

# ***Western Nevada College***

***2018 - 2019***

## ***College Catalog***

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Printed: September 14, 2018

# *College Profile*

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Western Nevada College is a comprehensive community college that serves more than 4,600 students each year primarily within a five-county area of more than 8,000 square miles. One of four community colleges in the Nevada System of Higher Education, it is accredited by the Northwest Commission on Colleges and Universities. Documents detailing accreditation approval are available at the WNC library.

Western offers a diverse curriculum that is tailored to meet students' individual educational goals. By offering multiple college degree, certificate and career-building programs, smaller class sizes, and personalized counseling opportunities, WNC helps to ensure students a positive and successful college experience.

WNC reaches out to its urban and rural communities with campuses in Carson City, Fallon and Minden/Gardnerville. In addition, distance education offerings, including interactive video and online classes, allow those in widespread locations access to higher education.

The college offers academic degrees, certificates and certifications that can lead to diverse careers and transfer to a university or state college. Areas of study include business, liberal arts, sciences, technologies, fine arts, humanities, and more.

Associate of Arts and Associate of Science degrees prepare students for university transfer in many fields of the arts, social sciences and physical sciences. A sampling of program areas include information technology, law, geographic information systems, criminal justice, graphic communications, and musical theatre. Students may complete up to two years of many baccalaureate degree programs, including teacher preparation, for transfer to a state college or university. WNC also offers a four-year Bachelor of Technology degree in Construction Management and a partnership with Nevada State College to prepare teachers and other skilled workers with bachelor's degrees, without having to leave the area.

Students can attain WNC Associate of Applied Science degrees in accounting, automated systems, auto mechanics, business, criminal justice, computer information technology, computer networking, construction technology, deaf studies, general industrial technology, graphic communications, machine tool technology, management, nursing, or welding technology.

In response to industry needs, the college also offers specialized training programs in construction, machine tool, drafting, welding, computing and other technical areas. Customization often includes providing specialized instruction at the times and locations most convenient to employers, including on-site programs.

Workplace certification preparation programs include Automotive Service Excellence (ASE), Bookkeeping, Certified Inspector of Structures, Certified Nursing Assistant, Cisco Certified Networking Associate, CompTIA Security+, Deaf Studies-Interpreting, Emergency Medical Services, Microsoft Certified Technology Specialist, Microsoft Certified IT Specialist, Phlebotomy/Venipuncture, Welding, and Western Nevada State Peace Officer Academy.

Western's faculty is recognized as highly educated and accessible to students. Faculty dedication is reflected in the college's commitment to free and unfettered inquiry; tolerance and respect for differences; development of critical thinking skills; and good citizenship.

WNC students represent the individualism and diversity of our society. They enter college with different goals and expectations. WNC offers them opportunities to pursue their career dreams in a more affordable and nurturing environment. Students can "Start Here, Go Anywhere!"

# ***Message from the President***

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On behalf of the entire college family at Western Nevada College, it is my pleasure to welcome you to the President's Office page. WNC is a vital part of the fabric of our communities. We strive to be good neighbors and contribute to the economic well-being of the areas we serve. We have deep roots in one of the most beautiful and pristine regions of the country.

WNC is steeped with nearly 50 years of growth and educational excellence in Nevada. From our humble beginnings in Carson City, to our expansion into the communities of Fallon in 1981 and Douglas County in 1997, we have helped students achieve their educational goals and dreams.

At WNC, we aim to not only to ensure the success of students in our classrooms and academic programs but also to create holistic individuals who are prepared to excel in their chosen academic fields and serve as leaders in their communities.

We are proud of the college's academic rigor, small class sizes and personalized instruction taught by some of the very best faculty in the great state of Nevada. Staff members on our team also provide students with a positive and nurturing environment. This aids in students' completion of academic goals and prepares them to actively participate in a robust workforce.

As you explore this site or any one of the WNC locations, you will find that our team members are friendly, willing to assist you in your academic endeavors and, above all, committed to your success.

Thank you for visiting the President's Office page.

Sincerely,

**Dr. Vincent Solis**

President of Western Nevada College

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## **Files & Downloads**

- [Fees for Public Records](#)
- [Records Retention Schedule](#)
- [NSHE Records Retention Policy FAQ](#)

# ***Mission and Themes***

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## **Mission Statement**

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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.

## **Institutional Themes**

### **Student Success**

- Students graduate with a degree or certificate.
- Students engage in the college experience.

### **Institutional Excellence**

- WNC is the educational institution of choice in western Nevada.
- All academic programming is of the highest quality.
- All support programs and services meet the needs of the WNC community.
- WNC has an exemplary system of governance and management.
- WNC strives for institutional sustainability.

### **One College Serving Many Communities**

- WNC promotes access to higher education in western Nevada.
- WNC serves as a catalyst for personal and community enrichment.
- WNC promotes community connections.

# ***Principles of Community***

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## ***Western Nevada College Policies***

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### **Policy iii: Principles of Community**

<b>Procedure:</b>	<b>Principles of Community</b>
<b>Policy No.:</b>	Introduction: iii
<b>Department:</b>	<u>President's Office</u>
<b>Contact:</b>	Assistant to the President

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

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

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

<b>Date Adopted</b>	January 25, 2005	<b>Dates Revised</b>	October 17, 2008; September 2, 2008
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# ***Admissions Information***

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WNC has varying admissions criteria that allows any adult who can benefit from instruction at the college to enroll. WNC does not require new students to provide transcripts of previous educational experiences. General admission, however, does not necessarily guarantee admission into specific programs or classes.

Any adult may enroll as a non-degree seeking student.

WNC has admissions criteria for students who declare their education objective to seek a degree or certificate of achievement. Students who have graduated from high school or have obtained a high school equivalency diploma such as the GED, HISET or TASC will satisfy admissions requirements.

Students may be admitted as degree/certificate seeking under alternate criteria by satisfying one of the providing criteria:

- **A.** Provide evidence of placement test scores at levels that demonstrate college readiness; or
- **B.** Provide official transcripts from a regionally accredited institution demonstrating successful completion of six college units in English, math, or other general education course, or take the equivalent at WNC.

All new degree or certificate seeking students who have never attended any college will be required to attend a new student orientation session, take placement tests, and meet with a counselor before enrolling for classes. For information regarding academic programs or classes, contact a counselor or the appropriate academic division.

## **International Students**

International students enjoy affordable quality education at WNC. 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. Applicants for the I-20 Certificate must complete and file all required documentation with Admissions and Records at least 16 weeks prior to the beginning of the semester in which they intend to begin their study. Students who have submitted all required documentation and have been approved will be issued the I-20 document with which they may then apply for a Student Visa.

To enroll for classes, approved international students must report to Admissions and Records with a current passport, visa, I-94 (port of entry document) and the I-20. 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.

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.

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.
4. Address and phone number information must be kept current in myWNC and the U.S. Citizenship and Immigration Service.  
Passports and I-20's must be kept current.
5. A tax return must be filed yearly.
6. The student must sign up and pay for an approved designated health insurance policy for the duration

of enrollment.

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

## **Early Admission and High School Students**

### **Jump Start College**

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Jump Start College is a partnership between Western Nevada College and 13 western Nevada high schools. It offers high-achieving junior and senior students the opportunity to earn up to 60 college credits prior to their high school graduation.

### **Enrollment for High School Students**

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High school juniors and seniors may enroll with written permission from their high school principal or designated official. High school students are required to submit a high school authorization form each semester prior to registering. Students may submit one form for the summer and fall semesters. Jump Start students must submit a Jump Start application prior to enrollment.

High School freshmen and sophomores 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 for approval to enroll 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 the recommendation of the instructor and/or division director of the course(s) requested for enrollment will be taken into consideration. Students below the age of 14 will need to submit an official middle school or high school transcript to verify they are a high school freshman or higher grade level.

Otherwise, high school students below the junior level and middle and elementary school students may enroll only in Continuing Education and College for Kids classes.

## **New Students**

Any student who has not taken a credit class in the last two years will need to submit an application for admission prior to registering for a class. Please allow 3-5 business days for the application to be processed. Students will receive emails with their student ID number and password to login to myWNC. Students who do not receive emails within five business days should not apply again. Please contact Admissions and Records.

If assistance is needed, contact Admissions and Records at 775-445-3277, or e-mail [admissions.records@wnc.edu](mailto:admissions.records@wnc.edu).

All new students who apply for admission are assessed a one-time \$15 application fee when they register for their first credit/unit class. This fee is not deferrable or refundable, even if the courses are full, dropped, or canceled.

New students are advised to read the WNC catalog and schedule to become familiar with programs, services, policies, procedures, and deadline information. New students are also encouraged to take placement exams, attend a new student orientation and meet with a counselor for academic planning. Further information can be found on the New Student Checklist.

[New Student Checklist](#)

This page may contain links that are not visible in a printed format. For complete information visit:  
<http://www.wnc.edu/admissions/information/>



# ***Registration Information***

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## **Preparing for Enrollment**

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New students or those who have not taken a WNC credit course in the past two years should submit an application for admission at least four business days before planning to register for classes.

All students will be issued a NSHE ID number which will be a student's official identification number at WNC and at all other Nevada System of Higher Education schools. Students are provided with the number and a password to access myWNC online registration system when their application for admission is processed.

Students should ensure that their educational objective is correct and up to date in MyWNC. Students may declare only one degree or certificate of achievement. Degree/certificate students should attend an orientation, take placement tests, and meet with a counselor.

High school students must submit a high school authorization form before they can register for classes.

## **Semesters and Student Involvement**

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The dates of each semester are published under the section '[dates and deadlines](#)' on the WNC website. Full-term classes meet throughout the entire semester. A short-term class is defined as a class that is not scheduled to meet for the entire semester (16 weeks for fall and spring, eight weeks for summer). Full-term online classes are available to students on the first day of the semester. Students are encouraged to contact their instructors as early as the first day of the semester regarding class material, etc. Instructors may, at their discretion, accept class work through the last day of the semester.

## **Registering for Classes**

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Students registering at the beginning of a semester registration period should check their student center in myWNC for their online enrollment appointment. Students can register any time after their enrollment appointment is active.

Students may add full-term courses through the first week of instruction; short-term classes may be added until the first day of class.

To add classes, students first add classes to their shopping cart in myWNC under "Enroll." Students need to ensure they finish the enrollment process (step 3 under "Enroll" in myWNC). A message will inform students if their enrollment was successful or if an error occurred.

Students who encounter holds that prevent them from registering should review the hold information in their student center for details. Holds from other NSHE institutions will not affect enrollment or any transaction at Western Nevada College unless the hold has been placed because the student has a past due balance at another NSHE institution.

Only students who have completed the registration process may attend classes for which they have registered for. Individuals may not attend or 'sit in' any class they are not officially registered in.

[Register for Classes](#)

## **Paying for Classes**

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Students should pay fees after registering for classes (no later than the published deadlines). Students who do not pay 100 % of all classes by payment deadlines or 100% of the first installment of a payment plan (when applicable) may be dropped from 100% of their classes. Students are ultimately responsible to drop their classes if they no longer choose to be enrolled. Students who do not drop their classes by refund deadlines may be responsible for payment, regardless of whether or not they attended classes, and may end up with an "F" grade on their transcript.

Invoices are emailed to students who register well in advance of the semester start date. Students can also view their charges through myWNC. Students are responsible for payment regardless of whether an invoice is received. It is the student's responsibility to be aware of all semester deadlines, including refunds and fee payments. Students who do not pay fees by published deadlines may be removed from class rosters. However, if a payment is made to a student's account for a previously registered class, or from any other source such as financial aid, a scholarship, a third party, etc. the student may not be removed from class rosters.

## **Dropping Classes**

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Students drop (withdraw from) classes using the "enroll" function in myWNC. Deadlines to drop classes are as follows:

- Full-term classes by the Friday (or Thursday if Friday is a holiday) of the ninth week of the semester.
- Short-term classes that meet four weeks or longer ' no later than the date that 60% of instruction has occurred.
- Short-term classes that meet less than two weeks but more than two days ' no later than the first day of class.
- Short-term classes that meet two days or less ' no later than the day before the first class.

Classes dropped after the refund period will remain on the student's transcript with a grade of "W."

Information about refunds can be found at <https://www.wnc.edu/admissions/fees/#refunds>

Students should drop from classes by the published deadline if they are unable to attend or complete them. Students who do not withdraw themselves are subject to receive a grade issued by the instructor which could be a failing "F" grade. Courses dropped by the student after the 100% refund period will remain on a student transcript with a grade of "W." A "W" grade does not affect grade point average but may affect financial aid and scholarship eligibility.

Some math and English classes are not eligible to be dropped. The Nevada System of Higher Education has a policy that requires all degree seeking students to be continuously enrolled in English and math until they have completed college level English and math classes. Students enrolled in these classes can switch to a different section by submitting an Even Exchange Enrollment Request form to Admissions and Records. Students with a compelling reason to drop may meet with a WNC Counselor to request permission to drop.

## **Auditing A Class**

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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.

Deadlines to change to credit to audit or audit to credit are classes are as follows:

- Full-term classes by the Friday (or Thursday if Friday is a holiday) of the ninth week of the semester.
- Short-term classes that meet four weeks or longer ' no later than the date that 60% of instruction has occurred.
- Short-term classes that meet less than two weeks but more than two days ' no later than the first day of class.
- Short-term classes that meet two days or less ' no later than the day before the first class.

After the semester begins, students who wish to change their credit/audit status for full-term classes may make the change through myWNC using the 'edit' function under 'enroll.' Students who wish to change their credit/audit status for a short-term class must submit an Enrollment Request Special Circumstances form to Admissions and Records.

## **Classes with Prerequisites**

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Students should check the course catalog to ensure they have met the prerequisites for the classes they intend to enroll in; it is the student's responsibility to ensure that prerequisites are met.

Students currently enrolled at WNC in a class that fulfills a prerequisite may enroll in the subsequent class. If the prerequisite class is not successfully completed, the student may be dropped from the subsequent class that required the prerequisite.

## **Enrollment Limits**

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Students may register for up to 18 units for the fall and spring semesters and up to 12 units for the summer semester through myWNC. Additional registration requires approval by a WNC counselor; the maximum number of units that may be approved for one semester is 21 units for degree/certificate seeking students. Enrollment in more than 21 units (15 for summer term) requires the approval of the Vice President of Student and Academic Affairs.

## **Course Load**

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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 for summer); three-quarter-time students carry 9-11 units; half-time students carry six-eight units.

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.

## **Late Registration**

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Students may register late by submitting a Late Registration Enrollment Request form with instructor signature/approval during the second week of classes. After the second week of the semester, students must pay for a class in full plus a \$25 late payment fee before a class will be added using the Late Registration Request. The last day to pay for and submit a request to add a full-term class is the Friday of the fourth week of the semester.

Submission of a Late Registration form does not guarantee the request will be processed. Students are responsible to check to see if their request was granted and to verify the accuracy of their course schedule through myWNC. If not pre-paid, students must pay for courses approved for late registration immediately.

## **Even Exchanges**

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Requests to exchange one full-term class for another with the same amount or more credits must be submitted after the first week of the semester, with an Even Exchange Enrollment Request form, by the end of the second week of the semester. An instructor's signature must be submitted for any class to be added. Even exchange of class/credit will remove the dropped class completely from a student's transcript. Classes dropped after the 100 percent refund period that are not "even exchanged" will remain on a transcript with a grade of "W," and may affect student financial aid.

Submission of an Even Exchange form does not guarantee the request will be processed. Students are responsible for checking to see if their request was granted and to verify the accuracy of their course schedule through myWNC.

## **Concurrent Registration**

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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 a 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.

## **Books**

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After registering for classes, students can locate information on required and recommended books for their classes through myWNC, by visiting the campus bookstore, or online. Students visiting the bookstore in person are encouraged to bring a printed copy of their class schedule.

## **Class Cancellation**

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Western Nevada College reserves the right to cancel classes in which there is insufficient enrollment.

## **Attendance**

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Students are expected to attend all classes for which they have registered. An instructor may fail 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.

## **Name and Contact Information**

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Students are encouraged to keep their email address, address and phone number current in myWNC. A change or correction to a name, birthdate, or Social Security number requires submission of a Personal Identification Change form with documentation to Admissions and Records.

## **Student Responsibility**

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Students should periodically check their class schedule in myWNC throughout the semester to make sure that fees have been paid and they are still correctly registered. This is the student's responsibility.

Students are responsible for all costs associated with registration, regardless of any invoice that may or may not have been received, and regardless of attendance or class participation unless classes are dropped within the 100 percent refund period.

# ***Transfer Information***

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## **Transfer Credits**

Students declared as degree/certificate seeking may request to have transfer credits evaluated by submitting a 'Petition for Transfer Credit Evaluation' form to Admissions and Records. Students must submit official transcripts or training records and then allow up to **4-6 weeks** for the evaluation to be completed. When completed, students will be able to view their transfer credit in myWNC and can run a degree audit report to determine how transfer credits apply toward their intended degree or certificate program. An email will be sent to each student when the transfer evaluation is completed.

In general, only credits applicable to the student's specified degree or certificate program will be transferred to the student's WNC record.

## **Transcripts**

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

## **Regional Accreditation and Acceptance of Transfer Credits**

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Credits earned in institutions of higher learning that are accredited by a Regional Accrediting Organization are normally transferable, provided the courses are comparable to those offered by WNC and are applicable towards degree requirements. Regional Accrediting Organizations include:

- Western Association of Schools and Colleges (WASC)
- Middle States Association of Colleges and Schools (MSA)
- New England Association of Schools and Colleges (NEASC)
- Southern Association of Colleges and Schools (SACS)
- North Central Association of Colleges and Schools (NCA)
- Northwest Accreditation Commission (NAC)

Credits earned from schools that are not regionally accredited will be considered nontraditional education.

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

- A maximum of 45 semester credits or 75 percent of the total credits required for a degree, whichever is greater, may be accepted from regionally accredited colleges or universities toward an associate degree.
- A maximum of 90 semester credits or 75 percent of the total credits required for a degree, whichever is greater, may be accepted from regionally accredited colleges or universities toward a bachelor's degree.
- A maximum of 30 semester hours of credit may be accepted from approved credit by examination programs.
- A maximum of 15 semester hours of credit may be accepted from non-traditional programs.
- A maximum of 45 credits or 75 percent of the total credits for a degree, whichever is greater, from other sources as listed above may be applied toward an associate degree. A maximum of 90 credits or 75 percent of the total credits for a degree, whichever is greater, from other sources as listed above may be applied toward a bachelor's degree.
- A maximum of 15 semester hours of credit from other sources as listed above may be applied toward a certificate.

- Grades are not transferable but may be utilized when determining eligibility for financial assistance and/or admission to special academic programs and to determine the minimum GPA required for graduation.
- A quarter unit is worth 2/3 of a semester unit.

## **Evaluation of Transfer Requirements**

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Courses from NSHE institutions will be accepted for equivalent courses per common course numbering. NSHE courses with no equivalents and courses from other institutions will be evaluated on a case-by-case basis based on the course title, designator, credits, course numbering system used by the institution and course description if available. Upper division courses are generally not acceptable for general education requirements, but may apply towards emphasis requirements on a case by case basis. Graduate level courses are not accepted to fulfill degree and/or certificate requirements. WNC Faculty are consulted for input when needed to determine if a transfer course is equivalent to a WNC course and/or should fulfill a program requirement.

## **Fractional Credits**

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

## **International Colleges**

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Credit may be awarded from some recognized colleges and universities outside of the country. Students must have a course by course evaluation completed by an approved transcript evaluation service. An official copy of the transcript and English translation might also be required depending on the transcript evaluation service used. Credit for English/communications requirements is accepted only from institutions located in the following countries: Australia, Canada, England, Ireland and New Zealand. Contact Admissions and Records for further information.

## **Transfer Credit Appeals Process**

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If a student disagrees with a transfer credit evaluation the student is encouraged to obtain and submit further written information about the course(s) in question such as a course outline or syllabus, and/or a course description if it was not originally available. If a student questions an evaluation from a nontraditional 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 reconsider 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. The Registrar will first view the appeal. If the reason a course was not transferred in as requested is a result of a course not meeting policies such as fulfilling the minimum number of credits required for a requirement, the course was developmental, the course was not completed at a regionally accredited institution, etc. the Registrar will make a final decision about course transferability.

If the reason is not based on such a policy then the appeal and all related information will be forwarded to the applicable department faculty and/or Division Director. The decision of the faculty/Division Director will be final. If a request is denied, the student will be given a reason for the denial via email.

This page may contain links that are not visible in a printed format. For complete information visit:  
<http://www.wnc.edu/admissions/transfer-credits/>

# ***Graduation Information***

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## **Graduation Requirements**

### **Application**

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Each student seeking a degree or a certificate of achievement is required to submit an online [Application for Graduation](#) to Admission and Records and pay \$25. Students enrolled in their last required class(es) should apply at the beginning of that semester.

[Apply for Graduation](#)

### **Application Deadlines**

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- Fall Semester ' November 1
- Spring Semester ' March 1
- Summer Semester ' June 15

Applications received after the published deadline may be considered for the following semester.

### **Continuing Students**

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Students who continue taking classes at WNC after a degree or certificate is finalized should be aware that their degree status may be changed to non-degree seeking. Students who plan to strive towards a different degree or certificate should declare this by submitting an online Degree Program Change form to Admissions and Records after the semester of their graduation date has ended. This is especially important for students applying for financial aid; failure to declare a new degree could result in revocation of financial aid funds.

### **Diplomas**

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Students should type their name on the graduation application exactly as they would like it to appear on their diploma (name must match student records). Successfully completed degrees/certificates will be posted to students' official transcripts approximately 12 weeks after the end of the graduating semester in which the application was filed. Printed diplomas will be mailed to the student at the address indicated on the graduation application approximately **14-16** weeks after the end of the semester of application.

### **Commencement**

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All graduating students are encouraged to participate in commencement ceremonies held at the close of the spring semester each year. At that time, all degrees and certificates of achievement are conferred for graduates from the spring semester and from the summer and fall semesters preceding the spring semester ceremonies. Letters of invitation are emailed to qualified students in April.

Additional Information on commencement ceremonies can be found on the [Commencement Information](#) section.

### **Requirements for Graduation**

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#### **Associate Degree or Certificate of Achievement**

A student seeking to obtain a 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 under which he/she will complete the curriculum requirements for a degree/certificate. Students may also select the catalog year when he/she officially declares a program of study for the first time, if declared in fall 2007 or later. Students applying to the nursing program, which has selective admission criteria, must follow the catalog in effect at the time the program admission application is submitted. Each WNC 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 or program declaration 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 curricula.

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 general education requirement, except for the US/Nevada Constitution requirement.
3. Completed 15 semester college level credits in residence at Western Nevada College for each degree or certificate of achievement. Challenge examinations, non-traditional credit, or developmental courses (courses numbered below 100) do not count as resident credit.
4. Maintained a minimum WNC cumulative grade point average of 2.0, and a minimum 2.0 grade point average calculated by using all courses, WNC and transfer courses, used to fulfill the degree requirements.
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 Library and Media Services.
6. Submitted 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 fee for each associate degree or certificate (may use one application and pay one fee if applying for two degrees for the same semester),
2. Satisfies all of the requirements for each associate degree or certificate, and
3. Completes 15 credits in residence for each associate degree or certificate.

For each additional associate degree, a student must complete 15 credits in addition to the minimum number required for the first degree. As most degrees require 60 credits, typically a student who wishes to earn two degrees must have at least 75 college level semester credits, 30 of which were earned in residence at WNC. For degrees that require more than 60 credits, the total number of credits required will be higher. College preparatory courses with a number below 100 will not apply toward the total semester or residence credit requirements.

### **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 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 ten years of their initial enrollment may use the next catalog in effect dating 10 years after the students' initial enrollment. Students may not use a combination of catalogs for graduation. This includes all policies and curriculum.
2. Completed 32 semester credits in residence at WNC. Challenge examinations, non-traditional credit,

- or developmental courses (courses numbered below 100) do not count as resident credit.
3. Maintained a minimum WNC cumulative grade point average of 2.0, and a minimum 2.0 grade point average calculated by using all courses, WNC and transfer courses, used to fulfill the degree requirements.
  4. Completed a minimum of 40 upper division credits (numbered 300 or above).
  5. Met all financial/library obligations. No student will be issued a degree if he/she has not met all financial/library obligations.
  6. Submitted an Application for Graduation and payment to Admissions and Records by the published deadline.

Additional questions or inquiries should be directed to Admissions and Records at 775-445-3277 or [admissions.records@wnc.edu](mailto:admissions.records@wnc.edu)

## **Graduation With Honors**

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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 or other credit sources will not apply.

## **Catalog Years**

### **WNC Students ' Do you know what catalog you should be following for your degree or certificate requirements?**

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Requirements for degrees and certificate of achievements can change with each academic catalog. There are specific policies that dictate which catalog and resulting set of degree/certificate requirements you may follow.

Each WNC catalog is effective for the fall, spring and subsequent summer terms. Only the most current catalog is available online.

WNC students have three choices for selecting a catalog year:

1. A student may select the catalog year under which he/she initially enrolls and completes a course.
2. A student may select the catalog year when he/she officially declares a program of study for the first time (this option is available only if the degree was declared fall 2007 or later)
3. A student may select the catalog year under which he/she will complete the curriculum requirements for a degree/certificate and applies for graduation.

There are time limits to the catalog choices, including:

- In no case may students use a catalog which is more than six years old at the time of graduation (ten years for the BTECH degree). 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 (ten years for the BTECH degree).
- Students applying to the nursing program must follow the catalog in effect at the time the enrollment application is submitted.
- 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 who are not sure which catalog year to follow are highly encouraged to meet with a counselor.

Counselors can provide students with degree requirements from previous catalog years.

If a program offering a degree or certificate of achievement is discontinued, students will have six years to still obtain the degree or certificate if they are able to fulfill all requirements. WNC will work with students pursuing a discontinued program providing students declared the program as their educational objective and can demonstrate that they were making progress completing course requirements prior to the discontinuation of the program. Once a program has been discontinued, students may no longer declare the program as their educational objective.

Questions about catalog years may be directed to Admissions and Records at 775-445-3277 or [admissions.records@wnc.edu](mailto:admissions.records@wnc.edu)

## **Commencement**

All graduating students are encouraged to participate in commencement ceremonies held at the close of the spring semester each year. At that time, all associate degrees and certificates of achievement are conferred for graduates from the spring semester and the summer and fall semesters preceding the spring semester ceremonies. Letters of invitation are emailed to qualified students in April.

### **Commencement Ceremony**

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- Monday, May 21, 2018 starting at 10 a.m.  
Marv Teixeira Pavilion, 1111 East William Street (Highway 50), Carson City  
Doors open at 9 a.m.

### **Announcements/Caps and Gowns**

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The tassel, cap and gown package may be purchased before the ceremony at the campus bookstore sometime in April; they will not be available at the ceremonies. Students may also purchase graduation announcements. Contact the campus bookstore for information ' Carson City, 775-445-3233 or Fallon, 775-423-7556.

### **Honors**

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Grades for the spring semester preceding the ceremonies will not be available before the ceremonies to calculate grade point averages for honor awards. Announcements of honors during ceremonies will be based on grade point averages through the previous fall semester. Honors will be posted on student transcripts with the degree/certificate designations based on grades including the spring semester.

### **Nursing Ceremony**

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Nursing students will be invited to participate in a separate ceremony in addition to commencement. Contact Nursing and Allied Health at 775-445-3296 for additional information.

### **Continuing Students**

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Students who continue taking classes at WNC after a degree or certificate is finalized should be aware that their degree status will be changed to non-degree seeking. Students who plan to strive towards a different degree or certificate should declare this by submitting an online Degree Program Change form to Admissions and Records after the semester of their graduation date has ended. This is especially important for students applying for financial aid; failure to declare a new degree could result in revocation of financial aid funds.

### **Diplomas**

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Students should type their name on the graduation application exactly as they would like it to appear on their diploma (name must match student records). Successfully completed degrees/certificates will be posted to students' official transcripts approximately 12 weeks after the end of the graduating semester in which the

application was filed. Printed diplomas will be mailed to the student at the address indicated on the graduation application approximately 14-16 weeks after the end of the semester of application.

Additional questions or inquires should be directed to Admissions and Records at 775-445-3277 or [admissions.records@wnc.edu](mailto:admissions.records@wnc.edu)

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**Western Nevada College 2018-2019 College Catalog**  
**Printed: September 14, 2018**

This page may contain links that are not visible in a printed format. For complete information visit:  
<http://www.wnc.edu/admissions/graduation/>

# ***Student Record Information***

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## **WNC Protects Student Privacy**

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The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects student privacy. Personally identifiable information is not released without student consent and signature. To review or pick up academic records in person, a valid government or WNC issued photo ID that includes signature is mandatory. The college's registration system requires students to create a password to access their WNC account. The password is considered the equivalent of a signature.

## **Student Right to Inspect Records**

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Students have a right to inspect and review information in his/her education records, the right to seek to amend education records, and the right to have some control over the disclosure of information from education records. WNC is not required to provide copies of such records to students. If a student disagrees with some information in his/her educational records, he/she may challenge that information. If the situation is not resolved to the student's satisfaction, the student may request a hearing. If the student disagrees with the results of that hearing, he/she may submit explanation statements for inclusions in his/her file. Contact Admissions and Records for additional information.

## **Transcripts**

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

## **High School Transcripts**

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Credit from high school courses are not applicable towards a degree or certificate of achievement.

High school transcripts from a home school must clearly display the following information:

1. Student's name (first, middle, last) and date of birth
2. For each course completed, the following must be listed:
  - Specific course title
  - Units or credits for each
  - Time frame or semester in which it was completed
  - Grade received
3. Description of grading system used such a grade scale or grade key
4. Cumulative credits/units earned and grade point average
5. Graduation date (month/day/year) indicating completion of secondary school or high school education

The following statement, or one very similar, is to appear about the home school administrator/parent signature line: 'I, the undersigned, do hereby self-certify and affirm that this is the official transcript and record of \_\_\_(name of student)\_\_\_ academic studies of \_\_\_(years attended home school)\_\_\_.'

- Signature of school administrator/parent and date.

A copy of a Nevada Receipt of Notice of Intent to Home school or a letter from the applicable school board

approving the student as home schooled must also be submitted in order for the transcript to be considered official.

## **Release Of Transcripts From Other Institutions**

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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 granted only in extreme cases, such as 1) the institution housing the original records has been destroyed and WNC has the only known existing transcript, or 2) international transcripts that the student is unable to obtain.

## **Enrollment Status**

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Full-time students are defined as those who are enrolled in 12 or more credits/units (6 or more credits/units for summer); three-quarter time students are enrolled in 9-11 credits/units; half-time students are enrolled in 6-8 credits.

## **Enrollment Verifications**

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The National Student Clearinghouse is the authorized agent for WNC for providing enrollment and degree verifications. Students may obtain enrollment verifications by accessing the Clearinghouse through myWNC. Employers or background screening firms requesting enrollment and/or degree verifications may obtain a verification through the Clearinghouse at [www.degreeverify.com](http://www.degreeverify.com).

## **Course Withdrawal**

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Classes dropped after the 100 percent refund period that are not 'even exchanged' will remain on a student transcript with a grade of 'W'.

## **Student Responsibility**

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Students are encouraged to read the college catalog and schedule for important policy, procedure, and deadline information. Students are required to add and drop courses through myWNC, ensure they have fulfilled all course prerequisites, verify the accuracy of their enrollment, keep their address, phone number and email address current in myWNC, and pay for classes by the published deadline. Unpaid students may be removed from class rosters throughout the semester and will not receive a final grade or credits regardless of attendance and completion of course work.

## **Storage of Student Records**

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Educational records are kept by Admissions and Records permanently:

- Final grade rosters and grade change forms
- Schedule of classes
- Files of student graduates

The following records are kept for a minimum of five years for students who attend WNC:

- Admission applications
- Incoming transcripts or other credit sources
- Personal identification data change forms
- Residency applications
- Enrollment forms

# Grades

## Student Grades

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Students may view their grades online at myWNC. Mid-term grades for full-term classes are generally available after the eighth week of the semester for fall and spring semesters; mid-term grades are not available for short-term classes. Final grades are available two weeks after the end of the semester. Check the dates and deadlines page for more information.

*The college does not send grade mailers; students may view grades through myWNC.*

## Instructions for checking grades using myWNC

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- Log in to your account through myWNC by entering your student ID number as your user name and password
- Click on the line in the center box, 'myWNC Student Information Center'
- Click on 'Other Academic' under the Academics section.
- Select 'Mid-term Grades' or 'Official Grades' for final grades.

## Grading System

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The following grading policies apply to WNC:

'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. It is at the discretion of individual faculty to use the 'Plus' and 'Minus' grading scale.
2. All grades are awarded according to faculty members' judgments. Students may repeat failed courses.
3. Withdrawal indicates the student withdrew from the course and did not complete it.
4. The course syllabus shall contain a clear explanation of the grading scale to be used by the instructor. 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 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 of the end of the semester. Failure to do so will result in the 'I' grade being changed to an 'F.' A student seeking 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 from the instructor is due to Admissions and Records within 120 days of the end of the applicable semester.

## Grade Appeal

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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.

## **Academic Probation**

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Degree/certificate seeking students who has a cumulative grade point average (GPA) less than a 2.0 are placed on academic probation and must meet with a WNC Counselor before they can enroll for classes. Students will continue to be an academic probation until their GPA reaches a 2.0 or higher.

## **Repeat Adjustment Request**

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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 readmissions 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.

## **Academic Renewal**

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Students may petition to have an entire semester of course work be 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.
3. 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.

4. 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.

## Dean's List

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Students are eligible for the Dean's List if:

1. At least 12 units (6 units for the summer semester), 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.

## Transcripts

### Official Transcripts

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All students may order official transcripts through the National Student Clearinghouse for \$4 per transcript plus a \$2.25 handling fee per address. Transcripts may be sent as an electronic PDF for an additional 50 cents. A credit card and email address is required. To order a transcript through the National Student Clearinghouse, click on the following link:

#### [Request Transcripts](#)

Transcripts sent to institutions within the Nevada System of Higher Education (NSHE) will be sent to the Admissions and Records/Registrar's office at no cost to the student, NSHE Institutions that qualify for free delivery include:

- College of Southern Nevada (CSN)
- Great Basin College (GBC)
- Nevada State College (NSC)
- Truckee Meadows Community College (TMCC)
- University of Nevada, Las Vegas (UNLV)
- University of Nevada, Reno (UNR)

Please note: To qualify for free delivery, students must check the box 'yes' during the ordering process when asked, 'Are you sending your transcript only to an NSHE (Nevada) school?' Students who neglect to check this box and are charged will not receive a refund. Students who wish to have their transcript mailed to a specific department (other than Admissions and Records/Registrar's office) at an NSHE institution are not eligible for free delivery.

The processing time for official transcripts is approximately three to five business days. During peak periods such as registration and final examinations there may be some delay. Official transcripts cannot be issued until holds preventing release of transcripts are removed, including payment of all debts to any Nevada System of Higher Education institution.

Students will receive an email from the National Student Clearinghouse confirming receipt of a transcript order, and another email confirming that the transcript has been sent or is ready for pick-up.

Transcripts ordered for pick-up will be available in Admissions and Records in Carson City. When ordering through the National Student Clearinghouse, students may request that another person may pick up a transcript under processing option, 'Special Instructions.' **All individuals must have a government issued or WNC issued student photo ID to pick up a transcript.**

### Unofficial Transcripts

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Current students or any student with an active myWNC account may access an unofficial transcript free of charge through myWNC.

## Privacy Information

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

No one shall have access to, nor will WNC disclose any non-directory information from a student's educational records without the written consent of the student except to:

a) School officials including college staff, student employees, volunteers, contractors, consultants, etc. performing an assigned college function, b) authorized representatives from federal and state agencies, c) officials of other institutions in which the student seeks to enroll, d) accrediting agencies carrying out their accreditation functions, e) military recruiters as specified in the Solomon Amendment, f) a student serving on an official committee such as a disciplinary or grievance committee, g) persons in compliance with a judicial order, h) officials providing student financial aid, i) the audit firm retained by the Nevada System of Higher Education, j) the data warehouse for NSHE or designated institutional research personnel, k) 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), and l) persons in an emergency to protect the health/and/or safety of students, or other persons. WNC does not release information to parents of students regardless of dependence status without prior written consent of the student. A student is defined as an individual who has applied to WNC and who is or has been in attendance at WNC.

The institution does not release the records of individual students, such as grades and class schedules, without prior written consent of the student. 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 general deemed to be an invasion of privacy. At Western Nevada College, the following categories are defined as 'directory' information: student name, address including city and state, telephone number, Email address, full-time/part-time status, graduation date, major/field of study, degrees, honors and awards received, dates of attendance and whether currently enrolled, most recent educational agency or institutions attended, weight and higher of members of athletic teams, and photographs from college sanctioned events.

Students have the right to request non-disclosure of directory information. If they do not restrict release of this information, the information may be released or disclosed. WNC assumes that failure to specifically request the withholding of directory information indicates individual approval for disclosure. Directory information may be provided for commercial purposes to businesses affiliated with the institution, honor societies, the alumni association and foundation, or other individuals for purposes that may be beneficial to students. WNC exercises discretion in responding to requests for directory information and may or may not provide such information when requested, depending on the intended purpose of the request. The institution does not sell or rent student information for a fee.

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

If, after due consideration, a student wishes to restrict the release of directory information, he/she may request this through myWNC or submit a Request for Confidential Status of Directory Information form and submit to Admissions and Records. A request for non-disclosure submitted to WNC or any NSHE institution will apply to all NSHE institutions. This directive will apply permanently to a student's record, even after graduation, until the student reverses it by submitting a written authorization to Admissions and Records or changing the restriction in myWNC.

FERPA provides a student with the following rights:

1) The right to inspect and review information in his/her education records within 45 days of the day the

institution receives a request for access.

WNC is not required to provide copies of such records to students

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

If a student disagrees with some information in his/her educational records, he/she may challenge that information. If the situation is not resolved to the student's satisfaction, the student may request a hearing. Contact Admissions and Records for additional information.

3) The right to provide written consent before the institution discloses personally identifiable information from the students' educational records, except to the extent that FERPA authorizes disclosure without consent.

Request for Non-Disclosure of Directory Information

# ***Fees, Payments & Refunds***

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E-mail communications are sent to students throughout the registration period. It is students' responsibility to verify charges on their myWNC Student Center account and meet semester deadlines. Students who do not pay 100% of charges due by published deadlines may be removed from 100% of their classes.

## **Fees**

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**PLEASE NOTE:** Fees, tuition and other charges are subject to change without notice. Notwithstanding currently posted tuition and fees, all fees, tuition or other charges which students are required to pay each semester are subject to increase by action of the Board of Regents at any time before the commencement of classes (primarily due to budgetary shortfalls). The amount a student is charged at the time of registration is not a final bill and may be increased.

Students are responsible for all costs associated with registration, regardless of any communication that may or may not have been received, and regardless of attendance or class participation, unless classes are dropped within the 100 percent refund period.

- [Summer 2017 – Spring 2018 Fees](#)
- [Summer 2018 – Spring 2019 Fees](#)

## **Paying by Internet**

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Pay fees with Visa, MasterCard, Discover or electronic check through the Internet via myWNC. Students should be sure to verify their account balance after submitting their request.

## **Paying by Mail**

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Make checks payable to Board of Regents. Indicate the student ID number and mail to WNC, Attn: Controller's Office, 2201 West College Parkway, Carson City, NV 89703-7399.

## **Agency Fee Payment**

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Students must submit the authorization for third party payment to the Business Office within the week that they register. The fax number is 775-445-3027.

## **Late Payment Fee**

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A \$25.00 late payment fee will be assessed to students who register or add classes during the late registration period. It is the student's responsibility to be aware of important semester dates and deadlines, including registration, refund and fee payment deadlines.

## **Payment Plans**

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WNC offers a three-payment or two-payment plan for any student who is enrolled in six or more units for the fall and/or spring semester. Students should make payment plan arrangements before making any payments on their account each semester.

**3-Pay Plan:** This plan is available no later than the first payment deadline for the semester and divides the balance owed into three equal installments.

**2-Pay Plan:** This plan is available no later than the second payment deadline for the semester and divides the balance owed into two equal installments.

Enrollment may be cancelled if 100% of the first payment is not made by the published deadlines. Students who

do not make the second and/or third payment on a payment plan by the published deadlines will be assessed a fee of \$10 or 10% of the balance, whichever is greater, and will be responsible for the unpaid plan balance.

## **Delinquent Accounts**

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All delinquent accounts will be placed on financial hold. Students on financial hold may not receive a transcript, register for classes at any NSHE Institution or be awarded a certificate/diploma until the account has been cleared and financial hold removed. Delinquent accounts may be sent to collection after 90 days. The student will be assessed collection/legal fees.

WNC will not accept postdated or altered checks. A \$25 insufficient funds fee will be assessed for any check returned as unpaid from the bank. Returned checks must be made good within ten days of the bank's notification (cash, cashiers check or money order only) or the college will begin collection procedures.

## **Direct Deposit of Student Refund Checks**

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The Controller's Office offers direct deposit as a more convenient means of providing refund/overage checks to students. Instead of mailing a check, funds are deposited directly into a student's checking account. Sign up online at myWNC.edu in the finance section of the myWNC Student Center.

## **Excess Credit Fee**

Per regulations set forth by the Nevada System of Higher Education, a 50 percent Excess Credit Fee on the per-credit registration fee shall be charged to a student who has accrued attempted credits equal to 150 percent of the credits required for the student's program of study. Attempted credits include all graded courses on a student's transcript, including but not limited to the grades of F, W (withdrawal), AU (audit) and repeated courses. The fee will be charged after 45 credits have been accumulated towards a certificate of achievement, 90 credits have been accumulated towards an associate degree and after 180 credits for students who have been accepted into the BTCH program for a bachelor's degree. Exceptions may apply on a case-by-case basis. The fee will be charged in all terms after passing the threshold number of credits until a degree is awarded to a student.

Students who obtain an associate degree and plan to strive towards a second associate degree will have 60 credits deducted from the total that applies to the Excess Credit Fee.

Students may appeal the Excess Credit Fee based on the following criteria:

- Credits attempted at an institution outside of NSHE if those credits do not meet the degree requirements for the program of study;
- Credits attempted for remedial credits (e.g. MATH 95);
- Credits earned while enrolled as a high school student if those credits do not meet the degree requirements for the student's program of study;
- Credits earned through examinations, such as AP or CLEP;
- Credits that were earned toward one degree, if the student is working on a second degree
- Other credits that WNC may determine as inappropriate for the 150% credit calculation.
- Students may appeal the Excess Credit Fee by submitting an Excess Credit Appeal form. The form may be submitted after the student has registered for classes for the semester of appeal.

Students who wish to appeal are strongly advised to submit an appeal form no later than August 1 for the fall semester, December 1 for the spring semester, and May 1 for the summer semester. The deadline to submit an appeal is the date of the final deadline for withdrawal from full-term courses with a grade of 'W'.

[Excess Credit Fee Appeal Form](#)

## **Refunds**

The college's refund policy applies to students in all programs and to all registration fees for withdrawal or net credit reduction, except for non-credit continuing education 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 (full-term) classes is 100 percent if withdrawal is completed in myWNC within the first five working days of the semester.

Courses that are scheduled to begin at a date different from the regular semester and/or after the beginning of the semester and short term courses DO NOT follow full-term refund guidelines. A short-term class is defined as a class that is not scheduled to meet for the entire semester (16 weeks for fall and spring, eight weeks for summer). Short-term courses and courses that start before the regular semester start date must be dropped at least one day before the first class session for a 100 percent refund; after this day no refund will be given. Note: Many summer courses are short-term.

Courses dropped by the student after the 100% refund period will remain on a student transcript with a grade of 'W'. A 'W' grade does not affect grade point average but may affect financial aid and scholarship eligibility.

Refund checks for dropped classes are prepared and mailed or sent by e-check weekly starting the third week of the semester. Students who pay by credit card in myWNC will have a refund applied to their credit card. Refunds are made to the student or to the contributing party (third party) in proportion to the payment of original fees made by each. Refunds after published deadlines will not be considered for reasons which are beyond the control of the college. Not attending college, job transfers, changes in work schedule, relocation, etc., will not be considered grounds for refund appeals.

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

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

## **Files and Downloads**

[Refund and Class Deletion Request Due to Exceptional Circumstances](#)

# ***Counseling Services***

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WNC Counselors are available throughout the school year to help students and community members make important decisions regarding educational goals and career directions.

