

Western Nevada College

2017 - 2018

College Catalog

Printed: October 10, 2017

College Profile

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, machine tool technology, management, nursing, or welding technology.

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

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

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

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

Message from the President

"Mark Ghan, v'ice 'president of 'administrative and 'legal 'services, 'is Officer in Charge at Western until an Acting or Interim President is named'. Former President Chester (Chet) Burton 'recently accepted" the position of Chief Financial Officer for the Nevada System of Higher Education.

'Chancellor Thom Reilly and Board of Regents Chair Kevin Page will visit WNC on September 18 to listen to faculty, students, and other constituencies about their wishes for an acting or interim president and a potential search. Their recommendation will then go to the Board of Regents for approval.

Files & Downloads

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

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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/president/>

Mission and Themes

Mission Statement

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

Institutional Themes

Student Success

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

Institutional Excellence

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

One College Serving Many Communities

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

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<http://www.wnc.edu/explore-wnc/mission-and-themes/>

Principles of Community

Western Nevada College Policies

Policy iii: Principles of Community

Procedure:	Principles of Community
Policy No.:	Introduction: iii
Department:	<u>President's Office</u>
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://lr.wnc.edu/policymanual/0-3.php>

Admissions Information

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

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

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

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

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

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

International Students

International students enjoy affordable quality education at WNC. Persons wishing to apply for an F-1 Student Visa, either as an initial applicant or as a change to their existing visa status, must apply with Admissions and Records for an I-20 Certificate of Eligibility. International student application packets and a complete list of admission requirements are available in Admissions and Records. Applicants for the I-20 Certificate must complete and file all required documentation with Admissions and Records at least 16 weeks prior to the beginning of the semester in which they intend to begin their study. Students who have submitted all required documentation and have been approved will be issued the I-20 document with which they may then apply for a Student Visa.

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

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

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

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

Early Admission and High School Students

Jump Start College

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

Enrollment for High School Students

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

High School freshmen and sophomores must have a minimum 3.0 GPA and be identified as academically talented by the designated high school official, and will be reviewed on a case by case for approval to enroll in credit courses by the director of Admissions and Records. The student and his/her parents must meet with a WNC counselor. The recommendation of the WNC counselor, test scores, courses taken, grades, and the academic requirements, required laboratory components and the recommendation of the instructor and/or division director of the course(s) requested for enrollment will be taken into consideration. Students below the age of 14 will need to submit an official middle school or high school transcript to verify they are a high school freshman or higher grade level.

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

New Students

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

If assistance is needed, contact Admissions and Records at 775-445-3277, or e-mail admissions.records@wnc.edu.

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

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

[New Student Checklist](#)

Registration Information

Preparing for Enrollment

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

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

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

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

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

[Register for Classes](#)

Paying for Classes

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

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

Full-term classes by the Friday (or Thursday if Friday is a holiday) of the ninth week of the semester

Short-term classes 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 <https://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

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

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

Course Load

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

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 ninth week of classes for a 16-week semester (fall and spring) or the end of the fifth 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 60 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

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

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

Even Exchanges

Requests to exchange one full-term class for another with the same amount or more credits must be submitted after the first week of the semester, with an Even Exchange Enrollment Request form, by the end of the second week of the semester. An instructor's signature must be submitted for any class to be added. Even exchange of class/credit

will remove the dropped class completely from a student's transcript. Classes dropped after the 100 percent refund period that are not "even exchanged" will remain on a transcript with a grade of "W," and may affect student financial aid.

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

Concurrent Registration

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

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

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

Attendance

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

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

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

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

Transfer Information

Transfer Credits

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

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

Transcripts

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

Regional Accreditation and Acceptance of Transfer Credits

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

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

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

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

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

Evaluation of Transfer Requirements

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

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

International Colleges

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

Graduation Information

Graduation Requirements

Application

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

[Apply for Graduation](#)

Application Deadlines

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

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

Continuing Students

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

Diplomas

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

Commencement

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

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

Requirements for Graduation

Associate Degree or Certificate of Achievement

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

1. Completed the curriculum requirements for the degree or certificate. The student may select either the catalog year under which he/she initially enrolls and completes a course, or the year under which he/she will complete the curriculum requirements for a degree/certificate. Students may also select the catalog year when he/she officially declares a program of study for the first time, if declared in fall 2007 or later. Students applying to the nursing program, which has selective admission criteria, must follow the catalog in effect at the time the program admission application is submitted. Each WNC catalog is effective for the

upcoming fall, spring and subsequent summer terms. In no case may students use a catalog which is more than six years old at the time of graduation. Students who fail to complete degree/certificate curriculum requirements within six years of their initial enrollment or program declaration may use the next catalog in effect dating six years after their initial enrollment. If a degree or major is offered for the first time after a student has enrolled, the student may choose the catalog year in which the degree or major was first offered. Students may not use a combination of catalogs for graduation. This applies to all policies and curricula.

2. In some cases, completion of a single course may satisfy requirements in two different areas of an associate degree or certificate of achievement. Students may use a single course to satisfy a general education requirement in addition to a program, subject, core or emphasis requirement. A single course may not be used to satisfy more than one general education requirement, except for the US/Nevada Constitution requirement.
3. Completed 15 semester college level credits in residence at Western Nevada College for each degree or certificate of achievement. Challenge examinations, non-traditional credit, or developmental courses (courses numbered below 100) do not count as resident credit.
4. Maintained a minimum WNC cumulative grade point average of 2.0, and a minimum 2.0 grade point average calculated by using all courses, WNC and transfer courses, used to fulfill the degree requirements.
5. Met all financial/library obligations. No student will be issued a degree or certificate if he/she has not met all financial/library obligations. Outstanding debts may be paid at the Business Office. Library holds can be cleared through Library and Media Services.
6. Submitted an Application for Graduation and payment to Admissions and Records by the published deadline.

Dual Degrees/Certificates

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

1. Files a separate application for graduation and pays the application fee for each associate degree or certificate (may use one application and pay one fee if applying for two degrees for the same semester),
2. Satisfies all of the requirements for each associate degree or certificate, and
3. Completes 15 credits in residence for each associate degree or certificate.

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

Requirements for Graduation ' Bachelor's Degree

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

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

Additional questions or inquiries should be directed to Admissions and Records at 775-445-3277 or admissions.records@wnc.edu

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.

Catalog Years

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

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

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

WNC students have three choices for selecting a catalog year:

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

There are time limits to the catalog choices, including:

- In no case may students use a catalog which is more than six years old at the time of graduation (ten years for the BTECH degree). Students who fail to complete degree/certificate curriculum requirements within six years of their initial enrollment may use the next catalog in effect dating six years after their initial enrollment (ten years for the BTECH degree).
- Students applying to the nursing program must follow the catalog in effect at the time the enrollment application is submitted.
- If a degree or major is offered for the first time after a student has enrolled, the student may choose the catalog year in which the degree or major was first offered.

Students who are not sure which catalog year to follow are highly encouraged to meet with a counselor. Counselors can provide students with degree requirements from previous catalog years.

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

Questions about catalog years may be directed to Admissions and Records at 775-445-3277 or admissions.records@wnc.edu

Commencement

All graduating students are encouraged to participate in commencement ceremonies held at the close of the spring semester each year. At that time, all associate degrees and certificates of achievement are conferred for graduates

from the spring semester and the summer and fall semesters preceding the spring semester ceremonies. Letters of invitation are emailed to qualified students in April.

Commencement Ceremony

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

Announcements/Caps and Gowns

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

Honors

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

Nursing Ceremony

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

Continuing Students

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

Diplomas

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

Additional questions or inquires should be directed to Admissions and Records at 775-445-3277 or admissions.records@wnc.edu

Student Record Information

WNC Protects Student Privacy

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

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

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

High School Transcripts

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

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

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

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

- Signature of school administrator/parent and date.

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

Release Of Transcripts From Other Institutions

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

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

Enrollment Status

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

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.

Course Withdrawal

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

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

Educational records are kept by Admissions and Records permanently:

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

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

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

Grades

Student Grades

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

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

Grading System

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

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

1. Prior to activation of the formal grade appeal process, it is recommended that the student discuss his/her complaint with the instructor who issued the grade. If the student cannot reach the instructor, or if the grade is not resolved by the instructor, the student must file a written intent to appeal the grade with the instructor's division office.
2. Once the written notice is filed, the student must contact the division chair. The division chair will arrange a meeting between him/herself, the instructor and the student, or between the instructor and the student if such a meeting has not yet taken place.
3. If the grade appeal is still unresolved, the student must submit details in writing to the vice president for Academic and Student Affairs, who will act on the grade appeal within 15 days of being notified.
4. Within 15 days of the receipt of the written certified letter, a hearing committee composed of the division chair, two faculty members of the same division and two students chosen by the Associated Students of

Western Nevada president will meet to hear the grade appeal. The instructor and the student who is appealing the grade will be invited to be present when this committee meets.

5. The written recommendation of this hearing committee will be forwarded to the vice president for Academic and Student Affairs who will act on the grade appeal within 15 days of being notified.

Repeat Adjustment Request

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

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

Students are eligible for the Dean's List if:

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

Transcripts

Official Transcripts

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

Request Transcripts

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

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

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

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

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

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

Unofficial Transcripts

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

Privacy Information

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

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

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

The institution does not release the records of individual students, such as grades and class schedules, without prior written consent of the student. As permitted under federal law, an exception to the above practice is the release of 'directory' information considered to be public in nature and not general deemed to be an invasion of privacy. At Western Nevada College, the following categories are defined as 'directory' information: student name, address including city and state, telephone number, Email address, full-time/part-time status, graduation date, major/field of study, degrees, honors and awards received, dates of attendance and whether currently enrolled,

most recent educational agency or institutions attended, weight and height of members of athletic teams, and photographs from college sanctioned events.

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

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

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

FERPA provides a student with the following rights:

1) The right to inspect and review information in his/her education records within 45 days of the day the institution receives a request for access.

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

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

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

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

Request for Non-Disclosure of Directory Information

Fees, Payments & Refunds

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

Fees

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

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

- Summer 2017 – Spring 2018 Fees

Paying by Internet

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

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

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

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

Payment Plans

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

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

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

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

Delinquent Accounts

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

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

Fee Refunds

Information on refunds is on the Refund Information page.

Direct Deposit of Student Refund Checks

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

Excess Credit Fee

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

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

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

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

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

[Excess Credit Fee Appeal Form](#)

Refunds

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

Courses that are scheduled to begin at a date different from the regular semester and/or after the beginning of the semester and short term courses DO NOT follow full-term refund guidelines. A short-term class is defined as a class that is not scheduled to meet for the entire semester (16 weeks for fall and spring, eight weeks for summer). Short-

term courses and courses that start before the regular semester start date must be dropped at least one day before the first class session for a 100 percent refund; after this day no refund will be given. Note: Many summer courses are short-term.

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

Refund checks for dropped classes are prepared and mailed or sent by e-check 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

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

Counseling Services

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

[First Time College Students](#)

[Transfer & Returning Students to WNC](#)

[WNC Current Students](#)

[Career Resources](#)

[Transfer Information](#)

[Testing Services](#)

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

[College Opportunities for High School Students](#)

[Academic Success Tools](#)

Counseling Services

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

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

Have Questions?

Schedule a telephone appointment with a staff member by going to our counseling scheduling app at wncgencounseling.youcanbook.me

[Schedule a Telephone Appointment](#)

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

Disability Support Services

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

Behavioral Intervention Team

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.

[Fill out a Behavioral Intervention Report](#)

Career Connect

Students with disabilities who are attending at least one WNC class at any campus/center or web-based class, and have an open case with DETR-VR can apply for assistance and will be referred to Career Connect. Staff will work closely with a DETR-VR Counselor throughout the referral, eligibility, planning, and follow-up processes to ensure coordinated service provision will lead to successful employment outcomes.

[Career Connect](#)

Career Fair

[Career Fair](#)

Applying for Financial Aid

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

FAFSA

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

[Applying For Aid: FAFSA](#)

Scholarships

WNC Foundation provides many scholarships that are available to students.

[Scholarships](#)

Loans

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

[Loans](#)

Timelines/Deadlines

Know the deadlines that relate to student financial aid.

[Dates & Deadlines](#)

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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/financial/aid/>

Grants

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

Pell

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

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

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

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

Federal Supplemental Education Opportunity Grant (FSEOG)

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

Grant in Aid

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

SSOG

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

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

- Be enrolled in a program of study leading to a degree or certificate;
- Enroll in at least 15 credit hours that apply to the student's chosen program of study;
- Be college ready based on placement or completion of entry-level, college-level mathematics and English*;
- Be classified as a resident for tuition purposes;
- Meet institutional Title IV financial aid satisfactory academic progress requirements; and
- Complete the Free Application for Federal Student Aid (FAFSA) and have an Expected Family Contribution (EFC) of 8500 or less.

*To be considered "college-ready" for the purpose of SSOG Program eligibility, a student must be 1) currently or previously enrolled in a 100 or above level mathematics and English course, 2) placed into a college-level course under institutional

placement policies for placement into at least Math 120 and English 101, or 3) previously successfully completed remedial coursework (evident by a C or better in Math 96 and/or English 98).

[Learn More about this Program](#)

NRA

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

WNC

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

WNC 15 to Finish

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

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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/financial/types-of-aid/grants/>

Loans

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

Loans – Definition

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

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

Be conservative. Only borrow what is absolutely needed.

Types of Loans

- **Federal Direct Stafford Loans (Subsidized and Unsubsidized)**
 - **Direct Subsidized Stafford Loan** – This loan is need-based aid (need is determined by FAFSA). Eligibility is determined based on credits taken, degree program declared, and past borrowing. Interest is subsidized while in school attending at least half time (six units).
 - **Direct Unsubsidized Stafford Loan** – This loan is non-need based aid. Interest begins to accrue immediately from the date the loan is disbursed, like a credit card purchase. The borrower is responsible for the interest that accrues on the loan. Students are encouraged to pay the interest while in college.
If the borrower does not pay the interest **that is accruing on the Unsubsidized loan** while in college and **when** the Unsubsidized loan goes into repayment, the lender will take the principle borrowed, all the interest that was not paid, add them together and then determine what the payment will be with interest!
 - **Direct Parent Loan for Student (PLUS)** – This loan is a low-interest student loan for the parents of dependent students and for graduate/professional degree students. Unlike Subsidized and Unsubsidized loans, this type of loan requires the borrower to pass a credit check. Interest begins to accrue from the date the loan is disbursed, just like a credit card purchase!!
Parents can apply online at: www.studentloans.gov. A Federal PLUS Loan Request form and a Student Loan Request form can be found [here](#). Students must complete the form every year.

How Much Can I Borrow Each Academic Year?

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

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

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

What is an Academic Year?

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

How Much Can I Borrow for a Lifetime?

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

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

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

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

Interest Costs and Loan Fees

Interest Rates

On or after July 1, 2016 and before July 1, 2017

The **Subsidized loan** is 3.76% (when you go into repayment).

The **Unsubsidized loan** is 3.76% (accruing immediately once loan is disbursed).

The **PLUS** is fixed at 6.31% (accruing immediately once loan is disbursed).

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

Steps to Apply for a Federal Direct Stafford Loan

1. Complete and submit the Free Application for Federal Student Aid (FAFSA).
2. Complete your WNC financial aid file.
3. Complete a Master Promissory Note (MPN) at www.studentloans.gov. Sign in with your federal PIN and choose Complete MPN from the menu on the left side of the page.
4. Complete the Entrance counseling at: www.studentloans.gov. Sign in with your federal PIN and choose Complete Entrance Counseling from the menu on the left side of the page. ENCOURAGED TO COMPLETE EVERY YEAR.
5. Log on to the National Student Loan Data System (NSLDS) at www.nsls.ed.gov and print a summary report of your financial aid history. You **must** attach your financial aid history summary to your Loan Request Form. If this is the first time you have requested financial aid, you must attach a printout of the NSLDS web page proving you have accessed your NSLDS account.
6. Complete and submit the [Student Loan Request Form](#).
7. Must complete the Exit counseling at: www.studentloans.gov in the **last** semester you are in attendance at WNC.
8. If you decide to cancel your loan(s), you need to submit to the Financial Assistance office a completed [Loan Revision Request](#) form and/or return the loan funds to your lender. To avoid penalty, you must cancel your loans as soon as possible or no later than 14 days after disbursement of funds.

FOR MORE INFORMATION ON DIRECT FEDERAL STAFFORD LOANS GO TO:
<http://www.direct.ed.gov/student.html>

Loan Disbursements

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

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

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

Exit Counseling

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

National Student Loan Data System

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

Loan Default – Consequences of Default!!!!

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

Private Education Loan

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

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

It is in the best interest of the borrower to review each lender's interest rates and types to ensure the borrower chooses the best one for his or her needs.

Scholarships

WNC Scholarships

Each year, WNC awards scholarships to students on the basis of academic criteria or any combination of academics, field of study, financial need, activities, community service, and other criteria. The General WNC Foundation Scholarship application for 2017/2018 is now closed.

Below are helpful links when applying for scholarships:

- Scholarship Workshop Presentation
- Scholarship Tips
- Scholarship Application

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

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

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

Governor Guinn Millennium Scholarship

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

A student attending WNC and using his or her Millennium Scholarship must enroll in a minimum of nine eligible credits and will receive a maximum of \$40 per credit hour for lower-division credits (100-200 level) and \$60 per credit hour for upper division credits (300-400 level). This scholarship is for up to 15 credits of 100 level and above courses per semester. Contact the Office of the Nevada State Treasurer to request complete information and all eligibility criteria.

Outside Scholarships

The following is a list of scholarships available through outside organizations.

Additional Scholarship Opportunities

DISCLAIMER:

Be advised that the scholarships listed on this page are not offered, administered or awarded by Western Nevada College. Although the college attempts to assure that the links listed are legitimate and reputable sources, and the college lists them as a means of making scholarship information available to students, the college cannot guarantee the validity of any claims made by these organizations on their websites. Accordingly, students should be cautious in providing personally identifiable information on internet sites and should report suspicious sites to the college. Western Nevada College is not responsible for how personally identifiable information you provide in pursuing scholarships may be used.

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

Student Employment

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

Frequently Asked Questions

On-Campus Jobs

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

[Search Jobs](#)

How do I apply for a job?

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

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

What is Work Study?

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

Student Employment Programs

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

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

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

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

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

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

- Have unusual financial circumstances.

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

Applying for Student Employment

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

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

Information for Supervisors

Student Employment Handbook

WNC does not discriminate on the basis of race; color; national origin; sex; disability; age; gender, including a pregnancy-related condition; gender identity or expression; sexual-orientation; protected veterans status; genetics; or religion in its programs and activities and provides equal access to facilities to all. Similarly, there shall be no difference in the treatment of persons who file charges of discrimination, participate in a discrimination proceeding, or otherwise oppose discrimination. It is our policy to comply fully with the non-discrimination provision of all state and federal regulations in all programs and activities, including, but not limited to recruitment, admission, financial aid, activities, hiring, promotions, training, terminations, benefits and compensation. Inquiries concerning the application of non-discrimination policies and/or questions as to how to file a complaint of discrimination may be referred to the following individuals: Title IX Coordinator: (775) 445-4231; OR Dean of Student Services: (775) 445-3271; OR Assistant Director of Human Resources: (775) 445-4231; Western Nevada College, 2201 West College Parkway, Carson City, NV 89703. For further information on notice of non-discrimination, visit <http://wdcrobcop01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481. (Rev. 09/16)

Veterans Services

Education Benefits

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

Education Benefit Programs

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

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

Getting Certified

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

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

Maintaining Satisfactory Academic Progress

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

SAP Appeal Process

WNC VA SAP Appeal Process

Students wishing to continue using VA education benefits at WNC while on Academic Probation, must meet with an Academic Counselor and file a VA SAP Appeal E-Form. If a student's appeal is approved, the school resume the normal certification process for the student. If the appeal is denied or not filed, the previous semester of education benefits will be terminated. This may result in a debt for the student to the Department of Veterans Affairs. Student who need to file an appeal will have 30 days from the last day of the last semester attended.

WNC VA SAP Appeal Form

OR

VA SAP Appeal Process

Students also have the option to initiate a request to resume use of VA Education Benefits through submission of VA Form 22-1995 or VA Form 22-5495 directly to the VA.

Termination of VA Education Benefits due to unsatisfactory academic progress, could impact a student's ability to use education benefits at other institutions as determined by the VA.

Important Contacts

Veterans Assistant

Phone	775-445-3244
Email	veteranbenefits@wnc.edu

The Veterans Resource Center

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

[Veterans Resource Center](#)

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<http://www.wnc.edu/financial/veterans-education-benefits/>

Academic Skills Center

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:

- 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

Nevada students can now get *free online tutoring* in multiple subjects ' from English and Spanish to math and chemistry thanks to a grant through the Library Services and Technology Act (LSTA) administered by the Nevada Institute of Museum and Library Services.

[Start Brainfuse](#)

Drop-in Tutoring

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

Tutoring Appointments

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

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<http://www.wnc.edu/academic-skills-center/>

Adult Literacy & Language

2017 Program Guide

High School Equivalency (HSE)		
Fall		
HSE Registration	Oct. 12 & 26	9 am OR 6 pm *
	Nov. 9 & 30	9 am OR 6 pm *
* Students must attend ONE of these registrations at 9 am OR 6 pm. Registration lasts a minimum of 2.5 hours for orientation, paperwork, and placement testing.		
English Language Learning (ELL)		
Winter		
Check back in December for Winter ELL class dates and registration information.		

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

Literacy instruction, English language learning (ELL), and HSE preparation are available to adults who qualify, through a federally-funded grant dispersed by the Nevada Department of Education. Services are offered year-round and include classes, online instruction, tutoring, transition courses, skills for the workplace instruction, and a computer-based instruction lab. Students will typically move from one level of instruction to another and will be assisted with the transition into credit-earning college courses.

Literacy Instruction

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

Adult Literacy & Language Application for Services

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

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

High School Equivalency (HSE) Exam Preparation

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

English Language Learning

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

Enseñanza Del Idioma Inglés

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

Rights and Responsibilities of Citizenship

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

English Language Transition (ELT)

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

Boot Camps

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

Skills for the Workplace/Opportunity Knocks

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

National Adult Education Honor Society (NAEHS)

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

Hours

Monday/Thursday: 8 am ' 8 pm

Friday: 8 am ' 5 pm

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

Bookstores

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

Carson Campus Bookstore

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

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

Fallon Bookstore

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

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

Child Care

[CDC Handbook](#)
[CDC Job Application](#)

Enrollment Notice

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

Choosing the Right Child Care

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

Age Appropriate Classes

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

Age Appropriate Playgrounds

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

Parent Action Board

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

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

Hours & Fees

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

Full Time Tuition

	Non-Students	Students*	Per
“Cubs” (6wks-12 mths)	\$203	\$178	week
“Turtles” (12-24 mths)	\$182	\$157	week
“Bees” (24-36 mths)	\$172	\$147	week
“Pre-K” (3-6 years)	\$156	\$131	week
“Bears” (5-6 years – 1/2 Day)	\$105	\$90	week

Part Time Tuition

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

Registration

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

***Students:** 6+ units

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

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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/cdc/>

Specialty Crop Institute

The Western Nevada College Specialty Crop Institute was created to provide training for alternative farming methods and crops for Nevada's high desert agriculture. Training is provided by the best of industry experts, producers and educators through classroom lectures and hands-on, on-farm experiences. The goals of the Specialty Crop Institute are to expand and diversify Nevada agriculture.

