

# ***Western Nevada College***

## ***2014-2015***

### ***College Catalog***

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Printed: September 8, 2014

## College Profile

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Western Nevada College is a comprehensive community college that serves more than 5,000 students each year within a five county area, spanning more than 10,000 square miles. One of four community colleges in the Nevada System of Higher Education, it is accredited by the Northwest Commission on Colleges and Universities. Documents detailing accreditation approval are available at the WNC library.

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

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

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

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

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

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

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

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

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

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<http://www.wnc.edu/about/profile.php>

## ***Message from the President***

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A Message from President Chester (Chet) Burton

I bid you a warm welcome to Western Nevada College, on behalf of the entire student-centered, dedicated faculty and staff. We at Western really believe in our motto, "Start Here, Go Anywhere." Everything we do each day that you are at Western will be geared toward preparing you for the next step in your life, be it a career, transfer to another college or university, or continuing the lifelong learning process. Everyone here at Western is 100% committed to helping you reach your academic and career goals. We strive to do this in a positive, student-centric environment.

We are fortunate to be located at the base of the majestic Sierra Nevada Mountains and a very short distance to beautiful Lake Tahoe. In addition to our academic programs and learning opportunities, you will have the opportunity to enjoy some of the finest recreational opportunities in the entire United States, including skiing, water recreation, hiking, mountain biking, and climbing.

Beyond our main campus in Carson City, Nevada's capital, we offer satellite campuses in the communities of Fallon and Gardnerville. We strive to be totally committed to the communities we serve, endeavoring to tailor learning opportunities to student needs, be it in a classroom, laboratory or technical facility, or through distance learning using interactive video technology and web based learning tools.

At Western, we seek to ensure that everyone has the opportunity to pursue a career and personal goals. Our counseling, financial assistance and student services staffs are second to none. Make an appointment with them so they may help you determine your desires and goals, and develop a plan both academically and financially to get you to the finish line. You will receive personalized attention and focus that you may not find at a larger school. We are personally committed to seeing our students succeed.

The decision of where to attend college is a major milestone in your life. I personally invite you to meet with our faculty and staff to discuss your goals and learn how Western Nevada College can help you achieve those goals. I welcome the opportunity to meet with you at some point along your educational journey.

Sincerely,  
President Chet Burton

**For additional information, please contact:**

**President's Office**      Phone: 775-445-4236  
Western Nevada College      Fax: 775-445-3127  
Bristlecone Building 142  
2201 West College Parkway  
Carson City, NV 89703

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# ***Mission and Themes***

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## **Mission Statement**

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

## **Institutional Themes**

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### **Student Success**

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

### **Institutional Excellence**

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

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

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

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## ***Principles of Community***

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

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

**Procedure:** Principles of Community

**Policy No.:** Introduction: iii

**Department:** President's Office

**Contact:** Assistant to the President

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

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

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

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

**Date Adopted** January 25, 2005

**Dates Revised** October 17, 2008; September 2, 2008

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<http://www.wnc.edu/policymanual/0-3.php>

# ACADEMIC CALENDAR

## Fall 2014 / Spring 2015 / Summer 2015

<b>April 14, 2014</b>	<b>Fall 2014:</b> Registration begins for credit classes via myWNC for returning and continuing students. Enrollment appointments may be viewed through the myWNC student center.
<b>April 21, 2014</b>	<b>Fall 2014:</b> Registration begins via myWNC for new students
<b>May 26, 2014</b>	Memorial Day holiday: College Closed
<b>July 1, 2014</b>	<b>Fall 2014:</b> Last day to complete financial aid application, checklist items and loan forms, and to meet Satisfactory Academic Progress Standards, in order to receive aid in time for fees to be paid by class cancellation deadlines
<b>July 4, 2014</b>	Independence Day holiday: College Closed
<b>Aug 8, 2014</b>	<b>Fall 2014:</b> Full payment (100%) due by 5 p.m. for all classes or first payment due for 3-Pay plan <b>Fall 2014:</b> Last day to sign up for 3-payment plan <b>Fall 2014:</b> Students who have not made this payment may be removed from 100% of classes
<b>Aug 22, 2014</b>	<b>Fall 2014:</b> Full payment (100%) due by 5 p.m. for all classes or first payment due for 2-Pay plan <b>Fall 2014:</b> Last day to sign up for a payment plan <b>Fall 2014:</b> Short-term classes added after this date must be paid for in full at the time of registration <b>Fall 2014:</b> Students who have not made this payment may be removed from 100% of classes
<b>Aug 25, 2014</b>	<b>Fall 2014:</b> Semester Begins
<b>Aug 29, 2014</b>	<b>Fall 2014:</b> Last day to add full-term classes through myWNC. After this date, a Late Registration Form must be submitted to Admissions and Records. <b>Fall 2014:</b> Last day to drop full-term classes for 100% refund
<b>Sep 1, 2014</b>	Labor Day holiday: College Closed
<b>Sep 2, 2014</b>	<b>Fall 2014:</b> Even exchange of credits for full-term classes begins with an Even Exchange Enrollment Form to Admissions and Records
<b>Sep 5, 2014</b>	<b>Fall 2014:</b> Full payment (100%) due by 5 p.m. for 100% of classes <b>Fall 2014:</b> Unless first deferred payment was made, students who have not made this payment may be removed from 100% of classes
<b>Sep 8, 2014</b>	<b>Fall 2014:</b> \$25 late payment fee applies <b>Fall 2014:</b> Even exchange of credits ends <b>Fall 2014:</b> Payment in full must be made before a student may be reinstated into a full-term class; a Late Registration Form must be submitted to Admission and Records <b>Fall 2014:</b> Second payment due for 3-Pay plan; after this date, unpaid balance is subject to a late payment fee of 10% or \$10, whichever is greater
<b>Sep 22, 2014</b>	<b>Fall 2014:</b> Second and final payment due for 2-Pay plan; after this date, unpaid balance is subject to a late payment fee of 10% or \$10, whichever is greater
<b>Oct 8, 2014</b>	<b>Fall 2014:</b> Third and final payment due for 3-Pay plan; after this date, unpaid balance is subject to a late payment fee of 10% or \$10, whichever is greater
<b>Oct 17, 2014</b>	<b>Fall 2014:</b> Last day to change credit to audit or audit to credit for full-term classes through myWNC
<b>Oct 24, 2014</b>	<b>Fall 2014:</b> Last day to drop full-term classes with a "W"
<b>Oct 31, 2014</b>	Nevada Day holiday: College Closed
<b>Nov 3, 2014</b>	<b>Fall 2014:</b> Last day to apply for graduation
<b>Nov 10, 2014</b>	<b>Spring 2015:</b> Registration begins for credit classes via myWNC for returning and continuing students. Enrollment appointments may be viewed through the myWNC student center.
<b>Nov 11, 2014</b>	Veterans Day holiday: College Closed
<b>Nov 17, 2014</b>	<b>Spring 2015:</b> Registration begins via myWNC for new students
<b>Nov 26, 2014</b>	Instructional holiday: No Classes; College is Open
<b>Nov 27, 2014</b>	Thanksgiving Day holiday: College Closed
<b>Nov 28, 2014</b>	Family Day holiday: College Closed
<b>Nov 29, 2014</b>	Family Day holiday: College Closed

<b>Nov 30, 2014</b>	Family Day holiday: College Closed
<b>Dec 1, 2014</b>	<b>Spring 2015:</b> Last day to complete financial aid application, checklist items and loan forms, and to meet Satisfactory Academic Progress Standards, in order to receive aid in time for fees to be paid by class cancellation deadlines
<b>Dec 8, 2014</b>	<b>Fall 2014:</b> Final examinations begin
<b>Dec 13, 2014</b>	<b>Fall 2014:</b> Semester Ends
<b>Dec 25, 2014</b>	Christmas Day holiday: College Closed
<b>Dec 26, 2014</b>	<b>Fall 2014:</b> Limited college services offered until January 2.
<b>Jan 1, 2015</b>	New Year's holiday: College Closed
<b>Jan 5, 2015</b>	<b>Fall 2014:</b> Grades available through myWNC
<b>Jan 9, 2015</b>	<b>Spring 2015:</b> Full payment (100%) due by 5 p.m. for all classes or first payment due for 3-Pay plan <b>Spring 2015:</b> Students who have not made this payment may be removed from 100% of classes
<b>Jan 16, 2015</b>	<b>Spring 2015:</b> Full payment (100%) due by 5 p.m. for all classes or first payment due for 2-Pay plan <b>Spring 2015:</b> Last day to sign up for a payment plan <b>Spring 2015:</b> Short-term classes added after this date must be paid for in full at the time of registration <b>Spring 2015:</b> Students who have not made this payment may be removed from 100% of classes
<b>Jan 19, 2015</b>	Martin Luther King holiday: College Closed
<b>Jan 20, 2015</b>	<b>Spring 2015:</b> Semester Begins
<b>Jan 26, 2015</b>	<b>Spring 2015:</b> Last day to add full-term classes through myWNC. After this date, a Late Registration Form must be submitted to Admissions and Records. <b>Spring 2015:</b> Last day to drop full-term classes for 100% refund
<b>Jan 27, 2015</b>	<b>Spring 2015:</b> Even exchange of credits for full-term classes begins with an Even Exchange Enrollment Form to Admissions and Records
<b>Jan 30, 2015</b>	<b>Spring 2015:</b> Full payment (100%) due by 5 p.m. for all classes, unless first deferred payment was made <b>Spring 2015:</b> Students who have not made this payment may be removed from 100% of classes
<b>Feb 2, 2015</b>	<b>Spring 2015:</b> \$25 late payment fee applies <b>Spring 2015:</b> Even exchange of credits ends <b>Spring 2015:</b> Payment in full must be made before a student may be reinstated into a full-term class; a Late Registration Form must be submitted to Admission and Records
<b>Feb 9, 2015</b>	<b>Spring 2015:</b> Second payment due for 3-Pay plan; after this date, unpaid balance is subject to a late payment fee of 10% or \$10, whichever is greater
<b>Feb 16, 2015</b>	<b>Spring 2015:</b> Second and final payment due for 2-Pay plan; after this date, unpaid balance is subject to a late payment fee of 10% or \$10, whichever is greater President's Day holiday: College Closed <b>Spring 2015:</b> Last day to apply for graduation
<b>March 2, 2015</b>	
<b>March 9, 2015</b>	<b>Spring 2015:</b> Third and final payment due for 3-Pay plan; after this date, unpaid balance is subject to a late payment fee of 10% or \$10, whichever is greater
<b>March 13, 2015</b>	<b>Spring 2015:</b> Last day to change credit to audit or audit to credit for full-term classes through myWNC
<b>March 16, 2015</b>	Spring Break: No Classes, College is Open
<b>March 17, 2015</b>	Spring Break: No Classes, College is Open
<b>March 18, 2015</b>	Spring Break: No Classes, College is Open
<b>March 19, 2015</b>	Spring Break: No Classes, College is Open
<b>March 20, 2015</b>	Spring Break: No Classes, College is Open
<b>March 21, 2015</b>	Spring Break: No Classes
<b>March 22, 2015</b>	Spring Break: No Classes
<b>March 27, 2015</b>	<b>Spring 2015:</b> Last day to drop full-term classes with a "W"

<b>May 11, 2015</b>	<b>Spring 2015:</b> Final examinations begin
<b>May 16, 2015</b>	<b>Spring 2015:</b> Semester Ends
<b>May 25, 2015</b>	Memorial Day holiday: College Closed
<b>May 29, 2015</b>	<b>Spring 2015:</b> Grades available through myWNC
<b>June 15, 2015</b>	<b>Summer 2015:</b> Semester Begins
<b>July 3, 2015</b>	Independence Day holiday (Observed): College Closed
<b>July 4, 2015</b>	Independence Day holiday
<b>Aug 1, 2015</b>	<b>Summer 2015:</b> Semester Ends

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<http://www.wnc.edu/calendar/academics/>

## ***Admissions Information***

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WNC has admissions criteria for students who declare their education objective to seek a degree or certificate of achievement. Students who have graduated from high school or have obtained a GED will satisfy admissions requirements.

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

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

All new degree or certificate seeking students who have never attended any college will be required to attend a new student orientation session, take placement tests, and meet with a counselor before enrolling for classes. Any individual may enroll as a non-degree seeking student for a maximum of six units each semester. Admission only ensures general enrollment at WNC and does not guarantee admittance into specific programs or particular classes. For information regarding academic programs or classes, contact a counselor or the appropriate academic division.

### **New Students**

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

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

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

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

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

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#### **Jump Start College**

Jump Start College is a partnership between Western Nevada College and eight western Nevada high schools. It offers high-achieving junior and senior students the opportunity to earn up to 48 college credits prior to their high school graduation.

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

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

### **International Student Admissions**

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International students enjoy affordable quality education at WNC. Persons wishing to apply for an F-1 Student Visa,

either as an initial applicant or as a change to their existing visa status, must apply with Admissions and Records for an I-20 Certificate of Eligibility. International student application packets and a complete list of admission requirements are available in Admissions and Records. Applicants for the I-20 Certificate must complete and file all required documentation with Admissions and Records at least 16 weeks prior to the beginning of the semester in which they intend to begin their study. Students who have submitted all required documentation and have been approved will be issued the I-20 document with which they may then apply for a Student Visa.

To enroll for classes, approved international students must report to Admissions and Records with a current passport, visa, I-94 (port of entry document) and the I-20. Students must meet with an academic advisor and may be required to take English and math placement tests before registering. Based on test results, the student may be required to take additional related courses.

WNC is authorized under federal law to enroll nonimmigrant alien students. Enrollment limitations differ with respect to the type of visa a student holds. It is the student's responsibility to learn and adhere to United States Immigration regulations pertaining to particular visas.

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

1. Full-time enrollment is required for each semester during the student's entire program of study. At Western, 12 units constitutes full-time enrollment.
2. Financial obligations must be met in a timely manner.
3. Employment may not be accepted without prior authorization from Admissions and Records and the U.S. Citizenship and Immigration Service. Students on these visas, even when authorized, may not work more than 20 hours per week.
4. Address and phone number information must be kept current in myWNC and the U.S. Citizenship and Immigration Service.
5. Passports and I-20's must be kept current.
6. A tax return must be filed yearly.
7. The student must sign up and pay for an approved designated health insurance policy for the duration of enrollment.

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

# **Registration Information**

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## **Preparing for Enrollment**

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

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

Degree seeking students should attend an orientation, take placement tests, and meet with a counselor.

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

## **Registering for Classes**

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

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

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

## **Paying for Classes**

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

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

## **Dropping Classes**

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

- Full-term classes by the Friday of the ninth week of the semester
- Short-term classes four weeks in length or longer by the date that 60% of instruction has occurred
- Short-term classes less than four weeks in length by the day before the class begins

A short-term class is defined as a class that is not scheduled to meet for the entire semester (16 weeks for fall and spring, eight weeks for summer).

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

Information about refunds can be found at <http://www.wnc.edu/student-services/admissions/refunds.php>

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

## **Classes with Prerequisites**

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

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

## **Enrollment Limits**

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Students who are seeking a degree or certificate of achievement may register for up to 18 units through myWNC; students who have not declared they are seeking a degree or certificate of achievement may register for up to six units. Additional registration requires approval by a WNC counselor; the maximum number of units that may be approved for one semester is 21 units for degree/certificate seeking students. Enrollment in more than 21 units (15 for summer term) requires the approval of the Vice President of Student and Academic Affairs.

## **Course Load**

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

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

## **Auditing A Class**

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Auditing a class is a process in which a student pays the fee, attends class sessions, receives all the instruction, and generally does the assignments and the work of a regularly enrolled student. However, he/she does not receive a grade or credit. The student is not required to take examinations. The last semester date to change credit/audit status for full-term classes is the end of the eighth week of classes for a 16-week semester (fall and spring) or the end of the fourth week of classes for the summer session. For courses that meet longer than 16 weeks, or less than 16 weeks but for at least two weeks, students may change credit/audit status during the first 50 percent of the class. For classes that meet for less than two weeks, students may not change their credit/audit status after the class begins. After the semester begins, students enrolling in short-term classes must use an enrollment form to change credit/audit status. Full-term classes may be changed through myWNC using the "edit" function under "enroll."

## **Late Registration**

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

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

## **Even Exchanges**

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

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

## **Concurrent Registration**

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

## **Books**

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

## **Class Cancellation**

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

## **Attendance**

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

## **Name and Contact Information**

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

## **Student Responsibility**

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

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

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[http://www.wnc.edu/studentservices/admissions/registration\\_fall\\_2011.php](http://www.wnc.edu/studentservices/admissions/registration_fall_2011.php)

## ***Transfer Information***

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Students declared as degree/certificate seeking may request to have transfer credits evaluated by submitting a "Petition for Transfer Credit Evaluation" form to Admissions and Records. Students must submit official transcripts or training records and then allow up to 2-3 months for the evaluation to be completed. When completed, students will be able to view their transfer credit in myWNC and can run a degree audit report to determine how transfer credits apply toward their intended degree or certificate program. An email will be sent to each student when the transfer evaluation is completed.

### **Transcripts**

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

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

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

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

- A maximum of 45 semester credits or 75 percent of the total credits required for a degree, whichever is greater, may be accepted from regionally accredited colleges or universities toward an associate degree.
- A maximum of 90 semester credits or 75 percent of the total credits required for a degree, whichever is greater, may be accepted from regionally accredited colleges or universities toward a bachelor's degree.
- A maximum of 30 semester hours of credit may be accepted from approved credit by examination programs.
- A maximum of 15 semester hours of credit may be accepted from non-traditional programs.
- A maximum of 45 credits or 75 percent of the total credits for a degree, whichever is greater, from other sources as listed above may be applied toward an associate degree. A maximum of 90 credits or 75 percent of the total credits for a degree, whichever is greater, from other sources as listed above may be applied toward a bachelor's degree.
- A maximum of 15 semester hours of credit from other sources as listed above may be applied toward a certificate.
- Grades are not transferable but may be utilized when determining eligibility for financial assistance and/or admission to special academic programs and to determine the minimum GPA required for graduation.
- A quarter unit is worth 2/3 of a semester unit.

### **Evaluation of Transfer Requirements**

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Courses from NSHE institutions will be accepted for equivalent courses per common course numbering. Courses from other institutions will be evaluated on a case-by-case basis based on the course title, designator, credits, course numbering system used by the institution and course description if available. Upper division courses are generally not acceptable for general education requirements, but may apply towards emphasis requirements on a case by case basis. Graduate level courses are not accepted to fulfill degree and/or certificate requirements.

If the information provided on the transcript is not sufficient for Admissions and Records to make a determination as to course applicability towards the student's desired program, the student will need to provide additional information from the transfer institution regarding the course, such as a course outline or syllabus. If necessary, a WNC faculty member from the corresponding program will be consulted.

### **Fractional Credits**

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Quarter credits are worth 2/3 of a semester credit. If a student lacks fractional credits in any area(s) of general education requirements, the student may satisfy the requirement(s) by completing other listed general education

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

### **Credit - Non-Traditional Education**

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WNC will consider awarding credit for prior experiential learning to students who have been accepted to the college. A minimum of 45 contact hours or 15 hours of instruction plus two hours of outside preparation per contact hour is required for each credit awarded. The college may accept a maximum of 15 credits from non-traditional sources to include the following:

- Military training
- Correspondence courses
- Extension courses
- Post-secondary institutions without regional accreditation
- Certificate training
- Other recognized sources

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

### **Credit For Military Service**

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

### **International Colleges**

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

### **Credit By Examination**

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A maximum of 30 credits for an associate degree or 60 credits for a bachelor's degree, accumulated through an acceptable credit by examination process, may be accepted toward degree requirements. A maximum of 15 credits in a single subject area is allowed; a maximum of 15 credits for challenge examinations is allowed. A student must be currently enrolled and have completed coursework for credit at WNC before credit by examination will be placed on an official academic transcript. Credit granted by examination is posted on the student transcript with a grade of "P" (pass). Credit earned by examination may not apply toward satisfying the minimum on-campus resident credit requirements.

### **Challenge Examinations:**

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The college recognizes that students accumulate a great deal of information outside the classroom without formal instruction. There are times when this information may be extensive enough to satisfy the requirements of courses offered by the college. For this reason, with approvals, an enrolled student may be allowed to take challenge examinations to receive credit in certain courses. A student interested in these examination procedures should contact Admissions and Records.

Policies relating to challenges are:

1. A student may not challenge a lower level course in the same subject area that the student has already received credit in at a more advanced level.
2. A student enrolled in a more advanced course may not challenge a lower level course in the same subject area.
3. A student may not challenge a course that has been previously attempted.
4. A maximum of 15 credits for challenge examinations is allowed
5. Credit earned in challenge examinations are not considered resident credit, do not count as part of a student's credit load for any given semester, nor are they computed into the grade point average.
6. Successful challenge examinations are posted as a "pass" on the student's transcript.
7. Challenge examinations may not transfer to other academic institutions and may not count for licensing agencies.
8. WNC reserves the right to deny any petition for challenge examination credit.

### **College Level Examination Program (CLEP):**

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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 following standard scores:

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

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

- **Three credits (ENG 101):**  
Tests taken before July 1, 2001: 500-639.  
Tests taken after July 1, 2001: 50-63.
- **Six credits (ENG 101 and 102):**  
Tests taken before July 1, 2001: 640 or above.  
Tests taken after July 1, 2001: 64 or above

A maximum of three semester credits may be granted for each subject examination. Only certain examinations are acceptable; inquire at the Admissions and Records office for the list of approved CLEP subject examinations. Contact Admissions and Records for information on credit granted for course equivalents and/or elective credit for general and/or subject exams. Students will not receive credit if they already completed an equivalent course.

### **College Board Advanced Placement Examinations**

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

### **Transfer Credit Appeals Process**

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If a student disagrees with a transfer credit evaluation, the student is encouraged to obtain and submit further written information about the course in question, such as a course outline or syllabus and/or a course description if it was not originally available. If a student questions an evaluation from a nontraditional source, the student is encouraged to obtain further written information about the training, including number of hours of the training, information about the training source, accreditation, etc. Admissions and Records will reconsider amending the original evaluation. If the reason to deny course equivalency is a result of a course not meeting basic rules and policies, such as fulfilling the minimum number of credits required, the course was developmental, not completed at a regionally accredited institution, the course was upper division and will not fulfill general education requirements, the course was graduate level, etc., the decision of Admissions and Records will be final.

If the reason is not based on such a policy and the student disagrees with the decision of Admissions and Records, the student may submit a transfer credit evaluation appeal. The appropriate faculty member in the specific applicable department and/or the division director will be consulted for an opinion. Admissions will provide the faculty member or director with a copy of the course description and any additional information submitted by the student. The decision of the division director and/or faculty member will be final. If the division cannot make a determination, the Registrar will make the final determination. If a request is denied, the student will be given a reason for the denial in writing. The decision of the appeal will be final.

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[http://www.wnc.edu/student-services/admissions/transfer\\_credit.php](http://www.wnc.edu/student-services/admissions/transfer_credit.php)

# Graduation Information

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## Application

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

### Application Deadlines

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

(Note: for 2014, application deadlines will be March 3 for Spring, June 16 for Summer, and November 3 for Fall)

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

## Continuing Students

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

## Diplomas

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

## Commencement

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

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

## Requirements for Graduation

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### Associate Degree and Certificate of Achievement

A student seeking to obtain a degree or certificate of achievement from Western Nevada College must have satisfied the following requirements:

1. Completed the curriculum requirements for the degree or certificate. The student may select either the catalog year under which he/she initially enrolls and completes a course, or the year under which he/she will complete the curriculum requirements for a degree/certificate. Students may also select the catalog year when he/she officially declares a program of study for the first time, if declared in fall 2007 or later. Students applying to the nursing program, which has selective admission criteria, must follow the catalog in effect at the time the program admission application is submitted. Each WNC catalog is effective for the upcoming fall, spring and subsequent summer terms. In no case may students use a catalog which is more than six years old at the time of graduation. Students who fail to complete degree/certificate curriculum requirements within six years of their initial enrollment or program declaration may use the next catalog in effect dating six years after their initial enrollment. If a degree or major is offered for the first time after a student has enrolled, the student may choose the catalog year in which the degree or major was first offered. Students may not use a combination of catalogs for graduation. This applies to all policies and curricula.
2. In some cases, completion of a single course may satisfy requirements in two different areas of an associate degree or certificate of achievement. Students may use a single course to satisfy a general education requirement in addition to a program, subject, core or emphasis requirement. A single course may not be used

to satisfy more than one general education requirement, except for the US/Nevada Constitution requirement.

3. Completed 15 semester college level credits in residence at Western Nevada College for each degree or certificate of achievement. Challenge examinations, non-traditional credit, or developmental courses (courses numbered below 100) do not count as resident credit.
4. Maintained a minimum cumulative grade point average of 2.0. The grade point average for graduation must be at least a 2.0 on a 4.0=A scale. This grade point average is calculated by using all courses chose to fulfill the degree requirements taken at WNC and transferred.
5. Met all financial/library obligations. No student will be issued a degree or certificate if he/she has not met all financial/library obligations. Outstanding debts may be paid at the Business Office. Library holds can be cleared through Library and Media Services.
6. Submitted an Application for Graduation and payment to Admissions and Records by the published deadline.

### Dual Degrees/Certificates

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

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

For each additional associate degree, a student must complete 15 credits in addition to the minimum number required for the first degree. This means a student who wishes to earn two degrees must have at least 75 college level semester credits, 30 of which were earned in residence at WNC. College preparatory courses with a number below 100 will not apply toward the 75 total semester or residence credits.

### Requirements for Graduation - Bachelor's Degree

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

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

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

### Graduation With Honors

Students are eligible to graduate with honors based on completion of 45 academic units at Western Nevada College for an associate degree or 75 academic units at Western Nevada College for a bachelor's degree, excluding developmental courses.

Grade point average determines the honors designation:

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

Units and grades transferred from other institutions or other credit sources will not apply.

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<http://www.wnc.edu/student-services/admissions/graduation.php>

# Grades

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## Student Grades

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

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

Instructions for checking grades using myWNC

1. Log in to your account through [myWNC](#) by entering your student ID number as your user name and password
2. Click on the line in the center box, "myWNC Student Information Center"
3. Click on "Other Academic" under the Academics section.
4. Select "Mid-term Grades" or "Official Grades" for final grades.

## Grading System

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The following grading policies apply to WNC:

"A" Superior	4.0
"A-"	3.7
"B+"	3.3
"B" Above Average	3.0
"B-"	2.7
"C+"	2.3
"C" Average	2.0
"C-"	1.7
"D+"	1.3
"D" Below Average	1.0
"D-"	0.7
"F" Failure	0.0
"P" Pass	
"I" Incomplete	
"R" Repeat	
"AD" Audit	
"W" Withdrawal	

1. It is at the discretion of individual faculty to use the "Plus" and "Minus" grading scale.
2. All grades are awarded according to faculty members' judgments. Students may repeat failed courses.
3. Withdrawal indicates the student withdrew from the course and did not complete it.
4. The course syllabus shall contain a clear explanation of the grading scale to be used by the instructor. Students may not appeal the format an instructor chooses.
5. "I" Grade: An Incomplete grade may be given by the instructor when a student has completed 75 percent of the course with a grade of at least "C," but where there is some verifiable, compelling reason for the lack of completion. College regulations limit the amount of time the student has to make up assignments or examinations. The "I" (Incomplete) must be made up within 120 days of the end of the semester. Failure to do so will result in the "I" grade being changed to an "F." A student seeking to complete the work for a course in which he/she received an Incomplete must make arrangements with the instructor who issued the incomplete grade. A grade change from the instructor is due to Admissions and Records within 120 days of the end of the applicable semester.

## Grade Appeal

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

1. Prior to activation of the formal grade appeal process, it is recommended that the student discuss his/her complaint with the instructor who issued the grade. If the student cannot reach the instructor, or if the grade is

not resolved by the instructor, the student must file a written intent to appeal the grade with the instructor's division office.

2. Once the written notice is filed, the student must contact the division chair. The division chair will arrange a meeting between him/herself, the instructor and the student, or between the instructor and the student if such a meeting has not yet taken place.
3. If the grade appeal is still unresolved, the student must submit details in writing to the vice president for Academic and Student Affairs, who will act on the grade appeal within 15 days of being notified.
4. Within 15 days of the receipt of the written certified letter, a hearing committee composed of the division chair, two faculty members of the same division and two students chosen by the Associated Students of Western Nevada president will meet to hear the grade appeal. The instructor and the student who is appealing the grade will be invited to be present when this committee meets.
5. The written recommendation of this hearing committee will be forwarded to the vice president for Academic and Student Affairs who will act on the grade appeal within 15 days of being notified.

### **Repeat Adjustment Request**

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A student may repeat a course and have only the highest grade counted as part of his/her total grade point average; all grades will remain on the student transcript. Students will not receive duplicate credit for repeated courses unless the course is designated as repeatable for credit. Students may repeat courses provided they have fulfilled current course prerequisites and met criteria established for courses with selective readmissions criteria.

Students may petition to repeat up to 12 units with an adjustment to the previous grade(s). If approved, the original grade will be reflected as an "R" for repeat. The "R" will only be used as a replacement if the repeated course earns a grade higher than the grade originally earned. Repeat adjustment may not be applied to W or AD grades. A repeat adjustment request must be submitted to Admissions and Records no later than four weeks past the published date on which grades are posted, for the semester in which the course was repeated.

If a student requests a repeat adjustment for a course that is designated as repeatable for credit, he/she will not receive additional units for the repeated course.

### **Academic Renewal**

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Students may petition to have an entire semester of course work be disregarded in all calculations regarding academic standing and grade point average. Eligibility for academic renewal is subject to the following conditions:

1. At the time the petition is filed, at least one year must have elapsed since the most recent course work to be disregarded was completed.
2. In the interval between the completion of the most recent course work to be disregarded and the filing of the petition, students shall have completed at least 12 acceptable units of course work at a regionally accredited institution of higher education with a grade-point average of at least 2.5 on all work completed during that interval. Courses taken during the interval may be repeats of previously attempted college work.
3. The student's filed petition must specify the semester to be disregarded. A semester with only "W" grades may not be considered for academic renewal. If the petition is approved under this policy, the student's permanent academic record will be suitably marked to indicate that no work taken during the disregarded semester, even if satisfactory, may apply toward graduation requirements, and the grades will not be calculated into the student's grade point average. However, all course work will remain on the academic record, ensuring a true and accurate academic history. The original grades earned will be calculated toward satisfactory academic progress for financial aid.
4. Academic renewal can occur only once during a student's academic career. Academic renewal can only be applied prior to graduation from the first degree or certificate. Once a student graduates, academic renewal cannot be retroactively applied.

### **Dean's List**

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Students are eligible for the Dean's List if:

1. At least 12 units (6 units for the summer semester), excluding developmental course units, have been completed during the semester on the A, B,C,D scale, and
2. The semester grade point average is 3.50 or higher.

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<http://www.wnc.edu/student-services/admissions/grades.php>

# ***Transcripts***

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## **Official Transcripts**

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All students may order official transcripts through the National Student Clearinghouse for \$2 per transcript plus a \$2.25 handling fee per address. A credit card and email address are required. To order a transcript through the National Student Clearinghouse, click on the following link:

[https://www.studentclearinghouse.org/secure\\_area/Transcript/login.asp?FICEcode=01036300](https://www.studentclearinghouse.org/secure_area/Transcript/login.asp?FICEcode=01036300)

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

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

## **Unofficial Transcripts**

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Current students or any student with an active [myWNC](#) account may access an unofficial transcript free of charge through [myWNC](#).

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## ***Student Record Information***

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### **WNC Protects Student Privacy**

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

### **Student Right to Inspect Records**

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

### **Transcripts**

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

### **High School Transcripts**

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

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

1. Student's name (first, middle, last) and date of birth
2. For each course completed, the following must be listed:
  - o Specific course title
  - o Units or credits for each
  - o Time frame or semester in which it was completed
  - o Grade received
3. Description of grading system used such a grade scale or grade key
4. Cumulative credits/units earned and grade point average
5. Graduation date (month/day/year) indicating completion of secondary school or high school education
6. The following statement, or one very similar, is to appear about the home school administrator/parent signature line: "I, the undersigned, do hereby self-certify and affirm that this is the official transcript and record of \_\_\_(name of student)\_\_\_ academic studies of \_\_\_(years attended home school)\_\_\_."
7. Signature of school administrator/parent and date.

A copy of a Nevada Receipt of Notice of Intent to Home school or a letter from the applicable school board approving the student as home schooled must also be submitted in order for the transcript to be considered official.

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

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

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

## **Enrollment Status**

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

## **Enrollment Verifications**

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

## **Course Withdrawal**

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

## **Student Responsibility**

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

## **Storage of Student Records**

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Educational records are kept by Admissions and Records permanently:

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

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

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

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## **Fees & Payments**

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

### **Fees**

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

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

- [Spring 2014 Fees](#)
- [Summer 2014 Fees](#)
- [Fall 2014 Fees](#)

### **Paying by Internet**

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

### **Paying by Mail**

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

### **Agency Fee Payment**

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

### **Late Payment Fee**

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

### **Excessive Credit Fee**

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An Excess Credit Fee shall be charged to a student who has attempted credits equal to 150 percent of the credits required for the student's program of study. The amount of this additional fee is equal to 50 percent of the per credit registration fee. Attempted credits include all graded courses on a student's transcript, including but not limited to the grades of F and W (withdrawal) and repeated courses. The fee will be charged, for example, after 90 credits have been attempted towards a 60-credit associate's degree or 180 credits towards a 120-credit bachelor's degree. Exceptions may apply on a case-by-case basis. The fee will be charged in all terms after passing the threshold number of credits until a degree is awarded to the student.

### **Payment Plans**

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

3-Pay Plan: This plan is available no later than the first payment deadline for the semester and divides the balance

owed into three equal installments.

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

Enrollment may be cancelled if 100% of the first payment is not made by the published deadlines. Students who do not make the second and/or third payment on a payment plan by the published deadlines will be assessed a fee of \$10 or 10% of the balance, whichever is greater, and will be responsible for the unpaid plan balance.

When applicable, payment for the application fee must be made by payment deadlines, in addition to the payment plan installment.

### **Delinquent Accounts**

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

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

### **Fee Refunds**

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Information on refunds is on the [Refund Information](#) page.

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

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

## ***Excess Credit Fee***

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Beginning Fall 2014, a 50 percent Excess Credit Fee on the per-credit registration fee shall be charged to a student who has accrued attempted credits equal to 150 percent of the credits required for the student's program of study. Attempted credits include all graded courses on a student's transcript, including but not limited to the grades of F, W (withdrawal), AU (audit) and repeated courses. The fee will be charged after 45 credits have been accumulated towards a certificate of achievement, 90 credits have been accumulated towards an associate's degree and after 180 credits for students who have been accepted into the BTCH program for a bachelor's degree. Exceptions may apply on a case-by-case basis. The fee will be charged in all terms after passing the threshold number of credits until a degree is awarded to a student.

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

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

- Credits attempted at an institution outside of NSHE if those credits do not meet the degree requirements for the program of study;
- Credits attempted for remedial credits (e.g. MATH 95);
- Credits earned while enrolled as a high school student if those credits do not meet the degree requirements for the student's program of study;
- Credits earned through examinations, such as AP or CLEP;
- Credits that were earned toward one degree, if the student is working on a second degree
- Other credits that WNC may determine as inappropriate for the 150% credit calculation.

Students may appeal the Excess Credit Fee by submitting an [Excess Credit Fee/Maximum Financial Aid Credit Appeal form](#).

Students who wish to appeal are strongly advised to submit an appeal form no later than August 1 for the fall semester, December 1 for the spring semester, and May 1 for the summer semester. The deadline to submit an appeal is no later than 2 weeks after the first day of the applicable semester.

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

## ***Fee Refund***

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The college's refund policy applies to students in all programs and to all registration fees for withdrawal or net credit reduction, except for non-credit continuing education courses. The application fee is not refundable and cannot be transferred to another person or to another fee. Refund of fees for withdrawal from WNC semester-long (full-term) classes is 100 percent if withdrawal is completed in [myWNC](#) within the first five working days of the semester.

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

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

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

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

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

### **Files and Downloads**

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- [Refund Policy Exception Request](#)

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<http://www.wnc.edu/student-services/admissions/refunds.php>

## Counseling Services

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WNC counselors are available throughout the school year to help students and community members make important decisions regarding educational goals and career directions. WNC offers a variety of counseling services as an integral part of each student's educational experience, including the following:

### Academic Counseling

- Placement Testing
- Academic Schedule Planning
- Major/Graduation Requirements
- [How to Run an Advisement Report](#)
- [Transfer Information](#)

### Career Counseling

- Career Exploration
- Personality and Interest Assessments
- Educational Training Requirements
- Job Search Techniques
- Labor Markets Information

### Additional Services

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The counselors at WNC are also available for individual consultation to help students with personal problems and concerns. All matters discussed with counselors at WNC are kept confidential.

WNC counselors on both the Carson City campus and the Fallon campus offer a variety of courses, workshops and presentations on issues important to students, including New Student Orientations.

For more information, please call 775-445-3267.

### Behavioral Intervention Team

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In an effort to provide a safe campus environment and assist students, Western Nevada College has developed a Behavioral Intervention Team that includes members of our college as well as community professionals. The team has procedures in place to ensure open communication between departments on campus as well as with community partners.

For more information about the WNC Behavioral Intervention Team, visit [www.wnc.edu/student-services/scit/](http://www.wnc.edu/student-services/scit/).

### For additional information, please contact:

**Counseling Services**      Phone: 775-445-3267  
Western Nevada College      Fax: 775-445-3149  
Bristlecone Building 103      E-mail: [counseling@wnc.edu](mailto:counseling@wnc.edu)  
2201 West College Parkway  
Carson City, NV 89703

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

## ***Disability Support Services***

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### **WELCOME!**

*Start Here, Go Anywhere!*

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

### **Behavioral Intervention Team**

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In an effort to provide a safe campus environment and assist students, Western Nevada College has developed a Behavioral Intervention Team that includes members of our college as well as community professionals. We have procedures in place to ensure open communication between departments on campus as well as with community partners.

### **For additional information, please contact:**

**Susan Trist** Phone: 775-445-3268 ext.

Coordinator E-mail: [Susan.Trist@wnc.edu](mailto:Susan.Trist@wnc.edu)

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<http://www.wnc.edu/student-services/dss/>

## ***Applying for Financial Aid***

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- **Step One: Fill out a FAFSA online**
- **Step Two: Complete Your File**
- **Step Three: Receive Financial Aid**

### **Step One: Fill out a FAFSA on the Web:**

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1. Apply for a PIN, or personal identification number, at [www.pin.ed.gov](http://www.pin.ed.gov) (An electronic signature is required for online FAFSA). A parent of a dependent student should also apply for a PIN.
2. Print and complete the Pre-Application Worksheet, available at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). It lists the FAFSA questions in the order of the questions on the online FAFSA, which differs from the paper FAFSA. WNC's school code is **013896**.
3. Complete and review the FAFSA carefully and print out a copy before transmitting it. **Do not submit a FAFSA prior to January 1 for the following Fall semester.** The Department of Education will not accept earlier applications. It is recommended that students keep copies of all worksheets and other financial records in case the college needs to see them.
4. Provide an e-mail address in order to receive an electronic message within minutes of transmitting the FAFSA. This will confirm that the application was received and will provide an estimate of the Expected Family Contribution (EFC). Make sure to print and keep a copy of this confirmation.
5. Be sure to indicate state of legal residence. If left blank, a student can't be considered for state aid that requires state residency.
6. Use the PIN to electronically sign the FAFSA. Students or parents who do not have a PIN, can print, sign and mail the signature page. Students who do not have a PIN or printer can still use FAFSA on the Web - the student Aid Report (SAR) will be received without an EFC and must be signed and returned before an official EFC will be calculated. Alternatively, students may use their PIN to e-sign and a parent can mail in the signature page.
7. Follow up on the status of a FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) using the PIN.
8. Check email regularly and look for messages about the SAR from the U.S. Department of Education.

### **FAFSA Tips**

1. **PIN NUMBERS should be kept confidential.** They should not be shared with anyone, even with those who may have completed the FAFSA on a student's behalf. The numbers do not expire, but if a new PIN is requested, the old PIN will no longer work.
2. For federal and state student aid, dependency status is based on the answers to certain questions on the FAFSA - not whether a student lives on their own or with parents who may claim them as a dependent on their taxes.
3. Avoid peak hours. Faster response times at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) are before 8 a.m. and after 8 p.m. PST.

### **Completing the FAFSA - Don't Pay for It**

Free assistance is available to help a student complete the FAFSA. A student should never have to pay to have the FAFSA completed for them. The web sites that offer to complete and file the FAFSA for a fee are neither affiliated with nor endorsed by the U.S. Department of Education. Once a student has collected all their financial records and other information, which is required even if choosing to pay someone to complete the FAFSA, filling out the FAFSA is not difficult.

### **Questions About the FAFSA**

Call the Federal Student Information Center toll free at 800-433-3243 - the staff are very helpful, there is usually not a long wait and they accept calls every day of the week. Help is also available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

### **Step Two: Complete The File**

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If a student has been chosen for verification or if there is a discrepancy in their records, they will be required to **submit additional form(s) or document(s)** to complete their file. Notification will be sent electronically indicating which additional document(s) or form(s) are required. The Financial Assistance Office must have a student's current e-mail address. Financial aid will not be processed if a student does not receive or respond to the correspondence.

### **Verification Worksheet**

Some student applications are selected by the federal government for mandatory verification of information reported on the FAFSA. (If a student's application is selected for verification, the student will be required to provide the Financial Assistance Office with information and documentation from the previous tax year. This must match

the information on their SAR; if not, it must be corrected before aid eligibility can be determined. As part of the verification process, students will be required to submit a Verification Worksheet (Dependent or Independent).

**Dependent verification forms:**

- [2011-2012 Verification Form - Dependent Students](#)
- [2012-2013 Verification Form - Dependent Students](#)

**Independent verification forms:**

- [2011-2012 Verification Form - Independent Students](#)
- [2012-2013 Verification Form - Independent Students](#)

**Tax Forms**

Any student that is selected for verification will be required to provide tax return information in one of two ways: 1) use the IRS Data Retrieval Tool within FAFSA (preferred method), or 2) submit copies of IRS Tax Return Transcripts with a verification form. The Financial Assistance Office will no longer be able to accept copies of IRS 1040, 1040A or 1040EZ tax returns. Instructions for requesting an IRS Tax Return Transcript can be found at [www.irs.gov](http://www.irs.gov).

**Social Security, Immigration & Naturalization, & Selective Service Documentation**

The Financial Assistance Office may need a copy of a student's Social Security card, birth certificate, copies of INS documents to verify eligible non-citizen status, or verification of Selective Service registration. The Financial Assistance Office will notify the student if these or other documents are required to complete their file.

**Authorization To Release Information Form**

Under the Family Educational Rights and Privacy Act, WNC cannot release student financial aid information to anyone other than the student. If a student wishes to have their information released to someone else, they must submit the request through MyWNC.

**Step Three: Receiving Financial Aid**

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**Processing Timelines**

The Financial Assistance Office begins processing applications in June for students who have met the April 1 priority FAFSA filing deadline. Once all required documents are submitted and a student's file is complete, eligibility is determined. Applicants should complete their FAFSAs and submit all additional required forms no later than July 1 in order to receive funding in time to meet fall semester fee deadlines and by December 1 in order to meet spring semester fee deadlines.

**Award Notification**

Students will be notified electronically when their Award Offer is ready for review. AWARDS ARE BASED ON THE LEVEL OF ENROLLMENT LISTED ON THE FAFSA. The actual amount received will differ if a student's enrollment status changes. A current mailing address must be maintained with the WNC Admissions and Records Office. Award letters and checks are mailed to the address on file.

Federal regulations require that all types of financial aid be coordinated. A student must inform the Financial Assistance Office if they receive any aid not listed on their award notification such as scholarships, stipends, vocational rehabilitation, or veterans benefits. A revision to the financial aid award may be necessary.

**Scheduled Residual Check Dates**

If financial aid exceeds the amount of fees, a residual check will be mailed to the address in MyWNC or direct deposited into a student's personal bank account.

**Check Disbursements/Enrollment Verification**

The first half of a student's grant and/or loan awards are mailed at the beginning of the semester. Disbursement dates depend on when funds are awarded AND will reflect a student's actual enrollment status at the time of payment. No adjustments are made for added or dropped units after the first week of the term. The amount of aid on a student's award letter may differ from what they receive if their enrollment changes and/or if the student owes charges.

**Enrollment Changes**

If a student never attends a class or has a change of enrollment status, the financial aid award must be recalculated. This will result in the student owing part or all of the award money to the college.

A student who owes an overpayment has 45 days to repay the college in full or it will be reported to the Department of Education. The student will not be able to receive further financial aid from any college until the overpayment has

been paid.

**Disbursement of Grant and Loan Check Residuals**

Residual checks will be mailed by the Business Office, to the address that is on a student's myWNC account. If the student has signed up for direct deposit, checks will be directly deposited into their bank account. It is the student's responsibility to update any changes of address or changes in bank account information through their myWNC account.

**Student Charges**

Any student charges for the current semester will be deducted from the student's financial aid and/or scholarship.

**Returned Checks**

If a check is returned to the college, it will not be re-mailed; it will be held at the Business Office and the student will be responsible for picking it up. Unclaimed checks will be cancelled after 30 days.

**Lost Checks/Checks Not Received**

If a check is lost or not received, contact the Business Office to initiate a stop payment. Reissued checks can take up to six weeks.

**Required Identification**

A student is required to present a WNC Student ID or another type of valid photo ID (such as a Nevada driver's license or Nevada Identification Card) each time they inquire about their financial aid.

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<http://www.wnc.edu/student-services/financial/apply.php>

## Grants

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**Federal Pell Grant** - Pell Grants are based on financial need and enrollment status. Eligibility is determined by the federal government and verified by the Financial Assistance Office. Completion of the FAFSA is required. The lifetime limit for Pell Grants is 12 semesters (full-time).

### Other Financial Aid Grants

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Funds for the following programs are limited so they are awarded on a first-come, first-served basis. Completion of the FAFSA is required.

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

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

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

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

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<http://www.wnc.edu/studentservices/financial/funding-grants.php>

## Loans

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

### Loans - Definition

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

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

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

### Types of Loans

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#### • Federal Direct Stafford Loans (Subsidized and Unsubsidized)

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

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

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

Parents can apply online at: [www.studentloans.gov](http://www.studentloans.gov). A Federal PLUS loan Request form and a Student Loan Request form found [here](#), must be submitted.

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<http://www.wnc.edu/studentservices/financial/funding-loans-new.php>

## ***Millennium Scholarship***

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In 1999, Gov. Kenny Guinn's Millennium Scholarship initiative was enacted into law by the Nevada Legislature. Each Millennium Scholarship is worth up to \$10,000.

A student attending WNC and using his or her Millennium Scholarship must enroll in a minimum of six eligible credits and will receive a maximum of \$40 per credit hour for lower-division credits (100-200 level) and \$60 per credit hour for upper division credits (300-400 level). This scholarship is for up to 12 credits of 100 level and above courses per semester. Contact the Office of the Nevada State Treasurer to request complete information and all eligibility criteria.

<https://nevadatreasurer.gov/MillenniumScholarship.htm/>

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<http://www.wnc.edu/student-services/financial/millennium.php>

# Student Employment

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## WNC Student Job Board

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For a complete list of current job openings, go to the Student Employment Web page.

## Information for Supervisors

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- [Download the Student Employment Handbook](#)

## Student Employment Programs

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

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

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

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

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

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

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

## Applying for student employment?

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

For a complete list of current job openings, go to the [student employment web page](#).

If a student has been awarded work-study on a Western Nevada College offer letter, he/she must complete the necessary student employment forms within the first week of the semester. If a student fails to complete this process, the work-study offer will be withdrawn.

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

# Veterans Services

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The determination of eligibility for veteran's educational benefits rests with the Department of Veteran Affairs (VA). The Veterans Services Office assists veterans and/or their eligible dependents to access their benefits by certifying their enrollment each semester. To do this, students requesting VA certification need to submit the required forms to the campus Veterans Services Office for each term they wish to be certified for.

## Eligible Veterans

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Eligibility may be granted to veterans honorably separated from military service, military retirees, active duty military, military reservists, veterans with service connected disabilities, and dependents of veterans who are totally and permanently disabled.

## Eligible Programs

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

## Montgomery Bill (Chapter 30)

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Chapter 30 is an educational program for individuals initially entering active military duty on or after 1/1/85 and for certain individuals on active duty before 7/1/85. A military retiree who entered the service (or who agreed to a delayed entry) before 1/1/77 and was eligible to receive Chapter 34 benefits (Vietnam era Education Program) on 12/31/89, may receive also Chapter 30 benefits. Certain other veterans may be eligible under other categories if they were voluntarily or involuntarily separated from the service as a result of a reduction in personnel. [More information about Chapter 30...](#)

## Vocational Rehabilitation Program (Chapter 31)

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The Vocational Rehabilitation program is for veterans who have incurred or aggravated a service connected disability which entitles them to VA disability compensation; and whose disability creates an employment handicap. Entitlement is determined on an individual basis following an evaluation of the veteran's interests, aptitudes, education and work experience. [More information about Chapter 31...](#)

## Post-9/11 GI-Bill (Chapter 33)

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The Post-9/11 GI Bill provides financial support for education and housing to individuals with at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. Individuals must have received an honorable discharge to be eligible for the Post-9/11 GI Bill.

## Dependents Educational Assistance (Chapter 35)

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The Dependents Educational Assistance Program (Chapter 35) is an education program that pays benefits to dependents of some veterans.

## Reserve Education Assistance Program (REAP) Chapter 1607

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For Guard/Reservists who served 90 continuous days or more on active duty after September 11, 2001 for a contingency operation as determined by the President or Congress. Members receive a portion of the MGIB three year rate depending on how long they served on active duty.

## Montgomery Bill for the Select Reserve (Chapter 1606)

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Chapter 1606 is an educational program for active members of the Select Reserve. Select Reserve components of the Ready Reserve include the Army Reserve, Naval Reserve, Air Force Reserve, Marine Corps Reserve, Coast Guard Reserve, Army National Guard, and Air National Guard. Basic eligibility requires a six year obligation to serve in the Select Reserve and Satisfactory participation in required Select Reserve Training. [More information about Chapter 1606...](#)

### **Standards of Satisfactory Progress**

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Veterans receiving VA educational benefits are required to maintain a minimum cumulative grade point average of 2.0 on a 4.0 scale. If a veteran's cumulative GPA falls below 2.0, he/she will be placed on academic probation for the following semester. If a veteran's cumulative GPA remains below 2.0 for two subsequent semesters, VA benefits will be terminated. Terminated benefits can only be restored once the Veteran meets the Satisfactory Academic Progress (SAP) conditions and meets all standards required by the VA. Once all standards are met, the certifying official will certify benefits accordingly.

**Note:** Veterans educational Benefits are usually a monthly benefit paid directly to the student by the VA. It is the student's responsibility to pay college tuition/fees while waiting to receive benefits.

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<http://www.wnc.edu/student-services/financial/funding-veterans.php>

## Scholarships

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Each year, WNC awards scholarships to students on the basis of academic criteria or any combination of academics, field of study, financial need, activities, community service, and other criteria. The WNC Foundation Scholarship application is open from October 5 - March 5 for the following academic year. Students who are not eligible for federal assistance can still apply for scholarship funds.

Below are helpful links when applying for scholarships:

- [Scholarship Workshop Presentation](#)
- [Scholarship Tips](#)

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

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

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

For more information about other Scholarship Opportunities, visit [http://www.wnc.edu/student-services/financial/outside\\_scholarships.php](http://www.wnc.edu/student-services/financial/outside_scholarships.php)

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<http://www.wnc.edu/student-services/financial/funding-scholarships.php>

## ***Academic Skills Center***

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

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

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

### **Online Tutoring**

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Online tutoring is now offered in many different subjects through Brainfuse. Visit the [Online Tutoring](#) page to learn more.

### **Drop-in Tutoring**

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

### **Tutoring Appointments**

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

### **For additional information, please contact:**

**Carson Campus ASC** Phone: 775-445-4260

Western Nevada College  
Bristlecone Building 330  
2201 West College Parkway  
Carson City, NV 89703

**Fallon Campus ASC** Phone: 775-423-7565 ext. 2278

Western Nevada College  
Virgil Getto Hall 307  
160 Campus Way  
Fallon, NV 89406

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

## ***Adult Literacy & Language***

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

Literacy instruction, English language learning and GED Preparation are available to adults who qualify, through a federally-funded grant dispersed by the Nevada Department of Education. Services are offered year-round and include classes, on-line instruction, tutoring, transition courses, and a computer based instruction lab. Students will typically move from one type of instruction to another and will be assisted the transition into for-credit college curriculum classes.

### **Literacy Instruction**

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

### **High School Equivalency Exam Preparation**

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Instructional services are provided in Carson City, Fallon and Douglas to students who have not graduated from high school to help them prepare for the High School Equivalency exams: TASC, HiSET, or GED. Prospective students will be administered a broad-based skills assessment and a GED practice test to determine individual strengths and weaknesses congruent with exam criteria. Students will meet with a staff member to develop a learning plan specific to their educational goals.

### **English Language Learning**

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

### **Rights and Responsibilities of Citizenship**

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

### **Hours**

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- Monday–Thursday: 8 am – 8 pm
- Friday: 8 am – 5 pm

**For additional information, please contact:**

**Adult Literacy & Language** Phone: 775-445-4451

Western Nevada College

Bristlecone Building 340

2201 West College Parkway

Carson City, NV 89703

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

## ***Athletics***

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Western Nevada College offers quality intercollegiate athletics programs in men's baseball and women's softball. These programs focus on academic excellence while promoting personal and athletic success. WNC is a member of the National Junior College Athletic Association, Region XVIII, and competes in the Scenic West Athletic Conference. Student athletes must be enrolled full-time for a minimum of 12 credits each semester and must maintain a minimum semester grade point average of 2.0.

### **Wildcats Baseball**

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The Wildcats baseball team is a highly successful program with conference and district championships, and three trips to the NJCAA World Series in the past six years, making the Wildcats the best of any program west of Texas! The program has seen many players earn scholarships to continue their education at NCAA colleges and universities, multiple players drafted into Major League Baseball, and academic honors for success in the classroom.

### **Wildcats Softball**

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The Wildcats softball team provides an opportunity for young women who have played softball in high school to continue playing the sport they love at the college level, while attaining a college degree. Student athletes from throughout Nevada are becoming part of the team, which has succeeded both in the classroom and on the field.

**For additional information, please contact:**

**Athletics**

Western Nevada College  
2201 West College Parkway  
Carson City, NV 89703

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

## Bookstores

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

Bookstore hours and services vary by location and time of year. Click the links below for more information on each store.

- [Carson campus bookstore](#)
- [Fallon campus bookstore](#)

**For additional information, please contact:**

**Carson City Bookstore** Phone: 775-445-3233

Western Nevada College Fax: 775-885-2636

Aspen Building

2201 West College Parkway

Carson City, NV 89703

**Fallon Bookstore** Phone: 775-423-7556

Western Nevada College Fax: 775-423-7566

Virgil Getto Hall

160 Campus Way

Fallon, NV 89406

For more information about the WNC Bookstores, visit <http://www.wnc.edu/bookstore>

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<https://www.bkstr.com/webapp/wcs/stores/servlet/HelpStoreInfoView?langId=-1&catalogId=10001&storeId=11034&demoKey=d>

## Child Care

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### Choosing the Right Child Care

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

### Age Appropriate Classes

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

### Age Appropriate Playgrounds

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

### Teacher Credentials

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Each classroom in the Child Development Center has a head teacher who is active in early childhood education. The head teacher is assisted by aides who also complete training in early childhood education.

### Parent Action Board

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

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

### For additional information, please contact:

**Andrea Doran** Phone: 775-445-4265 ext.  
Director E-mail: [Andrea.Doran@wnc.edu](mailto:Andrea.Doran@wnc.edu)

**Child Development Center** Phone: 775-445-4262

Western Nevada College  
Child Development Center  
2201 West College Parkway  
Carson City, NV 89703

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<http://www.wnc.edu/cdc/>

## ***Continuing Education***

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### **Class Information**

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- [Class Schedule & Registration: www.campusce.net/wnc](http://www.campusce.net/wnc)

### **Community Education**

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

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

### **Cancellations and Refunds**

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To qualify for a refund, a student must drop a class for which he/she is registered at least five calendar days prior to the start of the class. There is no pro-rating of refunds.

Motorcycle Safety course fees are non-refundable with the exception of class cancellation by the college. Students who are unable to attend an available course in which they have registered may be rescheduled at the Motorcycle Safety Program Coordinator's discretion.

### **Class Locations**

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Community Education classes are offered at all three campus and at numerous satellite locations within our seven county service area. See the [WNC Locations Page](#) for campus maps and location codes used in WNC course schedules.

#### **For additional information, please contact:**

##### **Sue Emmons**

Fallon Campus Coordinator

Phone: 775-423-7565 ext. 2240

E-mail: [Susan.Emmons@wnc.edu](mailto:Susan.Emmons@wnc.edu)

##### **Linda Whitehill**

Carson Campus Coordinator

Phone: 775-445-4268

E-mail: [Linda.Whitehill@wnc.edu](mailto:Linda.Whitehill@wnc.edu)

##### **Community Education: Carson City and Douglas**

Western Nevada College

Phone: 775-445-4268

Fax: 775-445-3286

Donald W. Reynolds Center for Technology 104C

2201 West College Parkway

Carson City, NV 89703

##### **Community Education: Fallon**

Western Nevada College

Phone: 775-423-7565 ext. 2240

Fax: 775-423-8029

Virgil Getto Hall

160 Campus Way

Fallon, NV 89406

# Driver Education

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## Class Information

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- [Class Schedule & Registration: www.campusce.net/wnc](http://www.campusce.net/wnc)

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

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

Students must be at least 15 years of age on the last day of class to be eligible to take the course. Most insurance companies will give a discount for taking a 30-hour driver education course. Students should check with their insurance provider to clarify their individual policy.

During the academic year classes usually run four Saturdays in a row with holiday weekends excluded. The classes run from 8:30 a.m. to 4:30 p.m. with a half-hour lunch break. During winter break, spring break and summer, classes usually run four days in a row. Students must bring their lunch as college food services are not available. Classes cost \$100.