[First Time College Students](#)

[Transfer & Returning Students to WNC](#)

[WNC Current Students](#)

[Career Resources](#)

[Transfer Information](#)

[Testing Services](#)

[Disability Support Services & DETR-VR Career Connect Students](#)

[College Opportunities for High School Students](#)

[Academic Success Tools](#)

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## **Counseling Services**

WNC offers a variety of counseling services as an integral part of each student's educational experience, including the following:

- Assist students in developing educational plans for certificate of achievement and degree programs
- Monitor students' academic progress each semester by determining classes completed versus classes needed for program completion
- Link to career resources such as Career Finder
- Provide information about transferring to other colleges
- Assist with personal counseling and resources
- Explain college policies and procedures
- Review Financial Aid Appeal Form and Academic Plan
- Review Excess Credit Fee Appeal Form
- Assist with completion of Veterans Data Form (required each semester)
- Encourage and support goal fulfillment

## **Have Questions?**

Schedule a telephone appointment with a staff member by going to our counseling scheduling app at [wncgencounseling.youcanbook.me](http://wncgencounseling.youcanbook.me)

[Schedule a Telephone Appointment](#)

# ***Disability Support Services***

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Our philosophy is to empower students to be successful in obtaining their educational goals. By providing necessary support, we help you attain your academic, vocational and personal goals at WNC. Disability Support Services (DSS) provides qualified students with disabilities equal access to higher education through academic support services, technology and advocacy in order to promote their independence, retention and graduation.

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## **Requesting Accommodations**

Please use the button below to view instructions on how to request accommodations through MyDSS.

[How to Request Accommodations](#)

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[MyDSS Login](#)

[Exam Scheduling](#)

[Behavioral Intervention Team](#)

[Career Connect](#)

[Apply for Services](#)

[Policies](#)

[Alternative Textbook Request](#)

[Student Resources](#)

[Faculty Resources](#)



# ***Applying for Financial Aid***

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Applying for financial aid can be a confusing experience for new students. Our guide to the application process will give you a better understanding of the different options available to you, and will help lead you through the process.

## **FAFSA**

After applying for admission to WNC, the Free Application for Student Aid (FAFSA) is the first step for students seeking aid. Follow the steps in our FAFSA guide to get started. **WNC's School Code is 013896.**

[Applying For Aid: FAFSA](#)

## **Scholarships**

WNC Foundation provides many scholarships that are available to students.

[Scholarships](#)

## **Loans**

Learn about the process of applying for student loans and understand what types of loans are available to students.

[Loans](#)

## **Timelines/Deadlines**

Know the deadlines that relate to student financial aid.

[Dates & Deadlines](#)

# Grants

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To be considered for federal, state and institutional grant programs, students must complete the Free Application for Federal Student Aid (FAFSA). Learn more about the application process at [Applying for Aid](#).

## Pell

The Federal PELL Grant is an entitlement program. Students must demonstrate financial need to qualify. The Federal PELL Grant program is federally funded with the purpose of helping financially needy students meet the cost of postsecondary education. This program is centrally administered by the federal government and is typically the foundation of a student's aid package.

The Financial Assistance Office uses the PELL award as the foundation of the student's financial aid package. Therefore, students requesting financial assistance during their enrollment are required to establish Federal PELL Grant eligibility before additional determination of funds eligibility is made and/or awarded.

In order to determine eligibility for any federal financial aid program, students must file a Free Application for Federal Student Aid (FAFSA) and have the results sent to WNC. The FAO will accept results through electronic transmission with the Central Processing System (CPS). Student eligibility is determined only through the CPS of the Department of Education using the Federal Methodology need analysis formula. The FAO must have an official EFC for the student before eligibility for any fund may be determined.

Students are notified of the amount of their PELL Grant through a financial aid offer letter. Students are directed to view their offer letters on myWNC.

## Federal Supplemental Education Opportunity Grant (FSEOG)

This federal program provides limited grant funding on a first-come, first-served basis to students who meet the April 1 priority filing deadline. Recipients must be eligible for a Pell Grant, be enrolled in at least six units, and demonstrate exceptional financial need.

## Grant in Aid

This state program provides limited funding to Nevada residents on a first-come, first-served basis. Recipients must be enrolled at least half-time and have an expected family contribution of less than \$200.

## SSOG

The Silver State Opportunity Grant Program (SSOG Program) is a state-supported financial aid program created by the 2015 Legislature pursuant to Senate Bill 227 (Chapter 387, *Statutes of Nevada 2015*). Under the SSOG Programs, need based grants will be awarded to eligible low income student who are college-ready to pay for a portion of the cost of education at a community college or state college within the Nevada System of Higher Education (NSHE). This unique program is built on a shared responsibility model and guided by a philosophy for awarding grant aid based on the total cost of attendance (tuition and fees, books and supplies, room and board, and other living expenses) being shared by partners (the state, federal government, family, and the student).

To be eligible for an SSOG award, a student must:

- Be enrolled in a program of study leading to a degree or certificate;
- Enroll in at least 15 credit hours that apply to the student's chosen program of study;
- Be college ready based on placement or completion of entry-level, college-level mathematics and English\*;
- Be classified as a resident for tuition purposes;

- Meet institutional Title IV financial aid satisfactory academic progress requirements; and
- Complete the Free Application for Federal Student Aid (FAFSA) and have an Expected Family Contribution (EFC) of 8500 or less.

\*To be considered “college-ready” for the purpose of SSOG Program eligibility, a student must be 1) currently or previously enrolled in a 100 or above level mathematics and English course, 2) placed into a college-level course under institutional placement policies for placement into at least Math 120 and English 101, or 3) previously successfully completed remedial coursework (evident by a C or better in Math 96 and/or English 98).

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[Learn More about this Program](#)

## **NRA**

To be eligible for this program, students must be a Nevada resident, be enrolled at least half time, and show financial need.

## **WNC**

This program is for students who have demonstrated financial need as determined by the FAFSA and are enrolled at least half-time.

## **WNC 15 to Finish**

This program is designed for a student enrolled in 15 credits per semester that apply to a student’s degree program, and meeting Satisfactory Academic Progress.

# Loans

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The Financial Assistance Office at WNC supports the Nevada Attorney General's Office with regards to college student loan conduct. Please read the [WNC College Student Loan Code of Conduct](#) for more information.

## Loans – Definition

Student loans are money that must be repaid. Loans are legal obligations. Students are required to repay ALL student loans regardless of whether they didn't like the education received, ability to get a job in a preferred field of study, or financial difficulty.

Before taking out a student loan, it is wise to think about the amount of money being borrowed and the amount of money to be repaid over the years, with interest. Loans are legal obligations.

***Be conservative. Only borrow what is absolutely needed.***

## Types of Loans

- **Federal Direct Stafford Loans (Subsidized and Unsubsidized)**

- **Direct Subsidized Stafford Loan** – This loan is need-based aid (need is determined by FAFSA). Eligibility is determined based on credits taken, degree program declared, and past borrowing. Interest is subsidized while in school attending at least half time (six units).
- **Direct Unsubsidized Stafford Loan** – This loan is non-need based aid. Interest begins to accrue immediately from the date the loan is disbursed, like a credit card purchase. The borrower is responsible for the interest that accrues on the loan. Students are encouraged to pay the interest while in college.

If the borrower does not pay the interest **that is accruing on the Unsubsidized loan** while in college and **when** the Unsubsidized loan goes into repayment, the lender will take the principle borrowed, all the interest that was not paid, add them together and then determine what the payment will be with interest!

- **Direct Parent Loan for Student (PLUS)** – This loan is a low-interest student loan for the parents of dependent students and for graduate/professional degree students. Unlike Subsidized and Unsubsidized loans, this type of loan requires the borrower to pass a credit check. Interest begins to accrue from the date the loan is disbursed, just like a credit card purchase!!

**Parents can apply online at: [www.studentloans.gov](http://www.studentloans.gov). A Federal PLUS Loan Request form and a Student Loan Request form can be found [here](#).** Students must complete the form every year.

## How Much Can I Borrow Each Academic Year?

Annual (*Yearly*) loan limits are regulated by the government and are as follows:

Class Standing	Credits Earned	Base Eligibility	Additional Unsubsidized Eligibility
Freshman	0-29 credits	\$3,500	\$6,000 (\$2,000 Dependent Students)
Sophomore	30 or more credits	\$4,500	\$6,000 (\$2,000 Dependent Students)
Junior/Senior *	60 or more credits	\$5,500	\$7,000 (\$2,000 Dependent Students)

\* Funding only applies to students in the Bachelor of Technology program.

## What is an Academic Year?

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A typical academic year is the Fall and Spring semesters. You can use your loan to help pay for the Summer semester, however, if you have borrowed all you are eligible for between the Fall and Spring semesters, you will not have any money left to borrow in the summer.

## How Much Can I Borrow for a Lifetime?

Aggregate (*lifetime*) loan amounts are set by the federal government. Undergraduate levels are as follows:

Dependent Students	\$31,000 (of which no more than \$23,000 can be subsidized)
Independent Students	\$57,500 (of which no more than \$23,000 can be subsidized)

*The aggregate amounts are Lifetime limits from earning an Associates and/or Baccalaureate (Bachelor) degree.*

**Be careful when Borrowing Loans!!!! This is all you have to work with!!!!**

## Interest Costs and Loan Fees

### Interest Rates

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#### On or after July 1, 2017 and before July 1, 2018

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The **Subsidized loan** is 4.45% (when you go into repayment).

The **Unsubsidized loan** is 4.45% (accruing immediately once loan is disbursed).

The **PLUS** is fixed at 7% (accruing immediately once loan is disbursed).

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#### On or after July 1, 2018 and before July 1, 2019

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The **Subsidized loan** is 5.045% (when you go into repayment).

The **Unsubsidized loan** is 5.045% (accruing immediately once loan is disbursed).

The **PLUS** is fixed at 7.595% (accruing immediately once loan is disbursed).

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**THERE IS NO PENALTY FOR PAYING YOUR FEDERAL DIRECT STAFFORD LOAN(S) EARLY!!!**

## Steps to Apply for a Federal Direct Stafford Loan

1. Complete and submit the Free Application for Federal Student Aid (FAFSA).
2. Complete your WNC financial aid file.
3. Complete a Master Promissory Note (MPN) at [www.studentloans.gov](http://www.studentloans.gov). Sign in with your federal PIN and choose Complete MPN from the menu on the left side of the page.
4. Complete the Entrance counseling at: [www.studentloans.gov](http://www.studentloans.gov). Sign in with your federal PIN and choose Complete Entrance Counseling from the menu on the left side of the page. ENCOURAGED TO COMPLETE EVERY YEAR.
5. Log on to the National Student Loan Data System (NSLDS) at [www.nsls.ed.gov](http://www.nsls.ed.gov) and print a summary report of your financial aid history. You **must** attach your financial aid history summary to your Loan Request Form. If this is the first time you have requested financial aid, you must attach a printout of the NSLDS web page proving you have accessed your NSLDS account.
6. Complete and submit the [Student Loan Request Form](#).
7. Must complete the Exit counseling at: [www.studentloans.gov](http://www.studentloans.gov) in the **last** semester you are in

attendance at WNC.

8. If you decide to cancel your loan(s), you need to submit to the Financial Assistance office a completed Loan Revision Request form and/or return the loan funds to your lender. To avoid penalty, you must cancel your loans as soon as possible or no later than 14 days after disbursement of funds.

## **FOR MORE INFORMATION ON DIRECT FEDERAL STAFFORD LOANS GO**

**TO:**<http://www.direct.ed.gov/student.html>

## **Loan Disbursements**

Federal regulations require loans to be disbursed in two equal payments. One in the Fall semester and one in the Spring semester. The first disbursement begins the week prior to the first day of class.

**IF** you are a First Time Freshman AND First Time Borrower (that means the borrower has never attended college or does not have transfer credits AND has never borrowed a loan), you will have a 30-day delay on your first disbursement.

Loans for one semester will still have the two disbursements, one the week prior to the first day of class and the second disbursement midway through the semester.

## **Exit Counseling**

The federal government requires that student borrowers complete Exit Counseling. Exit Counseling is required before you withdraw, graduate or drop below half-time attendance (even if you plan to transfer to another school). This can be completed at: [www.studentloans.gov](http://www.studentloans.gov).

## **National Student Loan Data System**

- This is a National data bank that houses every federal stafford loan ever borrowed. You can:
  - Track your loans from disbursement to payoff
  - Track your total student loan indebtedness
  - Track your loan status & interest rate
  - [www.nslds.ed.gov](http://www.nslds.ed.gov)

## **Loan Default – Consequences of Default!!!!**

- Full amount of loan is due INCLUDING collection costs and all interest that has accrued
- You are subject to federal & state offsets
- Wages and tax refund may be garnished
- Credit will be tarnished
- Will Lose deferment & forbearance options
- Will Lose eligibility for future financial aid
- May lose eligibility for certain federal or state jobs
- May lose professional license

## **Private Education Loan**

There are several lenders that provide education loans. All private education loans are credit based.

- Available through private lending institutions.
- Loans are credit based.

It is in the best interest of the borrower to review each lender's interest rates and types to ensure the borrower

chooses the best one for his or her needs.

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**Western Nevada College 2018-2019 College Catalog**  
**Printed: September 14, 2018**

This page may contain links that are not visible in a printed format. For complete information visit:  
<http://www.wnc.edu/financial/types-of-aid/loans/>

# Scholarships

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## WNC Foundation Scholarships

Each year, WNC awards scholarships to students on the basis of academic criteria or any combination of academics, field of study, financial need, activities, community service, and other criteria. The General WNC Foundation Scholarship application for 2018/2019 is now **closed**.

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Generally, in order to be selected to receive a campus-based scholarship, a student must:

- meet the specific selection criteria for a particular scholarship program
- be enrolled in a minimum of six units, unless otherwise requested by the donor
- have a minimum cumulative grade point average (GPA) of 2.0, unless otherwise requested by the donor
- have financial need as determined by completion of the Free Application for Federal Student Aid (FAFSA), a requirement for many scholarships.

Students awarded a scholarship will have their award disbursed to their student account only when a thank you card has been received for the donor and in accordance with semester disbursement dates. Please be aware that scholarships of \$500 and more will be disbursed in two equal payments (fall and spring) unless otherwise requested by the donor. Students must meet the minimum GPA criteria for a scholarship in order to receive the second disbursement.

## Governor Guinn 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 nine eligible credits and will receive a maximum of \$40 per credit hour for lower-division credits (100-200 level) and \$60 per credit hour for upper division credits (300-400 level). This scholarship is for up to 15 credits of 100 level and above courses per semester. Contact the Office of the Nevada State Treasurer to request complete information and all eligibility criteria.

[Millennium Scholarship Information](#)

## Outside Scholarships

Western Nevada College does not post links for external scholarships at this time. We do encourage students to explore scholarship opportunities by using **free** scholarship sites such as:

- [www.fastweb.com](http://www.fastweb.com)
- [www.scholarships.com](http://www.scholarships.com)

There are many other similar search sites – just make sure you **never pay money** to apply and avoid searches that want to link to your social media or ask for private personal information such as your social security number, as these are often scams.

Big companies and large corporations often offer scholarships so it's a good idea to search those sites too! Other places to check out include your or your parent's places of employment as well as local financial institutions.

We do support known local organizations who offer scholarships and often have hard copy applications in the



Financial Assistance Office. Applications are in our lobby or posted on our lobby bulletin board.

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<http://www.wnc.edu/financial/types-of-aid/scholarships/>

# ***Student Employment***

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Listings of on-campus, off-campus and tutoring opportunities for students of Western Nevada College.

## **Frequently Asked Questions**

### **On-Campus Jobs**

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Open to any WNC student currently enrolled in at least six credits. Students that qualify for Work Study are given priority for all on-campus positions.

[Search Jobs](#)

### **How do I apply for a job?**

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Visit the [On-Campus Student Jobs](#) page to look at currently available jobs. Each on-campus job posting explains who to contact to schedule an interview. Once you have been offered a position, obtain a Student Employment Hiring Packet from the Financial Assistance Office. You will need to bring your completed packet back to the Financial Aid Office with required ID (listed in the packet) and meet with the Student Employment Coordinator.

For off-campus positions, apply directly with the employer or contact person shown on the job listing.

### **What is Work Study?**

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Work Study Programs provide funding for part-time jobs for students with financial need, allowing them to earn money to help pay education expenses. These programs encourage work related to the student's course of study. Most students will work 10-15 hours per week with the maximum being 20 hours. Students can earn the amount listed on their award letter.

## **Student Employment Programs**

These programs help students earn part of their college expenses while attending school. To be considered for the majority of student employment funds, complete the Free Application for Federal Student Aid (FAFSA).

**Federal Work-Study Program** is a federally funded program designed to help provide employment for qualified students who demonstrate a financial need as determined by the FAFSA. These are on-campus jobs that are located on the Carson City, Fallon and Douglas campuses. The hours worked are arranged around the student's class schedule, not to exceed 20 hours per week. Students must be enrolled at least half-time to be eligible for this program.

**Nevada Student Employment Program** is a state-funded program based on financial need as determined by the FAFSA. Students must be a Nevada resident and enrolled at least half-time. Like federal work-study, these are on-campus jobs that are located on the Carson City, Fallon and Douglas campuses. The hours worked are arranged around the student's class schedule, not to exceed 20 hours per week.

**Western Student Employment Program** is a Nevada access employment program for students who have demonstrated financial need as determined by the FAFSA and is designed to help provide employment for qualified students who demonstrate a financial need. These are on-campus jobs that are located on the Carson City, Fallon and Douglas campuses. The hours worked are arranged around the student's class schedule, not to exceed 20 hours per week. Students must be enrolled at least half-time to be eligible for this program.

**Regents Service Program** is a state funded program based on criteria established by the Nevada System of Higher Education Board of Regents. To be eligible, Nevada residents must be enrolled at least half-time and must meet at least one of the following criteria:

- Head of household.
- Single parent who has never attended college or has had a break in enrollment of two years or more.
- First person in their immediate family to pursue a certificate or degree beyond high school.
- Not receiving support from parents or family.
- Have unusual financial circumstances.

WNC uses the funds from this program to support literacy by providing reading tutors to the elementary schools within our service area. These tutors provide individual and group tutoring at the elementary schools. A FAFSA is not required for this program. Applications are available in the Financial Assistance Office.

## **Applying for Student Employment**

If a student has been awarded Federal Work Study funding, he/she can interview for a job. For on-campus or tutoring positions, complete a Student Employment Application, turn it in to the Financial Assistance Office, and schedule an appointment with the Student Employment coordinator. For off-campus positions, apply directly with the employer or contact person indicated on the job listing.

If a student has been awarded work-study on a Western Nevada College offer letter, he/she must accept the award within the first week of the semester. If a student fails to secure a position within two weeks, the work-study offer will be withdrawn.

## **Information for Supervisors**

### Student Employment Handbook

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WNC does not discriminate on the basis of race; color; national origin; sex; disability; age; gender, including a pregnancy-related condition; gender identity or expression; sexual-orientation; protected veterans status; genetics; or religion in its programs and activities and provides equal access to facilities 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 in all programs and activities, including, but not limited to recruitment, admission, financial aid, activities, hiring, promotions, training, terminations, benefits and compensation. Inquiries concerning the application of non-discrimination policies and/or questions as to how to file a complaint of discrimination may be referred to the following individuals: Title IX Coordinator: (775) 445-4231; OR Dean of Student Services: (775) 445-3271; OR Assistant Director of Human Resources: (775) 445-4231; Western Nevada College, 2201 West College Parkway, Carson City, NV 89703. For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481. (Rev. 09/16)

# Veterans Services

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## Education Benefits

The determination of eligibility for veteran educational benefits rests with the Department of Veterans Affairs (VA). The Veterans Certifying Official helps veterans and other eligible students to access their benefits by certifying their enrollment each semester.

### Education Benefit Programs

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- [Montgomery GI Bill® \(Chapter 30\)](#)
- [Veterans Vocational Rehabilitation Program \(Chapter 31\)](#)
- [Post-9/11 GI-Bill® \(Chapter 33\)](#)
- [Survivors' and Dependents' Educational Assistance \(Chapter 35\)](#)
- [Montgomery GI Bill® for Select Reserve \(Chapter 1606\)](#)
- [Reserve Education Assistance Program \(Chapter 1607\)](#)

For a detailed explanation of each of the programs, go to [VA Benefits Page](#).

## Getting Certified

If a student wishes to use education benefits at Western Nevada College, he or she must complete the following steps:

1. Complete the application for VA education benefits. This application can be completed through [E-Benefits](#) or [VONAPP](#). After completing the appropriate applications, a Certificate of Eligibility will be generated for the student. This certificate will come from the Department of Veterans Affairs.
2. Complete the application for admissions at Western Nevada College.
3. Have all transcripts from previous colleges and universities evaluated, including military transcripts. It is the student's responsibility to have transcripts sent to WNC. If a student does not have this done by the start of their second semester, they will not be certified again until all transcripts have been evaluated.
4. Complete the [Veterans Data E-Form](#). This form must be completed each semester in order to receive VA education benefits.
5. Meet with a counselor. They are available to help students complete the [Veterans Data E-form](#). Counselors can also assist students in choosing degree programs, class schedules, and providing career counseling.
6. Meet with the Veterans Resource Coordinator and the Veterans Pre-Admission Advisor at the Veterans Resource Center on the Carson City campus of Western Nevada College. If a student cannot travel to the main campus, a phone conference will meet this standard.
7. Attend the Veterans New Student Orientation or view the information online using lecture capture technology.

## Maintaining Satisfactory Academic Progress

In order to maintain Veteran Satisfactory Academic Progress (SAP) at Western Nevada College, students must maintain a cumulative GPA of at least 2.0. If a student fails to meet this standard, they will be placed on Academic Probation and VA education benefits may be suspended.

### SAP Appeal Process

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#### WNC VA SAP Appeal Process

Students wishing to continue using VA education benefits at WNC while on Academic Probation, must meet with an Academic Counselor and file a VA SAP Appeal E-Form. If a student's appeal is approved, the school will resume the normal certification process for the student. If the appeal is denied students may continue to take classes at WNC at their own expense. Once they reach a 2.0 cumulative GPA on their own, they will again qualify for VA Education Benefits. If the appeal is denied or not filed, the previous semester of education benefits will be terminated. This may result in a debt for the student to the Department of Veterans Affairs.

WNC VA SAP Appeal Form

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## Important Contacts

### Jessica O'Brien

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<b>Title</b>	School Certifying Official
<b>Phone</b>	775-445-3263
<b>Email</b>	<a href="mailto:veteranbenefits@wnc.edu">veteranbenefits@wnc.edu</a>

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## The Veterans Resource Center

The Veterans Resource Center lives by its motto 'Veterans Helping Veterans' and is home to many beneficial Veteran programs. They include VA benefit counseling, tutoring, academic advising, peer-to-peer mentorship and more.

[Veterans Resource Center](#)

# ***Academic Skills Center***

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The mission of the Western Nevada College Academic Skills Centers is to provide full academic support and community to students in the form of free tutoring and computer use with the intention of helping students become active and independent learners.

## **Services offered at each location:**

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- FREE tutoring: sample subjects include math, English, Spanish, American Sign Language, biology, and physics.
- Computer use: Students can use the computers to write English and other course papers.
- Workshops: The centers offer occasional workshops on study skills topics such as time management and finals week preparation.

## **Drop-in Tutoring**

Drop-in tutoring is available at the Carson and Fallon Academic Skills Centers. To receive free drop-in tutoring, you must be a WNC student enrolled in the class for which you request a tutor. To register for tutoring, drop by the ASC, fill out a student information form, and obtain an access code from the ASC receptionist.

## **Tutoring Appointments**

Appointment only tutoring is available at both the Carson and Fallon Academic Skills Centers. To make an appointment and for more details, please contact the Carson or Fallon Academic Skills Center.

# Adult Literacy & Language

## 2018 Program Guide

High School Equivalency (HSE)		
HSE Registration	Mar. 20 & 22	9 am OR 6 pm *
* Students must attend ONE of these registrations at 9 am OR 6 pm. Registration lasts a minimum of <b>3 hours</b> for orientation, paperwork, and placement testing.		
English Language Learning (ELL)		
ELL Registration	Mar. 26 & 28	9 am OR 6 pm *
	Apr. 4	9 am OR 6 pm *
Classes Begin	Apr. 17, 2018	
* Students must attend ONE of these registrations at 9 am OR 6 pm. Registration lasts a minimum of <b>2 hours</b> for orientation, paperwork, and placement testing.		

The Adult Literacy and Language program empowers people who are choosing educational opportunities that will enable them to reach their life, work, civic, family, educational, and personal goals.

Literacy instruction, English language learning (ELL), and HSE preparation are available 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, skills for the workplace instruction, and a computer-based instruction lab. Students will typically move from one level of instruction to another and will be assisted with the transition into credit-earning college courses.

## Literacy Instruction

Instruction may be provided 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 developed based on the assessment.

## Adult Literacy & Language Application for Services

To apply for Adult Literacy & Language Services submit an application and a Consent Form.

- [Literacy & Language Application for Services \(English\)](#)
- [Literacy & Language Consent for Release of Information \(English\)](#)
- [Literacy & Language Application for Services \(Español\)](#)
- [Literacy & Language Consent for Release of Information \(Español\)](#)
- [Literacy & Language Application for Services \(عربي\)](#)
- [Literacy & Language Consent for Release of Information \(عربي\)](#)

## High School Equivalency (HSE) Exam Preparation

Instructional services are provided to students at WNC campuses in Carson City, Fallon, and Douglas, who have not graduated from high school. The educational services prepare students to take High School Equivalency (HSE) exams such as: TASC, HiSET, or GED. Prospective students will be administered a broad-based skills assessment and an HSE practice test to determine individual strengths and weaknesses congruent with exam criteria. Students will then meet with a staff member to develop a learning plan specific to their educational goals. Tutoring, classes, and online instruction are available to students pursuing their Nevada Certificate of High School Equivalency.

## **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 into a class appropriate for their English learning level.

## **Enseñanza Del Idioma Inglés**

Aquellos que su lengua materna no es el idioma inglés, pueden mejorar la habilidad de escuchar, hablar, leer y escribir en forma estructurada por medio de un curso intensivo que es ofrecido durante todo el año escolar. A los estudiantes aspirantes se les administrará un examen de comprensión para poder colocarlos en la clase apropiada de acuerdo a su nivel de conocimiento en el idioma inglés.

## **Rights and Responsibilities of Citizenship**

This course will focus on a brief overview of U.S. History, laws and regulations of the United States government, how to be an active participant in a community and the process of becoming a naturalized citizen.

## **English Language Transition (ELT)**

The mission of the English Language Transition (ELT) class is to assist non-native, advanced-level English language learners (ELL) to develop and strengthen the knowledge and language skills necessary to achieve their academic, professional, and personal goals. The ELT class provides a supportive learning environment for students while fostering social and intercultural understanding.

## **Boot Camps**

HSE Brain Boot Camp is designed to prepare students for the educational setting. Brain Boot Camp will focus on time management, communication skills, setting and achieving goals, and other elements to help one become a successful student. HSE Boot Camp classes prepare students to take the High School Equivalency exams by offering instruction in the areas of math, reading, writing, math, social studies, and science.

## **Skills for the Workplace/Opportunity Knocks**

According to the U. S. Department of Labor, communication skills, strong character, emotional intelligence, and other 'soft skills' are most lacking in the workforce. These classes are designed to enhance students' employability and open doors to promotion, continuing education, and successful lives.

## **National Adult Education Honor Society (NAEHS)**

The National Adult Education Honor Society provides meaningful recognition to deserving adult education students who have demonstrated dependable attendance, cooperation, and work ethic. Students enrolled in ELL, HSE, and ABE programs are eligible for membership in the NAEHS. Students chosen for membership demonstrate personal initiative and dedication to the pursuit of their educational goals, and will be given a



Certificate of Membership, a letter of recommendation to use for future education applications or job applications, and a membership pin.

## Hours

**Monday'Thursday:** 8 am ' 8 pm

**Friday:** 8 am ' 5 pm

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This page may contain links that are not visible in a printed format. For complete information visit:  
<http://www.wnc.edu/adult-literacy-language/>

# Bookstores

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WNC has bookstores on the Carson campus and on the Fallon campus. The bookstores offer more than just books ' shop for Wildcats gear, gifts, school supplies, sundries and more.

## Carson Campus Bookstore

Bookstore hours and services vary by location and time of year. Please visit the link below or contact the Carson City Bookstore for more information.

<b>Carson City Bookstore</b> Western Nevada College Aspen Building 2201 West College Parkway Carson City, NV 89703	Phone: 775-445-3233 Fax: 775-885-2636
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[Carson City Bookstore](#)

## Fallon Bookstore

Bookstore hours and services vary by location and time of year. Please visit the link below or contact the Fallon Bookstore for more information.

<b>Fallon Bookstore</b> Western Nevada College Virgil Getto Hall 160 Campus Way Fallon, NV 89406	Phone: 775-423-7556 Fax: 775-423-7566
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[Fallon Bookstore](#)

# Child Care

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CDC Handbook  
CDC Job Application

## Enrollment Notice

The Child Development Center is currently at capacity. The center will accept contact information in order to place students on a semester-based waiting list. Please inquire about availability each semester.

## Choosing the Right Child Care

When it comes to a child's development, nothing is more important than quality, loving care. WNC recognized a need for quality child care for its students and the community. That's why the college founded the Child Development Center, with the resources of the college's Early Childhood Education program.

## Age Appropriate Classes

At the Child Development Center, learning is fun! Infants and toddlers are encouraged in developmental and social skills, while older children experience dance, music, books, science, dramatic play, art and computing. Classes are structured around groups of children who have reached the same age and developmental accomplishments. Parents find the center to be a resource they can turn to for insight into their child's development and behavior.

## Age Appropriate Playgrounds

The Child Development Center has two separate playgrounds, one for infants and toddlers and one for preschool children. This assures that children are playing with those of similar physical skills.

## Parent Action Board

The center's programs are strengthened by active parent involvement. The Parent Action Board offers input regarding daily curriculum, enrollment, fund raising and community involvement.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, gender, age, or disability.

## Hours & Fees

Regular hours are Monday through Friday, 7 a.m. to 5:45 p.m.

### Full Time Tuition

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	Non-Students	Students*	Per
"Cubs" (6wks-12 mths)	\$203	\$178	week
"Turtles" (12-24 mths)	\$182	\$157	week
"Bees" (24-36 mths)	\$172	\$147	week

<b>“Pre-K” (3-6 years)</b>	\$156	\$131	week
<b>“Bears” (5-6 years – 1/2 Day)</b>	\$105	\$90	week

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## Part Time Tuition

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	<b>Non-Students</b>	<b>Students*</b>	<b>Per</b>
<b>Infant/Toddler (6wks-3 yrs)</b>	\$8.50	\$6.50	hour
<b>Pre-K (3 yrs-5 yrs)</b>	\$7.50	\$5.50	hour

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## Registration

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	<b>Non-Students</b>	<b>Students*</b>	<b>Per</b>
<b>F/T Spots</b>	\$50.00 Annually July 1st – June 30th	\$20-\$20-\$10 Billed by Semester	
<b>P/T Spots (Per Semester)</b>	\$10.00	\$10.00	semester
<b>Children’s Cabinet Clients</b>	\$40.00	\$40.00	semester

**\*Students:** 6+ units

*Please Note: If your child’s scheduled day falls on a holiday or your child is ill and misses a scheduled day, you are still responsible for tuition for that day.*

# ***Community/Continuing Education***

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## **Community/Continuing Education**

Continuing Education offers non-credit, self-supporting classes and events that enrich the cultural, social, and recreational life of the community. This includes special interest courses, workshops, Motorcycle Rider Courses, Driver Education, and 'College for Kids.' Fees and locations vary per class.

[Register for Continuing Education Classes](#)

[Carson City Community Education](#)

[Fallon Community Education](#)

[Specialty Crop Institute](#)

[Driver Education](#)

[Motorcycle Safety](#)

[College for Kids](#)

## **Economic/Workforce Development**

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 essential components of WNC's programs that include topics such as supervisory training, industrial safety and customer service. Education and training for credit or non-credit can be delivered on-site at the organization or at WNC campuses in Carson City, Fallon or Minden, or in rural communities. Training can also be customized to meet the specific needs of both employers and employees. The development of new programs is often the result. Adaptability and flexibility are key to customized instruction that can be offered at any time during the year, with days and times chosen at the convenience of the organization.

[Browse Courses](#)

# ***Honors Program***

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The WNC Honors Program is designed to challenge students to achieve their highest academic potential. Students enrolled in any major are eligible to participate in the Honors Program.

## **Benefits:**

- 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
- High quality recommendations from college faculty for career, scholarship, or further educational opportunities
- Annual year-end competition for “Best Honors Project”

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

Students in the program earn honors credit for a course by undertaking special course projects in addition to the regular course requirements. Projects are completed on a contractual basis with individual faculty members.

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. During the first week of classes, a student should talk to his/her instructors about participating in the Honors Program.

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 cumulative GPA at graduation are designated as Honors Graduates.

## **Follow these steps to complete an honors project:**

- Obtain project proposal from honors coordinator
- Meet with course instructor within first three weeks of class to devise an appropriate project
- Complete proposal with instructor and also turn it in to honors coordinator by fourth week of semester
- Meet regularly with instructor to ensure project is complete by semester’s end

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**For more information on WNC’s Honors program, please contact the course instructor.**

# ***Job Board***

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Thank you for your interest in employment with Western Nevada College. Below are links to a variety of job opportunities. Choose the type of position that you are seeking, search for jobs, view job announcements, and apply. Some of the links will lead to external web sites.

## **External Candidates**

Use the link below for listings of academic and administrative faculty, part-time faculty and classified staff positions available at Western Nevada College. These listing include full-time and part-time positions. Please use the checkboxes to filter your results.

[External Candidates](#)

## **Internal Candidates (All NSHE Employees)**

To view job opportunities, please use the following steps:

1. Log in to [Workday](#)
2. Search Find Jobs

## **Student Jobs**

Listings of on-campus, off-campus, and tutoring opportunities for students of Western Nevada College are available at [http://lr.wnc.edu/jobs/student\\_jobs/](http://lr.wnc.edu/jobs/student_jobs/).

[On-Campus Jobs](#)

## **Community Job Board**

Western Nevada College receives announcements for a range of off-campus jobs. These positions are not affiliated with WNC. They are posted on the Community Job Board as a service to WNC students, alumni, and the community.

[Search Jobs](#) [Post a Job](#)

## **Position Announcements at other Nevada System of Higher Education (NSHE) Institutions**

To learn more about open positions at any of the other NSHE Institutions, please click a link below:

- [College of Southern Nevada](#)
  - [Desert Research Institute](#)
  - [Great Basin College](#)
  - [Nevada State College](#)
  - [Nevada System of Higher Education System Administration](#)
  - [Nevada System of Higher Education System Computing Services](#)
  - [Truckee Meadows Community College](#)
  - [University of Nevada, Las Vegas](#)
  - [University of Nevada, Reno](#)
-

WNC does not discriminate on the basis of race; color; national origin; sex; disability; age; gender, including a pregnancy-related condition; gender identity or expression; sexual-orientation; protected veterans status; genetics; or religion in its programs and activities and provides equal access to facilities 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 in all programs and activities, including, but not limited to recruitment, admission, financial aid, activities, hiring, promotions, training, terminations, benefits and compensation. Inquiries concerning the application of non-discrimination policies and/or questions as to how to file a complaint of discrimination may be referred to the following individuals: Title IX Coordinator: (775) 445-4231; OR Dean of Student Services: (775) 445-3271; OR Assistant Director of Human Resources: (775) 445-4231; Western Nevada College, 2201 West College Parkway, Carson City, NV 89703. For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481. (Rev. 09/16)

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This page may contain links that are not visible in a printed format. For complete information visit:  
<http://www.wnc.edu/jobs/>



# ***Online Learning***

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WNC uses a platform called Canvas for access to both online and flex courses. Canvas will be used for students to access both online and flex courses.

Use the links below to access online classes, see which web based classes are being offered, learn FAQ's about access, and more.

You can call or chat with Canvas support any time 24 hours a day 7 days a week. Just click on 'Help' at the top of your Canvas screen, or call **(855) 308-2493**.

**Please Note:** Canvas has specific technology requirements. Visit the [Canvas Help Center](#) for more information.

## **Online Classes**

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[Access WNC Online](#)

[Search Web Classes in MyWNC](#)

[WNC Online Student FAQ's](#)

[Online Student Orientation](#)

## **Student Resources**

[Online Degrees & Programs](#)

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## **Technology Resources**

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- [Computer Labs](#)
- [E-mail Accounts and Wireless Access](#)
- [Web Testing Center Schedule](#)

## **Research**

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- [Online Library Research](#)
- [Online Bookstore](#)

# ***Student Life***

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Whether a new student or one who already knows the ropes, there is something for everyone who engages in Student Life activities. Develop new friendships, connect with diverse people and groups, expand your knowledge of WNC, and advance your leadership knowledge and experience. Get involved through activities such as movies, games, athletics, fitness, music, comedy, student organizations and much, much more.

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 Organizations**

### **Associate 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.

### **Student Clubs**

Getting involved on campus will help make your Western Nevada College experience a success.

### **Student Ambassadors**

The WNC student ambassadors are a group of outstanding students who represent WNC on and off campus

## **Campus Life**

### **Email/Wifi**

### **Fitness Center**

### **Bookstores**

### **Roundabout Cafe**

### **Id Cards**

### **Career Fair**

# ***Student Government***

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The Associated Students of Western Nevada (ASWN), 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.

If you have any questions about the ASWN or how we can help you, please feel free to contact us at [ASWN@wnc.edu](mailto:ASWN@wnc.edu) or by phone at **775-445-3324**.

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This page may contain links that are not visible in a printed format. For complete information visit:  
<http://www.wnc.edu/clubs/aswn/>

# ***Student Organizations***

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Getting involved on campus will help make your Western Nevada College experience a success. Here you'll find information about clubs that provide opportunities for fun activities, networking, scholarship and creativity. Take advantage of campus clubs and you'll enhance college life!

[Associated Students of Western Nevada](#)

[2nd Year Nursing Club](#)

[ASL Club](#)

[Association of Latin American Students](#)

[National Student Nurses Association](#)

[Student Veterans of WNC](#)

# Placement Testing

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## Testing Services

Counseling Services offers placement testing and proctoring.

### Placement Testing

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Placement testing is available by appointment at the Carson Campus and on a drop in basis at the Fallon Campus.

**Placement Tests** cover writing, reading and math. Students that plan on taking an English or math course need to take the placement tests. Exceptions are students who have ACT or SAT test scores (which are no more than two years old) or students who have taken English or math at another college.

WNC is committed to student success and facilitating course and degree completion.

All new degree/certificate seeking students will be required to attend a new student orientation, take placement tests or submit alternative test scores, and meet with a WNC Counselor. All students must enroll in math and English classes during their first semester and must be continuously enrolled in mathematics and English courses until a college level class (courses numbered 100 or higher) has been completed in both areas.

[Accuplacer Prep](#) is a free online course with practice tests available to all WNC students. Prepare to do your best on the Accuplacer placement test!

Below shows what scores are needed to place into math and English classes:

	<b>ACT</b>	<b>SAT</b>
<b>English 101</b>	18	440
<b>Math 095</b>	17	400
<b>Math 096</b>	19	470
<b>Math 096D</b>	20	480
<b>Math 120</b>	22	500
<b>Math 126</b>	22	500
<b>Math 127</b>	25	560
<b>Math 128</b>	22	500
<b>Math 176</b>	25	560
<b>Math 181</b>	28	630
<b>Stats 152</b>	25	560

Testing is available by appointment at the Carson City and Fallon campuses. There is a \$15 testing fee for placement tests. Photo identification is also required. Please call or visit Counseling Services for additional information. 775-445-3267

### Exam Proctoring

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**Proctoring** is available for those in need of exam supervision for other colleges, universities and outside

entities. There is a \$15 proctoring fee per exam (WNC staff and students are exempt). To schedule an exam time please contact Counseling Services. 775.445.3267

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This page may contain links that are not visible in a printed format. For complete information visit:  
<http://www.wnc.edu/counseling/placement-testing/>

# ***Adult Education Testing***

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## **HSE Exam Information**

HSE (High School Equivalency) Testing includes the GED, HiSET, and TASC. As of January 2, 2014, all three tests are recognized as valid assessment tests for a High School Equivalency certificate in the state of Nevada. The GED, HiSET and TASC are available in English and Spanish. Testers who are 16 or 17 years old must provide a letter of withdrawal from the high school last attended AND a completed parental consent form.

### **The GED Exam**

The GED test is offered in a computer-based format by appointment only. Testers may register and schedule an appointment through [www.ged.com](http://www.ged.com). The GED schedule is available once the tester has registered and paid \$95 through the online registration.

[Full Process & Future Scheduling Dates](#)

### **The HiSET Exam**

The HiSET Exam is currently only offered in a paper-based format. Registration is done in part online <http://hiset.ets.org/> and in part through the Adult Literacy and Language office during regular business hours. A valid email address is required to create an account. Testers need to finish registering in person before they can be scheduled to test. The cost of the test is \$65.

[Full Process & Future Scheduling Dates](#)

### **The TASC Exam**

The TASC Exam is offered in a paper-based format. Testers must register in person through the Adult Literacy and Language office prior to scheduling for a test during regular business hours. The cost of the test is \$65.

[Full Process & Future Scheduling Dates](#)

## **Hours of Operation**

- Monday ' Thursday 8 a.m. ' 8 p.m.
- Friday 8 a.m. ' 5 p.m.

Bristlecone Building, Room 340

775-445-4451

# ***Transfer Degree Information***

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Transfer degrees are for individuals who plan to transfer from WNC to a four-year college or university to pursue a bachelor's degree. WNC provides quality education at a lower cost, with smaller classes and a comfortable learning environment.

## Associate of Arts Associate of Science Associate of Business

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

## **List of Transfer Programs**

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

- Accounting
- Agriculture
- Animal Science
- Anatomy
- Anthropology
- Architecture
- Art
- Astronomy
- Atmospheric Sciences
- Biochemistry
- Biology
- Business
- Chemistry
- Chemical Engineering
- Civil Engineering
- Communication Arts
- Communicative Disorders
- Computer Engineering
- Computer Science
- Criminal Justice
- Dance
- Dental Hygiene
- Pre-Dentistry
- Drama
- Early Childhood Education



- Economics
- Education
- Electrical Engineering
- English
- Environmental Science

- Finance
- Fish/Wildlife Management
- Foreign Languages
- General Studies
- Geography
- Geology
- Geological Engineering
- History
- Hotel Administration
- Humanities
- Industrial Arts
- Industrial Education
- Information Systems
- Journalism
- Pre-Law
- Liberal Arts
- Pre-Librarianship
- Literature
- Management
- Marketing
- Mathematics
- Pre-Medicine
- Mechanical Engineering
- Metallurgical Engineering
- Meteorology
- Mining Engineering
- Motion Picture and Cinema
- Multicultural (Ethnic) Studies
- Music

- Natural Resources
- Nursing
- Occupational Therapy
- Oceanography
- Pre-Optometry
- Pre-Pharmacy
- Philosophy
- Physician Assistant
- Physical Education
- Pre-Physical Therapy
- Physiology
- Physics
- Political Science
- Psychology
- Public Administration
- Public Relations
- Radiologic Technology
- Recreation
- Religious Studies
- Social Science
- Social Welfare/
- Social Work
- Sociology
- Special Education

- Speech Communication
- Theatre Arts
- Urban Planning
- Pre-Veterinary Medicine
- Vocational Education
- Zoology

## **How WNC Courses Transfer**

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.

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

These courses are not transferable to an NSHE institution and do not apply towards an AA or AS degree. They can be identified by a non-transferable course attribute in the myWNC course catalog.

### **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.

This page may contain links that are not visible in a printed format. For complete information visit:  
<http://www.wnc.edu/transfer-degrees/>

# ***Associate of Arts (AA)***

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## All Degrees & Certificates

The Associate of Arts degree is for students planning to transfer with junior standing to a four-year college or university for a Bachelor of Arts degree. Satisfactory completion of an AA degree guarantees completion of the lower division general education requirements at University of Nevada, Reno; University of Nevada, Las Vegas; Nevada State College; and many other colleges and universities.

All courses to be counted toward this degree must be university transferable. Courses with a number under 100 (such as ENG 95) are not applicable toward the Associate of Arts degree.

