



VOLUME
22
•
JUNE
2002

TABLE OF CONTENTS

MISSION/GOALS 2
MESSAGE FROM THE PRESIDENT 3
CALENDAR 4
COLLEGE PROFILE 5
LOCATIONS 7
ENROLLMENT & RECORDS 8
 Admissions & Registration 8
 International Students 8
 Transferring Credits 9
 Credit by Examination 9
 Credit for Nontraditional Education 10
 Placement Testing 10
 Adding and Dropping a Class 10
 Attendance 11
 Grades 11
 Honors Program 12
 Graduation Requirements 13
FEES & COSTS 14
 Registration Fees 14
 Fee Payment 14
 Fee Refunds 15
IMPORTANT TERMS 15
SERVICES FOR STUDENTS 16
 Academic Skills Center 16
 Adult Basic Education 16
 Bookstore 16
 Child Care 16
 Counseling 17
 Disabled Student Services 17
 Financial Assistance 17
 Library & Media Services 18
 Testing 18
 United Students Association 18
 Student Organizations 18
 Veterans Services 19
ACADEMIC PROGRAMS 20
 Transfer Degree Information 21
ASSOCIATE OF ARTS EMPHASES 24
 Criminal Justice 25
 Musical Theatre 26
ASSOCIATE OF SCIENCE EMPHASES 27
 Biological Sciences 28
 Environmental Sciences 29
 Mathematics 30
 Physical Sciences 31
 Pre-engineering 32
ASSOCIATE OF GENERAL STUDIES 33
SPECIAL ACADEMIC PROGRAMS 37
 Career Technology Program 37
 Community Services 37
 Teacher Education Program 37
 Continuing Education Programs 37
 Western Nevada State Peace Officer Academy 37

ASSOCIATE OF APPLIED SCIENCE
EMPHASES & CERTIFICATES 39
ALLIED HEALTH 39
 Surgical Technician 39
 Associate Degree Nursing 40
 Optional Practical Nursing 41
APPLIED DESIGN ANALYSIS 42
 Geographic Information Systems 42
 Graphic Design 43
BUSINESS 44
 Business 44
 Accounting 45
 Accounting Technician 45
 Applied Accounting 46
 Computer and Office Technology 47
 Computer Information Applications 48
 Computer Information Programming 49
 Computer Information Technology - CISCO Systems 50
 Computer Information Technology -
 Microcomputer/Network Technician 51
 Computer Information Technology - Network Administration ... 51
 Desktop Publishing 52
 General Business 53
 Golf Facilities Management 54
 Legal Office Specialist 55
 Management 56
 Medical Office Specialist 57
 Real Estate 58
 Word Processing/Computer Applications 59
 Word Processing 60
PUBLIC SERVICE 61
 Criminal Justice - Corrections 62
 Criminal Justice - Juvenile Justice 63
 Criminal Justice - Law Enforcement 64
 Criminal Justice - Law Enforcement Academy 65
 Early Childhood Education 66
 Legal Assistant 67
TRADE & INDUSTRIAL 68
 Bachelor of Technology - Construction Services 68
 Automotive Mechanics 69
 Construction Technology - Craft Training 70
 Construction Technology - Project Management 71
 Construction Technology - Trade-Specific Supervision 72
 Drafting Technology - Architectural 73
 Drafting Technology - Mechanical 74
 Electronics Technology 75
 Industrial Technology 76
 Machine Tool Technology 77
 Welding Technology 78
COURSE DESCRIPTIONS 79
FACULTY & ADMINISTRATION 130
RULES & SANCTIONS 136
RESIDENCY 137
MAPS, TEACHING LOCATIONS 141
INDEX 143

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



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

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

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

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

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

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

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

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

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

3. We are committed to serving our community by:

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

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

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

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

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



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

Dr. Carol A. Lucey, President

A Message From the President

Welcome to Western Nevada Community College!



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

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

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

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

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

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



COLLEGE CALENDAR

SUMMER 2002

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

FALL 2002

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

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

SPRING 2003

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

COLLEGE CALENDAR

JULY 2002							OCTOBER							JANUARY 2003							APRIL							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
	1	2	3	4	5	6			1	2	3	4	5				1	2	3	4				1	2	3	4	5
7	8	9	10	11	12	13	6	7	8	9	10	11	12	5	6	7	8	9	10	11	6	7	8	9	10	11	12	
14	15	16	17	18	19	20	13	14	15	16	17	18	19	12	13	14	15	16	17	18	13	14	15	16	17	18	19	
21	22	23	24	25	26	27	20	21	22	23	24	25	26	19	20	21	22	23	24	25	20	21	22	23	24	25	26	
28	29	30	31				27	28	29	30	31			26	27	28	29	30	31	27	28	29	30					

