



*Western Nevada College*

FALL 2011- SUMMER 2012

# CATALOG





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## MISSION & GOALS

**W**estern 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 are 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 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 focus of our curriculum is to meet the educational goals of our students. We offer certificates and degrees of higher education which prepare students to transfer to other institutions and enable 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.

### 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 acceptance.

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 embrace diversity and we encourage those of all cultures, orientations and backgrounds to understand and respect one another in a safe and supportive educational environment.

### 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.*

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**NON-DISCRIMINATION STATEMENT** - WNC is guided by the principle that there shall be no difference in the treatment of persons because of race, religion, color, age, sex, including a pregnancy-related condition, sexual-orientation, military status or military obligations, disability, including veterans with service-connected disabilities, or national origin, and that equal opportunity and access to facilities shall be available to all. Similarly,

there shall be no difference in the treatment of persons who file charges of discrimination, participate in a discrimination proceeding, or otherwise oppose discrimination. It is our policy to comply fully with the non-discrimination provision of all state and federal regulations with regard to recruitment, admission, financial aid, activities, hiring, promotions, training, terminations, benefits and compensation.



## 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.

## *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 offer 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 current 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, 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



### 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.

WESTERN NEVADA COLLEGE • 2011-2012  
PRIVACY NOTIFICATION

**Privacy Notice & Request for Confidential Status of Directory Information**

In accordance with institutional policy and the U.S. Family Education Rights and Privacy Act of 1974, Western Nevada College vigorously protects the privacy of student educational records. The institution does not release the records of individual students, such as grades and class schedules, without prior written consent of the student. 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.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

**(1) The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access.**

A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the institution official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

**(2) The right to request the amendment of the student's education records that the student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.**

A student who wishes to ask the institution to amend a record should write the institution official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed. If the institution decides not to amend the record as requested, the institution will notify the student in writing of the decision and of the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

**(3) The right to provide written consent before the institution discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

The institution discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the institution has contracted as its agent to provide a service instead of using institutional employees or officials (such as an attorney, auditor or collection agent); a person serving on the Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the institution.

Upon request, the institution also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

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. The Nevada System of Higher Education has designated the following information as directory information: student name, address, telephone number, e-mail address, degrees, honors and awards received, major field of study, college, dates of attendance, date of graduation, undergraduate or graduate status, most recent educational agency or institution attended, enrollment status (full-time or part-time), participation in officially recognized activities and sports, and weight and height of members of athletic teams. WNC has further designated photographs from college sanctioned events as directory information.

Students have the right to refuse to let WNC and NSHE designate this information as directory information and have until the end of the first six weeks of the fall or spring semester to submit a request for non-disclosure of the above items. A request for non-disclosure submitted at one NSHE institution will apply to all NSHE institutions.

**(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901**

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; or to verify enrollment with organizations such as insurance companies 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 Admissions and Records. This directive will apply permanently to your record unless you choose to reverse it by submitting a written authorization.

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

Printed Name: \_\_\_\_\_ Date \_\_\_\_\_

Student ID #: \_\_\_\_\_ Signature: \_\_\_\_\_

The authorization can be mailed, faxed or delivered in person to Admissions and Records.

# COLLEGE CALENDAR

## SUMMER 2011

Monday, July 4.....Independence Day holiday - college closed  
 Monday, June 13.....Summer session begins  
 Saturday, August 6 .....Summer session ends

## FALL 2011

Monday, April 18 .....Fall registration begins  
 Monday, August 15 .....Teaching faculty returns for fall semester  
 Monday, August 29 .....Fall classes begin  
 Friday, September 2.....Last day to add full-semester classes  
 Monday, September 5.....Labor Day holiday - college closed  
 Friday, October 28.....Nevada Day holiday - college closed  
 Tuesday, November 1 .....Last day to apply for fall graduation  
 Friday, November 11 .....Veterans Day holiday - college closed  
 Wednesday, November 23.....Instructional holiday - no classes  
 Thursday, November 24 .....Thanksgiving holiday - college closed  
 Friday, November 25.....Family Day holiday - college closed  
 Mon.-Sat., Dec. 12-17 .....Final examinations  
 Saturday, December 17.....Fall semester ends

## SPRING 2012

Monday, November 28.....Spring registration begins  
 Thursday, January 12.....Teaching faculty return for spring semester  
 Monday, January 16.....Martin Luther King holiday - closed  
 Monday, January 23.....Spring classes begin  
 Friday, January 27 .....Last day to add full-semester classes  
 Monday, February 20 .....President's Day holiday - college closed  
 Thursday, March 1 .....Last day to apply for spring graduation  
 Mon.-Sun., March 19-25 .....Spring break - no classes  
 Mon.-Sat., May 14-19 .....Final examinations  
 Saturday, May 19 .....Spring semester ends  
 Monday, May 21.....Commencement - Carson  
 Tuesday, May 22 .....Commencement - Fallon

## SUMMER 2012

Monday, June 11.....Summer session begins  
 Wednesday, July 4 .....Independence Day holiday - college closed  
 Saturday, August 4 .....Summer session ends

JULY 2011							OCTOBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2							1
3	4	5	6	7	8	9	2	3	4	5	6	7	8
10	11	12	13	14	15	16	9	10	11	12	13	14	15
17	18	19	20	21	22	23	16	17	18	19	20	21	22
24	25	26	27	28	29	30	23	24	25	26	27	28	29
31							30	31					

  

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

  

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

JANUARY 2012							APRIL						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30	31					29	30					

  

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

  

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



## 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 utilize 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 serves the communities of Fernley, Hawthorne, Lovelock, Smith Valley and Yerington with interactive video or web education.

### 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 & 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, counselors, office managers, administrative assistants, library assistants and technicians who help keep the college operating smoothly on a day-to-day basis. A faculty and staff directory available:

[www.wnc.edu/directory/](http://www.wnc.edu/directory/)

### ACADEMIC DEGREES & CERTIFICATES

DEGREES: are available in many different academic emphases.

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

CERTIFICATES: are offered in a variety of subject areas.

- Certificate of Achievement
- Specialized Certifications

### *What our 2010 Graduate Survey Respondents say...*

- 95% said their education was worth the time and money
- 93% would recommend WNC to others
- 91% 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 individual 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. Some programs require the submission of transcripts.

INFORMATION  
Admissions & Records  
Carson City, Fallon, Douglas  
[www.wnc.edu](http://www.wnc.edu)

### ADMISSION: NURSING & ALLIED HEALTH PROGRAMS

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

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

APPLICATIONS  
[www.wnc.edu/nursing/](http://www.wnc.edu/nursing/)

Letters of conditional acceptance for the Nursing program are sent to students in June. Full acceptance is gained following submission of health and immunizations documents and evidence of a successful background check. 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 health and immunization documents and evidence of a successful background check 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.

Nursing & Allied Health.....775-445-3294 or 775-445-3296  
[www.wnc.edu/nursing/](http://www.wnc.edu/nursing/)

### ADVANCED STANDING ADMISSION

Students who earn units/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 from 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.

## 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 the student's 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 as a change to their existing visa status, 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.



## ENROLLMENT

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

1. Full-time enrollment is required for each semester during the student's entire program of study. At Western, 12 units 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: admissions.records@wnc.edu

## REGISTRATION

Registration at WNC is completed online at [my.wnc.edu](http://my.wnc.edu)

### 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 credit/audit status 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 credit/audit status during the first 50 percent of the class. For classes that meet for less than two weeks, students may not change their credit/audit status after the class has started. After the semester begins, students enrolling in short-term classes must use a special enrollment authorization form to change credit/audit status. Full-term classes may be changed through myWNC.

### 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 process 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, e-mail address and/or phone numbers in myWNC. 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 unit 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 units (six or more units for summer); three-quarter-time students carry 9-11 units; half-time students carry 6-8 units.

Enrollment in 19-21 units (13-15 for summer term) requires approval of a WNC counselor. Enrollment in more than 21 units (15 for summer term) requires the approval of the vice president of academic and student affairs.

According to the Northwest Commission on Colleges and Universities guidelines, a three-unit lecture class usually requires three hours of class time per week; and a one-unit lecture class usually requires one hour of class time per week. A one-unit laboratory class usually requires three hours of class time per week.

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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 units to be earned in the course, this may be considered excessive.

### NSHE NON-TRANSFERABLE COURSES

Some courses are not articulated for transfer towards an NSHE degree and are not applicable toward a WNC A.A. or A.S. degree. However, if a student completed a non-transfer course and the transfer status was later changed, the student may petition to have the course apply towards an A.A. or A.S. degree. Contact Admissions & 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 units.

Units in a Course	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 units for an associate or 60 units for a bachelor's degree, accumulated through an acceptable credit by examination process, may be accepted toward degree requirements. A maximum of 15 units in a single subject or related 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 unit 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 units:

- Tests taken before July 1, 2001: 500-639.
- Tests taken after July 1, 2001: 50-63.

Six units:

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

A maximum of three semester units 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.

### 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 4 depending on the examination. In general, WNC will award credit as approved by the University of Nevada, Reno. Contact Admissions and Records for further information.



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#### CREDIT - FRACTIONAL

Quarter units are worth 2/3 of a semester unit. 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 & COLLEGES

Credit may be awarded from some accredited 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. Western recognizes that some colleges will not directly send transcripts as identified on the World Educational Services 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 units 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.

Contact Admissions & Records for additional 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 units. 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 unit awarded. The college may accept a maximum of 15 units 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. Units 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 units 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.



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PROGRESS TOWARD GRADUATION

CREDIT FOR - TRANSFER  
EVALUATION POLICIES AND PROCEDURES

Students may request to have transfer units 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.

Units earned in institutions that are accredited by one of the six, regional accrediting associations (MSCHE, NCA, NEASC, NWCCU, SACS, WASC) are normally transferable, provided the courses are comparable to those offered by Western and are applicable toward degree requirements. Units earned from non-accredited schools will be considered non-traditional education.

Only transfer units 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 units or 75 percent of the total units 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 units or 75 percent of the total units 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 units for a degree may be accepted from non-traditional programs.

A maximum of 45 units or 75 percent of the total units for a degree, whichever is greater, from other sources as listed above may be applied toward an associate degree. A maximum of 90 units or 75 percent of the total units 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 12 weeks after all materials have been received.

Note: Beginning in mid-fall 2011, students may access degree audits through myWNC. The degree and certificate audits will replace the "Petition for Evaluation" form. Courses that may be transferred will appear on a degree audit approximately 12-14 weeks after an official transcript is 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, units, and course numbering system used by the institution and course description if available.

Upper division courses are generally not accepted for general education requirements. Upper division courses may apply toward emphasis requirements, and are evaluated on a case by case basis. In general, graduate level courses are not accepted to fulfill degree and/or certificate requirements.

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 units 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.



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PROGRESS TOWARD GRADUATION

**GRADES**

The following grading policies apply to WNC. Additional specific requirements 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
- "AD" Audit
- "W" Withdrawal

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' judgments. 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. "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 within 120 days. 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 within 120 days of the end of the applicable 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.
2. Once the written notice is filed, the student must 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 credit.

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 units 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 units for the repeated course.



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PROGRESS TOWARD GRADUATION

### 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 units 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.

### 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.

### DEAN'S LIST

Students are eligible for the Dean's List if:

1. At least 12 units, excluding developmental course units, 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 DEGREE

Students are eligible to graduate with honors based on completion of 45 academic units at Western Nevada College for an associate degree or 75 academic units 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

Units 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 provided 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 Nevada Receipt of Notice of Intent to Home School must be attached in order for the transcript to be considered official.



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PROGRESS TOWARD GRADUATION

**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 that the student is unable to obtain.

**SATISFACTORY DEGREE PROGRESS**

Students seeking degrees or certificates are expected to maintain a minimum grade point average (GPA) of 2.0 (A=4.0, B=3.0, C=2.0, etc.). Students with a GPA of 2.0 or higher are considered in good standing. Failure to maintain an overall GPA of 2.0 may result in a student being placed on academic probation and must obtain permission from Counseling Services before any future registration will be allowed. Academic probation will be removed when the student's overall Western Nevada College GPA is 2.0 or higher.

**STUDENT RECORDS**

Educational records are kept by Admissions and Records. The following records are retained permanently:

- Applications for Admission
- Final grade rosters and grade change/incomplete forms
- Privacy notice/directory release forms unless terminated by student
- Schedule of classes
- Files of student graduates

The following records are kept for five years after a student's date of graduation or date of last attendance:

- Incoming transcripts or other credit sources
- Personal Identification data change forms
- Residency applications
- Special enrollment authorizations

**STUDENT RESPONSIBILITIES**

Students are responsible for reading the college catalog and schedule and understanding important policy, procedure and deadline information. Students are responsible for adding and dropping courses through myWNC, ensuring that they have fulfilled all course prerequisites, verifying the accuracy of their enrollment, keeping their address, phone number and e-mail address current in myWNC, and paying 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 units, 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 program 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. 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 units 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.
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.



## GRADUATION

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 units 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 units (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 units in residence for each associate degree or certificate.

For each additional associate degree, a student must complete 15 units 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 units, 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 units.

### CAP AND GOWN

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





## FEES & COSTS

### FEES

**NOTE:** Due to the state budget crisis, it is possible that registration and other fees will be increased by the Nevada System of Higher Education Board of Regents. Check the college web site for the latest information.

#### FEE - APPLICATION

All students making initial application for admission to WNC are charged a \$15 fee. It 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.

#### FEE - GRADUATION

Each student who earns an associate degree or certificate is required to pay a \$25 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 electronic check, MasterCard, Visa or Discover card at most of the college's teaching centers or by Internet at [my.wnc.edu](http://my.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 - 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 fifth day of the semester.

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 online 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: 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 \$78.25 per unit and for upper division classes \$128 per unit (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.

#### 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 \$5.50 per unit. 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.

#### DELAYED PAYMENTS

In fall and spring semesters, a student enrolling during the college's regular registration period for six or more units may defer payment of the consolidated registration or out-of-state tuition fees. The remaining balance must be paid. 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.

See the student self-service page at [my.wnc.edu](http://my.wnc.edu) for payment deadlines.

#### DELINQUENT ACCOUNTS

A student or former student who at the end of the eighth 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

The Nevada System of Higher Education has discontinued the Good Neighbor reduced tuition policy due to state budget cuts. However, any students who currently have Good Neighbor status will continue to pay reduced tuition as long as they are continuously enrolled.

#### NON-RESIDENT DISTANCE EDUCATION TUITION

A reduced non-resident tuition fee of \$34.75 per unit for lower division classes and \$56.75 for upper division classes will be added to the regular registration fee of \$78.25 per unit for lower division classes and \$128 per unit for upper division classes 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.

## FEES & COSTS

### NON-RESIDENT TUITION

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

Out-of-state students who enroll for six or fewer units in a semester are required to pay an additional \$76.25 per unit for lower division classes and \$124.50 per unit for upper division classes. Those who enroll for more than six units in a semester must pay an additional \$3247.50.

### WESTERN UNDERGRADUATE EXCHANGE (WUE)

Through the Western Undergraduate Exchange, selected students from eligible western states may enroll in 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 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-UNIT FEES

Registration Fee ( <i>lower division</i> ).....	\$78.25 / unit
Registration Fee ( <i>upper division</i> ).....	\$128 / unit
Technology Fee.....	\$5.50 / unit

(The following may apply in addition to per-unit fees)

Distance Education Fee ( <i>lower division</i> ).....	\$34.75 / unit
Distance Education Fee ( <i>upper division</i> ) .....	\$56.75 / unit
Non-resident Fee ( <i>six or fewer units</i> ) ( <i>lower division</i> ).....	\$76.25 / unit
Non-resident Fee ( <i>six or fewer units</i> ) ( <i>upper division</i> ) .....	\$124.50 / unit
Non-resident Fee ( <i>seven or more units</i> ).....	\$3247.50

Non-resident fees do not apply to summer term

**NOTE:** Due to the state budget crisis fee increases are possible for the 2011-2012 academic year. Further fee information will be available as it is received.



## 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 may be taken in the same term.

**CREDIT** - See Unit

**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 unit 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.

**myWNC** -- WNC's Internet class registration & student information system.

**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 to repeat for credit.

**RESIDENT** -- A student who has been determined to be a bona fide resident and who is not assessed 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.

**UNIT** - Formerly referred to as a credit, the numerical value received for completing a course

**UNIT HOUR** -- 40-45 hours of student involvement (class time plus outside assignments) for each college unit taken.

**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.

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

WESTERN NEVADA COLLEGE • 2011-2012  
SERVICES FOR STUDENTS AND COMMUNITY

**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.

- 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:  
[www.wnc.edu/student-services/asc/](http://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

**ADULT LITERACY & LANGUAGE**

Formerly referred to as Adult Basic Education, the Adult Literacy and Language office empowers those who are choosing educational opportunities that will enable them to reach their life, work, civic, family, and personal goals.

Instruction is available at no charge to adults who qualify through a federally-funded grant dispersed by the Nevada Department of Education. Services are offered year-round and include classes, online instruction, tutoring, transition courses, and a computer-based instruction lab. Students will typically move from one type of instruction to another and be assisted during the transition into for-credit college curriculum classes.

**LITERACY INSTRUCTION**

Instruction is offered to students who lack skills sufficient for successful college work. Prospective students will be administered a broad-based skills assessment to determine educational needs. Learning plans specific to student needs will be developed based on the assessment.

**GED EXAM PREPARATION**

Instructional services are provided in Carson City, Fallon and Douglas to students who have not graduated from high school to prepare for the GED (high school equivalency) exam. Students will be administered a broad-based skills assessment and a GED practice test to determine individual strengths and weaknesses congruent with exam criteria. Students will meet with a staff member to develop a learning plan specific to the educational goals of the student.

**ENGLISH LANGUAGE LEARNING**

Non-native English speakers can improve their listening, speaking, reading and writing skills in structured, intensive courses offered throughout the school year. Prospective students will be administered a reading comprehension exam upon admission and placed in a class appropriate for their English learning level.

Information ..... 445-4451  
[www.wnc.edu/student-services/alal/](http://www.wnc.edu/student-services/alal/)

**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 units 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 units and must maintain a minimum grade point average of 2.0.

**INFORMATION**

Baseball .....775-445-3250  
Softball .....775-445-4424

**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 may fill book orders at [www.efollett.com](http://www.efollett.com) or by mail through the bookstores.

**INFORMATION**

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

**CHILD CARE**

The WNC Child Development Center is accredited by the National Association for the Education of Young Children. Located on the Carson City campus, the center, 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 Thursday from 5 to 10:15 p.m. during the fall and spring semesters. The center accepts Children's Cabinet subsidy for qualifying families, and partial child care scholarships may be available for low-income students who utilize the part-time programs, through financial aid.

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.

Information.....775-445-4262

## SERVICES FOR STUDENTS AND COMMUNITY

### 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 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	
Douglas.....	775-782-2413
Bently Hall	
Fallon.....	775-423-7565
Virgil Getto Hall, Room 321	

### 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.

### 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

trists@wnc.edu

### FINANCIAL ASSISTANCE

The Financial Assistance office administers a number 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, students should complete the Free Application for Federal Students Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov), listing WNC as a college choice. The school code is **013896**. To ensure that 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."



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### 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 units in a degree or certificate program and will receive \$40 per unit hour up to 12 units maximum for lower division courses (100 & 200 level) and \$60 for upper division courses (300 & 400 level). 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 2011 /spring 2012 academic year is March 1, 2011. 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.

[www.wnc.edu/student-services/financial/funding-scholarships.php](http://www.wnc.edu/student-services/financial/funding-scholarships.php)

### 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, students should 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.gov](http://www.fafsa.gov).

### OBTAIN A PIN TO APPLY ONLINE

Students who don't have a PIN from the Department of Education will need to get one. This is not the same as the 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/](http://www.pin.ed.gov/) or when completing the FAFSA on the web application, [www.fafsa.gov](http://www.fafsa.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 units in which a student enrolls, as indicated on the student's financial aid application form. If a student enrolls in a number of units 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

Withdrawing from classes may require a repayment of financial aid. 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. The student 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 unit 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 number of attempted units is allowed for financial assistance, including units from another school, 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 college web site.



## SERVICES FOR STUDENTS AND COMMUNITY

### 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; all decisions are final.

#### INFORMATION

Financial Assistance .....775-445-3264  
[www.wnc.edu/studentservices/financial/](http://www.wnc.edu/studentservices/financial/)

### 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 units 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 units.
- 3/4 Time: If a student's award is based on three-quarter time enrollment, the student must maintain 9-11 units.
- 1/2 Time: If a student's award is based on half-time enrollment, the student must maintain 6-8 units.
- Less than 1/2 Time: If a student's award is based on less than half-time enrollment, the student must maintain 1-5 units.

**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, e-mail 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.

## FOOD SERVICES

### SEDWAY CAFE

The Sedway Cafe is located 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. Advance notice is recommended, and will help ensure the cafe meets the needs of the campus population and enhances the learning experience.

#### HOURS

[www.wnc.edu/sedway](http://www.wnc.edu/sedway)

### MAINE STREET CAFE'

Located on the WNC Fallon campus in Virgil Getto Hall, the cafe is open select hours, Monday through Thursday. The cafe serves a variety of homemade items including coffee drinks, hot and cold sandwiches, pastries and breads, soups, salads and more.

## 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.

## 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/jobs/off-campus/](http://www.wnc.edu/jobs/off-campus/). 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/](http://www.wnc.edu/jobs/student_jobs/). It may also be distributed to other college locations.

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

## LIBRARY & MEDIA SERVICES

WNC offers library and research services to all students, both on campus and online. Thousands of full-text books, magazines and newspapers are available, including 10,000 e-books, 18,000+ online journals and newspapers, 200+ print journal subscriptions, 4,000+ videos and DVDs, and maps. Students can borrow materials from the two campus libraries in Carson City and Fallon, as well as other Nevada academic libraries, using their WNC library card. Current students can obtain a free library card at the library, or online, if they are enrolled in web classes. WNC libraries provide a comfortable place to study with PC & Mac computers, wireless access for laptops, photocopiers, scanners, and group study space.

Carson City Library Services.....445-3227  
 Beck Library (Fallon Campus) .....423-5330  
 E-mail.....refdesk@wnc.edu

<http://library.wnc.edu>

## SERVICES FOR STUDENTS AND COMMUNITY

### ONLINE SERVICES

Student online services include class registration, account balance information, unofficial transcripts, enrollment verification and many other resources.

[www.wnc.edu](http://www.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 ..... 775-445-3324

### 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.

### TELEVISION LOUNGE

The lounge provides a television for entertainment and a place for students to 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, state ID card or other valid picture ID and their class enrollment confirmation (receipt of payment for classes).

Student ID cards are valid for academic year in which they are issued.

### 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.

A membership 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-Friday..... 8 a.m.-5 p.m.





## SERVICES FOR STUDENTS AND COMMUNITY

### STUDENT GOVERNMENT

#### 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.

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:

[www.wnc.edu/clubs/](http://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.

### 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 Literacy & Language office in Carson City or Counseling Services in Fallon for information and appointments.

#### PLACEMENT TESTING

Every student planning to register for English or math courses at WNC must either take placement tests, submit ACT/SAT scores (no more than two years old), or provide a transcript showing completion of prerequisite courses. Testing assesses a student's current skills in reading, writing and math, and helps students select the appropriate courses to take at WNC.

Students who are not sure if they need to test should contact a counselor.

Testing is available by appointment at the Carson City, Douglas and Fallon campuses. There is a \$15 testing fee. Photo identification is required.

Board of Regents mandated ACT & SAT scores are available at [www.wnc.edu/student-services/counseling/](http://www.wnc.edu/student-services/counseling/)

### 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. Academic counseling is required prior to certification each semester.

#### ELIGIBLE PROGRAMS

- Montgomery G.I. Bill (Chapter 30)
- Montgomery G.I. Bill for the Select Reserve (Chapter 1606)
- Post 9-11 G.I. Bill (Chapter 33)
- 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. Unless receiving Chapter 33 benefits, 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/student-services/financial/funding-veterans.php](http://www.wnc.edu/student-services/financial/funding-veterans.php)



## SPECIAL ACADEMIC COURSES OF STUDY

**Special Academic Courses of Study are diverse courses that may lead to an academic degree or certificate, enhance work skills, or provide personal enrichment. See a WNC counselor for more information.**

### ECONOMIC DEVELOPMENT & CONTINUING EDUCATION

The college offers a number of self-supporting programs and services through Economic Development & Continuing Education to assist individuals and businesses. They include:

#### Economic Development Services

Western Nevada College provides educational opportunities and training solutions for business, industries and government or non-profit agencies within its widespread service area. Assessment, instruction and evaluation are important 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 locations.

Information ..... 775-445-4458

[www.wnc.edu/ce/wdc/](http://www.wnc.edu/ce/wdc/)

#### 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 engage and challenge youth.

Information ..... 775-445-4268

#### New Driver Training

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

Information ..... 775-445-4458

[www.wnc.edu/ce/drivereducation/](http://www.wnc.edu/ce/drivereducation/)

#### Specialty Crop Institute

The Specialty Crop Institute helps foster sustainable small farm agriculture. This innovative program combines classroom and on-farm learning for specialty crop production, outreach to remote and rural farmers, and collaboration with like-minded organizations to provide growers access to resources that increase their chances of success.

Information ..... 775-351-2551

E-mail ..... louhelaa@wnc.edu

[www.wnc.edu/ce/sci/](http://www.wnc.edu/ce/sci/)

#### Truck Driver School

WNC provides individuals the opportunity to obtain a Commercial Driver's License through the WNC Trucking Driving Program, offered in conjunction with Advanced Truck School LLC. Students meet for two weeks of classroom training, followed by two weeks of driving on a skills course and over the road.

Information ..... 775-423-2228 or 775-423-5186

[www.wnc.edu/ce/ats/](http://www.wnc.edu/ce/ats/)

### 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 programs prepare students to obtain a certification, WNC does not grant any of these certifications. Successful completion of the courses does not guarantee receiving the license or certification.

### PUBLIC SAFETY TELECOMMUNICATOR

(9-1-1 Dispatch Training)

WNC offers a 12-unit, semester-long course 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.

Information ..... 775-445-4408

### TEACHER EDUCATION PREPARATION

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 locations 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, 30.5 unit course of study to prepare students for careers in law enforcement. The academy begins each January and meets all Nevada and POST certification requirements.

Early application is encouraged. Please note that there are two pre-requisites. Potential students must successfully complete CRJ 103 with a grade of B or better, and pass the pre-qualifying physical fitness standards at 80%.

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

Information ..... 775-445-4408

[www.wnc.edu/post/](http://www.wnc.edu/post/)



WESTERN NEVADA COLLEGE • 2011-2012  
**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 units 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/](http://www.wnc.edu/academics/)

*The college 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:*

- **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 skills and earn an Associate of Applied Science degree.

A four-year Bachelor of Technology degree in Construction Management helps students 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 or Associate of Science 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 that 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 local, state, national and international levels.
- understand scientific inquiry 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 that they:

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



## ACADEMIC PROGRAMS &amp; 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 (Business)			X				X	
American Sign Language						X	X	
Associate of General Studies	★							
Automotive Mechanics			X			X		X
Biological Sciences (Associate of Science)					X		X	
Bookkeeping						X		X
Business	★		X			X	X	
Chemistry (Associate of Science)					X		X	
Computer and Office Technology			X				X	
Computer Science (Associate of Science)					X			
Computer Technology - Computer Networking Technology			X					X
Computer Technology - Information Technology			X					
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 - (Associate of Arts & Applied Science)			X	X			X	X
Criminal Justice - Law Enforcement/Academy (Criminal Justice)			X			X		X
Criminal Justice - 9-1-1 Dispatch Telecommunications						X		
Customer Service						X		
Deaf Studies (Associate of Arts)				X			X	
Early Childhood Education			X			X	X	
Education							X	
Engineering Science (Associate of Science)					X		X	
Fine Arts (Associate of Arts)				X			X	
Geographic Information Systems			X			X	X	
Geosciences (Associate of Science)					X		X	
Graphic Communications			X			X	X	
Machine Tool Technology			X			X		
Management (Business)	★		X				X	
Mathematics (Associate of Science)					X		X	
Musical Theatre (Associate of Arts)				X			X	
Nursing			X				X	
Physics (Associate of Science)					X		X	
Real Estate (Business)			X					X
Retail Management						X	X	
Welding Technology			X			X		X

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

★ Degree/certificate available online



# Bachelor of Technology

## An Applied Baccalaureate Degree in Construction Management

### BACHELOR OF TECHNOLOGY - Mission & Outcomes

**Mission:** The mission of the Bachelor of Technology degree in Construction Management is to prepare students for entry level and mid-level positions within the various construction industry disciplines, and to meet the goals of the Technology Division.

**Student Learning Outcomes:** Upon completing the Bachelor of Technology in Construction Management program, students will be able to demonstrate:

- Knowledge in basic economic principles, business principles and construction accounting, finances, and law
- Exposure to the design theory and analysis of construction practices and systems
- Understanding of the utilization of available resources for construction planning, methods and materials
- Understanding, skill and knowledge of construction documents, communications, graphics, and surveying
- Skill and knowledge in construction accounting, estimating and bidding practices
- Ability for planning and scheduling a construction project
- Application of relevant administrative skills, ethics, safety practices, and problem solving techniques to construction management

The Bachelor of Technology degree in Construction Management 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. Courses with a number under 100 (such as ENG 095) are not applicable toward a Bachelor of Technology degree at WNC.

*Programs and areas of study offered at WNC include :*

- Construction Management

## BACHELOR OF TECHNOLOGY IN CONSTRUCTION MANAGEMENT DEGREE REQUIREMENTS

**REQUIREMENTS:** A minimum of 128 units chosen from the following:

**CAPSTONE**-9 units.

*Choose from:*

Communication: 412

Construction Management: 456

Economics: 334, 365

Management: 462, 469

**ENGLISH/COMMUNICATIONS REQUIREMENTS**-9-11 units.

*A minimum of 6-8 units in English and 3 units in communications.*

*Choose from:*

**Communications:**

Business: 107, or

Communication: 101, 102, 113, 213

**English:**

English: 100 or 101

English: 102

**FINE ARTS REQUIREMENT**-3 units.

*Choose from:*

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

Dance: 101

Humanities: 101

Music: 111, 121, 124, 125, 134

Music: Ensemble: 101

Theatre: 100, 105, 180

**HUMANITIES REQUIREMENT**-3 units.

*Choose from:*

Core Humanities: 201, 202

English: 200, 223, 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 units.

*A minimum of 5 units in mathematics and 7 units 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 units.

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

Anthropology: 101, 201, 202, 210, 212

Core Humanities: 203

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

Geography: 106, 200

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 units.

*Must meet both requirements. Choose from:*

Core Humanities: 203

History: 111

History: 101 & 217

History: 101 & 102

Political Science: 103

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



**PROGRAM REQUIREMENTS-**

Number of units required vary by degree.

# Transfer Degrees

Associate of Arts & Associate of Science

## ASSOCIATE OF ARTS & ASSOCIATE OF SCIENCE DEGREES - 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 degrees. 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 units with a minimum 2.5 grade point

average. Students who earn an Associate of Arts or Associate of Science degree will be admitted to an NSHE university or state college regardless of their grade point average.

**How WNC Courses Transfer**  
[wnc.edu/academics/catalog/transfer/](http://wnc.edu/academics/catalog/transfer/)

### PROGRAM REQUIREMENTS:

Associate of Arts .....page 31  
 Associate of Science .....page 32

## 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; Cal-

ifornia 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 advisors 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)	Social Welfare/Social Work
Business	Geology	Studies	Sociology
Chemistry	Geological Engineering	Music	Special Education
Chemical Engineering	History	Natural Resources	Speech Communication
Civil Engineering	Hotel Administration	Nursing	Theatre Arts
Communication Arts	Humanities	Occupational Therapy	Urban Planning
Communicative Disorders	Industrial Arts	Oceanography	Pre-Veterinary Medicine
Computer Engineering	Industrial Education	Pre-Optometry	Vocational Education
Computer Science	Information Systems	Pre-Pharmacy	Zoology
Criminal Justice	Journalism	Philosophy	
Dance	Pre-Law	Physician Assistant	
Dental Hygiene	Liberal Arts	Physical Education	
Pre-Dentistry	Pre-Librarianship	Pre-Physical Therapy	
Drama			



## Transfer Degrees

Associate of Arts & Associate of Science

### HOW WNC COURSES TRANSFER & 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 '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.

#### **NSHE Non-Transferable Courses**

Some courses are not articulated for transfer towards an NSHE degree and are not applicable toward a WNC AA or AS degree. However, if a student completed a non-transfer course and the transfer status was later changed, the student may petition to have the course apply toward an AA or AS degree. Contact Admissions and Records for further information.



# 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 marked with a "^" 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 number under 100 (such as ENG 095) 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 units 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 2010-2011 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 units chosen from the following:  
**NOTE:** Choose courses marked with ^ for core curriculum transfer courses if intending to transfer to UNR.

**ENGLISH/COMMUNICATIONS REQUIREMENTS-** 6-8 units.

**WNC and UNR**

English: 100^ or 101^, 102^

**FINE ARTS REQUIREMENT** - 3 units.

**WNC and UNR**

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

Dance: 101^

Humanities: 101^

Music: 111, 121^, 124, 125, 134

Music: Ensemble: 101\*

Theatre: 100^, 105\*^, 180^

\* Course may not meet the fine arts requirement at all universities. Please see a counselor.

**HUMANITIES REQUIREMENT-**6 units.

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

**UNR: Group A**

Core Humanities: 201^

History: 105\*^

Philosophy: 200\*^

**UNR: Group B**

Core Humanities: 202^

History: 106\*^

Philosophy: 207\*^

**WNC**

Core Humanities: 201^, 202^

English: 200, 223, 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 units.