Courses that are not transferable are indicated with a nontransferable course attribute in the myWNC course catalog.

A maximum of six units of special topics classes in one subject area may apply toward any WNC degree. See a counselor for the most current information about transferring to another institution.

### *Mission:*

The mission of the Associate of Arts degree program is to provide the academic knowledge and skills for successful transfer to meet higher education goals.

### *Student Outcomes:*

The successful student will:

- Meet the general education student learning outcomes.
- Identify, describe, and apply information, theories, methodologies and approaches from social sciences, humanities or arts.
- Produce effective projects, papers and reports.
- Integrate knowledge and skills from the study of social sciences, humanities or arts to think critically about and develop solutions to contemporary or enduring problems.
- Be prepared to succeed at a transfer institution.

### *Note:*

See a WNC counselor for the most up-to-date information regarding UNR and other university transfer requirements.

## **Requirements**

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

### **Program Requirements**

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The Associate of Arts Degree is designed so students may tailor it to meet degree requirements for a variety of majors at transfer institutions.

#### **Liberal Arts Requirement: 6 Units (Credits)**

Choose from the following. Courses used to meet general education requirements may also be used to fulfill Liberal Art requirements.

- Any foreign language course numbered 200 or higher
- Deaf Studies: [147](#), [148](#)
- ART, ENG, MUS, THTR numbered 200 or higher
- CH, HIST, PHIL numbered 200 or higher

- ANTH, CRJ, ECON, HGPS, PSC, PSY, SOC, SW numbered 200 or higher
- GEOG 200, HDFS numbered 200 or higher

### **Transfer Requirements or General Electives: 22–27 Units (Credits)**

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

## **General Education Requirements**

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### **English/Communications Requirement: 6–8 Units (Credits)**

- English: 100 or 101, 102

### **Fine Arts Requirement: 3 Units (Credits)**

- Art: 100, 101\*, 124, 141, 160, 211, 216, 231, 260, 261,
- Humanities: 101
- Music: 121, 124, 125, 176
- Music: Ensemble: 101\*, 131, 135
- Theatre: 100, 105\*, 180

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

### **Humanities Requirement: 3 Units (Credits)**

UNR transfer students, choose at least one of the following courses: CH201, CH202, HIST105, HIST106, PHIL200, PHIL207

- Core Humanities: 201, 202
- English: 200, 223, 267
- History: 105, 106, 208, 209, 247
- Philosophy: 101, 135, 200, 203, 204, 207, 210

### **Mathematics Requirement: 3 Units (Credits)**

- Mathematics: 120, 126, 127, 128, 176, 181, 182
- Statistics: 152

### **Science Requirement: 6 Units (Credits)**

- Anthropology: 102, 110L
- Astronomy: 109, 110, 120
- Atmospheric Sciences: 117
- Biology: 100, 113, 190 & 190L, 191 & 191L, 200
- Chemistry: 100, 121\*, 122
- Environmental Studies: 100, 101
- Geography: 103, 104
- Geology: 100, 101, 102, 103, 105, 127, 201
- Nutrition: 121
- Physics: 100, 151, 152, 180 & 180L, 181 & 181L, 182 & 182L

*\* Completion of CHEM 121 or BIOL 190 and 190L, BIOL 223 and BIOL 224, and BIOL251 fulfills the science general education requirement.*

### **Social Sciences Requirement: 3 Units (Credits)**

- Anthropology: 101, 201, 202, 212, 215

- Core Humanities: 203
- Criminal Justice: 101, 102
- Economics: 100, 102, 103
- Geography: 106, 200
- History: 101, 102, 111, 217
- Political Science: 103, 208, 231
- Psychology: 101, 102, 233, 234, 240, 261
- Sociology: 101, 261

### **U.S. and Nevada Constitution Requirements: 3 or 6 Units (Credits)**

- Core Humanities: 203
- History: 111
- HIST 101 and one of the following: HIST 102, HIST 217, PSC 100, PSC 208
- History: 101 & 217
- Political Science: 101, 103

# ***Associate of Business (AB)***

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## All Degrees & Certificates

The Associate of Business degree is designed for students who intend to transfer with junior status to a four-year college or university for a bachelor degree in a business-related field. Satisfactory completion of an AB degree guarantees completion of the lower division general education requirements at UNR, UNLV, NSC, and many other colleges and universities.

All courses counting toward this degree must be university transferable. Courses with a number under 100 (such as ENG 95) are not applicable toward this degree. Courses that are not transferable are indicated with a non-transferable course attribute in the myWNC course catalog. A maximum of six units of special topics classes in one subject area may apply toward any WNC degree. See a counselor for the most current information about transferring to another institution.

### *Mission:*

The purpose of the Associate of Business degree is to provide the academic knowledge and skills for successful transfer to meet higher education goals.

### *Student Outcomes:*

Students who have completed the Associate of Business Degree at WNC are expected to demonstrate that they:

- Evaluate the impacts of economic systems and policies
- Summarize, record, analyze, interpret and communicate accounting and financial information for decision making.
- Devise, implement and evaluate marketing (management) decisions, actions and outcomes.
- Describe the changing landscape of the global market and its impact on the United States
- Summarize the impact of social, ethical, legal and diversity issues within contemporary business.
- Have met the general education student learning outcomes.

## **Requirements**

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

### **Program Requirements**

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- Accounting: 201, 202
- Economics: 102, 103, 261, 262
- Information Systems: 101
- Marketing: 210
- Mathematics: 176

*Note: If a student does not meet the prerequisite for MATH 176, MATH 126 may be used as a degree elective and should be taken in the first semester.*

### **Transfer Requirements or General Electives: 12 units**

Students should take courses that meet requirements for their major at their intended transfer school. Students planning to transfer to the University of Nevada Reno, should obtain a transfer handout from WNC Counseling Services or the UNR Transfer Center.

Recommended: BUS 101. For UNR transfer: COM101 or COM113, and two courses from Anthropology 101, Political Science 231, Psychology 101 or Sociology 101.

## General Education Requirements

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### English/Communications Requirement: 6 Units (Credits)

- English: 101, 102

### Fine Arts Requirement: 3 Units (Credits)

- Art: 100, 101\*, 124, 141, 160, 211, 216, 231, 260, 261
- Humanities: 101
- Music: 121, 124, 125, 176
- Music: Ensemble: 101\*, 131, 135
- Theatre: 100, 105\*, 180

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

### Humanities Requirement: 3 Units (Credits)

- Core Humanities: 201, 202
- English: 200, 223, 267
- History: 105, 106, 208, 209, 247
- Philosophy: 101, 135, 200, 203, 204, 207, 210

UNR Transfer students: Include as least one of the following courses: CH201, CH202, HIST105, HIST106, PHIL200, PHIL207

### Science Requirement: 6 Units (Credits)

- Anthropology: 102, 110L
- Astronomy: 109, 110, 120
- Atmospheric Sciences: 117
- Biology: 100, 113, 190 & 190L, 191 & 191L, 200
- Chemistry: 100, 121, 122
- Environmental Studies: 100, 101
- Geography: 103, 104
- Geology: 100, 101, 102, 103, 105, 127, 201
- Nutrition: 121
- Physics: 100, 151, 152, 180 & 180L, 181 & 181L, 182 & 182L

*Note: Completion of CHEM121, BIOL223 and BIOL224, and BIOL251 fulfills the science general education requirement.*

### U.S. and Nevada Constitution Requirements – 3 units.

*Must meet both requirements*

- Core Humanities: 203
- History: 111
- HIST 101 and one of the following: HIST 102, HIST 217, PSC 100, PSC 208
- Political Science: 101, 103



# ***Associate of Science (AS)***

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## All Degrees & Certificates

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

The AS degree is primarily for the student who plans to transfer with junior standing to a four-year college or university for a baccalaureate degree. 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. Courses that are not transferable to an NSHE institution do not apply toward an AS degree and are indicated with a non-transferable course attribute in the myWNC course catalog.

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

### *Mission:*

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

### *Student 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.
- demonstrate the ability to identify the fundamental tenets of scientific inquiry.
- present accurate calculations and symbolic operations, and explain how such calculations and operations are used in the sciences, mathematics or engineering.
- Use critical thinking and creativity to select and apply recognized experimental or observational techniques suitable for examining contemporary or enduring problems in the sciences.
- can succeed at their transfer institutions.

### *Note:*

See a WNC counselor for the most up-to-date information regarding UNR and other university transfer requirements.

## **Requirements**

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

### **Program Requirements**

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Completion of the Associate of Science program requirements, fulfills the respective mathematics and science general education requirements.

#### **Science Requirement: 12 Units (Credits)**

Choose a minimum of eight units from Group A.

#### **Group A**

- Anthropology: [102](#) & [110L](#)
- Biology: [190](#) & [190L](#), [191](#) & [191L](#), [251](#)
- Chemistry: [121](#), [122](#)
- Geography: [103](#) & [104](#), or [121](#)
- Geology: [101](#), [102](#), [103](#)
- Physics: [151](#), [152](#), [180](#) & [180L](#), [181](#) & [181L](#), [182](#) & [182L](#)

## Group B

- Astronomy: [109](#), [110](#), [120](#)
- Atmospheric Sciences: [117](#)
- Biology: [200](#), [223](#), [224](#)
- Chemistry: [220](#)
- Computer Engineering: [201](#)
- Computer Science: [135](#), [202](#)
- Engineering: [100](#)
- Environmental Studies: [100](#), [101](#)
- Geology: [105](#), [201](#)
- Mechanical Engineering: [241](#), [242](#)

## Mathematics Requirement: 6 Units (Credits)

MATH 181 or higher required.

- Mathematics: [126](#), [127](#), [128](#), [176](#), [181](#), [182](#), [283](#), [285](#), [330](#)
- Statistics: [152](#)

## Transfer Requirements and General Electives (19–24 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.

## General Education Requirements

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### English/Communications Requirement: 6–8 Units (Credits)

- English: [100](#) or [101](#), [102](#)

### Fine Arts Requirement: 3 Units (Credits)

- Art: [100](#), [101\\*](#), [124](#), [141](#), [160](#), [216](#), [231](#), [260](#), [261](#)
- Humanities: [101](#)
- Music: [121](#), [124](#), [125](#), [176](#)
- Music: Ensemble: [101\\*](#), [131](#), [135](#)
- Theatre: [100](#), [105\\*](#), [180](#)

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

### Humanities Requirement: 3 Units (Credits)

UNR students choose at least one of the following courses: CH 201, CH202, HIST105, HIST106, PHIL200, PHIL207

- Core Humanities: [201](#), [202](#)
- English: [200](#), [223](#), [267](#)
- History: [101](#), [135](#), [200](#), [203](#), [204](#), [207](#), [210](#)
- Philosophy: [101](#), [135](#), [200](#), [203](#), [204](#), [207](#), [210](#)

**Mathematics Requirement: See Program Requirements**

**Science Requirement: See Program Requirements**

**Social Sciences Requirement: 3 Units (Credits)**

- Anthropology: 101, 201, 202, 212, 215
- Core Humanities: 203
- Criminal Justice: 101, 102
- Economics: 100, 102, 103
- Geography: 106, 200
- History: 101, 102, 111, 217
- Political Science: 103, 208, 231
- Psychology: 101, 102, 233, 234, 240, 261
- Sociology: 101, 261

**U.S. and Nevada Constitution Requirements: 3 or 6 Units (Credits)**

- Core Humanities: 203
- History: 111
- HIST 101 and one of the following: HIST 102, HIST 217, PSC 100, PSC 208
- Political Science: 103
- History and Political Science Combination (History 101 & Political Science 208)

# ***Associate of General Studies (AGS)***

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## All Degrees & Certificates

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.

In some cases, courses may not transfer to other Nevada community colleges and Nevada State College or other colleges and universities. See a WNC counselor for the latest transfer information. Courses with a number under 100 (such as ENG 95) are not applicable toward an Associate of General Studies degree.

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

### *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 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.

## **Requirements**

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

### **English/Communications Requirement: 6 Units (Credits)**

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, English 101, English 102, English 107 or any other 200 level English class)

### **Fine Arts and Humanities Requirements: 3 Units (Credits)**

- Deaf Studies
- Art
- Core Humanities: 201, 202
- Crafts
- English: 190, 200, 223, 243, 250, 252, 267, 271, 282, 297
- Foreign Languages
- Graphic Communications
- History: 105, 106, 207, 208, 209, 247
- Humanities: 101

- Music
- Philosophy (Except PHIL 102, 114)
- Theatre: 100, 105, 180

### **Mathematics Requirement: 3 Units (Credits)**

- Business: 109
- Economics: 261, 262
- Mathematics
- Psychology: 210
- Sociology: 210
- Statistics: 152

### **Science Requirement: 3 Units (Credits)**

- Anthropology: 102, 110L
- Astronomy: 109, 110, 120
- Atmospheric Sciences: 117
- Biology (Except BIOL 208, 223, 224, 251)
- Chemistry (Except CHEM 220, 241, 241L, 242, 242L)
- Environmental Studies
- Geography: 103, 104
- Geology (Except GEOL 111, 112, 113, 299)
- Nutrition: 121
- Physics (Except PHYS 293)

### **Social Sciences Requirement: 3 Units (Credits)**

- Anthropology: 101, 201, 202, 210, 212, 215
- Core Humanities: 203
- Criminal Justice
- Economics: 100, 102, 103
- Geography: 106, 200
- History: 101, 102, 111, 217, 295
- Political Science
- Psychology (Except PSY 210)
- Sociology (Except SOC 210)

### **U.S. and Nevada Constitution Requirements: 3 or 6 Units (Credits)**

- Core Humanities: 203
- History: 111
- HIST 101 and one of the following: HIST 102, HIST 217, PSC 100, PSC 208
- Political Science: 103
- History and Political Science Combination (History 101 & Political Science 208)

### **General Electives: 36 or 39 Units (Credits)**

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

This page may contain links that are not visible in a printed format. For complete information visit:  
<http://www.wnc.edu/degrees/ags/>

# ***Associate of Applied Science (AAS)***

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## All Degrees & Certificates

Students enrolled in an applied science program 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.

Although the AAS degree is not designed to be a transfer program, some courses will transfer to four-year colleges or universities. Students who wish to transfer to a four-year school should consult a WNC counselor. Courses with a number under 100 (such as ENG 95) are not applicable toward an Associate of Applied Science degree at WNC.

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

### *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 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.

### *Note:*

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

Students with previous occupational or practical experience may be eligible to challenge certain course requirements and prerequisites.

## **Requirements**

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

### **English/Communications Requirements: 6 Units (Credits)**

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, English 101, English 102, English 107 or any other 200 level English course)

### **Human Relations Requirement: 3 Units (Credits)**

- Anthropology: 101, 201

- Business: 110
- Counseling and Personal Development: 117, 129
- Criminal Justice: 270
- Early Childhood Education: 121
- Educational Psychology: 150
- Human Development & Family Studies: 201, 202
- Management: 201, 212, 283
- Nursing: 261
- Psychology (Except PSY 210)
- Sociology (Except SOC 210)

### **Humanities/Social Science Requirements: 3 Units (Credits)**

Choose from either humanities or social science areas:

#### **Humanities Area:**

- Art: 100, 101\*, 124, 160, 224, 241, 260, 261
- Core Humanities: 201, 202
- English: 200, 221, 223, 250, 261, 266, 267, 271, 275
- History: 105, 106, 207, 208, 209, 247
- Humanities: 101
- Music: 111\*, 121, 124, 125, 134, 176
- Music: Ensemble: 131, 135
- Philosophy (Except PHIL 102, 114)
- Theatre: 100, 105, 180

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

#### **Social Sciences Area:**

- Anthropology: 101, 201, 202, 210, 212, 215
- 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
- Political Science
- Psychology (Except PSY 210)
- Sociology (Except SOC 210)

### **Mathematics Requirement: 3 Units (Credits)**

- Business: 109
- Economics: 261, 262
- Mathematics
- Psychology: 210
- Sociology: 210
- Statistics: 152

### **Science Requirement: 3 Units (Credits)**

- Anthropology: 102, 110L
- Astronomy: 109, 110, 120
- Atmospheric Sciences: 117
- Biology (Except BIOL 208, 223, 224, 251)
- Chemistry (Except CHEM 220, 241, 241L, 242, 242L)
- Environmental Studies
- Geography: 103, 104
- Geology (Except GEOL 111, 112, 113, 299)



- Nutrition: 121
- Physics (Except PHYS 293)

### **U.S. and Nevada Constitution Requirements: 3 or 6 Units (Credits)**

Must meet both requirements. Choose from the following:

- Core Humanities: 203
- History: 111
- HIST 101 and one of the following: HIST 102, HIST 217, PSC 100, PSC 208
- Political Science: 103
- History and Political Science Combination (History 101 and Political Science 208)

### **Program Requirements and General Electives**

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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.

Program requirements can be found on the programs of study pages.

# ***Certificate of Achievement (CP)***

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## All Degrees & Certificates

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.

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

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

Courses with a number under 100 (such as ENG 095) are not applicable toward a certificate of achievement at WNC.

In some cases, courses which may apply toward a WNC degree may not transfer to UNR, UNLV, other Nevada community colleges, Nevada State College or to other colleges and universities. See a WNC counselor for the latest transfer information.

[View Gainful Employment information for WNC certificates.](#)

### *Mission:*

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

### *Student 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.

## **Requirements**

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

### **English/Communications Requirement: 3–6 Units (Credits)**

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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, English 101, English 102, English 107 or any other 200 level English class)

### **Human Relations Requirement: 1–3 Units (Credits)**

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- Anthropology: 101, 201
- Business: 110
- Counseling and Personal Development: 117, 129
- Criminal Justice: 270
- Early Childhood Education: 121
- Educational Psychology: 150
- Human Development & Family Studies: 201, 202
- Management: 201, 212, 283
- Nursing: 261
- Psychology (Except PSY 210)
- Sociology (Except SOC 210)

## **Mathematics Requirement: 3 Units (Credits)**

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- Business: 109
- Economics: 261, 262
- Mathematics
- Psychology: 210
- Sociology: 210
- Statistics: 152

## **Program Requirements**

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

# ***Certification and Licensing Preparation (CL)***

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## All Degrees & Certificates

Certification and licensing preparation programs are designed to prepare students to take state or other certified licensing exams. It is important to note that while these programs prepare students to obtain a certification, WNC does not grant these certifications.

### *Note:*

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

Upon successful course completion (with a grade of C or better), WNC will issue a certificate of completion for the following courses of student, unless otherwise noted.

# Technology - Automated Systems AAS

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## All Degrees & Certificates

This degree further develops knowledge and skills for the automated environment where the integration of computers and electronic technologies control industrial systems and machines in manufacturing, distribution and logistics environments. The MT1 credential is earned as part of this degree and courses include SolidWorks for 3-D modeling and Alternative Energy, in addition to electronics used in manufacturing, integrated computer tools, wiring and PLC electrical controls. This degree provides students with technical theory and hands-on practice to install, operate and maintain automated systems for a variety of industries.

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**Salary:** \$39,350–\$62,190 / year (Nevada)

**Career Outlook:** Average growth

**Good To Know:** Offers broad career opportunities & room for advancement. Offers broad career opportunities in automated environments of manufacturing, logistics and distribution.

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### Mission:

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

### Student Outcomes:

Students who complete programs in occupational areas are expected to demonstrate 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 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.

## Requirements

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

### Program Requirements 36 Units (Credits)

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<u>AIT 101</u>	Fundamentals of Applied Industrial Technology	4
<u>AIT 121</u>	Electrical Control Systems	1
<u>AIT 155</u>	Applied Industrial Technology Hands On Lab	3
<u>ET 104</u>	Fabrication and Soldering Techniques	3
<u>ET 131</u>	DC for Electronics	4
<u>ET 132</u>	AC for Electronics	4
<u>MT 115</u>	Applied Programmable Logic Controllers I	3
<b>Program Electives (Choose 14 units from the following program electives)</b>		
<u>CADD 100</u>	Introduction to Computer Aided Drafting	3

<u>CADD 245</u>	Solid Modeling and Parametric Design	3
<u>CIT 161</u>	Essentials of Information Security	3
<u>DFT 110</u>	Blueprint Reading For Industry	3
Any AIT, ELM, ET or MT course		

## **General Education Requirements 24 Units (Credits)**

English/Communications Requirement Recommended: <u>BUS 107</u> ; Must include a writing course.	6
Human Relations Recommended: <u>BUS 110</u>	3
Humanities/Social Science Requirement	3
Mathematics Requirement	3
Science Requirement	3
U.S. and Nevada Constitution Requirement	3
General Elective	3

## **Suggested Course Sequence**

**Program Requirements:** 60 Credits. Please see a counselor or academic advisor for more information.

### **1st Year**

#### **First Semester: 14 Credits**

<u>AIT 101</u>	4
<u>AIT 155</u>	3
English Course (BUS 107 Recommended)	3
<u>ET 131</u>	4

#### **Second Semester: 16 Credits**

<u>ET 132</u>	4
General Elective	3
Human Relations Course	3
Humanities/Social Science	3
<u>MATH 110</u>	3

### **2nd Year**

#### **Third Semester: 14–16 Credits**

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<u>AIT 121</u>	1
English Course	3
Program Electives	7-9
U.S./Nevada Constitution	3

**Fourth Semester: 14-16 Credits**

<u>ET 104</u>	3
<u>MT 115</u>	3
Program Electives	5-7
Science Course	3

# Technology - General Industrial AAS

## All Degrees & Certificates

The Associate of Applied Science Technology degree in General Industrial Technology is designed to develop skills and knowledge that can be applied in a variety of industries and facilities with a focus on installation, maintenance and management of technical, electrical, and mechanical systems. A broad base of study in electronics, fluid power, mechanical systems, machine tool, welding and wiring is offered. Hands-on practice and theoretical knowledge will prepare individuals for a variety of entry-level electrical/mechanical technician positions or technical support positions in the industrial, manufacturing, technology or commercial environments.

**Salary:** \$30,550–\$47,930 / year (Nevada)

**Career Outlook:** Above average growth

**Good To Know:** Leads to employment as a maintenance or industrial technician

### Mission:

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

### Student 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.
- Are able to locate, evaluate and properly utilize the tools and resources appropriate to a technology professional.
- Are able to 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.
- Have developed an appreciation of the need and importance of lifelong learning.

## Requirements

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

### Program Requirements 36 Units (Credits)

<u>AIT 101</u>	Fundamentals of Applied Industrial Technology	4
<u>AIT 155</u>	Applied Industrial Technology Hands On Lab	3
<u>DFT 110</u>	Blueprint Reading For Industry	3
Any MTT courses		5
Any WELD courses		5
Choose at least 16 units from the following: AIT, CADD, ELM, ET, ENRG, IT, MTT, MT, WELD		16

### General Education Requirements 24 Units (Credits)

English/Communications Requirements	6
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Recommended: BUS107 Must include a writing course	
Human Relations Recommended: BUS 110	3
Humanities/Social Science Requirement	3
Mathematics Requirement Recommended: MATH 110	3
Science Requirement	3
U.S. and Nevada Constitution Requirement	3
General Elective	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.

## Suggested Course Sequence

**Program Requirements:** 60 Credits. Please see a counselor or academic advisor for more information.

### 1st Year

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#### First Semester: 16 Credits

<u>AIT 101</u>	4
<u>AIT 155</u>	3
English Course (BUS 107 Recommended)	3
Mathematics Course (BUS 110 recommended)	3
<u>MTT 105</u>	3

#### Second Semester: 12 Credits

English Course	3
<u>MTT 110</u>	3
Program Elective	3
Science Requirement	3

### 2nd Year

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#### Third Semester: 14 Credits

Human Relations Course (BUS 110 Recommended)	3
Humanities/Social Science Course	3
Program Electives	5
<u>WELD 211</u>	3

**Fourth Semester: 14 Credits**

General Elective	3
Program Electives	6
US and Nevada Constitution	3
<u>WELD 221</u>	2

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<http://www.wnc.edu/degrees/aas-tech/>

# Technology - Mechatronics AAS

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## All Degrees & Certificates

This technical degree program ensures hands-on experience and operational knowledge of mechatronics in a complex system as aligned with the rigorous Siemens industry certification exam objectives. The program courses include specialization in electrical, mechanical, fluid power, and programmable logic control modules while solidifying skills for advanced manufacturing, including project management, process optimization, research, cost control, safety, documentation, and effective teamwork. The degree specialization will prepare students for certification exams at both Level 1 and Level 2 of the Siemens Certified Mechatronic Systems program.

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**Salary:** \$57,400–\$92,210 / year (Nevada)

**Career Outlook:** Above Average Growth

**Good To Know:** Leads to employment as: Manufacturing Technician, Engineering Technician, Industrial Technician, Robotics Technician, Systems Technician, Production Lead

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### *Mission:*

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

### *Student 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.
- Are able to locate, evaluate and properly utilize the tools and resources appropriate to a technology professional.
- Are able to 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.
- Have developed an appreciation of the need and importance of lifelong learning.

## Requirements

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

### **Program Requirements: 34 Units (Credits) Units (Credits)**

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<u>AIT 101</u>	Fundamentals of Applied Industrial Technology	4
<u>AIT 250</u>	Mechatronics: Electrical Components	3
<u>AIT 251</u>	Mechatronics: Mechanical Components	3
<u>AIT 252</u>	Mechatronics: Pneumatic and Hydraulic	3
<u>AIT 253</u>	Mechatronics: Programmable Logic Controllers	3
AIT270		3
AIT271		3
AIT272		3
AIT273		3

AIT274		3
AIT275		3
<b>Program Electives (Choose 2 units from the following program electives)</b>		
Any AIT, CADD, ET, ELM, ENRG, or MT course		

## **General Education Requirements: 24 Units (Credits) Units (Credits)**

English/Communications Requirement Recommended: <u>BUS 107</u> , <u>BUS 108</u> (writing course), <u>ENG100</u> , <u>ENG 101</u> , <u>ENG 102</u> , <u>ENG 107</u> or other 200 level English course	6
Human Relations Requirement Recommended: <u>BUS 110</u>	3
Humanities/Social Science Requirement	3
Mathematics Requirement Recommended: <u>MATH 110</u>	3
Science Requirement	3
U.S. and Nevada Constitution	3
General Elective	3

## **Suggested Course Sequence**

**Program Requirements:** 60 Credits. Please see a counselor or academic advisor for more information.

### **1st Year**

#### **First Semester: 16 Credits**

<u>AIT 101</u>	4
<u>AIT 250</u>	3
<u>AIT 251</u>	3
<u>AIT 252</u>	3
<u>AIT 253</u>	3

#### **Second Semester: 17 Credits**

English	3
English Course (BUS 107 or ENG 107 Rec.)	6
Math Course	3
Program Elective	2
Science Course	3

## 2nd Year

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### Third Semester: 15 Credits

AIT270	3
AIT271	3
AIT272	3
Human Relations	3
Humanities/Social Science Course	3

### Fourth Semester: 15 Credits

AIT273	3
AIT274	3
AIT275	3
General Elective	3
U.S./Nevada Constitution	3

# ***Industrial Electronics Technology - CP***

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## All Degrees & Certificates

Designed to provide fundamental knowledge of and experience with industrial electronic components and systems to learn job skills applicable in a variety of technical environments including automated systems. Students will learn about and use equipment, tools, and processes that involve electrical and electronic equipment to prepare for International Society of Certified Electronics Technicians (ISCET) certification as a Certified Electronics Technician associate, and be prepared to work as a technician in assembly or troubleshooting positions.

## **Requirements**

**A minimum of total credits chosen from the following categories:**

### **Subject Requirements 18 Units (Credits)**

---

<u>AIT 101</u>	Fundamentals of Applied Industrial Technology	4
<u>ET 104</u>	Fabrication and Soldering Techniques	3
<u>ET 131</u>	DC for Electronics	4
<u>MT 115</u>	Applied Programmable Logic Controllers I	3
<b>Choose as least four units from:</b>		
<u>AIT 121</u>	Electrical Control Systems	2
<u>AIT 155</u>	Applied Industrial Technology Hands On Lab	1-4
<u>AIT 198</u>	Special Topics in Applied Industrial Technology	1-4
<u>AIT 200</u>	Applied Industrial Technology Projects	1-4
<u>ET 132</u>	AC for Electronics	4
<u>ET 198</u>	Special Topics in Electronics	1-4
<u>ET 200</u>	Electronics Projects	1-4

### **General Education Requirements 12 Units (Credits)**

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English/Communications Requirement-must include a writing course. Recommended: BUS107 and BUS 108, <u>ENG 101</u> , or <u>ENG 107</u>	6
Human Relations Requirement. Recommended: <u>BUS 110</u>	3
Mathematics Requirement. Recommended: <u>MATH 110</u>	3

This page may contain links that are not visible in a printed format. For complete information visit:  
<http://www.wnc.edu/degrees/cp-iet/>

# General Industrial Technology - CP

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## All Degrees & Certificates

The General Industrial Technology Certificate of Achievement is designed to develop skills and knowledge that can be applied in a variety of industries and facilities with a focus on installation, maintenance and management of technical, electrical and mechanical systems. Hands-on practice and theoretical knowledge will prepare individuals for a variety of entry-level electrical/mechanical technician positions or technical support positions in the industrial, manufacturing, technology or commercial environments. Students will be prepared to earn their Manufacturing Technical level 1 certification, endorsed by the National Association of Manufacturers.

## Requirements

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

### Program Requirements 18 Units (Credits)

---

<u>AIT 101</u>	Fundamentals of Applied Industrial Technology	4
Any Machine Tool Technology courses		5
Any Welding courses		5
<b>Choose at least 4 units from:</b>		
Applied industrial Technology		4
Electrical Theory		
Electronics Technology		
Energy		
Industrial Plant Mechanics		
Machine Tool Technology		
Mechanical Technology		
Welding		

### General Education Requirements 12 Units (Credits)

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English/Communications Requirement-must include a writing course Must include a writing course. Recommended: BUS 107 and BUS 108, ENG 101 or ENG 107	6
Human Relations Requirement Recommended: BUS 110	3
Mathematics Requirement Recommended: <u>MATH 110</u>	3



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<http://www.wnc.edu/degrees/cp-git-cp/>

# ***Mechatronics - CP***

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## All Degrees & Certificates

This certificate covers the fields of electricity, mechanics, fluid power and programmable logic controllers while also teaching important skills for advanced manufacturing, including project management, process management and optimization, cost controlling, safety and effective teamwork.

## **Requirements**

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

### **Program Requirements: 18 Units (Credits)**

<u>AIT 101</u>	Fundamentals of Applied Industrial Technology	4
<u>AIT 102</u>	Measurement Tools and Methods	2
<u>AIT 250</u>	Mechatronics: Electrical Components	3
<u>AIT 251</u>	Mechatronics: Mechanical Components	3
<u>AIT 252</u>	Mechatronics: Pneumatic and Hydraulic	3
<u>AIT 253</u>	Mechatronics: Programmable Logic Controllers	3

### **General Education Requirements Units (Credits)**

English/Communications Requirement Must include a writing course. Recommended: <u>BUS 107</u> Business Speech and <u>ENG 107</u> Technical Writing or <u>ENG 101</u> Composition I	6
Human Relations Requirement Recommended: <u>BUS 110</u> Human Relations for Employment	3
Mathematics Requirement Recommended: <u>MATH 110</u> Shop Mathematics	3

# ***Industrial Electronics Technician***

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## All Degrees & Certificates

This course of study prepares students for the Certified Electronics Technician Associate Exam, which is administered by the International Society of Certified Electronics Technicians (ISCET). Upon completion of the coursework student will have learned basic electronics, math, DC and AC circuits, transistors and troubleshooting.

## **Requirements**

**A minimum of total credits chosen from the following categories:**

<u>AIT 101</u>	Fundamentals of Applied Industrial Technology	4
<u>ET 131</u>	DC for Electronics	4
<u>ET 132</u>	AC for Electronics	4

# Manufacturing Technician

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## All Degrees & Certificates

The Manufacturing Technician 1 (MT1) credential ensures that an individual is prepared for manufacturing positions including fundamental knowledge and skills in electrical, fluid power and control systems. The course of study includes precision measurement, process and machine troubleshooting, problem-solving, machine maintenance concepts, and basic use of diagnostic, visual and statistical tools. Students will prepare for the nationally recognized certification exams covering broad-based knowledge of the multi-step processes needed to successfully analyze, troubleshoot and solve problems beyond the scope of typical machine operators.

### **GET STARTED**

- [Apply for admission to WNC](#)
- [Register for Classes](#)

Upon successful course completion, with a grade of C or better, WNC will issue a certificate of completion for the course(s) of study.

## **Requirements**

**A minimum of total credits chosen from the following categories:**

<a href="#">AIT 101</a>	Fundamentals of Applied Industrial Technology	4
<a href="#">AIT 155</a>	Applied Industrial Technology Hands On Lab	3
<a href="#">AIT 200</a>	Applied Industrial Technology Projects	3

# ***Mechatronics Foundation***

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## All Degrees & Certificates

Mechatronics Systems are complex electrical, mechanical and computer technologies integrated into automated systems in high-tech industrial environments. This advanced program of study prepares students to earn the Siemens Certified Mechatronic Systems Assistant Level 1 Certification, an internationally recognized credential documenting demonstrated skills with root cause analysis, historical analysis for preventive maintenance and system-level troubleshooting.

## **Requirements**

**A minimum of 16 total credits chosen from the following categories:**

<u>AIT 101</u>	Fundamentals of Applied Industrial Technology	4
<u>AIT 250</u>	Mechatronics: Electrical Components	3
<u>AIT 251</u>	Mechatronics: Mechanical Components	3
<u>AIT 252</u>	Mechatronics: Pneumatic and Hydraulic	3
<u>AIT 253</u>	Mechatronics: Programmable Logic Controllers	3

# ***Mechatronics 2***

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## All Degrees & Certificates

Building upon the Mechatronics Level 1 certificate, Mechatronics Level 2 represents continued development of the knowledge and skills technicians need to work with electrical, mechanical, fluid power, and PLC components. Level 2 coursework incorporates programming of modules, implementing and modifying processes and tools, and troubleshooting complex issues in mechatronic systems. WNC holds the distinction of being a Siemens Industrial Training (SITRAIN) partner school, and the series of six level-two classes prepares students for the rigorous Mechatronic Systems Associate exam which validates knowledge and skill through this internationally recognized credential.

## **Requirements**

**A minimum of total credits chosen from the following categories:**

AIT270		3
AIT271		3
AIT272		3
AIT275		3
AIT273		3
AIT274		3

# Technology - Automotive Mechanics AAS

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## All Degrees & Certificates

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.

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**Salary:** \$29,990–\$50,960 / year (Nevada)

**Career Outlook:** 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.

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### *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 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
- Are able to communicate effectively and appropriately, in oral and written form.
- Are able to locate, evaluate and properly utilize the tools and resources appropriate to a technology professional.
- Are able to 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.
- Have developed an appreciation of the need and importance of lifelong learning.

## Requirements

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

### **Program Requirements 36 Units (Credits)**

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<u>AUTO 101</u>	Introduction to General Mechanics	3
<u>AUTO 115</u>	Auto Electricity & Electronics I	4
<u>AUTO 117</u>	Advanced Auto Electronics	4
<u>AUTO 130</u>	Engine Reconditioning	3
<u>AUTO 145</u>	Automotive Brakes	4
<u>AUTO 155</u>	Steering & Suspension	4
<u>AUTO 160</u>	Auto Air Conditioning & Heating	3
<u>AUTO 210</u>	Automatic Transmission & Transaxles I	3

<u>AUTO 225</u>	Engine Performance I/Fuel & Ignition	4
<u>AUTO 227</u>	Engine Performance II/Emission Control	4

## General Education Requirements 24 Units (Credits)

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

## Suggested Course Sequence

**Program Requirements:** 60 Credits. Please see a counselor or academic advisor for more information.

### 1st Year

#### First Semester: 16 Credits

<u>AUTO 101</u>	3
<u>AUTO 115</u>	4
<u>AUTO 130</u>	3
<u>BUS 107</u>	3
Mathematics Course	3

#### Second Semester: 15 Credits

<u>AUTO 117</u>	4
<u>AUTO 145</u>	4
<u>AUTO 225</u>	4
Humanities/Social Science Course	3

### 2nd Year

#### Third Semester: 14 Credits

<u>AUTO 155</u>	4
<u>AUTO 160</u>	3
<u>AUTO 227</u>	4



Science Course	3
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**Fourth Semester: 15 Credits**

<u>AUTO 210</u>	3
<u>BUS 108</u>	3
<u>BUS 110</u>	3
Science Course	3
U.S./Nevada Constitution	3

# Automotive Mechanics

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## All Degrees & Certificates

Offers students an opportunity to acquire the necessary skills and technical theory for a successful career as an automotive mechanic. Individuals already employed in the automotive mechanics field will be able to upgrade their knowledge.

### **Automotive Technology National Certification:**

Following an extensive examination of its courses, instructors and facilities, Western has earned a certification from the National Automotive Technicians Education Foundation (NATEF).

## **Requirements**

**A minimum of 31 total credits chosen from the following categories:**

### **Program Requirements 19 Units (Credits)**

---

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

### **General Education Requirements 12 Units (Credits)**

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English/Communications Requirements Must include a writing course	6
Human Relations Requirement Recommended: <u>BUS 110</u>	1
Mathematics Requirement	3
General Electives	2

### **Note**

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[View Gainful Employment Information](#)

# Automotive Service Excellence

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## All Degrees & Certificates

The following classes prepare students for ASE Exams. Upon successful course completion, with a grade of C or better, WNC will issue a certificate of completion for the courses of study.

### Requirements

A minimum of total credits chosen from the following categories:

#### Brakes Technician 11 Units (Credits)

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<u>AUTO 101</u>	Introduction to General Mechanics	3
<u>AUTO 115</u>	Auto Electricity & Electronics I	4
<u>AUTO 145</u>	Automotive Brakes	4

#### Electrical Technician 11 Units (Credits)

---

<u>AUTO 101</u>	Introduction to General Mechanics	3
<u>AUTO 115</u>	Auto Electricity & Electronics I	4
<u>AUTO 117</u>	Advanced Auto Electronics	4

#### Steering and Suspension Technician 11 Units (Credits)

---

<u>AUTO 101</u>	Introduction to General Mechanics	3
<u>AUTO 115</u>	Auto Electricity & Electronics I	4
<u>AUTO 155</u>	Steering & Suspension	4

#### Engine Performance Technician 11 Units (Credits)

---

<u>AUTO 101</u>	Introduction to General Mechanics	3
<u>AUTO 115</u>	Auto Electricity & Electronics I	4
<u>AUTO 225</u>	Engine Performance I/Fuel & Ignition	4

# ***Automotive Collision Repair***

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All Degrees & Certificates

Prepares students for Automotive Service Excellence and I-Car Exams.

## **Requirements**

**A minimum of 12 total credits chosen from the following categories:**

AUTB 120		3
AUTB 125		3
AUTB 200		3
AUTB 205		3

# ***Business-Accounting AAS***

---

## All Degrees & Certificates

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:** \$25,600–\$37,800 / year (Nevada)

**Career Outlook:** Above average growth; demand is increasing as regulations for bookkeepers standards and auditing become stricter.

**Good To Know:** Tax preparation growth is on the decline as tax software becomes more widely used.

---

## *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 Outcomes:*

- Articulate and demonstrate personal employment related knowledge, skills and abilities
- Evaluate the impacts of economic systems and policies
- Summarize, record, analyze, interpret and communicate accounting and financial information for decision making.
- Devise, implement and evaluate managerial decisions, actions and outcomes.
- Apply technology to aid in communications and decision making.
- Present research, data, analysis and conclusions through written and oral means.
- Describe the changing landscape of the global market and its impact on the United States.
- Summarize the impact of social, ethical, legal and diversity issues within contemporary business.
- Develop business, financial and marketing plans for established and emerging businesses.

## **Requirements**

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

### **Core Business Requirements 30 Units (Credits)**

---

<u>ACC 201</u>	Financial Accounting	3
<u>ACC 202</u>	Managerial Accounting	3
<u>BUS 101</u>	Introduction to Business	3
<u>BUS 273</u>	Business Law I	3
<u>BUS 299</u>	Business Capstone	3
<u>ECON 102</u>	Principles of Microeconomics	3
<u>ECON 103</u>	Principles of Macroeconomics	3
<u>IS 101</u>	Introduction to Information Systems	3
or <u>IS 201</u>	Computer Applications	
<u>MGT 201</u>	Principles of Management	3

## Accounting Degree Requirements 6 Units (Credits)

<u>ACC 203</u>	Intermediate Accounting I	3
<u>ACC 220</u>	Microcomputer Accounting Systems	3
or <u>ACC 223</u>	Introduction to QuickBooks	

## Accounting Electives: Choose 9 units from the following: 9 Units (Credits)

<u>ACC 105</u>	Taxation For Individuals	3
<u>ACC 180</u>	Payroll & Employee Benefit Accounting	3
<u>ACC 204</u>	Intermediate Accounting II	3
<u>ACC 220</u>	Microcomputer Accounting Systems	3
<u>ACC 223</u>	Introduction to QuickBooks	3
<u>ACC 261</u>	Governmental Accounting	3
<u>ACC 290</u>	Certified Bookkeeper Course	6
<u>ACC 295</u>	Work Experience I	3
<u>COT 262</u>	Intermediate Spreadsheets Concepts	3
<u>ECON 261*</u>	Principles of Statistics I	3
<u>ECON 262*</u>	Principles of Statistics II	3

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

## General Education Requirements 15 Units (Credits)

English/Communications Requirement-must include a writing course <u>BUS 107</u> and <u>BUS 108</u> or <u>ENG 101*</u> and <u>ENG 102*</u>	6
Mathematics Requirement	3
Science Requirement	3
U.S. and Nevada Constitution Requirement	3

*Recommended for students who plan to transfer and enroll in a bachelor's degree program.*

## Suggested Course Sequence

**Program Requirements:** 60 Credits. Please see a counselor or academic advisor for more information.

### 1st Year

**First Semester: 15 Credits**

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<u>ACC 201</u>	3
<u>BUS 101</u>	3
<u>BUS 107</u> or <u>ENG 101</u>	3
<u>ECON 102</u>	3
<u>IS 101</u> or <u>IS 201</u>	3

**Second Semester: 15 Credits**

<u>ACC 202</u>	3
<u>BUS 108</u> or <u>ENG 102</u>	3
<u>BUS 109</u>	3
<u>ECON 103</u>	3
<u>MGT 201</u>	3

**2nd Year**

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**Third Semester: 15 Credits**

<u>ACC 203</u>	3
Accounting Elective	3
<u>BUS 273</u>	3
<u>MKT 210</u>	3
U.S./Nevada Constitution	3

**Fourth Semester: 15 Credits**

<u>ACC 220</u> OR <u>ACC 223</u>	3
Accounting Elective	6
<u>BUS 299</u>	3
Science Requirement	3

# General Business AAS

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## All Degrees & Certificates

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.

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**Salary:** \$33,550–\$59,240 / year (Nevada)

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

**Good To Know:** Often includes hiring, training and supervising employees, although the increased use of computers may require managers to handle professional tasks with fewer employees

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### *Mission:*

Prepare for career entry or advancement in accounting, business, management and marketing. Students develop knowledge, skills and abilities to 'succeed in today's dynamic business environment. WNC offers Associate of Applied Science degrees for direct entry into the business world or an Associate of Business degree that transfers to four-year institutions.

### *Student Outcomes:*

Upon completing a Business Certificate or AAS Business degree from Western Nevada College, students will be able to:

- Articulate and demonstrate their personal employment related knowledge, skills and abilities.
- Evaluate the impact of various economic systems and policies.
- Summarize, record, analyze, interpret and communicate accounting and financial information for decision-making.
- Devise, implement and evaluate managerial decisions, actions and outcomes.
- Apply technology to aid in communications and decision-making.
- Present research, data, analysis and conclusions through written and oral means.
- Describe the changing landscape of the global market and its impact on the United States.
- Summarize the impact of social, ethical, legal and diversity issues within contemporary business.
- Develop business, financial, and marketing plans for established and emerging businesses.