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

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

CHANGE OF ADDRESS / DIRECTORY RELEASE

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

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

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

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

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

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

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

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

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

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

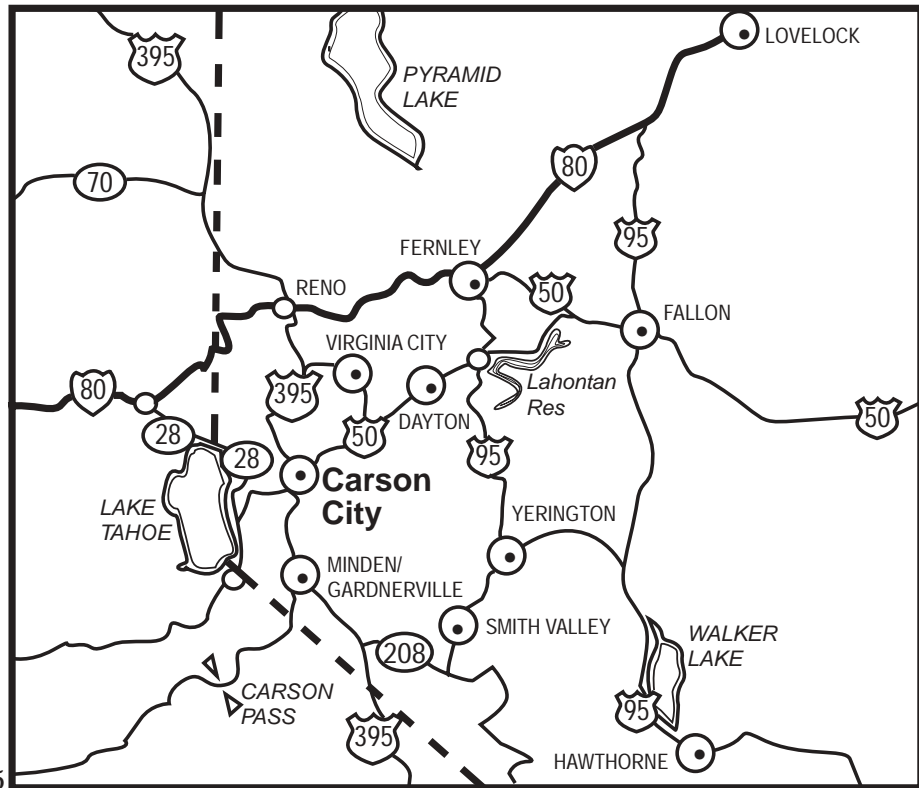
WNCC LOVELOCK
1295 Elmhurst Ave.
P.O. Box 1003, Lovelock, NV 89419
(775) 273-2222

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

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

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

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



WNCC SERVICE AREA LOCATIONS



Professor Julie King
2001 Teacher of the Year



ADMISSIONS & REGISTRATION

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

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

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

INTERNET SERVICES

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

EARLY ADMISSIONS

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

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

RESIDENCY INFORMATION - (Refer to Page 137)

ADVANCED STANDING ADMISSION

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

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

ADMISSION TO THE ALLIED HEALTH PROGRAMS

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

INTERNATIONAL STUDENT ADMISSION

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

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

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

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

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

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



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

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

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

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

TRANSFERRING CREDITS

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

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

MILITARY SERVICE CREDIT

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

CREDIT BY EXAMINATION

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

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

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

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



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

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

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

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

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

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

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

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

CREDIT FOR NONTRADITIONAL EDUCATION

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

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

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

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

PLACEMENT TESTING

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

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

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

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

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

STUDENT RESPONSIBILITIES

It is the student's responsibility to:

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

CONCURRENT REGISTRATION

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

AUDITING A CLASS

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

TO ADD OR DROP A CLASS

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

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



COURSE LOAD

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

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

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

ATTENDANCE

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

CANCELLATION OF CLASSES

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

CHANGE OF NAME, ADDRESS, EMPHASIS

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



Professor Marilee Swirczek
Nevada Regents' Teaching Award, 2001

GRADES

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

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

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



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

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

SATISFACTORY DEGREE PROGRESS

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



Dr. John Yurtinus
2001 Teacher of the Year

HONORS PROGRAM

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

Program benefits include:

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

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

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

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

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

DEAN'S LIST

Students are eligible for the Dean's List if:

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

GRADUATION WITH HONORS ASSOCIATE DEGREE

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

Grade Point Average

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

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

REQUIREMENTS FOR GRADUATION

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

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

Deadline dates for filing graduation applications and fees are:

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

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

CAP AND GOWN

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

STUDENT RECORDS

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

- WNCC Student Academic Record

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

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

The following records are retained five years and then destroyed:

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

STUDENT RIGHT TO KNOW ACT

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

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

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





DUAL DEGREES/CERTIFICATES

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

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

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

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

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

APPLICATION FEE

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

REGISTRATION FEE

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

COMMUNITY SERVICES COURSE FEE

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

GRADUATION FEE

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

SPECIAL EXAMINATION FEE

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

TECHNOLOGY FEE

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

PERSONS AGE 62 OR OLDER

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

NONRESIDENT TUITION

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

GOOD NEIGHBOR TUITION POLICY

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

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

FEE PAYMENT METHOD

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

DELAYED PAYMENTS

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

DELINQUENT ACCOUNTS

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

FEE REFUNDS

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

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

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

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

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

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

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

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

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

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

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

IMPORTANT TERMS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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





DEVELOPMENTAL EDUCATION

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

ACADEMIC SKILLS CENTER (ASC)

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

The following services are offered at the ASC:

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

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

THE PLATO COMPUTER SYSTEM

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

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

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

ADULT BASIC EDUCATION PROGRAM ADULT BASIC EDUCATION

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

GED EXAM PREPARATION

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

ENGLISH AS A SECOND LANGUAGE

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

BOOKSTORE

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

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

CHILD CARE

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

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

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

COUNSELING

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

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

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

DISABLED STUDENT SERVICES

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

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

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

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

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

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

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

FINANCIAL ASSISTANCE

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

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

INFORMATION & MARKETING SERVICES

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



Counseling Coordinator Paul Nelson
Nevada Regents Academic Advisor, 2001





LIBRARY AND MEDIA SERVICES

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

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

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

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

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

FALLON

Library & Media Services - 423-5330

DOUGLAS

Library & Media Services - 782-2413, x 5234

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

SEDWAY CAFE

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

STUDENT AMBASSADORS

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

STUDENT CONDUCT CODE

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

STUDENT HOUSING

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

TESTING

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

GENERAL EDUCATION DEVELOPMENT (GED)

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

UNITED STUDENTS ASSOCIATION

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

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

STUDENT ORGANIZATIONS

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

CHALLENGE CLUB

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

COMEDIC CUBE

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

GOLF CLUB

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

INFINITY SOCIETY

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

LONE MOUNTAIN WRITERS

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

PHI THETA KAPPA

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

Phi Theta Kappa has four hallmarks:

- Scholarship
- Service
- Leadership
- Fellowship

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

PHYSICS AND ENGINEERING CLUB

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

WHITE WOLF ROLE PLAYING CLUB

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

VETERANS SERVICES

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

ELIGIBLE VETERANS

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

ELIGIBLE PROGRAMS

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

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

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





ACADEMIC PROGRAMS

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

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

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

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

ASSOCIATE DEGREES





Transfer Degrees: Associate of Arts & Associate of Science

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

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

How WNCC Courses Transfer and Meet Degree Requirements

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

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

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

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

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

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

Transfer Programs:

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

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

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

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



Associate of Arts

A Transfer Degree

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

Emphases and areas of study offered at WNCC include:

- Criminal Justice
- Musical Theatre

DEGREE REQUIREMENTS - Coursework must total at least 60 credits.

ENGLISH/COMMUNICATIONS REQUIREMENTS - 6 credits.

WNCC and UNR:

- English **101, 102**

FINE ARTS REQUIREMENT - 3 credits.

WNCC and UNR: Choose from:

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

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

Please see a counselor.

HUMANITIES REQUIREMENT - 6 credits.

WNCC: Choose from:

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

UNR: Choose one course from each group:

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

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

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

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

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

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

Group B:

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

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

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

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

MATHEMATICS REQUIREMENT - 3 credits.

WNCC and UNR: Choose from:

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

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

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

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

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

Choose from:

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

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

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

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



CRIMINAL JUSTICE Transfer Emphasis

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

DEGREE REQUIREMENTS - 60 credits required for this degree.

Core Requirements - 21 credits		Credits
<input type="checkbox"/>	CRJ 101 Introduction to Criminal Justice I	3
<input type="checkbox"/>	CRJ 102 Introduction to Criminal Justice II	3
<input type="checkbox"/>	CRJ 106 Introduction to Corrections	3
<input type="checkbox"/>	CRJ 164 Principles of Investigation	3
<input type="checkbox"/>	CRJ 211 Police in America	3
<input type="checkbox"/>	CRJ 222 Criminal Law and Procedure	3
<input type="checkbox"/>	CRJ 270 Introduction to Criminology	3