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

(126^ & 127^ must be taken together for students transferring to UNR)

Statistics: 152^

**SCIENCE REQUIREMENT-**6 units.

*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.*

**Group A**

Biology: 100^, 113, 190^ & 190L^, 191^ & 191L^, 200

Chemistry: 100^, 121^, 122^

Geology: 100^, 101^, 102, 103^, 105, 127, 132, 201

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

**Group B**

Anthropology: 102^, 102^ & 110L^

Astronomy: 109^, 110^, 120

Atmospheric Sciences: 117^

Environmental Studies: 100^

Geography: 103^, 104

Nutrition: 121^

**SOCIAL SCIENCES REQUIREMENT-**9 units.

\* WNC: Choose from the following list. Must include work in two or more subject areas.

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

Core Humanities: 203

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

Economics: 100^, 102^, 103^

Geography: 106^, 200^

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 units required may vary according to specific emphasis. See a counselor.

**U.S. & NEVADA CONSTITUTION REQUIREMENTS-**3 or 6 units.

*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.

**PROGRAM REQUIREMENTS OR GENERAL ELECTIVES-**21-24 units.

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, 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 marked with a "^" 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 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 units of special topics classes in one subject area may apply toward any WNC degree.

*Note: UNR transfer information is based on requirements for the 2010-2011 school year. These requirements may change in subsequent years. See a counselor for the most up-to-date information.*

*This degree requires the selection of one of the following areas of study:*

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

*NOTE: Students seeking other areas of study should select the Associate of Arts degree.*

### ASSOCIATE OF SCIENCE DEGREE REQUIREMENTS

**REQUIREMENTS:** A minimum of 60 units chosen from the following:

**NOTE:** Choose courses marked with ^ for core curriculum transfer courses if intending to transfer to UNR.

**ENGLISH/COMMUNICATIONS REQUIREMENTS**-6-8 units.

**WNC and UNR**

English: 100^ or 101^, 102^

**FINE ARTS REQUIREMENTS**-3 units.

**WNC and UNR**

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

Dance: 101

Humanities: 101^

Music: 111, 121^, 124, 125, 134

Music: Ensemble: 101\*

Theatre: 100^, 105\*^, 180^

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

Please see a counselor.

**HUMANITIES REQUIREMENTS**-6 units.

*UNR: Choose one course from each UNR group:*

**UNR Group A**

Core Humanities: 201^

History: 105\*^

Philosophy: 200\*^

**UNR: Group B**

Core Humanities: 202^

History: 106\*^

Philosophy: 207\*^

**WNC: Choose From:**

Core Humanities: 201^, 202^

English: 200, 223, 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 units.

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

Mathematics: 126, 127, 128^, 176^, 181^, 182^, 283, 285

(126^ & 127^ must be taken together for students transferring to UNR)

Statistics: 152^

**SCIENCE REQUIREMENTS**-12 units.

*WNC: Choose 12 units for math emphasis. Science requirements are already fulfilled for other emphases. UNR: Choose 6 units, with at least one course from Group A.*

**Group A:**

Biology: 100^, 190^ & 190L^, 191^ & 191L^, 200

Chemistry: 100^, 121^, 122^

Geology: 100^, 101^, 103^, 105

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

**Group B:**

Anthropology: 102^, 102^ & 110L^

Astronomy: 109^, 110^, 120

Atmospheric Sciences: 117^

Environmental Studies: 100^

Geography: 103^, 104

**SOCIAL SCIENCES REQUIREMENTS**-6 units.

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

Core Humanities: 203

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

Economics: 100^, 102^, 103^

Geography: 106^, 200

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 units.

*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.

**PROGRAM REQUIREMENTS AND ELECTIVES**

Number of units varies according to emphasis and can be found on the program of study pages under emphasis requirements.



# *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 an 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 units. Courses with a number under 100 (such as ENG 095) are not applicable toward an Associate of Applied Science degree at WNC.

In some cases, courses may not 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 units 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.

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 be eligible to challenge certain course requirements and prerequisites.

*Programs and areas of study offered at WNC include:*

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



<b>ASSOCIATE OF APPLIED SCIENCE DEGREE REQUIREMENTS</b>
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**REQUIREMENTS:** A minimum of 60 units chosen from the following:

**ENGLISH/COMMUNICATIONS REQUIREMENT**-6 units.

*Must include a writing course.*

Business: 107, 108

Communication: 101, 102, 113

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 units.

Anthropology: 101, 201

Business: 110, 287

Counseling and Personal Development: 117, 129

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 units.

*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, 250, 261, 266, 267, 271, 275

History: 105, 106, 207, 247

Humanities: 101

Music: 111\*, 121, 124, 125, 134

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.*

**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, 200

History: 101, 102, 111, 217, 295

Journalism: 101

Political Science

Psychology (except for PSY 210)

Social Work: 220

Sociology (except for SOC 210)

**MATHEMATICS REQUIREMENT**-3 units.

Business: 109

Economics: 261, 262

Mathematics

Psychology: 210

Real Estate: 102

Sociology: 210

Statistics: 152

**SCIENCE REQUIREMENT**-6 units.

Anthropology: 102, 110L

Astronomy: 109, 110, 120

Atmospheric Sciences: 117

Biology (except for BIOL 208, 223, 224, 231)

Chemistry (except for CHEM 220, 241, 241L, 242, 242L)

Environmental Studies

Geography: 103, 104

Geology: 105 (except for GEOL 111, 112, 113, 299)

Natural Resources: 101

Nutrition: 121

Physics (except for PHYS 293)

**U.S. & NEVADA CONSTITUTION REQUIREMENTS**-3 or 6 units.

*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)

**PROGRAM REQUIREMENTS AND GENERAL ELECTIVES**

Number of units required may vary by emphasis.

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



# 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. A maximum of six units of special topics classes in one subject area may apply toward any WNC degree. In some cases, courses may not 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. Courses with a number under 100 (such as ENG 095) are not applicable toward an Associate of General Studies degree.

## ASSOCIATE OF GENERAL STUDIES DEGREE REQUIREMENTS

**REQUIREMENTS:** A minimum of 60 total units chosen from the following categories:

### ENGLISH/COMMUNICATIONS REQUIREMENT-6 units.

*Must include a three-credit writing course.*

Business: 107, 108

Communication: 101, 102, 113

Criminal Justice: 103

English

Journalism: 201

Reading

Writing Course (Business 108, English 100, 101, 102 or any other 200 level English class)

### FINE ARTS AND HUMANITIES REQUIREMENTS-3 units.

American Sign Language

Art

Core Humanities: 201, 202

Crafts

Dance: 101

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

Foreign Languages

Graphic Communications

History: 105, 106, 207, 247

Humanities: 101

Music

Philosophy (except for PHIL 102, 114)

Theatre: 100, 105, 180

### MATHEMATICS REQUIREMENT-3 units.

Business: 109

Economics: 261, 262

Mathematics

Psychology: 210

Real Estate: 102

Sociology: 210

Statistics: 152

### SCIENCE REQUIREMENT-3 units.

Anthropology: 102, 110L

Astronomy: 109, 110, 120

Atmospheric Sciences: 117

Biology (except for BIOL 208, 223, 224, 251)

Chemistry (except for CHEM 220, 241, 241L, 242, 242L)

Environmental Studies

Geography: 103, 104

Geology: 105 (except for GEOL 111, 112, 113, 229)

Natural Resources: 101

Nutrition: 121

Physics (except for PHYS 293)

### SOCIAL SCIENCES REQUIREMENT-3 units.

Anthropology: 101, 201, 202, 210, 212

Core Humanities: 203

Criminal Justice

Economics: 100, 102, 103

Geography: 106, 200

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 units.

*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 units.

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 units 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

## 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:

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

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 units is required for any certificate of achievement, although the exact number of units required may differ with particular subject matter. All certifi-

*Programs and areas of study offered at WNC include:*

- American Sign Language
- Automotive Mechanics
- Bookkeeping
- Business
- Computer Technology, Network Support Technician
- Computer Technology, System Administration Technician
- Criminal Justice, Law Enforcement/Academy
- Criminal Justice, 9-1-1 Dispatch Telecommunications
- Customer Service
- Early Childhood Education
- Geographic Information Systems (GIS)
- Graphic Communications
- Machine Tool Technology
- Retail Management
- Welding Technology

cates include general education requirements which can be fulfilled from the following list of courses. In some cases, courses may not 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. Courses with a number under 100 (such as ENG 095) are not applicable toward a certificate of achievement at WNC.

**REQUIREMENTS:** A minimum of 30 total units chosen from the following categories:

**ENGLISH/COMMUNICATIONS REQUIREMENTS-3-6 units.**

*Must include a writing course*

Business: 107, 108

Communication: 101, 102, 113

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-1-3 units.**

Anthropology: 101, 201

Business: 110, 287

Counseling and Personal Development: 117, 129

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 units.**

Business: 109

Economics: 261, 262

Mathematics

Psychology: 210

Real Estate: 102

Sociology: 210

Statistics: 152

**PROGRAM REQUIREMENTS-Varies by subject.**

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



WESTERN NEVADA COLLEGE • 2011-2012  
**ACADEMIC DEGREES**

**ACCOUNTING**

*Associate of Applied Science in Business*

The Accounting degree 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:** \$42,630-70,590 / year (Nevada)

**Career Outlook:** Average growth

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

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

**Total Requirements:** 60 units

**Program Requirements\*** 42 Units

ACC 201	Financial Accounting	3
ACC 202	Managerial Accounting	3
BUS 101	Introduction to Business	3
or MGT 103	Introduction to Small Business Management	
BUS 110	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
ECON 103	Principles of Macroeconomics	3
IS 101	Introduction to Information Systems	3
IS 201	Computer Applications	3
ACC 203	Intermediate Accounting I	3
ACC 220	Microcomputer Accounting Systems	3
or ACC 223	Introduction to Quickbooks	

**Choose 9 units from the following:**

ACC 105	Taxation For Individuals	3
ACC 180	Payroll & Employee Benefit Accounting	3
ACC 198	Special Topics in Accounting	3
ACC 204	Intermediate Accounting II	3
ACC 220	Microcomputer Accounting Systems	3
ACC 223	Introduction to QuickBooks	3
ACC 261	Governmental Accounting	3
ACC 290	Certified Bookkeeper Course	6
ACC 295	Work Experience I	3
ACC 299	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**

18 Units

English/Communications Requirement:	
<i>Recommended: BUS 107, BUS 108; must include a writing course</i>	6
Mathematics Requirement:	
<i>BUS 109 or higher level mathematics course</i>	3
Science Requirement	3
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 can be found on the Associate of Applied Science 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 109 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	6 <input type="checkbox"/>
ACC 220	3 <input type="checkbox"/>	BUS 110, 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"/>
ECON 103	3 <input type="checkbox"/>	General Elective	3 <input type="checkbox"/>
IS 201	3 <input type="checkbox"/>		

**ACCOUNTING - Mission & Outcomes**

**Mission:** The purpose of the AAS Accounting in business is to provide the knowledge and skills necessary to succeed in the current business environment.

**Student Learning Outcomes:**

- Provide employment related knowledge and skills
- Know subject matter
- Understand accounting principles and their importance to the business environment
- Demonstrate oral, written, computational and computer skills
- Demonstrate managerial and personal skills
- Utilize appropriate resources to remain current in their field
- Appreciate the importance of social, ethical, legal and diversity issues

**AMERICAN SIGN LANGUAGE**

- See Deaf Studies -



WESTERN NEVADA COLLEGE • 2011-2012  
**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 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:** \$29,410-54,180 / year (Nevada)

**Career Outlook:** Higher than average growth

**Good To Know:** Mechanics can be certified in as many as eight service areas.

Most jobs are at repair shops and auto dealerships

**WNC Academic Division:** Technology

**Total Requirements:** 61 units

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

**General Education Requirements** 24 Units

English/Communications Requirement: <i>Recommended: BUS 107&amp;108; Must include a writing course</i>	6
Human Relations Requirement: Recommended: BUS 110	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 can be found on the Associate of Applied Science page.*

**AUTOMOTIVE MECHANICS**

*Certificate of Achievement*

WNC Academic Division: Technology

**Total Requirements:** 31 units

<b>Program Requirements</b>	<b>19 Units</b>
AUTO 101 Introduction to General Mechanics	3
AUTO 115 Auto Electricity & Electronics I	4
AUTO 145 Automotive Brakes	4
AUTO 155 Steering & Suspension	4
AUTO 225 Engine Performance I/Fuel & Ignition	4

**General Education Requirements** 12 Units

English/Communications Requirements: <i>Must include a writing course</i>	6
Human Relations Requirement: <i>Recommended: BUS 110</i>	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 page.*

**AUTOMOTIVE MECHANICS - Suggested Course Sequence**

FIRST SEMESTER	Completed	THIRD SEMESTER	Completed
AUTO 101	3 <input type="checkbox"/>	AUTO 145	4 <input type="checkbox"/>
AUTO 115	4 <input type="checkbox"/>	AUTO 225	4 <input type="checkbox"/>
AUTO 130	3 <input type="checkbox"/>	AUTO 227	4 <input type="checkbox"/>
BUS 107	3 <input type="checkbox"/>	Science Course	3 <input type="checkbox"/>
Mathematics Course	3 <input type="checkbox"/>		
SECOND SEMESTER	Completed	FOURTH SEMESTER	Completed
AUTO 117	4 <input type="checkbox"/>	AUTO 235	4 <input type="checkbox"/>
AUTO 155	4 <input type="checkbox"/>	BUS 110	3 <input type="checkbox"/>
AUTO 160	3 <input type="checkbox"/>	Science Course	3 <input type="checkbox"/>
BUS 108	3 <input type="checkbox"/>	U.S./Nevada	
Humanities/Social Science Course	3 <input type="checkbox"/>	Constitutions	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.



WESTERN NEVADA COLLEGE • 2011-2012  
**ACADEMIC DEGREES**

**BIOLOGICAL SCIENCES**

*Associate of Science*

The Biological Sciences degree 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 the scientific method, 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:** \$56,410-74,370 / year (Nevada)

**Career Outlook:** Slower than average growth.

**Good To Know:** For advancement, some fields require graduate degrees. Strong competition for research positions.

**WNC Academic Division:** Science, Mathematics & Engineering

**Total Requirements:** 63-64 units

<b>Program Requirements</b>		39 Units
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 and Math 127 for Math 128

**Choose 6 units from the following list:**

CHEM 220	Introductory Organic Chemistry	4
NUTR 223	Principles of Nutrition	3
STAT 152	Introduction to Statistics	3

**General Education Requirement**

		24 Units
English/Communications Requirements:	<i>Recommended: ENG 101, ENG 102</i>	6
Fine Arts Requirements		3
Humanities Requirements:	<i>Recommended: CH 201, CH 202</i>	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 can be found on the Associate of Science 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 2

<b>FIRST SEMESTER</b>	Completed	<b>THIRD SEMESTER</b>	Completed
General Education Courses	6 <input type="checkbox"/>	General Education Course	3 <input type="checkbox"/>
ENG 101	3 <input type="checkbox"/>	BIOL 190	3 <input type="checkbox"/>
CHEM 121	4 <input type="checkbox"/>	BIOL 190L	1 <input type="checkbox"/>
MATH 126*	3 <input type="checkbox"/>	MATH 181	4 <input type="checkbox"/>
		PHYS 151	4 <input type="checkbox"/>
<b>SECOND SEMESTER</b>	Completed	<b>FOURTH SEMESTER</b>	Completed
General Education Courses	6 <input type="checkbox"/>	Emphasis Elective	6 <input type="checkbox"/>
ENG 102	3 <input type="checkbox"/>	General Education Course	3 <input type="checkbox"/>
CHEM 122	4 <input type="checkbox"/>	BIOL 191	3 <input type="checkbox"/>
MATH 127*	3 <input type="checkbox"/>	BIOL 191L	1 <input type="checkbox"/>
*A student may take MATH 128 instead of MATH 126 and 127		PHYS 152	4 <input type="checkbox"/>

**ASSOCIATE OF SCIENCE - BIOLOGICAL SCIENCES**  
**Mission & 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 the scientific method, 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.

BIOLOGICAL SCIENCES - Suggested Course Sequence 1

<b>FIRST SEMESTER</b>	Completed	<b>THIRD SEMESTER</b>	Completed
General Education Courses	3 <input type="checkbox"/>	General Education Course	9 <input type="checkbox"/>
ENG 101	3 <input type="checkbox"/>	BIOL 190	3 <input type="checkbox"/>
CHEM 121	4 <input type="checkbox"/>	BIOL 190L	1 <input type="checkbox"/>
MATH 128*	5 <input type="checkbox"/>	PHYS 151	4 <input type="checkbox"/>
*Alternatively, a student may take MATH 126 and 127		<b>FOURTH SEMESTER</b>	Completed
<b>SECOND SEMESTER</b>	Completed	Emphasis Elective	6 <input type="checkbox"/>
General Education Courses	3 <input type="checkbox"/>	General Education Course	3 <input type="checkbox"/>
ENG 102	3 <input type="checkbox"/>	BIOL 191	3 <input type="checkbox"/>
CHEM 122	4 <input type="checkbox"/>	BIOL 191L	1 <input type="checkbox"/>
MATH 181	4 <input type="checkbox"/>	PHYS 152	4 <input type="checkbox"/>





WESTERN NEVADA COLLEGE • 2011-2012  
**ACADEMIC DEGREES**

**BUSINESS PROGRAM**

The Business Division offers Associate of Applied Science degrees, certificates of achievement, and certification and licensing preparation. 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 offered at WNC include:*

- Bookkeeping
- Business
- Customer Service
- Retail Management

**BOOKKEEPING**

*Certificate of Achievement*

This course of study 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 given 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:** \$27,410-\$42,130 / year (Nevada)

**Career Outlook:** Slower than average growth

**Good To Know:** The majority of new jobs will be created in small, rapidly growing organizations. Many opportunities for part-time and temporary work.

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

**Total Requirements:** 30-33 units

Program Requirements	21-24 Units
ACC 135 Bookkeeping I	3
& ACC 201 Financial Accounting	3
or ACC 201 Financial Accounting	
& ACC 202 Managerial Accounting	
ACC 220 Microcomputer Accounting Systems	3
or ACC 223 Introduction to QuickBooks	
BUS 110 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 units from the following:**

ACC 105 Taxation For Individuals	3
ACC 180 Payroll & Employee Benefit Accounting	3
ACC 198 Special Topics in Accounting	3
ACC 203 Intermediate Accounting I	3
ACC 220 Microcomputer Accounting Systems	3
ACC 223 Introduction to QuickBooks	3
ACC 261 Governmental Accounting	3
ACC 290 Certified Bookkeeper Course	6
ACC 299 Advanced Special Topics in Accounting	3

**General Education Requirements**

9 Units

English/Communications Requirements: *Recommended: BUS 107, BUS 108;*

*Must include a writing course* 6

Mathematics Requirement: *BUS 109 or higher level mathematics course* 3

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

**BOOKKEEPER CERTIFICATION**

*Certification and Licensing Preparation*

This course of study 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 given 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:** \$27,410-\$42,130 / year (Nevada)

**Career Outlook:** Slower than average growth

**Good To Know:** The majority of new jobs will be created in small, rapidly growing organizations. Many opportunities for part-time and temporary work.

**Total Requirements:** 6 units

ACC 290	Certified Bookkeeper Course	6
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**BOOKKEEPER CERTIFICATION - Mission & Outcomes**

**Mission:** The purpose of the Bookkeeper Certification Program is to provide students with the knowledge and skills in the bookkeeping field and to prepare students to take the Certified Bookkeeper Examination.

**Student Learning Outcomes**

At completion of this program, students will have mastered the following areas:

- Adjusting Entries
- Correction of accounting errors
- Payroll
- Depreciation
- Inventory
- Internal controls

**BOOKKEEPING - Suggested Course Sequence**

FIRST SEMESTER	Completed	SECOND SEMESTER	Completed
ACC 135 or ACC 201	3 <input type="checkbox"/>	ACC 201 or ACC 202	3 <input type="checkbox"/>
BUS 108 or Eng/Comm	3 <input type="checkbox"/>	ACC 220	3 <input type="checkbox"/>
BUS 109 or higher math	3 <input type="checkbox"/>	Accounting Elective	3-6 <input type="checkbox"/>
BUS 110, 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	3 <input type="checkbox"/>		



WESTERN NEVADA COLLEGE • 2011-2012  
**ACADEMIC DEGREES**

**BUSINESS**

*Associate of Applied Science*

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

**Salary:** Depends on size & type of organization. \$47,200–\$84,940 / year (Nevada)

**Career Outlook:** Average growth, strong competition

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

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

**Total Requirements:** 60 units

<b>Program Requirements</b>		27 Units
ACC 135	Bookkeeping I	3
& ACC 201	Financial Accounting	3
or ACC 201	Financial Accounting	
& ACC 202	Managerial Accounting	
BUS 101	Introduction to Business	3
or MGT 103	Introduction to Small Business Management	
BUS 110	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
ECON 103	Principles of Macroeconomics	3
IS 101	Introduction to Information Systems	3
IS 201	Computer Applications	3

15 Units

**Choose 15 units from the following areas:**

Accounting, Business, Economics, Finance, Insurance, Management, Marketing or Real Estate. Must take at least 3 units in three different subject areas.

**General Education Requirements**

18 Units

English/Communications Requirement: *Recommended: BUS 107, BUS 108;*

*Must include a writing course*

6

Mathematics Requirement: *BUS 109 or higher level mathematics course*

3

Science Requirement

3

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 can be found on the Associate of Applied Science page.*

BUSINESS - Suggested Course Sequence			
FIRST SEMESTER	Completed	THIRD SEMESTER	Completed
U.S./Nevada Constitution	3 <input type="checkbox"/>	ACC 135 or ACC 201	3 <input type="checkbox"/>
BUS 101 or MGT 103	3 <input type="checkbox"/>	BUS 110, MGT 201,	
BUS 107	3 <input type="checkbox"/>	MGT 212, or MGT 283	3 <input type="checkbox"/>
BUS 109 or math	3 <input type="checkbox"/>	Business Elective	3 <input type="checkbox"/>
IS 101	3 <input type="checkbox"/>	Business Elective	3 <input type="checkbox"/>
		ECON 103	3 <input type="checkbox"/>
SECOND SEMESTER	Completed	FOURTH SEMESTER	Completed
Science Course	3 <input type="checkbox"/>	General Elective	3 <input type="checkbox"/>
BUS 108	3 <input type="checkbox"/>	ACC 201 or ACC 202	3 <input type="checkbox"/>
BUS 273	3 <input type="checkbox"/>	Business Elective	3 <input type="checkbox"/>
ECON 102	3 <input type="checkbox"/>	Business Elective	3 <input type="checkbox"/>
IS 201	3 <input type="checkbox"/>	Business 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.



**BUSINESS**

*Certificate of Achievement*

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

**Total Requirements:** 30 units

<b>Program Requirements</b>		21 Units
ACC 135	Bookkeeping I	3
or ACC 201	Financial Accounting	
BUS 101	Introduction to Business	3
or MGT 103	Introduction to Small Business Management	
BUS 107*	Business Speech Communications	3
BUS 110	Human Relations For Employment	3
or MGT 212	Leadership & Human Relations	
BUS 112	Customer Service	3
or MKT 261	Introduction to Public Relations	
or MKT 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 101 or 113 is acceptable in lieu of BUS 107

**General Education Requirements**

9 Units

English/Communications Requirements: *Recommended: BUS 108;*

*Must be a writing course*

3

Mathematics Requirement: *BUS 109 or higher level mathematics course*

3

General Electives

3

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

BUSINESS - Suggested Course Sequence			
FIRST SEMESTER	Completed	SECOND SEMESTER	Completed
ACC 135 or ACC 201	3 <input type="checkbox"/>	BUS 108	3 <input type="checkbox"/>
BUS 101 or MGT 103	3 <input type="checkbox"/>	BUS 109	3 <input type="checkbox"/>
BUS 107	3 <input type="checkbox"/>	BUS 112, MKT 261	
BUS 110 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"/>

**CERTIFICATE OF BUSINESS - Mission & Outcomes**

**Mission:** The purpose of the Certificate of Achievement in Business is to provide the knowledge and skills necessary to succeed in the business environment.

**Student Learning Outcomes:** Upon completing the Certificate in Business, students will be able to: Provide employment related knowledge and skills; Know subject matter; Understand accounting principles and their importance to the business environment; Demonstrate managerial and personal skills; Demonstrate oral, written, computational and computer skills; Utilize appropriate resources to remain current in their field; Appreciate the importance of social, ethical, legal and diversity issues.

WESTERN NEVADA COLLEGE • 2011-2012  
**ACADEMIC DEGREES**

**CHEMISTRY**

*Associate of Science*

The Chemistry degree 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:** \$57,810-\$99,160 / year (Nevada)

**Career Outlook:** Much slower than average growth

**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 units

**Program Requirements** 36 Units

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
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
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

**General Education Requirements** 24 Units

English/Communications Requirements: <i>Recommended: ENG 101, ENG 102</i>	6
Fine Arts Requirements	3
Humanities Requirements: <i>Recommended: CH 201, CH 202</i>	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 can be found on the Associate of Science Degree Requirements page.*

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	6 <input type="checkbox"/>
CHEM 121	4 <input type="checkbox"/>	CHEM 241	3 <input type="checkbox"/>
General Education		CHEM 241L	1 <input type="checkbox"/>
Course	3 <input type="checkbox"/>	PHYS 181	3 <input type="checkbox"/>
MATH 181	4 <input type="checkbox"/>	PHYS 181L	1 <input type="checkbox"/>
SECOND SEMESTER	Completed	FOURTH SEMESTER	Completed
General Education		General Education	
Course	3 <input type="checkbox"/>	Courses	12 <input type="checkbox"/>
CHEM 122	4 <input type="checkbox"/>	CHEM 242	3 <input type="checkbox"/>
MATH 182	4 <input type="checkbox"/>	CHEM 242L	1 <input type="checkbox"/>
PHYS 180	3 <input type="checkbox"/>		
PHYS 180L	1 <input type="checkbox"/>		

**ASSOCIATE OF SCIENCE - CHEMISTRY - Mission & 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:**

- Have the ability to design and conduct laboratory experiments, as well as analyze and interpret data.
- Be able to demonstrate an introductory level of knowledge in:
  - principles of general & organic chemistry with applications to biological systems
- Be able to use mathematics and computers to solve chemistry problems.
- Be able to demonstrate an understanding of the scientific method.
- 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 and Office Technology degree 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:** \$35,300-\$55,170 / year (Nevada)

**Career Outlook:** Average growth; many office systems have become more automated

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

**WNC Academic Division:** Technology

**Total Requirements:** 60 units

**Program Requirements** 21 Units

Strongly recommend 40 wpm typing skills for successful degree completion.

ACC 135	Bookkeeping I	3
or ACC 220	Microcomputer Accounting Systems	
or ACC 223	Introduction to Quickbooks	
BUS 110	Human Relations For Employment	3
or MGT 212	Leadership & Human Relations	
COT 200	Beginning Word Processing	3
or COT 216	Intermediate Word Processing	
COT 204	Using Windows	3
COT 262	Intermediate Spreadsheets Concepts	3
IS 101	Introduction to Information Systems	3
IS 201	Computer Applications	3

18 Units

**Choose a total of 18 units from any of the following courses:**

BUS 112	Customer Service	3
CIT 151	Beginning Web Development	3
CIT 152	Web Script Language Programming	3
COT 101	Computer Keyboarding I	3
or COT 102	Computer Keyboarding II	
COT 222	Desktop Publishing With Word Processing	3
COT 223	Advanced Desktop Publishing	3
COT 266	Intermediate Database Concepts	3
GRC 119	Computer Graphics - Digital Media	3
MKT 210	Marketing Principles	3

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

COT 222, COT 223, GRC 119, BUS 112 and MKT 210

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

CIT 151, CIT 152, BUS 112, and GRC 119

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

COT 266, BUS 112, COT 101 OR COT 102

**General Education Requirements** 21 Units

English/Communications Requirement: *Recommended: BUS 107, BUS 108;*

<i>Must include a writing course</i>	6
Humanities/Social Science Requirements	3
Mathematics Requirement: <i>Recommended: BUS 109</i>	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 can be found on the Associate of Applied Science page.*

COMPUTER AND OFFICE TECHNOLOGY - Suggested Course Sequence			
FIRST SEMESTER	Completed	THIRD SEMESTER	Completed
Mathematics Course	3 <input type="checkbox"/>	Humanities/Social Science Course	3 <input type="checkbox"/>
English Course (BUS 107 recommended)	3 <input type="checkbox"/>	U.S./Nevada Constitution	3 <input type="checkbox"/>
ACC 135 or ACC 220 or ACC 223	3 <input type="checkbox"/>	BUS 110 or MGT 212	3 <input type="checkbox"/>
IS 101	3 <input type="checkbox"/>	COT 200 or COT 216	3 <input type="checkbox"/>
Program Elective	3 <input type="checkbox"/>	Program Elective	3 <input type="checkbox"/>
SECOND SEMESTER	Completed	FOURTH SEMESTER	Completed
English Course (BUS 108 recommended)	3 <input type="checkbox"/>	General Elective	3 <input type="checkbox"/>
COT 204	3 <input type="checkbox"/>	COT 262	3 <input type="checkbox"/>
IS 201	3 <input type="checkbox"/>	Program Elective	9 <input type="checkbox"/>
Program Elective	3 <input type="checkbox"/>		
Science Course	3 <input type="checkbox"/>		

### ASSOCIATE OF APPLIED SCIENCE COMPUTER AND OFFICE TECHNOLOGY - Mission & 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:

- an understanding of office environment protocol
- an understanding of the variety of software applications and their importance to the office environment
- oral, written and computational skills
- the ability to perform skills in developing web, network and software solutions
- the ability to utilize appropriate resources to remain current in the field



WESTERN NEVADA COLLEGE • 2011-2012  
**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:** \$47,620-\$75,870/ year (Nevada)

**Career Outlook:** Much faster than average growth

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

**WNC Academic Division:** Science, Mathematics & Engineering

**Total Requirements:** 64 units

<b>Program Requirements</b>		40 Units
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 Units

English/Communications Requirements: <i>Recommended: ENG 101, ENG 102</i>	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 can be found on the Associate of Science page.*

**ASSOCIATE OF SCIENCE - COMPUTER SCIENCE**

**Mission & Outcomes**

**Mission:** The purpose of the Associate of Science degree in Computer Science 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 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
- 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
- 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
- standards of social, ethical, legal, accessibility and diversity issues of their work environment

**COMPUTER SCIENCE - Suggested Course Sequence**

<b>FIRST SEMESTER</b>	<b>Completed</b>	<b>THIRD SEMESTER</b>	<b>Completed</b>
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"/>
<b>SECOND SEMESTER</b>	<b>Completed</b>	<b>FOURTH SEMESTER</b>	<b>Completed</b>
CIT 260	3 <input type="checkbox"/>	General Education Courses	9 <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"/>		



WESTERN NEVADA COLLEGE • 2011-2012  
**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

*The college offers Certificates of Achievement:*

- Network Support Technician
- System Administration Technician

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

COMPUTER TECHNOLOGY - COMPUTER NETWORKING TECHNOLOGY			
Suggested Course Sequence			
FIRST SEMESTER	Completed	THIRD SEMESTER	Completed
English Course	3 <input type="checkbox"/>	Science Course	3 <input type="checkbox"/>
Math Course	3 <input type="checkbox"/>	Humanities/Social Science Course	3 <input type="checkbox"/>
CIT 211 or CSCO 120	4 <input type="checkbox"/>	CIT 211 or CSCO 120	4 <input type="checkbox"/>
CIT 212 or CSCO 121	4 <input type="checkbox"/>	CIT 212 or CSCO 121	4 <input type="checkbox"/>
SECOND SEMESTER	Completed	CIT 263	3 <input type="checkbox"/>
Networking Electives	6-8 <input type="checkbox"/>	FOURTH SEMESTER	Completed
English Course	3 <input type="checkbox"/>	General Elective	0-1 <input type="checkbox"/>
CIT 161	3 <input type="checkbox"/>	US/Nev. Constitution	3 <input type="checkbox"/>
		Science Course	3 <input type="checkbox"/>
		CSCO 130	4 <input type="checkbox"/>
		Human Relations Course	3 <input type="checkbox"/>
		MGT 201, MGT 212, or MGT 283	3 <input type="checkbox"/>

**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:** \$51,190-\$91,610 / year (Nevada)

**Career Outlook:** Much faster than average growth

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

**WNC Academic Division:** Technology

**Total Requirements:** 60-61 units

**Program Requirements** 35-37 Units

CIT 161	Essentials of Information Security	3
CIT 211	Microsoft Networking I	4
CIT 212	Microsoft Networking II	4
CIT 263	Introduction to IT Project Management	3
CSCO 120	CCNA Internetworking Fundamentals Elective	4
CSCO 121	CCNA Routing Protocols & Concepts	4
CSCO 130	Fundamentals of Wireless LANs	4
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 174	Linux System Administration	3
CIT 213	Microsoft Networking III	4
CIT 214	Microsoft Networking IV	4
CIT 215	Microsoft Networking V	4
Any CSCO class		4-8

**General Education Requirements** 24-25 Units

English/Communications Requirement: *Recommended: BUS 107&108;*

<i>Must include a writing course</i>	6
Human Relations Requirement	3
Humanities/Social Science Requirements	3
Mathematics Requirement: <i>Recommended: MATH 126 or higher</i>	3
Science Requirement	6
U.S. and Nevada Constitution Requirements	3
General Electives	0-1

*A list of all courses filling general education requirements for the Associate of Applied Science can be found on the Associate of Applied Science 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
- 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
- standards of social, ethical, legal, accessibility, and diversity issues of their work environment



WESTERN NEVADA COLLEGE • 2011-2012  
**ACADEMIC DEGREES**

**COMPUTER TECHNOLOGY**

*Network Support Technician Certificate of Achievement*

**Salary:** \$34,900–\$75,900 / year (Nevada)

**Career Outlook:** Growth will be much faster than average

**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:** Technology

**Total Requirements:** 33 – 35 units

Program Requirements		26 Units
CIT 161	Essentials of Information Security	3
CIT 263	Introduction To IT Project Management	3
CSCO 120	CCNA Interworking Fundamentals	4
CSCO 121	CCNA Routing Protocols & Concepts	4
CSCO 130	Fundamentals of Wireless LANs	4
CSCO 220	CCNA LAN Switching & Wireless Fundamentals	4
CSCO 221	CCNA WAN Fundamentals	4

**General Education Requirements**

7–9 Units

English/Communications Requirements: *Must include a writing course*

Human Relations Requirement 1–3

Mathematics Requirement 3

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

COMPUTER TECHNOLOGY - NETWORK SUPPORT TECHNICIAN  
 Suggested Course Sequence

FIRST SEMESTER	Completed	SECOND SEMESTER	Completed
English Course	3 <input type="checkbox"/>	Human Relations Course	1-3 <input type="checkbox"/>
Mathematics Course	3 <input type="checkbox"/>	CIT 161	3 <input type="checkbox"/>
CIT 263	3 <input type="checkbox"/>	CSCO 130	4 <input type="checkbox"/>
CSCO 120	4 <input type="checkbox"/>	CSCO 220	4 <input type="checkbox"/>
CSCO 121	4 <input type="checkbox"/>	CSCO 221	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 Technology 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 lifelong learning.

