: Golf

Credits: 1 – 2. Prerequisites: none

Cover fundamentals of golf.

PEX 122: Racquetball

Credits: 1 – 2. Prerequisites: none

Covers the fundamentals of racquetball.

PEX 125: Softball

Credits: 1. Prerequisites: none

Focuses on advanced softball skill development, competition techniques and strategy for highly skilled participants in competitive softball. May be repeated for up to six credits.

PEX 127: Tennis

Credits: 2. Prerequisites: 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

Credits: 1. Prerequisites: none

Covers the fundamentals of backpacking. Safety skills will also be discussed.



COURSES

Recreation & Physical Education • Russian

PEX 136: Snowboarding

Credits: 1. Prerequisites: 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

Credits: 1. Prerequisites: none

Provides basic survival information. May include field trips to allow students hands-on experience in the field.

PEX 142: Judo

Credits: 1 – 6. Prerequisites: 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

Credits: 1 – 2. Prerequisites: 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

Credits: 1 – 3. Prerequisites: none

Familiarizes students with the forms, sequence and movements of Tai Chi. May be offered at the beginning or intermediate level.

PEX 151: Bicycling

Credits: 1 – 3. Prerequisites: none

Covers the fundamentals of bicycling.

PEX 154: Dance

Credits: 1. Prerequisites: none

Explores dance positions, leading and following, and proper usage of rhythm. May be offered at the beginning or intermediate level. May be repeated for up to four credits.

PEX 159: Horsemanship

Credits: 1 – 2. Prerequisites: 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

Credits: 1 – 4. Prerequisites: 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

Credits: 1 – 3. Prerequisites: 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

Credits: 1 – 2. Prerequisites: none

Covers general physical fitness.

PEX 180: Strength Training

Credits: 1 – 2. Prerequisites: consent 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

Credits: 0.5 – 3. Prerequisites: none

Introduces students to weight training principles.

PEX 184: Conditioning, Intercollegiate Athletics

Credits: 1. Prerequisites: consent 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 preparation 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 199: Special Topics

Credits: 1 – 3. Prerequisites: none

Special topics which vary across semesters. A maximum of six credits may be applied towards a WNC degree.

RUSSIAN

Division of Communications and Fine Arts

RUS 111: First Year Russian I

Credits: 4. Prerequisites: none

Develops language skills through practice in listening, speaking, reading, writing and structural analysis. Includes an introduction to Russian culture.



COURSES

Senior Computing • Social Work • Sociology

SENIOR COMPUTING

Division of Business and Computer Technology

SENR 101B: Personal Computing For Seniors I

Credits: 2. Prerequisites: none

Hands-on course is designed 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 received 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

Credits: 2. Prerequisites: SENR 101B or equivalent

Hands-on course is designed for the senior who has a basic knowledge of personal computer 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

Credits: 2. Prerequisites: SENR 101B or equivalent

Builds on students knowledge of Microsoft Windows, Word, Access and Excel. This 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

Credits: 2. Prerequisites: SENR 101B or equivalent

Learns how to enhance documents through the use of graphics. Becomes familiar with various graphic programs, including PowerPoint and Publisher. Learns how to scan picture and documents into a computer.

SENR 105B: Internet For Seniors

Credits: 2. Prerequisites: SENR 101B or equivalent

Hands-on course is designed 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, business and services through yellow page search services and information. The student will download files, use e-mail and transfer attachment.

SENR 110B: File and Disk Management For Seniors

Credits: 2. Prerequisites: SENR 101B or equivalent

Hand-on on course is designed 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

Division of Social Science, Education, Humanities & Public Service

SW 220: Introduction to Social Work

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: none

Analyzes types of crisis theory, effects of crisis on the individual, family and community. Looks at methods and resources for crisis intervention.

SOCIOLOGY

Division of Social Science, Education, Humanities & Public Service

SOC 101: Principles of Sociology

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: SOC 101 or consent of instructor

Acquaints students with selected social problems, their causes and possible solutions.

SOC 202: American Society

Credits: 3. Prerequisites: SOC 101 or consent of instructor

Studies modern American society, its communities, and institutions.

SOC 205: Ethnic Groups in Contemporary Societies

Credits: 3. Prerequisites: introductory course in one of the social sciences
See ANTH 205.

SOC 210: Introduction to Statistical Methods

Credits: 4. Prerequisites: PSY 101 or SOC 101 & MATH 096 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. Same as PSY 210.

SOC 261: Introduction to Social Psychology

Credits: 3. Prerequisites: PSY 101 or SOC 101 or consent of instructor

Examines the social character of human behavior.

SOC 275: Introduction to Marriage & the Family

Credits: 3. Prerequisites: SOC 101 or consent of instructor

Examines typical problems encountered in dating, courtship, marriage, and parenthood.



COURSES

Spanish • Statistics • Surgical Technology

SPANISH

Division of Communication and Fine Arts

SPAN 101B: Spanish, Conversational I

Credits: 3. Prerequisites: none

Emphasizes spoken communication. Listening skills, reading and writing skills will be explored. A vocabulary of Spanish-English words can be developed to suit student needs. As students progress through this four-semester sequence they will build increasing fluency in the speaking, reading and writing of Spanish.