## Requirements

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

### **Core Business Requirements 24 Units (Credits)**

---

<u>BUS 101</u>	Introduction to Business	3
<u>BUS 273</u>	Business Law I	3
<u>BUS 299</u>	Business Capstone	3
<u>ECON 102</u>	Principles of Microeconomics	3
<u>ECON 103</u>	Principles of Macroeconomics	3
<u>IS 101</u>	Introduction to Information Systems	3
or <u>IS 201</u>	Computer Applications	
<u>MGT 201</u>	Principles of Management	3



## Accounting Requirements 6 Units (Credits)

ACC 135	Bookkeeping I	3
& ACC 201	Financial Accounting	3
or ACC 201*	Financial Accounting	
& ACC 202*	Managerial Accounting	

## Business Electives: Choose 15 units from the following: 15 Units (Credits)

Must take at least 3 units in three different subject areas.

**Any Accounting, Business, Economics, Entrepreneurship, Finance, Management, Marketing or Real Estate Courses.**

## General Education Requirements 15 Units (Credits)

English/Communications Requirements Recommended: <u>BUS 107</u> , <u>BUS 108</u> OR <u>ENG 101*</u> , <u>ENG 102*</u> ; Must include a writing course	6
Mathematics Requirement	3
Science Requirement	3
U.S. and Nevada Constitution Requirements	3

\*Recommended for students who plan to enroll in a bachelor's degree program.

## Suggested Course Sequence

**Program Requirements:** 60 Credits. Please see a counselor or academic advisor for more information.

### 1st Year

#### First Semester: 15 Credits

<u>ACC 135</u> OR <u>ACC 201</u>	3
<u>BUS 101</u>	3
<u>BUS 107</u> or <u>ENG 101</u>	3
<u>ECON 102</u>	3
<u>IS 101</u> or <u>IS 201</u>	3

#### Second Semester: 15 Credits

<u>ACC 201</u> or <u>ACC 202</u>	3
<u>BUS 108</u> or <u>ENG 102</u>	3

<u>BUS 109</u> or <u>MATH 120</u>	3
<u>ECON 103</u>	3
<u>MGT 201</u>	3

## 2nd Year

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### Third Semester: 15 Credits

<u>BUS 273</u>	3
Business Elective	6
<u>MKT 210</u>	3
Science Course	3

### Fourth Semester: 15 Credits

<u>BUS 299</u>	3
Business Elective	9
U.S./Nevada Constitution	3

# ***Business-Management AAS***

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## All Degrees & Certificates

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

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**Salary:** \$32,540–\$49,960 / year (Nevada)

**Career Outlook:** Average growth

**Good To Know:** Managers work in almost every industry. The increase in use of computers may result in fewer people to manage, requiring managers to perform more professional duties.

---

### *Mission:*

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

### *Student Outcomes:*

Upon completing a business degree or certificate, students will be able to:

- Articulate and demonstrate their personal employment related knowledge, skills and abilities.
- Evaluate the impact of various economic systems and policies.
- Summarize, record, analyze, interpret and communicate accounting and financial information for decision making.
- Devise, implement and evaluate managerial decisions, actions and outcomes.
- Apply technology to aid in communications and decision making.
- Present research, data, analysis and conclusions through written and oral means.
- Describe the changing landscape of the global market and its impact on the United States.
- Summarize the impact of social, ethical, legal and diversity issues within contemporary business.
- Develop business, financial, and marketing plans for established and emerging businesses.

## **Requirements**

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

### **Core Business Requirements 30 Units (Credits)**

---

<u>ACC 201</u>	Financial Accounting	3
<u>ACC 202</u>	Managerial Accounting	3
<u>BUS 101</u>	Introduction to Business	3
<u>BUS 273</u>	Business Law I	3
<u>BUS 299</u>	Business Capstone	3
<u>ECON 102</u>	Principles of Microeconomics	3
<u>ECON 103</u>	Principles of Macroeconomics	3
<u>IS 101</u>	Introduction to Information Systems	3
or <u>IS 201</u>	Computer Applications	
<u>MGT 201</u>	Principles of Management	3

## Management Requirement 6 Units (Credits)

<u>MGT 235</u>	Organizational Behavior	3
<u>MGT 283</u>	Introduction to Human Resources Management	3

## Management Electives 9 Units (Credits)

<b>Choose 9 units from the following:</b>		
Any Business, Management or Marketing courses		9

## General Education Requirements 15 Units (Credits)

English/Communications Requirement Recommended: <u>BUS 107</u> & <u>BUS 108</u> or <u>ENG 101</u> * and <u>ENG 102</u> *; Must include a writing course	6
Mathematics Requirement	3
Science Requirement	3
U.S. and Nevada Constitution Requirements	3

\* Recommended for students who plan to enroll in a bachelor's degree program

## Suggested Course Sequence

**Program Requirements:** 60 Credits. Please see a counselor or academic advisor for more information.

### 1st Year

#### First Semester: 15 Credits

<u>ACC 201</u>	3
<u>BUS 101</u>	3
<u>BUS 107</u> or <u>ENG 101</u>	3
<u>ECON 102</u>	3
<u>IS 101</u> or <u>IS 201</u>	3

#### Second Semester: 15 Credits

<u>ACC 202</u>	3
<u>BUS 108</u> or <u>ENG 102</u>	3
<u>ECON 103</u>	3
<u>MGT 201</u>	3
Science Requirement	3

## 2nd Year

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### Third Semester: 15 Credits

<u>BUS 109</u> or <u>MATH 120</u> or higher	3
Management Elective	6
<u>MGT 235</u>	3
<u>MKT 210</u>	3

### Fourth Semester: 15 Credits

<u>BUS 273</u>	3
<u>BUS 299</u>	3
Management Elective	3
<u>MGT 283</u>	3
US and Nevada Constitution	3

# Business - CP

## All Degrees & Certificates

The Business Certificate of Achievement provides students with knowledge and skills for employment in a wide variety of occupations in the field of business.

### Student Outcomes:

Upon completing the Certificate in Business, students will be able to

- Articulate and demonstrate their personal employment related knowledge, skills and abilities.
- Evaluate the impact of various economic systems and policies.
- Summarize, record, analyze, interpret and communicate accounting and financial information for decision making.
- Devise, implement and evaluate managerial decisions, actions and outcomes.
- Apply technology to aid in communications and decision making.
- Present research, data, analysis and conclusions through written and oral means.
- Describe the changing landscape of the global market and it's impact on the United States.
- Summarize the impact of social, ethical, legal and diversity issues within contemporary business.
- Develop business, financial, and marketing plans for established and emerging businesses.

## Requirements

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

### Program Requirements 21 Units (Credits)

<u>ACC 135</u>	Bookkeeping I	3
or <u>ACC 201*</u>	Financial Accounting	
<u>BUS 101</u>	Introduction to Business	3
<u>IS 101</u>	Introduction to Information Systems	3
OR IS201		
<u>MGT 201</u>	Principles of Management	3
<u>MKT 210</u>	Marketing Principles	3

### Electives (Choose six units from the following) 6 Units (Credits)

Any Accounting, Business, Economics, Entrepreneurship, Finance, Management, Marketing, or Real Estate Course

### General Education Requirements 9 Units (Credits)

English/Communications Requirement Recommended: <u>BUS 107</u> , <u>BUS 108</u> OR ENG101*, ENG102*; must be a writing course	6
Mathematics Requirement	3

\*Recommended for students who plan to enroll in a bachelor's degree program.

# Suggested Course Sequence

**Program Requirements:** 30 Credits. Please see a counselor or academic advisor for more information.

## 1st Year

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### First Semester: 15 Credits

<u>ACC 135</u> or <u>ACC 201</u>	3
<u>BUS 101</u>	3
<u>BUS 107</u> or <u>ENG 101</u>	3
Business Elective	3
<u>IS 101</u> or <u>IS 201</u>	3

### Second Semester: 15 Credits

<u>BUS 108</u> or <u>ENG 102</u>	3
<u>BUS 109</u> or <u>MATH 120</u>	3
Business Elective	3
<u>MGT 201</u>	3
<u>MKT 210</u>	3

## Note

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[View Gainful Employment Information](#)

# Bookkeeping

## All Degrees & Certificates

The Bookkeeping Certificate of Achievement is designed for students who wish to enter the accounting profession as an accounting clerk or as an entry level bookkeeper. It allows students to obtain credit for courses that will also apply toward the Associate of Applied Science in Business-Accounting.

### Student Outcomes:

upon completing the Certificate in Bookkeeping, 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.

## Requirements

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

### Program Requirements 21 Units (Credits)

<u>ACC 135</u>	Bookkeeping I	3
<u>ACC 201</u>	Financial Accounting	3
<u>BUS 101</u>	Introduction to Business	3
<u>IS 101</u>	Introduction to Information Systems	3
OR IS201		
<u>MGT 201</u>	Principles of Management	3
<b>Choose 6 units from the following:</b>		
<u>ACC 180</u>	Payroll & Employee Benefit Accounting	3
<u>ACC 202</u>	Managerial Accounting	3
<u>ACC 203</u>	Intermediate Accounting I	3
<u>ACC 220</u>	Microcomputer Accounting Systems	3
<u>ACC 223</u>	Introduction to QuickBooks	3
<u>ACC 290</u>	Certified Bookkeeper Course	6

### General Education Requirements 9 Units (Credits)

English/Communications Requirements Recommended: <u>BUS 107</u> , <u>BUS 108</u>	6



## Suggested Course Sequence

**Program Requirements:** 30 Credits. Please see a counselor or academic advisor for more information.

### 1st Year

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#### First Semester: 15 Credits

<u>ACC 135</u>	3
<u>BUS 101</u>	3
<u>BUS 107</u> OR ENG/COM	3
<u>BUS 109</u> OR <u>MATH 120</u>	3
<u>IS 101</u> OR IS 201	3

#### Second Semester: 15 Credits

<u>ACC 201</u>	3
Bookkeeping Elective	6
<u>BUS 108</u> OR ENG/COM	3
<u>MGT 201</u>	3

### Note

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[View Gainful Employment Information](#)

# Bookkeeper Certification

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## All Degrees & Certificates

Certified Bookkeepers Course (ACC290, six units) 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.

### *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 Outcomes:*

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

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

## Requirements

**A minimum of 6 total credits chosen from the following categories:**

### **Total Requirements 6 Units (Credits)**

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<u>ACC 290</u>	Certified Bookkeeper Course	6
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### **Note**

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WNC does not issue a certificate of completion for this course.

# ***Real Estate***

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## All Degrees & Certificates

WNC offers courses to prepare students for licensure by the Nevada Real Estate Division. Upon successful course completion, with a grade of C or better, WNC will issue a certificate of completion for the course(s) of study.

## **Requirements**

**A minimum of total credits chosen from the following categories:**

<u>RE 101</u>	Real Estate Principles I	3
<u>RE 103</u>	Real Estate Principles II	3

# Technology - Computer Information Technology AAS

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## All Degrees & Certificates

This technology degree is designed to prepare students to work in many different fields, supporting the technological systems, networks and programming efforts that drive society and the economy. The degree has been designed to provide students with options that will help fill the vital roles in today's connected and collaborative business environment. Courses within the degree provide the students with readily recognizable credentials that are portable to business, industry and further education.

The core curriculum is based on the recommendations of the Association for Computing Machinery/Special Interest Group Information Technology Education (ACM/ SIGITE). Students may 'specialize' in a specific area (programming, networking or systems administration) or customize their own course selection to meet personal educational and business related goals.

---

**Salary:** \$41,260–\$58,910 / year (Nevada)

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

**Good To Know:** Businesses and organizations are investing heavily in cyber-security and using technology and computers as a solution to problems.

---

## *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 Outcomes:*

Students who complete the AAS Technology degree in Computer information are expected to be able to:

- Apply knowledge of computing and information technology appropriate to the discipline
- Analyze a problem, and identify and define the technology requirements appropriate to its solution
- Design, implement and evaluate a computer-based system, process, component, or program to meet desired needs
- Function effectively on teams to accomplish a common goal
- Understand professional, ethical, legal, security, and social issues and responsibilities
- Communicate effectively with a range of audiences
- Analyze the local and global impact of computing on individuals, organizations and society
- Recognize the need for, and an ability to engage in, continuing professional development
- Use and apply current technical concepts and practices in the core information technologies
- Effectively integrate IT-based solutions into the user environment
- Understand best practices and standards and their application

## Requirements

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

### **Program Requirements 36 Units (Credits)**

---

<u>CIT 114</u>	IT Essentials	4
<u>CIT 128</u>	Introduction to Software Development	4

<u>CIT 161</u>	Essentials of Information Security	3
<u>CIT 263</u>	Introduction to IT Project Management	3
<u>INF 100</u>	Introduction to Informatics I - Basic Concepts	3
<b>Choose 19 units from the following:</b>		
<u>CIT 129</u>	Introduction to Programming	3
<u>CIT 130</u>	Beginning Java	3
<u>CIT 133</u>	Beginning C++	3
<u>CIT 173</u>	Linux Installation and Configuration	3
<u>CIT 174</u>	Linux System Administration	3
<u>CIT 180</u>	Database Concepts and SQL	3
<u>CIT 211</u>	Microsoft Networking I	4
<u>CIT 212</u>	Microsoft Networking II	4
<u>CIT 213</u>	Microsoft Networking III	4
<u>CIT 214</u>	Microsoft Networking IV	4
<u>CIT 230</u>	Advanced Java	3
<u>CIT 233</u>	Advanced C++	3
<u>CIT 238</u>	Introduction to Smartphone Application Development	3
<u>CSCO 120</u>	CCNA Internetworking Fundamentals	4
<u>CSCO 121</u>	CCNA Routing Protocols and Concepts	4
<u>CSCO 130</u>	Fundamentals of Wireless LANs	4
<u>CSCO 220</u>	CCNA LAN Switching and Wireless Fundamentals	4
<u>CSCO 221</u>	CCNA WAN Fundamentals	4
<u>CSCO 230</u>	Fundamentals of Network Security	4
<u>GRC 183</u>	Design with Photoshop	3
<u>IS 101</u>	Introduction to Information Systems	3
<u>IS 201</u>	Computer Applications	3

## General Education Requirements 24 Units (Credits)

English/Communications Requirement: ENG 101 and <u>ENG 107</u> Recommended. Must include a writing course	6
General Elective	3
Human Relations Requirement	3
Humanities/Social Science Requirement	3

Mathematics Requirement: <u>MATH 126</u> or Higher Recommended	3
Science Requirement	3
U.S/Nevada Constitution	3

A list of all courses fulfilling the general education requirements of the Associate of Applied Science can be found on the AAS page.

Students interested in Networking should consider the following electives: CIT211, CIT173, CIT174, CSCO120, CSCO121, CSCO130, CSCO220, CSCO221, CSCO230

Students Interested in Programming should consider the following electives: CIT129, CIT130, CIT133, CIT238, CIT230, CIT233, GRC183

Students interested in System Administration should consider the following electives: CIT211, CIT212, CIT213, CIT214, CIT173, CIT174, CSCO130, CSCO230

## Suggested Course Sequence

**Program Requirements:** 60 Credits. Please see a counselor or academic advisor for more information.

### 1st Year

#### First Semester: 14 Credits

<u>CIT 114</u>	4
<u>CIT 128</u>	4
<u>ENG 101</u>	3
Program Elective	3

#### Second Semester: 15 Credits

<u>CIT 161</u>	3
<u>INF 100</u>	3
Mathematics Course	3
Program Elective	3
Science Course	3

### 2nd Year

#### Third Semester: 16 Credits

Human Relations Course	3
Humanities/Social Science Course	3
Program Electives	10

#### Fourth Semester: 15 Credits

<u>CIT 263</u>	3
<u>ENG 107</u>	3
General Elective	3
Program Elective	3
US and Nevada Constitution	3

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This page may contain links that are not visible in a printed format. For complete information visit:  
<http://www.wnc.edu/degrees/aas-net/>

# Computer Technology - Network Support Technician - CP

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## All Degrees & Certificates

Emphasizes internetworking hardware and prepares students to pass the Cisco Certified Networking Associate (CCNA) exam. Coursework trains students to build and maintain the equipment infrastructure and communication protocol structure necessary to support computer and communications networks.

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**Salary:** \$35,200–\$57,190 / 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.

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## 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.

## Requirements

**A minimum of 33–35 total credits chosen from the following categories:**

---

### Program Requirements 26 Units (Credits)

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<u>CIT 161</u>	Essentials of Information Security	3
<u>CIT 263</u>	Introduction to IT Project Management	3
<u>CSCO 120</u>	CCNA Internetworking Fundamentals	4
<u>CSCO 121</u>	CCNA Routing Protocols and Concepts	4
<u>CSCO 130</u>	Fundamentals of Wireless LANs	4
<u>CSCO 220</u>	CCNA LAN Switching and Wireless Fundamentals	4
<u>CSCO 221</u>	CCNA WAN Fundamentals	4

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### General Education Requirements 7-9 Units (Credits)

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English/Communications Requirements Must include a writing course	3
Human Relations Requirement	1-3
Mathematics Requirement	3

## Suggested Course Sequence

**Program Requirements:** 33–35 Credits. Please see a counselor or academic advisor for more information.



## 1st Year

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### First Semester: 17 Credits

<u>CIT 263</u>	3
<u>CSCO 120</u>	4
<u>CSCO 121</u>	4
English Course	3
Mathematics Course	3

### Second Semester: 16–18 Credits

<u>CIT 161</u>	3
<u>CSCO 130</u>	4
<u>CSCO 220</u>	4
<u>CSCO 221</u>	4
Human Relations Course	1–3

### Note

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[View Gainful Employment Information](#)

# Computer Technology - System Administration Technician - CP

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## All Degrees & Certificates

Emphasizes operating systems software and prepares students to pass Microsoft certification exams. Coursework trains students to support operating systems and peer communications of client-server and peer-to-peer computer networks.

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**Salary:** \$35,200–\$57,190 / year (Nevada)

**Career Outlook:** Faster than average growth

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

---

## 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.

## Requirements

**A minimum of 33–35 total credits chosen from the following categories:**

---

### Program Requirements 26 Units (Credits)

---

<u>CIT 161</u>	Essentials of Information Security	3
<u>CIT 211</u>	Microsoft Networking I	4
<u>CIT 212</u>	Microsoft Networking II	4
<u>CIT 213</u>	Microsoft Networking III	4
<u>CIT 214</u>	Microsoft Networking IV	4
<u>CIT 215</u>	Microsoft Networking V	3-4
or <u>CIT 165</u>	Introduction to Convergence	
or <u>ET 155</u>	Home Technology Convergence	
<u>CIT 263</u>	Introduction to IT Project Management	3

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### General Education Requirements 7-9 Units (Credits)

---

English/Communications Requirements Must include a writing course	3
Human Relations Requirement	1-3
Mathematics Requirement	3

## Suggested Course Sequence

**Program Requirements:** 33–35 Credits. Please see a counselor or academic advisor for more information.

## 1st Year

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### First Semester: 17 Credits

<u>CIT 211</u>	4
<u>CIT 212</u>	4
<u>CIT 263</u>	3
English Course	3
Mathematics Course	3

### Second Semester: 16–18 Credits

<u>CIT 161</u>	3
<u>CIT 213</u>	4
<u>CIT 214</u>	4
<u>CIT 215</u>	4
Human Relations Course	1–3

## Note

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[View Gainful Employment Information](#)

# Cybersecurity

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## All Degrees & Certificates

As an EC-Council Academic training partner, WNC offers certification preparation for Certified Network Defender, Certified Ethical Hacker and Computer Hacking Forensics Investigator. EC-Council certifications are recognized and respected worldwide.

### **Requirements**

**A minimum of 12 total credits chosen from the following categories:**

CIT217		3
CIT273		3
CIT274		3
CIT275		3

# ***Microsoft Certified Technology Specialist***

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## All Degrees & Certificates

WNC offers classes that prepare students to take Microsoft Certification exams. Course and hand-on lab exercises are designed to expose students to the theory and experience of exam objectives, while a student's own background and experiences will determine what additional preparation and practice are needed to pass the exam.

The Microsoft Certified Technology Specialist course offers students training on a particular Microsoft technology, currently the Windows 7 operating system.

Upon successful course completion, with a grade of C or better, WNC will issue a certificate of completion for the course(s) of study.

## **Requirements**

**A minimum of total credits chosen from the following categories:**

### **Courses**

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<u>CIT 211</u>	Microsoft Networking I	3-5
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# Cisco Technology

## All Degrees & Certificates

Western Nevada College is an academy for the Cisco Networking Academy Program, offering programs leading to CCNA and CCNP industry certification. These courses help prepare students for a career working with Cisco networking hardware and equipment.

## Requirements

A minimum of total credits chosen from the following categories:

### CCNA Routing and Switching Preparation

<u>CSCO 120</u>	CCNA Internetworking Fundamentals	4
<u>CSCO 121</u>	CCNA Routing Protocols and Concepts	4
<u>CSCO 220</u>	CCNA LAN Switching and Wireless Fundamentals	4
<u>CSCO 221</u>	CCNA WAN Fundamentals	4

Upon successful course completion, with a grade of C or better, WNC will issue a certificate of completion for the course(s) of study.

### CCNA Security Preparation (for Cisco and Comp TIA Security+ Exams)

<u>CSCO 120</u>	CCNA Internetworking Fundamentals	4
<u>CSCO 121</u>	CCNA Routing Protocols and Concepts	4
<u>CSCO 230</u>	Fundamentals of Network Security	4

Upon successful course completion, with a grade of C or better, WNC will issue a certificate of completion for the course(s) of study.

### CCNA Wireless Preparation

<u>CSCO 120</u>	CCNA Internetworking Fundamentals	4
<u>CSCO 121</u>	CCNA Routing Protocols and Concepts	4
<u>CSCO 130</u>	Fundamentals of Wireless LANs	4

Upon successful course completion, with a grade of C or better, WNC will issue a certificate of completion for the course(s) of study.

<b>Course for Building Scalable Cisco Internetworks Exam; required course to become a Cisco Certified Network Specialist</b>		
<u>CSCO 280*</u>	CCNP Advanced Routing	4
<b>Course for Multilayer Switching exams; required course to become a Cisco Certified Network Specialist</b>		
<u>CSCO 282*</u>	CCNP Multilayer Switching	4
<b>Course for Implementing Secure Converged Wide Area Networks; required course to become a Cisco Certified Network Specialist.</b>		

*\*WNC does not issue a certificate of completion for this course.*

## Note

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For additional information please contact:

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**CISCO Technology, Technology Division**

Phone: 445-3348

# ***Bachelor of Applied Science***

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## All Degrees & Certificates

The Bachelor of Applied Science 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 be accepted into the Bachelor of Applied Science in Construction Management, a student must:

1. Complete a minimum of 30 college semester units or equivalent with a minimum 2.0 grade point average. Within the 30 units:
  - a. At least 12 units must be in degree applicable construction courses. This requirement may be waived if the student has construction experience, subject to approval of the construction management faculty and counselor.
  - b. At least 12 units must be in degree applicable general education classes, including English 101 with a grade of C or better — a grade of C- or lower will not be acceptable.

OR, Hold an associate degree in Construction Management or equivalent from a regionally accredited institution.

2. Meet with a WNC Counselor.
3. Submit application to Admissions and Records.

Courses with a number under 100 (such as ENG095) are not applicable toward a Bachelor of Applied Science degree at WNC.

### *Mission:*

The mission of the Bachelor of Applied Science 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 Outcomes:*

Upon completing the Bachelor of Applied Science 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 in planning and scheduling a construction project
- Application of relevant administrative skills, ethics, safety practices, and problem solving techniques to construction management

## **Requirements**

**A minimum of 120 total credits chosen from the following categories:**



## Capstone Courses: 9 units

- Construction Management: 456\*

Choose 6 units from:

- Communication: 412
- Management: 462, 469

*\* Required*

## English/Communications Requirement: 9 Units (Credits)

- Communications (BUS 107 or COM 101, COM 102, COM 113, COM 213)
- English (ENG 100 or ENG 101)
- English (ENG 102)

## Fine Arts Requirement: 3 Units (Credits)

- Art: 100, 101, 124, 141, 160, 211, 216, 224, 231, 260, 261
- Humanities: 101
- Music: 111, 121, 124, 125, 134, 176
- Music: Ensemble: 101, 131, 135
- Theatre: 100, 105, 180

## Humanities Requirement: 3 Units (Credits)

- Core Humanities: 201, 202
- English: 200, 223, 243, 250, 261, 266, 267, 271, 275
- History: 105, 106, 207, 208, 209, 247
- Philosophy (Except PHIL 102, 114)

## Mathematics and Science Requirement: 12 Units (Credits)

A minimum of 4 units in mathematics and 6 units in science.

### Mathematics

- Mathematics: 126 & 127, 128\*
- Statistics: 152

*\* or higher*

### Science

- Chemistry: 100, 121
- Environmental Studies: 100
- Geology: 100, 101, 103
- Physics: 100, 151, 180

## Social Sciences Requirement: 3 Units (Credits)

- Anthropology: 101, 201, 202, 210, 212, 215
- Core Humanities: 203
- Criminal Justice: 101, 102, 220, 230, 270
- Geography: 106, 200
- History: 101, 102, 111, 217, 295
- Political Science: 103, 105, 108, 208, 231, 295, 299
- Psychology (Except PSY 210)
- Sociology (Except SOC 210)

## **U.S. and Nevada Constitution Requirements: 3 Units (Credits)**

Must meet both requirements.

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

## **General Electives: 6 Units (credits)**

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<https://www.wnc.edu/degrees/bas/>

# Construction Management - BAS

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## All Degrees & Certificates

The Bachelor of Applied Science 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 120-unit 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.

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**Salary:** \$53,550–\$77,790 / year (Nevada)

**Career Outlook:** Above Average Growth

**Good To Know:** Construction managers are often self-employed. Those with a bachelor's degree will have the best job prospects.

---

### *Mission:*

The mission of the Bachelor of Applied Science 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 Outcomes:*

Upon completing the Construction Management Bachelor of Applied Science program, students will be able to demonstrate:

- Knowledge in basic economic principals, business principals 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

## Requirements

**A minimum of 120 total credits chosen from the following categories:**

### **Business and Management Core Requirements 12 Units (Credits)**

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<u>BUS 101</u>	Introduction to Business	
<u>ACC 201</u>	Financial Accounting	3
<b>Choose 3 units of the following economics courses:</b>		
<u>ECON 100</u>	Introduction to Economics	3
<u>ECON 102</u>	Principles of Microeconomics	3

<u>ECON 103</u>	Principles of Macroeconomics	3
<b>Choose 3 units of the following management courses:</b>		
<u>MGT 323</u>	Organizational Behavior and Interpersonal Behavior	3
<u>MGT 367</u>	Human Resource Management	3

### **Program Requirements 63 Units (Credits)**

<u>CADD 100</u>	Introduction to Computer Aided Drafting	3
<u>CEM 100</u>	Fundamentals of Construction Management	3
<u>CEM 330</u>	Soils and Foundations for Construction	3
<u>CEM 350</u>	Facility Systems Design and Construction 1	3
<u>CEM 432</u>	Temporary Construction Structures	3
<u>CEM 451</u>	Construction Estimating	3
<u>CEM 452</u>	Construction Cost Control	3
<u>CEM 453</u>	Construction Scheduling	3
<u>CEM 454</u>	Heavy Construction Methods and Equipment	3
<u>CEM 455</u>	Construction Management Practice	3
<u>CEM 485</u>	Construction Law and Contracts	3
<u>CONS 108</u>	Construction Materials and Methods	4
<u>CONS 109</u>	Construction Materials and Methods II	4
<u>CONS 111</u>	Commercial Building Codes	3
<u>CONS 118</u>	Construction Contract Documents	2
<u>CONS 120</u>	Blueprint Reading and Specification	3
<u>CONS 121</u>	Principles of Construction Estimating	3
<u>CONS 205</u>	Construction Site Safety	2
<u>CONS 281</u>	Construction Planning Scheduling And Control	3
<u>CONS 451</u>	Advanced Internship in Construction	3
<u>SUR 119</u>	Construction Surveying	3

### **General Education Requirements 45 Units (Credits)**

Capstone Courses	9
English/Communications	9
Fine Arts	3
Humanities	3
Mathematics, Science and Statistics Requirements	12
Social Sciences	3

U.S. and Nevada Constitution	3
<b>General Electives</b>	

## Suggested Course Sequence

**Program Requirements:** 120 Credits. Please see a counselor or academic advisor for more information.

### 1st Year

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#### First Semester: 15 Credits

<u>CEM 100</u>	3
<u>CONS 108</u>	3
<u>ENG 101</u>	3
<u>MATH 126</u> or higher	3
Science Course	3

#### Second Semester: 15 Credits

<u>CONS 109</u>	4
<u>CONS 118</u>	2
<u>CONS 120</u>	3
<u>ENG 102</u>	3
Mathematics Course	3

### 2nd Year

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#### Third Semester: 15 Credits

<u>CADD 100</u>	3
<u>CONS 111</u>	3
<u>CONS 121</u>	3
General Elective Course	3
Humanities Course	3

#### Fourth Semester: 14 Credits

<u>CONS 205</u>	2
<u>CONS 281</u>	3
Economics Course	3
<u>SUR 119</u>	3

## 3rd Year

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### Fifth Semester: 15 Credits

Business/Management Course	6
English/Communication Course	3
Fine Arts Course	3
Science Course	3

### Sixth Semester: 15 Credits

Business/Management Course	3
<u>CEM 330</u>	3
<u>CEM 350</u>	3
<u>CEM 432</u>	3
Social Science Course	3

## 4th Year

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### Seventh Semester: 15 Credits

Business/Management Course	3
<u>CEM 451</u>	3
<u>CEM 453</u>	3
<u>CEM 454</u>	3
<u>CEM 455</u>	3

### Eighth Semester: 18 Credits

Capstone Course	9
<u>CEM 452</u>	3
<u>CEM 485</u>	3
<u>CONS 451</u>	3

# Technology - Construction AAS

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## All Degrees & Certificates

The Construction specialization of the AAS Technology degree provides industry-specific 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.

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**Salary:** \$24,140–\$50,050 / year (Nevada)

**Career Outlook:** Above Average Growth

**Good To Know:** Employment depends on economy, and layoffs may occur during times of low construction activity. Changes in building technology and policies may increase the need for construction personnel.

---

### *Mission:*

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

### *Student Outcomes:*

Students who complete programs in occupational areas are expected to demonstrate they:

- know the subject matter appropriate to the emphasis of the degree.
- communicate effectively and appropriately, in oral and written form.
- locate, evaluate and properly utilize the tools and resources appropriate to a technology professional.
- acquire skills and perform tasks necessary for employment or career advancement.
- an appreciation of the importance of social, ethical, legal and diversity issues.
- an appreciation of the need and importance of lifelong learning.

## Requirements

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

### Program Requirements 36 Units (Credits)

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<u>CADD 100</u>	Introduction to Computer Aided Drafting	3
<u>CEM 100</u>	Fundamentals of Construction Management	3
<u>CONS 108</u>	Construction Materials and Methods	4
<u>CONS 109</u>	Construction Materials and Methods II	4
<u>CONS 111</u>	Commercial Building Codes	3
<u>CONS 118</u>	Construction Contract Documents	3
<u>CONS 120</u>	Blueprint Reading and Specification	3
<u>CONS 121</u>	Principles of Construction Estimating	3
<u>CONS 205</u>	Construction Site Safety	2
<u>CONS 281</u>	Construction Planning Scheduling And Control	3
<u>CONS 290</u>	Internship in Construction	3

## General Education Requirements 24 Units (Credits)

English/Communications Requirement Recommended: <u>BUS 107</u> , must include a writing course	6
Human Relations Requirement Recommended: <u>BUS 110</u>	3
Humanities/Social Science Requirements	3
Mathematics Requirement <u>MATH 126</u> or higher	3
Science Requirement	3
U.S. and Nevada Constitution Requirements	3
General Elective	3

## Suggested Course Sequence

**Program Requirements:** 60 Credits. Please see a counselor or academic advisor for more information.

### 1st Year

#### First Semester: 16 Credits

<u>CEM 100</u>	3
<u>CONS 108</u>	4
<u>ENG 101</u>	3
Human Relations Course	3
Science Course	3

#### Second Semester: 16 Credits

<u>CONS 109</u>	4
<u>CONS 120</u>	3
<u>ENG 102</u>	3
<u>MATH 126</u> or higher	3
<u>SUR 119</u>	3

### 2nd Year

#### Third Semester: 14 Credits

<u>CADD 100</u>	3
<u>CONS 111</u>	3



<u>CONS 118</u>	2
General Elective	3
Humanities/Social Science Course	3

**Fourth Semester: 14 Credits**

<u>CONS 121</u>	3
<u>CONS 205</u>	2
<u>CONS 281</u>	3
<u>CONS 290</u>	3
U.S./Nevada Constitution	3

# Certified Inspector of Structures

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All Degrees & Certificates

**WNC is the only institute of higher learning in Nevada that offers the complete series of Certified Inspectors of Structures classes to prepare students for the state pre-licensing examination.**

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According to the American Society of Home Inspectors, approximately 77 percent of the homes sold in the United States and Canada are inspected before they are bought. Home inspectors commonly are self-employed, with pay ranging from \$32,000 to \$82,000 per year.

## GET STARTED

- [Apply for admission to WNC](#)
- [Register for Classes](#)

**Information:** Robert Ford at [Robert.Ford@wnc.edu](mailto:Robert.Ford@wnc.edu) or 775-445-3353

*Student Outcomes:*

Expectations for students completing the Certified Inspector of Structures curriculum are as follows:

- 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 1 Structures-Residential

## Requirements

**A minimum of 10 total credits chosen from the following categories:**

### License Requirements 10 Units (Credits)

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<a href="#">CONS 260</a>	Certified Inspectors of Structures-Residential	3
<a href="#">CONS 261</a>	Under-Floor Inspections-Certified Inspector	1
<a href="#">CONS 262</a>	Above-Floor Inspections for Certified Inspector	2
<a href="#">CONS 263</a>	Supervised Residential Inspections for Certification	4

## Note

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*Licensing programs fulfill the minimum course requirements needed for licensure as a certified inspector of structures-residential. Upon successful course completion, with a grade of C or better, WNC will issue a certificate of completion for the course(s) of study. The Nevada Real Estate Division outsources the Inspectors of Structures exam, which is administered by PSI Services LLC for a \$100 fee per exam.*

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<http://www.wnc.edu/degrees/cl-cti/>

# ***Ramsdell Construction Academy***

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All Degrees & Certificates

## **Requirements**

**A minimum of 24 total credits chosen from the following categories:**

<u>CEM 100</u>	Fundamentals of Construction Management	3
<u>CONS 108</u>	Construction Materials and Methods	4
<u>CONS 109</u>	Construction Materials and Methods II	4
<u>CONS 111</u>	Commercial Building Codes	3
<u>CONS 118</u>	Construction Contract Documents	2
<u>CONS 120</u>	Blueprint Reading and Specification	3
<u>CONS 205</u>	Construction Site Safety	2
<u>CONS 290</u>	Internship in Construction	3

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# ***Construction Craft Laborer***

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## All Degrees & Certificates

These courses prepare students for the National Center for Construction Education and Research (NCCER) Construction Craft Laborer credential, which certifies that individuals possess basic knowledge needed on any job site.

## **Requirements**

**A minimum of 9 total credits chosen from the following categories:**

<u>CEM 100</u>	Fundamentals of Construction Management	3
<u>CONS 108</u>	Construction Materials and Methods	4
<u>CONS 205</u>	Construction Site Safety	2

# Criminal Justice AAS

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## All Degrees & Certificates

The general criminal justice degree is designed to ease the transfer process for the University of Nevada, Reno, the University of Nevada, Las Vegas, or any other four-year institution.

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**Salary:** \$48,870–\$72,370 / year (Nevada)

**Career Outlook:** Average Growth

**Good To Know:** Society's emphasis on public safety and security may lead to new openings; jobs will be competitive because of low turnover rate.

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### *Mission:*

The purpose of the criminal justice degree is to provide the academic knowledge and skills in the criminal justice field.

### *Student Outcomes:*

Students who complete their Associate of "Applied Science degree in Criminal Justice are expected to demonstrate that they':

- 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

## Requirements

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

### **Program Requirements 36 Units (Credits)**

---

<u>CRJ 101*</u>	Introduction to Criminal Justice I	3
<u>CRJ 102*</u>	Introduction to Criminal Justice II	3
<u>CRJ 106*</u>	Introduction to Corrections	3
<u>CRJ 155</u>	Juvenile Justice System	3
<u>CRJ 164</u>	Principles of Investigation	3
<u>CRJ 211*</u>	Police in America	3
<u>CRJ 222*</u>	Criminal Law and Procedure	3
<u>CRJ 225</u>	Criminal Evidence	3
<u>CRJ 234*</u>	Introduction to the Courts and American Legal System	3
<u>CRJ 270</u>	Introduction to Criminology	3

**Choose 6 units from the following:**

<u>ART 135</u>	Photography I	3
<u>ART 141</u>	Introduction to Digital Photography I	3
<u>BUS 107</u>	Business Speech Communications	3
<u>COM 101</u>	Oral Communications	3
<u>CPD 116</u>	Substance Abuse-Fundamental Facts	3
<u>CPD 117</u>	Introduction to Counseling	3
<u>CPD 129</u>	Communication Techniques	1
<u>STAT 152</u>	Introduction to Statistics	3
<u>SW 230</u>	Crisis Intervention	3
Any CRJ Course		1-6
Any IS, COT, or CIT Course		1-6
Any Foreign Language		1-6
Any PSY or SOC		1-6

**General Education Requirements 24 Units (Credits)**

English/Communications Requirements <u>ENG 101</u> & <u>ENG 102</u> Recommended	6
Humanities Requirement: 3 Units (Credits)	3
Mathematics Requirement Recommended MATH 120* or higher	3
Science Requirement	3
U.S. and Nevada Constitution Requirements	3
General Electives	6

\*Direct transfer to UNR and UNLV for CRJ major.

**Suggested Course Sequence**

**Program Requirements:** 60 Credits. Please see a counselor or academic advisor for more information.

**1st Year****First Semester: 15 Credits**

<u>CRJ 101</u>	3
<u>ENG 101</u>	3
General Elective	3
Humanities Course	3
Program Elective	3

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**Second Semester: 15 Credits**

<u>CRJ 102</u>	3
<u>CRJ 106</u>	3
<u>CRJ 164</u>	3
<u>ENG 102</u>	3
Mathematics Course	3

**2nd Year**

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**Third Semester: 15 Credits**

<u>CRJ 211</u>	3
<u>CRJ 222</u>	3
<u>CRJ 234</u>	3
Program Elective	3
Science Requirement	3

**Fourth Semester: 15 Credits**

<u>CRJ 225</u>	3
<u>CRJ 270</u>	3
General Elective Course	3
Program Elective	3
U.S./Nevada Constitution	3



# ***Criminal Justice-General - CP***

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All Degrees & Certificates

## **Requirements**

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

### **Program Requirements 24 Units (Credits)**

---

<u>CRJ 101</u>	Introduction to Criminal Justice I	3
<u>CRJ 102</u>	Introduction to Criminal Justice II	3
<u>CRJ 103</u>	Communication Within the Criminal Justice Field	3
<u>CRJ 164</u>	Principles of Investigation	3
<u>CRJ 106</u>	Introduction to Corrections	
or CRJ 211		
<u>CRJ 222</u>	Criminal Law and Procedure	3
<u>CRJ 225</u>	Criminal Evidence	3
<u>CRJ 270</u>	Introduction to Criminology	3

### **General Education Requirements 6 Units (Credits)**

---

English Requirement: Must be a writing course	3
Mathematics Requirement	3

## **Suggested Course Sequence**

**Program Requirements:** 30 Credits. Please see a counselor or academic advisor for more information.

### **1st Year**

---

#### **First Semester: 15 Credits**

<u>CRJ 101</u>	3
<u>CRJ 103</u>	3
<u>CRJ 164</u>	3
<u>CRJ 222</u>	3
English Course	3

#### **Second Semester: 15 Credits**

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<u>CRJ 102</u>	3
<u>CRJ 106</u> or <u>CRJ 211</u>	3
<u>CRJ 225</u>	3
<u>CRJ 270</u>	3
Mathematics Course	3

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<http://www.wnc.edu/degrees/cp-cp-crj/>

# Deaf Studies AAS

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## All Degrees & Certificates

The Deaf Studies degree 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.

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**Salary:** \$38,790–\$50,930 / year (Nevada)

**Career Outlook:** Faster than average growth

**Good To Know:** Demand is expected to increase due in part to laws that require services to be made available to the deaf. Interpreters are needed in schools, public agencies and health care facilities.

---

### *Mission:*

The mission of the Western Nevada College Deaf Studies AAS Degree Program is to provide a quality education to students, thus 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.

### *Student Outcomes:*

Upon completing the Deaf Studies Associate of Applied Science degree, 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 aspects 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

## Requirements

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

### **Program Requirements 36 Units (Credits)**

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<u>AM 140</u>	American Sign Language I / II	6
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Students can take AM145 and AM146 in lieu of AM140 for slower paced coursework.

<u>AM 141</u>	American Sign Language III / IV	6
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Students can take AM147 and AM148 in lieu of AM141 for slower paced coursework.

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<u>AM 149</u>	American Sign Language V	4
<u>AM 150</u>	American Sign Language VI	4
<u>AM 151</u>	Fingerspelling I	1
<u>AM 152</u>	Fingerspelling II	1
<u>AM 215</u>	Conversational ASL	4
<u>AM 216</u>	Receptive ASL	4
AM253		3
AM254		3

## **General Education Requirements 24 Units (Credits)**

English/Communications Requirements Must include a writing course.	6
Human Relations Requirement	3
Humanities/Social Science Requirement	3
Mathematics Requirement	3
Science Requirement	3
U.S. and Nevada Constitution Requirements	3
General Electives THTR 105 Recommended	3

## **Suggested Course Sequence**

**Program Requirements:** 60 Credits. Please see a counselor or academic advisor for more information.

### **1st Year**

#### **First Semester: 16 Credits**

<u>AM 140*</u>	6
<u>AM 151</u>	1
<u>AM 154</u>	3
English/Communication Course	3
Human Relations Course	3

#### **Second Semester: 16 Credits**

<u>AM 141**</u>	6
<u>AM 152</u>	1
<u>AM 153</u>	3

English/Communication Course	3
Humanities/Social Science Course	3

## 2nd Year

---

### Third Semester: 14 Credits

<u>AM 149</u>	4
<u>AM 215</u>	4
Mathematics Course	3
U.S./Nevada Constitution	3

### Fourth Semester: 14 Credits

<u>AM 150</u>	4
<u>AM 216</u>	4
General Elective ( <u>THTR 105</u> recommended)	3
Science Course	3

# American Sign Language

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All Degrees & Certificates

## Student Learning Outcomes:

The American Sign Language Certificate of Achievement is designed to develop skills in American Sign Language to provide students with a strong foundation to enter professions that provide services to the deaf or hard of hearing people.

## Requirements

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

### Program Requirements 18 Units (Credits)

---

<u>AM 140</u>	American Sign Language I / II	6
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Students can take AM 145 and AM 146 (4 units each) in lieu of AM 140 for slower paced coursework.

<u>AM 141</u>	American Sign Language III / IV	6
---------------	---------------------------------	---

Students can take AM 147 and AM 148 (4 units each) in lieu of AM 141 for slower paced coursework.

<u>AM 151</u>	Fingerspelling I	1
<u>AM 152</u>	Fingerspelling II	1
Any other AM course(s)		4

### General Education Requirements 12 Units (Credits)

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

## Note

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# ***Deaf Studies : Interpreting***

---

## All Degrees & Certificates

This course of study prepares students to take the Educational Interpreter Performance Assessment or the National Interpreter Certification Exam. Upon successful completion, students will be better qualified for a variety of careers including teaching, social work, psychology, speech and language pathology or any career that interacts with the Deaf.

Upon successful course completion, with a grade of C or better, WNC will issue a certificate of completion for the course(s) of study.

## **Requirements**

**A minimum of 25 total credits chosen from the following categories:**

### **First Semester**

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<u>AM 149</u>	American Sign Language V	4
<u>AM 201</u>	Interpreting I	3
<u>AM 215</u>	Conversational ASL	4

### **Second Semester**

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<u>AM 150</u>	American Sign Language VI	4
<u>AM 202</u>	Interpreting II	3
<u>AM 216</u>	Receptive ASL	4

### **Third Semester**

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<u>AM 203</u>	Interpreting III	3
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# Early Childhood Education - CP

## All Degrees & Certificates

Students will prepare to work in early childhood settings (day care, preschool education and community education programs) and learn human development and cognitive skills associated with early childhood and Pre-K children. Students interested in transferring to a four-year education program should consult with an academic counselor.