**COMPUTER TECHNOLOGY**

*System Administration Technician Certificate of Achievement*

**Salary:** \$34,900–\$75,900 / year (Nevada)

**Career Outlook:** Faster than average growth

**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:** Technology

**Total Requirements:** 33 – 35 units

Program Requirements		26 Units
CIT 161	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
or CIT 165	Introduction to Convergence	
or ET 155	Home Technology Convergence	
CIT 263	Introduction to IT Project Management	3

**General Education Requirements**

7–9 Units

English/Communications Requirements: *Must include a writing course*

Human Relations Requirement 1–3

Mathematics Requirement 3

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

COMPUTER TECHNOLOGY - SYSTEM ADMINISTRATION TECHNICIAN  
 Suggested Course Sequence

FIRST SEMESTER	Completed	SECOND SEMESTER	Completed
English Course	3 <input type="checkbox"/>	Human Relations Course	1-3 <input type="checkbox"/>
Mathematics Course	3 <input type="checkbox"/>	CIT 161	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 263	3 <input type="checkbox"/>	CIT 215	4 <input type="checkbox"/>

**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 Technology 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 lifelong learning



## 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 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.

Deborah Case, BTech Advisor: 775-445-3270 or cased3@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
- Demonstrate the ability to communicate with the above entities per industry standards
- Demonstrate the ability to produce a construction schedule
- Understand the implementation and coordination of a construction schedule
- Demonstrate the ability to write construction contracts per industry standards
- Demonstrate an understanding of construction law
- Utilize the various resources available to explore new construction methods and insure quality control
- Demonstrate the ability to favorably represent himself or herself to a potential employer.

#### Certified Inspector of Structures

- Demonstrate an understanding of all components within a certified inspection
- Demonstrate the ability to conduct a certified inspection per NRS 645D
- Demonstrate the ability to produce a credible, professional report consistent with NRS 645D
- Successfully complete 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:** \$49,300–\$82,300 / year (Nevada)

**Career Outlook:** Average growth

**Good To Know:** About 47 percent are self-employed. Employment depends on economy and layoffs may occur during times of low construction activity.

**WNC Academic Division:** Technology

**Total Requirements:** 61 units

Program Requirements		37 Units
BI 101	Introduction to Building Codes	3
CONS 108	Construction Materials and Methods	3
CONS 120	Blueprint Reading and Specification	3
CONS 121	Principles of Construction Estimating	3
CONS 205	Construction Site Safety	1
AC 198	Special Topics in HVAC	2
CONS 114	Soils, Sitework, Concrete and Testing	3
CONS 116	Plumbing Principles and Methods	2
CONS 118	Construction Contract Documents	3
CONS 216	Structural Layout Assembly	2
CONS 230	Electrical Distribution System	2
CONS 281	Construction Planning Scheduling And Control	3
CONS 290	Internship in Construction	3
SUR 161	Elementary Surveying	4
or SUR 265	Introduction to Construction Surveying	

**General Education Requirements** 24 Units

English/Communications Requirement: <i>Recommended: BUS 107, BUS 108</i>	6
Human Relations Requirement: <i>Recommended: BUS 110</i>	3
Humanities/Social Science Requirements	3
Mathematics Requirement: <i>Recommended: MATH 110</i>	3
Science Requirement: <i>Recommended: PHYS 100</i>	6
U.S. and Nevada Constitution Requirements	3
<i>A list of all courses filling general education requirements for the Associate of Applied Science can be found on the Associate of Applied Science page.</i>	

### CONSTRUCTION TECHNOLOGY - Suggested Course Sequence

FIRST SEMESTER	Completed	THIRD SEMESTER	Completed
BUS 107	3 <input type="checkbox"/>	CONS 116	2 <input type="checkbox"/>
CONS 108	3 <input type="checkbox"/>	CONS 118	3 <input type="checkbox"/>
CONS 120	3 <input type="checkbox"/>	CONS 216	2 <input type="checkbox"/>
MATH 110	3 <input type="checkbox"/>	CONS 281	3 <input type="checkbox"/>
U.S./Nevada Constitution	3 <input type="checkbox"/>	PHYS 100	3 <input type="checkbox"/>
		SUR 161 or 265	4 <input type="checkbox"/>
SECOND SEMESTER	Completed	FOURTH SEMESTER	Completed
Humanities/ Social Science Course	3 <input type="checkbox"/>	AC 198	2 <input type="checkbox"/>
BI 101	3 <input type="checkbox"/>	BUS 110	3 <input type="checkbox"/>
BUS 108	3 <input type="checkbox"/>	CONS 114	3 <input type="checkbox"/>
CONS 121	3 <input type="checkbox"/>	CONS 230	2 <input type="checkbox"/>
CONS 205	1 <input type="checkbox"/>	CONS 290	3 <input type="checkbox"/>
		Science Course	3 <input type="checkbox"/>





WESTERN NEVADA COLLEGE • 2011-2012  
**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.

**Salary:** \$67,250–\$115,430 / year (Nevada)

**Career Outlook:** Average growth

**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 units

<b>Business Core Requirements</b>		18 Units
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

**Program Requirements** 62 Units

AC 198	Special Topics in HVAC	2
BI 101	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 108	Construction Materials and Methods	3
CONS 114	Soils, Sitework, Concrete and Testing	3
CONS 116	Plumbing Principles and Methods	2
CONS 118	Construction Contract Documents	3
CONS 120	Blueprint Reading and Specification	3
CONS 121	Principles of Construction Estimating	3
CONS 205	Construction Site Safety	1
CONS 216	Structural Layout Assembly	2
CONS 230	Electrical Distribution System	2
CONS 281	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	

\* CONS 282 - Construction Law, will be accepted in lieu of CEE 464

**General Education Requirements** 48 Units

Capstone Courses	9
English/Communications Requirements	9–11
Fine Arts Requirement	3
Humanities Requirement	3
Mathematics and Science Requirements	15
Social Sciences Requirement	6
U.S. and Nevada Constitution Requirements	3–6

A list of all courses filling general education requirements for the Bachelor of Technology can be found on the following page.

**Bachelor of Technology in Construction Management  
 Admission Requirements**

To be accepted into the program, a student must:

1. Complete a minimum of 45 college units or equivalent with a minimum 2.0 GPA.

Within the 45 units:

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

OR:

Have an associate degree in Construction Management from a regionally accredited institution.

2. Meet with a WNC counselor.

**CONSTRUCTION MANAGEMENT - Suggested Course Sequence**

<b>FIRST SEMESTER</b>	Completed	<b>FIFTH SEMESTER</b>	Completed
U.S./Nevada Constitution	3 <input type="checkbox"/>	Math/Science Course	3 <input type="checkbox"/>
CONS 108	3 <input type="checkbox"/>	CEE 411	3 <input type="checkbox"/>
CONS 120	3 <input type="checkbox"/>	CEE 462	3 <input type="checkbox"/>
ECON 102	3 <input type="checkbox"/>	CONS 351	5 <input type="checkbox"/>
ENG 101	3 <input type="checkbox"/>	MGT 323	3 <input type="checkbox"/>
MATH 126	3 <input type="checkbox"/>		
		<b>SIXTH SEMESTER</b>	Completed
<b>SECOND SEMESTER</b>	Completed	Capstone Course	3 <input type="checkbox"/>
English/Comm Course	3 <input type="checkbox"/>	Social Science Course	3 <input type="checkbox"/>
BI 101	3 <input type="checkbox"/>	CEE 463	3 <input type="checkbox"/>
CADD 100	3 <input type="checkbox"/>	CONS 451	2 <input type="checkbox"/>
CONS 114	3 <input type="checkbox"/>	MGT 367	3 <input type="checkbox"/>
ECON 103	3 <input type="checkbox"/>		
MATH 127	3 <input type="checkbox"/>	<b>SEVENTH SEMESTER</b>	Completed
		Capstone Course	3 <input type="checkbox"/>
<b>THIRD SEMESTER</b>	Completed	Fine Arts Course	3 <input type="checkbox"/>
CONS 116	2 <input type="checkbox"/>	Social Science Course	3 <input type="checkbox"/>
CONS 216	2 <input type="checkbox"/>	CEE 465	2 <input type="checkbox"/>
CONS 281	3 <input type="checkbox"/>	CEE 466	2 <input type="checkbox"/>
ECON 261	3 <input type="checkbox"/>		
PHYS 100	3 <input type="checkbox"/>	<b>EIGHTH SEMESTER</b>	Completed
SUR 161 or SUR 265	4 <input type="checkbox"/>	Capstone Course	3 <input type="checkbox"/>
		English/Comm Course	3 <input type="checkbox"/>
<b>FOURTH SEMESTER</b>	Completed	Humanities Course	3 <input type="checkbox"/>
Math/Science Course	3 <input type="checkbox"/>	CEE 464	2 <input type="checkbox"/>
AC 198	2 <input type="checkbox"/>	CEE 495	3 <input type="checkbox"/>
ACC 201	3 <input type="checkbox"/>		
CONS 118	3 <input type="checkbox"/>		
CONS 121	3 <input type="checkbox"/>		
CONS 205	1 <input type="checkbox"/>		
CONS 230	2 <input type="checkbox"/>		



WESTERN NEVADA COLLEGE • 2011-2012  
**ACADEMIC DEGREES**

**Bachelor of Technology in Construction Management  
 General Education Course List**

**Capstone Course**-9 units. Choose from:

Communication: 412                      Economics: 334, 365  
 Construction Management: 456        Management: 462, 469

**English/Communications Requirements**-9–11 units. Choose from:

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

**Fine Arts Requirement**-3 units. Choose from:

Art: 100, 101, 124, 160, 224, 260, 261        Music, Ensemble: 101  
 Dance: 101                                  Music, General: 121, 125, 134  
 Humanities: 101                              Theatre: 100, 105, 180

**Humanities Requirement**-3 units. Choose from:

Core Humanities: 201, 202  
 English: 200, 223, 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 units. Choose from:  
*a minimum of 5 units in mathematics and 7 units in science.*

<b>Mathematics</b>	<b>Science</b>
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 units.

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

Choose lower division from:

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 units. 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.

**Salary:** \$52,700-\$80,690 / year (Nevada)

**Career Outlook:** Inspectors rarely are laid off when the economy slows down.

**WNC Academic Division:** Technology

**Total Requirements:** 10 units

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

**BACHELOR OF TECHNOLOGY - CONSTRUCTION MANAGEMENT  
 Mission & Outcomes**

**Mission:** The mission of the Bachelor of Technology degree in Construction Management is to prepare students for entry level and mid-level positions within the various construction industry disciplines, and to meet the goals of the division.

**Student Learning Outcomes:** Upon completing the Construction Management Bachelor of Technology program, students will be able to demonstrate:

- Knowledge in basic economic principals, business principles and construction accounting, finances, and law
- Exposure to the design theory and analysis of construction practices and systems
- Understanding of the utilization of available recourses for construction planning, methods and materials
- Understanding, skill and knowledge of construction documents, communications, graphics, and surveying
- Skill and knowledge in construction accounting, estimating and bidding practices
- Ability for planning and scheduling a construction project
- Application of relevant administrative skills, ethics, safety practices, and problem solving techniques to construction management



**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 . . . . . 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:** \$45,770–\$76,590 / year (Nevada)

**Career Outlook:** Average growth

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

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

**Total Requirements:** 60 units

<b>Core Requirements</b>		21 Units
CRJ 101	Introduction to Criminal Justice I	3
CRJ 102	Introduction to Criminal Justice II	3
CRJ 103	Communication Within the Criminal Justice Field	3
CRJ 164	Principles of Investigation	3
CRJ 220	Criminal Procedures	3
CRJ 230	Criminal Law	3
CRJ 270	Introduction to Criminology	3

**Program Requirements** 15 Units

**Choose 6 units 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

**Choose 9 units from the following:**

BUS 107	Business Speech Communications	3–6
or BUS 108	Business Letters and Reports	
COM 101	Oral Communications	3
or COM 113	Fundamentals of Speech Communication	
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 110		1–9
Any Psychology course except PSY 210		1–6
Any Sociology course except SOC 210		1–6

**General Education Requirements** 24 Units

English/Communications Requirement: Recommended: ENG 101	
Must be a writing course	3
Humanities/Social Science Requirements: Humanities Course Required	3
Mathematics Requirement	3
Science Requirement	3
U.S. and Nevada Constitution Requirements	3
General Electives	9

*A list of all courses filling general education requirements for the Associate of Applied Science can be found on the Associate of Applied Science page.*

Note: Students are REQUIRED to complete a POST certified course to become a law enforcement officer in Nevada. This degree does NOT replace that certification.

**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



WESTERN NEVADA COLLEGE • 2011-2012  
**ACADEMIC DEGREES**

**CRIMINAL JUSTICE**

*Law Enforcement/Academy Associate of Applied Science*

The Law Enforcement Academy degree 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:** \$53,530–\$76,590 / year (Nevada)

**Career Outlook:** Average growth

**Good To Know:** Communication skills are important; may work weekends, holidays and nights. Good salaries and benefits. Demand is higher for detectives & investigators

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

**Total Requirements:** 63.5 units

<b>Core Requirements</b>		21 Units
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
CRJ 103	Communication Within the Criminal Justice Field	3

*NOTE: This course must be completed before attending the Western Nevada State Peace Officer Academy*

**Program Requirements** 30.5 Units

CRJ 266*	Western Nevada State Peace Officer Academy	27
EMS 100	Healthcare Provider CPR	0.5
EMS 113	First Responder	3

\* Spring and summer class that will fulfill the POST requirement

**General Education Requirements** 12 Units

English/Communications Requirement: <i>Recommended: ENG 101</i>	3
Mathematics Requirement	3
Science Requirement	3
U.S. and Nevada Constitution Requirements	3

*A list of all courses filling general education requirements for the Associate of Applied Science can be found on the Associate of Applied Science page.*

Note: Documentation and current health insurance (card) required.

CRIMINAL JUSTICE - Suggested Course Sequence			
FIRST SEMESTER	Completed	THIRD SEMESTER	Completed
General Education Course	3 <input type="checkbox"/>	CRJ 230	3 <input type="checkbox"/>
CRJ 101	3 <input type="checkbox"/>	CRJ 270	3 <input type="checkbox"/>
CRJ 103	3 <input type="checkbox"/>	General Education Course	3 <input type="checkbox"/>
SECOND SEMESTER	Completed	FOURTH SEMESTER	Completed
CRJ 102	3 <input type="checkbox"/>	CRJ 266	27 <input type="checkbox"/>
CRJ 164	3 <input type="checkbox"/>	EMS 100	0.5 <input type="checkbox"/>
CRJ 220	3 <input type="checkbox"/>	EMS 113	3 <input type="checkbox"/>
General Education Course	3 <input type="checkbox"/>	General Education Course	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 units

<b>Program Requirements</b>		33.5 Units
CRJ 103	Communication Within the Criminal Justice Field	3
CRJ 266*	Western Nevada State Peace Officer Academy	27
NOTE: *CRJ 103 must be taken before attending academy		
EMS 100	Healthcare Provider CPR	0.5
EMS 113	First Responder	3

\* Spring and summer class that will fulfill the POST requirement

**General Education Requirements** 6 Units

English/Communications Requirements: <i>Recommended: ENG 101</i>	3
Mathematics Requirement	3

*A list of all courses filling general education requirements for the Certificate of Achievement can be found on the Certificate of Achievement 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 and to pass the Peace Officers Standards and Training test.

**Student Learning Outcomes:**

- Prepare to become a law enforcement officer in the state of Nevada by obtaining all necessary education and skills required by the state of Nevada
- Be properly prepared to 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 of 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 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



WESTERN NEVADA COLLEGE • 2011-2012  
**ACADEMIC DEGREES**

**CRIMINAL JUSTICE**

*Associate of Arts Transfer Degree*

The Criminal Justice transfer degree 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:** \$53,530–\$85,250 / 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 units

Program Requirements		21–24 Units
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	3-6
or CRJ 220	Criminal Procedures	
& CRJ 230	Criminal Law	
CRJ 225	Criminal Evidence	3
CRJ 270	Introduction to Criminology	3

**General Education Requirements**

General Education Requirements		36–39 Units
English/Communications Requirements: <i>ENG 101&amp;102 Required</i>		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 units of Spanish courses		

*A list of all courses filling general education requirements for the Associate of Arts can be found on the Associate of Arts 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"/>	Program 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"/>	Program Electives	3 <input type="checkbox"/>
Program 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"/>		

**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 can

- Meet 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
- Analyze theories for committing crimes
- Maintain vocabulary necessary for criminal justice
- Have an acute awareness of cultural diversity
- Maintain crime scenes

**CRIMINAL JUSTICE**

*9-1-1 Dispatch Telecommunications Certificate of Achievement*

The Public Safety Telecommunicator course, commonly called the 9-1-1 Dispatch program is offered each spring semester in the evenings. Look for CRJ 260 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-unit 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 at fire departments, police and sheriff's agencies, even taxi cab companies, ambulance companies...any place that has dispatching needs.

**Salary:** \$41,890–\$61,060 / year (Nevada)

**Career Outlook:** Average growth

**Good To Know:** Bilingual dispatchers are in great demand

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

**Total Requirements:** 31 – 34 units

Program Requirements		21-22 Units
CRJ 260	9-1-1 Dispatch Emergency Telecommunicator Academy	12
CRJ 101	Introduction to Criminal Justice I	3
CRJ 102	Introduction to Criminal Justice II	3
SPAN 101	Spanish, Conversational I	3-4
or SPAN 111	First Year Spanish I	

**General Education Requirements**

General Education Requirements		10–12 Units
English/Communications Requirements: <i>Must include writing course</i>		6
Human Relations Requirement		1–3
Mathematics Requirement		3

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

**CRIMINAL JUSTICE: 9-1-1 DISPATCH TELECOMMUNICATIONS  
 Mission & Outcomes**

**Mission:** The Public Safety Telecommunicator course strives to enhance the student's ability to be successful in his or her career, future learning and personal life. The class component objectives are designed to develop lifelong learning habits, improve critical thinking skills, promote cultural diversity and awareness, and enhance communication skills. The Department of Public Service continues to respond to and anticipate needs in education and training, to provide a safer, professional and ethical atmosphere within the various criminal justice vocations.

**Student Learning Outcomes:** Upon completing the 9-1-1 Dispatch Telecommunications Certificate of Achievement program, students will be able to:

- Meet the general education requirements of WNC
- Demonstrate knowledge of computer technology as it pertains to a dispatch center
- Demonstrate the importance of good verbal and written communications
- Demonstrate multi-tasking techniques within the dispatch setting
- Have an acute awareness of cultural diversity
- Demonstrate a professional attitude for dispatchers



WESTERN NEVADA COLLEGE • 2011-2012  
**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:** \$23,790–\$37,200 / year (Nevada)

**Career Outlook:** Faster than average growth

**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:** Social Science, Education, Humanities & Public Service

**Total Requirements:** 30 units

<b>Program Requirements</b>		15 Units
BUS 101	Introduction to Business	3
or MGT 103	Introduction to Small Business Management	
BUS 110	Human Relations For Employment	3
or MGT 212	Leadership & Human Relations	
BUS 112	Customer Service	3
BUS 113	Workplace Attitude Development	1
BUS 114	Effective Listening and First Impressions	1
BUS 115	Workplace Time Management & Goal Setting	1
BUS 116	Effective Telephone Techniques	1
BUS 118	Resolving Customer Complaints	1
BUS 119	Work Decision Making & Conflict Resolution	1

**Choose 6 units from the following:** 6 Units

BUS 286	Developing Your Resume	1
BUS 287	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 Units

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

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

**CUSTOMER SERVICE**

*Certificate of Completion Options*

The Customer Service Certificates of Completion allow students to choose four, eight, or all 12 units 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-unit Certificate of Achievement.

Level One: 4-unit certificate

Level Two: 8-unit certificate

Level Three: 12-unit certificate

**Salary:** \$23,790–\$37,200 / year (Nevada)

**Career Outlook:** Faster than average growth

**Good To Know:** Catalog and Internet retailers are expected to grow in the next ten years and expected to hire more customer service representatives.

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

**Total Requirements:** 4-12 units

**Choose 4, 8 or 12 units from the following:**

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



WESTERN NEVADA COLLEGE • 2011-2012  
**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:** \$34,220–\$49,440 / year (Nevada)

**Career Outlook:** Faster than average growth

**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 units

Program Requirements		24 Units
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**

General Education Requirements		36 Units
English/Communications Requirements: ENG 101, ENG 102		6
Fine Arts Requirement: <i>Recommended: THTR 105</i>		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 can be found on the Associate of Arts 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 154	3 <input type="checkbox"/>
SECOND SEMESTER	Completed	General Education Courses	6 <input type="checkbox"/>
AM 146	4 <input type="checkbox"/>		
AM 153	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 units

Program Requirements		18 Units
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**

General Education Requirements		12 Units
English/Communications Requirements: <i>Must include a writing course</i>		6
Human Relations Requirement		3
Mathematics Requirement		3

*A list of all courses filling general education requirements for the Certificate of Achievement can be found on the Certificate of Achievement 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"/>

**ASSOCIATE OF ARTS - DEAF STUDIES & AMERICAN SIGN LANGUAGE CERTIFICATE OF ACHIEVEMENT - Mission & Outcomes**

**Associate of Arts Mission:** The mission of the Western Nevada College Deaf Studies Associate of Arts degree program is to provide quality education to students, developing their comprehensive expressive/receptive skills in American Sign Language, fingerspelling fluency and knowledge of the history and culture of people who are deaf or hard of hearing. Students are provided a strong foundation in which to enter numerous high-demand professional fields that provide services to deaf or hard of hearing people.

**Certificate of Achievement Mission:** The mission of the Western Nevada College American Sign Language Certificate of Achievement is to provide quality education to students, developing their comprehensive expressive/receptive skills in American Sign Language, fingerspelling fluency, and general knowledge of deafness. Students are provided a linguistic foundation in which to enter numerous high-demand professional fields that provide services to deaf or hard of hearing people.

**Student Learning Outcomes:** Upon completing the Deaf Studies Associate of Arts program and/or American Sign Language Certificate of Achievement, students will be able to:

- Produce basic expressive/receptive sign language communicative skills
- Demonstrate appropriate ASL linguistic and grammatical structure in signing
- Demonstrate functional language aptitude in American Sign Language
- Produce basic expressive/receptive signing of personal heredity and cultural traditions
- Produce basic expressive/receptive signing of biographic and autobiographic events
- Produce basic expressive/receptive signing of number systems - functional & abstract
- Produce basic expressive/receptive signing of major life activities and special occasions
- Demonstrate knowledge of linguistic, cultural, educational and social aspects of people who are deaf or hard of hearing
- Demonstrate basic knowledge of historical, political, audiological, educational and linguistic in relation to the history of people who are deaf or hard of hearing
- Demonstrate basic fluency in receptive and expressive pragmatics and production of fingerspelling in ASL



**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**

*Certificate of Achievement*

**Salary:** \$26,150-\$50,810 / year (Nevada)

**Career Outlook:** Slightly faster than average growth

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

**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 & Family Studies 3

**General Education Requirements** 9 Credits

English/Communications Requirements: Recommended: BUS 108;  
Must include a writing course 6  
Mathematics Requirement: Recommended: BUS 109 3

A list of all courses filling general education requirements for the Certificate of Achievement can be found on the Certificate of Achievement 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"/>		

**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:** \$34,330-\$50,810 / year (Nevada)

**Career Outlook:** Growth for teachers will be faster than average.

**Good To Know:** Teachers who have advanced degrees earn the most money. Teachers can earn more money by teaching in the summer. More children will be entering preschool and kindergarten.

**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 and 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)	3

**General Education Requirements** 24 Credits

English/Communications: Recommended: BUS 108; Must include a writing course 6  
Humanities/Social Science Requirements 3  
Mathematics Requirement: Recommended: BUS 109 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 can be found on the Associate of Applied Science page.

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

**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 - EARLY CHILDHOOD EDUCATION**  
**Mission & Outcomes**

**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.





**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. It also 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 units may be directly applied toward a baccalaureate degree.

**Salary:** \$68,090–\$101,690 / year (Nevada)

**Career Outlook:** Average growth; employment opportunities may depend on economy and region

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

**WNC Academic Division:** Science, Mathematics & Engineering

**Total Requirements:** 64 units

Program Requirements		40 Units
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	3-4
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

**Choose 2-4 units 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 Units
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 can be found on the Associate of Science 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 & 220L	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 SCIENCE - ENGINEERING SCIENCE****Mission & Outcomes**

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

**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.



WESTERN NEVADA COLLEGE • 2011-2012  
**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:** \$25,240–\$64,180 / year (Nevada)

**Career Outlook:** Slower than average growth

**Good To Know:** Many fine artists are self-employed; Major employers include publishers, designers and advertising companies

**WNC Academic Division:** Communication and Fine Arts

**Total Requirements:** 60 units

<b>Program Requirements</b>	27 Units
ART 100 Visual Foundations	3
ART 101 Drawing I	3
ART 141 Introduction to Digital Photography 1 or GRC 183 Electronic Imaging	3
ART 160 Art Appreciation	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 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.

**Select 9 units 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 221 Beginning Printmaking: Intaglio	3
ART 222 Beginning Printmaking: Lithography	3
ART 223 Beginning Printmaking: Serigraphy	3
ART 224 Beginning Printmaking: Relief	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 260 Survey Art History I	3
ART 261 Survey of Art History II	3
ART 298 Portfolio Emphasis	3
GRC 183 Electronic Imaging	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**

English/Communications Requirements	33 Units
Humanities Requirement	6
Mathematics Requirement	6
Science Requirement	3
Social Sciences Requirement	6
U.S. and Nevada Constitution Requirements	9
	3

*A list of all courses filling general education requirements for the Associate of Arts can be found on the Associate of Arts page.*

**FINE ARTS - Suggested Course Sequence**

<b>FIRST SEMESTER</b>	<b>Completed</b>	<b>THIRD SEMESTER</b>	<b>Completed</b>
ART 100	3 <input type="checkbox"/>	ART 141 or GRC 183	3 <input type="checkbox"/>
ART 101	3 <input type="checkbox"/>	ART 216 or ART 211 (3-D Required Course)	3 <input type="checkbox"/>
General Education Courses	9 <input type="checkbox"/>	General Education Courses	9 <input type="checkbox"/>
<b>SECOND SEMESTER</b>	<b>Completed</b>	<b>FOURTH SEMESTER</b>	<b>Completed</b>
ART 160	3 <input type="checkbox"/>	ART Electives	9 <input type="checkbox"/>
ART 231, ART 127, or ART 124 (2-D Required Course)	3 <input type="checkbox"/>	General Education Courses	6 <input type="checkbox"/>
General Education Courses	9 <input type="checkbox"/>		

**FINE ARTS - Mission & Outcomes**

**Mission:** 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.

**Student Learning Outcomes:** Upon completing the Fine Arts Associate of Arts program, students will be able to:

General Education

- Have an understanding of the Fine Arts
- Have developed their problem-solving, creative, and critical thinking skills

Program Mission Outcomes

- Have developed their creative capacities
- Have participated in at least one cultural activity, such as a visit to a gallery, museum, or attended a community art lecture or event
- Have developed an appreciation for the arts



WESTERN NEVADA COLLEGE • 2011-2012  
**ACADEMIC DEGREES**

**GEOGRAPHIC INFORMATION SYSTEMS (GIS)**

*Associate of Applied Science*

WNC's Geographic Information Systems 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:** \$39,260–\$62,470 / year (Nevada)

**Career Outlook:** Slower than average growth

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

**WNC Academic Division:** Science, Mathematics & Engineering

**Total Requirements:** 60 units

Program Requirements		36 Units
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 170	GIS Applications on Conservation Issues	1
GIS 171	GIS Applications in Urban & Regional Planning	1
GIS 172	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 Units

English/Communications Requirement	6
Human Relations Requirement	3
Humanities/Social Science Requirements: <i>Recommended: GEOG 106</i>	3
Mathematics Requirement: <i>MATH 126 or higher is required. STAT 152 is recommended</i>	3
Science Requirement: <i>Recommended: GEOG 103</i>	6
U.S. and Nevada Constitution Requirements	3

*A list of all courses filling general education requirements for the Associate of Applied Science can be found on the Associate of Applied Science 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 171	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 172	1 <input type="checkbox"/>
GIS 170	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"/>

**GEOGRAPHIC INFORMATION SYSTEMS (GIS)**

*Certificate of Achievement*

**WNC Academic Division:** Science, Mathematics & Engineering

**Total Requirements:** 30 units

Program Requirements		21 Units
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 Units

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

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

**GEOGRAPHIC INFORMATION SYSTEMS (GIS) - Mission & Outcomes**

**Mission:** The purpose of the Geographic Information System Certificate of Achievement is to provide basic knowledge and skills necessary to enter the Geographic Information System field.

**Student Learning Outcomes:** Graduates are expected to be able to:

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

**ASSOCIATE OF APPLIED SCIENCE  
 GEOGRAPHIC INFORMATION SYSTEMS (GIS)**

**Mission & Outcomes**

**Mission:** The Associate of Applied Science degree in Geographic Information Systems 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



WESTERN NEVADA COLLEGE • 2011-2012  
**ACADEMIC DEGREES**

**GEOSCIENCES**

*Associate of Science*

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

**Salary:** \$64,210–\$101,230 / year (Nevada)

**Career Outlook:** Average growth

**Good To Know:** Often requires graduate degrees for career advancement

**WNC Academic Division:** Science, Mathematics & Engineering

**Total Requirements:** 60 – 62 units

<b>Program Requirements</b>		17–18 Units
GEOG 103	Physical Geography	3
GEOG 104	Physical Geography Laboratory	1
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

**Choose one course:**

GEOG 106	Introduction to Cultural Geography	3
GEOG 200	World Regional Geography	3

**Program Electives** 13–14 Units

**Choose 13-14 units from the following:**

ATMS 117	Meteorology	3
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 130	Fundamentals of Environmental Pollution: Concepts and Methods	3
ENV 210	Land Use Management	3
ENV 292	Environmental Problems	3
GEOL 100	Earthquakes, Volcanoes, and Natural Disasters	3
GEOL 102	Earth and Life Through Time	4
GEOL 105	Introduction to Geology of National Parks	3
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 & PHYS 180L	Engineering Physics I	
	Engineering Physics I Lab	
PHYS 152	General Physics II	4
or PHYS 181 & PHYS 181L	Engineering Physics II	
	Engineering Physics II Lab	

**General Education Requirements**

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

*A list of all courses filling general education requirements for the Associate of Science can be found on the Associate of Science 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. Consult the current UNR or appropriate university catalog or an advisor for degree requirements.

GEOSCIENCES - Suggested Course Sequence			
<b>FIRST SEMESTER</b>	Completed	<b>THIRD SEMESTER</b>	Completed
General Education Course	9 <input type="checkbox"/>	General Education Courses	9 <input type="checkbox"/>
GEOL 101	3 <input type="checkbox"/>	GEOG 106	3 <input type="checkbox"/>
GEOL 103	1 <input type="checkbox"/>	Program Electives	3 <input type="checkbox"/>
Program Electives	3 <input type="checkbox"/>		
		<b>FOURTH SEMESTER</b>	Completed
<b>SECOND SEMESTER</b>	Completed	General Education Courses	9 <input type="checkbox"/>
General Education Course	3 <input type="checkbox"/>	Biology Course	3 <input type="checkbox"/>
Chemistry Course	3-4 <input type="checkbox"/>	Program Electives	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



WESTERN NEVADA COLLEGE • 2011-2012  
**ACADEMIC DEGREES**

**GRAPHIC COMMUNICATIONS**

*Associate of Applied Science*

WNC's Graphic Communications program is designed for students who want quick access to career fields involving print design, web design, multimedia, digital video, and animation.