SPAN 102B: Conversational Spanish II

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: SPAN 102B or consent of instructor

Further develops skills learned in previous semesters.

SPAN 104B: Conversational Spanish IV

Credits: 3. Prerequisites: SPAN 103B or consent of instructor

Further develops skills learned in previous semesters.

SPAN 109B: Spanish for Educators I

Credits: 3. Prerequisites: none

Provides basic skills and tools to English-speakers who work with native Spanish-speaking students and their parents. Examines cultural aspects that can affect student performance and achievement.

SPAN 110B: Spanish For Educators II

Credits: 3. Prerequisites: SPAN 109B consent of instructor

Designed to help students continue enhancing their oral and written communication skills in Spanish and become more cognizant of cultural obstacles faced by Spanish-speaking ELL students. Explores numerous best practices for reaching ELL students.

SPAN 111: First Year Spanish I

Credits: 4. Prerequisites: 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

Credits: 4. Prerequisites: SPAN 111 or 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

Credits: 3. Prerequisites: none

Applies to assorted short courses and workshops covering a variety of subjects.

SPAN 211: Second Year Spanish I

Credits: 3. Prerequisites: SPAN 112 or equivalent

Considers structural review, conversation and writing, and readings in modern literature.

SPAN 212: Second Year Spanish II

Credits: 3. Prerequisites: SPAN 211

Continues structural review, conversation and writing, and readings in modern literature.

STATISTICS

Division of Science, Mathematics & Engineering

STAT 152: Introduction to Statistics

Credits: 3. Prerequisites: MATH 126 or MATH 128 or consent of instructor

Introduces statistics, probability models, statistical estimation and hypothesis testing, linear regression analysis, and special topics.

SURGICAL TECHNOLOGY

Division of Nursing and Allied Health

SRGT 100B: Foundations of Surgical Technology

Credits: 2.5. Prerequisites: 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

Credits: 2.5. Prerequisites: admission into the surgical technology program

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. Two credits lecture; 0.5 credits laboratory / clinical.

SRGT 104B: Operating Room Techniques

Credits: 4. Prerequisites: SRGT 100B & SRGT 102B

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. Three credits lecture; one credit lab.



COURSES

Surgical Technology • Surveying • Theatre

SRGT 110B: Preparation of the Surgical Patient

Credits: 2.5. Prerequisites: SRGT 100B & SRGT 102B

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, 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. Two credits lecture, 0.5 credits laboratory/clinical.

SRGT 111B: Surgical Procedures

Credits: 5.5. Prerequisites: SRGT 110B

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. Five credits lecture; .5 credit laboratory.

SRGT 132B: Surgery Clinical Practice

Credits: 9. Prerequisites: SRGT 110B & SRGT 111B

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. 405 hours of clinical experience.

SURVEYING

Division of Technology

SUR 119B: Construction Surveying

Credits: 2 – 4. Prerequisites: 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.

SUR 161: Elementary Surveying

Credits: 4. Prerequisites: MATH 120 or higher

Beginning course designed to introduce students to modern techniques in land surveying.

SUR 162: Advanced Surveying

Credits: 4. Prerequisites: SUR 119B or SUR 161 or SUR 265

Advanced curriculum in surveying, but with increased difficulty and responsibility.

SUR 261: Legal Aspects of Surveying

Credits: 3. Prerequisites: none

Covers legal terminology relating to land surveying, writing and interpreting legal descriptions, and deed and title research. Introduces state laws relating to surveying and mapping.

SUR 262: Principles of Land Surveying

Credits: 3. Prerequisites: none

Covers principles of land surveying and an in-depth study of public land system, restoration of corners, boundary and control survey adjustments, and evidence and analysis.

SUR 263: Civil Survey Design

Credits: 3. Prerequisites: none

Covers advanced subdivision, street and utility design and computations, basic map preparation, method and procedures for construction surveying of civil designed improvements.

SUR 264: Introduction to Global Positioning System

Credits: 3. Prerequisites: none

Focus is on aspects of the satellite navigation system becoming widely used in surveying and navigation. Topics include origin, history, operations, differential positioning, kinematic and real time GPS (RTK).

SUR 265: Introduction to Construction Surveying

Credits: 4. Prerequisites: none

Covers reviewing and understanding civil, structural, and architectural constructing plans, and relationship for surveying layout. Requires surveying in an outdoor lab environment.

SUR 266: Land Development

Credits: 3. Prerequisites: none

Introduction to the forces shaping urban form including history and determinants of influence, nature of urban form, comprehensive planning and implementation including zoning, general terms relating to development, state statutes, and local land use controls.

THEATRE

Division of Communication and Fine Arts

THTR 100: Introduction to Theater

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: 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.



COURSES

Theatre • Welding

THTR 116: Musical Theatre Dance

Credits: 1. Prerequisites: none

Introduces beginning techniques of tap dance.

THTR 123: Creative Drama

Credits: 3. Prerequisites: none

Examines the rules of improvisation in the theatre.