**Salary:** \$24,180–\$50,520 / year (Nevada)

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

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

### Mission:

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

## Requirements

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

### Program Requirements 21 Units (Credits)

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

### General Education Requirements 9 Units (Credits)

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



## Note

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# ***Teacher Education Preparation***

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## All Degrees & Certificates

WNC offers introductory courses in teacher education that can transfer to universities or colleges that offer a bachelor's degree in education, include 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 federal legislation.

Students can transfer to Nevada State College and take classes at WNC locations and online to earn a bachelor's degree and certification in elementary education.

They may also transfer to the University of Nevada, Reno to pursue a bachelor's degree and certification in elementary education, special education/dual or secondary education.

## **Note**

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For information, contact 445-4272.

# Graphics Communication AAS

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## All Degrees & Certificates

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.

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**Salary:** \$29,070–\$46,220 / year (Nevada)

**Career Outlook:** Average Growth

**Good To Know:** Opportunities are highest for graphic designers with knowledge of website design and animation.

---

### *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 Outcomes:*

Associate of Applied Science in Graphic Communications graduates are expected to:

- Apply technical skills in current design technologies.
- Identify and apply design concepts.
- Develop a portfolio of work demonstrating design skills
- The combination of student learning outcomes for this program and general education prepares students to meet the WNC Institutional Student Learning Outcomes.

## Requirements

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

### Program Requirements 42 Units (Credits)

---

<u>ART 100</u>	Visual Foundations	3
<u>ART 101</u>	Drawing I	3
<u>GRC 103</u>	Introduction to Computer Graphics	3
<u>GRC 109</u>	Color and Design	3
<u>GRC 144</u>	Electronic Layout and Typography	3
<u>GRC 156</u>	Design with Illustrator	3
<u>GRC 175</u>	Web Design I	3
<u>GRC 179</u>	Multimedia Design and Production I	3
<u>GRC 183</u>	Design with Photoshop	3
<u>GRC 188</u>	Web Animation I	3
<u>GRC 275</u>	Web Design II	3
<u>GRC 283</u>	Electronic Imaging	3

<u>GRC 294</u>	Professional Portfolio	3
<b>Choose 3 units from the following:</b>		
<u>ART 124</u>	Beginning Printmaking	3
<u>ART 135</u>	Photography I	3
<u>ART 141</u>	Introduction to Digital Photography I	3
<u>ART 160</u>	Art Appreciation	3
<u>ART 211</u>	Ceramics I	3
<u>ART 216</u>	Sculpture I	3
<u>ART 231</u>	Painting I	3
<u>ART 245</u>	Digital Media I	3
<u>ART 260</u>	Survey Art History I	3
<u>ART 261</u>	Survey of Art History II	

### **General Education Requirements 18 Units (Credits)**

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

## **Suggested Course Sequence**

**Program Requirements:** 60 Credits. Please see a counselor or academic advisor for more information.

### **1st Year**

#### **First Semester: 15 Credits**

<u>ART 100</u>	3
<u>ART 101</u>	3
General Ed Courses	3
<u>GRC 103</u>	3
<u>GRC 109</u>	3

#### **Second Semester: 15 Credits**

General Ed Courses	6
<u>GRC 144</u>	3

<u>GRC 156</u>	3
<u>GRC 183</u>	3

## 2nd Year

---

### Third Semester: 15 Credits

General Ed Courses	6
<u>GRC 175</u>	3
<u>GRC 188</u>	3
<u>GRC 283</u>	3

### Fourth Semester: 15 Credits

General Ed Courses	3
<u>GRC 179</u>	3
<u>GRC 275</u>	3
<u>GRC 294</u>	3
Program Elective	3

# Graphic Communications - CP

---

All Degrees & Certificates

## 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 Outcomes:

Students completing the Certificate of Achievement in Graphic Communications are expected to demonstrate that they:

- Have a working knowledge appropriate to graphic communications.
- Meet the WNC requirements for general education for the Certificate of Achievement.
- Can successfully represent themselves to a potential employer.

## Requirements

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

### Program Requirements 21 Units (Credits)

---

<u>ART 100</u>	Visual Foundations	3
<u>GRC 103</u>	Introduction to Computer Graphics	3
<u>GRC 109</u>	Color and Design	3
<u>GRC 144</u>	Electronic Layout and Typography	3
<u>GRC 156</u>	Design with Illustrator	3
<u>GRC 175</u>	Web Design I	3
<u>GRC 183</u>	Design with Photoshop	3

### General Education Requirements 9 Units (Credits)

---

English/Communications Requirements: writing course required	3
Human Relations Requirement: PSY or SOC recommended	3
Mathematics Requirement	3

## Suggested Course Sequence

**Program Requirements:** 30 Credits. Please see a counselor or academic advisor for more information.

### 1st Year

---

**First Semester: 15 Credits**

<u>ART 100</u>	3
General Education Courses	3
<u>GRC 103</u>	3
<u>GRC 109</u>	3
<u>GRC 183</u>	3

**Second Semester: 15 Credits**

General Education Courses	6
<u>GRC 144</u>	3
<u>GRC 156</u>	3
<u>GRC 175</u>	3

**Note**

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# Technology - Machine Tool AAS

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## All Degrees & Certificates

The Machine Tool specialization of the AAS Technology degree provides competency-based training for students who are interested in working in the machine trades field as a machinist, CNC programmer or machine operator. Hands-on learning is a focus of the courses students take in this industrial technology specialization.

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**Salary:** \$32,860–\$50,580 / 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

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### *Mission:*

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

### *Student Outcomes:*

Students who complete programs in occupational areas are expected to demonstrate they:

- know the subject matter appropriate to the emphasis of the degree.
- communicate effectively and appropriately, in oral and written form.
- locate, evaluate and properly utilize the tools and resources appropriate to a technology professional.
- acquire skills and perform tasks necessary for employment or career advancement.
- an appreciation of the importance of social, ethical, legal and diversity issues.
- an appreciation of the need and importance of lifelong learning.

## Requirements

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

### **Program Requirements 36 Units (Credits)**

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<u>DFT 110</u>	Blueprint Reading For Industry	3
<u>MTT 105</u>	Machine Shop I	3
<u>MTT 106</u>	Machine Shop Practice I	2
<u>MTT 110</u>	Machine Shop II	3
<u>MTT 111</u>	Machine Shop Practice II	2
<u>MTT 230</u>	Computer Numerical Control I	4
<u>MTT 232</u>	Computer Numerical Control II	4
<u>MTT 250</u>	Machine Shop III	3
<u>MTT 251</u>	Machine Shop Practice III	2
<u>MTT 260</u>	Machine Shop IV	3

### **Program Electives (Choose 7 units of the following courses) 7 Units (Credits)**

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<u>AIT 101</u>	Fundamentals of Applied Industrial Technology	4
<u>MTT 261</u>	Machine Projects	1-6
<u>MTT 262</u>	Machine Shop Practice IV	2
<u>MTT 292</u>	Computer-Aided Manufacturing I	4
<u>MTT 293</u>	Computer-Aided Manufacturing II	4
<u>MTT 295</u>	Work Experience	1-6
Any MTT course		1-6
Related WELD or other technical/trade course		1-6

## **General Education Requirements 24 Units (Credits)**

English/Communications Requirements Recommended: BUS107 Must include a writing course	6
Human Relations Course Recommended: <u>BUS 110</u>	3
Humanities/Social Science Requirements	3
Mathematics Requirement Recommended: <u>MATH 110</u>	3
Science Requirements	3
U.S. and Nevada Constitution Requirement	3
General Elective	3

## **Suggested Course Sequence**

**Program Requirements:** 60 Credits. Please see a counselor or academic advisor for more information.

### **1st Year**

#### **First Semester: 14 Credits**

English Course (BUS 107 Recommended)	3
Human Relations Course	3
<u>MTT 105</u>	3
<u>MTT 106</u>	2
Science Course	3

#### **Second Semester: 14 Credits**

<u>DFT 110</u>	3
English Course	3
Mathematics Course	3

<u>MTT 110</u>	3
<u>MTT 111</u>	2

## 2nd Year

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### Third Semester: 15–16 Credits

Humanities/Social Science Course	3
<u>MTT 230</u>	4
<u>MTT 250</u>	3
<u>MTT 251</u>	2
Program Elective	3–4

### Fourth Semester: 16–17 Credits

General Elective	3
<u>MTT 232</u>	4
<u>MTT 260</u>	3
Program Elective	3–4
U.S./Nevada Constitution	3

# Machine Tool Technology

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All Degrees & Certificates

*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 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

## Requirements

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

### **Program Requirements 20 Units (Credits)**

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<u>DFT 110</u>	Blueprint Reading For Industry	3
or <u>CONS 120</u>	Blueprint Reading and Specification	
<u>MTT 105</u>	Machine Shop I	3
<u>MTT 106</u>	Machine Shop Practice I	2
<u>MTT 110</u>	Machine Shop II	3
<u>MTT 111</u>	Machine Shop Practice II	2
<u>MTT 230</u>	Computer Numerical Control I	4

Related machine shop course

### **General Education Requirements 10 Units (Credits)**

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

### **Note**

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[View Gainful Employment Information](#)

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This page may contain links that are not visible in a printed format. For complete information visit:  
<http://www.wnc.edu/degrees/cp-mti/>

# ***Machine Tool Technology***

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## All Degrees & Certificates

The National Institute for Metalworking Skills (NIMS) offers various levels of certification in machining. Upon completion of the courses of study, students will be prepared to test for exam Level 1 and 3.

Upon successful course completion, with a grade of C or better, WNC will issue a certificate of completion for the course(s) of study.

## **Requirements**

**A minimum of total credits chosen from the following categories:**

### **Level 1: Chucking, Surface Grinding and Milling**

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<u>MTT 105</u>	Machine Shop I	3
<u>MTT 110</u>	Machine Shop II	3
<u>MTT 250</u>	Machine Shop III	3

### **Level 3: Measurement**

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<u>MTT 230</u>	Computer Numerical Control I	4
<u>MTT 232</u>	Computer Numerical Control II	4
<u>MTT 260</u>	Machine Shop IV	3

# ***Nursing Program/Degree***

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All Degrees & Certificates

## **Increase in differential fees for nursing students**

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A differential fee will be instituted fall 2018 for students admitted into the nursing program. The fee will be \$90/credit for all 2018 incoming nursing students on all nursing courses except for NURS 130. The differential fee of \$60/credit is applied for returning nursing students. The fee will be in addition to the regular tuition fee charged at the college.

## **Program Details**

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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/social/sciences, humanities and mathematics, 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 (NSBN) and is accredited by the Accreditation Commission for Education in Nursing, 3343 Peachtree Road NE, Suite 850, 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 NSBN at 1-775-687-7700 or 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 grade will not be accepted). Students admitted to the program are required to attend two mandatory orientation sessions (one full day each) scheduled for late spring or early summer, and just prior to the start of classes.

## **Academic Skills Testing**

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The Academic Skills Test for the 2018-19 selection criteria, for entrance into the nursing program for fall 2018, will be the Health Education Systems Incorporated (HESI) Admission Assessment examination. Students must complete the HESI exam at WNC during the spring 2018 semester to be considered for admission for the fall 2018 nursing program.

There will be no minimum score required on any areas of the HESI exam for the fall 2017 nursing program admission. Students will be given 0 – 4 points depending on their overall score.

Further information regarding the HESI exam and dates it will be offered will be posted by the end of fall 2018 semester.

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**Salary:** \$71,860–\$83,940 / 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

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*Mission:*

The Nursing Program reflects the mission of Western Nevada College by assisting students to develop professional competencies which value nurturing and a respect for differences, use of evidence-based practice,

ethical integrity, a spirit of inquiry and introspection. The development of the competences prepares students to function as safe, entry-level professional nurses and to transfer to higher degree programs.

*Student Outcomes:*

The nursing program philosophy, professional guiding documents and the integrating concepts are reflected in program and course student learning outcomes, clinical evaluation tools, and nursing care plans.

Upon successful completion of the nursing program, the student will be able to:

- Incorporate principles from the bio/psycho/social sciences, mathematics, humanities, and nursing in the provision of patient care.
- Apply the nursing process in a caring manner to safely meet the holistic needs of patients across the lifespan.
- Utilize a broad range of communication skills to promote understanding.
- Utilize a spirit of inquiry to integrate current evidence-based guidelines and nursing science when making clinical practice decisions.
- Apply concepts of caring, cultural sensitivity, and respect for all persons.
- Apply concepts of teaching and learning to empower patients and families to effectively manage healthcare.
- Incorporate principles of collaboration and teamwork with patients, families, and the health care team to achieve patient-centered care.
- Provide and manage care that reflects values of nursing within professional standards and legal parameters of the profession.

## Requirements

**A minimum of 71.5 total credits chosen from the following categories:**

### **Prerequisite Courses\*21 Units (Credits)**

<u>BIOL 223*</u>	Human Anatomy and Physiology I	4
<u>BIOL 224*</u>	Human Anatomy and Physiology II	4
<u>ENG 101</u>	Composition I	3
<u>MATH 120</u>	Fundamentals of College Mathematics	3
or <u>MATH 126</u>	Precalculus I	
or higher MATH course		
<u>PSY 101</u>	General Psychology	3
<b>Choose one (4 Units/Credits):</b>		
<u>CHEM 121</u>	General Chemistry I	4
<u>BIOL 190</u>	Introduction to Cell and Molecular Biology	4
& <u>BIOL 190L</u>	Introduction to Cell and Molecular Biology Lab	

NOTE: **Current CNA certification** is required for admission into the nursing program.

Successful completion of NURS 130 will be accepted in lieu of current CNA certification if completed within five years of the date of application to the nursing program.

*\* BIOL 223 & BIOL 224 must be completed at the same college or university if not completed at an institution within the Nevada System of Higher Education. Science prerequisites must be completed no more than five years prior to the semester of application to the nursing program.*

*Note: Statute of Limitation for science courses is five years by the date of application to the nursing program.*

### **Corequisite (Non-Nursing) Courses**

<u>BIOL 251*</u>	General Microbiology	4
<u>ENG 102*</u>	Composition II	3
U.S./Nevada Constitutions Course (PSC 103, HIST 111, or CH 203 recommended)*	3	

Note: Corequisite courses must be completed by the end of the fourth semester of the nursing program. See the Associate of Applied Science page for more information on courses fulfilling the general education requirement.

Completion of Chemistry 121 or Biology 190/190L, 223, 224 and 251 fulfills the science general education requirement for the Associate of Applied Science in Nursing.

### **First Year: Fall Semester Courses 10 Units (Credits)**

<u>NURS 136</u>	Foundations of Nursing Theory	3
<u>NURS 137</u>	Foundations of Nursing Laboratory	1
<u>NURS 141</u>	Foundations of Nursing Clinical	2
<u>NURS 147</u>	Health Assessment Theory	2
<u>NURS 148</u>	Health Assessment Laboratory	1
<u>NURS 152</u>	Foundations of Pharmacology in Nursing I	1

### **First Year: Spring Semester Courses 11 Units (Credits)**

<u>NURS 149</u>	Mental Health and Illness Theory	3
<u>NURS 151</u>	Mental Health and Illness Clinical	1
<u>NURS 153</u>	Foundations of Pharmacology in Nursing II	1
<u>NURS 165</u>	Medical Surgical Nursing I Theory	3
<u>NURS 166</u>	Medical Surgical Nursing I Laboratory	1
<u>NURS 167</u>	Medical Surgical Nursing I Clinical	2

### **Second Year: Fall Semester Courses\*\*9 Units (Credits)**

<u>NURS 156</u>	Foundations of Pharmacology in Nursing III	1
<u>NURS 261</u>	Nursing Care of the Family from Conception through Adolescence (Theory)	2
<u>NURS 262</u>	Nursing Care of Family from Conception to Adolescence (Lab/Clinical)	1
<u>NURS 270</u>	Advanced Clinical Nursing I Theory	3
<u>NURS 271</u>	Advanced Clinical Nursing I Clinical	2

### **Second Year: Spring Semester\*\*10.5 Units (Credits)**

<u>NURS 261</u>	Nursing Care of the Family from Conception through Adolescence (Theory)	2
<u>NURS 262</u>	Nursing Care of Family from Conception to Adolescence (Lab/Clinical)	1



<u>NURS 276</u>	Advanced Medical Surgical Nursing II Theory	3
<u>NURS 277</u>	Advanced Medical Surgical Nursing II Clinical	2.5
<u>NURS 284</u>	Role of the ADN Manager of Care	2

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**Note**

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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.

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

# ***Certified Nursing Assistant***

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## All Degrees & Certificates

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.

## **New to WNC?**

### Get Started

## **For enrollment information:**

**445-3296**

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## **Requirements**

**A minimum of 6 total credits chosen from the following categories:**

### **Courses**

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<u>NURS 130</u>	Nursing Assistant	6
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### **Note**

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Allied Health courses have mandatory prerequisites. This information must be provided to the Nursing and Allied Health Office before permission to enroll in the course is granted.

# Emergency Medical Services

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## All Degrees & Certificates

Emergency Medical Services courses are offered through the Division of Nursing and Allied Health. 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 about how to meet this requirement will be explained by the course instructor. Drug screening may be required by health care organizations.

## Requirements

**A minimum of total credits chosen from the following categories:**

### Courses

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<u>EMS 100</u>	Healthcare Provider CPR	.5
EMS 113	First Responder	3
<u>EMS 108</u>	Emergency Medical Technician - Basic	7-8
EMS 112	EMT Enhanced (Intermediate)	4-5

### Note

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Allied Health courses have mandatory prerequisites. [Click to view prerequisite information, required immunizations, tests, major medical insurance, and CPR certification.](#) This information must be provided to the Nursing and Allied Health Office before permission to enroll in the course is granted.

# ***Laboratory Technician-Phlebotomy***

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## All Degrees & Certificates

Laboratory Technician-Phlebotomy classes (LTE 101 and LTE 102), which are offered through the Division of Nursing and Allied Health, is listed in the class schedule under the Laboratory Technician heading. The courses provide 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 through the collection process.

## **Note**

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Allied Health courses have mandatory prerequisites. This information must be provided to the Nursing and Allied Health Office before permission to enroll in the course is granted.

# Technology - Welding AAS

## All Degrees & Certificates

The welding specialization of the AAS Technology degree provides opportunities to practice and prepare for certification exams, and allows students to explore other industrial skills that are used in a variety of occupations and businesses.

**Salary:** \$27,220–\$47,070 / year (Nevada)

**Career Outlook:** Average growth

**Good To Know:** Certification required for many jobs. Most welding positions will be available in manufacturing facilities that produce or assemble metal parts or products.

### *Mission:*

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

### *Student 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.
- communicate effectively and appropriately, in oral and written form.
- locate, evaluate and properly utilize the tools and resources appropriate to a technology professional.
- acquire skills and perform tasks necessary for employment or career advancement.
- an appreciation of the importance of social, ethical, legal and diversity issues.
- an appreciation of the need and importance of lifelong learning.

## Requirements

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

### Program Requirements 36 Units (Credits)

<u>DFT 110</u>	Blueprint Reading For Industry	3
<u>WELD 211</u>	Welding I	3
<u>WELD 212</u>	Welding I Practice	2
<u>WELD 221</u>	Welding II	3
<u>WELD 222</u>	Welding II Practice	2
<u>WELD 231</u>	Welding III	3
<u>WELD 232</u>	Welding III Practice	2
<u>WELD 241</u>	Welding IV	3
<u>WELD 242</u>	Welding IV Practice	2
<u>WELD 250</u>	Welding Certification Preparation	1-12
<b>Choose 1-12 units from the following electives:</b>		
<u>AIT 101</u>	Fundamentals of Applied Industrial Technology	4

<u>ET 131</u>	DC for Electronics	4
<u>ELM 143</u>	Wiring Techniques	2
<u>MTT 105</u>	Machine Shop I	3
<u>WELD 151</u>	Metallurgy I	3
<u>WELD 224</u>	Welding Projects	1-6
<u>WELD 290</u>	Internship in Welding	1-4
WELD: Related Welding Courses		1-3

## **General Education Requirements 24 Units (Credits)**

English/Communications Requirement Recommended: BUS107 Must include a writing course	6
Human Relations Requirement Recommended: <u>BUS 110</u>	3
Humanities/Social Science Requirements	3
Mathematics Requirements	3
Science Requirements	3
U.S. and Nevada Constitution Requirements	3
General Elective	3

## **Suggested Course Sequence**

**Program Requirements:** 60 Credits. Please see a counselor or academic advisor for more information.

### **1st Year**

#### **First Semester: 14 Credits**

English Course (BUS 107 Recommended)	3
Human Relations Course	3
Science Course	3
<u>WELD 211</u>	3
<u>WELD 212</u>	2

#### **Second Semester: 15–17 Credits**

<u>DFT 110</u>	3
English Course	3
Mathematics Course	3
Program Elective	1–3

<u>WELD 221</u>	3
<u>WELD 222</u>	2

## 2nd Year

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### Third Semester: 11–13 Credits

General Elective	3
Humanities/Social Science Course	3
Program Elective	3–5
<u>WELD 232</u>	2

### Fourth Semester: 15–17 Credits

Program Elective	3–5
US and Nevada Constitution	3
<u>WELD 241</u>	3
<u>WELD 242</u>	2
<u>WELD 250</u>	4

# **Welding Technology - CP**

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All Degrees & Certificates

## **Student Learning Outcomes:**

The Welding Certificate of Achievement provides students with opportunities to practice and prepare for welding certification examinations and the knowledge and skills for employment in welding and related careers.

## **Requirements**

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

### **Program Requirements 18 Units (Credits)**

---

<u>WELD 211</u>	Welding I	3
<u>WELD 212</u>	Welding I Practice	2
<u>WELD 221</u>	Welding II	3
<u>WELD 222</u>	Welding II Practice	2
<u>WELD 250</u>	Welding Certification Preparation	6
Welding Elective		2

### **General Education Requirements 12 Units (Credits)**

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English/Communications Requirements: Must include a writing course	6
Human Relations Requirement: Recommended: <u>BUS 110</u>	3
Mathematics Requirement	3

## **Note**

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[View Gainful Employment Information](#)



# ***Welding Certification Preparation***

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## All Degrees & Certificates

Students are introduced to the many welding 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.

Upon successful course completion, with a grade of C or better, WNC will issue a certificate of completion for the course(s) of study.

## **Requirements**

**A minimum of total credits chosen from the following categories:**

### **Shielded Metal Arc-Welding and Gas Metal Arc-Welding**

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<u>WELD 211</u>	Welding I	3
<u>WELD 212</u>	Welding I Practice	2
<u>WELD 221</u>	Welding II	3
<u>WELD 222</u>	Welding II Practice	2

### **Fluxed-Core Welding and Gas Tungsten Arc-Welding**

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<u>WELD 231</u>	Welding III	3
<u>WELD 232</u>	Welding III Practice	2
<u>WELD 241</u>	Welding IV	3
<u>WELD 242</u>	Welding IV Practice	2

### **AWS Code Exam**

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<u>WELD 250</u>	Welding Certification Preparation	9
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# *Student Learning Outcomes*

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Student learning is the core of WNC's mission and the college celebrates this importance with institution-wide student learning outcomes. The WNC Student Learning Outcomes (SLOs) guide all courses, programs, and degrees offered by WNC.

SLOs one through six provide the structure for general education and alignment for academic program outcomes; SLO seven provides a connection for career preparation emphases.

General education provides a broad educational foundation that is essential to meeting educational, social, personal, and career goals. WNC's general education curriculum consists of rigorous, interrelated academic experiences that introduce students to diverse ways of thinking and understanding their world. Through a range of connected learning experiences, general education introduces students to a breadth of knowledge that complements and prepares students for the depth provided in a completed degree program.

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## **Upon completing a degree at WNC, students must demonstrate:**

1. **WORKING KNOWLEDGE**– Identify, describe, and apply information, theories, methodologies and approaches from the sciences, social sciences, and humanities/arts.
2. **WRITTEN COMMUNICATION** – Write effective projects, papers, and reports.
3. **QUANTITATIVE LITERACY** – Present accurate calculations and symbolic operations, and explain how such calculations and operations are used in either the specific field of study or in interpreting information in other fields.
4. **INFORMATION LITERACY** – Locate, evaluate, and appropriately use information from multiple resources to complete projects, activities, and papers.
5. **DIVERSITY AND SOCIETY** – Describe diverse historical and/or contemporary positions on selected democratic values or practices.
6. **CRITICAL THINKING** – Integrate knowledge and skills from the study of sciences, mathematics, social sciences, and the humanities/arts to think critically about and develop solutions to contemporary and/or enduring problems.
7. **CAREER PREPARATION** – Identify, describe, and apply information in the discipline or career area of their choice sufficient for further study and/ or demonstrate competencies required to succeed in the workplace.

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Reference: [2017 General Education ISLO Memo](#)

# ***Divisions***

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Variety. Commitment. Success. Choose from a wide variety of academic programs, including associate degrees, certificates of achievement, and a new bachelor of technology degree. Or, pick classes that help you prepare for a great career, and non-credit courses in stimulating and fun topics. Faculty members are strongly committed to helping students succeed in the classroom, in campus activities, and in life. So use the links below to get started on tomorrow. It's all here. Go get it.

## **Academic Divisions**

### **Career & Technical Education**

The Career & Technical Education division at WNC offers a Bachelor of Technology degree, Associate of Applied Science degrees, certificates of achievement, certification and licensing preparation, and special academic programs.

### **Liberal Arts**

The Liberal Arts Division at WNC offers Associate of Arts, Associate of General Studies and Associate of Science degrees.

### **Nursing & Allied Health**

The Nursing & Allied Health Division at WNC offers an Associate of Applied Science Degree in Nursing and courses in Emergency Medical services, Laboratory Technician, and Nursing Assistant.

# ***Course Credit and Student Involvement***

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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:

- 0.5: 20 – 22.5 hours
- 1.0: 40 – 45 hours
- 2.0: 80 – 90 hours
- 3.0: 120 – 135 hours
- 4.0: 160 – 180 hours
- 5.0: 200 – 225 hours
- 6.0: 240 – 270 hours

# ***Course Descriptions***

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## **Automotive Technology Collision and Repair (ABDY)**

Career & Technical Education Division

There are no active courses offered for this discipline.

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## **Air Conditioning (AC)**

Career & Technical Education Division

### **AC-198: Special Topics in Hvac**

---

**Units (Credits):** 0.50 - 6.00

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

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

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## **Accounting (ACC)**

Career & Technical Education Division

### **ACC-105: Taxation for Individuals**

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**Units (Credits):** 1.00 - 3.00

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

### **ACC-135: Bookkeeping I**

---

**Units (Credits):** 3.00

Introduces the basic principles of bookkeeping and applied accounting for a business enterprise with special emphasis on accounting for sole proprietorships, service and merchandising companies. Includes debits and credits, the accounting cycle, journals, ledgers, bank reconciliations, payroll, and the preparation of simple financial statements. May include a computerized component.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

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

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**Units (Credits):** 3.00

Prerequisites: ACC135, ACC201 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.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **ACC-198: Special Topics in Accounting**

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**Units (Credits):** 1.00 - 3.00

Applies to a variety of topics including short courses and workshops covering a variety of subjects in accounting.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **ACC-201: Financial Accounting**

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**Units (Credits):** 3.00

Recommended prerequisite: ACC 135 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 (Credits):** 3.00

Prerequisites: ACC 201 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**

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**Units (Credits):** 3.00

Prerequisites: ACC 201 Emphasizes accounting theory, concepts and analysis of problems that arise in applying these concepts. Course covers in depth the traditional topics as well as recent developments in accounting valuation, accounting for cash, receivables, prepaid and accrued items, plant and equipment.

### **ACC-204: Intermediate Accounting II**

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**Units (Credits):** 3.00

Prerequisites: ACC203 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**

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**Units (Credits):** 3.00

Prerequisites: ACC201 Integrates the principles of accounting and the concepts of data processing. Students will become familiar with computerized accounting systems which are realistic examples of systems used in business today.

### **ACC-223: Introduction to Quickbooks**

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**Units (Credits):** 3.00

Prerequisites: ACC135 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.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **ACC-261: Governmental Accounting**

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**Units (Credits):** 3.00

Prerequisites: ACC201 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**

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**Units (Credits):** 6.00

Prerequisites: ACC201 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."

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **ACC-295: Work Experience I**

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**Units (Credits):** 1.00 - 6.00

Prerequisites: consent of instructor Provides on-the-job supervised and educationally directed work experience.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **ACC-299: Advanced Special Topics in Accounting**

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**Units (Credits):** 1.00 - 3.00

Prerequisites: ACC 201 or ACC 202 or consent of instructor Applies to a variety of advanced topics including short courses and workshops covering a variety of subjects in accounting.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

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## **Agricultural Science (AGSC)**

Career & Technical Education Division

### **AGSC-102: Agriculture Communication & Organization**

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**Units (Credits):** 1.00 - 3.00

Prerequisite: None Designed for students interested in pursuing an agricultural career. Provides students with an in depth investigation into personal and interpersonal leadership. Teaches students to strengthen their leadership influence through a personal application of leadership skills, attitudes and dispositions.

### **AGSC-122: Intercollegiate Rodeo**

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**Units (Credits):** 2.00

Prerequisite: None Designed for men and women interested in rodeo as a knowledgeable spectator, producer, or participant. Covers rodeo history, current rules, equipment use, and physical and mental conditioning.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **AGSC-163: Horsemanship**

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**Units (Credits):** 2.00

Prerequisite: None Demonstrates Western horseback riding techniques and equitation. Provides the foundation for good, basic, and effective horsemanship that can later be developed into more specialized riding. Includes safety, handling, grooming, saddling, staling, feeding, health, exercise, and riding. All levels of ability are welcome as lab assignments are tailored to the skill levels of both student and horse.

### **AGSC-198: Special Topics in Agriculture**

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**Units (Credits):** 1.00 - 6.00

Prerequisite: None Selected agricultural topics offered for general interest in the agricultural community. Repeatable to a maximum of six units.

### **AGSC-206: Fundamentals of Animal Nutrition**

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**Units (Credits):** 3.00

Prerequisite: AGSC 100 or 105 Provides an overview of animal nutrition as the basis for livestock feeding and

nutrition. Discusses the fundamentals of digestion and absorption in both ruminants and non-ruminants. Emphasizes the nutritive value of feeds as they relate to the formulation of livestock rations, including by-product feeding.

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## **Applied Industrial Technology (AIT)**

Career & Technical Education Division

### **AIT-101: Fundamentals Of Applied Industrial Technology**

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**Units (Credits):** 4.00

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.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **AIT-102: Measurement Tools and Methods**

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**Units (Credits):** 1.00

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.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **AIT-103: Intro to Machine Tool Technologies**

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**Units (Credits):** 1.00

Introduction to 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.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **AIT-121: Electrical Control Systems**

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**Units (Credits):** 1.00 - 3.00

Prerequisite: AIT 101 Covers the function and operation of logic control circuits used in industrial, commercial and residential applications. Relays, limit switches and time-delays are introduced for a variety of uses. Automation with electrical control is common in many settings, using components wired together in specific configurations that form the logic needed to determine the sequences of machine operations.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **AIT-125: Industrial Robotics in the Manufacturing Industry**

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**Units (Credits):** 0.50 - 6.00

Prerequisites: AIT 101 Covers the fundamentals of industrial robotics found in modern manufacturing, logistics and distribution environments. Covers servo robot system components, prepares students to perform robotic movement using articular and/or Cartesian coordinates, ensures exposure to the design of programs for point-to-point and task activities, includes analysis of industrial robotic integration to standardize production line systems, and integrates basic troubleshooting techniques into robot theory and operation.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **AIT-155: Applied Industrial Technology Hands On Lab**

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**Units (Credits):** 1.00 - 6.00

Allows students of Applied Industrial Technology to use hands-on trainers and equipment as they become available for the study of various topics.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

## **AIT-198: Special Topics in Applied Industrial Technology**

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**Units (Credits):** 1.00 - 6.00

Explores various topics of current interest/demand in Applied Industrial Technology areas of study. Applies to a variety of current topics in the field of industrial technology, covering subjects such as new approaches and techniques, equipment configuration, upgrades, preventive maintenance, etc.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

## **AIT-200: Applied Industrial Technology Projects**

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**Units (Credits):** 1.00 - 6.00

Prerequisites: None Explores various project-based topics in the Applied Industrial Technology field. Applies to a range of subjects including short courses and workshops covering a variety of themes relevant to industry.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

## **AIT-201: Pneumatic Power Technologies**

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**Units (Credits):** 1.00 - 3.00

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.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

## **AIT-250: Mechatronics: Electrical Components**

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**Units (Credits):** 3.00

3 units Prerequisite or Corequisite: AIT 101 Covers the basics of electrical components in a complex mechatronic system. Students will learn the basic functions and physical properties of electrical components, and the roles they play within the system. Technical documentation such as data sheets, schematics, and timing diagrams will be covered while exploring troubleshooting strategies and preventive maintenance.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

## **AIT-251: Mechatronics: Mechanical Components**

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**Units (Credits):** 3.00

3 units Prerequisite or Corequisite: AIT 250 Covers the basics of pneumatic, electropneumatic and hydraulic control circuits in a complex mechatronic system. Teaches the functions and properties of control elements based upon physical principles, and the roles they play within the system. Covers technical documentation such as data sheets, circuit diagrams, displacement step diagrams and function charts while exploring troubleshooting strategies and preventive maintenance. Covers the basics of mechanical components in a complex mechatronic system. Students will learn the basic functions and physical properties of mechanical components, and the roles they play within the system. Technical documentation such as data sheets, schematics, and timing diagrams will be covered while exploring troubleshooting strategies and preventive maintenance.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

## **AIT-252: Mechatronics: Pneumatic & Hydraulic**

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**Units (Credits):** 3.00

3 units Prerequisite or Corequisite: AIT 251 Covers the basics of pneumatic, electropneumatic and hydraulic control circuits in a complex mechatronic system. Students will learn the functions and properties of control elements based upon physical principles, and the roles they play within the system. Technical documentation

such as data sheets, circuit diagrams, displacement step diagrams and function charts will be covered while exploring troubleshooting strategies and preventive maintenance.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

## **AIT-253: Mechatronics: Programmable Logic Controllers**

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**Units (Credits):** 3.00

3 units Prerequisite or Corequisite: AIT 252 Covers the fundamentals of digital logic and an introduction to programmable logic controllers (PLCs) in a complex mechatronic system. Students will learn the role PLCs play within a mechatronic system or subsystem; students will explore basic elements of PLC functions by writing and testing programs to control them. Course teaches students how to identify malfunctioning PLCs, as well as to apply troubleshooting strategies to identify and localize problems caused by PLC hardware.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

## **AIT-270: Mechatronics 2: Process Control Technologies**

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**Units (Credits):** 3.00

Prerequisites: AIT 253 Covers content specifically outlined by the Siemens Mechatronic Systems Certification Program (SMSCP) exam objectives and is part of a six-course series to prepare students for the SMSCP Level 2 industry credential exam. Topics include closed loop and other technologies used in process control in the context of a complex mechatronic system are included. Students will understand and establish operating parameters as PID controllers are introduced and explored, along with strategies for optimizing them. Troubleshooting strategies for a variety of industry controllers and their applications are embedded throughout the course.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

## **AIT-271: Mechatronics 2: Intro to Totally Integrated Automation**

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**Units (Credits):** 3.00

Prerequisites: AIT 253 Covers content specifically outlined by the Siemens Mechatronic Systems Certification Program (SMSCP) exam objectives and is part of a six-course series to prepare students for the SMSCP Level 2 industry credential exam. Introduces the Siemens concept of Totally Integrated Automation by looking at field level analogue sensors and actuators and up to the control level with programming and networking Programmable Logic Controllers (PLCs). Hands-on lab work includes connecting devices and controls, evaluating and writing a PLC program with analogue values and STEP 7 software functions like comparison, memory, arithmetic, conversion, and jump. Including the basics of MPI-Bus and PROFIBUS system, and wire modules to a PLC. Maintenance and troubleshooting of these PLC programs and bus systems are essential components of the course.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

## **AIT-272: Mechatronics 2: Automation Systems**

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**Units (Credits):** 3.00

Prerequisites: AIT 253 Covers content specifically outlined by the Siemens Mechatronic Systems Certification Program (SMSCP) exam objectives and is part of a six-course series to prepare students for the SMSCP Level 2 industry credential exam. Course is divided into two main sections: Manufacturing Technologies, including CNC, CAD and CAM, and Microcontrollers and Programming, which constitute essential tools in modern manufacturing, particularly in mechatronic systems. Introduces through the microcontroller section the theory behind microcontroller and microprocessor architecture, and its ways of interaction with other electronic elements to explore applications. This theory is complemented with practical exercises that reflect the importance of microcontrollers in a mechatronic system. Covers an exploration of manufacturing automation and the concepts of Metal Cutting, Modal analysis, CNC, CAM and CAD. Provides students with part of the skill set necessary to maintain and improve mechatronic systems.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

## **AIT-273: Mechatronics 2: Motor Control**

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**Units (Credits):** 3.00

Prerequisites: AIT 253 Covers general machine operation, different types of braking and loads on a motor, and motor efficiency and power. Different control techniques are introduced, including different methods of starting a motor, controlling voltage and frequency, and the role of different sensors in relation to motor operation. Troubleshooting techniques and an examination of the various causes of motor failure are explored; preventive measures to protect motors are also introduced.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **AIT-274: Mechatronics 2: Mechanics and Machine Elements**

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**Units (Credits):** 3.00

Prerequisites: AIT 253 Covers content specifically outlined by the Siemens Mechatronic Systems Certification Program (SMSCP) exam objectives and is part of a six-course series to prepare students for the SMSCP Level 2 industry credential exam. Focuses on the study of the mechanical components that are included in a complex mechatronic system. Includes overview of statics and kinetics, which include; force system analysis, study of equilibrium, frames and machines, friction and effects of forces on the motion of objects among other basic topics. Covers machine elements, fundamentals of a variety of components expanding the material into calculations involving force, stress and wear analysis and investigation of the appropriate component required in given a system. Included are the deployment of these techniques for supporting mechatronic systems and to ensure its proper function, correct possible defects that may interrupt the process, and to plan preventive maintenance operations on them while observing and incorporating safety standards.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **AIT-275: Mechatronics 2: Manufacturing Processes**

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**Units (Credits):** 3.00

Prerequisites: AIT 253 Covers content specifically outlined by the Siemens Mechatronic Systems Certification Program (SMSCP) exam objectives and is part of a six-course series to prepare students for the SMSCP Level 2 industry credential exam. Course is divided into two main sections: process management, and function and importance of a hands-on design project. Lessons and labs explore engineering technology in ways that ensure students have an awareness of what it is like to work with customers, timelines, budgetary restrictions, and in general to include some basic business sense in the spirit of their work. The simulations and exercises in this course emphasize business-related factors that further develop well-rounded mechatronics technicians.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **AIT-285: AIT Certification/Examination Prep**

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**Units (Credits):** 1.00 - 3.00

Reviews industrial technology theory and practice including devices and circuits, wiring techniques, controls, operation of test instruments, measurement methods, and troubleshooting of industrial systems. Manufacturing, distribution, and logistics practices and tasks will be covered as applicable. Prepares students for current industrial certification and employment tests through practice questions, example scenarios, and review.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **AIT-290: Applied Industrial Technology Internship**

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**Units (Credits):** 1.00 - 6.00

Prerequisite: Consent of Instructor. Allows students to apply knowledge to real on-the-job situations in a program designed by a company official and faculty advisor to maximize learning experiences.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

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## **American Sign Language (AM)**

Career & Technical Education Division

### **AM-140: American Sign Language I & II**

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**Units (Credits):** 6.00

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

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### **AM-141: American Sign Language III & IV**

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**Units (Credits):** 6.00

Prerequisites: AM 140 or AM 145 / AM 146 American Sign Language III promotes the shift from comprehension to production of ASL to bring the students current ASL fluency to a point of self-generated ASL. American Sign Language IV encourages the student to expand his or her command of discourse in ASL on various everyday topics.

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### **AM-145: American Sign Language I**

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**Units (Credits):** 4.00

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

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### **AM-146: American Sign Language II**

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**Units (Credits):** 4.00

Prerequisites: AM145 Continues to stress the development of basic conversational skills with emphasis on expanding vocabulary and expressive skills.

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### **AM-147: American Sign Language III**

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**Units (Credits):** 4.00

Prerequisites: AM146 Promotes the shifting from comprehension to production of ASL to bring one's current ASL fluency to a point of self generated ASL.

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### **AM-148: American Sign Language IV**

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**Units (Credits):** 4.00

Prerequisites: AM147 Encourages the student to expand his or her command of discourse in ASL on various everyday topics.

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### **AM-149: American Sign Language V**

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**Units (Credits):** 4.00

Prerequisites: AM148 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.

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### **AM-150: American Sign Language VI**

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**Units (Credits):** 4.00

Prerequisites: AM149 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.

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### **AM-151: Fingerspelling I**

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**Units (Credits):** 1.00

Develops basic skills in receptive and expressive fingerspelling.

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### **AM-152: Fingerspelling II**

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**Units (Credits):** 1.00

Prerequisites: AM151 or current enrollment in AM 151 Improves receptive and expressive fingerspelling skills to intermediate/advanced levels.

### **AM-201: Interpreting I**

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**Units (Credits):** 3.00

Prerequisites: AM146 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**

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**Units (Credits):** 3.00

Prerequisites: AM201 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 Sign Language III**

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**Units (Credits):** 3.00

Prerequisites: AM202 Develops the student's receptive and expressive skills in interpreting for deaf individuals. Follows a sequenced series of consecutive interpretation to simultaneous interpretation skills.

### **AM-215: Conversational ASL**

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**Units (Credits):** 4.00

Prerequisites: AM147 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.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **AM-216: Receptive ASL**

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**Units (Credits):** 4.00

Prerequisites: AM147 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.

### **AM-217: Language and Literacy for Deaf/Hard of Hearing Children**

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**Units (Credits):** 3.00

Teaches the process of language acquisition and literacy development for children who are deaf or have a hearing loss. Includes comparison to the natural acquisition of language for all children and adults. Includes clinical, cultural, historical and audiological descriptions of deafness; the unique linguistic aspects of language and literacy acquisition and most importantly, practical application and activities that can be utilized with deaf/hard of hearing children. Geared to all persons wishing to learn about language and literacy acquisition, but especially geared to parents, educational interpreters, speech and language pathologists, audiologist, and teacher of deaf and hard of hearing children.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **AM-253: Deaf Culture**

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**Units (Credits):** 3.00

Prerequisites: AM145 Offers a study of people who are deafened. Includes clinical and audiological descriptions of deafness and its course.

### **AM-254: Deaf History**

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**Units (Credits):** 3.00

Examines segments of the history of deaf people and the deaf community, as well as the deaf experience from a historical perspective.

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## **AM-299: Special Topics in Sign Language**

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**Units (Credits):** 0.50 - 3.00

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

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

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## **Anthropology (ANTH)**

Liberal Arts Division

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### **ANTH-101: Introduction to Cultural Anthropology**

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**Units (Credits):** 3.00

Introduces human culture and society. Provides an understanding of human diversity through a comparative study of politics, religion, economics and social organization.

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### **ANTH-102: Introduction to Physical Anthropology**

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**Units (Credits):** 3.00 - 5.00

Recommended corequisite: 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.

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### **ANTH-110L: Physical Anthropology Lab**

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**Units (Credits):** 1.00

Corequisites: ANTH102 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.

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### **ANTH-198: Special Topics: Anthropology**

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**Units (Credits):** 1.00 - 3.00

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### **ANTH-201: Peoples & Cultures of the World**

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**Units (Credits):** 3.00

Offers a comparative survey of selected societies from throughout the world. Emphasis is on the impact of global developments on traditional societies.

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### **ANTH-202: Archaeology**

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**Units (Credits):** 3.00

Surveys archaeology in the Old and New Worlds. Examines methods used by archaeologists to describe and explain prehistoric cultures.

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### **ANTH-213: Intro to the Indians of the Great Basin**

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**Units (Credits):** 3.00

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**

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**Units (Credits):** 3.00

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 & Magic**

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**Units (Credits):** 3.00

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**

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**Units (Credits):** 3.00

Topics selected from paleoecology, taphonomy, geoarchaeology, and dating methods. Lectures, readings, and field trips cover advanced principles, method and theory, and practical applications.

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## **Arabic (ARA)**

Liberal Arts Division

There are no active courses offered for this discipline.