**Please Note: Payment is due at time of registration.**

**For additional information, please contact:**

**Judy Larquier**

Coordinator

Phone: 775-445-4458

E-mail: [Judy.Larquier@wnc.edu](mailto:Judy.Larquier@wnc.edu)

### **Driver Education**

Western Nevada College

Donald W. Reynolds Center for Technology 104E

2201 West College Parkway

Carson City, NV 89703

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This page may contain links that are not visible in a printed format. For complete information visit:

<http://www.wnc.edu/ce/drivereducation/>

## ***Motorcycle Safety***

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### **Class Information**

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- Class Schedule & Registration: [www.campusce.net/wnc](http://www.campusce.net/wnc)

The Motorcycle Safety program is located at the WNC Carson campus and is designed to teach students basic motorcycle safety.

#### **For additional information, please contact:**

##### **Linda Whitehill**

Coordinator

##### **Motorcycle Safety**

Western Nevada College

Donald W. Reynolds Center for Technology 104C

2201 West College Parkway

Carson City, NV 89703

Phone: 775-445-4268

E-mail: [Linda.Whitehill@wnc.edu](mailto:Linda.Whitehill@wnc.edu)

Phone: 775-445-4268

Fax: 775-445-3286

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This page may contain links that are not visible in a printed format. For complete information visit:

<http://www.wnc.edu/ce/mrc/>

## ***Specialty Crop Institute***

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### **Class Information**

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- [Class Schedule & Registration: www.campusce.net/wnc](http://www.campusce.net/wnc)

The Western Nevada College Specialty Crop Institute is an innovative program to provide training for alternative farming methods and for high-desert agriculture unique to Nevada and surrounding regions. The program combines classroom training with on-farm experiences. Instructors are selected on a local and national basis to include the best of industry experts, successful producers and educators.

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

## ***Developmental Education***

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Students who need assistance to become academically prepared for college-level courses may enroll in developmental classes at Western. These courses are available in multiple areas, including English, reading and math, and are designated with numbers below 100 (such as ENG 095). Students who enroll in developmental courses may include high school graduates as well as adults who may have been away from school for some time. Developmental courses seek to help students acquire the skills needed to succeed in college and expand career opportunities.

Developmental courses do not apply toward a WNC degree or honors designation and normally do not transfer to a university. Please see a counselor for more information.

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

## ***Economic/Workforce Development***

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### **Class Information**

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- [Class Schedule & Registration: www.campusce.net/wnc](http://www.campusce.net/wnc)

Western Nevada College provides educational opportunities and training solutions for business, industries and government or non-profit agencies within its wide-spread service area. Assessment, instruction and evaluation are essential components of WNC's programs that include topics such as supervisory training, industrial safety and customer service. Education and training for credit or non-credit can be delivered on-site at the organization or at WNC campuses in Carson City, Fallon or Minden, or in rural communities. Training can also be customized to meet the specific needs of both employers and employees. The development of new programs is often the result. Adaptability and flexibility are key to customized instruction that can be offered at any time during the year, with days and times chosen at the convenience of the organization.

#### **For additional information, please contact:**

**Economic/Workforce Development**      Phone: 775-445-4427  
Western Nevada College                      Fax: 775-445-3148  
Donald W. Reynolds Center for Technology  
2201 West College Parkway  
Carson City, NV 89703

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

## ***Honors Program***

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

### **Benefits:**

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

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

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

To receive honors credit, the student must receive a grade of "B" or better for the course and complete the contracted project to the satisfaction of the course instructor. During the first week of classes, a student should talk to their instructors about participating in the Honors Program.

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

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

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

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

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<http://www.wnc.edu/academics/honors/>

## ***Lifted@Sedway Cafe***

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Lifted at the Sedway Cafe provides a comfortable place to eat, socialize and work.

"Lifted @ Sedway Cafe" on the Carson City campus, Aspen Building, offers a fresh and healthy alternative to the dining norm, for students, faculty, staff, and the general public. Students have a very busy life, and the cafe offers a convenient way to nourish their bodies with a variety of foods.

Lifted features only high quality ingredients - its staff proudly serves organic options whenever available, including organic mixed greens in salads and antibiotic/hormone-free beef. Food is made from scratch and does not contain any hydrogenated oils or high-fructose corn syrup. Wheat-free and dairy-free items are available to accommodate special dietary needs.

All items are available to eat in or take out. For those on the go, call-in orders are accepted and can be picked up. The cafe composts all appropriate materials and uses local farmers whenever possible.

### **Hours**

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- Monday–Thursday: 7:30 am – 7 pm
- Friday: 7:30 am – 2 pm

**For additional information, please contact:**

**Lifted @ Sedway Cafe** Phone: 775-445-3254

Western Nevada College E-mail: [lifted@wnc.edu](mailto:lifted@wnc.edu)

Aspen Building 104

2201 West College Parkway

Carson City, NV 89703

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

## ***Job Board***

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There are a variety of job opportunities at WNC. Some of the links below will lead to external web sites.

### **Academic and Administrative Faculty**

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Listings of academic and administrative faculty positions at Western Nevada College available at <https://jobs.wnc.edu/>.

### **Part-Time Faculty**

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Listings of part-time faculty positions available at <https://jobs.wnc.edu/>. Applications are accepted on an ongoing basis. Completed applications are kept in the applicant pool for six months. Applicants are notified via email to recertify their application if they wish to be considered for future vacancies. Positions are filled as vacancies occur.

### **Classified Staff**

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Listings of classified staff positions at Western Nevada College are available at <http://www.bcn-nshe.org/hr/employment/>. WNC support staff are state of Nevada "classified" employees.

### **Student Jobs**

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

- [On-Campus Jobs](#)
- [Off-Campus Jobs](#)

WNC is guided by the principle that there shall be no difference in the treatment of persons because of race, religion, color, age, gender, including a pregnancy-related condition, sexual orientation, military status or military obligations, disability, including veterans with service-connected disabilities, or national origin, and that equal opportunity and access to facilities shall be available to all. Similarly, there shall be no difference in the treatment of persons who file charges of discrimination, participate in a discrimination proceeding, or otherwise oppose discrimination. It is our policy to comply fully with the non-discrimination provision of all state and federal regulations with regard to recruitment, admission, financial aid, activities, hiring, promotions, training, terminations, benefits and compensation.

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<http://www.wnc.edu/jobs/>

## ***Library & Media Services***

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Library & Media Services is responsible for library services, audiovisual support, interactive video (IAV), and distance education for WNC. It operates full service libraries on both the Carson and Fallon campuses and provides library and media support to the Douglas campus and all learning centers in the WNC service area. It also provides an extensive online collection available through this web site. Students can access thousands of articles using the research tools listed under the "I am looking for" link above. Use these [off-campus login instructions](#) to access the library databases remotely.

Western Nevada College is a comprehensive college which serves more than 6,000 students each semester within an 18,000-square-mile service area. One of four community colleges within the Nevada System of Higher Education, it is accredited by the Northwest Association of Schools and of Colleges and Universities.

### **The Library Mission**

*The mission of the Western Nevada College Library & Media Services is to support the educational programs of the college throughout the service area; to foster the ability of students, faculty, and staff to use information sources independently and effectively; and to provide a physical and virtual environment conducive to learning.*

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<http://library.wnc.edu/aboutthelibrary/index.html>

# Online Learning

## Western Nevada College Policies

### Policy 3-3-11: Distance Education Online Policy

<b>Procedure:</b>	<b>Distance Education Online Policy</b>
<b>Policy No.:</b>	3-3-11
<b>Department:</b>	Academic & Student Affairs
<b>Contact:</b>	Vice President of Academic and Student Affairs
<b>Policy:</b>	Distance Education Online Policy

#### Introduction

#### Faculty Training

#### Course Development

#### Course Delivery

#### Online Peer Course Review

#### o **Section 1: Introduction**

##### A. NSHE Code: Definition of Distance Education (Section 11)

1. The term "distance education" means a formal educational process in which the majority of the instruction occurs when the student and instructor are separated by geographic distance or time. Instruction may be synchronous or asynchronous. Distance education may employ correspondence study, audio, or other electronically mediated technologies.

##### B. Western Nevada College offers online courses in a learning centered environment that fulfill the same objectives, meet the same outcomes, and are assessed with the same rigor as traditional courses. Just as traditional courses observe standards appropriate to that mode, online courses observe the guidelines and standards defined in this document.

##### C. All WNC courses will adhere to current WNC policies and bylaws, and to all NSHE requirements.

##### D. Definitions

1. Online Course - An online course provides all instruction in an asynchronous manner and has limited or no regular on-campus schedule, with the exception of proctored assignments when applicable. Synchronous chat room activities may be used when appropriate.
2. Web-Enhanced Course - A web-enhanced course shall have flexible learning formats to enhance student learning. It shall include an in-class component, but the format may differ from a traditional course by using flexible class meeting times, online components, and/or other delivery modalities (such as video, interactive video, cable media, other).
3. Traditional Course - A traditional course conducts all class sessions on campus in a synchronous manner. Traditional courses may use Web resources such as class notes, quizzes, and other class resources. Web assignments for traditional courses may be asynchronous. Students enrolled in traditional courses with important or required web components may access any online course components through WNC computer labs.

#### o **Section 2: Faculty Training**

##### A. All Faculty teaching web or web enhanced courses for the first time are required to attend training prior to teaching their first session of that class in the accepted LMS used by WNC. The Distance Education (DE) Coordinator will notify the Distance Education Committee and the Academic Director of instructors who have met the training requirements.

##### B. Academic Director will complete LMS training.

##### C. The institution provides appropriate training and the opportunity for exposure to new and innovative technologies, tools and software for enhancing access and learning.

##### D. The instructor ensures approval and/or copyright permissions and clearance for all multimedia that will

be used in their courses.

E. Western Nevada copyright policy must be followed: (<http://www.wnc.edu/policymanual/3-2-8.php>)

o **Section 3: Course Development**

- A. Approval for a new web course must be obtained from the Academic Director.
- B. Refer to course development procedure (To Be Developed)

o **Section 4: Course Delivery**

- A. All online and web enhanced courses must be delivered in the accepted WNC LMS.
- B. All web classes with content must be complete two weeks prior the semester in which it is to be taught.
- C. All courses will be available by 8:00 AM on the first day of instruction.
- D. Faculty will login to all web classes a minimum of three times weekly, evenly spaced to ensure proper student/instructor interaction.
- E. Faculty will respond to student communications within 48 hours except during weekends and holidays (this should be stated in the syllabus).
- F. Faculty will return graded assignments in a timely manner, consistent with the nature of the assignment and the general guidelines for reviewing the assignments posted in the course.
- G. Online Course Proctoring
  - 1. Online course proctoring insures equal access for all students.
    - a. Students who are participating in an online course are allowed to complete proctored exams at any college-approved proctoring site.
    - b. Approved sites may include schools, libraries, colleges and organizations actively engaged in learning and proctoring capability.
    - c. Students have the responsibility of procuring an acceptable proctoring site and communicating this information to the course instructors.
    - d. Online course instructors will facilitate the completion of the proctored exam. This could include several process steps.
      - 1. Contacting the test proctor.
      - 2. Transmitting the testing materials to the proctoring site.
      - 3. Informing the proctor of any special handling instructions.
    - e. Students will be required to provide proper identification when they attend the proctoring session. This ID will in the form of a photo ID which could be a driver's license, State-issued photo ID, military ID, or passport.
    - f. Online proctoring is available and can be set up through the course instructor. Students will be assessed an additional fee for this service.

o **Section 5: Online Peer Course Review**

- A. WNC is a Quality Matters (QM) college.
  - 1. All new on-line courses will be QM reviewed prior to being taught.
  - 2. All courses that are currently taught on-line will be brought up to QM standards as time allows; no longer than five (5) years from the date of this policy going into effect.
  - 3. All QM reviewers will have completed the QM reviewers's course.
- B. Online Course Review Process
  - 1. The Distance Education coordinator will facilitate the review process. The DE coordinator will not be a member of the review group.
  - 2. All reviews will be performed by a QM review group, formed from a pool of academic faculty who are certified QM reviewers.
  - 3. If the rating by the QM review group is below QM standard, the QM review group will work with the course instructor to bring the course up to QM standards.
  - 4. Upon completion of the review, the QM review group chair will provide the Academic Director and the DE coordinator with the results of the review.

**Date Adopted** April 6, 2012

**Dates Revised** June 19, 2013

**Printed: September 8, 2014**

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<http://www.wnc.edu/wnconline/>

## ***Student Ambassadors***

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The WNC student ambassadors are a group of outstanding students who represent WNC on and off campus. The program is designed to engage prospective students, actively recruit at high schools, speak to civic organizations, conduct campus tours and assist during WNC activities. WNC Student Ambassadors promote WNC and personalize the college to prospective students, their parents, and visitors.

### **Team Attitude**

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The WNC Student Ambassador Program is focused on the goals of teamwork and equal contribution by all members. The success of the program relies on the students' involvement and working together as a team to become leaders among all WNC students. The WNC Student Ambassador program develops student leaders who practice teamwork, self-motivation, creativity, and friendship.

### **A WNC Student Ambassador is:**

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- A team player dedicated to promoting WNC
- An honest individual who works well with others
- An energetic leader who knows how to think big and motivate others
- A leader who knows that hard work and persistence are valuable traits

### **For additional information, please contact:**

#### **Shelly Bale**

Student Center Manager

Phone: 775-445-3324

E-mail: [Shelly.Bale@wnc.edu](mailto:Shelly.Bale@wnc.edu)

#### **J.W. Lazzari**

Bridge to Success Ambassador Coordinator

Phone: 775-445-3259 ext.

E-mail: [John.Lazzari@wnc.edu](mailto:John.Lazzari@wnc.edu)

#### **Student Ambassadors**

Western Nevada College

Phone: 775-445-3324

Fax: 775-445-3284

Joe Dini Library and Student Center 105A

2201 West College Parkway

Carson City, NV 89703

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[http://www.wnc.edu/student-services/student\\_ambassadors/](http://www.wnc.edu/student-services/student_ambassadors/)

## ***Student Life***

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

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

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[http://www.wnc.edu/student\\_life](http://www.wnc.edu/student_life)

## ***Student Government***

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

Any student who is enrolled at WNC can be a member of the ASWN.

If you have any questions about the ASWN or how we can help you, please feel free to contact us.

**For additional information, please contact:**

**Shelly Bale**

Advisor

Phone: 775-445-3324

E-mail: [Shelly.Bale@wnc.edu](mailto:Shelly.Bale@wnc.edu)

**Associated Students of Western Nevada**

Western Nevada College

Joe Dini Library and Student Center 105

2201 West College Parkway

Carson City, NV 89703

Phone: 775-445-3323

E-mail: [aswn@wnc.edu](mailto:aswn@wnc.edu)

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<http://www.wnc.edu/clubs/aswn/>

## ***Student Organizations***

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

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<http://www.wnc.edu/clubs/>

## **Placement Testing**

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Every student planning to register for English and math courses at WNC must take placement tests. Testing will assess a student's current skills in reading, writing and mathematics. Test results will help students select appropriate courses to take at WNC. In some cases, there are also qualifying test scores for course enrollment.

**For more information about the Accuplacer exam, visit:**

- [www.collegeboard.com/student/testing/accuplacer](http://www.collegeboard.com/student/testing/accuplacer)

Those with recent ACT/SAT scores or with appropriate prerequisite courses from other colleges may be exempt. Students who are not sure if they need to test should contact a counselor.

### **ACT and SAT required scores:**

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	<b>ACT</b>	<b>SAT</b>
English 101	21	510
Math 095	17	400
Math 096	19	470
Math 120	22	500
Math 126	22	500
Math 127	25	560
Math 128	22	500
Math 176	25	560
Math 181	28	630
Stats 152	25	560

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

There is \$15 testing fee for proctored tests (WNC staff and students are exempt).

To schedule a testing appointment or for further information:

Carson City: 775-445-3267

Fallon: 775-423-7565

Douglas: 775-782-2413

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[http://www.wnc.edu/student-services/counseling/placement\\_testing.php](http://www.wnc.edu/student-services/counseling/placement_testing.php)

## ***GED Testing***

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<http://www.wnc.edu/student-services/abe/ged.php>

## ***IMPORTANT TERMS/GLOSSARY***

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Jump To: [A](#) • [B](#) • [C](#) • [D](#) • [E](#) • [F](#) • [G](#) • [L](#) • [M](#) • [N](#) • [O](#) • [P](#) • [R](#) • [S](#) • [T](#) • [U](#) • [W](#) • [M](#)

### **A**

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#### **Academic Probation**

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

#### **Accreditation**

The process by which a private, non-governmental body evaluates an educational institution or program of study and formally recognizes it as having met certain predetermined criteria or standards. The process involves initial and periodic self-study and evaluation by peers. Accreditation implies stimulation toward quality improvement beyond the minimum standards specified by the accrediting body. The essential purpose of the accreditation process is to provide a professional judgement as to the quality of the educational institution or program offered and to encourage continual improvement thereof.

#### **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.

#### **Articulation Agreement**

An agreement between a community college and a four-year college regarding which courses will transfer from one school to the other.

#### **Associate Degree**

A lower division undergraduate degree normally representing about two years (60 semester or 90 quarter units) of college study or its equivalent in depth and quality of learning experience.

#### **Audit**

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

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### **B**

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#### **Bachelor's Degree**

An undergraduate degree normally representing about four years (120 semester or 180 quarter units) of college study, or its equivalent in depth and quality of learning experience.

#### **Blended Class**

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

#### **Bona Fide Resident**

An independent person who has continuous physical presence in the state of Nevada for a minimum of 12 consecutive months, who has no ties to any other state, and who has the intent to permanently reside in the state of Nevada. For a dependent person, the family, spouse or legal guardian must have continuous physical presence in Nevada as described above.

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### **C**

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#### **Canvas**

WNC's online learning management system.

#### Certificate or Certificate of Achievement

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

#### Certification and Licensing Preparation

One of a variety of non-degree academic programs designed to prepare students for external certification or licensing exams.

#### 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.

#### Course Numbering

All courses in the WNC catalog are assigned a number (i.e. ENG 101). How courses are numbered determines how the course will transfer to most four year colleges and universities. See the [course transferability guidelines](#) for more information.

#### Credit

See unit. The numerical value received for completing a course.

#### Credit Hour

See unit hour.

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## D

#### Date of Matriculation

The date of the first day of instruction in the semester or term of initial enrollment.

#### Degree

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

#### Developmental Course

A college preparatory course with a number below 100; does not apply toward a WNC degree.

#### Distance Education

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

#### Drop

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

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## E

#### Elective

While students are required to take certain courses to fulfill their stated academic program, they can also choose, or "elect" to take others. These courses, which also apply towards graduation, are called "electives." Students do not have to limit course selection to their major. They may also enroll in classes that interest them .

#### 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.

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## F

## Family

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

## Flex Class

Academic course that has an established meeting time and location, while at the same time it is broadcast live and recorded for viewing online.

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## G

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### General Education

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

### General Education Course

A course that fulfills a general education requirement.

### General Elective Course

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

### Good Standing

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

### GPA (Grade Point Average)

Number determined by dividing the sum of grade points earned by the number of credit hours attempted.

### Grading System: Grade

A course that is taught on the standard letter/grade point grading system. [More Information](#)

### Grading System: Non-Credit

A course that is offered for no credits and will not apply to a WNC degree or transfer to another college or educational institution. [More Information](#)

### Grading System: Pass/Fail

A course that is taught on a Pass/Fail basis only. [More Information](#)

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## L

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### Lecture Capture

A form of technology used to broadcast and record a class for live or viewing later.

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## M

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### Major or Emphasis

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

### Major or Emphasis Course

A course that fulfills a requirement towards the student's chosen major or emphasis.

### Mediasite

The software that the college uses to broadcast and record lecture capture classes

### Minor

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

### Minor Course

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

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## **m**

### myWNC

The college's online class registration and student information system.

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## **N**

### Non-transferable Course

A course that is acceptable for certain WNC degree and certificate programs but will not be accepted at the University of Nevada, Reno or the University of Nevada, Las Vegas. The course may be transferable to other colleges; the receiving institution makes the decision. These courses are indicated with a non-transferable course attribute in the myWNC course catalog.

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## **O**

### Occupational Course

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

### Open Entry, Open Exit (OEOE)

Courses that involve individualized instruction that students may enroll in and complete at designated times during the semester.

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## **P**

### Parallel Course

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

### Prerequisite

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

### Probation

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

### Program

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

### Program Elective

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

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## **R**

### Registration

Before the beginning of each semester, students must sign up, or register, for classes and pay fees. Class registration is completed using myWNC ([my.wnc.edu](http://my.wnc.edu))

### Repeating Courses

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

### Resident

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

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## **S**

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### **Semester**

WNC operates on a semester schedule. The school year is divided into two equal semesters (fall and spring), and there is an additional, shorter summer term. The fall semester usually begins late in August and the spring semester usually begins in January.

### **Special Topics**

Courses designated as special topic courses are courses that can be taught on a variety of topics, which can differ for each class. The course topic will not appear on a transcript.

### **Specialization**

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

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## **T**

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### **Transcript**

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

### **Transfer Programs**

A program of study similar to a degree program that does not carry a degree, but is designed to facilitate the transfer of credits to another school's degree program.

### **Transferable Course**

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

### **Tuition**

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

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## **U**

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### **Unit**

Formerly referred to as a credit, the numerical value received for completing a course.

### **Unit Hour**

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

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## **W**

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### **Web Education**

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

### **Web Enhanced Class**

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

### **Withdrawal**

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

college.

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<http://www.wnc.edu/glossary/>

# ***GENERAL EDUCATION LEARNING OUTCOMES***

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## **General Education Mission**

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

## **General Education Learning Outcomes**

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Students who complete a degree at WNC are expected to demonstrate:

- college-level skills in reading, writing, and oral communication appropriate to their degree and/or emphasis.
- appropriate college-level mathematical skills.
- problem solving, creative, and critical thinking skills.
- effective and efficient learning skills, including the location and evaluation of information.
- knowledge of the basic principles and processes of government at the local, state and national levels.
- an understanding of scientific inquiry and the role of science and technology in the modern world.
- an understanding of the methods of social science principles and their application in social and civic engagement.
- an understanding of fine arts or performing arts.
- an understanding of the importance of cultural traditions, diversity, and ethics in the modern world.

Students completing a certificate of achievement at WNC are expected to demonstrate appropriate communication, computational, and human relations skills.

### **For additional information, please contact:**

**General Education** Phone: 775-445-3000

Western Nevada College  
2201 West College Parkway  
Carson City, NV 89703

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[http://www.wnc.edu/academics/general\\_education/](http://www.wnc.edu/academics/general_education/)

## Divisions

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The following are the academic divisions of WNC. Additional information about disciplines and academic programs of study can be found on each individual division webpage.

### Career and Technical Education

- [Accounting \(ACC\)](#)
- [Air Conditioning \(AC\)](#)
- [American Sign Language \(AM\)](#)
- [Applied Industrial Technology \(AIT\)](#)
- [Automotive Auto Body \(AUTB\)](#)
- [Automotive Mechanics \(AUTO\)](#)
- [Building Inspection \(BI\)](#)
- [Business \(BUS\)](#)
- [CISCO Technology \(CSCO\)](#)
- [Civil Engineering \(CEE\)](#)
- [Computer Aided Drafting \(CADD\)](#)
- [Computer Applications \(CA\)](#)
- [Computer Information Technology \(CIT\)](#)
- [Computer Office Technology \(COT\)](#)
- [Construction \(CONS\)](#)
- [Construction Management \(CEM\)](#)
- [Counseling and Educational Psychology \(CEP\)](#)
- [Counseling and Personal Development \(CPD\)](#)
- [Criminal Justice \(CRJ\)](#)
- [Drafting \(DFT\)](#)
- [Early Childhood Education \(ECE\)](#)
- [Economics \(ECON\)](#)
- [Education \(EDU\)](#)
- [Educational Professional Development \(EPD\)](#)
- [Educational Psychology \(EPY\)](#)
- [Electrical Theory \(ELM\)](#)
- [Electronics Technology \(ET\)](#)
- [Energy \(ENRG\)](#)
- [Finance \(FIN\)](#)
- [Graphic Communications \(GRC\)](#)
- [Human Development & Family Studies \(HDFS\)](#)
- [Informatics \(INF\)](#)
- [Information Systems \(IS\)](#)
- [Machine Tool Technology \(MTT\)](#)
- [Management \(MGT\)](#)
- [Marketing \(MKT\)](#)
- [Mechanical Technology \(MT\)](#)
- [Power Equipment Technician \(PET\)](#)
- [Real Estate \(RE\)](#)
- [Recreation & Physical Education \(PEX\)](#)
- [Senior Computing \(SENR\)](#)
- [Surveying \(SUR\)](#)
- [Welding \(WELD\)](#)
- [Woodworking \(WOOD\)](#)

### Liberal Arts

- [Anthropology \(ANTH\)](#)
- [Arabic \(ARA\)](#)
- [Art \(ART\)](#)
- [Astronomy \(AST\)](#)
- [Atmospheric Sciences \(ATMS\)](#)
- [Biology \(BIOL\)](#)
- [Chemistry \(CHEM\)](#)

- [Chinese \(CHI\)](#)
- [Communication \(COM\)](#)
- [Computer Engineering \(CPE\)](#)
- [Computer Science \(CS\)](#)
- [Core Humanities \(CH\)](#)
- [Crafts \(CR\)](#)
- [Dance \(DAN\)](#)
- [Electrical Engineering \(EE\)](#)
- [Engineering \(ENGR\)](#)
- [English \(ENG\)](#)
- [Environmental Studies \(ENV\)](#)
- [French \(FREN\)](#)
- [Geographic Information Systems \(GIS\)](#)
- [Geography \(GEOG\)](#)
- [Geology \(GEOL\)](#)
- [German \(GER\)](#)
- [History \(HIST\)](#)
- [Holocaust, Genocide and Peace Studies \(HGPS\)](#)
- [Humanities \(HUM\)](#)
- [Italian \(ITAL\)](#)
- [Japanese \(JPN\)](#)
- [Journalism \(JOUR\)](#)
- [Mathematics \(MATH\)](#)
- [Mechanical Engineering \(ME\)](#)
- [Music \(MUS\)](#)
- [Music: Applied \(MUSA\)](#)
- [Music: Ensemble \(MUSE\)](#)
- [Natural Resources \(NRES\)](#)
- [Nutrition \(NUTR\)](#)
- [Philosophy \(PHIL\)](#)
- [Physics \(PHYS\)](#)
- [Political Science \(PSC\)](#)
- [Psychology \(PSY\)](#)
- [Reading \(READ\)](#)
- [Russian \(RUS\)](#)
- [Social Work \(SW\)](#)
- [Sociology \(SOC\)](#)
- [Spanish \(SPAN\)](#)
- [Statistics \(STAT\)](#)
- [Theatre \(THTR\)](#)

#### **Nursing and Allied Health**

- [Community Health Sciences \(CHS\)](#)
- [Emergency Medical Services \(EMS\)](#)
- [Health Information Technology \(HIT\)](#)
- [Laboratory Technician \(LTE\)](#)
- [Nursing \(NURS\)](#)

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[http://www.wnc.edu/college\\_catalog/divisions](http://www.wnc.edu/college_catalog/divisions)

## ***Transfer Degree Information***

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The Associate of Arts and Associate of Science degrees are primarily for students who plan to transfer from WNC to a four-year college or university to pursue a baccalaureate degree in liberal arts, sciences, humanities, math or related areas. Every year, large numbers of WNC students successfully transfer to other schools. Each school has its own specific requirements and recommended electives for its various emphases.

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

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

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.

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

The Associate of Science degrees are primarily for the student who plans to transfer from WNC to a four-year college or university to pursue a baccalaureate degree in sciences, math or related areas.

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# Associate of Arts Degree

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

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

Courses that are not transferable to an NSHE institution do not apply toward an Associate of Arts degree and are indicated with a non-transferable course attribute in the course catalog.

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

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

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

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

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

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

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- Art: [100](#), [101\\*](#), [124](#), [160](#), [224](#), [260](#), [261](#)
- Dance: [101](#)
- Humanities: [101](#)
- Music: [111](#), [121](#), [124](#), [125](#), [134](#)
- Music: Ensemble: [101\\*](#)
- Theatre: [100](#), [105\\*](#), [180](#)

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

### Humanities Requirement: 6 Units (Credits)

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UNR transfer students, choose one from Group A and one from Group B

- Core Humanities: [201](#), [202](#)
- English: [200](#), [223](#), [250](#), [261](#), [266](#), [267](#), [271](#), [275](#)
- History: [105](#), [106](#), [207](#), [247](#)
- Philosophy (Except PHIL 102, 114)

#### Group A

- Core Humanities: [201](#)
- History: [105](#)
- Philosophy: [200](#)

#### Group B

- Core Humanities: [202](#)
- History: [106](#)
- Philosophy: [207](#)

### Mathematics Requirement: 3 Units (Credits)

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- Mathematics: [120](#), [126](#), [127](#), [128](#), [176](#), [181](#), [182](#), [283](#), [285](#)
- Statistics: [152](#)

### Science Requirement: 6 Units (Credits)

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At least one lab science course recommended.

- Anthropology: [102](#)
- Astronomy: [109](#), [110](#), [120](#)
- Atmospheric Sciences: [117](#)

- Biology: [100](#), [113](#), [190](#) & [190L](#), [191](#) & [191L](#), [200](#)
- Chemistry: [100](#), [121\\*](#), [122](#)
- Environmental Studies: [100](#)
- Geography: [103](#), [104](#)
- Geology: [100](#), [101](#), [102](#), [103](#), [105](#), [127](#), [132](#), [201](#)
- Nutrition: [121](#)
- Physics: [100](#), [151](#), [152](#), [180](#) & [180L](#), [181](#) & [181L](#), [182](#) & [182L](#)

\* Completion of CHEM121, BIOL 223 and BIOL224, and BIOL251 fulfills the science general education requirement.

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

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- Anthropology: [101](#), [201](#), [202](#), [210](#), [212](#), [215](#)
- Core Humanities: [203](#)
- Criminal Justice: [101](#), [102](#), [220](#), [230](#), [270](#)
- Economics: [100](#), [102](#), [103](#)
- Geography: [106](#), [200](#)
- History: [101](#), [102](#), [111](#), [217](#), [295](#)
- Political Science: [103](#), [105](#), [108](#), [208](#), [231](#), [295](#), [299](#)
- Psychology (Except PSY 210)
- Sociology (Except SOC 210)

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

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Must meet both requirements. Choose from:

- Core Humanities: [203](#)
- History: [111\\*](#)
- History: [101\\*](#) & [102\\*](#)
- History: [101\\*](#) & [217\\*](#)
- Political Science: [103\\*](#)
- History and Political Science Combination ([History 101\\*](#) and [Political Science 208\\*](#))

\* These courses will not fulfill UNR's CH203 requirement if taken after the student has been admitted and enrolled at UNR.

### **Transfer requirements or general electives: 25–30 (Credits)**

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

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<http://www.wnc.edu/academics/degrees/aa/>

# Associate of Science Degree

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## A Transfer Degree

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

The AS degree is primarily for the student who plans to transfer with junior standing to a four-year college or university for a baccalaureate degree. Satisfactory completion of an AS degree guarantees completion of the lower division general education requirements at UNR, UNLV or NSC. Students intending to transfer to other schools should see a counselor or follow the catalog of the transfer school.

Courses with a number under 100 (such as ENG 95) are not applicable toward this degree. All courses counted toward this degree must be university transferable. Courses that are not transferable to an NSHE institution do not apply toward an AS degree and are indicated with a non-transferable course attribute in the myWNC course catalog.

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

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

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

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

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

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

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- Art: [100](#), [101\\*](#), [124](#), [160](#), [224](#), [260](#), [261](#)
- Dance: [101](#)
- Humanities: [101](#)
- Music: [111](#), [121](#), [124](#), [125](#), [134](#)
- Music: Ensemble: [101\\*](#)
- Theatre: [100](#), [105\\*](#), [180](#)

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

### Humanities Requirement: 6 Units (Credits)

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UNR transfer students, choose one from Group A and one from Group B

- Core Humanities: [201](#), [202](#)
- English: [200](#), [223](#), [250](#), [261](#), [266](#), [267](#), [271](#), [275](#)
- History: [105](#), [106](#), [207](#), [247](#)
- Philosophy (Except PHIL 102, 114)

#### Group A

- Core Humanities: [201](#)
- History: [105](#)
- Philosophy: [200](#)

#### Group B

- Core Humanities: [202](#)
- History: [106](#)
- Philosophy: [207](#)

### Mathematics Requirement: 6 Units (Credits)

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MATH 181 or higher required.

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

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

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Choose a minimum of six units from Group A and/or Group B.

**Group A**

- Biology: [190](#) & [190L](#), [191](#) & [191L](#)
- Chemistry: [121](#), [122](#)
- Geology: [101](#), [103](#)
- Physics: [151](#), [152](#), [180](#) & [180L](#), [181](#) & [181L](#), [182](#) & [182L](#)

**Group B**

- Anthropology: [102](#), [110L](#)
- Astronomy: [109](#), [110](#), [120](#)
- Geography: [103](#), [104](#)

**Group C**

- Atmospheric Sciences: [117](#)
- Biology: [200](#), [223](#), [224](#), [251](#)
- Chemistry: [220](#)
- Computer Engineering: [201](#)
- Computer Science: [135](#), [202](#)
- Geology: [105](#)
- Engineering: [100](#)
- Mechanical Engineering: [241](#), [242](#)

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

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- Anthropology: [101](#), [201](#), [202](#), [210](#), [212](#), [215](#)
- Core Humanities: [203](#)
- Criminal Justice: [101](#), [102](#), [220](#), [230](#), [270](#)
- Economics: [100](#), [102](#), [103](#)
- Geography: [106](#), [200](#)
- History: [101](#), [102](#), [111](#), [217](#), [295](#)
- Political Science: [103](#), [105](#), [108](#), [208](#), [231](#), [295](#), [299](#)
- Psychology: [101](#), [102](#), [130](#), [233](#), [234](#), [240](#), [241](#), [261](#), [290](#), [299](#)
- Sociology: [101](#), [102](#), [202](#), [205](#), [261](#), [275](#)

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

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Must meet both requirements. Choose from:

- Core Humanities: [203](#)
- History: [111](#)\*
- History: [101](#)\* & [102](#)\*
- History: [101](#)\* & [217](#)\*
- Political Science: [103](#)\*
- History and Political Science Combination (History [101](#)\* & Political Science [208](#)\*)

\* These courses will not fulfill UNR's CH 203 requirement if taken after the student has been admitted and enrolled at UNR.

**Transfer Requirements and General Electives (16–21 units)**

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

# Associate of General Studies Degree

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## The Degree to Meet a Variety of Needs

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

It is recommended that anyone planning to attend the University of Nevada, Reno complete ENG 101 and 102, MATH 120 or a higher level math, and science/social science courses that fulfill UNR's core curriculum requirements.

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

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

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

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

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Must include a unit-credit writing course.

- Business: [107](#), [108](#)
- Communication: [101](#), [102](#), [113](#)
- Criminal Justice: [103](#)
- English
- Journalism: [201](#)
- Reading
- Writing Course ([Business 108](#), [English 100](#), [English 101](#), [English 102](#), [English 107](#) or any other 200 level English class)

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

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- [American Sign Language](#)
- [Art](#)
- Core Humanities: [201](#), [202](#)
- [Crafts](#)
- Dance: [101](#)
- English: [190](#), [200](#), [223](#), [243](#), [250](#), [252](#), [267](#), [271](#), [282](#), [297](#)
- Foreign Languages
- [Graphic Communications](#)
- History: [105](#), [106](#), [207](#), [247](#)
- Humanities: [101](#)
- [Music](#)
- [Philosophy](#) (Except PHIL 102, 114)
- Theatre: [100](#), [105](#), [180](#)

### Mathematics Requirement: 3 Units (Credits)

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- Business: [109](#)
- Economics: [261](#), [262](#)
- [Mathematics](#)
- Psychology: [210](#)
- Real Estate: [102](#)
- Sociology: [210](#)
- Statistics: [152](#)

### Science Requirement: 3 Units (Credits)

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- Anthropology: [102](#), [110L](#)
- Astronomy: [109](#), [110](#), [120](#)

- Atmospheric Sciences: [117](#)
- Biology (Except BIOL 208, 223, 224, 251)
- Chemistry (Except CHEM 220, 241, 241L, 242, 242L)
- Environmental Studies
- Geography: [103](#), [104](#)
- Geology (Except GEOL 111, 112, 113, 299)
- Natural Resources: [101](#)
- Nutrition: [121](#)
- Physics (Except PHYS 293)

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

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

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

Must meet both requirements. Choose from:

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

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

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

# ***Bachelor of Technology Degree Information***

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An Applied Baccalaureate Degree

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

To learn more about the Bachelor of Technology degree program, please see a WNC counselor.

Courses with a number under 100 (such as ENG095) are not applicable toward a Bachelor of Technology degree at WNC.

**Requirements:** A minimum of 120 total credits chosen from the following categories:

## **Capstone: 9 Units (Credits)**

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- Communication: [412](#)
- Construction Management: [456](#)
- Economics: [334](#), [365](#)
- Management: [462](#), [469](#)

## **English/Communications Requirement: 9 Units (Credits)**

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### **Communications**

- Business: [107](#)
- Communication: [101](#), [102](#), [113](#), [213](#)

### **English**

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

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

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- Art: [100](#), [101](#), [124](#), [160](#), [224](#), [260](#), [261](#)
- Dance: [101](#)
- Humanities: [101](#)
- Music: [111](#), [121](#), [124](#), [125](#), [134](#)
- Music: Ensemble: [101](#)
- Theatre: [100](#), [105](#), [180](#)

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

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- Core Humanities: [201](#), [202](#)
- English: [200](#), [223](#), [243](#), [250](#), [261](#), [266](#), [267](#), [271](#), [275](#)
- History: [105](#), [106](#), [207](#), [247](#)
- Philosophy (Except PHIL 102, 114)

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

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A minimum of 4 units in mathematics and 6 units in science.

### **Mathematics**

- Mathematics: [126](#) & [127](#), [128\\*](#)
- Statistics: [152](#)

### **Science**

- Chemistry: [100](#), [121](#), [201](#)
- Environmental Studies: [100](#)
- Geology: [100](#), [101](#), [103](#)
- Physics: [100](#), [151](#), [180\\*](#)

\* or higher

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

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- Anthropology: [101](#), [201](#), [202](#), [210](#), [212](#), [215](#)
- Core Humanities: [203](#)
- Criminal Justice: [101](#), [102](#), [220](#), [230](#), [270](#)
- Geography: [106](#), [200](#)
- History: [101](#), [102](#), [111](#), [217](#), [295](#)
- Political Science: [103](#), [105](#), [108](#), [208](#), [231](#), [295](#), [299](#)
- [Psychology](#) (Except PSY 210)
- [Sociology](#) (Except SOC 210)

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

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Must meet both requirements.

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

### **Program Requirements**

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General Electives: 8 Units (credits)

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# Construction Management

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## Bachelor of Technology

The Bachelor of Technology degree in Construction Management provides associate degree students, new students and skilled workers an educational route toward a career as a construction manager or supervisor. The 120-unit program combines knowledge in construction methods, planning and project management with business and supervisory skills. This program allows those who have completed an associate degree in construction technology to progress academically and earn a bachelor's degree. It also allows those already working in the construction field to enroll in an applicable baccalaureate degree program and expand career advancement possibilities. Students must meet with a counselor and be admitted into the program.

**Salary:** \$66,050–\$110,910 / year (Nevada)

**Career Outlook:** Average growth; Changes in building technology and policies may increase the need for construction managers.

**Good To Know:** Construction managers will often work in a field office, on the construction site of buildings, roads or bridges. 64% are self-employed as general contractors.

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

**Total Requirements:** 120 Units (Credits)

### Business and Management Core Requirements 12 Units (Credits)

BUS 101 Introduction to Business

ACC 201 Financial Accounting 3

#### Choose 3 units of the following economics courses:

ECON 100 Introduction to Economics 3

ECON 102 Principles of Microeconomics 3

ECON 103 Principles of Macroeconomics 3

#### Choose 3 units of the following management courses:

MGT 323 Organizational Behavior and Interpersonal Behavior 3

MGT 367 Human Resource Management 3

### Program Requirements 58 Units (Credits)

BI 101 Introduction to Building Codes 3

CADD 100 Introduction to Computer Aided Drafting 3

CEE 411 Environmental Law 3

CEE 462 Construction Cost Estimating 3

CEE 463 Project Scheduling 3

CEE 464 Construction Law 2

CEE 465 Construction Cost Accounting 2

CEE 466 Construction Management 2

CEE 495 Special Topics 3

CEM 330 Soils and Foundations for Construction 3

CONS 108 Construction Materials and Methods 3

CONS 114 Soils, Sitework, Concrete and Testing 3

CONS 118 Construction Contract Documents 3

CONS 121 Principles of Construction Estimating 3

CONS 205 Construction Site Safety 2

CONS 216 Structural Layout Assembly 2

CONS 281 Construction Planning Scheduling And Control 3

CONS 351 Advanced Project Supervision 3

CONS 451 Advanced Internship in Construction 3

SUR 161 Elementary Surveying 4

#### Choose 3 units of the following IT Science/Computer Science courses:

IS 101 Introduction to Information Systems 3

IS 201 Computer Applications 3  
Any CIT or CADD course

**General Education Requirements 50 Units (Credits)**

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

COM 412, CEM 456, ECON 334, ECON 365, MGT 462, MGT 469

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

BUS 107, COM 101, COM 102, COM 113, COM 213, ENG 100, ENG 101, ENG 102

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

ART 100, ART 101, ART 124, ART 160, ART 224, ART 260, ART 261, DAN 101,

HUM 101, MUS 111, MUS 121, MUS 124, MUS 125, MUS 134, MUSE 101,

THTR 100, THTR 105, THTR 180

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

CH 201, CH 202, ENG 200, ENG 223, ENG 243, ENG 250, ENG 252, ENG 261,

ENG 266, ENG 267, ENG 271, ENG 275, HIST 105, HIST 106, HIST 207, HIST 247,

PHIL (except for PHIL 102, PHIL 114)

**Mathematics and Science Requirements - 12 units. Choose from:**

a Minimum of 4 units in mathematics and 6 units in science

MATH126 & MATH 127, MATH 128 or higher, STAT 152, CHEM 100, CHEM 121,

CHEM201, ENV 100, GEOL 100, GEOL 101, GEOL 103, PHYS 100, PHYS 151,

PHYS 180.

**Social Sciences Requirement - 3 units. Choose from:**

ANTH 101, ANTH 201, ANTH 202, ANTH 210, ANTH 212, CH 203, CRJ 101,

CRJ 102, CRJ 220, CRJ 230, CRJ 270, GEOG 106, HIST 101, HIST 102, HIST 111,

HIST 217, HIST 295, JOUR 101, PSC 103, PSC 108, PSC 208, PSC 231, PSC 295,

PSC 299, SW220, PSY (Except PSY 210), SOC (Except SOC 210)

**U.S. and Nevada Constitution Requirements - 3 units Choose from:**

CH 203, HIST 111, HIST 101 & HIST 217, HIST 101 & HIST 102, PSC 103, HIST 101

& PSC 208

**General Electives - 8 units. Choose from:**

AC 198 Special Topics in HVAC 2

CONS 116 Plumbing Principles and Methods 2

CONS 230 Electrical Distribution System 1-6

AIT 155 Applied Industrial Technology Hands On Lab 4

AIT 201 Pneumatic Power Technologies 3

DFT 100 Basic Drafting Principles 3

ENRG 110 Introduction to Alternative Energy 3

A list of all courses filling general education requirements for the Bachelor of Technology can be found on the [Bachelor of Technology](#) page.

## ***Associate of Applied Science Degree Information***

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### A Career Degree

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

The Associate of Applied Science degree is designed for those students who desire a two-year course of study and training in an occupational and/or technological career field. Although the AAS degree is not designed to be a transfer program, some of the courses will transfer to four-year colleges or universities. Those students who wish to transfer to a four-year school should consult a WNC counselor. Coursework must total at least 60 units.

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

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

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

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

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

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

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

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

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Must include a writing course.

- Business: [107](#), [108](#)
- Communication: [101](#), [102](#), [113](#)
- Criminal Justice: [103](#)
- [English](#)
- Journalism: [201](#)
- [Reading](#)
- Writing Course ([Business 108](#), [English 100](#), [English 101](#), [English 102](#), [English 107](#) or any other 200 level English course)

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

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- Anthropology: [101](#), [201](#)
- Business: [110](#), [287](#)
- Counseling and Personal Development: [117](#), [129](#)
- Criminal Justice: [270](#)
- Early Childhood Education: [121](#)
- Human Development & Family Studies: [201](#), [202](#)
- Management: [201](#), [212](#), [283](#)
- [Psychology](#) (Except PSY 210)
- [Sociology](#) (Except SOC 210)

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

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Choose from either humanities or social science areas:

**Humanities Area:**

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

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

**Social Sciences Area:**

- Anthropology: [101](#), [201](#), [202](#), [210](#), [212](#), [215](#)
- Core Humanities: [203](#)
- Criminal Justice: [101](#), [102](#), [120](#), [215](#), [220](#), [225](#), [226](#), [230](#), [270](#)
- Economics: [100](#), [102](#), [103](#)
- Geography: [106](#), [200](#)
- History: [101](#), [102](#), [111](#), [217](#), [295](#)
- [Political Science](#)
- [Psychology](#) (Except PSY 210)
- [Sociology](#) (Except SOC 210)

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

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- Business: [109](#)
- Economics: [261](#), [262](#)
- [Mathematics](#)
- Psychology: [210](#)
- Real Estate: [102](#)
- Sociology: [210](#)
- Statistics: [152](#)

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

---

- Anthropology: [102](#), [110L](#)
- Astronomy: [109](#), [110](#), [120](#)
- Atmospheric Sciences: [117](#)
- [Biology](#) (Except BIOL 208, 223, 224, 251)
- [Chemistry](#) (Except CHEM 220, 241, 241L, 242, 242L)
- [Environmental Studies](#)
- Geography: [103](#), [104](#)
- [Geology](#) (Except GEOL 111, 112, 113, 299)
- Natural Resources: [101](#)
- Nutrition: [121](#)
- [Physics](#) (Except PHYS 293)

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

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Must meet both requirements. Choose from the following:

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

**Program Requirements and General Electives**

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Number of units required may vary by emphasis.

Some units (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.

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## ***Business - General***

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Associate of Applied Science

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

**Salary:** Depends on size & type of organization.

\$36,430–\$57,430 / year (Nevada)

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

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

**Total Requirements:** 60 Units (Credits)

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

<u>ACC 135</u>	Bookkeeping I	3
& <u>ACC 201</u> or <u>ACC 201*</u>	Financial Accounting	3
& <u>ACC 202*</u>	Financial Accounting	
<u>BUS 101</u>	Managerial Accounting	
<u>BUS 273</u>	Introduction to Business	3
<u>ECON 102</u>	Business Law I	3
<u>ECON 103</u>	Principles of Microeconomics	3
<u>IS 101</u>	Principles of Macroeconomics	3
<u>IS 201</u>	Introduction to Information Systems	3
<u>MGT 201</u>	Computer Applications	3
<u>MGT 201</u>	Principles of Management	3
<u>MKT 210</u>	Principles of Management	3
	Marketing Principles	3

### **Choose 15 units from the following areas:** **15 Units (Credits)**

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

<u>ACC 180</u>	Payroll & Employee Benefit Accounting	3
<u>ACC 202</u>	Managerial Accounting	3
<u>ACC 203</u>	Intermediate Accounting I	3
<u>ACC 220</u>	Microcomputer Accounting Systems	3
<u>ECON 261*</u>	Principles of Statistics I	3
<u>ECON 262*</u>	Principles of Statistics II	3
<u>FIN 101</u>	Personal Finance	3
<u>MGT 103</u>	Introduction to Small Business Management	3
<u>MGT 212</u>	Leadership & Human Relations	3
<u>MGT 235</u>	Organizational Behavior	3
<u>MGT 283</u>	Introduction to Human Resources Management	3
<u>MKT 127</u>	Introduction to Retailing	3
<u>MKT 262</u>	Introduction to Advertising	3

### **General Education Requirements** **15 Units (Credits)**

#### **English/Communications Requirements** 6

Recommended: BUS 107, BUS 108 OR ENG 101\*, ENG 102\*;

Must include a writing course

**Mathematics Requirement** 3

**Science Requirement** 3

**U.S. and Nevada Constitution Requirements** 3

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

A list of all courses filling general education requirements for the Associate of Applied Science can be found on the [Associate of Applied Science](#) page.

This program can be completed entirely online.

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<http://www.wnc.edu/academics/degrees/aas/gbu/>

## ***Business - Accounting***

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Associate of Applied Science

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

**Salary:** \$27,700–\$44,020 / year (Nevada)

**Career Outlook:** Above Average Growth

**Good To Know:** Demand is increasing for bookkeepers and auditors as regulations become stricter. Opportunities often exist for temporary and part-time work.

**Total Requirements:** 60 Units (Credits)

**Program Requirements (Core Business Requirements) 45 Units (Credits)**

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

<u>ACC 201</u>	Financial Accounting	3
<u>ACC 202</u>	Managerial Accounting	3
<u>BUS 101</u>	Introduction to Business	3
<u>BUS 273</u>	Business Law I	3
<u>ECON 102</u>	Principles of Microeconomics	3
<u>ECON 103</u>	Principles of Macroeconomics	3
<u>IS 101</u>	Introduction to Information Systems	3
<u>IS 201</u>	Computer Applications	3
<u>MGT 201</u>	Principles of Management	3
<u>MKT 210</u>	Marketing Principles	3

**Accounting Degree Requirements 6 Units (Credits)**

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

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

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

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

**General Education Requirements 15 Units (Credits)**

**English/Communications Requirement 6**

Recommended: BUS 107, BUS 108 or ENG 101\*, ENG 102\*;  
must include a writing course

**Mathematics Requirement 3**

**Science Requirement 3**

**U.S. and Nevada Constitution Requirements 3**

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

A list of all courses filling general education requirements for the Associate of Applied Science can be found on the [Associate of Applied Science](#) page.

This program can be completed entirely online.

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## ***Business - Management***

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Associate of Applied Science

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

**Salary:** \$36,430–\$57,430 / year (Nevada)

**Career Outlook:** Above average growth

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

**Total Requirements:** 60 Units (Credits)

<b>Core Business Requirements</b>		<b>30 Units (Credits)</b>
<u>ACC 201</u>	Financial Accounting	3
<u>ACC 202</u>	Managerial Accounting	3
<u>BUS 101</u>	Introduction to Business	3
<u>BUS 273</u>	Business Law I	3
<u>ECON 102</u>	Principles of Microeconomics	3
<u>ECON 103</u>	Principles of Macroeconomics	3
<u>IS 101</u>	Introduction to Information Systems	3
<u>IS 201</u>	Computer Applications	3
<u>MGT 201</u>	Principles of Management	3
<u>MKT 210</u>	Marketing Principles	3
<b>Management Emphasis</b>		<b>6 Units (Credits)</b>
<u>MGT 235</u>	Organizational Behavior	3
<u>MGT 283</u>	Introduction to Human Resources Management	3
<b>Management Electives</b>		<b>9 Units (Credits)</b>
<b>Choose 9 units from the following:</b>		
<u>ACC 180</u>	Payroll & Employee Benefit Accounting	3
<u>ECON 261*</u>	Principles of Statistics I	3
<u>ECON 262*</u>	Principles of Statistics II	3
<u>FIN 101</u>	Personal Finance	3
<u>MGT 103</u>	Introduction to Small Business Management	3
<u>MGT 212</u>	Leadership & Human Relations	3
<u>MKT 127</u>	Introduction to Retailing	3
<u>MKT 262</u>	Introduction to Advertising	3
<b>General Education Requirements</b>		<b>15 Units (Credits)</b>
* Recommended for students who plan to enroll in a bachelor's degree program		
<b>English/Communications Requirement</b>		6
Recommended: <u>BUS 107</u> & <u>BUS 108</u> or <u>ENG 101*</u> and <u>ENG 102*</u> ;		
Must include a writing course		
<b>Mathematics Requirement</b>		3
<b>Science Requirement</b>		3
<b>U.S. and Nevada Constitution Requirements</b>		3

A list of all courses filling general education requirements for the Associate of Applied Science can be found on the [Associate of Applied Science](#) page.

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## ***Criminal Justice - Law Enforcement/Academy***

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Associate of Applied Science

The Law Enforcement Academy degree is designed to prepare students for various careers within the field of criminal justice. In Nevada, a Category I and III Post Certificate is necessary for most local and state jobs in the criminal justice field. This major, with the Western Nevada State Peace Officer Academy as the emphasis, allows a student to go right into a criminal justice career in Nevada.

**Salary:** \$57,320–\$79,380 / year (Nevada)

**Career Outlook:** Average growth

**Good To Know:** The increased focus on public safety may lead to new openings. Jobs will be competitive because of low turn over in law enforcement.

**Total Requirements:** 60 Units (Credits)

<b>Program Requirements</b>	<b>48 Units (Credits)</b>
<u>CRJ 101</u> Introduction to Criminal Justice I	3
<u>CRJ 102</u> Introduction to Criminal Justice II	3
<u>CRJ 164</u> Principles of Investigation	3
<u>CRJ 222</u> Criminal Law and Procedure	3
<u>CRJ 225</u> Criminal Evidence	3
<u>CRJ 103*</u> Communication Within the Criminal Justice Field	3

\* This class must be completed before attending the Western Nevada Peace Officer Academy

<u>CRJ 266*</u> Western Nevada State Peace Officer Academy	27
<u>EMS 113</u> First Responder	3

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

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

**English/Communications Requirement** 3

Recommended: ENG 101

**Mathematics Requirement** 3

**Science Requirement** 3

**U.S. and Nevada Constitution Requirements** 3

**NOTE: Documentation and current health insurance (card) required.**

A list of all courses filling general education requirements for the Associate of Applied Science can be found on the [Associate of Applied Science](#) page.

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

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## **Criminal Justice-General (Suggested for Transfer)**

Associate of Applied Science

The general criminal justice degree is designed to ease the transfer process for the University of Nevada, Reno, the University of Nevada, Las Vegas, or any other four-year institution.

**Salary:** \$57,320–\$79,380 / year (Nevada)

**Career Outlook:** Average Growth

**Good To Know:** Society's emphasis on public safety and security may lead to new openings; jobs will be competitive because of low turnover rate.

**Total Requirements:** 60 Units (Credits)

<b>Program Requirements</b>	<b>30 Units (Credits)</b>
<u>CRJ 101</u> * Introduction to Criminal Justice I	3
<u>CRJ 102</u> * Introduction to Criminal Justice II	3
<u>CRJ 106</u> * Introduction to Corrections	3
or <u>CRJ 211</u> * Police in America	
<u>CRJ 222</u> * Criminal Law and Procedure	3
PSY 101 or SOC 101	3
<b>Choose 15 units from the following:</b>	
<u>CRJ 164</u> Principles of Investigation	3
<u>CRJ 225</u> Criminal Evidence	3
<u>CRJ 270</u> Introduction to Criminology	3
<u>CPD 116</u> * Substance Abuse-Fundamental Facts	3
<u>STAT 152</u> Introduction to Statistics	3
<u>SW 230</u> * Crisis Intervention	3
Any Foreign Language (SPAN 111 or higher recommended)	3-12
<b><u>General Education Requirements</u></b>	<b>30 Units (Credits)</b>
<b>English/Communications Requirements</b>	6
<u>ENG 101</u> & <u>ENG 102</u> Required	
<b>Fine Arts Requirement</b>	3
<b>Humanities/Social Science Requirement</b>	3
<b>Mathematics Requirement (MATH 120* or higher recommended)</b>	3
<b>Science Requirement</b>	6
<b>Human Relations Requirement</b>	3
<b>U.S. and Nevada Constitution Requirements</b>	3
<b>General Electives</b>	3

Direct transfer to UNR and UNLV for CRJ major.

A list of all courses filling general education requirements for the Associate of Applied Science can be found on the [Associate of Applied Science](#) page.

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## ***Criminal Justice-Law Enforcement***

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Associate of Applied Science

**Salary:** \$57,320–\$79,380 / year (Nevada)

**Career Outlook:** Average Growth

**Good To Know:** Society's emphasis on public safety and security may lead to new openings; jobs will be competitive because of low turnover rate.

**Total Requirements:** 60 Units (Credits)

<b>Program Requirements</b>	<b>42 Units (Credits)</b>
CRJ 101* Introduction to Criminal Justice I	3
CRJ 102* Introduction to Criminal Justice II	3
CRJ 103 Communication Within the Criminal Justice Field	3
CRJ 164 Principles of Investigation	3
CRJ 222* Criminal Law and Procedure	3
CRJ 225 Criminal Evidence	3
CRJ 270 Introduction to Criminology	3
<b>Choose one (3 Units/Credits):</b>	
CRJ 106* Introduction to Corrections	3
CRJ 211* Police in America	3
<b>Choose 18 units from the following:</b>	
ART 135 Photography I	3
ART 141 Introduction to Digital Photography I	3
BUS 107 Business Speech Communications	3
COM 101 Oral Communications	3
CPD 116* Substance Abuse-Fundamental Facts	3
CPD 117 Introduction to Counseling	3
CPD 129 Assertiveness Techniques I	1
IS 101 Introduction to Information Systems	3
STAT 152 Introduction to Statistics	3
SW 230 Crisis Intervention	3
Any CRJ class	3-18
Any Foreign Language class (Spanish recommended)	3-16
Any IS, COT or CIT class	1-6
Any Psychology class (PSY101 recommended)	3
Any Sociology class (SOS101 recommended)	3
<b>General Education Requirements</b>	<b>18 Units (Credits)</b>
<b>Writing Course (ENG101 recommended)</b>	3
<b>Humanities Requirement</b>	3
<b>Mathematics Requirement (MATH120 recommended)</b>	3
<b>Science Requirement</b>	3
<b>U.S. and Nevada Constitution Requirement</b>	3
<b>General Elective</b>	3

Direct transfer to UNR and UNLV for CRJ major.

A list of all courses filling general education requirements for the Associate of Applied Science can be found on the [Associate of Applied Science](#) page.

<http://www.wnc.edu/academics/degrees/aas/le/>

## **Deaf Studies**

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Associate of Applied Science

The Deaf Studies degree will help students develop knowledge about American Sign Language, cultural impacts related to being deaf or hard of hearing, and the state of Nevada statutory regulations which govern interpreting.

**Salary:** \$32,600–\$46,400 / year (Nevada)

**Career Outlook:** Faster than average growth

**Good To Know:** Demand is expected to increase due in part to laws that require services to be made available to the deaf. Interpreters are needed in schools, public agencies and health care facilities.