General Education Requirements* - 39 credits.		Credits
<input type="checkbox"/>	ENG 101 Composition I	3
<input type="checkbox"/>	ENG 102 Composition II	3
<input type="checkbox"/>	Mathematics course	3
<input type="checkbox"/>	Humanities courses	6
<input type="checkbox"/>	Science courses	6
<input type="checkbox"/>	Fine Arts course	3
<input type="checkbox"/>	U.S./Nevada Constitutions course	3
<input type="checkbox"/>	Social Science course	3
<input type="checkbox"/>	Degree Electives	9

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

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

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

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

ASSOCIATE OF ARTS



MUSICAL THEATRE Emphasis

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

DEGREE REQUIREMENTS - 64 credits for this emphasis

Program Requirements - 34 credits Credits

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

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

Select four credits from the following: Credits

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

Total of four semesters participation in college productions: Credits

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

Select from:
 MUS 121, 124, SPTH 200 3

General Education Requirements* - 30 credits

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

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

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

SUGGESTED COURSE SEQUENCE

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

MASTER COURSE SCHEDULE - MUSICAL THEATRE

C = Carson; D = Douglas; F = Fallon

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

Associate of Science

A Transfer Degree



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

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

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

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

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

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

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

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

DEGREE REQUIREMENTS - Coursework must total at least 60 credits.

ENGLISH/COMMUNICATIONS REQUIREMENTS - 6 credits.

WNCC and UNR:

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

FINE ARTS REQUIREMENT - 3 credits.

WNCC and UNR: Choose from:

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

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

Please see a counselor.

HUMANITIES REQUIREMENT - 6 credits. WNCC: Choose from:

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

UNR: Choose one course from each group:

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

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

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

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

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

Group A:

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

Group B:

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

MATHEMATICS REQUIREMENT - 6 credits.

WNCC and UNR: Choose from:

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

SOCIAL SCIENCES REQUIREMENT - 6 credits.

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

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

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

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

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

EMPHASIS REQUIREMENTS, PROGRAM REQUIREMENTS, AND ELECTIVES

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



BIOLOGICAL SCIENCES Emphasis

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

DEGREE REQUIREMENTS - 60 credits required for this emphasis.

Emphasis Requirements - 30 credits.

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

Choose 12 credits from the following:

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

Choose 2 credits from the following subject areas:

- Chemistry
- Computer Information Systems
- Mathematics
- Physics

General Education Requirements* - 30 credits.

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

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

SUGGESTED COURSE SEQUENCE

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

MASTER COURSE SCHEDULE - BIOLOGICAL SCIENCES

C = Carson; D = Douglas; F = Fallon

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



ENVIRONMENTAL SCIENCES Emphasis

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

DEGREE REQUIREMENTS - 60 credits required for this emphasis.

Emphasis Requirements - 30 credits.

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

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

Biology

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

Chemistry

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

Geography

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

Geology

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

Mathematics

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

Physics

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

Choose 5 credits from the following subject areas:

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

General Education Requirements* - 30 credits.

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

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

SUGGESTED COURSE SEQUENCE

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

MASTER COURSE SCHEDULE - ENVIRONMENTAL SCIENCES

C = Carson; D = Douglas; F = Fallon

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



PHYSICAL SCIENCES Emphasis

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

DEGREE REQUIREMENTS - 60 credits required for this emphasis.

Emphasis Requirements - 30 credits.

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

Choose 12 credits from the following:

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

Choose 6 credits from the following courses and subject areas:

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

General Education Requirements* - 30 credits.

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

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

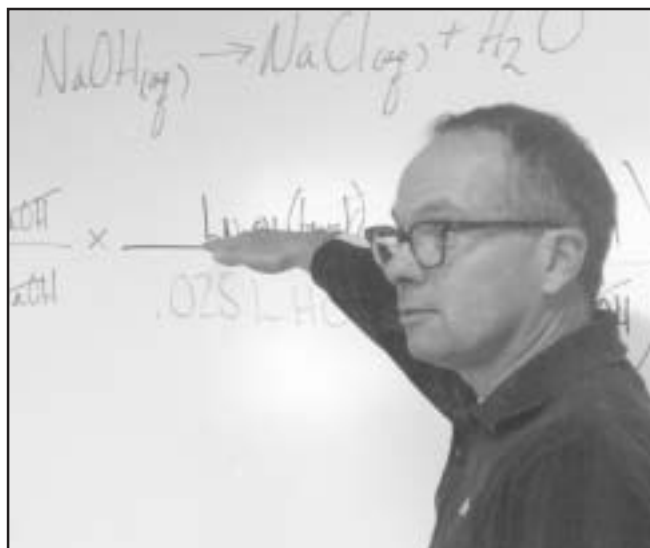
SUGGESTED COURSE SEQUENCE

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

MASTER COURSE SCHEDULE - PHYSICAL SCIENCES

C = Carson; D = Douglas; F = Fallon

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





PRE-ENGINEERING Emphasis

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

DEGREE REQUIREMENTS - 61 credits required for this emphasis.

