# COLLEGE
# CATALOG
## 2025-2026

DRAFT

**Western Nevada College**

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# 2025-2026 COLLEGE CATALOG

## 2025-2026 COLLEGE CATALOG

## College Catalog

The Western Nevada College Catalog is an annual publication which lists academic programs, policies and procedures. In addition, it includes information about fees, locations, curriculum requirements, course descriptions, and other helpful information about WNC. Requirements for degrees and certificates of achievement 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.

View College Catalog PDF

| Academic Program Guide | ACADEMIC CALENDAR | Previous Catalog Years |
|---|---|---|

### *College Profile*

***For over 50 years, Western Nevada College has offered affordable and quality education in Nevada.***

The dreams of local educators, civic leaders and young minds became a reality when we opened our doors in September 1971. We began our charge for access to higher education without dedicated buildings, using classes throughout the community from Reno to Hawthorne, including the Tahoe Basin. The Carson City campus opened in 1974 with the construction of the Bristlecone building; we expanded our footprint to Fallon in 1981, and our Douglas Campus opened in 1997. We have consistently grown and evolved to meet the needs of a growing and thriving Nevada, and while our history is rich with accomplishments and student success...the best is yet to come. We will celebrate our 50th anniversary in 2021, and look forward to many years of opportunity, innovation and academic excellence!

### *Affordable Education*

At Western, you can complete the first two years of a bachelor degree for a fraction of the cost of a university. We offer industry-recognized credentials to get you ready for the workplace in as little as a semester, and our online degrees and classes make it possible for you attend WNC while maintaining your commitments to work and family.

Through the generosity of community donors and state-led scholarships and grants, there is more financial aid than ever to help make college possible for you.

### *30 minutes to the Biggest Little City*

A trip to the "big" city offers a variety of cultural, entertainment and basic needs. Big-name concerts, museums, shopping, historic casinos such as the Atlantis and Eldorado, sporting events, and walkways along the majestic Truckee River that allow visitors access to art galleries and restaurants. The growing tech city is also known for its events, such as the Great Reno Balloon Races, the Air Races, River Festival, Artown, Reno Rodeo, Hot August Nights and Barracuda Championship.

### *40 minutes to the Slopes*

The mountains overlooking and casting incredible shadows on Lake Tahoe become the focus of visitors when the temperatures plummet. There are a dozen ski resorts that offer a variety of terrain and back-country trails for adrenaline sports enthusiasts. In addition to skiing and snowboarding for the powder hounds, this winter playground provides sledding, snowshoeing, snowmobiling, cross-country tours and ice skating to keep the heart racing. With approximately 300 sunny days out of the year, fishing still is a winter pastime, but if you prefer indoor excitement, there are concerts, comedy shows, shopping, hockey and gambling to make Lake Tahoe very enticing.

### *40 minutes from the Tahoe shores*

Only 40 minutes away is Lake Tahoe — the largest alpine lake in North America. The mesmerizing bright-blue water, snow-capped Sierra, array of wildflowers and majestic pine trees can lift the spirits and brighten the mood of any visitor. The outdoor paradise offers beaches, ski resorts, hiking trails, mountain biking trails, boating, fishing, gaming and a variety of entertainment, including American Century Golf Championship, Lights on the Lake Fireworks, SnowGlobe Music Festival, Octoberfest, Summer Concert Series, Valhalla Renaissance Faire and Tahoe Brewfest.

### *30 minutes to the Queen of the Comstock*

Less than a half-hour away is an exclusive chance to step back into the past and learn about 19th Century Nevada. Home to the "Comstock Lode," the first silver ore strike in the U.S. that lured hundreds of prospectors to the area with dreams of becoming rich, the town has morphed into a national historic landmark. Virginia City has kept much
of its history, from its beautiful Victorian buildings, museums, mines, Old West-style saloons and the V & T Railroad, and offers unique summertime events such as camel and outhouse races.

# GENERAL INFORMATION

## MESSAGE FROM THE PRESIDENT

# President J. Kyle Dalpe, Ph.D.

On behalf of the Western Nevada College family, it is my pleasure to welcome you to WNC!

For over 50 years, WNC has been a cornerstone of our communities, contributing to the economic well-being and personal growth of the areas we serve. Our deep roots in Carson City, along with our expansions in Fallon in 1981 and Douglas County in 1997, reflect our commitment to helping students achieve their educational goals and dreams.

At WNC, we take pride in our rigorous academic standards, small class sizes, and personalized instruction provided by some of the best faculty in Nevada. Our goal is not only to ensure student success in the classroom but also to foster the development of well-rounded individuals who are prepared to excel in their fields and serve as leaders in their communities.

We are excited to support you on your educational journey!