**Total Requirements:** 60 Units (Credits)

<b>Program Requirements</b>	<b>36 Units (Credits)</b>
<u>AM 140</u> American Sign Language I / II	6

**Students can take AM145 and AM146 in lieu of AM140 for slower paced coursework.**

<u>AM 141</u> American Sign Language III / IV	6
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**Students can take AM147 and AM148 in lieu of AM141 for slower paced coursework.**

<u>AM 149</u> American Sign Language V	4
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<u>AM 150</u> American Sign Language VI	4
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<u>AM 151</u> Fingerspelling I	1
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<u>AM 152</u> Fingerspelling II	1
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<u>AM 153</u> Deaf Culture	3
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<u>AM 154</u> Deaf History	3
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<u>AM 215</u> Conversational ASL	4
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<u>AM 216</u> Receptive ASL	4
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<b><u>General Education Requirements</u></b>	<b>24 Units (Credits)</b>
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<b>English/Communications Requirements</b>	6
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Must include a writing course.

<b>Human Relations Requirement</b>	3
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<b>Humanities/Social Science Requirement</b>	3
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<b>Mathematics Requirement</b>	3
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<b>Science Requirement</b>	3
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<b>U.S. and Nevada Constitution Requirements</b>	3
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<b>General Electives</b>	3
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THTR 105 Recommended

A list of all courses filling general education requirements for the Associate of Applied Science can be found on the [Associate of Applied Science](#) page.

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## **Graphic Communications**

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Associate of Applied Science

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

**Salary:** \$36,410–\$57,420 / year (Nevada)

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

**Good To Know:** Opportunities are highest for graphic designers with knowledge of website design and animation.

**Total Requirements:** 60 Units (Credits)

### **Program Requirements** **42 Units (Credits)**

<u>ART 100</u>	Visual Foundations	3
<u>ART 101</u>	Drawing I	3
<u>GRC 103</u>	Introduction to Computer Graphics	3
<u>GRC 109</u>	Color and Design	3
<u>GRC 144</u>	Electronic Layout and Typography	3
<u>GRC 156</u>	Computer Illustration I	3
<u>GRC 175</u>	Web Design and Publishing I	3
<u>GRC 179</u>	Multimedia Design and Production I	3
<u>GRC 183</u>	Electronic Imaging	3
<u>GRC 188</u>	Web Animation and Interactivity I	3
<u>GRC 275</u>	Web Design and Publishing II	3
<u>GRC 283</u>	Electronic Imaging II	3
<u>GRC 294</u>	Professional Portfolio	3

### **Choose 3 units from the following:**

<u>ART 115</u>	Beginning Clay Sculpture	3
<u>ART 124</u>	Beginning Printmaking	3
<u>ART 127</u>	Watercolor I	3
<u>ART 135</u>	Photography I	3
<u>ART 141</u>	Introduction to Digital Photography I	3
<u>ART 160</u>	Art Appreciation	3
<u>ART 211</u>	Ceramics I	3
<u>ART 216</u>	Sculpture I	3
<u>ART 231</u>	Painting I	3
<u>ART 245</u>	Digital Media I	3
<u>ART 260</u>	Survey Art History I	3
<u>ART 261</u>	Survey of Art History II	3

### **General Education Requirements** **18 Units (Credits)**

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

A list of all courses filling general education requirements for the Associate of Applied Science can be found on the [Associate of Applied Science](#) page.

<http://www.wnc.edu/academics/degrees/aas/grc/>

# Nursing

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## Associate of Applied Science

WNC's Associate Degree Nursing Program is intended for students seeking careers as a registered nurse. The curriculum is sequenced and progresses in complexity. It integrates knowledge from the bio/social sciences, humanities, and is intended to prepare graduates to pass the national licensure examination (NCLEX-RN) and to function as registered nurses in diverse care settings. Upon completion of the Associate Degree Nursing Program, students will be awarded an Associate of Applied Science degree. Graduates are eligible to sit for the NCLEX-RN.

The nursing program is approved by the [Nevada State Board of Nursing](#) and is accredited by the National League for Nursing Accrediting Commission, 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, ph: 404-975-5000. Applicants are advised that eligibility for licensure may be affected by the existence of a criminal record, a history of alcohol or drug abuse, and mental or physical illness that may interfere with the practice of nursing. Applicants are encouraged to directly contact the Nevada State Board of Nursing at 1-775-687-7700 or 888-590-6726 should there be a concern regarding eligibility for licensure.

A limited number of qualified students are admitted as first semester students utilizing the selection criteria outlined below. The nursing program requires that pre-and co-requisite courses be completed with a grade of "C" or better (a grade of C- or lower will not be accepted). Students admitted to the program are required to attend one day mandatory orientation sessions scheduled for late spring or early summer and prior to the start of classes.

**Salary:** \$66,580–\$89,920 / year (Nevada)

**Career Outlook:** High growth, especially in home health care & nursing homes

**Good To Know:** Hospital nurses tend to earn more than nurses in doctors' offices; may include working days, nights, weekends or holidays

**Total Requirements:** 72 Units (Credits)

<b>Prerequisite Courses*</b>	<b>21 Units (Credits)</b>
<u>BIOL 223*</u> Human Anatomy and Physiology I	4
<u>BIOL 224*</u> Human Anatomy and Physiology II	4
<u>ENG 101</u> Composition I	3
<u>MATH 120</u> Fundamentals of College Mathematics	3
or <u>MATH 126</u> Precalculus I	
or higher MATH course	
<u>PSY 101</u> General Psychology	3
<b>Choose one (4 Units/Credits):</b>	
<u>CHEM 121</u> General Chemistry I	4
<u>BIOL 190</u> Introduction to Cell and Molecular Biology	4
& <u>BIOL 190L</u> Introduction to Cell and Molecular Biology Lab	

NOTE: Current CNA certification, or completion of NURS 129 or NURS 130 is required within five years of the date of application to the nursing program

\* BIOL 223 & BIOL 224 must be completed at the same college or university at an institution if not completed within the Nevada System of Higher Education. Science prerequisites must be completed no more than five years prior to the semester of application to the nursing program.

Note: Statute of Limitation for science courses is five years by the date of application to the nursing program.

<b>First Year: Fall Semester Courses</b>	<b>13 Units (Credits)</b>
<u>ENG 102*</u> Composition II	3
<u>NURS 136</u> Foundations of Nursing Theory	3
<u>NURS 137</u> Foundations of Nursing Laboratory	1
<u>NURS 138</u> Foundations of Nursing Clinical	2
<u>NURS 147</u> Health Assessment Theory	2
<u>NURS 148</u> Health Assessment Laboratory	1
<u>NURS 152</u> Foundations of Pharmacology in Nursing I	1

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

<b>First Year: Spring Semester Courses</b>		<b>15 Units (Credits)</b>
<u>NURS 149</u>	Mental Health and Illness Theory	3
<u>NURS 151</u>	Mental Health and Illness Clinical	1
<u>NURS 153</u>	Foundations of Pharmacology in Nursing II	1
<u>NURS 165</u>	Medical Surgical Nursing I Theory	3
<u>NURS 166</u>	Medical Surgical Nursing I Laboratory	1
<u>NURS 167</u>	Medical Surgical Nursing I Clinical	2
<u>BIOL 251</u>	General Microbiology	4

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

<b>Second Year: Fall Semester Courses**</b>		<b>12 Units (Credits)</b>
<u>NURS 263</u>	Nursing Care Childbearing Family Theory	2
<u>NURS 264</u>	Nursing Care of the Childbearing Family Laboratory	1
<u>NURS 265</u>	Nursing Care of the Childbearing Family Clinical	1
<u>NURS 270</u>	Advanced Clinical Nursing I Theory	3
<u>NURS 271</u>	Advanced Clinical Nursing I Clinical	2
<b>U.S./Nevada Constitutions Course</b>		<b>3</b>

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

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

<b>Second Year: Spring Semester**</b>		<b>11 Units (Credits)</b>
<u>NURS 266</u>	Pediatric Nursing Theory	2
<u>NURS 267</u>	Pediatric Nursing Laboratory	1
<u>NURS 268</u>	Pediatric Nursing Clinical	1
<u>NURS 276</u>	Advanced Medical Surgical Nursing II Theory	3
<u>NURS 277</u>	Advanced Medical Surgical Nursing II Clinical	2
<u>NURS 284</u>	Role of the ADN Manager of Care	2

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

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

# Nursing Program Application/Admission Process

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

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

## Prerequisite Courses:

- BIOL 223: Human Anatomy and Physiology I: 4 credits
- BIOL 224: Human Anatomy and Physiology II: 4 credits
- ENG 101: Composition I: 3 credits
- MATH 120 or Math 126 or higher MATH course: 3 credits
- PSY 101: (General Psychology): 3 credits
- Chemistry 121\* General Chemistry: 4 credits OR
- Biology 190 Introduction to Cell and Molecular Biology: 3 credits AND  
Biology 190L Introduction to Cell and Molecular Biology Lab: 1 credit

\* Chemistry 110 is also acceptable

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

## Corerequisite Courses:

- English 102 Composition II
- Biology 251 General Microbiology

**Admission Examination:** Students are required to take and pass an admission/entrance test as part of the application process.

Science GPA	2.0-2.25	2.26-2.50	2.51-2.75	2.76-3.0	3.01-3.25	3.26-3.50	3.51-3.75	3.76-4.0
BIOL & CHEM prerequisite courses	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

GPA	2.0-2.49	2.5-2.99	3.0-3.49	3.5-4.0
pre- and corequisite courses	(1)	(2)	(3)	(4)

(A grade of C or better is required for all pre and corequisite courses in the nursing program. A C- or lower will not be accepted.)

## Academic Skills Test

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

**Nevada Resident** An applicant who has been classified as a Nevada resident for tuition purposes at Western Nevada College at the time of application to the nursing program will be awarded one (1) point in the nursing admissions selection criteria. WNC is no longer accepting applications for Good Neighbor status. Only students who have been previously classified as a Good Neighbor will be granted a point under selection criteria for the nursing program.

(1)

**Maximum Possible Points: 17**

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

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

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## ***Technology - Automated Systems***

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Associate of Applied Science

The Automated Systems specialization of the AAS Technology Degree focuses on the integration of computers and electronic technologies to control industrial systems and machines. Courses include basic electronics, computer systems, wiring, and electrical controls, providing students with technical theory, and hands-on practice to install and maintain automated systems for a variety of industries.

**Salary:** \$41,500–\$71,400 / year (Nevada)

**Career Outlook:** Average growth

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

**Total Requirements:** 60 Units (Credits)

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

<u>AIT 101</u>	Fundamentals of Applied Industrial Technology	4
<u>AIT 121</u>	Electrical Control Systems	2
<u>AIT 155</u>	Applied Industrial Technology Hands On Lab	2
<u>CIT 161</u>	Essentials of Information Security	3
<u>CIT 211</u>	Microsoft Networking I	4
<u>DFT 110</u>	Blueprint Reading For Industry	3
<u>ET 131</u>	DC for Electronics	4
<u>ET 132</u>	AC for Electronics	4
<u>ET 155</u>	Home Technology Convergence	4
<u>MT 115</u>	Applied Programmable Logic Controllers I	3

**Program Electives (Choose one of the following courses)** **3 Units (Credits)**

<u>CADD 100</u>	Introduction to Computer Aided Drafting	3
<u>CIT 165</u>	Introduction to Convergence	3
<u>CIT 212</u>	Microsoft Networking II	4
<u>ENRG 110</u>	Introduction to Alternative Energy	3
<u>ET 117</u>	Computer Forensics	3
<u>ET 200</u>	Electronics Projects	4

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

**English/Communications Requirement** 6

Recommended: BUS 107; Must include a writing course.

**Human Relations** 3

Recommended: BUS 110

**Humanities/Social Science Requirement** 3

**Mathematics Requirement** 3

Recommended MATH 110

**Science Requirement** 3

**U.S. and Nevada Constitution Requirement** 3

**General Elective** 3

A list of all courses filling general education requirements for the Associate of Applied Science can be found on the [Associate of Applied Science](#) page.

## ***Technology - Automotive Mechnaics***

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Associate of Applied Science

The Automotive Mechanics program offers students an opportunity to acquire the necessary skills and technical theory for a successful career as an automotive mechanic. Individuals who are now employed in the automotive mechanics field will be able to upgrade their knowledge. Students obtaining this associate degree will have completed courses of a very technical nature, chosen to complement each other and provide breadth and depth of diagnostic and repair skill abilities necessary to work in a service facility.

**Salary:** \$30,320–\$52,800 / year (Nevada)

**Career Outlook:** Average growth

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

**Total Requirements:** 60 Units (Credits)

<b>Program Requirements</b>	<b>36 Units (Credits)</b>
<u>AUTO 101</u> Introduction to General Mechanics	3
<u>AUTO 115</u> Auto Electricity & Electronics I	4
<u>AUTO 117</u> Advanced Auto Electronics	4
<u>AUTO 130</u> Engine Reconditioning	3
<u>AUTO 145</u> Automotive Brakes	4
<u>AUTO 155</u> Steering & Suspension	4
<u>AUTO 160</u> Auto Air Conditioning	3
<u>AUTO 210</u> Automatic Transmission & Transaxles I	3
<u>AUTO 225</u> Engine Performance I/Fuel & Ignition	4
<u>AUTO 227</u> Engine Performance II/Emission Control	4
<b><u>General Education Requirements</u></b>	<b>24 Units (Credits)</b>
<b>English/Communications Requirements</b>	6
Recommended: <u>BUS 107</u> & <u>BUS 108</u> ; Must include a writing course	
<b>Human Relations Requirement</b>	3
Recommended: <u>BUS 110</u>	
<b>Humanities/Social Science Requirements</b>	3
<b>Mathematics Requirement</b>	3
Recommended <u>MATH 110</u>	
<b>Science Requirement</b>	6
<b>U.S. and Nevada Constitution Requirements</b>	3

A list of all courses filling general education requirements for the Associate of Applied Science can be found on the [Associate of Applied Science](#) page.

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<http://www.wnc.edu/academics/degrees/aas/aut/>

# Technology - Computer Information Technology

Associate of Applied Science

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

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

**Salary:** \$33,820–\$53,930 / year (Nevada)

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

**Good To Know:** Businesses and agencies are investing heavily in 'cyber-security,' and the increased use of computers increases the need for technicians to maintain network security.

**Total Requirements:** 61 Units (Credits)

<b>Program Requirements</b>		<b>36 Units (Credits)</b>
<u>CIT 114</u>	IT Essentials	4
<u>CIT 128</u>	Introduction to Software Development	4
<u>CIT 161</u>	Essentials of Information Security	3
<u>CIT 263</u>	Introduction to IT Project Management	3
<u>INF 100</u>	Introduction to Informatics I	3
<b>Choose 19 units from the following:</b>		<b>19 Units (Credits)</b>
<u>CIT 129</u>	Introduction to Programming	3
<u>CIT 130</u>	Beginning Java	3
<u>CIT 133</u>	Beginning C++	3
<u>CIT 173</u>	Linux Installation and Configuration	3
<u>CIT 174</u>	Linux System Administration	3
<u>CIT 180</u>	Database Concepts and SQL	3
<u>CIT 211</u>	Microsoft Networking I	4
<u>CIT 212</u>	Microsoft Networking II	4
<u>CIT 213</u>	Microsoft Networking III	4
<u>CIT 214</u>	Microsoft Networking IV	4
<u>CIT 230</u>	Advanced Java	3
<u>CIT 233</u>	Advanced C++	3
<u>CIT 238</u>	Introduction to Smartphone Application Development	3
<u>CSCO 120</u>	CCNA Internetworking Fundamentals	4
<u>CSCO 121</u>	CCNA Routing Protocols and Concepts	4
<u>CSCO 130</u>	Fundamentals of Wireless LANs	4
<u>CSCO 220</u>	CCNA LAN Switching and Wireless Fundamentals	4
<u>CSCO 221</u>	CCNA WAN Fundamentals	4
<u>CSCO 230</u>	Fundamentals of Network Security	4
<u>GRC 183</u>	Electronic Imaging	3
<u>INF 110</u>	Introduction to Informatics II	3
<u>IS 101</u>	Introduction to Information Systems	3
<u>IS 201</u>	Computer Applications	3

Students interested in Programming should consider the following electives: INF110, CIT129, CIT130, CIT133, CIT238, CIT230, CIT233, GRC183

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

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

<b>General Education Requirements</b>	<b>24 Units (Credits)</b>
<b>English/Communications Requirement</b>	6
Recommended: <a href="#">ENG 101</a> and <a href="#">ENG 107</a> ; Must include a writing course	
<b>Human Relations Requirement</b>	3
<b>Humanities/Social Science Requirements</b>	3
<b>Mathematics Requirement</b>	3
Recommended: MATH 126 or higher	
<b>Science Requirement</b>	3
<b>U.S. and Nevada Constitution Requirements</b>	3
<b>General Electives</b>	3

A list of all courses filling general education requirements for the Associate of Applied Science can be found on the [Associate of Applied Science](#) page.

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## **Technology - Construction**

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Associate of Applied Science

The Construction specialization of the AAS Technology degree provides industry-specific training that addresses topics of critical importance to subcontractors, general contractors, superintendents and project managers. Students will study contract administration, coordination, negotiation, quality control and the management of labor resources, equipment and materials.

**Salary:** \$30,460–\$57,190 / year (Nevada)

**Career Outlook:** Average growth

**Good To Know:** Changes in building technology may increase the need for construction personnel. Employment depends on economy and layoffs may occur during times of low construction activity.

**Total Requirements:** 60 Units (Credits)

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

<u>BI 101</u>	Introduction to Building Codes	3
<u>BUS 101</u>	Introduction to Business	3
<u>CONS 108</u>	Construction Materials and Methods	3
<u>CONS 114</u>	Soils, Sitework, Concrete and Testing	3
<u>CONS 118</u>	Construction Contract Documents	3
<u>CONS 120</u>	Blueprint Reading and Specification	3
<u>CONS 121</u>	Principles of Construction Estimating	3
<u>CONS 205</u>	Construction Site Safety	1
<u>CONS 216</u>	Structural Layout Assembly	2
<u>CONS 281</u>	Construction Planning Scheduling And Control	3

<u>CONS 290</u>	Internship in Construction	3
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### **Program Electives (Choose 6 units) 6 Units (Credits)**

<u>AC 198</u>	Special Topics in HVAC	2
<u>AIT 201</u>	Pneumatic Power Technologies	3
<u>CONS 116</u>	Plumbing Principles and Methods	2
<u>CONS 230</u>	Electrical Distribution System	2
<u>DFT 100</u>	Basic Drafting Principles	3
<u>ELM 143</u>	Wiring Techniques	2
<u>ENRG 110</u>	Introduction to Alternative Energy	3
<u>ENRG 210</u>	Solar Photovoltaic (PV) Design and Installation	3
<u>ET 131</u>	DC for Electronics	4
<u>ET 155</u>	Home Technology Convergence	4
<u>MT 160</u>	Hydraulic Power	3
<u>MTT 105</u>	Machine Shop I	3
<u>WELD 211</u>	Welding I	3

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

**English/Communications Requirement** 6

Recommended: BUS 107

**Human Relations Requirement** 3

Recommended: BUS 110

**Humanities/Social Science Requirements** 3

**Mathematics Requirement** 3

Recommended: MATH 110

**Science Requirement** 3

**U.S. and Nevada Constitution Requirements** 3

**General Elective** 3

A list of all courses filling general education requirements for the Associate of Applied Science can be found on the [Associate of Applied Science](#) page.

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## ***Technology - General Industrial***

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Associate of Applied Science

The Associate of Applied Science Technology degree provides a broad base of study in electronics, fluid power, mechanical systems, machine tool, welding and wiring. Hands-on practice and theoretical knowledge will prepare individuals for a range of entry-level electrical/mechanical positions, or technical support positions in the industrial, manufacturing, technology or commercial environments.

**Salary:** \$39,210–\$57,850 / year (Nevada)

**Career Outlook:** Above average growth

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

**Total Requirements:** 60 Units (Credits)

<b>Program Requirements</b>	<b>36 Units (Credits)</b>
<u>AIT 101</u> Fundamentals of Applied Industrial Technology	4
<u>AIT 102</u> Measurement Tools and Methods	2
<u>AIT 121</u> Electrical Control Systems	2
<u>AIT 155</u> Applied Industrial Technology Hands On Lab	2
<u>AIT 201</u> Pneumatic Power Technologies	3
<u>DFT 110</u> Blueprint Reading For Industry	3
<u>ELM 143</u> Wiring Techniques	2
<u>ET 131</u> DC for Electronics	4
<u>MT 160</u> Hydraulic Power	3
<u>MTT 105</u> Machine Shop I	3
<u>MTT 110</u> Machine Shop II	3
<u>WELD 211</u> Welding I	3
<u>WELD 212</u> Welding I Practice	2
<b><u>General Education Requirements</u></b>	<b>24 Units (Credits)</b>
<b>English/Communications Requirements</b>	6
Recommended: BUS107	
Must include a writing course	
<b>Human Relations</b>	3
Recommended: BUS 110	
<b>Humanities/Social Science Requirement</b>	3
<b>Mathematics Requirement</b>	3
Recommended: <u>MATH 110</u>	
<b>Science Requirement</b>	3
<b>U.S. and Nevada Constitution Requirement</b>	3
<b>General Elective</b>	3

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

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## **Technology - Machine Tool**

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Associate of Applied Science

The Machine Tool specialization of the AAS Technology degree provides competency-based training for students who are interested in working in the machine trades field as a machinist, CNC programmer or machine operator. Hands-on learning is a focus of the courses students take in this industrial technology specialization.

**Salary:** \$32,270–\$50,540 / year (Nevada)

**Career Outlook:** Average growth. Jobs available due to difficulty finding skilled workers

**Good To Know:** Often work with computerized numerical control (CNC) machines

**Total Requirements:** 60 Units (Credits)

<b>Program Requirements</b>	<b>36 Units (Credits)</b>
<u>DFT 110</u> Blueprint Reading For Industry	3
<u>MTT 105</u> Machine Shop I	3
<u>MTT 110</u> Machine Shop II	3
<u>MTT 111</u> Machine Shop Practice II	2
<u>MTT 230</u> Computer Numerical Control I	4
<u>MTT 232</u> Computer Numerical Control II	4
<u>MTT 250</u> Machine Shop III	3
<u>MTT 251</u> Machine Shop Practice III	2
<u>MTT 260</u> Machine Shop IV	3
<b>Program Electives (Choose 7 units of the following courses)</b>	<b>7 Units (Credits)</b>
<u>AIT 101</u> Fundamentals of Applied Industrial Technology	4
<u>MTT 261</u> Machine Projects	1-6
<u>MTT 262</u> Machine Shop Practice IV	2
<u>MTT 292</u> Computer-Aided Manufacturing I	4
<u>MTT 293</u> Computer-Aided Manufacturing II	4
<u>MTT 295</u> Work Experience	1-6
Any MTT course	1-6
Related WELD or other technical/trade course	1-6
<b>General Education Requirements</b>	<b>24 Units (Credits)</b>
<b>English/Communications Requirements</b>	6
Recommended: BUS107	
Must include a writing course	
<b>Human Relations Course</b>	3
Recommended: BUS 110	
<b>Humanities/Social Science Requirements</b>	3
<b>Mathematics Requirement</b>	3
Recommended: MATH 110	
<b>Science Requirements</b>	3
<b>U.S. and Nevada Constitution Requirement</b>	3
<b>General Elective</b>	3

A list of all courses filling general education requirements for the Associate of Applied Science can be found on the [Associate of Applied Science](#) page.







## ***Certificates of Achievement Information***

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For those desiring a shorter course of study, WNC offers certificates of achievement in many occupational areas. Students enrolled in any of these programs will benefit from "hands-on" laboratory experience within their major field. They will enter the job market with specific skills and knowledge useful for employment and advancement.

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

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

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

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

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

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

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

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Must include a writing course

- Business: [107](#), [108](#)
- Communication: [101](#), [102](#), [113](#)
- Criminal Justice: [103](#)
- [English](#)
- Journalism: [201](#)
- [Reading](#)
- Writing Course ([Business 108](#), [English 100](#), [English 101](#), [English 102](#), [English 107](#) or any other 200 level English class)

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

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- Anthropology: [101](#), [201](#)
- Business: [110](#), [287](#)
- Counseling and Personal Development: [117](#), [129](#)
- Criminal Justice: [270](#)
- Early Childhood Education: [121](#)
- Human Development & Family Studies: [201](#), [202](#)
- Management: [201](#), [212](#), [283](#)
- [Psychology](#) (Except PSY 210)
- [Sociology](#) (Except SOC 210)

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

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- Business: [109](#)
- Economics: [261](#), [262](#)
- [Mathematics](#)
- Psychology: [210](#)
- Real Estate: [102](#)
- Sociology: [210](#)
- Statistics: [152](#)

### **Program Requirements**

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

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## **American Sign Language**

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Certificate of Achievement

**Total Requirements:** 30 Units (Credits)

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

AM 140 American Sign Language I / II 6

Students can take AM 145 and AM 146 in lieu of AM 140 for slower paced coursework.

AM 141 American Sign Language III / IV 6

Students can take AM 147 and AM 148 in lieu of AM 141 for slower paced coursework.

AM 151 Fingerspelling I 1

AM 152 Fingerspelling II 1

Any other AM course(s) 4

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

**English/Communications Requirements** 6

Must include a writing course

**Human Relations Requirement** 3

**Mathematics Requirement** 3

A list of all courses filling general education requirements for the Certificate of Achievement can be found on the [Certificate of Achievement](#) page.

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<http://www.wnc.edu/academics/degrees/cp/asl/>

## ***Automotive Mechanics***

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Certificate of Achievement

**Total Requirements:** 31 Units (Credits)

<b>Program Requirements</b>	<b>19 Units (Credits)</b>
<u>AUTO 101</u> Introduction to General Mechanics	3
<u>AUTO 115</u> Auto Electricity & Electronics I	4
<u>AUTO 145</u> Automotive Brakes	4
<u>AUTO 155</u> Steering & Suspension	4
<u>AUTO 225</u> Engine Performance I/Fuel & Ignition	4
<b><u>General Education Requirements</u></b>	<b>12 Units (Credits)</b>
<b>English/Communications Requirements</b>	6
Must include a writing course	
<b>Human Relations Requirement</b>	1
Recommended: <u>BUS 110</u>	
<b>Mathematics Requirement</b>	3
<b>General Electives</b>	2

A list of all courses filling general education requirements for the Certificate of Achievement can be found on the [Certificate of Achievement](#) page.

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## **Bookkeeping**

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Certificate of Achievement

**Total Requirements:** 33 Units (Credits)

<b>Program Requirements</b>	<b>21 Units (Credits)</b>
<u>ACC 135</u> Bookkeeping I	3
<u>ACC 201</u> Financial Accounting	3
<u>BUS 101</u> Introduction to Business	3
<u>IS 101</u> Introduction to Information Systems	3
<u>MGT 201</u> Principles of Management	3
<u>ACC 290</u> Certified Bookkeeper Course	6
<b>or choose 6 units from the following:</b>	
<u>ACC 202</u> Managerial Accounting	3
<u>ACC 180</u> Payroll & Employee Benefit Accounting	3
<u>ACC 203</u> Intermediate Accounting I	3
<u>ACC 220</u> Microcomputer Accounting Systems	3
<u>ACC 223</u> Introduction to QuickBooks	3
<b><u>General Education Requirements</u></b>	<b>9 Units (Credits)</b>
<b><u>English/Communications Requirements</u></b>	<b>6</b>
Recommended: <u>BUS 107</u> , <u>BUS 108</u>	
<b><u>Mathematics Requirement</u></b>	<b>3</b>

A list of all courses filling general education requirements for the Certificate of Achievement can be found on the [Certificate of Achievement](#) page.

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<http://www.wnc.edu/academics/degrees/cp/at/>

## **Business**

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Certificate of Achievement

**Total Requirements:** 30 Units (Credits)

**Program Requirements** **21 Units  
(Credits)**

**Core Requirements**

		15
<u>ACC 135</u>	Bookkeeping I	3
or <u>ACC 201</u> *	Financial Accounting	
<u>BUS 101</u>	Introduction to Business	3
<u>IS 101</u>	Introduction to Information Systems	3
<u>MGT 201</u>	Principles of Management	3
<u>MKT 210</u>	Marketing Principles	3

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

<u>ACC 180</u>	Payroll & Employee Benefit Accounting	3
<u>ACC 201</u>	Financial Accounting	3
<u>ACC 202</u>	Managerial Accounting	3
<u>BUS 112</u>	Customer Service	3
<u>FIN 101</u>	Personal Finance	3
<u>MGT 103</u>	Introduction to Small Business Management	3
<u>MGT 212</u>	Leadership & Human Relations	3
<u>MGT 235</u>	Organizational Behavior	3
<u>MGT 283</u>	Introduction to Human Resources Management	3
<u>MKT 127</u>	Introduction to Retailing	3
<u>MKT 261</u>	Introduction to Public Relations	3
<u>MKT 262</u>	Introduction to Advertising	3

**General Education Requirements** **9 Units  
(Credits)**

**English/Communications Requirement** 6

Recommended: BUS 107, BUS 108 OR ENG101\*,ENG102\*;  
must be a writing course

**Mathematics Requirement** 3

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

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

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# Computer Technology - Network Support Technician

Certificate of Achievement

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

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

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

**Total Requirements:** 33–35 Units (Credits)

<b>Program Requirements</b>	<b>26 Units (Credits)</b>
<u>CIT 161</u> Essentials of Information Security	3
<u>CIT 263</u> Introduction to IT Project Management	3
<u>CSCO 120</u> CCNA Internetworking Fundamentals	4
<u>CSCO 121</u> CCNA Routing Protocols and Concepts	4
<u>CSCO 130</u> Fundamentals of Wireless LANs	4
<u>CSCO 220</u> CCNA LAN Switching and Wireless Fundamentals	4
<u>CSCO 221</u> CCNA WAN Fundamentals	4
<b>General Education Requirements</b>	<b>7–9 Units (Credits)</b>
<b>English/Communications Requirements</b>	3
Must include a writing course	
<b>Human Relations Requirement</b>	1-3
<b>Mathematics Requirement</b>	3

A list of all courses filling general education requirements for the Certificate of Achievement can be found on the [Certificate of Achievement](#) page.

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<http://www.wnc.edu/academics/degrees/cp/cic/>

# **Computer Technology - System Administration Technician**

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Certificate of Achievement

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

**Career Outlook:** Faster than average growth

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

**Total Requirements:** 33–35 Units (Credits)

<b>Program Requirements</b>	<b>26 Units (Credits)</b>
CIT 161      Essentials of Information Security	3
CIT 211      Microsoft Networking I	4
CIT 212      Microsoft Networking II	4
CIT 213      Microsoft Networking III	4
CIT 214      Microsoft Networking IV	4
CIT 215      Microsoft Networking V	3-4
or CIT 165    Introduction to Convergence	
or ET 155     Home Technology Convergence	
CIT 263      Introduction to IT Project Management	3
<b>General Education Requirements</b>	<b>7–9 Units (Credits)</b>
<b>English/Communications Requirements</b>	3
Must include a writing course	
<b>Human Relations Requirement</b>	1-3
<b>Mathematics Requirement</b>	3

A list of all courses filling general education requirements for the Certificate of Achievement can be found on the [Certificate of Achievement](#) page.

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## ***Criminal Justice-Law Enforcement/Academy***

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Certificate of Achievement

**Total Requirements:** 39.5 Units (Credits)

**Core Requirements** **33.5 Units (Credits)**

CRJ 103 Communication Within the Criminal Justice Field 3

NOTE: CRJ103 must be taken before attending academy

CRJ 266\* Western Nevada State Peace Officer Academy 27

EMS 100 Healthcare Provider CPR 0.5

EMS 113 First Responder 3

\* Spring and Summer class that will fulfill POST requirement

**General Education Requirements** **6 Units (Credits)**

**English/Communications Requirements** 3

Recommended: ENG 101

**Mathematics Requirement** 3

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

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## ***Criminal Justice - 9-1-1 Dispatch Telecommunications***

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Certificate of Achievement

**Salary:** \$42,690 / year (Nevada)

**Career Outlook:** Average growth

**Good To Know:** Great demand for bilingual dispatchers

**Total Requirements:** 31–34 Units (Credits)

<b>Program Requirements</b>	<b>21–22 Units (Credits)</b>
<u>CRJ 101</u> Introduction to Criminal Justice I	3
<u>CRJ 102</u> Introduction to Criminal Justice II	3
<u>CRJ 260</u> 911 Dispatch Emergency Telecommunicator Academy	12
<u>SPAN 101</u> Spanish, Conversational I	3
or <u>SPAN 111</u> First Year Spanish I	4
<b><u>General Education Requirements</u></b>	<b>10–12 Units (Credits)</b>
<b>English/Communications Requirement</b>	6
Must include a writing course	
<b>Human Relations Requirement</b>	1-3
<b>Mathematics Requirement</b>	3

A list of all courses filling general education requirements for the Certificate of Achievement can be found on the [Certificate of Achievement](#) page.

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## ***Criminal Justice - General***

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Certificate of Achievement

**Total Requirements:** 30 Units (Credits)

<b>Program Requirements</b>	<b>24 Units (Credits)</b>
<u>CRJ 101</u> Introduction to Criminal Justice I	3
<u>CRJ 102</u> Introduction to Criminal Justice II	3
<u>CRJ 103</u> Communication Within the Criminal Justice Field	3
<u>CRJ 164</u> Principles of Investigation	3
<u>CRJ211</u> or <u>CRJ106</u>	3
<u>CRJ 222</u> Criminal Law and Procedure	3
<u>CRJ 225</u> Criminal Evidence	3
<u>CRJ 270</u> Introduction to Criminology	3
<b><u>General Education Requirements</u></b>	<b>6 Units (Credits)</b>
<b>English Requirement: Must be a writing course</b>	3
<b>Mathematics Requirement</b>	3

A list of all courses filling general education requirements for the Certificate of Achievement can be found on the [Certificate of Achievement](#) page.

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

## ***Early Childhood Education***

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Certificate of Achievement

**Salary:** \$24,180–\$50,520 / year (Nevada)

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

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

**Total Requirements:** 30 Units (Credits)

<b>Program Requirements</b>	<b>21 Units (Credits)</b>
ECE 121 Parent Care Relations	1
ECE 122 Observation Skills	1
ECE 129 Environment For Infant & Toddler	1
ECE 204 Principles of Child Guidance	3
ECE 231 Preschool Practicum: Early Childhood Lab	3
ECE 250 Introduction to Early Childhood Education	3
ECE 251 Curriculum in Early Childhood Education	3
HDFS 201 Life Span Human Development	3

**Choose 1-3 units from related courses in any of the following subject areas:**

Early Childhood Education

Psychology

Human Development and Family Studies

**General Education Requirements** **9 Units (Credits)**

**English/Communications Requirements** 6

Recommended: BUS 108; Must include a writing course

**Mathematics Requirement** 3

Recommended: BUS 109

A list of all courses filling general education requirements for the Certificate of Achievement can be found on the [Certificate of Achievement](#) page.

**Note:** [View Gainful Employment Information](#)

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## **Graphic Communications**

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Certificate of Achievement

**Total Requirements:** 30 Units (Credits)

<b>Program Requirements</b>	<b>21 Units (Credits)</b>
<u>ART 100</u> Visual Foundations	3
<u>GRC 103</u> Introduction to Computer Graphics	3
<u>GRC 109</u> Color and Design	3
<u>GRC 144</u> Electronic Layout and Typography	3
<u>GRC 156</u> Computer Illustration I	3
<u>GRC 175</u> Web Design and Publishing I	3
<u>GRC 183</u> Electronic Imaging	3
<b><u>General Education Requirements</u></b>	<b>9 Units (Credits)</b>
<b>English/Communications Requirements:</b> writing course required	3
<b>Human Relations Requirement:</b> PSY or SOC recommended	3
<b>Mathematics Requirement</b>	3

A list of all courses filling general education requirements for the Certificate of Achievement can be found on the [Certificate of Achievement](#) page.

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<http://www.wnc.edu/academics/degrees/cp/grc/>

## ***Machine Tool Technology***

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Certificate of Achievement

**Total Requirements:** 30 Units (Credits)

<b>Program Requirements</b>	<b>20 Units (Credits)</b>
<u>DFT 110</u> Blueprint Reading For Industry	3
or <u>CONS 120</u> Blueprint Reading and Specification	
<u>MTT 105</u> Machine Shop I	3
<u>MTT 106</u> Machine Shop Practice I	2
<u>MTT 110</u> Machine Shop II	3
<u>MTT 111</u> Machine Shop Practice II	2
<u>MTT 230</u> Computer Numerical Control I	4
Related machine shop courses	3
<b><u>General Education Requirements</u></b>	<b>10 Units (Credits)</b>
<b>English/Communications Requirements</b>	6
Recommended: <u>BUS 108</u> ; Must include a writing course	
<b>Human Relations Requirement</b>	1
<b>Mathematics Requirements</b>	3
<u>MATH 110</u> recommended	

A list of all courses filling general education requirements for the Certificate of Achievement can be found on the [Certificate of Achievement](#) page.

**Note:** [View Gainful Employment Information](#)

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## ***Retail Management***

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### Certificate of Achievement

Western Nevada College offers a 30-unit Certificate of Achievement in Retail Management to prepare students for a career in the retail business.

A retail management career incorporates buying, merchandising, promotion, management, operations, finance and computer applications.

Required classes for the Retail Management Certificate of Achievement are in business and business communications, accounting, information systems, management and marketing, and many serve as a ladder to business degrees. The WNC program provides students an opportunity to earn a relevant certificate, and the classes are also required for associate degrees. Most are also transferable to four-year colleges. The certificate may particularly benefit employees interested in moving up to supervisory and management positions.

**Salary:** \$40,750–\$99,410 / year (Nevada)

**Career Outlook:** Average growth; strongly determined by the economy

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

**Total Requirements:** 30 Units (Credits)

<b>Program Requirements</b>	<b>21 Units (Credits)</b>
ACC 135                      Bookkeeping I	3
or ACC 201*                Financial Accounting	
BUS 101                     Introduction to Business	3
BUS 112                     Customer Service	3
IS 101                        Introduction to Information Systems	3
MGT 201                     Principles of Management	3
MKT 127                     Introduction to Retailing	3
MKT 210                     Marketing Principles	3
<b><u>General Education Requirements</u></b>	<b>9 Units (Credits)</b>

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

**English/Communications:** 6

Recommended: BUS 107, BUS 108 or ENG 101\*, ENG 102; Must include a writing course

**Mathematics Requirement** 3

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

**Note:** [View Gainful Employment Information](#)

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## **Technology - Welding**

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Certificate of Achievement

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

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

**Total Requirements:** 30 Units (Credits)

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

WELD 211      Welding I 3

WELD 212      Welding I Practice 2

WELD 221      Welding II 3

WELD 222      Welding II Practice 2

WELD 250      Welding Certification Preparation 6

Welding Elective 2

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

**English/Communications Requirements:** 6

Must include a writing course

**Human Relations Requirement:** 3

Recommended: BUS 110

**Mathematics Requirement** 3

A list of all courses filling general education requirements for the Certificate of Achievement can be found on the [Certificate of Achievement](#) page.

**Note:** [View Gainful Employment Information](#)

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## ***Certification & Licensing Preparation Information***

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

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

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## ***Automotive Service Excellence***

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### Certification and Licensing Preparation

The following classes prepare students for ASE Exams.

<b>Courses</b>		<b>Units (Credits)</b>
<u>AUTO 115</u>	Auto Electricity & Electronics I	4
<u>AUTO 117</u>	Advanced Auto Electronics	4
<u>AUTO 145</u>	Automotive Brakes	4
<u>AUTO 155</u>	Steering & Suspension	4
<u>AUTO 225</u>	Engine Performance I/Fuel & Ignition	4
<u>AUTO 227</u>	Engine Performance II/Emission Control	4
<u>AUTO 235</u>	Engine Performance III/Diagnostics	4

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<http://www.wnc.edu/academics/degrees/cl/ace/>

## ***Bookkeeper Certification***

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### Certification and Licensing Preparation

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

**Salary:** \$27,770–\$43,630 / year (Nevada)

**Career Outlook:** Average growth

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

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

<b>Total Requirements</b>	<b>6 Units (Credits)</b>
<u>ACC 290</u> Certified Bookkeeper Course	6

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<http://www.wnc.edu/academics/degrees/cl/bc/>

## ***Certified Inspector of Structures***

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### Certification and Licensing Preparation

These licensing programs fulfill the minimum course requirements needed for licensure as a certified inspector of structures-residential.

For more information please contact State of Nevada, Real Estate Division, or Bill Oney at 775-445-3353.

**Total Requirements:** 10 Units (Credits)

<b>License Requirements</b>	<b>10 Units (Credits)</b>
<u>CONS 260</u> Certified Inspectors of Structures-Residential	3
<u>CONS 261</u> Under-Floor Inspections-Certified Inspector	1
<u>CONS 262</u> Above-Floor Inspections for Certified Inspector	2
<u>CONS 263</u> Supervised Residential Inspections for Certification	4

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## ***Certified Nursing Assistant***

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### Certification and Licensing Preparation

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

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

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

<b>Courses</b>		<b>Units (Credits)</b>
<u>NURS 130</u>	Nursing Assistant	6

**Note:** Allied Health courses have mandatory prerequisites. [Click to view prerequisite information, required immunizations, tests, major medical insurance, and CPR certification.](#) This information must be provided to the Nursing and Allied Health Office before permission to enroll in the course is granted.

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<http://www.wnc.edu/academics/degrees/cl/cna/>

## ***Cisco Technology***

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### Certification and Licensing Preparation

Western Nevada College is an academy for the Cisco Networking Academy Program, offering programs leading to CCNA and CCNP industry certification. These courses help prepare students for a career working with Cisco networking hardware and equipment.

<b>Courses</b>	<b>Units (Credits)</b>
<u>CSCO 230</u> Fundamentals of Network Security	4
<u>CSCO 280</u> CCNP Advanced Routing	4
<u>CSCO 281</u> CCNP Implementing Secure Converged Wide Area Networks	4
<u>CSCO 282</u> CCNP Multilayer Switching	4

**Note:** For additional information, contact: CISCO Technology, Technology Division: 445-3348

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<http://www.wnc.edu/academics/degrees/cl/cisco/>

## ***CompTIA Security+***

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### Certification and Licensing Preparation

CompTIA Security+ is an international, vendor-neutral certification that demonstrates competency in: network security; compliance and operational security; threats and vulnerabilities; application, data and host security; access control and identity management; and cryptography.

**Courses****Units (Credits)**

CIT 161 Essentials of Information Security

3

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<http://www.wnc.edu/academics/degrees/cl/comptia/>

## ***Deaf Studies - Interpreting***

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### Certification and Licensing Preparation

This course of study prepares students to take the Educational Interpreter Performance Assessment or the National Interpreter Certification Exam. Upon successful completion, students will be better qualified for a variety of careers including teaching, social work, psychology, speech and language pathology or any career that interacts with the Deaf.

**Total Requirements:** 25 Units (Credits)

<b>First Semester</b>		<b>Units (Credits)</b>
<u>AM 149</u>	American Sign Language V	4
<u>AM 201</u>	Interpreting I	3
<u>AM 215</u>	Conversational ASL	4
<b>Second Semester</b>		<b>Units (Credits)</b>
<u>AM 150</u>	American Sign Language VI	4
<u>AM 202</u>	Interpreting II	3
<u>AM 216</u>	Receptive ASL	4
<b>Third Semester</b>		<b>Units (Credits)</b>
<u>AM 203</u>	Interpreting III	3

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## ***Emergency Medical Services***

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### Certification and Licensing Preparation

Emergency Medical Services courses are offered through the Division of Nursing and Allied Health. EMS courses are offered in a sequential series to prepare individuals with the knowledge and skills to assess and care for patients in an emergency or in an out-of-hospital setting. Completion of selected courses is designed to prepare students to take the National Registry Examination for EMT-Basic and the appropriate Nevada EMS certification examination for EMT Enhanced (Intermediate).

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

A background check may be required by some clinical sites prior to the start of clinical experiences. Information about how to meet this requirement will be explained by the course instructor. Drug screening may be required by health care organizations.

<b>Courses</b>	<b>Units (Credits)</b>
<u>EMS 100</u> Healthcare Provider CPR	.5
<u>EMS 113</u> First Responder	3
<u>EMS 108</u> Emergency Medical Technician - Basic	7-8
<u>EMS 112</u> EMT Enhanced/85	4-5

**Note:** Allied Health courses have mandatory prerequisites. [Click to view prerequisite information, required immunizations, tests, major medical insurance, and CPR certification.](#) This information must be provided to the Nursing and Allied Health Office before permission to enroll in the course is granted.

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## ***Laboratory Technician - Phlebotomy***

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### Certification and Licensing Preparation

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

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

**Total Requirements:** 4 Units (Credits)

<b>Courses</b>		<b>Units (Credits)</b>
<u>LTE 101</u>	Fundamental Phlebotomy	4
<u>LTE 102</u>	Applied Phlebotomy	3.5

**Note:** Allied Health courses have mandatory prerequisites. This information must be provided to the Nursing and Allied Health Office before permission to enroll in the course is granted.

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## ***Microsoft Certified IT Professional***

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### Certification and Licensing Preparation

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

MCITP classes offer a range of skills and abilities with Microsoft technologies, and prepare students to take Window Server 2008 exams.

<b>Courses</b>		<b>Units (Credits)</b>
<u>CIT 212</u>	Microsoft Networking II	3-5
<u>CIT 213</u>	Microsoft Networking III	3-5
<u>CIT 214</u>	Microsoft Networking IV	3-5

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## ***Microsoft Certified Technology Specialist***

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### Certification and Licensing Preparation

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

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

<b>Courses</b>		<b>Units (Credits)</b>
<u>CIT 211</u>	Microsoft Networking I	3-5

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## ***Public Safety Telecommunicator: 9-1-1 Dispatch Training***

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### Certification and Licensing Preparation

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

**Total Requirements:** 12 Units (Credits)

<b>Courses</b>	<b>Units (Credits)</b>
<u>CRJ 260</u> 911 Dispatch Emergency Telecommunicator Academy	12

**Note:** For information, 445-4408.

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<http://www.wnc.edu/academics/degrees/cl/911/>

## ***Teacher Education Preparation***

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### Certification and Licensing Preparation

WNC offers introductory courses in teacher education that can transfer to universities or colleges that offer a bachelor's degree in education, include the University of Nevada, Reno and/or Nevada State College. These courses offer students a chance to prepare for a career in education. Through a well-established partnership with local schools, field experiences are an integral and early part of all teacher preparation courses. These courses can also be used to gain a substitute license or by paraprofessionals needing to qualify under "No Child Left Behind" legislation.

Students can transfer to Nevada State College and take classes at WNC locations and online to earn a bachelor's degree and certification in elementary education.

They may also transfer to the University of Nevada, Reno to pursue a bachelor's degree and certification in elementary education, special education/dual or secondary education.

**Note:** For information, contact 445-4272.

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## ***Welding Certification Preparation***

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### Certification and Licensing Preparation

Students are introduced to the many welding certifications available by meeting the standards of the American Welding Society codes. Includes instruction on code certification required by the American Petroleum Institute and the American Society of Mechanical Engineers. May be repeated for up to 12 units.

<b>Courses</b>		<b>Units (Credits)</b>
<u>WELD 250</u>	Welding Certification Preparation	6

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## ***Western Nevada State Peace Officer Academy***

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### Certification and Licensing Preparation

WNC offers a 30-week, 30.5 unit course of study to prepare students for careers in law enforcement. The academy begins each January and meets all Nevada and POST certification requirements.

Early application is encouraged. Please note that there are two prerequisites. Potential students must successfully complete CRJ103 with a grade of B or better and pass the pre-qualifying physical fitness standard at 80% or better.

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

<b>Courses</b>	<b>Units (Credits)</b>
<u>CRJ 103</u> Communication Within the Criminal Justice Field	3
<u>CRJ 266</u> Western Nevada State Peace Officer Academy	27
<u>EMS 100</u> Healthcare Provider CPR	.5

**Note:** For information, 445-4408 or [www.wnc.edu/post/](http://www.wnc.edu/post/)

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## ***Course Credit and Student Involvement***

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### **Course Credit and Student Involvement**

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

Units in a Course Student Involvement:

- 0.5: 20 - 22.5 hours
- 1.0: 40 - 45 hours
- 2.0: 80 - 90 hours
- 3.0: 120 - 135 hours
- 4.0: 160 - 180 hours
- 5.0: 200 - 225 hours
- 6.0: 240 - 270 hours

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## Course Descriptions

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### **Accounting (ACC)**

Career and Technical Education Division

#### **ACC 105: Taxation For Individuals**

Units (Credits): 3; Prerequisites: none

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

#### **ACC 135: Bookkeeping I**

Units (Credits): 3; Prerequisites: none

Introduces the basic principles of bookkeeping and applied accounting for a business enterprise with special emphasis on accounting for sole proprietorships, service and merchandising companies. Includes debits and credits, the accounting cycle, journals, ledgers, bank reconciliations, payroll, and the preparation of simple financial statements. May include a computerized component. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

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

Units (Credits): 3; Prerequisites: [ACC 135](#), [ACC 201](#) or equivalent work experience

Introduces payroll and employee benefit reporting to federal, state, and local government agencies. Includes an overview of federal and state labor laws and specialized reporting requirements including both manual and computerized payroll accounting systems. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

#### **ACC 198: Special Topics in Accounting**

Units (Credits): 1–3; Prerequisites: none

Applies to a variety of topics including short courses and workshops covering a variety of subjects in accounting. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

#### **ACC 201: Financial Accounting**

Units (Credits): 3; Prerequisites: none; Recommended: [ACC 135](#)

Introduces the basic principles of financial accounting for business enterprises with special emphasis on accounting for corporations. Includes theory of debit and credit, accounting cycle, special journals, receivables, depreciation, inventory, long-term debt, corporate capital, and preparation of basic financial statements.

#### **ACC 202: Managerial Accounting**

Units (Credits): 3; Prerequisites: [ACC 201](#); Recommended: or equivalent

Introduces the basic principles of management accounting including manufacturing and cost accounting, budgeting, accounting for management decision-making, and financial statement analysis.

#### **ACC 203: Intermediate Accounting I**

Units (Credits): 3; Prerequisites: [ACC 201](#)

Emphasizes accounting theory, concepts and analysis of problems that arise in applying these concepts. Course covers in depth the traditional topics as well as recent developments in accounting valuation, accounting for cash, receivables, prepaid and accrued items, plant and equipment. This course, in combination with ACC 220, is accepted in lieu of ACC 401 at UNR. Validation of content and knowledge by approved College of Business examination, or satisfactory performance ("C" or better) in ACC 402 is required during the first year of eligibility to enroll in the appropriate upper division business course at UNR.

#### **ACC 204: Intermediate Accounting II**

Units (Credits): 3; Prerequisites: [ACC 203](#)

Emphasizes accounting theory and concepts in corporate accounting. Areas of focus will include stockholder's equity, investments in securities and funds, financial reporting, and analysis of financial statements.

**ACC 220: Microcomputer Accounting Systems**Units (Credits): 3; Prerequisites: ACC 201

Integrates the principles of accounting and the concepts of data processing. Students will become familiar with computerized accounting systems which are realistic examples of systems used in business today. This course in combination with ACC 203 is accepted in lieu of ACC 401 at UNR. Validation of content and knowledge by approved College of Business examination, or satisfactory performance ("C" or better) in ACC 402 is required during the first year of eligibility to enroll in the appropriate upper division business course at UNR.

**ACC 223: Introduction to QuickBooks**Units (Credits): 3; Prerequisites: ACC 135 or consent of instructor

Introduces students to QuickBooks accounting program and computerized accounting. Student's will receive hands-on training in the use of QuickBooks using fictitious case studies. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**ACC 261: Governmental Accounting**Units (Credits): 3; Prerequisites: ACC 201

Introduces accounting and reporting for government and non-profit entities. Includes study of fund and budget accounts of local governmental units, revenues, appropriations, disbursements and assessments.

**ACC 290: Certified Bookkeeper Course**Units (Credits): 6; Prerequisites: ACC 201 with a grade of C or better, or by demonstrating a thorough knowledge of double-entry accounting.

Offers skills for working professionals and students who wish to advance their career in the bookkeeping profession. Upon successful completion, students will be able to sit for a national exam administered by the American Institute of Professional Bookkeepers (AIPB). Upon passing this exam and completing two years of bookkeeping experience, individuals earn the right to call themselves "Certified Bookkeepers." Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**ACC 295: Work Experience I**

Units (Credits): 1–6; Prerequisites: consent of instructor

Provides on-the-job supervised and educationally directed work experience. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**ACC 299: Advanced Special Topics in Accounting**Units (Credits): 1–3; Prerequisites: ACC 201 or ACC 202 or consent of instructor

Applies to a variety of advanced topics including short courses and workshops covering a variety of subjects in accounting.

**Air Conditioning (AC)**Career and Technical Education Division

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**AC 198: Special Topics in HVAC**

Units (Credits): 0.5–6; Prerequisites: none

Various short courses and experimental classes covering a variety of subjects. Offered from one-half to six units depending on the course content and number of hours required. May be repeated up to six units. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**American Sign Language (AM)**Career and Technical Education Division

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**AM 140: American Sign Language I / II**

Units (Credits): 6; Prerequisites: none

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

**AM 141: American Sign Language III / IV**Units (Credits): 6; Prerequisites: AM 140 or AM145/AM146

Promotes the shift from comprehension to production of ASL to bring the students current ASL fluency to a point of self-generated ASL. American Sign Language IV encourages students to expand his or her command of discourse in ASL on various everyday topics.

**AM 145: American Sign Language I**

Units (Credits): 3; Prerequisites: none

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

**AM 146: American Sign Language II**

Units (Credits): 3; Prerequisites: AM 145

Continues to stress the development of basic conversational skills with emphasis on expanding vocabulary and expressive skills.

**AM 147: American Sign Language III**

Units (Credits): 3; Prerequisites: AM 146

Promotes the shifting from comprehension to production of ASL to bring one's current ASL fluency to a point of self generated ASL.

**AM 148: American Sign Language IV**

Units (Credits): 3; Prerequisites: AM 147

Encourages the student to expand his or her command of discourse in ASL on various everyday topics.

**AM 149: American Sign Language V**

Units (Credits): 4; Prerequisites: AM 148

Emphasizes conversational fluency and identification of discourse styles in ASL, which will lead to the ability to initial, maintain and conclude conversational interactions with various deaf language styles and/or preference.

**AM 150: American Sign Language VI**

Units (Credits): 4; Prerequisites: AM 149

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

**AM 151: Fingerspelling I**

Units (Credits): 1; Prerequisites: none

Develops basic skills in receptive and expressive fingerspelling.

**AM 152: Fingerspelling II**

Units (Credits): 1; Prerequisites: AM 151 or current enrollment in AM 151

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

**AM 153: Deaf Culture**

Units (Credits): 3; Prerequisites: AM 145

Offers a study of people who are deafened. Includes clinical and audiological descriptions of deafness and its course.

**AM 154: Deaf History**

Units (Credits): 3; Prerequisites: none

Examines segments of the history of deaf people and the deaf community, as well as the deaf experience from a historical perspective.

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

Units (Credits): 0.5–3; Prerequisites: none

Includes short courses and experimental classes covering a variety of subjects. May be repeated for up to six units. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**AM 201: Interpreting I**

Units (Credits): 3; Prerequisites: [AM 146](#)

Exposes students to the profession of sign language interpretation, providing them with an opportunity to determine their interest in the field.

**AM 202: Interpreting II**

Units (Credits): 3; Prerequisites: [AM 201](#)

Develops receptive and expressive skills in interpreting. Includes a series of activities leading from consecutive interpretation to simultaneous interpretation skills.

**AM 203: Interpreting III**

Units (Credits): 3; Prerequisites: [AM 202](#)

Develops receptive and expressive skills in interpreting for deaf individuals. Follows a sequenced series of consecutive interpretation to simultaneous interpretation skills.

**AM 204: Practicum in Sign Language Interpreting**

Units (Credits): 1; Prerequisites: [AM 203](#)

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

**AM 215: Conversational ASL**

Units (Credits): 4; Prerequisites: [AM 147](#)

Focuses on the natural use of American Sign Language. Appropriate use of ASL grammar and vocabulary in conversational situations is stressed. Students master appropriate pragmatics, use of facial expressions, space, fingerspelling and classifiers, simultaneously for conversational fluency. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**AM 216: Receptive ASL**

Units (Credits): 4; Prerequisites: [AM 147](#)

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

**Anthropology (ANTH)**

[Liberal Arts Division](#)

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**ANTH 101: Introduction to Cultural Anthropology**

Units (Credits): 3; Prerequisites: none

Introduces human culture and society. Provides an understanding of human diversity through a comparative study of politics, religion, economics and social organization.

**ANTH 102: Introduction to Physical Anthropology**

Units (Credits): 3; Corequisites: recommend ANTH 110L

Explores the biological and evolutionary origins of humans through the examination of the fossil record, the study of primates, and the study of human biology.

**ANTH 110L: Physical Anthropology Lab**

Units (Credits): 1; Corequisites: [ANTH 102](#)

Provides practical experience in aspects of physical anthropology: the mechanisms of inheritance, osteology and forensic science, comparative anatomy and human evolution, and aspects of modern human variability.

**ANTH 201: Peoples & Cultures of the World**

Units (Credits): 3; Prerequisites: none

Offers a comparative survey of selected societies from throughout the world. Emphasis is on the impact of global developments on traditional societies.

**ANTH 202: Introduction to Archeology**

Units (Credits): 3; Prerequisites: none

Surveys archaeology in the Old and New Worlds. Examines methods used by archaeologists to describe and explain prehistoric cultures.

**ANTH 210: Indians of Nevada Today**

Units (Credits): 3; Prerequisites: none

Surveys the Native American populations of Nevada and adjacent areas with emphasis on contemporary reservation conditions.

**ANTH 212: Indians of North America**

Units (Credits): 3; Prerequisites: none

Surveys traditional life and modern conditions of American Indians with emphasis on the western United States.

**ANTH 213: Introduction to the Indians of the Great Basin**

Units (Credits): 3; Prerequisites: none

Introduces the Indians of the Great Basin summarizing ethnographic and contemporary issues of Native Americans of the Great Basin and the indigenous groups that are geographically adjacent and have influenced Basin cultures. Also examines the archaeological documentation of pre-contact conditions.

**ANTH 214: Introduction to Mesoamerican Prehistory and Archaeology**

Units (Credits): 3; Prerequisites: none

Introduces students to the archaeology and prehistory of Mesoamerica. Includes the development of complex societies in Mexico and Central America.