Â UPCOMING EVENTS

October 7 – **Hoop House Production** – Fallon – [Details](#)

November 4 – **Holistic Land Management** – Fallon – [Details](#)

December 1 – **Small Farm Equipment Field Day** – Reno Details TBA

January 27, 2018 – **CSA Marketing** – Details TBA

February 2-3, 2018 – **Nevada Small Farm Conference** – [Details](#)

Additional workshops are being planned. Check back for updates. Contact project direct [Ann Louhela](#) to receive notifications of future workshops.

- For a list of past workshops, visit our [Previous Workshops page](#)
- [Grant Opportunities](#)
- [2017 Walker River Producer Grant](#)

Projects of the WNC Specialty Crop Institute are made possible with funding from the National Fish and Wildlife Foundation.

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<http://www.wnc.edu/specialty-crop-institute/>

Community/Continuing Education

Community/Continuing Education

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

[Register for Continuing Education Classes](#)

[Carson City Community Education](#)

[Fallon Community Education](#)

[Specialty Crop Institute](#)

[Driver Education](#)

[Motorcycle Safety](#)

[College for Kids](#)

Economic/Workforce Development

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

[Browse Courses](#)

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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/continuing-education/>

Honors Program

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

Benefits:

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

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

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

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

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

Follow these steps to complete an honors project:

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

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

Job Board

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

Academic and Administrative Faculty

Listings of academic and administrative faculty positions at Western Nevada College available using the link below.

[Academic and Administrative Faculty](#)

Part-Time Faculty

Listings of part-time faculty positions available using the link below. 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.

[Part-Time Faculty](#)

Classified Staff

Listings of classified staff positions at Western Nevada College are available using the link below. WNC support staff are state of Nevada 'classified' employees.

[Classified Staff](#)

Student Jobs

Listings of on-campus, off-campus, and tutoring opportunities for students of Western Nevada College are available at http://lr.wnc.edu/jobs/student_jobs/.

[On-Campus Jobs](#)

Community Job Board

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

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

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

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

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

- University of Nevada, Reno

WNC does not discriminate on the basis of race; color; national origin; sex; disability; age; gender, including a pregnancy-related condition; gender identity or expression; sexual-orientation; protected veterans status; genetics; or religion in its programs and activities and provides equal access to facilities to all. Similarly, there shall be no difference in the treatment of persons who file charges of discrimination, participate in a discrimination proceeding, or otherwise oppose discrimination. It is our policy to comply fully with the non-discrimination provision of all state and federal regulations in all programs and activities, including, but not limited to recruitment, admission, financial aid, activities, hiring, promotions, training, terminations, benefits and compensation. Inquiries concerning the application of non-discrimination policies and/or questions as to how to file a complaint of discrimination may be referred to the following individuals: Title IX Coordinator: (775) 445-4231; OR Dean of Student Services: (775) 445-3271; OR Assistant Director of Human Resources: (775) 445-4231; Western Nevada College, 2201 West College Parkway, Carson City, NV 89703. For further information on notice of non-discrimination, visit <http://wdcrobcop01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481. (Rev. 09/16)

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

Online Learning

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

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

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

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

Online Classes

[Access WNC Online](#)

[Search Web Classes in MyWNC](#)

[WNC Online Student FAQ's](#)

[Online Student Orientation](#)

Student Resources

[Online Degrees & Programs](#)

Technology Resources

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

Research

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

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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/wnc-online/>

Student Life

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

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

Student Organizations

Associate Students of Western Nevada

The Associated Students of Western Nevada, otherwise known as student government, is an elected group of students who represent the student body of Western Nevada College.

Student Clubs

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

Student Ambassadors

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

Campus Life

Email/Wifi

Fitness Center

Bookstores

Roundabout Cafe

Id Cards

Career Fair

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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-life/>

Student Government

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

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

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

2017 – 2018 ASWN Student Elections

Voting is open CLOSED. Thank you to all who participated in this year's election!

President Candidates

- **Tania Covarrubias – Winner**
- **Tsile Armstrong**

Vice President Candidates

- **Miette Lopez – Winner**

Treasurer/Secretary Candidates

- **Daniel Jauregui – Winner**

Senator Candidates

- **Jessica Hoyos Velazquez – Winner**
- **Viridiana Miranda – Winner**
- **Elizabeth Bounds – Winner**
- **Alexis Gray – Winner**
- **Taylor Smokey – Winner**
- **Adrian Gonzalez – Winner**

Full-Time Faculty of the Year

- **Mary Gillespie – Winner**
- **Anthony Moschelli – Winner**

Adjunct Faculty of the Year

- **Richard H. Finn Jr – Winner**

Student Organizations

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

Transfer Degree Information

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

Associate of Arts Associate of Science Associate of Business

WNC students may select a course of study which enables them to complete some or all of the lower division requirements for a four-year degree from the list of transfer programs at UNR, UNLV, NSC or other schools.

Recent surveys of WNC students show they have transferred to colleges throughout the country including:

- UNR
- Nevada State College
- California State University, Sacramento
- University of New Mexico
- Truckee Meadows Community College
- Cosumnes River College-Los Rios
- Great Basin College

- UNLV
- Southern Utah University
- University of California at Berkeley
- Arizona State University
- University of Phoenix
- Lake Tahoe Community College
- Salt Lake Community College

List of Transfer Programs

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

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

- Environmental Science

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

- Natural Resources
- Nursing
- Occupational Therapy
- Oceanography
- Pre-Optometry
- Pre-Pharmacy
- Philosophy
- Physician Assistant
- Physical Education
- Pre-Physical Therapy
- Physiology
- Physics
- Political Science
- Psychology
- Public Administration
- Public Relations
- Radiologic Technology
- Recreation
- Religious Studies
- Social Science
- Social Welfare/
- Social Work
- Sociology
- Special Education
- Speech Communication
- Theatre Arts
- Urban Planning
- Pre-Veterinary Medicine
- Vocational Education
- Zoology

How WNC Courses Transfer

All students planning to transfer to a four-year college or university are encouraged to meet with a WNC counselor to ensure their understanding of current transfer guidelines and to carefully design a transfer program that will best meet their needs. Students are encouraged to select the institution and program into which they expect to transfer as early as possible.

Courses with numbers below 100 (Such as ENG 095)

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

Courses with numbers 100 to 299 (Such as ENG 101)

These courses are designed to apply toward a WNC degree and/or transfer to other schools within the Nevada System of Higher Education, depending on the degree chosen and other courses completed. They may transfer to colleges and universities outside Nevada. For information about how these courses can transfer and apply to a specific program of study, please contact a counselor.

Courses with numbers 300 to 499 (Such as MGT 462)

These are upper division courses that are designed to apply toward a WNC Bachelor of Technology degree. They may also transfer to other colleges and universities. For information about how these courses can transfer and apply to a specific program of study, please contact a counselor.

Courses with numbers 1000 and above (Such as CFK 1001)

These are non-credit, non-college continuing education courses. Please contact a counselor for more information.

NSHE Non-Transferable Courses

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

Courses with a 'C' Designator after the number(Such as CMSV 104C)

These are continuing education courses offered for no credits that will not apply to a WNC degree or transfer to another college or educational institution. Please contact a counselor for more information.

Courses with an 'L' Designator after the number(Such as PHYS 151L)

These are laboratory courses designed to apply toward a WNC degree and/or transfer to other schools within the Nevada System of Higher Education, depending on the degree chosen and other courses completed. They may transfer to colleges and universities outside Nevada. For information about how these courses can transfer and apply to a specific program of study, please contact a counselor.

Associate of Applied Science (AAS)

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.

Mission:

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

Student Outcomes:

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

- have met the general education student learning outcomes.
- know the subject matter appropriate to the emphasis of the degree.
- have acquired skills and can perform tasks necessary for employment or career advancement.

Note:

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

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

Requirements

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

English/Communications Requirements: 6 Units (Credits)

Must include a writing course.

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

Human Relations Requirement: 3 Units (Credits)

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

Humanities/Social Science Requirements: 3 Units (Credits)

Choose from either humanities or social science areas:

Humanities Area:

- Art: [100](#), [101*](#), [124](#), [141](#), [160](#), [211](#), [216](#), [224](#), [231](#), [260](#), [261](#)
- Core Humanities: [201](#), [202](#)
- English: [200](#), [221](#), [223](#), [250](#), [261](#), [266](#), [267](#), [271](#), [275](#)
- History: [105](#), [106](#), [207](#), [247](#)
- Humanities: [101](#)
- Music: [111*](#), [121](#), [124](#), [125](#), [134](#), [176](#)
- Music: Ensemble: [131](#), [135](#)
- [Philosophy](#) (Except PHIL 102, 114)
- Theatre: [100](#), [105](#), [180](#)

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

Social Sciences Area:

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

Mathematics Requirement: 3 Units (Credits)

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

Science Requirement: 3 Units (Credits)

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

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

Must meet both requirements. Choose from the following:

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

Program Requirements and General Electives

Number of units required may vary by emphasis.

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

Business-Accounting AAS

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: \$29,700–\$46,000 / 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.

Mission:

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

Student Outcomes:

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

Requirements

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

Core Business Requirements 30 Units (Credits)

<u>ACC 201</u>	Financial Accounting	3
<u>ACC 202</u>	Managerial Accounting	3
<u>BUS 101</u>	Introduction to Business	3
<u>BUS 273</u>	Business Law I	3
<u>BUS 299</u>	Business Capstone	3
<u>ECON 102</u>	Principles of Microeconomics	3
<u>ECON 103</u>	Principles of Macroeconomics	3
<u>IS 101</u>	Introduction to Information Systems	3
or <u>IS 201</u>	Computer Applications	
<u>MGT 201</u>	Principles of Management	3
<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>	Microcomputer Accounting Systems	3
or <u>ACC 223</u>	Introduction to QuickBooks	

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

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

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

General Education Requirements15 Units (Credits)

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

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

Suggested Course Sequence

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

1st Year

First Semester: 15 Credits

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

Second Semester: 15 Credits

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

2nd Year

Third Semester: 15 Credits

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

Fourth Semester: 15 Credits

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

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

Business-Management AAS

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

Salary: \$37,990–\$50,510 / year (Nevada)

Career Outlook: Average growth

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

Mission:

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

Student Outcomes:

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

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

Requirements

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

Core Business Requirements 30 Units (Credits)

<u>ACC 201</u>	Financial Accounting	3
<u>ACC 202</u>	Managerial Accounting	3
<u>BUS 101</u>	Introduction to Business	3
<u>BUS 273</u>	Business Law I	3
<u>BUS 299</u>	Business Capstone	3
<u>ECON 102</u>	Principles of Microeconomics	3
<u>ECON 103</u>	Principles of Macroeconomics	3
<u>IS 101</u>	Introduction to Information Systems	3
or <u>IS 201</u>	Computer Applications	
<u>MGT 201</u>	Principles of Management	3
<u>MKT 210</u>	Marketing Principles	3

Management Requirement 6 Units (Credits)

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

Management Electives 9 Units (Credits)

Choose 9 units from the following:		
Any Business, Management or Marketing courses		9

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

General Education Requirements 15 Units (Credits)

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

Suggested Course Sequence

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

1st Year

First Semester: 15 Credits

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

Second Semester: 15 Credits

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

2nd Year

Third Semester: 15 Credits

<u>BUS 109</u> or <u>MATH 120</u> or higher	3
Management Elective	6

<u>MGT 235</u>	3
<u>MKT 210</u>	3

Fourth Semester: 15 Credits

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

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

Criminal Justice AAS

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: \$57,530–\$80,370 / year (Nevada)

Career Outlook: Average Growth

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

Mission:

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

Student Outcomes:

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

- Meet the general education requirements of WNC
- Maintain proper professional attitude for law enforcement
- Articulate the legal requirements of search and seizure
- Recognize and evaluate criminal law
- Process crime scenes
- Analyze theories for committing crimes
- Maintain vocabulary necessary for Criminal Justice
- Have an acute awareness of cultural diversity
- Maintain crime scenes

Requirements

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

Program Requirements 36 Units (Credits)

<u>CRJ 101*</u>	Introduction to Criminal Justice I	3
<u>CRJ 102*</u>	Introduction to Criminal Justice II	3
<u>CRJ 106*</u>	Introduction to Corrections	3
<u>CRJ 155</u>	Juvenile Justice System	3
<u>CRJ 164</u>	Principles of Investigation	3
<u>CRJ 211*</u>	Police in America	3
<u>CRJ 222*</u>	Criminal Law and Procedure	3
<u>CRJ 225</u>	Criminal Evidence	3
<u>CRJ 234*</u>	Introduction to the Courts and American Legal System	3
<u>CRJ 270</u>	Introduction to Criminology	3
Choose 6 units from the following:		
<u>ART 135</u>	Photography I	3
<u>ART 141</u>	Introduction to Digital Photography I	3
<u>BUS 107</u>	Business Speech Communications	3

<u>COM 101</u>	Oral Communications	3
<u>CPD 116</u>	Substance Abuse-Fundamental Facts	3
<u>CPD 117</u>	Introduction to Counseling	3
<u>CPD 129</u>	Communication Techniques	1
<u>STAT 152</u>	Introduction to Statistics	3
<u>SW 230</u>	Crisis Intervention	3
Any CRJ Course		1-6
Any IS, COT, or CIT Course		1-6
Any Foreign Language		1-6
Any PSY or SOC		1-6

General Education Requirements 24 Units (Credits)

English/Communications Requirements <u>ENG 101</u> & <u>ENG 102</u> Recommended	6
Humanities Requirement: 3 Units (Credits)	3
Mathematics Requirement Recommended MATH 120* or higher	3
Science Requirement	3
U.S. and Nevada Constitution Requirements	3
General Electives	6

*Direct transfer to UNR and UNLV for CRJ major.

Suggested Course Sequence

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

1st Year

First Semester: 15 Credits

<u>CRJ 101</u>	3
<u>ENG 101</u>	3
General Elective	3
Humanities Course	3
Program Elective	3

Second Semester: 15 Credits

<u>CRJ 102</u>	3
<u>CRJ 106</u>	3
<u>CRJ 164</u>	3
<u>ENG 102</u>	3

Mathematics Course

3

2nd Year

Third Semester: 15 Credits

<u>CRJ 211</u>	3
<u>CRJ 222</u>	3
<u>CRJ 234</u>	3
Program Elective	3
Science Requirement	3

Fourth Semester: 15 Credits

<u>CRJ 225</u>	3
<u>CRJ 270</u>	3
General Elective Course	3
Program Elective	3
U.S./Nevada Constitution	3

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

Deaf Studies AAS

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: \$38,790–\$50,930 / year (Nevada)

Career Outlook: Faster than average growth

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

Mission:

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

Requirements

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

Program Requirements 36 Units (Credits)

<u>AM 140</u>	American Sign Language I / II	6
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Students can take AM145 and AM146 in lieu of AM140 for slower paced coursework.

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

<u>AM 149</u>	American Sign Language V	4
<u>AM 150</u>	American Sign Language VI	4
<u>AM 151</u>	Fingerspelling I	1
<u>AM 152</u>	Fingerspelling II	1
<u>AM 153</u>	Deaf Culture	3
<u>AM 154</u>	Deaf History	3
<u>AM 215</u>	Conversational ASL	4
<u>AM 216</u>	Receptive ASL	4

General Education Requirements 24 Units (Credits)

English/Communications Requirements Must include a writing course.	6
Human Relations Requirement	3
Humanities/Social Science Requirement	3
Mathematics Requirement	3

Science Requirement	3
U.S. and Nevada Constitution Requirements	3
General Electives THTR 105 Recommended	3

Suggested Course Sequence

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

1st Year

First Semester: 16 Credits

<u>AM 140*</u>	6
<u>AM 151</u>	1
<u>AM 154</u>	3
English/Communication Course	3
Human Relations Course	3

Second Semester: 16 Credits

<u>AM 141**</u>	6
<u>AM 152</u>	1
<u>AM 153</u>	3
English/Communication Course	3
Humanities/Social Science Course	3

2nd Year

Third Semester: 14 Credits

<u>AM 149</u>	4
<u>AM 215</u>	4
Mathematics Course	3
U.S./Nevada Constitution	3

Fourth Semester: 14 Credits

<u>AM 150</u>	4
<u>AM 216</u>	4
General Elective (<u>THTR 105</u> recommended)	3
Science Course	3

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

General Business AAS

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.
\$37,990–\$50,510 / 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

Mission:

The purpose of the Associate of Applied Science degree in business is to provide the knowledge and skills necessary to succeed in the current business environment.

Requirements

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

Core Business Requirements 24 Units (Credits)

<u>BUS 101</u>	Introduction to Business	3
<u>BUS 273</u>	Business Law I	3
<u>BUS 299</u>	Business Capstone	3
<u>ECON 102</u>	Principles of Microeconomics	3
<u>ECON 103</u>	Principles of Macroeconomics	3
<u>IS 101</u>	Introduction to Information Systems	3
or <u>IS 201</u>	Computer Applications	
<u>MGT 201</u>	Principles of Management	3
<u>MKT 210</u>	Marketing Principles	3

Accounting Requirements 6 Units (Credits)

<u>ACC 135</u>	Bookkeeping I	3
& <u>ACC 201</u>	Financial Accounting	3
or <u>ACC 201*</u>	Financial Accounting	
& <u>ACC 202*</u>	Managerial Accounting	

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

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

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

General Education Requirements 15 Units (Credits)

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

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

Suggested Course Sequence

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

1st Year

First Semester: 15 Credits

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

Second Semester: 15 Credits

<u>ACC 201 or ACC 202</u>	3
<u>BUS 108 or ENG 102</u>	3
<u>BUS 109 or MATH 120</u>	3
<u>ECON 103</u>	3
<u>MGT 201</u>	3

2nd Year

Third Semester: 15 Credits

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

Fourth Semester: 15 Credits

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

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

Graphics Communication AAS

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

Salary: \$35,950–\$56,640 / 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.

Mission:

The Associate of Applied Science degree in Graphic Communications will provide employment-related knowledge and skills necessary to succeed in the graphic communications field. The degree will meet educational criteria for employment and prepare the student for possible transfer to other colleges and universities to meet higher educational and professional goals.

Student Outcomes:

Associate of Applied Science in Graphic Communications graduates are expected to:

- Apply technical skills in current design technologies.
- Identify and apply design concepts.
- Develop a portfolio of work demonstrating design skills
- The combination of student learning outcomes for this program and general education prepares students to meet the WNC Institutional Student Learning Outcomes.

Requirements

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

Program Requirements 42 Units (Credits)

<u>ART 100</u>	Visual Foundations	3
<u>ART 101</u>	Drawing I	3
<u>GRC 103</u>	Introduction to Computer Graphics	3
<u>GRC 109</u>	Color and Design	3
<u>GRC 144</u>	Electronic Layout and Typography	3
<u>GRC 156</u>	Design with Illustrator	3
<u>GRC 175</u>	Web Design I	3
<u>GRC 179</u>	Multimedia Design and Production I	3
<u>GRC 183</u>	Design with Photoshop	3
<u>GRC 188</u>	Web Animation I	3
<u>GRC 275</u>	Web Design II	3
<u>GRC 283</u>	Electronic Imaging II	3
<u>GRC 294</u>	Professional Portfolio	3
Choose 3 units from the following:		
<u>ART 124</u>	Beginning Printmaking	3

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

General Education Requirements 18 Units (Credits)

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

Suggested Course Sequence

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

1st Year

First Semester: 15 Credits

<u>ART 100</u>	3
<u>ART 101</u>	3
General Ed Courses	3
<u>GRC 103</u>	3
<u>GRC 109</u>	3

Second Semester: 15 Credits

General Ed Courses	6
<u>GRC 144</u>	3
<u>GRC 156</u>	3
<u>GRC 183</u>	3

2nd Year

Third Semester: 15 Credits

General Ed Courses	6
<u>GRC 175</u>	3
<u>GRC 188</u>	3
<u>GRC 283</u>	3

Fourth Semester: 15 Credits

General Ed Courses	3
<u>GRC 179</u>	3
<u>GRC 275</u>	3
<u>GRC 294</u>	3
Program Elective	3

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

Nursing Program/Degree

Increase in differential fees for nursing students

A differential fee will be instituted fall 2015 for students admitted into the nursing program. The fee will be \$60/credit for all nursing courses except for NURS 130. The fee will be in addition to the regular tuition fee charged at the college.

Program Details

WNC's Associate Degree Nursing Program is intended for students seeking careers as a registered nurse. The curriculum is sequenced and progresses in complexity. It integrates knowledge from the bio/social/sciences, humanities and mathematics, and is intended to prepare graduates to pass the national licensure examination (NCLEX-RN) and to function as registered nurses in diverse care settings. Upon completion of the Associate Degree Nursing Program, students will be awarded an Associate of Applied Science degree. Graduates are eligible to sit for the NCLEX-RN.

The nursing program is approved by the Nevada State Board of Nursing (NSBN) and is accredited by the Accreditation Commission for Education in Nursing, 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, ph: 404-975-5000. Applicants are advised that eligibility for licensure may be affected by the existence of a criminal record, a history of alcohol or drug abuse, and mental or physical illness that may interfere with the practice of nursing. Applicants are encouraged to directly contact the NSBN at 1-775-687-7700 or 888-590-6726 should there be a concern regarding eligibility for licensure.

A limited number of qualified students are admitted as first semester students utilizing the selection criteria outlined below. The nursing program requires that pre-and co-requisite courses be completed with a grade of "C" or better (a C- or lower grade will not be accepted). Students admitted to the program are required to attend two mandatory orientation sessions (one full day each) scheduled for late spring or early summer, and just prior to the start of classes.

Academic Skills Testing

The Academic Skills Test for the 2016-17 selection criteria, for entrance into the nursing program for fall 2017, will be the Health Education Systems Incorporated (HESI) Admission Assessment examination. Students must complete the HESI exam at WNC during the spring 2017 semester to be considered for admission for the fall 2017 nursing program.

There will be no minimum score required on any areas of the HESI exam for the fall 2017 nursing program admission. Students will be given 0 – 4 points depending on their overall score.

Further information regarding the HESI exam and dates it will be offered will be posted by the end of fall 2016 semester.

Salary: \$67,400–\$93,380 / 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

Mission:

The Nursing Program reflects the mission of Western Nevada College by assisting students to develop professional competencies which value nurturing and a respect for differences, use of evidence-based practice, ethical integrity, a spirit of inquiry and introspection. The development of the competences prepares students to function as safe, entry-level professional nurses and to transfer to higher degree programs.

Student Outcomes:

The nursing program philosophy, professional guiding documents and the integrating concepts are reflected in program and course student learning outcomes, clinical evaluation tools, and nursing care plans.

Upon successful completion of the nursing program, the student will be able to:

- Incorporate principles from the bio/psycho/social sciences, mathematics, humanities, and nursing in the provision of patient care.
- Apply the nursing process in a caring manner to safely meet the holistic needs of patients across the lifespan.
- Utilize a broad range of communication skills to promote understanding.
- Utilize a spirit of inquiry to integrate current evidence-based guidelines and nursing science when making clinical practice decisions.
- Apply concepts of caring, cultural sensitivity, and respect for all persons.
- Apply concepts of teaching and learning to empower patients and families to effectively manage healthcare.
- Incorporate principles of collaboration and teamwork with patients, families, and the health care team to achieve patient-centered care.
- Provide and manage care that reflects values of nursing within professional standards and legal parameters of the profession.