**J. Kyle Dalpe, Ph.D.**
*President*

## MISSION AND THEMES

# *Mission and Themes*

### *Our Vision*
WNC is an integral and innovative educational partner fostering equity and a life of learning in an inclusive environment for the evolving, diverse communities we serve.

### *Our Values*
WNC is student centered, inquiry driven, and data informed as we nurture community connections and promote an environment of equity and inclusion.

### *Our Mission*
WNC contributes to solutions for the 21st century by providing effective educational pathways for the students and communities of Nevada.

### *Core Themes*
Centering our core themes on the educational pathways we provide builds a framework focused directly on our students and their achievements. Transfer education and professional education pathways serve our students and the communities in which they live by advancing career opportunities and imparting skills to successfully navigate our increasingly complex and connected world. Lifelong learning is both a product of and a purpose for a community college, recognizing that educational opportunities outside of formal degree paths drive innovation and access for all populations of learners.

### *Transfer Education*

Degrees that may be transferred to four-year institutions and applied toward the completion of a bachelor's degree:
Associate of Arts (AA)
Associate of Science (AS)
Associate of Business (AB) degrees

### *Professional Education*

Professional Certificate programs that prepare students to enter the workforce or advance their careers:
Associate of Applied Science (AAS)
Bachelor of Applied Science (BAS)

### *Lifelong Learning*

Continuing education or credit courses taken for personal enrichment, professional development, or skill enhancement.

## ACCREDITATION

## Western Nevada College is accredited by the Northwest Commission on Colleges and Universities

Accreditation of an institution of higher education by the Northwest Commission on Colleges and Universities indicates that it meets or exceeds criteria for the assessment of institutional quality evaluated through a peer review process. An accredited college or university is one that has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the Northwest Commission on Colleges and Universities is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

## BOARD OF REGENTS

Western Nevada College is part of the Nevada System of Higher Education  (NSHE).

NSHE is and governed by individuls elected to the NSHE Board of Regents

(https://nshe.nevada.edu/regents/current-regents/).

**Board of Regents**

- CHAIR, AMY J. CARVALHO
- VICE CHAIR, JEFFREY S. DOWNS, PH.D.
- JOSEPH C. ARRASCADA
- PATRICK J. BOYLAN
- SUSAN BRAGER
- BYRON BROOKS
- HEATHER BROWN
- MICHELEE CRUZ-CRAWFORD, ED.D.
- CAROL DEL CARLO
- STEPHANIE GOODMAN
- DONALD SYLVANTEE MCMICHAEL SR.
- LAURA E. PERKINS
- LOIS TARKANIAN, PH.D.

Additional information about the Nevada System of Higher Education can be foud at: https://nshe.nevada.edu/.

# FERPA

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 students 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. Officials of other institutions in which the student seeks to enroll,
  c. Authorized representatives from federal and state agencies,
  d. Accrediting agencies carrying out their accreditation functions,
  e. Military recruiters as specified in the Soloman 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 students 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 students 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 students 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 students 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

**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 colleges registration system requires students to create a password to access their WNC account. The password is considered the equivalent of a signature.

## LOCATIONS AND CONTACTS

## Western Nevada College

**Carson City Campus**
2201 West College Parkway, Carson City, NV 89703
info_desk@wnc.edu
775-445-3000

**Fallon Campus**
160 Campus Way, Fallon, NV 89406
info_desk@wnc.edu
775-445-3379

## College Directory

The Campus Directory provides information about Western Nevada College's faculty and staff. The purpose is to provide an easy to use, quick and "paperless" method of searching for people on campus.

College Directory

## Campus Tours

We love our campuses and would love to show you around. We offer easy-to-schedule campus tours for Carson City and Fallon campuses. Call to schedule a personalized tour, or start a virtual tour immediately.

Take Virtual Tour

**To learn more about campus tours contact:**

**Fallon: Desirae Blunt-Lamkey (775) 445-3382**
**Carson City: Heather Rikalo (775) 445-3241**

Please note: All WNC campus and center buildings are non-smoking. For classes held at public schools and most other government buildings, the entire campus is non-smoking.

**Carson City Campus Maps**

- Aspen Building Room Map
- Bristlecone Building Room Map
- Cedar Building Room Map
- Joe Dini Jr. Library Room Map
- John Sheldon Trade & Industry Complex
- Reynolds Building Room Map
- Carson City Campus Map

**Douglas Campus Map**

- Douglas Campus Map [PDF]

**Fallon Campus Maps**

- Fallon Campus Map
- Virgil Getto Hall Room Map
- Sage & Pinon Hall Room Map

## PRINCIPLES OF COMMUNITY

## Principles of Community

Department: President's Office

Statement:
As members of the WNC community, we embrace an academic environment dedicated to fostering personal and professional integrity, civility, and acceptance. We are committed to lives of personal integrity and academic excellence. We will support responsible actions that lead to productive work, personal growth, and meaningful citizenship in an interconnected world.