**ANTH 215: Introduction to Faith, Witchcraft and Magic**

Units (Credits): 3; Prerequisites: none

Introduces students to the anthropological study of religion as a human institution. Examines the history, methods, and current status of the field.

**ANTH 443: Environmental Archaeology**

Units (Credits): 3; Prerequisites: admission to the BTech program or consent of advisor

Topics selected from paleoecology, taphonomy, geoarchaeology, and dating methods. Lectures, readings, and field trips cover advanced principles, method and theory, and practical applications.

**Applied Industrial Technology (AIT)**

Career and Technical Education Division

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**AIT 101: Fundamentals of Applied Industrial Technology**

Units (Credits): 4; Prerequisites: none

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

**AIT 102: Measurement Tools and Methods**

Units (Credits): 2; Prerequisites: none

Explains the fundamental concepts of dimensional measurement. Accuracy and tolerance will be described and applied in theory and through lab experiments. U.S. Customary Units and S.I. Metric Units are utilized both in measurement and conversion. Covers fundamental operation of dial and digital calipers. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**AIT 103: Introduction to Machine Tool Technologies**

Units (Credits): 2; Prerequisites: none

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

for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**AIT 121: Electrical Control Systems**

Units (Credits): 2; Prerequisites: AIT 101

Covers the function and operation of logic control circuits used in industrial, commercial and residential applications. Relays, limit switches and time-delays are introduced for a variety of uses. Automation with electrical control is common in many settings, using components wired together in specific configurations that form the logic needed to determine the sequence of machine operations. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**AIT 155: Applied Industrial Technology Hands On Lab**

Units (Credits): 1–6; Prerequisites: none

Allows students of Applied Industrial Technology to use hands-on trainers and equipment for the study of various topics. Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**AIT 201: Pneumatic Power Technologies**

Units (Credits): 3; Prerequisites: none

Introduces the concepts of how to connect and operate basic pneumatic components and systems, read circuit diagrams, monitor system operation, and design circuits. Different types of actuators and valves will be explained, and skills working with pneumatic schematics will be strengthened by using simulated tools and test equipment. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**Arabic (ARA)**

Liberal Arts Division

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**ARA 101: Conversational Arabic I**

Units (Credits): 3; Prerequisites: none

Emphasizes Arabic spoken communication, listening, reading and writing skills. A vocabulary of Arabic-English words will be developed to suit student needs. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**ARA 102: Conversational Arabic II**

Units (Credits): 3; Prerequisites: ARA 101

Emphasizes Arabic spoken communication. Listening, reading and writing skills will be explored. A vocabulary of Arabic-English words can be developed to suit student needs. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**Art (ART)**

Liberal Arts Division

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**ART 100: Visual Foundations**

Units (Credits): 3; Prerequisites: none

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

**ART 101: Drawing I**

Units (Credits): 3; Prerequisites: none

Develops drawing skills through practice with a broad variety of drawing tools and techniques. One hour lecture/four hours studio per week.

**ART 102: Drawing II**

Units (Credits): 3; Prerequisites: ART 101

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

**ART 105: Color Theory**

Units (Credits): 3; Prerequisites: none

Introduces color interactions, optical phenomena and creative application.

**ART 108: Design Fundamentals II (2-D)**

Units (Credits): 3; Prerequisites: none

Explores the fundamentals of design utilizing various media while focusing on three-dimensional design and sculptural practices. One hour lecture/four hours studio per week.

**ART 111: Beginning Ceramics**

Units (Credits): 3; Prerequisites: none

Introduces basic ceramic techniques and concepts including both hand-built and wheel thrown vessels as well as both utilitarian and non-utilitarian ceramic forms.

**ART 115: Beginning Clay Sculpture**

Units (Credits): 3; Prerequisites: none

Introduces students to clay as a medium for sculptural design. Focus is on human head, small animal sculpture and mold-making.

**ART 124: Beginning Printmaking**

Units (Credits): 3; Prerequisites: none

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

**ART 127: Watercolor I**

Units (Credits): 3; Prerequisites: none

Offers a beginning course in watercolor painting with emphasis on materials and techniques which contribute to the production of quality works of art.

**ART 131: Introduction to Painting**

Units (Credits): 3; Prerequisites: none

Introduces the basics of various traditional and contemporary painting media.

**ART 135: Photography I**

Units (Credits): 3; Prerequisites: none

Introduces black and white photography and the 35mm camera. The course is designed as a beginning or refresher class in understanding photo taking and darkroom procedures. Student must provide a 35mm camera.

**ART 141: Introduction to Digital Photography I**

Units (Credits): 1-3; Prerequisites: none

Introduces photographic techniques. Topics include exposure, camera controls, digital printing, file management. Explores creative possibilities and thematic modes of photography; working in series.

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

Units (Credits): 1-3; Prerequisites: ART 141 or consent of instructor

Continued exploration of photography utilizing digital based equipment with an emphasis on cameras (both traditional and digital) and scanning, including the creation and manipulation of original images.

**ART 160: Art Appreciation**

Units (Credits): 3; Prerequisites: none

Studies art, artists and art media of various historical periods to develop the student's capacity to evaluate and appreciate them.

**ART 201: Life Drawing I**

Units (Credits): 3; Prerequisites: ART 101

Practices drawing the human figure from nude models. Emphasizes the expressive potentialities of human figure, and the production of quality drawings. One hour lecture and four hours studio per week.

**ART 208: Fiber Arts**

Units (Credits): 3; Prerequisites: none

Introduces fiber based techniques and concepts including contemporary uses of quilting and fabric dyes, among other techniques, as a fine art form.

**ART 209: Introduction to Gallery Practices**

Units (Credits): 3; Prerequisites: none

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

**ART 211: Ceramics I**

Units (Credits): 3; Prerequisites: none

Offers a beginning studio course in ceramic construction and decoration. Lecture and laboratory methods are used to give special attention to the development of individual students skills. Uses potter's wheels. One hour lecture and four hours studio per week.

**ART 212: Ceramics II**

Units (Credits): 3; Prerequisites: [ART 211](#)

Continues ART 211 with increased attention given to further refinement of skills. One hour lecture/four hours studio per week.

**ART 216: Sculpture I**

Units (Credits): 3; Prerequisites: none

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

**ART 217: Sculpture II**

Units (Credits): 3; Prerequisites: [ART 216](#) or consent of instructor

Offers studio classes in techniques and skills of subtractive and additive sculpture. One hour lecture and four hours studio per week.

**ART 218: Alternative Sculpture**

Units (Credits): 3; Prerequisites: none

Explores non-traditional sculpting techniques.

**ART 221: Beginning Printmaking: Intaglio**

Units (Credits): 3; Prerequisites: [ART 124](#)

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

**ART 222: Beginning Printmaking: Lithography**

Units (Credits): 3; Prerequisites or Corequisites: [ART 124](#)

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

**ART 223: Beginning Printmaking: Serigraphy**

Units (Credits): 3; Prerequisites or Corequisites: [ART 124](#)

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

**ART 224: Beginning Printmaking: Relief**

Units (Credits): 3; Prerequisites or Corequisites: [ART 124](#)

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

**ART 225: Intermediate Printmaking**

Units (Credits): 3; Prerequisites: [ART 124](#)

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

**ART 227: Watercolor II**

Units (Credits): 3; Prerequisites: [ART 127](#)

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

**ART 231: Painting I**

Units (Credits): 3; Prerequisites: none

Offers a beginning course in oil and/or acrylic painting. Introduces concepts and develops skills for the production of quality paintings. One hour lecture and four hours studio per week.

**ART 232: Painting II**

Units (Credits): 3; Prerequisites: [ART 231](#)

Continues ART 231, with increased emphasis on refinement of basic painting skills. One hour lecture and four hours studio per week.

**ART 235: Photography II**

Units (Credits): 3; Prerequisites: [ART 135](#)

Broadens students' understanding of photographic imagery and continues to develop greater technical knowledge and skill. Student must provide a camera.

**ART 236: Photography III**

Units (Credits): 3; Prerequisites: [ART 235](#)

Deals with studio and on-location commercial photography. Provides the basics about studio lighting and procedures. Students must provide a camera.

**ART 237: Photography II Color**

Units (Credits): 3; Prerequisites: [ART 141](#)

Covers continued explorations of numerous photographic techniques, compositional styles, concepts and critical analysis of photography as a Fine Art.

**ART 245: Digital Media I**

Units (Credits): 3; Prerequisites: At least one art studio course, such as Visual Foundations, Beginning Photography, Drawing, etc.

Introduces concepts and practices of computer art and related media with an emphasis on contemporary experimental applications.

**ART 260: Survey Art History I**

Units (Credits): 3; Prerequisites: none

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

**ART 261: Survey of Art History II**

Units (Credits): 3; Prerequisites: none

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

**ART 296: Independent Study**

Units (Credits): 1–3; Prerequisites: none

Focuses on independent exploration of studio techniques and concepts as discussed with the instructor during one-on-one critiques and instruction. May be repeated for up to six units.

**ART 297: Field Study**

Units (Credits): 1–3; Prerequisites: none

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

**ART 298: Portfolio Emphasis**

Units (Credits): 3; Prerequisites: none

Offers input for artist portfolios by means of critique and resolving a conceptual body of work in a professional portfolio presentation.

**ART 299: Special Topics in Studio Art**

Units (Credits): 1–3; Prerequisites: none

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

## **Astronomy (AST)**

Liberal Arts Division

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### **AST 100: Special Topics: White Dwarfs, Neutron Stars and Black Holes**

Units (Credits): 1; Prerequisites: none

Covers an assortment of exotic and fascinating stellar and astronomical objects that are at the center of modern astronomy. Studies the life cycles of both large and small mass stars as well as new developments and discoveries from a wide range of topics in astrophysics.

### **AST 105: Introductory Astronomy Laboratory**

Units (Credits): 1; Prerequisites: AST 109, AST 110 or consent of instructor

Presents laboratory exercises in astronomy in the tradition of the amateur astronomer. Includes observation of celestial objects as well as laboratory exercises to investigate the physical nature of astronomical objects. Instructs on the use of telescopes and the process of the scientific method. Recommended for non-science majors.

### **AST 109: Planetary Astronomy**

Units (Credits): 3; Prerequisites: MATH 120, MATH 126 or higher or consent of instructor

Offers a descriptive introduction to current concepts of the solar system, modern observational techniques, and their results. Utilizes telescopes and observatory facilities. Includes four laboratory experiences.

### **AST 110: Stellar Astronomy**

Units (Credits): 3; Prerequisites: MATH 120, MATH 126 or higher or consent of instructor

Offers a descriptive introduction to stellar and galactic systems, the life cycle of stars, theories of the universe and its formation. Utilizes telescopes and observatory facilities. Includes four laboratory experiences.

### **AST 115: Birth of Astrophysics**

Units (Credits): 1; Prerequisites: none

Covers the accidental discovery of the solar spectral lines at the beginning of the 19th century and explores the threads of observation and interpretation through the subsequent 100 years. Explains how this process created modern astronomy, atomic physics, and chemistry. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

### **AST 118: Astronomical Instrumentation**

Units (Credits): 1; Prerequisites: none

Introduces the basic operation of reflecting and refracting telescopes, fundamentals of spectrograph and methods for obtaining stellar spectra, and multiple uses of the CCD camera for astronomical imaging. Emphasis will be on working with the instruments (hands-on) and taking real time data when applicable. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

### **AST 120: Introduction to Astrobiology**

Units (Credits): 3; Prerequisites: none

Studies the origin, evolution and distribution of life in the geology, planetary science, atmospheric science, oceanography, and other sciences. Explore's the scientific reasons behind why the Solar System harbors a living planet. Covers the factors that allow the Earth to support life and the potential for life on other planets within the universe.

### **AST 190: Projects in Observational Astronomy**

Units (Credits): 3; Prerequisites: AST 105 or consent of instructor

Develops skills in observational astronomy with a project-oriented course. Uses high quality equipment such as cameras, photometers, telescopes and heliostats. Laboratory course recommended for non-science majors.

### **AST 198: Special Topics in Astronomy**

Units (Credits): 0.5–6; Prerequisites: none

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

Note: Non-transferable for a NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**AST 290: Internship in Astronomy**

Units (Credits): 1–8; Prerequisites: consent of instructor

Allows students to apply knowledge to real, on-the-job situations in a program designed by a company official and faculty advisor to maximize learning experiences. Students may earn up to eight units on the basis of 45 hours of internship per unit. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**AST 299: Directed Study**

Units (Credits): 1–3; Prerequisites: consent of instructor

Covers selected topics and directed student research of interest to students in astronomy. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

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**Atmospheric Sciences (ATMS)**

Liberal Arts Division

**ATMS 117: Meteorology**

Units (Credits): 3; Prerequisites: none

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

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**Automotive Auto Body (AUTB)**

Career and Technical Education Division

**AUTB 120: Automotive Collision I**

Units (Credits): 3; Prerequisites: none

Provides fundamental instruction of hands-on skill and knowledge in auto body construction, tools, and safety. Students will also work with metal, plastics, fiberglass and trim. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**AUTB 121: Auto Collision I Practice**

Units (Credits): 1–6; Prerequisites: none

Develops student skills by putting into practice the theories taught in AUTB 120. The emphasis will be geared to a more practical, hands-on experience through the use of grinders, orbital sanders and all collision repair equipment. Shop safety and cleanup are always stressed. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**AUTB 125: Automotive Collision II**

Units (Credits): 1–6; Prerequisites: AUTB 120

Continues AUTB 120 with more advanced hands-on skill and knowledge in auto body construction, tools, safety and work with metal, plastic, fiberglass and trim. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**AUTB 126: Automotive Collision II Practice**

Units (Credits): 1–9; Prerequisites: AUTB 125

Continues to develop student skills by putting into practice the theories taught in AUTB 125. The emphasis will be geared to a more practical, hands-on experience through the use of frame machines, laser measuring devices, and various shop equipment and hand tools. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**AUTB 200: Automotive Refinishing I**

Units (Credits): 3; Prerequisites: none

Provides fundamental instruction of hands-on skill and knowledge in the painting and refinishing, including metal preparation, sanding techniques, masking and priming. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**AUTB 201: Automotive Refinishing Practice**

Units (Credits): 1–6; Prerequisites: none

Further develops student skills by putting into practice the theories taught in AUTB 200. The emphasis will be geared to a more practical, hands-on experience through use of the various spray guns and finish techniques. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**AUTB 205: Auto Refinishing II**

Units (Credits): 1–6; Prerequisites: AUTB 200

Continues AUTB 200 with more advanced hands-on skill and knowledge in the painting and refinishing of auto bodies. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**AUTB 206: Automotive Refinishing Practice II**

Units (Credits): 1–9; Prerequisites: AUTB 205

Further develops student skills by putting into practice the theories taught in AUTB 205. Emphasizes a more practical, hands-on experience through use of different style guns and spray equipment, paint materials, color matching, etc. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**AUTB 210: Plastic Composite and Adhesives**

Units (Credits): 1–6; Prerequisites: AUTB 120 or consent of instructor

Offers an in-depth study of the new plastics, composite panels and the adhesion process. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

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

Units (Credits): 1–6; Prerequisites: AUTB 120, AUTB 200

Further develops student skills by putting into practice the theories taught in AUTB 210. The emphasis will be geared to a more practical, hands-on experience through an in-depth study of the new plastics, composite panels and the adhesion process for them. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**AUTB 220: Auto Collision & Refinishing Estimating**

Units (Credits): 3–6; Prerequisites: basic computer skills

Familiarizes students with the estimating portion of the auto collision and refinishing program. The course involves analyzing damage in-depth, creating a damage report and using computer software for the process. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**Automotive Mechanics (AUTO)**

Career and Technical Education Division

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**AUTO 101: Introduction to General Mechanics**

Units (Credits): 3; Prerequisites: none

Introduces principles, design, construction and maintenance of automobiles. Includes safety, use of manuals, selection and use of hand tools, and hand-held test instruments. Introduces general maintenance of various systems. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**AUTO 111: Automotive Electricity**

Units (Credits): 3; Prerequisites: none

Introduces principles and theory of automotive electricity and the maintenance of automobile electrical systems. Includes safety, use of manuals, selection and use of hand tools, and hand-held test instruments. Introduces a variety of different electrical systems and accessories. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**AUTO 112: Automotive Electricity II**

Units (Credits): 3–6; Prerequisites: AUTO 111 or consent of instructor

Further develops student skills by putting into practice the theories taught in AUTO 111. Provides practical, hands-on experience through the use of Multi meters, VAT 40, manuals, selection and use of hand tools, and hand

held test instruments. Shop safety and cleanup are always stressed. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**AUTO 115: Auto Electricity & Electronics I**

Units (Credits): 4; Prerequisites: AUTO 101 or consent of instructor

Covers mastery of DC electricity, use of digital multimeters, troubleshooting electrical problems in starting, charging and accessory systems. Prepares students for ASE certification. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**AUTO 117: Advanced Auto Electronics**

Units (Credits): 4; Prerequisites: AUTO 115

Teaches advanced AC and DC automotive electronic circuits, troubleshooting of electronically controlled components including supplemental restraint systems and convenience accessories. Prepares students for ASE certification. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**AUTO 130: Engine Reconditioning**

Units (Credits): 3; Prerequisites: AUTO 101

Introduces principles, design, construction and maintenance of automobile engines. Includes overhaul of various systems in the engine (valve, train, oiling system, etc.) safety, use of manuals, selection and use of hand tools. Introduces a variety of systems. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**AUTO 140: Automotive Brake Systems**

Units (Credits): 3; Prerequisites: none

Introduces principles, design, construction and maintenance of automotive brake systems including antilock systems. Includes safety, use of manuals, selection and use of hand tools, power tools and hand-held test instruments. Introduces general maintenance of a variety of different systems. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**AUTO 141: Automotive Brake Systems Practice**

Units (Credits): 3; Prerequisites: AUTO 140 or consent of instructor

Further develops student skills by putting into practice the theories taught in AUTO 140. Provides practical, hands-on experience through the use of the brake lathe and bleeder, scanners, troubleshooting guides and brake hand tools. Shop safety and cleanup are always stressed. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**AUTO 145: Automotive Brakes**

Units (Credits): 4; Prerequisites: AUTO 101 or consent of instructor

Focuses on theory, diagnosis, and service of drum, disc, and anti-lock braking systems, brake component machining, hydraulic component reconditioning, friction and hardware replacement. Prepares students for ASE certification. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**AUTO 150: Steering & Suspension Systems**

Units (Credits): 3; Prerequisites: none

Introduces principles, design, construction and maintenance of automotive steering and suspension system. Includes safety, use of manuals, and selection and use of hand tools, power tools and test equipment. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**AUTO 151: Steering Suspension System Practice**

Units (Credits): 3; Prerequisites: AUTO 150 or consent of instructor

Develops student skills by putting into practice the theories taught in AUTO 150. The emphasis will be geared to a more practical, hands-on experience through the use of the computer 4-wheel alignment, scanners, use of manuals, selection and use of hand tools and hand-held test instruments. Expands on maintenance of a variety of systems and accessories. Shop safety and cleanup are always stressed. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**AUTO 155: Steering & Suspension**

Units (Credits): 4; Prerequisites: AUTO 101 or consent of instructor

Teaches diagnosis/service of suspension components including shocks, springs, ball joints, manual and power steering system and four wheel alignment are some areas covered. Prepares students for ASE certification. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**AUTO 160: Auto Air Conditioning**

Units (Credits): 1–3; Prerequisites: none

Introduces principles design, construction and maintenance of automotive air conditioning systems. Includes safety, use of manuals, selection and use of hand tools, and hand-held test instruments, evacuating systems, charging/recovery systems and other specialized air conditioning tools. Introduces general maintenance of a variety of different air conditioning systems. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**AUTO 190: Beginning Automotive Upholstery**

Units (Credits): 3–6; Prerequisites: none

Covers the basics of cutting, fitting and stitching for all types of seats in cars, vans, motorcycles and boats. The student will learn how to operate the sewing machine, layout patterns and repair seat frames. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**AUTO 195: Advanced Automotive Upholstery**

Units (Credits): 3–6; Prerequisites: AUTO 190

Continues AUTO 190. Students work with custom upholstery designs such as tuck and roll, button and pleat, etc. Includes work with convertible tops, vinyl tops and headliners. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**AUTO 196: Automotive Projects**

Units (Credits): 3; Prerequisites: consent of instructor

Permits students to pursue special projects and/or explore areas of specific interest under the direction of a college instructor. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**AUTO 200: Standard Transmissions**

Units (Credits): 3; Prerequisites: none

Introduces principles, design, construction and maintenance of automotive standard transmission. Includes safety, use of manuals, selection and use of hand tools, power tools and test equipment. Studies transmission principles and systems. Includes disassembly and overhaul of various standard automobile transmissions. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**AUTO 205: Manual Drive Trains and Axles**

Units (Credits): 3–7; Prerequisites: none

Introduces principles, design, construction and maintenance of automobile ignition systems. Includes safety, use of manuals selection and use of hand tools, and hand-held test instruments. Introduces general maintenance of various systems. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**AUTO 210: Automatic Transmission & Transaxles I**

Units (Credits): 3; Prerequisites: none

Introduces principles, design, construction and maintenance of automatic transmissions used in today's automobiles. Includes safety, use of manuals, selection and use of hand tools, and appropriate transmission test instruments. Introduces maintenance of a variety of different automatic transmissions. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**AUTO 211: Automatic Transmission & Transaxles II**

Units (Credits): 3; Prerequisites: AUTO 210

Concentrates on knowledge, skills, principles, design, construction and maintenance of automatic transmissions used in today's automobiles. Amplifies competencies learned in AUTO 210. Includes safety, use of manuals,

selection and use of hand tools, and appropriate transmission test instruments. Introduces general maintenance of a variety of different automatic transmissions. Note: Non-transferable for an NSHE baccalaureate degree.

Non-applicable towards an AA or AS Degree.

### **AUTO 220: Automotive Engine Performance Mechanics I**

Units (Credits): 3; Prerequisites: none

Introduces principles, design, construction and maintenance of automobile ignition systems. Includes safety, use of manuals, selection and use of hand tools, and hand-held test instruments. Introduces general maintenance of a variety of different systems. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

### **AUTO 221: Automotive Engine Performance II**

Units (Credits): 3; Prerequisites: [AUTO 220](#)

Guides students through the basic theory of automotive emissions, description of emission control, operation of the controls system, trouble shooting and repair. Includes safety, use of manuals, selection and use of hand tools and hand-held test instruments and engine analyzers. Note: Non-transferable for an NSHE baccalaureate degree.

Non-applicable towards an AA or AS Degree.

### **AUTO 222: Automotive Computer Systems**

Units (Credits): 3; Prerequisites: [AUTO 230](#) or consent of instructor

Introduces principles, design, construction and maintenance of automobile ignition systems and fuel systems. Studies General Motors, Ford EEC, Chrysler and foreign computer systems. Covers principles of operation, fuel managements, air management and all sensors including solenoids. Reviews basic electricity, electronic spark timing and high energy ignition systems. Includes safety, use of manuals, selection and use of hand tools, hand-held test instruments and engine analyzers. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

### **AUTO 225: Engine Performance I/Fuel & Ignition**

Units (Credits): 4; Prerequisites: [AUTO 101](#) or consent of instructor

Studies engine related subsystems which include ignition, fuel, cooling, starting, and charging systems. Covers theory and testing of computerized engine management systems. Prepares students for ASE certification. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

### **AUTO 227: Engine Performance II/Emission Control**

Units (Credits): 4; Prerequisites: [AUTO 225](#)

Automotive emission control systems. Preparation on current gas analyzers for the purpose of diagnosis and repair of specific emission devices. Prepares students for ASE certification. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

### **AUTO 229: Advanced Automotive Electricity**

Units (Credits): 3; Prerequisites: [AUTO 111](#)

Continues study of material presented in AUTO 111. Reviews and amplifies principles and theory of automotive electricity and the maintenance of automobile electrical systems. Focuses on electronic applications. Includes safety, use of manuals, selection and use of hand tools and hand-held test instruments. Introduces testing and servicing automotive electronic components. Expands on maintenance of a variety of systems and accessories. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

### **AUTO 230: Advanced Engine Performance**

Units (Credits): 3; Prerequisites: [AUTO 220](#) or consent of instructor

Introduces principles, design, construction and maintenance of automobile ignition systems and fuel systems. Includes safety, use of manuals, selection and use of hand tools, hand-held test instruments and engine analyzers. Introduces general maintenance of a variety of different systems. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

### **AUTO 235: Engine Performance III/Diagnostics**

Units (Credits): 4; Prerequisites: [AUTO 227](#)

Studies computerized engine and fuel management control, operational theory of automotive computers and the

use of hand held diagnostic interfaces. Prepares students for ASE certification. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**AUTO 293: Work Experience I**

Units (Credits): 1–6; Prerequisites: consent of instructor

Provides the student with on-the-job supervised and educationally directed work experience. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**Biology (BIOL)**

Liberal Arts Division

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**BIOL 100: General Biology For Non-Science Majors**

Units (Credits): 3; Prerequisites: MATH 120, MATH 126 or higher or consent of instructor

Covers fundamental concepts and theories of life science. Major topics include cellular/molecular biology, anatomy, physiology, genetics, evolutions and ecology. Includes four laboratory experiences.

**BIOL 113: Life in the Oceans**

Units (Credits): 3; Prerequisites: none

Introduces the plants, animals and microorganisms of the oceans with an emphasis on important marine ecosystems such as intertidal zones, estuaries and coral reefs.

**BIOL 190: Introduction to Cell and Molecular Biology**

Units (Credits): 3; Prerequisites: MATH 096 or higher (excluding MATH120) or appropriate score on the WNC placement examination, or a corequisite of MATH 126; Corequisites: BIOL 190L

Covers the structure and function of cells. Included will be the major molecules of life, composition and physiology of cellular organelles, cellular metabolism, reproduction, motility, gene function and related topics. Note: BIOL 190/190L plus BIOL 191/191L transfer to UNR as fulfilling BIOL 190, 191 and 192 requirements.

**BIOL 190L: Introduction to Cell and Molecular Biology Lab**

Units (Credits): 1; Corequisites: BIOL 190

Covers the structure and function of cells, including the major molecules of life, composition and physiology of cellular organelles, cellular metabolism, reproduction, motility, gene function and related topics. Note: BIOL 190/190L plus BIOL 191/191L transfer to UNR as fulfilling BIOL 190, 191 and 192 requirements.

**BIOL 191: Introduction to Organismal Biology**

Units (Credits): 3; Prerequisites: BIOL 190, BIOL 190L ; Corequisites: BIOL 191L

Combines the principles of botany and zoology into one course emphasizing levels of organization and life processes common to all organisms. Topics range from nutrient processing and homeostasis to reproduction. Note: BIOL 190/190L plus BIOL 191/191L transfer to UNR as fulfilling BIOL 190, 191 and 192 requirements.

**BIOL 191L: Introduction to Organismal Biology Lab**

Units (Credits): 1; Corequisites: BIOL 191

Combines the principles of botany and zoology into one course emphasizing levels of organization and life processes common to all organisms. Topics range from nutrient processing and homeostasis to reproduction. Note: BIOL 190/190L plus BIOL 191/191L transfer to UNR as fulfilling BIOL 190, 191 and 192 requirements.

**BIOL 200: Elements of Human Anatomy & Physiology**

Units (Credits): 3; Prerequisites: none

Provides students with an intense descriptive overview of anatomy and physiology with related, illustrative pathology and microbiology.

**BIOL 204: Elements of Human Anatomy & Physiology Lab**

Units (Credits): 1; Corequisites: BIOL 200

Provides students with intense laboratory exercises about anatomy and physiology with related, illustrative pathology and microbiology.

**BIOL 208: Human Genetics**

Units (Credits): 3; Prerequisites: [BIOL 190](#), [CHEM 220](#)

Offers a basic science (Mendelian genetics, cytogenetics, molecular genetics) and detailed clinical case study and correlation-oriented (pedigree analysis, gene cloning, inborn errors of metabolism) course that demonstrates the principles of genetics/heredity in human health and disease. Strongly recommended for those pursuing pre-medical studies.

**BIOL 212: Introduction to Human Genetics Lab**

Units (Credits): 1; Corequisites: [BIOL 208](#)

Provides an opportunity to learn how to extract and amplify genomic DNA using the polymerase chain reaction; apply concepts of chemistry and evolutionary biology to study an organism they choose; identify a question involving their chosen organism and answer it using DNA technology; research and identify protocols and materials such as M-SAT primers specific to the organism they choose; subject data to statistical analysis and relate their findings to concepts of evolution.

**BIOL 223: Human Anatomy and Physiology I**

Units (Credits): 4; Prerequisites: [BIOL 190](#) & [BIOL 190L](#) with a grade of C or better or CHEM 121 with a grade of C or better or meet nursing program chemistry requirement

Offers detailed study of cellular functions and the integumentary, skeletal, muscular, and nervous systems. Primarily for physical education, pre-nursing and other pre-health majors. NOTE: For programs that require BIOL 223 and 224, both courses must be completed at the same institution if taken outside Nevada. May be repeated a maximum of two times within the last five years.

**BIOL 224: Human Anatomy and Physiology II**

Units (Credits): 4; Prerequisites: [BIOL 223](#) with a grade of C or better

Offers a detailed study of the anatomy and physiology of the circulatory, immune, respiratory, digestive, urinary, endocrine and reproductive systems. Primarily for physical education, pre-nursing and other pre-health majors. NOTE: For programs that require BIOL 223 and 224, both courses must be completed at the same institution if taken outside Nevada. May be repeated a maximum of two times within the last five years.

**BIOL 251: General Microbiology**

Units (Credits): 4; Corequisites: [BIOL 190](#), [BIOL 190L](#)

Emphasizes the distribution, form, structure and physiology of microorganisms in laboratory. Develops the student's skills in aseptic procedures, isolation and identification. Recommended for all allied health majors. Three hours lecture/three hours laboratory per week. May be repeated a maximum of two times within the last five years.

**BIOL 275: The Gross Human: Systematic Dissection**

Units (Credits): 1; Prerequisites: none

Introduces students to the dissection of the human body for scientific learning purposes in an intense, one semester lab course. Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS degree.

**Building Inspection (BI)**

Career and Technical Education Division

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**BI 101: Introduction to Building Codes**

Units (Credits): 3; Prerequisites: none

Introduces the international residential building code. Covers aspects of any code and how to search, interrupt, understand, and implement the code. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**Business (BUS)**

Career and Technical Education Division

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**BUS 101: Introduction to Business**

Units (Credits): 3; Prerequisites: none

Provides students a broad background about the modern business world. An important course for students who are

considering choosing a business major.

**BUS 107: Business Speech Communications**

Units (Credits): 3; Prerequisites: none

Focuses on speech communication skills. Includes effective listening and feedback methods, voice improvement, group and team interaction, developing messages for positive and negative audiences, preparation and presentation of an oral report.

**BUS 108: Business Letters and Reports**

Units (Credits): 3; Prerequisites: ENG 099 with a grade of C or better, or appropriate score on WNC placement examination or equivalent examination

Develops letter and report writing skills including proper word choice, letter tone, and structure. Demonstrates how these skills are best used in business letters, memoranda, reports and other business documents.

**BUS 109: Business Mathematics**

Units (Credits): 3; Prerequisites: none

Reviews fundamental mathematical processes for the vendor and the consumer. Discounts, commissions, depreciation, overhead and interest rates are included. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**BUS 110: Human Relations For Employment**

Units (Credits): 1–3; Prerequisites: none

Provides students/prospective employees with knowledge and understanding of self and others for effective interactions in the workplace. Emphasizes employability skills such as communication, work habits and attitudes, ethics, conflict management, motivation and problem solving. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**BUS 112: Customer Service**

Units (Credits): 0.5–3; Prerequisites: none

Presents the foundations required for developing skills and knowledge to work effectively with internal and external customers. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**BUS 273: Business Law I**

Units (Credits): 3; Prerequisites: none; Recommended: BUS 101, BUS 108

Teaches the nature and sources of law. Studies the court systems and law as related to contracts, negotiable instruments, sales, insurance, and agencies.

**BUS 274: Business Law II**

Units (Credits): 3; Prerequisites: BUS 273

Teaches the nature and sources of law. Studies the court systems and law as related to contracts, negotiable instruments, sales, insurance, and agencies.

**BUS 287: Interviewing Techniques**

Units (Credits): 1; Prerequisites: none

Provides students and prospective employees successful interviewing skills, which include taped mock interviews and evaluations. Interviewing attire will be addressed. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**Chemistry (CHEM)**

Liberal Arts Division

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**CHEM 100: Molecules and Life in the Modern World**

Units (Credits): 3; Prerequisites: MATH 120 or higher

Introduces chemistry with emphasis on impacts on human society, environmental issues, energy sources and life processes. Includes four laboratory experiments.

**CHEM 121: General Chemistry I**

Units (Credits): 4; Prerequisites: MATH 126 with a grade of C or higher or appropriate score on the WNC placement exam or MATH 96 and prerequisite or corequisite of MATH 120

Provides fundamentals of chemistry including reaction stoichiometry, atomic structure, chemical bonding, molecular structure, states of matter and thermochemistry. Three hours lecture/three hours laboratory.

**CHEM 122: General Chemistry II**

Units (Credits): 4; Prerequisites: CHEM 121 & MATH 126 & MATH 127, MATH 128

Provides fundamentals of chemistry including solutions, kinetics, equilibria, thermodynamics, electrochemistry, nuclear chemistry and properties of inorganic and organic compounds. Three hours lecture/three hours laboratory.

**CHEM 220: Introductory Organic Chemistry**

Units (Credits): 4; Prerequisites: CHEM 121; Recommended: CHEM 122

Surveys the principles of carbon chemistry. Credit allowed in only one of CHEM 220 or 241. Three hours lecture/three hours laboratory.

**CHEM 241: Organic Chemistry I**

Units (Credits): 3; Prerequisites: CHEM 122

Introduces the chemistry of carbon compounds; functional groups; relationships among molecular structure, properties and reactivity and biological relevance. For life and environmental sciences majors. Credit allowed in only one of CHEM 220 or 241. Three hours lecture.

**CHEM 241L: Organic Chemistry for Life Sciences Laboratory I**

Units (Credits): 1; Prerequisites: CHEM 122 ; Corequisites: CHEM 241

Introduces the chemistry of carbon compounds; functional groups; relationships among molecular structure, properties and reactivity and biological relevance. For life and environmental sciences majors. Three hours laboratory.

**CHEM 242: Organic Chemistry II**

Units (Credits): 3; Prerequisites: CHEM 241

Provides an emphasis on functional groups, fundamental reaction mechanisms, and biomolecules. For life science and sciences majors. Continues CHEM 241. Three hours lecture.

**CHEM 242L: Organic Chemistry for Life Sciences Laboratory II**

Units (Credits): 1; Prerequisites: CHEM 241 & CHEM 241L ; Corequisites: CHEM 242

Provides an emphasis on functional groups, fundamental reaction mechanisms, and biomolecules. For life science and sciences majors. Three hours laboratory.

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**Chinese (CHI)**

Liberal Arts Division

**CHI 101: Chinese, Conversational I**

Units (Credits): 3; Prerequisites: none

Emphasizes oral communication skills, reading and writing. Chinese-English vocabulary is developed. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CHI 102: Chinese, Conversational II**

Units (Credits): 3; Prerequisites: CHI 101

Continues skills learned in CHI 101. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

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**CISCO Technology (CSCO)**

Career and Technical Education Division

**CSCO 120: CCNA Internetworking Fundamentals**

Units (Credits): 4; Prerequisites: none

Introduces the architecture, structure, functions, components, and models of the Internet and other computer

networks. Uses the OSI and TCP layered models to examine the nature and roles of protocols and services at the application, network, data link, and physical layers. Principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced.

**CSCO 121: CCNA Routing Protocols and Concepts**

Units (Credits): 4; Prerequisites: CSCO 120 or consent of instructor

Covers the architecture, components, and operation of routers, and explains the principles of routing and routing protocols. Students analyze, configure, verify, and troubleshoot the primary routing protocols RIPv1, RIPv2, EIGRP, and OSPF.

**CSCO 130: Fundamentals of Wireless LANs**

Units (Credits): 4; Prerequisites: none

Introduces wireless LAN concepts and focuses on the design, planning, implementation, operation and troubleshooting of wireless networks. Covers a comprehensive overview of technologies, security and design best practices with particular emphasis on hands-on skills. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CSCO 220: CCNA LAN Switching and Wireless Fundamentals**

Units (Credits): 4; Prerequisites: CSCO 120

Covers an in-depth understanding of how switches operate and are implemented in the LAN environment for small and large networks. Beginning with a foundational overview of Ethernet, provides detailed explanations of LAN switch operation, VLAN implementation, Rapid Spanning Tree Protocol (RSTP), VLAN Trunking Protocol (VTP), Inter-VLAN routing, and wireless network operations. Students analyze, configure, verify, and troubleshoot VLANs, RSTP, VTP, and wireless networks. Campus network design and Layer 3 switching concepts are introduced.

**CSCO 221: CCNA WAN Fundamentals**

Units (Credits): 4; Prerequisites: CSCO 121 & CSCO 220

Explains the principles of traffic control and access control lists (ACLs) and provides an overview of the services and protocols at the data link layer for wide-area access. Students learn how to implement and configure Point-to-Point Protocol (PPP), Point-to-Point Protocol over Ethernet (PPPoE), DSL, and Frame Relay. WAN security concepts, tunneling, and VPN basics are also introduced.

**CSCO 230: Fundamentals of Network Security**

Units (Credits): 4; Prerequisites: CSCO 121

Prepares students for certification in Cisco and CompTIA security. Teaches how to design and implement security solutions to reduce the risk of revenue loss and vulnerability. Combines hands-on experience, instructor-led lectures, and a Web based curriculum for students. Provides an introduction to network security and overall security processes. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CSCO 280: CCNP Advanced Routing**

Units (Credits): 4; Prerequisites: CSCO 221 or CCNA Certification

Prepares students with the knowledge and skills to necessary to use advanced IP addressing and routing in implementing scalability for Cisco ISR routers connected to LANs and WANs. Covers topics on Advanced IP Addressing, Routing Principles, Multicast Routing, IPv6, Manipulating Routing Updates, and configuring basic BGP, Configuring EIGRP, OSPF, and IS-IS. Recommended preparation for the Building Scalable Cisco Internetworks exam; required to become a Cisco Certified Network Professional (CCNP).

**CSCO 281: CCNP Implementing Secure Converged Wide Area Networks**

Units (Credits): 4; Prerequisites: CSCO 221 or CCNA Certification

Prepares students with the knowledge and skills to secure and expand the reach of an enterprise network to teleworkers and remote sites with focus on securing remote access and VPN client configuration. Covers topics on the Cisco hierarchical network model as it pertains to the WAN, teleworker configuration and access, frame mode MPLS, site-to-site IPSEC VPN, Cisco EZVPN, strategies used to mitigate network attacks, Cisco device hardening and IOS firewall features. Recommended preparation for the Implementing Secure Converged Wide Area Networks exam; required to become a Cisco Certified Network Professional (CCNP).

**CSCO 282: CCNP Multilayer Switching**

Units (Credits): 4; Prerequisites: [CSCO 221](#) Or CCNA Certification

Covers knowledge and skills necessary to implement scalable multilayer switched networks. Includes topics on Campus Networks, describing and implementing advanced Spanning Tree concepts, VLANs and Inter-VLAN routing, High Availability, Wireless Client Access, Access Layer Voice concepts, and minimizing service Loss and Data Theft in a Campus Network. Recommended preparation for the Multi-layer Switching exam; required to become a Cisco Certified Network Professional (CCNP).

**CSCO 283: CCNP Optimizing Converged Internetworks**

Units (Credits): 4; Prerequisites: [CSCO 221](#) or CCNA Certification

Provides the knowledge and skills necessary in optimizing and providing effective QoS techniques for converged networks. Topics include implementing a VOIP network, implementing QoS on converged networks, specific IP QoS mechanisms for implementing the DiffServ QoS model, AutoQoS, wireless security and basic wireless management. Recommended preparation for the Optimizing Converged Cisco Networks exam; required to become a Cisco Certified Network Professional (CCNP).

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**Civil Engineering (CEE)**

Career and Technical Education Division

**CEE 140: Introduction to Civil Engineering**

Units (Credits): 2; Prerequisites: none

Introduces students to the nature and theory of Civil Engineering and the means and methods used to design and develop Civil Engineering projects such as highways, bridges and subdivisions. Students will demonstrate competencies by completing assigned projects.

**CEE 411: Environmental Law**

Units (Credits): 3; Prerequisites: admission to the BTech program or consent of advisor

Examines current federal laws, rules and regulations concerning the environment. Emphasis on court decisions and interpretations of the law.

**CEE 462: Construction Cost Estimating**

Units (Credits): 3; Prerequisites: [CONS 121](#), [MATH 126](#) or higher, admission to the BTech program or consent of advisor

Develops students full comprehension of cost estimation in all aspects of construction. Covers quantity take-off, labor cost, equipment costs, subcontracts, overhead costs, profit, and bidding. Special emphasis will be placed on commercial construction.

**CEE 463: Project Scheduling**

Units (Credits): 3; Prerequisites: [CONS 281](#), [MATH 127](#) or higher, admission to the BTech program or consent of advisor

Covers project planning, order of project completion, scheduling basics, types of schedules, schedule outputs and reports, project progress, special topics.

**CEE 464: Construction Law**

Units (Credits): 2; Prerequisites: admission to the BTech program or consent of advisor

Covers bids and bid mistakes, contracts and contract documents, performance, liens, bonds, and arbitration vs. litigation, including case studies.

**CEE 465: Construction Cost Accounting**

Units (Credits): 2; Prerequisites: [ACC 201](#) and admission to the BTech program or consent of advisor

Explores direct material costs, direct labor costs, other direct costs, indirect costs, progress billings, profitability and economic survival.

**CEE 466: Construction Management**

Units (Credits): 2; Prerequisites: [CEM 456](#) admission to the BTech program or consent of advisor; Corequisites: [CEM 456](#)

Covers material to help students develop an understanding in the practices of construction management, taking

into account construction manuals developed by the industry. Focuses on heavy civil projects and encourages participants to develop a complete bid package of such projects.

**CEE 495: Special Topics**

Units (Credits): 3; Prerequisites: CONS 108, CONS 114, CEM 456 admission to the BTech program or consent of advisor.

Allows for study and/or experimentation in areas of special current and modern fields that concerns construction managers will be covered. The course will train students to research different possibilities and their implications on the modern construction industry.

**Communication (COM)**

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Liberal Arts Division

**COM 101: Oral Communications**

Units (Credits): 3; Prerequisites: none

Introduces the principles and practices of public speaking.

**COM 102: Introduction to Interpersonal Communication**

Units (Credits): 3; Prerequisites: none

Introduces the field, principles and concepts of interpersonal communication.

**COM 103: Conversation for English Language Learners**

Units (Credits): 3; Prerequisites: Basic English skills in speaking, reading, and writing, or consent of instructor.

Studies conversation and pronunciation for intermediate to advanced English language learners. Covers a variety of discussion topics, emphasizing fluency and accuracy of spoken English. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**COM 113: Fundamentals of Speech Communication**

Units (Credits): 3; Prerequisites: none

Studies theories and principles of speech, public speaking, discussion, interpersonal communication and oral interpretation.

**COM 213: Public Speaking**

Units (Credits): 3; Prerequisites: none

Practices the delivery and theory in the composition of public speeches, including message development, organization and style.

**COM 299: Special Topics in Communication**

Units (Credits): 1–3; Prerequisites: none

Investigates a special topic or technique of speech communication.

**COM 412: Intercultural Communication**

Units (Credits): 3; Prerequisites: admission to the BTech program or consent of advisor

Factors important to meaningful communication across cultures with emphasis on intercultural differences in North America.

**Community Health Sciences (CHS)**

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Nursing and Allied Health Division

**CHS 102: Foundations of Personal Health and Wellness**

Units (Credits): 3; Prerequisites: none

Covers lifelong tools that will help enhance wellness. Health values, attitudes and behaviors of self and others will be explored. Students will be active in design and execution of personal fitness and wellness plans.

**Computer Aided Drafting (CADD)**

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Career and Technical Education Division

**CADD 100: Introduction to Computer Aided Drafting**

Units (Credits): 3; Prerequisites: IS 101, MATH 110 or higher; Recommended: DFT 100, COT 204 or equivalent experience

Uses AutoCAD software to produce working drawings. Emphasizes constructing and editing two-dimensional geometry and placing drawing annotation.

**CADD 105: Intermediate Computer-Aided Drafting**

Units (Credits): 3; Prerequisites: CADD 100 or consent of instructor

Provides instruction and training in advanced two-dimension AutoCAD commands. Covers the use of symbols and symbol libraries. Introduces three-dimensional drawing.

**CADD 120: Architectural Drafting I**

Units (Credits): 3; Prerequisites: CADD 100 or equivalent experience

Stresses blueprint reading skills. Introduces residential working drawing concepts leading to a full set of professional level working drawings. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CADD 140: Technical Drafting I**

Units (Credits): 3; Prerequisites: DFT 100, CADD 100 or consent of instructor

Extends the knowledge gained in DFT 100 to manufacturing industry-type situations. Applies industry standards to advanced drafting problems using Computer Aided Drafting techniques.

**CADD 141: Technical Drafting II**

Units (Credits): 3; Prerequisites: CADD 140 or consent of instructor

Introduces shop processes, detail working drawings, precision dimensioning, limits and tolerances, design layouts, shop notes, parts lists, assembly drawings, developments and intersections, and pictorial drawings. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CADD 198: Special Topics in CADD**

Units (Credits): 1–6; Prerequisites: none

Applies to assorted short courses and workshops covering a variety of subjects. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CADD 200: Advanced Computer Aided Drafting**

Units (Credits): 3; Prerequisites: CADD 105 or equivalent experience

Provides training and instruction on the advanced features of AutoCAD. Develops new skills in use of external references, 3-D drafting and solid modeling. Introduces potential within AutoCAD.

**CADD 210: CADD Project**

Units (Credits): 3; Prerequisites: CADD 105 and consent of instructor

Offers practical experience in completing a major project in a desired CADD study discipline. Offered on a contractual basis only. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CADD 220: Architectural Drafting II**

Units (Credits): 3; Prerequisites: CADD 105, CADD 120 or consent of instructor

Stresses commercial applications of architectural drafting principles. Introduces building codes and design principles. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CADD 225: Architectural Computer Aided Drafting I**

Units (Credits): 3; Prerequisites: CADD 105, CADD 120 or consent of instructor

Provides instruction in using the AutoCAD software to produce architectural drawings. Areas covered will include residential floor plans, sections, details and elevation drawings. Some exposure to commercial architecture may also be included. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CADD 230: Civil Drafting I**

Units (Credits): 3; Prerequisites: CADD 105 or consent of instructor

Teaches the use of AutoDesk Civil 3D software for producing Civil Engineering working drawings. Focuses on the development of "existing conditions" drawings from surveyed data that will be suitable for designing civil engineering improvements and will move into the development of a civil engineering plan layout. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CADD 231: Civil Drafting II**

Units (Credits): 3; Prerequisites: CADD 230 or consent of instructor

Teaches the use of AutoDesk Civil 3D software for producing Civil Engineering working drawings. Focuses on the development of "design" drawings based on surveyed data. Starting with an existing conditions electronic drawing complete with topography and existing improvements, the student will complete the process of developing a finished set of drawings, including the elements of linear and localized civil projects. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CADD 242: Advanced Technical Drafting**

Units (Credits): 3; Prerequisites: CADD 141, MATH 096

Teaches geometric tolerancing and dimensioning, and descriptive geometry. Offers project design/layout within a team environment. Includes supervision/organization of team effort and tooling required for design problem.

**CADD 245: Solid Modeling and Parametric Design**

Units (Credits): 3; Prerequisites: CADD 105 or consent of instructor

Provides training and instruction in using parametric solid modeling software to create solid model parts, assemblies and working drawings.

**CADD 260: Introduction to CAD/CAM**

Units (Credits): 3; Prerequisites: CADD 242, MATH 127

Offers instruction in design techniques for manufacturing processes using CAD/CAM technology. Introduces conversion from CAD drafting database to NC machine code. Includes NC machining introduction. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CADD 290: Internship in CADD**

Units (Credits): 1–6; Prerequisites: consent of instructor

Offers on-the-job supervised and educationally directed work experience. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CADD 295: Independent Study**

Units (Credits): 3; Prerequisites: consent of instructor

Offers a course for students with a particular interest in a specific drafting area. Offered on a contractual basis only. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**Computer Applications (CA)**

Career and Technical Education Division

**CA 100: Introduction to Personal Computing**

Units (Credits): 0.5–1; Prerequisites: none

Introduces computer equipment terminology, and how a computer and computer progress work. Taught mostly through lecture and visual aids with a generous portion of "hands-on" computing exercises. Perfect for those who are new to the world of personal computers, and excellent for those considering purchasing a computer. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CA 101: Introduction to MS Windows**

Units (Credits): 0.5; Prerequisites: none; Recommended: CA 100 or equivalent experience

Introduces information and computing exercises that provide the skills to successfully "navigate" through multiple programs and control on-screen environment. The process of "Cut" and "Paste" is thoroughly explored. Format is mostly lecture and "hands-on" computing exercises. Perfect for those who are new to using personal computers.

Offers an excellent foundation for using all Microsoft Windows-based computer programs. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CA 102: Introduction to Word Processing**

Units (Credits): 0.5; Prerequisites: CA 101 or equivalent experience

Presents information and computing exercises to provide students with the skills necessary to successfully create, edit, and print professional-looking documents. Format is mostly "hands-on" computing exercises and lecture. Perfect for those who are new to word processing programs. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CA 103: Introduction to Spreadsheet**

Units (Credits): 0.5–1; Prerequisites: CA 101 or equivalent experience

Provides the information and computing exercises to perform the skills necessary to successfully create formulas, edit, and print professional-looking spreadsheets. Introduces "hands-on" computing exercises and lecture. Perfect for those who are new to spreadsheet programs. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CA 104: Introduction to Data Base Management**

Units (Credits): 0.5–1; Prerequisites: CA 102 or equivalent experience; Recommended: CA 103 or equivalent experience

Provides students with the information and computing exercises to perform the skills necessary to successfully create and edit database tables, forms, queries, and reports. Format is mostly "hands-on" computing exercises and lecture. Perfect for those who are new to database management programs. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CA 107: Introduction to PowerPoint**

Units (Credits): 0.5; Prerequisites: CA 102 or equivalent experience

Presents information and computing exercises to provide students with the skills necessary to successfully create, edit, and present professional-looking "slide shows". Format is mostly "hands-on" computing exercises and lecture. Perfect for those who are new to presentation programs. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CA 109: Introduction to Publisher**

Units (Credits): 0.5; Prerequisites: none

Introduces Microsoft Publisher, and covers the basics of designing a variety of publications. Key features include designing publications that capture readers' attention using text, graphics, images, lines, and shapes. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CA 110: MS Windows: Intermediate**

Units (Credits): 0.5; Prerequisites: basic knowledge of Windows

Teaches more about Windows elements and their function: Program Manager; create group windows and program icons; File Manager; view, create directories, move, copy, delete groups; the Control Panel; add/remove fonts, add printers, set icon space and font. Students learn Notepad, Write, Paintbrush, and the fundamentals of OLE links. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CA 116: Microsoft Office: Intermediate**

Units (Credits): 0.5; Prerequisites: basic knowledge of Windows

Explores the many facets of this very comprehensive, integrated software package. Useful for the business and professional computer user. Word, E-mail, Excel, Access, and PowerPoint. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CA 117: Microsoft Word: Intermediate**

Units (Credits): 0.5; Prerequisites: CA 102 or equivalent experience

Presents information and computing exercises to introduce special features of MS Word that help create more professional looking documents, as well as discover time saving techniques. Format is mostly "hands-on" computing exercises and lecture. Perfect for those who already have basic word processing skills. Provides a much deeper understanding of the MS Word program. Note: Non-transferable for an NSHE baccalaureate degree.

Non-applicable towards an AA or AS Degree.

**CA 118: Microsoft Access: Intermediate**

Units (Credits): 0.5; Prerequisites: CA 104 or equivalent experience

Presents information and computing exercises with emphasis on creating table relationships, specialized Field Properties, and customizing forms. Format is mostly "hands-on" computing exercises and lecture. Perfect for those who already have basic database management skills. Provides a much deeper understanding of the MS Access program. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CA 119: Microsoft Excel: Intermediate**

Units (Credits): 0.5; Prerequisites: CA 103 or equivalent experience

Presents information and computing exercises to review basic formulas and functions. Introduces students to linking sheet, charts and database management features, as well as time saving techniques. Format is mostly "hands-on" computing exercises with some lecture. Perfect for those who already have basic spreadsheet program skills. Provides a much deeper understanding of the MS Excel program. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CA 127: Microsoft Word: Advanced**

Units (Credits): 0.5; Prerequisites: CA 117 or equivalent experience

Presents information and computing exercises to introduce students to more special features of MS Word that help create more complex documents as well as discover time saving techniques to some of the basic and intermediate MS Word features. Format is mostly "hands-on" computing exercises and lecture. Assists persons who already have intermediate word processing skills. Provides students with a much higher level of confidence with the MS Word program. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CA 128: Microsoft Access: Advanced**

Units (Credits): 0.5; Prerequisites: CA 118 or equivalent experience

Offers special insight on more involved aspects of the program such as Switchboards and simple Macros. Information and computing exercises will introduce students to more complex features of MS Access designed to create a database file intended for an "end-user" application. Format is mostly "hands-on" computing exercises and lecture. Perfect for those who already have intermediate database management skills. Provides a much higher level of confidence with the MS Access program. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CA 129: Microsoft Excel: Advanced**

Units (Credits): 0.5; Prerequisites: CA 119 or equivalent experience

Presents information and computing exercises to introduce students to features of MS Excel that help create more complex spreadsheets, as well as discover time saving techniques of some of the basic and intermediate MS Excel features. Offers mostly "hands-on" computing exercises and lecture. Perfect for those with intermediate spreadsheet skills. Emphasis on function syntax and more involved functions provides students with a much higher level of confidence with the MS Excel program. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CA 130: Introduction to Digital Photography**

Units (Credits): 0.5–1; Prerequisites: none

Introduces the vocabulary, operation, and presentation of digital photography. Topics include how to buy a digital camera, the difference between digital and film photography, operation of digital cameras, downloading and manipulation of graphics, archive and storage, printing, and get creating the best images from a digital camera. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CA 136: MS Outlook: Beginning**

Units (Credits): 0.5–1; Prerequisites: none

Teaches basic skills of Outlook, a basic desktop information management program, including organizing a schedule, keeping track of contacts, and communicating with others. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CA 140: Microsoft PowerPoint: Intermediate**

Units (Credits): 0.5; Prerequisites: CA 107 or equivalent experience

Presents information and computing exercises that focus on custom animations, managing multiple object types, and linking to other presentations. Format is mostly "hands-on" computing exercises and lecture. Perfect for persons who already have basic presentation program skills. Provides students with a much deeper understanding of the MS PowerPoint program. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CA 141: Microsoft PowerPoint: Advanced**

Units (Credits): 0.5; Prerequisites: basic knowledge of Windows and working knowledge of PowerPoint for Windows.

Teaches more about importing outlines created in other applications. Covers how to create slides with special backgrounds, and quick and easy ways to scale objects, re-size objects, and send objects to the bottom of the stack. Covers how to create a creative closing slide for presentations. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CA 142: Quicken: Introduction**

Units (Credits): 0.5; Prerequisites: basic knowledge of Windows

Teaches how to setup accounts, data files, and classes. Explores Intuit's online services and the Quicken Financial Network. Covers how to setup and use the register, how Quicken memorizes transactions, how to use the Quicken Financial Calendar, how to write and print checks, and on-line services. Teaches methods to balance checkbooks, track credit card and cash transactions, create and print reports and graphs, and how to prepare income taxes. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CA 144: Basic Internet**

Units (Credits): 0.5; Prerequisites: none

Introduces the fundamental terminology or jargon about cruising the Net, checking out web sites, and surfing cyberspace. Students develop an understanding as to what the Internet offers, online research, multimedia information, archives, and databases on a vast range of topics. Teaches about e-mail and how to exchange messages with users connected to the Net. Covers the fundamentals of: telnet, TCP/IP, e-mail user-name, Host-name, USENET, CLIENT/SERVER services, and accessing the WWW with search engines. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CA 146: Microsoft Outlook: Intermediate**

Units (Credits): 0.5; Prerequisites: basic knowledge of Windows

Introduces the student to Outlook, an integrated system of software tools that perform a variety of distinct functions. It is a personal organizer, appointment book, address book, activity log, and task manager, all in one. Learn to create/manage: inbox, calendar, contacts, tasks, journal, and notes. Learn how to use the same piece of information, such as an address, many times in many different ways without having to re-enter it each time. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CA 153: QuickBooks I**

Units (Credits): 0.5; Prerequisites: none

Introduces students to the first of a three-part workshop series. In the introductory session, students will be introduced to the QuickBooks program, setting up a company, working with lists, setting up an inventory, selling products, and invoicing services. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CA 154: QuickBooks II**

Units (Credits): 0.5; Prerequisites: none

Offers students the second class in a three-part series. Students will investigate payment processing, working with bank accounts, entering/paying bills, and creating reports. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CA 155: QuickBooks III**

Units (Credits): 0.5; Prerequisites: none

Provides the final workshop in the three part series. Students will learn how to track and pay sales tax, do payroll, track time/estimate and cost jobs, and customize forms. Note: Non-transferable for an NSHE baccalaureate

degree. Non-applicable towards an AA or AS Degree.

**CA 160: How to Install Software**

Units (Credits): 0.5; Prerequisites: none

Teaches how to add and remove software from a computer running Windows 9x, XP. Studies desktop settings and start menu programs to develop efficient computer users. Students learn how to use the control panel and take charge of a computer system. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**Computer Engineering (CPE)**

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Liberal Arts Division

**CPE 201: Digital Design**

Units (Credits): 3; Prerequisites: CS 135

Offers fundamentals of digital design. Topics include number bases, binary arithmetic, Boolean logic, minimizations, combinational and sequential circuits, registers, counters, memory, programmable logic devices, and register transfer.

**Computer Information Technology (CIT)**

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Career and Technical Education Division

**CIT 110: A+ Hardware**

Units (Credits): 3; Prerequisites: none

Introduces the fundamentals of computer system repair. Students learn the hardware and software elements that define an operating computing system. Troubleshooting methods and the use of diagnostic tools are taught with reinforcement provided, using hands-on exercises. Successful completion of this course will place a student in good standing to take the nationally recognized A+ certification exam created by the computing industry.