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## **Art (ART)**

Liberal Arts Division

### **ART-100: Visual Foundations**

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**Units (Credits):** 3.00

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

### **ART-101: Drawing I**

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**Units (Credits):** 3.00

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**

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**Units (Credits):** 3.00

Prerequisites: ART101 Continues ART 101 with increased emphasis on the refinement of drawing skills. One hour lecture/ four hours studio per week.

### **ART-111: Beginning Ceramics**

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**Units (Credits):** 3.00

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-124: Beginning Printmaking**

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**Units (Credits):** 3.00

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

## **ART-127: Watercolor I**

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**Units (Credits):** 3.00

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**

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**Units (Credits):** 3.00

Introduces the basics of various traditional and contemporary painting media.

## **ART-135: Photography I**

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**Units (Credits):** 3.00

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**

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**Units (Credits):** 3.00

Introduces photographic techniques. Topics include exposure, camera controls, digital printing, file management. Explores creative possibilities and thematic modes of photography; working in series.

## **ART-160: Art Appreciation**

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**Units (Credits):** 3.00

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**

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**Units (Credits):** 3.00

Prerequisites: ART101 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-211: Ceramics I**

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**Units (Credits):** 3.00

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**

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**Units (Credits):** 3.00

Prerequisites: ART211 Continues ART 211 but with increased attention given to further refinement of skills. One hour lecture/four hours studio per week.

## **ART-225: Intermediate Printmaking**

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**Units (Credits):** 3.00

Prerequisites: ART124 Continues Art 124 with emphasis on contemporary techniques and processes for traditional intaglio, lithography, and digital imaging techniques for intaglio and lithographic processes.

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### **ART-227: Watercolor II**

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**Units (Credits):** 3.00

Prerequisites: ART127 Continues exploration of watercolor techniques and concepts including gouache and related media.

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### **ART-231: Painting I**

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**Units (Credits):** 3.00

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.

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### **ART-232: Painting II**

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**Units (Credits):** 3.00

Prerequisites: ART231 Continues ART 231, with increased emphasis on refinement of basic painting skills. One hour lecture and four hours studio per week.

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### **ART-235: Photography II**

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**Units (Credits):** 3.00

Prerequisites: ART135 or 141 Covers artificial lighting techniques and theory; strobe equipment, hotlights and electronic flashes. Students produce a portfolio of work demonstrating knowledge of these techniques.

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### **ART-237: Photography II Color**

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**Units (Credits):** 3.00

Prerequisite: ART 141 Covers continued explorations of numerous photographic techniques, compositional styles, concepts and critical analysis of photography as a Fine Art.

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### **ART-260: Survey Art History I**

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**Units (Credits):** 3.00

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

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### **ART-261: Survey of Art History II**

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**Units (Credits):** 3.00

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

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### **ART-299: Special Topics in Studio Art**

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**Units (Credits):** 1.00 - 3.00

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

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## **Astronomy (AST)**

Liberal Arts Division

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### **AST-109: Planetary Astronomy**

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**Units (Credits):** 3.00

Prerequisites: MATH120, MATH126 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.

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### **AST-110: Stellar Astronomy**

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**Units (Credits):** 3.00

Prerequisites: MATH120, MATH126 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.

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### **AST-120: Introduction to Astrobiology**

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**Units (Credits):** 3.00

Study of the origin, evolution and distribution of life in the geology, planetary science, atmospheric science, oceanography, and other sciences. Will explore the scientific reasons behind why the Solar System harbors a living planet. Covers the factors that allow the Earth to support life and the potential for life on other planets within the universe.

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## **Atmospheric Science (ATMS)**

Liberal Arts Division

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### **ATMS-117: Meteorology**

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**Units (Credits):** 3.00

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

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## **Automotive Autobody (AUTB)**

Career & Technical Education Division

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

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**Units (Credits):** 3.00

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.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

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### **AUTB-125: Automotive Collision II**

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**Units (Credits):** 1.00 - 6.00

Prerequisites: AUTB120 Continues AUTB 120 with more advanced hands-on skill and knowledge in auto body construction, tools, safety and work with metal, plastic, fiberglass and trim.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

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### **AUTB-200: Automotive Refinishing I**

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**Units (Credits):** 3.00

Provides fundamental instruction of hands-on skill and knowledge in the painting and refinishing, including metal preparation, sanding techniques, masking and priming.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

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

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**Units (Credits):** 1.00 - 6.00

Prerequisites: AUTB200 Continues AUTB 200 with more advanced hands-on skill and knowledge in the painting and refinishing of auto bodies.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

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## **Automotive Mechanics (AUTO)**

Career & Technical Education Division

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

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**Units (Credits):** 3.00

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.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **AUTO-115: Auto Electricity & Electronics I**

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**Units (Credits):** 3.00 - 7.00

Prerequisites: AUTO 101B or consent of instructor Topics include mastery of DC electricity, use of digital multimeters, troubleshooting electrical problems in starting, charging and accessory systems. Prepares students for ASE certification.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

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

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**Units (Credits):** 4.00

Prerequisites: AUTO115B Advanced AC and DC automotive electronic circuits. Troubleshooting electronically controlled components including supplemental restraint systems and convenience accessories. Prepares students for ASE certification.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **AUTO-130: Engine Reconditioning**

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**Units (Credits):** 3.00

Prerequisites: AUTO101B 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.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **AUTO-140: Automotive Brake Systems**

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**Units (Credits):** 3.00

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.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **AUTO-145: Automotive Brakes**

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**Units (Credits):** 3.00 - 7.00

Prerequisites: AUTO101 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.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **AUTO-155: Steering & Suspension**

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**Units (Credits):** 3.00 - 7.00

Prerequisites: AUTO101 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.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **AUTO-160: Auto Air Conditioning and Heating**

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**Units (Credits):** 1.00 - 3.00

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.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **AUTO-198: Special Topics in Automotive Mechanics**

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**Units (Credits):** 3.00 - 6.00

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **AUTO-210: Automatic Transmissions & Transaxles I**

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**Units (Credits):** 3.00

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.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **AUTO-225: Engine Performance I/Fuel & Ignition**

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**Units (Credits):** 3.00 - 7.00

Prerequisites: AUTO101 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.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **AUTO-227: Engine Performance II/Emission Control**

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**Units (Credits):** 4.00

Prerequisites: AUTO225 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.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **AUTO-235: Engine Performance III/Diagnostics**

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**Units (Credits):** 4.00

Prerequisites: AUTO227B Computerized engine and fuel management control. Operational theory of automotive computers. Use of hand held diagnostic interfaces. Prepares students for ASE certification.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

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# **Building Inspection (BI)**

Career & Technical Education Division

There are no active courses offered for this discipline.

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## **Biology (BIOL)**

Liberal Arts Division

### **BIOL-100: General Biology for Non-Science Majors**

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**Units (Credits):** 3.00 - 4.00

Prerequisites: None. Recommended: MATH120, MATH126 or higher. 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**

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**Units (Credits):** 3.00

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: Intro to Cell & Molecular Biology**

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**Units (Credits):** 3.00

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: Intro to Cell & Molecular Biology Lab**

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**Units (Credits):** 1.00

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**

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**Units (Credits):** 3.00 - 4.00

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-191L: Introduction to Organismal Biology Lab**

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**Units (Credits):** 1.00

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**

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**Units (Credits):** 3.00

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**

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**Units (Credits):** 1.00

Corequisites: BIOL200 Provides students with intense laboratory exercises about anatomy and physiology with related, illustrative pathology and microbiology.

## **BIOL-208: Introduction to Human Genetics**

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**Units (Credits):** 3.00

Prerequisites: BIOL190 and 190L 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 per-medical studies. Three hours lecture.

## **BIOL-212: Introduction to Human Genetics Lab**

---

**Units (Credits):** 1.00

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. Three hours laboratory.

## **BIOL-223: Human Anatomy and Physiology I**

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**Units (Credits):** 4.00 - 5.00

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. Three hours lecture/three hours laboratory. 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**

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**Units (Credits):** 4.00 - 5.00

Prerequisites: BIOL223 with a grade of C or better. May be repeated a maximum of two times within the last five years. 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. Three hours lecture/three hours laboratory. 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**

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**Units (Credits):** 4.00 - 5.00

Emphasizes the distribution, form, structure and physiology of microorganisms in laboratory. Develops the student's skills in aseptic procedures, isolation and identification. Three hours lecture/three hours laboratory per week.

## **BIOL-273: Research Experience**

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**Units (Credits):** 1.00 - 6.00

Prerequisites: BIOL 190 & 190L or CHEM 121 with a grade of C or better and instructor consent. Research intensive course designed to foster competency in experimental design, laboratory techniques, problem-solving information through open-ended investigation.

## **BIOL-299: Special Topics in Biology**

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**Units (Credits):** 1.00

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### **Build Trades Carpentry (BTC)**

Career & Technical Education Division

There are no active courses offered for this discipline.

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### **Building Trades Electrical (BTE)**

Career & Technical Education Division

#### **BTE-101: Building Trades Electrical Level I**

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**Units (Credits):** 5.00

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

#### **BTE-102: Building Trades Electrical Level II**

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**Units (Credits):** 5.00

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees. Financial Aid will not pay for this course..

#### **BTE-104: Building Trades Electrical Level IV**

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**Units (Credits):** 5.00

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees. Financial Aid will not pay for this course..

#### **BTE-105: Building Trades Electrical Level V**

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**Units (Credits):** 5.00

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees. Financial Aid will not pay for this course..

#### **BTE-106: Building Trades Electrical Level Vi**

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**Units (Credits):** 5.00

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees. Financial Aid will not pay for this course..

#### **BTE-107: Building Trades Electrical Level VII**

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**Units (Credits):** 5.00

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees. Financial Aid will not pay for this course..

## **BTE-108: Building Trades Electrical Level VIII**

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**Units (Credits):** 5.00

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees. Financial Aid will not pay for this course..

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## **Building Trades Plumbing (BTP)**

Career & Technical Education Division

There are no active courses offered for this discipline.

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## **Business Admin And Management (BUS)**

Career & Technical Education Division

### **BUS-101: Introduction to Business**

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**Units (Credits):** 3.00

Provides the student a broad background about the modern business world. An important course for students who are considering choosing a business major.

### **BUS-107: Business Speech Communications**

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**Units (Credits):** 3.00

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 (Credits):** 3.00

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 (Credits):** 3.00

Reviews fundamental mathematical processes for the vendor and the consumer. Discounts, commissions, depreciation, overhead and interest rates are included.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **BUS-110: Human Relations for Employment**

---

**Units (Credits):** 1.00 - 3.00

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.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.



## **BUS-198: Special Topics**

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**Units (Credits):** 1.00 - 6.00

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

## **BUS-271: Introduction to Employment Law**

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**Units (Credits):** 3.00

Prerequisite: BUS 101. Recommend MGT 283 Provides a framework to develop productive and effective employers and employees in the workplace. Topics include federal and state labor and employment laws and how they impact employers, employees and the workforce environment.

## **BUS-273: Business Law I**

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**Units (Credits):** 3.00

Teaches the nature and sources of law. Studies the court systems and law as related to contracts, negotiable instruments, sales, insurance, and agencies.

## **BUS-295: Work Experience I**

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**Units (Credits):** 1.00 - 6.00

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

## **BUS-299: Business Capstone**

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**Units (Credits):** 3.00

Prerequisite: Completion of a minimum of 45 units of requirements for an AAS degree in business or consent of instructor. Concludes various business concepts introduced throughout the business program by merging acquired skills and concepts through the business plan with additional emphasis on job preparation and business ethics.

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## **Computer Aided Drafting Design (CADD)**

Career & Technical Education Division

## **CADD-100: Introduction to Computer Aided Drafting**

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**Units (Credits):** 3.00

Prerequisite: IS 101 and MATH 110 or higher 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 (Credits):** 3.00

Prerequisites: CADD100 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**

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**Units (Credits):** 3.00

Prerequisites: CADD100 or equivalent experience Stresses blueprint reading skills. Introduces residential working drawing concepts leading to a full set of professional level working drawings.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

## **CADD-245: Solid Modeling and Parametric Design**

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**Units (Credits):** 3.00

Provides training and instruction in using parametric solid modeling software to create solid model parts, assemblies and working drawings.

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## **Civil Engineering Emphasis (CEE)**

Career & Technical Education Division

### **CEE-495: Special Topics**

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**Units (Credits):** 3.00

Additional prerequisites or corequisites: CONS 108 and CONS 114 and CEM 456 Study and/or experimentation in areas of special current and modern fields that concerns construction managers. Teaches students to research different possibilities and their implications on the modern construction industry. Repeatable up to six units.

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## **Construction Management (CEM)**

Career & Technical Education Division

### **CEM-100: Fundamentals of Construction Management**

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**Units (Credits):** 3.00

Provides an overview of the construction industry roles, responsibilities, and risks from perspectives of owners, constructors, designers, financial institutions, and government agencies. Study of construction process techniques and applications.

### **CEM-330: Soils and Foundations for Construction**

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**Units (Credits):** 3.00

Additional prerequisite: CONS 114. Introduction to basic concepts of soils and foundations including compaction, compressibility, settlement, shear strength and site investigations.

### **CEM-350: Facility Systems Design and Construction I**

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**Units (Credits):** 3.00

Additional prerequisites: CONS 109 and MATH 126 Introduces mechanical systems for facilities including HVAC systems, plumbing, electrical, communications and other systems used in the process of utility services. Provides detailed instruction on how to analyze needs, determine the related scope of work, design and construction of these systems.

### **CEM-432: Temporary Construction Structures**

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**Units (Credits):** 3.00

Additional prerequisites: CONS 109 and MATH 126. Introduces the analysis, design, and construction of temporary structures including formwork, false work, shoring, rigging, and access units. Addresses cost analysis, load and pressure calculations and safety considerations and requirements.

### **CEM-451: Construction Estimating**

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**Units (Credits):** 3.00

Additional prerequisites: CONS 109 and MATH 126 Covers principles and procedures used in estimating construction costs. Includes application of quality determination, estimate pricing, specifications, subcontractor and supplier solicitation, risk assessment and risk analysis, and final bidding preparation. Computer based estimating software used for semester project.

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### **CEM-452: Construction Cost Control**

**Units (Credits):** 3.00

Additional prerequisites: ACC 201 and MATH 126 Covers construction cost management including productivity and cost reporting/analysis concepts. Includes financial/cost issues/cash flow for the construction firm including reporting methods and percentage of completion techniques. Covers performance/profitability enhancement, earned value management, construction bonding and insurance issues, and firm and job-site analysis.

---

### **CEM-453: Construction Scheduling**

**Units (Credits):** 3.00

Additional Prerequisites: CONS 109, 281, and MATH 126 Provides an overview of scheduling and resource optimization. Includes short-interval scheduling, Gantt charts, linear, and matrix scheduling formats. Covers network techniques including CPM and PERT concepts and calculations and computer applications using Microsoft Project.

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### **CEM-454: Heavy Construction Methods and Equipment**

**Units (Credits):** 3.00

Additional prerequisites: CEM 330 and MATH 126 Covers characteristics, capabilities, limitations, uses, and selection techniques for heavy construction methods and equipment process planning, simulation, fleet operations, and maintenance programs

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### **CEM-455: Construction Management Practice**

**Units (Credits):** 3.00

Additional prerequisites CEM 451, CEM 452, and CEM 453: Includes direction and operation of construction organizations with examination of general contracting, design-build, and construction management methods. Covers synthesis of project management concepts, applications, and limitations through case studies and semester projects.

---

### **CEM-456: Construction Management Capstone**

**Units (Credits):** 3.00

Additional prerequisites or corequisites: CEE 462 and CEE 463 Provides an integration of all elements of the construction management undergraduate education, from inception to contract award, and applying them to selected construction projects. Introduces contemporary construction industry issues into student projects.

---

### **CEM-485: Construction Law and Contracts**

**Units (Credits):** 3.00

Additional prerequisites: CONS 118 Provides information on legal problems in the construction process. Covers stipulated sum, unit price, cost-plus contracts, construction lien rights and bond rights, scope of work issues, builders risk issues, risk-shifting, and case studies.

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## **Counseling Educ Psychology (CEP)**

Career & Technical Education Division

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### **CEP-121: Introduction to the College Experience**

**Units (Credits):** 1.00

Covers study skills, time management, major selection, and other factors associated with success in college.

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## **Core Humanities (CH)**

Liberal Arts Division

### **CH-201: Ancient and Medieval Cultures**

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**Units (Credits):** 3.00

Prerequisites: ENG102 Provides an introduction to Greek, Roman and Judeo-Christian culture through the Middle Ages.

### **CH-202: The Modern World**

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**Units (Credits):** 3.00

Prerequisites: ENG102 Explores the intellectual, literary and political history of Europe from the Renaissance to the present.

### **CH-203: American Experience & Constitutional Change**

---

**Units (Credits):** 3.00

Prerequisites: ENG102 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. Satisfies the United States and Nevada Constitutions requirements.

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## **Chemistry (CHEM)**

Liberal Arts Division

### **CHEM-100: Molecules and Life in the Modern World**

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**Units (Credits):** 3.00 - 4.00

Prerequisites: MATH120 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**

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**Units (Credits):** 4.00

Recommended Prerequisite for students who intend to enroll in CHEM 122: MATH 126 &127 or MATH 128 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**

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**Units (Credits):** 4.00

Prerequisites: CHEM121 & MATH126 & MATH127, MATH128 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**

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**Units (Credits):** 4.00

Prerequisites: CHEM121 Surveys the principles of carbon chemistry. Credit allowed in only one of CHEM 220 or 241. Three hours lecture/three hours laboratory.

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### **CHEM-241: Organic Chemistry I**

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**Units (Credits):** 3.00

Prerequisites: CHEM122 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.

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### **CHEM-241L: Organic Chemistry for Life Sciences Laboratory I**

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**Units (Credits):** 1.00

Prerequisites: CHEM122 ; Corequisites: CHEM241 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.

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### **CHEM-242: Organic Chemistry II**

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**Units (Credits):** 3.00

Prerequisites: CHEM241 Provides an emphasis on functional groups, fundamental reaction mechanisms, and biomolecules. For life science and sciences majors. Continues CHEM 241. Three hours lecture.

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### **CHEM-242L: Organic Chemistry for Life Sciences Laboratory II**

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**Units (Credits):** 1.00

Prerequisites: CHEM241 & CHEM241L; Corequisite: CHEM242 Provides an emphasis on functional groups, fundamental reaction mechanisms, and biomolecules. For life science and sciences majors. Three hours laboratory.

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## **Chinese (CHI)**

Liberal Arts Division

There are no active courses offered for this discipline.

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## **Community Health Sciences (CHS)**

Career & Technical Education Division

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### **CHS-102: Foundations Personal Health & Wellness**

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**Units (Credits):** 3.00

Covers the components and wellness and of lifelong tools that will help enhance wellness. health values, attitudes and behaviors of self and others. Students will be active in design and execution of personal fitness and wellness plans.

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## **Computer Information Technology (CIT)**

Career & Technical Education Division

## **CIT-110: A+ Hardware**

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### **Units (Credits): 3.00**

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-114: IT Essentials**

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### **Units (Credits): 4.00**

Provides a comprehensive overview of the primary operating systems and the support of hardware devices. Demonstrates the integration between hardware and software. Emphasis is on installing, configuring, troubleshooting and upgrading a PC and working with computer users as an IT technician. Non-transferable/non-applicable towards an AA or AS degree

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

## **CIT-128: Introduction to Software Development**

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### **Units (Credits): 4.00**

Recommended prerequisite: MATH 95 or appropriate score on the WNC placement exam. Offers a first course in programming and software development, and assumes no prior programming experience. Introduces the basic syntax of a programming language and stresses the principles of good software engineering. Introduces HTML (the language of the Web), Webscripting (dynamic Web content), and SQL (Structured Query Language), which is used to access relational databases.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

## **CIT-129: Introduction to Programming**

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### **Units (Credits): 3.00**

Prerequisites: IS101 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**

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### **Units (Credits): 3.00**

Prerequisites: CIT129 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-133: Beginning C++**

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### **Units (Credits): 3.00**

Prerequisites: CIT129 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-151: Beginning Web Development**

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### **Units (Credits): 3.00**

Prerequisites: IS101 or consent of instructor Introduces students to XHTML and Web page construction. Topics cover construction and management of Web sites and creation of Web pages utilizing standards-based technologies such as Cascading Style Sheets. Emphasis on developing interoperable web sites that work with standards compliant web browsers. Interoperability with non standards-compliant web browsers is covered. As a technology driven course, graphic design is not emphasized. May be taught using basic text editing or a web-

development tool such as Dreamweaver.

## **CIT-173: Linux Installation & Configuration**

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**Units (Credits):** 3.00

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-180: Database Concepts and Sql**

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**Units (Credits):** 3.00

Prerequisites: CIT129 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: Comp Info Tch**

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**Units (Credits):** 1.00 - 5.00

Applies to assorted short courses and workshops covering a variety of subjects.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

## **CIT-211: Microsoft Networking I**

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**Units (Credits):** 3.00 - 5.00

Through lectures, discussions, demonstrations, textbook exercises and classroom labs, teaches the basic skills and knowledge necessary to help prepare for the Microsoft Certified Professional (MCP) exam on the topic of a current Microsoft Workstation operating system.

## **CIT-212: Microsoft Networking II**

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**Units (Credits):** 3.00 - 5.00

Prerequisites: CIT211 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**

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**Units (Credits):** 3.00 - 5.00

Prerequisites: CIT212 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**

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**Units (Credits):** 3.00 - 5.00

Prerequisites: CIT213 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-217: Security +**

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**Units (Credits):** 3.00

Prerequisites: Instructor Consent Introduces fundamental concepts of information security. Provides a basic understanding of best practices and current standards and explores topics of increasing importance in the

industry as a whole. Provides practical knowledge and skills using monitoring and detection tools in a lab environment.

### **CIT-263: Introduction to IT Project Management**

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**Units (Credits):** 3.00

Introduces students to the concepts of project management as used within the information technology fields of study.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **CIT-273: Network Defense**

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**Units (Credits):** 3.00

Prerequisites: Instructor Consent Details network security information domains regarding planning to protect a network, as well as detecting and responding to network attacks.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **CIT-274: Ethical Hacking**

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**Units (Credits):** 3.00

Prerequisites: Instructor Consent Explains basic IT security concepts and models. Introduces concepts of penetration testing to validate security measures and identify vulnerabilities; formulate a basic security policy; demonstrate basic penetration attacks; assess risks and countermeasures; explain legal and ethical concerns as they apply to penetration testing; explores methods to gain access to computer resources and methods to prevent/reduce vulnerabilities.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **CIT-275: Hacking Forensics Investigation**

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**Units (Credits):** 3.00

Prerequisites: Instructor Consent Provides key baseline knowledge and practices in the digital forensic domains including file systems, operating systems, network and database systems, websites and email.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **CIT-299: Independent Study Comp Info Technology**

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**Units (Credits):** 1.00 - 6.00

Prerequisites: available to students who have completed most core and emphasis requirements and have a 2.5 or better GPA. Written consent of a full-time instructor is required. Offers students special projects involving subjects or skills related to the CIT curriculum. This project will be designed with a faculty advisor. Class will have variable credit of one to six depending on the course content and number of contact hours required. Course may be repeated. It may be substituted for another course with special permission of the division.

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## **Communication (COM)**

Liberal Arts Division

### **COM-101: Oral Communications**

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**Units (Credits):** 3.00

Introduction to the principles and practices of public speaking.

### **COM-102: Intro to Interpersonal Communication**

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**Units (Credits):** 3.00



Introduction to the field, principles and concepts of interpersonal communication.

### **COM-299: Special Topics in Communication**

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**Units (Credits):** 3.00

Investigates a special topic or technique of speech communication.

### **COM-412: Intercultural Communication**

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**Units (Credits):** 3.00

Factors important to meaningful communication across cultures with emphasis on intercultural differences in North America.

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## **Construction (CONS)**

Career & Technical Education Division

### **CONS-108: Construction Materials and Methods I**

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**Units (Credits):** 4.00

Prerequisite: MATH 110 or higher. 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.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **CONS-109: Construction Materials and Methods II**

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**Units (Credits):** 4.00

Prerequisite: CONS 108 Teaches students about the typical materials used in the construction of bridges, roads, pathways, and small commercial buildings. Includes testing procedures, material properties, design, specification, and installation methods using certification standards and guidelines.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **CONS-111: Commercial Building Codes**

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**Units (Credits):** 3.00

Introduces the international residential building code. Covers aspects of any code and how to search, interrupt, understand, and implement the code.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **CONS-118: Construction Contract Documents**

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**Units (Credits):** 2.00

Prerequisite: BUS 107 and ENG 100 or 101 with a grade of C or better 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.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **CONS-120: Blueprint Reading and Specification**

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**Units (Credits):** 3.00

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.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **CONS-121: Principles Of Construction Estimating**

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**Units (Credits):** 3.00

Prerequisite: CONS 120 and CONS 216 Presents basic criteria and procedure for estimating labor and material in residential and commercial applications.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **CONS-198: Special Topics in Construction**

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**Units (Credits):** 0.50 - 6.00

Various short courses and experimental classes covering a variety of subjects. Course will be variable credit of one-half to six credits depending on the course content and number of hours required. May be repeated for up to six credits.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **CONS-205: Construction Site Safety**

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**Units (Credits):** 1.00 - 3.00

Includes 30 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.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **CONS-230: Electrical Distribution System**

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**Units (Credits):** 2.00

Prerequisites: CONS 120 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.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **CONS-260: Certified Inspectors of Structures-Residential**

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**Units (Credits):** 3.00

Provides prescribed course of instruction for Certified Inspector of Structures as per the state of Nevada.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **CONS-261: Under-Floor Inspections-Certified Inspector**

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**Units (Credits):** 1.00

Prerequisites: CONS260B Provides instruction on all of the under-floor components that the Certified Inspector of Structures must inspect to complete a certified inspection per 645D of the Nevada Administrative Code.

Students will complete two supervised under-floor inspections and prepare extensive narrative inspection reports for evaluation. They will be required to sign "hold harmless" waivers when conducting inspections off state property. Students are strongly encouraged to have medical insurance that provides coverage in the event of a job-site injury.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **CONS-262: Above-Floor Inspections for Certified Inspector**

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**Units (Credits):** 2.00

Prerequisites: CONS260 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.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **CONS-263: Supervised Residential Inspections for Certification**

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**Units (Credits):** 2.00

Prerequisites: CONS260 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.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **CONS-270: Construction Management**

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**Units (Credits):** 1.00

Prerequisites: CONS 260 or Consent of Instructor Provides the necessary lecture and laboratory experience to satisfy the state regulations concerning the General Level Inspection Regulation NAC 645D.120. Course number or instructor approval needed.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **CONS-275: Master Inspector Requirements**

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**Units (Credits):** 1.00

Prerequisites: CONS 270 and consent of Instructor Provides the necessary lecture and laboratory experience to satisfy the state regulations concerning the Master Level Inspection Regulation NAC 645D.130.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **CONS-281: Construction Planning Scheduling and Control**

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**Units (Credits):** 3.00

Prerequisite: CONS 216 Explores project implementation including logistics, scheduling, delegation of responsibility and quality control.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **CONS-290: Internship in Construction**

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**Units (Credits):** 1.00 - 8.00

Prerequisites: CONS 216 and consent of instructor Studies project management techniques on-site under the supervision of a project manager or superintendent and WNC instructor. In consultation with the student, based on the specific internship, instructor determines additional learning objectives in addition to standard course learning objectives. Includes interaction with the instructor on a weekly basis. Assignments are required.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **CONS-295: Work Experience I**

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**Units (Credits):** 1.00 - 6.00

Prerequisites: consent of instructor Studies project management techniques on-site under the supervision of a project manager or superintendent.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **CONS-451: Advanced Internship in Construction**

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**Units (Credits):** 3.00

Additional prerequisites: CONS 281 and consent of instructor. Studies advanced project management techniques on-site under the supervision of a project manager or superintendent and instructor. In consultation with the student, based on the specific internship, instructor determines additional learning objectives in addition to standard course learning objectives. Includes interaction with the instructor on a weekly basis. Assignments are required.

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## **Computer & Office Technology (COT)**

Career & Technical Education Division

### **COT-204: Using Windows**

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**Units (Credits):** 3.00 - 9.00

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-262: Intermediate Spreadsheets Concepts**

---

**Units (Credits):** 3.00

Prerequisites: IS101 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.

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## **Counseling & Personal Develop (CPD)**

Career & Technical Education Division

### **CPD-102: Career Exploration**

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**Units (Credits):** 0.50 - 3.00

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.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **CPD-116: Substance Abuse-Fundamental Facts and Insights**

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**Units (Credits):** 3.00

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**

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**Units (Credits):** 3.00

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-123: Career Choices and Changes**

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**Units (Credits):** 1.00 - 3.00

Offers career development and job seeking strategies. Acquaints students in choosing a suitable career and the necessary work readiness skills to gain and maintain successful employment. Includes Career assessment activities and employability skills training, such as job application, resume, and job interview skills. Covers disability rights and accommodations in the workplace.

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**CPD-129: Communication Techniques**

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**Units (Credits):** 1.00

Teaches skills to help students become more assertive and improve their ability to communicate effectively. Covers communication techniques that can be used in the workplace and a variety of situations.

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**Computer Engineering (CPE)**

Liberal Arts Division

There are no active courses offered for this discipline.

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**Crafts (CR)**

Liberal Arts Division

**CR-137: Creative Crafts II**

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**Units (Credits):** 1.00 - 3.00

Introduces students to crafts, stressing design principles and expressive qualities utilizing a variety of craft materials.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

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**Criminal Justice (CRJ)**

Career & Technical Education Division

**CRJ-101: Introduction to Criminal Justice I**

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**Units (Credits):** 3.00

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**

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**Units (Credits):** 3.00

Surveys the adjudicatory process, adult and juvenile corrections functions within the criminal justice system.

**CRJ-103: Communication Within the Criminal Justice Field**

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**Units (Credits):** 3.00

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. \* This class must be taken before attending the Western Nevada State Peace Officer Academy

## **CRJ-106: Introduction to Corrections**

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### **Units (Credits): 3.00**

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-155: Juvenile Justice System**

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### **Units (Credits): 3.00**

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**

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### **Units (Credits): 3.00**

Prerequisites: CRJ101 Examines the fundamentals of investigation: crime scene search and recording of information, collection and presentation of physical evidence, sources of information, scientific aids, case preparation, and interviews and interrogation procedures.

## **CRJ-211: Police in America**

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### **Units (Credits): 3.00**

Explores the historical development, roles, socialization, and problems of police work.

## **CRJ-215: Probation & Parole I**

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### **Units (Credits): 3.00**

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**

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### **Units (Credits): 3.00**

Prerequisites: CRJ101 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**

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### **Units (Credits): 3.00**

Prerequisites: CRJ101 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**

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### **Units (Credits): 3.00**

Examines the origin, development, philosophy, and constitutional basis of evidence. Covers constitutional and procedural considerations which affect arrest, search, and seizure.

## **CRJ-230: Criminal Law**

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### **Units (Credits): 3.00**

Prerequisites: CRJ101, LAW101 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-234: Introduction to the Courts and American Legal System**

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**Units (Credits):** 3.00

Prerequisite: CRJ 101 and 102 or 104 Introduces the judicial branch of government, its history, roles, structure and hierarchy of the courts, the central actors and processes. Compares and contrasts the roles of the other branches of government; its organization and interrelationship of the courts within our system of federal, state, and local governments.

## **CRJ-260: 911 Dispatch Emergency Telecommunicator Academy**

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**Units (Credits):** 12.00

Prerequisites: 4 hour sit-in in Dispatch Center (prior to class start date) Focuses on the skills needed to become a dispatcher with law enforcement agencies, fire centers, trucking firms, taxicab companies, etc. During the 12-credit semester-long course, students will be required to spend 44 hours job shadowing dispatchers, fire fighters and law enforcement officers. They will attend law classes, build their communication and typing skills, and participate in practical scenarios.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

## **CRJ-265: Introduction to Physical Evidence**

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**Units (Credits):** 3.00 - 4.00

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**

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**Units (Credits):** 27.00

Prerequisites: CRJ103 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.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

## **CRJ-270: Introduction to Criminology**

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**Units (Credits):** 3.00

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**

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**Units (Credits):** 1.00 - 6.00

Prerequisites: CRJ101 or consent of instructor Provides the student with on-the job, supervised and educationally directed work experience.

## **CRJ-296: Work Experience - Juvenile Justice**

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**Units (Credits):** 1.00 - 6.00

Prerequisites: CRJ101 or consent of instructor Provides the student with on-the job, supervised and

educationally directed work experience.

## **CRJ-297: Work Experience - Law Enforcement**

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**Units (Credits):** 1.00 - 6.00

Prerequisites: CRJ101 or consent of instructor Provides the student with on-the-job, supervised and educationally directed work experience.

## **CRJ-298: Work Experience - Probation and Parole**

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**Units (Credits):** 1.00 - 6.00

Prerequisites: CRJ101 or consent of instructor Provides the student with on-the-job, supervised and educationally directed work experience.

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## **Computer Science (CS)**

Liberal Arts Division

### **CS-135: Computer Science I**

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**Units (Credits):** 3.00

Prerequisites: MATH128 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**

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**Units (Credits):** 3.00

Prerequisites: CS135 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.

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## **Cisco Technologies (CSCO)**

Career & Technical Education Division

### **CSCO-120: Ccna Internetworking Fund**

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**Units (Credits):** 4.00

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**

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**Units (Credits):** 4.00

Prerequisites: CSCO120 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**

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**Units (Credits): 4.00**

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.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

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**CSCO-220: Ccna Lan Switch Wireless**

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**Units (Credits): 4.00**

Prerequisites: CSCO120 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.

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**CSCO-221: Ccna Wan Fundamentals**

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**Units (Credits): 4.00**

Prerequisites: CSCO121 & CSCO220 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.

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**CSCO-230: Fundamentals of Network Security**

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**Units (Credits): 4.00**

Prerequisites: CSCO121 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.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

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**CSCO-280: Ccnp Advanced Routing**

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**Units (Credits): 4.00**

Prerequisites: CSCO221 or CCNA Certification Prepares students with the knowledge and skills to necessary 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).

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**CSCO-281: Ccnp Secure Convg Wide Nt**

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**Units (Credits): 4.00**

Prerequisites: CSCO221 or CCNA Certification Prepares students with the knowledge and skills necessary 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).

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**Craft Training (CT)**

There are no active courses offered for this discipline.

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## **Dance (DAN)**

Liberal Arts Division

### **DAN-108: Pilates I**

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**Units (Credits):** 1.00

Introduces the basic theory and techniques of Pilates and the Alexander and the Feldenkrais technique. Covers history of Pilates theory and technique as well as mat work and the basic use of the three pieces of Pilates equipment: the reformer, the trapeze table, and the chair. Emphasizes the application of this theory and technique to dance.

### **DAN-110: Dance for Flexibility and Tone**

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**Units (Credits):** 1.00

Introduction to basic techniques for dance flexibility. Students will learn some simple basic Jazz technique, terminology and choreography that includes kicks and leaps, strengthening the core muscles.

### **DAN-132: Jazz Dance (Beginning)**

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**Units (Credits):** 1.00

Introduces beginning techniques of jazz dance. May be repeated for up to four credits.

### **DAN-135: Beginning Ballet**

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**Units (Credits):** 1.00

Introduces beginning techniques of ballet. May be repeated for up to four credits.

### **DAN-144: Beginning Tap Dancing**

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**Units (Credits):** 1.00

Introduces beginning techniques of tap dance. May be repeated for up to four credits.

### **DAN-160: Hip-Hop Dance**

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**Units (Credits):** 1.00

Teaches beginning techniques of hip-hop dance. May be repeated for up to 4 credits.

### **DAN-232: Jazz Dance (Intermediate)**

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**Units (Credits):** 1.00

Prerequisites: DAN132 Emphasizes intermediate techniques of jazz dance. May be repeated for up to 4 credits.

### **DAN-244: Tap Dance (Intermediate)**

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**Units (Credits):** 1.00

Prerequisites: DAN144 or consent of instructor Emphasizes intermediate techniques of tap dance. May be repeated for up to 4 credits.

### **DAN-260: Intermediate Hip-Hop Dance**

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**Units (Credits):** 1.00

Prerequisites: DAN160B Teaches intermediate techniques of hip-hop dance. May be repeated for up to 4 credits.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

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## **Drafting (DFT)**

Career & Technical Education Division

### **DFT-100: Basic Drafting Principles**

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**Units (Credits):** 3.00

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**

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**Units (Credits):** 3.00

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.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

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## **Diesel Mechanics (DM)**

Career & Technical Education Division

There are no active courses offered for this discipline.

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## **Early Childhood Education (ECE)**

Career & Technical Education Division

### **ECE-121: Parent Care Relations**

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**Units (Credits):** 1.00

Helps students acquire various communication skills to enhance parent/caregiver relationships. Covers interpersonal communication, listening skills and cooperative problem solving.

### **ECE-122: Observation Skills**

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**Units (Credits):** 1.00

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**

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**Units (Credits):** 1.00

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**

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**Units (Credits): 1.00**

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-154: Literature for Preschool Children**

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**Units (Credits): 1.00**

Surveys books for use with preschool children. Includes techniques of storytelling and reading to children.

**ECE-155: Literacy and the Young Child**

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**Units (Credits): 1.00**

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**

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**Units (Credits): 1.00**

Outlines activities and materials for teaching music in the preschool, including songs, dances and rhythm activities.

**ECE-157: Art in the Preschool Curriculum**

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**Units (Credits): 1.00**

Describes activities and materials for teaching art in the preschool, including creative development and enjoyment of art through various materials and activities.

**ECE-168: Infectious Diseases and First Aid**

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**Units (Credits): 1.00**

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-200: The Exceptional Child**

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**Units (Credits): 3.00**

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**

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**Units (Credits): 3.00**

Studies effective communication with children in guiding behavior. Emphasis will be placed on techniques which help children build positive self-concepts and individual strengths within the context of appropriate limits and discipline. The study includes uses of direct and indirect guidance techniques as well as introduction to guidance systems.

**ECE-231: Preschool Practicum: Early Childhood Lab**

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**Units (Credits): 1.00 - 6.00**

Prerequisites: ECE251 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-240: Administration of Preschool**

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**Units (Credits):** 3.00

Prerequisites: ECE250 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: Intro to Early Childhood Education**

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**Units (Credits):** 3.00

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**

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**Units (Credits):** 3.00

Prerequisites: ECE 250 Considers methods of planning and teaching curriculum for children 3-5 years old. Included will be curriculum development, children's play, lesson planning, and daily scheduling. Emphasis will be on curriculum development for children 3-5 years old in areas such as art, science, literature, music, language arts, block, dramatic play, etc.

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# **Economics (ECON)**

Career & Technical Education Division

## **ECON-100: Introduction to Economics**

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**Units (Credits):** 3.00

Recommended prerequisite: MATH 95 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**

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**Units (Credits):** 3.00

Recommended prerequisite: MATH 95 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 (Credits):** 3.00

Prerequisites: ECON102 or consent of instructor. Recommend MATH 95 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**

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**Units (Credits):** 3.00

Prerequisites: MATH126 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**

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**Units (Credits):** 3.00

Prerequisites: ECON261 Offers statistical inference; estimation hypothesis testing, simple linear regression and correlation, and analysis of variance.

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## **Education (EDU)**

Career & Technical Education Division

### **EDU-201: Introduction to Elementary Education**

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**Units (Credits):** 3.00

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. A background check may be required for field experience.

### **EDU-202: Introduction to Secondary Education**

---

**Units (Credits):** 3.00

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**

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**Units (Credits):** 3.00

Surveys the various types of exceptionalities. Emphasizes etiology, physical and educational characteristics.

### **EDU-204: Information Technology in Teaching**

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**Units (Credits):** 3.00

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**

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**Units (Credits):** 3.00

Prerequisites: EDU201 Presents the function and analysis of elementary school classrooms, daily activities, and methods of behavior management. Includes field experience. A background check may be required for field experience.

### **EDU-207: Exploration of Children's Literature**

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**Units (Credits):** 3.00

Surveys children's literature: issues, genre, censorship, historical background, book evaluation and selection.

### **EDU-208: Student Diverse Abilities & Backgrnds**

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**Units (Credits):** 3.00

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-210: Nevada School Law**

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**Units (Credits): 3.00**

Identifies legal issues in education and illustrates the implications of laws/mandates in the schools. Guidelines for teachers will provide information on avoiding situations that may lead to litigations. Concepts covered include teacher liability, teacher/student right to free speech and privacy, and accommodations for religious practices and students with disabilities.

**EDU-214: Preparing Teachers to Use Technology**

---

**Units (Credits): 3.00**

Prerequisites: EDU204 or consent of instructor Addresses designing and constructing a variety of common core educational artifacts for tomorrow's classrooms by way of hands-on advanced information technology applications. Students create a selection of high quality common core educational artifacts that are appropriate and/or applicable for the digital classroom and a Teacher's E-Portfolio.

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**Electrical Engineering (EE)**

Liberal Arts Division

There are no active courses offered for this discipline.

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**Electrical Theory (ELM)**

Career & Technical Education Division

**ELM-143: Wiring Techniques**

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**Units (Credits): 2.00**

Prerequisites(s): AIT 101 Introduces the concepts of industrial electrical. The course will describe the function of electrical prints, panels, the wiring between panels, and wire color coding. Students will be introduced to concepts in control system wiring fundamentals, wiring between and outside panels, panel wiring, wire bundling and experience a project in how to wire an electrical machine.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

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**Emergency Medical Services (EMS)**

Nursing and Allied Health Division

**EMS-100: Healthcare Provider CPR**

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**Units (Credits): 0.50**

Provides instruction of Basic Cardiac Life Support/ Cardiopulmonary Resuscitation for the Healthcare Provider which includes: one and two person rescuer for CPR and management of foreign body obstruction of the airway in adults, children and infants. Instruction also provides for recognition of signs and symptoms requiring AED intervention, safe administration of AED, and common actions that can be utilized for survival, and prevention of risk factors for heart attack and stroke. Certification according to the standards of the American Heart Association (AHA) is issued upon successful completion of course which requires passing of a written examination and practical demonstration. The course satisfies the CPR requirement for students admitted to the nursing and surgical technology programs, nursing assistant and EMS courses. May be repeated for up to one credit.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

**EMS-108: Emergency Medical Technician Training**

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**Units (Credits):** 6.00 - 8.00

Prerequisite: 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 Emergency department hospital and ambulance rotations to meet a required minimum of 10 patient contacts. Upon successful conclusion of the course the student is eligible to sit for the National Registry Examination for EMT Basic.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

## **EMS-115: Advanced Emergency Medical Technician**

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**Units (Credits):** 7.00 - 7.50

Prerequisite: Certified as a Nationally Registered EMT within the last two years. CPR Certificate. Must be at least 18 year of age at the time of enrollment. Prepares students to incorporate knowledge of basic and advanced emergency medical care for critically ill and emergent patients to reduce the morbidity and mortality associated with acute out-of-hospital medical and traumatic emergencies. The A-EMT is educated to safely provide more advanced airway maintenance skills and the ability to recognize basic electrocardiography (ECG) arrhythmia's and utilize pharmacological interventions within the scope of practices. Other competencies include interventions such as suctioning, initiation of IV therapy, control of breathing and shock, and cardiopulmonary resuscitation. The A-EMT provides care based on site assessment data and works alongside other EMS and health care professionals as an integral part of the emergency care team.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

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## **English (ENG)**

Liberal Arts Division

### **ENG-100: Composition - Enhanced**

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**Units (Credits):** 5.00

Intensive reading and writing course focusing on writing the expository and argumentative essay. Emphasis on revising and editing essays for development, coherence, style, and correctness as well as on investigative, reasoning, and organizational skills necessary to create successful research papers. Provides extra assistance in English writing skills, grammar, sentence structure, usage, and punctuation.

### **ENG-101: Composition I**

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**Units (Credits):** 3.00

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**

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**Units (Credits):** 3.00

Prerequisites: ENG100 or ENG101. Continues the study of expository writing. Students read and analyze writing and discursive techniques of interpretation, argument, and research.

### **ENG-107: Technical Communications I**

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**Units (Credits):** 3.00



Prerequisites: English 99 with a grade of C- or higher or appropriate score on WNC placement examination or equivalent examination. Introduction to expository methods with concentration on specific vocational writing forms including memorandums, formal reports, manuals and proposals. Students will learn how adapt correct paragraph construction to suit the expectations of an occupational audience, in order to communicate clearly and effectively.