THTR 176: Musical Theatre Workshop I

Credits: 2 – 3. Prerequisites: none

Performance of musical theatre productions. May be repeated to a maximum of nine credits. Same as MUS 176.

THTR 180: Cinema as Art & Communication

Credits: 3. Prerequisites: 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 198: Special Topics in Theater

Credits: 1 – 3. Prerequisites: none

Focuses in depth on a special topic in theater.

THTR 199: Play Structure & Analysis I

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: none

Continues acting principles presented in Introduction to Acting I with an emphasis on the classics.

THTR 209: Theatre Practicum

Credits: 2 – 3. Prerequisites: none

Offers practical experience in stage productions.

THTR 219: Projects in Technical Theater

Credits: 3. Prerequisites: none

In-depth study of 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

Credits: 3. Prerequisites: MUS 176 or THTR 176

Continues skills learned in THTR 176 or MUS 176. Offers a workshop in the techniques of musical theatre. May be repeated to a maximum of nine credits. Same as MUS 176.

WELDING

Division of Technology

WELD 111B: Beginning Welding for Art

Credits: 3. Prerequisites: 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.

WELD 112B: Beginning Ornamental Ironworking

Credits: 3. Prerequisites: WELD 111B or WELD 211

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.

WELD 115B: Welding Inspection and Testing Principles

Credits: 3. Prerequisites: 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.

WELD 121B: Advanced Welding for Art

Credits: 4. Prerequisites: WELD 111B or WELD 211

Continues WELD 111B with concentration in one or more specific areas explored in the introductory class. Focuses on more complex and intricate art projects.

WELD 122B: Advanced Ornamental Ironworking

Credits: 3. Prerequisites: WELD 112B

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.

WELD 151B: Metallurgy I

Credits: 3. Prerequisites: 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.

WELD 159B: Ultrasonic Testing Level I

Credits: 3. Prerequisites: 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.



COURSES

Welding • Woodworking

WELD 198B: Special Topics in Welding

Credits: 0.5 – 6.

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.

WELD 211: Welding I

Credits: 3. Prerequisites: none

Introduces welding which includes welding safety, environmental awareness, oxy-acetylene welding, cutting, and brazing as well as shielded metal-arc.

WELD 212B: Welding I Practice

Credits: 2. Prerequisites or Corequisites: WELD 211

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.

WELD 221: Welding II

Credits: 3. Prerequisites: WELD 211 or consent of instructor

Continuation of MTL 212 with emphasis on developing welding skills for SMAW, GMAW, GTAW production in overhead, flat, horizontal, and vertical positions.

WELD 222B: Welding II Practice

Credits: 2. Prerequisites or Corequisites: WELD 221

Continues MTL 212 with emphasis on developing welding skills for SMAW, GMAW, and GTAW production in overhead, flat, horizontal, and vertical positions.

WELD 224B: Welding Projects

Credits: 1 – 6. Prerequisites: 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.

WELD 231B: Welding III

Credits: 3. Prerequisites: WELD 221

Includes theory and practice in gas metal-arc welding and gas tungsten-arc welding.

WELD 232B: Welding III Practice

Credits: 2. Prerequisites: WELD 222B

Focuses on GMAW, GTAW, and FCAW which will train the student to perform production and certification performance welding on ferrous and non-ferrous metals.

WELD 241B: Welding IV

Credits: 3. Prerequisites: WELD 231B

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.

WELD 242B: Welding IV Practice

Credits: 2. Prerequisites: WELD 241B & WELD 232B

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.

WELD 250B: Welding Certification Preparation

Credits: 1 – 12. Prerequisites: consent of instructor

Introduces the student to the many certifications available by meeting the standards of the American Welding Society codes. Also, it includes instruction on code certification required by the American Petroleum Institute and the American Society of Mechanical Engineers. May be repeated for up to 12 credits.

WELD 259B: Ultrasonic Testing Level II

Credits: 3. Prerequisites: WELD 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.

WELD 290B: Internship in Welding

Credits: 1 – 8. Prerequisites: consent of instructor

Provides the student with on-the-job, supervised and educationally directed work experience.

WOODWORKING

Division of Technology

WOOD 197B: Beginning Woodworking

Credits: 3. Prerequisites: 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

Credits: 3. Prerequisites: none

Continues the skills learned in WOOD 197B. The course is designed to meet the individual needs of the student through advanced woodworking construction practices which will be employed on an individual student need basis.

WOOD 250B: Wood Projects

Credits: 3. Prerequisites: consent of instructor

Permits students to pursue special projects and/or explore areas of specific interest.



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FACULTY & ADMINISTRATION

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FACULTY & ADMINISTRATION

PROFESSIONAL STAFF

RICHARD ALLEN

Softball Coach

B.A., Education, University of Nevada, Reno. At WNC since 2007.

JACK ANDERSEN

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 WNC since 1983.

VALERIE ANDERSEN

Public Services Librarian

B.A., Special Education, University of Arizona; M.L.S., Library Science, Emory University. At WNC since 1984.