**CIT 111: A+ Software**

Units (Credits): 3; Prerequisites: none

Prepares student with lectures and tests to take and pass the A+ DOS/Windows module test. Students must also take and pass the A+ Hardware test to be A+ certified.

**CIT 112: Network +**

Units (Credits): 3; Prerequisites: none

Introduces the fundamentals of computer networking. Students are instructed in hardware and software skills necessary to seek employment in networking computer systems. Topics include the OSI model, network topologies, networking standards, networking devices and networking media. Successful completion of this course provides the background to take the nationally recognized N+ certification exam created by the computing industry. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CIT 114: IT Essentials**

Units (Credits): 4; Prerequisites: none

Provides a comprehensive overview of the primary operating systems and the support of hardware devices. Demonstrates the integration between hardware and software. Emphasis is on installing, configuring, troubleshooting and upgrading a PC and working with computer users as an IT technician. Non-transferable for a NSHE baccalaureate degree Non-applicable towards an AA or AS degree

**CIT 128: Introduction to Software Development**

Units (Credits): 4; Prerequisites: MATH 095 or appropriate score on WNC placement examination or equivalent examination

Offers an introduction in programming and software development, assuming that students have no prior programming experience. Teaches the basic syntax of a programming language and stresses the principles of good software engineering. Covers HTML (the language of the Web), web scripting (dynamic Web content), and SQL (structured query language, which is used to access relational databases). Non-transferable for a NSHE baccalaureate degree Non-applicable towards an AA or AS degree

**CIT 129: Introduction to Programming**

Units (Credits): 3; Prerequisites: [IS 101](#) or consent of instructor

Offers a language-independent, introductory course on computer program design and development. Emphasizes identification and solution of business problems through various design tools.

**CIT 130: Beginning Java**

Units (Credits): 3; Prerequisites: [CIT 129](#) or previous programming experience with consent of instructor

Teaches Java, an object-oriented programming language used in general-purpose computing, web development, client-server computing, n-tier e-commerce applications, and web-based applets. Object-oriented programming techniques and hands-on learning will be emphasized. Students will complete several computer programming projects.

**CIT 132: Beginning Visual Basic**

Units (Credits): 3; Prerequisites: [CIT 129](#) or consent of instructor

Provides an introduction to the Visual Basic.NET computer programming language. Emphasis placed on the creation of object-oriented, event-driven programs that utilize graphic user interfaces. Use of a modern integrated development environment, modeling tools, and techniques will be stressed. Object-oriented programming techniques and hands-on learning will be emphasized. Students will complete several computer programming projects.

**CIT 133: Beginning C++**

Units (Credits): 3; Prerequisites: [CIT 129](#) or consent of instructor

Teaches the "C++" programming language. Object-oriented programming techniques and hands-on learning will be emphasized. Students will complete several computer programming projects.

**CIT 150: Introduction to Internet**

Units (Credits): 1–3; Prerequisites: none

Offers a basic introduction to the Internet and World Wide Web. Covers evaluating e-mail alternatives, introduction to Netscape Navigator and Microsoft Internet Explorer, using search engines, finding and using information on the web, and obtaining software tools.

**CIT 151: Beginning Web Development**

Units (Credits): 3; Prerequisites or Corequisites: [IS 101](#) or consent of instructor

Introduces students to XHTML and web page construction. Topics cover construction and management of websites and creation of web pages utilizing standards-based technologies such as Cascading Style Sheets. Emphasizes developing interoperable websites that work with standards compliant web browsers. Interoperability with non standards-compliant web browsers is covered. As a technology driven course, graphic design is not emphasized. May be taught using basic text editing or a web-development tool such as Dreamweaver.

**CIT 152: Web Script Language Programming**

Units (Credits): 3; Prerequisites: [CIT 151](#)

Teaches client-side scripting of web pages with an emphasis on JavaScript and standards-compliant, browser independent, DHTML. Emphasis on form validation, user interaction, and dynamic scripting of Cascading Style Sheets. Builds on techniques presented in CIT 151. An understanding of website structure, HTML/XHTML or equivalent, Cascading Style Sheets, and standards compliance is required.

**CIT 157: Graphics For the Web**

Units (Credits): 3; Prerequisites: [IS 101](#) or consent of instructor

Introduces students to the specific requirements of web graphics, including, but not limited to, file properties and formats, file management, cross-platform issues, and accessibility issues. Students will participate in hands-on creation and modification of graphics as well as integration of graphics into web pages. All lessons include relevant information regarding accessibility and project management. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CIT 161: Essentials of Information Security**

Units (Credits): 3; Prerequisites: none

Introduces students to fundamental concepts of information security. Provides a basic understanding of best practices and current standards and will explore topics of increasing importance in the industry as a whole.

Provides practical knowledge and skills using monitoring and detection tools in a hands-on lab environment. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CIT 165: Introduction to Convergence**

Units (Credits): 3; Prerequisites: none

Introduces students to convergence concepts and principles. Topics include perspectives on new and emerging technologies and their impacts on society, both positive and negative. "Inescapable Data" is the phrase carried through the course as students balance concerns of privacy and potential misuse against fascinating possibilities in medical care, retail, manufacturing and other industries. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CIT 171: Introduction to the Unix Operating System**

Units (Credits): 3; Prerequisites: none

Teaches the fundamentals of UNIX and how to use the UNIX operating system and introduces graphical user interfaces for Unix. For new users of the Unix environment. Students will learn fundamental command-line features of the Unix environment including file system navigation, file permissions, the vi text editor, command shells and basic network use. Basic Unix administration will be emphasized.

**CIT 173: Linux Installation and Configuration**

Units (Credits): 3; Prerequisites: Basic computer literacy skills.

Provides an introduction to the Linux Operating System. Topics include Linux origins, file system, user commands and utilities, graphical user interfaces, editors, manual pages and shells.

**CIT 174: Linux System Administration**

Units (Credits): 3; Prerequisites: CIT 173 or knowledge of Linux fundamentals.

Covers a variety of topics including installing and configuring a Linux Server, managing users and groups, and securing the system.

**CIT 180: Database Concepts and SQL**

Units (Credits): 3; Prerequisites: CIT 129 or equivalent programming experience or consent of instructor

Teaches basic principles of data modeling and relational database design. Class is targeted for people with little or no SQL knowledge. Provides a comprehensive overview of query writing, focusing on practical techniques for the IT professional new to relational databases. Course accents hands-on learning in a Structured Query Language (SQL) and SQL procedures.

**CIT 198: Special Topics in Computer Information**

Units (Credits): 1–5; Prerequisites: none

Applies to assorted short courses and workshops covering a variety of subjects. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CIT 201: Word Certification Preparation**

Units (Credits): 1–3; Prerequisites: IS 101 or equivalent experience

Offers comprehensive coverage of basic and advanced features of Microsoft Word including, but not limited to, the skills on the Microsoft Office User Special (MOUS) Word exams. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CIT 211: Microsoft Networking I**

Units (Credits): 3–5; Prerequisites: none

Through lectures, discussions, demonstrations, textbook study, and hands-on lab exercises, teaches the basic skills and knowledge necessary to deploy, administer and maintain the current Microsoft Windows Desktop Operating System.

**CIT 212: Microsoft Networking II**

Units (Credits): 3–5; Prerequisites: CIT 211 or consent of instructor

Through lectures, discussions, demonstrations, textbook study and hands-on lab exercises, teaches the basic skills and knowledge necessary to implement, administer and maintain the current Microsoft Windows Server Operation System.

**CIT 213: Microsoft Networking III**

Units (Credits): 3–5; Prerequisites: [CIT 212](#) or consent of instructor

Through lectures, discussions, demonstrations, textbook study, and hands-on lab exercises, teaches the basic skills and knowledge necessary to configure and maintain Microsoft Windows Network Infrastructure services and resources.

**CIT 214: Microsoft Networking IV**

Units (Credits): 3–5; Prerequisites: [CIT 213](#) or consent of instructor

Through lectures, discussions, demonstrations, textbook study, and hands-on lab exercises, teaches the basic skills and knowledge necessary to implement, administer and maintain a Microsoft Directory Services environment.

**CIT 215: Microsoft Networking V**

Units (Credits): 3–5; Prerequisites: [CIT 212](#)

Through lectures, discussions, demonstrations, textbook study, and hands-on lab exercises, teaches a special topic in Microsoft Client/Server Architecture.

**CIT 220: E-commerce on the Web**

Units (Credits): 3; Prerequisites: none; Recommended: [CIT 151](#), [IS 101](#)

Introduces electronic commerce and the opportunities presented by the e-commerce revolution. Topics include e-commerce levels and options, real costs vs. perceived costs of an electronic storefront, security issues, customer service concerns and support options. Students will build an online store with shopping cart features and implement a secure electronic payment system. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CIT 230: Advanced Java**

Units (Credits): 3; Prerequisites: [CIT 130](#)

Builds upon the foundation constructed in Beginning Java. Java works behind the scenes to power Internet applications, therefore this class will focus more heavily upon application development with an emphasis on client-side and server-side techniques. Topics include, but are not limited to, Swing, Collections, Multimedia, networking, JDBC, Servlets and JSP, JavaBeans and XML. Object-oriented programming techniques and hands-on learning will be emphasized. Students will complete several non-trivial computer programming projects.

**CIT 232: Advanced Visual Basic**

Units (Credits): 3; Prerequisites: [CIT 132](#) or consent of instructor

Provides in-depth study of advanced BASIC programming language concepts as used for writing business-oriented programs, as well as use of computers to enter, debug and execute programs.

**CIT 233: Advanced C++**

Units (Credits): 3; Prerequisites: [CIT 133](#)

Provides an in-depth study of the C++ computer programming language. Emphasizes advanced data structures such as stacks, queues, trees, and hash tables. Students will create advanced C++ applications using techniques such as: file I/O, graphical user interfaces, searching, sorting, and the Standard Template Library (SLT). Object-oriented programming techniques and hands-on learning will be emphasized. Students will complete several non-trivial computer programming projects.

**CIT 238: Introduction to Smartphone Application Development**

Units (Credits): 3; Prerequisites: [CIT 129](#)

Teaches students to design and construct programs and applications for mobile devices. Provides hand-on activities using a software development kit, along with instructions and guidelines for application development. Non-transferable for a NSHE baccalaureate degree Non-applicable towards an AA or AS degree

**CIT 244: Designing CISCO Networks**

Units (Credits): 4; Prerequisites: consent of instructor

Focuses on the skills needed to design world-class small to medium-sized networks (fewer than 500 nodes). Follows all the steps to design and internet work that meets a customer's needs for functionality, performance, scalability and security. Intended to prepare students to become a CISCO Certified Design Associate. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CIT 251: Advanced Web Development**

Units (Credits): 3; Prerequisites: CIT 152 or consent of instructor

Prepares students to use server-side web technologies. Covers the concepts, design and basic coding of advanced web applications. Topics may include, but are not limited to: .ASP, .JSP, .NET, Perl, CGI and other server side technologies, creating and revising a multimedia web; integrating basic database functions; and publishing to multiple servers. XML, XSLT, XHTML, Cascading Style Sheets may be utilized.

**CIT 252: Web Database Development**

Units (Credits): 3; Prerequisites: CIT 180 or consent of instructor; Recommended: CIT 251

Builds on the skills acquired in CIT 180. Students will use web-based databases and server-side technologies which may include, but are not limited to: JSP, ASP, NET, and PHP. Students are expected to have an understanding of these technologies.

**CIT 253: Advanced Web Database Development**

Units (Credits): 3; Prerequisites: CIT 252 or equivalent programming experience or consent of instructor

Teaches about and uses salient features of advanced script development, debugging, advanced database access, retrieval, reporting and security.

**CIT 255: Web Server Administration I**

Units (Credits): 3; Prerequisites: CIT 260 or consent of instructor

Prepares students to deal with web server administration tasks including web server installation, security, performance, access and connectivity. Covers the key issues involved in web server administration and effective strategies for dealing with those issues. Activities include basic installations of various operating systems, web servers (including SSL capability), secure shell, and network management tools such as SNMP. Students will also install database software such as MySQL and PostgreSQL. IIS, Apache, and Tomcat web servers will also be covered.

**CIT 256: Web Server Administration II**

Units (Credits): 3; Prerequisites: CIT 255 or consent of instructor

Continues course focus on advanced source installations and configuration of web software applications, particularly the security aspects of web server administration.

**CIT 260: Systems Analysis and Design I**

Units (Credits): 3; Prerequisites: students must have successfully completed one semester of programming language.

Explains the theory of data processing systems and their advanced elements, including system flow charts, I/O specifications, program coding, systems testing and other facets of a system analyst's responsibilities.

**CIT 263: Introduction to IT Project Management**

Units (Credits): 3; Prerequisites: none

Introduces students to the concepts of project management as used within the information technology fields of study. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CIT 264: Operating System Security**

Units (Credits): 3; Prerequisites: none

Discusses various aspects of security applied to an organizational model. Topics will include physical security, social engineering, organizational policy and procedures, and disaster recovery. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CIT 265: Infrastructure Security**

Units (Credits): 3; Prerequisites: none

Teaches the proper way to design and build secure computer network infrastructures. Topics include network devices and their roles in the network, media and storage devices, security zones and topologies of the network and the use of firewalls. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CIT 266: Operational/Organizational Security**

Units (Credits): 3; Prerequisites: none

Explores the concepts and practices associated with management functions of technology security. Students will come to understand their role as it relates to the other manpower components and training of operational staff, policies and procedures of manpower at all levels of the organization, and common procedures associated with disaster avoidance and recovery will be covered. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CIT 267: Communication Security**

Units (Credits): 3; Prerequisites: none

Explores the various methods for securing information in transit. Students will learn methods and protocols for remote access to networks, virtual private networks and their security aspects and the use of IPsec (internet protocol security). Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CIT 268: Cryptography**

Units (Credits): 3; Prerequisites: none

Introduces different types of cryptography. Discussions will include current cryptographic algorithms, cryptography applied to digital security, certificate authorities and key management. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CIT 269: Advanced Convergence**

Units (Credits): 3; Prerequisites: CIT 165 or consent of instructor

Continues the study of concepts related to convergence industry standards and protocols, infrastructure, signaling, basic telephony, voice-over IP, topology convergence, and the skills required to perform jobs related to these technologies. Provides advanced topics on data networking and telephony as related to convergence technology. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CIT 290: Internship in Computer Information Technology**

Units (Credits): 1–6; Prerequisites: available to students who have completed most core and emphasis requirements and have a 2.5 GPA

Offers students the opportunity to work and study in participating and approved business organizations. Department approval required before acceptance into course. Review of student's activities and development on the job required. May be repeated for up to six units.

**CIT 295: Specialty Related Capstone Project**

Units (Credits): 3; Prerequisites: completion of a minimum of 21 required units and six specialty required units and/or consent of instructor.

Showcases students skills. Allows students to develop projects suitable for presentation during an employment interview. Class may be taught in a seminar format with the project requirements determined by the instructor and the student. The final project may be evaluated by a committee of instructors, students and professionals. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CIT 299: Independent Study in Computer Information Technology**

Units (Credits): 1–6; Prerequisites: available to students who have completed most core and emphasis requirements and have a 2.5 or better GPA. Written consent of a full-time instructor is required

Offers students special projects involving subjects or skills related to the CIT curriculum. Projects will be designed with a faculty advisor. Variable credit of one to six, depending on the course content and number of contact hours required. Course may be repeated. It may be substituted for another course with special permission of the division.

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**Computer Office Technology (COT)**

Career and Technical Education Division

**COT 100: Basic Keyboarding**

Units (Credits): 1–3; Prerequisites: none

Develops basic skills for touch keyboarding/typing proficiency on computers. Develops basic speed and accuracy. Introduces basic computer operations for using keyboarding software. Note: Non-transferable for an NSHE

baccalaureate degree. Non-applicable towards an AA or AS Degree.

**COT 101: Computer Keyboarding I**

Units (Credits): 1–3; Prerequisites: none

Reviews basic skills and techniques for improving keyboarding/typing skills. Elementary word processing functions are introduced. Develops skills for typing basic business letters, memos, reports, tables and personal business letters. Diagnostic prescriptive speed and accuracy are integral.

**COT 102: Computer Keyboarding II**

Units (Credits): 1–3; Prerequisites: COT 101 or equivalent; Recommended: 30 WPM minimum keyboarding/typing speed

Reviews skills and techniques for improving typing skills on computers. Word processing functions are introduced. Advanced production work includes a variety of business documents, such as letters, tables, forms, manuscripts and memos. Diagnostic prescriptive speed and accuracy are integral.

**COT 103: Keyboarding Review & Speed**

Units (Credits): 1–3; Prerequisites: COT 101 or equivalent

Increases typing speed and accuracy to employable levels of 50+ WPM. Lessons contain timings. Student is encouraged to meet speed and accuracy goals at each level. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**COT 105: Computer Literacy**

Units (Credits): 3; Prerequisites: none

Introduces persons who have no background in computers to operations and uses of computers, their applications, capabilities and limitations. Looks at the impact of the computer on society. Includes extensive hands-on computer use.

**COT 110: Business Machines**

Units (Credits): 1–3; Prerequisites: COT 101 or consent of instructor

Develops skills using electronic printing calculators. Skills are applied to business math problems including touch addition with whole numbers, multiplication, division, fractions and decimals, percentages, markdown and markup, interest, payrolls and installment buying. Additional applications will be assigned from microcomputer business problems, data entry software, transcribing machines, filing and records management, and other office applications. (Depending on the campus, not all choices may be available.)

**COT 111: Transcribing Machines**

Units (Credits): 1–3; Prerequisites: COT 102 or equivalent

Develops listening skills in transcribing tapes to mailable typewritten form. Students study vocabulary and type documents used in typing speed and word processing skills.

**COT 112: Computer Survival**

Units (Credits): 0.5–6; Prerequisites: none

Provides a series of beginning computer classes. Each section will deal with a different aspect of computers: basic word processing, Internet, digital photography, computer graphics, etc. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**COT 114: General Medical Office Billing**

Units (Credits): 3; Prerequisites: HIT 117

Provides business students and medical office staff with the fundamental office procedures for the medical front office. The course includes a comprehensive overview of medical front office skills including office communication, filing, scheduling, health insurance and basic accounting techniques. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**COT 115: Computerized Medical Office Billing**

Units (Credits): 3; Prerequisites: HIT 117 & AMP; COT101 or equivalent

Provides instruction in completing and submitting medical insurance forms. Designed for the prospective medical assistant anticipating employment in a private physician's office, clinic or hospital, or for those currently employed

in medical offices who wish to improve their skills. Course is set up as a practice approach to learning insurance form completion. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**COT 116: Medical Office Filing**

Units (Credits): 2; Prerequisites: none

Covers topics in medical filing, numeric filing, alphabetic filing, cross-referencing, color coding, records control, and computer assisted filing. Filing rules are compatible with Association of Records Managers and Administrators (ARMA) guidelines. Hands-on applications of filing rules provide students with practical experience. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**COT 117: General Office Filing**

Units (Credits): 1–3; Prerequisites: none

Introduces a systems approach to managing information -- paper and electronic records. Includes practical guidelines for appropriately using records management systems in handling paper and electronic media. Class may be repeated for a total of four units. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**COT 122: Medical Typing & Transcription**

Units (Credits): 1–4; Prerequisites: HIT 117 and 40 wpm or permission of instructor

Reviews medical terminology and develops the skill of listening to verbally recorded medical case histories and records and transcribing the material directly into an accurate format.

**COT 123: Legal Typing & Transcription**

Units (Credits): 1–3; Prerequisites: COT 102 & AMP;COT150; Recommended: 40 wpm strongly recommended

Reviews legal terminology and develops the skill of listening to verbally recorded legal documents and transcribing the material directly into an accurate format.

**COT 140: Adobe Acrobat**

Units (Credits): 1; Prerequisites: IS 101 or equivalent experience

Presents the essential tool for universal document exchange, Adobe Acrobat. Students will learn to publish virtually any document in Portable Document Format (PDF). They will learn the fundamental concepts and features of the program plus advanced features such as creating forms and managing color in PDF files. It also reviews the design of documents for online viewing. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**COT 141: Proof-a-matics/Proofreading**

Units (Credits): 1; Prerequisites: none

Teaches proofreading skills in two ways: physically, by developing visual accuracy and reducing fatigue; and cognitively, by providing practice in language skills. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**COT 151: Introduction to Microsoft Word**

Units (Credits): 1–3; Prerequisites: none; Recommended: 40 wpm typing speed

Introduces Microsoft Word for Windows, a powerful word processing package that produces documents and handles a large number of routine tasks with ease. Beginning course is designed for people who are at a basic level and want to learn a general overview of the program as well as be productive with simple tasks. Document creation, editing, saving and retrieving files, printing, spell checking, formatting, search and replace, thesaurus and special effects will be covered.

**COT 198: Special Topics**

Units (Credits): 1–6; Prerequisites: Varies based on topic

Applies to assorted short courses and workshops covering a variety of subjects. Class units will vary depending on the content and number of hours required. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**COT 200: Beginning Word Processing**

Units (Credits): 1–3; Prerequisites: COT 102 or equivalent; Recommended: 40 wpm typing speed

Presents word processing concepts and applications to produce memos, letters, tables and reports on computer. Includes creating, editing and printing documents, merging, storage and retrieval, search and replace, and spell check.

**COT 204: Using Windows**

Units (Credits): 3–9; Prerequisites: none

Covers how the Windows Graphic User Interface is used, how to customize Windows and how to use the various accessories and parts of the Windows program.

**COT 216: Intermediate Word Processing**

Units (Credits): 3; Prerequisites: COT150 or equivalent; Recommended: 40 WPM typing speed

Assists students who have completed a beginning word processing class. Applies advanced features of merge and sort, macros, tables, math, document assembly and font and graphic enhancements.

**COT 222: Desktop Publishing With Word Processing**

Units (Credits): 1–3; Prerequisites: COT150 or consent of instructor

Presents an overview of desktop publishing concepts and applications using desktop software. Students will learn to import word processed files and graphics, and use menus/commands and printers to produce newsletters, brochures, fliers and reports.

**COT 223: Advanced Desktop Publishing**

Units (Credits): 3; Prerequisites: COT 222, IS 101 or consent of instructor

Teaches a page layout desktop publishing program such as PageMaker, InDesign or QuarkXPress. Students create computer graphics, select and set type, design and assemble pages, and import text and graphics files to produce effective printed materials such as newsletters, forms, brochures, manuals and presentations using laser printer technology.

**COT 239: Advanced Legal Transcription**

Units (Credits): 3; Prerequisites: COT 123 or equivalent

Teaches students to operate the transcribing machine and to format legal correspondence and documents directly from dictation into mailable form. Legal correspondence and documents will be transcribed for legal cases, each relating to a different area of law. Cases have been gathered from actual law office files. Students will work on cases from onset through conclusion. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**COT 262: Intermediate Spreadsheets Concepts**

Units (Credits): 1–3; Prerequisites: IS 101 or consent of instructor

Studies the concepts and capabilities of computer spreadsheet systems. Teaches command and macro generation. Students gain experience generating spreadsheet templates, graphs and macros as business problem-solving tools. When offered for variable credit, content will be divided as follows: A) Concepts and capabilities of the computer spreadsheet with spreadsheet generation; B) Experience with the user-level menu access of the software, including graphing; C) More advanced capabilities of database and macro generation.

**COT 266: Intermediate Database Concepts**

Units (Credits): 1–3; Prerequisites: IS 201 or consent of instructor

Covers concepts and capabilities of microcomputer database systems management. Teaches the command and programming language of a typical system, together with specific experience in creating and using databases in typical applications. Includes both lecture and lab assignments. When offered in variable credit format, content will be divided as follows: A) Concepts and capabilities of database systems management with exploration of initial levels of database software; B) User level access to many of the standard capabilities and menus of the software; C) More difficult capabilities with programming of the database software.

**COT 299: Independent Study in Computer & Office Technology**

Units (Credits): 1–6; Prerequisites: consent of instructor. Available to students who have completed most core and major requirements and have a 2.5, or better, grade point average. Contact instructor for application, screening and required skills evaluation.

Applies knowledge and skills to real, on-the-job situations in a program designed by a company official and a

faculty advisor to maximize learning experiences. Up to six semester hour units may be earned on the basis of 75 hours of internship for one unit. May be repeated for up to six units. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

## **Computer Science (CS)**

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Liberal Arts Division

### **CS 135: Computer Science I**

Units (Credits): 3; Prerequisites: MATH 128 or higher or satisfactory score on a placement exam

Introduces modern problem solving and programming methods. Emphasis is placed on algorithm development, data abstraction, procedural and object-oriented design, implementation, testing, and documentation of computer programs. Students will write several computer programs.

### **CS 202: Computer Science II**

Units (Credits): 3; Prerequisites: CS 135

Emphasizes problem solving and program development techniques. Typical numerical and non-numerical problems are examined. Emphasis is placed on data abstraction, object-oriented design, implementation, testing, and documentation of elementary data structures such as lists, stacks, queues and trees. Students will write and test several non-trivial computer programs.

## **Construction (CONS)**

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Career and Technical Education Division

### **CONS 108: Construction Materials and Methods**

Units (Credits): 3; Prerequisites: MATH 110 or higher

Studies the various types of buildings and structures utilized in industrial, commercial and residential construction. Examines peculiarities and potential problem areas for each type of construction. Construction sequencing, inspection sequencing and required testing will be outlined as well as observable "red flags" that can be indicative of potential problems. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

### **CONS 114: Soils, Sitework, Concrete and Testing**

Units (Credits): 3; Prerequisites: none

Covers soil classifications as related to bearing and compaction. The student also learns to interpret the elements of a site plan including contours, existing grades, finish grades, finish elevations, benchmarks, and on-site utilities. Also includes instruction in reading and verifying grade and horizontal control stakes. Course will cover underground utilities, foundations, flatwork, drains, swales and all associated testing. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

### **CONS 116: Plumbing Principles and Methods**

Units (Credits): 2; Prerequisites: CONS 120

Studies the theory and application of various plumbing and HVAC systems. Plumbing components will include fixtures, pumps, pressure-reducing valves, recirculation systems, sizing, piping and venting. HVAC components will include gas heating, oil heating, heat pumps, boilers, air conditioning and solar. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

### **CONS 118: Construction Contract Documents**

Units (Credits): 2; Prerequisites: BUS 107, ENG 100 or higher with C average

Explores various bid documents including architectural and engineering blueprints, shop drawings and proposals. Common construction contracts and their implications will be explained as well as accepted procedures for resolution of contract disputes. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

### **CONS 120: Blueprint Reading and Specification**

Units (Credits): 3; Prerequisites: none

Equips students with technical and practical interpretation of blueprints. Assignments are made in relation to complete sets of working drawings. Students study construction relationships between architectural, structural,

electrical and mechanical drawings, bidding along with inspection procedure technique. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CONS 121: Principles of Construction Estimating**

Units (Credits): 3; Prerequisites: CONS 216, CONS 120

Presents basic criteria and procedure for estimating labor and material in residential and commercial applications. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CONS 205: Construction Site Safety**

Units (Credits): 1–3; Prerequisites: none

Includes ten hours of authorized training addressing the OSHA construction standards. Additional topics include the identification of asbestos, lead and radon in potential construction projects. Upon completion, students will be issued a course completion wallet card by the U.S. Department of Labor's Occupational Safety and Health Administration. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CONS 216: Structural Layout Assembly**

Units (Credits): 2; Prerequisites: CONS 205, CONS 108, MATH 110 or higher

Studies correct layout procedures for flooring systems, walls and roof systems as well as the integration of all structural components utilized in these systems. (wood frame emphasis) A portion of the course is practical and the student will lay out a floor system, roof system and construct a bearing wall to industry standards. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CONS 220: Advanced Sitework Estimating**

Units (Credits): 3; Prerequisites: CONS 120, CONS 121, MATH 110 or higher or consent of instructor

Presents sitework estimating in the context of commercial and public works projects. Communication with design professionals is emphasized including shop drawings, submittals, alternates and approvals. Value engineering is explored as related to work force and materials. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CONS 230: Electrical Distribution System**

Units (Credits): 2; Prerequisites: CONS 120 or consent of instructor

Explains electrical theory, distribution systems and wiring techniques utilized in the construction industry. Topics will include high voltage distribution, grounding, GFCI's, transformers, load centers and circuits. Actual wiring techniques will be practiced in conjunction with electrical troubleshooting. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CONS 260: Certified Inspectors of Structures-Residential**

Units (Credits): 3; Prerequisites: none

Provides prescribed course of instruction for Certified Inspector of Structures as per the state of Nevada. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CONS 261: Under-Floor Inspections-Certified Inspector**

Units (Credits): 1; Prerequisites: CONS 260

Provides instruction on all of the under-floor components that the Certified Inspector of Structures must inspect to complete a certified inspection per 645D of the Nevada Administrative Code. Students will complete two supervised under-floor inspections and prepare extensive narrative inspection reports for evaluation. They will be required to sign "hold harmless" waivers when conducting inspections off state property. Students are strongly encouraged to have medical insurance that provides coverage in the event of a job-site injury. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CONS 262: Above-Floor Inspections for Certified Inspector**

Units (Credits): 2; Prerequisites: CONS 260

Provides instruction on all of the above-floor components typical of residential construction. Seismic and structural hardware will be discussed as will load-bearing, load-transferring and non-load-bearing assemblies. Extensive mechanical and electrical systems analyses will be conducted. Students will prepare extensive narrative inspection reports for evaluation, and sign "hold harmless" waivers when conducting inspections off state property. Students

are strongly encouraged to have medical insurance that provides coverage in the event of a job-site injury. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CONS 263: Supervised Residential Inspections for Certification**

Units (Credits): 4; Prerequisites: [CONS 260](#)

Provides instruction on conducting residential inspections as per 645D of the Nevada Administrative Code. Students will explore methodologies for conducting inspections and develop an inspection format that they will utilize while completing ten supervised inspections. Students must complete ten inspection reports to be evaluated by the instructor and sign "hold harmless" waivers when conducting inspections off state property. Students are strongly encouraged to have medical insurance that provides coverage in the event of a job site injury. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CONS 265: Manufactured/Mobile Home General Serviceperson - Theory**

Units (Credits): 3; Prerequisites: none

Provides classroom instruction to insure an understanding of NRS Chapter 489, NAC Chapters 461A and 489 and the competencies required for a Professional Mobile/Manufactured Home General Serviceperson as referenced in the Federal Manufactured Home Standards and the Nevada Manufactured/Mobile Home and Commercial Coach Installation Standards. First of a two-course sequence that leads to State of Nevada certification as a Professional Mobile/Manufactured Home General Serviceperson. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CONS 266: Manufactured/Mobile Home General Serviceperson - Field Observation**

Units (Credits): 2; Prerequisites: [CONS 265](#)

Provides instruction via site observation, technique demonstrations and discussion with industry professionals to insure a student's ability to provide a building that is structurally, electrically and mechanically compliant with NRS Chapter 289, NAC Chapters 461A, 489 and the Federal Manufacturers Home Standards and the Nevada Manufactured/Mobile Home and commercial Coach Installation Standards. Second of a two-course sequence that leads to State of Nevada certification as professional Mobile/Manufactured Home General Serviceperson. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CONS 280: Project Supervision**

Units (Credits): 5; Prerequisites: none

Provides the basics for on-site execution of a construction project. Topics include skills and techniques recognized by industry as essential for the contemporary field superintendent. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CONS 281: Construction Planning Scheduling And Control**

Units (Credits): 3; Prerequisites: [CONS 216](#)

Explores project implementation including logistics, scheduling, delegation of responsibility and quality control. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CONS 282: Construction Law**

Units (Credits): 2-3; Prerequisites: none

Studies the legal implications of verbal and written communications among building officials, contractors, sub-contractors and clients. Investigates various construction contracts, information requirements, proper record-keeping, notification, bonds, liens, lien release instruments, and resolution of contract disputes. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CONS 290: Internship in Construction**

Units (Credits): 3; Prerequisites: [CONS 216](#)

Studies project management techniques on-site under the supervision of a project manager or superintendent. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CONS 351: Advanced Project Supervision**

Units (Credits): 3; Prerequisites: [CONS 121](#), [CONS 281](#) Admission to the BTech program or consent of advisor

Provides the management skills for on-site execution of a construction project. Topics include skills and techniques recognized by industry as essential for the contemporary field superintendent.

**CONS 451: Advanced Internship in Construction**

Units (Credits): 3; Prerequisites: CONS 281 admission to the BTech program or consent of advisor

Studies project management techniques on-site under the supervision of a project manager or superintendent.

**Construction Management (CEM)**

Career and Technical Education Division

**CEM 330: Soils and Foundations for Construction**

Units (Credits): 3; Prerequisites: CONS 114 Acceptance into the BTech program, or consent of advisor.

Introduction to basic concepts of soils and foundations including compaction, compressibility, settlement, shear strength and site investigations.

**CEM 456: Construction Management Capstone**

Units (Credits): 3; Prerequisites: CEE 462, CEE 463 acceptance to the BTech program or consent of advisor

Provides an integration of all elements of the construction management undergraduate education, from inception to contract award, and applies them to selected construction projects. Introduces contemporary construction industry issues into student projects.

**Core Humanities (CH)**

Liberal Arts Division

**CH 201: Ancient and Medieval Cultures**

Units (Credits): 3; Prerequisites: ENG 102

Provides an introduction to Greek, Roman and Judeo-Christian culture through the Middle Ages.

**CH 202: The Modern World**

Units (Credits): 3; Prerequisites: ENG 102

Explores the intellectual, literary and political history of Europe from the Renaissance to the present.

**CH 203: American Experience & Constitutional Change**

Units (Credits): 3; Prerequisites: ENG 102

Emphasizes the origins of the U.S. and Nevada constitutions and issues such as equality and civil rights, individualism and civil liberties, federalism, environmentalism, urbanization and industrialization, as well as religious and cultural diversity.

**Counseling and Educational Psychology (CEP)**

Career and Technical Education Division

**CEP 121: Introduction to the College Experience**

Units (Credits): 1; Prerequisites: none

Covers study skills, time management, major selection, and other factors associated with success in college.

**Counseling and Personal Development (CPD)**

Career and Technical Education Division

**CPD 102: Career Exploration**

Units (Credits): 1; Prerequisites: none

Acquaints students in choosing a career suitable to them. Involves a systematic approach to making a career choice, covering self-assessment, decision making techniques, and current occupational information. Appropriate for those undecided as to a career direction or who wish more career information prior to focusing their academic studies. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CPD 116: Substance Abuse-Fundamental Facts**

Units (Credits): 3; Prerequisites: none

Covers topics related to substance abuse in society: identification of substance, reasons for abuse of alcohol and of

drugs, signs and symptoms of substance abuse, and approaches and techniques recognized as effective in substance abuse counseling.

**CPD 117: Introduction to Counseling**

Units (Credits): 3; Prerequisites: none; Recommended: PSY 101

Presents an overview of basic communication and counseling skills and the foundations of the helping relationship. Includes experimental situations such as role playing and group exercises.

**CPD 129: Assertiveness Techniques I**

Units (Credits): 1–3; Prerequisites: none

Teaches skills to help students become more assertive and improve their ability to communicate effectively. These skills can be used in relationships, on the job, or in any situation communicating with others. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CPD 130: Stress Management Techniques I**

Units (Credits): 1; Prerequisites: none

Surveys personal lifestyles to identify areas of stress and present ways of coping. Sample alternative methods for stress reduction and develop an individual plan for relief. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CPD 131: Anger Management Techniques**

Units (Credits): 0.5–1; Prerequisites: none

Acquaints students with techniques and strategies to manage anger in constructive and non-threatening ways. Includes skills in communication and dealing with people in a variety of situations. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

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**Crafts (CR)**

Liberal Arts Division

**CR 110: Beginning Calligraphy**

Units (Credits): 1–3; Prerequisites: none

Helps students develop two types of writing techniques -- Italic and Calligraphic -- one for special occasions and one for rapid writing. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CR 124: Furniture Refinishing**

Units (Credits): 2; Prerequisites: none

Offers techniques for restoring used and antique furniture, removing finishes, applying furniture, and applying finishing materials. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CR 136: Creative Crafts I**

Units (Credits): 3; Prerequisites: none

Introduces students to crafts, stressing design principles and expressive qualities utilizing a variety of craft materials. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CR 137: Creative Crafts II**

Units (Credits): 3; Prerequisites: none

Introduces students to crafts, stressing design principles and expressive qualities utilizing a variety of craft materials. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CR 141: Beginning Toile Painting**

Units (Credits): 3; Prerequisites: none

Introduces students to this peasant folk art form. Toile painting has traditionally been used to decorate useful objects and love gifts both inside and outside the home. Students will learn about brushes and paints as well as the

strokes used in this style of painting. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CR 143: Advanced Tole Painting**

Units (Credits): 3; Prerequisites: none

Introduces students to this peasant folk art form. Tole painting has traditionally been used to decorate useful objects and love gifts both inside and outside the home. Students will learn about brushes and paints as well as the strokes used in this style of painting. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CR 299: Special Topics in Crafts**

Units (Credits): 1–6; Prerequisites: none

Applies to assorted short courses and workshops covering a variety of subjects. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**Criminal Justice (CRJ)**

Career and Technical Education Division

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**CRJ 101: Introduction to Criminal Justice I**

Units (Credits): 3; Prerequisites: none

Surveys the history, philosophy and functions of criminal justice system, law enforcement, criminal law and constitutional rights as they affect system functioning.

**CRJ 102: Introduction to Criminal Justice II**

Units (Credits): 3; Prerequisites: none

Surveys the adjudicatory process, adult and juvenile corrections functions within the criminal justice system.

**CRJ 103: Communication Within the Criminal Justice Field**

Units (Credits): 3; Prerequisites: none; Recommended: [CRJ 101](#)

Prepares the student to be able to communicate within the criminal justice field by introducing him/her to the five basic communication skills: report writing, non-verbal communication, basic public speaking, interviewing and interrogation skills, and courtroom testimony. \* This class must be taken before attending the Western Nevada State Peace Officer Academy

**CRJ 106: Introduction to Corrections**

Units (Credits): 3; Prerequisites: none; Recommended: [CRJ 101](#)

Studies the history and development of correctional agencies, particularly prisons. Examines ideas influencing contemporary correctional institutions. Explores the relationship of the Department of Corrections to other criminal justice system components.

**CRJ 109: Self-Defense**

Units (Credits): 1–6; Prerequisites: none

Provides a course designed with the civilian in mind. Will allow all who complete it and follow its techniques to feel safe in most environments. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CRJ 120: Community Relations**

Units (Credits): 3; Prerequisites: none; Recommended: [CRJ 101](#)

Analyzes the reasons and techniques for developing communication and understanding between the criminal justice system and various segments of the community.

**CRJ 140: Elements of Supervision**

Units (Credits): 3; Prerequisites: [CRJ 101](#)

Addresses current trends in contemporary supervision within the criminal justice field. Covers the rights, obligations, and duties of line supervisors. Assesses the first line supervisor's role within the law enforcement agency.

**CRJ 155: Juvenile Justice System**

Units (Credits): 3; Prerequisites: none; Recommended: [CRJ 101](#)

Introduces the field of police work with juveniles. Focuses on juvenile crime problems and their causes, detention and processing of the juvenile offender, practices of the juvenile court, and case disposition.

**CRJ 164: Principles of Investigation**

Units (Credits): 3; Prerequisites: [CRJ 101](#)

Examines the fundamentals of investigation: crime scene search and recording of information, collection and presentation of physical evidence, sources of information, scientific aids, case preparation, and interviews and interrogation procedures.

**CRJ 205: L.E./P.O.S.T. Instructor Development**

Units (Credits): 3; Prerequisites: none

Covers the fundamental skills needed for effective instruction in the law enforcement field. Learning methods, establishing training needs and objectives, overcoming stage-fright, non-verbal communication and methods of instruction will be presented. This course is primarily offered to police instructors, managers of law enforcement training and other personnel involved with any aspect of the training effort. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CRJ 211: Police in America**

Units (Credits): 3; Prerequisites: none; Recommended: [CRJ 101](#)

Explores the historical development, roles, socialization, and problems of police work.

**CRJ 214: Principles of Police Patrol Techniques**

Units (Credits): 3; Prerequisites: none; Recommended: [CRJ 101](#)

Identifies community problems which require prevention, suppression or control using the basic methods of police patrol. A history of police patrol and survey of modern patrol tactics will be surveyed.

**CRJ 215: Probation & Parole I**

Units (Credits): 3; Prerequisites: none; Recommended: [CRJ 101](#), [CRJ 106](#)

Surveys the probation and parole system of the U.S. through its evolution to the present. Shows different systems within the U.S. and focuses on executive clemency, parole, rights of prisoners, probationers and parolees, and strategies for treatment.

**CRJ 220: Criminal Procedures**

Units (Credits): 3; Prerequisites: [CRJ 101](#)

Examines the origin, development, and rationale of the structure and procedures of the American criminal justice system. Emphasizes arrest, search and seizure, confessions, and other related legal issues.

**CRJ 222: Criminal Law and Procedure**

Units (Credits): 3; Prerequisites: [CRJ 101](#) or consent of instructor

Provides an integrated overview of the elements of substantive criminal law and the fundamental concepts of due process and fairness underlying American criminal procedures.

**CRJ 225: Criminal Evidence**

Units (Credits): 3; Prerequisites: none; Recommended: [CRJ 101](#), LAW 101

Examines the origin, development, philosophy, and constitutional basis of evidence. Covers constitutional and procedural considerations which affect arrest, search, and seizure.

**CRJ 226: Prevention & Control of Delinquency**

Units (Credits): 3; Prerequisites: [CRJ 155](#); Recommended: [CRJ 101](#)

Surveys and evaluates police programs designed to prevent juvenile delinquency. Covers techniques of enforcement related to control of delinquency, investigation procedures in individual delinquency cases, and methods of referral to related agencies.

**CRJ 230: Criminal Law**

Units (Credits): 3; Prerequisites: [CRJ 101](#), LAW 101; Recommended: [CRJ 220](#)

Examines substantive criminal law with particular attention to crime, intent, attempts, search and seizure, and the

laws of arrest. Relates criminal law to the working police officer. Covers rights and duties of citizen and officer under criminal law.

**CRJ 260: 911 Dispatch Emergency Telecommunicator Academy**

Units (Credits): 12; Prerequisites: 4 hour sit-in in Dispatch Center (prior to class start date)

Focuses on the skills needed to become a dispatcher with law enforcement agencies, fire centers, trucking firms, taxicab companies, etc. During the 12-unit semester-long course, students will be required to spend 44 hours job shadowing dispatchers, fire fighters and law enforcement officers. They will attend law classes, build their communication and typing skills, and participate in practical scenarios. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CRJ 265: Introduction to Physical Evidence**

Units (Credits): 3; Prerequisites: none; Recommended: [CRJ 101](#), [CRJ 164](#)

Surveys the forensic sciences to show their role in the use of physical evidence in matters of criminal and/or civil law. Focuses on the value of modern scientific investigations.

**CRJ 266: Western Nevada State Peace Officer Academy**

Units (Credits): 27; Prerequisites: [CRJ 103](#) with a grade of B or better. Current certification in basic life support or EMS 100.

Offers an academy which meets all Nevada requirements and is POST certified. Cadets who successfully complete the 30-week program will enhance their employability in attaining positions that require Category I certification (police, sheriffs, etc.); Category II certification (bailiffs, fire investigators, juvenile probation, etc.); and Category III certification (corrections, jailers, etc.). The 800-hour program includes classroom, practical application and physical training. The cadets will attend numerous law related classes, participate in defensive tactics, emergency vehicle operations course, DUI investigations, accident investigations and fingerprinting. In addition, cadets will learn basic searching techniques, handcuffing methods, baton and firearms. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**CRJ 267: Medicolegal Death Investigation**

Units (Credits): 3; Prerequisites: [CRJ 164](#), [CRJ 265](#) or consent of instructor

Explores the intricacies of investigating suspected homicidal, suicidal or accidental death, sudden unexpected natural deaths, deaths of concern of public health, and other matters coming under the jurisdiction of the coroner. Students may be required to witness and/or participate in a forensic autopsy.

**CRJ 270: Introduction to Criminology**

Units (Credits): 3; Prerequisites: none; Recommended: [CRJ 101](#)

Examines how society interacts with crime and delinquency through the use of the criminal justice system. Studies effective interaction and communication between the general public and members of the criminal justice system. Emphasizes the understanding of criminal behavior from a sociological and psychological perspective.

**CRJ 295: Work Experience - Corrections**

Units (Credits): 1-6; Prerequisites: [CRJ 101](#) or consent of instructor

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

**CRJ 296: Work Experience - Juvenile Justice**

Units (Credits): 1-6; Prerequisites: [CRJ 101](#) or consent of instructor

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

**CRJ 297: Work Experience - Law Enforcement**

Units (Credits): 1-6; Prerequisites: [CRJ 101](#) or consent of instructor

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

**CRJ 298: Work Experience - Probation and Parole**

Units (Credits): 1-6; Prerequisites: [CRJ 101](#) or consent of instructor

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

**Dance (DAN)**

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Liberal Arts Division**DAN 101: Dance Appreciation**

Units (Credits): 3; Prerequisites: none

Provides a non-technical course which offers an understanding and appreciation of the art of dance, with special focus on the artists and styles.

**DAN 110: Dance for Flexibility and Tone**

Units (Credits): 1; Prerequisites: none

Introduces basic techniques for dance flexibility. Students will learn some simple basic Jazz technique, terminology and choreography that includes kicks and leaps, strengthening the core muscles.

**DAN 132: Jazz Dance (beginning)**

Units (Credits): 1; Prerequisites: none

Introduces beginning techniques of jazz dance. May be repeated for up to four credits.

**DAN 135: Beginning Ballet**

Units (Credits): 1; Prerequisites: none

Introduces beginning techniques of ballet. May be repeated for up to four units.

**DAN 138: Modern Dance (Beginning)**

Units (Credits): 1–4; Prerequisites: none

Introduces beginning techniques of modern dance. May be repeated for up to four units.

**DAN 144: Beginning Tap Dancing**

Units (Credits): 1; Prerequisites: none

Introduces beginning techniques of tap dance. May be repeated for up to four units.

**DAN 160: Hip-Hop Dance**

Units (Credits): 1; Prerequisites: none

Teaches beginning techniques of hip-hop dance. May be repeated for up to four units. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**DAN 232: Jazz Dance (intermediate)**Units (Credits): 1; Prerequisites: DAN 132

Emphasizes intermediate techniques of jazz dance. May be repeated for up to four units.

**DAN 244: Tap Dance (intermediate)**Units (Credits): 1; Prerequisites: DAN 144 or consent of instructor

Emphasizes intermediate techniques of tap dance. May be repeated for up to four units.

**DAN 260: Intermediate Hip-Hop Dance**Units (Credits): 1; Prerequisites: DAN 160

Teaches intermediate techniques of hip-hop dance. May be repeated for up to four units. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**Drafting (DFT)**Career and Technical Education Division

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**DFT 100: Basic Drafting Principles**

Units (Credits): 3; Prerequisites: none

Introduces basic concepts of technical drawing. Covers perception theories, lettering, sketching techniques, use of drafting instruments, orthographic projection, basic dimensioning, and pictorial drawings. Designed as introductory course for CADD 100.

**DFT 110: Blueprint Reading For Industry**

Units (Credits): 3; Prerequisites: none

Teaches those concepts required by machine shops or engineering, electrical and welding industries. Student will begin with simple prints and proceed to more advanced prints. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

## **Early Childhood Education (ECE)**

Career and Technical Education Division

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### **ECE 121: Parent Care Relations**

Units (Credits): 1; Prerequisites: none

Helps students acquire various communication skills to enhance parent/caregiver relationships. Covers interpersonal communication, listening skills and cooperative problem solving.

### **ECE 122: Observation Skills**

Units (Credits): 1; Prerequisites: none

Provides parents and teachers various formal and informal methods to enhance their observation and assessment skills. Discussion includes methods for use with developmentally delayed children.

### **ECE 123: Health & Nutrition For the Young Child**

Units (Credits): 1; Prerequisites: none

Examines the health and nutritional needs of young children. Develops skills in menu planning, selecting safe equipment and toys, routines to ensure good health and policies on illness.

### **ECE 129: Environment For Infant & Toddler**

Units (Credits): 1; Prerequisites: none

Helps students choose equipment and materials to create a physical environment which is responsive to the infant/toddler total development. Staff considerations and time schedules will be explored.

### **ECE 133: Introduction to Managing Children's Behavior**

Units (Credits): 1; Prerequisites: none

Exposes students to the basics of handling classroom behaviors.

### **ECE 151: Math In the Preschool Curriculum**

Units (Credits): 1; Prerequisites: none

Studies activities and materials for developing mathematics readiness in the preschool.

### **ECE 152: Science in the Preschool Curriculum**

Units (Credits): 1; Prerequisites: none

Studies activities and materials for teaching science in the preschool.

### **ECE 153: Language Development in the Preschool**

Units (Credits): 1; Prerequisites: none

Studies development of language in preschool children. Emphasizes activities and materials for fostering development of receptive and expressive language skills in the preschool child.

### **ECE 154: Literature For Preschool Children**

Units (Credits): 1; Prerequisites: none

Surveys books for use with preschool children. Includes techniques of storytelling and reading to children.

### **ECE 155: Literacy and the Young Child**

Units (Credits): 1; Prerequisites: none

Emphasizes activities and materials for developing auditory and visual perception and other reading readiness skills in the preschool.

### **ECE 156: Music in the Preschool Curriculum**

Units (Credits): 1; Prerequisites: none

Outlines activities and materials for teaching music in the preschool, including songs, dances and rhythm activities.

**ECE 157: Art in the Preschool Curriculum**

Units (Credits): 1; Prerequisites: none

Describes activities and materials for teaching art in the preschool, including creative development and enjoyment of art through various materials and activities.

**ECE 158: Activities in Physical Development in Young Children**

Units (Credits): 1; Prerequisites: none

Introduces activities and equipment for enhancing gross motor development of the preschool child.

**ECE 167: Child Abuse & Neglect**

Units (Credits): 1; Prerequisites: none

Provides the opportunity for students to learn the legal definition, symptoms, causes, and reporting procedures of child abuse and neglect. The class will include discussion of the roles and responsibilities of community agencies such as law enforcement, social services, child care personnel, medical and psychosocial professionals.

**ECE 168: Infectious Diseases and First Aid**

Units (Credits): 1; Prerequisites: none

Provides information about infectious diseases and first aid measures in the child care setting. Course content will include recognizing communicable and acute illnesses, management of accidents and injuries, preventive measures, health education, current research, and community resources.

**ECE 198: Special Topics in Child Development**

Units (Credits): 1–6; Prerequisites: none

Studies issues related to child development and early childhood education. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**ECE 200: The Exceptional Child**

Units (Credits): 3; Prerequisites: none

Surveys the characteristics and specific needs of special children. Emphasizes teaching and behavioral management as well as available support services.

**ECE 204: Principles of Child Guidance**

Units (Credits): 3; Prerequisites: none

Studies effective communication with children in guiding behavior. Emphasis will be placed on techniques which help children build positive self-concepts and individual strengths within the context of appropriate limits and discipline. Includes use of direct and indirect guidance techniques as well as introduction to guidance systems.

**ECE 231: Preschool Practicum: Early Childhood Lab**

Units (Credits): 1–6; Prerequisites: ECE 251 or consent of instructor

Allows students to work directly with young children under supervision of a master teacher for three hours per week per credit. Students will contract with the instructor and supervisor for completion of projects. Projects will be related to such areas as routines in the preschool, advanced curriculum planning and implementation, or communication techniques with parents. Lesson plans will be completed and carried out with children.

**ECE 235: Adapting Curricula to Young Children With Special Needs**

Units (Credits): 3; Prerequisites: none; Recommended: ECE 251 & HDFS 201, ECE 250

Studies educational procedures used with young children with special needs and their families. Validated teaching procedures will be introduced including identification and referral, program planning, organizing the learning environment, promoting behavior change and adapting curriculum domains.

**ECE 240: Administration of Preschool**

Units (Credits): 3; Prerequisites: ECE 250

Studies principles and practices in supervision and management of preschool and child care centers, including program planning, organization, budgeting, personnel records, relationships with community resources, regulatory agencies and working with parents.

**ECE 250: Introduction to Early Childhood Education**

Units (Credits): 3; Prerequisites: none

Introduces students to early childhood education. This course includes the history of child care, regulations, types of programs, legal issues, professional opportunities and current trends and issues. Emphasis is placed on the role of the preschool teacher in enhancing the social, emotional, physical and intellectual growth of preschool-aged children.

**ECE 251: Curriculum in Early Childhood Education**Units (Credits): 3; Prerequisites: ECE 250

Considers methods of planning and teaching curriculum for children 3-5 years old. Includes curriculum development, children's play, lesson planning, and daily scheduling. Emphasis will be on curriculum development for children 3-5 years old in areas such as art, science, literature, music, language arts, block, dramatic play, etc.

**Economics (ECON)**Career and Technical Education Division

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**ECON 100: Introduction to Economics**Units (Credits): 3; Prerequisites: none; Recommended: MATH 095 or higher

Offers an introductory overview to supply and demand, the four types of product markets (perfect competition, monopolistic competition, oligopoly and monopoly), operations of markets, consumer and enterprise behavior, price determination. Also covers the measurement of the levels of national income, employment and general prices, and basic causes for fluctuation for these levels.

**ECON 102: Principles of Microeconomics**Units (Credits): 3; Prerequisites: none; Recommended: MATH 095 or higher

Covers supply and demand, the four types of markets (perfect competition, monopolistic competition, oligopoly and monopoly), operations of markets, consumer and enterprise behavior, and price determination.

**ECON 103: Principles of Macroeconomics**Units (Credits): 3; Prerequisites: ECON 102 or consent of instructor; Recommended: MATH 095 or higher

Introduces the study of the determination of levels of national income, employment and prices, and basic causes for fluctuation for these levels.

**ECON 261: Principles of Statistics I**Units (Credits): 3; Prerequisites: MATH 126 or equivalent

Offers probability and major probability distributions, sampling theory, descriptive statistics, measure of central tendency and dispersion, index figures, and time series.

**ECON 262: Principles of Statistics II**Units (Credits): 3; Prerequisites: ECON 261

Offers statistical inference; estimation hypothesis testing, simple linear regression and correlation, and analysis of variance.

**ECON 334: Economic History of the US**Units (Credits): 3; Prerequisites: ECON 102 & ECON 103 & admission to the BTech program or consent of advisor

Examines factors important to meaningful communication across cultures with emphasis on intercultural differences in North America.

**ECON 365: Labor Economics**Units (Credits): 3; Prerequisites: ECON 102, ECON 103 & admission to the BTech program or consent of advisor

Studies theoretical materials relating to the economic analysis of labor problems and the descriptive materials relating to unionism and collective bargaining.

**Education (EDU)**Career and Technical Education Division

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**EDU 201: Introduction to Elementary Education**

Units (Credits): 3; Prerequisites: none

Introduces the foundations of elementary education, current trends and issues in curriculum and instruction, the roles of teachers and issues of diversity. Includes field experience.

**EDU 202: Introduction to Secondary Education**

Units (Credits): 3; Prerequisites: none

Introduces the prospective middle/secondary school teacher to the role of thinker/reflective practitioner. Creates awareness of the historical, social, political and economic forces influencing schooling in the United States.

**EDU 203: Introduction to Special Education**

Units (Credits): 3; Prerequisites: none

Surveys the various types of exceptionalities. Emphasizes etiology, physical and educational characteristics.

**EDU 204: Information Technology in Teaching**

Units (Credits): 3; Prerequisites: none

Studies the use of microcomputers in operations and word processing applicable to classroom for teachers to operate and utilize microcomputers in education. Special instruction fees.

**EDU 206: Classroom Learning Environments**

Units (Credits): 3; Prerequisites: EDU 201

Presents the function and analysis of elementary school classrooms, daily activities, and methods of behavior management. Includes field experience.

**EDU 207: Exploration of Children's Literature**

Units (Credits): 3; Prerequisites: none

Surveys children's literature: issues, genre, censorship, historical background, book evaluation and selection.

**EDU 208: Students with Diverse Abilities and Backgrounds**

Units (Credits): 3; Prerequisites: EDU 203 ; Corequisites: EDU 209

Focuses on students with learning disabilities, mental retardation, behavior disorders and language disorders, and their accommodation in general education environments.

**EDU 209: Exploring Teaching and Learning Practicum**

Units (Credits): 1; Prerequisites: EDU 203 ; Corequisites: EDU 208

Applies field experience to acquaint students with types of disabling conditions and kinds of services available to persons with disabilities.

**EDU 210: Nevada School Law**

Units (Credits): 2; Prerequisites: none

Identifies legal issues in education and illustrates the implications of laws/mandates in the schools. Guidelines for teachers will provide information on avoiding situations that may lead to litigation. Concepts covered include teacher liability, teacher/student right to free speech and privacy, and accommodations for religious practices and students with disabilities.

**EDU 214: Preparing Teachers to Use Technology**

Units (Credits): 3; Prerequisites: EDU 204 or consent of instructor

Addresses designing and constructing a variety of common core educational artifacts for tomorrow's classrooms by way of hands-on advanced information technology applications. Students create a selection of high quality common core educational artifacts that are appropriate and/or applicable for the digital classroom and a Teacher's E-Portfolio.

**Educational Professional Development (EPD)**

Career and Technical Education Division

**EPD 103: Driver Education - Train The Trainer**

Units (Credits): 3; Prerequisites: none

Provides instruction for individuals to teach driver education classes. Covers regulatory driving law, traffic safety, offensive and defensive driving techniques that include active participation in activities that can be done safely. In addition to the use of simulators, participants will engage in activities that will be conducted outside of the classroom to include traffic observations and a courtroom visitation. Various instructional techniques will be employed that include guest speakers, interactive video activities and media review, writing lessons and practice teaching situations. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**EPD 220: Educational Techniques Methods K-12: Word**

Units (Credits): 1–3; Prerequisites: none

Instructs teachers and future teachers in the classroom applications for Microsoft Word. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**EPD 221: Educational Techniques Methods K-12: PowerPoint**

Units (Credits): 1–3; Prerequisites: none

Instructs teachers and future teachers in the classroom applications for Microsoft PowerPoint. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**EPD 222: Educational Techniques Methods K-12: Excel**

Units (Credits): 1–3; Prerequisites: none

Instructs teachers and future teachers in the classroom applications for Microsoft Excel. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**EPD 223: Educational Techniques Methods K-12: Access**

Units (Credits): 1–3; Prerequisites: none

Instructs teachers and future teachers in the classroom applications for Microsoft Access. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**EPD 235: Challenging Gifted and Talented Students K-12**

Units (Credits): 0.5–3; Prerequisites: none

Offers instructors techniques and methods on how to keep the gifted and talented student challenged in the classroom. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**EPD 236: Diversity Strategies In The Classroom**

Units (Credits): 0.5–3; Prerequisites: none

Assists teachers with developing strategies to instruct students who are at different levels in development, skill areas, and language abilities across the learning spectrum. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**EPD 237: Art Methods For Teachers K-6**

Units (Credits): 0.5–3; Prerequisites: none

Offers instruction to teachers on how to teach and use art projects in the K-6 classroom. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**EPD 242: Reading and Writing Connection K-12**

Units (Credits): 0.5–3; Prerequisites: none

Addresses the issues of reading for meaning and comprehension as well as writing and responding to literature to help construct meaning. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**EPD 244: Foundations of Reading Methods**

Units (Credits): 0.5–3; Prerequisites: none

Offers an overview of reading as the four stages of spelling and the functions of reading. The synchrony among reading, writing, and spelling will be discussed. Instruction for young readers will be based on the students' development. The basic assessment practices will be addressed, noting that assessment is an ongoing process of observation, documentation, interpretation, evaluation, and planning. Note: Non-transferable for an NSHE

baccalaureate degree. Non-applicable towards an AA or AS Degree.