**Salary:** \$35,530–\$55,770 / year (Nevada)

**Career Outlook:** Average growth. Opportunity due to expansion of the Internet & need for web page design

**Good To Know:** Creativity is important; more talented designers can earn more.

**WNC Academic Division:** Communication and Fine Arts

**Total Requirements:** 63 units

<b>Program Requirements</b>		45 Units
ART 100	Visual Foundations	3
ART 101	Drawing I	3
GRC 109	Color and Design	3
GRC 118	Computer Graphics - Print Media	3
GRC 119	Computer Graphics - Digital Media	3
GRC 144	Electronic Layout and Typography	3
GRC 156	Computer Illustration I	3
GRC 175	Web Design and Publishing I	3
GRC 181	Digital Video I	3
GRC 183	Electronic Imaging	3
GRC 188	Web Animation and Interactivity I	3
GRC 283	Electronic Imaging II	3
GRC 294	Professional Portfolio	3

**Choose 3 units from the following:**

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
GRC 281	Digital Video II	3

**Choose to emphasize web or graphic design:**

GRC 244	Electronic Layout and Typography II	3
GRC 275	Web Design and Publishing II	

**General Education Requirements**

English/Communications Requirement	6	18 Units
Human Relations Requirement: <i>PSY or SOC recommended</i>	3	
Mathematics Requirement	3	
Science Requirement	3	
U.S. and Nevada Constitution Requirements	3	

*A list of all courses filling general education requirements for the Associate of Applied Science can be found on the Associate of Applied Science page.*

**GRAPHIC COMMUNICATIONS**

*Certificate of Achievement*

**WNC Academic Division:** Communication and Fine Arts

**Total Requirements:** 30 units

<b>Program Requirements</b>		21 Units
ART 100	Visual Foundations	3
GRC 118	Computer Graphics - Print Media	3
GRC 119	Computer Graphics - Digital Media	3
GRC 144	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**

English/Communications Requirements: <i>writing course required</i>	3	9 Units
Human Relations Requirement: <i>PSY or SOC recommended</i>	3	
Mathematics Requirement	3	

*A list of all courses filling general education requirements for the Certificate of Achievement can be found on the Certificate of Achievement 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
General Ed Courses	3 <input type="checkbox"/>	General Ed Courses	6 <input type="checkbox"/>
ART 100	3 <input type="checkbox"/>	GRC 144	3 <input type="checkbox"/>
ART 101	3 <input type="checkbox"/>	GRC 188	3 <input type="checkbox"/>
GRC 118	3 <input type="checkbox"/>	GRC 283	3 <input type="checkbox"/>
GRC 119	3 <input type="checkbox"/>		
SECOND SEMESTER	Completed	FOURTH SEMESTER	Completed
General Ed Courses	3 <input type="checkbox"/>	General Ed Courses	6 <input type="checkbox"/>
GRC 109	3 <input type="checkbox"/>	GRC 181	3 <input type="checkbox"/>
GRC 156	3 <input type="checkbox"/>	GRC 275	3 <input type="checkbox"/>
GRC 175	3 <input type="checkbox"/>	GRC 294	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.



WESTERN NEVADA COLLEGE • 2011-2012  
**ACADEMIC DEGREES**

**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 need, 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:** \$58,400--\$88,800 / year (Nevada)

**Career Outlook:** Much faster than average growth

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

**WNC Academic Division:** Technology

**Total Requirements:** 60 units

<b>Program Requirements</b>		38-39 Units
CIT 161	Essentials of Information Security	3
CIT 165	Introduction to Convergence	3
CIT 211	Microsoft Networking I	4
CIT 212	Microsoft Networking II	4
CSCO 120	CCNA Internetworking Fundamentals	4
ET 131	DC for Electronics	4
ET 132	AC for Electronics	4

**Choose one course:**

ET 155	Home Technology Convergence	4
ET 117	Computer Forensics	3

**Choose at least 9 units from the following program electives:**

AIT 101	Fundamentals of Applied Industrial Technology	4
AIT 102	Measurement Tools and Methods	2
AIT 103	Introduction to Machine Tool Technologies	2
AIT 201	Pneumatic Power Technologies	4
CIT 263	Introduction to IT Project Management	3
CIT 269	Advanced Convergence	3
ENRG 110	Introduction to Alternative Energy	3
ET 117	Computer Forensics	3
ET 155	Home Technology Convergence	4
ET 198	Special Topics in Electronics	4
ET 200	Electronics Projects	4
ET 265	Fundamentals of Telecommunication	3

**General Education Requirements**

21-22 Units

English/Communications: *Recommended: BUS 107 & BUS 108:*

<i>Must include a writing course</i>	6
Human Relations Requirement	3
Humanities/Social Science Requirements	3
Mathematics Requirement	3
Science Requirement	3
U.S. and Nevada Constitution Requirements	3
General Electives	0-1

*A list of all courses filling general education requirements for the Associate of Applied Science can be found on the Associate of Applied Science page.*

INFORMATION TECHNOLOGY -Suggested Course Sequence

<b>FIRST SEMESTER</b>	Completed	<b>THIRD SEMESTER</b>	Completed
BUS 107	3 <input type="checkbox"/>	CIT 161	3 <input type="checkbox"/>
CIT 165	3 <input type="checkbox"/>	Human Relations Course	3 <input type="checkbox"/>
CSCO 120	4 <input type="checkbox"/>	Program Elective	6-8 <input type="checkbox"/>
ET 131	4 <input type="checkbox"/>	Social Science Course	3 <input type="checkbox"/>
<b>SECOND SEMESTER</b>	Completed	<b>FOURTH SEMESTER</b>	Completed
BUS 108	3 <input type="checkbox"/>	ET 117	3 <input type="checkbox"/>
CIT 211	4 <input type="checkbox"/>	Program Elective	6-8 <input type="checkbox"/>
CIT 212	4 <input type="checkbox"/>	Science Course	3 <input type="checkbox"/>
ET 132	4 <input type="checkbox"/>	US/Nev. Constitution	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



WESTERN NEVADA COLLEGE • 2011-2012  
**ACADEMIC DEGREES**

**MACHINE TOOL TECHNOLOGY**

*Associate of Applied Science*

The Machine Tool Technology program provides technical skills 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:** \$37,400–\$53,200 / year (Nevada)

**Career Outlook:** Average growth. 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 units

<b>Program Requirements</b>		39 Units
DFT 110	Blueprint Reading For Industry	3
or CONS 120	Blueprint Reading and Specification	
MTT 105	Machine Shop I	3
MTT 110	Machine Shop II	3
MTT 230	Computer Numerical Control I	4
MTT 232	Computer Numerical Control II	4
MTT 250	Machine Shop III	3
MTT 260	Machine Shop IV	3
MATH Course *		3

\* MATH 110 Recommended

**Choose 13 units from the following:**

MTT 106	Machine Shop Practice I	2
MTT 111	Machine Shop Practice II	2
MTT 251	Machine Shop Practice III	2
MTT 261	Machine Projects	1–6
MTT 262	Machine Shop Practice IV	2
MTT 292	Computer-Aided Manufacturing I	4
MTT 293	Computer-Aided Manufacturing II	4
MTT 295	Work Experience	1–6
Related Machine Shop Course		1–6

**General Education Requirements**

English/Communications Requirement: <i>Must include a writing course</i>	21 Units	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 can be found on the Associate of Applied Science page.*

**MACHINE TOOL TECHNOLOGY - Suggested Course Sequence**

FIRST SEMESTER	Completed	THIRD SEMESTER	Completed
DFT 110	3 <input type="checkbox"/>	Humanities/Social Science Course	3 <input type="checkbox"/>
English Course	3 <input type="checkbox"/>	MTT 230	4 <input type="checkbox"/>
Human Relations Course	3 <input type="checkbox"/>	MTT 250	3 <input type="checkbox"/>
Math Course	3 <input type="checkbox"/>	MTT 251	2 <input type="checkbox"/>
MTT 105	3 <input type="checkbox"/>	Science Course	3 <input type="checkbox"/>
MTT 106	2 <input type="checkbox"/>		
SECOND SEMESTER	Completed	FOURTH SEMESTER	Completed
English Course	3 <input type="checkbox"/>	MTT 232	4 <input type="checkbox"/>
MTT 110	3 <input type="checkbox"/>	MTT 260	3 <input type="checkbox"/>
MTT 111	2 <input type="checkbox"/>	MTT 262	2 <input type="checkbox"/>
MTT 261	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 units

<b>Program Requirements</b>		20 Units
DFT 110	Blueprint Reading For Industry	3
or CONS 120	Blueprint Reading and Specification	
MTT 105	Machine Shop I	3
MTT 106	Machine Shop Practice I	2
MTT 110	Machine Shop II	3
MTT 111	Machine Shop Practice II	2
MTT 230	Computer Numerical Control I	4
Related machine shop courses		3

**General Education Requirements**

English/Communications Requirements: <i>Recommended: BUS 108; Must include a writing course</i>	10 Units	6
Human Relations Requirement		1
Mathematics Requirement: <i>MATH 110 recommended</i>		3

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



WESTERN NEVADA COLLEGE • 2011-2012  
**ACADEMIC DEGREES**

**MANAGEMENT**

*Associate of Applied Science*

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

**Salary:** \$57,440–\$130,060 / year (Nevada)

**Career Outlook:** Average growth; managers will be more likely to keep their jobs

**Good To Know:** Managers work in almost every industry. Computer industries, consulting firms, government agencies and businesses are major employers.

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

**Total Requirements:** 60 units

<b>Program Requirements</b>		45 Units
ACC 201	Financial Accounting	3
ACC 202	Managerial Accounting	3
BUS 101	Introduction to Business	3
or MGT 103	Introduction to Small Business Management	
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
MGT 201	Principles of Management	3
MGT 212	Leadership & Human Relations	3
MGT 283	Introduction to Human Resources Management	3
MKT 210	Marketing Principles	3

**Choose 9 units from the following:**

BUS 101	Introduction to Business	3
ECON 261	Principles of Statistics I	3
ECON 262	Principles of Statistics II	3
FIN 101	Personal Finance	3
MGT 103	Introduction to Small Business Management	3
MGT 235	Organizational Behavior	3
MGT 247	Industrial Management	3
MKT 111	Introduction to Merchandising	3
MKT 127	Introduction to Retailing	3
MKT 262	Introduction to Advertising	3

**General Education Requirements**

15 Units

English/Communications Requirement: *Recommended: BUS 107 & BUS 108;*

*Must include a writing course* 6

Mathematics Requirement: *BUS 109 or higher level mathematics course* 3

Science Requirement 3

U.S. and Nevada Constitution Requirements 3

*A list of all courses filling general education requirements for the Associate of Applied Science can be found on the Associate of Applied Science page.*

Note: See also Retail Management.

MANAGEMENT - Suggested Course Sequence

<b>FIRST SEMESTER</b>	<b>Completed</b>	<b>THIRD SEMESTER</b>	<b>Completed</b>
ACC 201	3 <input type="checkbox"/>	Program Electives	9 <input type="checkbox"/>
BUS 101 or MGT 103	3 <input type="checkbox"/>	IS 101	3 <input type="checkbox"/>
BUS 107	3 <input type="checkbox"/>	MGT 283	3 <input type="checkbox"/>
BUS 109 or higher	3 <input type="checkbox"/>		
ECON 102	3 <input type="checkbox"/>	<b>FOURTH SEMESTER</b>	<b>Completed</b>
		BUS 273	3 <input type="checkbox"/>
<b>SECOND SEMESTER</b>	<b>Completed</b>	IS 201	3 <input type="checkbox"/>
ACC 202	3 <input type="checkbox"/>	MKT 210	3 <input type="checkbox"/>
BUS 108	3 <input type="checkbox"/>	Science Course	3 <input type="checkbox"/>
ECON 103	3 <input type="checkbox"/>	U.S./Nevada Constitution	3 <input type="checkbox"/>
MGT 201	3 <input type="checkbox"/>		
MGT 212	3 <input type="checkbox"/>		

**MANAGEMENT - Mission & Outcomes**

**Mission:** The purpose of the AAS Management degree is to provide the knowledge and skills necessary to be a successful manager.

**Student Learning Outcomes:** Upon completing the AAS Management degree, students will be able to:

- Provide employment related knowledge and skills
- Know subject matter
- Understand accounting principles and their importance to the business environment
- Demonstrate managerial and personal skills
- Demonstrate oral, written, computational and computer skills
- Utilize appropriate resources to remain current in their field
- Appreciate the importance of social, ethical, legal and diversity issues





WESTERN NEVADA COLLEGE • 2011-2012  
**ACADEMIC DEGREES**

**MATHEMATICS**

*Associate of Science*

The Mathematics degree 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:** \$66,870–\$115,670 / year (United States)

**Career Outlook:** Slower than average growth

**Good To Know:** Often requires graduate degrees for career advancement; Math may be used in a variety of fields, including education, economics, finance, science, and research

**WNC Academic Division:** Science, Mathematics & Engineering

**Total Requirements:** 60 units

<b>Program Requirements</b>	30 Units
MATH 181      Calculus I	4
MATH 182      Calculus II	4
MATH 283      Calculus III	4
MATH 285      Differential Equations	3

**Choose 12 units** 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 units of lecture and laboratory from the same subject area.

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

<b>General Education Requirements</b>	30 Units
English/Communications Requirements: <i>Recommended: ENG 101, ENG 102</i>	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 can be found on the Associate of Science page.*

MATHEMATICS - Suggested Course Sequence

<b>FIRST SEMESTER</b>	<b>Completed</b>	<b>THIRD SEMESTER</b>	<b>Completed</b>
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"/>
<b>SECOND SEMESTER</b>	<b>Completed</b>	<b>FOURTH SEMESTER</b>	<b>Completed</b>
General Education Courses	9 <input type="checkbox"/>	General Elective	6 <input type="checkbox"/>
MATH 182	4 <input type="checkbox"/>	MATH 285	3 <input type="checkbox"/>
Science Elective	4 <input type="checkbox"/>	Math elective	3 <input type="checkbox"/>
		Science Elective	4 <input type="checkbox"/>

**ASSOCIATE OF SCIENCE - MATHEMATICS**

**Mission & Outcomes**

**Mission:** The purpose of the Associate of Science degree, emphasis Mathematics, 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, 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



**MUSICAL THEATRE**

*Associate of Arts*

The Associate of Arts degree in Musical Theatre is designed to provide training 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. Students have the opportunity to participate in theatre productions through the Western Nevada Musical Theatre Company, which produces three to five musicals each year.

**Salary:** \$33,176–\$116,360 / year (Nevada)

**Career Outlook:** Average growth

**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 units

<b>Program Requirements</b>		31 Units
MUS 121	Music Appreciation	3
or MUS 124	History of The American Musical Theatre	
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 units**

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

**Select 4 units 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
THTR 116	Musical Theatre Dance	

**General Education Requirements** 33 Units

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 can be found on the Associate of Arts page.*

MUSICAL THEATRE - Suggested Course Sequence			
<b>FIRST SEMESTER</b>	<b>Completed</b>	<b>THIRD SEMESTER</b>	<b>Completed</b>
Dance Elective	1 <input type="checkbox"/>	Dance Elective	1 <input type="checkbox"/>
General Education Courses	9 <input type="checkbox"/>	General Education Courses	6 <input type="checkbox"/>
MUS 176 or MUS 276	2-3 <input type="checkbox"/>	MUS 121 or MUS 124 or	
MUSA 145	1 <input type="checkbox"/>	THTR 100	3 <input type="checkbox"/>
Piano Proficiency	0 <input type="checkbox"/>	MUS 176 or MUS 276	2-3 <input type="checkbox"/>
THTR 105	3 <input type="checkbox"/>	MUSA 145	1 <input type="checkbox"/>
		THTR 204	3 <input type="checkbox"/>
<b>SECOND SEMESTER</b>	<b>Completed</b>	<b>FOURTH SEMESTER</b>	<b>Completed</b>
Dance Elective	1 <input type="checkbox"/>	Dance Elective	1 <input type="checkbox"/>
General Education Courses	9 <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"/>
MUSA 145	1 <input type="checkbox"/>	MUSA 145	1 <input type="checkbox"/>
THTR 205	3 <input type="checkbox"/>	THTR 199	3 <input type="checkbox"/>

**ASSOCIATE OF ARTS - MUSICAL THEATRE**

**Mission & 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 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



WESTERN NEVADA COLLEGE • 2011-2012  
**ACADEMIC DEGREES**

**NURSING PROGRAM**

*Associate of Applied Science*

WNC's Associate Degree Nursing Program is intended for students seeking careers as a registered nurse. The curriculum is sequenced and progresses in complexity. It integrates knowledge from the bio/psycho/social sciences, humanities, and 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 nursing program is approved by the Nevada State Board of Nursing and is accredited by the National League for Nursing Accrediting Commission, 3343 Peachtree Road NE, Suite 500, Atlanta, GA 30326, ph: 404-975-5000. 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 at 1-775-687-7700 or 1-888-590-6726 should there be a concern regarding eligibility for licensure. A limited number of qualified students are admitted as first semester students utilizing the selection criteria outlined below. The nursing program requires that pre-and co-requisite courses be completed with a grade of "C" or better (a C- or lower will not be accepted). 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.

**NURSING**

*Associate of Applied Science*

**Salary:** \$62,510–\$83,920 / 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:** 71 units

**Prerequisite Courses\*** 21 Units

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	

\*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 units) or CHEM 110 (4 units) within ten years of program application. \*BIOL 223 & BIOL 224 must be completed at the same college or university if not completed within the Nevada System of Higher Education. Science prerequisites must be completed no more than 10 years prior to the semester of application to the nursing program.

**First Year: Fall Semester Courses** 13 Units

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 147	Health Assessment Theory	2
NURS 148	Health Assessment Laboratory	1
NURS 152	Foundations of Pharmacology in Nursing I	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 Units

NURS 149	Mental Health and Illness Theory	2
NURS 150	Mental Health and Illness Laboratory	1
NURS 151	Mental Health and Illness Clinical	1
NURS 153	Foundations of Pharmacology in Nursing II	1
NURS 165	Medical Surgical Nursing I Theory	3
NURS 166	Medical Surgical Nursing I Laboratory	1
NURS 167	Medical Surgical Nursing I 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\*\*** 12 Units

NURS 263	Nursing Care Childbearing Family Theory	2
NURS 264	Nursing Care of the Childbearing Family Laboratory	1
NURS 265	Nursing Care of the Childbearing Family Clinical	1
NURS 270	Advanced Clinical Nursing I Theory	3
NURS 271	Advanced Clinical Nursing I Clinical	2

U.S./Nevada Constitutions Course (PSC 103, HIST 111, or CH 203 recommended)\* 3  
 \* See the Associate of Applied Science page for more information on courses fulfilling the general education requirement

**Second Year: Spring Semester\*\*** 11 Units

NURS 266	Pediatric Nursing Theory	2
NURS 267	Pediatric Nursing Laboratory	1
NURS 268	Pediatric Nursing Clinical	1
NURS 276	Advanced Medical Surgical Nursing II Theory	3
NURS 277	Advanced Medical Surgical Nursing II Clinical	2
NURS 284	Role of the ADN Manager of Care	2

Note: \*\* The sequence of some courses for the second year fall and spring semester may be altered. Completion of Biology 223, 224 and 251 fulfills the science general education requirement for the Associate of Applied Science in Nursing.



WESTERN NEVADA COLLEGE • 2011-2012  
**ACADEMIC DEGREES**

**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 as entry-level registered nurses and transfer to higher degree programs. To accomplish this 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

**NURSING ADMISSION/SELECTION CRITERIA**

Science GPA (BIOL & CHEM prerequisite courses)	2.0-2.49 (2)	2.5-2.99 (4)	3.0-3.49 (6)	3.5-4.0 (8)
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GPA (pre- and corequisite courses)	2.0-2.49 (1)	2.5-2.99 (2)	3.0-3.49 (3)	3.5-4.0 (4)
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(A grade of C or better is required for all pre- and corequisite courses in the nursing program. A C- or lower will not be accepted.)

**Academic Skills Test**

1-4 points will be awarded based on test scores.

**Completion of corequisite units**

3-6 (1)	7-9 (2)
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Nevada Resident: An applicant who has been classified as a Nevada resident or Good Neighbor for tuition purposes at Western Nevada College at the time of application to the nursing program will be awarded one point in the nursing admissions selection criteria.

Maximum Possible Points: 19

Admission to the nursing program will be based on special admission procedures and the number of points an applicant receives. Eligible students will be numerically ranked according to total points. In the event of applicants having an equal number of points, lots will be drawn to decide eligibility. Admission will be offered to the applicants on the list with the highest priority points. Applicants not selected will not be carried forward and must reapply for consideration.

**Nursing Program Application Process**

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

**Prerequisites:** Students must complete all prerequisite courses with a grade of "C" or better to apply for the nursing program. (C- or lower will not be accepted.) Students may apply for admission into the nursing program while in the process of completing a prerequisite course(s), providing the course is completed by the end of the applicable spring semester or, if taken at another institution, an official transcript showing completion of the course is provided by June 1 of the year of application. Evidence of courses in progress must be submitted by the application deadline.

**Corequisites:** Students who are accepted into the nursing program must complete all corequisite courses with a grade of "C" or better by the end of the fourth semester of the program. (A grade of C- or lower will not be accepted.) Any corequisite course(s) completed with a "C" or better prior to admission into the nursing program will be calculated into the grade point average under admission selection criteria.

**Academic Skills Testing:** Students are required to take an academic skills test as part of the application process. Visit [www.wnc.edu/academics/division/nalh/](http://www.wnc.edu/academics/division/nalh/) after September for specific information.

**Residency:** An applicant who has been classified as a Nevada resident or Good Neighbor for tuition purposes at WNC at the time of application to the nursing program will be awarded one point in the nursing admissions/selection criteria.

**Application and Supporting Documents:** Submit the completed application with supporting documents, which include the academic skills test results and all required college and university transcripts, as appropriate to Admissions and Records in the time frame delineated on the nursing program application.



**Other Important Information**

- Nursing learning activities are scheduled on & off campus, days, evenings & weekends.
- Course organization requires students to have basic computer skills, including the ability to navigate various online learning programs.
- 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. A grade of C- or lower will not be accepted.
- Students not admitted to the nursing program must reapply to be considered for admission the following year.
- Nursing students are expected to meet the Nursing Student Essential Functions as discussed on the nursing web site.
- 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) or the American Red Cross (Professional Rescuer).
  - Major medical health insurance (card required).
  - An acceptable background check.

A background check is required by health care organizations. Students will be conditionally accepted into WNC's nursing program until their background check information is approved by the clinical sites. Should clinical sites not approve a student, the conditional acceptance will be withdrawn, and the student will not be admitted into the nursing program.

Drug screening may also be required by clinical sites. Students will be informed of the requirement when necessary.

**Students Requesting Transfer & Re-Admission**

**Readmission Policy for the Nursing Program**

A student who matriculated into the Western Nevada College nursing program may be readmitted one time following a withdrawal/failure. A written request for an exemption to the policy for such reasons as medical and military will be considered by the Nursing Program Readmission Committee.

Students are eligible to be considered for readmission or transfer into the nursing program using a point system and on a space available basis.

Students seeking readmission or transfer into the nursing program will be required to demonstrate currency of knowledge and skills by passing competency evaluations for selected nursing theory and nursing laboratory courses previously successfully completed. Students may choose the option to repeat those courses, or will be required to repeat those courses if the competency examinations are not successfully passed. A score of 75% or more is required for each theory competency evaluation and a passing grade is required for selected skill competencies, including basic nursing assessment skills.

Students should contact the nursing program administrative assistant for information regarding fees and scheduling of competency evaluations. Students who withdraw from or who failed a course or courses that are related (e.g. NURS 136, 137 and 138) will be required to repeat all courses in the sequence.

Nursing courses taken more than three years prior to reapplication or prior to transfer application will not be accepted and will need to be repeated.

Students seeking readmission or transfer into the nursing program will be required to submit an acceptable background check.

The Nursing Program Readmission Committee will review applications of students who are seeking readmission into the program. The committee acknowledges the responsibility to re-admit students, who in the judgment of the committee, satisfy the requirements of scholarship and professional suitability for nursing. The committee reserves the right to deny re-admission based on a history of unprofessional conduct which violates the ANA Code of Ethics.

NOTE: These courses have mandatory prerequisites. See the Nursing & Allied Health web site for prerequisite information, and for required immunizations, tests, major medical insurance, and CPR certification. This information must be provided to the Nursing & Allied Health Office before permission to enroll in the course is granted. Information regarding how to submit prerequisite information required to qualify for enrollment into these courses is available on the Nursing & Allied Health web site. Students are eligible to register after all required prerequisite information is received by the Nursing & Allied Health Office.

**CERTIFIED NURSING ASSISTANT**

A certified nursing assistant class is offered through the Division of Nursing and Allied Health. The college offers NURS 130 - Nursing Assistant, a six-unit class that prepares students to take the Nevada licensing exam for certification as a nursing assistant.

A Certified Nursing Assistant is an individual who, under the direction of a licensed nurse, typically provides basic nursing care for patients in long-term and acute care institutions. CNAs are educated to assist patients with activities of daily living such as bathing, feeding and dressing, and to help maintain a safe and protective care environment. As they have extensive daily contact with patients, CNAs also play a key role in communicating information/ observations to the nurse.

**EMERGENCY MEDICAL SERVICES**

Emergency Medical Services courses are offered through the Division of Nursing and Allied Health. They include: EMS 100 - Healthcare Provider CPR, EMS 113 -First Responder, EMS 108 - EMT Basic, and EMS 112 - EMT enhanced (Intermediate). 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 108 and EMS 112 are designed to meet the National Standard Curriculum published by the United States Department of Transportation, National Highway Traffic Safety Administration.

A background check may be required by some clinical sites prior to the start of clinical experiences. Information as to how to meet this requirement will be explained by the course instructor. Drug screening may be required by health care organizations. See the Nursing & Allied Health web site for the process and procedures to follow

Information . . . . . 775-445-3294

**Immunization Requirements:** /academics/division/nalh/immunizations.php

**LABORATORY TECHNICIAN-PHLEBOTOMY**

A phlebotomy class (LTE 110), which is offered through the Division of Nursing and Allied Health, is listed in the class schedule under the Laboratory Technician heading. The course provides students with knowledge and skills necessary to perform the collection, identification, and preservation of specimens as applied to venipuncture techniques.

Phlebotomists are trained to collect blood specimens by safely performing skin puncture or venipuncture procedures on patients of all ages. They are required to adhere to strict policies and safety precautions designed to provide patient protection and comfort, and to assure safe handling of specimens throughout the collection process.



WESTERN NEVADA COLLEGE • 2011-2012  
**ACADEMIC DEGREES**

**PHYSICS**

*Associate of Science*

The Physics degree 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:** \$56,200-\$106,400 / year (Nevada)

**Career Outlook:** Slower than average growth

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

**WNC Academic Division:** Science, Mathematics & Engineering

**Total Requirements:** 60 – 62 units

<b>Program Requirements</b>	36–38 Units
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

<b>General Education Requirements</b>	24 Units
English/Communications Requirements: <i>Recommended: ENG 101, ENG 102</i>	6
Fine Arts Requirements	3
Humanities Requirements: <i>Recommended: CH 201, CH 202</i>	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 can be found on the Associate of Science 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

<b>FIRST SEMESTER</b>	Completed	<b>THIRD SEMESTER</b>	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"/>
<b>SECOND SEMESTER</b>	Completed	<b>FOURTH SEMESTER</b>	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.



WESTERN NEVADA COLLEGE • 2011-2012  
**ACADEMIC DEGREES**

**REAL ESTATE**

*Associate of Applied Science in Business*

The Real Estate degree 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 units completed through the Nevada Real Estate Division may be applied toward this degree as real estate electives.

**Salary:** \$26,880-\$74,370 / year (Nevada agents)

**Career Outlook:** Average growth

**Good To Know:** About 60 percent of real estate agents are self-employed

**WNC Academic Division:** Business and Computer Technology

**Total Requirements:** 60 units

<b>Program Requirements</b>		42 Units
ACC 135	Bookkeeping I	3
& ACC 201 or ACC 201	Financial Accounting	3
& ACC 202	Managerial Accounting	
BUS 101	Introduction to Business	3
or MGT 103	Introduction to Small Business Management	
BUS 110	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
IS 101	Introduction to Information Systems	3
IS 201	Computer Applications	3
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 Units

English/Communications Requirement: *Recommended: BUS 107&108;*

*Must include a writing course* 6

Mathematics Requirement: *RE 102, BUS 109 or higher level*

*mathematics course* 3

Science Requirement 3

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 can be found on the Associate of Applied Science page.*

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

**REAL ESTATE - Mission & Outcomes**

**Mission:** The purpose of the AAS Real Estate degree is to provide the knowledge and skills necessary to succeed in the real estate field.

**Student Learning Outcomes:** Upon completing the AAS Real Estate program, students will be able to: 1. Provide employment related knowledge and skills. 2. Know subject matter. 3. Understand accounting principles and their importance to the business environment. 4. Demonstrate managerial and personal skills. 5. Demonstrate oral, written, computational and computer skills. 6. Utilize appropriate resources to remain current in their field. 7. Appreciate the importance of social, ethical, legal and diversity issues

REAL ESTATE - Suggested Course Sequence

FIRST SEMESTER	Completed	THIRD SEMESTER	Completed
ACC 135 or ACC 201	3 <input type="checkbox"/>	General Elective	3 <input type="checkbox"/>
BUS 101 or MGT 103	3 <input type="checkbox"/>	BUS 107	3 <input type="checkbox"/>
ECON 102	3 <input type="checkbox"/>	RE 102 or BUS 109	3 <input type="checkbox"/>
IS 101	3 <input type="checkbox"/>	RE 104	3 <input type="checkbox"/>
RE 101	3 <input type="checkbox"/>	RE 206	3 <input type="checkbox"/>
SECOND SEMESTER	Completed	FOURTH SEMESTER	Completed
ACC 201 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 201	3 <input type="checkbox"/>
MGT 201, MGT 212, MGT 283 or BUS 110	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*

<b>Total Requirements:</b>		6 units
RE 101	Real Estate Principles I	3
RE 103	Real Estate Principles II	3

**REAL ESTATE**

*Broker License State of Nevada*

<b>Total Requirements:</b>		64 units
RE 101	Real Estate Principles I	3
RE 103	Real Estate Principles II	3
RE 201	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*

<b>Total Requirements:</b>		7 units
RE 101	Real Estate Principles I	3
or RE 103	Real Estate Principles II	
RE 198	Special Topics	1
RE 206	Real Estate Appraising	3



**RETAIL MANAGEMENT**

*Certificate of Achievement*

Western Nevada College offers a 30-unit 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 are also required for associate degrees. Most are also transferable to four-year colleges. The certificate may particularly benefit employees interested in moving up to supervisory and management positions.

**Salary:** \$42,780–\$99,490 / year (Nevada)

**Career Outlook:** Slower than average growth; strongly determined by the economy

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

**WNC Academic Division:** Business and Computer Technology

**Total Requirements:** 30 units

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

**General Education Requirements** 9 Units

English/Communications: *Recommended: BUS 107, BUS 108;*

*Must include a writing course* 6

Mathematics Requirement: Recommended: BUS 109 3

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





**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. Students may obtain a certificate of achievement or Associate of Applied Science degree through the Welding Technology program.

**Salary:** \$31,760–\$48,550 / year (Nevada)

**Career Outlook:** Slightly slower than average growth

**Good To Know:** Certification required for many jobs

**WNC Academic Division:** Technology

**Total Requirements:** 63 units

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

**Program Electives**

**Choose 4-11 units from the following:**

ET 131	DC for Electronics	4
MTT 105	Machine Shop I	3
or WELD 151	Metallurgy I	
WELD 224	Welding Projects	1–6
WELD 290	Internship in Welding	1–4
WELD: Related Welding Courses		1–3

**General Education Requirements**

24 Units

English/Communications Requirement: *Recommended: BUS 107&108;*

*Must include a writing course*

Human Relations Requirement	6
Recommended: BUS 110	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 can be found on the Associate of Applied Science page.*

**WELDING TECHNOLOGY***Certificate of Achievement*

**WNC Academic Division:** Technology

**Total Requirements:** 30 units

<b>Program Requirements</b>		18 Units
WELD 211	Welding I	3
WELD 212	Welding I Practice	2
WELD 221	Welding II	3
WELD 222	Welding II Practice	2
WELD 250	Welding Certification Preparation	6
Welding Elective		2

**General Education Requirements**

12 Units

English/Communications Requirements: *Must include a writing course*

Human Relations Requirement: *Recommended: BUS 110*

Mathematics Requirement

*A list of all courses filling general education requirements for the Certificate of Achievement can be found on the Certificate of Achievement 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 105	3 <input type="checkbox"/>	WELD 231	3 <input type="checkbox"/>
Science Course	3 <input type="checkbox"/>	WELD 232	2 <input type="checkbox"/>
WELD 211	3 <input type="checkbox"/>	WELD 250	3 <input type="checkbox"/>
WELD 212	2 <input type="checkbox"/>	WELD 290	2 <input type="checkbox"/>

SECOND SEMESTER	Completed	FOURTH SEMESTER	Completed
BUS 108	3 <input type="checkbox"/>	BUS 110	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 241	3 <input type="checkbox"/>
WELD 222	2 <input type="checkbox"/>	WELD 242	2 <input type="checkbox"/>
WELD 224	3 <input type="checkbox"/>	WELD 250	3 <input type="checkbox"/>
		WELD 290	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 Welding 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
- utilize effective communication and computation skills appropriate to the field
- 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 designated to apply to a WNC degree and may transfer within the Nevada System of Higher Education and other colleges and universities as either an equivalent, a departmental elective or a general elective.
- 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.