Emphasis Requirements - 37 credits. Credits

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

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

Choose 7 credits from the following:

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

General Education Requirements* - 24 credits Credits

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

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

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

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

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

SUGGESTED COURSE SEQUENCE

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

MASTER COURSE SCHEDULE - PRE-ENGINEERING

C = Carson; D = Douglas; F = Fallon

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

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

Associate of General Studies

The Degree to Meet a Variety of Needs



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

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

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

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

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

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

DEGREE REQUIREMENTS - Coursework must total at least 60 credits.

ENGLISH/COMMUNICATIONS REQUIREMENTS - 6 credits.

Must include a three-credit writing course.

Choose from the following:

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

FINE ARTS AND HUMANITIES REQUIREMENTS -

3 credits. Choose from the following:

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

SCIENCE REQUIREMENT - 3 credits.

Choose from the following:

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

MATHEMATICS REQUIREMENT - 3 credits.

Choose from the following:

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

SOCIAL SCIENCES REQUIREMENT - 3 credits.

Choose from the following:

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

U.S. AND NEVADA CONSTITUTION REQUIREMENTS

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

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

GENERAL ELECTIVES - 36 or 39 credits.

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

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



Associate of Applied Science

The Occupational Degree

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

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

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

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

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

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

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

Emphases and areas of study offered at WNCC include:

ALLIED HEALTH:

- Associate Degree Nursing

APPLIED DESIGN ANALYSIS

- Geographic Information Systems
- Graphic Design

BUSINESS:

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

PUBLIC SERVICE:

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

TRADE AND INDUSTRIAL:

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

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



ASSOCIATE OF APPLIED SCIENCE DEGREE REQUIREMENTS

CORE AND EMPHASIS REQUIREMENTS

A minimum of 36 credits.

ENGLISH/COMMUNICATIONS REQUIREMENTS - 6 credits.

Must include a writing course.

Choose from the following:

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

MATHEMATICS REQUIREMENT - 3 credits.

Choose from the following:

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

SCIENCE REQUIREMENT - 3 credits.

Choose from the following:

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

U.S. AND NEVADA CONSTITUTION REQUIREMENTS

3 or 6 credits. Must meet both requirements.

Choose from the following:

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

HUMAN RELATIONS REQUIREMENT - 1-3 credits.

Choose from the following:

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

HUMANITIES/SOCIAL SCIENCE REQUIREMENTS -

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

HUMANITIES AREA

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

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

Please see a counselor.

SOCIAL SCIENCES AREA

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

EMPHASIS REQUIREMENTS, PROGRAM REQUIREMENTS, AND GENERAL ELECTIVES

Number of credits required may vary by emphasis.

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



Certificates of Achievement

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

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

quired may differ with particular subject matter.

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

ALLIED HEALTH

- Practical Nursing
- Surgical Technician

APPLIED DESIGN ANALYSIS

- Geographic Information Systems
- Graphic Design

BUSINESS

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

PUBLIC SERVICE

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

TRADE AND INDUSTRIAL

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

CERTIFICATE GENERAL EDUCATION REQUIREMENTS

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

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

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

ENGLISH/COMMUNICATIONS REQUIREMENTS - 3 credits.

Must include a writing course.

Choose from the following:

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

MATHEMATICS REQUIREMENT - 3 credits.

Choose from the following:

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

HUMAN RELATIONS REQUIREMENT - 1-3 credits.

Choose from the following:

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



WNCC's Allied Health program has several components:

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

EMERGENCY MEDICAL SERVICES

WNCC's Emergency Medical Service programs include:

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

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

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

First Responder

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

Emergency Medical Technician (EMT)

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

SURGICAL TECHNICIAN

Certificate of Achievement

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

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

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

Degree Objectives

Upon completion of the program the graduate will:

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

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

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

Prerequisite: High School Diploma or GED Certificate

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

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



NURSING

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

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

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

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

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

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

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

ASSOCIATE DEGREE NURSING PROGRAM

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

Students must complete the following:

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

Selection criteria are as follows:

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

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



ASSOCIATE OF APPLIED SCIENCE IN NURSING Program

DEGREE REQUIREMENTS: 72 credits.

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

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

FIRST YEAR

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

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

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

SECOND YEAR

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

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

(PSC 103, HIST 111 or WT 203 recommended)

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

*Indicates corequisite

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

RELATED COURSES

NURSING ASSISTANT COURSE

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

OPTIONAL PRACTICAL NURSING PREPARATION Certificate of Achievement

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

CERTIFICATE REQUIREMENTS: 43 credits.