**EPD 246: Advanced Tutor Training**

Units (Credits): 1; Prerequisites: consent of instructor

Provides advanced application of contemporary learning theory relating to one-to-one tutorials and small group learning situations. Emphasizes philosophy, procedures, and practices of supplemental instruction which are known to be effective at improving learning for conflict management, learning styles, co-dependency in tutoring, and tutoring in a multicultural environment. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**EPD 250: Personality Types and Learning Styles**

Units (Credits): 1–3; Prerequisites: none

Introduces an overview of personality type and the implications on learning and teaching styles. Methods to modify teaching techniques will be stressed. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**EPD 255: Math Methods For Gifted and Talented K-8**

Units (Credits): 0.5–3; Prerequisites: none

Offers methods of teaching math to the gifted and talented K-8 student. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**EPD 256: Math Methods For Teachers K-8**

Units (Credits): 0.5–3; Prerequisites: none

Offers methods of teaching math for elementary school students K-8, including algebra, geometry, and hands on techniques. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**EPD 261: Social Studies Methods K-12**

Units (Credits): 0.5–3; Prerequisites: none

Offers methods course on how to enrich, prepare, and develop any social studies unit in order to be able to teach with confidence. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**EPD 271: ESL Teaching Methods**

Units (Credits): 1–3; Prerequisites: none

Assists recertifying teachers, and students in the field of education, who work with Limited English Proficiency (LEP) students. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**EPD 276: Management Methods for Substitutes**

Units (Credits): 0.5–3; Prerequisites: none

Offers practical methods and ready-to-use ideas for K-12 substitutes, including models of discipline, attentions signals, active participation, instant ideas, transition activities, methods for dealing with problem behavior, and inclusion strategies. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**EPD 277: Methods of Classroom Management**

Units (Credits): 0.5–3; Prerequisites: none

Provides practical instructional and organizational methods for the inclusive classroom, including organization and record keeping, daily routines, models of discipline, methods for dealing with behavior problems, motivation, active participation, planning and assessment. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**EPD 295: Special Topics in Educational Professional Development**

Units (Credits): 1–6; Prerequisites: none

Covers selected topics in education and critical and current issues in education. Repeatable as topics vary. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**EPD 297: Reading For Teachers**

Units (Credits): 2; Prerequisites: none

Meets the Nevada Department of Education requirements for teacher certification and recertification. Instructs teachers in various aspects of reading, sequential skills, identification methods, and improvement methods for vocabulary and study reading. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**Educational Psychology (EPY)**

Career and Technical Education Division

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**EPY 150: Strategies for Academic Success**

Units (Credits): 3; Prerequisites: none

Helps students to develop effective and efficient study skills. Students will learn how to learn. Formerly CAPS 122.

**Electrical Engineering (EE)**

Liberal Arts Division

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**EE 220: Circuits I**

Units (Credits): 3; Prerequisites: PHYS 181 ; Corequisites: EE 220L for students intending to major in electrical engineering at a university

Introduces analysis methods and network theorems used to describe the operation of electrical circuits. Includes resistive, capacitive and inductive components in DC and AC circuits. Formerly EE 201.

**EE 220L: Circuits I Laboratory**

Units (Credits): 1; Corequisites: EE 220

Introduces electrical engineering basic laboratory procedures and equipment. Formerly EE 200.

**EE 291: Computer Methods For Electrical Engineers**

Units (Credits): 3; Prerequisites: CS 135, MATH 181 or consent of instructor

Solves engineering problems using a computer. Studies errors, root finding, matrix algebra, complex numbers, graphics and programming. Introduces numerical methods and MATLAB.

**EE 296: Internship I**

Units (Credits): 1; Prerequisites: enrollment in engineering program

Instructs in preparation of written reports based on cooperative program assignments.

**Electrical Theory (ELM)**

Career and Technical Education Division

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**ELM 143: Wiring Techniques**

Units (Credits): 2; Prerequisites: AIT 101

Introduces the concepts of industrial electrical. Describes the function of electrical prints, panels, the wiring between panels, and wire color coding. Students will be introduced to concepts in control system wiring fundamentals, wiring between and outside panels, panel wiring, wire bundling and experience a project in how to wire an electrical machine. Non-transferable for a NSHE baccalaureate degree Non-applicable towards an AA or AS Degree

**Electronics Technology (ET)**

Career and Technical Education Division

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**ET 100: Survey of Electronics**

Units (Credits): 3; Prerequisites: none

Offers an overview of the ever-expanding fundamental relationships of voltage, current, impedance, amplification, radio receivers, transmitters and wave propagation. Includes some coverage of digital electronics and measurement. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS

Degree.

**ET 117: Computer Forensics**

Units (Credits): 3; Prerequisites: none

Introduces the concept of using computer forensics to conduct a successful computer investigation. Covers acquiring digital evidence and reporting its findings. Covers fundamentals of setting up a forensics lab, acquiring the proper and necessary tools, and how to conduct an investigation and subsequent digital analysis. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**ET 131: DC for Electronics**

Units (Credits): 4; Prerequisites: none

Familiarizes students with fundamentals of electronics including how to read resistor color codes, decipher capacitor values, and use electronic schematics to build simple electronic devices. Students conduct laboratory experiments to apply theoretical concepts and will use standard or simulated laboratory instruments such as multimeters. Covers Ohm's Law and Kirchhoff's Laws of voltage and current, and simple series and parallel circuits. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**ET 132: AC for Electronics**

Units (Credits): 4; Prerequisites: [ET 131](#) or consent of instructor

Familiarizes students with important electronic components, their schematic symbols and how to wire circuits on a solderless circuit board using diagrams. Introduces semiconductors, diodes, and basic theory of transistors and transistor amplifier configurations. Students conduct laboratory experiments and build electronic circuits utilizing these components. Soldering is introduced. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**ET 155: Home Technology Convergence**

Units (Credits): 4; Prerequisites: none

Introduces the components and technologies that make up the "Smart Home". The convergence of home entertainment audio/visual equipment, surveillance and security systems, computer networks, and telecommunications will be taught in both theory and application. Students will build, configure and install cables, wallplates, jacks, control modules and equipment to bring alive the multiple technologies commonly used in a home or small office environment. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**ET 172: Semi-Conductor Devices**

Units (Credits): 4; Prerequisites: [ET 131](#)

Covers common devices used in the electronics industry i.e., diodes, transistors, and operational amplifiers, in a variety of applications including active filters, amplifiers, and power supplies. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**ET 198: Special Topics in Electronics**

Units (Credits): 1–6; Prerequisites: none

Explores various topics of current interest/demand in Electronics Technology. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**ET 200: Electronics Projects**

Units (Credits): 0.5–6; Prerequisites: [ET 131](#) and consent of instructor

Studies special projects in Electronics Technology. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**ET 265: Fundamentals of Telecommunications**

Units (Credits): 3; Prerequisites: [CIT 165](#) or consent of instructor

Covers telecommunications principles including both voice and data communications. An examination of the communications industry and its regulatory environment will be provided. Topics include switching and signaling, voiceband communications, digital transmission, and emerging technologies. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

## **Emergency Medical Services (EMS)**

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Nursing and Allied Health Division

### **EMS 100: Healthcare Provider CPR**

Units (Credits): 0.5; Prerequisites: none

Provides instruction of Basic Cardiac Life Support/ Cardiopulmonary Resuscitation for the Healthcare Provider which includes: one and two person rescuer for CPR and management of foreign body obstruction of the airway in adults, children and infants. Instruction also provides for recognition of signs and symptoms requiring AED intervention, safe administration of AED, and common actions that can be utilized for survival, and prevention of risk factors for heart attack and stroke. Certification according to the standards of the American Heart Association (AHA) is issued upon successful completion of course which requires passing of a written examination and practical demonstration. The course satisfies the CPR requirement for students admitted to the nursing program, nursing assistant and EMS courses. May be repeated for up to one unit. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

### **EMS 108: Emergency Medical Technician - Basic**

Units (Credits): 7–8; Prerequisites: Must be 18 years or older. Current CPR certification, required immunizations and tests, health insurance, and background check required. See Nursing and Allied Health web site for further information.

Prepares individuals to provide basic emergency medical care, according to US Department of Transportation guidelines, to individuals experiencing sudden illness or injury. Course content includes appraisal of scene safety and scene management, assessment and treatment of common emergency patient conditions, including fractures, wounds and airway obstruction. Instruction includes use of emergency medications and automatic external defibrillation (AED) devices as well as components of continuing care during emergency ambulance transportation to the emergency department (ED). Clinical experience includes ambulance ride-along and ED hospital participation. Upon successful conclusion of the course the student is eligible to sit for the National Registry Examination for EMT Basic. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

### **EMS 109: Emergency Medical Technician Basic Refresher**

Units (Credits): 2; Prerequisites: current Basic EMT Certification. Current CPR certification required. See Nursing and Allied Health web site for further information.

Reviews and updates knowledge and skills for individuals seeking to maintain current certification as a Basic EMT. Meets or exceeds U.S. Department of Transportation criteria and requirements for National Registry Certification. Course is required every two years to maintain current certification. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

### **EMS 112: EMT Enhanced/85**

Units (Credits): 4–5; Prerequisites: current EMT-B certification. Current CPR certification and required immunizations and tests, and health insurance. See Nursing and Allied Health web site for further information.

Prepares the experienced EMT with more advanced skills in patient assessment and intervention. Emphasizes physician medical control communication; use of intravenous therapy for fluid resuscitation or medication administration; advanced airway intervention and ventilatory management; and administration of specific medications. Upon successful completion the student is eligible to sit for the National Registry Exam. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

### **EMS 113: First Responder**

Units (Credits): 3; Prerequisites: must be 16 years old. Current CPR certification required. See Nursing and Allied Health web site for further information.

Provides training in emergency medical care for individuals including law enforcement officers, firefighters, bus drivers, athletic trainers and school nurses, who are most likely to be the initial responders to a sudden illness or injury. Course requires passing of a written and practical examination. Meets or exceeds the U.S. Department of Transportation (DOT) criteria and requirements of the state of Nevada for Certification as First Responder. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

## **Energy (ENRG)**

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Career and Technical Education Division

**ENRG 110: Introduction to Alternative Energy**

Units (Credits): 3; Prerequisites: none

Introduces alternative and sustainable energy sources and systems, including renewable approaches such as solar and wind.

**ENRG 210: Solar Photovoltaic (PV) Design and Installation**

Units (Credits): 3; Prerequisites: none

Introduces NEC (National Electric Code) compliant design of grid-tied Solar PV electric systems, including site analysis, production estimation, system design, installation and commissioning. Includes review of NV DIR and NABCEP test material and hands on experience with grid-tied Solar PV system. Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS degree.

**Engineering (ENGR)**

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Liberal Arts Division

**ENGR 100: Introduction to Engineering Design**

Units (Credits): 3; Prerequisites: none

Provides overview of engineering practice and exposure to the environment which engineers generally work in. Students will have the opportunity to begin developing information retrieval, technical and interpersonal skills that can be used throughout their educational programs and subsequent careers.

**English (ENG)**

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Liberal Arts Division

**ENG 080: Diagnostic/Prescriptive Reading**

Units (Credits): 1; Prerequisites: none

Focuses on reading improvement through individual diagnostic procedures, identifies reading problems, prescribes and implements remediation procedures.

**ENG 090: Basic Writing I**

Units (Credits): 3; Prerequisites: none

Provides instruction in basic English skills including grammar, parts of speech, agreement, syntax, punctuation, spelling, and sentence structure. Focuses on a variety of sentence patterns and types. Provides extensive practice in grammar and usage. Grading: pass/fail.

**ENG 095: Basic Writing II**

Units (Credits): 3; Prerequisites: none

Provides instruction in basic writing skills including sentence patterns and basic paragraph development. Provides review of grammar, mechanics, punctuation, spelling, and word usage. Some sections of the course may be offered through computer-assisted instruction. Grading: Pass/Fail.

**ENG 098: Basic Writing III**

Units (Credits): 3; Prerequisites: appropriate score on WNC placement examination or equivalent examination

Helps students improve their writing for school or on the job. Offers practice in sentence, paragraph and short essay writing with attention to grammar, sentence structure and punctuation. The student will learn how to combine sentences and paragraphs to communicate clearly and effectively. Grading: pass/fail.

**ENG 099: Basic Writing Strategies**

Prerequisites: none

Provides instruction in basic English skills including sentence patterns and basic paragraph development. Provides review of grammar, mechanics, punctuation, spelling, and work usage. Offers practice in sentence, paragraph, and short essay writing with attention to grammar, sentence structure, and punctuation.

**ENG 100: Composition - Enhanced**Units (Credits): 5; Prerequisites: ENG 095 or appropriate score on WNC placement exam or equivalent examination

Offers an intensive reading and writing course focusing on writing the expository and argumentative essay. Emphasizes revising and editing essays for development, coherence, style, and correctness as well as on investigative, reasoning, and organizational skills necessary to create successful research papers. Provides extra assistance in English writing skills, grammar, sentence structure, usage, and punctuation.

**ENG 101: Composition I**

Units (Credits): 3; Prerequisites or Corequisites: ENG 098, ENG 099 - ENG 098 with a grade of C- or better, **or** ENG 099 with a grade of C- or better, **or** appropriate score on WNC placement examination or equivalent examination

Studies expository writing with special attention to the modes, arrangement and style. Students learn to write essays that are unified, thorough, clear and convincing. Students read essays to augment critical reading skills. They learn the research, reasoning and organizational skills necessary for effective academic and research writing.

**ENG 102: Composition II**

Units (Credits): 3; Prerequisites: ENG 100, ENG 101

Continues the study of expository writing. Students read and analyze writing and discursive techniques of interpretation, argument, and research.

**ENG 107: Technical Communications I**

Units (Credits): 3; Prerequisites: ENG99 with a grade of C- or higher or appropriate score on WNC placement examination or equivalent examinations.

Introduces expository methods with concentration on specific vocational writing forms, including memorandums, formal reports, manuals and proposals. Students will learn how adapt correct paragraph construction to suit the expectations of an occupational audience, in order to communicate clearly and effectively.

**ENG 190: Science Fiction/Fantasy Literature**

Units (Credits): 3; Prerequisites: none

Introduces the student to a variety of science fiction or fantasy literature with a focus on historical context and literary interpretation.

**ENG 200: Novels Into Film**

Units (Credits): 3; Prerequisites: ENG 102 or consent of instructor

Studies film and novels to examine the transformation in genre when novels are made into films. Students read novels and view films based on those novels to examine the impact of each form upon the audience as well as to understand the differences between literary and film genre. Emphasizes critical reasoning and writing skills.

**ENG 205: Introduction to Creative Writing**

Units (Credits): 3; Prerequisites: ENG 102 or consent of instructor

Offers a beginning writers workshop in poetry, fiction, and creative non-fiction.

**ENG 220: Writing Poetry**

Units (Credits): 3; Prerequisites: ENG 102

Teaches poetry writing in a workshop setting. Lectures focus on different styles and forms of poetry. Discussion focuses on student writing with emphasis on providing positive, constructive criticism to motivate the student to develop new and better approaches to writing poetry.

**ENG 221: Writing Fiction**

Units (Credits): 3; Prerequisites: ENG 102 or consent of instructor

Teaches fiction writing in a workshop setting. Includes lectures and discussion of plot, character, style, and elements of fiction. Students are required to produce several works of short fiction.

**ENG 222: Intermediate Fiction Writing**

Units (Credits): 3; Prerequisites: ENG 221 or consent of instructor

Continues the study and application of the elements of fiction in a constructive workshop setting.

**ENG 223: Themes of Literature**

Units (Credits): 3-6; Prerequisites: ENG 102 or consent of instructor

Offers readings of short stories, poems, plays and novels on a theme selected by the instructor. Course could examine such a topic as the American myth of the frontier or study perceived differences between various multicultural perceptions and attitudes in Europe and the United States.

**ENG 226: Memoir and Autobiography**

Units (Credits): 3; Prerequisites: ENG 102 or consent of instructor

Offers a writing-intensive class which explores various approaches to writing memoirs, autobiography, family history, autobiography-based fiction, or other "life stories," incorporating the classic elements of the personal essay.

**ENG 227: Advanced Memoir and Autobiography**

Units (Credits): 3; Prerequisites: ENG 226 or consent of instructor

Continues English 226. Students explore approaches to writing memoir, autobiography, family history, other "life stories," or "creative nonfiction," and are encouraged to choose the approach the best fits their individual needs. They also read selected works written by "masters" in the field, studying strategies employed. Combines lecture/discussion/writers' workshop format.

**ENG 243: Introduction To The Short Story**

Units (Credits): 3; Prerequisites: ENG 102

Read and analyze short story masterpieces. The short story is also considered as a form of literature.

**ENG 250: Children's Literature**

Units (Credits): 3; Prerequisites: ENG 102 or consent of instructor

Includes reading and discussing selected children's literature. Students examine the role of literature in various themes and genres.

**ENG 252: Introduction to Drama**

Units (Credits): 2–3; Prerequisites: ENG 102

**ENG 261: Introduction to Poetry**

Units (Credits): 1–3; Prerequisites: ENG 102

Offers the elements of poetry, its basic types and forms, and the study of representative poets.

**ENG 266: Popular Literature**

Units (Credits): 3; Prerequisites: ENG 102 or consent of instructor

Studies various forms of popular writing, e.g., best-sellers, the western, science fiction, fantasy, the detective story.

**ENG 267: Introduction to Women & Literature**

Units (Credits): 3; Prerequisites: ENG 102 or consent of instructor

Studies women writers and their work and the ways in which women are portrayed in literature.

**ENG 271: Introduction to Shakespeare**

Units (Credits): 3; Prerequisites: ENG 102 or consent of instructor

Examines Shakespeare's principal plays read for their social interest and their literary excellence.

**ENG 275: Contemporary Literature**

Units (Credits): 3; Prerequisites: ENG 102 or consent of instructor

Studies selected contemporary writers for understanding and appreciation. Emphasizes British and American figures.

**ENG 282: Introduction to Language & Literary Expression**

Units (Credits): 3; Prerequisites: none; Recommended: ENG 102

Explores the forms and function of language with special application to literary study.

**ENG 295: Directed Study in English**

Units (Credits): 1–3; Prerequisites: ENG 102

Allows students to pursue individual writing or research projects under the close supervision and guidance of the instructor.

**ENG 297: Reading and Interpreting**

Units (Credits): 3; Prerequisites: none; Recommended: [ENG 101](#), [ENG 102](#)

Examines the methods for creating personal, critical responses to literature representing a range of time periods and genres. Within the framework of traditional and current critical approaches to literature, students will read works from a thematic and critical perspective.

**ENG 299: Special Topics in English**

Units (Credits): 1–3; Prerequisites: none

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

**Environmental Studies (ENV)**

[Liberal Arts Division](#)

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**ENV 100: Humans and Environment**

Units (Credits): 3; Prerequisites: [MATH 120](#) or consent of instructor

Provides an interdisciplinary introductory survey of the ecology of natural systems, with emphasis on the relationship of humans to the environment. Includes four laboratory experiences.

**ENV 210: Land Use Management**

Units (Credits): 3; Prerequisites: None

Concentrates on the planning, implementation, and evaluation of land use covering both non-urban and urban environments. After considering these processes students will examine current policies for developing future sustainable use energy.

**ENV 292: Nevada Environmental Problems**

Units (Credits): 3; Prerequisites: none

Covers local environmental problems involving their causes, effects, and possible solutions. A variety of sensitive environmental issues including water quality, solid waste disposal, air quality, grazing, and nuclear waste storage will be examined with respect to local geographical, industrial, and political influences.

**Finance (FIN)**

[Career and Technical Education Division](#)

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**FIN 101: Personal Finance**

Units (Credits): 3; Prerequisites: none

Introduces personal financial planning. Emphasizes budgeting, obtaining credit, buying decisions for a home, auto or other large purchases, investment decisions, and retirement planning.

**FIN 115: Introduction to Investments**

Units (Credits): 3; Prerequisites: none

Helps students understand the theoretical concepts and analytical foundations necessary for further study in the field. It will provide an overall picture of securities markets, institutions, processes and mechanisms on how stocks and bonds are bought and sold.

**French (FREN)**

[Liberal Arts Division](#)

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**FREN 101: French, Conversational I**

Units (Credits): 3; Prerequisites: none

Emphasizes spoken communication. Listening, reading and writing skills will be explored. A vocabulary of French-English words can be developed to suit student needs. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**FREN 102: French, Conversational II**

Units (Credits): 3; Prerequisites: [FREN 101](#) or consent of instructor

Offers a second semester of Conversational French designed to continue and improve the skills learned in the first semester. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**FREN 111: First Year French I**

Units (Credits): 4; Prerequisites: none

Develops language skills through practice in listening, speaking, reading, writing and structural analysis. Includes an introduction to French culture.

**FREN 112: First Year French II**

Units (Credits): 4; Prerequisites: FREN 111 or equivalent or consent of instructor

Continues with the second semester of the course to build on speaking, writing and reading skills in the French language.

**FREN 211: Second Year French I**

Units (Credits): 3; Prerequisites: FREN 112 or equivalent or consent of instructor

Considers structural review, conversation and writing and reading in modern literature.

**FREN 212: Second Year French II**

Units (Credits): 3; Prerequisites: FREN 211 or equivalent or consent of instructor

Continues structural review, conversation and writing and reading in modern literature.

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**Geography (GEOG)**

Liberal Arts Division

**GEOG 103: Physical Geography**

Units (Credits): 3; Prerequisites: MATH 120, MATH 126 or higher or consent of instructor

Teaches the physical elements of geography, nature and distribution of climate, land forms, natural vegetation, and soils. Includes at least four lab experiences.

**GEOG 104: Physical Geography Laboratory**

Units (Credits): 1; Prerequisites or Corequisites: GEOG 103, MATH 120, MATH 126 or higher or consent of instructor

Offers experimental and in-depth investigations designed to illustrate fundamental principles of geosciences.

**GEOG 106: Introduction to Cultural Geography**

Units (Credits): 3; Prerequisites: none

Analyzes the culture regions of the world including physical settings, peoples, settlements, economic activities, historical and political factions with primary emphasis on the Old World.

**GEOG 107: Geography of Great Basin National Park**

Units (Credits): 1; Prerequisites: none

Brings students into the field to experience Great Basin National Park - a remote park that is graced with caverns, glaciers, and ancient bristlecone pines. Students will be introduced to the processes of landforms, vegetation survival, and glacial erosion. The political process of establishing a national park will also be covered. Tours of Lehman Caves, Wheeler Peak, and the Ancient Bristlecone trail will be included. Overnight camping and hiking is involved. Students will be responsible for their own transportation, entrance fees, food, camping gear, and safety. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**GEOG 110: Geography of San Francisco**

Units (Credits): 1; Prerequisites: none

Brings students into the field to experience the urban landscape of one of the most beloved cities in the world - San Francisco. Students will learn about the mosaic of the city through lectures and walks. Growth of the city, from its roots as a port town, to its ascendance to a modern day world city will be presented. Stops will be made at, but not limited to: Golden Gate Park, Chinatown, and Haight-Ashbury. Students will be responsible for their own transportation, entrance fees, food, camping gear and safety. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**GEOG 111: Geography of Yosemite**

Units (Credits): 1; Prerequisites: none

Introduces students to the physical and cultural geography, along with the natural history, of Yosemite National Park. Students will explore the national park, learning about the physical processes that shape the landscape and the historical events that brought about national park status. Students will gain an appreciation for their surroundings and the fragility of these rugged ecosystems. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**GEOG 112: Geography of Death Valley National Park**

Units (Credits): 1; Prerequisites: none

Introduces students to the diverse geography and natural history of Death Valley National Park. Students spend a weekend hiking and exploring the canyons, craters, and dunes of the park while learning about its physical and human geography. Students also learn firsthand of its extremes in climate and flora and fauna. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**GEOG 121: Climate Change: The Science Basis**

Units (Credits): 4; Prerequisites: none

Reviews past, present and likely future climate changes, and impacts on the landscape, with emphasis on water resources, species distributions, and wildfire regime. Scientific evidence relevant to Nevada will be presented.

**GEOG 200: World Regional Geography**

Units (Credits): 3; Prerequisites: none

Introduces the world's regions with concentration on parts of the world which may be less familiar - many of which are experiencing great changes and have a major impact on the United States. Specific areas that will be covered include Africa, Asia, and Latin America.

**GEOG 205: GIS Applications**

Units (Credits): 3; Prerequisites: none

Introduces a variety of common Geographic Information Systems (GIS) applications. Through content, lectures and hands-on, students will use ArcInfo to complete a variety of tasks pertaining to the applications that are used in everyday GIS.

**GEOG 210: Introduction to Geotechnology**

Units (Credits): 3; Prerequisites: none

Introduces geotechnology, the technological advances used to describe, assimilate, or analyze spatial information. Emphasis is on Geographic Information Systems (GIS) with discussions on GPS, remotely sensed imagery, Google Earth and other applications. The importation and joining of various datasets is described highlighting how a variety of data sources may be used for analysis of spatial features. Laboratory assignments will demonstrate real world applications derived from the lectures using ArcGIS desktop.

**GEOG 211: Introduction to Maps and Compass**

Units (Credits): 2; Prerequisites: none

Introduces the basics of map interpretation. Covers the characteristics of the map, emphasizing its blending of scientific and artistic aspects. Students will delve into map making, interpretation, aerial photography and the use of a GPS to construct maps.

**Geology (GEOL)**Liberal Arts Division

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**GEOL 100: Earthquakes, Volcanoes, and Natural Disasters**

Units (Credits): 3; Prerequisites: none

Investigates geology of the dynamic earth: natural hazards and catastrophes, and geology of natural resources. Includes four laboratory experiences.

**GEOL 101: Physical Geology**Units (Credits): 3; Prerequisites: MATH 120, MATH 126 or higher or consent of instructor

Covers fundamental principles of geology: tectonics; minerals; igneous, metamorphic and sedimentary processes;

and geologic time.

**GEOL 102: Earth and Life Through Time**

Units (Credits): 4; Prerequisites: GEOL 101 & GEOL 103

Studies the history of the earth and the origins of its landforms from the far past to the present time, age dating, evolution of organisms, times of extinction, mountain building episodes, and periods of glaciation.

**GEOL 103: Physical Geology Laboratory**

Units (Credits): 1; Prerequisites: GEOL 101, MATH 120, MATH 126 or higher, or consent of instructor (GEOL 101 may be taken concurrently)

Offers experimental and in-depth investigations designed to illustrate fundamental principles of geology.

**GEOL 105: Introduction to Geology of National Parks**

Units (Credits): 3; Prerequisites: none

Studies geologic processes through the lens of the national park system. Concepts of geologic time, plate tectonics, and the rock cycle will be explored by studying national parks and monuments that highlight geologic examples of the material presented.

**GEOL 111: Geology of Death Valley National Park**

Units (Credits): 1–2; Prerequisites: none

Provides a general field experience in geology for students with little or no earth science background. Teaches the basics of rock identification, landform analysis and identification, and interpretation of modern and ancient geologic events through field study of Death Valley National Park. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**GEOL 112: Geology of Eastern Sierra**

Units (Credits): 1–2; Prerequisites: none

Provides a general field experience in geology for students with little or no earth science background. Teaches the basics of rock identification, landform analysis and identification, and interpretation of modern and ancient geologic events through field study of the Eastern Sierra Nevada. Field study will include Mono Lake, Long Valley caldera, White Mountains, faults, and past glaciation in the area. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**GEOL 113: Geology of Lassen Volcanic National Park**

Units (Credits): 1–2; Prerequisites: none

Provides a two-and-a-half day field experience in geology for students with little or no earth science background. Teaches the basics of volcanic rock identification, history of the Cascade Range, and interpretation of modern and ancient geologic events through field study of Lassen Volcanic National Park. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**GEOL 114: Geology of Lava Beds National Monument**

Units (Credits): 1; Prerequisites: none

Provides a general field experience in geology for students with little or no earth science background. Teaches the basics of rock identification, landform analysis and identification, and interpretation of modern and ancient geologic events through field study of Lava Beds National Monument. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**GEOL 127: Prehistoric Life**

Units (Credits): 3; Prerequisites: none

Surveys the history and the classification of fossil plants and animals, methods of interpretation of the fossil records, evolution of form and structure and the sequence of fossils in rocks.

**GEOL 132: Rocks & Minerals**

Units (Credits): 3; Prerequisites: none

Focuses on the identification of rocks and minerals. Includes an introduction to the crystallography and chemistry of minerals as well as the petrology of igneous, sedimentary, and metamorphic rocks. Concludes with an overview of ore deposits.

**GEOL 201: Geology of Nevada**

Units (Credits): 3; Prerequisites: GEOL 101 or consent of instructor

Covers important geological developments in Nevada that have occurred throughout geologic time. At least one field trip will be required.

**GEOL 299: Special Topics in Geology**

Units (Credits): 1–5; Prerequisites: none

Provides a study of selected topics in geology for students with little or no earth science background. Can include field experiences. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**German (GER)**

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Liberal Arts Division

**GER 101: Conversational German I**

Units (Credits): 3; Prerequisites: none

Emphasizes spoken communication. Listening, reading, and writing skills will be developed to suit student needs. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**GER 102: Conversational German II**

Units (Credits): 3; Prerequisites: GER 101 or consent of instructor

Offers a second semester of conversational German designed to continue and improve the skills learned in GER 101. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**GER 111: First Year German I**

Units (Credits): 4; Prerequisites: none

Develops language skills through practice in listening, speaking, reading, writing and structural analysis. Includes an introduction to German culture.

**GER 112: First Year German II**

Units (Credits): 4; Prerequisites: GER 111 or equivalent or consent of instructor

Continues with the second semester of the course to build on speaking, writing and reading skills in the German language.

**Graphic Communications (GRC)**

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Career and Technical Education Division

**GRC 103: Introduction to Computer Graphics**

Units (Credits): 3; Prerequisites: none

Introduces processes involved in the creation and reproduction of graphic design for print and digital media. Covers graphic communications history, design theory, software applications, production processes, printing processes, and job opportunities. Presents a hands-on overview of a variety of graphic design software.

**GRC 109: Color and Design**

Units (Credits): 3; Prerequisites: none; Recommended: GRC 103

Teaches color theories, color technologies and the application of color in art and design. Intermediate two-dimensional design problems focus on the compositional, optical and psychological aspects of visual communications.

**GRC 118: Computer Graphics - Print Media**

Units (Credits): 3; Prerequisites: none

Introduces the processes involved in the creation and reproduction of graphic design for print media. Graphic communications history, design theory, software applications, production processes, printing processes and job opportunities are covered. This course will present a hands-on overview of a variety of graphic design software.

**GRC 119: Computer Graphics - Digital Media**

Units (Credits): 3; Prerequisites: none

Offers a foundation that introduces computer systems and applications as they relate to graphic communications for digital media. Class will present a project-based overview of content creation, web design and web animation.

**GRC 125: Graphic Software**

Units (Credits): 0.5–1; Prerequisites: varies based on level of software offered

Offers a variety of short courses in software packages specific to graphic communications applications. Classes will include current software packages and upgrade-specific training. Verify type of software and level of instruction in online schedule of classes. Course taught as pass/withdraw only. Repeatable up to six units. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**GRC 144: Electronic Layout and Typography**

Units (Credits): 3; Prerequisites: Basic computer skills.; Recommended: [GRC 103](#) or consent of instructor

Introduces electronic page layout software with an emphasis on typographic layout and design. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**GRC 156: Computer Illustration I**

Units (Credits): 3; Prerequisites: basic computer skills; Recommended: [GRC 103](#)

Offers an introductory/intermediate class in the creation and execution of designs and illustrations in the electronic environment. Focuses on Adobe Illustrator Vector-Draw software, including the tools and techniques required to produce professional-level artwork. Knowledge of the following basic computer skills required: saving, opening, and printing documents, opening and closing applications, creating and managing folders and subfolders, viewing the contents of disk drives and external storage devices, managing desktop items.

**GRC 175: Web Design and Publishing I**

Units (Credits): 3; Prerequisites: Basic computer skills.; Recommended: [GRC 103](#), [GRC 183](#)

Introduces authoring for the World Wide Web using industry standard software applications. Topics covered include planning, designing and building a web site, aesthetics, creating and optimizing computer graphics for web, information architecture, navigation and interactivity, web publishing, web hosting and site management. Knowledge of the following basic computer skills required: saving, opening, and printing documents, opening and closing applications, creating and managing folders and subfolders, viewing the contents of disk drives and external storage devices, managing desktop items.

**GRC 179: Multimedia Design and Production I**

Units (Credits): 3; Prerequisites: [GRC 103](#) and basic computer skills or consent of instructor

Introduces animation using the computer. Focuses on creating and combining multimedia, making movies that can be viewed either on the Internet or as a stand-alone projector saved on a disk using industry standard software.

**GRC 181: Digital Video I**

Units (Credits): 3; Prerequisites: [GRC 119](#) or consent of instructor

Introduces the basic principles and practices of digital video production. Covers every phase of introductory digital video pre-production, production and post-production processes from idea to final output including: story and concept development, lighting, recording and capturing footage, importing and managing clips, editing methods and creating transitions, special effects, titles and credits, sound design and output to different formats. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**GRC 183: Electronic Imaging**

Units (Credits): 3; Prerequisites: Basic computer skills.; Recommended: [ART 100](#), [GRC 103](#)

Teaches an intermediate class in the application of computer graphics software to create and edit digital images and designs with raster/paint software (Adobe Photoshop). Students entering this class should already have an understanding of graphic communications processes and have graphics software skills. Knowledge of the following basic computer skills required: saving, opening, and printing documents, opening and closing applications, creating and managing folders and subfolders, viewing the contents of disk drives and external storage devices, managing desktop items.

**GRC 185: Computer Animation I**

Units (Credits): 3; Prerequisites: basic computer skills; Recommended: [GRC 118](#)

Provides a practical understanding of the knowledge and skills required of fine and applied visual artists in today's 3-D digital design studio. Computer lab assignments and lectures will provide diversified experiences. Various interdisciplinary aspects will be considered.

**GRC 188: Web Animation and Interactivity I**

Units (Credits): 3; Prerequisites: GRC 103 and basic computer skills or consent of instructor.

Continues advanced web site design. The second in a sequential set of courses that focus on advanced design theories in relation to the Internet and applications for animating web sites. Exercises will focus on advanced visual design and the creation of animation, as well as related concepts and practices. Knowledge of the following basic computer skills required: saving, opening, and printing documents, opening and closing applications, creating and managing folders and subfolders, viewing the contents of disk drives and external storage devices, managing desktop items.

**GRC 244: Electronic Layout and Typography II**

Units (Credits): 3; Prerequisites: GRC 144

Continues GRC 144 with an emphasis on advanced desktop publishing procedures. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**GRC 256: Computer Illustration II**

Units (Credits): 3; Prerequisites: GRC 156

Offers intermediate vector-based visual design using the computer. The second in a sequential set of courses on visual design. Exercises and advanced design problems will challenge the student to create various design solutions on the computer.

**GRC 275: Web Design and Publishing II**

Units (Credits): 3; Prerequisites: GRC 175, GRC 188 or consent of instructor

Offers advanced web page design using industry-standard applications. Topics include CCS layout, advanced site building features, site management, interactivity, and customization. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**GRC 281: Digital Video II**

Units (Credits): 3; Prerequisites: GRC 181 or consent of instructor

Offers a second course in the video series which builds upon skills learned in Digital Video I. Intermediate level techniques in non-linear editing, sound design and special effects, including an introduction to motion graphics production and video composting, including titles and credits. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**GRC 283: Electronic Imaging II**

Units (Credits): 3; Prerequisites: GRC 183

Studies advanced applications of graphics software to create pixel based imagery using industry standard pixel based software. Covers advanced image manipulation and optimization processes for pixel images as well as simple pixel based animation and video manipulation. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**GRC 294: Professional Portfolio**

Units (Credits): 3; Prerequisites: minimum of 21 units of GRC design/production classes or consent of instructor

Focuses on the development of a portfolio for employment in the graphics communications field. Professional and legal requirements will be explored. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**Health Information Technology (HIT)**

Nursing and Allied Health Division

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**HIT 100: Introduction to ICD-9-CM**

Units (Credits): 2; Prerequisites: HIT 118 and permission of the Nursing and Allied Health division.

Introduces the mechanics of using ICD-9-CM. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**HIT 101: Current Procedural Terminology**

Units (Credits): 3; Prerequisites: HIT 118 and permission of the Nursing and Allied Health division.

Includes ambulatory reimbursement methodologies. Teaches mechanics of outpatient coding using CPT-4. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**HIT 105: Health Care Dynamics**

Units (Credits): 2; Prerequisites: permission of the Nursing and Allied Health division.

Introduces student to the organization and functioning of the healthcare delivery system. Professional, legal, and ethical aspects of the health occupations. Prevention, community health needs, psychosocial factors in health care, and community agencies are considered. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**HIT 117: Medical Terminology I**

Units (Credits): 1; Prerequisites: none

Studies word derivations and formation with emphasis upon understanding common usage in the field of health care. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**HIT 118: Language of Medicine**

Units (Credits): 3; Prerequisites: none

Applies medical language by body system and appropriate use within the accepted nomenclature and classification systems. This course is designed to meet professional program requirements. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**HIT 120: Medical Transcription I**

Units (Credits): 2; Prerequisites: HIT 117, COT 200 or concurrent enrollment, and ENG 101 or satisfactory performance on English placement test and permission of the Nursing and Allied Health division.

Teaches basic medical transcription skills. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**HIT 121: Medical Transcription II**

Units (Credits): 3; Prerequisites: HIT 118, HIT 120 and permission of the Nursing and Allied Health division.

Teaches intermediate medical transcription skills. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**HIT 165: Pathophysiology I**

Units (Credits): 4; Prerequisites: BIOL 200 and permission of the Nursing and Allied Health division.

Introduces students to the concept of disease process in specific body systems. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**HIT 170: Computers in Health Care**

Units (Credits): 3; Prerequisites: none

Teaches hardware and software components of computers for health information applications. Methods of controlling the accuracy and security of data. Record linkage and data sharing concepts. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**HIT 180: Introduction to Health Information Management**

Units (Credits): 3; Prerequisites or Corequisites: HIT 118 and permission of the Nursing and Allied Health division.

Introduces Health Information Management procedures including professional ethics and processes to assure quality health care through quality information. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**HIT 201: Classification Systems For Health Care Data**

Units (Credits): 3; Prerequisites: HIT 180 and permission of the Nursing and Allied Health division.

Practices in-depth assigning diagnostic and procedure codes according to ICD-9-CM. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**HIT 205: Structure & Organization of Health Information Systems**

Units (Credits): 3; Prerequisites: HIT 170 & AMP; HIT180 and permission of the Nursing and Allied Health division;  
Corequisites: HIT 201

Teaches functions of health information departments in healthcare institutions. Studies origin, uses, format, and regulatory requirements of health records. Note: Non-transferable for an NSHE baccalaureate degree.

Non-applicable towards an AA or AS Degree.

### **HIT 206: Clinical Applications I**

Units (Credits): 3; Prerequisites or Corequisites: HIT 205 and permission of the Nursing and Allied Health division.

Teaches practical experience in the acute care setting performing health information departmental duties. Grades assigned on a pass/fail basis. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

### **HIT 207: Health Information Management**

Units (Credits): 3; Prerequisites: HIT 205 and permission of the Nursing and Allied Health division.

Offers opportunities to develop supervisory skills including directing and controlling, management of human resources, with an emphasis on situations encountered in Health Information Services. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

### **HIT 208: Clinical Applications II**

Units (Credits): 3; Prerequisites: HIT 206 and permission of the Nursing and Allied Health division.

Teaches management and practical experience in specialized care settings. Grades assigned on a pass/fail basis. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

### **HIT 210: Coding Applications**

Units (Credits): 3; Prerequisites: HIT 201 and permission of the Nursing and Allied Health division.

Teaches practical coding experience in a variety of health care settings. Grades assigned on a pass/fail basis. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

### **HIT 245: Quality Improvement Techniques**

Units (Credits): 3; Prerequisites: HIT 205 and permission of the Nursing and Allied Health division.

Studies methodologies for conducting quality improvement activities. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

### **HIT 299: Selected Topics in Health Information Technology**

Units (Credits): 3; Prerequisites: HIT 205 and permission of the Nursing and Allied Health division.

Covers selected topics of interest to students of health information systems. Grades assigned on pass/fail a basis. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

## **History (HIST)**

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Liberal Arts Division

### **HIST 101: United States History to 1865**

Units (Credits): 3; Prerequisites: none

Offers a survey of American history and civilization from the time of the first European settlement to about 1865.

### **HIST 102: United States History 1865 to Present**

Units (Credits): 3; Prerequisites: none

Covers American history and civilization since the end of the American Civil War.

### **HIST 105: European Civilization to 1648**

Units (Credits): 3; Prerequisites: none

Covers the development of Western civilization and history from its beginnings in the valleys of the Nile, Tigris, and Euphrates rivers to the mid-17th century rise of strong nation-states.

### **HIST 106: European Civilization 1648 to Present**

Units (Credits): 3; Prerequisites: none

Covers Western civilization and history from the mid-17th century to the present.

**HIST 111: Survey of American Constitutional History**

Units (Credits): 3; Prerequisites: none

Teaches the origin, development, history of the Nevada and United States constitutions. Course will examine the American judicial system through a number of significant decisions and will analyze the individuals who made those decisions.

**HIST 207: Discover Nevada's Past**

Units (Credits): 1–3; Prerequisites: none

Explores the many historic sites and scenic areas of Nevada, utilizing lecture discussions, slide presentations, readings and videos.

**HIST 217: Nevada History**

Units (Credits): 3; Prerequisites: none

Studies Nevada's history from prehistoric times to the present. The course will examine the early mining and cattle frontiers, the development of towns and the advent of industrialization as well as the 20th century problems of water, energy, and growth.

**HIST 247: Introduction to the History of Mexico**

Units (Credits): 3; Prerequisites: none

Introduces pre-Columbian Mexico, Colonial New Spain and Mexican national history to the present.

**HIST 295: Special Topics in History: India**

Units (Credits): 3; Prerequisites: consent of instructor

Offers a broad survey of the history of India from prehistoric times through the regal empires, the colonial experience and modern history. Covers the historical and current Indian political systems and its experience with socialism as well as its current economy. Reviews India's culture including Hinduism, Buddhism, the caste system, sexuality, and music, dance, literature and movies.

**Holocaust, Genocide and Peace Studies (HGPS)**

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Liberal Arts Division

**HGPS 201: Concepts in Holocaust, Genocide and Peace Studies**

Units (Credits): 3; Prerequisites: none

Analyzes the origins of prejudice, hatred, and dehumanizing policies; examines major social conflicts, mass destructions and genocides; explores conflict resolutions and peaceful social relationships.

**Human Development & Family Studies (HDFS)**

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Career and Technical Education Division

**HDFS 201: Life Span Human Development**

Units (Credits): 3; Prerequisites: none

Studies human growth over the life span covering the biological influences on development and the processes of intellectual and social development. Reviews the family system and explores major challenges and developmental issues facing families today.

**HDFS 202: Introduction to Families**

Units (Credits): 3; Prerequisites: none

Explores the dynamics of development, interaction, and intimacy of primary relationships in contextual and theoretical frameworks, societal issues and choices facing diverse family systems. This course is taught from a bio-psycho-social approach within the family ecological system context. It incorporates issues relevant to international families and diverse family arrangements within North America. Traditional issues of families are reframed, reconstructed, and questioned. Application of ideas to those working with families in a variety of settings including: physical health, mental health, economic and educational arenas.

**HDFS 232: Diversity and the Young Child - A Multicultural Perspective**

Units (Credits): 3; Prerequisites: none

Considers the development of young children from the prenatal period through age 8, focusing on diversity among children. Diversity will be explored in cultural, ethnic and linguistic variations as well as differences in ability and typical/atypical development. Students will seek to understand development and its cultural variations so that teaching young children will be more effective, empathic and aware. This course will explore the many ways of growing up and the worldwide diversity of that process.

## **Humanities (HUM)**

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Liberal Arts Division

### **HUM 101: Introduction to Humanities**

Units (Credits): 3; Prerequisites: none

Offers an interdisciplinary approach to the humanities. Students study major works in art, music, literature, and philosophy with historical framework.

### **HUM 198: Special Topics In Humanities**

Units (Credits): 0.5–3; Prerequisites: none

Studies selected issues or topics of significance within the field of humanities. Intent will be to develop an interdisciplinary awareness and appreciation for the areas of art, music, literature, theater, history, and architecture. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

## **Informatics (INF)**

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Career and Technical Education Division

### **INF 100: Introduction to Informatics I**

Units (Credits): 3; Prerequisites: none

Deals with the nature of Informatics within the information technology space. Addresses the core concept of integration of people, technology and information. Emphasizes the practical dimension of Informatics, real problems, and the socio-economic situations in which they arise. Presents a variety of Informatic tools from various domains and their implications for science, engineering, art the humanities and society.

### **INF 110: Introduction to Informatics II**

Units (Credits): 3; Prerequisites: INF 100

Covers basic concepts of computing and network hardware; software architecture of information systems, systems and applications programming, fundamental data constructs, general problem-solving techniques, and building secure and reliable information infrastructures.

## **Information Systems (IS)**

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Career and Technical Education Division

### **IS 101: Introduction to Information Systems**

Units (Credits): 3; Prerequisites: none

Introduces the student to the role of computers in today's technology-driven environment, allowing for a hands-on lab experience. Students will be introduced to the Internet, distance education, and the World Wide Web for research, along with operating systems, word processing, spreadsheets, database and basic multi-media. Upon successful completion of this course, the student will be able to demonstrate basic computer survival skills, understand computer terminology, and create data using a variety of software.

### **IS 201: Computer Applications**

Units (Credits): 3; Prerequisites: IS 101 or experience in office software.

Develops the student's knowledge of integrated office productivity software. Topics will cover word processing, database, spreadsheets and working with macro programming. Coursework or experience using office software is essential for successful completion and gives students the foundation to pass expert level certification tests.

## **Italian (ITAL)**

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Liberal Arts Division**ITAL 101: Italian Conversational I**

Units (Credits): 3; Prerequisites: none

Emphasizes spoken communication. Listening, reading and writing skills will be explored. A vocabulary of Italian-English words can be developed to suit student needs. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**ITAL 102: Italian Conversational II**

Units (Credits): 3; Prerequisites: ITAL 101 or consent of instructor

Continues from the first semester of Italian to build on speaking, writing and reading skills in the Italian language. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**ITAL 103: Italian, Conversational III**

Units (Credits): 3; Prerequisites: none

Continues from the second semester of Italian to build on speaking, writing and reading skills in the Italian language. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**ITAL 104: Italian, Conversational IV**

Units (Credits): 3; Prerequisites: none

Continues from the third semester of Italian to build on speaking, writing and reading skills in the Italian language. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**ITAL 111: First Year Italian I**

Units (Credits): 4; Prerequisites: none

Introduces the Italian language through the development of language skills and structural analysis. Includes an introduction to Italian culture.

**ITAL 112: Elementary Italian II**

Units (Credits): 4; Prerequisites: ITAL 111

Continues study of the Italian language through the development of language skills and structural analysis. Includes an introduction to Italian culture.

**Japanese (JPN)**

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Liberal Arts Division**JPN 101: Conversational Japanese I**

Units (Credits): 3; Prerequisites: none

Teaches standard (Tokyo) dialect of spoken Japanese at the beginning level. Listening comprehension skills will be developed. Teaches reading and writing of Kanji (Chinese characters) as well as the Hiragana and Katakana phonetic symbol sets keyed to the spoken vocabulary. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**Journalism (JOUR)**

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Liberal Arts Division**JOUR 101: Critical Analysis of Mass Media**

Units (Credits): 3; Prerequisites: none

Surveys the role of newspapers, radio, television, the Internet, advertising and public relations organizations. Offers interpretation of the day's news and analysis of media performance.

**JOUR 201: Media Writing**

Units (Credits): 3; Prerequisites: JOUR 101

Teaches writing in journalistic and persuasive styles for mass media. Emphasis on analysis and organization of information, and clarity of expression.

**JOUR 290: Internship in Journalism**Units (Credits): 3; Prerequisites: JOUR 101

Limited to students interested in a career in journalism. To participate, students must fill out an internship application, meet with an intern advisor, and interview with internship sponsor and instructors. Interns will not be compensated and hours will be determined by enrollment units.

**Laboratory Technician (LTE)**

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Nursing and Allied Health Division

**LTE 101: Fundamental Phlebotomy**

Units (Credits): 4; Prerequisites: Vaccinations and major health insurance required. See requirements to LTE under the Nursing and Allied Health division.

Designed to teach students the fundamental theories and techniques needed to successfully perform venipunctures safely and efficiently. Student will learn theories in the online portion of the course. Students will apply theory to actual performance of venipunctures in a student laboratory.

**LTE 102: Applied Phlebotomy**Units (Credits): 3.5; Prerequisites: LTE 101 With C or better. Vaccinations, major medical insurance and background check required. See Nursing and Allied Health Division student requirements for LTE.

Designed to allow students to apply theory and techniques learned in LTE 101. Students will review venipuncture techniques in the student laboratory setting and apply their knowledge in the clinical setting of outpatient draw centers and a hospital for 100 clock hours.

**LTE 110: Techniques of Venipuncture**

Units (Credits): 4; Prerequisites: current health information and current major medical health insurance (card required). See Nursing and Allied Health web site for further information.

Provides the student the knowledge and skills necessary to perform the collection, identification, and preservation of specimens as applied to venipuncture techniques. The course includes medical terminology, ethics, fingerstick procedures, and patient contact methods. Emphasizes the role of the venipuncturist in a modern health care delivery system.

**Machine Tool Technology (MTT)**

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Career and Technical Education Division

**MTT 105: Machine Shop I**

Units (Credits): 3; Prerequisites: none

Introduces basic machine shop skills which include lathe operation, lathe speeds and feeds, precision measuring techniques, layout methods, band saw and drill press operations, and exposure to the science of heat-treating of metals. Shop safety and etiquette will be stressed. To develop entry level skills, MTT 110 is recommended. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**MTT 106: Machine Shop Practice I**Units (Credits): 2; Corequisites: MTT 105

Expands the student's manual skills by putting into practice the theories and user skills introduced in MTT 105. The emphasis will be geared towards a more practical, hands-on experience through the use of lathes, layout techniques, vertical and horizontal band saws, measuring instruments and some vertical mill work. Shop safety and cleanup are always stressed. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**MTT 110: Machine Shop II**Units (Credits): 3; Prerequisites: MTT 105, MATH 110, MATH 120, MATH 126 or higher or consent of instructor

Expands skills introduced in MTT 105 to an intermediate level and introduces further skills which include vertical mill, drill sharpening, speed feeds and some production methods. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**MTT 111: Machine Shop Practice II**Units (Credits): 2; Corequisites: MTT 110

Further develops student's manual skills by putting into practice the theories and user skills introduced in MTT 110. The emphasis will be a more practical, hands-on experience through the use of vertical mill work, layout techniques, vertical and horizontal band saws, measuring instruments and some lathes. Shop safety and cleanup are always stressed. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**MTT 230: Computer Numerical Control I**

Units (Credits): 4; Prerequisites: MTT 105, MTT 110, COT 105, COT 204 or consent of instructor

Offers an introductory class to provide a basic understanding of computer numerical control. During this course the student is introduced to the axis systems, absolute and incremental programming, tool offsets, controller operation, and fixture offsets.

To better understand the CNC programming process, CNC II is recommended as a follow-up. Includes three hours lecture, three hours lab per week.

Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**MTT 232: Computer Numerical Control II**

Units (Credits): 4; Prerequisites: MTT 230 or consent of instructor

Provides a continuation of MTT 230 and offers the student the opportunity to gain practical experience for further development of their skills by providing additional information and exposure to more complex applications of machining including CNC programming, mirror imaging, polar coordinates, tool compensation, and threading and computer integrated manufacturing.

Includes three hours lecture, three hours lab per week.

Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**MTT 250: Machine Shop III**

Units (Credits): 3; Prerequisites: MTT 110, DFT 110 or consent of instructor

Expands skills introduced in MTT 105 and MTT 110 to a more advanced level by developing projects that emphasize tolerances, plan of procedure and blueprint reading. Introduces further skills for surface grinding and tool and cutter grinding. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**MTT 251: Machine Shop Practice III**

Units (Credits): 2; Corequisites: MTT 250

Further develops student's manual skills by putting into practice the theories and user skills introduced in MTT 250. The emphasis will be a more practical, hands-on experience through the use of vertical mill work, layout techniques, vertical and horizontal band saws, measuring instruments and lathes. Shop safety and cleanup are always stressed. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**MTT 260: Machine Shop IV**

Units (Credits): 3; Prerequisites: MTT 250 or consent of instructor

Concentrates on areas of interest leading to design of an advanced project emphasizing skills learned in MTT 105, MTT 110 and MTT 250. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**MTT 261: Machine Projects**

Units (Credits): 1–6; Prerequisites: consent of instructor

Permits students to work on projects of their own choosing and/or explore areas of special interest under the direction of a college instructor. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**MTT 262: Machine Shop Practice IV**

Units (Credits): 2; Corequisites: MTT 260

Allows students additional time to concentrate on areas of interest leading to completion of an advanced project

emphasizing skills introduced in MTT 260. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**MTT 291: CNC Practice**

Units (Credits): 2–3; Prerequisites: none

Develops computer aided manufacturing skills with hands-on instruction on how to design and prepare manufacture parts using CAD/CAM software. Safety and clean up are stressed. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**MTT 292: Computer-Aided Manufacturing I**

Units (Credits): 1–4; Prerequisites: MTT 230, MTT 232, CADD 100 or consent of instructor

Teaches computer-aided manufacturing for two-and-a-half dimension axes (2.5D). Students learn how to design and prepare to manufacture parts on the mill and lathe using state of the art CAD/CAM software. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**MTT 293: Computer-Aided Manufacturing II**

Units (Credits): 1–4; Prerequisites: MTT 292 or consent of instructor

Teaches computer-aided manufacturing for three dimension axes (3D). Students learn how to design and prepare to manufacture parts in full 3D for the CNC mill using CAD/CAM software. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**MTT 295: Work Experience**

Units (Credits): 1–6; Prerequisites: consent of instructor

Provides students with on the job, supervised and educationally directed work experience. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**Management (MGT)**

Career and Technical Education Division

**MGT 103: Introduction to Small Business Management**

Units (Credits): 3; Prerequisites: BUS 101 or consent of instructor

Develops an understanding of the small business enterprise with emphasis on how such businesses are started and managed successfully, including planning, finance, marketing, administrative control, and other type of activities.

**MGT 201: Principles of Management**

Units (Credits): 3; Prerequisites: BUS 101 or consent of instructor

Studies fundamentals and principles of management; administrative policies, objectives and procedures, and problems of organization control and leadership.

MGT 201 is accepted in lieu of MGRS 301 (UNR) or MGT 401 (UNLV) upon validation of content and knowledge by approved College of Business examination, or satisfactory performance ("C" or better) in MGRS 352 (UNR) or MGT 452 (UNLV) during the first year of eligibility to enroll in the appropriate upper division business course at the University of Nevada, Reno or the University of Nevada, Las Vegas.

**MGT 212: Leadership & Human Relations**

Units (Credits): 3; Prerequisites: BUS 101, MGT 201 or consent of instructor

Teaches understanding and managing human behavior in organizations. Central to the course is developing a better understanding of one's self as a leader and exploring some of the more effective ways of leading others.

**MGT 235: Organizational Behavior**

Units (Credits): 3; Prerequisites: BUS 101, MGT 201 or consent of instructor

Studies concepts, theories and case studies concerning the behavior of people in modern business organizations. Analyzes the internal organization structure, and managerial roles and functions, in the business and other goal-oriented institutions. Studies theory and design of organizational structure, impact of work flow, leadership styles, and control systems on human behavior.

**MGT 247: Industrial Management**

Units (Credits): 1–3; Prerequisites: MGT 201

Studies the operation of a manufacturing enterprise, concentrating on the economies of production. Introduces a grounding on analytical method early so that the broad problem areas of system design, operation, and control can be based on the analytical method. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**MGT 283: Introduction to Human Resources Management**

Units (Credits): 3; Prerequisites: BUS 101, MGT 201 or consent of instructor

Develops an understanding of the duties and responsibilities of personnel at the mid-management level.

**MGT 323: Organizational Behavior and Interpersonal Behavior**

Units (Credits): 3; Prerequisites: admission to the BTECH program or consent of advisor

Examines behavioral influences which affect productivity, organizational effectiveness, and efficiency including: perception, motivation, decision making, communication, leadership, organizational design, group behavior and coping with stress.

**MGT 367: Human Resource Management**

Units (Credits): 3; Prerequisites: MGT 323 and admission to the BTech program or consent of advisor

Considers theoretical concepts and practical approaches relevant to management systems and processes: recruitment, training, appraisal, compensation and labor relations. Emphasis on legal constraints and international management.

**MGT 462: Changing Environments**

Units (Credits): 3; Prerequisites: admission to the BTech program or consent of advisor

Focuses on managing ethically in the changing cultural, economic, political, technological and global environments of business.

**MGT 469: Managing Cultural Diversity**

Units (Credits): 3; Prerequisites: admission to the BTech program or consent of advisor

Provides an understanding of cultural diversity by studying the U.S. workforce. Emphasizes cultural differences in the workplace, valuing diversity, managing diversity in the workplace, and giving competitive advantages.