### NSHE NON-TRANSFERABLE COURSES

Some courses are not articulated for transfer to a university and are not applicable toward a WNC Associate of Arts or Associate of Science degree. However, if a student completes a non-transfer course and the transfer status later changes, the student may petition to have the course apply towards an AA or AS degree. Contact Admissions & Records for information. **These classes are marked with an asterisk after the number (\*).**

## Accounting (ACC)

*Social Science, Education, Humanities & Public Service Division*

### ACC 105: Taxation For Individuals

*Units: 3; Prerequisites: None*

Covers income, expenses, exclusions, deductions, and Units. Emphasizes the preparation of individual income tax.

### ACC 135\*: Bookkeeping I

*Units: 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 Units, the accounting cycle, journals, ledgers, bank reconciliations, payroll, and the preparation of simple financial statements. May include a computerized component.

### ACC 180\*: Payroll & Employee Benefit Accounting

*Units: 3; Prerequisites: ACC 135, 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 198\*: Special Topics in Accounting

*Units: 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

*Units: 3; Prerequisites: None; Recommended: ACC 135 & ACC 136*

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

*Units: 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

*Units: 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 in combination with ACC 220 is accepted in lieu of ACC 401 at UNR upon validation of content and knowledge by approved College of Business examination, or satisfactory performance ("C" or better) in ACC 402 at UNR during the first year of eligibility to enroll in the appropriate upper division business course at UNR.

### ACC 204: Intermediate Accounting II

*Units: 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

*Units: 3; Prerequisites: ACC 136, 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. This course in combination with ACC 203 is accepted in lieu of ACC 401 at UNR upon validation of content and knowledge by approved College of Business examination, or satisfactory performance ("C" or better) in ACC 402 at UNR during the first year of eligibility to enroll in the appropriate upper division business course at UNR.

### ACC 223: Introduction to QuickBooks

*Units: 3; Prerequisites: ACC 135 or consent of instructor*

Introduces students to QuickBooks accounting program and computerized accounting. The student will receive hands-on training in the use of QuickBooks using fictitious case studies.



## COURSES

## Accounting - Air Conditioning - American Sign Language

**ACC 261: Governmental Accounting**

Units: 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 290\*: Certified Bookkeeper Course**

Units: 6; Prerequisites: ACC 136, 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 295\*: Work Experience I**

Units: 1-6; Prerequisites: consent of instructor

Provides on-the-job supervised and educationally directed work experience.

**Air Conditioning (AC)**

Technology Division

**AC 198\*: Special Topics in HVAC**

Units: 0.5-6; Prerequisites: None

Various short courses and experimental classes covering a variety of subjects. Offered from one-half to six units depending on the course content and number of hours required. May be repeated up to six units.

**American Sign Language (AM)**

Communication & Fine Arts Division

**AM 145: American Sign Language I**

Units: 4; Prerequisites: None

Introduces ASL and focuses on the development of basic conversational skills, emphasizing receptive abilities.

**AM 146: American Sign Language II**

Units: 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**

Units: 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**

Units: 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**

Units: 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 150: American Sign Language VI**

Units: 4; Prerequisites: AM 149

Final course in the American Sign Language series, covering a culmination of all signs, pragmatics, grammar and fingerspelling skills acquired throughout the series. Emphasis is on utilizing all ASL skills simultaneously and fluently.

**AM 151: Fingerspelling I**

Units: 1; Prerequisites: None

Develops basic skills in receptive and expressive fingerspelling.

**AM 152: Fingerspelling II**

Units: 1; Prerequisites: AM 151 or current enrollment in AM 151

Improves receptive and expressive fingerspelling skills to intermediate/advanced levels.

**AM 153: Deaf Culture**

Units: 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**

Units: 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.

**AM 199\*: Special Topics in Sign Language**

Units: 0.5-3; Prerequisites: None

Includes short courses and experimental classes covering a variety of subjects. May be repeated for up to six units.

**AM 201: Interpreting I**

Units: 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**

Units: 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**

Units: 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.



## COURSES

## American Sign Language - Anthropology - Applied Industrial Technology

**AM 204: Practicum in Sign Language Interpreting***Units: 1; Prerequisites: AM 203*

Offers advanced interpreting student exposure to and practical experience in sign language interpreting.

**AM 215\*: Conversational ASL***Units: 4; Prerequisites: AM 147*

Focuses on the natural use of American Sign Language. Appropriate use of ASL grammar and vocabulary in conversational situations is stressed. Students master appropriate pragmatics, use of facial expressions, space, fingerspelling and classifiers, simultaneously for conversational fluency.

**AM 216: Receptive ASL***Units: 4; Prerequisites: AM 147*

Provides opportunities for students to develop receptive skills with a wide variety of signers. Receptive language of children, teens, adults with various socio-economic levels, and senior signers will be developed. Acquisition and comprehension of regional signs, "slang" signs, and generational signs will also be emphasized.

**Anthropology (ANTH)***Social Science, Education, Humanities & Public Service Division***ANTH 101: Introduction to Cultural Anthropology***Units: 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***Units: 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***Units: 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***Units: 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***Units: 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***Units: 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***Units: 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***Units: 3; Prerequisites: None*

Introduces 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***Units: 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***Units: 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***Units: 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.

**Applied Industrial Technology (AIT)***Technology Division***AIT 101\*: Fundamentals of Applied Industrial Technology***Units: 4; Prerequisites: None*

Explains the fundamental concepts of electricity used in many applications, especially control systems. Ohm's Law and Kirchhoff's voltage and current laws will be applied both in theory and through lab experiments. Mechanical concepts of basic levers and forces, friction and pulleys and gears are introduced, as well as their effects on a system. Covers fundamental operation of electric relay controls and explains basic logic circuits which are used to provide automated control of many types of machines. Simulated tools and test equipment are utilized.

**AIT 102\*: Measurement Tools and Methods***Units: 2; Prerequisites: None*

Explains the fundamental concepts of dimensional measurement. Accuracy and tolerance will be described and applied in theory and through lab experiments. U.S. Customary Units and S.I. Metric Units are utilized both in measurement and conversion. Covers fundamental operation of dial and digital calipers.



## COURSES

## Applied Industrial Technology - Arabic - Art

**AIT 103\*: Introduction to Machine Tool Technologies***Units: 2; Prerequisites: None*

Introduces the fundamental concepts of using a drill press and band saw, including their parts and controls. These tools will be utilized in the manufacturing process to cut materials and countersink, counterbore, ream and tap holes. Lab experiments will be accomplished through simulated tools and test equipment.

**AIT 201\*: Pneumatic Power Technologies***Units: 4; Prerequisites: None*

Introduces the concepts of how to connect and operate basic pneumatic components and systems, read circuit diagrams, monitor system operation, and design circuits. Different types of actuators and valves will be explained, and skills working with pneumatic schematics will be strengthened by using simulated tools and test equipment.

**Arabic (ARA)***Communications & Fine Arts Division***ARA 101\*: Conversational Arabic I***Units: 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.

**ARA 102\*: Conversational Arabic II***Units: 3; Prerequisites: ARA 101*

Emphasizes Arabic spoken communication. Listening, reading and writing skills will be explored. A vocabulary of Arabic-English words can be developed to suit student needs.

**Art (ART)***Communication & Fine Arts Division***ART 100: Visual Foundations***Units: 3; Prerequisites: None*

Explores visual forms and contemporary concepts through a variety of media, presentations and discussions.

**ART 101: Drawing I***Units: 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***Units: 3; Prerequisites: ART 101*

Continues ART 101 with increased emphasis on the refinement of drawing skills. One hour lecture/ four hours studio per week.

**ART 105: Color Theory***Units: 3; Prerequisites: None*

Introduces color interactions, optical phenomena and their creative application.

**ART 108: Design Fundamentals II (2-D)***Units: 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***Units: 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***Units: 3; Prerequisites: None*

Explores craft techniques and concepts utilizing a variety of traditional and contemporary printmaking.

**ART 115: Beginning Clay Sculpture***Units: 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***Units: 3; Prerequisites: None*

Introduces printmaking processes emphasizing relief, intaglio, lithographic, and screen processes.

**ART 127: Watercolor I***Units: 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***Units: 3; Prerequisites: None*

Introduces the basics of various traditional and contemporary painting media.

**ART 135: Photography I***Units: 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***Units: 1-3; Prerequisites: None*

Teaches image editing software to retouch, enhance and manipulate photographic images. Includes importing both digital and film-based images into the computer, improving and altering images in the software program, and various methods of outputting the final product. Aesthetic composition and design principles will be stressed.

**ART 142: Introduction to Digital Photography II***Units: 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.



# COURSES

## Art

### ART 160: Art Appreciation

*Units: 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

*Units: 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

*Units: 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

*Units: 3; Prerequisites: None*

Covers the practices and ethics of operating an art gallery. May be repeated for up to six units.

### ART 211: Ceramics I

*Units: 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

*Units: 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

*Units: 3; Prerequisites: None*

Offers fundamentals of sculpture using plaster, wood and other materials.

### ART 217: Sculpture II

*Units: 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.

### ART 218: Alternative Sculpture

*Units: 3; Prerequisites: None*

An exploration of non-traditional sculpting techniques.

### ART 221: Beginning Printmaking: Intaglio

*Units: 3; Prerequisites: ART 124*

Introduction to etching, drypoint, aquatint, and other techniques related to metal plate printmaking. Emphasis on the creative use of materials and techniques.

### ART 222: Beginning Printmaking: Lithography

*Units: 3; Prerequisites or Corequisites: ART 124*

Examination of materials and techniques for lithography. Explores black and white printing as well as color and photo generated images.

### ART 223: Beginning Printmaking: Serigraphy

*Units: 3; Prerequisites or Corequisites: ART 124*

Introduction to the basic techniques of silk-screen printing with emphasis on its creative potential.

### ART 224: Beginning Printmaking: Relief

*Units: 3; Prerequisites or Corequisites: ART 124*

Lecture/studio instruction in printing, woodcuts, linocuts and assembled relief surfaces.

### ART 225: Intermediate Printmaking

*Units: 3; Prerequisites: ART 124*

Continues Art 124 with emphasis on contemporary techniques and processes for traditional intaglio, lithography, and digital imaging techniques for intaglio and lithographic processes.

### ART 227: Watercolor II

*Units: 3; Prerequisites: ART 127*

Continues exploration of watercolor techniques and concepts including gouache and related media.

### ART 231: Painting I

*Units: 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

*Units: 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

*Units: 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

*Units: 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 260: Survey Art History I

*Units: 3; Prerequisites: None*

Surveys art of the western world from prehistoric times through the Gothic Period.

### ART 261: Survey of Art History II

*Units: 3; Prerequisites: None*

Surveys art of the western world from the Renaissance to the present.

### ART 296: Independent Study

*Units: 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 units.



## COURSES

## Art - Astronomy - Atmospheric Sciences

**ART 297: Field Study***Units: 1-3; Prerequisites: None*

Offers a study of art in its cultural and historical setting with potential visits to museums, galleries, and art studios.

**ART 298: Portfolio Emphasis***Units: 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***Units: 1-3; Prerequisites: None*

Applies to assorted short courses and workshops covering a variety of subjects. May be repeated for up to six units.

**Astronomy (AST)***Science, Mathematics & Engineering Division***AST 100: Special Topics: White Dwarfs, Neutron Stars and Black Holes***Units: 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***Units: 1; Prerequisites: AST 109, 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***Units: 3; Prerequisites: MATH 120, 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***Units: 3; Prerequisites: MATH 120, 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.

**AST 115\*: Birth of Astrophysics***Units: 1; Prerequisites: None*

Covers the accidental discovery of the solar spectral lines at the beginning of the 19th century and explores the threads of observation and interpretation through the subsequent 100 years. Explains how this process created modern astronomy, atomic physics, and chemistry.

**AST 118\*: Astronomical Instrumentation***Units: 1; Prerequisites: None*

Introduces the basic operation of reflecting and refracting telescopes, fundamentals of spectrograph and methods for obtaining stellar spectra, and multiple uses of the CCD camera for astronomical imaging. Emphasis will be on working with the instruments (hands-on) and taking real time data when applicable.

**AST 120: Introduction to Astrobiology***Units: 3; Prerequisites: None*

Studies 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***Units: 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 198\*: Special Topics in Astronomy***Units: 0.5-6; Prerequisites: None*

Includes short courses and experimental classes covering a variety of subjects. May be repeated for up to six units.

**AST 290\*: Internship in Astronomy***Units: 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 units on the basis of 45 hours of internship per unit.

**AST 299\*: Directed Study***Units: 1-3; Prerequisites: consent of instructor*

Covers selected topics and directed student research of interest to students in astronomy.

**Atmospheric Sciences (ATMS)***Science, Mathematics & Engineering Division***ATMS 117: Meteorology***Units: 3; Prerequisites: None*

Covers the elements that make up meteorology, potential climate change, severe weather, and weather forecasting.



# COURSES

## Automotive Auto Body - Automotive Mechanics

### Automotive Auto Body (AUTB)

*Technology Division*

#### **AUTB 120\*: Automotive Collision I**

*Units: 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 121\*: Auto Collision I Practice**

*Units: 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 125\*: Automotive Collision II**

*Units: 1-6; Prerequisites: AUTB 120*

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 126\*: Automotive Collision II Practice**

*Units: 1-9; Prerequisites: AUTB 125*

Continues to develop student skills by putting into practice the theories taught in AUTB 125. 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 200\*: Automotive Refinishing I**

*Units: 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 201\*: Automotive Refinishing Practice**

*Units: 1-6; Prerequisites: None*

Further develops student skills by putting into practice the theories taught in AUTB 200. The emphasis will be geared to a more practical, hands-on experience through use of the various spray guns and finish techniques.

#### **AUTB 205\*: Auto Refinishing II**

*Units: 1-6; Prerequisites: AUTB 200*

Continues AUTB 200 with more advanced hands-on skill and knowledge in the painting and refinishing of auto bodies.

#### **AUTB 206\*: Automotive Refinishing Practice II**

*Units: 1-9; Prerequisites: AUTB 205*

Further develops student skills by putting into practice the theories taught in AUTB 205. Emphasizes a more practical, hands-on experience through use of different style guns and spray equipment, paint materials, color matching, etc.

#### **AUTB 210\*: Plastic Composite and Adhesives**

*Units: 1-6; Prerequisites: AUTB 120 or consent of instructor*

Offers an in-depth study of the new plastics, composite panels and the adhesion process.

#### **AUTB 211\*: Plastic, Composites & Adhesives Practice**

*Units: 1-6; Prerequisites: AUTB 120 & AUTB 200*

Further develops student skills by putting into practice the theories taught in AUTO 141. 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 220\*: Auto Collision & Refinishing Estimating**

*Units: 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.

### Automotive Mechanics (AUTO)

*Technology Division*

#### **AUTO 101\*: Introduction to General Mechanics**

*Units: 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 111\*: Automotive Electricity**

*Units: 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 112\*: Automotive Electricity II**

*Units: 3-6; Prerequisites: AUTO 111 or consent of instructor*

Further develops student skills by putting into practice the theories taught in AUTO 102. 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 115\*: Auto Electricity & Electronics I**

*Units: 4; Prerequisites: AUTO 101 or consent of instructor*

Topics include mastery of DC electricity, use of digital multimeters, troubleshooting electrical problems in starting, charging and accessory systems. Prepares students for ASE certification.

#### **AUTO 117\*: Advanced Auto Electronics**

*Units: 4; Prerequisites: AUTO 115*

Advanced AC and DC automotive electronic circuits. Troubleshooting electronically controlled components including supplemental restraint systems and convenience accessories. Prepares students for ASE certification.





# COURSES

## Automotive Mechanics

### **AUTO 130\*: Engine Reconditioning**

*Units: 3; Prerequisites: AUTO 101*

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 140\*: Automotive Brake Systems**

*Units: 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 141\*: Automotive Brake Systems Practice**

*Units: 3; Prerequisites: AUTO 140 or consent of instructor*

Further develops student skills by putting into practice the theories taught in AUTO 140. 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 145\*: Automotive Brakes**

*Units: 4; Prerequisites: AUTO 101 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. Prepares students for ASE certification.

### **AUTO 150\*: Steering & Suspension Systems**

*Units: 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 151\*: Steering Suspension System Practice**

*Units: 3; Prerequisites: AUTO 150 or consent of instructor*

Develops student skills by putting into practice the theories taught in AUTO 150. 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 155\*: Steering & Suspension**

*Units: 4; Prerequisites: AUTO 101 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. Prepares students for ASE certification.

### **AUTO 160\*: Auto Air Conditioning**

*Units: 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 190\*: Beginning Automotive Upholstery**

*Units: 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.

### **AUTO 195\*: Advanced Automotive Upholstery**

*Units: 3-6; Prerequisites: AUTO 190*

Continues Beginning AUTO 190. 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 196\*: Automotive Projects**

*Units: 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 200\*: Standard Transmissions**

*Units: 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 201\*: Auto Painting I**

*Units: 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 205\*: Manual Drive Trains and Axles**

*Units: 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 210\*: Automatic Transmission & Transaxles I**

*Units: 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 211\*: Automatic Transmission & Transaxles II**

*Units: 3; Prerequisites: AUTO 210*

Concentrates on knowledge, skills, principles, design, construction and maintenance of automatic transmissions used in today's automobiles. Amplifies competencies learned in AUTO 210. 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.



## COURSES

## Automotive Mechanics - Biology

**AUTO 220\*: Automotive Engine Performance Mechanics I***Units: 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 221\*: Automotive Engine Performance II***Units: 3; Prerequisites: AUTO 220*

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 222\*: Automotive Computer Systems***Units: 3; Prerequisites: AUTO 230 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 225\*: Engine Performance I/Fuel & Ignition***Units: 4; Prerequisites: AUTO 101 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. Prepares students for ASE certification.

**AUTO 227\*: Engine Performance II/Emission Control***Units: 4; Prerequisites: AUTO 225*

Automotive emission control systems. Preparation on current gas analyzers for the purpose of diagnosis and repair of specific emission devices. Prepares students for ASE certification.

**AUTO 229\*: Advanced Automotive Electricity***Units: 3; Prerequisites: AUTO 111*

Continues study of material presented in AUTO 111. 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 230\*: Advanced Engine Performance***Units: 3; Prerequisites: AUTO 220 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 235\*: Engine Performance III/Diagnostics***Units: 4; Prerequisites: AUTO 227*

Computerized engine and fuel management control. Operational theory of automotive computers. Use of hand held diagnostic interfaces. Prepares students for ASE certification.

**AUTO 293\*: Work Experience I***Units: 1-6; Prerequisites: consent of instructor*

Provides the student with on-the-job supervised and educationally directed work experience.

## Biology (BIOL)

*Science, Mathematics & Engineering Division***BIOL 100: General Biology For Non-Science Majors***Units: 3; Prerequisites: MATH 120, 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***Units: 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***Units: 3; Prerequisites: CHEM 121 or corequisite CHEM 121;**Corequisites: BIOL 190L*

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. 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***Units: 1; Prerequisites: None; Corequisites: BIOL 190*

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. 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***Units: 3; Prerequisites: BIOL 190 & BIOL 190L; Corequisites: BIOL 191L*

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. Note: BIOL 190/190L plus BIOL 191/191L transfer to UNR as fulfilling BIOL 190, 191 and 192 requirements.



## COURSES

## Biology - Building Inspection - Business

**BIOL 191L: Introduction to Organismal Biology Lab***Units: 1; Prerequisites: None; Corequisites: BIOL 191*

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. 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***Units: 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***Units: 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***Units: 3; Prerequisites: BIOL 190, 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***Units: 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***Units: 4; Prerequisites: BIOL 190 & BIOL 190L with a grade of C or better or CHEM 121 with a grade of C or better 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***Units: 4; Prerequisites: BIOL 223 with a grade of C or better*

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**

*Units: 4; Prerequisites: BIOL 190 & BIOL 190L with a grade of C or better or BIOL 223 with a grade of C or better or CHEM 121 with a grade of C or better*  
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.

**Building Inspection (BI)***Technology Division***BI 101\*: Introduction to Building Codes***Units: 3; Prerequisites: None*

Introduces the UBC, UMC, UPC and NEC as construction industry standards.

**Business (BUS)***Social Science, Education, Humanities & Public Service Division***BUS 101: Introduction to Business***Units: 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 106\*: Business English***Units: 3; Prerequisites: None*

Offers a course in practical business English, including 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 the business community.

**BUS 107: Business Speech Communications***Units: 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***Units: 3; Prerequisites: BUS 106, 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 109\*: Business Mathematics***Units: 3; Prerequisites: None*

Reviews fundamental mathematical processes for the vendor and the consumer. Discounts, commissions, depreciation, overhead and interest rates are included.



## COURSES

## Business - Chemistry

**BUS 110\*: Human Relations For Employment***Units: 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 112\*: Customer Service***Units: 0.5-3; Prerequisites: None*

Presents the foundations required for developing skills and knowledge to work effectively with internal and external customers.

**BUS 113\*: Workplace Attitude Development***Units: 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 114\*: Effective Listening and First Impressions***Units: 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 115\*: Workplace Time Management & Goal Setting***Units: 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 116\*: Effective Telephone Techniques***Units: 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 118\*: Resolving Customer Complaints***Units: 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 119\*: Work Decision Making & Conflict Resolution***Units: 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***Units: 3; Prerequisites: None; Recommended: BUS 101, 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***Units: 3; Prerequisites: None; Recommended: BUS 101, 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 286\*: Developing Your Resume***Units: 1; Prerequisites: None*

Prepares students to produce functional, chronological and electronic resumes to match their skills, experience and education to the desired job.

**BUS 287\*: Interviewing Techniques***Units: 1; Prerequisites: None*

Provides students and prospective employees successful interviewing skills, which include taped mock, interviews and evaluations. Interviewing attire will be addressed.

## Chemistry (CHEM)

*Science, Mathematics & Engineering Division***CHEM 100: Molecules and Life in the Modern World***Units: 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***Units: 4; Prerequisites or Corequisites: MATH 120 or higher; Recommended: MATH 126 & MATH 127, 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***Units: 4; Prerequisites: CHEM 121 & MATH 126 & MATH 127, 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***Units: 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***Units: 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.



## COURSES

## Chemistry - Chinese - Cisco Technologies

**CHEM 241L: Organic Chemistry for Life Sciences Laboratory I***Units: 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***Units: 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***Units: 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 (CHI)***Communication & Fine Arts Division***CHI 101\*: Chinese, Conversational I***Units: 3; Prerequisites: None*

Emphasizes oral communication skills. Reading and writing explored. Chinese-English vocabulary is developed.

**CHI 102\*: Chinese, Conversational II***Units: 3; Prerequisites: CHI 101*

Continues skills learned in CHI 101.

**CISCO Technology (CSCO)***Technology Division***CSCO 120: CCNA Interworking Fundamentals***Units: 4; Prerequisites: None*

Introduces the architecture, structure, functions, components and models of the Internet and other computer networks. Uses the OSI and TCP layered models to examine the nature and roles of protocols and services at the application, network, data link, and physical layers. Principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced.

**CSCO 121: CCNA Routing Protocols & Concepts***Units: 4; Prerequisites: CSCO 120 or consent of instructor*

Covers the architecture, components and operation of routers, and explains the principles of routing and routing protocols. Students analyze, configure, verify and troubleshoot the primary routing protocols RIPv1, RIPv2, EIGRP, and OSPF.

**CSCO 130\*: Fundamentals of Wireless LANs***Units: 4; Prerequisites: None*

Introduces wireless LAN concepts and focuses on the design, planning, implementation, operation and troubleshooting of wireless networks. Covers a comprehensive overview of technologies, security and design best practices with particular emphasis on hands-on skills.

**CSCO 220: CCNA LAN Switching & Wireless Fundamentals***Units: 4; Prerequisites: CSCO 120*

Covers an in-depth understanding of how switches operate and are implemented in the LAN environment for small and large networks. Beginning with a foundational overview of Ethernet, provides detailed explanations of LAN switch operation, VLAN implementation, Rapid Spanning Tree Protocol (RSTP), VLAN Trunking Protocol (VTP), Inter-VLAN routing, and wireless network operations. Students analyze, configure, verify, and troubleshoot VLANs, RSTP, VTP, and wireless networks. Campus network design and Layer 3 switching concepts are introduced.

**CSCO 221: CCNA WAN Fundamental***Units: 4; Prerequisites: CSCO 120 & CSCO 220*

Explains the principles of traffic control and access control lists (ACLs) and provides an overview of the services and protocols at the data link layer for wide-area access. Students learn how to implement and configure Point-to-Point Protocol (PPP), Point-to-Point Protocol over Ethernet (PPPoE), DSL, and Frame Relay. WAN security concepts, tunneling, and VPN basics are also introduced.

**CSCO 230: Fundamentals of Network Security***Units: 4; Prerequisites: CSCO 121*

Designed to prepare students for certification in this field (Cisco and CompTIA security exams). Teaches how to design and implement security solutions to reduce the risk of revenue loss and vulnerability. Combines hands-on experience, instructor-led lectures, and a Web based curriculum for students. Provides an introduction to network security and overall security processes.

**CSCO 280: CCNP Advanced Routing***Units: 4; Prerequisites: CSCO 221 or CCNA certification*

Prepares students with the knowledge and skills to use advanced IP addressing and routing in implementing scalability for Cisco ISR routers connected to LANs and WANs. Covers topics on Advanced IP Addressing, Routing Principles, Multicast Routing, IPv6, Manipulating Routing Updates, and configuring basic BGP, Configuring EIGRP, OSPF, and IS-IS. Recommended preparation for the Building Scalable Cisco Internetworks exam required to become a Cisco Certified Network Professional (CCNP).

**CSCO 281: CCNP Implementing Secure Converged Wide Area Networks***Units: 4; Prerequisites: CSCO 221 or CCNA certification*

Prepares students with the knowledge and skills to secure and expand the reach of an enterprise network to teleworkers and remote sites with focus on securing remote access and VPN client configuration. Covers topics on the Cisco hierarchical network model as it pertains to the WAN, teleworker configuration and access, frame mode MPLS, site-to-site IPSEC VPN, Cisco EZVPN, strategies used to mitigate network attacks, Cisco device hardening and IOS firewall features. Recommended preparation for the Implementing Secure Converged Wide Area Networks exam required to become a Cisco Certified Network Professional (CCNP).



# COURSES

## Cisco Technologies - Civil Engineering - Communications

### CSCO 282: Multi-layer Switching

*Units: 4; Prerequisites: CSCO 221 or CCNA certification*

Covers knowledge and skills necessary to implement scalable multilayer switched networks. Includes topics on Campus Networks, describing and implementing advanced Spanning Tree concepts, VLANs and Inter-VLAN routing, High Availability, Wireless Client Access, Access Layer Voice concepts, and minimizing service Loss and Data Theft in a Campus Network. Recommended preparation for the Multi-layer Switching exam required to become a Cisco Certified Network Professional (CCNP).

### CSCO 283: CCNP Optimizing Converged Internetworks

*Units: 4; Prerequisites: CSCO 221 or CCNA certification*

Provides the knowledge and skills necessary in optimizing and providing effective QoS techniques for converged networks. Topics include implementing a VOIP network, implementing QoS on converged networks, specific IP QoS mechanisms for implementing the DiffServ QoS model, AutoQoS, wireless security and basic wireless management. Recommended preparation for the Optimizing Converged Cisco Networks exam required to become a Cisco Certified Network Professional (CCNP).

## Civil Engineering (CEE)

*Technology Division*

### CEE 140: Introduction to Civil Engineering

*Units: 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

*Units: 3; Prerequisites: admission to the BTech program or consent of advisor*

Examines current federal laws, rules and regulations concerning the environment. Emphasis on court decisions and interpretations of the law.

### CEE 462: Construction Cost Estimating

*Units: 3; Prerequisites: admission to the BTech program or consent of advisor*

Examines quantity take-off, labor cost, material cost, equipment costs, subcontracts, overhead costs, profit, and bidding.

### CEE 463: Project Scheduling

*Units: 3; Prerequisites: admission to the BTech program or consent of advisor*

Covers project planning, order of project completion, scheduling basics, types of schedules, schedule outputs and reports, project progress, special topics.

### CEE 464: Construction Law

*Units: 2; Prerequisites: admission to the BTech program or consent of advisor*

Covers bids and bid mistakes, contracts and contract documents, performance, liens, bonds, and arbitration vs. litigation, including case studies.

### CEE 465: Construction Cost Accounting

*Units: 2; Prerequisites: ACC 201 and admission to the BTech program or consent of advisor*

Explores direct material costs, direct labor costs, other direct costs, indirect costs, progress billings, profit on jobs, profitability and economic survival.

### CEE 466: Construction Management

*Units: 2; Prerequisites: admission to the BTech program or consent of advisor*

Teaches students about on-site productivity, productivity climate, system productivity, and safety issues.

### CEE 495: Special Topics

*Units: 3; Prerequisites: admission to the BTech program or consent of advisor*

Allows for study and/or experimentation in areas of special engineering topics.

## Communication (COM)

*Communication & Fine Arts Division*

### COM 101: Oral Communications

*Units: 3; Prerequisites: None*

Introduces the principles and practices of public speaking.

### COM 102: Introduction to Interpersonal Communication

*Units: 3; Prerequisites: None*

Introduces the field, principles and concepts of interpersonal communication.

### COM 103\*: Conversation for English Language Learners

*Units: 3; Prerequisites: Basic English skills in speaking, reading, and writing, or consent of instructor.*

Studies 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

*Units: 3; Prerequisites: None*

Studies theories and principles of speech, public speaking, discussion, interpersonal communication and oral interpretation.

### COM 213: Public Speaking

*Units: 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

*Units: 1-3; Prerequisites: None*

Investigates a special topic or technique of speech communication.

### COM 412: Intercultural Communication

*Units: 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.

# COURSES

## Community Education - Community Health Sciences - Computer Aided Drafting

### 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 and online class schedule.

### Community Health Sciences (CHS)

#### Social Sciences, Education, Humanities & Public Service Division

#### CHS 102: Foundations of Personal Health & Wellness

Units: 3; 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.

### Computer Aided Drafting (CADD)

#### Technology Division

#### CADD 100: Introduction to Computer Aided Drafting

Units: 3; Prerequisites: None; Recommended: DFT 100, 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

Units: 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 120\*: Architectural Drafting I

Units: 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

Units: 3; 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 141\*: Technical Drafting II

Units: 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 198\*: Special Topics in CADD

Units: 1-6; Prerequisites: None

Applies to assorted short courses and workshops covering a variety of subjects.

#### CADD 200: Advanced Computer Aided Drafting

Units: 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 210\*: CADD Project

Units: 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 220\*: Architectural Drafting II

Units: 3; Prerequisites: CADD 105 & CADD 120 or consent of instructor

Stresses commercial applications of architectural drafting principles. Introduces building codes and design principles.

#### CADD 225\*: Architectural Computer Aided Drafting I

Units: 3; Prerequisites: CADD 105 & CADD 120 or consent of instructor

Provides instruction in using the AutoCAD software to produce architectural drawings. Areas covered will include residential floor plans, sections, details and elevation drawings. Some exposure to commercial architecture may also be included.

#### CADD 230\*: Civil Drafting I

Units: 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 231\*: Civil Drafting II

Units: 3; Prerequisites: CADD 230 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, including the elements of linear and localized civil projects.

#### CADD 242: Advanced Technical Drafting

Units: 3; Prerequisites: CADD 141 & 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

Units: 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.



## COURSES

### Computer Aided Drafting - Computer Applications

#### **CADD 260\*: Introduction to CAD/CAM**

*Units: 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 290\*: Internship in CADD**

*Units: 1-6; Prerequisites: consent of instructor*

Offers on-the-job supervised and educationally directed work experience.

#### **CADD 295\*: Independent Study**

*Units: 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 (CA)

*Technology Division*

#### **CA 100\*: Introduction To Personal Computing**

*Units: 0.5-1; Prerequisites: None*

Introduces computer equipment terminology, how a computer works, and what programs do. Taught mostly through lecture and visual aids and contains a generous portion of "hands-on" computing exercises. Perfect for those who are brand new to the world of personal computers, and excellent for those considering purchasing a computer.

#### **CA 101\*: Introduction to MS Windows**

*Units: 0.5; Prerequisites: None; Recommended: CA 100 or equivalent experience*

Introduces information and computing exercises that provide the skills to successfully "navigate" through multiple programs and control on-screen environment. The process of "Cut" and "Paste" is thoroughly explored. Format is mostly lecture and "hands-on" computing exercises. Perfect for those who are new to using personal computers, and offers an excellent foundation for using all Microsoft Windows-based computer programs.

#### **CA 102\*: Introduction to Word Processing**

*Units: 0.5; Prerequisites: CA 101 or equivalent experience*

Presents information and computing exercises to provide students with the skills necessary to successfully create, edit, and print professional-looking documents. Format is mostly "hands-on" computing exercises and lecture. Perfect for those who are new to word processing programs.

#### **CA 103\*: Introduction to Spreadsheet**

*Units: 0.5-1; Prerequisites: CA 101 or equivalent experience*

Provides the information and computing exercises to perform the skills necessary to successfully create formulas, edit, and print professional-looking spreadsheets. Includes "hands-on" computing exercises and lecture. Perfect for those who are new to spreadsheet programs.

#### **CA 104\*: Introduction to Data Base Management**

*Units: 0.5-1; Prerequisites: CA 102 or equivalent experience;*

*Recommended: CA 103 or equivalent experience*

Provides students with the information and computing exercises to perform the skills necessary to successfully create and edit database tables, forms, queries, and reports. Format is mostly "hands-on" computing exercises and lecture. Perfect for those who are new to database management programs.

#### **CA 107\*: Introduction to PowerPoint**

*Units: 0.5; Prerequisites: CA 102 or equivalent experience*

Presents information and computing exercises to provide students with the skills necessary to successfully create, edit, and present professional-looking "slide shows". Format is mostly "hands-on" computing exercises and lecture. Perfect for those who are new to presentation programs.