Requirements

A minimum of 71.5 total credits chosen from the following categories:

Prerequisite Courses*21 Units (Credits)

<u>BIOL 223*</u>	Human Anatomy and Physiology I	4
<u>BIOL 224*</u>	Human Anatomy and Physiology II	4
<u>ENG 101</u>	Composition I	3
<u>MATH 120</u>	Fundamentals of College Mathematics	3
or <u>MATH 126</u>	Precalculus I	
or higher MATH course		
<u>PSY 101</u>	General Psychology	3
Choose one (4 Units/Credits):		
<u>CHEM 121</u>	General Chemistry I	4
<u>BIOL 190</u>	Introduction to Cell and Molecular Biology	4
& <u>BIOL 190L</u>	Introduction to Cell and Molecular Biology Lab	

NOTE: Current CNA certification is required for admission into the nursing program.

Successful completion of NURS 129 or NURS 130 will be accepted in lieu of current CNA certification if completed within five years of the date of application to the nursing program.

** BIOL 223 & BIOL 224 must be completed at the same college or university if not completed at an institution within the Nevada System of Higher Education. Science prerequisites must be completed no more than five years prior to the semester of application to the nursing program.*

Note: Statute of Limitation for science courses is five years by the date of application to the nursing program.

Corequisite (Non-Nursing) Courses

<u>BIOL 251*</u>	General Microbiology	4
<u>ENG 102*</u>	Composition II	3
U.S./Nevada Constitutions Course (PSC 103, HIST 111, or CH 203 recommended)*	3	

Note: Corequisite courses must be completed by the end of the fourth semester of the nursing program. See the Associate of Applied Science page for more information on courses fulfilling the general education requirement.

Completion of Chemistry 121 or Biology 190/190L, 223, 224 and 251 fulfills the science general education requirement for the Associate of Applied Science in Nursing.

First Year: Fall Semester Courses 10 Units (Credits)

<u>NURS 136</u>	Foundations of Nursing Theory	3
<u>NURS 137</u>	Foundations of Nursing Laboratory	1
<u>NURS 141</u>	Foundations of Nursing Clinical	2
<u>NURS 147</u>	Health Assessment Theory	2
<u>NURS 148</u>	Health Assessment Laboratory	1
<u>NURS 152</u>	Foundations of Pharmacology in Nursing I	1

First Year: Spring Semester Courses 11 Units (Credits)

<u>NURS 149</u>	Mental Health and Illness Theory	3
<u>NURS 151</u>	Mental Health and Illness Clinical	1
<u>NURS 153</u>	Foundations of Pharmacology in Nursing II	1
<u>NURS 165</u>	Medical Surgical Nursing I Theory	3
<u>NURS 166</u>	Medical Surgical Nursing I Laboratory	1
<u>NURS 167</u>	Medical Surgical Nursing I Clinical	2

Second Year: Fall Semester Courses9 Units (Credits)**

<u>NURS 156</u>	Foundations of Pharmacology in Nursing III	1
<u>NURS 261</u>	Nursing Care of the Family from Conception through Adolescence (Theory)	2
<u>NURS 262</u>	Nursing Care of Family from Conception to Adolescence (Lab/Clinical)	1
<u>NURS 270</u>	Advanced Clinical Nursing I Theory	3
<u>NURS 271</u>	Advanced Clinical Nursing I Clinical	2

Second Year: Spring Semester10.5 Units (Credits)**

<u>NURS 261</u>	Nursing Care of the Family from Conception through Adolescence (Theory)	2
<u>NURS 262</u>	Nursing Care of Family from Conception to Adolescence (Lab/Clinical)	1
<u>NURS 276</u>	Advanced Medical Surgical Nursing II Theory	3
<u>NURS 277</u>	Advanced Medical Surgical Nursing II Clinical	2.5
<u>NURS 284</u>	Role of the ADN Manager of Care	2

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.

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

Technology - Automated Systems AAS

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: \$44,900–\$71,500 / year (Nevada)

Career Outlook: Average growth

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

Mission:

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

Requirements

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

Program Requirements 36 Units (Credits)

<u>AIT 101</u>	Fundamentals of Applied Industrial Technology	4
<u>AIT 121</u>	Electrical Control Systems	1
<u>AIT 155</u>	Applied Industrial Technology Hands On Lab	3
<u>ET 104</u>	Fabrication and Soldering Techniques	3
<u>ET 131</u>	DC for Electronics	4
<u>ET 132</u>	AC for Electronics	4
<u>MT 115</u>	Applied Programmable Logic Controllers I	3
Program Electives (Choose 14 units from the following program electives)		
<u>CADD 100</u>	Introduction to Computer Aided Drafting	3
<u>CADD 245</u>	Solid Modeling and Parametric Design	3
<u>CIT 161</u>	Essentials of Information Security	3
<u>DFT 110</u>	Blueprint Reading For Industry	3
Any AIT, ELM, ET or MT course		

General Education Requirements 24 Units (Credits)

English/Communications Requirement Recommended: <u>BUS 107</u> ; Must include a writing course.	6
Human Relations Recommended: <u>BUS 110</u>	3
Humanities/Social Science Requirement	3
Mathematics Requirement	3
Science Requirement	3

U.S. and Nevada Constitution Requirement	3
General Elective	3

Suggested Course Sequence

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

1st Year

First Semester: 14 Credits

English Course (BUS 107 Recommended)	3
<u>ET 131</u>	4
<u>ET 132</u>	4
Humanities/Social Science Requirement	3

Second Semester: 16 Credits

<u>AIT 101</u>	4
<u>AIT 155</u>	3
<u>ET 104</u>	3
Human Relations Course	3
<u>MATH 110</u>	3

2nd Year

Third Semester: 14–16 Credits

English Course	3
Program Electives	8–10
US and Nevada Constitution	3

Fourth Semester: 14–16 Credits

<u>AIT 121</u>	1
General Elective	3
<u>MT 115</u>	3
Program Electives	4–6
Science Course	3

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

Technology - Automotive Mechanics AAS

The Automotive Mechanics program offers students an opportunity to acquire the necessary skills and technical theory for a successful career as an automotive mechanic. Individuals who are now employed in the automotive mechanics field will be able to upgrade their knowledge. Students obtaining this associate degree will have completed courses of a very technical nature, chosen to complement each other and provide breadth and depth of diagnostic and repair skill abilities necessary to work in a service facility.

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

Career Outlook: Average growth

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

Mission:

The mission of the Associate of Applied Science in Automotive Mechanics is to provide employment-related knowledge and skills necessary to succeed in automotive field.

Student Outcomes:

Students who complete an Associate of Applied Science in Automotive Mechanics are expected to:

- Know the subject matter appropriate to the emphasis of the automotive field
- Acquire skills and perform tasks necessary for employment or career enhancement
- Present themselves effectively to a potential employer
- Utilize appropriate resources to remain current in the automotive field

Requirements

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

Program Requirements 36 Units (Credits)

<u>AUTO 101</u>	Introduction to General Mechanics	3
<u>AUTO 115</u>	Auto Electricity & Electronics I	4
<u>AUTO 117</u>	Advanced Auto Electronics	4
<u>AUTO 130</u>	Engine Reconditioning	3
<u>AUTO 145</u>	Automotive Brakes	4
<u>AUTO 155</u>	Steering & Suspension	4
<u>AUTO 160</u>	Auto Air Conditioning & Heating	3
<u>AUTO 210</u>	Automatic Transmission & Transaxles I	3
<u>AUTO 225</u>	Engine Performance I/Fuel & Ignition	4
<u>AUTO 227</u>	Engine Performance II/Emission Control	4

General Education Requirements 24 Units (Credits)

English/Communications Requirements Recommended: <u>BUS 107</u> & <u>BUS 108</u> ; Must include a writing course	6
Human Relations Requirement Recommended: <u>BUS 110</u>	3

Humanities/Social Science Requirements	3
Mathematics Requirement Recommended: <u>MATH 110</u>	3
Science Requirement	6
U.S. and Nevada Constitution Requirements	3

Suggested Course Sequence

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

1st Year

First Semester: 16 Credits

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

Second Semester: 15 Credits

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

2nd Year

Third Semester: 14 Credits

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

Fourth Semester: 15 Credits

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

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

Technology - Computer Information Technology AAS

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: \$35,730–\$58,330,048 / 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.

Mission:

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

Student Outcomes:

Students who complete programs in occupational areas are expected to demonstrate that they know:

- practices and procedures required for entry level employment
- entry level skill set
- theoretical principles relevant to their emphasis
- test successfully on competencies required to pass industry standard certification exams
- communicate effectively and appropriately, in oral and written form
- locate, evaluate and properly utilize the tools and resources appropriate to a computer technology professional
- acquire skills and perform tasks necessary for employment or career enhancement
- demonstrate effective communication and computation skills appropriate to the chosen occupational field
- appropriate and effective presentation of themselves to potential employers
- standards of social, ethical, legal, accessibility, and diversity issues of their work environment

Requirements

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

Program Requirements 36 Units (Credits)

<u>CIT 114</u>	IT Essentials	4
<u>CIT 128</u>	Introduction to Software Development	4
<u>CIT 161</u>	Essentials of Information Security	3
<u>CIT 263</u>	Introduction to IT Project Management	3
<u>INF 100</u>	Introduction to Informatics I - Basic Concepts	3
Choose 19 units from the following:		
<u>CIT 129</u>	Introduction to Programming	3
<u>CIT 130</u>	Beginning Java	3

<u>CIT 133</u>	Beginning C++	3
<u>CIT 173</u>	Linux Installation and Configuration	3
<u>CIT 174</u>	Linux System Administration	3
<u>CIT 180</u>	Database Concepts and SQL	3
<u>CIT 211</u>	Microsoft Networking I	4
<u>CIT 212</u>	Microsoft Networking II	4
<u>CIT 213</u>	Microsoft Networking III	4
<u>CIT 214</u>	Microsoft Networking IV	4
<u>CIT 230</u>	Advanced Java	3
<u>CIT 233</u>	Advanced C++	3
<u>CIT 238</u>	Introduction to Smartphone Application Development	3
<u>CSCO 120</u>	CCNA Internetworking Fundamentals	4
<u>CSCO 121</u>	CCNA Routing Protocols and Concepts	4
<u>CSCO 130</u>	Fundamentals of Wireless LANs	4
<u>CSCO 220</u>	CCNA LAN Switching and Wireless Fundamentals	4
<u>CSCO 221</u>	CCNA WAN Fundamentals	4
<u>CSCO 230</u>	Fundamentals of Network Security	4
<u>GRC 183</u>	Design with Photoshop	3
<u>IS 101</u>	Introduction to Information Systems	3
<u>IS 201</u>	Computer Applications	3

General Education Requirements 24 Units (Credits)

English/Communications Requirement: ENG 101 and <u>ENG 107</u> Recommended. Must include a writing course	6
General Elective	3
Human Relations Requirement	3
Humanities/Social Science Requirement	3
Mathematics Requirement: <u>MATH 126</u> or Higher Recommended	3
Science Requirement	3
Science Requirement	3
U.S./Nevada Constitution	3

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

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

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

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

Suggested Course Sequence

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

1st Year

First Semester: 14 Credits

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

Second Semester: 15 Credits

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

2nd Year

Third Semester: 16 Credits

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

Fourth Semester: 15 Credits

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

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

Technology - Construction AAS

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: \$28,180–\$53,160 / 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.

Mission:

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

Student Outcomes:

Students who complete programs in occupational areas are expected to demonstrate they:

- know the subject matter appropriate to the emphasis of the degree.
- communicate effectively and appropriately, in oral and written form.
- locate, evaluate and properly utilize the tools and resources appropriate to a technology professional.
- acquire skills and perform tasks necessary for employment or career advancement.
- an appreciation of the importance of social, ethical, legal and diversity issues.
- an appreciation of the need and importance of lifelong learning.

Requirements

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

Program Requirements 36 Units (Credits)

<u>CONS 111</u>	Commercial Building Codes	3
<u>CONS 108</u>	Construction Materials and Methods	4
<u>CADD 100</u>	Introduction to Computer Aided Drafting	3
<u>CONS 118</u>	Construction Contract Documents	3
<u>CONS 120</u>	Blueprint Reading and Specification	3
<u>CONS 121</u>	Principles of Construction Estimating	3
<u>CONS 205</u>	Construction Site Safety	2
<u>CEM 100</u>	Fundamentals of Construction Management	3
<u>CONS 281</u>	Construction Planning Scheduling And Control	3
<u>CONS 290</u>	Internship in Construction	3
<u>SUR 119</u>	Construction Surveying	3
<u>CONS 109</u>	Construction Materials and Methods II	4

General Education Requirements 24 Units (Credits)

English/Communications Requirement Recommended: <u>BUS 107</u> , must include a writing course	6
Human Relations Requirement Recommended: <u>BUS 110</u>	3
Humanities/Social Science Requirements	3
Mathematics Requirement <u>MATH 126</u> or higher	3
Science Requirement	3
U.S. and Nevada Constitution Requirements	3
General Elective	3

Suggested Course Sequence

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

1st Year

First Semester: 16 Credits

<u>CEM 100</u>	3
<u>CONS 108</u>	4
<u>ENG 101</u>	3
Human Relations Course	3
Science Course	3

Second Semester: 16 Credits

<u>CONS 109</u>	4
<u>CONS 120</u>	3
<u>ENG 102</u>	3
<u>MATH 126</u> or higher	3
<u>SUR 119</u>	3

2nd Year

Third Semester: 14 Credits

<u>CADD 100</u>	3
<u>CONS 111</u>	3
<u>CONS 118</u>	2
General Elective	3
Humanities/Social Science Course	3

Fourth Semester: 14 Credits

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<u>CONS 121</u>	3
<u>CONS 205</u>	2
<u>CONS 281</u>	3
<u>CONS 290</u>	3
U.S./Nevada Constitution	3

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

Technology - General Industrial AAS

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

Salary: \$35,180–\$53,370 / year (Nevada)

Career Outlook: Above average growth

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

Mission:

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

Requirements

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

Program Requirements 36 Units (Credits)

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

General Education Requirements 24 Units (Credits)

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

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

Suggested Course Sequence

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

1st Year

First Semester: 13 Credits

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

Second Semester: 15 Credits

<u>AIT 155</u>	3
English Course	3
<u>MTT 110</u>	3
Program Elective	3
Science Requirement	3

2nd Year

Third Semester: 14 Credits

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

Fourth Semester: 14 Credits

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

Technology - Machine Tool AAS

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: \$28,330–\$47,090 / 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

Mission:

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

Student Outcomes:

Students who complete programs in occupational areas are expected to demonstrate they:

- know the subject matter appropriate to the emphasis of the degree.
- communicate effectively and appropriately, in oral and written form.
- locate, evaluate and properly utilize the tools and resources appropriate to a technology professional.
- acquire skills and perform tasks necessary for employment or career advancement.
- an appreciation of the importance of social, ethical, legal and diversity issues.
- an appreciation of the need and importance of lifelong learning.

Requirements

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

Program Requirements 36 Units (Credits)

<u>DFT 110</u>	Blueprint Reading For Industry	3
<u>MTT 105</u>	Machine Shop I	3
<u>MTT 106</u>	Machine Shop Practice I	2
<u>MTT 110</u>	Machine Shop II	3
<u>MTT 111</u>	Machine Shop Practice II	2
<u>MTT 230</u>	Computer Numerical Control I	4
<u>MTT 232</u>	Computer Numerical Control II	4
<u>MTT 250</u>	Machine Shop III	3
<u>MTT 251</u>	Machine Shop Practice III	2
<u>MTT 260</u>	Machine Shop IV	3

Program Electives (Choose 7 units of the following courses) 7 Units (Credits)

<u>AIT 101</u>	Fundamentals of Applied Industrial Technology	4
<u>MTT 261</u>	Machine Projects	1-6
<u>MTT 262</u>	Machine Shop Practice IV	2

<u>MTT 292</u>	Computer-Aided Manufacturing I	4
<u>MTT 293</u>	Computer-Aided Manufacturing II	4
<u>MTT 295</u>	Work Experience	1-6
Any MTT course		1-6
Related WELD or other technical/trade course		1-6

General Education Requirements 24 Units (Credits)

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

Suggested Course Sequence

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

1st Year

First Semester: 14 Credits

English Course (BUS 107 Recommended)	3
Human Relations Course	3
<u>MTT 105</u>	3
<u>MTT 106</u>	2
Science Course	3

Second Semester: 14 Credits

<u>DFT 110</u>	3
English Course	3
Mathematics Course	3
<u>MTT 110</u>	3
<u>MTT 111</u>	2

2nd Year

Third Semester: 15–16 Credits

Humanities/Social Science Course	3
<u>MTT 230</u>	4
<u>MTT 250</u>	3
<u>MTT 251</u>	2
Program Elective	3-4

Fourth Semester: 16-17 Credits

General Elective	3
<u>MTT 232</u>	4
<u>MTT 260</u>	3
Program Elective	3-4
U.S./Nevada Constitution	3

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

Technology - Mechatronics AAS

This degree program ensures experience with an understanding of the principal operations of mechatronic subsystems in a complex system, as aligned with the rigorous Siemens industry certification exam objectives. The program courses include specialization in electricity, mechanics, fluid power and programmable logic controllers while solidifying skills for advanced manufacturing, including project management, process management and optimization, research, cost control, safety, documentation and effective teamwork. The degree specialization will prepare students for certification as a Level 2 Siemens Certified Mechatronic Systems Associate.

Salary: \$50,000–\$75,000 / year (Nevada)

Career Outlook: Above Average Growth

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

Mission:

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

Student Outcomes:

Students who complete programs in occupational areas are expected to demonstrate that they:

- Know the subject matter appropriate to the emphasis of the degree.
- Are able to communicate effectively and appropriately, in oral and written form.
- Are able to locate, evaluate and properly utilize the tools and resources appropriate to a technology professional.
- Are able to acquire skills and perform tasks necessary for employment or career enhancement.
- Have developed an appreciation of the importance of social, ethical, legal and diversity issues.
- Have developed an appreciation of the need and importance of lifelong learning.

Requirements

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

Program Requirements: 24 Units (Credits) Units (Credits)

<u>AIT 101</u>	Fundamentals of Applied Industrial Technology	4
<u>AIT 102</u>	Measurement Tools and Methods	2
<u>AIT 201</u>	Pneumatic Power Technologies	3
<u>AIT 250</u>	Mechatronics: Electrical Components	3
<u>AIT 251</u>	Mechatronics: Mechanical Components	3
<u>AIT 252</u>	Mechatronics: Pneumatic and Hydraulic	3
<u>AIT 253</u>	Mechatronics: Programmable Logic Controllers	3
<u>DFT 110</u>	Blueprint Reading For Industry	3
Program Electives (Choose 12 units from the following program electives)		
Any AIT, CADD, ET, ELM, ENRG, or MT course		

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

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

Suggested Course Sequence

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

1st Year

First Semester: 16 Credits

<u>AIT 101</u>	4
<u>AIT 155</u>	3
<u>AIT 200</u>	3
English (<u>BUS 107</u> or <u>ENG 107</u> Recommended)	3
MATH	3

Second Semester: 15 Credits

<u>AIT 102</u>	1
<u>AIT 201</u>	3
<u>DFT 110</u>	3
English	3
Program Elective	2
Science	3

2nd Year

Third Semester: 15 Credits

<u>AIT 250</u>	3
<u>AIT 251</u>	3
Human Relations	3
Humanities/Social Science Course	3
Program Elective	3

Fourth Semester: 14 Credits

<u>AIT 252</u>	3
<u>AIT 253</u>	3
General Elective	3
Program Elective	2
US/Nev. Constitution	3

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

Technology - Welding AAS

The welding specialization of the AAS Technology degree provides opportunities to practice and prepare for certification exams, and allows students to explore other industrial skills that are used in a variety of occupations and businesses.

Salary: \$26,840–\$36,650 / year (Nevada)

Career Outlook: Average growth

Good To Know: Certification required for many jobs. Most welding positions will be available in manufacturing facilities that produce or assemble metal parts or products.

Mission:

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

Student Outcomes:

Students who complete programs in occupational areas are expected to demonstrate that they:

- know the subject matter appropriate to the emphasis of the degree.
- communicate effectively and appropriately, in oral and written form.
- locate, evaluate and properly utilize the tools and resources appropriate to a technology professional.
- acquire skills and perform tasks necessary for employment or career advancement.
- an appreciation of the importance of social, ethical, legal and diversity issues.
- an appreciation of the need and importance of lifelong learning.

Requirements

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

Program Requirements 36 Units (Credits)

<u>DFT 110</u>	Blueprint Reading For Industry	3
<u>WELD 211</u>	Welding I	3
<u>WELD 212</u>	Welding I Practice	2
<u>WELD 221</u>	Welding II	3
<u>WELD 222</u>	Welding II Practice	2
<u>WELD 231</u>	Welding III	3
<u>WELD 232</u>	Welding III Practice	2
<u>WELD 241</u>	Welding IV	3
<u>WELD 242</u>	Welding IV Practice	2
<u>WELD 250</u>	Welding Certification Preparation	1-12
Choose 1-12 units from the following electives:		
<u>AIT 101</u>	Fundamentals of Applied Industrial Technology	4
<u>ET 131</u>	DC for Electronics	4
<u>ELM 143</u>	Wiring Techniques	2
<u>MTT 105</u>	Machine Shop I	3

<u>WELD 151</u>	Metallurgy I	3
<u>WELD 224</u>	Welding Projects	1-6
<u>WELD 290</u>	Internship in Welding	1-4
WELD: Related Welding Courses		1-3

General Education Requirements 24 Units (Credits)

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

Suggested Course Sequence

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

1st Year

First Semester: 14 Credits

English Course (BUS 107 Recommended)	3
Human Relations Course	3
Science Course	3
<u>WELD 211</u>	3
<u>WELD 212</u>	2

Second Semester: 15–17 Credits

<u>DFT 110</u>	3
English Course	3
Mathematics Course	3
Program Elective	1–3
<u>WELD 221</u>	3
<u>WELD 222</u>	2

2nd Year

Third Semester: 11–13 Credits

General Elective	3
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Humanities/Social Science Course	3
Program Elective	3-5
<u>WELD 232</u>	2

Fourth Semester: 15-17 Credits

Program Elective	3-5
US and Nevada Constitution	3
<u>WELD 241</u>	3
<u>WELD 242</u>	2
<u>WELD 250</u>	4

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

Associate of Arts (AA)

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

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

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

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

Mission:

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

Student Outcomes:

The successful student will:

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

Note:

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

Requirements

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

Program Requirements

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

Liberal Arts Requirement: 6 Units (Credits)

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

- Any foreign language course numbered 200 or higher
- Deaf Studies: [147](#), [148](#)
- ART, ENG, MUS, THTR numbered 200 or higher
- CH, HIST, PHIL numbered 200 or higher
- ANTH, CRJ, ECON, HGPS, PSC, PSY, SOC, SW numbered 200 or higher
- Geography: [200](#)

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

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

General Education Requirements

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

- English: 100 or 101, 102

Fine Arts Requirement: 3 Units (Credits)

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

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

Humanities Requirement: 3 Units (Credits)

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

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

Mathematics Requirement: 3 Units (Credits)

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

Science Requirement: 6 Units (Credits)

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

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

Social Sciences Requirement: 3 Units (Credits)

- Anthropology: 101, 201, 202, 212, 215
- Core Humanities: 203
- Criminal Justice: 101, 102
- Economics: 100, 102, 103
- Geography: 106, 200
- History: 101, 102, 111, 217
- Political Science: 103, 208, 231
- Psychology: 101, 102, 233, 234, 240, 261
- Sociology: 101, 205, 261, 275

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

- 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)

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

Associate of Business (AB)

Mission:

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

Student Outcomes:

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

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

Requirements

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

Program Requirements

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

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

Transfer Requirements or General Electives: 12 units

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

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

General Education Requirements

English/Communications Requirement: 6 Units (Credits)

- English: 101, 102

Fine Arts Requirement: 3 Units (Credits)

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

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

Humanities Requirement: 3 Units (Credits)

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

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

Science Requirement: 6 Units (Credits)

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

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

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

Must meet both requirements

- Core Humanities: 203
- History: 111
- Political Science: 103

Associate of General Studies (AGS)

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

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

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

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

Mission:

The purpose of the Associate of General Studies degree is to provide academic knowledge and skills for personal growth, professional advancement, and/or successful transfer.