RICHARD ARRIGOTTI

Community College Professor of Mathematics

B.S., Mathematics, St. Mary's College; M.S., Mathematics, University of California at Davis; Candidate in Philosophy for Mathematics, University of California at Davis. Instructor of the Year - 1997 and 2005. United Students Association Distinguished Faculty Award - 2002. At WNC since 1976.

STEPHANIE ARRIGOTTI

Community College Professor of Music

B.A., English, University of California at Davis; M.M., Piano Pedagogy, University of Nevada, Reno. Outstanding Faculty Member - 2007. At WNC since 1987.

MIKE BATESEL

Coordinator of Media Services

Administrator of the Year - 2006-2007. At WNC since 1989.

BONNIE BERTOCCHI

Assistant to the President

A.A., Western Nevada Community College. At WNC since 2000.

SHERRY BLACK

Community College Professor of Education

B.S., Business Administration/Finance; M.A., Counseling and Educational Psychology, University of Nevada, Reno. Nevada Regents Outstanding Academic Advisor - 1999. Instructor of the Year-2003 and 2006. At WNC since 1987.

CATHERINE BOEDENAUER

Programmer/Analyst

B.A., Journalism, University of Nevada, Reno. At WNC since 2002.

LAWRENCE CALKINS

Librarian

B.S., History; M.L.S., Library Science, University of Oregon. At WNC since 1997.

CONNIE CAPURRO

Vice President of Academic and Student Affairs

B.A., Social Science, The Ohio State University; M.S.W., Social Work, California State University, Sacramento; LCSW, ACSW.

Outstanding Faculty Member - 1996. Nevada Regents Academic Advisor Award - 2000. WNC President's Award for Administrative Faculty Excellence - 2002. At WNC since 1989.

DONALD CARLSON

Community College Professor of Sociology

A.A., Liberal Arts, Burlington College; B.A., Political Science, Drake University; M.A., Sociology, University of Detroit. Outstanding Faculty Member - 1991. Nevada Regents Academic Advisor Award - 2003. At WNC since 1974.

URSULA CARLSON

Community College Professor of English

B.A., English, Michigan State University; M.F.A., Creative Writing, University of Iowa; Ph.D., English, University of Detroit. At WNC since 1993.

FRANKLIN S. CARMAN III

Community College Professor of Physical and Biological Sciences

A.A., Chemistry, Colby Community College; B.A., Chemistry, Fort Hays State University; Ph.D., Biochemistry, University of Nevada, Reno. At WNC since 1990.

DEBORAH A. CASE

Director of Counseling Services

B.A., Comparative Literature, San Diego State University; M.Ed., Community College Education, Northern Arizona University. At WNC since 2005.

MAXINE CIRAC

Chair, Division of Communication and Fine Arts

Community College Professor of Foreign Languages

B.A., French/Spanish; M.A., French, University of Nevada, Reno. At WNC since 1985.

JAMI-SUE COLEMAN

Nursing Instructor

B.S.N., Nursing, University of the State of New York; M.S., Health Services Administration, University of St. Francis. At WNC since 2006.

JAYNA CONKEY

Community College Professor of Graphic Arts

A.A., Art, Truckee Meadows Community College; B.A., Art, University of Nevada, Reno; M.F.A., Art/Photography/Electronic Media, University of Colorado at Boulder. At WNC since 2000.

DAVE COOK

Community College Professor of Business/Economics

B.A., Political Science; B.S., Accounting; M.B.A., Business, University of Nevada, Las Vegas. At WNC since 1989.



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FACULTY & ADMINISTRATION

JUDITH CORDIA

Director/Division Chair of Nursing and Allied Health

B.S.N., Nursing, University of Rochester; M.S.N., Nursing, State University of New York at Buffalo; Ed.D., Nova Southeastern University. At WNC since 2002.

BRIAN CROWE

Coordinator, Environmental Health and Safety

B.S., Mechanical Engineering, Clarkson University. At WNC since 2003.

BRIGITTE DILLET

Chair, Division of Science, Mathematics and Engineering

Community College Professor of Earth Science

B.S., Geology; M.S., French D.E.A.; Ph.D., Geology/Petrology/Granite, University of Clermont II, Clermont-Fd, France. At WNC since 1995.

DARLA DODGE

Assistant to the Vice President of Finance and Administrative Services

At WNC since 2001.

ANDREA DORAN

Director, Child Development Center

B.A., Psychology; M.A., Early Childhood Special Education, University of Nevada, Reno. At WNC since 1997.

MARK DORIO

Community College Professor of Mathematics and Philosophy

A.A., Mathematics, Los Angeles Pierce College; B.A., Mathematics, California State University, Northridge; M.A., Mathematics, University of California, Los Angeles; M.A., Philosophy, University of Nevada, Reno. Instructor of the Year - 1996, 2004. WNCC President's Award for Teaching Excellence - 2001. At WNC since 1989.

JEFFREY S. DOWNS

Community College Professor of Mathematics

B.S., Mathematics, California State University, San Bernardino; M.A., Mathematics, California State University, Fullerton. Instructo/Teacher of the Year - 2005. At WNC since 2004.