We pledge to treat each other with civility. Recognizing there will be differences of opinion, we will engage in respectful dialogue, valuing freedom of expression and association.

We celebrate diversity. We encourage understanding and mutual respect among individuals of all cultures, orientations, and backgrounds within our safe and supportive educational community.

## STATE AUTHORIZATION RECIPROCITY

# WNC State Authorization Reciprocity for Distance Education

The Nevada System of Higher Education (NSHE) Board of Regents Specifies the constitutional authority under which it was created in Article 1 Section 1, and the institutions under NSHE include Western Nevada College (WNC). The entire NSHE handbook is available online.

View State Requirements on the WNC wesbite

WNC is a degree-granting institution that is accredited by the Northwest Commission on Colleges and Universities (NWCCU), which is recognized by the U.S. Secretary of Education. Furthermore, the state of Nevada is a member of the State Authorization Reciprocity Agreement (SARA) and Western Nevada College is an approved SARA institution. SARA is an agreement that establishes a common set of standards for offering post-secondary distance education among member states. Learn more about SARA and the benefits to students.

Pursuant to the United States Department of Education (USDOE) State Authorization Regulations, the following information is provided to all current and prospective students.

## The Complaint Process:

Western Nevada College aims to resolve all student complaints in an expedient and fair manner. Students wishing to file a complaint with online learning, must file initially with WNC.

WNC is committed to excellence. In an effort to better understand potential obstacles at WNC, we have provided this form to be utilized by students, faculty or visitors.

Please click the links below to file a complaint with the appropriate departments regarding:

Title IX
Grade Disputes
Student Conduct
Academic Misconduct
ADA Concerns

SARA Complaint Form

If a student does not feel their online learning complaint is properly resolved by WNC, they can file a complaint with Nevadas SARA Portal Entity, the Nevada System of Higher Education (NSHE).

## Definitions

**Complainant**: The Student filing a complaint according to this policy.

**Director**: A unit director or supervisor who is authorized to investigate a complaint.

**Respondent**: The individual against whom a complaint is filed, or a designated representative of a unit or department against whom a complaint is filed.

**State Authorization Reciprocity Agreement (SARA)**: An agreement among member states (including Nevada) establishing comparable national standards for postsescondary distance education.

**Student**: An individual (or their legal guardian, if the individual is under age 18 or is otherwise under the care of a legal guardian) who is currently enrolled (full- or part-time), or who was enrolled at the time the events or circumstances underlying the complaint first occurred.

**Working Day**: For the purposes of the Student Complaint Policy, a Working Day is Monday through Friday when college classes are scheduled and in session.

## Deceptive Trade Practices and Acts of Fraud Prohibited

Deceptive trade practices and other acts of fraud are prohibited including, but not limited to the following:

1. To intentionally and materially represent falsely, directly or by implication any statement or representation, oral, written, or visual, in connection with the offering of educational services, including but not limited to statements or representations relating to recruitment and marketing information; tuition, fees and other charges; and admissions information;

2. To adopt a name, trade name, or trademark that represents falsely, directly or by implication, the quality, scope, nature, size, or integrity of the institution or its educational services;

3. To represent, directly or by implication, that students who successfully complete a course or program of instruction may transfer the credits earned to any institution of higher education;

4. To intentionally and materially represent falsely, directly or by implication, in its advertising or promotional materials or in any other manner, the size, location, facilities, or equipment of the institution; the number or educational experience qualifications of its faculty; the extent or nature of any approval received from any state agency; or the extent or nature of any accreditation received from any accrediting agency or association; or

5. To provide prospective students with testimonials, endorsements, or other information that materially misleads or deceives prospective students or the public regarding current practices of the institution.

**Nevada State SARA Portal**

Terina Caserto

Senior Analyst, Academic and Student Affairs

tcaserto@nshe.nevada.edu

Phone: (775) 784-3442
Nevada System of Higher Education

2601 Enterprise Rd

Reno, NV 89512

The contact information for WNCs accrediting body can be found here: NWCCU.