Student Outcomes:

Students who complete an Associate of General Studies degree at WNC are expected to demonstrate that they

- have met the general education student learning outcomes.
- know the subject matter appropriate to their fields of study.

Requirements

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

English/Communications Requirement: 6 Units (Credits)

Must include a 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)

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

Mathematics Requirement: 3 Units (Credits)

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

Science Requirement: 3 Units (Credits)

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

Social Sciences Requirement: 3 Units (Credits)

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

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

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

General Electives: 36 or 39 Units (Credits)

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

Associate of Science (AS)

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

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

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

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

Mission:

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

Student Outcomes:

Students who complete either an Associate of Arts or an Associate of Science degree at WNC are expected to demonstrate that they:

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

Note:

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

Requirements

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

Program Requirements

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

Science Requirement: 12 Units (Credits)

Choose a minimum of eight units from Group A.

Group A

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

Group B

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

Mathematics Requirement: 6 Units (Credits)

MATH 181 or higher required.

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

Transfer Requirements and General Electives (19–24 units)

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

General Education Requirements

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

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

Fine Arts Requirement: 3 Units (Credits)

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

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

Humanities Requirement: 3 Units (Credits)

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

- Core Humanities: [201](#), [202](#)
- English: [200](#), [223](#), [267](#)
- History: [105](#), [106](#), [207](#), [247](#)
- Philosophy: [101](#), [135](#), [200](#), [203](#), [204](#), [207](#), [210](#)

Mathematics Requirement: See Program Requirements**Science Requirement: See Program Requirements****Social Sciences Requirement: 3 Units (Credits)**

- Anthropology: [101](#), [201](#), [202](#), [212](#), [215](#)
- Core Humanities: [203](#)
- Criminal Justice: [101](#), [102](#)
- Economics: [100](#), [102](#), [103](#)
- Geography: [106](#), [200](#)
- History: [101](#), [102](#), [111](#), [217](#)

- Political Science: 103, 208, 231
- Psychology: 101, 102, 233, 234, 240, 261
- Sociology: 101, 205, 261, 275

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

- 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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Printed: October 10, 2017

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<http://www.wnc.edu/degrees/as/>

Bachelor of Applied Science (BAS)

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

To be accepted into the Bachelor of Applied Science in Construction Management, a student must:

1. Complete a minimum of 30 college semester units or equivalent with a minimum 2.0 grade point average. Within the 30 units:
 - a. At least 12 units must be in degree applicable construction courses. This requirement may be waived if the student has construction experience, subject to approval of the construction management faculty and counselor.
 - b. At least 12 units must be in degree applicable general education classes, including English 101 with a grade of C or better — a grade of C- or lower will not be acceptable.

OR, Hold an associate degree in Construction Management or equivalent from a regionally accredited institution.

2. Meet with a WNC Counselor.
3. Submit application to Admissions and Records.

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

Mission:

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

Student Outcomes:

Upon completing the Bachelor of Applied Science in Construction Management program, students will be able to demonstrate:

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

Requirements

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

Capstone Courses: 9 units

- Construction Management: 456*

Choose 6 units from:

- Communication: 412
- Management: 462, 469

* *Required*

English/Communications Requirement: 9 Units (Credits)

- Communications (BUS 107 or COM 101, COM 102, COM 113, COM 213)
- English (ENG 100 or ENG 101)
- English (ENG 102)

Fine Arts Requirement: 3 Units (Credits)

- Art: 100, 101, 124, 141, 160, 211, 216, 224, 231, 260, 261
- Humanities: 101
- Music: 111, 121, 124, 125, 134, 176
- Music: Ensemble: 101, 131, 135
- Theatre: 100, 105, 180

Humanities Requirement: 3 Units (Credits)

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

Mathematics and Science Requirement: 12 Units (Credits)

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

Mathematics

- Mathematics: 126 & 127, 128*
- Statistics: 152

Science

- Chemistry: 100, 121
- Environmental Studies: 100 or 101
- Geology: 100, 101, 103
- Physics: 100, 151, 180*

* *or higher*

Social Sciences Requirement: 3 Units (Credits)

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

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

Must meet both requirements.

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

General Electives: 6 Units (credits)

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<http://www.wnc.edu/degrees/bas/>

Construction Management - BAS

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

Salary: \$63,300–\$97,900 / year (Nevada)

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

Good To Know: Construction managers are often self-employed. Those with a bachelor's degree will have the best job prospects.

Mission:

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

Student Outcomes:

Upon completing the Construction Management Bachelor of Applied Science program, students will be able to demonstrate:

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

Requirements

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

Business and Management Core Requirements 12 Units (Credits)

<u>BUS 101</u>	Introduction to Business	
<u>ACC 201</u>	Financial Accounting	3
Choose 3 units of the following economics courses:		
<u>ECON 100</u>	Introduction to Economics	3
<u>ECON 102</u>	Principles of Microeconomics	3
<u>ECON 103</u>	Principles of Macroeconomics	3
Choose 3 units of the following management courses:		
<u>MGT 323</u>	Organizational Behavior and Interpersonal Behavior	3
<u>MGT 367</u>	Human Resource Management	3

Program Requirements 63 Units (Credits)

<u>CADD 100</u>	Introduction to Computer Aided Drafting	3
<u>CEM 100</u>	Fundamentals of Construction Management	3
<u>CEM 330</u>	Soils and Foundations for Construction	3
<u>CEM 350</u>		3
<u>CEM 432</u>	Temporary Construction Structures	3
<u>CEM 451</u>	Construction Estimating	3
<u>CEM 452</u>	Construction Cost Control	3
<u>CEM 453</u>	Construction Scheduling	3
<u>CEM 454</u>	Heavy Construction Methods and Equipment	3
<u>CEM 455</u>	Construction Management Practice	3
<u>CEM 485</u>	Construction Law and Contracts	3
<u>CONS 108</u>	Construction Materials and Methods	4
<u>CONS 109</u>	Construction Materials and Methods II	4
<u>CONS 111</u>	Commercial Building Codes	3
<u>CONS 118</u>	Construction Contract Documents	2
<u>CONS 120</u>	Blueprint Reading and Specification	3
<u>CONS 121</u>	Principles of Construction Estimating	3
<u>CONS 205</u>	Construction Site Safety	2
<u>CONS 281</u>	Construction Planning Scheduling And Control	3
<u>CONS 451</u>	Advanced Internship in Construction	3
<u>SUR 119</u>	Construction Surveying	3

General Education Requirements 45 Units (Credits)

Capstone Courses	9
English/Communications	9
Fine Arts	3
Humanities	3
Mathematics and Science a minimum of 4 units in mathematics and 6 units in science	12
Social Sciences	3
U.S. and Nevada Constitution	3
General Electives	

Suggested Course Sequence

Program Requirements: 120 Credits. Please see a counselor or academic advisor for more information.

1st Year

First Semester: 15 Credits

<u>CEM 100</u>	3
<u>CONS 108</u>	3
<u>ENG 101</u>	3
<u>MATH 126</u> or higher	3
Science Course	3

Second Semester: 15 Credits

<u>CONS 109</u>	4
<u>CONS 118</u>	2
<u>CONS 120</u>	3
<u>ENG 102</u>	3
Mathematics Course	3

2nd Year

Third Semester: 15 Credits

<u>CADD 100</u>	3
<u>CONS 111</u>	3
<u>CONS 121</u>	3
General Elective Course	3
Humanities Course	3

Fourth Semester: 14 Credits

<u>CONS 205</u>	2
<u>CONS 281</u>	3
Economics Course	3
<u>SUR 119</u>	3
U.S./Nevada Constitution	3

Business/Management Course	6
English/Communication Course	3
Fine Arts Course	3
Science Course	3

Business/Management Course	3
<u>CEM 330</u>	3

<u>CEM 350</u>	3
<u>CEM 432</u>	3
Social Science Course	3

Business/Management Course	3
<u>CEM 451</u>	3
<u>CEM 453</u>	3
<u>CEM 454</u>	3
<u>CEM 455</u>	3

Capstone Course	9
<u>CEM 452</u>	3
<u>CEM 485</u>	3
<u>CONS 451</u>	3

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Certificate of Achievement (CP)

For those desiring a shorter course of study, WNC offers certificates of achievement in many occupational areas. Students enrolled in any of these programs will benefit from “hands-on” laboratory experience within their major field. They will enter the job market with specific skills and knowledge useful for employment and advancement.

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

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

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

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

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

Mission:

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

Student Outcomes:

Students who complete a Certificate of Achievement are expected to demonstrate that they

- know the subject matter appropriate to the emphasis of the certificate.
- are able to do the following:
- have developed an appreciation of the importance of social, ethical, legal and diversity issues.

Requirements

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

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

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)

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

- Sociology (Except SOC 210)

Mathematics Requirement: 3 Units (Credits)

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

Program Requirements

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

American Sign Language - CP

Student Learning Outcomes:

The American Sign Language Certificate of Achievement is designed to develop skills in American Sign Language to provide students with a strong foundation to enter professions that provide services to the deaf or hard of hearing people.

Requirements

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

Program Requirements 18 Units (Credits)

<u>AM 140</u>	American Sign Language I / II	6
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Students can take AM 145 and AM 146 (4 units each) in lieu of AM 140 for slower paced coursework.

<u>AM 141</u>	American Sign Language III / IV	6
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Students can take AM 147 and AM 148 (4 units each) in lieu of AM 141 for slower paced coursework.

<u>AM 151</u>	Fingerspelling I	1
<u>AM 152</u>	Fingerspelling II	1
Any other AM course(s)		4

General Education Requirements 12 Units (Credits)

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

Note

[View Gainful Employment Information](#)

Automotive Mechanics

Automotive Technology National Certification:

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

Student Learning Outcomes:

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

Requirements

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

Program Requirements 19 Units (Credits)

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

General Education Requirements 12 Units (Credits)

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

Note

[View Gainful Employment Information](#)

Bookkeeping

The Bookkeeping Certificate of Achievement is designed for students who wish to enter the accounting profession as an accounting clerk or as an entry level bookkeeper.

It allows students to obtain credit for courses that will also apply toward the Associate of Applied Science in Business-Accounting.

Student Outcomes:

upon completing the Certificate in Bookkeeping, students will be able to

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

Requirements

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

Program Requirements 21 Units (Credits)

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

General Education Requirements 9 Units (Credits)

English/Communications Requirements Recommended: <u>BUS 107</u> , <u>BUS 108</u>	6
Mathematics Requirement	3

Suggested Course Sequence

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

1st Year

First Semester: 15 Credits

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

Second Semester: 15 Credits

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

Note

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

Placement Testing

Testing Services

Counseling Services offers placement testing and proctoring.

Placement Testing

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

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

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

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

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

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

	ACT	SAT
English 101	18	440
Math 095	17	400
Math 096	19	470
Math 096D	20	480
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 and Fallon campuses. There is a \$15 testing fee for placement tests. Photo identification is also required. Please call or visit Counseling Services for additional information. 775-445-3267

Exam Proctoring

Proctoring is available for those in need of exam supervision for other colleges, universities and outside entities. There is a \$15 proctoring fee per exam (WNC staff and students are exempt). To schedule an exam time please contact Counseling Services. 775.445.3267

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<http://www.wnc.edu/counseling/placement-testing/>

Business - CP

Student Learning Outcomes:

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

Student Outcomes:

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

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

Requirements

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

Program Requirements 21 Units (Credits)

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

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

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

General Education Requirements 9 Units (Credits)

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

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

Suggested Course Sequence

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

1st Year

First Semester: 15 Credits

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

Second Semester: 15 Credits

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

Note

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

Computer Technology - System Administration Technician - CP

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

Career Outlook: Faster than average growth

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

Mission:

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

Requirements

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

Program Requirements 26 Units (Credits)

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

General Education Requirements 7-9 Units (Credits)

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

Suggested Course Sequence

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

1st Year

First Semester: 17 Credits

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

Second Semester: 16–18 Credits

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

Note

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

Computer Technology - Network Support Technician - CP

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.

Mission:

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

Requirements

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

Program Requirements 26 Units (Credits)

<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

General Education Requirements 7-9 Units (Credits)

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

Suggested Course Sequence

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

1st Year

First Semester: 17 Credits

<u>CIT 263</u>	3
<u>CSCO 120</u>	4
<u>CSCO 121</u>	4

English Course	3
Mathematics Course	3

Second Semester: 16–18 Credits

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

Note

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

Criminal Justice-General - CP

Requirements

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

Program Requirements 24 Units (Credits)

<u>CRJ 101</u>	Introduction to Criminal Justice I	3
<u>CRJ 102</u>	Introduction to Criminal Justice II	3
<u>CRJ 103</u>	Communication Within the Criminal Justice Field	3
<u>CRJ 164</u>	Principles of Investigation	3
<u>CRJ 106</u> or CRJ 211	Introduction to Corrections	
<u>CRJ 222</u>	Criminal Law and Procedure	3
<u>CRJ 225</u>	Criminal Evidence	3
<u>CRJ 270</u>	Introduction to Criminology	3

General Education Requirements 6 Units (Credits)

English Requirement: Must be a writing course	3
Mathematics Requirement	3

Suggested Course Sequence

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

1st Year

First Semester: 15 Credits

<u>CRJ 101</u>	3
<u>CRJ 103</u>	3
<u>CRJ 164</u>	3
<u>CRJ 222</u>	3
English Course	3

Second Semester: 15 Credits

<u>CRJ 102</u>	3
<u>CRJ 106</u> or <u>CRJ 211</u>	3
<u>CRJ 225</u>	3
<u>CRJ 270</u>	3

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

Early Childhood Education - CP

Salary: \$24,180–\$50,520 / year (Nevada)

Career Outlook: Slightly faster than average growth

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

Mission:

The Early Childhood Education Certificate of Achievement will provide the academic knowledge and skills for employment in a variety of child care settings.

Requirements

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

Program Requirements 21 Units (Credits)

<u>ECE 121</u>	Parent Care Relations	1
<u>ECE 122</u>	Observation Skills	1
<u>ECE 129</u>	Environment For Infant & Toddler	1
<u>ECE 204</u>	Principles of Child Guidance	3
<u>ECE 231</u>	Preschool Practicum: Early Childhood Lab	3
<u>ECE 250</u>	Introduction to Early Childhood Education	3
<u>ECE 251</u>	Curriculum in Early Childhood Education	3
<u>HDFS 201</u>	Life Span Human Development	3
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 Recommended: <u>BUS 108</u> ; Must include a writing course	6
Mathematics Requirement Recommended: <u>BUS 109</u>	3

Note

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

General Industrial Technology - CP

Student Learning Outcomes:

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

Requirements

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

Program Requirements 18 Units (Credits)

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

General Education Requirements 12 Units (Credits)

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

Graphic Communications - CP

Mission:

The purpose of the Graphic Communications Certificate of Achievement is to provide basic knowledge and skills necessary to enter the graphic communications field.

Student Outcomes:

Students completing the Certificate of Achievement in Graphic Communications are expected to demonstrate that they:

- Have a working knowledge appropriate to graphic communications.
- Meet the WNC requirements for general education for the Certificate of Achievement.
- Can successfully represent themselves to a potential employer.

Requirements

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

Program Requirements 21 Units (Credits)

<u>ART 100</u>	Visual Foundations	3
<u>GRC 103</u>	Introduction to Computer Graphics	3
<u>GRC 109</u>	Color and Design	3
<u>GRC 144</u>	Electronic Layout and Typography	3
<u>GRC 156</u>	Design with Illustrator	3
<u>GRC 175</u>	Web Design I	3
<u>GRC 183</u>	Design with Photoshop	3

General Education Requirements 9 Units (Credits)

English/Communications Requirements: writing course required	3
Human Relations Requirement: PSY or SOC recommended	3
Mathematics Requirement	3

Suggested Course Sequence

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

1st Year

First Semester: 15 Credits

<u>ART 100</u>	3
General Education Courses	3
<u>GRC 103</u>	3

<u>GRC 109</u>	3
<u>GRC 183</u>	3

Second Semester: 15 Credits

General Education Courses	6
<u>GRC 144</u>	3
<u>GRC 156</u>	3
<u>GRC 175</u>	3

Note

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

Industrial Electronics Technology - CP

Requirements

A minimum of total credits chosen from the following categories:

Subject Requirements 18 Units (Credits)

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

General Education Requirements 12 Units (Credits)

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

Machine Tool Technology

Mission:

The mission of the Certificate of Achievement degree in Machine Tool Technology is to provide the student with the skills and knowledge to succeed in the machining industry.

Student Outcomes:

Students who complete an Certificate of Achievement in Machine Tool Technology are expected to:

- know the subject matter appropriate to the Certificate of Achievement in Machine Tool Technology
- use skills and knowledge needed for acquiring employment
- have the confidence needed for seeking employment

Requirements

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

Program Requirements 20 Units (Credits)

<u>DFT 110</u>	Blueprint Reading For Industry	3
or <u>CONS 120</u>	Blueprint Reading and Specification	
<u>MTT 105</u>	Machine Shop I	3
<u>MTT 106</u>	Machine Shop Practice I	2
<u>MTT 110</u>	Machine Shop II	3
<u>MTT 111</u>	Machine Shop Practice II	2
<u>MTT 230</u>	Computer Numerical Control I	4

Related machine shop course

General Education Requirements 10 Units (Credits)

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

Note

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Adult Education Testing

HSE Exam Information

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

The GED Exam

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

[Full Process & Future Scheduling Dates](#)

The HiSET Exam

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

[Full Process & Future Scheduling Dates](#)

The TASC Exam

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

[Full Process & Future Scheduling Dates](#)

Hours of Operation

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

Bristlecone Building, Room 340

775-445-4451

Mechatronics - CP

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

Requirements

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

Program Requirements: 18 Units (Credits)

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

General Education Requirements Units (Credits)

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

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

Welding Technology - CP

Student Learning Outcomes:

The Welding Certificate of Achievement provides students with opportunities to practice and prepare for welding certification examinations and the knowledge and skills for employment in welding and related careers.

Requirements

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

Program Requirements 18 Units (Credits)

<u>WELD 211</u>	Welding I	3
<u>WELD 212</u>	Welding I Practice	2
<u>WELD 221</u>	Welding II	3
<u>WELD 222</u>	Welding II Practice	2
<u>WELD 250</u>	Welding Certification Preparation	6
Welding Elective		2

General Education Requirements 12 Units (Credits)

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

Note

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Automotive Service Excellence

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

Requirements

A minimum of total credits chosen from the following categories:

Brakes Technician 11 Units (Credits)

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

Electrical Technician 11 Units (Credits)

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

Steering and Suspension Technician 11 Units (Credits)

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

Engine Performance Technician 11 Units (Credits)

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

Automotive Collision Repair

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

Requirements

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

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

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

Bookkeeper Certification

Certified Bookkeepers Course (ACC290, six units) is for working professionals and students who wish to advance their career in the bookkeeping profession. Upon successful completion, students will be able to sit for a nationally administered exam given by the American Institute of Professional Bookkeepers. Once a student passes this exam and obtains two years of bookkeeping experience, individuals earn the right to call themselves "Certified Bookkeepers." To maintain certification, individuals are required to obtain 60 hours of continuing education over a three-year period.

Mission:

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

Student Outcomes:

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

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

Requirements

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

Total Requirements 6 Units (Credits)

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

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

Certified Inspector of Structures

WNC is the only institute of higher learning in Nevada that offers the complete series of Certified Inspectors of Structures classes to prepare students for the state pre-licensing examination.

According to the American Society of Home Inspectors, approximately 77 percent of the homes sold in the United States and Canada are inspected before they are bought. Home inspectors commonly are self-employed, with pay ranging from \$32,000 to \$82,000 per year.

GET STARTED

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

Information: Robert Ford at Robert.Ford@wnc.edu or 775-445-3353

Student Outcomes:

Expectations for students completing the Certified Inspector of Structures curriculum are as follows:

- Demonstrate an understanding of all components within a certified inspection
- Demonstrate the ability to conduct a certified inspection per NRS 645D
- Demonstrate the ability to produce a credible, professional report consistent with NRS 645D
- Successfully complete the state of Nevada examination for Certified Inspector of 1 Structures-Residential

Requirements

A minimum of 10 total credits chosen from the following categories:

License Requirements 10 Units (Credits)

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

Note

Licensing programs fulfill the minimum course requirements needed for licensure as a certified inspector of structures-residential. Upon successful course completion, with a grade of C or better, WNC will issue a certificate of completion for the course(s) of study. The Nevada Real Estate Division outsources the Inspectors of Structures exam, which is administered by PSI Services LLC for a \$100 fee per exam.

Certified Nursing Assistant

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

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

Requirements

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

Courses

<u>NURS 130</u>	Nursing Assistant	6
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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.

Cisco Technology

Western Nevada College is an academy for the Cisco Networking Academy Program, offering programs leading to CCNA and CCNP industry certification. These courses help prepare students for a career working with Cisco networking hardware and equipment.

Requirements

A minimum of total credits chosen from the following categories:

CCNA Routing and Switching Preparation

<u>CSCO 120</u>	CCNA Internetworking Fundamentals	4
<u>CSCO 121</u>	CCNA Routing Protocols and Concepts	4
<u>CSCO 220</u>	CCNA LAN Switching and Wireless Fundamentals	4
<u>CSCO 221</u>	CCNA WAN Fundamentals	4

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

CCNA Security Preparation (for Cisco and Comp TIA Security+ Exams)

<u>CSCO 120</u>	CCNA Internetworking Fundamentals	4
<u>CSCO 121</u>	CCNA Routing Protocols and Concepts	4
<u>CSCO 230</u>	Fundamentals of Network Security	4

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

CCNA Wireless Preparation

<u>CSCO 120</u>	CCNA Internetworking Fundamentals	4
<u>CSCO 121</u>	CCNA Routing Protocols and Concepts	4
<u>CSCO 130</u>	Fundamentals of Wireless LANs	4

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

Course for Building Scalable Cisco Internetworks Exam; required course to become a Cisco Certified Network Specialist		
<u>CSCO 280*</u>	CCNP Advanced Routing	4
Course for Multilayer Switching exams; required course to become a Cisco Certified Network Specialist		
<u>CSCO 282*</u>	CCNP Multilayer Switching	4
Course for Implementing Secure Converged Wide Area Networks; required course to become a Cisco Certified Network Specialist.		
<u>CSCO 281*</u>	CCNP Implementing Secure Converged Wide Area Networks	4

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

Note

For additional information please contact:

Dave Riske

Professor, Computer Information Technology

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CISCO Technology, Technology Division

Phone: 445-3348

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<http://www.wnc.edu/degrees/cl-cisco/>

CompTIA Security+

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.