### **ENG-199: Independent Study**

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**Units (Credits):** 3.00

### **ENG-200: Novels Into Film**

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**Units (Credits):** 3.00

Prerequisites: ENG102 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**

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**Units (Credits):** 3.00

Prerequisites: ENG102 or consent of instructor Offers a beginning writers' workshop in poetry, fiction, and creative non-fiction.

### **ENG-221: Writing Fiction**

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**Units (Credits):** 3.00

Prerequisites: ENG102 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-223: Themes of Literature**

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**Units (Credits):** 3.00

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**

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**Units (Credits):** 3.00

Prerequisites: ENG102 or consent of instructor Offers a writing-intensive class which explores various approaches to writing memoirs, autobiography, family history, autobiography-based fiction, or other "life stories," incorporating the classic elements of the personal essay.

### **ENG-266: Popular Literature**

---

**Units (Credits):** 3.00

Prerequisites: ENG102 or consent of instructor Studies various forms of popular writing, e.g., best-sellers, the western, science fiction, fantasy, the detective story.

### **ENG-271: Introduction to Shakespeare**

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**Units (Credits):** 3.00

Prerequisites: ENG102 or consent of instructor Examines Shakespeare's principal plays read for their social

interest and their literary excellence.

## **ENG-282: Intro to Language & Literary Expression**

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**Units (Credits):** 3.00

Explores the forms and function of language with special application to literary study.

## **ENG-295: Directed Study in English**

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**Units (Credits):** 1.00 - 3.00

Prerequisites: ENG102 Allows students to pursue individual writing or research projects under the close supervision and guidance of the instructor.

## **ENG-299: Special Topics in English**

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**Units (Credits):** 1.00 - 3.00

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

## **ENG-90: Basic Writing I**

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**Units (Credits):** 3.00

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.

**Note:** Financial Aid will not pay for this course..

## **ENG-95: Basic Writing II**

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**Units (Credits):** 3.00

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-98: Basic Writing III**

---

**Units (Credits):** 3.00

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-99: Basic Writing Strategies**

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**Units (Credits):** 4.00

Provides instruction in basic English skills including sentence patterns and basic paragraph development. Provides review of grammar, mechanics, punctuation, spelling, and work usage. Offers practice in sentence, paragraph, and short essay writing with attention to grammar, sentence structure, and punctuation.

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## **Engineering (ENGR)**

Liberal Arts Division

## **ENGR-100: Introduction to Engineering Design**

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**Units (Credits):** 3.00

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.

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## **Energy (ENRG)**

Career & Technical Education Division

### **ENRG-110: Introduction to Alternative Energy**

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**Units (Credits):** 3.00

Introduces alternative and sustainable energy sources and systems, including renewable approaches such as solar and wind.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

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## **Entrepreneurship (ENT)**

Career & Technical Education Division

### **ENT-200: Fundamentals of Entrepreneurship**

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**Units (Credits):** 3.00

Explores the basics of entrepreneurship, introducing students to the various aspects and activities involved. Looks at the characteristics of entrepreneurs, the cycle of entrepreneurship, idea generation and validation of an idea's ability to be successful, how to present a business idea to potential investors and how to take the plunge.

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## **Environmental Science (ENV)**

Liberal Arts Division

### **ENV-100: Humans and Environment**

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**Units (Credits):** 3.00

Prerequisites: MATH120 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-101: Introduction to Environmental Science**

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**Units (Credits):** 3.00

Prerequisite: Math 120 or consent of instructor. Surveys basic ecological principles and examines selected environmental issues including overpopulation, pollution, and energy alternatives.

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## **Ed Professional Development (EPD)**

Career & Technical Education Division

### **EPD-276: Management Methods for Substitutes**

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**Units (Credits):** 0.50 - 3.00

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.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

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## **EPD-295: Special Topics in Educational Professional Development**

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**Units (Credits):** 1.00 - 6.00

Covers selected topics in education and critical and current issues in education. Repeatable as topics vary.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

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## **Educational Psychology (EPY)**

Career & Technical Education Division

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### **EPY-150: Strategies for Academic Success**

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**Units (Credits):** 3.00

Helps students to develop effective and efficient study skills. Students will learn how to learn.

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## **Electronics Technology (ET)**

Career & Technical Education Division

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### **ET-104: Fabrication and Soldering Techniques**

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**Units (Credits):** 3.00

Introduces electronic fabrication skills, tool operations applied to fabrication techniques of simple circuit boards, reading of schematic diagrams, soldering, drafting and wire wrapping.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

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### **ET-117: Computer forensics**

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**Units (Credits):** 3.00

Introduction to 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.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

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### **ET-131: Dc for Electronics**

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**Units (Credits):** 3.00 - 6.00

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.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

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### **ET-132: Ac for Electronics**

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**Units (Credits):** 4.00

Prerequisites: ET131 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.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **ET-155: Home Technology Convergence**

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**Units (Credits):** 4.00

Introduction to the components and technologies that make up the "Smart Home". The convergence of home entertainment audio/visual equipment, surveillance and security systems, computer networks, and telecommunications will be taught in both theory and application. Students will build, configure and install cables, wallplates, jacks, control modules and equipment to bring alive the multiple technologies commonly used in a home or small office environment.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **ET-198: Spec Topics: Electronics**

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**Units (Credits):** 1.00 - 6.00

Explores various topics of current interest/demand in Electronics Technology.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **ET-200: Electronics Projects**

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**Units (Credits):** 0.50 - 6.00

Prerequisites: ET131 or consent of instructor Studies special projects in Electronics Technology.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

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## **Finance (FIN)**

Career & Technical Education Division

### **FIN-101: Personal Finance**

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**Units (Credits):** 3.00

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**

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**Units (Credits):** 3.00

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.

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## **French (FREN)**

Liberal Arts Division

### **FREN-101: Conversational French I**

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**Units (Credits):** 3.00

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

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

## **FREN-102: French, Conversational II**

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**Units (Credits):** 1.00 - 3.00

Prerequisites: FREN101 or consent of instructor Offers a second semester of Conversational French designed to continue and improve the skills learned in the first semester.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

## **FREN-111: First Year French I**

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**Units (Credits):** 3.00 - 4.00

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**

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**Units (Credits):** 3.00 - 4.00

Prerequisites: FREN111 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-212: Second Year French II**

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**Units (Credits):** 3.00

Prerequisites: FREN211 or equivalent or consent of instructor Continues structural review, conversation and writing and reading in modern literature.

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## **Geography (GEOG)**

Liberal Arts Division

## **GEOG-103: Physical Geography**

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**Units (Credits):** 3.00

Prerequisites: MATH120, MATH126 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**

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**Units (Credits):** 1.00

Prerequisites: GEOG103 & MATH120, MATH126 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**

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**Units (Credits):** 3.00

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-121: Climate Change and Its Environmental Impacts**

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**Units (Credits):** 4.00

Reviews the past, present and likely future climate changes, together with its associated impacts on the landscape, with emphasis on water resources, species distributions, and wildfire regime. Scientific evidence relevant to Nevada will be presented.

## **GEOG-200: World Regional Geography**

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**Units (Credits):** 3.00

Introduces the world's regions with concentration on parts of the world with which we may be less familiar - many of which are experiencing great changes and have a major impact on our lives in the United States. Specific areas that will be covered include Africa, Asia, and Latin America.

## **GEOG-205: GIS Applications**

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**Units (Credits):** 3.00

Introduces a variety of common GIS applications. Through content, lectures and hands-on, students will use ArcInfo to complete a variety of tasks pertaining to the applications that are used in everyday GIS.

## **GEOG-210: Introduction to Geotechnology**

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**Units (Credits):** 3.00

Introduces geotechnology, the technological advances used to describe, assimilate, or analyze spatial information. Emphasis is on GIS with discussions on GPS, remotely sensed imagery, Google Earth and other applications. The importation and joining of various datasets is described highlighting how a variety of data sources may be used for analysis of spatial features. Laboratory assignments will demonstrate real world applications derived from the lectures using ArcGIS desktop.

## **GEOG-211: Introduction to Maps and Compass**

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**Units (Credits):** 2.00

Introduces the basics of map interpretation. Covers the characteristics of the map, emphasizing its blending of scientific and artistic aspects. Students will delve into map making, interpretation, aerial photography and the use of a GPS to construct maps.

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## **Geology (GEOL)**

Liberal Arts Division

## **GEOL-100: Earthquakes, Volcanoes, and Natural Disasters**

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**Units (Credits):** 3.00

Investigates geology of the dynamic earth: natural hazards and catastrophes, and geology of natural resources. Includes four laboratory experiences.

## **GEOL-101: Exploring Planet Earth**

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**Units (Credits):** 4.00

Prerequisites: MATH120, MATH126 or higher or consent of instructor 3 hours lecture and 3 hours lab. Lecture covers fundamental principles of geology: tectonics; minerals; igneous, metamorphic and sedimentary processes; and geologic time. Lab covers reading of topographic maps, study and identification of common rocks and minerals, and the study of geologic phenomena.

## **GEOL-102: Earth and Life Through Time**

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**Units (Credits):** 4.00

Prerequisites: GEOL101 & GEOL103 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**

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**Units (Credits): 1.00**

Prerequisites: GEOL101 & MATH120, MATH126 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**

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**Units (Credits): 3.00**

Study of 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 selected national parks and monuments that highlight some of the best geologic examples of the material presented.

**GEOL-111: Geology of Death Valley National Park**

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**Units (Credits): 1.00 - 2.00**

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.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

**GEOL-112: Geology of Eastern Sierra Nevada**

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**Units (Credits): 1.00 - 2.00**

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.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

**GEOL-113: Geology of Lassen Volcanic National Park**

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**Units (Credits): 1.00 - 2.00**

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.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

**GEOL-114: Geology of Lava Beds National Monument**

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**Units (Credits): 1.00**

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.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

**GEOL-201: Geology of Nevada**

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**Units (Credits): 3.00**

Prerequisites: GEOL101 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: Geology**

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**Units (Credits): 1.00 - 5.00**

Provides a study of selected topics in geology for students with little or no earth science background. Can include field experiences.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.



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## **German (GER)**

Liberal Arts Division

There are no active courses offered for this discipline.

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## **Geographic Information Systems (GIS)**

Liberal Arts Division

There are no active courses offered for this discipline.

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## **Graphic Communications (GRC)**

Career & Technical Education Division

### **GRC-103: Introduction to Computer Graphics**

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**Units (Credits):** 3.00

Introduces processes involved in the creation and reproduction of graphic design for print and digital media. Covers graphic communications history, design theory, software applications, production processes, printing processes, and job opportunities. Presents a hands-on overview of a variety of graphic design software.

### **GRC-109: Color and Design**

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**Units (Credits):** 3.00

Prerequisites:None. Recommended: GRC 103 Teaches color theories, color technologies and the application of color in art and design. Intermediate two-dimensional design problems focusing on the compositional, optical and psychological aspects of visual communications.

### **GRC-144: Electronic Layout and Typography**

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**Units (Credits):** 3.00

Prerequisite:basic computer skills and GRC 103 or consent of instructor. Introduces electronic page layout software with an emphasis on typographic layout and design.

### **GRC-156: Design With Illustrator**

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**Units (Credits):** 3.00

Prerequisites: basic computer skills. Recommended: GRC 103. An introductory/intermediate class in the creation and execution of designs and illustrations in the electronic environment. Focuses in 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 I**

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**Units (Credits):** 3.00

Prerequisites: Basic computer skills. Recommended: GRC 103 and GRC 183.. Introduction to 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**

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**Units (Credits):** 3.00

Prerequisites: GRC 103 Overview of multimedia design and development. Emphasis on how to design real-world interactive projects that combine text, graphics, animation, audio, video, and more. Hands-on projects using popular multimedia authoring software for publishing online.

### **GRC-183: Design With Photoshop**

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**Units (Credits):** 3.00

Prerequisites: basic computer skills. Recommended: ART100 & GRC103. 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-188: Web Animation I**

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**Units (Credits):** 3.00

Prerequisites: Basic computer skills and GRC103 or consent of instructor. Continues advanced web site design. The second in a sequential set of courses that focus on advanced design theories in relation to the Internet and applications for animating web sites. Exercises will focus on advanced visual design and the creation of animation, as well as related concepts and practices. 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-275: Web Design II**

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**Units (Credits):** 3.00

Prerequisites: GRC175. Recommend GRC188. Offers advanced web page design using industry-standard applications. Topics include CCS layout, advanced site building features, site management, interactivity, and customization.

### **GRC-283: Electronic Imaging**

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**Units (Credits):** 3.00

Prerequisites: GRC183. Studies advanced applications of graphics software to build design projects. Covers layout and typography as well as pixel and vector-based software.

### **GRC-290: Internship in Graphic Communications**

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**Units (Credits):** 1.00 - 6.00

Prerequisite: Completion of 21 units of GRC classes and consent of instructor. Provides supervised work experience within a selected graphic communications business, dependent upon student's selected major emphasis. Designed to apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor. Available to students entering their last semester of instruction for the Graphic Communications associate degree. Contact department advisor for application, screening and required skills evaluation.

### **GRC-294: Professional Portfolio**

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**Units (Credits):** 3.00

Prerequisites: minimum of 21 credits 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.

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## **Human Dev And Family Studies (HDFS)**

Career & Technical Education Division

### **HDFS-201: Life Span Human Development**

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**Units (Credits):** 3.00

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**

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**Units (Credits):** 3.00

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**

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**Units (Credits):** 3.00

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.

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## **Holocaust, Genocide & Peace Studies (HGPS)**

Liberal Arts Division

### **HGPS-201: Concepts in Holocaust, Genocide and Peace Studies**

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**Units (Credits):** 3.00

Prerequisite: None Analyzes the origins of prejudice, hatred, and dehumanizing policies; examines major social conflicts, mass destructions and genocides; explores conflict resolutions and peaceful social relationships.

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## **History (HIST)**

Liberal Arts Division

### **HIST-101: U.S. History to 1877**

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**Units (Credits):** 3.00

Prerequisite: None. Recommended: Completion or corequisite of ENG 101 or eligibility to enroll in ENG 101. Offers a survey of American history and civilization from the time of the first European settlement to about 1877. Satisfies the United States constitution requirement.

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### **HIST-102: U.S. History Since 1877**

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**Units (Credits):** 3.00

Prerequisite: None. Recommended: Completion or corequisite of ENG 101 or eligibility to enroll in ENG 101. Covers American history and civilization since the end of the American Civil War and Reconstruction Era. Satisfies the Nevada Constitution requirement.

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### **HIST-105: European Civilization to 1648**

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**Units (Credits):** 3.00

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.

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### **HIST-106: European Civilization Since 1648**

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**Units (Credits):** 3.00

Covers Western civilization and history from the mid-17th century to the present.

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### **HIST-111: Survey of U.S. Constitutional History**

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**Units (Credits):** 3.00

Teaches the origin, development, history of the Nevada and United States constitutions. Examines the American judicial system through a number of significant decisions and will analyze the individuals who made those decisions. Satisfies the U.S. and Nevada Constitution requirements.

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### **HIST-207: Discover Nevada**

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**Units (Credits):** 1.00 - 3.00

Explores the many historic sites and scenic areas of Nevada, utilizing lecture discussions, slide presentations, readings and videos.

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### **HIST-208: World History I**

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**Units (Credits):** 3.00

Prerequisites: None. Recommended: Completion or corequisite of ENG 101 or eligibility to enroll ENG 101 A survey of the societies and cultures of Asia, Africa, the Middle East, Europe, the Americas, and Oceania to 1600.

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### **HIST-209: World History II**

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**Units (Credits):** 3.00

Prerequisites: None. Recommended: Completion or corequisite of ENG 101 or eligibility to enroll ENG 101 A review of the principal developments in world history since 1600, including scientific and technological revolutions, social revolutions, nationalism, immigration, colonialism, world wars, decolonization, modernization, democracy, and dictatorships.

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### **HIST-217: Nevada History**

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**Units (Credits):** 3.00

Studies Nevada's history from prehistoric times to the present. Examines 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. Satisfies the Nevada Constitution requirement.

## **HIST-225: Introduction to the Vietnam War**

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**Units (Credits):** 3.00

Survey of U.S. involvement in Vietnam from 1954 to U.S. withdraws in 1975. Provides an overview of the land, history, and culture of Vietnam and the region. In-depth study of the U.S. involvement in Vietnam. Concludes with an overview of post U.S. involvement issues and the present day Vietnam.

## **HIST-247: Introduction to the History of Mexico**

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**Units (Credits):** 3.00

Introduces pre-Columbian Mexico, Colonial New Spain and Mexican national history to the present.

## **HIST-285: History of Witchcraft**

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**Units (Credits):** 3.00

Prerequisites: None. Recommended: ENG 101 Addresses the changing definitions of magic, science, religion and law as they pertain to the supernatural from the beginnings of ancient civilizations through the modern era. Topics will include pagan religions, heresy, possession and exorcism, demons, artistic representations, and gender.

## **HIST-290: The Roaring 20s**

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**Units (Credits):** 3.00

Prerequisites: None. Recommended: Completion or corequisite of ENG 101 or eligibility to enroll in ENG 101. Study of American society and culture in the 1920s through the interrelated topics of consumerism, youth culture, the role of the U.S. in the world, post-war retrenchment, the Harlem Renaissance/Jazz Age, and shifting definitions of race and gender.

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## **Health Information Technology (HIT)**

Nursing and Allied Health Division

### **HIT-117: Medical Terminology I**

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**Units (Credits):** 1.00

Studies word derivations and formation with emphasis upon understanding common usage in the field of health care.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **HIT-118: Language of Medicine**

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**Units (Credits):** 3.00

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.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **HIT-170: Computers in Health Care**

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**Units (Credits):** 3.00

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.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

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## **Humanities/Humanistic Studies (HUM)**

## **HUM-101: Introduction to Humanities**

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**Units (Credits):** 3.00

Offers an interdisciplinary approach to the humanities. Students study major works in art, music, literature, and philosophy with historical framework.

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## **Informatics (INF)**

Career & Technical Education Division

## **INF-100: Introduction to Informatics I - Basic Concepts**

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**Units (Credits):** 3.00

Deals with the nature of Informatics within the information technology space. Addresses the core concept of integration of people, technology and information. Emphasizes the practical dimension of Informatics, real problems, and the socio-economic situations in which they arise. Presents a variety of Informatics tools from a variety of domains, and their implications for science, engineering, art, the humanities and society.

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## **Information Systems (IS)**

Career & Technical Education Division

## **IS-101: Introduction to Information Systems**

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**Units (Credits):** 3.00

Introduces the student to the role of computers in today's technology-driven environment, allowing for hands on lab experience. Students will be introduced to the Internet, distance education, and the World Wide Web for research, along with operating systems, word processing, spreadsheets, database and basic multi-media. Upon successful completion of this course, the student will be able to demonstrate basic computer survival skills, understand computer terminology, and create data using a variety of software.

## **IS-201: Computer Applications**

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**Units (Credits):** 3.00

Prerequisites: IS101 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.

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## **Industrial Plant Mechanics (IT)**

Career & Technical Education Division

## **IT-208: Fluid Power**

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**Units (Credits):** 1.00 - 3.00

Prerequisites: None Reviews fluid power mechanics with an emphasis on schematic symbols, circuit operation and design, pneumatic and hydraulic component theory and operation, and industry terminology.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

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## **Italian Language (ITAL)**

Liberal Arts Division

There are no active courses offered for this discipline.

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## **Journalism (JOUR)**

Liberal Arts Division

### **JOUR-101: Critical Analysis of Mass Media**

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**Units (Credits):** 3.00

Surveys the role of newspapers, radio, television, advertising and public relations organizations. Offers interpretation of the day's news and analysis of media performance.

### **JOUR-120: Media in Modern Life**

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**Units (Credits):** 3.00

Explores the profound transition from life with mass media to life in networked media. Researches the meaning of media through anthropological, political and historical perspectives.

### **JOUR-201: Media Writing**

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**Units (Credits):** 3.00

Prerequisites: JOUR101 Teaches writing in journalistic and persuasive styles for mass media. Emphasis on analysis and organization of information, and clarity of expression.

### **JOUR-221: News Gathering & Writing**

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**Units (Credits):** 3.00

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## **Japanese (JPN)**

Liberal Arts Division

### **JPN-111: First Year Japanese I**

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**Units (Credits):** 4.00

Prerequisites: None Introduces the language through structural analysis and the writing system. Includes some conversation and an introduction to Japanese culture.

### **JPN-112: First Year Japanese II**

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**Units (Credits):** 4.00

Prerequisites: JPN 111 Continues study of the language through structural analysis and the writing system. Includes some conversation and an introduction to Japanese culture.

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## **Latin (LAT)**

Liberal Arts Division

There are no active courses offered for this discipline.

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## **Laboratory Technician (LTE)**

Nursing and Allied Health Division

### **LTE-101: Fundamental Phlebotomy**

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**Units (Credits):** 4.00

Prerequisites: Vaccinations and major medical insurance required (see requirements for LTE under the Nursing and Allied Health division) Provides knowledge and skills necessary to perform basic collection, identification, and preservation of blood samples as applied to venipuncture techniques. Incorporates finger stick procedures and patient contact methodologies carried out within the ethical, legal and professional boundaries of the roles. Successful completion of LTE 102 is required to sit for national certification examinations offered through a variety of certifying organizations, including the American Society for Clinical Pathology (ASCP).

### **LTE-102: Applied Phlebotomy**

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**Units (Credits):** 3.00 - 3.50

Prerequisites: LTE 101 with C or better. Vaccinations and major medical insurance. See Nursing and Allied Health Division student requirements for LTE. Provides 100 hours of clinical phlebotomy experience (of clinical phlebotomy to apply knowledge and skills learned in LTE 101. Under the guidance of a laboratory technician preceptor, students will perform a minimum of 100 successful, documented blood draws with patients across the lifespan (except infants and toddlers). Upon successful completion with a grade of C or better, students are eligible to sit for a national certification examination offered through a variety of certifying organizations, including the American Society for Clinical Pathology (ASCP).

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## **Mathematics (MATH)**

Liberal Arts Division

### **MATH-100: Math for Allied Health Programs**

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**Units (Credits):** 1.00 - 3.00

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.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **MATH-110: Mathematics for Industry**

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**Units (Credits):** 3.00

Covers fractions, decimals, percentages, ratios, proportions, measurement, geometry, and briefly, the fundamentals of algebra and right triangle trigonometry.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **MATH-120: Fundamentals of College Mathematics**

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**Units (Credits):** 3.00

Note: Appropriate score on the WNC placement or equivalent test may also meet the prerequisite. Studies probability, statistics, business, finance and consumer mathematics. Course is broad in scope and emphasizes applications.



## **MATH-122: Number Concepts for Elementary School Teachers**

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**Units (Credits):** 3.00

Prerequisites: MATH120 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**

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**Units (Credits):** 3.00

Prerequisites: MATH120 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**

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**Units (Credits):** 3.00

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**

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**Units (Credits):** 3.00

Prerequisites: MATH126 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**

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**Units (Credits):** 5.00

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**

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**Units (Credits):** 3.00

Prerequisites: MATH128, MATH126 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**

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**Units (Credits):** 4.00

Prerequisites: MATH128, MATH126 & MATH127 or appropriate score on the WNC placement or equivalent exam Offers fundamental concepts of analytical geometry and calculus, functions, graphs, limits, derivatives, and integrals.

## **MATH-182: Calculus II**

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**Units (Credits):** 4.00

Prerequisites: MATH181 or equivalent or consent of instructor Teaches transcendental functions, methods of integration, conics, vectors.

## **MATH-251: Discrete Mathematics I**

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**Units (Credits):** 3.00

### **MATH-283: Calculus III**

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**Units (Credits):** 4.00

Prerequisites: MATH182 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**

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**Units (Credits):** 3.00

Prerequisites: MATH283 Presents methods of solving ordinary differential equations with application to physical systems. Includes systems of equations, series solution, numerical solution, and Laplace transforms.

### **MATH-299: Directed Study**

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**Units (Credits):** 1.00 - 3.00

Prerequisite: Consent of instructor. Provides individual study conducted under the direction of a faculty member.

### **MATH-330: Linear Algebra**

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**Units (Credits):** 3.00

Prerequisite: Math 283 Vector analysis continued; abstract vector spaces; bases, inner products; projections; orthogonal complements, least squares; linear maps, structure theorems; elementary spectral theory; applications.

### **MATH-90: Elementary Arithmetic**

---

**Units (Credits):** 1.00 - 3.00

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.

**Note:** Financial Aid will not pay for this course..

### **MATH-91: Basic Mathematics**

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**Units (Credits):** 3.00

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.

**Note:** Financial Aid will not pay for this course..

### **MATH-92: Algebra Review**

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**Units (Credits):** 1.00

Prerequisite: Previous success in Intermediate Algebra or Algebra II or higher algebra course. Provides a review of algebra that will refresh previously taught concepts. Designed for students who have successfully completed Algebra II or Intermediate Algebra or similar course sometime in the past. Provides a condensed review of topics from Intermediate Algebra intended to help students place into the appropriate course via Accuplacer Exam.

### **MATH-93: Pre Algebra**

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**Units (Credits):** 3.00

Prerequisites: MATH91 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.

**Note:** Financial Aid will not pay for this course..

### **MATH-95: Elementary Algebra**

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**Units (Credits):** 3.00

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-96: Intermediate Algebra**

---

**Units (Credits):** 3.00

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-96D: Algebra Review for Math 126**

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**Units (Credits):** 2.00

Corequisite: Math 126 Offers a second course in algebra. Includes multiplying, dividing, and factoring polynomial expressions, solving polynomial and rational equations, algebraic techniques involving exponents and radicals, and systems of linear equations.

### **MATH-98: Developmental Mathematics**

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**Units (Credits):** 3.00 - 5.00

Prerequisite: None Prepares students for college-level mathematics. Self-paced, computer aided course designed to provide students with the concepts and skills of pre, elementary and intermediate algebra.

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## **Mechanical Engineering (ME)**

Liberal Arts Division

### **ME-198: Cooperative Training Report**

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**Units (Credits):** 1.00

Prerequisites: enrollment in engineering program Guides students in preparation of written reports based on cooperative program assignments.

### **ME-241: Mechanical Engineering: Statics**

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**Units (Credits):** 3.00

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**

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**Units (Credits):** 3.00

Studies kinematics and kinetics of particles and rigid bodies in two and three dimensions; relative motion; work and energy; impulse and momentum.

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## **Metallurgical Engineering (METE)**

There are no active courses offered for this discipline.

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## **Management Science (MGT)**

Career & Technical Education Division

### **MGT-103: Small Business Management**

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**Units (Credits):** 3.00

Prerequisite: BUS 101 or consent of instructor. 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**

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**Units (Credits):** 3.00

Prerequisite: BUS 101 or consent of instructor. 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**

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**Units (Credits):** 3.00

Prerequisite: BUS 101 and MGT 201 or consent of instructor. 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**

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**Units (Credits):** 3.00

Prerequisites: BUS 101 and MGT 201 or consent of instructor. 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-283: Introduction to Human Resources Management**

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**Units (Credits):** 3.00

Prerequisite: BUS 101 and MGT 201 or consent of instructor. Develops an understanding of the duties and responsibilities of personnel at the mid-management level.

### **MGT-323: Orgnzntional Bhvr & Interpersonal Bhvr**

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**Units (Credits):** 3.00

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**

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**Units (Credits):** 3.00

Prerequisites: MGT 323 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.

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## **MGT-462: Changing Environments**

**Units (Credits):** 3.00

Focuses on managing ethically in the changing cultural, economic, political, technological and global environments of business.

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## **MGT-469: Managing Cultural Diversity**

**Units (Credits):** 3.00

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.

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# **Marketing (MKT)**

Career & Technical Education Division

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## **MKT-127: Introduction to Retailing**

**Units (Credits):** 3.00

Studies an overview of retail merchandising, including buying, pricing, selling, advertising, sales promotion and display principles.

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## **MKT-210: Marketing Principles**

**Units (Credits):** 3.00

Covers the problems of manufacturers, wholesalers, and retailers in the marketing of goods and services. Students will develop a plan applying the marketing principles.

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## **MKT-250: Introduction to International Marketing**

**Units (Credits):** 3.00

Prerequisites: BUS 101 and MKT210 or consent of instructor 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.

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## **MKT-261: Introduction to Public Relations**

**Units (Credits):** 3.00

Prerequisite: BUS 101 and MKT 210 or consent of instructor 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.

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## **MKT-262: Introduction to Advertising**

**Units (Credits):** 3.00

Prerequisite: BUS 101 and MKT 210 or consent of instructor Presents methods and techniques in modern advertising, giving information to do the entire advertising job.

## **MKT-295: Work Experience I**

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**Units (Credits):** 1.00 - 4.00

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

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## **Mechanical Technology (MT)**

Career & Technical Education Division

### **MT-115: Applied Programmable Logic Controllers I**

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**Units (Credits):** 3.00

Prerequisite: AIT 101 Introduces the concepts of Programmable Logic Controllers (PLC) and computerized control operations. Covers basic PLC programming by describing numbering systems, PLC memory organization, PLC programming software and PLC program logic elements.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **MT-160: Hydraulic Power**

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**Units (Credits):** 3.00

Prerequisite: AIT 101 Introduces the concepts of how to connect and operate basic hydraulic components and systems, read circuit diagrams and monitor system operation. Exposes students to key topics in hydraulic power and safety, principles of hydraulic pressure and flow, and hydraulic speed control circuits in a wide array of applications.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

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## **Machine Tool Technology (MTT)**

Career & Technical Education Division

### **MTT-105: Machine Shop I**

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**Units (Credits):** 3.00

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.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **MTT-106: Machine Shop Practice I**

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**Units (Credits):** 1.00 - 2.00

Corequisite: 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.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **MTT-110: Machine Shop II**

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**Units (Credits):** 3.00

Expands skills introduced in MTT 105B to an intermediate level and introduces further skills which include vertical mill, drill sharpening, speed feeds and some production methods.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **MTT-111: Machine Shop Practice II**

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**Units (Credits):** 1.00 - 2.00

Corequisites: MTT110 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.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **MTT-230: Computer Numerical Control I**

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**Units (Credits):** 4.00

Prerequisite: MTT 105 and MTT 110 and COT 105 or COT 204 or consent of instructor. Offers an introductory class to provide a basic understanding of computer numerical control. The student is introduced to the axis systems, absolute and incremental programming, tool offsets, controller operation, and fixture offsets. To better understand CNC programming process, CNC II is recommended as a follow-up. Includes 3 hours lecture, 3 hours lab per week.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **MTT-232: Computer Numerical Control II**

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**Units (Credits):** 4.00

Prerequisite: 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 3 hours lecture, 3 hours lab per week.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **MTT-250: Machine Shop III**

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**Units (Credits):** 3.00

Prerequisites: MTT110 & DFT110 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.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **MTT-251: Machine Shop Practice III**

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**Units (Credits):** 1.00 - 2.00

Corequisites: MTT250 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.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **MTT-260: Machine Shop IV**

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**Units (Credits):** 3.00

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.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **MTT-261: Machine Projects**

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**Units (Credits):** 1.00 - 6.00

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.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **MTT-262: Machine Shop Practice IV**

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**Units (Credits):** 1.00 - 2.00

Corequisites: MTT260 Allows students additional time to concentrate on areas of interest leading to completion of an advanced project emphasizing skills introduced in MTT 260.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **MTT-291: Cnc Practice**

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**Units (Credits):** 2.00 - 3.00

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.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **MTT-295: Work Experience**

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**Units (Credits):** 1.00 - 6.00

Prerequisites: consent of instructor Provides students with on the job, supervised and educationally directed work experience.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

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## **Music (MUS)**

Liberal Arts Division

### **MUS-103: Voice Class I**

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**Units (Credits):** 3.00

Teaches fundamentals of tone production, breath control and practical techniques involved in reading and interpreting songs.

### **MUS-104: Voice Class II**

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**Units (Credits):** 3.00

Prerequisites: MUS103 Continues the skills learned in MUS 103.

### **MUS-107: Guitar Class I**

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**Units (Credits):** 2.00 - 3.00

Studies basic guitar technique, bluegrass, classical and rock styles. No previous musical training required.

### **MUS-108: Guitar Class II**

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**Units (Credits):** 2.00 - 3.00

Prerequisites: MUS107 or consent of instructor Continues development of skills learned in MUS 107.

### **MUS-111: Piano Class I**

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**Units (Credits):** 3.00

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**

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**Units (Credits):** 3.00

Prerequisites: MUS111 or consent of instructor Provides a continuation of MUS 111, a class in basic piano technique and theory.

## **MUS-121: Music Appreciation**

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**Units (Credits):** 2.00 - 3.00

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 Theater**

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**Units (Credits):** 3.00

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**

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**Units (Credits):** 3.00

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.

## **MUS-134: Jazz Appreciation**

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**Units (Credits):** 3.00

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**

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**Units (Credits):** 2.00 - 3.00

Performance ensemble, centered on public performance of musical theatre literature. Repeatable up to 9 units.

## **MUS-215: Technique of Songwriting**

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**Units (Credits):** 3.00

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**

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**Units (Credits):** 2.00 - 3.00

Prerequisites: pianists should be of intermediate level proficiency Focuses in depth on a special topic in music literature. Topics might include Baroque, classical, romantic, or 20th century keyboard literature. Students will explore musical topics through both lecture and their own performance of representative works. Class may be repeated for up to six credits.

## **MUS-233: Recording Techniques and Midi I**

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**Units (Credits): 2.00**

Covers topics such as the job market, mics, consoles, tape recorders, and special effects. Teaches concepts including signal flow, multi-tracking, EQ, signal processing, MIDI, mixing and mastering. Students will learn to turn a Mac or PC into a multi-track studio.

**MUS-253: Jazz Improvisation I**

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**Units (Credits): 2.00**

Introduces the techniques of jazz improvisation in a laboratory setting.

**MUS-276: Musical Theatre Practicum**

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**Units (Credits): 2.00 - 3.00**

Prerequisite: Six units of MUS 176. Continues skills learned in MUS 176. Repeatable up to 9 units.

**MUS-299: Special Topics in Music**

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**Units (Credits): 1.00 - 3.00**

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**Music Applied (MUSA)**

Liberal Arts Division

**MUSA-101: Bass-Lower Division**

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**Units (Credits): 1.00 - 2.00**

Provides a personal introduction to the study and performance of music for bass. Class may be repeated for a total of four credits. Fee covers cost of 14 half-hour private lessons.

**MUSA-103: Basson-Lower Division**

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**Units (Credits): 1.00 - 2.00**

Introduces students to the study and performance of music for bassoon. Class may be repeated for a total of four credits. Fee covers cost of 14 half-hour private lessons.

**MUSA-105: Cello-Lower Division**

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**Units (Credits): 1.00 - 2.00**

Provides a personal introduction to the study and performance of music for cello. Class may be repeated for a total of four credits. Fee covers cost of 14 half-hour private lessons.

**MUSA-107: Clarinet-Lower Division**

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**Units (Credits): 1.00 - 2.00**

Introduces students to the study and performance of music for clarinet. Class may be repeated for a total of four credits. Fee covers cost of 14 half-hour private lessons.

**MUSA-109: Drum Set**

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**Units (Credits): 1.00**

Provides individual instruction in the technique and repertoire of drum set. Class may be repeated for a total of four credits. Fee covers cost of 14 half-hour private lessons.

**MUSA-111: Euphonium - Lower Division**

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**Units (Credits):** 1.00 - 2.00

Provides a personal introduction to the study and performance of music for euphonium. No previous musical training required. Class may be repeated for a total of 4 credits. Fee covers cost of 14 half-hour private lessons.

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### **MUSA-113: Flute-Lower Division**

**Units (Credits):** 1.00 - 2.00

Introduces students to the study and performance of music for flute. Class may be repeated for a total of four credits. Fee covers cost of 14 half-hour private lessons.

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### **MUSA-115: Guitar**

**Units (Credits):** 1.00 - 4.00

Provides individual instruction in the technique and repertoire of the guitar. Class may be repeated for a total of four credits. Fee covers cost of 14 half-hour private lessons.

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### **MUSA-121: Horn - Lower Division**

**Units (Credits):** 1.00 - 2.00

Provides personal introduction to the study and performance of music for horn. Class may be repeated for a total of four credits. Fee covers cost of 14 half-hour private lessons.

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### **MUSA-123: Oboe - Lower Division**

**Units (Credits):** 1.00

Provides personal introduction to the study and performance of music for horn. Class may be repeated for a total of four credits. Fee covers cost of 14 half-hour private lessons.

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### **MUSA-125: Organ-Lower Division**

**Units (Credits):** 1.00

Provides individual instruction in the technique and repertoire of the organ.

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### **MUSA-127: Percussion-Lower Division**

**Units (Credits):** 1.00 - 2.00

Offers private instruction in the study and performance of percussion instruments. Class may be repeated for a total of four credits. Fee covers cost of 14 half-hour private lessons.

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### **MUSA-129: Piano-Lower Division**

**Units (Credits):** 1.00 - 2.00

Considers performance and analysis of keyboard literature from various musical eras, instruction of keyboard technique and application of basic music theory to piano literature. Class may be repeated for a total of four credits. Fee covers cost of 14 half-hour private lessons.

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### **MUSA-131: Saxophone-Lower Division**

**Units (Credits):** 1.00 - 2.00

Introduces students to the study and performance of music for saxophone. Class may be repeated for a total of four credits. Fee covers cost of 14 half-hour private lessons.

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### **MUSA-135: Trombone-Lower Division**

**Units (Credits):** 1.00 - 2.00

Provides personal introduction to the study and performance of music for trombone. Class may be repeated for

a total of four credits. Fee covers cost of 14 half-hour private lessons.

### **MUSA-137: Trumpet-Lower Division**

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**Units (Credits):** 1.00 - 2.00

Provides personal introduction to the study and performance of music for trumpet. Class may be repeated for a total of four credits. Fee covers cost of 14 half-hour private lessons.

### **MUSA-139: Tuba-Lower Division**

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**Units (Credits):** 1.00 - 2.00

Provides personal introduction to the study and performance of music for tuba. Class may be repeated for a total of four credits. Fee covers cost of 14 half-hour private lessons.

### **MUSA-141: Viola-Lower Division**

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**Units (Credits):** 1.00 - 2.00

Provides personal introduction to the study and performance of music for viola. Class may be repeated for a total of four credits. Fee covers cost of 14 half-hour private lessons.

### **MUSA-143: Violin-Lower Division**

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**Units (Credits):** 1.00 - 2.00

Provides personal introduction to the study and performance of music for violin. Class may be repeated for a total of four credits. Fee covers cost of 14 half-hour private lessons.

### **MUSA-145: Voice-Lower Division**

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**Units (Credits):** 1.00 - 2.00

Introduces the correct and pleasing use of the singing voice through a well balanced and coordinated study of vocal literature and exercises. Class may be repeated for a total of nine credits. Fee covers cost of 14 half-hour private lessons.

### **MUSA-146: Voice II**

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**Units (Credits):** 1.00 - 2.00

Continues development of correct and pleasing use of the voice for singers through study of vocal literature and exercises.

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## **Music Ensemble (MUSE)**

Liberal Arts Division

### **MUSE-101: Concert Choir**

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**Units (Credits):** 1.00

Teaches representative choral music of all periods. Choir is featured in concerts throughout the WNC service area. May be repeated for a total of four credits.

### **MUSE-131: Jazz Ensemble**

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**Units (Credits):** 1.00

Prerequisites: intermediate proficiency on a band instrument Introduces study and performance of jazz ensemble literature. May be repeated for up to 4 credits.

## **MUSE-135: Jazz Vocal Ensemble**

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**Units (Credits):** 1.00

Prerequisites: instrumentalists should be of intermediate level proficiency. No prerequisites for vocalists  
Explores a variety of musical styles, including pop, rock and jazz. Class may be repeated for a total of eight credits.

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## **Natural Resources (NRES)**

Liberal Arts Division

There are no active courses offered for this discipline.

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## **Nursing (NURS)**

Nursing and Allied Health Division

### **NURS-129: Level I Basic Nursing Skills**

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**Units (Credits):** 2.00

Prepares students to provide holistic basic nursing care to residents in a long-term care facility. Students provide total patient care and comfort measures at the level of a nursing assistant while incorporating basic principles of safety and infection control for self and others.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **NURS-130: Nursing Assistant**

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**Units (Credits):** 6.00

Prerequisites: basic Life Support/Healthcare Provider CPR certification. See Nursing and Allied Health website for additional information. Prepares students to function as nursing assistant trainees (NAT) who assist licensed nurses to provide direct care to health care consumers across the lifespan in a variety of health care settings. The 150-hour competency based course is designed to prepare students to achieve certification as a nurse assistant in the State of Nevada. The course is approved by the Nevada State Board of Nursing and is in accordance with the Omnibus Budget Reconciliation Act (OBRA) and Occupational Safety and Health Agency (OSHA) regulations.

### **NURS-136: Foundations of Nursing Theory**

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**Units (Credits):** 3.00

Prerequisites: admission to the nursing program; Corequisites: NURS137 & NURS141 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 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**

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**Units (Credits):** 1.00

Prerequisites: admission to the nursing program; Corequisites: NURS136 & NURS141 Provides students with knowledge and practical application of basic nursing skills while incorporating concepts learned in NURS 136. Students learn and practice basic nursing bedside nursing skills in personal care, sterile technique, patient safety, and medication administration. Emphasizes the critical elements of nursing procedures and the scientific rationale for performing the procedures correctly.

## **NURS-141: Foundations of Nursing Clinical**

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**Units (Credits):** 2.00

Prerequisites: admission to the nursing program; Corequisites: NURS136 & NURS137 Provides opportunities for students to utilize knowledge, concepts and skills learned in first semester nursing courses to meet the bio/psycho/social needs of patients in a long term acute 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**

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**Units (Credits):** 2.00

Prerequisites: admission to the nursing program; Corequisites: NURS148 Provides opportunities for students to gain knowledge necessary to holistically assess adult and elder patients. Students utilize concepts of previously learned content from pre-requisite and co-requisite nursing courses including the nursing process and methods of prioritizing to perform nursing assessment and nursing diagnosis. Students learn the difference among a comprehensive assessment, an ongoing/partial assessment, a focused, problem-oriented assessment and an emergency assessment of a patient.

## **NURS-148: Health Assessment Laboratory**

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**Units (Credits):** 1.00

Prerequisites: admission to the nursing program. Incorporates knowledge from NURS 147 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 simulated and peer assessment models.

## **NURS-149: Mental Health and Illness Theory**

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**Units (Credits):** 3.00

Prerequisites: admission to the nursing program; Corequisites: NURS150 & NURS151 Assists students to gain knowledge of nursing care for the patient experiencing primary threats to psychosocial integrity. Examines the principles and practice of psychiatric nursing through a variety of theoretical frameworks and legal and ethical values that guide its practice. Emphasis is placed on the use of culturally relevant therapeutic communication skills, development of therapeutic nurse/patient relationships, and interventions that are grounded in evidence based practice to achieve best practice outcomes.

## **NURS-151: Mental Health and Illness Clinical**

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**Units (Credits):** 1.00

Prerequisites: admission to the nursing program; Corequisites: NURS149 & NURS150 Requires students to utilize the nursing process to apply knowledge of the principles and practice of psychiatric nursing to the care of patients experiencing disruptions in psycho/social functioning. Collaborative experiences involving students, members of the psychiatric health care team, patients and their families occur at acute care and outpatient settings. Relevant legal and ethical issues are explored within the context of care of patients with disruptions in psychosocial integrity.

## **NURS-152: Foundations of Pharmacology in Nursing I**

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**Units (Credits):** 1.00

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 and psycho/social needs of patients. Explores indications, modes of action, effects, contraindications and interactions for selected drugs. Specific nursing responsibilities related to drug administration are emphasized.

## **NURS-153: Foundations of Pharmacology Nursing II**

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**Units (Credits):** 1.00

Prerequisites: Successful completion of the first semester of 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-156: Foundations of Pharmacology In Nursing III**

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**Units (Credits):** 1.00

Prerequisite: admission to the nursing program and NURS 153 Provides a continuation of study of pharmacological principles and practices through in-depth application of principles of pharmacology, pharmacokinetics and pharmacodynamics. Designed to expand the nursing student's knowledge of pharmacotherapeutics, which includes the cellular response level, for the clinical application within the context of the nursing process and prioritization of needs for patients across the lifespan. Selected drug classifications of pharmacological agents are examined and applied through case study application and analysis providing opportunity for development of the nursing competencies of clinical judgement, professional identity, use of evidence-based practice, and the facilitation of a spirit of inquiry.