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

RETURNING LPN

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

- Students must be currently licensed or eligible for licensure in Nevada as an LPN. Applicants with a restricted license will be evaluated on an individual basis for possible acceptance.
 - Students must have credits evaluated individually for equivalency by the Admission's Office and the director of Allied Health.
- Admission to the second year is based on:
- Qualifying under the selective admission criteria.
 - Completion of all first year pre- and co-requisite courses.
 - Successful completion of NURS 199B ADN Transition and NURS 200 Health Assessment courses.
 - Students must repeat or challenge by examination all first year nursing coursework over 10 years old. All required science coursework over 10 years old must also be repeated.

Admission is contingent upon available space.

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



Applied Design Analysis

- Geographic Information Systems
- Graphic Design

GEOGRAPHIC INFORMATION SYSTEMS

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

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

GEOGRAPHIC INFORMATION SYSTEMS Certificate of Achievement

CERTIFICATE REQUIREMENTS - 30 credits required for this certificate.

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

General Education Requirements* - 9 Credits

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

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

SUGGESTED COURSE SEQUENCE

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

GEOGRAPHIC INFORMATION SYSTEMS Program

DEGREE REQUIREMENTS - 60 credits required for this program.

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

General Education Requirements* - 24 Credits

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

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

MASTER COURSE SCHEDULE - GEOGRAPHIC INFORMATION SYSTEMS

C = Carson; D = Douglas; F = Fallon

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



GRAPHIC DESIGN

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

GRAPHIC DESIGN Program

DEGREE REQUIREMENTS - 60 credits required for this program.

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

Choose 6 credits from the following:

<input type="checkbox"/>	ART 113, 145, 235, 236, 245, 263, 275, 277 ART/GA 175, 250, 251	6
--------------------------	--	---

Choose 3 credits from the following:

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

General Education Requirements* -18 credits

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

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

GRAPHIC DESIGN Certificate of Achievement

CERTIFICATE REQUIREMENTS - 30 credits required for this certificate.

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

Choose 3 credits from the following:

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

General Education Requirements* - 9 Credits

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

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

SUGGESTED COURSE SEQUENCE

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

MASTER COURSE SCHEDULE - GRAPHIC DESIGN

C = Carson; D = Douglas; F = Fallon

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

ASSOCIATE OF APPLIED SCIENCE



ACCOUNTING Emphasis

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

DEGREE REQUIREMENTS - 60 credits required for this emphasis.

Core Requirements - 15 credits. Credits

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

Emphasis Requirements* - 27 credits. Credits

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

Choose 6 credits from the following:

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

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

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

General Education Requirements* - 18 credits. Credits

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

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

ACCOUNTING TECHNICIAN Certificate of Achievement

CERTIFICATE REQUIREMENTS - 30 credits required for this certificate.

Subject Requirements - 21 credits. Credits

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

Choose 3 credits from the following:

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

Choose 3 credits from the following:

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

General Education Requirements - 9 credits. Credits

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

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

SUGGESTED COURSE SEQUENCE - ACCOUNTING TECHNICIAN

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

SUGGESTED COURSE SEQUENCE - ACCOUNTING

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

MASTER COURSE SCHEDULE - ACCOUNTING/APPLIED ACCOUNTING
SEE PAGE 46

ASSOCIATE OF APPLIED SCIENCE



APPLIED ACCOUNTING Emphasis

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

DEGREE REQUIREMENTS - 60 credits required for this emphasis.

Core Requirements - 15 credits. Credits

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

Emphasis Requirements* - 27 credits. Credits

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

Choose 12 credits from the following:

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

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

General Education Requirements* - 18 credits. Credits

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

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

SUGGESTED COURSE SEQUENCE

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

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

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



COMPUTER AND OFFICE TECHNOLOGY Emphasis

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

DEGREE REQUIREMENTS - 60 credits required for this emphasis.

Emphasis Requirements - 42 credits.

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

Choose 21 credits from the following:

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

General Education Requirements* - 18 credits.

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

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

SUGGESTED COURSE SEQUENCE

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

MASTER COURSE SCHEDULE - COMPUTER & OFFICE TECHNOLOGY

C = Carson; D = Douglas; F = Fallon

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

ASSOCIATE OF APPLIED SCIENCE

**COMPUTER INFORMATION APPLICATIONS**

Emphasis

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

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

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

Emphasis Requirements - 24 credits.

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

Choose 3 credits from the following:

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

General Education Requirements* - 18 credits.