KATIE DURBIN

Peace Officer Academy Commander

A.A.S., Probation and Parole, Western Nevada Community College. P.O.S.T. Certificate. At WNC since 1996.

DORIS DWYER

Community College Professor of History/Humanities

B.A., Social Science; M.A., History, Eastern Kentucky University; Ph.D., History, Miami University of Ohio. Outstanding Faculty Member - 1997. Instructor of the Year - 2000. WNC President's Award for Teaching Excellence - 2004. Regents' Community College Teaching Award - 2005. At WNC since 1980.

PAUL EASTWOOD

Instructor of Machine Tool Technology

A.A.S., Machine Tool Technology, Western Nevada Community College. At WNC since 2004.

GARY EVETT

Community College Professor of Chemistry

B.S., Microbiology; M.S., Microbiology; Ph.D., Biochemistry, Brigham Young University. Teacher of the Year - 1997. At WNC since 1993.

RICHARD FINN

Community College Professor of Criminal Justice

A.A., Law Enforcement, Santa Rosa Junior College; B.S., Criminal Justice, San Jose State University; M.P.A., Public Administration, Golden Gate University. Instructor of the Year - 1992. At WNC since 1990.

JOSHUA FLEMING

Community College Professor of English/Academic Skills Center Coordinator

A.A., English, Sierra Community College; B.A., English, Cal Poly State University; M.A., English, University of California, Santa Cruz. At WNC since 2004.

CINDY FRANK

Instructor of American Sign Language

B.A., Liberal Studies, California State University, Hayward; M.A., Deaf and Hard of Hearing, California State University, Northridge. At WNC since 2005.

KEVIN GAFFNEY

Project Manager

At WNC since 2007.

MARK GHAN

Vice President of Human Resources and General Counsel

J.D., Law, Santa Clara University. At WNC since 2006.

VERONICA GIBBS

Counselor, Fallon Campus

B.A.; Psychology/Spanish, University of Nevada, Reno. At WNC since 2008.

EDDA GIBSON

Nursing Instructor

B.S.N.; M.S., Nursing, University of Nevada, Reno. At WNC since 2004.

ANNE HANSEN

Director of Information and Marketing Services

B.A., Communications, University of Dayton; M.A., Journalism, University of Nevada, Reno. At WNC since 1986.

MICHAEL HARDIE

Community College Professor of Mathematics

B.S., Mathematics, University of Santa Clara; M.Ed., Counseling; M.S., Mathematics, University of Idaho; Ed.D., Educational Leadership, University of Nevada, Reno. Instructor of the Year - 1995. Outstanding Faculty Member - 1995. At WNC since 1981.

DIANNE HILLIARD

Director of Admissions & Records

B.A., Psychology; M.A., Counseling, California State University, Chico. Regents' Academic Advisor Award - 2005. At WNC since 1987.



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EMILY HOWARTH

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 + Internet, Systems Engineer, and Trainer; B.I.T., Information Technology, American InterContinental University. At WNC since 2005.

DEBORAH INGRAFFIA-STRONG

Instructor of Nursing

B.S.N., Nursing, University of Nevada, Reno; M.S.N., Nursing, University of Phoenix. At WNC since 2005.

LINDA JACKS

Nursing Instructor/Lead Faculty, Nursing

B.S.N., Nursing; M.N., Nursing, University of California at Los Angeles. At WNC since 2000.

HELAINÉ JESSE

Vice President of Development & External Affairs

B.A., History, University of Oregon, Eugene; M.A., Speech Communication, University of Nevada, Reno. Certified Fund-Raising Executive. At WNC since 1993.

IRENA JOANETTE-GALLIO

Community College Professor of Business

B.S., Business Education; M.Ed., Curriculum and Instruction, emphasis on Business, University of Nevada, Reno. Instructor of the Year - 1993. At WNC since 1985.

PERRY JOHNSON

Community College Professor of Drafting Technology

B.S., Industrial Arts; M.I.E., Industrial Education, Utah State University. At WNC since 1992.

FRED KILLE

Community College Professor of English

A.A., English and Mathematics, El Camino College; B.A., English; M.A., English, California State University at Long Beach. At WNC since 1984.

JANET KING

Instructor of Social Psychology

B.S., University of N. Alabama; M.S., Mississippi State University. At WNC since 2007.

JULIE KING

Community College Professor of English/Lead Faculty, Communication and Fine Arts

B.A., English; M.A., English, University of Nevada, Reno. Instructor of the Year - 2001. At WNC since 1989.

JOHN KINKELLA

Dean of Student Services and Athletics Director

B.A., Philosophy, St. John's College; M.S.Ed., Administrative Studies, Mount St. Mary's College. Regents Academic Advisor Award, 2007. At WNC since 2004.

RICHARD KLOES

Chair, Division of Business

Community College Professor of Accounting

A.A., Business, Yuba College; B.S., Accounting, California State University at Chico. Certified Public Accountant. Outstanding Faculty Member - 2002. At WNC since 1995.