Requirements

A minimum of total credits chosen from the following categories:

Courses

<u>CIT 161</u>	Essentials of Information Security	3
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Note

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

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<http://www.wnc.edu/degrees/ci-comptia/>

Construction Craft Laborer

These courses prepare students for the National Center for Construction Education and Research (NCCER) Construction Craft Laborer credential, which certifies that individuals possess basic knowledge needed on any job site.

Requirements

A minimum of 9 total credits chosen from the following categories:

<u>CEM 100</u>	Fundamentals of Construction Management	3
<u>CONS 108</u>	Construction Materials and Methods	4
<u>CONS 205</u>	Construction Site Safety	2

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<http://www.wnc.edu/degrees/cl-cl-cl/>

Deaf Studies

This course of study prepares students to take the Educational Interpreter Performance Assessment or the National Interpreter Certification Exam. Upon successful completion, students will be better qualified for a variety of careers including teaching, social work, psychology, speech and language pathology or any career that interacts with the Deaf.

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

Requirements

A minimum of 25 total credits chosen from the following categories:

First Semester

<u>AM 149</u>	American Sign Language V	4
<u>AM 201</u>	Interpreting I	3
<u>AM 215</u>	Conversational ASL	4

Second Semester

<u>AM 150</u>	American Sign Language VI	4
<u>AM 202</u>	Interpreting II	3
<u>AM 216</u>	Receptive ASL	4

Third Semester

<u>AM 203</u>	Interpreting III	3
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Emergency Medical Services

Emergency Medical Services courses are offered through the Division of Nursing and Allied Health. EMS courses are offered in a sequential series to prepare individuals with the knowledge and skills to assess and care for patients in an emergency or in an out-of-hospital setting. Completion of selected courses is designed to prepare students to take the National Registry Examination for EMT-Basic and the appropriate Nevada EMS certification examination for EMT Enhanced (Intermediate).

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

A background check may be required by some clinical sites prior to the start of clinical experiences. Information about how to meet this requirement will be explained by the course instructor. Drug screening may be required by health care organizations.

Requirements

A minimum of total credits chosen from the following categories:

Courses

<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 (Intermediate)	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.

Industrial Electronics Technician

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

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

Student Learning Outcomes:

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

Requirements

A minimum of total credits chosen from the following categories:

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

Laboratory Technician-Phlebotomy

Laboratory Technician-Phlebotomy classes (LTE 101 and LTE 102), which are offered through the Division of Nursing and Allied Health, is listed in the class schedule under the Laboratory Technician heading. The courses provide students with knowledge and skills necessary to perform the collection, identification and preservation of specimens as applied to venipuncture techniques.

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

Note

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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<http://www.wnc.edu/degrees/cl-lte/>

Machine Tool Technology

The National Institute for Metalworking Skills (NIMS) offers various levels of certification in machining. Upon completion of the courses of study, students will be prepared to test for exam Level 1 and 3.

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

Requirements

A minimum of total credits chosen from the following categories:

Level 1: Chucking, Surface Grinding and Milling

<u>MTT 105</u>	Machine Shop I	3
<u>MTT 110</u>	Machine Shop II	3
<u>MTT 250</u>	Machine Shop III	3

Level 3: Measurement

<u>MTT 230</u>	Computer Numerical Control I	4
<u>MTT 232</u>	Computer Numerical Control II	4
<u>MTT 260</u>	Machine Shop IV	3

Manufacturing Technician

The Manufacturing Skills Institute offers certification for industry-wide skills for production occupations in all sectors of manufacturing. Upon completion of the coursework, students will be prepared to test for the Manufacturing Technician I credential assessment.

GET STARTED

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

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

Requirements

A minimum of total credits chosen from the following categories:

AIT 101	Fundamentals of Applied Industrial Technology	4
AIT 155	Applied Industrial Technology Hands On Lab	3
AIT 200	Applied Industrial Technology Projects	3

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<http://www.wnc.edu/degrees/cl-mt/>

Mechatronics Foundation

Prepares students to earn the Siemens Certified Mechatronic Systems Assistant Level I Certification. Mechatronics is the integration of electrical, mechanical and computer technologies into complex industrial environments.

Requirements

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

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

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<http://www.wnc.edu/degrees/cl-cl-mech/>

Microsoft Certified IT Professional (MCITP)

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.

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

Requirements

A minimum of total credits chosen from the following categories:

Courses

<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

Microsoft Certified Technology Specialist

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

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

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

Requirements

A minimum of total credits chosen from the following categories:

Courses

<u>CIT 211</u>	Microsoft Networking I	3-5
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<http://www.wnc.edu/degrees/cl-mcts/>

Ramsdell Construction Academy

Requirements

A minimum of 24 total credits chosen from the following categories:

<u>CEM 100</u>	Fundamentals of Construction Management	3
<u>CONS 108</u>	Construction Materials and Methods	4
<u>CONS 109</u>	Construction Materials and Methods II	4
<u>CONS 111</u>	Commercial Building Codes	3
<u>CONS 118</u>	Construction Contract Documents	2
<u>CONS 120</u>	Blueprint Reading and Specification	3
<u>CONS 205</u>	Construction Site Safety	2
<u>CONS 290</u>	Internship in Construction	3

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

Real Estate

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

Requirements

A minimum of total credits chosen from the following categories:

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

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<http://www.wnc.edu/degrees/cl-re/>

Teacher Education Preparation

WNC offers introductory courses in teacher education that can transfer to universities or colleges that offer a bachelor's degree in education, include the University of Nevada, Reno and/or Nevada State College. These courses offer students a chance to prepare for a career in education. Through a well-established partnership with local schools, field experiences are an integral and early part of all teacher preparation courses. These courses can also be used to gain a substitute license or by paraprofessionals needing to qualify under federal legislation.

Students can transfer to Nevada State College and take classes at WNC locations and online to earn a bachelor's degree and certification in elementary education.

They may also transfer to the University of Nevada, Reno to pursue a bachelor's degree and certification in elementary education, special education/dual or secondary education.

Spring semester dates: January 16-May 5, 2018

EDEL 483 Elementary Supervised Student Teaching

12 credits

Friday, 4:30-6:20pm

WNC Carson City Campus

Instructor: Deborah Walker

EDRL 443 Literacy Instruction II

3 credits

Course will be held via Blue Jeans Live Simulcast from the NSC Campus

Blue Jeans is accessed via NSC Webcampus

Wednesday, 4:00-6:30pm

Instructor: Amanda Carter

EDRL 461 Diagnostic Assessment and Instruction Literacy

3 credits

Course will be held via Blue Jeans Live Simulcast from the NSC Campus

Blue Jeans is accessed via NSC Webcampus

Wednesday, 6:40-9:30pm

Instructor: Amanda Carter

EDEL 445 Curriculum Development Elementary School Science (Earth Science)

4 credits

Course will be held via Blue Jeans Live Simulcast from the NSC Campus

Blue Jeans is accessed via NSC Webcampus

Tuesday, 5:30-9:20pm

Instructor: Lawrence Rudd

Note

For information, contact 445-4272.

Welding Certification 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.

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

Requirements

A minimum of total credits chosen from the following categories:

Shielded Metal Arc-Welding and Gas Metal Arc-Welding

<u>WELD 211</u>	Welding I	3
<u>WELD 212</u>	Welding I Practice	2
<u>WELD 221</u>	Welding II	3
<u>WELD 222</u>	Welding II Practice	2

Fluxed-Core Welding and Gas Tungsten Arc-Welding

<u>WELD 231</u>	Welding III	3
<u>WELD 232</u>	Welding III Practice	2
<u>WELD 241</u>	Welding IV	3
<u>WELD 242</u>	Welding IV Practice	2
AWS Code Exam		
<u>WELD 250</u>	Welding Certification Preparation	9

GENERAL EDUCATION LEARNING OUTCOMES

General education provides the opportunity to further many of the institutional student learning outcomes by providing specific objectives that students are expected to demonstrate upon the completion of degrees.

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

The General Education Student Learning Outcomes are:

1. **WORKING KNOWLEDGE** – Demonstrate working knowledge of key concepts, principles, themes, and major content areas needed to explain and solve discipline-specific problems.
2. **WRITTEN COMMUNICATION** – Present substantially error-free prose suitable in style and content to the purpose of the document and the audience.
3. **QUANTITATIVE LITERACY** – Present accurate calculations and symbolic operations, and explain how such calculations and operations are used in either the specific field of study or in interpreting information in other fields.
4. **INFORMATION LITERACY** – Locate, evaluate, and appropriately use information from multiple resources to complete projects, activities, and papers.
5. **DIVERSITY AND SOCIETY** -Describe diverse historical and/or contemporary positions on selected democratic values or practices.
6. **CRITICAL THINKING** – Use critical thinking and appropriate problem solving methods to address significant or enduring problems.

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<http://www.wnc.edu/general-education/>

Divisions

Variety. Commitment. Success. Choose from a wide variety of academic programs, including associate degrees, certificates of achievement, and a new bachelor of technology degree. Or, pick classes that help you prepare for a great career, and non-credit courses in stimulating and fun topics. Faculty members are strongly committed to helping students succeed in the classroom, in campus activities, and in life. So use the links below to get started on tomorrow. It's all here. Go get it.

Academic Divisions

Career & Technical Education

The Career & Technical Education division at WNC offers a Bachelor of Technology degree, Associate of Applied Science degrees, certificates of achievement, certification and licensing preparation, and special academic programs.

Liberal Arts

The Liberal Arts Division at WNC offers Associate of Arts, Associate of General Studies and Associate of Science degrees.

Nursing & Allied Health

The Nursing & Allied Health Division at WNC offers an Associate of Applied Science Degree in Nursing and courses in Emergency Medical services, Laboratory Technician, and Nursing Assistant.

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

Course Credit and Student Involvement

The Northwest Commission on Colleges and Universities requires that each college credit entail 40-45 hours of student involvement (class time plus outside assignments). The following table shows how this determines the amount of student involvement for credit courses for the most commonly used number of units.

Units in a Course Student Involvement:

- 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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<http://www.wnc.edu/credit/>

Course Descriptions

Auto Tech Collision & Repair (ABDY)

Career and Technical Education Division

ABDY 101: Collision Repair Fundamentals and Estimating

Units (Credits): 4; Prerequisites: none

Includes, through lecture and lab, an overview of the collision industry, instruction in safe shop procedures, measurement, vehicles disassembly, estimating software and techniques. Successful students will earn eight I-CAR certification points. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA, AB or AS Degree.

ABDY 110: Paint and Refinish I

Units (Credits): 4; Prerequisites: ABDY 101

Provides instruction in all phases of metal preparation: sanding, masking, metal treatment, priming, spraying basecoat and clear coat, and the proper use and maintenance of paint guns.

Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA, AB or AS Degree.

ABDY 120: Non-Structural Welding

Units (Credits): 4; Prerequisites: ABDY 110

Prepares students in general welding safety, Plasma Arc Cutting, Oxy and Acetylene welding, cutting, heating and GMAW MIG welding techniques. Students will be prepared to take the I-CAR hands on steel welding test.

Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA, AB or AS Degree.

ABDY 122: Non-Structural Body And Panel And Trim

Units (Credits): 4; Prerequisites: ABDY 110

Covers the proper techniques for removal, installation, adjustment, and alignment of body hardware, body trim, and body sheet metal parts as well as straightening body panels using basic hand tools.

Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA, AB or AS Degree.

ABDY 150: Structural Inspections

Units (Credits): 4; Prerequisites: ABDY 120

Introduces students to specialized frame and unibody measuring, anchoring, and pulling equipment. Students will perform welding techniques and use corrosion preventive materials to restore the vehicle as closely as possible to pre-collision condition.

Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA, AB or AS Degree.

ABDY 152: Structural II

Units (Credits): 4; Prerequisites: ABDY 150

Prepares the student in the repair of a moderate to heavily damaged vehicles using specialized frame and unibody measuring, anchoring, and pulling equipment. Continued instruction in welding techniques and corrosion preventive materials to restore the vehicle as closely as possible to pre-collision condition is included.

Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA, AB or AS Degree.

ABDY 180: Non-Structural Advanced Body Panel

Units (Credits): 4; Prerequisites: ABDY 122

Covers the identity of auto body parts and their structural relationships. Removal, installation, adjustment, and alignment of body hardware, body trim, and body sheet metal parts and intermediate level panel repair and straightening skills are mastered in this course.

Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA, AB or AS Degree.

ABDY 220: Paint and Refinish II

Units (Credits): 4; Prerequisites: ABDY 110

Covers metal preparation, sanding, masking, metal treatment, and priming. Spraying of basecoat and clear coat, color matching, blending, and the proper care of a paint gun are also included. Students will learn blending, color adjusting and tinting. This is the second in a series of courses on this subject.

Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA, AB or AS Degree.

Air Conditioning (AC)

Career and Technical Education Division

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 credits depending on the course content and number of hours required. May be repeated up to six credits.

Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA, AB or AS Degree.

Accounting (ACC)

Career and Technical Education Division

ACC 105: Taxation For Individuals

Units (Credits): 1-3; 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, AB 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, AB 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, AB 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

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.

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.

ACC 223: Introduction to QuickBooks

Units (Credits): 3; Prerequisites: ACC 135 or consent of instructor

Introduces students to QuickBooks accounting program and computerized accounting. Students 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, AB 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, AB 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, AB 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. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA, AB or AS Degree.

Agricultural Science (AGSC)

Career and Technical Education Division

AGSC 100: Elements of Livestock Production

Units (Credits): 3; Prerequisites: none

Covers fundamental concepts in care, management, and economics of food producing animals. Includes contributions of the Nevada and U.S. animal industries in providing food on an international basis.

AGSC 102: Agriculture Communication and Organization

Units (Credits): 1'3; Prerequisites: none

Designed for students interested in pursuing an agricultural career. Provides students with an in depth investigation into personal and interpersonal leadership. Teaches students to strengthen their leadership influence through a personal application of leadership skills, attitudes and dispositions.

AGSC 105: Livestock Production Systems

Units (Credits): 3; Prerequisites: none

Instructs students in the various essential production systems in animal agriculture, including aspects of production including reproduction, nutrition, animal preventative maintenance, treatment delivery systems of animal health, and environment. Includes consumer related issues as they relate to the production of animal agriculture.

AGSC 110: Introduction to Agriculture Management

Units (Credits): 3; Prerequisites: none

Introduces agriculture management and the development of personal leadership skills as they relate to agriculture business. Includes the regulatory requirements relevant to labor management in agriculture and effective communication with native and non-native English speakers. Includes case studies on labor management, human relations, public relations, production control techniques and job analysis.

AGSC 122: Intercollegiate Rodeo

Units (Credits): 2; Prerequisites: none

Designed for men and women interested in rodeo as a knowledgeable spectator, producer, or participant. Covers rodeo history, current rules, equipment use, and physical and mental conditioning.

Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA, AB or AS Degree.

AGSC 163: Horsemanship

Units (Credits): 2; Prerequisites: none

Demonstrates Western horseback riding techniques and equitation. Provides the foundation for good, basic, and effective horsemanship that can later be developed into more specialized. riding. Includes safety, handling, grooming, saddling, staling, feeding, health, exercise, and riding. All levels of ability are welcome as lab assignments are tailored to the skill levels of both student and horse.

AGSC 198: Special Topics in Agriculture

Units (Credits): 1-6; Prerequisites: none

Selected agricultural topics offered for general interest in the agricultural community. Repeatable to a maximum of six units.

AGSC 205: Rudimentary Farrier

Units (Credits): 3; Prerequisites: none

Introduces horseshoeing, principles and practices, including the physiology of the equine feet and legs, unsoundness, hoof care, shoeing equipment, and the actual shoeing of live horses. Provides the student with the skills to properly care and complete basic farrier work on horses.

AGSC 206: Fundamentals of Animal Nutrition

Units (Credits): 3; Prerequisites: AGSC 100 or AGSC 105

Provides an overview of animal nutrition as the basis for livestock feeding and nutrition. Discusses the fundamentals of digestion and absorption in both ruminants and non-ruminants. Emphasizes the nutritive value of feeds as they relate to the formulation of livestock rations, including by-product feeding.

AGSC 209: Physiology of Livestock Reproduction

Units (Credits): 3; Prerequisites: none

Designed to provide students with an understanding of the process of reproduction in cattle, sheep, swine, and horses. Provides information covering both the physical mechanics of reproduction as well as the endocrine system controlling livestock reproductive process. Discusses various mating systems with an emphasis placed on artificial insemination (A.I.) and embryo transfer (E.T.).

AGSC 210: Agricultural Issues

Units (Credits): 3; Prerequisites: none

Offers students the opportunity to investigate current topics causing change in the agriculture industry. Students research and report on trends as diverse as animal rights, chemical and foods, land use, water rights, and governmental subsidies as well as regional, state, and national topics.

AGSC 290: Cooperative Work Experience

Units (Credits): 3; Prerequisites: AGSC 110

Provides an opportunity for students to earn college credit for work experience. Students work with an agriculture faculty advisor to design an appropriate supervised, on the job, educationally directed work experience. Repeatable to a maximum of six units.

Anthropology (ANTH)

Liberal Arts Division

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): 3-5; 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 198: Selected Topics: Anthropology

Units (Credits): 1-3; Prerequisites: none

ANTH 201: Peoples & Cultures of the World

Units (Credits): 3; Prerequisites: none

Anthropology 201 offers a comparative survey of selected societies from throughout the world. Emphasis is on the

impact of global developments on traditional societies.

ANTH 202: 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: none

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

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, AB or AS Degree.

AIT 102: Measurement Tools and Methods

Units (Credits): 1; 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, AB or AS Degree.

AIT 103: Introduction to Machine Tool Technologies

Units (Credits): 1; 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, AB or AS Degree.

AIT 121: Electrical Control Systems

Units (Credits): 1-3; 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, AB 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.

Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA, AB or AS Degree.

AIT 198: Special Topics in Applied Industrial Technology

Units (Credits): 1'6; Prerequisites: none

Explores various topics of current interest/demand in Applied Industrial Technology areas of study. Applies to a variety of current topics in the field of industrial technology, covering subjects such as new approaches and techniques, equipment configuration, upgrades, preventive maintenance, etc.

Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA, AB or AS Degree.

AIT 200: Applied Industrial Technology Projects

Units (Credits): 1'8; Prerequisites: none

Explores various project-based topics in the Applied Industrial Technology field. Applies to a range of subjects including short courses and workshops covering a variety of themes relevant to industry.

Note: Non-transferable for a NSHE baccalaureate degree. Non-applicable towards an AA, AB 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, AB or AS Degree.

AIT 250: Mechatronics: Electrical Components

Units (Credits): 3; Prerequisites: AIT 101 ; Corequisites: AIT 101

Covers the basics of electrical components in a complex mechatronic system. Students will learn the basic functions and physical properties of electrical components, and the roles they play within the system. Technical documentation such as data sheets, schematics, and timing diagrams will be covered while exploring troubleshooting strategies and preventive maintenance. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA, AB or AS Degree.

AIT 251: Mechatronics: Mechanical Components

Units (Credits): 3; Prerequisites: AIT 250 ; Corequisites: AIT 250

Covers the basics of pneumatic, electropneumatic and hydraulic control circuits in a complex mechatronic system. Teaches the functions and properties of control elements based upon physical principles, and the roles they play within the system. Covers technical documentation such as data sheets, circuit diagrams, displacement step diagrams and function charts while exploring troubleshooting strategies and preventive maintenance. Covers the basics of mechanical components in a complex mechatronic system. Students will learn the basic functions and physical properties of mechanical components, and the roles they play within the system. Technical documentation such as data sheets, schematics, and timing diagrams will be covered while exploring troubleshooting strategies and preventive maintenance.

Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA, AB or AS Degree.

AIT 252: Mechatronics: Pneumatic and Hydraulic

Units (Credits): 3; Prerequisites: AIT 251 ; Corequisites: AIT 251

Covers the basics of pneumatic, electropneumatic and hydraulic control circuits in a complex mechatronic system. Students will learn the functions and properties of control elements based upon physical principles, and the roles they play within the system. Technical documentation such as data sheets, circuit diagrams, displacement step diagrams and function charts will be covered while exploring troubleshooting strategies and preventive maintenance.

Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA, AB or AS Degree.

AIT 253: Mechatronics: Programmable Logic Controllers

Units (Credits): 3; Prerequisites: AIT 252 ; Corequisites: AIT 252

Covers the fundamentals of digital logic and an introduction to programmable logic controllers (PLCs) in a complex mechatronic system. Students will learn the role PLCs play within a mechatronic system or subsystem; students will explore basic elements of PLC functions by writing and testing programs to control them. Course teaches students how to identify malfunctioning PLCs, as well as to apply troubleshooting strategies to identify and localize problems caused by PLC hardware.

Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA, AB or AS Degree.

AIT 285: AIT Certification/Examination Prep

Units (Credits): 1-3; Prerequisites: none

Reviews industrial technology theory and practice including devices and circuits, wiring techniques, controls, operation of test instruments, measurement methods, and troubleshooting of industrial systems. Manufacturing, distribution, and logistics practices and tasks will be covered as applicable. Prepares students for current industrial certification and employment tests through practice questions, example scenarios, and review.

Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA, AB or AS Degree.

AIT 290: Applied Industrial Technology Internship

Units (Credits): 1-3; 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.

Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA, AB or AS Degree.

Arabic (ARA)

Liberal Arts Division

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, AB 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, AB or AS Degree.

Art (ART)

Liberal Arts Division

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. 1 hour lecture/4 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 (3-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): 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 160: Art Appreciation

Units (Credits): 3; Prerequisites: none

This course 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 or ART 141

Covers artificial lighting techniques and theory; strobe equipment, hotlights and electronic flashes. Students produce a portfolio of work demonstrating knowledge of these techniques.

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

This course 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

This course 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): 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

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, AB or AS Degree.

AST 118: Astronomical Instrumentation

Units (Credits): 1-3; 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, AB 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. Explores 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, AB 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, AB 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, AB or AS Degree.

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.

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, AB 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, AB 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, AB 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, AB 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, AB 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, AB 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, AB 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, AB 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, AB 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, AB 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, AB or AS Degree.

Automotive Mechanics (AUTO)

Career and Technical Education Division

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, AB 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, AB 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, AB or AS Degree.

AUTO 115: Auto Electricity & Electronics I

Units (Credits): 3-7; Prerequisites: AUTO 101 or consent of instructor

Topics include mastery of DC electricity, use of digital multimeters, troubleshooting electrical problems in starting, charging and accessory systems. Prepares students for ASE certification. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA, AB 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, AB 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, AB 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, AB 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, AB or AS Degree.

AUTO 145: Automotive Brakes

Units (Credits): 3-7; 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, AB 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, AB 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, AB or AS Degree.

AUTO 155: Steering & Suspension

Units (Credits): 3-7; 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, AB or AS Degree.

AUTO 160: Auto Air Conditioning & Heating

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, AB 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, AB 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, AB 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, AB or AS Degree.

AUTO 198: Special Topics in Automotive Mechanics

Units (Credits): 3-6; Prerequisites: none

Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA, AB 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, AB or AS Degree.

AUTO 205: Manual Drive Trains and Axles

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 handheld test instruments. Introduces general maintenance of various systems. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA, AB 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, AB 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, AB or AS Degree.