### **NURS-165: Medical Surgical Nursing I Theory**

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**Units (Credits):** 3.00

Prerequisites: successful completion of the first semester of the nursing program; Corequisites: NURS166 & NURS167 Assists 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**

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**Units (Credits):** 1.00

Successful completion of the first semester of the nursing program. Corequisites: NURS165 & NURS167 Prepares 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**

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**Units (Credits):** 2.00

Prerequisites: successful completion of the first semester of the nursing program. Corequisites: NURS165 & NURS166 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, patient education.

### **NURS-261: Nursing Care of The Family From Conception Through Adolescence (Theory)**

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**Units (Credits):** 2.00 - 4.00

Prerequisite: successful completion of the first year of the nursing program. Corequisite: NURS 262 Focuses on basic concepts of nursing associated with care of the family experiencing pregnancy, birth, and the care of children. Incorporates knowledge of normal patterns of growth and development, health promotion, and disease prevention strategies. Students analyze care of patients with common health disruptions while continuing to develop the competencies of nursing judgement, use of evidenced-based practice, application of principles associated with professional identify, and the nurturing of a spirit of inquiry within the organizing framework of the nursing process.

## **NURS-262: Nursing Care of Family from Conception Through Adolescence (Lab/Clinical)**

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**Units (Credits):** 1.00 - 2.00

Prerequisite: successful completion of the first year of the nursing program. Corequisite: NURS 261 Focuses on the application of concepts addressed NURS 261. Students provide basic care to families experiencing pregnancy, birth, and the care of children from the neonatal stage through adolescence. Provides active, hands-on learning in the laboratory and clinical setting, under the direct supervision of nursing faculty and competent clinical preceptors, to students caring for maternal, newborn, and pediatric patients. The nursing process, QSEN Safety Standards, and the principles of human flourishing, nursing judgement, professional identity, and the spirit of inquiry, will provide the framework for student activities.

## **NURS-270: Advanced Clinical Nursing I Theory**

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**Units (Credits):** 3.00

Prerequisites: successful completion of the first year of the nursing program. ; Corequisites: NURS271 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**

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**Units (Credits):** 2.00

Prerequisites: successful completion of the first year of the nursing program. Corequisites: NURS270 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**

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**Units (Credits):** 3.00

Prerequisites: successful completion of the third semester of the nursing program. ; Corequisites: NURS277 Assists students to gain knowledge of nursing care for the patient experiencing primary threats to physiological integrity due to complex multisystem disruption in cardiovascular, respiratory, neurological, integumentary, elimination, and digestive systems. Students apply the nursing process to address needs in the psycho/social/cultural and spiritual domains which emerge when there are primary threats to physiological integrity. Related legal, ethical, teaching/learning and communication/documentation issues are also explored.

## **NURS-277: Advanced Medical Surgical Nursing II Clinical**

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**Units (Credits):** 2.50

Prerequisites: successful completion of the third semester of the nursing program. ; Corequisites: NURS276 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**

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**Units (Credits):** 2.00

Prerequisites: successful completion of the third semester of 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.

## **NURS-285: Special Topics: Nursing**

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**Units (Credits):** 1.00 - 6.00

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## **Nutrition (NUTR)**

Liberal Arts Division

### **NUTR-121: Human Nutrition**

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**Units (Credits):** 3.00

Prerequisites: None. Recommend: MATH120, MATH126 or higher 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-205: Sports Nutrition: Exercise and Performance**

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**Units (Credits):** 3.00

Prerequisite: NUTR 121 Introduces the basic elements of sports nutrition. Presents the scientific basis of the roles played by carbohydrate, fat, protein, water, and key vitamins and minerals as they relate to physical exercise. Presents information on diets during training, timing and composition of pre- and post-competition meals, the use of supplement ergogenic aids. Provides practical evidence based information for the athlete and individuals of all ages wishing to emphasize the role of diet and exercise in promoting a healthy, active lifestyle.

### **NUTR-223: Principles of Nutrition**

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**Units (Credits):** 3.00

Prerequisites: BIOL 190 and 190L with a grade of C or better or CHEM 121 with a grade of C or better Studies nutrient functions and basis for nutrient requirements at the cellular level. Three hours lecture.

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## **Occupational Safety/Health (OSH)**

Career & Technical Education Division

There are no active courses offered for this discipline.

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## **Power Equipment Technician (PET)**

Career & Technical Education Division

There are no active courses offered for this discipline.

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## **Recreation & Physical Ed (PEX)**

Career & Technical Education Division

## **PEX-105: Scuba**

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**Units (Credits):** 1.00

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**

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**Units (Credits):** 1.00

Covers water safety, floating, the backstroke, Austrian crawl and other strokes. May be offered at the beginning or intermediate level.

## **PEX-112: Baseball**

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**Units (Credits):** 1.00

Focuses on advanced baseball skill development, competition techniques and strategy for highly skilled, first year participants in competitive baseball. May be repeated for up to six credits

## **PEX-117: Golf**

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**Units (Credits):** 1.00 - 2.00

Cover fundamentals of golf.

## **PEX-122: Raquetball**

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**Units (Credits):** 1.00 - 2.00

Covers the fundamentals of racquetball.

## **PEX-125: Softball**

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**Units (Credits):** 1.00

Focuses on advanced softball skill development, competition techniques and strategy for highly skilled participants in competitive softball. May be repeated for up to six credits.

## **PEX-127: Tennis**

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**Units (Credits):** 2.00

Introduces the basic rules, techniques, fundamentals, and strategies concerned with the game of tennis. Intermediate and advanced levels perfect and build upon the skills taught in the beginning level. May be offered at the beginning, intermediate and advanced levels.

## **PEX-130: Backpacking**

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**Units (Credits):** 1.00

Covers the fundamentals of backpacking. Safety skills will also be discussed.

## **PEX-136: Snow Boarding**

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**Units (Credits):** 1.00

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**

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**Units (Credits):** 1.00

Provides basic survival information. May include field trips to allow students hands-on experience in the field.

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**PEX-142: Judo**

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**Units (Credits):** 1.00 - 6.00

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.

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**PEX-143: Karate**

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**Units (Credits):** 1.00 - 2.00

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.

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**PEX-148: Tai Chi**

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**Units (Credits):** 1.00 - 3.00

Familiarizes students with the forms, sequence and movements of Tai Chi. May be offered at the beginning or intermediate level.

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**PEX-151: Bicycling**

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**Units (Credits):** 1.00 - 3.00

Covers the fundamentals of bicycling.

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**PEX-154: Dance**

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**Units (Credits):** 1.00

Explores dance positions, leading and following, and proper usage of rhythm. May be offered at the beginning or intermediate level. May be repeated for up to four credits.

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**PEX-159: Horsemanship**

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**Units (Credits):** 1.00 - 2.00

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.

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**PEX-169: Yoga**

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**Units (Credits):** 1.00 - 2.00

Covers asana postures with emphasis on alignment and working with modifications for students who have injuries and need to adjust their postures. Breathing, meditation, and chanting incorporated. Presents the benefits, history and different styles and types of yoga.

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**PEX-170: Aerobics**

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**Units (Credits):** 1.00 - 4.00

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.

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**PEX-172: Body Contouring & Conditioning**

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**Units (Credits):** 1.00 - 3.00

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**

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**Units (Credits):** 1.00 - 2.00

Covers general physical fitness.

### **PEX-180: Strength Training**

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**Units (Credits):** 1.00 - 2.00

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**

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**Units (Credits):** 0.50 - 3.00

Introduces students to weight training principles.

### **PEX-184: Conditioning, Intercollegiate Athletics**

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**Units (Credits):** 1.00

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-193: Intercollegiate Soccer**

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**Units (Credits):** 1.00 - 3.00

Prerequisites: must be a member of the WNC soccer team Participation on the intercollegiate soccer team. May be repeated for up to 6 credits.

### **PEX-199: Special Topics**

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**Units (Credits):** 1.00 - 3.00

Offers special topics which vary across semesters. A maximum of six credits may be applied towards a WNC degree.

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## **Philosophy (PHIL)**

Liberal Arts Division

### **PHIL-101: Introduction to Philosophy**

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**Units (Credits):** 3.00

Studies basic problems in different areas of philosophy such as ethics, political theory, metaphysics, and epistemology.

### **PHIL-102: Critical Thinking & Reasoning**

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**Units (Credits):** 3.00

Covers nonsymbolic introduction to logical thinking in everyday life, law, politics, science, advertising; common fallacies; and the uses of language, including techniques of persuasion.

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### **PHIL-114: Introduction to Logic**

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**Units (Credits):** 3.00

Introduces symbolic logic. Studies the principles of correct reasoning, using the symbolic techniques of propositional calculus and basic quantifier calculus.

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### **PHIL-135: Introduction to Ethics**

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**Units (Credits):** 3.00

Provides an introduction to representative classical ethical theories.

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### **PHIL-145: Religion in American Life**

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**Units (Credits):** 3.00

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### **PHIL-200: Judeo-Christian Tradition**

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**Units (Credits):** 3.00

Studies the major religious philosophic beliefs found in the Old and New Testaments along with the way these concepts were modified in post-biblical cosmology.

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### **PHIL-203: Introduction to Existentialism**

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**Units (Credits):** 3.00

Reviews readings from Kierkegaard, Nietzsche, Jaspers, Sartre, Heidegger. An examination of the existentialist concepts: "being" and "nonbeing," "estrangement," "dread," "anxiety" and "freedom."

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### **PHIL-204: Introduction to Contemporary Philosophy**

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**Units (Credits):** 3.00

Reviews the late 19th century movements as basis for the study of 20th century developments in thought from Nietzsche through existentialism, neopositivism, and American naturalism.

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### **PHIL-207: Introduction to Political Philosophy**

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**Units (Credits):** 3.00

Provides readings and discussion of theories concerning the nature of society and political structure from classical and contemporary philosophers.

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### **PHIL-210: World Religions**

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**Units (Credits):** 3.00

Examines the main moral and religious views of world religions.

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### **PHIL-224: Introduction to the Philosophy of Science**

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**Units (Credits):** 3.00

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.

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### **PHIL-299: Special Topics: Philosophy**

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**Units (Credits):** 1.00 - 3.00

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

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## **Physics (PHYS)**

Liberal Arts Division

### **PHYS-100: Introductory Physics**

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**Units (Credits):** 3.00

Prerequisites: MATH120, MATH126 or higher 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**

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**Units (Credits):** 4.00

Prerequisites: MATH126 & MATH127, MATH128 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**

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**Units (Credits):** 4.00

Prerequisites: PHYS151 Emphasizes light, electricity, magnetism and nuclear physics.

### **PHYS-180: Physics for Scientists and Engineers I**

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**Units (Credits):** 3.00

Corequisite: PHYS 180L 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: Physics for Scientists and Engineers Lab I**

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**Units (Credits):** 1.00

Prerequisites: MATH181 ; Corequisites: PHYS180 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: Physics for Scientists and Engineers II**

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**Units (Credits):** 3.00

Corequisite: PHYS 181L 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: Physics for Science and Engineers Lab II**

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**Units (Credits):** 1.00

Prerequisites: MATH182 & PHYS180 ; Corequisites: PHYS181 Explores electric fields, potential, current, dielectrics, circuits, magnetic fields, electromagnetic oscillations, thermodynamics and kinetic theory of gases. Students must co-enroll in both lecture and lab to receive credit.

### **PHYS-182: Physics for Scientists and Engineers III**

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**Units (Credits):** 3.00

Corequisite: PHYS 182L 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.

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### **PHYS-182L: Physics for Scientists and Engineers Lab III**

**Units (Credits):** 1.00

Prerequisites: MATH182 & PHYS181; Corequisites: PHYS182 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.

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### **PHYS-293: Directed Study**

**Units (Credits):** 1.00 - 3.00

Prerequisites: PHYS151 or PHYS180 Provides individual study conducted under the direction of a faculty member. May be repeated for up to six credits.

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## **Political Science (PSC)**

Liberal Arts Division

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### **PSC-100: Nevada Constitution**

**Units (Credits):** 1.00

Prerequisite: None. Recommended: Completion or corequisite of ENG 101 or eligibility to enroll in ENG 101. Introduces the political history of Nevada through an examination of the Nevada Constitution. Satisfies the Nevada Constitution requirement.

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### **PSC-101: Introduction to American Politics**

**Units (Credits):** 3.00

Prerequisite: None. Recommended: Completion or corequisite of ENG 101 or eligibility to enroll in ENG 101. Studies American government and the discipline of political science; surveys participation, pursuit and use of power, constitution formation and contemporary political issues. Satisfies United States and Nevada Constitution requirements.

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### **PSC-103: Principles of American Constitutional Government**

**Units (Credits):** 3.00

Studies constitutions of U.S. and Nevada with specific attention to various principles and current problems of government. Satisfies United States and Nevada Constitution requirements.

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### **PSC-208: Survey of State & Local Government**

**Units (Credits):** 3.00

Prerequisite: None. Recommended: Completion or corequisite of ENG 101 or eligibility to enroll in ENG 101. Surveys the the organization, working principles and functional processes of state and local governments in the United States, including Nevada. Satisfies the Nevada Constitution requirement.

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### **PSC-210: American Public Policy**

**Units (Credits):** 3.00

Prerequisite: None. Recommended prerequisite or corequisite: ENG 101, or eligibility to enroll in ENG 101. Explores an analysis of the interplay of forces involved in policy-making at all levels of American government.

Studies the impact of policy on individuals and institutions.

## **PSC-211: Introduction to Comparative Politics**

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**Units (Credits):** 3.00

Prerequisites: None. Recommended: Completion or corequisite of ENG 101 or ability to enroll in ENG 101. Provides an analysis of similarities and differences in the governing processes of different societies.

## **PSC-231: Introduction to International Relations**

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**Units (Credits):** 3.00

Prerequisite: None. Recommended: Completion or corequisite of ENG 101 or eligibility to enroll in ENG 101. Explores policy making institutions, foreign policies and politics of various nations.

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# **Psychology (PSY)**

Liberal Arts Division

## **PSY-101: General Psychology**

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**Units (Credits):** 3.00

Introduces the field of psychology. Covers major principles and their application to the study of human behavior.

## **PSY-102: Psychology of Personal/Social Adjustment**

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**Units (Credits):** 2.00 - 3.00

Focuses on understanding and applying psychological principles and theories to personal development and human relationships.

## **PSY-120: The Psychology of Human Performance**

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**Units (Credits):** 3.00

Prerequisites: PSY101 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**

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**Units (Credits):** 3.00

Covers major topics in human sexuality such as gender, sexual anatomy, sexually-transmitted diseases, sexual response and disorders, sexual orientation, sexual coercion, and commercial sex.

## **PSY-210: Introduction to Statistical Methods**

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**Units (Credits):** 3.00 - 4.00

Prerequisites: PSY101, SOC101 & MATH096 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**

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**Units (Credits):** 3.00

Prerequisites: PSY101 or consent of instructor Introduces the application of psychology principles of learning and cognitive development.



## **PSY-230: Intro to Personality Psychology**

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**Units (Credits):** 3.00

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**

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**Units (Credits):** 2.00 - 3.00

Prerequisites: PSY101 or consent of instructor Explains the growth and development of children from conception through early adolescence.

## **PSY-234: Psychology of Adolescence**

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**Units (Credits):** 2.00 - 3.00

Prerequisites: PSY101 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**

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**Units (Credits):** 3.00

Prerequisites: PSY101 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**

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**Units (Credits):** 3.00

Prerequisites: PSY101 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**

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**Units (Credits):** 3.00

Prerequisites: PSY101, SOC101 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-275: Undergraduate Research**

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**Units (Credits):** 3.00

Prerequisites: PSY101 & PSY210&PSY240 Requires independent or collaborative research.

## **PSY-299: Special Topics**

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**Units (Credits):** 1.00 - 3.00

Explores special topics which vary across semesters. A maximum of three credits may be applied towards a WNC degree.

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## **Real Estate (RE)**

Career & Technical Education Division

## **RE-101: Real Estate Principles I**

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**Units (Credits):** 3.00

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.

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## **RE-103: Real Estate Principles II**

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**Units (Credits):** 3.00

Prerequisites: RE101 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.

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## **Reading (READ)**

Liberal Arts Division

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## **READ-135: College Reading Strategies**

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**Units (Credits):** 3.00

Prerequisites: READ093 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.

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## **READ-95: Reading and Improvement**

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**Units (Credits):** 3.00

Improves fundamental reading skills, including word-attack skills, vocabulary development, reading comprehension, fluency, and interpretation.

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## **Russian (RUS)**

Liberal Arts Division

There are no active courses offered for this discipline.

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## **Senior Computing (SENR)**

Career & Technical Education Division

There are no active courses offered for this discipline.

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## **Sociology (SOC)**

Liberal Arts Division

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## **SOC-101: Principles of Sociology**

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**Units (Credits):** 3.00

Explains sociological principles underlying the development, structure, and function of culture, society, human groups, personality formation and social change.

## **SOC-102: Contemporary Social Issues**

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**Units (Credits):** 3.00

Prerequisites: SOC101 or consent of instructor Acquaints students with selected social problems, their causes and possible solutions.

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## **Spanish (SPAN)**

Liberal Arts Division

### **SPAN-101: Spanish, Conversational I**

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**Units (Credits):** 3.00

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.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **SPAN-102: Conversational Spanish II**

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**Units (Credits):** 3.00

Prerequisites: SPAN101B or consent of instructor Offers a second semester of Conversational Spanish designed to continue and improve the skills learned in the first semester.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **SPAN-103: Conversational Spanish III**

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**Units (Credits):** 3.00

Prerequisites: SPAN102B or consent of instructor Further develops skills learned in previous semesters.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **SPAN-111: First Year Spanish I**

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**Units (Credits):** 3.00 - 4.00

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**

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**Units (Credits):** 3.00 - 4.00

Prerequisites: SPAN111 or equivalent or consent of instructor Develops language skills through practice in listening, speaking, reading and writing; and structural analysis.

### **SPAN-211: Second Year Spanish I**

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**Units (Credits):** 3.00

Prerequisites: SPAN112 or equivalent Considers structural review, conversation and writing, and readings in modern literature.

### **SPAN-212: Second Year Spanish II**

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**Units (Credits):** 3.00

Prerequisites: SPAN211 Continues structural review, conversation and writing, and readings in modern literature.

## **SPAN-226: Spanish for Heritage Speakers I**

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**Units (Credits):** 3.00

Prerequisite: None; students should have some bilingual communications skills. Designed for native Spanish speaking students who want to improve their literacy in the language. Students will study and practice basic Spanish grammar for improving and developing written and oral communications and reading skills while exploring some of the most interesting and important aspects of their own history and culture.

## **SPAN-227: Spanish for Heritage Speakers II**

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**Units (Credits):** 3.00

Prerequisite: SPAN 226 or instructor consent; students should have some bilingual communications skills; Continuation of SPAN 226, designed for native Spanish speaking students who want to improve their literacy in the language. Students will study and practice Spanish grammar for improving and developing written and oral communication and reading skills while exploring some of the most interesting and important aspects of their own history and culture.

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## **Surgical Technology (SRGT)**

Nursing and Allied Health Division

There are no active courses offered for this discipline.

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## **Statistics (STAT)**

Liberal Arts Division

### **STAT-152: Introduction to Statistics**

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**Units (Credits):** 3.00

Prerequisites: MATH126, MATH128 or consent of instructor Introduces statistics, probability models, statistical estimation and hypothesis testing, linear regression analysis, and special topics.

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## **Surveying (SUR)**

Career & Technical Education Division

### **SUR-119: Construction Surveying**

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**Units (Credits):** 2.00 - 4.00

Prerequisites: CONS108 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.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

### **SUR-161: Elementary Surveying**

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**Units (Credits):** 4.00

Prerequisites: MATH127 or higher Offers a beginning course designed to introduce students to modern techniques in land surveying.

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# **Social Work (SW)**

Liberal Arts Division

## **SW-101: Introduction to Social Work**

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**Units (Credits):** 3.00

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**

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**Units (Credits):** 3.00

Analyzes types of crisis theory, effects of crisis on the individual, family and community. Looks at methods and resources for crisis intervention.

## **SW-250: Social Welfare History and Policy**

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**Units (Credits):** 3.00

Explores the historical development of the social work profession and current policies governing the social service delivery system within the United States. Presents social policy as a social construction influenced by a range of ideologies and interests. Special attention is paid to social welfare policy and programs relevant to the practice of social work, including poverty, child and family well-being, mental and physical disability, health, and racial, ethnic, and sexual minorities. Includes a focus on the role of policy in creating, maintaining or eradicating social inequities.

## **SW-310: HBSE I Structural Factors and Macro Systems**

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**Units (Credits):** 3.00

Prerequisite: SW 101 and SW 250 First course in a two course sequence that promotes a multidimensional understanding of human functioning and behavior across systems and the life course. Specifically examines human behavior manifested in larger systems as well as the reciprocal relationship between individual functioning and social institutions. Orients students to social work perspectives that view human behavior as being influenced and impinged upon by environmental forces. Advances student's ability to critically examine the role of power, privilege and oppression in shaping life experiences.

## **SW-311: HBSE II: Micro and Mezzo Systems**

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**Units (Credits):** 3.00

Prerequisites: SW 310 Second course in two-course sequence that promotes a multidimensional understanding of human functioning and behavior across systems and the life course. Specifically examines human behavior and functioning among individuals and families. Emphasizes an evidence-informed approach to assessing human functioning. Advances student ability to critically apply a range of theories and research to better understand and assess human behavior and development.

## **SW-321: Basics of Professional Communication**

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**Units (Credits):** 3.00

Prerequisite: SW 101 and 250. Focuses on the development of basis communication and observational skills needed for subsequent social work methods courses. Addresses communications topics including: active listening, questioning, empathetic responding, paraphrasing, summarizing, persuasive writing, and non-verbal communication. Emphasizes developing observation and communication skills that capture events in ways that are descriptive, accurate, and unbiased. Stresses the importance of nonjudgmental and unbiased communication and rapport. Examines the roles of power differentials, gender, culture, class, context, and ethnicity/race on professional communication.

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# **Theater Arts (THTR)**

Liberal Arts Division

## **THTR-100: Introduction to Theater**

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**Units (Credits):** 3.00

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**

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**Units (Credits):** 3.00

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-116: Musical Theatre Dance**

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**Units (Credits):** 1.00

Introduces beginning techniques of tap dance.

## **THTR-121: Make-Up for the Actor**

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**Units (Credits):** 1.00 - 3.00

Acquaints the student with the beginning principles of makeup and progresses to character makeup.

## **THTR-176: Musical Theatre Workshop I**

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**Units (Credits):** 1.00 - 8.00

Features performance of musical theatre productions. May be repeated to a maximum of eight credits. Same as MUS 176.

## **THTR-180: Cinema as Art & Communication**

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**Units (Credits):** 3.00

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**

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**Units (Credits):** 1.00 - 6.00

Focuses in depth on a special topic in theater.

## **THTR-204: Theatre Technology I**

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**Units (Credits):** 3.00

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**

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**Units (Credits):** 3.00

Continues acting principles presented in Introduction to Acting I with an emphasis on the classics.

## **THTR-209: Theatre Practicum**

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**Units (Credits):** 1.00 - 6.00

Offers practical experience in stage productions.

## **THTR-219: Projects in Technical Theater**

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**Units (Credits):** 1.00 - 3.00

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**

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**Units (Credits):** 3.00

Introduces the concept and practice of performing on camera and working with directors. Performance and discussion of scenes from television, film, and commercials. Discussion of the business of the entertainment industry.

## **THTR-247: Beginning Improvisation**

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**Units (Credits):** 3.00

Explores basic theatrical improvisation for general students. Focuses on spontaneity, flexibility, and structure. Variety of theatrical styles and improvisational techniques explored.

## **THTR-258: Theatre Experience and Travel**

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**Units (Credits):** 1.00 - 2.00

Field study class 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**

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**Units (Credits):** 2.00 - 3.00

Prerequisites: MUS176, THTR176 Continues skills learned in THTR 176 or MUS 176. Offers a workshop in the techniques of musical theatre. May be repeated to a maximum of nine credits. Same as MUS 176.

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## **Welding (WELD)**

Career & Technical Education Division

## **WELD-211: Welding I**

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**Units (Credits):** 3.00

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**

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**Units (Credits):** 2.00

Prerequisites: WELD211 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.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

## **WELD-221: Welding II**

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**Units (Credits):** 3.00

Prerequisites: WELD211 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.

## **WELD-222: Welding II Practice**

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**Units (Credits):** 2.00

Prerequisites: WELD221 Continues MTL 212 with emphasis on developing welding skills for SMAW, GMAW, and GTAW production in overhead, flat, horizontal, and vertical positions.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

## **WELD-224: Welding Projects**

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**Units (Credits):** 1.00 - 6.00

Prerequisites: Consent of instructor Offers welding student additional supervised lab hours. Students will perfect their skills through an approved project or work toward an A.W.S. Code preparation. May be repeated to a maximum of six units.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

## **WELD-231: Welding III**

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**Units (Credits):** 3.00

Prerequisites: WELD221 Includes theory and practice in gas metal-arc welding and gas tungsten-arc welding.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

## **WELD-232: Welding III Practice**

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**Units (Credits):** 2.00

Prerequisites: WELD222B Focuses on GMAW, GTAW, and FCAW which will train the student to perform production and certification performance welding on ferrous and non-ferrous metals.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

## **WELD-241: Welding IV**

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**Units (Credits):** 3.00

Prerequisites: WELD231B Covers shielded metal-arc welding of pipe, flux core arc welding of pipe and introduction to A.P.I., A.S.M.E., and A.W.S. code certification. Welding of pipe provides training to develop welding skills necessary to produce high quality multipass welds on 6-inch schedule, 80 mild steel pipe in the 6 G positions, using advanced welding processes.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

## **WELD-242: Welding IV Practice**

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**Units (Credits):** 2.00

Prerequisites: WELD241B & WELD232B 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.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

## **WELD-250: Welding Certification Preparation**

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**Units (Credits):** 1.00 - 12.00

Prerequisites: consent of instructor Introduces the student to the many certifications available by meeting the standards of the American Welding Society codes. Also, it includes instruction on code certification required by the American Petroleum Institute and the American Society of Mechanical Engineers. May be repeated for up to



12 units.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

## **WELD-290: Internship in Welding**

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**Units (Credits):** 1.00 - 8.00

Prerequisites: consent of instructor Provides the student with on-the-job, supervised and educationally directed work experience.

**Note:** May not transfer towards an NSHE bachelor's degree. Non-applicable toward AA, AB or AS Degrees.

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## **Woodworking General (WOOD)**

Career & Technical Education Division

There are no active courses offered for this discipline.

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# **WNC Foundation Board**

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## **Foundation Administration**

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- Mark Ghan, Acting President
- Niki Gladys, Executive Director of Development
- April Flynt, Development Specialist

## **Foundation Officers**

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- Carol McIntosh, Chair
- Jamie De Vega, Vice Chair
- Sean Davison\*, Secretary/Treasurer, Immediate Past Chair

## **Foundation Board of Trustees**

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- Tara Alto
- Jeff Brigger
- Laura Carrion
- Tonya Champa
- Amy Clemens\*
- Barbara D'Anneo
- Daphne DeLeon
- Ronele Dotson
- Larry Goodnight
- Lisa Granahan
- Kathy Halbardier-Huber
- Darcy Houghton
- Michelle Ketten
- Kerstin Plemel
- Robert Ramsdell
- Rochelle Tisdale

## **Emeritus Trustees**

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- Harold Jacobsen
- Roger Williams\*

## **Honorary Board Members**

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- Virgil Getto
- Dorothy Ramsdell

\* *Past Chair*

# ***Title IX Compliance***

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## **Title IX Compliance**

Title IX of the Education Amendments Act of 1972 prohibits discrimination based on sex in educational programs and activities that receive federal financial assistance. To ensure compliance with Title IX and other federal and state civil rights laws, the college has developed policies that prohibit sex discrimination, which includes sexual harassment, sexual assault, and sexual violence by employees, students, or third parties.

## **Title IX Training**

Title IX training, including the prevention of sex discrimination, sexual harassment, and sexual assault, is required of all WNC employees every two years and is offered to WNC students each semester. The Title IX training requirement for employees can be satisfied by completing the Law Room online training program or by attending an in-person training session. Employees may contact Brenda Yenkele ([Brenda.Yenkele@WNC.edu](mailto:Brenda.Yenkele@WNC.edu)) for more information. Title IX training for students is offered to students each semester through the Campus Clarity online training program. Students are not required to complete the training, but doing so is the best way for students to understand their rights and responsibilities under Title IX. Students may contact Piper McCarthy ([Piper.McCarthy@wnc.edu](mailto:Piper.McCarthy@wnc.edu)) to either request a link to the training or for information about the training.

## **Non-Discrimination Statement**

Western Nevada College hereby adopts the Title IX Notice of Non-Discrimination Statement found in Board of Regents Handbook, Title 4, Chapter 8, Section 13 as its Title IX Notice of Non-Discrimination, and any amendments to that notice as may be adopted by the Board of Regents from time to time. The notice provides:

'NSHE and its member institutions do not discriminate on the basis of sex in their education programs and activities; Title IX of the Education Amendments Act of 1972 is a federal law that states at 20 U.S.C. Â§1681(a): 'No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.' The Chancellor and each president shall designate an administrator to serve as the Title IX coordinator, whose duties shall include overseeing all Title IX complaints and identifying and addressing any patterns or systemic problems that arise during the review of such complaints. Inquiries concerning the application of Title IX may be referred to each member institution's Title IX coordinator or the Office for Civil Rights of the United States Department of Education. Each member institution shall include on its website and in its general catalog, its Title IX coordinator's name, office address, telephone number, and email address. Although it is the application of Title IX to athletics that has gained the greatest public visibility, the law applies to every single aspect of education, including course offerings, counseling and counseling materials, financial assistance, student health and insurance benefits and/or other services, housing, marital and parental status of students, physical education and athletics, education programs and activities sponsored by the institution, and employment. Member institutions shall notify all students and employees of the name or title and contact information of its Title IX coordinator.'

To ensure compliance with Title IX and other federal and state civil rights laws, the college has developed policies that prohibit sex discrimination, which includes sexual harassment, sexual assault, and sexual violence by employees, students, or third parties.

Inquiries concerning the application of Title IX and/or questions as to how to file a complaint of sex discrimination may be referred to WNCs Title IX Coordinator Mark Ghan at (775) 445-4231 or [mark.ghan@wnc.edu](mailto:mark.ghan@wnc.edu). In his absence, contact the WNC Human Resources office at (775) 445-4237, the WNC Dean of Students at (775) 445-3344, or the Office for Civil Rights of the United States Department of Education at (202) 514-4609 or <http://www.justice.gov/crt/about/cor/coord/titleix.php>. (Rev. 09/16)

**Title IX Compliance Coordinator – Mark Ghan**

Inquiries concerning the application of Title IX and/or questions as to how to file a complaint of sex discrimination may be referred to WNC's Title IX Coordinator Mark Ghan at (775) 445-4231 or [mark.ghan@wnc.edu](mailto:mark.ghan@wnc.edu)

## Mark Ghan

<b>Title</b>	Vice President
<b>Department</b>	Administrative & Legal Services
<b>Email</b>	<a href="mailto:mark.ghan@wnc.edu">mark.ghan@wnc.edu</a>
<b>Phone</b>	775-445-4231
<b>Fax</b>	775-445-4218
<b>Office</b>	<i>Carson City Bristlecone Building Room 167</i>

## Additional Resources

- [Filing a Complaint](#)
- [WNC Human Resources Office](#)
- [WNC Dean of Students](#)
- [Office for Civil Rights of the United States Department of Education.](#)

# ***Student Grievance Procedures***

## ***Western Nevada College Policies***

### **Policy 3-5-2: Student Grievance**

<b>Procedure:</b>	<b>Student Grievance</b>
<b>Policy No.:</b>	3-5-2
<b>Department:</b>	<u>Dean of Student Services Office</u>
<b>Contact:</b>	Dean of Student Services
<b>Policy:</b>	<p>A student has the right to initiate a formal grievance in the case of a possible alleged infraction. A grievance arises when a student believes, based on established System-wide, Institutional-wide and individual academic faculty member-developed-for-the-classroom-or-laboratory administrative policies, procedures and/or rules, that he or she has been treated in an inappropriate manner by an academic faculty member in a college department or a bonafide academic faculty representative of the college.</p> <p><b><u>Grievances Covered by This Policy:</u></b></p> <ol style="list-style-type: none"><li>1. A grievance against an academic faculty member arises when a student believes he or she has been subjected to inappropriate behavior by an academic faculty member acting within their role and duty.</li><li>2. A grievance of personal misconduct by an academic faculty member arises when a student believes he or she is the subject of inappropriate behavior outside of the academic faculty member's role and duties within the college.</li></ol> <p><b><u>Grievances Not Covered by This Policy Include:</u></b></p> <ol style="list-style-type: none"><li>1. Grade disputes, academic evaluation disputes and other matters related to an academic faculty member's assigned duties.</li><li>2. Issues of sexual harassment or discrimination.</li><li>3. Issues of a criminal nature.</li></ol> <p><i>Note - much of the language added to this policy was taken (and modified) from USC's grievance policy -- /s/ FSC III</i></p>

#### **Initiation of Grievance**

#### **Committee Membership**

#### **Presentation of Case**

#### **Recommended Course of Action**

#### **Final Decision**

- Section 1: Initiation of Grievance
  - A. Formal grievance procedures are initiated only after informal attempts have been found unsatisfactory in reaching a just solution.
  - B. A grievance must be filed in writing to the Dean of Student Services within 15 instructional days of the alleged infraction.
  - C. This written grievance must include the following:
    - 1) Name, address and phone number of the person making the grievance;

- 2) Identification of the academic faculty member against whom the grievance is brought;
  - 3) A description of the specific academic faculty member's behavior resulting in this grievance;
  - 4) The date or period of time in which the behavior occurred and the location of the incident; and
  - 5) A listing of all individuals who witnessed any part of the incident in dispute.
- Section 2: Committee Membership
    - A. The Academic Standards Committee shall hear the grievance; its membership is driven by its bylaws.
    - B. This committee will consist of the appropriate dean, two faculty members, one student, one representative from the Associated Students of Western Nevada, and may also include a classified employee.
  - Section 3: Presentation of Case
    - A. The Academic Standards Committee shall hear the grievance within 15 days of notification by the Vice President of Academic and Student Affairs.
    - B. The student and involved parties will be given the opportunity to present their case in a formal hearing to the Academic Standards Committee.
    - C. The burden of proving the grievance rests upon the student filing the grievance.
    - D. Hearings shall be digitally recorded or transcribed. These records are maintained for a seven-year time-period.
  - Section 4: Recommended Course of Action
    - A. The Academic Standards Committee will then recommend a course of action to the vice president for academic and student affairs within 5 days of the hearing.
  - Section 5: Final Decision
    - A. All involved parties will receive written notification within the confines of Nevada Revised Statutes, Nevada Administrative Code and NSHE Code from the Vice President for Academic and Student Affairs of the final decision within 15 days of receipt of the Academic Standards Committee's recommendation.

<b>Date Adopted</b>	February 23, 1999	<b>Dates Revised</b>	October 6, 2015; September 2, 2008; May 11, 2004; April 4, 2000
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<b>NSHE Code</b>	Reference NSHE Board of Regents Handbook
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NSHE Board of Regents' Meeting Minutes: 4/87; 11/88; 5/92

# ***Residency Regulations***

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Western Nevada College allows any adult who can benefit from instruction to enroll, regardless of residency status. Although the tuition and fees will vary depending on residency status, all adults are welcome to attend Western Nevada College.

Admissions and Records staff is available to assist students with residency regulations and to answer any residency questions. Please call 775-445-3277 for assistance.

A student's residency status for fee/tuition purposes is determined at the time of initial application to the college. An initial determination of non-resident status does not change unless or until the student applies for and is approved for in state residency.

There are a number of factors used to determine residency. In most cases, an individual who is financially independent must reside in Nevada as a bona fide resident (definition below) for a minimum of 12 consecutive months prior to the date of matriculation (the beginning date of the first semester of enrollment) to be considered a Nevada resident for tuition purposes. The individual must also be a U.S. citizen or hold a Permanent Resident card or a visa which is approved for NSHE residency consideration. For a financially dependent student, the student's spouse, family, or legal guardian must be a bona fide legal resident of the state of Nevada for at least twelve consecutive months prior to the date of matriculation and must be a U.S. citizen or hold a Permanent Resident card or approved visa.

There are exceptions which allow some individuals who do not meet the 12 month requirement to obtain residency. Some of the exceptions include:

- A graduate or current enrollee of a Nevada high school.
- A financially independent individual who has relocated to Nevada for the primary purpose of permanent full-time employment.
- A financially dependent individual whose spouse, family, or legal guardian has relocated to Nevada for the primary purpose of permanent full-time employment.
- Licensed educational personnel employed full-time by a public school district in the state of Nevada, or the spouse or dependent child of such an employee.
- A member of a federally recognized Native American tribe who currently resides on tribal lands located wholly or partially within the boundaries of the state of Nevada.
- Active duty resident military stationed in Nevada or spouse.
- Marines currently stationed at the Marine Corps Mountain Warfare Training Center at Pickel Meadows, CA or spouse.
- A veteran of the Armed Forces of the United State who was honorably discharged while stationed in Nevada or Pickel Meadows.
- A veteran of the Armed Forces of the United States who was honorably discharged within five years immediately preceding the date of matriculation of the veteran.
- Veterans, spouses, dependents and others using veteran benefits may qualify for an exception.

## **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, having clearly abandoned any former residence and 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 surrender his/her driver's license or state ID card from his/her previous state and obtain a Nevada driver's license (as required by Nevada law) or state ID card within 30 days of moving to Nevada to be considered a bona fide resident. For a dependent person, the family, spouse or legal guardian must have physical presence in the state of Nevada for a minimum of 12 consecutive months prior to the student's matriculation with no ties to any other state, with the intent to permanently reside in Nevada.

## **Dependent and Family**

A dependent is defined as a person who is not financially independent and is claimed as an exemption for federal income tax purposes under Section 152 of the Internal Revenue Code by another person for the most recent year. Family is defined as natural or legally adoptive parent(s) of a dependent person, or if one parent has legal custody of a dependent person, that parent.

## **Date of Matriculation**

Date of matriculation is the first day of instruction in the semester or term in which enrollment of a student first occurs (excluding community education courses). 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.

## **Nonresident**

A student who does not meet the criteria for Nevada bona fide residency or a residency exception is considered a nonresident and must pay nonresident fees.

## **Residency Audit**

The Nevada System of Higher Education (NSHE) requires WNC to randomly select 10% of all newly admitted students who were initially classified as Nevada residents to ensure that their residency determinations are accurate. Students selected for an audit will be notified by email and required to submit a Residency application with required documentation.

## **Reclassification**

A student who has been classified as a non-resident who matriculated 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 student is a bona fide Nevada resident. A student must fill out a Residency Application using category 3 and provide documentation of:

1. Continuous physical presence as a Nevada resident for at least 12 months immediately prior to the date of the application for reclassification, and
2. Evidence of intent to remain a Nevada resident, and
3. Proof of independent/dependent status. For a dependent student, 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 bona fide Nevada resident, the student will continue to be classified as a nonresident student.

When a student has been reclassified to resident student status, the reclassification shall become effective at the registration immediately following the reclassification decision. No reclassification under these regulations shall give rise to any claim for refund of tuition already paid or owed from a previous semester.

## **WUE Students**

WUE is the Western Undergraduate Exchange, a program coordinated by the Western Interstate Commission for Higher Education (WICHE). Through WUE, students from participating western states may apply to enroll in college programs at a reduced tuition level of 150 percent of the institution's regular resident tuition. The following states participate in WUE: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, Wyoming, and the Commonwealth of the Northern Marianas Islands.

New students who have not matriculated to WNC may apply for WUE status. To qualify a student must have maintained a legal bona fide resident status in an approved WUE state for at least twelve months prior to the



first day of the semester of application. An applicant must also be a U.S. citizen or Resident Alien.

Students who have enrolled as Children of Alumni or WICHE/WUE may not be reclassified as an in-state resident until the student disenrolls from the applicable program and pays full nonresident tuition for at least 12 months or does not take any courses at a NSHE institution for at least 12 months from the time the student moved to Nevada. A Residency application using category 3 must be submitted.

## **California and Nevada Interstate Attendance Agreement**

California residents attending Lake Tahoe Community College, or living within the jurisdictional boundaries of the Lake Tahoe Community College district, may apply to attend WNC at a reduced tuition level of 150 percent of the institutions regular tuition.

Contact WNC Admissions and Records at 775-445-3277 for more information or to apply.

### **Additional Information**

All residency regulations are subject to change by the Board of Regents. Changes become effective immediately upon such approval for all students. Regulations for determining Nevada residency for tuition charges are outlined in the Board of Regents handbook, Title 4, Chapter 15.

If you are a new student who has not yet matriculated and believe your residency status has been classified incorrectly, you may submit the Residency Application using category 1 or 2 with appropriate documentation to WNC Admissions and Records.

If you would like to be considered for reclassification from a nonresident to a resident, submit the Residency Application using category 3 to Admissions and Records.

If you are a veteran of the Armed Forces of the United States or a spouse or dependent of a veteran and wish to have your residency status changed review the form, 'Veterans, Spouses and Dependents: Information Request Form for Determination of Tuition Charges' and submit with documentation if applicable.

If you have any questions about residency please call Admissions and Records at 775-445-3277.

# ***Student Conduct Code***

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## ***Western Nevada College Policies***

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### **Policy 3-4-4: Student Conduct**

<b>Procedure:</b>	<b>Student Conduct</b>
<b>Policy No.:</b>	3-4-4
<b>Department:</b>	<u>Academic &amp; Student Affairs</u>
<b>Contact:</b>	Dean of Student Services
<b>Policy:</b>	Rules of Conduct and Procedures for Students

Western Nevada College hereby adopts Board of Regents Handbook, Title 2, Chapter 10 as its policy governing the rules of conduct and procedures for students and any amendments to that chapter as may be adopted by the Board of Regents from time to time, along with the qualifications to the chapter set forth below.

"System," as that term is used in Title 2, Chapter 10, shall mean Western Nevada College.

"Student conduct officer or coordinator" shall mean the WNC Dean of Students or an alternate student conduct officer or coordinator appointed by the president.

"Student conduct hearing board" shall mean the Academic Standards and Student Conduct Committee or another committee appointed by the president.

"Hearing officer" shall mean a member of the Academic Standards and Student Conduct Committee or another person appointed by the president.

This policy is amended as follows: The Academic Standards and Student Conduct Committee's determination shall be in the form of a recommendation to the Vice President for Academic and Student Affairs, who will review the recommendation along with any evidence presented at the hearing, and issue a decision. The decision of the Vice President for Academic and Student Affairs may be appealed to the President.

<b>Date Adopted</b>	March 29, 2005	<b>Dates Revised</b>	May 2, 2017; October 6, 2015; June 19, 2013; October 13, 2011; September 2, 2008
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<b>NSHE Code</b>	Reference NSHE Board of Regents Handbook
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WNC Bylaws

# Appendix

- [Academic Program Guide](https://www.wnc.edu/wp-content/uploads/2018/04/2018-2019-Academic-Program-Guide.pdf) (https://www.wnc.edu/wp-content/uploads/2018/04/2018-2019-Academic-Program-Guide.pdf)
- [Accreditation Reaffirmation Letter, 2010](http://www.wnc.edu/files/departments/accreditation/accreditation_reaffirmation_2010.pdf) (www.wnc.edu/files/departments/accreditation/accreditation\_reaffirmation\_2010.pdf)
- [Board of Regents Contacts](http://system.nevada.edu/Nshe/index.cfm/administration/board-of-regents/current-regents/) (http://system.nevada.edu/Nshe/index.cfm/administration/board-of-regents/current-regents/)
- [Board of Regents Handbook](http://system.nevada.edu/Nshe/index.cfm/administration/board-of-regents/handbook/) (http://system.nevada.edu/Nshe/index.cfm/administration/board-of-regents/handbook/)
- [Faculty Directory](http://www.wnc.edu/directory/browse/) (www.wnc.edu/directory/browse/)
- [Policy Manual](http://www.wnc.edu/policymanual/all.php) (www.wnc.edu/policymanual/all.php)