JAMES KOLSKY

Community College Professor of English

B.A., English; M.A., English, Southern Illinois University. Outstanding Faculty Member - 2001. Instructor of the Year Award - 2005. At WNC since 1978.

MARGARET KONIECZNY

Community College Professor of Nursing

B.S.N.; M.S.N., California State University, Dominguez Hills. At WNC since 2002.

WINNIE KORTEMEIER

Community College Professor of Earth Science

B.S., Geology, Furman University; M.S., Geology, Arizona State University. Outstanding Faculty Member - 1999. Instructor of the Year - 2000. Nevada Regents Advisor Award-2004. At WNC since 1989.

CAROL LANGE

Dean of Instruction

B.A., Elementary Education, Allegheny College; B.A., Biology, Alfred University; M.S. Biology, St. Bonaventure University. At WNC since 2005.

JOHN W. LAZZARRI

Financial Assistance Coordinator

B.A., Management, University of Nevada, Reno. At WNC since 2007.

KATHERINE LEAO

Coordinator of Student Life

M.Ed.; B.S., Northern Arizona University. At WNC since 2007.

DEBORAH LE BALCH

Community College Professor of Nursing

B.S., Nursing; M.S., Nursing, University of Nevada, Reno. At WNC since 2003.

SONGHAI LIU

Network Support Specialist

B.S., Electrical Engineering, Harbin Institute of Technology, P.R. China; M.S., Electrical Engineering, University of Nevada, Reno. At WNC since 1997.

CAROL LUCEY

President

B.A., Physics and Mathematics; M.A., Physics, State University of New York at Binghamton (SUNY); Ph.D., Physics, Brown University. At WNC since 1999.



FACULTY & ADMINISTRATION**LORI MAGNANTE****Community College Professor of Early Childhood Education**

A.A., Child Development, San Joaquin Delta College; B.S., Child Development, California State University, Stanislaus; M.A., Early Childhood Education, Prescott College. At WNC since 2000.

RENEE MAGRINI**Community College Professor of Natural Science**

B.S., Biology; M.S., Biology, University of Nevada, Reno. At WNC since 1990.

MICHAEL MALAY**Community College Professor of Nursing**

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; CCRN, Critical Care Registered Nurse certification, AACN Certification Corporation. At WNC 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 WNC since 1998.

JAMES MANNING**Chief Budget Officer**

B.A., B.S., University of Nevada, Reno. At WNC since 2007.

ALEXANDER MANOV**Computer Science Instructor**

Ph.D., Philosophy, Illinois Institute of Technology. At WNC since 2008.

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 WNC since 2000.

EDWARD MARTIN**Chair, Division of Technology
Instructor of Welding**

A.A.S., Automotive/Welding, American River College; B.S., Adult Teacher Ed./Corporate Training, Idaho State University. At WNC since 2006.

GENE MARTIN**Construction Technology Instructor**

B.T., Construction Science, University of Nevada, Reno; A.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 WNC since 2004.

GIL MARTIN**Community College Professor of Art**

B.A., English Literature; B.A., Art History, University of Washington; M.F.A., Painting, University of Oregon. At WNC 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 WNC since 1979.

JOSE MARTINEZ**Instructional Research Programmer/Analyst**

A.A., Western Nevada Community College. At WNC since 2001.

CHAD MCCULLY**Instructor of English**

B.A., English, California State University, Chico; M.F.A., Creative Writing, California State University, Fresno. At WNC 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 WNC since 1986.

GEORGE MCNULTY**Coordinator of Retention/Counselor**

M.A., Counseling and Educational Psychology, University of Nevada, Reno. At WNC since 2007.

ROBBIN MOORE**Coordinator, Smith Valley Center**

A.A., Business, Mount San Antonio College. At WNC since 2001.

CHERYL MORELAND**Community College Professor of Nursing**

B.S., Nursing; M.S., Nursing, University of Nevada, Reno. At WNC since 1979.

ROBERT MORIN**Chair, Division of Social Science, Education, Humanities and Public Service/Community College Professor of Political Science**

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. Instructor/Teacher of the Year - 2006. At WNC since 2003.

SCOTT MORRISON**Instructor of Mathematics**

B.A., M.S. Mathematics, University of Nevada, Reno. Instructor/Teacher of the Year - 2007. At WNC since 2006.

DON MOXLEY**Director of Computing Services**

B.S., Computer Science, Franklin Pierce College, New Hampshire. At WNC 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 WNC since 1995.



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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 WNC since 1995.

KEVIN P. MURPHY

Webmaster

B.M., Music Performance; M.M., Music Composition, California State University, Northridge. At WNC since 2006.

MARY MYERS

Library and Media Services Coordinator

M.A., Library Science, University of Iowa. At WNC since 2008.

WILLIAM NAYLOR

Community College Professor of Welding

B.S.C.E., Civil Engineering, University of Nevada, Reno. AWS Welding Inspector. I-CAR GMA Welding Inspector and Test Administrator. At WNC 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 WNC since 1996.

SHERRY NEIL-URBAN

Community College Professor of Nursing

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 WNC since 2003.