#### **CA 109\*: Introduction to Publisher**

*Units: 0.5; Prerequisites: None*

Introduces Microsoft Publisher, a leading desktop publishing program. Covers the basics of using Publisher to design a variety of publications. Key features include designing publications that capture readers' attention using text, graphics, images, lines, and shapes.

#### **CA 110\*: MS Windows: Intermediate**

*Units: 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. Students learn Notepad, Write, Paintbrush, and the fundamentals of OLE links.

#### **CA 116\*: Microsoft Office: Intermediate**

*Units: 0.5; Prerequisites: basic knowledge of Windows*

Explores the many facets of this very comprehensive, integrated software package. Useful for the business and professional computer user. Word, E-mail, Excel, Access, and PowerPoint.

#### **CA 117\*: Microsoft Word: Intermediate**

*Units: 0.5; Prerequisites: CA 102 or equivalent experience*

Presents information and computing exercises to introduce special features of MS Word that help create more professional looking documents, as well as discover time saving techniques. Format is mostly "hands-on" computing exercises and lecture. Perfect for those who already have basic word processing skills. Provides a much deeper understanding of the MS Word program.

#### **CA 118\*: Microsoft Access: Intermediate**

*Units: 0.5; Prerequisites: CA 104 or equivalent experience*

Presents information and computing exercises with emphasis on creating table relationships, specialized Field Properties, and customizing forms. Format is mostly "hands-on" computing exercises and lecture. Perfect for those who already have basic database management skills. Provides a much deeper understanding of the MS Access program.





## COURSES

## Computer Applications

**CA 119\*: Microsoft Excel: Intermediate***Units: 0.5; Prerequisites: CA 103 or equivalent experience*

Presents information and computing exercises to review basic formulas and functions. Introduces students to linking sheet, charts, database management features, as well as time saving techniques. Format is mostly "hands-on" computing exercises with some lecture. Perfect for those who already have basic spreadsheet program skills. Provides students with a much deeper understanding of the MS Excel program.

**CA 127\*: Microsoft Word: Advanced***Units: 0.5; Prerequisites: CA 117 or equivalent experience*

Presents information and computing exercises to introduce students to more special features of MS Word that help create more complex documents as well as discover time saving techniques to some of the basic and intermediate MS Word features. Format is mostly "hands-on" computing exercises and lecture. Perfect for those who already have intermediate word processing skills. Provides students with a much higher level of confidence with the MS Word program.

**CA 128\*: Microsoft Access: Advanced***Units: 0.5; Prerequisites: CA 118 or equivalent experience*

Offers students special insight on more involved aspects of the program such as Switchboards and simple Macros. The information and computing exercises will introduce students to more complex features of MS Access designed to create a database file intended for an "end-user" application. Format is mostly "hands-on" computing exercises and lecture. Perfect for those who already have intermediate database management skills. Provides the student with a much higher level of confidence with the MS Access program, and special insight on more involved aspects of the program such as switchboards and simple Macros.

**CA 129\*: Microsoft Excel: Advanced***Units: 0.5; Prerequisites: CA 119 or equivalent experience*

Presents information and computing exercises to introduce students to features of MS Excel that help create more complex spreadsheets, as well as discover time-saving techniques for some of the basic and intermediate MS Excel features. Offers mostly "hands-on" computing exercises and lecture. Perfect for those with intermediate spreadsheet skills. Emphasizes syntax and more involved functions. Provides students a higher level of confidence with the MS Excel program.

**CA 130\*: Introduction to Digital Photography***Units: 0.5-1; Prerequisites: None*

Introduces the vocabulary, operation, and presentation of digital photography. Topics include how to buy a digital camera, the difference between digital and film photography, operation of digital cameras, downloading and manipulation of graphics, archival and storage, printing, and getting the best images from a digital camera.

**CA 136\*: MS Outlook: Beginning***Units: 0.5-1; Prerequisites: None*

Teaches the basic skills of Outlook, a basic desktop information management program, including organizing a schedule, keeping track of contacts, and communicating with others.

**CA 140\*: Microsoft PowerPoint: Intermediate***Units: 0.5; Prerequisites: CA 107 or equivalent experience*

Presents information and computing exercises that focus on custom animations, managing multiple object types, and linking to other presentations. Format is mostly "hands-on" computing exercises and lecture. Perfect for persons who already have basic presentation program skills. Provides students with a much deeper understanding of the MS PowerPoint program.

**CA 141\*: Microsoft PowerPoint: Advanced***Units: 0.5; Prerequisites: basic knowledge of Windows and working knowledge of PowerPoint for Windows*

Teaches more of importing outlines created in other applications. Covers how to create slides with special backgrounds, and quick and easy ways to scale objects, re-size objects, and send objects to the bottom of the stack. Covers how to create a creative closing slide for presentations.

**CA 142\*: Quicken: Introduction***Units: 0.5; Prerequisites: basic knowledge of Windows*

Teaches how to setup accounts, data files, and classes. Explores Intuit's online services and the Quicken Financial Network. Covers how to setup and use the register, how Quicken memorizes transactions, how to use the Quicken Financial Calendar, how to write and print checks, and on-line services. Teaches methods to balance checkbooks, track credit card and cash transactions, create and print reports and graphs, and how to prepare income taxes.

**CA 144\*: Basic Internet***Units: 0.5; Prerequisites: None*

Introduces the fundamental terminology or jargon about cruising the Net, checking out web sites, and surfing cyberspace. Students develop an understanding as to what the Internet offers, online research, multimedia information, archives, and databases on a vast range of topics. Teaches about e-mail and how to exchange messages with users connected to the Net. Covers the fundamentals of: telnet, TCP/IP, e-mail user-name, Host-name, USENET, CLIENT/SERVER services, and accessing the WWW with search engines.

**CA 146\*: Microsoft Outlook: Intermediate***Units: 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 a 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.



## COURSES

## Computer Applications - Computer Engineering Computer Information Technology

**CA 153\*: QuickBooks I***Units: 0.5; Prerequisites: None*

Introduces students to the first of a three-part workshop series. In 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 154\*: QuickBooks II***Units: 0.5; Prerequisites: None*

Offers students the second class in a three part series. Students will investigate payment processing, working with bank accounts, entering/paying bills, and creating reports.

**CA 155\*: QuickBooks III***Units: 0.5; Prerequisites: None*

Provides the final workshop in the three part series. Students will learn how to track and pay sales tax, do payroll, track time/estimating and job costing, and customize forms.

**CA 160\*: How to Install Software***Units: 0.5; Prerequisites: None*

Teaches how to add and remove software from a computer running Windows 9x, XP. Studies control desktop settings and arrange start menu programs to become a more efficient computer user. Students learn how to use the control panel and take charge of a computer system.

### Computer Engineering (CPE)

*Science, Mathematics & Engineering Division***CPE 201: Introduction to Computer Engineering***Units: 4; Prerequisites: CS 135*

Offers fundamentals of digital design. Topics include number bases, binary arithmetic, Boolean logic, minimizations, combinational and sequential circuits, registers, counters, memory, programmable logic devices, and register transfer.

### Computer Information Technology (CIT)

*Technology Division***CIT 110: A+ Hardware***Units: 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***Units: 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 112\*: Network +***Units: 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***Units: 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***Units: 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***Units: 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.

**CIT 133: Beginning C++***Units: 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***Units: 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***Units: 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. Emphasizes 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.



## COURSES

## Computer Information Technology

**CIT 152: Web Script Language Programming***Units: 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 157\*: Graphics For the Web***Units: 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 161\*: Essentials of Information Security***Units: 3; Prerequisites: None*

Introduces students to fundamental concepts of information security. Provides a basic understanding of best practices and current standards and will explore topics of increasing importance in the industry as a whole. Provides practical knowledge and skills using monitoring and detection tools in a hands-on lab environment.

**CIT 165\*: Introduction to Convergence***Units: 3; Prerequisites: None*

Introduces students to convergence concepts and principles. Topics include perspectives on new and emerging technologies and their impacts on society, both positive and negative. "Inescapable Data" is the phrase carried through the course as students balance concerns of privacy and potential misuse against fascinating possibilities in medical care, retail, manufacturing and other industries.

**CIT 171: Introduction to the Unix Operating System***Units: 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***Units: 3; Prerequisites: Basic computer literacy skills.*

Provides an introduction to the Linux Operating System. Topics include Linux origins, file system, user commands and utilities, graphical user interfaces, editors, manual pages and shells.

**CIT 174: Linux System Administration***Units: 3; Prerequisites: CIT 173 or knowledge of Linux fundamentals.*

Covers a variety of topics including installing and configuring a Linux Server, managing users and groups, and securing the system.

**CIT 180: Database Concepts and SQL***Units: 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 198\*: Special Topics in Computer Information***Units: 1-5; Prerequisites: None*

Applies to assorted short courses and workshops covering a variety of subjects.

**CIT 201\*: Word Certification Preparation***Units: 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 211: Microsoft Networking I***Units: 3-5; Prerequisites: None*

Through lectures, discussions, demonstrations, textbook study, and hands-on lab exercises, teaches the basic skills and knowledge necessary to deploy, administer and maintain the current Microsoft Windows Desktop Operating System.

**CIT 212: Microsoft Networking II***Units: 3-5; Prerequisites: CIT 211 or consent of instructor*

Through lectures, discussions, demonstrations, textbook study and hands-on lab exercises, teaches the basic skills and knowledge necessary to implement, administer and maintain the current Microsoft Windows Server Operation System.

**CIT 213: Microsoft Networking III***Units: 3-5; Prerequisites: CIT 212 or consent of instructor*

Through lectures, discussions, demonstrations, textbook study, and hands-on lab exercises, teaches the basic skills and knowledge necessary to configure and maintain Microsoft Windows Network Infrastructure services and resources.

**CIT 214: Microsoft Networking IV***Units: 3-5; Prerequisites: CIT 213 or consent of instructor*

Through lectures, discussions, demonstrations, textbook study, and hands-on lab exercises, teaches the basic skills and knowledge necessary to implement, administer and maintain a Microsoft Directory Services environment.

**CIT 215: Microsoft Networking V***Units: 3-5; Prerequisites: CIT 212*

Through lectures, discussions, demonstrations, textbook study, and hands-on lab exercises, teaches a special topic in Microsoft Client/Server Architecture.



**COURSES****Computer Information Technology****CIT 220\*: E-commerce on the Web**

*Units: 3; Prerequisites: None; Recommended: CIT 151, IS 101*

Introduces electronic commerce and the opportunities presented by the e-commerce revolution. Topics include e-commerce levels and options, real costs vs. perceived costs of an electronic storefront, security issues, customer service concerns and support options. Students will build an online store with shopping cart features and implement a secure electronic payment system.

**CIT 230: Advanced Java**

*Units: 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 are 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**

*Units: 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++**

*Units: 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 244\*: Designing CISCO Networks**

*Units: 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.

**CIT 251: Advanced Web Development**

*Units: 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**

*Units: 3; Prerequisites: CIT 180 or consent of instructor;*

*Recommended: CIT 251*

Builds on the skills acquired in CIT 180. Students will use web-based databases and server-side technologies which may include, but are not limited to: JSP, ASP, NET, and PHP. Students are expected to have an understanding of these technologies.

**CIT 253: Advanced Web Database Development**

*Units: 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**

*Units: 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**

*Units: 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**

*Units: 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 263\*: Introduction To IT Project Management**

*Units: 3; Prerequisites: None*

Introduces students to the concepts of project management as used within the information technology fields of study.

**CIT 264\*: Operating System Security**

*Units: 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 265\*: Infrastructure Security**

*Units: 3; Prerequisites: None*

Teaches 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.



## COURSES

## Computer Information Technology - Computer Office Technology

**CIT 266\*: Operational/Organizational Security***Units: 3; Prerequisites: None*

Explores the concepts and practices associated with management functions of technology security. Students will understand their role as it relates to the other manpower components. Considers 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 267\*: Communication Security***Units: 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 268\*: Cryptography***Units: 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 269\*: Advanced Convergence***Units: 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***Units: 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. Review of student's activities and development on the job required. May be repeated for up to six units.

**CIT 295\*: Specialty Related Capstone Project***Units: 3; Prerequisites: completion of a minimum of 21 emphasis required Units and 6 specialty required Units and/or consent of instructor*

Showcases student's skills. Allows the student to develop a project suitable for presentation during an employment interview. Class may 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 of instructors, students and professionals.

**CIT 299\*: Independent Study in Computer Information Technology***Units: 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. Project will be designed with a faculty advisor. 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 (COT)***Technology Division***COT 100: Basic Keyboarding***Units: 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***Units: 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***Units: 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 103\*: Keyboarding Review & Speed***Units: 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***Units: 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***Units: 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.)



# COURSES

## Computer Office Technology

### COT 111: Transcribing Machines

*Units: 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 112\*: Computer Survival

*Units: 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 114\*: General Medical Office Billing

*Units: 3; Prerequisites: HIT 117*

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 115\*: Computerized Medical Office Billing

*Units: 3; Prerequisites: HIT 117 & 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 116\* Medical Office Filing

*Units: 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.

### COT 117\*: General Office Filing

*Units: 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 units.

### COT 122: Medical Typing & Transcription

*Units: 1-4; Prerequisites: HIT 117, NURS 140 and 40 wpm or permission of instructor*

Reviews medical terminology and develops the skill of listening to verbally recorded medical case histories and records and transcribing the material directly into an accurate format.

### COT 123: Legal Typing & Transcription

*Units: 1-3; Prerequisites: COT 102 & COT 150; Recommended: 40 wpm strongly recommended*

Reviews legal terminology and develops the skill of listening to verbally recorded legal documents and transcribing the material directly into an accurate format.

### COT 140\*: Adobe Acrobat

*Units: 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 141\*: Proof-a-matics/Proofreading

*Units: 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 151: Introduction to Microsoft Word

*Units: 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 198\*: Special Topics

*Units: 1-6; Prerequisites: Varies based on topic*

Applies to assorted short courses and workshops covering a variety of subjects. Class units will vary depending on the content and number of hours required.

### COT 200: Beginning Word Processing

*Units: 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

*Units: 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

*Units: 3; Prerequisites: COT 150 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

*Units: 1-3; Prerequisites: COT 150 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.



## COURSES

# Computer Office Technology - Computer Science - Construction

### **COT 223: Advanced Desktop Publishing**

*Units: 3; Prerequisites: COT 222, 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 239\*: Advanced Legal Transcription**

*Units: 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.

### **COT 262: Intermediate Spreadsheets Concepts**

*Units: 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**

*Units: 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 299\*: Independent Study in Computer & Office Technology**

*Units: 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 units may be earned on the basis of 75 hours of internship for one unit. May be repeated for up to six units.

## **Computer Science (CS)**

*Science, Mathematics & Engineering Division*

### **CS 135: Computer Science I**

*Units: 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**

*Units: 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 (CONS)**

*Technology Division*

### **CONS 108\*: Construction Materials and Methods**

*Units: 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 114\*: Soils, Sitework, Concrete and Testing**

*Units: 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 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 116: Plumbing Principles and Methods**

*Units: 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 118\*: Construction Contract Documents**

*Units: 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.



**COURSES****Construction****CONS 120\*: Blueprint Reading and Specification***Units: 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 121\*: Principles of Construction Estimating***Units: 3; Prerequisites: None*

Presents basic criteria and procedure for estimating labor and material in residential and commercial applications.

**CONS 205\*: Construction Site Safety***Units: 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.

**CONS 216\*: Structural Layout Assembly***Units: 2; Prerequisites: CONS 205*

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 220\*: Advanced Sitework Estimating***Units: 3; Prerequisites: CONS 120 & CONS 121 & MATH 110 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 230\*: Electrical Distribution System***Units: 2; Prerequisites: CONS 205 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 260\*: Certified Inspectors of Structures-Residential***Units: 3; Prerequisites: None*

Provides prescribed course of instruction for Certified Inspector of Structures as per the state of Nevada.

**CONS 261\*: Under-Floor Inspections-Certified Inspector***Units: 1; Prerequisites: CONS 260*

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. Students 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 262\*: Above-Floor Inspections for Certified Inspector***Units: 2; Prerequisites: CONS 260*

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 263\*: Supervised Residential Inspections for Certification***Units: 4; Prerequisites: CONS 260*

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 265\*: Manufactured/Mobile Home General Serviceperson - Theory***Units: 3; Prerequisites: None*

Provides classroom instruction to insure an understanding of NRS Chapter 489, NAC Chapters 461A and 489 and the competencies required for a Professional Mobile/Manufactured Home General Serviceperson as referenced in the Federal Manufactured Home Standards and the Nevada Manufactured/Mobile Home and Commercial Coach Installation Standards. First of a two-course sequence that leads to State of Nevada certification as a Professional Mobile/Manufactured Home General Serviceperson.

**CONS 266\*: Manufactured/Mobile Home General Serviceperson - Field Observation***Units: 2; Prerequisites: CONS 265*

Provides instruction via site observation, technique demonstrations and discussion with industry professionals to insure a student's ability to provide a building that is structurally, electrically and mechanically compliant with NRS Chapter 289, NAC Chapters 461A, 489 and the Federal Manufacturers Home Standards and the Nevada Manufactured/Mobile Home and commercial Coach Installation Standards. Second of a two-course sequence that leads to State of Nevada certification as professional Mobile/Manufactured Home General Serviceperson.





## COURSES

# Construction - Construction Management - Core Humanities Counseling & Personal Development

### CONS 280\*: Project Supervision

*Units: 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 281\*: Construction Planning Scheduling And Control

*Units: 3; Prerequisites: None*

Explores project implementation including logistics, scheduling, delegation of responsibility and quality control.

### CONS 282\*: Construction Law

*Units: 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, information requirements, proper record-keeping, notification, bonds, liens, lien release instruments, and resolution of contract disputes.

### CONS 290\*: Internship in Construction

*Units: 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

*Units: 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

*Units: 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.

## Construction Management (CEM)

*Technology Division*

### CEM 456: Construction Management Capstone

*Units: 3; Prerequisites: CEE 462*

Provides an integration of all elements of the construction management undergraduate education, from inception to contract award, and applies them to selected construction projects. Introduces contemporary construction industry issues into student projects.

## Core Humanities (CH)

*Social Science, Education, Humanities & Public Service Division*

### CH 201: Ancient and Medieval Cultures

*Units: 3; Prerequisites: ENG 102*

Provides an introduction to Greek, Roman and Judeo-Christian culture through the Middle Ages.

### CH 202: The Modern World

*Units: 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

*Units: 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 (CPD)

*Social Science, Education, Humanities & Public Service Division*

### CPD 102\*: Career Exploration

*Units: 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

*Units: 3; Prerequisites: None*

Covers topics related to substance abuse in 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

*Units: 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 129\*: Assertiveness Techniques I

*Units: 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 130\*: Stress Management Techniques I

*Units: 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 131\*: Anger Management Techniques

*Units: 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.



# COURSES

## Crafts - Criminal Justice

### Crafts (CR)

*Communication & Fine Arts Division*

#### CR 110\*: Beginning Calligraphy

*Units: 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 124\*: Furniture Refinishing

*Units: 2; Prerequisites: None*

Offers techniques for restoring used and antique furniture, removing finishes, applying furniture, and applying finishing materials.

#### CR 136\*: Creative Crafts I

*Units: 3; Prerequisites: None*

Introduces students to crafts, stressing design principles and expressive qualities utilizing a variety of craft materials.

#### CR 137\*: Creative Crafts II

*Units: 3; Prerequisites: None*

Introduces students to crafts, stressing design principles and expressive qualities utilizing a variety of craft materials.

#### CR 141\*: Beginning Tole Painting

*Units: 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 143\*: Advanced Tole Painting

*Units: 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 299\*: Special Topics in Crafts

*Units: 1-6; Prerequisites: None*

Applies to assorted short courses and workshops covering a variety of subjects.

### Criminal Justice (CRJ)

*Social Science, Education, Humanities & Public Service Division*

#### CRJ 101: Introduction to Criminal Justice I

*Units: 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

*Units: 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

*Units: 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. *NOTE: This class must be taken before attending the Western Nevada State Peace Officer Academy.*

#### CRJ 106: Introduction to Corrections

*Units: 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 109\*: Self-Defense

*Units: 1-6; 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

*Units: 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

*Units: 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

*Units: 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

*Units: 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 205\*: L.E./P.O.S.T. Instructor Development

*Units: 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.



## COURSES

## Criminal Justice

**CRJ 211: Police in America***Units: 3; Prerequisites: None; Recommended: CRJ 101*

Explores the historical development, roles, socialization, and problems of police work.

**CRJ 214: Principles of Police Patrol Techniques***Units: 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.

**CRJ 215: Probation & Parole I***Units: 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***Units: 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***Units: 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***Units: 3; Prerequisites: None; Recommended: CRJ 101, 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***Units: 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***Units: 3; Prerequisites: CRJ 101, 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 260\*: 911 Dispatch Emergency Telecommunicator Academy***Units: 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-unit 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***Units: 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 266\*: Western Nevada State Peace Officer Academy***Units: 27; Prerequisites: CRJ 103 with a grade of B or better*

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***Units: 3; Prerequisites: CRJ 164, 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***Units: 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***Units: 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***Units: 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***Units: 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***Units: 1-6; Prerequisites: CRJ 101 or consent of instructor*

Provides the student with on-the-job, supervised and educationally directed work experience.



# COURSES

## Dance - Drafting - Early Childhood Education

### Dance (DAN)

*Communication & Fine Arts Division*

#### DAN 101: Dance Appreciation

*Units: 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)

*Units: 1; Prerequisites: None*

Introduces beginning techniques of jazz dance. May be repeated for up to four units.

#### DAN 135: Beginning Ballet

*Units: 1; Prerequisites: None*

Introduces beginning techniques of ballet. May be repeated for up to four units.

#### DAN 138: Modern Dance (beginning)

*Units: 1; Prerequisites: None*

Introduces beginning techniques of modern dance. May be repeated for up to four units.

#### DAN 144: Beginning Tap Dancing

*Units: 1; Prerequisites: None*

Introduces beginning techniques of tap dance. May be repeated for up to four units.

#### DAN 160: Hip-Hop Dance

*Units: 1; Prerequisites: None*

Teaches beginning techniques of hip-hop dance. May be repeated for up to four units.

#### DAN 232: Jazz Dance (intermediate)

*Units: 1; Prerequisites: DAN 132*

Emphasizes intermediate techniques of jazz dance. May be repeated for up to four units.

#### DAN 244: Tap Dance (intermediate)

*Units: 1; Prerequisites: DAN 144 or consent of instructor*

Emphasizes intermediate techniques of tap dance. May be repeated for up to four units.

#### DAN 260: Intermediate Hip-Hop Dance

*Units: 1; Prerequisites: DAN 160*

Teaches intermediate techniques of hip-hop dance. May be repeated for up to four units.

### Drafting (DFT)

*Technology Division*

#### DFT 100: Basic Drafting Principles

*Units: 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 110\*: Blueprint Reading For Industry

*Units: 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 (ECE)

*Social Science, Education, Humanities & Public Service Division*

#### ECE 121: Parent Care Relations

*Units: 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

*Units: 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

*Units: 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

*Units: 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

*Units: 1; Prerequisites: None*

Exposes students to the basics of handling classroom behaviors.

#### ECE 151: Math In the Preschool Curriculum

*Units: 1; Prerequisites: None*

Studies activities and materials for developing mathematics readiness in the preschool.

#### ECE 152: Science in the Preschool Curriculum

*Units: 1; Prerequisites: None*

Studies activities and materials for teaching science in the preschool.



## COURSES

## Early Childhood Education

**ECE 153: Language Development in the Preschool***Units: 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***Units: 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***Units: 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***Units: 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***Units: 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***Units: 1; Prerequisites: None*

Introduces activities and equipment for enhancing gross motor development of the preschool child.

**ECE 167: Child Abuse & Neglect***Units: 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***Units: 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 198\*: Special Topics in Child Development***Units: 1-6; Prerequisites: None*

Studies issues related to child development and early childhood education.

**ECE 200: The Exceptional Child***Units: 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***Units: 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. Includes use of direct and indirect guidance techniques as well as introduction to guidance systems.

**ECE 231: Preschool Practicum: Early Childhood Lab***Units: 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***Units: 3; Prerequisites: None; Recommended: ECE 251 & HDFS 201, 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***Units: 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***Units: 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***Units: 3; Prerequisites: ECE 250*

Considers methods of planning and teaching curriculum for children 3-5 years old. Includes 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 (ECON)**

*Social Science, Education, Humanities & Public Service Division*

**ECON 100: Introduction to Economics**

*Units: 3; Prerequisites: None; Recommended: MATH 095 or higher*

Offers 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**

*Units: 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**

*Units: 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**

*Units: 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**

*Units: 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**

*Units: 3; Prerequisites: ECON 102 & ECON 103 & admission to the BTech program or consent of advisor*

Examines factors important to meaningful communication across cultures with emphasis on intercultural differences in North America.

**ECON 365: Labor Economics**

*Units: 3; Prerequisites: ECON 102 & ECON 103 & admission to the BTech program or consent of advisor*

Studies theoretical materials relating to the economic analysis of labor problems and the descriptive materials relating to unionism and collective bargaining.

**Education (EDU)**

*Social Science, Education, Humanities & Public Service Division*

**EDU 201: Introduction to Elementary Education**

*Units: 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**

*Units: 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**

*Units: 3; Prerequisites: None*

Surveys the various types of exceptionalities. Emphasizes etiology, physical and educational characteristics.

**EDU 204: Information Technology in Teaching**

*Units: 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**

*Units: 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**

*Units: 3; Prerequisites: None*

Surveys children's literature: issues, genre, censorship, historical background, book evaluation and selection.

**EDU 208: Students with Diverse Abilities and Backgrounds**

*Units: 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**

*Units: 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.

**EDU 210: Nevada School Law**

*Units: 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 litigation. 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**

*Units: 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.



## COURSES

## Educational Professional Development

**Educational Professional Development (EPD)***Social Science, Education, Humanities & Public Service Division***EPD 103\*: Driver Education - Train The Trainer***Units: 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 220\*: Educational Techniques Methods K-12: Word***Units: 1-3; Prerequisites: None*

Instructs teachers and future teachers in the classroom applications for Microsoft Word.

**EPD 221\*: Educational Techniques Methods K-12: PowerPoint***Units: 1-3; Prerequisites: None*

Instructs teachers and future teachers in the classroom applications for Microsoft PowerPoint.

**EPD 222\*: Educational Techniques Methods K-12: Excel***Units: 1-3; Prerequisites: None*

Instructs teachers and future teachers in the classroom applications for Microsoft Excel.

**EPD 223\*: Educational Techniques Methods K-12: Access***Units: 1-3; Prerequisites: None*

Instructs teachers and future teachers in the classroom applications for Microsoft Access.

**EPD 235\*: Challenging Gifted and Talented Students K-12***Units: 0.5-3; Prerequisites: None*

Offers instructors techniques and methods on how to keep the gifted and talented student challenged in the classroom.

**EPD 236\*: Diversity Strategies In The Classroom***Units: 0.5-3; Prerequisites: None*

Assists teachers with developing strategies to instruct students who are at different levels in development, skill areas, and language abilities across the learning spectrum.

**EPD 237\*: Art Methods For Teachers K-6***Units: 0.5-3; Prerequisites: None*

Offers instruction to teachers on how to teach and use art projects in the K-6 classroom.

**EPD 242\*: Reading and Writing Connection K-12***Units: 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 244\*: Foundations of Reading Methods***Units: 0.5-3; Prerequisites: None*

Offers 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 246\*: Advanced Tutor Training***Units: 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 250\*: Personality Types and Learning Styles***Units: 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.

**EPD 255\*: Math Methods For Gifted and Talented K-8***Units: 0.5-3; Prerequisites: None*

Offers methods of teaching math to the gifted and talented K-8 student.

**EPD 256\*: Math Methods For Teachers K-8***Units: 0.5-3; Prerequisites: None*

Offers methods of teaching math for elementary school students K-8, including algebra, geometry, and hands on techniques.

**EPD 261\*: Social Studies Methods K-12***Units: 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 271\*: ESL Teaching Methods***Units: 1-3; Prerequisites: None*

Assists recertifying teachers, and students in the field of education, who work with Limited English Proficiency (LEP) students.

**EPD 276\*: Management Methods for Substitutes***Units: 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 277\*: Methods of Classroom Management***Units: 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.



## COURSES

## Educational Professional Development - Educational Psychology Electrical Engineering - Electronics Technology

**EPD 295\*: Special Topics in Educational Professional Development***Units: 1-6; Prerequisites: None*

Covers selected topics in education and critical and current issues in education. Repeatable as topics vary.

**EPD 297\*: Reading For Teachers***Units: 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 (EPY)***Social Science, Education, Humanities & Public Service Division***EPY 150: Strategies for Academic Success***Units: 3; Prerequisites: None*

Helps students to develop effective and efficient study skills. Students will learn how to learn. Formerly CAPS 122.

**Electrical Engineering (EE)***Science, Mathematics & Engineering Division***EE 220: Circuits I***Units: 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***Units: 1; Prerequisites: None; Corequisites: EE 220*

Introduces electrical engineering basic laboratory procedures and equipment. Formerly EE 200.

**EE 291: Computer Methods For Electrical Engineers***Units: 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***Units: 1; Prerequisites: enrollment in engineering program*

Instructs in preparation of written reports based on cooperative program assignments.

**Electronics Technology (ET)***Technology Division***ET 100\*: Survey of Electronics***Units: 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 117\*: Computer Forensics***Units: 3; Prerequisites: None*

Introduces the concept of using computer forensics to conduct a successful computer investigation. Covers acquiring digital evidence and reporting its findings. Covers fundamentals of setting up a forensics lab, acquiring the proper and necessary tools, and how to conduct an investigation and subsequent digital analysis.

**ET 131\*: DC for Electronics***Units: 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.

**ET 132\*: AC for Electronics***Units: 4; Prerequisites: ET 131 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 155\*: Home Technology Convergence***Units: 4; Prerequisites: None*

Introduces 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 172\*: Semi-Conductor Devices***Units: 4; Prerequisites: ET 131*

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 198\*: Special Topics in Electronics***Units: 1-6; Prerequisites: None*

Explores various topics of current interest/demand in Electronics Technology.

**ET 200\*: Electronics Projects***Units: 0.5-6; Prerequisites: ET 131 and consent of instructor*

Studies special projects in Electronics Technology.

**ET 265\*: Fundamentals of Telecommunications***Units: 3; Prerequisites: CIT 165 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.





## COURSES

## Emergency Medical Services - Engineering

**Emergency Medical Services (EMS)***Nursing & Allied Health Division***EMS 100\*: Healthcare Provider CPR***Units: 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 program, nursing assistant and EMS courses. May be repeated for up to one unit.

**EMS 108\*: Emergency Medical Technician - Basic***Units: 7-8; Prerequisites: must be 18 years or older. Current CPR certification and required immunizations and tests, and health insurance. See Nursing and Allied Health web site 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 109\*: Emergency Medical Technician Basic Refresher***Units: 2; Prerequisites: current Basic EMT Certification. Current CPR certification required. See Nursing and Allied Health web site 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 110\*: Emergency Medical Technician Instructor***Units: 3; Prerequisites: current CPR certification. See Nursing and Allied Health web site 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 112\*: EMT Enhanced/85***Units: 4-5; Prerequisites: current EMT-B certification. Current CPR certification and required immunizations and tests, and health insurance. See Nursing and Allied Health web site 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 113\*: First Responder***Units: 3; Prerequisites: must be 16 years old. Current CPR certification required. See Nursing and Allied Health web site 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 (ENGR)***Science, Mathematics & Engineering Division***ENGR 100: Introduction to Engineering Design***Units: 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 (ENG)***Communication & Fine Arts Division***ENG 080: Diagnostic/Prescriptive Reading***Units: 1; Prerequisites: None*

Focuses on reading improvement through individual diagnostic procedures, identifies reading problems, prescribes and implements remediation procedures.

**ENG 090: Basic Writing I***Units: 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***Units: 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***Units: 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. Grading: pass/fail.

**ENG 100: Composition - Enhanced***Units: 5; Prerequisites: ENG 095 or appropriate score on WNC placement exam or equivalent examination*

Offers an intensive reading and writing course focusing on writing the expository and argumentative essay. Emphasizes 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. Provides extra assistance in English writing skills, grammar, sentence structure, usage, and punctuation.

**ENG 101: Composition I***Units: 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***Units: 3; Prerequisites: ENG 100, 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***Units: 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***Units: 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***Units: 3; Prerequisites: ENG 102 or consent of instructor*

Offers a beginning writers' workshop in poetry, fiction, and creative non-fiction.

**ENG 220: Writing Poetry***Units: 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***Units: 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***Units: 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***Units: 3; Prerequisites: 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***Units: 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-Finance

**ENG 227: Advanced Memoir and Autobiography***Units: 3; Prerequisites: ENG 226 or consent of instructor*

Continues English 226. Students explore approaches to writing memoir, autobiography, family history, other "life stories," or "creative non-fiction," and are encouraged to choose the approach that best fits their individual needs. They also read selected works written by "masters" in the field, studying strategies employed. Combines lecture/discussion/writers' workshop format.

**ENG 243: Introduction To The Short Story***Units: 3; Prerequisites: ENG 102*

Read and analyze short story masterpieces. The short story is also considered as a form of literature.

**ENG 250: Children's Literature***Units: 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***Units: 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***Units: 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***Units: 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***Units: 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***Units: 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***Units: 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***Units: 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***Units: 3; Prerequisites: None; Recommended: ENG 101, 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 works from a thematic and critical perspective.

**ENG 299: Special Topics in English***Units: 1-3; Prerequisites: None*

Includes short courses and experimental classes covering a variety of subjects. May be repeated for up to three units.

**Environmental Studies (ENV)***Science, Mathematics & Engineering Division***ENV 100: Humans and Environment***Units: 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***Units: 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***Units: 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***Units: 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.