AUTO 220: Automotive Engine Performance 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 handheld test instruments. Introduces general maintenance of a variety of different systems. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA, AB 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 handheld test instruments and engine analyzers. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA, AB 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, AB or AS Degree.

AUTO 225: Engine Performance I/Fuel & Ignition

Units (Credits): 3-7; 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, AB 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, AB 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 handheld 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, AB 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, handheld 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, AB 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, AB 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, AB or AS Degree.

AUTO 294: Independent Study II

Units (Credits): 1-3; Prerequisites: none

Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA, AB or AS Degree.

Biology (BIOL)

Liberal Arts Division

BIOL 100: General Biology For Non-Science Majors

Units (Credits): 3-4; 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, evolution 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 96 or higher (excluding MATH120) C- or better, 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. Included will be the major molecules of life, composition and physiology of cellular organelles, cellular metabolism, reproduction, motility, gene function and related topics.
Note: BIOL 190/190L plus BIOL 191/191L transfer to UNR as fulfilling BIOL 190, 191 and 192 requirements.

BIOL 191: Introduction to Organismal Biology

Units (Credits): 3; Prerequisites: BIOL 190, BIOL 190L ; Corequisites: BIOL 191L
Combines the principles of botany and zoology into one course. Topics include natural selection, ecology, populations and communities, characteristics of prokaryotes, protists, fungi, and comparative life processes in plants and animals.
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. Topics include natural selection, ecology, populations and communities, characteristics of prokaryotes, protists, fungi, and comparative life processes in plants and animals.
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 an intense descriptive overview of anatomy and physiology with related, illustrative pathology and microbiology.

BIOL 208: Introduction to 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. Three hours lecture.

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. Three hours laboratory.

BIOL 223: Human Anatomy and Physiology I

Units (Credits): 4-5; 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): 4-5; 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): 4-5; Prerequisites: BIOL 190 & 190L with a grade of C or better or BIOL 223 with a grade of C or better or CHEM 121 with a grade of C or better.

Emphasizes the distribution, form, structure and physiology of microorganisms in laboratory. Develops the student's skills in aseptic procedures, isolation and identification. Three hours lecture/three hours laboratory per week. May be repeated a maximum of two times within the past five years.

BIOL 275: Gross Anatomy 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, AB or AS degree.

BIOL 299: Special Topics in Biology

Units (Credits): 1; Prerequisites: none

Business (BTE)

Career and Technical Education Division

BTE 101: Building Trades Electrical Level I

Units (Credits): 5; Prerequisites: none

Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA, AB or AS degree.

BTE 102: Building Trades Electrical Level II

Units (Credits): 5; Prerequisites: none

Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA, AB or AS Degree. Financial Aid will not pay for this course.

BTE 103: Building Trades Electrical Level III

Units (Credits): 5; Prerequisites: none

Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA, AB or AS Degree. Financial Aid will not pay for this course.

BTE 104: Building Trades Electrical Level IV

Units (Credits): 5; Prerequisites: none

Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA, AB or AS Degree. Financial Aid will not pay for this course.

BTE 105: Building Trades Electrical Level V

Units (Credits): 5; Prerequisites: none

Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA, AB or AS Degree. Financial Aid will not pay for this course.

BTE 106: Building Trades Electrical Level VI

Units (Credits): 5; Prerequisites: none

Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA, AB or AS Degree. Financial Aid will not pay for this course.

BTE 107: Building Trades Electrical Level VII

Units (Credits): 5; Prerequisites: none

Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA, AB or AS Degree. Financial Aid will not pay for this course.

BTE 108: Building Trades Electrical Level VIII

Units (Credits): 5; Prerequisites: none

Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA, AB or AS Degree. Financial Aid will not pay for this course.

Business (BUS)

Career and Technical Education Division

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 098 or 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, AB 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, AB or AS Degree.

BUS 198: Special Topics

Units (Credits): 1-6; Prerequisites: none

Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA, AB or AS Degree.

BUS 271: Introduction to Employment Law

Units (Credits): 3; Prerequisites: BUS 101; Recommended: MGT 283

Provides a framework to develop productive and effective employers and employees in the workplace. Topics include federal and state labor and employment laws and how they impact employers, employees and the workforce environment.

BUS 273: Business Law I

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 295: Work Experience I

Units (Credits): 1-6; Prerequisites: none

Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA, AB or AS Degree.

BUS 299: Business Capstone

Units (Credits): 3; Prerequisites: Completion of a minimum of 45 units of requirements for an AAS in Business, or consent of instructor.

Concludes various business concepts introduced throughout the business program by merging acquired skills and concepts through the business plan with additional emphasis on job preparation and business ethics.

Chemistry (CHEM)

Liberal Arts Division

CHEM 100: Molecules and Life in the Modern World

Units (Credits): 3-4; Prerequisites: MATH 120 or higher

Introduces chemistry with emphasis on impacts on human society, environmental issues, energy sources and life processes. Includes four laboratory experiences.

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 or equivalent test.

Recommended prerequisites for student who intend to enroll in CHEM 122: MATH 126 & MATH 127 or MATH 128
Provides fundamentals of chemistry including reaction stoichiometry, atomic structure, chemical bonding, molecular structure, states of matter and thermochemistry. Three hours lecture/three hours laboratory.

CHEM 122: General Chemistry II

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](#);

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.

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, AB 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, AB or AS Degree.

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, AB 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, AB 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).

Civil Engineering (CEE)

Career and Technical Education Division

CEE 140: Introduction to Civil Engineering

Units (Credits): 3; 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 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 concern construction managers. The course will train students to research different possibilities and their implications for the modern construction industry.

Communication (COM)

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, AB 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): 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)

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)

Career and Technical Education Division

CADD 100: Introduction to Computer Aided Drafting

Units (Credits): 3; Prerequisites: IS 101, MATH 110 or higher;

Uses AutoCAD software to produce working drawings. Emphasizes constructing and editing two-dimensional geometry and placing drawing annotation.

CADD 105: Intermediate Computer-Aided Drafting

Units (Credits): 3; 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, AB 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, AB 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, AB 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, AB 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, AB 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, AB 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, AB 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, AB or AS Degree.

CADD 242: Advanced Technical Drafting

Units (Credits): 3; Prerequisites: CADD 141, MATH096

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: none

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, AB 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, AB or AS Degree.

CADD 295: Independent Study

Units (Credits): 3-6; 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, AB or AS Degree.

Computer Engineering (CPE)

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)

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, AB 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.

NOTE: Non-transferable for a NSHE baccalaureate degree. Non-applicable towards an AA, AB or AS degree

CIT 128: Introduction to Software Development

Units (Credits): 4; Prerequisites: MATH095 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, AB 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, AB 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, AB 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, AB 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, AB 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, AB 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, AB 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 (STL). 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 hands-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, AB 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, AB 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, AB 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, AB 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, AB 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, AB 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, AB 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, AB 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, AB or AS Degree.

CIT 290: Internship in Computer Information Technology

Units (Credits): 3; 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 student 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, AB 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.

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, AB 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

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

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, AB 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, all choices may not 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: COT 112

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, AB 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, AB or AS Degree.

COT 115: Computerized Medical Billing

Units (Credits): 3; Prerequisites: HIT 117 & COT 101 or equivalent

Provides instruction in completing and submitting medical insurance forms. Designed for the prospective medical assistant anticipating employment in a private physician's office, clinic or hospital, or for those currently employed in

medical offices who wish to improve their skills. Course is set up as a practice approach to learning insurance form completion.

Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA, AB or AS Degree.

COT 116: Medical Office Filing

Units (Credits): 1-3; 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, AB 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 credits.

Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA, AB or AS Degree.

COT 122: Medical Typing & Transcription

Units (Credits): 1-4; Prerequisites: none

Introduces a systems approach to managing information — paper and electronic records. Includes practical guidelines for appropriately using records management systems in handling paper and electronic media. Class may be repeated for a total of four credits.

COT 123: Legal Typing & Transcription

Units (Credits): 1-4; Prerequisites: COT 102 & COT 150

Reviews legal terminology and develops the skill of listening to cassette tapes containing verbally recorded legal documents and transcribing the material directly into an accurate format.

COT 140: Adobe Acrobat

Units (Credits): 1; Prerequisites: IS 101

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, AB or AS Degree.

COT 141: Proofamatics/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, AB or AS Degree.

COT 151: Introduction to Microsoft Word

Units (Credits): 1-3; Prerequisites: none

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): 0.5-6; Prerequisites: Varies based on topic

Applies to assorted short courses and workshops covering a variety of subjects. Class credits will vary depending on the content and number of hours required

COT 200: Beginning Word Processing

Units (Credits): 1-3; Prerequisites: COT 102 or equivalent

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): 1-3; Prerequisites: COT 150 or equivalent

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 W/Word Processing

Units (Credits): 1-3; Prerequisites: COT 150 or consent of instructor

Presents an overview of desktop publishing concepts and applications using desktop software. Students will learn to import word processed files and graphics, and use menus/commands and printers to produce newsletters, brochures, fliers and reports on a computer.

COT 223: Advanced Desktop Publishing

Units (Credits): 1-9; 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, AB or AS Degree.

COT 262: Intermediate Spreadsheets Concepts

Units (Credits): 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 Systems

Units (Credits): 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 Comp & Office Tech

Units (Credits): 1-6; Prerequisites: Available to students who have completed most core and major requirements and have a 2.5 grade point average. Contact instructor for application, screening and required skills evaluation. Applies knowledge and skills to real, on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Up to six semester hour credits may be earned on the basis of 75 hours of internship for one credit. May be repeated for up to six credits.

Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA, AB or AS Degree.

Computer Science (CS)

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)

Career and Technical Education Division

CONS 108: Construction Materials and Methods

Units (Credits): 4; 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, AB or AS Degree.

CONS 109: Construction Materials and Methods II

Units (Credits): 4; Prerequisites: CONS 108. Teaches students about the typical materials used in the construction of bridges, roads, pathways, and small commercial buildings. Includes testing procedures, material properties, design, specification, and installation methods using certification standards and guidelines. Non-transferable for a NSHE baccalaureate degree. Non-applicable towards an AA, AB or AS Degree.

CONS 111: Commercial 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. May not transfer towards an NSHE bachelor's degree Non-applicable towards an AA, AB 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, AB 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, AB 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, AB or AS Degree.

CONS 198: Special Topics in Construction

Units (Credits): 0.5-6;

Various short courses and experimental classes covering a variety of subjects. Course will be variable credit of one-half to six credits depending on the course content and number of hours required. May be repeated for up to six credits.

Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA, AB or AS Degree.

CONS 201: Regulatory Agencies

Units (Credits): 1; Prerequisites: none

Explains the responsibilities of various regulatory agencies that impact the construction process. Topics include homeowner's associations, EPA, Health Department, Building Departments, OSHA and the Fire Department. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA, AB 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, AB 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, AB or AS Degree.

CONS 222: Computer Applications

Units (Credits): 3; Prerequisites: None

Investigates current computer software applications that assist in construction management. Students will receive

hands-on computer instruction.

Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA, AB 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, GFCIs, 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, AB or AS Degree.

CONS 260: Certified Inspectors of Structures-Residential

Units (Credits): 4; 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, AB 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, AB 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, AB or AS Degree.

CONS 263: Supervised Residential Inspections for Certification

Units (Credits): 2; 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, AB 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, AB 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, AB 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, AB or AS Degree.

CONS 286: Construction Management and Analysis

Units (Credits): 3'4; Prerequisites: CONS 280

Covers the basics for managing a construction project. A comprehensive, competency-based program is provided that gives both veteran and new project managers a step-by-step approach to honing natural abilities, developing essential skills and generally improving their performance as leaders. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA, AB 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, AB or AS Degree.

CONS 295: Work Experience I

Units (Credits): 1-6; Prerequisites: Consent of Instructor

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, AB or AS Degree.

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 100: Fundamentals of Construction Management

Units (Credits): 3; Prerequisites: none

Provides an overview of the construction industry roles, responsibilities, and risks from perspectives of owners, constructors, designers, financial institutions, and government agencies. Study of construction process techniques and applications.

CEM 330: Soils and Foundations for Construction

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 350: Facility Systems Design and Construction 1

Units (Credits): 3; Prerequisites: CONS 109, MATH 126 Admission to the BTech program or consent of advisor.

Introduces mechanical systems for facilities including HVAC systems, plumbing, electrical, communications and other systems used in the process of utility services. Provides detailed instruction on how to analyze needs, determine the related scope of work, design and construction of these systems.

CEM 432: Temporary Construction Structures

Units (Credits): 3; Prerequisites: CONS 109, MATH 126 Admission to the BTech program or consent of advisor.

Introduces the analysis, design, and construction of temporary structures including formwork, false work, shoring,

rigging, and access units. Addresses cost analysis, load and pressure calculations and safety considerations and requirements.

CEM 451: Construction Estimating

Units (Credits): 3; Prerequisites: CONS 109, MATH 126 admission to the BTech program or consent of advisor
Covers principles and procedures used in estimating construction costs. Includes application of quality determination, estimate pricing, specifications, subcontractor and supplier solicitation, risk assessment and risk analysis, and final bidding preparation. Computer based estimating software used for semester project.

CEM 452: Construction Cost Control

Units (Credits): 3; Prerequisites: ACC 201, MATH 126 admission to the BTech program or consent of advisor
Covers construction cost management including productivity and cost reporting/analysis concepts. Includes financial/cost issues/cash flow for the construction firm including reporting methods and percentage of completion techniques. Covers performance/profitability enhancement, earned value management, construction bonding and insurance issues, and firm and job-site analysis.

CEM 453: Construction Scheduling

Units (Credits): 3; Prerequisites: CONS 109, CONS 281, MATH 126 Admission to the BTech program or consent of advisor
Provides an overview of scheduling and resource optimization. Includes short-interval scheduling, Gantt charts, linear, and matrix scheduling formats. Covers network techniques including CPM and PERT concepts and calculations and computer applications using Microsoft Project.

CEM 454: Heavy Construction Methods and Equipment

Units (Credits): 3; Prerequisites: CEM 330, MATH 126 Admission to the BTech program or consent of advisor
Covers characteristics, capabilities, limitations, uses, and selection techniques for heavy construction methods and equipment process planning, simulation, fleet operations, and maintenance programs

CEM 455: Construction Management Practice

Units (Credits): 3; Prerequisites: CEM 451, CEM 452, CEM 453 Admission to the BTech program or consent of advisor
Includes direction and operation of construction organizations with examination of general contracting, design-build, and construction management methods. Covers synthesis of project management concepts, applications, and limitations through case studies and semester projects.

CEM 456: Construction Management Capstone

Units (Credits): 3; 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.

CEM 485: Construction Law and Contracts

Units (Credits): 3; Prerequisites: CONS 118 Admission to the BTech program or consent of advisor
Provides information on legal problems in the construction process. Covers stipulated sum, unit price, cost-plus contracts, construction lien rights and bond rights, scope of work issues, builders risk issues, risk-shifting, and case studies.

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. Satisfies the United States and Nevada Constitutions requirements.

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): 0.50-3; 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, AB 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 123: Career Choices and Changes

Units (Credits): 1'3; Prerequisites: Consent from the CareerConnect program coordinator

Offers career development and job seeking strategies; designed for individuals with disabilities. Acquaints students in choosing a suitable career and the necessary work readiness skills to gain and maintain successful employment. Includes Career assessment activities and employability skills training, such as job application, resume, and job interview skills. Covers disability rights and accommodations in the workplace. Required for CareerConnect students that wish to receive job placement services.

CPD 129: Communication Techniques

Units (Credits): 1; Prerequisites: none

Teaches skills to help students become more assertive and improve their ability to communicate effectively. Covers communication techniques that can be used in the workplace and a variety of situations.

CPD 130: Stress Management Techniques I

Units (Credits): 1-3; 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, AB 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, AB or AS Degree.

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, AB or AS Degree.

CR 124: Furniture Refinishing

Units (Credits): 2-3; Prerequ/quisites: 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, AB or AS Degree.

CR 136: Creative Crafts I

Units (Credits): 1-3; 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, AB or AS Degree.

CR 137: Creative Crafts II

Units (Credits): 1-3; 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, AB or AS Degree.

CR 141: Beginning 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, AB 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, AB 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, AB or AS Degree.

Craft Training (CT)

Career and Technical Education Division

CT 101: Craft Training Basics

Units (Credits): 3; Prerequisites: none

Introduces the topics of blueprint reading, construction, industry math, hand and power tool usage.

Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA, AB or AS Degree.

CT 102: Craft Training Basics

Units (Credits): 1; Prerequisites: none

Explains rigging safety, equipment and inspection. Also covers types of derricks, cranes, common rope knots and hand signals.

Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA, AB or AS Degree.

Criminal Justice (CRJ)

Career and Technical Education Division

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.

CRJ 104: Introduction to the Administration of Justice

Units (Credits): 3; Prerequisites: none

Overview of American criminal justice system, its development, components, and processes; includes consideration of crime and criminal justice as a formal area of study.

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): 1'3; Prerequisites: none

Provides a course designed with the civilian in mind. Will allow all who complete it and follow its techniques to feel safe in most environments. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA, AB 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, AB 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 234: Introduction to the Courts and American Legal System

Units (Credits): 3; Prerequisites: [CRJ101](#) and [CRJ 102](#) or [CRJ104](#)

Introduces the judicial branch of government, its history, roles, structure and hierarchy of the courts, the central actors and processes. Compares and contrasts the roles of the other branches of government; its organization and interrelationship of the courts within our system of federal, state, and local governments.

CRJ 260: 911 Dispatch Emergency Telecommunicator Academy

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, firefighters 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, AB or AS Degree.

CRJ 265: Introduction to Physical Evidence

Units (Credits): 3 – 4; 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, AB or AS Degree.

CRJ 267: Medicolegal Death Investigation

Units (Credits): 3; Prerequisites: CRJ 164, CRJ 265 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.

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 285: Special Topics: Criminal Justice

Units (Credits): 1'6; Prerequisites: none

Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA, AB or AS Degree.

CRJ 290: Internship in Criminal Justice

Units (Credits): 1'8; Prerequisites: none

Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA, AB or AS Degree.

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)

Liberal Arts Division

DAN 108: Pilates I

Units (Credits): 1; Prerequisites: none

Introduces the basic theory and techniques of Pilates and the Alexander and the Feldenkrais technique. Covers history of Pilates theory and technique as well as mat work and the basic use of the three pieces of Pilates equipment: the reformer, the trapeze table, and the chair. Emphasizes the application of this theory and technique to dance.

DAN 110: Dance for Flexibility and Tone

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.

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, AB or AS Degree.

Deaf Studies (AM)

Career and Technical Education Division

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): 4; Prerequisites: none

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

AM 146: American Sign Language II

Units (Credits): 4; Prerequisites: AM 145

Continues to stress the development of basic conversational skills with emphasis on expanding vocabulary and expressive skills.

AM 147: American Sign Language III

Units (Credits): 4; Prerequisites: AM 146

Promotes the shifting from comprehension to production of ASL to bring one's current ASL fluency to a point of self generated ASL.

AM 148: American Sign Language IV

Units (Credits): 4; Prerequisites: AM 147

Encourages the student to expand his or her command of discourse in ASL on various everyday topics.

AM 149: American Sign Language V

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, AB 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 Sign Language 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, AB 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.

AM 217: Language and Literacy for Deaf/Hard of Hearing Children

Units (Credits): 3; Prerequisites: none

Teaches the process of language acquisition and literacy development for children who are deaf or have a hearing loss. Includes comparison to the natural acquisition of language for all children and adults. Includes clinical, cultural, historical and audiological descriptions of deafness; the unique linguistic aspects of language and literacy acquisition and most importantly, practical application and activities that can be utilized with deaf/hard of hearing children. Geared to all persons wishing to learn about language and literacy acquisition, but especially geared to parents, educational interpreters, speech and language pathologists, audiologist, and teacher of deaf and hard of

hearing children. Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA, AB or AS Degree.

Drafting (DFT)

Career and Technical Education Division

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, AB or AS Degree.

Diesel Mechanics (DM)

Career and Technical Education Division

DM 101: Diesel Mechanics Basics

Units (Credits): 3; Prerequisites: none

Introduces students to principles, design, construction and maintenance of the diesel motor. Activities include safety, use of manuals, selection and use of hand tools. General maintenance of a variety of systems in the diesel motor will be introduced.

Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA, AB or AS Degree.

Early Childhood Education (ECE)

Career and Technical Education Division

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, AB 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.

ECE 295: Supervised Work Experience I

Units (Credits): 3; Prerequisites: consent of instructor

Allows supervised work experience with preschool age children utilizing principles in a practice situation.

Economics (ECON)

Career and Technical Education Division

ECON 100: Introduction to Economics

Units (Credits): 3; Prerequisites: none; Recommended: MATH095 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: MATH095 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: MATH095 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.

Education (EDU)

Career and Technical Education Division

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, AB 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, AB 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, AB 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, AB 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, AB 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, AB 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, AB 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, AB 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, AB or AS Degree.

EPD 243: Reading Problems & Solutions K-12

Units (Credits): 0.5'3; Prerequisites: none

Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA, AB 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, AB 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, AB or AS Degree.

EPD 250: Personality Types and Learning Styles

Units (Credits): 1'3; Prerequisites: none

Introduces an overview of personality types 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, AB 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, AB 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, AB 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, AB or AS Degree.

EPD 271: ESL Teaching Methods

Units (Credits): 0.5'3; 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, AB 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, AB 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, AB 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, AB or AS Degree.

EPD 297: Reading For Teachers

Units (Credits): 1-2; 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, AB or AS Degree.

Educational Psychology (EPY)

Liberal Arts Division

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.

Electrical Engineering (EE)

Liberal Arts Division

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

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, AB or AS Degree.

Electronics Technology (ET)

Career and Technical Education Division

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, AB or AS Degree.

ET 104: Fabrication and Soldering Techniques

Units (Credits): 3; Prerequisites: none

Introduces electronic fabrication skills, tool operations applied to fabrication techniques of simple circuit boards, reading of schematic diagrams, soldering, drafting and wire wrapping. Non-transferable for a NSHE baccalaureate degree. Non-applicable towards an AA, AB 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, AB or AS Degree.

ET 131: DC for Electronics

Units (Credits): 3-6; 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, AB 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, AB 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, AB 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, AB 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, AB 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, AB 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, AB or AS Degree.

ET 280: ET Certification/Examination Prep

Units (Credits): 1-3; Prerequisites: none

Overview of DC and AC Electronic theory; solid state devices and circuits; digital circuits; microprocessor/microcontroller circuits; operation of test instruments, measurement methods and troubleshooting of electronic circuits. Prepares students for certification and employment tests in electronics.

Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA, AB or AS Degree.

Emergency Medical Services (EMS)

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, AB or AS Degree.

EMS 108: Emergency Medical Technician – Basic

Units (Credits): 6'8; 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, AB 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, AB or AS Degree.

EMS 112: EMT Enhanced (Intermediate)

Units (Credits): 4-5; Prerequisites: Current EMT-B certification, 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, AB or AS Degree.

EMS 113: First Responder

Units (Credits): 4-5; 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, AB or AS Degree.

EMS 115: Advanced Emergency Medical Technician

Units (Credits): 7'7.5; Prerequisites: Certified as a Nationally Registered EMT within the last two years. CPR Certificate. Must be at least 18 year of age at the time of enrollment.