DANIEL NEVERETT

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 WNC since 2004.

DIANE NUNGARY

Coordinator of Tech Prep

At WNC since 1995.

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 WNC since 1997.

HOLLY O'TOOLE

Biological Science Instructor

B.S., Agricultural Education, University of Nevada, Reno; M.S., Science, University of Nebraska at Kearney. At WNC since 2007.

CHERYL PAWLUK

Community College Professor of Psychology

B.A., San Jose State University; Ph.D., Social Psychology, University of Nevada, Reno. At WNC since 1980.

SCOTT PENZEL

Workforce Development Coordinator

B.S.E., Mechanical Engineering, United States Military Academy. At WNC since 2006.

MARLENE PETERSON

Coordinator, Fernley Center

B.A., Political Science, University of California, San Diego; M.S., Financial Management, Naval Postgraduate School. At WNC since 2004.

JACK PIIRAINEN

Director of Public Safety

Nevada Police Officers Standards and Training (POST); Louisiana Police Officers Standards and Training (POST). At WNC since 2000.

SUSAN PRIEST

Instructor, Counseling and Guidance Personnel

B.A., University of Chicago; M. Div., Pacific School of Religion. At WNC since 2005.

MICHELLE RACHAL

Assistant to the Vice President of Academic and Student Affairs

B.A., University of Nevada, Reno; M.L.I.S., Library and Information Science, University of Wisconsin-Milwaukee. At WNC since 2007.

PAUL RICHEY

Controller

B.S., Psychology; M.S., Counseling, San Diego State University. Certified Public Accountant. At WNC since 1990.

RICK RIENDEAU

Community College Professor of Reading and Developmental English

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 WNC since 1981.

DAVID RISKE

Computer Technology Instructor/Lead Faculty, Business

A.G.S., Western Nevada Community College; B.G.S., University of Nevada, Reno. CCAI, CCNP, MLSE. M.S., Network Architecture Design, Capella University. At WNC since 1996.

DAVE ROLLINGS

Director of Facilities Planning and Management

Certificate, The Complete Course on Facilities Management, Rockhurst University. At WNC 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 WNC since 1998.

FACULTY & ADMINISTRATION**CHRISTOPHER RYAN****Community College Professor of Geographic Information Systems**

B.S., Geography; M.S., Geography/GIS, University of Nevada, Reno.
WNC Teaching Award - 2007. At WNC since 2000.

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 WNC 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 WNC since 1974.

ROBERT SCHLEEF**Coordinator, Hawthorne Center**

B.S., Liberal Arts, Regents College; M.A., Project Management, Jones
International University. At WNC since 2005.

SUSAN SCHOEFFLER**Coordinator of Customer Service and Support/Computing Services**

B.S., Elementary Education, University of Idaho; M.A., Vocational
Educational/Computer Technology, University of Idaho. At WNC
since 2000.

SUSAN KAY SEDLAK**Nursing Laboratory Coordinator**

B.S.N., Nursing, University of Hawaii; M.S.N., Nursing, University of
California, San Francisco. At WNC since 2006.

HAL STARRATT**Community College Professor of Anthropology**

B.A., History/Political Science, University of California Davis; M.A.,
Communication Studies and Anthropology, California State Univer-
sity, Sacramento; M.A., Anthropology, Tulane University; Ph.D.,
Anthropology, Tulane University. At WNC since 2003.

JEROLD STEGEMAN**Construction Management Instructor**

B.S., Colorado State University; M.S.E., Ph.D., University of Las Vegas.
At WNC since 2007.

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 WNC since 1989.

JAMES STRANGE**Community College Professor of Mathematics**

B.S., Mathematics, Sonoma State University; M.S., Mathematics,
New Mexico State University. At WNC since 1995.

DANNA STURM**Librarian**

B.A., Social Psychology, University of Nevada, Reno; M.L.S., Library
Science, North Texas State University. At WNC since 1996.

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 WNC since 1993.

MARILEE SWIRCZEK**Community College Professor of English/Developmental English
Founder & Advisor, Lone Mountain Writers**

A.A., English, Pasadena City College; B.A., English, California State
University, Los Angeles; M.A., English, University of Hawaii. WNC
Instructor of the Year - 1991. UCCSN Outstanding Faculty Award -
1995-1996 and 1997-1998. Nevada Regents Teaching Award - 2001.
At WNC since 1989.

SHARON TETLY**Community College Professor of Art**

B.F.A. in Studio Arts, Painting, Cornish College of the Arts; M.F.A. in
Studio Arts, Sculpture, Washington State University.
At WNC since 2002.

ERIC THORNTON**Student Services Programmer/Analyst**

A.S., Pre-engineering, Western Nevada Community College; B.S.,
Computer Science, University of Nevada, Reno. Administrator of the
Year - 2005-2006. At WNC since 2004.

LORI TIEDE**Director of Financial Aid**

B.A., Speech Communication; M.B.A., Business Administration,
University of Nevada, Reno. At WNC since 2004.

MICHAEL TISCHLER**Community College Professor of English**

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 WNC since 2004.