**Marketing (MKT)**

Career and Technical Education Division

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**MKT 111: Introduction to Merchandising**

Units (Credits): 3; Prerequisites: none

Provides the knowledge necessary to buy merchandise profitably, with mastery of the role of the buyer in relation to other store personnel. This course provides skills in planning and figuring markups and expense control.

**MKT 127: Introduction to Retailing**

Units (Credits): 3; Prerequisites: none

Studies an overview of retail merchandising, including buying, pricing, selling, advertising, sales promotion and display principles.

**MKT 210: Marketing Principles**

Units (Credits): 3; Prerequisites: none

Covers the problems of manufacturers, wholesalers, and retailers in the marketing of goods and services. Students will develop a plan applying the marketing principles. MKT 210 is accepted in lieu of MGRS 310 (UNR) or MKT 430 (UNLV) upon validation of content and knowledge by approved College of Business examination, or satisfactory performance ("C" or better) in MGRS 489 (UNR) or MKT 432 (UNLV) during the first year of eligibility to enroll in the appropriate upper division business course at the University of Nevada, Reno or the University of Nevada, Las Vegas.

**MKT 250: Introduction to International Marketing**

Units (Credits): 3; Prerequisites: BUS 101, MKT 210 or consent of instructor

Introduces the various functions of marketing as they are performed in the international environment. Focuses on

the problems and decisions facing management in international marketing. Considers the impact of difference in language, aesthetics, religion and business customs on marketing strategies.

**MKT 261: Introduction to Public Relations**

Units (Credits): 3; Prerequisites: [BUS 101](#), [MKT 210](#) or consent of instructor

Introduces the techniques of public relations for those holding supervisory or higher positions in management and marketing. Identifies the principles of creating and maintaining good public relations, including employee-employer relations. Customer-employee relations receive emphasis. Focuses on the programming of the total public relations effort and selecting of appropriate strategy, media and persuasive devices to accomplish objectives.

**MKT 262: Introduction to Advertising**

Units (Credits): 3; Prerequisites: [BUS 101](#), [MKT 210](#) or consent of instructor

Presents methods and techniques in modern advertising, providing information on the entire advertising process.

**Mathematics (MATH)**

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[Liberal Arts Division](#)

**MATH 090: Elementary Arithmetic**

Units (Credits): 1–3; Prerequisites: none

Math 90 is designed to provide individualized instruction in basic math skills including addition, subtraction, multiplication, and division of whole numbers, fractions, decimals and percents. This class is intended for students who need a review of whole numbers before studying fractions. Instruction is tailored specifically to each student's needs.

**MATH 091: Basic Mathematics**

Units (Credits): 3; Prerequisites: none

Provides the fundamental operation of whole numbers, fractions and mixed numbers, decimals, percentage, measurement and geometry. The course is intended to provide a thorough review of basics needed in future mathematics courses and in applied career fields.

**MATH 092: Algebra Review**

Units (Credits): 1; Prerequisites: none

Provides a review of algebra that will refresh previously taught concepts. Course will help prepare students for the math placement test.

**MATH 093: Pre Algebra**

Units (Credits): 3; Prerequisites: [MATH 091](#) or equivalent or consent of instructor

Prepares students for MATH 95. Helps students who have experienced difficulties with math to be introduced to the language and concepts of algebra. Provides a transition from self-paced, basic math to the quick pace required in MATH 95.

**MATH 095: Elementary Algebra**

Units (Credits): 3; Prerequisites: [MATH 093](#) or equivalent

Offers a first course in algebra. Topics include operations with signed numbers; algebraic symbols; evaluating formulas; operations with polynomial, radical and rational expressions; solving equations and application problems using algebra; and elementary graphing. Provides a foundation for the math used in business, science, engineering and related fields.

**MATH 096: Intermediate Algebra**

Units (Credits): 3; Prerequisites: [MATH 095](#) or one unit of high school algebra and one unit of high school geometry, or appropriate score on the WNC placement or equivalent test

Offers a second course in algebra. Studies polynomial, rational and radical expressions; linear, quadratic and polynomial equations; linear and absolute value inequalities; relations, functions and their graphs; systems of linear equations; and applications.

**MATH 098: Developmental Mathematics**

Units (Credits): 3–5; Prerequisites: none

Prepares students for college-level mathematics. Self-paced, computer-aided course designed to provide students with the concepts and skills of pre, elementary and intermediate algebra.

**MATH 098: Developmental Mathematics**

Units (Credits): 3–5; Prerequisites: none

Prepares students for college-level mathematics. Self-paced, computer-aided course designed to provide students with the concepts and skills of pre, elementary and intermediate algebra.

**MATH 100: Math For Allied Health Programs**

Units (Credits): 1–3; Prerequisites: none

Reviews basic mathematics with emphasis on those skills that apply to calculating drug dosages. Includes fractions, decimals, proportions, percents, English, apothecary and metric systems of measurements. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**MATH 110: Shop Mathematics**

Units (Credits): 3; Prerequisites: none

Covers fractions, decimals, percentages, ratios, proportions, measurement, geometry, and briefly, the fundamentals of algebra and right triangle trigonometry. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**MATH 120: Fundamentals of College Mathematics**

Units (Credits): 3; Prerequisites: MATH 096 or three units of high school mathematics at the level of algebra and above with a grade of C- or better or appropriate score on the WNC placement or equivalent test. MATH 095 with a grade of B- or better in lieu of MATH 096 requirement

Studies probability, statistics, business, finance and consumer mathematics. Course is broad in scope and emphasizes applications.

**MATH 122: Number Concepts For Elementary School Teachers**

Units (Credits): 3; Prerequisites: MATH 120 or consent of instructor

Introduces elementary problem solving with emphasis on the nature of numbers and the structure of the real number system. Designed for students seeking a teaching certificate in elementary education.

**MATH 123: Statistical & Geometrical Concepts For Elementary School Teachers**

Units (Credits): 3; Prerequisites: MATH 120 or consent of instructor

Presents elementary problem solving with emphasis on patterns and geometric relationships. Designed for students seeking a teaching certificate in elementary education.

**MATH 126: Precalculus I**

Units (Credits): 3; Prerequisites: MATH 096 with a grade of C- or better or three units of high school mathematics at the level of algebra and above with a grade of C- or better within the last three years, or appropriate score on the WNC placement or equivalent test

Provides a third course in algebra. Topics include: polynomial, rational and radical equations; absolute value and quadratic inequalities; relations and functions; linear, quadratic, polynomial exponential and logarithmic functions, their graphs and applications; and systems of equations.

**MATH 127: Precalculus II**

Units (Credits): 3; Prerequisites: MATH 126 or three units of high school mathematics at the level of algebra and above, or consent of instructor

Studies circular functions, trigonometric identities and equations, conic sections, complex numbers, and discrete algebra.

**MATH 128: Precalculus and Trigonometry**

Units (Credits): 5; Prerequisites: MATH 096 with a grade of C- or better or three units of high school mathematics at the level of algebra and above with a grade of C- or better within the last three years, or appropriate score on the WNC placement or equivalent test

Studies relations, functions and their graphs; polynomial, rational, exponential, logarithm and trigonometric functions; analytic trigonometry; systems of equations and inequalities; conics; mathematical induction; sequences

and series.

**MATH 176: Introductory Calculus For Business & Social Sciences**

Units (Credits): 3; Prerequisites: [MATH 128](#), [MATH 126](#) or equivalent or consent of instructor

Instructs students in fundamental ideas of analytical geometry and calculus. Includes plane coordinates, graphs, functions, limits, derivatives, integrals, the fundamental theorem of calculus. Includes applications to rates, extremalization, and interpretation of integrals.

**MATH 181: Calculus I**

Units (Credits): 4; Prerequisites: [MATH 128](#), [MATH 126](#), [MATH 127](#) or equivalent or consent of instructor, or appropriate score on the WNC placement or equivalent test

Offers fundamental concepts of analytical geometry and calculus, functions, graphs, limits, derivatives, and integrals.

**MATH 182: Calculus II**

Units (Credits): 4; Prerequisites: [MATH 181](#) or equivalent or consent of instructor

Teaches transcendental functions, methods of integration, conics and vectors.

**MATH 253: Matrix Algebra**

Units (Credits): 3; Prerequisites: [MATH 182](#)

Introduces linear algebra, including matrices, determinants, vector spaces, linear transformations, eigenvectors and eigenvalues.

**MATH 283: Calculus III**

Units (Credits): 4; Prerequisites: [MATH 182](#) or equivalent or consent of instructor

Covers infinite series, vectors, differential and integral calculus of functions of several variables, and introduction to vector analysis.

**MATH 285: Differential Equations**

Units (Credits): 3; Prerequisites: [MATH 283](#)

Presents methods of solving ordinary differential equations with application to physical systems. Includes systems of equations, series solution, numerical solution, and Laplace transforms.

**MATH 299: Directed Study**

Units (Credits): 1–3; Prerequisites: none

Provides individual study conducted under the direction of a faculty member.

**MATH 330: Linear Algebra**

Units (Credits): 3; Prerequisites: [MATH 283](#)

Vector analysis continued; abstract vector spaces; bases, inner products; projections; orthogonal complements, least squares; linear maps, structure theorems; elementary spectral theory; applications.

**Mechanical Engineering (ME)**

Liberal Arts Division

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**ME 198: Cooperative Training Report**

Units (Credits): 1; Prerequisites: enrollment in engineering program

Guides students in preparation of written reports based on cooperative program assignments.

**ME 241: Statics**

Units (Credits): 3; Prerequisites: [PHYS 180](#); Corequisites: [MATH 182](#) or consent of instructor

Studies static force systems. Topics include resolution and composition of forces, equilibrium of force systems, friction and various constraints, moments of inertia, cables, beams, fluid static, and work.

**ME 242: Dynamics**

Units (Credits): 3; Prerequisites: [ME 241](#) or consent of instructor

Studies kinematics and kinetics of particles and rigid bodies in two and three dimensions; relative motion; work and

energy; impulse and momentum.

**ME 298: Cooperative Training Report**

Units (Credits): 1; Prerequisites: consent of instructor

Focuses on the preparation of written reports based on cooperative program assignments. Required of all students on cooperative programs during the summer or other semester when on work assignments with cooperative program employers. Students are also required to present their work upon completion of their program.

**Mechanical Technology (MT)**

Career and Technical Education Division

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**MT 115: Applied Programmable Logic Controllers I**

Units (Credits): 3; Prerequisites: [AIT 101](#)

Introduces the concepts of Programmable Logic Controllers (PLC) and computerized control operations. Covers basic PLC programming by describing numbering systems, PLC memory organization, PLC programming software and PLC program logic elements.

**MT 160: Hydraulic Power**

Units (Credits): 3; Prerequisites: [AIT 101](#)

Introduces the concepts of how to connect and operate basic hydraulic components and systems, read circuit diagrams and monitor system operation. Exposes students to key topics in hydraulic power and safety, principles of hydraulic pressure and flow, and hydraulic speed control circuits in a wide array of applications.

**Music (MUS)**

Liberal Arts Division

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**MUS 103: Voice Class I**

Units (Credits): 3; Prerequisites: none

Teaches fundamentals of tone production, breath control and practical techniques involved in reading and interpreting songs.

**MUS 104: Voice Class II**

Units (Credits): 3; Prerequisites: [MUS 103](#)

Continues the skills learned in MUS 103.

**MUS 107: Guitar Class I**

Units (Credits): 2–3; Prerequisites: none

Studies basic guitar technique, and bluegrass, classical and rock styles. No previous musical training required.

**MUS 108: Guitar Class II**

Units (Credits): 2–3; Prerequisites: [MUS 107](#) or consent of instructor

Continues development of skills learned in MUS 107.

**MUS 111: Piano Class I**

Units (Credits): 3; Prerequisites: none

Introduces the piano, including instruction in note reading, technique, theory and easy repertoire. Students work in a laboratory setting, each using their own electronic piano.

**MUS 112: Piano Class II**

Units (Credits): 3; Prerequisites: [MUS 111](#) or consent of instructor

Provides a continuation of MUS 111, a class in basic piano technique and theory.

**MUS 119: Harmonica Class I**

Units (Credits): 3; Prerequisites: none

Introduces the diatonic harmonica, including instruction in note reading, playing techniques, theory and easy repertoire. Students work in a laboratory setting using their own diatonic harmonica. Note: Non-transferable for an

NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**MUS 120: Harmonica Class II**

Units (Credits): 3; Prerequisites: MUS 119 or equivalent

Continues the skills learned in MUS 119. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**MUS 121: Music Appreciation**

Units (Credits): 3; Prerequisites: none

Analyzes styles and forms of music from the Middle Ages through the 20th century, and discusses musical instruments and major composers.

**MUS 124: History of The American Musical Theatre**

Units (Credits): 3; Prerequisites: none

Offers a cultural, musical and theatrical survey of musical theatre in the United States, from the mid-nineteenth century to the present.

**MUS 125: History of Rock Music**

Units (Credits): 3; Prerequisites: none

Explains how cultural, social, political and economic conditions have shaped rock music's evolution. Familiarizes the student with the history of rock music from its origins in Blues through contemporary rock styles. Prominent players and groups of each era will be covered, as well as sociological, economic and cultural factors that shaped the many styles of rock music. Extensive classroom listening will enhance the student's learning experience.

**MUS 134: Jazz Appreciation**

Units (Credits): 3; Prerequisites: none

Covers how jazz music's evolution as an art form unique to the United States has both shaped and reflected the construction of our national identity. Teaches how social and cultural events led to the development of jazz music from 1890 through the 1960's. Prominent players and groups of each era will be covered, as well as sociological, economic and cultural factors that shaped the many styles of American Jazz as evolved.

**MUS 176: Musical Theatre Practicum**

Units (Credits): 2-3; Prerequisites: none

Offers musical theatre techniques for singers, actors, pianist/coaches and stage managers, including production and performance.

**MUS 203: Music Theory I**

Units (Credits): 3; Prerequisites: none

Introduces students to counterpoint and harmony.

**MUS 204: Music Theory II**

Units (Credits): 3; Prerequisites: MUS 203

A continuation of the skills learned in MUS 203.

**MUS 211: Sightsinging & Dictation I**

Units (Credits): 1; Prerequisites: none

Introduces the techniques of reading music at sight and taking musical and rhythmic dictations without the aid of an instrument.

**MUS 212: Sightsinging & Dictation II**

Units (Credits): 1; Prerequisites: MUS 211

Continues the skills learned in MUS 211.

**MUS 215: Technique of Songwriting**

Units (Credits): 3; Prerequisites: none

Offers a practical course in composing pop music. Analysis of hit songs and discussion of songs written by the

class. Each student will compose melodies and lyrics, helping the poet with music and the musician with poetry.

**MUS 224: Special Studies in Music Literature**

Units (Credits): 2–3; Prerequisites: pianists should be of intermediate level proficiency

Focuses in depth on a special topic in music literature. Topics might include Baroque, classical, romantic, or 20th century keyboard literature. Students will explore musical topics through both lecture and their own performance of representative works. Class may be repeated for up to six units.

**MUS 233: Recording Techniques and MIDI I**

Units (Credits): 2; Prerequisites: none

Covers topics such as the job market, mics, consoles, tape recorders, and special effects. Teaches concepts including signal flow, multi-tracking, EQ, signal processing, MIDI, mixing and mastering. Students will learn to turn a Mac or PC into a multi-track studio.

**MUS 253: Jazz Improvisation I**

Units (Credits): 2; Prerequisites: none

Introduces the techniques of jazz improvisation in a laboratory setting.

**MUS 276: Musical Theatre Practicum**

Units (Credits): 1–3; Prerequisites: Six units of MUS 176.

Continues skills learned in MUS 176. Repeatable up to nine units.

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**Music: Applied (MUSA)**

Liberal Arts Division

**MUSA 101: Bass-Lower Division**

Units (Credits): 1–2; Prerequisites: none

Provides a personal introduction to the study and performance of music for bass. Class may be repeated for a total of four units. Fee covers cost of 14 half-hour private lessons.

**MUSA 103: Bassoon-Lower Division**

Units (Credits): 1–2; Prerequisites: none

Introduces students to the study and performance of music for bassoon. Class may be repeated for a total of four units. Fee covers cost of 14 half-hour private lessons.

**MUSA 105: Cello-Lower Division**

Units (Credits): 1–2; Prerequisites: none

Provides a personal introduction to the study and performance of music for cello. Class may be repeated for a total of four units. Fee covers cost of 14 half-hour private lessons.

**MUSA 107: Clarinet-Lower Division**

Units (Credits): 1–2; Prerequisites: none

Introduces students to the study and performance of music for clarinet. Class may be repeated for a total of four units. Fee covers cost of 14 half-hour private lessons.

**MUSA 109: Drum Set**

Units (Credits): 1; Prerequisites: none

Provides individual instruction in the technique and repertoire of drum set. Class may be repeated for a total of four units. Fee covers cost of 14 half-hour private lessons.

**MUSA 111: Euphonium- Lower Division**

Units (Credits): 1; Prerequisites: none

Provides a personal introduction to the study and performance of music for euphonium. No previous musical training required. Class may be repeated for a total of 4 credits. Fee covers cost of 14 half-hour private lessons.

**MUSA 113: Flute-Lower Division**

Units (Credits): 1–2; Prerequisites: none

Introduces students to the study and performance of music for flute. Class may be repeated for a total of four units. Fee covers cost of 14 half-hour private lessons.

**MUSA 115: Guitar**

Units (Credits): 1; Prerequisites: none

Provides individual instruction in the technique and repertoire of the guitar. Class may be repeated for a total of four units. Fee covers cost of 14 half-hour private lessons.

**MUSA 121: Horn-Lower Division**

Units (Credits): 1–2; Prerequisites: none

Provides a personal introduction to the study and performance of music for horn. Class may be repeated for a total of four units. Fee covers cost of 14 half-hour private lessons.

**MUSA 123: Oboe- Lower Division**

Units (Credits): 1; Prerequisites: none

Provides a personal introduction to the study and performance of music for oboe. No previous musical training required. Class may be repeated for a total of four units. Fee covers cost of 14 half-hour private lessons.

**MUSA 125: Organ-Lower Division**

Units (Credits): 1–2; Prerequisites: none

Provides individual instruction in the technique and repertoire of the organ.

**MUSA 127: Percussion-Lower Division**

Units (Credits): 1–2; Prerequisites: none

Offers private instruction in the study and performance of percussion instruments. Class may be repeated for a total of four units. Fee covers cost of 14 half-hour private lessons.

**MUSA 129: Piano-Lower Division**

Units (Credits): 1–2; Prerequisites: none

Considers performance and analysis of keyboard literature from various musical eras, instruction of keyboard technique and application of basic music theory to piano literature. Class may be repeated for a total of four units. Fee covers cost of 14 half-hour private lessons.

**MUSA 131: Saxophone-Lower Division**

Units (Credits): 1–2; Prerequisites: none

Introduces students to the study and performance of music for saxophone. Class may be repeated for a total of four units. Fee covers cost of 14 half-hour private lessons.

**MUSA 135: Trombone-Lower Division**

Units (Credits): 1–2; Prerequisites: none

Provides a personal introduction to the study and performance of music for trombone. Class may be repeated for a total of four units. Fee covers cost of 14 half-hour private lessons.

**MUSA 137: Trumpet-Lower Division**

Units (Credits): 1–2; Prerequisites: none

Provides a personal introduction to the study and performance of music for trumpet. Class may be repeated for a total of four units. Fee covers cost of 14 half-hour private lessons.

**MUSA 139: Tuba-Lower Division**

Units (Credits): 1–2; Prerequisites: none

Provides a personal introduction to the study and performance of music for tuba. Class may be repeated for a total of four units. Fee covers cost of 14 half-hour private lessons.

**MUSA 141: Viola-Lower Division**

Units (Credits): 1–2; Prerequisites: none

Provides a personal introduction to the study and performance of music for viola. Class may be repeated for a total

of four units. Fee covers cost of 14 half-hour private lessons.

**MUSA 143: Violin-Lower Division**

Units (Credits): 1–2; Prerequisites: none

Provides a personal introduction to the study and performance of music for violin. Class may be repeated for a total of four units. Fee covers cost of 14 half-hour private lessons.

**MUSA 145: Voice-Lower Division**

Units (Credits): 1–2; Prerequisites: none

Introduces the correct and pleasing use of the singing voice through a well balanced and coordinated study of vocal literature and exercises. Class may be repeated for a total of nine units. Fee covers cost of 14 half-hour private lessons.

**MUSA 146: Voice II**

Units (Credits): 1–2; Prerequisites: none

Continues development of correct and pleasing use of the voice for singers through study of vocal literature and exercises.

**Music: Ensemble (MUSE)**

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Liberal Arts Division

**MUSE 101: Concert Choir**

Units (Credits): 1; Prerequisites: none

Teaches representative choral music of all periods. Choir is featured in concerts throughout the WNC service area. May be repeated for a total of four units.

**MUSE 111: Concert Band**

Units (Credits): 1; Prerequisites: intermediate proficiency on a band instrument

Introduces study and performance of band literature. Class may be repeated for a total of four units.

**MUSE 123: Orchestra**

Units (Credits): 1; Prerequisites: consent of instructor; audition is required

Includes rehearsal and performance of orchestral music. Students are required to participate in scheduled performances. Class may be repeated for a total of four units.

**MUSE 131: Jazz Ensemble**

Units (Credits): 1; Prerequisites: intermediate proficiency on a band instrument

Introduces study and performance of jazz ensemble literature. May be repeated for up to four units.

**MUSE 135: Jazz Vocal Ensemble**

Units (Credits): 1; Prerequisites: instrumentalists should be of intermediate level proficiency. No prerequisites for vocalists

Explores a variety of musical styles, including pop, rock and jazz. Class may be repeated for a total of eight units.

**MUSE 172: Accompanying**

Units (Credits): 1; Prerequisites: intermediate level of piano proficiency

Coaches the individual in the techniques used in accompanying choirs and instruments on the piano. Class may be repeated for up to four units.

**Natural Resources (NRES)**

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Liberal Arts Division

**NRES 101: Plant, Soil & Water Science**

Units (Credits): 3; Prerequisites: none

Introduces plant, soil and water science as applied to agriculture in Nevada. Includes a discussion of fertilization, irrigation, botany, soil conservation, and pollution.

**NRES 210: Environmental Pollution**

Units (Credits): 3; Prerequisites: none

Introduces pollution control methods that begin with the chemistry of the biosphere with water and air pollution as the focus. Covers the development of pollution control and ways to minimize exposure to the environment and humans. Covers water, air, and soil pollution issues locally and globally.

**NRES 211: Conservation, Humans and Diversity**

Units (Credits): 3; Prerequisites: none

Examines the origins, processes, and dynamics that shape biodiversity. Topics include evolution, ecology, and climate dynamics. Human relationships with the environment and biodiversity will be examined by covering topics such as conservation science, climate change, invasion species and restoration ecology.

**Nursing (NURS)**Nursing and Allied Health Division

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**NURS 129: Level I Basic Nursing Skills**

Units (Credits): 3; Prerequisites: Submission of required health information

Prepares students to provide holistic basic nursing care to residents in a long-term care facility. Students will provide total patient care and comfort measures at the level of a nursing assistant while incorporating basic principles of safety and infection control for self and others.

**NURS 130: Nursing Assistant**

Units (Credits): 6; Prerequisites: Basic Life Support/Healthcare Provider CPR certification. Background check required. See Nursing and Allied Health website for additional information.

Prepares students to function as nursing assistant trainees who assist licensed nurses in providing direct care to health care consumers across the lifespan in a variety of health care settings. The 150-hour competency based course is designed to prepare students to achieve certification as a nurse assistant in Nevada. The course is approved by the Nevada State Board of Nursing and is in accordance with the Omnibus Budget Reconciliation Act (OBRA) and Occupational Safety and Health Agency (OSHA) regulations.

**NURS 136: Foundations of Nursing Theory**Units (Credits): 3; Prerequisites: admission to the nursing program; Corequisites: [NURS 137](#) & [NURS 138](#)

Introduces students to the role of the associate degree nurse in contemporary practice. Students are guided to utilize knowledge from the sciences, humanities and nursing, to understand man as a bio/psycho/social/cultural and spiritual being. Students are introduced to the nursing program organizing concepts and outcomes which include professional behaviors, communication, collaboration, nursing process, clinical decision making, management of care and teaching learning.

**NURS 137: Foundations of Nursing Laboratory**Units (Credits): 1; Prerequisites: admission to the nursing program; Corequisites: [NURS 136](#) & [NURS 138](#)

Provides students with knowledge and practical application of basic nursing skills while incorporating concepts learned in NURS 136. Students learn and practice basic bedside nursing skills in personal care, sterile technique, patient safety, and medication administration. Emphasizes the critical elements of nursing procedures and the scientific rationale for performing the procedures correctly.

**NURS 138: Foundations of Nursing Clinical**Units (Credits): 2; Prerequisites: admission to the nursing program; Corequisites: [NURS 136](#) & [NURS 137](#)

Provides opportunities for students to utilize knowledge, concepts and skills learned in first semester nursing courses to meet the bio/psycho/social/cultural and spiritual needs of patients in a long term health care facility. Students use the nursing process and Maslow's Hierarchy of Needs at a beginning level to assess, plan, implement and evaluate nursing care.

**NURS 147: Health Assessment Theory**Units (Credits): 2; Prerequisites: admission to the nursing program or consent of the Nursing and Allied Health director; Corequisites: [NURS 148](#)

Provides opportunities for students to gain knowledge necessary to holistically assess adult & elder patients.

Students utilize concepts of previously learned content from prerequisite and corequisite nursing courses including the nursing process and methods of prioritizing to perform nursing assessment and nursing diagnosis. Students learn the difference between a comprehensive assessment, an ongoing/partial assessment, a focused, problem-oriented assessment and an emergency assessment of a resident in a long term care facility. Formerly NURS 200.

**NURS 148: Health Assessment Laboratory**

Units (Credits): 1; Prerequisites: admission to the nursing program or consent of the Nursing and Allied Health director; Corequisites: [NURS 147](#)

Incorporates knowledge from NURS 147 to provide students with learning opportunities to collect, organize, analyze and synthesize health assessment data for adult and elder patients in a laboratory setting using simulation and live patients. Formerly NURS 201.

**NURS 149: Mental Health and Illness Theory**

Units (Credits): 3; Prerequisites: admission to the nursing program; Corequisites: [NURS 151](#)

Helps students gain knowledge of nursing care for the patient experiencing primary threats to psychosocial integrity. Examines the principles and practice of psychiatric nursing through a variety of theoretical frameworks and legal and ethical values that guide its practice. Emphasis is placed on the use of culturally relevant therapeutic communication skills, development of therapeutic nurse/patient relationships, and interventions that are grounded in evidence based practice to achieve best practice outcomes. Formerly NURS 236.

**NURS 151: Mental Health and Illness Clinical**

Units (Credits): 1; Prerequisites: admission to the nursing program; Corequisites: [NURS 149](#)

Requires students to utilize the nursing process to apply knowledge of the principles and practice of psychiatric nursing to the care of patients experiencing disruptions in psycho/social functioning. Collaborative experiences involving students, members of the psychiatric health care team, patients and their families occur at acute care and outpatient settings. Relevant legal and ethical issues are explored within the context of care of patients with disruptions in psychosocial integrity. Formerly NURS 238.

**NURS 152: Foundations of Pharmacology in Nursing I**

Units (Credits): 1; Prerequisites: admission to the nursing program.

Provides students with an overview of pharmacology with an emphasis on clinical applications within the context of the nursing process and prioritization of needs; special consideration is given to the physiological, psycho/social, cultural, and spiritual needs of patients. Explores indications, modes of action, effects, contraindications and interactions for selected drugs. Specific nursing responsibilities related to drug administration are emphasized. Formerly NURS 141.

**NURS 153: Foundations of Pharmacology in Nursing II**

Units (Credits): 1; Prerequisites: [NURS 152](#) and admission to the nursing program

Provides a continuation of study of pharmacological principles and practices to achieve safe administration of medications. Selected drug classifications are presented, with an emphasis on understanding intended and unintended effects of drugs on body systems. Provides an overview of pharmacology with an emphasis on clinical applications within the context of the nursing process and prioritization of needs.

**NURS 165: Medical Surgical Nursing I Theory**

Units (Credits): 3; Prerequisites: admission to the nursing program; Corequisites: [NURS 166](#) & [NURS 167](#)

Helps students to integrate knowledge derived from the bio/psycho/social sciences, humanities, nursing and current literature to achieve safe, competent care of adult patients experiencing common alterations in body systems. Organized by the nursing process to achieve best practice outcomes in an acute care medical/surgical setting. Particular emphasis is placed on the concepts of holistic care, patient education, and discharge planning.

**NURS 166: Medical Surgical Nursing I Laboratory**

Units (Credits): 1; Prerequisites: admission to the nursing program; Corequisites: [NURS 165](#) & [NURS 167](#)

Teaches students to safely perform intermediate nursing skills (therapeutic procedures) that are encountered in the care of hospitalized adult patients with common alterations in body systems. Emphasizes the critical elements of nursing procedures and the scientific rationale for performing the procedures safely.

**NURS 167: Medical Surgical Nursing I Clinical**

Units (Credits): 2; Prerequisites: admission to the nursing program; Corequisites: [NURS 165](#) & [NURS 166](#)

Provides opportunities for students to utilize knowledge from the bio/psycho/social sciences, humanities, nursing and current literature to provide safe, competent care of adult patients experiencing common alterations in body systems. Organized by the nursing process to achieve best practice outcomes in a medical/surgical setting. Particular emphasis is placed on concepts of holistic care, holistic care and patient education.

**NURS 197: Apprentice Nurse Work Study**

Units (Credits): 1–3; Prerequisites: Successful completion of the first semester of the nursing program and consent of instructor

Provides nursing students with an opportunity to earn college credit through involvement in the Apprentice Nurse program at participating regional health care facilities in Nevada. Offers students the opportunity to practice clinical skills and acclimate to the role of the professional nurse under the direction of a preceptor/s. The skills practiced will be in compliance with the accepted skill list identified by the Nevada State Board of Nursing. May be repeated one time up to six units. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**NURS 263: Nursing Care Childbearing Family Theory**

Units (Credits): 2; Prerequisites: admission to the nursing program; Corequisites: [NURS 264](#) & [NURS 265](#)

Introduces concepts of holistic care for the normal and high-risk antepartum, intrapartum and post-partum woman; the normal and high-risk newborn; women experiencing common alterations in the reproductive system, and alterations in family processes, including concepts of loss, grieving and family violence. Knowledge of nursing care of patients and their families is organized using the framework of the nursing process and bio/psycho/social/cultural and spiritual needs.

**NURS 264: Nursing Care of the Childbearing Family Laboratory**

Units (Credits): 1; Prerequisites: admission to the nursing program; Corequisites: [NURS 263](#) & [NURS 265](#)

Helps students apply knowledge, skills and theories to the care of normal and high-risk newborns, women experiencing normal and high-risk pregnancies, women experiencing common alterations in the reproductive system, and their families while in laboratory and community settings. Emphasizes meeting safe and effective care environment needs, health promotion and health maintenance needs, and bio/psycho/social/cultural and spiritual needs.

**NURS 265: Nursing Care of the Childbearing Family Clinical**

Units (Credits): 1; Prerequisites: admission to the nursing program; Corequisites: [NURS 263](#) & [NURS 264](#)

Helps students apply the nursing process in the provision of care to normal and high-risk maternal/newborn populations and women experiencing common alterations in the reproductive system in acute care settings. Emphasis is placed on meeting safe and effective care environment needs, health promotion and maintenance needs and bio/psycho/social/cultural/spiritual needs.

**NURS 266: Pediatric Nursing Theory**

Units (Credits): 2; Prerequisites: admission to the nursing program; Corequisites: [NURS 267](#) & [NURS 268](#)

Teaches students to integrate knowledge derived from the bio/psycho/social sciences, humanities, nursing and current literature to achieve safe, competent care of pediatric patients and their families who are experiencing normal development and alterations in body systems. Organized by the nursing process to achieve best process outcomes for pediatric patients and their families experiencing bio/psycho/social/cultural and spiritual needs.

**NURS 267: Pediatric Nursing Laboratory**

Units (Credits): 1; Prerequisites: admission to the nursing program; Corequisites: [NURS 266](#), [NURS 268](#)

Assists students in applying knowledge, skills and concepts to the care of pediatric patients in laboratory and community settings. The course focuses on the bio/psycho/social/cultural and spiritual needs of patients, with an emphasis on maintaining a safe, effective care environment and promotion of physiological and psychosocial integrity.

**NURS 268: Pediatric Nursing Clinical**

Units (Credits): 1; Prerequisites: admission to the nursing program; Corequisites: [NURS 266](#) & [NURS 267](#)

Requires students to utilize the nursing process in the care of normal and high risk pediatric populations and their families experiencing disruptions in bio/psycho/social/cultural and spiritual needs. Emphasis is also placed on meeting health promotion and health maintenance needs, caring, therapeutic communication, documentation and

teaching.

**NURS 270: Advanced Clinical Nursing I Theory**

Units (Credits): 3; Prerequisites: admission to the nursing program; Corequisites: [NURS 271](#)

Offers clinical theory organized around the nursing process and its application to patient needs. Requires students to apply the principles of providing a safe care environment, while addressing health promotion and health maintenance needs for persons experiencing complex/acute alterations in health. Students will also apply concepts of community care, case management, health teaching and discharge planning.

**NURS 271: Advanced Clinical Nursing I Clinical**

Units (Credits): 2; Prerequisites: admission to the nursing program; Corequisites: [NURS 270](#)

Requires students to use the nursing process to identify and prioritize health care needs in the provision of care for patients experiencing complex/acute alterations in health. Expands upon previous clinical learning to include the teaching/learning process and administration of intravenous fluids and medications in the acute care setting.

**NURS 276: Advanced Medical Surgical Nursing II Theory**

Units (Credits): 3; Prerequisites: admission to the nursing program; Corequisites: [NURS 277](#)

Assists students in gaining knowledge of nursing care for the patient experiencing primary threats to physiological integrity due to complex multisystem disruption in cardiovascular, respiratory, neurological, integumentary, elimination, and digestive systems. Students apply the nursing process to address needs in the psycho/social/cultural and spiritual domains which emerge when there are primary threats to physiological integrity. Related legal, ethical, teaching/learning and communication/documentation issues are also explored.

**NURS 277: Advanced Medical Surgical Nursing II Clinical**

Units (Credits): 2; Prerequisites: admission to the nursing program; Corequisites: [NURS 276](#)

Requires students to apply knowledge and skills to the care of adult patients in a simulated laboratory and acute care environments, experiencing needs resulting from complex multisystem disruptions. Students apply the nursing process and utilize information literacy skills to achieve deliberative and competent decision-making that is grounded in evidence based practice to achieve best practice outcomes. Emphasis will be placed on prioritization of care through collaboration with other members of the health care team, patients and their families.

**NURS 284: Role of the ADN Manager of Care**

Units (Credits): 2; Prerequisites: admission to the nursing program

Utilizes a capstone laboratory/clinical to facilitate the role transition from student to graduate nurse. Students integrate knowledge derived from the bio/psycho/social sciences, humanities and nursing to achieve best practice outcomes for multiple patients and their significant others in the acute care setting. Students apply advanced concepts of leadership and management while functioning in the legal, ethical and regulatory structures of the profession of nursing. In the clinical setting, students will establish a therapeutic environment to meet the needs of multiple patients and their significant others by demonstrating the ability to meet the nursing program educational outcomes.

**Nutrition (NUTR)**

[Liberal Arts](#) Division

**NUTR 121: Human Nutrition**

Units (Credits): 3; Prerequisites: [MATH 120](#), [MATH 126](#) or higher or consent of instructor

Offers a beginning course in the principles of human nutrition including a study of each of the major nutrients and how they relate to good health and a well balanced diet. Includes four laboratory experiences.

**NUTR 205: Sports Nutrition: Exercise and Performance**

Units (Credits): 3; Prerequisites: none

Introduces the basic elements of sports nutrition. Presents the scientific basis of the roles played by carbohydrates, fat, protein, water, and key vitamins and minerals as they relate to physical exercise. Presents information on diets during training, timing and composition of pre- and post-competition meals, and the use of supplement ergogenic aids. Provides practical evidence based information for the athlete and individuals wishing to emphasize the role of diet and exercise in promoting a healthy, active lifestyle.

**NUTR 223: Principles of Nutrition**

Units (Credits): 3; Prerequisites: CHEM 220

Studies nutrient functions and basis for nutrient requirements at the cellular level.

## **Philosophy (PHIL)**

Liberal Arts Division

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### **PHIL 101: Introduction to Philosophy**

Units (Credits): 3; Prerequisites: none

Studies basic problems in different areas of philosophy such as ethics, political theory, metaphysics, and epistemology.

### **PHIL 102: Critical Thinking & Reasoning**

Units (Credits): 3; Prerequisites: none

Covers nonsymbolic introduction to logical thinking in everyday life, law, politics, science, advertising; common fallacies; and the uses of language, including techniques of persuasion.

### **PHIL 114: Introduction to Logic**

Units (Credits): 3; Prerequisites: none

Introduces symbolic logic. Studies the principles of correct reasoning, using the symbolic techniques of propositional calculus and basic quantifier calculus.

### **PHIL 135: Introduction to Ethics**

Units (Credits): 3; Prerequisites: none

Provides an introduction to representative classical ethical theories.

### **PHIL 180: Ufology**

Units (Credits): 1; Prerequisites: none

Surveys ufology in our popular culture as well as a presentation of ufological theories thought to explain the evidence for ufological claims. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

### **PHIL 200: Judeo-Christian Tradition**

Units (Credits): 3; Prerequisites: none

Studies the major religious philosophical beliefs found in the Old and New Testaments, along with the ways these concepts were modified in post-biblical cosmology.

### **PHIL 203: Introduction to Existentialism**

Units (Credits): 3; Prerequisites: none

Reviews readings from Kierkegaard, Nietzsche, Jaspers, Sarte and Heidegger. An examination of the existentialist concepts: "being" and "nonbeing," "estrangement," "dread," "anxiety" and "freedom."

### **PHIL 204: Contemporary Philosophy**

Units (Credits): 3; Prerequisites: none

Reviews the late 19th century movements as basis for the study of 20th century developments in thought from Nietzsche through existentialism, neopositivism, and American naturalism.

### **PHIL 207: Introduction to Political Philosophy**

Units (Credits): 3; Prerequisites: none

Provides readings and discussion of theories concerning the nature of society and political structure from classical and contemporary philosophers.

### **PHIL 210: World Religions**

Units (Credits): 3; Prerequisites: none

Examines the main moral and religious views of world religions.

### **PHIL 224: Introduction to Philosophy of Science**

Units (Credits): 3; Prerequisites: none

Studies philosophical problems and implications of historical and contemporary scientific inquiry, e.g. the nature of laws, theories, explanations, scientific revolutions, values, relations of science and society.

## **Physics (PHYS)**

Liberal Arts Division

### **PHYS 100: Introductory Physics**

Units (Credits): 3; Prerequisites: MATH 120, MATH 126 or higher or consent of instructor

Introduces students to a broad range of concepts in physics from basic classical mechanics to modern physics. Students will conduct at least four experiments with many demonstrations performed throughout the course.

### **PHYS 151: General Physics I**

Units (Credits): 4; Prerequisites: MATH 126, MATH 127, MATH 128 or equivalent

Provides a course in physics for students in arts and science, medicine and dentistry, and agriculture. Emphasis is on mechanics, heat, and sound.

### **PHYS 152: General Physics II**

Units (Credits): 4; Prerequisites: PHYS 151 or consent of instructor

Emphasizes light, electricity, magnetism and nuclear physics.

### **PHYS 180: Engineering Physics I**

Units (Credits): 3; Prerequisites: MATH 181 ; Corequisites: PHYS 180L

Explores vectors, rectilinear motion, particle dynamics, work and energy, momentum, rotational mechanics, oscillations, gravitation, fluids, wave properties and sound. Students must co-enroll in both lecture and lab to receive credit.

### **PHYS 180L: Engineering Physics I Lab**

Units (Credits): 1; Prerequisites or Corequisites: MATH 181 ; Corequisites: PHYS 180

Explores vectors, rectilinear motion, particle dynamics, work and energy, momentum, rotational mechanics, oscillations, gravitation, fluids, wave properties and sound. Students must co-enroll in both lecture and lab to receive credit.

### **PHYS 181: Engineering Physics II**

Units (Credits): 3; Prerequisites: PHYS 180 ; Corequisites: PHYS 181L, MATH 182

Explores electric fields, potential, current, dielectrics, circuits, magnetic fields, electromagnetic oscillations, thermodynamics and kinetic theory of gases. Students must co-enroll in both lecture and lab to receive credit.

### **PHYS 181L: Engineering Physics II Lab**

Units (Credits): 1; Prerequisites: MATH 182, PHYS 180 ; Corequisites: PHYS 181

Explores electric fields, potential, current, dielectrics, circuits, magnetic fields, electromagnetic oscillations, thermodynamics and kinetic theory of gases. Students must co-enroll in both lecture and lab to receive credit.

### **PHYS 182: Engineering Physics III**

Units (Credits): 3; Prerequisites: MATH 182, PHYS 181 ; Corequisites: PHYS 182L

Explores light, optical systems, relativity, wave aspects of particles, quantum mechanics, statistical mechanics, semiconductors, radioactivity, nuclear physics and particles. Students must co-enroll in both lecture and lab to receive credit.

### **PHYS 182L: Engineering Physics III Lab**

Units (Credits): 1; Prerequisites: MATH 182, PHYS 181 ; Corequisites: PHYS 182

Explores light, optical systems, relativity, wave aspects of particles, quantum mechanics, statistical mechanics, semiconductors, radioactivity, nuclear physics and particles. Students must co-enroll in both lecture and lab to receive credit.

### **PHYS 293: Directed Study**

Units (Credits): 1–3; Prerequisites: [PHYS 151](#), [PHYS 180](#)

Provides individual study conducted under the direction of a faculty member. May be repeated for up to six units.

## **Political Science (PSC)**

[Liberal Arts](#) Division

### **PSC 103: Principles of American Constitutional Government**

Units (Credits): 3; Prerequisites: none

Studies constitutions of U.S. and Nevada with specific attention to various principles and current problems of government.

### **PSC 108: Great Issues of Politics**

Units (Credits): 3; Prerequisites: [PSC 103](#), [HIST 101](#) or consent of instructor

Studies political processes and ways in which political decisions are made and implemented.

### **PSC 208: Survey of State & Local Government**

Units (Credits): 3; Prerequisites: none

Surveys the organization, working principles and functional processes of state and local governments in the U.S.

### **PSC 231: World Politics**

Units (Credits): 3; Prerequisites: none

Explores recent and contemporary international relations and the foreign policies, policy making institutions, and the politics of various nations.

### **PSC 295: Special Topics in Political Science**

Units (Credits): 3; Prerequisites: consent of instructor

Explores in detail an issue of current interest. Topics might include: the formulation and implementation of national security policy; the implementation and formation of national, state or local policy; or the structure and function of government agencies. May be repeated for up to six credits.

### **PSC 299: Government Internship**

Units (Credits): 3–6; Prerequisites: [PSC 103](#), [HIST 111](#) and consent of instructor. If more students apply than there are positions available, students must submit resumes and will be selected by a review committee

Provides students the opportunity to be selected to serve in federal, state or local government offices within the WNC service area.

## **Power Equipment Technician (PET)**

[Career and Technical Education](#) Division

### **PET 107: Power Equipment Technician Motorcycle Maintenance I**

Units (Credits): 3; Prerequisites: none

Introduces principles, design, construction, and maintenance of motorcycles. Includes shop safety, use of manuals, selection and use of hand tools, and hand-held test instruments. Introduces general maintenance of various systems. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

### **PET 108: Power Equipment Technician Motorcycle Maintenance II**

Units (Credits): 3; Prerequisites: [PET 107](#) or consent of instructor

Continues PET 107. Introduces principles, design, construction and maintenance of motorcycles. Includes safety, use of manuals, selection and use of hand tools and hand-held test instruments. Introduces general maintenance of a variety of different motorcycle systems. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

## **Psychology (PSY)**

[Liberal Arts](#) Division

**PSY 101: General Psychology**

Units (Credits): 3; Prerequisites: none

Introduces the field of psychology. Covers major principles and their application to the study of human behavior.

**PSY 102: Psychology of Personal/Social Adjustment**

Units (Credits): 3; Prerequisites: none

Focuses on understanding and applying psychological principles and theories to personal development and human relationships.

**PSY 120: The Psychology of Human Performance**

Units (Credits): 3; Prerequisites: PSY 101 or consent of instructor

Surveys the psychology of human performance. Explores the psychological, emotional, and strategic dimensions of human performance. Emphasis will be to provide students with a comprehensive background that they can apply to their own performance areas.

**PSY 130: Human Sexuality**

Units (Credits): 3; Prerequisites: none

Covers major topics in human sexuality such as gender, sexual anatomy, sexually-transmitted diseases, sexual response and disorders, sexual orientation, sexual coercion, and commercial sex.

**PSY 210: Introduction to Statistical Methods**

Units (Credits): 4; Prerequisites: PSY 101, SOC 101, MATH 096 or consent of instructor

Develops an understanding of statistical methods and training in the useful presentation and interpretation of behavioral science data, including elementary computer use. Same as SOC 210.

**PSY 220: Principles of Educational Psychology**

Units (Credits): 3; Prerequisites: PSY 101 or consent of instructor

Introduces the application of psychology principles of learning and cognitive development.

**PSY 230: Introduction to Personality Psychology**

Units (Credits): 3; Prerequisites: none

Introduces students to personality testing and the major approaches to the study of personality, including the influence of heredity, learning, the unconscious, etc.

**PSY 233: Child Psychology**

Units (Credits): 3; Prerequisites: PSY 101 or consent of instructor

Explains the growth and development of children from conception through early adolescence.

**PSY 234: Adolescent Psychology**

Units (Credits): 3; Prerequisites: PSY 101 or consent of instructor

Examines psychological development during adolescence with emphasis on special problems in American society: drug abuse, pregnancy, and familial problems.

**PSY 240: Introduction to Research Methods**

Units (Credits): 3; Prerequisites: PSY 101 or consent of instructor

Introduces how hypotheses are objectively tested in the social sciences, including research design, data collection, and interpretation of results.

**PSY 241: Introduction to Abnormal Psychology**

Units (Credits): 3; Prerequisites: PSY 101 or consent of instructor

Covers causes, symptoms, and treatments of major psychological disorders, including anxiety, dissociative, mood, somatoform, eating, schizophrenia and substance-related disorders.

**PSY 261: Introduction to Social Psychology**

Units (Credits): 3; Prerequisites: PSY 101, SOC 101 or consent of instructor

Examines how the presence of others influences thoughts and behavior, including research on close relationships,

persuasion, stereotyping, aggression, and group dynamics.

**PSY 270: Understanding Psychology Through Film**

Units (Credits): 3; Prerequisites: none

Covers major psychological concepts and principles as they are illustrated through contemporary, international, and independent film.

**PSY 271: Psychology & the Family**

Units (Credits): 3; Prerequisites: none

Explores the relationship of the individual and the family.

**PSY 275: Undergraduate Research**

Units (Credits): 3; Prerequisites: PSY 101 & PSY 210 & PSY 240

Requires independent or collaborative research.

**PSY 280: Understanding Men and Women**

Units (Credits): 3; Prerequisites: PSY 101 or consent of instructor

Explores the similarities and differences between the sexes, the consequences of these differences for the individual and society, and how to analyze explanations of gender/sex related behaviors. The course fulfills the diversity requirement for the core curriculum at UNR.

**PSY 290: Internship in Psychology**

Units (Credits): 3; Prerequisites: PSY 101 , completion of 30 college units, and a GPA of 2.5 or greater

Provides an opportunity for students to apply knowledge of psychology to work settings. Students work with a faculty member in psychology and work supervisor to develop a program that allows students to use skills and knowledge from psychology.

**PSY 299: Special Topics**

Units (Credits): 3; Prerequisites: none

Explores special topics which vary across semesters. A maximum of three credits may be applied towards a WNC degree.

**Reading (READ)**

Liberal Arts Division

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**READ 093: Reading Improvement**

Units (Credits): 3; Prerequisites: none

Reviews fundamental reading skills. Includes word attack skills, vocabulary development, dictionary skills and reading comprehension. Recommended minimal reading level for this course is between fourth and fifth grades. Course does not correct reading disabilities. Grading: pass/fail.

**READ 135: College Reading Strategies**

Units (Credits): 3; Prerequisites: READ 093 with a C or better, reading placement exam, or consent of instructor

Helps the average reader improve reading efficiency through practice with advanced comprehension skills. Reading rate is thereby improved indirectly. Students with heavy academic or on-the-job reading will benefit. Attention is also given to expanding reading vocabularies.

**Real Estate (RE)**

Career and Technical Education Division

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**RE 101: Real Estate Principles I**

Units (Credits): 3; Prerequisites: none

Prepares students for careers in the real estate profession. Includes law of agency, listing agreements, encumbrances, legal descriptions, taxes, contracts and escrow. This course, along with RE 103, satisfies requirements of the Real Estate Division and Commission for taking the salesperson exam.

**RE 102: Real Estate Math**

Units (Credits): 3; Prerequisites: none

Acquaints students with real estate math problems and develops some skills in the use of hand-held calculators to solve such problems. Includes review of basic arithmetic principles, percent, mortgage math, appraisal and depreciation problems, proration, escrow problems pertaining to closing costs, plus brief introduction to land survey problems and calculations of area. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**RE 103: Real Estate Principles II**

Units (Credits): 3; Prerequisites or Corequisites: RE 101

Provides in-depth study of the real estate profession including Nevada real estate laws. Covers rules and regulations pertaining to NRS 645 and NRS 119, along with listing procedures, contracts, closing statements and office procedures.

**RE 104: Real Estate Law & Conveyancing**

Units (Credits): 3; Prerequisites: none

Acquaints students to specific laws pertaining to real estate ownership, transactions and laws governing real estate agencies. Includes agency, contracts, deeds, easements, estates in land, zoning, restrictions, tenancy, liens, foreclosures, title transfer, leases and court decisions.

**RE 198: Special Topics**

Units (Credits): 1; Prerequisites: none

Focuses on the requirements for ethical behavior and competent performance by appraisers set forth in the Uniform Standards of Professional Appraisal Practice. Emphasizes the role of the appraiser and examines the implied impartiality often associated with this role. Explores how the special provisions of the Uniform Standards apply to situations that appraisers encounter in everyday practice. Twelve hours are devoted to the standards and three hours are devoted to Nevada state law (NRS 645C). Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**RE 199: Real Estate Investments**

Units (Credits): 3; Prerequisites: none

Introduces students to real estate investment and ownership. Covers property analysis, state and federal regulations, management, financial statements, formulas, techniques, protection, and investment guidelines.

**RE 201: Real Estate Brokerage**

Units (Credits): 3; Prerequisites: none

Acquaints the student with the operations of a real estate brokerage office. Covers ethics, listings, office location, physical layout, budgeting, records, and office procedures. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**RE 202: Real Estate Financing & Insurance**

Units (Credits): 3; Prerequisites: RE 101

Acquaints the student with procedures and techniques required for the analysis of financing real property for purchase, including conventional Federal Housing Administration, Veterans Administration, interim and takeout loans.

**RE 205: Real Property Management**

Units (Credits): 3; Prerequisites: none

Covers the principles of real property management, including the role of an effective managing agent, accounting systems and financial controls, human relations, leases, marketing, developing management checklists, and developing effective service techniques. This course serves as a prerequisite for work in property management. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**RE 206: Real Estate Appraising**

Units (Credits): 3; Prerequisites: none

Acquaints the student with appraising concepts and skills for appraising real estate for sale tax purposes. Covers basic principles, economic trends, site analysis valuation, neighborhood evaluations, residential style and functional utility.

## **Recreation & Physical Education (PEX)**

Career and Technical Education Division

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### **PEX 105: Scuba**

Units (Credits): 1; Prerequisites: none

Features PADI Open Water Dive and teaches foundational knowledge and skills needed to dive with a buddy, independent of supervision. Open Water Divers are qualified to obtain air fills, equipment, and services, and may plan, conduct, and log no stop dives in conditions with which they have training and experience.

### **PEX 107: Swimming**

Units (Credits): 1; Prerequisites: none

Covers water safety, floating, the backstroke, Austrian crawl and other strokes. May be offered at the beginning or intermediate level.

### **PEX 112: Baseball**

Units (Credits): 1; Prerequisites: consent of instructor

Focuses on advanced baseball skill development, competition techniques and strategy for highly skilled, first year participants in competitive baseball. May be repeated for up to six units.

### **PEX 117: Golf**

Units (Credits): 1–2; Prerequisites: none

Covers fundamentals of golf.

### **PEX 122: Racquetball**

Units (Credits): 1–2; Prerequisites: none

Covers the fundamentals of racquetball.

### **PEX 125: Softball**

Units (Credits): 1; Prerequisites: none

Focuses on advanced softball skill development, competition techniques and strategy for highly skilled participants in competitive softball. May be repeated for up to six units.

### **PEX 127: Tennis**

Units (Credits): 2; Prerequisites: none

Introduces the basic rules, techniques, fundamentals, and strategies concerned with the game of tennis. Intermediate and advanced levels perfect and build upon the skills taught in the beginning level. May be offered at the beginning, intermediate and advanced levels.

### **PEX 130: Backpacking**

Units (Credits): 1; Prerequisites: none

Covers the fundamentals of backpacking. Safety skills will also be discussed.

### **PEX 136: Snowboarding**

Units (Credits): 1; Prerequisites: intermediate snowboarding ability

Teaches skidded turn with good speed and control on green and blue terrain. Consists of a combination of on-the-snow classes at an established ski area and classroom instruction at the college. Students will be assigned to small groups based on their present snowboarding ability. Any additional on-snow instruction will be by certified instructors employed by the ski area.

### **PEX 139: Wilderness Skills**

Units (Credits): 1; Prerequisites: none

Provides basic survival information. May include field trips to allow students hands-on experience in the field.

### **PEX 142: Judo**

Units (Credits): 1–6; Prerequisites: none

Provides students with the basic elements of the martial arts of Jujitsu and Judo, to enable them to gain greater

control of their bodies and their emotions. May be offered at the beginning or intermediate level.

**PEX 143: Karate**

Units (Credits): 1–2; Prerequisites: none

Covers the basic history, philosophy and origins of Karate systems. Students are provided with demonstrations of the basic moves and are allowed to practice the moves with feedback. May be offered at the beginning or intermediate level.

**PEX 148: Tai Chi**

Units (Credits): 1–3; Prerequisites: none

Familiarizes students with the forms, sequence and movements of Tai Chi. May be offered at the beginning or intermediate level.

**PEX 151: Bicycling**

Units (Credits): 1–3; Prerequisites: none

Covers the fundamentals of bicycling.

**PEX 154: Dance**

Units (Credits): 1; Prerequisites: none

Explores dance positions, leading and following, and proper usage of rhythm. May be offered at the beginning or intermediate level. May be repeated for up to four units.

**PEX 159: Horsemanship**

Units (Credits): 1–2; Prerequisites: none

Helps students understand the principles of dressage and show jumping and to improve their skills in both sports. May be offered at the beginning or intermediate level.

**PEX 169: Yoga**

Units (Credits): 1–2; Prerequisites: none

Covers asana postures with emphasis on alignment and working with modifications for students who have injuries and need to adjust their postures. Breathing, meditation, and chanting incorporated. Presents the benefits, history and different styles and types of yoga.

**PEX 170: Aerobics**

Units (Credits): 1–4; Prerequisites: none

Engages students in cardiovascular activity for sustained time periods through a low impact, high intensity format. May be offered at the beginning or intermediate level.

**PEX 172: Body Contouring and Conditioning**

Units (Credits): 1–3; Prerequisites: none

Seeks to enhance physical activity to improve overall health and quality of life. Students will learn knowledge of muscle groups, target heart rate, and the potential benefits of regular exercise which includes improved cardiovascular endurance, body composition, flexibility, muscular strength and improved body contour. Students will participate in aerobic activities, calisthenics, and sculpting-isometric exercise, sports, conditioning, and flexibility training.

**PEX 176: General Physical Fitness**

Units (Credits): 1–2; Prerequisites: none

Covers general physical fitness.

**PEX 180: Strength Training**

Units (Credits): 1–2; Prerequisites: consent of instructor

Introduces resistance training and proper lifting techniques to strength (weight) training students. Safety rules, proper use of equipment and concepts of lifting will be emphasized.

**PEX 183: Weight Training**

Units (Credits): 0.5–3; Prerequisites: none

Introduces students to weight training principles.

**PEX 184: Conditioning, Intercollegiate Athletics**

Units (Credits): 1; Prerequisites: consent of instructor

Teaches the fundamentals of general and sports specific conditioning. All aspects of physical and psychological development are incorporated in this class. Strength, power, speed, acceleration, muscular hypertrophy and endurance, cardiovascular endurance, motor skills and agility drills are taught and practiced. The class will include general physical preparation sport fitness, plyometrics, agility drills and sports specific conditioning. The students will learn about the principle of year-round conditioning, including conditioning appropriate to the off-season, preparatory period, pre-competition period and competition period.

**PEX 199: Special Topics**

Units (Credits): 1–3; Prerequisites: none

Offers special topics which vary across semesters. A maximum of six units may be applied towards a WNC degree.

**Russian (RUS)**

Liberal Arts Division

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**RUS 101: Russian, Conversational I**

Units (Credits): 3; Prerequisites: none

Emphasizes spoken communication and listening skills; reading and writing skills will be explored. A vocabulary of Russian-English words can be developed to suit students needs. and to increase fluency in the speaking, reading and writing of Russian. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**RUS 111: First Year Russian I**

Units (Credits): 4; Prerequisites: none

Develops language skills through practice in listening, speaking, reading, writing and structural analysis. Includes an introduction to Russian culture.

**RUS 112: First Year Russian II**

Units (Credits): 4; Prerequisites: RUS 111 or consent of instructor

Continues with the second semester of the course to build on speaking, writing and reading skills in the Russian language.