Prepares students to incorporate knowledge of basic and advanced emergency medical care for critically ill and emergent patients to reduce the morbidity and mortality associated with acute out-of-hospital medical and traumatic emergencies. Teaches advanced airway maintenance skills, and the ability to recognize basic electrocardiography (ECG) arrhythmia's and utilize pharmacological interventions within the scope of practices. Covers competencies including interventions such as suctioning, initiation of IV therapy, control of breathing and shock, and cardiopulmonary resuscitation. Teaches how the A-EMT provides care based on site assessment data and works alongside other EMS and health care professionals as an integral part of the emergency care team. Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA, AB or AS Degree.

Energy (ENRG)

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.

Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA, AB or AS Degree.

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.

Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA, AB or AS Degree.

Engineering (ENGR)

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)

Liberal Arts Division

ENG 100: Composition – Enhanced

Units (Credits): 5; Prerequisites: ENG 95 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 98, ENG 99 – ENG 98 with a grade of C- or better, **or** ENG 99 with a grade of C- or better, **or** appropriate score on WNC placement examination or equivalent examination

Study expository writing with special attention to the modes, arrangement and style. Students learn to write essays which are unified, thorough, clear and convincing. 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: ENG 99 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 199: Independent Study

Units (Credits): 3; Prerequisites: none

ENG 200: Novels Into Film

Units (Credits): 3; Prerequisites: [ENG 101](#), [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; 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): 2-3; Prerequisites: [ENG 102](#)

Read and analyze short story masterpieces. The short story is also considered 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.

ENG 80: 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 90: 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 95: 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 98: 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 99: Basic Writing Strategies

Units (Credits): 4; 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.

Entrepreneurship (ENT)

Career and Technical Education Division

ENT 200: Fundamentals of Entrepreneurship

Units (Credits): 3; Prerequisites: none

Explores the basics of entrepreneurship, introducing students to the various aspects and activities involved. Looks at the characteristics of entrepreneurs, the cycle of entrepreneurship, idea generation and validation of an idea's ability to be successful, how to present a business idea to potential investors and how to take the plunge.

Environmental Studies (ENV)

Liberal Arts Division

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 101: Introduction to Environmental Science

Units (Credits): 3; Prerequisites: MATH 120 or consent of instructor.

Surveys basic ecological principles and examines selected environmental issues including overpopulation, pollution, and energy alternatives.

Finance (FIN)

Career and Technical Education Division

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

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, AB or AS Degree.

FREN 102: French, Conversational II

Units (Credits): 1-3; 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, AB or AS Degree.

FREN 111: First Year French I

Units (Credits): 3-4; 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): 3-4; 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.

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 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

GEOL 100: Earthquakes, Volcanoes, and Natural Disasters

Units (Credits): 3; Prerequisites: none

Investigates geology of the dynamic earth: geologic hazards and catastrophes, and geology of natural resources. Includes four laboratory experiences.

GEOL 101: Exploring Planet Earth

Units (Credits): 4; Prerequisites: MATH 120, MATH 126 or higher or consent of instructor

3 hours lecture and 3 hours lab. Lecture covers fundamental principles of geology: tectonics; minerals; igneous, metamorphic and sedimentary processes; and geologic time. Lab covers reading of topographic maps, study and identification of common rocks and minerals, and the study of geologic phenomena.

GEOL 102: Earth and Life Through Time

Units (Credits): 4; Prerequisites: GEOL 101, GEOL 103

3 hours lecture and 3 hours lab. 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, AB 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, AB 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, AB 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, AB 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 record, evolution of form and structure and the sequence of fossils in rocks.

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, AB or AS Degree.

German (GER)

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, AB 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, AB 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)

Career and Technical Education Division

GRC 103: Introduction to Computer Graphics

Units (Credits): 3; Prerequisites: Basic Computer Skills

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: Basic Computer Skills

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 144: Electronic Layout and Typography

Units (Credits): 3; Prerequisites: Basic Computer Skills; Recommended: [GRC 103](#)

Introduces electronic page layout software with an emphasis on typographic layout and design.

GRC 156: Design with Illustrator

Units (Credits): 3; Prerequisites: Basic Computer Skills; Recommended: [GRC 103](#)

An introductory/intermediate class in the creation and execution of designs and illustrations in the electronic environment. Focuses in Adobe Illustrator Vector-Draw software, including the tools and techniques required to produce professional-level artwork. Knowledge of the following basic computer skills required: saving, opening, and printing documents, opening and closing applications, creating and managing folders and subfolders, viewing the contents of disk drives and external storage devices, managing desktop items.

GRC 175: Web Design I

Units (Credits): 3; Prerequisites: Basic computer skills.; Recommended: [GRC 103](#),[GRC 183](#)

Introduction to authoring for the World Wide Web using industry standard software applications. Topics covered include planning, designing and building a Web site, aesthetics, creating and optimizing computer graphics for Web, information architecture, navigation and interactivity, Web publishing, Web hosting and site management.

Knowledge of the following basic computer skills required: saving, opening, and printing documents, opening and closing applications, creating and managing folders and subfolders, viewing the contents of disk drives and external storage devices, managing desktop items.

GRC 179: Multimedia Design and Production I

Units (Credits): 3; Prerequisites: Basic computer skills; Recommended: [GRC 103](#)

Overview of multimedia design and development. Emphasis on how to design real-world interactive projects that combine text, graphics, animation, audio, video, and more. Hands-on projects using popular multimedia authoring software for publishing online.

GRC 183: Design with Photoshop

Units (Credits): 3; Prerequisites: Basic computer skills; Recommended: [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 188: Web Animation 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](#)

Continuation of GRC 144 with an emphasis on advanced desktop publishing procedures.

GRC 275: Web Design II

Units (Credits): 3; Prerequisites: [GRC 175](#); Recommended: [GRC 188](#)

Offers advanced web page design using industry-standard applications. Topics include CCS layout, advanced site building features, site management, interactivity, and customization.

GRC 283: Electronic Imaging II

Units (Credits): 3; Prerequisites: [GRC 183](#)

Studies advanced applications of graphics software to build design projects. Covers layout and typography as well as pixel and vector-based software.

GRC 290: Internship in Graphic Communications

Units (Credits): 1'6; Prerequisites: Completion of 21 units of GRC classes and consent of instructor

Provides supervised work experience within a selected graphic communications business, dependent upon student's selected major emphasis. Designed to apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor. Available to students entering their last semester of instruction for the Graphic Communications associate degree. Contact department advisor for application, screening and required skills evaluation.

GRC 294: Professional Portfolio

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 graphic communications field. Professional and legal requirements will be explored.

Health Information Technology (HIT)

[Nursing & Allied Health Division](#)

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, AB 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, AB 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, AB or AS Degree.

History (HIST)

Liberal Arts Division

HIST 101: United States History to 1877

Units (Credits): 3; Prerequisites: none; Recommended: Completion or corequisite of ENG 101 or eligibility to enroll in ENG 101.

Offers a survey of American history and civilization from the time of the first European settlement to about 1877. Satisfies the United States constitution requirement.

HIST 102: U.S. History Since 1877

Units (Credits): 3; Prerequisites: none; Recommended: Completion or corequisite of ENG 101 or eligibility to enroll in ENG 101.

Offers a survey of American history and civilization from the time of the first European settlement to about 1877. Satisfies the United States constitution requirement.

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. Examines the American judicial system through a number of significant decisions and will analyze the individuals who made those decisions. Satisfies the U.S. and Nevada Constitution requirements.

HIST 207: Discover Nevada

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 208: World History I

Units (Credits): 1'3; Prerequisites: none; Recommended: Completion or corequisite of ENG 101 or eligibility to enroll ENG 101

A survey of the societies and cultures of Asia, Africa, the Middle East, Europe, the Americas, and Oceania to 1600.

HIST 209: World History II

Units (Credits): 1'3; Prerequisites: none; Recommended: Completion or corequisite of ENG 101 or eligibility to enroll ENG 101

A review of the principal developments in world history since 1600, including scientific and technological revolutions, social revolutions, nationalism, immigration, colonialism, world wars, decolonization, modernization, democracy, and dictatorships.

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. Satisfies the Nevada Constitution requirement.

HIST 225: Introduction to the Vietnam War

Units (Credits): 3; Prerequisites: none

Survey of U.S. involvement in Vietnam from 1954 to U.S. withdraws in 1975. Provides an overview of the land, history, and culture of Vietnam and the region. In-depth study of the U.S. involvement in Vietnam. Concludes with an overview of post U.S. involvement issues and the present day Vietnam.

HIST 247: Introduction to the History of Mexico

Units (Credits): 3; Prerequisites: none

Introduces pre-Columbian Mexico, Colonial New Spain and Mexican national history to the present.

HIST 285: History of Witchcraft

Units (Credits): 3; Prerequisites: none; Recommended: ENG 101

Addresses the changing definitions of magic, science, religion and law as they pertain to the supernatural from the beginnings of ancient civilizations through the modern era. Topics will include pagan religions, heresy, possession and exorcism, demons, artistic representations, and gender.

HIST 295: Special Topics: History

Units (Credits): 3; Prerequisites: consent of instructor

Studies a selected issue or topic of significance in history. The intent will be to develop an awareness of and appreciation for the complex forces which have shaped the modern world. Material will be drawn from a variety of sources and may be interdisciplinary. May be repeated for up to six credits.

Holocaust, Genocide and Peace Studies (HGPS)

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)

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)

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, AB or AS Degree.

Industrial Plant Mechanics (IT)

Career and Technical Education Division

IT 208: Fluid Power

Units (Credits): 1-3; Prerequisites: none

Reviews fluid power mechanics with an emphasis on schematic symbols, circuit operation and design, pneumatic and hydraulic component theory and operation, and industry terminology.

Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA, AB or AS Degree.

Informatics (INF)

Career and Technical Education Division

INF 100: Introduction to Informatics I – Basic Concepts

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.

Information Systems (IS)

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)

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, AB 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, AB 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, AB 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, AB 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.

ITAL 199: Special Topics in Italian

Units (Credits): 0.5-3; Prerequisites: none

Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA, AB or AS Degree.

Japanese (JPN)

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, AB or AS Degree.

Journalism (JOUR)

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 120: Media in Modern Life

Units (Credits): 3; Prerequisites: none

Explores the profound transition from life with mass media to life in networked media. Researches the meaning of media through anthropological, political and historical perspectives.

JOUR 201: Media Writing

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 221: News Gathering & Writing

Units (Credits): 3; Prerequisites: none

JOUR 290: Internship in Journalism

Units (Credits): 1-3; Prerequisites: JOUR 101

Limited to students interested in a career in journalism. To participate, students must fill out an internship application, meet with an intern advisor, and interview with internship sponsor and instructors. Interns will not be compensated and hours will be determined by enrollment units.

Laboratory Technician (LTE)

Nursing 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.

Provides knowledge and skills necessary to perform basic collection, identification, and preservation of blood samples as applied to venipuncture techniques. Incorporates finger stick procedures and patient contact methodologies carried out within the ethical, legal and professional boundaries of the roles. Successful completion of LTE 102 is required to sit for national certification examinations offered through a variety of certifying organizations, including the American Society for Clinical Pathology (ASCP).

LTE 102: Applied Phlebotomy

Units (Credits): 3-3.5; Prerequisites: LTE 101 or LTE 110 with C or better, and 20 successful draws performed in a WNC laboratory setting in LTE 101. Vaccinations and major medical insurance. See Nursing and Allied Health Division student requirements for LTE.

Provides 100 hours of clinical phlebotomy experience (3.5 unit course) or 68 hours of clinical phlebotomy (3 unit course) to apply knowledge and skills learned in LTE 101 or LTE 110 respectively. Under the guidance of a laboratory technician preceptor, students enrolled in 3.5 units will perform a minimum of 100 successful, documented blood draws with patients across the lifespan (except infants and toddlers). Students enrolled in 3 units will perform 60 successful, documented blood draws with patients across the lifespan (excluding infants and toddlers). Upon successful completion with a grade of C or better, students are eligible to sit for a national certification examination offered through a variety of certifying organizations, including the American Society for Clinical Pathology (ASCP).

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 website for further information.

Provides the student the knowledge and skills necessary to perform the collection, identification, and preservation of specimens as applied to venipuncture techniques. The course includes medical terminology, ethics, fingerstick procedures, and patient contact methods. Emphasizes the role of the venipuncturist in a modern health care delivery system.

Latin (LAT)

Liberal Arts Division

LAT 101: Introductory Latin

Units (Credits): 3; Prerequisites: none

Covers the language and culture of the ancient Romans and explore Latin's relevance as the base of Romance languages and as a major branch of English.

Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA, AB or AS Degree.

Machine Tool Technology (MTT)

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, AB or AS Degree.

MTT 106: Machine Shop Practice I

Units (Credits): 1-2; 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, AB 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, AB or AS Degree.

MTT 111: Machine Shop Practice II

Units (Credits): 1-2; 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, AB 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, AB 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, AB 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, AB or AS Degree.

MTT 251: Machine Shop Practice III

Units (Credits): 1-2; 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, AB 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, AB 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, AB or AS Degree.

MTT 262: Machine Shop Practice IV

Units (Credits): 1-2; 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, AB 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, AB 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, AB 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, AB 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, AB 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, AB 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 295: Work Experience I

Units (Credits): 1-6; Prerequisites: none

Provides the student with a supervised and educationally directed work-based learning experience. Students apply classroom theory to the work place.

Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA, AB or AS Degree.

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**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 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.

MKT 295: Work Experience I

Units (Credits): 1-4; Prerequisites: none

Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA, AB or AS Degree.

Mathematics (MATH)

Liberal Arts Division**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, AB or AS Degree.

MATH 110: Mathematics for Industry

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, AB or AS Degree.

MATH 120: Fundamentals of College Mathematics

Units (Credits): 3; Prerequisites: MATH 96 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.

Note: Appropriate score on the WNC placement or equivalent test may also meet the prerequisite.

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 96 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 96 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, logarithmic and trigonometric functions; analytic trigonometry; systems of equations and inequalities, determinants; conic sections; sequences and series; counting techniques and probabilities.

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 analytic geometry and calculus. Includes plane coordinates, graphs, functions, limits, derivatives, integrals, and the fundamental theorem of calculus. Includes applications to rates, optimization, 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, vectors.

MATH 251: Discrete Mathematics I

Units (Credits): 3; Prerequisites: none

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.

MATH 90: 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 91: 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 92: Algebra Review

Units (Credits): 1; Prerequisites: Previous success in Intermediate Algebra or Algebra II or higher algebra course. Provides a review of algebra that will refresh previously taught concepts. Designed for students who have successfully completed Algebra II or Intermediate Algebra or similar course sometime in the past. Provides a condensed review of topics from Intermediate Algebra intended to help students place into the appropriate course via Accuplacer Exam.

MATH 93: Pre Algebra

Units (Credits): 3; Prerequisites: MATH091 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 95: Elementary Algebra

Units (Credits): 3; Prerequisites: MATH 93 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 96: Intermediate Algebra

Units (Credits): 3; Prerequisites: MATH 95 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 96D: Algebra Review for MATH126

Units (Credits): 2; Prerequisites: MATH95 or appropriate score on the WNC placement or equivalent test, or one unit of high school algebra and one unit of high school geometry.; Corequisites: MATH 126
Offers a second course in algebra. Includes multiplying, dividing, and factoring polynomial expressions, solving polynomial and rational equations, algebraic techniques involving exponents and radicals, and systems of linear equations.

MATH 98: Developmental Mathematics

Units (Credits): 3; 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.

Mechanical Engineering (ME)

Liberal Arts Division

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

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.

Metallurgical Engineering (ME)

Liberal Arts Division

METE 250: Elements of Material Science

Units (Credits): 3; Prerequisites: CHEM 121

Provides an understanding of the internal structure of materials, the dependence of properties upon these structures, and the behavior of materials in service.

Music (MUS)

Liberal Arts Division

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 121: Music Appreciation

Units (Credits): 2-3; 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
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
How cultural, social, political, and economic conditions have shaped the evolution of rock music. 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 and, if possible, demonstrations/performances from local rock musicians will enhance the student's learning experience.

MUS 134: Jazz Appreciation

Units (Credits): 3; Prerequisites: none
Jazz music's evolution as an art form unique to the United States has both shaped and reflected the construction of our national identity. This course 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
Performance ensemble, centered on public performance of musical theatre literature.

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): 2'3; Prerequisites: MUS 176 Nine units of MUS 176.

A continuation of the skills learned in MUS 176. Students must complete nine credits of MUS 279 as a prerequisite. Each level repeatable up to 9 credits.

MUS 299: Special Topics in Music

Units (Credits): 1'3; Prerequisites: None

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): 1-2; 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): 1-4; 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; 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)

Liberal Arts Division

MUSE 101: Concert Choir

Units (Credits): 1; Prerequisites: none

Study and performance of 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 131: Jazz Ensemble

Units (Credits): 1; Prerequisites: intermediate proficiency on a band instrument

Introduces study and performance of instrumental jazz ensemble literature. Formerly MUS 230. Class may be repeated for a total of six credits. Prerequisite: intermediate proficiency on a band instrument.

MUSE 135: Jazz Vocal Ensemble

Units (Credits): 1; Prerequisites: instrumentalists should be of intermediate level proficiency. No prerequisites for vocalists

Explores a variety of styles, including pop, rock and jazz. Formerly MUS 115. Class may be repeated for a total of six credits. No prerequisites.

Natural Resources (NRES)

Liberal Arts Division

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

NURS 40: Infacility Nursing Assistance Program

Units (Credits): 3; Prerequisites: none

NURS 129: Level I Basic Nursing Skills

Units (Credits): 2; 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.

Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA, AB or AS Degree.

NURS 130: Nursing Assistant

Units (Credits): 6; Prerequisites: Basic Life Support/Healthcare Provider CPR certification. See Nursing and Allied Health website for additional information.

Prepares students to function as nursing assistant trainees 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 141
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 137 & NURS 141
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 140: Medical Terminology

Units (Credits): 2/3; Prerequisites: none
Provides a basic foundation for students interested in the nursing and allied health field. Emphasis is on analyzing word parts and learning basic prefixes, suffixes and word roots. The course also highlights the body systems: basic anatomy and physiology, including basic terms used in disease and surgical procedures. Appropriate for medical secretaries, medical transcriptionists and for beginning nursing students. (Not equivalent to COT 124)

NURS 141: Foundations of 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 and elder patients. Students utilize concepts of previously learned content from prerequisite and corequisite nursing courses including the nursing process and methods of prioritizing to perform nursing assessment and nursing diagnosis. Students learn the difference between a comprehensive assessment, an ongoing/partial assessment, a focused, problem-oriented assessment and an emergency assessment of a resident in a long term care facility. Formerly NURS 200.

NURS 148: Health Assessment Laboratory

Units (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 150 & NURS 151
Helps students gain knowledge of nursing care for the patient experiencing primary threats to psychosocial integrity. Examines the principles and practice of psychiatric nursing through a variety of theoretical frameworks and legal and ethical values that guide its practice. Emphasis is placed on the use of culturally relevant therapeutic communication skills, development of therapeutic nurse/patient relationships, and interventions that are grounded in evidence based practice to achieve best practice outcomes. Formerly NURS 236.

NURS 151: Mental Health and Illness Clinical

Units (Credits): 1; Prerequisites: admission to the nursing program; Corequisites: NURS 149 & NURS 150
Requires students to utilize the nursing process to apply knowledge of the principles and practice of psychiatric nursing to the care of patients experiencing disruptions in psycho/social functioning. Collaborative experiences involving students, members of the psychiatric health care team, patients and their families occur at acute care and outpatient settings. Relevant legal and ethical issues are explored within the context of care of patients with disruptions in psychosocial integrity. Formerly NURS 238.

NURS 152: Foundations of Pharmacology in Nursing I

Units (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 156: Foundations of Pharmacology in Nursing III

Units (Credits): 1; Prerequisites: NURS 153 Admission to the Nursing program required
Provides a continuation of study of pharmacological principles and practices through in-depth application of principles of pharmacology, pharmacokinetics and pharmacodynamics. Designed to expand the nursing student's knowledge of pharmacotherapeutics, which includes the cellular response level, for the clinical application within the context of the nursing process and prioritization of needs for patients across the lifespan. Selected drug classifications of pharmacological agents are examined and applied through case study application and analysis providing opportunity for development of the nursing competencies of clinical judgement, professional identity, use of evidence-based practice, and the facilitation of a spirit of inquiry.

NURS 165: Medical Surgical Nursing I Theory

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, AB or AS Degree.

NURS 261: Nursing Care of the Family from Conception through Adolescence (Theory)

Units (Credits): 4; Prerequisites: Admission to the Nursing program required; Corequisites: NURS 262
Focuses on basic concepts of nursing associated with care of the family experiencing pregnancy, birth, and the care of children. Incorporates knowledge of normal patterns of growth and development, health promotion, and disease prevention strategies. Students analyze care of patients with common health disruptions while continuing to develop the competencies of nursing judgement, use of evidenced-based practice, application of principles associated with professional identify, and the nurturing of a spirit of inquiry within the organizing framework of the nursing process.

NURS 262: Nursing Care of Family from Conception to Adolescence (Lab/Clinical)

Units (Credits): 2; Prerequisites: Admission to the Nursing program required; Corequisites: NURS 261
Focuses on the application of concepts addressed NURS 261. Students provide basic care to families experiencing pregnancy, birth, and the care of children from the neonatal stage through adolescence. Provides active, hands-on learning in the laboratory and clinical setting, under the direct supervision of nursing faculty and competent clinical preceptors, to students caring for maternal, newborn, and pediatric patients. The nursing process, QSEN Safety Standards, and the principles of human flourishing, nursing judgement, professional identity, and the spirit of inquiry, will provide the framework for student activities.

NURS 270: Advanced Clinical Nursing I Theory

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): 2.5; 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.

NURS 285: Special Topics: Nursing

Units (Credits): 1-6; Prerequisites: none

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: MATH 120

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: BIOL 190 and 190L with a grade of C or better or CHEM 121 with a grade of C or better

Studies nutrient functions and basis for nutrient requirements at the cellular level. Three hours lecture.

Occupational Safety/Health (OSH)

Career and Technical Education Division

OSH 101: Introduction to Safety & Health

Units (Credits): 3; Prerequisites: none

Provides students with information and skills necessary to understanding and insuring safety and health in a variety of work locations. Specific attention is paid to Nevada Occupational Safety and Health Act, NRS Chapter 618. Covers the OSHA responsibilities of employers and employees, inspection procedures, complaint procedures, citations, and maximum mandatory penalties.

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, AB or AS Degree.

PET 108: Power Equipment Technician Motorcycle Maintenance II

Units (Credits): 3; Prerequisites: PET 107

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, AB or AS Degree.

Philosophy (PHIL)

Liberal Arts Division

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 145: Religion in American Life

Units (Credits): 3; Prerequisites: none

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, AB 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, Sartre 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 217: Introduction to the Study of Marxism

Units (Credits): 3; Prerequisites: none

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.

PHIL 299: Special Topics in Philosophy

Units (Credits): 1-3; Prerequisites: none

Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA, AB or AS Degree.

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: Physics for Scientists and Engineers 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: Physics for Scientists and Engineers 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: Physics for Scientists and Engineers 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: Physics for Scientists and Engineers 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: Physics for Scientists and Engineers III

Units (Credits): 3; Prerequisites: 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: Physics for Scientists and Engineers 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 100: Nevada Constitution

Units (Credits): 1; Prerequisites: Prerequisite: None. Recommended: Completion or corequisite of ENG 101 or eligibility to enroll in ENG 101.