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

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

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

SUGGESTED COURSE SEQUENCE

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

MASTER COURSE SCHEDULE - COMPUTER INFORMATION APPLICATIONS

Computer Information Applications

C = Carson; D = Douglas; F = Fallon

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



COMPUTER INFORMATION PROGRAMMING

Emphasis

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

DEGREE REQUIREMENTS - 60 credits required for this emphasis.

Core Requirements - 18 credits. Credits

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

Emphasis Requirements - 24 credits. Credits

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

Choose 12 credits from among the following:

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

General Education Requirements* - 18 credits. Credits

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

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

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

SUGGESTED COURSE SEQUENCE

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

MASTER COURSE SCHEDULE - COMPUTER INFORMATION PROGRAMMING

C = Carson; D = Douglas; F = Fallon

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



COMPUTER INFORMATION TECHNOLOGY

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

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

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

COMPUTER INFORMATION TECHNOLOGY CISCO SYSTEMS

Certificate of Achievement

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

Core Requirements - 6 Credits Credits

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

Subject Requirements - 16 Credits Credits

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

General Education Requirements* - 10-12 credits Credits

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

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

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

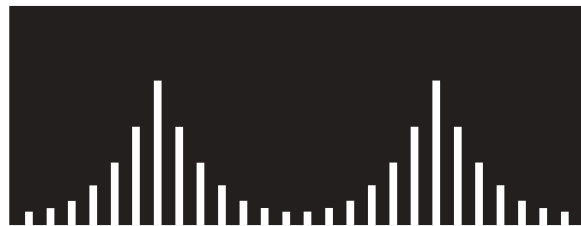
MICROSOFT CERTIFICATION DATABASE ADMINISTRATION

COURSES TO PREPARE FOR CERTIFICATION:

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

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

CISCO SYSTEMS



NETWORKING ACADEMY



COMPUTER INFORMATION TECHNOLOGY MICROCOMPUTER/NETWORK TECHNICIAN

Certificate of Achievement

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

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

Core Requirements - 6 Credits Credits

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

Subject Requirements - 16 Credits Credits

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

Choose 8 credits from:

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

General Education Requirements*- 10-12 Credits Credits

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

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

COMPUTER INFORMATION TECHNOLOGY NETWORK ADMINISTRATION

Certificate of Achievement

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

Core Requirements – 6 Credits Credits

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

Subject Requirements – 16 Credits Credits

Choose from:

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

General Education Requirements * – 10-12 Credits Credits

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

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

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

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

ASSOCIATE OF APPLIED SCIENCE



DESKTOP PUBLISHING

Certificate of Achievement

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

CERTIFICATE REQUIREMENTS - 30 credits required for this certificate.

Subject Requirements - 18 credits. Credits

Choose 18 credits from the following:

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

General Education Requirements* - 12 credits. Credits

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

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

SUGGESTED COURSE SEQUENCE

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

MASTER COURSE SCHEDULE - DESKTOP PUBLISHING

C = Carson; D = Douglas; F = Fallon

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



GENERAL BUSINESS

Emphasis

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

DEGREE REQUIREMENTS - 60 credits required for this emphasis.

Core Requirements - 15 credits. Credits

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

Emphasis Requirements - 27 credits. Credits

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

Choose 12 credits from any of the following areas:

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

General Education Requirements* - 18 credits. Credits

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

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

Additional programming courses from emphasis area are also recommended.)

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

SUGGESTED COURSE SEQUENCE

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

BUSINESS

Certificate of Achievement

CERTIFICATE REQUIREMENTS - 30 credits required for this certificate.

Subject Requirements - 18 credits. Credits

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

Choose 6 credits from the following classes:

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

Choose 6 credits from the following classes:

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

General Education Requirements - 12 credits. Credits

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

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

MASTER COURSE SCHEDULE - GENERAL BUSINESS/BUSINESS

C = Carson; D = Douglas; F = Fallon

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



GOLF FACILITIES MANAGEMENT Program

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

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

DEGREE REQUIREMENTS - 60 credits required for this emphasis. Program Requirements - 42 credits. Credits

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

Choose 12 credits from the following:

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

General Education Requirements - 18 credits. Credits

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

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

GOLF FACILITIES MANAGEMENT Certificate of Achievement

CERTIFICATE REQUIREMENTS - 31-33 credits required for this certificate. Subject Requirements - 24 credits. Credits

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

General Education Requirements - 7-9 credits. Credits

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

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

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

SUGGESTED COURSE SEQUENCE

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



LEGAL OFFICE SPECIALIST

Certificate of Achievement
(Also see Legal Assistant)

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

CERTIFICATE REQUIREMENTS - 33 credits required for this certificate.