LESLIE TOWNSEND**Assistant to the Vice President of Development & External Affairs**

A.A., Education, Western Nevada Community College.
At WNC since 1988.

RICHARD TREE**Coordinator, Lovelock Center**

B.A., Physical Education, Southern Utah University; M.Ed., Guidance
and Counseling, Whitworth College. At WNC since 2001.



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SUSAN TRIST

Disabled Student Services Coordinator

B.A. Psychology, Bloomburg University of Pennsylvania; M.A.,
Clinical Psychology, West Chester University of Pennsylvania. At WNC
since 2005.

IRENE TUCKER

Assistant Director of Human Resources

A.A., Western Nevada Community College. Certificate in Human
Resources Management and Certificate in Beginning Mediation, Uni-
versity of Nevada, Reno. At WNC since 2008.

LINDA WHITEHILL

Community Education Coordinator

At WNC since 2005.

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 WNC since 2000.

DAVID J. WHITTEMORE

Baseball Coach

B.S., Liberal Studies, Oregon State University. At WNC 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 WNC 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 WNC since 2000.

PART-TIME FACULTY

Information regarding part-time faculty is available from the Office of the
Dean of Instruction.



RULES & SANCTIONS

WNC 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 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 Services office.

The administrative officer for these rules and procedures at Western Nevada 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.



RULES & SANCTIONS

6. Suspension for Employees: Exclusion from assigned duties with or without pay for a specified time period.
7. Expulsion for Students: Termination of student status for an indefinite period of time. Permission of the college president shall be required for readmission. The official transcript of the student shall be marked "Disciplinary Expulsion Effective."

USE OF SOCIAL SECURITY NUMBERS

The Family Educational Rights and Privacy Act of 1974 as amended requires that when any federal, state, or local government agency requests an individual to disclose his/her Social Security number, that individual must also be advised whether that disclosure is mandatory or voluntary, by what statutory or other authority the number is solicited and what use will be made of it.

Accordingly, students are advised that disclosure of their social security number is not required as a condition of registration at WNC. Students who do not wish to disclose their Social Security number will be assigned a 10 digit student identification number by Admissions and Records. Students will need to show a government issued photo ID to obtain their student ID number or they may submit a written request to Admissions and Records to have the student ID number mailed. Students are responsible for utilizing the same identification number throughout their attendance at WNC.

The Social Security number is used to verify the identity of the applicant and as an identifier on student records throughout the enrollment periods of the student to accurately record necessary data. As an identifier the Social Security number is used in program activities such as determining enrollment, recording grades, certifying enrollment verification, generating student transcripts and student fees, and as an identifier for grants, loans and other financial aid programs

RESIDENCY DEFINITIONS

BONA FIDE NEVADA RESIDENT

A bona fide Nevada resident is defined as an independent person who has continuous physical presence in the state of Nevada for a minimum of 12 consecutive months prior to matriculation, who has no ties to any other state and who has the intent to permanently reside in the state of Nevada. In general, an individual is expected to obtain a Nevada driver's license or ID card within 30 days of moving to Nevada to be considered a bona fide resident. For a dependent person, the family, spouse or legal guardian must have physical presence in the state of Nevada for a minimum of 12 consecutive months prior to the student's matriculation, with no ties to any other state, with the intent to permanently reside in Nevada.

DEPENDENT AND FAMILY

A dependent is defined as a person who is not financially independent and is claimed as an exemption for federal income tax purposes under Section 152 of the Internal Revenue Code by another person for the most recent year. Family is defined as natural or legal adoptive parent(s) of a dependent person, or if one parent has legal custody of a dependent person, that parent.

DATE OF MATRICULATION

Date of matriculation is the first day of instruction in the semester or term in which enrollment of a student first occurs (excluding community service courses which are not state funded). 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% refund period or has a record of previous enrollment at Western Nevada College.

NON-RESIDENT

A student who is not a bona fide Nevada resident and/or who is not a United States citizen or a Permanent Resident Alien is considered a nonresident and must pay nonresident fees.

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 12 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 12 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 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.



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- 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 residence.

A student who has been classified as a nonresident who matriculates to WNC 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 WNC 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 card or 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 or does not take any courses at a NSHE institution for at least 12 months from the time the student moved to Nevada as a bona fide resident.

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.

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 Admissions and Records 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 Admissions and Records. In the event the appeal is not taken within that time, the decision of Admissions and Records 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 for which 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 law. The Nevada System of Higher Education (NSHE) 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 workplace 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, Chapter 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 on-going sexual harassment training program for employees.



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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;
- 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 one hundred eighty (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.



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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.
 - 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, Nevada Administrative Code , 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 Nevada Administrative Code , 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 WNC 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 WNC's web site: www.wnc.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 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 NSHE, Western Nevada College complies with rules and regulations as adopted by the Board of Regents. In addition, WNC 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 WNC 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 2006-2007, the four-year average Student-Right-to-Know graduation rate was 20 percent.

WNC graduation completion rates are available from the Counseling Services and the Admissions and Records offices on the Carson City campus.