**Finance (FIN)***Social Science, Education, Humanities & Public Service Division***FIN 101: Personal Finance***Units: 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***Units: 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.

# COURSES

## French - Geographic Information Services

### French (FREN)

*Communication & Fine Arts Division*

#### **FREN 101\*: French, Conversational I**

*Units: 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 102\*: French, Conversational II**

*Units: 3; Prerequisites: FREN 101 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**

*Units: 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**

*Units: 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**

*Units: 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**

*Units: 3; Prerequisites: FREN 211 or equivalent or consent of instructor*

Continues structural review, conversation and writing and reading in modern literature.

### Geographic Information Services (GIS)

*Science, Mathematics & Engineering Division*

#### **GIS 109: Introduction to Geographic Information Systems**

*Units: 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**

*Units: 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**

*Units: 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**

*Units: 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 170\*: GIS Applications on Conservation Issues**

*Units: 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 171\*: GIS Applications in Urban & Regional Planning**

*Units: 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 172\*: Current Trends in GIS**

*Units: 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.

#### **GIS 205: GIS Applications**

*Units: 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**

*Units: 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**

*Units: 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.



## COURSES

## Geographic Information Services - Geography

**GIS 250: GIS Database***Units: 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***Units: 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***Units: 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 units and valuable work experience. Students work in 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***Units: 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 (GEOG)***Science, Mathematics & Engineering Division***GEOG 103: Physical Geography***Units: 3; Prerequisites: MATH 120, 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***Units: 1; Prerequisites or Corequisites: GEOG 103 & MATH 120, 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***Units: 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 107\*: Geography of Great Basin National Park***Units: 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 110\*: Geography of San Francisco***Units: 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.

**GEOG 111\*: Geography of Yosemite***Units: 1; Prerequisites: None*

Introduces students 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 112\*: Geography of Death Valley National Park***Units: 1; Prerequisites: None*

Introduces students to the diverse geography and natural history of Death Valley National Park. Students spend a weekend hiking and exploring the canyons, craters, and dunes of the park while learning about its physical and human geography. Students also learn firsthand of its extremes in climate, flora and fauna.

**GEOG 200: World Regional Geography***Units: 3; Prerequisites: None*

Introduces the world's regions with concentration on parts of the world which may be less familiar - many of which are experiencing great changes and have a major impact on the United States. Specific areas that will be covered include Africa, Asia, and Latin America.



## COURSES

## Geology - German

**Geology (GEOL)***Science, Mathematics & Engineering Division***GEOL 100: Earthquakes, Volcanoes, and Natural Disasters***Units: 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***Units: 3; Prerequisites: MATH 120, 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***Units: 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***Units: 1; Prerequisites: GEOL 101 & MATH 120, 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 105: Introduction to Geology of National Parks***Units: 3; Prerequisites: None*

Studies geologic processes through the lens of the national park system. Concepts of geologic time, plate tectonics, and the rock cycle will be explored by studying national parks and monuments that highlight geologic examples of the material presented.

**GEOL 111\*: Geology of Death Valley National Park***Units: 1-2; 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.

**GEOL 112\*: Geology of Eastern Sierra***Units: 1-2; 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 113\*: Geology of Lassen Volcanic National Park***Units: 1-2; 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 114\*: Geology of Lava Beds National Monument***Units: 1; 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 Lava Beds National Monument.

**GEOL 127: Prehistoric Life***Units: 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***Units: 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***Units: 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 299\*: Special Topics in Geology***Units: 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 (GER)***Communication & Fine Arts Division***GER 101\*: Conversational German I***Units: 3; Prerequisites: None*

Emphasizes spoken communication. Listening, reading, and writing skills will be developed to suit student needs.

**GER 102\*: Conversational German II***Units: 3; Prerequisites: GER 101 or consent of instructor*

Offers a second semester of conversational German designed to continue and improve the skills learned in GER 101.

**GER 111: First Year German I***Units: 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***Units: 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.



## COURSES

## Graphic Communications

**Graphic Communications (GRC)***Communication & Fine Arts Division***GRC 109: Color and Design***Units: 3; Prerequisites: ART 100 or consent of instructor; Recommended: GRC 118*

Teaches color theories, color technologies and the application of color in art and design. Intermediate two-dimensional design problems focus on the compositional, optical and psychological aspects of visual communications.

**GRC 118: Computer Graphics - Print Media***Units: 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***Units: 3; Prerequisites: None*

Offers a foundation that introduces computer systems and applications as they relate to graphic communications for digital media. Class will present a project-based overview of content creation, web design and web animation.

**GRC 125\*: Graphic Software***Units: 0.5-1; Prerequisites: varies based on level of software offered*

Offers 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 units.

**GRC 144\*: Electronic Layout and Typography***Units: 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***Units: 3; Prerequisites: basic computer skills; Recommended: GRC 118*

Offers an introductory /intermediate class in the creation and execution of designs and illustrations in the electronic environment. Focuses on Adobe Illustrator Vector-Draw software, including the tools and techniques required to produce professional-level artwork. Knowledge of the following basic computer skills required: saving, opening, and printing documents, opening and closing applications, creating and managing folders and subfolders, viewing the contents of disk drives and external storage devices, managing desktop items.

**GRC 175: Web Design and Publishing I***Units: 3; Prerequisites: GRC 119 or consent of instructor.;**Recommended: GRC 183*

Introduces authoring for the World Wide Web using industry standard software applications. Topics covered include planning, designing and building a web site, aesthetics, creating and optimizing computer graphics for web, information architecture, navigation and interactivity, web publishing, web hosting and site management. Knowledge of the following basic computer skills required: saving, opening, and printing documents, opening and closing applications, creating and managing folders and subfolders, viewing the contents of disk drives and external storage devices, managing desktop items.

**GRC 179: Multimedia Design and Production I***Units: 3; Prerequisites: GRC 118, 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 181\*: Digital Video I***Units: 3; Prerequisites: GRC 119 or consent of instructor*

Introduces the basic principles and practices of digital video production. Covers every phase of introductory digital video pre-production, production and post-production processes from idea to final output including: story and concept development, lighting, recording and capturing footage, importing and managing clips, editing methods and creating transitions, special effects, titles and credits, sound design and output to different formats.

**GRC 183: Electronic Imaging***Units: 3; Prerequisites: ART 100 & 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 graphics software skills. Knowledge of the following basic computer skills required: saving, opening, and printing documents, opening and closing applications, creating and managing folders and subfolders, viewing the contents of disk drives and external storage devices, managing desktop items.

**GRC 185: Computer Animation I***Units: 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.



## COURSES

## Graphic Communications - Health Information Technology

**GRC 188: Web Animation and Interactivity I**

*Units: 3; Prerequisites: GRC 119 or approval of instructor. Basic computer skills required.; Recommended: GRC 175 & GRC 183*

Continues advanced web site design. The second in a sequential set of courses that focus on advanced design theories in relation to the Internet and applications for animating web sites. Exercises will focus on advanced visual design and the creation of animation, as well as related concepts and practices. Knowledge of the following basic computer skills required: saving, opening, and printing documents, opening and closing applications, creating and managing folders and subfolders, viewing the contents of disk drives and external storage devices, managing desktop items.

**GRC 244\*: Electronic Layout and Typography II**

*Units: 3; Prerequisites: GRC 144*

Continues GRC 144 with an emphasis on advanced desktop publishing procedures.

**GRC 256: Computer Illustration II**

*Units: 3; Prerequisites: GRC 156*

Offers intermediate vector-based visual design using the computer. 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 275\*: Web Design and Publishing II**

*Units: 3; Prerequisites: GRC 175 & GRC 188 or consent of instructor*

Offers advanced web page design using industry-standard applications. Topics include CCS layout, advanced site building features, site management, interactivity, and customization.

**GRC 281\*: Digital Video II**

*Units: 3; Prerequisites: GRC 181B or consent of instructor*

Offers a second course in the video series which builds upon skills learned in Digital Video I. Intermediate level techniques in non-linear editing, sound design and special effects, including an introduction to motion graphics production and video compositing, including titles and credits.

**GRC 283\*: Electronic Imaging II**

*Units: 3; Prerequisites: GRC 118 & GRC 183 or consent of instructor*

Studies advanced applications of graphics software to create pixel based imagery using industry standard pixel based software. Covers advanced image manipulation and optimization processes for pixel images as well as simple pixel based animation and video manipulation.

**GRC 294\*: Professional Portfolio**

*Units: 3; Prerequisites: minimum of 21 units of GRC design/production classes or consent of instructor*

Focuses on the development of a portfolio for employment in the graphics communications field. Professional and legal requirements will be explored.

**Health Information Technology (HIT)**

*Nursing and Allied Health Division*

**HIT 100\*: Introduction to ICD-9-CM**

*Units: 2; Prerequisites: HIT 118B and permission of the Nursing and Allied Health division.*

Introduces the mechanics of using ICD-9-CM.

**HIT 101\*: Current Procedural Terminology**

*Units: 3; Prerequisites: HIT 118 and permission of the Nursing and Allied Health division.*

Includes ambulatory reimbursement methodologies. Teaches mechanics of outpatient coding using CPT-4.

**HIT 105\*: Health Care Dynamics**

*Units: 2; Prerequisites: permission of the Nursing and Allied Health division.*

Introduces student to the organization and functioning of the health-care delivery system. Professional, legal, and ethical aspects of the health occupations. Prevention, community health needs, psychosocial factors in health care, and community agencies are considered.

**HIT 117\*: Medical Terminology I**

*Units: 1; Prerequisites: None*

Studies word derivations and formation with emphasis upon understanding common usage in the field of health care.

**HIT 118\*: Language of Medicine**

*Units: 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 120\*: Medical Transcription I**

*Units: 2; Prerequisites: HIT 117 & COT 200 or concurrent enrollment, and ENG 101 or satisfactory performance on English placement test and permission of the Nursing and Allied Health division.*

Teaches basic medical transcription skills.

**HIT 121\*: Medical Transcription II**

*Units: 3; Prerequisites: HIT 118, HIT 120 and permission of the Nursing and Allied Health division.*

Teaches intermediate medical transcription skills.

**HIT 165\*: Pathophysiology I**

*Units: 4; Prerequisites: BIOL 200 and permission of the Nursing and Allied Health division.*

Introduces students to the concept of disease process in specific body systems.

**HIT 170: Computers in Health Care**

*Units: 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.





# COURSES

## Health Information Technology - History

### **HIT 180\*: Introduction to Health Information Management**

*Units: 3; Prerequisites or Corequisites: HIT 118 and permission of the Nursing and Allied Health division.*

Introduces health information management procedures including professional ethics and processes to assure quality health care through quality information.

### **HIT 201\*: Classification Systems For Health Care Data**

*Units: 3; Prerequisites: HIT 166 & HIT 180 and permission of the Nursing and Allied Health division.*

Practices in-depth assigning diagnostic and procedure codes according to ICD-9-CM.

### **HIT 205\*: Structure & Organization of Health Information Systems**

*Units: 3; Prerequisites: HIT 170 & HIT 180 and permission of the Nursing and Allied Health division; Corequisites: HIT 201*

Teaches functions of health information departments in health care institutions. Studies origin, uses, format, and regulatory requirements of health records.

### **HIT 206\*: Clinical Applications I**

*Units: 3; Prerequisites or Corequisites: HIT 205 and permission of the Nursing and Allied Health division.*

Teaches practical experience in the acute care setting performing health information departmental duties. Grades assigned on a pass/fail basis.

### **HIT 207\*: Health Information Management**

*Units: 3; Prerequisites: HIT 205 and permission of the Nursing and Allied Health division.*

Offers opportunities to develop supervisory skills including directing and controlling, management of human resources, and an emphasis on situations encountered in health information services.

### **HIT 208\*: Clinical Applications II**

*Units: 3; Prerequisites: HIT 206 and permission of the Nursing and Allied Health division.*

Teaches management and practical experience in specialized care settings. Grades assigned on a pass/fail basis.

### **HIT 210\*: Coding Applications**

*Units: 3; Prerequisites: HIT 201 and permission of the Nursing and Allied Health division.*

Teaches practical coding experience in a variety of health care settings. Grades assigned on a pass/fail basis.

### **HIT 245\*: Quality Improvement Techniques**

*Units: 3; Prerequisites: HIT 205 and permission of the Nursing and Allied Health division.*

Studies methodologies for conducting quality improvement activities.

### **HIT 299\*: Selected Topics in Health Information Technology**

*Units: 3; Prerequisites: HIT 205 and permission of the Nursing and Allied Health division.*

Covers selected topics of interest to students of health information systems. Grades assigned on pass/fail a basis.

## History (HIST)

*Social Science, Education, Humanities & Public Service Division*

### **HIST 101: United States History to 1865**

*Units: 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**

*Units: 3; Prerequisites: None*

Covers American history and civilization since the end of the American Civil War.

### **HIST 105: European Civilization to 1648**

*Units: 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**

*Units: 3; Prerequisites: None*

Covers Western civilization and history from the mid-17th century to the present.

### **HIST 111: Survey of American Constitutional History**

*Units: 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**

*Units: 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**

*Units: 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**

*Units: 3; Prerequisites: None*

Introduces pre-Columbian Mexico, Colonial New Spain and Mexican national history to the present.

### **HIST 295: Special Topics in History**

*Units: 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 six units.



## COURSES

# Home Economics - Human Development & Family Studies - Humanities Information Systems - Insurance - Italian

## Home Economics (HEC)

*Social Science, Education, Humanities & Public Service Division*

### HEC 122\*: Creative Cooking

*Units: 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 (HDFS)

*Social Science, Education, Humanities & Public Service Division*

### HDFS 201: Life Span Human Development

*Units: 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

*Units: 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

*Units: 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 (HUM)

*Social Science, Education, Humanities & Public Service Division*

### HUM 101: Introduction to Humanities

*Units: 3; Prerequisites: None*

Offers an interdisciplinary approach to the humanities. Students study major works in art, music, literature, and philosophy with historical framework.

### HUM 198\*: Special Topics In Humanities

*Units: 0.5-3; Prerequisites: None*

Studies selected issues or topics of significance within the field of humanities. Intent will be to develop an interdisciplinary awareness and appreciation for the areas of art, music, literature, theater, history, and architecture.

## Information Systems (IS)

*Technology Division*

### IS 101: Introduction to Information Systems

*Units: 3; Prerequisites: None*

Introduces the student to the role of computers in today's technology-driven environment, allowing for a hands-on lab experience. Students will be introduced to the Internet, distance education, and the World Wide Web for research, along with operating systems, word processing, spreadsheets, database and basic multi-media. Upon successful completion of this course, the student will be able to demonstrate basic computer survival skills, understand computer terminology, and create data using a variety of software.

### IS 201: Computer Applications

*Units: 3; Prerequisites: IS 101 or experience in office software.*

Develops the student's knowledge in integrated office productivity software. Topics will cover word processing, database, spreadsheets and working with macro programming. Coursework or experience using office software is essential for successful completion and gives students the foundation to pass expert level certification tests.

## Insurance (INS)

*Social Science, Education, Humanities & Public Service Division*

### INS 210: Property and Liability Insurance

*Units: 3; Prerequisites: None*

Emphasizes facts, principles, basic concepts and Nevada Statutes covering property and liability insurance.

## Italian (ITAL)

*Communication & Fine Arts Division*

### ITAL 101\*: Italian Conversational I

*Units: 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 102\*: Italian Conversational II

*Units: 3; Prerequisites: ITAL 101 or consent of instructor*

Continues from the first semester of Italian to build on speaking, writing and reading skills in the Italian language.



## COURSES

## Italian - Japanese - Journalism - Laboratory Technician - Law

**ITAL 103\*: Italian, Conversational III***Units: 3; Prerequisites: None*

Continues from the second semester of Italian to build on speaking, writing and reading skills in the Italian language.

**ITAL 104\*: Italian, Conversational IV***Units: 3; Prerequisites: None*

Continues from the third semester of Italian to build on speaking, writing and reading skills in the Italian language.

**ITAL 111: Elementary Italian I***Units: 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***Units: 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.

**Japanese (JPN)***Communication & Fine Arts Division***JPN 101: Conversational Japanese I***Units: 3; Prerequisites: None*

Teaches standard (Tokyo) dialect of spoken Japanese at the beginning level. Listening comprehension skills will be developed. Teaches reading and writing of Kanji (Chinese characters), as well as the Hiragana and Katakana phonetic symbol sets keyed to the spoken vocabulary.

**Journalism (JOUR)***Communication & Fine Arts Division***JOUR 101: Critical Analysis of Mass Media***Units: 3; Prerequisites: None*

Surveys the role of newspapers, radio, television, the Internet, advertising and public relations organizations. Offers interpretation of the day's news and analysis of media performance.

**JOUR 201: Media Writing***Units: 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***Units: 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 units.

**Laboratory Technician (LTE)***Nursing & Allied Health Division***LTE 110: Techniques of Venipuncture***Units: 4; Prerequisites: current health information and current major medical health insurance (card required). See Nursing and Allied Health web site 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.

**Law (LAW)***Social Science, Education, Humanities & Public Service Division***LAW 101: Fundamentals of Law I***Units: 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 198\*: Special Topics in Law***Units: 0.5-6; Prerequisites: LAW 101 or consent of the program coordinator*

Covers a variety of legal subjects.

**LAW 203: Real Property***Units: 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***Units: 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***Units: 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 206\*: Case Analysis***Units: 1; Prerequisites: LAW 101 or consent of the program coordinator*

Takes students 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.



## COURSES

## Law - Machine Tool Technology

**LAW 231: Civil Procedure**

*Units: 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**

*Units: 3; Prerequisites: LAW 101 or consent of instructor*

Studies the history of administrative agencies, administrative law procedures, use of expert witnesses, laws of evidence, constitutional limitations and judicial review.

**LAW 251: Bankruptcy**

*Units: 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**

*Units: 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**

*Units: 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**

*Units: 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**

*Units: 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**

*Units: 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**

*Units: 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**

*Units: 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 units.

**Machine Tool Technology (MTT)**

*Technology Division*

**MTT 105\*: Machine Shop I**

*Units: 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 106\*: Machine Shop Practice I**

*Units: 2; Prerequisites: None; Corequisites: MTT 105*

Expands the student's manual skills by putting into practice the theories, and user skills introduced in MTT 105. 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 110\*: Machine Shop II**

*Units: 3; Prerequisites: MTT 105 & MATH 110, MATH 120, MATH 126 or higher or consent of instructor*

Expands skills introduced in MTT 105 to an intermediate level and introduces further skills which include vertical mill, drill sharpening, speed feeds and some production methods.

**MTT 111\*: Machine Shop Practice II**

*Units: 2; Prerequisites: None; Corequisites: MTT 110*

Further develops student's manual skills by putting into practice the theories and user skills introduced MTT 110. 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 230\*: Computer Numerical Control I**

*Units: 4; Prerequisites: MTT 105 & MTT 110 & COT 105, 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 three hours lecture, three hours lab per week.



## COURSES

## Machine Tool Technology - Management

**MTT 232\*: Computer Numerical Control II***Units: 4; Prerequisites: MTT 230 or consent of instructor*

Provides a continuation of MTT 230. 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 three hours lecture, three hours lab per week.

**MTT 250\*: Machine Shop III***Units: 3; Prerequisites: MTT 110 & DFT 110 or consent of instructor*

Expands skills introduced in MTT 105 and MTT 110 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 251\*: Machine Shop Practice III***Units: 2; Prerequisites: None; Corequisites: MTT 250*

Further develops student's manual skills by putting into practice the theories and user skills introduced in MTT 250. 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 260\*: Machine Shop IV***Units: 3; Prerequisites: MTT 250 or consent of instructor*

Concentrates on areas of interest leading to design of an advanced project emphasizing skills learned in MTT 105, MTT 110 and MTT 250.

**MTT 261\*: Machine Projects***Units: 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 262\*: Machine Shop Practice IV***Units: 2; Prerequisites: None; Corequisites: MTT 260*

Allows students additional time to concentrate on areas of interest leading to completion of an advanced project emphasizing skills introduced in MTT 260.

**MTT 291\*: CNC Practice***Units: 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 292\*: Computer-Aided Manufacturing I***Units: 1-4; Prerequisites: MTT 230 & MTT 232 & 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 293\*: Computer-Aided Manufacturing II***Units: 1-4; Prerequisites: MTT 292 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 295\*: Work Experience***Units: 1-6; Prerequisites: consent of instructor*

Provides students with on the job, supervised and educationally directed work experience.

## Management (MGT)

*Social Science, Education, Humanities & Public Service Division***MGT 103: Introduction to Small Business Management***Units: 3; Prerequisites: None*

Develops an understanding of the small business enterprise with emphasis on how such businesses are started and managed successfully, including planning, finance, marketing, administrative control, and other type of activities.

**MGT 201: Principles of Management***Units: 3; Prerequisites: None; Recommended: BUS 101, 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***Units: 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***Units: 3; Prerequisites: MGT 201, 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 247\*: Industrial Management***Units: 1-3; Prerequisites: MGT 201, 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***Units: 1-3; Prerequisites: None; Recommended: MGT 201, MGT 212*

Covers the concepts of quality planning, quality control and quality improvement.



## COURSES

## Management - Marketing - Mathematics

**MGT 283: Introduction to Human Resources Management***Units: 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***Units: 3; Prerequisites: admission to the BTECH program or consent of advisor*

Examines 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***Units: 3; Prerequisites: MGT 323 and admission to the BTECH program or consent of advisor*

Considers 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***Units: 3; Prerequisites: admission to the BTECH program or consent of advisor*

Focuses on managing ethically in the changing cultural, economic, political, technological and global environments of business.

**MGT 469: Managing Cultural Diversity***Units: 3; Prerequisites: admission to the BTECH program or consent of advisor*

Provides an understanding of cultural diversity by studying the U.S. workforce. Emphasizes cultural differences in the workplace, valuing diversity, managing diversity in the workplace, and giving competitive advantages.

**Marketing (MKT)***Social Science, Education, Humanities & Public Service Division***MKT 111: Introduction to Merchandising***Units: 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***Units: 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, including how fashions begin, move, disseminate and can be predicted.

**MKT 127: Introduction to Retailing***Units: 3; Prerequisites: None; Recommended: MKT 210*

Studies an overview of retail merchandising, including buying, pricing, selling, advertising, sales promotion and display principles.

**MKT 210: Marketing Principles***Units: 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***Units: 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***Units: 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***Units: 3; Prerequisites: None; Recommended: MKT 210*

Presents methods and techniques in modern advertising, giving information to do the entire advertising job.

**Mathematics (MATH)***Science, Mathematics & Engineering Division***MATH 090: Elementary Arithmetic***Units: 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***Units: 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***Units: 1; Prerequisites: None*

Provides a review of algebra that will refresh previously taught concepts. Course will help prepare students for the math placement test.



## COURSES

## Mathematics

**MATH 093: Pre Algebra**

*Units: 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**

*Units: 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**

*Units: 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 100\*: Math For Allied Health Programs**

*Units: 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 110\*: Shop Mathematics**

*Units: 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**

*Units: 3; Prerequisites: MATH 096 or three units of high school mathematics at the level of algebra and above with a grade of C- or better*  
Studies probability, statistics, business, finance and consumer mathematics. Course is broad in scope and emphasizes applications.

**MATH 122: Number Concepts For Elementary School Teachers**

*Units: 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**

*Units: 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**

*Units: 3; Prerequisites: MATH 096 with a grade of C- or better or three units of high school mathematics at the level of algebra and above with a grade of C- or better 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**

*Units: 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**

*Units: 5; Prerequisites: MATH 096 with a grade of C- or better or three units of high school mathematics at the level of algebra and above with a grade of C- or better 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 176: Introductory Calculus For Business & Social Sciences**

*Units: 3; Prerequisites: MATH 128, 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**

*Units: 4; Prerequisites: MATH 128, 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**

*Units: 4; Prerequisites: MATH 181 or equivalent or consent of instructor*  
Teaches transcendental functions, methods of integration, conics and vectors.

**MATH 253: Matrix Algebra**

*Units: 3; Prerequisites: MATH 182*  
Introduces linear algebra, including matrices, determinants, vector spaces, linear transformations, eigenvectors and eigenvalues.

**MATH 283: Calculus III**

*Units: 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**

*Units: 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.



## COURSES

### Math - Mechanical Engineering - Metallurgical Engineering - Music

#### MATH 330: Linear Algebra

Units: 3; Prerequisites: MATH 283

Covers a continuation of vector analysis including, abstract vector spaces, bases, inner products, projections, orthogonal complements, least squares, linear maps, structure theorems, elementary spectral theory and applications.

#### Mechanical Engineering (ME)

Science, Mathematics & Engineering Division

##### ME 198: Cooperative Training Report

Units: 1; Prerequisites: enrollment in engineering program

Guides students in preparation of written reports based on cooperative program assignments.

##### ME 241: Statics

Units: 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

Units: 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

Units: 1; Prerequisites: consent of instructor

Focuses on the 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.

#### Metallurgical Engineering (METE)

Science, Mathematics & Engineering Division

##### METE 250: Elements of Material Science

Units: 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 (MUS)

Communication & Fine Arts Division

##### MUS 103: Voice Class I

Units: 3; Prerequisites: None

Teaches fundamentals of tone production, breath control and practical techniques involved in reading and interpreting songs.

##### MUS 104: Voice Class II

Units: 3; Prerequisites: MUS 103

Continues the skills learned in MUS 103.

##### MUS 107: Guitar Class I

Units: 2-3; Prerequisites: None

Studies basic guitar technique, and bluegrass, classical and rock styles. No previous musical training required.

##### MUS 108: Guitar Class II

Units: 2-3; Prerequisites: MUS 107 or consent of instructor

Continues development of skills learned in MUS 107.

##### MUS 111: Piano Class I

Units: 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

Units: 3; Prerequisites: MUS 111 or consent of instructor

Provides a continuation of MUS 111, a class in basic piano technique and theory.

##### MUS 119\*: Harmonica Class I

Units: 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 120\*: Harmonica Class II

Units: 3; Prerequisites: MUS 119B or equivalent

Continues the skills learned in MUS 119.

##### MUS 121: Music Appreciation

Units: 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 124: History of The American Musical Theatre

Units: 3; Prerequisites: None

Offers a cultural, musical and theatrical survey of musical theatre in the United States, from the mid-nineteenth century to the present.

##### MUS 125: History of Rock Music

Units: 3; Prerequisites: None

Explains how cultural, social, political and economic conditions have shaped rock music's evolution. Familiarizes the student with the history of rock music from its origins in Blues through contemporary rock styles. Prominent players and groups of each era will be covered, as well as sociological, economic and cultural factors that shaped the many styles of rock music. Extensive classroom listening will enhance the student's learning experience.





## COURSES

## Music - Music: Applied

**MUS 134: Jazz Appreciation***Units: 3; Prerequisites: None*

Covers how jazz music's evolution as an art form unique to the United States has both shaped and reflected the construction of our national identity. Teaches how social and cultural events led to the development of jazz music from 1890 through the 1960's. Prominent players and groups of each era will be covered, as well as sociological, economic and cultural factors that shaped the many styles of American Jazz as evolved.

**MUS 176: Musical Theatre Practicum***Units: 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***Units: 3; Prerequisites: None*

Introduces students to counterpoint and harmony.

**MUS 204: Music Theory II***Units: 3; Prerequisites: MUS 203*

A continuation of the skills learned in MUS 203.

**MUS 211: Sightsinging & Dictation I***Units: 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***Units: 1; Prerequisites: MUS 211*

Continues the skills learned in MUS 211.

**MUS 215: Technique of Songwriting***Units: 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***Units: 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 units.

**MUS 233: Recording Techniques and MIDI I***Units: 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***Units: 2; Prerequisites: None*

Introduces the techniques of jazz improvisation in a laboratory setting.

**MUS 276: Musical Theatre Practicum***Units: 1-3; Prerequisites: None*

Covers selected topics in musical theatre.

**Music: Applied (MUSA)***Communication & Fine Arts Division***MUSA 101: Bass-Lower Division***Units: 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 units. Fee covers cost of 14 half-hour private lessons.

**MUSA 103: Bassoon-Lower Division***Units: 1-2; Prerequisites: None*

Introduces students to the study and performance of music for bassoon. Class may be repeated for a total of four units. Fee covers cost of 14 half-hour private lessons.

**MUSA 105: Cello-Lower Division***Units: 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 units. Fee covers cost of 14 half-hour private lessons.

**MUSA 107: Clarinet-Lower Division***Units: 1-2; Prerequisites: None*

Introduces students to the study and performance of music for clarinet. Class may be repeated for a total of four units. Fee covers cost of 14 half-hour private lessons.

**MUSA 109: Drum Set***Units: 1; Prerequisites: None*

Provides individual instruction in the technique and repertoire of drum set. Class may be repeated for a total of four units. Fee covers cost of 14 half-hour private lessons.

**MUSA 113: Flute-Lower Division***Units: 1-2; Prerequisites: None*

Introduces students to the study and performance of music for flute. Class may be repeated for a total of four units. Fee covers cost of 14 half-hour private lessons.

**MUSA 115: Guitar***Units: 1; Prerequisites: None*

Provides individual instruction in the technique and repertoire of the guitar. Class may be repeated for a total of four units. Fee covers cost of 14 half-hour private lessons.



## COURSES

### Music: Applied - Music: Ensemble

#### **MUSA 121: Horn-Lower Division**

*Units: 1-2; Prerequisites: None*

Provides a personal introduction to the study and performance of music for horn. Class may be repeated for a total of four units. Fee covers cost of 14 half-hour private lessons.

#### **MUSA 125: Organ-Lower Division**

*Units: 1-2; Prerequisites: None*

Provides individual instruction in the technique and repertoire of the organ.

#### **MUSA 127: Percussion-Lower Division**

*Units: 1-2; Prerequisites: None*

Offers private instruction in the study and performance of percussion instruments. Class may be repeated for a total of four units. Fee covers cost of 14 half-hour private lessons.

#### **MUSA 129: Piano-Lower Division**

*Units: 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 units. Fee covers cost of 14 half-hour private lessons.

#### **MUSA 131: Saxophone-Lower Division**

*Units: 1-2; Prerequisites: None*

Introduces students to the study and performance of music for saxophone. Class may be repeated for a total of four units. Fee covers cost of 14 half-hour private lessons.

#### **MUSA 135: Trombone-Lower Division**

*Units: 1-2; Prerequisites: None*

Provides a personal introduction to the study and performance of music for trombone. Class may be repeated for a total of four units. Fee covers cost of 14 half-hour private lessons.

#### **MUSA 137: Trumpet-Lower Division**

*Units: 1-2; Prerequisites: None*

Provides a personal introduction to the study and performance of music for trumpet. Class may be repeated for a total of four units. Fee covers cost of 14 half-hour private lessons.

#### **MUSA 139: Tuba-Lower Division**

*Units: 1-2; Prerequisites: None*

Provides a personal introduction to the study and performance of music for tuba. Class may be repeated for a total of four units. Fee covers cost of 14 half-hour private lessons.

#### **MUSA 141: Viola-Lower Division**

*Units: 1-2; Prerequisites: None*

Provides a personal introduction to the study and performance of music for viola. Class may be repeated for a total of four units. Fee covers cost of 14 half-hour private lessons.

#### **MUSA 143: Violin-Lower Division**

*Units: 1-2; Prerequisites: None*

Provides a personal introduction to the study and performance of music for violin. Class may be repeated for a total of four units. Fee covers cost of 14 half-hour private lessons.

#### **MUSA 145: Voice-Lower Division**

*Units: 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 units. Fee covers cost of 14 half-hour private lessons.

### **Music: Ensemble (MUSE)**

*Communication & Fine Arts Division*

#### **MUSE 101: Concert Choir**

*Units: 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 units.

#### **MUSE 111: Concert Band**

*Units: 1; Prerequisites: intermediate proficiency on a band instrument*

Introduces study and performance of band literature. Class may be repeated for a total of four units.

#### **MUSE 123: Orchestra**

*Units: 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 units.

#### **MUSE 131: Jazz Ensemble**

*Units: 1; Prerequisites: intermediate proficiency on a band instrument*

Introduces study and performance of jazz ensemble literature. May be repeated for up to four units.

#### **MUSE 135: Jazz Vocal Ensemble**

*Units: 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 units.

#### **MUSE 172: Accompanying**

*Units: 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 units.



## COURSES

## Natural Resources - Nursing

**Natural Resources (NRES)***Science, Mathematics & Engineering Division***NRES 101: Plant, Soil & Water Science***Units: 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.

**Nursing (NURS)***Nursing & Allied Health Division***NURS 110\*: Spanish For Health Care Professionals***Units: 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***Units: 6; Prerequisites: basic Life Support/Healthcare Provider CPR certification. See Nursing and Allied Health web site for additional information.*

Prepares students to function as nursing assistant trainees who assist licensed nurses in providing 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 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***Units: 3; Prerequisites: admission to 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***Units: 1; Prerequisites: admission to 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 bedside nursing skills in personal care, sterile technique, patient safety, and medication administration. Emphasizes the critical elements of nursing procedures and the scientific rationale for performing the procedures correctly.

**NURS 138: Foundations of Nursing Clinical***Units: 2; Prerequisites: admission to 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 147: Health Assessment Theory***Units: 2; Prerequisites: admission to the nursing program or consent of the Nursing and Allied Health director; Corequisites: NURS 148*

Provides opportunities for students to gain knowledge necessary to holistically assess adult and elder patients. Students utilize concepts of previously learned content from prerequisite and corequisite nursing courses including the nursing process and methods of prioritizing to perform nursing assessment and nursing diagnosis. Students learn the difference between 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. Formerly NURS 200.