Introduces the political history of Nevada through an examination of the Nevada Constitution. Satisfies the Nevada Constitution requirement.

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. Satisfies United States and Nevada Constitution requirements.

PSC 208: Survey of State & Local Government

Units (Credits): 3; Prerequisites: none. Recommended: Completion or corequisite of ENG 101 or eligibility to enroll in ENG 101

Surveys the the organization, working principles and functional processes of state and local governments in the United States, including Nevada. Satisfies the Nevada Constitution requirement.

PSC 210: American Public Policy

Units (Credits): 3; Prerequisites: none. Recommended prerequisite or corequisite: ENG 101, or eligibility to enroll in ENG 101.

Explores an analysis of the interplay of forces involved in policy-making at all levels of American government. Studies the impact of policy on individuals and institutions.

PSC 211: Introduction to Comparative Politics

Units (Credits): 3; Prerequisites: none. Recommended: Completion or corequisite of ENG 101 or ability to enroll in ENG 101.

Provides an analysis of similarities and differences in the governing processes of different societies.

PSC 231: Introduction to International Relations

Units (Credits): 3; Prerequisites: none. Recommended: Completion or corequisite of ENG 101 or eligibility to enroll in ENG 101.

Explores policy making institutions, foreign policies and politics of various nations.

PSC 241: Survey of Public Administration

Units (Credits): 3; Prerequisites: none.

Survey of the role of executive agencies in governmental process. Attention focused upon bureaucratic procedures for planning, budgeting, utilizing personnel, communicating, and decision making.

Psychology (PSY)

Liberal Arts Division

PSY 101: General Psychology

Units (Credits): 3; Prerequisites: none

PSY 101 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): 2-3; 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): 3-4; Prerequisites: PSY 101, SOC 101, MATH096 or consent of instructor

Develops an understanding of statistical methods and training in the useful presentation and interpretation of behavioral science data, including elementary computer use. Same as SOC 210.

PSY 220: Principles of Educational Psychology

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): 2-3; Prerequisites: PSY 101 or consent of instructor

Psy 233 explains the growth and development of children from conception through early adolescence.

PSY 234: Adolescent Psychology

Units (Credits): 2-3; Prerequisites: PSY 101 or consent of instructor

Psy 234 explains 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 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 276: Aging in Modern American Society

Units (Credits): 3; Prerequisites: none

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 280: Psychology of Love Relationships

Units (Credits): 3; Prerequisites: none

PSY 299: Special Topics

Units (Credits): 1-3; 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

READ 135: College Reading Strategies

Units (Credits): 3; Prerequisites: READ093 with a C or better, reading placement exam, or consent of instructor
Helps the average reader improve reading efficiency through practice with advanced comprehension skills. Reading rate is thereby improved indirectly. Students with heavy academic or on-the-job reading will benefit. Attention is also given to expanding reading vocabularies.

READ 93: 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 95: Reading and Improvement

Units (Credits): 3; Prerequisites: none
Improves fundamental reading skills, including word-attack skills, vocabulary development, reading comprehension, fluency, and interpretation.

Real Estate (RE)

Career and Technical Education Division

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 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 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.

RE 295: Work Experience I

Units (Credits): 1-4; Prerequisites: none

Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA, AB or AS Degree.

Recreation & Physical Education (PEX)

Career and Technical Education Division

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 193: Intercollegiate Soccer

Units (Credits): 1'3; Prerequisites: none

Participation on the intercollegiate soccer team. May be repeated for up to 6 credits.

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

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, AB 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

SENR 101: Personal Computing for Seniors

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 received 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, AB 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 of 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, AB 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, AB 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 becomes 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, AB 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, AB 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, AB or AS Degree.

Social Work (SW)

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.

SW 310: HBSE I Structural Factors and Macro Systems

Units (Credits): 3; Prerequisites: SW 101, SW 250

First course in a two course sequence that promotes a multidimensional understanding of human functioning and behavior across systems and the life course. Specifically examines human behavior manifested in larger systems as well as the reciprocal relationship between individual functioning and social institutions. Orients students to social work perspectives that view human behavior as being influenced and impinged upon by environmental forces.

Advances student's ability to critically examine the role of power, privilege and oppression in shaping life experiences.

SW 321: Basics of Professional Communication

Units (Credits): 3; Prerequisites: SW 101, SW 250

Focuses on the development of basic communication and observational skills needed for subsequent social work methods courses. Addresses communications topics including: active listening, questioning, empathetic responding, paraphrasing, summarizing, persuasive writing, and non-verbal communication. Emphasizes developing observation and communication skills that capture events in ways that are descriptive, accurate, and unbiased. Stresses the importance of nonjudgmental and unbiased communication and rapport. Examines the roles of power differentials, gender, culture, class, context, and ethnicity/race on professional communication.

Sociology (SOC)

Liberal Arts Division

SOC 101: Principles of Sociology

Units (Credits): 3; Prerequisites: none

Sociology 101 (SOC 101), Principles of Sociology, 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, MATH096 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

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, AB 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, AB 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, AB 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, AB or AS Degree.

SPAN 109: Spanish for Educators I

Units (Credits): 1'3; 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, AB 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, AB or AS Degree.

SPAN 111: First Year Spanish I

Units (Credits): 3-4; 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): 3-4; 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): 1-3; 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, AB 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, AB 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

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 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 176: Musical Theatre Workshop I

Units (Credits): 1'8; Prerequisites: none

Performance ensemble, centered on public performance of musical theatre literature. Repeatable up to 8 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 riggings. 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): 2-3; 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, AB 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, AB 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, AB 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, AB 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, AB 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, AB 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, AB 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, AB 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, AB 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, AB 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, AB 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, AB 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, AB 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, AB or AS Degree.

WELD 242: Welding IV Practice

Units (Credits): 2; Prerequisites: WELD 241 & AMP; 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, AB 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, AB 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, AB 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, AB or AS Degree.

Woodworking (WOOD)

Career and Technical Education Division

WOOD 150: Woodshop

Units (Credits): 3; Prerequisites: none

Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA, AB or AS Degree.

WOOD 197: Beginning Woodworking

Units (Credits): 3-4; 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, AB or AS Degree.

WOOD 221: Advanced Woodworking

Units (Credits): 3-4; Prerequisites: none

Continues the skills learned in WOOD 197B. The course is designed to meet the individual needs of the student through advanced woodworking construction practices which will be employed on an individual student need basis.

Note: Non-transferable for an NSHE baccalaureate degree. Non-applicable towards an AA, AB 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, AB or AS Degree.

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<http://www.wnc.edu/course-descriptions/>

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- Niki Gladys, Director of Development
- April Flynt, Office Coordinator

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Title IX Compliance

Title IX Compliance

Title IX of the Education Amendments Act of 1972 prohibits discrimination based on sex in educational programs and activities that receive federal financial assistance. To ensure compliance with Title IX and other federal and state civil rights laws, the college has developed policies that prohibit sex discrimination, which includes sexual harassment, sexual assault, and sexual violence by employees, students, or third parties.

Title IX Training

Title IX training, including the prevention of sex discrimination, sexual harassment, and sexual assault, is required of all WNC employees every two years and is offered to WNC students each semester. The Title IX training requirement for employees can be satisfied by completing the Law Room online training program or by attending an in-person training session. Employees may contact Brenda Yenkole (Brenda.Yenkole@WNC.edu) for more information. Title IX training for students is offered to students each semester through the Campus Clarity online training program. Students are not required to complete the training, but doing so is the best way for students to understand their rights and responsibilities under Title IX. Students may contact Piper McCarthy (Piper.McCarthy@wnc.edu) to either request a link to the training or for information about the training.

Non-Discrimination Statement

Western Nevada College hereby adopts the Title IX Notice of Non-Discrimination Statement found in Board of Regents Handbook, Title 4, Chapter 8, Section 13 as its Title IX Notice of Non-Discrimination, and any amendments to that notice as may be adopted by the Board of Regents from time to time. The notice provides:

'NSHE and its member institutions do not discriminate on the basis of sex in their education programs and activities; Title IX of the Education Amendments Act of 1972 is a federal law that states at 20 U.S.C. Â§1681(a): 'No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.' The Chancellor and each president shall designate an administrator to serve as the Title IX coordinator, whose duties shall include overseeing all Title IX complaints and identifying and addressing any patterns or systemic problems that arise during the review of such complaints. Inquiries concerning the application of Title IX may be referred to each member institution's Title IX coordinator or the Office for Civil Rights of the United States Department of Education. Each member institution shall include on its website and in its general catalog, its Title IX coordinator's name, office address, telephone number, and email address. Although it is the application of Title IX to athletics that has gained the greatest public visibility, the law applies to every single aspect of education, including course offerings, counseling and counseling materials, financial assistance, student health and insurance benefits and/or other services, housing, marital and parental status of students, physical education and athletics, education programs and activities sponsored by the institution, and employment. Member institutions shall notify all students and employees of the name or title and contact information of its Title IX coordinator.'

To ensure compliance with Title IX and other federal and state civil rights laws, the college has developed policies that prohibit sex discrimination, which includes sexual harassment, sexual assault, and sexual violence by employees, students, or third parties.

Inquiries concerning the application of Title IX and/or questions as to how to file a complaint of sex discrimination may be referred to WNC's Title IX Coordinator Mark Ghan at (775) 445-4231 or mark.ghan@wnc.edu. In his absence, contact the WNC Human Resources office at (775) 445-4237, the WNC Dean of Students at (775) 445-3344, or the Office for Civil Rights of the United States Department of Education at (202) 514-4609 or <http://www.justice.gov/crt/about/cor/coord/titleix.php>. (Rev. 09/16)

Title IX Compliance Coordinator – Mark Ghan

Inquiries concerning the application of Title IX and/or questions as to how to file a complaint of sex discrimination may be referred to WNC's Title IX Coordinator Mark Ghan at (775) 445-4231 or mark.ghan@wnc.edu

MarkÂ Ghan

Title	Vice President
Department	Administrative & Legal Services
Email	mark.ghan@wnc.edu
Phone	775-445-4231
Fax	775-445-4218
Office	<i>Carson City Bristlecone Building Room 167</i>

Additional Resources

- [Filing a Complaint](#)
- [WNC Human Resources Office](#)
- [WNC Dean of Students](#)
- [Office for Civil Rights of the United States Department of Education.](#)

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<http://www.wnc.edu/human-resources/title-ix/>

Student Grievance Procedures

Western Nevada College Policies

Policy 3-5-2: Student Grievance

Procedure:	Student Grievance
Policy No.:	3-5-2
Department:	<u>Dean of Student Services Office</u>
Contact:	Dean of Student Services
Policy:	<p>A student has the right to initiate a formal grievance in the case of a possible alleged infraction. A grievance arises when a student believes, based on established System-wide, Institutional-wide and individual academic faculty member-developed-for-the-classroom-or- laboratory administrative policies, procedures and/or rules, that he or she has been treated in an inappropriate manner by an academic faculty member in a college department or a bonafide academic faculty representative of the college.</p> <p>Grievances Covered by This Policy:</p> <ol style="list-style-type: none"> 1. A grievance against an academic faculty member arises when a student believes he or she has been subjected to inappropriate behavior by an academic faculty member acting within their role and duty. 2. A grievance of personal misconduct by an academic faculty member arises when a student believes he or she is the subject of inappropriate behavior outside of the academic faculty member's role and duties within the college. <p>Grievances Not Covered by This Policy Include:</p> <ol style="list-style-type: none"> 1. Grade disputes, academic evaluation disputes and other matters related to an academic faculty member's assigned duties. 2. Issues of sexual harassment or discrimination. 3. Issues of a criminal nature. <p><i>Note - much of the language added to this policy was taken (and modified) from USC's grievance policy -- /s/ FSC III</i></p>

Initiation of Grievance

Committee Membership

Presentation of Case

Recommended Course of Action

Final Decision

- Section 1: Initiation of Grievance
 - A. Formal grievance procedures are initiated only after informal attempts have been found unsatisfactory in reaching a just solution.
 - B. A grievance must be filed in writing to the Dean of Student Services within 15 instructional days of the alleged infraction.
 - C. This written grievance must include the following:
 - 1) Name, address and phone number of the person making the grievance;
 - 2) Identification of the academic faculty member against whom the grievance is brought;
 - 3) A description of the specific academic faculty member's behavior resulting in this grievance;
 - 4) The date or period of time in which the behavior occurred and the location of the incident;

and

5) A listing of all individuals who witnessed any part of the incident in dispute.

- Section 2: Committee Membership
 - A. The Academic Standards Committee shall hear the grievance; its membership is driven by its bylaws.
 - B. This committee will consist of the appropriate dean, two faculty members, one student, one representative from the Associated Students of Western Nevada, and may also include a classified employee.
- Section 3: Presentation of Case
 - A. The Academic Standards Committee shall hear the grievance within 15 days of notification by the Vice President of Academic and Student Affairs.
 - B. The student and involved parties will be given the opportunity to present their case in a formal hearing to the Academic Standards Committee.
 - C. The burden of proving the grievance rests upon the student filing the grievance.
 - D. Hearings shall be digitally recorded or transcribed. These records are maintained for a seven-year time-period.
- Section 4: Recommended Course of Action
 - A. The Academic Standards Committee will then recommend a course of action to the vice president for academic and student affairs within 5 days of the hearing.
- Section 5: Final Decision
 - A. All involved parties will receive written notification within the confines of Nevada Revised Statutes, Nevada Administrative Code and NSHE Code from the Vice President for Academic and Student Affairs of the final decision within 15 days of receipt of the Academic Standards Committee's recommendation.

Date Adopted	February 23, 1999	Dates Revised	October 6, 2015; September 2, 2008; May 11, 2004; April 4, 2000
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NSHE Code	Reference NSHE Board of Regents Handbook
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NSHE Board of Regents' Meeting Minutes: 4/87; 11/88; 5/92

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<http://lr.wnc.edu/policymanual/3-5-2.php>

Residency Regulations

Western Nevada College allows any adult who can benefit from instruction to enroll, regardless of residency status. Although the tuition and fees will vary depending on residency status, all adults are welcome to attend Western Nevada College.

Admissions and Records staff is available to assist students with residency regulations and to answer any residency questions. Please call 775-445-3277 for assistance.

A student's residency status for fee/tuition purposes is determined at the time of initial application to the college. An initial determination of non-resident status does not change unless or until the student applies for and is approved for in state residency.

There are a number of factors used to determine residency. In most cases, an individual who is financially independent must reside in Nevada as a bona fide resident (definition below) for a minimum of 12 consecutive months prior to the date of matriculation (the beginning date of the first semester of enrollment) to be considered a Nevada resident for tuition purposes. The individual must also be a U.S. citizen or hold a Permanent Resident card or a visa which is approved for NSHE residency consideration. For a financially dependent student, the student's spouse, family, or legal guardian must be a bona fide legal resident of the state of Nevada for at least twelve consecutive months prior to the date of matriculation and must be a U.S. citizen or hold a Permanent Resident card or approved visa.

There are exceptions which allow some individuals who do not meet the 12 month requirement to obtain residency. Some of the exceptions include:

- A graduate or current enrollee of a Nevada high school.
- A financially independent individual who has relocated to Nevada for the primary purpose of permanent full-time employment.
- A financially dependent individual whose spouse, family, or legal guardian has relocated to Nevada for the primary purpose of permanent full-time employment.
- Licensed educational personnel employed full-time by a public school district in the state of Nevada, or the spouse or dependent child of such an employee.
- A member of a federally recognized Native American tribe who currently resides on tribal lands located wholly or partially within the boundaries of the state of Nevada.
- Active duty resident military stationed in Nevada or spouse.
- Marines currently stationed at the Marine Corps Mountain Warfare Training Center at Pickel Meadows, CA or spouse.
- A veteran of the Armed Forces of the United State who was honorably discharged while stationed in Nevada or Pickel Meadows.
- A veteran of the Armed Forces of the United States who was honorably discharged within five years immediately preceding the date of matriculation of the veteran.
- Veterans, spouses, dependents and others using veteran benefits may qualify for an exception.

Bona Fide Nevada Resident

A bona fide Nevada resident is defined as an independent person who has continuous physical presence in the state of Nevada for a minimum of 12 consecutive months prior to matriculation, having clearly abandoned any former residence and who has no ties to any other state and who has the intent to permanently reside in the state of Nevada. In general, an individual is expected to surrender his/her driver's license or state ID card from his/her previous state and obtain a Nevada driver's license (as required by Nevada law) or state ID card within 30 days of moving to Nevada to be considered a bona fide resident. For a dependent person, the family, spouse or legal guardian must have physical presence in the state of Nevada for a minimum of 12 consecutive months prior to the student's matriculation with no ties to any other state, with the intent to permanently reside in Nevada.

Dependent and Family

A dependent is defined as a person who is not financially independent and is claimed as an exemption for federal income tax purposes under Section 152 of the Internal Revenue Code by another person for the most recent year. Family is defined as natural or legally adoptive parent(s) of a dependent person, or if one parent has legal custody of a dependent person, that parent.

Date of Matriculation

Date of matriculation is the first day of instruction in the semester or term in which enrollment of a student first occurs (excluding community education courses). This is applicable regardless of the actual start date of a course a student enrolls in. A student has matriculated if he/she enrolls for a course and does not withdraw before the 100% refund period or has a record of previous enrollment at Western Nevada College.

Nonresident

A student who does not meet the criteria for Nevada bona fide residency or a residency exception is considered a nonresident and must pay nonresident fees.

Residency Audit

The Nevada System of Higher Education (NSHE) requires WNC to randomly select 10% of all newly admitted students who were initially classified as Nevada residents to ensure that their residency determinations are accurate. Students selected for an audit will be notified by email and required to submit a Residency application with required documentation.

Reclassification

A student who has been classified as a non-resident who matriculated to WNC shall continue to be classified as a nonresident student throughout the student's enrollment, unless and until the student demonstrates that his or her previous residence has been abandoned and that student is a bona fide Nevada resident. A student must fill out a Residency Application using category 3 and provide documentation of:

1. Continuous physical presence as a Nevada resident for at least 12 months immediately prior to the date of the application for reclassification, and
2. Evidence of intent to remain a Nevada resident, and
3. Proof of independent/dependent status. For a dependent student, documentation of Nevada residency for the student's family, spouse, or legal guardian must be provided. If the family, spouse or legal guardian of a dependent student is not a bona fide Nevada resident, the student will continue to be classified as a nonresident student.

When a student has been reclassified to resident student status, the reclassification shall become effective at the registration immediately following the reclassification decision. No reclassification under these regulations shall give rise to any claim for refund of tuition already paid or owed from a previous semester.

WUE Students

WUE is the Western Undergraduate Exchange, a program coordinated by the Western Interstate Commission for Higher Education (WICHE). Through WUE, students from participating western states may apply to enroll in college programs at a reduced tuition level of 150 percent of the institution's regular resident tuition. The following states participate in WUE: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, Wyoming, and the Commonwealth of the Northern Marianas Islands.

New students who have not matriculated to WNC may apply for WUE status. To qualify a student must have maintained a legal bona fide resident status in an approved WUE state for at least twelve months prior to the first day of the semester of application. An applicant must also be a U.S. citizen or Resident Alien.

Students who have enrolled as Children of Alumni or WICHE/WUE may not be reclassified as an in-state resident until the student disenrolls from the applicable program and pays full nonresident tuition for at least 12 months or does not take any courses at a NSHE institution for at least 12 months from the time the student moved to Nevada. A Residency application using category 3 must be submitted.

California and Nevada Interstate Attendance Agreement

California residents attending Lake Tahoe Community College, or living within the jurisdictional boundaries of the Lake Tahoe Community College district, may apply to attend WNC at a reduced tuition level of 150 percent of the institutions regular tuition.

Contact WNC Admissions and Records at 775-445-3277 for more information or to apply.

Additional Information

All residency regulations are subject to change by the Board of Regents. Changes become effective immediately upon such approval for all students. Regulations for determining Nevada residency for tuition charges are outlined in the Board of Regents handbook, Title 4, Chapter 15.

If you are a new student who has not yet matriculated and believe your residency status has been classified incorrectly, you may submit the Residency Application using category 1 or 2 with appropriate documentation to WNC Admissions and Records.

If you would like to be considered for reclassification from a nonresident to a resident, submit the Residency Application using category 3 to Admissions and Records.

If you are a veteran of the Armed Forces of the United States or a spouse or dependent of a veteran and wish to have your residency status changed review the form, 'Veterans, Spouses and Dependents: Information Request Form for Determination of Tuition Charges' and submit with documentation if applicable.

If you have any questions about residency please call Admissions and Records at 775-445-3277.

Western Nevada College 2017-2018 College Catalog
Printed: October 10, 2017

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

Student Conduct Code

Western Nevada College Policies

Policy 3-4-4: Student Conduct

Procedure:	Student Conduct
Policy No.:	3-4-4
Department:	<u>Academic & Student Affairs</u>
Contact:	Dean of Student Services
Policy:	Rules of Conduct and Procedures for Students

Western Nevada College hereby adopts Board of Regents Handbook, Title 2, Chapter 10 as its policy governing the rules of conduct and procedures for students and any amendments to that chapter as may be adopted by the Board of Regents from time to time, along with the qualifications to the chapter set forth below.

"System," as that term is used in Title 2, Chapter 10, shall mean Western Nevada College.

"Student conduct officer or coordinator" shall mean the WNC Dean of Students or an alternate student conduct officer or coordinator appointed by the president.

"Student conduct hearing board" shall mean the Academic Standards and Student Conduct Committee or another committee appointed by the president.

"Hearing officer" shall mean a member of the Academic Standards and Student Conduct Committee or another person appointed by the president.

This policy is amended as follows: The Academic Standards and Student Conduct Committee's determination shall be in the form of a recommendation to the Vice President for Academic and Student Affairs, who will review the recommendation along with any evidence presented at the hearing, and issue a decision. The decision of the Vice President for Academic and Student Affairs may be appealed to the President.

Date Adopted	March 29, 2005	Dates Revised	May 2, 2017; October 6, 2015; June 19, 2013; October 13, 2011; September 2, 2008
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NSHE Code	<u>Reference NSHE Board of Regents Handbook</u>
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WNC Bylaws

Appendix

- [Academic Program Guide](http://www.wnc.edu/wp-content/uploads/2017/04/Program-Guide-2017-18-V.-4.25.17.pdf) (http://www.wnc.edu/wp-content/uploads/2017/04/Program-Guide-2017-18-V.-4.25.17.pdf)
- [Accreditation Reaffirmation Letter, 2010](http://www.wnc.edu/files/departments/accreditation/accreditation_reaffirmation_2010.pdf) (www.wnc.edu/files/departments/accreditation/accreditation_reaffirmation_2010.pdf)
- [Board of Regents Contacts](http://system.nevada.edu/Nshe/index.cfm/administration/board-of-regents/current-regents/) (http://system.nevada.edu/Nshe/index.cfm/administration/board-of-regents/current-regents/)
- [Board of Regents Handbook](http://system.nevada.edu/Nshe/index.cfm/administration/board-of-regents/handbook/) (http://system.nevada.edu/Nshe/index.cfm/administration/board-of-regents/handbook/)
- [Faculty Directory](http://www.wnc.edu/directory/browse/) (www.wnc.edu/directory/browse/)
- [Policy Manual](http://www.wnc.edu/policymanual/all.php) (www.wnc.edu/policymanual/all.php)

Printed: October 10, 2017