**Senior Computing (SENR)**

Career and Technical Education Division

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**SENR 101: Personal Computing For Seniors I**

Units (Credits): 2; Prerequisites: none

Offers hands-on course designed for the senior student who has little or no experience with PC's. Explains PC hardware and software, basic terminology, instructs how to wisely purchase a personal computer for present and future needs and advises how to set up a home computing work area. Student receives hands-on instruction in the basic use of word processing, learning to compose, format, edit, save and print letters and documents. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**SENR 102: Personal Computing For Seniors II**

Units (Credits): 2; Prerequisites: SENR 101 or equivalent

Offers hands-on instruction for the senior who has a basic knowledge of personal computer and word processing and wishes to learn the basics of other software applications. The student will receive a review or word processing techniques, along with hands-on introductory instruction in the basic use of spreadsheets, databases, presentation, Internet and e-mail software. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**SENR 103: Personal Computing For Seniors III**

Units (Credits): 2; Prerequisites: SENR 101 or equivalent

Builds on students' knowledge of Microsoft Windows, Word, Access and Excel. This class will also include

Microsoft Word's mail merge feature, Access tables, Outlook contacts, inserting an Excel spreadsheet into a Word document, and attaching Word or Excel files to an Access field. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**SENR 104: Personal Computing For Seniors IV**

Units (Credits): 2; Prerequisites: SENR 101 or equivalent

Teaches how to enhance documents through the use of graphics. Helps students become familiar with various graphic programs, including PowerPoint and Publisher. Teaches how to scan pictures and documents into a computer. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**SENR 105: Internet For Seniors**

Units (Credits): 2; Prerequisites: SENR 101 or equivalent

Offers hands-on course designed for the senior student who has a basic knowledge of personal computers and wishes to learn how to access the Internet and use software to explore the World Wide Web. Students will learn to use various search engines to find people through white pages, business and services through yellow page search services and information. The student will download files, use e-mail and transfer attachments. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**SENR 110: File and Disk Management For Seniors**

Units (Credits): 2; Prerequisites: SENR 101 or equivalent

Offers hands-on instruction for the participant who has basic/intermediate knowledge of personal computers and wishes to learn how to effectively manage and organize PC files by using more advanced procedures and methods. Participants will learn how to utilize the Windows Explore and My Computer features for day-to-day disk management. It also teaches the skills to create, find, copy, move and delete files and folders, and to perform other necessary disk housekeeping tasks. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**Social Work (SW)**

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Liberal Arts Division

**SW 101: Introduction to Social Work**

Units (Credits): 3; Prerequisites: none

Introduces the profession of social work within a historical context. Emphasis on values, human diversity, analysis of social problem solving and fields of practice.

**SW 230: Crisis Intervention**

Units (Credits): 3; Prerequisites: none

Analyzes types of crisis theory, effects of crisis on the individual, family and community. Looks at methods and resources for crisis intervention.

**SW 250: Social Welfare History and Policy**

Units (Credits): 3; Prerequisites: none

Explores the historical development of the social work profession and current policies governing the social service delivery system within the United States. Presents social policy as a social construction influenced by a range of ideologies and interests. Special attention is paid to social welfare policy and programs relevant to the practice of social work, including poverty, child and family well-being, mental and physical disability, health, and racial, ethnic, and sexual minorities. Includes a focus on the role of policy in creating, maintaining or eradicating social inequities.

**Sociology (SOC)**

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Liberal Arts Division

**SOC 101: Principles of Sociology**

Units (Credits): 3; Prerequisites: none

Explains sociological principles underlying the development, structure, and function of culture, society, human groups, personality formation and social change.

**SOC 102: Contemporary Social Issues**

Units (Credits): 3; Prerequisites: [SOC 101](#) or consent of instructor

Acquaints students with selected social problems, their causes and possible solutions.

**SOC 202: American Society**

Units (Credits): 3; Prerequisites: [SOC 101](#) or consent of instructor

Studies modern American society, its communities, and institutions.

**SOC 205: Ethnic Groups in Contemporary Societies**

Units (Credits): 3; Prerequisites: introductory course in one of the social sciences

See ANTH 205.

**SOC 210: Introduction to Statistical Methods**

Units (Credits): 4; Prerequisites: [PSY 101](#), [SOC 101](#), [MATH 096](#) or consent of instructor

Offers a course in understanding statistical methods and training in the useful presentation and interpretation of behavioral science data, including elementary computer use. Same as PSY 210.

**SOC 261: Introduction to Social Psychology**

Units (Credits): 3; Prerequisites: [PSY 101](#), [SOC 101](#) or consent of instructor

Examines the social character of human behavior.

**SOC 275: Introduction to Marriage & the Family**

Units (Credits): 3; Prerequisites: [SOC 101](#) or consent of instructor

Examines typical problems encountered in dating, courtship, marriage, and parenthood.

**Spanish (SPAN)**

Liberal Arts Division

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**SPAN 101: Spanish, Conversational I**

Units (Credits): 3; Prerequisites: none

Emphasizes spoken communication. Listening skills, reading and writing skills will be explored. A vocabulary of Spanish-English words can be developed to suit student needs. As students progress through this four-semester sequence they will build increasing fluency in the speaking, reading and writing of Spanish. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**SPAN 102: Conversational Spanish II**

Units (Credits): 3; Prerequisites: [SPAN 101](#) or consent of instructor

Offers a second semester of Conversational Spanish designed to continue and improve the skills learned in the first semester. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**SPAN 103: Conversational Spanish III**

Units (Credits): 3; Prerequisites: [SPAN 102](#) or consent of instructor

Further develops skills learned in previous semesters. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**SPAN 104: Conversational Spanish IV**

Units (Credits): 3; Prerequisites: [SPAN 103](#) or consent of instructor

Further develops skills learned in previous semesters. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**SPAN 109: Spanish for Educators I**

Units (Credits): 3; Prerequisites: none

Provides basic skills and tools to English speakers who work with native Spanish-speaking students and their parents. Examines cultural aspects that can affect student performance and achievement. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**SPAN 110: Spanish For Educators II**

Units (Credits): 3; Prerequisites: SPAN 109 consent of instructor

Helps students continue enhancing their oral and written communication skills in Spanish and become more cognizant of cultural obstacles faced by Spanish-speaking ELL students. Explores numerous best practices for reaching ELL students. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**SPAN 111: First Year Spanish I**

Units (Credits): 4; Prerequisites: none

Develops language skills through practice in listening, speaking, reading, writing and structural analysis. Includes an introduction to Spanish culture.

**SPAN 112: First Year Spanish II**

Units (Credits): 4; Prerequisites: SPAN 111 or equivalent or consent of instructor

Develops language skills through practice in listening, speaking, reading, writing, and structural analysis.

**SPAN 199: Special Topics in Spanish**

Units (Credits): 3; Prerequisites: none

Applies to assorted short courses and workshops covering a variety of subjects. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**SPAN 211: Second Year Spanish I**

Units (Credits): 3; Prerequisites: SPAN 112 or equivalent

Considers structural review, conversation and writing, and readings in modern literature.

**SPAN 212: Second Year Spanish II**

Units (Credits): 3; Prerequisites: SPAN 211

Continues structural review, conversation and writing, and readings in modern literature.

**SPAN 226: Spanish for Heritage Speakers I**

Units (Credits): 3; Prerequisites: Students should have some bilingual communication skills

Assists native Spanish speaking students who want to improve their literacy in the language. Students will study and practice basic Spanish grammar for improving and developing written and oral communications and reading skills while exploring some of the most interesting and important aspects of their own history and culture.

**SPAN 227: Spanish for Heritage Speakers II**

Units (Credits): 3; Prerequisites: SPAN 226 Students should have some bilingual communication skills

Continues of SPAN 226, designed for native Spanish speaking students who want to improve their literacy in the language. Students will study and practice Spanish grammar for improving and developing written and oral communication and reading skills while exploring some of the most interesting and important aspects of their own history and culture.

**Statistics (STAT)**

Liberal Arts Division

**STAT 152: Introduction to Statistics**

Units (Credits): 3; Prerequisites: MATH 126, MATH 128 or consent of instructor

Introduces statistics, probability models, statistical estimation and hypothesis testing, linear regression analysis, and special topics.

**Surveying (SUR)**

Career and Technical Education Division

**SUR 119: Construction Surveying**

Units (Credits): 2–4; Prerequisites: CONS 108 or consent of instructor

Presents care and use of surveying equipment. Profile elevation and closed traverse projects will provide hands-on experience. Construction staking will be explained in detail. Note: Non-transferable for an NSHE baccalaureate

degree. Non-applicable towards an AA or AS Degree.

**SUR 161: Elementary Surveying**

Units (Credits): 4; Prerequisites: MATH 127 or higher

Offers a beginning course designed to introduce students to modern techniques in land surveying.

**SUR 162: Advanced Surveying**

Units (Credits): 4; Prerequisites: SUR 119, SUR 161, SUR 265

Offers an advanced curriculum in surveying, but with increased difficulty and responsibility.

**SUR 261: Legal Aspects of Surveying**

Units (Credits): 3; Prerequisites: none

Covers legal terminology relating to land surveying, writing and interpreting legal descriptions, and deed and title research. Introduces state laws relating to surveying and mapping.

**SUR 262: Principles of Land Surveying**

Units (Credits): 3; Prerequisites: none

Covers principles of land surveying and an in-depth study of public land system, restoration of corners, boundary and control survey adjustments, and evidence and analysis.

**SUR 263: Civil Survey Design**

Units (Credits): 3; Prerequisites: none

Covers advanced subdivision, street and utility design and computations, basic map preparation, methods and procedures for construction surveying of civil designed improvements.

**SUR 264: Introduction to Global Positioning System**

Units (Credits): 3; Prerequisites: none

Focuses on aspects of the satellite navigation system becoming widely used in surveying and navigation. Topics include origin, history, operations, differential positioning, kinematic and real time GPS (RTK).

**SUR 265: Introduction to Construction Surveying**

Units (Credits): 4; Prerequisites: none

Covers reviewing and understanding civil, structural, and architectural constructing plans, and relationship for surveying layout. Requires surveying in an outdoor lab environment.

**SUR 266: Land Development**

Units (Credits): 3; Prerequisites: none

Introduces the forces shaping urban form including history and determinants of influence, nature of urban form, comprehensive planning and implementation, including zoning, general terms relating to development, state statutes, and local land use controls.

**Theatre (THTR)**

Liberal Arts Division

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**THTR 100: Introduction to Theater**

Units (Credits): 3; Prerequisites: none

Studies plays of the classic and modern periods, of genres such as tragedy, comedy, farce, and melodrama, and of the art and craft of theatre.

**THTR 105: Introduction to Acting I**

Units (Credits): 3; Prerequisites: none

Examines fundamentals of stage acting with special emphasis on improvisation. Introduces the principles that govern the performing environment. Speech and vocal skills as well as theatrical movement will be stressed. Emphasis is on the preparation aspect of acting rather than on performance.

**THTR 108: Introduction to Playwriting**

Units (Credits): 3; Prerequisites: none

Offers fundamentals of the craft of writing plays, stressing elements such as plot, character, dialogue, and structure. Emphasis on writing short plays.

**THTR 116: Musical Theatre Dance**

Units (Credits): 1; Prerequisites: none

Introduces beginning techniques of tap dance.

**THTR 121: Makeup for the Actor**

Units (Credits): 1–3; Prerequisites: none

Acquaints the student with the beginning principles of makeup and progresses to character makeup.

**THTR 123: Creative Drama**

Units (Credits): 3; Prerequisites: none

Examines the rules of improvisation in the theatre.

**THTR 176: Musical Theatre Workshop I**

Units (Credits): 1–8; Prerequisites: none

Features performance of musical theatre productions. May be repeated to a maximum of eight units. Same as MUS 176.

**THTR 180: Cinema as Art & Communication**

Units (Credits): 3; Prerequisites: none

Surveys cinema in its diverse forms. Course uses films to show historical and stylistic influences on the aesthetic values and social implications of cinema.

**THTR 198: Special Topics in Theater**

Units (Credits): 1–6; Prerequisites: none

Focuses in depth on a special topic in theater.

**THTR 199: Play Structure & Analysis I**

Units (Credits): 3; Prerequisites: none

Introduces major figures, events and ideas in theatre and dramatic literature from its origins to the present. Read, analyze and discuss representative plays.

**THTR 204: Theatre Technology I**

Units (Credits): 3; Prerequisites: none

Introduces the backstage world of the theatre by the study of lighting and sound systems and of technical stage rigging. Students will gain practical experience by serving as the crew for a college theatrical production.

**THTR 205: Introduction to Acting II**

Units (Credits): 3; Prerequisites: none

Continues acting principles presented in Introduction to Acting I with an emphasis on the classics.

**THTR 209: Theatre Practicum**

Units (Credits): 2–3; Prerequisites: none

Offers practical experience in stage productions.

**THTR 219: Projects in Technical Theater**

Units (Credits): 1–3; Prerequisites: none

Offers an in-depth study of some technical aspects of theater. Through practical application, students can explore lighting, set art, set construction, sound, set design or rigging.

**THTR 240: Acting for the Camera**

Units (Credits): 3; Prerequisites: none

Introduces the concept and practice of performing on camera and working with directors. Studies performance and discussion of scenes from television, film, and commercials. Discusses the business of the entertainment industry.

**THTR 247: Beginning Improvisation**

Units (Credits): 3; Prerequisites: none

Explores basic theatrical improvisation for general students. Focuses on spontaneity, flexibility, and structure, a variety of theatrical styles and improvisational techniques.

**THTR 258: Theatre Experience and Travel**

Units (Credits): 1–2; Prerequisites: none

Includes field study in which students travel to an arranged destination for the purpose of play viewing, play study and possible workshop attendance.

**THTR 276: Musical Theatre Workshop II**Units (Credits): 3; Prerequisites: MUS 176, THTR 176

Continues skills learned in THTR 176 or MUS 176. Offers a workshop in the techniques of musical theatre. May be repeated to a maximum of nine units. Same as MUS 176.

**Welding (WELD)**Career and Technical Education Division**WELD 111: Beginning Welding for Art**

Units (Credits): 3; Prerequisites: none

Explores the simplicity and beauty of metal as an art medium. No prior metalworking or art skills are required. Explores different areas after instruction and demonstrations in the metalworking process. Previous experience in metalworking will be an advantage. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**WELD 112: Beginning Ornamental Ironworking**Units (Credits): 3; Prerequisites: WELD 111, WELD 211

Discusses and demonstrates the use of metal as an aesthetic medium or as a specific function. Various metal forming and joining methods will be introduced. Student projects for both indoor and outdoor use will be emphasized. Focuses on fence, stair and balcony railings, along with gates and security doors. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**WELD 115: Welding Inspection and Testing Principles**

Units (Credits): 3; Prerequisites: none

Provides a nondestructive testing course to give the student a broad and detailed look into the knowledge and hands-on experience required to function as a Level I penetrant testing inspector. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**WELD 121: Advanced Welding for Art**Units (Credits): 4; Prerequisites: WELD 111, WELD 211

Continues WELD 111 with concentration in one or more specific areas explored in the introductory class. Focuses on more complex and intricate art projects. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**WELD 122: Advanced Ornamental Ironworking**Units (Credits): 3; Prerequisites: WELD 112

Expands the skills acquired in Beginning Ornamental Ironworking to create more advanced and complex projects. New skills and techniques will be focused on individual needs. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**WELD 151: Metallurgy I**

Units (Credits): 3; Prerequisites: none

Approaches metallurgy with an emphasis on welding technology. Includes demonstrations, lectures, and experiments in the metals lab. Covers extraction metallurgy as well as physical metallurgy. The various destructive methods of testing metal as well as non-destructive testing of metals will be discussed and demonstrated. The processes use distortion control and technique of flame straightening. Note: Non-transferable for an NSHE

baccalaureate degree. Non-applicable towards an AA or AS Degree.

**WELD 159: Ultrasonic Testing Level I**

Units (Credits): 3; Prerequisites: none

Offers a nondestructive testing course providing a broad, detailed look into the knowledge and hands-on experience required to function as a Level I Ultrasonic Testing inspector. Course meets the requirements of SNT-TC-1A and Military Standard-410. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**WELD 198: Special Topics in Welding**

Units (Credits): 0.5–6; Prerequisites: none

Explores specialized areas of art/metalwork. Topics include non-ferrous metals, specialized forming techniques, metal casting, introduction to new metalworking equipment, and others. Specialized welding techniques not discussed or demonstrated in other classes may be a topic for special attention. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**WELD 211: Welding I**

Units (Credits): 3; Prerequisites: none

Introduces welding which includes welding safety, environmental awareness, oxy-acetylene welding, cutting, and brazing as well as shielded metal-arc.

**WELD 212: Welding I Practice**

Units (Credits): 2; Prerequisites or Corequisites: WELD 211

Develops the student's manual skills necessary to produce high quality gas welds and flame cuts. The student learns to set up the equipment for all phases of oxy-acetylene welding and cutting. The shielded metal-arc welding section develops entry level skills for welders. This course specifically develops basic shielded metal arc welding skills such as striking the arc, maintaining proper arc length, adjusting equipment and manipulating the electrode. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**WELD 221: Welding II**

Units (Credits): 3; Prerequisites: WELD 211 or consent of instructor

Continues MTL 212 with emphasis on developing welding skills for SMAW, GMAW, GTAW production in overhead, flat, horizontal, and vertical positions.

**WELD 222: Welding II Practice**

Units (Credits): 2; Prerequisites or Corequisites: WELD 221

Continues MTL 212 with emphasis on developing welding skills for SMAW, GMAW, and GTAW production in overhead, flat, horizontal, and vertical positions. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**WELD 224: Welding Projects**

Units (Credits): 1–6; Prerequisites: consent of instructor

Offers welding student additional supervised lab hours. Students will perfect their skills through an approved project or work toward an AWS Code preparation. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**WELD 231: Welding III**

Units (Credits): 3; Prerequisites: WELD 221

Includes theory and practice in gas metal-arc welding and gas tungsten-arc welding. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**WELD 232: Welding III Practice**

Units (Credits): 2; Prerequisites: WELD 222

Focuses on GMAW, GTAW, and FCAW which will train the student to perform production and certification performance welding on ferrous and non-ferrous metals. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**WELD 241: Welding IV**

Units (Credits): 3; Prerequisites: WELD 231

Covers shielded metal-arc welding of pipe, flux core arc welding of pipe and introduction to API, ASME, and AWS code certification. Welding of pipe provides training to develop welding skills necessary to produce high quality multipass welds on six-inch schedule, 80 mild steel pipe in the six G positions, using advanced welding processes. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**WELD 242: Welding IV Practice**

Units (Credits): 2; Prerequisites: WELD 241 & WELD232

Introduces fundamental pipe welding techniques and develops basic skills for the service and transmission fields in the shielded metal-arc section. Trains welders for work in either the pressure pipe industry or transmission pipeline work using the micro-wire weld. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**WELD 250: Welding Certification Preparation**

Units (Credits): 1–12; Prerequisites: consent of instructor

Introduces students to the many certifications available by meeting the standards of the American Welding Society codes. Includes instruction on code certification required by the American Petroleum Institute and the American Society of Mechanical Engineers. May be repeated for up to 12 units. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**WELD 259: Ultrasonic Testing Level II**

Units (Credits): 3; Prerequisites: WELD 159

Meets the need and requirements of today's industry standards for thickness testing and weld evaluation of base materials, discontinuity detection/evaluation, mathematical solution, and extended practical application. Practical application includes extensive lab work using the latest in equipment technology, scanning techniques and evaluation of flawed weld specimens of various geometries. Upon successful completion of the course, the student will receive an Ultrasonic Level II Certification. The course will meet the requirements recommended in SNT-TC-1A and the MIL-Std 410 for Level II certifications in ultrasonics. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**WELD 290: Internship in Welding**

Units (Credits): 1–8; Prerequisites: consent of instructor

Provides the student with on-the-job, supervised and educationally directed work experience. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**Woodworking (WOOD)**

Career and Technical Education Division

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**WOOD 197: Beginning Woodworking**

Units (Credits): 3; Prerequisites: none

Covers tool identification and uses, tool and machine safety, project design, gluing, laminating, mechanical drawings and sketches of three views. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**WOOD 221: Advanced Woodworking**

Units (Credits): 3; Prerequisites: none

Continues the skills learned in WOOD 197. The course is designed to meet the individual needs of the student through advanced woodworking construction practices which will be employed on an individual student need basis. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

**WOOD 250: Wood Projects**

Units (Credits): 3; Prerequisites: consent of instructor

Permits students to pursue special projects and/or explore areas of specific interest. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA or AS Degree.

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## **WNC Foundation Board**

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*"People give to success and WNC is highly successful at helping area residents. The college gives people the tools they need to improve their lives."*

Katie Leao  
WNC Director of Development

### **Foundation Administration**

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- Carol A. Lucey, Ph.D. College President
- Katie Leao, Director of Development
- Linda Ranieri, Administrative Assistant
- Nikki Peterson, Scholarship Coordinator

### **Foundation Officers**

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- Jed Block, Chair
- Sean Davison, Chair-Elect
- Donal Hummer, Jr., Immediate Past Chair

### **Foundation Board of Trustees**

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- Shelly Aldean
- Michael Bennett
- Mike Berney
- Michelle Bertocchi
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Western Nevada College 2014-2015 College Catalog  
Printed: September 8, 2014

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<http://www.wnc.edu/foundation/board.php>

## General Policies

### Western Nevada College Policies

#### Policy 9-2-2: Web Site Policies

**Procedure:** Web Site Policies  
**Policy No.:** 9-2-2  
**Department:** [Information & Marketing Services](#)

**Policy:** The following website policies apply to using the WNC website.

[\*\*Affirmative Action Policy\*\*](#)

[\*\*Non-Discrimination Policy\*\*](#)

[\*\*Clery Act\*\*](#)

[\*\*Sexual Harassment Policy\*\*](#)

[\*\*Student Right To Know Act\*\*](#)

[\*\*Drug and Alcohol Prevention Policy\*\*](#)

[\*\*Notice of Copyright Laws and Infringement Penalties\*\*](#)

[\*\*Web Site Disclaimer\*\*](#)

○ **Section 1: Affirmative Action Policy**

A. WNC is committed to a policy of affirmative action/equal opportunity employer and values diversity in its student population and work force. The college does not discriminate on the basis of race, color, age, religion, gender, sexual orientation, national origin, disabilities or veterans status in the programs that are offered, in the activities sponsored, and in the employment of all professional, classified and student employees. The college has procedures to resolve complaints of alleged discrimination.

○ **Section 2: Non-Discrimination Policy**

A. Western Nevada College does not knowingly discriminate against any person on the basis of race, color, creed, religion, national or ethnic origin, sex, age, or disability in admission or access to, or treatment or participation in its programs and activities.

○ **Section 3: Clery Act**

A. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal law that requires colleges to disclose certain timely and annual information about campus crime and security policies.

B. More detailed information and the crime statistics for the past three years is available at the [WNC Public Safety Website](#).

○ **Section 4: Sexual Harassment Policy**

A. WNC, as part of the NSHE, is committed to providing a place of work and learning free from harassment, intimidation or insult. It is the policy of WNC that the sexual harassment of students, employees, and users of WNC facilities is unacceptable and prohibited.

B. The NSHE Policy Against Sexual Harassment and Complaint Procedure, Title 4, Chapter 8, Section 13, is incorporated into the Board of Regents Handbook. The policy can also be reviewed in the WNC online catalog.

C. CONTACT Affirmative Action Officer Human Resources Office Bristlecone Bldg. Rm. 104

○ **Section 5: Student Right To Know Act**

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

B. As of 2011-2012, the four-year average Student-Right-to-Know graduation rate was 18 percent. WNC

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

o **Section 6: Drug and Alcohol Prevention Policy**

- A. WNC is required to provide information about campus rules and regulations pertaining to alcohol and other drugs. The pamphlet, A Safe Campus, is available at each campus as a resource to students, employees and visitors.

o **Section 7: Notice of Copyright Laws and Infringement Penalties**

- A. Summary of Civil and Criminal Penalties as it pertains to using WNC equipment or networks to download copyrighted materials.
- B. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.
- C. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.
- D. For more information, please see the web site of the [U.S. Copyright Office](#).
- E. WNC polices prohibit downloading, sharing or using copyrighted materials without the permission of the copyright holder.
- F. [Policy 3-2-8: Use of Copyrighted Materials Policy](#)
- G. [Policy 8-1-2: Computing and Network Use Agreement](#)
- H. WNC penalties for violating Federal copyright laws are addressed in the [Board of Regents Code](#).
- I. [Sources of legal materials to download](#)

o **Section 8: Web Site Disclaimer**

*Access to and use of the Western Nevada College Web site are subject to the following terms and conditions:*

- A. Personal Web pages of WNC faculty and staff do not in any way constitute official college content. The views and opinions expressed in personal Web pages are strictly those of the page authors. Comments on the contents of those pages should be directed to the page authors.
- B. All parties storing materials on the WNC Web site represent and warrant to WNC that the installation, copying, distribution and use of such materials in connection with the WNC Web site will not violate any other party's proprietary rights and that these materials do not contain any libelous or defamatory statements.
- C. WNC is not responsible for any errors in the materials provided on the WNC Web site. The WNC Web site and all materials maintained on the Web site are provided "as is" with no warranties of any kind.
- D. The links accessible from the WNC home page are subject to change without notice.
- E. WNC does not guarantee that the system will function error-free or uninterrupted.
- F. WNC shall not be liable for any damages of any kind, including consequential or incidental damages, arising from the submission, installation, maintenance, transmission, copying, modification, distribution or use of any materials.

# ***Student Grievance Procedures***

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

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### **Policy 3-5-2: Student Grievance**

**Procedure:** Student Grievance  
**Policy No.:** 3-5-2  
**Department:** Dean of Student Services Office  
**Contact:** Dean of Student Services

**Policy:** A student has the right to initiate a formal grievance in the case of a possible alleged infraction.

**Initiation of Grievance**

**Committee Membership**

**Presentation of Case**

**Recommended Course of Action**

**Final Decision**

○ **Section 1: Initiation of Grievance**

- A. Formal grievance procedures are initiated only after informal attempts have been found unsatisfactory in reaching a just solution.
- B. A grievance must be filed in writing to the appropriate dean within 30 instructional days of the alleged infraction.

○ **Section 2: Committee Membership**

- A. Members of a grievance committee will be selected by the appropriate dean.
- B. This committee will consist of the appropriate dean, two faculty members, one student, one representative from the Associated Students of Western Nevada, and may also include a classified employee.

○ **Section 3: Presentation of Case**

- A. The student and involved parties will be given the opportunity to present their case in a formal hearing to the selected grievance committee.

○ **Section 4: Recommended Course of Action**

- A. The committee will then recommend a course of action to the vice president for academic and student affairs.

○ **Section 5: Final Decision**

- A. The student will receive a written notification from the Vice President for Academic and Student Affairs of the final decision.

<b>Date Adopted</b>	February 23, 1999	<b>Dates Revised</b>	September 2, 2008; May 11, 2004; April 4, 2000
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**NSHE Code**      Reference NSHE Board of Regents Handbook  
 NSHE Board of Regents' Meeting Minutes: 4/87; 11/88; 5/92

<http://www.wnc.edu/policymanual/3-5-2.php>

## Privacy Notice

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

No one shall have access to, nor will WNC disclose any non-directory information from a student's educational records without the written consent of the student except to college staff and student employees performing an assigned college function, authorized representatives from federal and state agencies, officials of other institutions in which the student seeks to enroll, accrediting agencies carrying out their accreditation functions, military recruiter as specified in the Soloman Amendment, persons in compliance with a judicial order, officials providing student financial aid, the audit firm retained by the Nevada System of Higher Education, the data warehouse for the NSHE or designated institutional research personnel, any agencies engaged by WNC to act on its behalf, and persons in an emergency to protect the health/and/or safety of students, or other persons. WNC does not release information to parents of students regardless of dependence status without prior written consent of the student. A student is defined as an individual who has applied to WNC and who is or has been in attendance at WNC.

The institution does not release the records of individual students, such as grades and class schedules, without prior written consent of the student. As permitted under federal law, an exception to the above practice is the release of "directory" information considered to be public in nature and not general deemed to be an invasion of privacy. At Western Nevada College, the following categories are defined as "directory" information: student name, city, state, residency status, full-time/part-time status, graduation date, major/degree, academic honors, dates of attendance and whether currently enrolled, and photographs from college sanctioned events.

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

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

If, after due consideration, you wish to restrict the release of directory information, you may request this through [myWNC](#) or submit a Request for Confidential Status of Directory Information form and submit to Admissions and Records. This directive will apply permanently to your record, even after graduation, until you choose to reverse it by submitting a written authorization to Admissions and Records.

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

### Files and Downloads

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- [Request for Non-Disclosure of Directory Information / Privacy Policy](#)

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**Printed: September 8, 2014**

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<http://www.wnc.edu/student-services/admissions/privacy.php>

## ***Residency Regulations***

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Western Nevada College allows any adult who can benefit from instruction to enroll, regardless of residency status. Although the tuition and fees will vary depending on residency status, all adults are welcome to attend Western Nevada College.

Admissions and Records staff is available to assist students with residency regulations and to answer any residency questions. Please call 775-445-3277 for assistance.

There are a number of factors used to determine residency. In most cases, an individual who is financially independent must reside in Nevada as a bona fide resident (definition below) for a minimum of 12 consecutive months prior to the date of matriculation (the beginning date of the first semester of enrollment) to be considered a Nevada resident for tuition purposes. The individual must also be a U.S. citizen or hold a Permanent Resident card. For a financially dependent student, the student's spouse, family, or legal guardian must be a bona fide legal resident of the state of Nevada for at least twelve consecutive months prior to the date of matriculation and must be a U.S. citizen or hold a Permanent Resident card.

There are exceptions which allow some individuals who do not meet the 12 month requirement to obtain residency. Some of the exceptions include:

- A graduate or current enrollee of a Nevada high school. Only this exception applies regardless of citizenship or Permanent Resident status.
- A financially independent individual who has relocated to Nevada for the primary purpose of permanent full-time employment.
- A financially dependent individual whose spouse, family, or legal guardian has relocated to Nevada for the primary purpose of permanent full-time employment.
- Licensed educational personnel employed full-time by a public school district in the state of Nevada, or the spouse or dependent child of such an employee.
- A member of a federally recognized Native American tribe who currently reside on tribal lands located wholly or partially within the boundaries of the state of Nevada.
- Active duty resident military stationed in Nevada or spouse.
- Marines currently stationed at the Marine Corps Mountain Warfare Training Center at Pickle Meadows, CA or spouse.

### **Bona Fide Nevada Resident**

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A bona fide Nevada resident is defined as an independent person who has continuous physical presence in the state of Nevada for a minimum of 12 consecutive months prior to matriculation, having clearly abandoned any former residence and who has no ties to any other state and who has the intent to permanently reside in the state of Nevada. In general, an individual is expected to surrender his/her driver's license or state ID card from his/her previous state and obtain a Nevada driver's license (as required by Nevada law) or state ID card within 30 days of moving to Nevada to be considered a bona fide resident. For a dependent person, the family, spouse or legal guardian must have physical presence in the state of Nevada for a minimum of 12 consecutive months prior to the student's matriculation with no ties to any other state, with the intent to permanently reside in Nevada.

### **Dependent and Family**

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A dependent is defined as a person who is not financially independent and is claimed as an exemption for federal income tax purposes under Section 152 of the Internal Revenue Code by another person for the most recent year. Family is defined as natural or legally adoptive parent(s) of a dependent person, or if one parent has legal custody of a dependent person, that parent.

### **Date of Matriculation**

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Date of matriculation is the first day of instruction in the semester or term in which enrollment of a student first occurs (excluding community education courses). This is applicable regardless of the actual start date of a course a student enrolls in. A student has matriculated if he/she enrolls for a course and does not withdraw before the 100% refund period or has a record of previous enrollment at Western Nevada College.

### **Nonresident**

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A student who does not meet the criteria for Nevada bona fide residency is considered a nonresident and must pay

nonresident fees. Students who do not qualify for Nevada residency, regardless of time spent in the state of Nevada: Dependent students whose parents or family are not residents of Nevada or non-U.S. citizens who do not have a permanent resident card. Only current enrollees or graduates of a Nevada high school may be considered a Nevada resident regardless of citizenship or Permanent Resident status.

### **Reclassification**

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A student who has been classified as a non-resident who matriculated to WNC shall continue to be classified as a nonresident student throughout the student's enrollment, unless and until the student demonstrates that his or her previous residence has been abandoned and that student is a bona fide Nevada resident. A student must fill out a Residency Reclassification Application and provide documentation of:

1. Continuous physical presence as a Nevada resident for at least 12 months immediately prior to the date of the application for reclassification, and
2. Evidence of intent to remain a Nevada resident, and
3. Proof of independent/dependent status. For a dependent student, documentation of Nevada residency for the student's family, spouse, or legal guardian must be provided. If the family, spouse or legal guardian of a dependent student is not a bona fide Nevada resident, the student will continue to be classified as a nonresident student.

When a student has been reclassified to resident student status, the reclassification shall become effective at the registration immediately following the reclassification decision. No reclassification under these regulations shall give rise to any claim for refund of tuition already paid or owed from a previous semester.

### **Good Neighbor**

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

### **WUE Students**

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Students who have enrolled as Children of Alumni or WICHE/WUE may not be reclassified as a in-state resident until the student disenrolls from the applicable program and pays full nonresident tuition for at least 12 months or does not take any courses at a NSHE institution for at least 12 months from the time the student moved to Nevada. An application for reclassification must be submitted.

All residency regulations are subject to change by the Board of Regents. Changes become effective immediately upon such approval for all students. Regulations for determining Nevada residency for tuition charges are outlines in the Board of Regents handbook, Title 4, Chapter 15.

If you are a new student who has not yet matriculated and believe your residency stats has been classified incorrectly, you may submit the [Initial Residency Review Application](#) with appropriate documentation to WNC Admissions and Records.

If you would like to be considered for reclassification from a nonresident to a resident, submit the [Nevada Residency Reclassification Application](#) to Admissions and Records.

If you have any questions about residency please call Admissions and Records at 775-445-3277.

### **Files and Downloads**

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- [Residency Reclassification Application](#)
- [Residency Review Application \(Initial\)](#)

# Student Conduct Code

## Western Nevada College Policies

### Policy 3-4-4: Student Conduct

<b>Procedure:</b>	<b>Student Conduct</b>
<b>Policy No.:</b>	3-4-4
<b>Department:</b>	<u>Academic &amp; Student Affairs</u>
<b>Contact:</b>	Dean of Student Services

#### **Rationale**

Human beings grow and mature in communities. Living in a community requires depending upon the knowledge, integrity, and decency of others. In turn, the best communities help individuals form habits and values that enable them to achieve the highest personal satisfaction, including the satisfaction associated with helping to make a better world. Western Nevada College, a community comprised of students, faculty, staff and administrators, recognizes the need to establish policies and procedures to guide student actions and defines the penalties that are imposed when these rules and regulations are violated. The rules enforced by the college are designed to protect individual liberties, and other values stated in the college's Mission and Goals, especially the commitment to "personal growth and development, achieving their educational goals, advancing in their careers, and coping with the technical and social changes in our global society."

It is the policy of Western Nevada College to ensure that the rights of an individual guaranteed by state laws and the U.S. Constitution are protected for all members of the community regardless of their gender, race, color, ethnicity, sexual preference, or religion. When such rights are infringed upon by violence, threats, or other harassment, the college will use every necessary resource to rapidly and decisively identify perpetrators for criminal and/or administrative prosecution in accordance with the WNC policies and the Board of Regents' policies.

#### Authority for Student Discipline

#### Standards Governing the Conduct of Students

#### Extraordinary Action Pending Disciplinary Process/Administrative Leave

#### Due Process Procedural Protections

#### Interpretation of Regulations

#### Disciplinary Action while Criminal Charges Are Pending

#### Standards of Classroom Behavior

#### Prohibited Conduct

#### Sanctions

#### Case Referrals

#### Conference and Hearing Committee Referrals

#### Disciplinary Conferences

#### Campus Hearing Committee

#### Advisors

#### Student Groups and Organizations

#### Decisions on Appeal

#### Transcript Encumbrances

#### Disciplinary Files and Records

#### Revocation of Degrees

#### Definitions

#### ○ **Section 1: Authority for Student Discipline**

- A. Ultimate authority for student discipline is vested in the NSHE Board of Regents that charges the president of WNC with responsibility of establishing and enforcing rules and regulations outlined in the NSHE Policies. At WNC, disciplinary authority is delegated to the dean of student services as set forth in these policies and procedures, and in other appropriate policies, rules, or regulations adopted by the Board. The president appoints the dean of student services to serve as an administrative officer, and delegates other duties by the president as set forth herein.

- B. The college reserves the right to take necessary and appropriate action to protect the safety and well being of the campus community. Such action may include pursuing disciplinary action for any act prohibited by local, state or federal law that occurs on system premises or at a system sponsored on or off such premises. In addition, misconduct, as defined and established in the NSHE Code, title 2, chapter 6 (6.2.2), is as follows:
1. Commission of any act interfering with academic freedom
  2. Use of, or threat to use, force or violence against any member or guest of the system community, except when lawfully permitted
  3. Interference by force, threat or duress with the lawful freedom of movement of persons or vehicles on the premises of the system
  4. Intentional disruption or unauthorized interruption of the functions of the system, including but not limited to classes, convocations, lectures, meetings, recruiting interviews and social events, on or off premises of the system
  5. Willful damage, destruction, defacement, theft, or misappropriation of equipment or property belonging to, in the possession of or on premises occupied by the system
  6. Knowing possession on any premises of the system of any firearms, explosives, dangerous chemicals or other dangerous weapons as defined by the laws of the State of Nevada, without the written authorization of the president of any system institution or the president's authorized agent, unless such possession reasonably relates to duly recognized system functions by appropriate members of the faculty, other employees or students
  7. Continued occupation of buildings, structures, grounds or premises belonging to, or occupied by, the system after having been ordered to leave by the president of a System institution or the president's designee
  8. Forgery, alteration, falsification or destruction of system documents or furnishing false information in documents submitted to the system
  9. Making an accusation, which is intentionally false or is made with reckless disregard for the truth against any member of the system community by filing a complaint or charges under this code or under any applicable established grievance procedures in the system
  10. Repeated use of obscene or abusive language in a classroom or public meeting of the system where such usage is beyond the bounds of generally accepted good taste and which, if occurring in a class, is not significantly related to the teaching of the subject matter
  11. Willful incitement of persons to commit any of the acts herein prohibited
  12. Disorderly, lewd, or indecent conduct occurring on system premises or at a system sponsored function on or off such premises
  13. Any act prohibited by local, state, or federal law that occurs on system premises or at a system sponsored function on or off such premises
  14. Use of threats of violence against a faculty member or the faculty member's family in order to secure preferential treatment for grades, loans, employment or other service or privilege accorded by the system
  15. Any act of unlawful discrimination based on race, creed, color, sex, age, handicap or national origin. (referred to affirmative action officer)
  16. Any act of sexual harassment when submission to a request or demand of a sexual nature is either an explicit or implicit term or condition of employment or of academic grading, or where verbal or physical conduct of sexual nature has the effect of creating an intimidating, offensive or hostile work or classroom environment. (referred to the affirmative action officer)
  17. Acts of academic dishonesty, including but not limited to cheating, plagiarism, falsifying research data or results, or assisting others to do the same
  18. Willfully destroying, damaging, tampering with, altering stealing, misappropriating or using without permission any system program or file of the Nevada System of Higher Education.
  19. Acts of hazing, which are defined as any method of initiation into or affiliation with the university or community college community, a student organization, a sports team, an academic association, or other group engaged in by an individual that intentionally or recklessly endangers another individual
  20. Any conduct, which violates applicable stated prohibitions, policies, procedures, rules, regulations, or bylaws of the Board of Regents or a system institution
- C. Students will be informed of the Student Conduct Policies and Procedures through a variety of communication vehicles including the College's website, student handbook, and/or electronic and written media as appropriate.

o **Section 2: Standards Governing the Conduct of Students**

- A. The college expects its students to act with integrity. Dishonesty, fraud, and failure to respect the rights of others will not be tolerated in a community that is dedicated to the development of responsible individuals.
- B. The Student Conduct Policies and Procedures prescribe standards for the conduct of students on and off the campus. Many of these regulations are similar to federal and state statutes; therefore, a violation of these student conduct policies may concurrently represent a violation of a civil statute. The college and civil/criminal jurisdictions are considered independent, each based on its separate, distinct needs. Thus, both civil/criminal and college proceedings could result from the same violation. Civil or criminal action before or after college action shall in no way alter the college proceedings or findings, nor provide any right to immunity from college jurisdiction. College authorities shall expedite disciplinary proceedings, recognizing the advantage of a prompt hearing in the event of alleged infractions, while guaranteeing due process.
- C. The above policy recognizes that college disciplinary jurisdictions may not extend to off-campus activities unless the college sponsors such activities (e.g., athletic event, concerts, etc.) or the off-campus incident or activity has a direct or indirect adverse affect on the college. Alleged infractions taking place off the college campus are left to the courts or other authorities, although college action shall be initiated in cases where individuals are representing the college or where the alleged actions give cause for concern that the presence of certain individuals on campus may endanger the college community. Behavior causing serious personal endangerment, may subject a student to immediately being placed on administrative leave prior to a disciplinary hearing in accordance with Board of Regent's Code, title 2, chapter 6 (6.5.1), and as outlined in the Section III of this Code "Extraordinary Action Pending Judicial Process." A student of another NSHE institution against whom the institution has imposed the disciplinary sanction of suspension or expulsion may not apply for admission to the college and may not enroll in college courses until such time as the student is eligible to take courses at the institution imposing the sanction.

o **Section 3: Extraordinary Action Pending Disciplinary Process/Administrative Leave**

- A. Pending a formal hearing, the President may place a student on administrative leave temporarily from the college if there is a determination that the administrative leave is required to:
  - 1. Protect life, limb or property;
  - 2. Ensure the maintenance of order; or
  - 3. Remove a person from the of Nevada System of Higher Education community when an act of sexual harassment has been alleged against such person and the accuser or the accused person cannot be assigned other duties or classes or placed else in the system institution apart fro each other pending the completion of an investigation and/or disciplinary hearing into the allegation.
- B. The dean of student services, if acting as an administrative officer, will inform the student in writing, by personal delivery or, if this is not possible, by registered mail to the student's identified place of residence.
- C. The notice of administrative leave will include charges specifying the violation(s). The matter will be referred in writing to a general hearing officer. The student charged will be provided a copy of the written referral. A student placed on administrative leave shall be given the opportunity to appear personally before the dean of student services, or a designee, in order to discuss the following issues only:
  - 1. the reliability of the information concerning the student's conduct, including the matter of his or her identity;
  - 2. whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on College premises poses a substantial and immediate threat to himself or herself or to others or the stability and continuance of normal college functions.
- D. There is no appeal to the President's decision of an interim suspension pending a hearing. Unless the person placed on leave agrees to delay the hearing to a later time, the hearing committee will convene within ten (10) days considering the circumstances of each case including but not limited to:
  - 1. time of academic year;
  - 2. availability of witnesses (especially any injured party);
  - 3. whether criminal charges are pending.

o **Section 4: Due Process Procedural Protections**

- A. As provided for by the NSHE Code, students accused of disciplinary violations are entitled to the following procedural protections, which are general described as the following:
1. To be informed of the charge and alleged misconduct upon which the charge is based;
  2. To request that the dean of student services, as administrative officer, to resolve the case in an informal disciplinary conference;
  3. To be allowed reasonable time to prepare a defense.
  4. To be informed of the evidence upon which a charge is based and accorded an opportunity to offer a relevant response;
  5. To call and confront relevant witnesses;
  6. To be assured of confidentiality, in accordance with the terms of the federal Family Educational Rights and Privacy Act.
  7. To request that any person conducting a disciplinary conference or serving as a hearing board member or hearing officer be disqualified on the ground of personal bias.
  8. To be considered innocent of the charges until proven responsible by a preponderance of the evidence.
  9. To be advised by a person of their choice.

o **Section 5: Interpretation of Regulations**

- A. The purpose of publishing disciplinary regulations is to give students general notice of prohibited behavior. These policies and procedures are a summary of the grounds, process and forms of discipline that are governed by the NSHE Code, title 2, chapter 6. Reference is made to this document for specific and detailed information on the NSHE and Western Nevada College disciplinary process.

o **Section 6: Disciplinary Action while Criminal Charges Are Pending**

- A. Students may be accountable both to civil/criminal authorities and to the college for acts that constitute violations of law and of these policies. Disciplinary action at the college will normally proceed during the pendency of criminal or other proceedings, and will not be subject to challenge on the ground that criminal or other charges involving the same incident are dismissed or reduced.

o **Section 7: Standards of Classroom Behavior**

- A. The primary responsibility for managing the classroom environment rests with the academic faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty member to leave the class for the remainder of the class period. Longer suspensions from a class, or dismissal on disciplinary grounds, must be preceded by disciplinary proceedings in accordance with the WNC policies and the Board of Regents Code.

o **Section 8: Prohibited Conduct**

- A. Unacceptable misconduct includes, but is not limited to any of the activities or behaviors outlined in Section I of this document and the NSHE Code, title 2, chapter 6 (6.2.2).

o **Section 9: Sanctions**

- A. Consistent with the NSHE Code, title 2, chapter 6 (6.3), possible sanctions associated with violations of these WNC policies may include:
1. *Warning*: notice, orally or in writing, that continuation or repetition of prohibited conduct may be cause for additional disciplinary action.
  2. *Reprimand*: a written warning that continuation or repetition of prohibited conduct may be cause for additional disciplinary action. Notice of this action may appear on the student's academic transcript for up to one year.
  3. *Disciplinary Probation*: exclusion from participation in privileged or extra-curricular institutional activities for a specified period of time not to exceed one year. Additional restrictions or conditions may also be imposed. Violations of the terms of disciplinary probation, or any other violation during the period of probation, will normally result in suspension or expulsion from the college. Notice of this action may appear on the student's academic transcript for up to two years.
  4. *Restitution*: repayment to the college or to an affected party for damages resulting from a violation of these Policies.
  5. *Suspension*: exclusion from college premises, and other privileges or activities for a defined time period as set forth in the suspension notice. Notice of this action may appear on the student's

academic transcript as Disciplinary suspension effective (date) to (date). Parents or legal guardians of minor students shall be notified of this action.

A student who is not currently enrolled in the system and who was not registered during the previous semester, or who graduated at the end of the previous semester may request that the notation of the disciplinary suspension be removed from the official transcript when two years have elapsed since the expiration of the student's suspension. Such a request must be submitted in writing to the president. If the request is not granted, the student at yearly intervals thereafter may submit a request for removal of the notation.

No student suspended shall be refunded or credited any fees paid by and/or for the student.

6. *Expulsion*: termination of student status for an indefinite period of time, and exclusion from college premises, privileges and activities. Permission of the president shall be required for readmission. This action will be recorded on the student's academic transcript as Disciplinary Expulsion Effective (date). The parents or legal guardians of minor students shall be notified of this action. No expelled student shall be refunded or credited any fees paid by and/or for the student.
  7. *Other Sanctions*: other sanctions, if agreed to in writing by the student, may be imposed instead of, or in addition to, those specified in sections (1) through (6) of this part. Service activities, fines or research projects may also be assigned.
- B. Violations may result in expulsion or suspension from the college unless specific and significant mitigating factors. Factors to be considered in mitigation shall be the present demeanor and past disciplinary record of the offender, as well as the nature of the offense and the severity of any damage, injury, or harm resulting from it.
- C. Repeated or aggravated violations of any section of these Policies may also result in expulsion or suspension or in the imposition of such lesser penalties as may be appropriate. Attempts to commit acts prohibited by these Policies may be punished to the same extent as completed violations.

#### o **Section 10: Case Referrals**

- A. Any person may refer a student or a student group or organization suspected of violating these policies to the dean of student services. This referral must be done in writing using a standard form available from the college's public safety, dean of student services, coordinator of student activities, or academic director's offices.
- B. Those referring cases are normally expected to serve as the complainant, and to present relevant evidence in hearings or conferences. The complainant may request the assistance of an advocate.<sup>[1]</sup>

#### o **Section 11: Conference and Hearing Committee Referrals**

- A. The dean of student services or a designee will conduct a preliminary review to determine whether the alleged misconduct might result in expulsion or suspension from the college. Students not subject to suspension or expulsion will be entitled to a disciplinary conference to attempt an informal resolution of the matter, in accordance with Sec. 6.8.2(c) of the Regents' Code, with the dean of student services, or a designee, as set forth in section XIII of this Code of Student Conduct. Students who are subject to suspension or expulsion will be entitled a hearing before the Campus Hearing Committee as set forth in section XIV.
- B. Students referred for a hearing by the dean of student services, or a designee, may elect to have their cases resolved in accordance with section XIII of these policies. Such an election must be in writing, affirming that the student is aware a hearing is being waived.
- C. The dean of student services, or a designee, may defer proceedings for alleged minor violations of these Policies for a period not to exceed ninety days.

#### o **Section 12: Disciplinary Conferences**

- A. As permitted by NSHE Code, title 2, chapter 6 (6.8.2), students accused of non-academic offenses that may result in penalties less than expulsion or suspension may be subject to an informal resolution or recommendation for a disciplinary conference with the dean of student services or designee. The following procedural protections are provided to accused students in disciplinary conferences:
  1. Written notice of the information specified in subsection 6.8.1 of the NSHE Code at least three business days prior to the scheduled conference.
  2. Reasonable access to the case file prior to and during the conference. The case file consists of materials which would be considered "educational records," pursuant to the Family Educational

Rights and Privacy Act of 1974; personal notes of college staff members or complainants are not included.

3. An opportunity to respond to the evidence and to call relevant and necessary witnesses.
4. A right to be accompanied by an advisor as provided in item XV of these policies.

o **Section 13: Campus Hearing Committee**

- A. There shall be a Campus Hearing Committee appointed in accordance with procedures established by the college and approved by the President, and in accordance with Sec. 6.11.2 of the Regents' Code. Each hearing committee shall consist of at least five participants and not more than three from both the student or faculty/staff constituencies, and a faculty or staff member appointed as chair. The dean of student services shall be responsible for training and providing administrative support to the Campus Hearing Committee.
- B. Both the findings and the sanctions determined by the Campus Hearing Committee shall be regarded as recommendations to the college president.
- C. Members of the Campus Hearing Committee charged with a violation of these policies or with a criminal offense may be suspended from their positions by the dean of student services during the pendency of the charges against them. Appointments of members found responsible of any such violation or offense will be terminated immediately upon determination of a case.
- D. Hearing Committee procedures include the following procedural guidelines and will be implemented in accordance with the procedural requirements of the Board of Regents' Code, Title 2, Ch. 6:
  1. The college president will appoint a committee chair from the faculty or staff members of the committee. The chair shall conduct the hearing, participate in board deliberations and discussions, but shall vote only in cases of a tie vote by the committee.
  2. The dean of student services, or a designee, shall provide an accused student notice of the hearing date and the specific charges against him/her at least five business days in advance. Notice shall be by personal delivery or by certified mail to the last address provided by the student to the college. An accused student shall be accorded reasonable access to the case file which will be retained in the office of the dean of student services.
  3. The committee chair may call relevant witnesses in consultation with the dean of student services. Notice of the hearing will be personally delivered or sent by certified mail. College students and employees are expected to comply with such requests issued pursuant to this procedure, unless compliance would result in significant and unavoidable personal hardship, or substantial interference with normal college activities, as determined by the president of the college.
  4. Accused students who fail to appear after proper notice will be deemed to have pled "innocent" to the charges pending against them. A hearing will be conducted in their absence.
  5. Unless requested otherwise by the individual charged, hearings will be closed to the public except for accused, an advisor for the accused, and if appropriate, the victim and relevant witnesses.
  6. The chair shall exercise control over the proceedings to avoid needless consumption of time and to achieve orderly completion of the hearing. Any person, including the accused student, who disrupts a hearing, may be excluded by the chair.
  7. Hearings shall be tape recorded or transcribed. These records are maintained for a seven-year time-period.
  8. Any party may challenge a hearing board member or the hearing officer on the grounds of personal bias. Board members may be disqualified by the chair, or upon majority vote of the voting members, conducted by secret ballot. The chair may be disqualified by the dean of student services and a pro tem chair appointed by the college president for a specific hearing.
  9. Witnesses shall be asked to affirm that their testimony is truthful, and may be subject to charges of violating these policies by intentionally providing false information to the college.
  10. Witnesses, other than the complainant and the respondent, may be excluded from the hearing during the testimony of other witnesses. All parties, the witnesses, and the public shall be excluded during board deliberations, which shall not be recorded or transcribed.
  11. The charges against the respondent must be established by a preponderance of the evidence.
  12. Formal rules of evidence shall not be applicable in disciplinary proceedings conducted pursuant to these policies. The chair shall give effect to the rules of confidentiality and privilege, but shall otherwise admit all matters into evidence that reasonable persons would accept as having probative value, materiality and relevancy. Unduly repetitious or irrelevant evidence may be excluded.
  13. Complainants and accused students (not their advisors), will be accorded an opportunity to ask relevant questions of those witnesses who testify at the hearing.
  14. Board members may ask questions of the parties and all witnesses. They may also take judicial

notice of matters which would be within the general experience of college students and faculty members. The past disciplinary record of the accused student, if any, will be supplied to the board during the proceeding.

15. A determination of responsibility and recommendations on the appropriate sanction(s) to be imposed shall be made to the president.
16. Any determination of responsibility and recommendations will be supported by written findings completed by the chair. This document will be provided to the president.

○ **Section 14: Advisors**

- A. Complainants and accused students may be assisted by an advisor, who may be an attorney. The role of an advisor will be limited to providing confidential advice to the complainant or accused student. Even if accompanied by an advisor, an accused student must respond to inquiries from the chair and the hearing board. In consideration of the limited role of an advisor, and acknowledging the compelling interest of the college to conclude the matter expeditiously, the work of the hearing board will not, as an expeditiously general practice, be delayed due to the unavailability of an advisor. If an attorney accompanies a student, the name, address, and telephone number of the attorney must be provided to the dean of student services at least five working days prior to a hearing.

○ **Section 15: Student Groups and Organizations**

- A. Student groups and organizations may be charged with violations of these policies.
- B. A student group or organization and its officers may be held collectively and individually responsible when violations of these policies by those associated with the group or organization have received the consent or encouragement of the group or organization or of the group's or organization's leaders or officers.
- C. The officers, leaders, or any identifiable spokesperson for a student group or organization may be directed by the dean of student services to take appropriate action designed to prevent or end violations of these policies by the group or organization. Failure to make reasonable efforts to comply with the dean's order shall be considered a violation of these policies, both by the officers, leaders or spokesperson for the group or organization and by the group or organization itself.
- D. Sanctions for group or organization misconduct may include revocation or denial of registration or recognition, as well as other appropriate sanctions.

○ **Section 16: Decisions on Appeal**

- A. Consistent with the NSHE Code, title 2, chapter 6 (6.14.2), an accused student will be provided with a copy of the president's decision by personal delivery or by certified mail to the last address provided by the student to the college.
- B. For a suspension or lesser sanction, the student has ten business days to submit a written request for reconsideration of the decision to the president. In the event of a decision for expulsion, the accused will have ten business days to provide a written appeal to the Board of Regents for action.
- C. As outlined in the NSHE Code, title 2, chapter 6 (6.14.1), the basis for such an appeal must establish that:
  1. The procedures under which the person was charged are invalid or were not followed;
  2. The person charged did not have adequate opportunity to prepare and present a defense to the charges;
  3. The evidence presented at the hearing was not substantial enough to justify the decision; or
  4. The sanction imposed was not in keeping with the gravity of the violation.

○ **Section 17: Transcript Encumbrances**

- A. In pending cases that could result in suspension or expulsion, a temporary encumbrance will normally be placed on a student's records by the dean of student services.

○ **Section 18: Disciplinary Files and Records**

- A. Case referrals will result in the development of a disciplinary file in the name of the accused student. Disciplinary files will be retained as a disciplinary record for seven years from the date of the letter providing notice of final disciplinary action.

○ **Section 19: Revocation of Degrees**

- A. The college reserves the right to revoke an awarded degree for fraud in receipt of the degree. The process outlined in the NSHE Code, title 2, chapter 6 (6.2.8) is utilized to determine this as a recommendation to the president.

o **Section 20: Definitions**

- A. When used in this document, the term(s):

1. **aggravated violation** means a violation which resulted or foreseeably could have resulted in significant damage to persons or property or which otherwise posed a substantial threat to the stability and continuance of normal college or college-sponsored activities;
2. **group** means a number of persons who are associated with each other, but who have not complied with college requirements for registration as an organization;
3. **institution** and **college** mean the college and all of its undergraduate divisions and programs;
4. **organization** means a number of persons who have complied with college requirements for registration;
5. **reckless** means conduct which one should reasonably be expected to know would create a substantial risk of harm to persons or property or which would otherwise be likely to result in interference with normal college or college-sponsored activities;
6. **student** means any person who is taking or auditing classes at the college, or is matriculated in any college program;
7. **College** premises means buildings or grounds owned, leased, operated, controlled or supervised by the college;
8. **weapon** is defined in accordance with state law, and includes any object or substance designed to inflict a wound or cause injury;
9. **College-sponsored activity** means any activity on or off college premises that is directly initiated or supervised by the college;
10. will or shall are used in the imperative sense.

<sup>[1]</sup> An individual, usually an employee of WNC, who could assist the victim during the hearing and advocate for the individual in relation to issues related to the case.

<b>Date Adopted</b>	March 29, 2005	<b>Dates Revised</b>	June 19, 2013; October 13, 2011; September 2, 2008
<b>NSHE Code</b>	<u>Reference NSHE Board of Regents Handbook</u>		
WNC Bylaws			

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# Western Nevada College Catalog

## Appendix

- [Academic Program Guide](http://www.wnc.edu/files/catalogs/2013-2014_apg.pdf) ([www.wnc.edu/files/catalogs/2013-2014\\_apg.pdf](http://www.wnc.edu/files/catalogs/2013-2014_apg.pdf))
- [Accreditation Reaffirmation Letter, 2010](http://www.wnc.edu/files/departments/accreditation/accreditation_reaffirmation_2010.pdf) ([www.wnc.edu/files/departments/accreditation/accreditation\\_reaffirmation\\_2010.pdf](http://www.wnc.edu/files/departments/accreditation/accreditation_reaffirmation_2010.pdf))
- [Board of Regents Contacts](http://system.nevada.edu/Nshe/index.cfm/administration/board-of-regents/current-regents/) (<http://system.nevada.edu/Nshe/index.cfm/administration/board-of-regents/current-regents/>)
- [Board of Regents Handbook](http://system.nevada.edu/Nshe/index.cfm/administration/board-of-regents/handbook/) (<http://system.nevada.edu/Nshe/index.cfm/administration/board-of-regents/handbook/>)
- [Faculty Directory](http://www.wnc.edu/directory/browse/) ([www.wnc.edu/directory/browse/](http://www.wnc.edu/directory/browse/))
- [Policy Manual](http://www.wnc.edu/policymanual/all.php) ([www.wnc.edu/policymanual/all.php](http://www.wnc.edu/policymanual/all.php))

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