**NURS 148: Health Assessment Laboratory***Units: 1; Prerequisites: admission to the nursing program or consent of the Nursing and Allied Health director; Corequisites: NURS 147*

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. Formerly NURS 201.

**NURS 149: Mental Health and Illness Theory***Units: 2; Prerequisites: admission to the nursing program; Corequisites: NURS 150 & NURS 151*

Helps students 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. Formerly NURS 236.

**NURS 150: Mental Health and Illness Laboratory***Units: 1; Prerequisites: admission to the nursing program; Corequisites: NURS 149 & NURS 151*

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. Formerly NURS 237.



# COURSES

## Nursing

### **NURS 151: Mental Health and Illness Clinical**

*Units: 1; Prerequisites: admission to the nursing program; Corequisites: NURS 149 & NURS 150*

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. Formerly NURS 238.

### **NURS 152: Foundations of Pharmacology in Nursing I**

*Units: 1; Prerequisites: admission to 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. Formerly NURS 141.

### **NURS 153: Foundations of Pharmacology in Nursing II**

*Units: 1; Prerequisites: NURS 152 and admission to the nursing program*

Provides a continuation of study of pharmacological principles and practices to achieve safe administration of medications. Selected drug classifications are presented, with an emphasis on understanding intended and unintended effects of drugs on body systems. Provides an overview of pharmacology with an emphasis on clinical applications within the context of the nursing process and prioritization of needs.

### **NURS 165: Medical Surgical Nursing I Theory**

*Units: 3; Prerequisites: admission to the nursing program; Corequisites: NURS 166 & NURS 167*

Helps students to integrate knowledge derived from the bio/psycho/social sciences, humanities, nursing and current literature to achieve safe, competent care of adult patients experiencing common alterations in body systems. Organized by the nursing process to achieve best practice outcomes in an acute care medical/surgical setting. Particular emphasis is placed on the concepts of holistic care, patient education, and discharge planning.

### **NURS 166: Medical Surgical Nursing I Laboratory**

*Units: 1; Prerequisites: admission to the nursing program; Corequisites: NURS 165 & NURS 167*

Teaches students to safely perform intermediate nursing skills (therapeutic procedures) that are encountered in the care of hospitalized adult patients with common alterations in body systems. Emphasizes the critical elements of nursing procedures and the scientific rationale for performing the procedures safely.

### **NURS 167: Medical Surgical Nursing I Clinical**

*Units: 2; Prerequisites: admission to the nursing program; Corequisites: NURS 165 & NURS 166*

Provides opportunities for students to utilize knowledge from the bio/psycho/social sciences, humanities, nursing and current literature to provide safe, competent care of adult patients experiencing common alterations in body systems. Organized by the nursing process to achieve best practice outcomes in a medical/surgical setting. Particular emphasis is placed on concepts of holistic care, holistic care and patient education.

### **NURS 197\*: Apprentice Nurse Work Study**

*Units: 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 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 units.

### **NURS 263: Nursing Care Childbearing Family Theory**

*Units: 2; Prerequisites: admission to the nursing program; Corequisites: NURS 264 & NURS 265*

Introduces concepts of holistic care for the normal and high-risk antepartum, intrapartum and post-partum woman; the normal and high-risk newborn; women experiencing common alterations in the reproductive system, and alterations in family processes, including concepts of loss, grieving and family violence. 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 264: Nursing Care of the Childbearing Family Laboratory**

*Units: 1; Prerequisites: admission to the nursing program; Corequisites: NURS 263 & NURS 265*

Helps students apply knowledge, skills and theories to the care of normal and high-risk newborns, women experiencing normal and high-risk pregnancies, women experiencing common alterations in the reproductive system, and their families while in laboratory and community settings. Emphasizes meeting safe and effective care environment needs, health promotion and health maintenance needs, and bio/psycho/social/cultural and spiritual needs.

### **NURS 265: Nursing Care of the Childbearing Family Clinical**

*Units: 1; Prerequisites: admission to the nursing program; Corequisites: NURS 263 & NURS 264*

Helps students to apply the nursing process in the provision of care to normal and high-risk maternal/newborn populations and women experiencing common alterations in the reproductive system in acute care settings. Emphasis is placed on meeting safe and effective care environment needs, health promotion and maintenance needs and bio/psycho/social/cultural/spiritual needs.



## COURSES

### Nursing - Nutrition

#### **NURS 266: Pediatric Nursing Theory**

*Units: 2; Prerequisites: admission to the nursing program; Corequisites: NURS 267 & NURS 268*

Teaches students how to integrate knowledge derived from the bio/psycho/social sciences, humanities, nursing and current literature to achieve safe, competent care of pediatric patients and their families who are experiencing normal development and alterations in body systems. Organized by the nursing process to achieve best process outcomes for pediatric patients and their families experiencing bio/psycho/social/cultural and spiritual needs.

#### **NURS 267: Pediatric Nursing Laboratory**

*Units: 1; Prerequisites: admission to the nursing program; Corequisites: NURS 266 & NURS 268*

Assists students in applying knowledge, skills and concepts to the care of pediatric patients in laboratory and community settings. The course 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 integrity.

#### **NURS 268: Pediatric Nursing Clinical**

*Units: 1; Prerequisites: admission to the nursing program; Corequisites: NURS 266 & NURS 267*

Requires students to utilize the nursing process in the care of normal and high risk pediatric populations and their families experiencing disruptions in bio/psycho/social/cultural and spiritual needs. Emphasis is also placed on meeting health promotion and health maintenance needs, caring, therapeutic communication, documentation and teaching.

#### **NURS 270: Advanced Clinical Nursing I Theory**

*Units: 3; Prerequisites: admission to the nursing program; Corequisites: NURS 271*

Offers clinical theory 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**

*Units: 2; Prerequisites: admission to 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.

#### **NURS 276: Advanced Medical Surgical Nursing II Theory**

*Units: 3; Prerequisites: admission to the nursing program; Corequisites: NURS 277*

Assists students in gaining 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**

*Units: 2; Prerequisites: admission to 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**

*Units: 2; Prerequisites: admission to the nursing program*

Utilizes a capstone laboratory/clinical to facilitate 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.

### Nutrition (NUTR)

*Science, Mathematics & Engineering Division*

#### **NUTR 121: Human Nutrition**

*Units: 3; Prerequisites: MATH 120, 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**

*Units: 3; Prerequisites: CHEM 220*

Studies nutrient functions and basis for nutrient requirements at the cellular level.



## COURSES

## Philosophy - Physics

**Philosophy (PHIL)***Social Science, Education, Humanities & Public Service Division***PHIL 101: Introduction to Philosophy***Units: 3; Prerequisites: None*

Studies basic problems in different areas of philosophy such as ethics, political theory, metaphysics, and epistemology.

**PHIL 102: Critical Thinking & Reasoning***Units: 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***Units: 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***Units: 3; Prerequisites: None*

Provides an introduction to representative classical ethical theories.

**PHIL 180\*: Ufology***Units: 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***Units: 3; Prerequisites: None*

Studies the major religious philosophical beliefs found in the Old and New Testaments along with the way these concepts were modified in post-biblical cosmology.

**PHIL 203: Introduction to Existentialism***Units: 3; Prerequisites: None*

Reviews readings from Kierkegaard, Nietzsche, Jaspers, Sartre, and Heidegger. Examines the existentialist concepts: "being" and "nonbeing," "estrangement," "dread," "anxiety" and "freedom."

**PHIL 204: Contemporary Philosophy***Units: 3; Prerequisites: None*

Reviews the late 19th century movements as a basis for the study of 20th century developments in thought from Nietzsche through existentialism, neopositivism, and American naturalism.

**PHIL 207: Introduction to Political Philosophy***Units: 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***Units: 3; Prerequisites: None*

Examines the main moral and religious views of world religions.

**PHIL 224: Introduction to Philosophy of Science***Units: 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 (PHYS)***Science, Mathematics & Engineering Division***PHYS 100: Introductory Physics***Units: 3; Prerequisites: MATH 120, 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***Units: 4; Prerequisites: MATH 126 & MATH 127, 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***Units: 4; Prerequisites: PHYS 151 or consent of instructor*

Emphasizes light, electricity, magnetism and nuclear physics.

**PHYS 180: Engineering Physics I***Units: 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***Units: 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***Units: 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***Units: 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.



**COURSES****Physics - Political Science - Power Equipment Technology - Psychology****PHYS 182: Engineering Physics III**

*Units: 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.

**PHYS 182L: Engineering Physics III Lab**

*Units: 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**

*Units: 1-3; Prerequisites: PHYS 151, PHYS 180 or consent of instructor*  
Provides individual study conducted under the direction of a faculty member. May be repeated for up to six units.

**Political Science (PSC)**

*Social Science, Education, Humanities & Public Service Division*

**PSC 103: Principles of American Constitutional Government**

*Units: 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**

*Units: 3; Prerequisites: PSC 103, 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**

*Units: 3; Prerequisites: None*  
Surveys the organization, working principles and functional processes of state and local governments in the U.S.

**PSC 231: World Politics**

*Units: 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**

*Units: 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 formation and implementation of national, state or local policy; or the structure and function of government agencies. May be repeated for up to six units.

**PSC 299: Government Internship**

*Units: 3; Prerequisites: PSC 103, 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 (PET)**

*Technology Division*

**PET 107\*: Power Equipment Technician Motorcycle Maintenance I**

*Units: 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 108\*: Power Equipment Technician Motorcycle Maintenance II**

*Units: 3; Prerequisites: PET 107 or consent of instructor*  
Continues PET 107. 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 for a variety of different motorcycle systems.

**Psychology (PSY)**

*Social Science, Education, Humanities & Public Service Division*

**PSY 101: General Psychology**

*Units: 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**

*Units: 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**

*Units: 3; Prerequisites: PSY 101 or consent of instructor*  
Surveys 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**

*Units: 3; Prerequisites: None*  
Covers major topics in human sexuality such as gender, sexual anatomy, sexually-transmitted diseases, sexual response and disorders, sexual orientation, sexual coercion, and commercial sex.



## COURSES

### Psychology - Reading - Real Estate

**PSY 210: Introduction to Statistical Methods**

*Units: 4; Prerequisites: PSY 101, SOC 101 & MATH 096 or consent of instructor*

Develops an understanding of statistical methods and training in the useful presentation and interpretation of behavioral science data, including elementary computer use. Same as SOC 210.

**PSY 220: Principles of Educational Psychology**

*Units: 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**

*Units: 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**

*Units: 3; Prerequisites: PSY 101 or consent of instructor*

Explains the growth and development of children from conception through early adolescence.

**PSY 234: Adolescent Psychology**

*Units: 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**

*Units: 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**

*Units: 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**

*Units: 3; Prerequisites: PSY 101, 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**

*Units: 3; Prerequisites: None*

Covers major psychological concepts and principles as they are illustrated through contemporary, international, and independent film.

**PSY 271: Psychology & the Family**

*Units: 3; Prerequisites: None*

Explores the relationship of the individual and the family.

**PSY 275: Undergraduate Research**

*Units: 3; Prerequisites: PSY 101 & PSY 210 & PSY 240*

Requires independent or collaborative research.

**PSY 280: Understanding Men and Women**

*Units: 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**

*Units: 3; Prerequisites: PSY 101, completion of 30 college units, 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**

*Units: 3; Prerequisites: None*

Explores special topics which vary across semesters. A maximum of three units may be applied towards a WNC degree.

### Reading (READ)

*Communication & Fine Arts Division*

**READ 093: Reading Improvement**

*Units: 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. Grading: pass/fail.

**READ 135: College Reading Strategies**

*Units: 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 (RE)

*Social Science, Education, Humanities & Public Service Division*

**RE 101: Real Estate Principles I**

*Units: 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.





## COURSES

## Real Estate - Recreation &amp; Physical Education

**RE 102\*: Real Estate Math***Units: 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 a brief introduction to land survey problems and calculations of area.

**RE 103: Real Estate Principles II***Units: 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***Units: 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 198\*: Special Topics***Units: 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***Units: 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 201\*: Real Estate Brokerage***Units: 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***Units: 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 205\*: Real Property Management***Units: 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***Units: 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 &amp; Physical Education (PEX)

*Social Science, Education, Humanities & Public Service Division***PEX 105: Scuba***Units: 1; Prerequisites: None*

Features PADI Open Water Dive and teaches foundational knowledge and skills needed to dive with a buddy, independent of supervision. Open Water Divers are qualified to obtain air fills, equipment, and services, and may plan, conduct, and log no stop dives in conditions with which they have training and experience.

**PEX 107: Swimming***Units: 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***Units: 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 units.

**PEX 117: Golf***Units: 1-2; Prerequisites: None*

Cover fundamentals of golf.

**PEX 122: Racquetball***Units: 1-2; Prerequisites: None*

Covers the fundamentals of racquetball.

**PEX 125: Softball***Units: 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 units.

**PEX 127: Tennis***Units: 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.



## COURSES

## Recreation &amp; Physical Education

**PEX 130: Backpacking***Units: 1; Prerequisites: None*

Covers the fundamentals of backpacking. Safety skills will also be discussed.

**PEX 136: Snowboarding***Units: 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***Units: 1; Prerequisites: None*

Provides basic survival information. May include field trips to allow students hands-on experience in the field.

**PEX 142: Judo***Units: 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***Units: 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***Units: 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***Units: 1-3; Prerequisites: None*

Covers the fundamentals of bicycling.

**PEX 154: Dance***Units: 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 units.

**PEX 159: Horsemanship***Units: 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 169: Yoga***Units: 1-2; Prerequisites: None*

Covers asana postures with emphasis on alignment and working with modifications for students who have injuries and need to adjust their posture. Breathing, meditation, and chanting incorporated. Presents the benefits, history and different styles and types of yoga.

**PEX 170: Aerobics***Units: 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***Units: 1-3; Prerequisites: None*

Seeks 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***Units: 1-2; Prerequisites: None*

Covers general physical fitness.

**PEX 180: Strength Training***Units: 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***Units: 0.5-3; Prerequisites: None*

Introduces students to weight training principles.

**PEX 184: Conditioning, Intercollegiate Athletics***Units: 1; Prerequisites: consent of instructor*

Teaches 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***Units: 1-3; Prerequisites: None*

Offers special topics which vary across semesters. A maximum of six units may be applied towards a WNC degree.



**COURSES****Russian - Senior Computing - Social Work - Sociology****Russian (RUS)***Communications & Fine Arts Division***RUS 101\*: Russian Conversational I***Units: 3; Prerequisites: None*

Emphasizes spoken communication and listening skills. Reading and writing skills will be explored. A vocabulary of Russian-English words can be developed to suit student needs and to increase fluency in the speaking, reading and writing of Russian.

**RUS 111: First Year Russian I***Units: 4; Prerequisites: None*

Develops language skills through practice in listening, speaking, reading, writing and structural analysis. Includes an introduction to Russian culture.

**RUS 112: First Year Russian II***Units: 4; Prerequisites: RUS 111 or consent of instructor*

Continues with the second semester of the course to build on speaking, writing and reading skills in the Russian language.

**Senior Computing (SENR)***Business and Computer Technology Division***SENR 101\*: Personal Computing For Seniors I***Units: 2; Prerequisites: None*

Offers hands-on course 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. Students receive hands-on instruction in the basic use of word processing, learning to compose, format, edit, save and print letters and documents.

**SENR 102\*: Personal Computing For Seniors II***Units: 2; Prerequisites: SENR 101 or equivalent*

Offers a hands-on course 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 103\*: Personal Computing For Seniors III***Units: 2; Prerequisites: SENR 101 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 104\*: Personal Computing For Seniors IV***Units: 2; Prerequisites: SENR 101 or equivalent*

Teaches how to enhance documents through the use of graphics. Helps students become familiar with various graphic programs, including PowerPoint and Publisher. Teaches how to scan pictures and documents into a computer.

**SENR 105\*: Internet For Seniors***Units: 2; Prerequisites: SENR 101 or equivalent*

Offers hands-on course designed for the senior student who has a basic knowledge of personal computers and wishes to learn how to access the Internet and use software to explore the World Wide Web. Students 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 attachments.

**SENR 110\*: File and Disk Management For Seniors***Units: 2; Prerequisites: SENR 101 or equivalent*

Offers hands-on course 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 (SW)***Social Science, Education, Humanities & Public Service Division***SW 220: Introduction to Social Work***Units: 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***Units: 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 (SOC)***Social Science, Education, Humanities & Public Service Division***SOC 101: Principles of Sociology***Units: 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***Units: 3; Prerequisites: SOC 101 or consent of instructor*

Acquaints students with selected social problems, their causes and possible solutions.

**SOC 202: American Society***Units: 3; Prerequisites: SOC 101 or consent of instructor*

Studies modern American society, its communities, and institutions.



## COURSES

## Sociology - Spanish - Statistics - Surveying

**SOC 205: Ethnic Groups in Contemporary Societies**

Units: 3; Prerequisites: introductory course in one of the social sciences  
See ANTH 205.

**SOC 210: Introduction to Statistical Methods**

Units: 4; Prerequisites: PSY 101, 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**

Units: 3; Prerequisites: PSY 101, SOC 101 or consent of instructor  
Examines the social character of human behavior.

**SOC 275: Introduction to Marriage & the Family**

Units: 3; Prerequisites: SOC 101 or consent of instructor  
Examines typical problems encountered in dating, courtship, marriage, and parenthood.

**Spanish (SPAN)**

Communication & Fine Arts Division

**SPAN 101\*: Spanish, Conversational I**

Units: 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 102\*: Conversational Spanish II**

Units: 3; Prerequisites: SPAN 101 or consent of instructor

Offers a second semester of Conversational Spanish designed to continue and improve the skills learned in the first semester.

**SPAN 103\*: Conversational Spanish III**

Units: 3; Prerequisites: SPAN 102 or consent of instructor

Further develops skills learned in previous semesters.

**SPAN 104\*: Conversational Spanish IV**

Units: 3; Prerequisites: SPAN 103 or consent of instructor

Further develops skills learned in previous semesters.

**SPAN 109\*: Spanish for Educators I**

Units: 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 110\*: Spanish For Educators II**

Units: 3; Prerequisites: SPAN 109 consent of instructor

Helps 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**

Units: 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**

Units: 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 199\*: Special Topics in Spanish**

Units: 3; Prerequisites: None

Applies to assorted short courses and workshops covering a variety of subjects.

**SPAN 211: Second Year Spanish I**

Units: 3; Prerequisites: SPAN 112 or equivalent

Considers structural review, conversation and writing, and readings in modern literature.

**SPAN 212: Second Year Spanish II**

Units: 3; Prerequisites: SPAN 211

Continues structural review, conversation and writing, and readings in modern literature.

**Statistics (STAT)**

Science, Mathematics & Engineering Division

**STAT 152: Introduction to Statistics**

Units: 3; Prerequisites: MATH 126, MATH 128 or consent of instructor

Introduces statistics, probability models, statistical estimation and hypothesis testing, linear regression analysis, and special topics.

**Surveying (SUR)**

Technology Division

**SUR 119\*: Construction Surveying**

Units: 2-4; Prerequisites: CONS 108 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**

Units: 4; Prerequisites: MATH 120 or higher

Offers a beginning course designed to introduce students to modern techniques in land surveying.

**SUR 162: Advanced Surveying**

Units: 4; Prerequisites: SUR 119, SUR 161, SUR 265

Offers an advanced curriculum in surveying, but with increased difficulty and responsibility.



## COURSES

## Surveying - Theatre

**SUR 261: Legal Aspects of Surveying***Units: 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***Units: 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***Units: 3; Prerequisites: None*

Covers advanced subdivision, street and utility design and computations, basic map preparation, and methods and procedures for construction surveying of civil designed improvements.

**SUR 264: Introduction to Global Positioning System***Units: 3; Prerequisites: None*

Focuses 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***Units: 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***Units: 3; Prerequisites: None*

Introduces 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 (THTR)***Communication & Fine Arts Division***THTR 100: Introduction to Theater***Units: 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***Units: 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.

**THTR 108: Introduction to Playwriting***Units: 3; Prerequisites: None*

Offers fundamentals of the craft of writing plays, stressing elements such as plot, character, dialogue, and structure. Emphasis on writing short plays.

**THTR 116: Musical Theatre Dance***Units: 1; Prerequisites: None*

Introduces beginning techniques of tap dance.

**THTR 121: Make-up for the Actor***Units: 1-3; Prerequisites: None*

Acquaints the student with the beginning principles of makeup and progresses to character makeup.

**THTR 123: Creative Drama***Units: 3; Prerequisites: None*

Examines the rules of improvisation in the theatre.

**THTR 176: Musical Theatre Workshop I***Units: 2-3; Prerequisites: None*

Features performance of musical theatre productions. May be repeated to a maximum of eight units. Same as MUS 176.

**THTR 180: Cinema as Art & Communication***Units: 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***Units: 1-6; Prerequisites: None*

Focuses in depth on a special topic in theater.

**THTR 199: Play Structure & Analysis I***Units: 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***Units: 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***Units: 3; Prerequisites: None*

Continues acting principles presented in Introduction to Acting I with an emphasis on the classics.

**THTR 209: Theatre Practicum***Units: 2-3; Prerequisites: None*

Offers practical experience in stage productions.



## COURSES

## Theatre - Welding

**THTR 219: Projects in Technical Theater***Units: 1-3; Prerequisites: None*

Offers an in-depth study of some technical aspect of theater. Through practical application students can explore lighting, set art, set construction, sound, set design or rigging.

**THTR 240: Acting for the Camera***Units: 3; Prerequisites: None*

Introduces the concept and practice of performing on camera and working with directors. Studies performance and scenes from television, film, and commercials. Discusses the business of the entertainment industry.

**THTR 247: Beginning Improvisation***Units: 3; Prerequisites: None*

Explores basic theatrical improvisation for general students. Focuses on spontaneity, flexibility, and structure. Explores a variety of theatrical styles and improvisational techniques.

**THTR 258: Theatre Experience and Travel***Units: 1-2; Prerequisites: None*

Features field study in which students travel to an arranged destination for the purpose of play viewing, play study and possible workshop attendance.

**THTR 276\*: Musical Theatre Workshop II***Units: 3; Prerequisites: MUS 176, 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 units. Same as MUS 176.

**Welding (WELD)***Technology Division***WELD 111\*: Beginning Welding for Art***Units: 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 112\*: Beginning Ornamental Ironworking***Units: 3; Prerequisites: WELD 111, 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 115\*: Welding Inspection and Testing Principles***Units: 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 121\*: Advanced Welding for Art***Units: 4; Prerequisites: WELD 111, WELD 211*

Continues WELD 111 with concentration in one or more specific areas explored in the introductory class. Focuses on more complex and intricate art projects.

**WELD 122\*: Advanced Ornamental Ironworking***Units: 3; Prerequisites: WELD 112*

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 151\*: Metallurgy I***Units: 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 159\*: Ultrasonic Testing Level I***Units: 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.

**WELD 198\*: Special Topics in Welding***Units: 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***Units: 3; Prerequisites: None*

Introduces welding which includes welding safety, environmental awareness, oxy-acetylene welding, cutting, and brazing as well as shielded metal-arc.

**WELD 212\*: Welding I Practice***Units: 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***Units: 3; Prerequisites: WELD 211 or consent of instructor*

Continues MTL 212 with emphasis on developing welding skills for SMAW, GMAW, GTAW production in overhead, flat, horizontal, and vertical positions.



**COURSES****Welding- Woodworking****WELD 222\*: Welding II Practice**

*Units: 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 224\*: Welding Projects**

*Units: 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 AWS Code preparation.

**WELD 231\*: Welding III**

*Units: 3; Prerequisites: WELD 221*

Includes theory and practice in gas metal-arc welding and gas tungsten-arc welding.

**WELD 232\*: Welding III Practice**

*Units: 2; Prerequisites: WELD 222*

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 241\*: Welding IV**

*Units: 3; Prerequisites: WELD 231*

Covers shielded metal-arc welding of pipe, flux core arc welding of pipe and introduction to API, ASME, and AWS code certification. Welding of pipe provides training to develop welding skills necessary to produce high quality multipass welds on six-inch schedule, 80 mild steel pipe in the six G positions, using advanced welding processes.

**WELD 242\*: Welding IV Practice**

*Units: 2; Prerequisites: WELD 241 & WELD 232*

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 250\*: Welding Certification Preparation**

*Units: 1-12; Prerequisites: consent of instructor*

Introduces students to the many certifications available by meeting the standards of the American Welding Society codes. 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 units.

**WELD 259\*: Ultrasonic Testing Level II**

*Units: 3; Prerequisites: WELD 159*

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 290\*: Internship in Welding**

*Units: 1-8; Prerequisites: consent of instructor*

Provides the student with on-the-job, supervised and educationally directed work experience.

**Woodworking (WOOD)**

*Technology Division*

**WOOD 197\*: Beginning Woodworking**

*Units: 3; Prerequisites: None*

Covers tool identification and uses, tool and machine safety, project design, gluing, laminating, mechanical drawings and sketches of three views.

**WOOD 221\*: Advanced Woodworking**

*Units: 3; Prerequisites: None*

Continues the skills learned in WOOD 197. 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 250\*: Wood Projects**

*Units: 3; Prerequisites: consent of instructor*

Permits students to pursue special projects and/or explore areas of specific interest.



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James Dean Leavitt: *Las Vegas*

Kevin Melcher: *Elko*

Dr. Jack Lund Schofield: *Las Vegas*

Michael Wixom: *Las Vegas*

## WESTERN NEVADA COLLEGE

### ADMINISTRATION

#### *College President*

CAROL A. LUCEY, Ph.D.

#### *Assistant to the President*

BONNIE BERTOCCHI

#### *Interim Vice President of Academic & Student Affairs*

CONNIE CAPPURO

#### *Vice President of Finance & Administrative Services*

DANIEL NEVERETT

#### *Vice President of Human Resources/General Counsel*

MARK GHAN, Esq.

#### *Dean of Instruction*

VACANT

#### *Dean of Student Services*

JOHN KINKELLA

### ACADEMIC DIVISION CHAIRS

#### *Communications and Fine Arts*

MAXINE CIRAC

#### *Nursing and Allied Health*

JUDITH CORDIA, Ed.D.

#### *Science, Mathematics and Engineering*

BRIGITTE DILLET, Ph.D.

#### *Social Science, Education, Humanities & Public Service*

ROBERT MORIN, Ph.D.

#### *Technology*

ED MARTIN

### FACULTY AND STAFF

A full directory of professional faculty and staff is available online at [www.wnc.edu/directory/](http://www.wnc.edu/directory/)

### WNC FOUNDATION BOARD OF TRUSTEES

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Robert G. Adams

Shelly Aldean

Michael Bennett

Mike Berney

Michelle Bertocchi

Gayle Block

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Jeff Brigger

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Pat Fisler

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Joe Lushina

Arthur E. Mallory

Thomas R. Metcalf

Roger Moellendorf

Pam Powell

Dorothy Ramsdell

Fred Schmidt

Roger Williams

Robin Williamson

Sally Zola

### WNC ADVISORY BOARDS

#### *Carson City*

Tom Baker

Cal Dahlen

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Ronni Hannaman

Sandy Haslem

Rob Hooper

Chuck Malone

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Maxine Nietz

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JoEtta Brown

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Mike Lister

Kevin Lords

Steve Nunn

Pam Powell

Dr. Carolyn Ross

Ken Tedford, Jr.

Sandy Whitaker





## 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 just solution. A grievance must be filed in writing to the appropriate dean within 30 instructional days of the alleged infraction.
2. Members of a grievance committee will be selected by the appropriate dean. This committee will consist of the appropriate dean, two faculty members, one student, one representative from the Associated Students of Western Nevada College 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 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 system, including but not limited to classes, convocations, lectures, meetings, recruiting interviews and social events, on or off premises of the system.
5. Willful damage, destruction, defacement, theft or misappropriation of equipment or property belonging to, in the possession of or on premises occupied by, the system.
6. Knowing possession on any NSHE 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 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 an accusation which is intentionally false or is made with reckless disregard for the truth against any member of the system community by filing a complaint or charges under this Nevada System of Higher Education Code or under any applicable established grievance procedures in the system.
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 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 system premises or at a system sponsored function on or off such premises.
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, sex, age, handicap or national origin or any act of employment or educational retaliation against any person who has made a complaint about such discrimination.
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 study or grading, or where verbal or physical conduct of a sexual nature has the effect of creating an intimidating, offensive or hostile work or educational 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. Acts of hazing. Hazing is defined as any method of initiation into or affiliation with the university or community college community, a student organization, a sports team, and academic association, or other group engaged in by an individual that intentionally or recklessly endangers another individual; and
20. Any other conduct which violates applicable state prohibitions policies, procedures, rules, regulations or bylaws of the Board of Regents or system institution.

#### 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.



## RULES & SANCTIONS

4. **Probation for Students:** A trial period not exceeding one year. Probation may include exclusion from participation in privileged or extracurricular NSHE activities. The person placed on probation shall be notified, in writing, that repetition of the act or other acts prohibited by these rules will lead to more severe sanctions. The official transcript of the student shall be marked "Disciplinary Probation" for the period of the probation and any exclusions noted.
5. **Suspension for Students:** Exclusion for a definite period of time from attending classes and participating in other NSHE activities as set forth in a notice to the student. The official transcript of the student shall be marked "Disciplinary Suspension Effective." A student who is not currently enrolled at the college and who graduated at the end of the previous semester may request that the notation of the disciplinary suspension be removed from his/her permanent record when two years have elapsed since the expiration of the student's suspension. Such request must be submitted in writing to the college president. If the request is not granted, the student may submit another request after one year.
6. **Suspension for Employees:** Exclusion from assigned duties with or without pay for a specified time period.
7. **Expulsion for Students:** Termination of student status for an indefinite period of time. Permission of the college president shall be required for readmission. The official transcript of the student shall be marked "Disciplinary Expulsion Effective."

### 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. All students will be assigned a student identification number by Admissions and Records, which may be used in lieu of a Social Security number.

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.

#### 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.

#### 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.

#### 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. Only a current enrollee or graduate of a Nevada high school may be considered a Nevada resident regardless of citizenship or permanent resident status.

### RESIDENCY REGULATIONS

Regulations for determining Nevada residency for tuition charges are defined in the Board of Regents handbook, Title 4, Chapter 15. 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.

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, parent 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, including a Marine currently stationed at the Marine Corps Mountain Warfare Training Center at Pickle Meadows, California. If the member ceases to be stationed in Nevada, reside in Nevada, be stationed in Pickle Meadows, California, or be domiciled in Nevada, the spouse, child or legal guardian of the member shall not be charged tuition if the spouse, child or legal guardian of the member was enrolled prior to the reassignment and remains continuously enrolled at an NSHE institution.



## RULES & SANCTIONS

- 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 financially independent person who has relocated to Nevada for the primary purpose of permanent full-time employment.
- 8) A financially dependent person whose spouse, family or legal guardian has relocated to Nevada for the primary purpose of permanent full-time employment.
- 9) 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.
- 10) 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.
- 11) 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.
- 12) 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.



## RULES & SANCTIONS

### SEXUAL HARASSMENT POLICY

A. Sexual harassment is illegal under federal and state law. The Nevada System of Higher Education is committed to providing a place of work and learning free of sexual harassment. Where sexual harassment is found to have occurred, NSHE will act to stop the harassment, to prevent its recurrence, and to discipline those responsible in accordance with NSHE Code or, in the case of classified employees, 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 & 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 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 ongoing sexual harassment training program for employees.

D. **Sexual Harassment Defined:** Under this policy, unwelcome sexual advances, requests for sexual favors, and other visual, verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status;
2. Submission to or rejection of the conduct is used as a basis for academic or employment decisions or evaluations, or permission to participate in an activity; or
3. The conduct has the purpose or effect of substantially interfering with an individual's academic or work performance, or of creating an intimidating, hostile or offensive environment in which to work or learn.

Sexual harassment may take many forms—subtle and indirect, or blatant and overt. For example,

- It may occur between individuals of the opposite sex or of the same sex.
- It may occur between students, between peers and/or co-workers, or between individuals in an unequal power relationship.
- It may be aimed at coercing an individual to participate in an unwanted sexual relationship or it may have the effect of causing an individual to change behavior or work performance.
- It may consist of repeated actions or may even arise from a single incident if sufficiently severe.
- It may also rise to the level of a criminal offense, such as battery or sexual assault.

Determining what constitutes sexual harassment under this policy will be accomplished on a case by case basis and depends upon the specific facts and the context in which the conduct occurs. Some conduct may be inappropriate, unprofessional, and/or subject to disciplinary action, but would not fall under the definition of sexual harassment. The specific action taken, if any, in a particular instance depends on the nature and gravity of the conduct reported, and may include disciplinary processes as stated above.

Examples of unwelcome conduct of a sexual nature that may constitute sexual harassment may, but do not necessarily, include, and are not limited to:

- Physical assault;
- Sexually explicit statements, comments, questions, jokes, innuendoes, anecdotes, or gestures;
- Unnecessary touching, patting, hugging, or brushing against a person's body or other inappropriate touching of an individual's body;
- Remarks of a sexual nature about a person's clothing or body;
- Use of electronic mail or computer dissemination of sexually oriented, sex-based communications;
- Sexual advances, whether or not they involve physical touching;
- Requests for sexual favors in exchange for actual or promised job or educational benefits, such as favorable reviews, salary increases, promotions, increased benefits, continued employment, grades, favorable assignments, letters of recommendation;
- Displaying sexually suggestive objects, pictures, magazines, cartoons, or screen savers;
- 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.



## RULES & SANCTIONS

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.

### 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 & 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 & 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.



## RULES & SANCTIONS

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, at 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:** 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](http://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 2010-2011, the four-year average Student-Right-to-Know graduation rate was 18 percent.

WNC graduation completion rates are available from the Counseling Services and the Admissions and Records offices on the Carson City campus.