Subject Requirements - 24 credits. Credits

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

Choose 9 credits from the following:

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

General Education Requirements* - 9 credits. Credits

- English/Communications courses 6

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

- Mathematics course (BUS 109B is recommended)

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

SUGGESTED COURSE SEQUENCE

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

MASTER COURSE SCHEDULE - LEGAL OFFICE SPECIALIST

C = Carson; D = Douglas; F = Fallon

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



MANAGEMENT Emphasis

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

DEGREE REQUIREMENTS - 60 credits required for this emphasis.

Core Requirements - 15 credits. Credits

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

Emphasis Requirements - 27 credits. Credits

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

Choose 12 credits from the following:

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

General Education Requirements* -18 credits. Credits

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

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

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

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

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

SUGGESTED COURSE SEQUENCE

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

MASTER COURSE SCHEDULE - MANAGEMENT

C = Carson; D = Douglas; F = Fallon

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



MEDICAL OFFICE SPECIALIST Certificate of Achievement

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

CERTIFICATE REQUIREMENTS - 35 credits required for this certificate.

Subject Requirements - 26 credits. Credits

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

Choose 6 credits from the following:

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

General Education Requirements* - 9 credits. Credits

- English/Communications courses 6

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

- Mathematics course (BUS 109B is recommended) 3

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

SUGGESTED COURSE SEQUENCE

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

MASTER COURSE SCHEDULE - MEDICAL OFFICE SPECIALIST

C = Carson; D = Douglas; F = Fallon

TITLE	FALL 2002	SPRING 2003	FALL 2003	SPRING 2004
ACC 135B	CDF	CDF	CDF	CDF
ACC 136B	CF	CDF	CF	CDF
BIOL 200	See semester class schedule or instructor			
BIOL 223	See semester class schedule or instructor			
BIOL 224	See semester class schedule or instructor			
CIS 201	CDF	CDF	CDF	CDF
CIS 202	CDF	CDF	CDF	CDF
COT 117B	CF	C	CF	C
COT 120B	CF	CF	C	CF
COT 121	C	CF	CF	C
COT 150	CF	CDF	CF	CDF
COT 208		F	F	F
COT 216	CF	CD	CF	CD
COT 222	C	C	C	C
COT 223	See semester class schedule or instructor			
COT 225B	C	C	C	C
COT 230B	CF	C	CF	C
COT 233B	C	C	C	C
COT 234B	See semester class schedule or instructor			
COT 241	See semester class schedule or instructor			
COT 290B	See semester class schedule or instructor			
NURS 140	F	F		F



REAL ESTATE Emphasis

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

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

DEGREE REQUIREMENTS - 60 credits required for this emphasis.

Core Requirements - 15 credits.

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

Emphasis Requirements - 29-31 credits.

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

General Education Requirements* - 14-16 credits.

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

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

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

SUGGESTED COURSE SEQUENCE

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

MASTER COURSE SCHEDULE - REAL ESTATE

C = Carson; D = Douglas; F = Fallon

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



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

REQUIREMENTS - 6 credits required for this license.

		Credits
<input type="checkbox"/>	RE 101 Real Estate Principles I	3
<input type="checkbox"/>	RE 103 Real Estate Principles II	3

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

REQUIREMENTS - 64 credits required for this license.

		Credits
<input type="checkbox"/>	RE 101 Real Estate Principles I	3
<input type="checkbox"/>	RE 103 Real Estate Principles II	3
<input type="checkbox"/>	RE 201B Real Estate Brokerage	3
<input type="checkbox"/>	RE 206 Appraising	3
<input type="checkbox"/>	Real Estate, Business or Economics electives	15
<input type="checkbox"/>	General electives	37

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

REQUIREMENTS - 7 credits required for this license.

		Credits
<input type="checkbox"/>	RE 101 Real Estate Principles I	3
or	RE 103 Real Estate Principles II	
<input type="checkbox"/>	RE 198B Real Estate Appraisal Law and Ethics	1
<input type="checkbox"/>	RE 206 Real Estate Appraising	3

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

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

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

Choose 18 credits from the following:

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

General Education Requirements - 12 credits.

		Credits
<input type="checkbox"/>	English/Communications courses	6
<i>(Must include a writing course; BUS 108 is recommended)</i>		
<input type="checkbox"/>	Mathematics course <i>(BUS 109B is recommended)</i>	3
<input type="checkbox"/>	COT 241 Office Management and Supervision	3

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

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

ASSOCIATE OF APPLIED SCIENCE





WORD PROCESSING Emphasis

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

DEGREE REQUIREMENTS - 60 credits required for this emphasis.

Emphasis Requirements - 42 credits. Credits

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

Choose 18-20 credits from the following:

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

General Education Requirements* - 18 credits. Credits

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

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

SUGGESTED COURSE SEQUENCE

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

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

C = Carson; D = Douglas; F = Fallon

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