# STUDENT CODE OF CONDUCT

## Student Code of Conduct

**Policy 3-4-4**

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 Committees 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.

| References<br>*\*Please note: that not all WNC Policies will be referenced in these documents.* | WNC ByLaws<br>NSHE Board of Regents Handbook<br>Nevada Revised Statutes (NRS)<br>Nevada Administrative Code (NAC) |
|---|---|

# TITLE IX

## Anti-Discrimination Statement

Western Nevada College (WNC) and the Nevada System of Higher Education (NSHE) are guided by the principle that there shall be no difference in the treatment of persons because of race, religion, color, age, sex (including a pregnancy related condition), sexual orientation, military status or military obligations, disability (whether actual or perceived by others to have a disability including veterans with service connected disabilities, or national origin, and that equal opportunity and access to facilities shall be available to all. This extends to individuals who experience discrimination (including antisemitism) based on their actual or perceived: (i) shared ancestry or ethnic characteristics; or (ii) citizenship or residency in a country with a dominant religion or distinct religious identity. Similarly, there shall be no difference in the treatment of persons who file charges of discrimination or harassment, participate in a discrimination or harassment proceeding, or otherwise oppose discrimination or harassment. This principle is applicable to every member of the Nevada System of Higher Education community, both students and employed personnel at every level, and to all units, facilities, and services of the Nevada System of Higher Education.

WNC and NSHE are committed to providing a place of work and learning free of discrimination on the basis of a person's age (40 or older), disability, whether actual or perceived by others (including service-connected disabilities), sex (including pregnancy or related conditions), military status or military obligations, sexual orientation, gender identity or expression, genetic information, national origin, race (including hair texture and protective hairstyles such as natural hairstyles, afros, bantu knots, curls, braids, locks and twists), color, or religion. Discrimination on the basis of a protected class, including unlawful harassment, which is a form of discrimination, is illegal under federal and state law. Where unlawful discrimination is found to have occurred, WNC will act to stop the unlawful discrimination, to prevent its recurrence, to remedy its effects, and to discipline those responsible.

(B/R 8/24)

WNC does not discriminate on the basis of sex in any education program or activity that it operates. Non-discrimination on the basis of sex is mandated by Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.) and the corresponding implementation regulations (34 C.F.R. Part 106). The college's commitment to nondiscrimination in its education programs and activities extends to applicants for admission and employment.

Inquiries concerning the application of these provisions and/or questions as to how to file a complaint of unlawful discrimination may be referred to WNC's Title IX Coordinator:

Victor Navarro at TitleIX@wnc.edu or (775) 445-4235
Western Nevada College
2201 West College Parkway
Bristlecone Building, Room 157
Carson City, NV 89703
AND/OR the U.S. Department of Education, Office of Civil Rights, 1-800-421-3481.

## Policy Against Unlawful Discrimination and Harassment

To ensure compliance with Title IX and other federal and state civil rights laws, Western Nevada College hereby adopts the policy found in the Board of Regents Handbook, Title 4, Chapter 8, Section 14 as its non-discrimination policy prohibiting unlawful discrimination by employees, students, or third parties.

Information pertaining to the college's grievance procedures and grievance process, including how to report or file a complaint of unlawful discrimination, how to report or file a formal complaint of sexual harassment, and how the college will respond can be found in the Board of Regents Handbook, Title 4, Chapter 8, Section 14.

## 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 fall and spring semester.

Employees may contact Human Resources TitleIX@wnc.edu for more information. Title IX training for students is offered to students through an online training platform.

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 Heather Rikalo (Heather.Rikalo@wnc.edu) to request the training.

## Title IX Coordinator

### Victor Navarro

| | |
|---|---|
| **Title** | Title IX Coordinator |
| **Department** | Western Nevada College |
| **Email** | TitleIX@wnc.edu |
| **Phone** | 775-445-4235 |
| **Office** | Carson City Bristlecone Building, Room 157 |

## Title IX Officials With Authority (OWAs) - Obligated Reporters

OWAs at WNC include the Title IX Coordinator and any official of the institution who has authority to institute corrective measures on behalf of the institution. When a complainant or other person reports an incident of unlawful discrimination or harassment to an OWA, they have the right to expect the institution to take prompt and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

OWAs must report to the Title IX Coordinator all relevant details about the alleged unlawful discrimination or harassment shared by the reporting individual and that the institution will need to determine what happened including the name(s) of the complainant, respondent(s) and any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident. To the extent possible, information reported to an OWA will be shared only with people responsible for handling the institution's response to the report.

The following individuals are OWAs at WNC:

### Melody Duley

| | |
|---|---|
| **Title** | Chief HR Officer \| Chief of Staff \| Title IX Coordinator |
| **Department** | Western Nevada College |
| **Email** | melody.duley@wnc.edu |
| **Phone** | 775-445-4235 |
| **Office** | Carson City Bristlecone Building Room 157 |

### Kyle Dalpe

| | |
|---|---|
| **Title** | President, WNC |

| Email | kyle.dalpe@wnc.edu |
|---|---|
| Phone | 775-445-4431 |
| Office | Carson City Bristlecone Building  Room 165 |

**Heather Rikalo**

| Title | Student Life Coordinator and Assistant to the President |
|---|---|
| Department | President Office |
| Email | heather.rikalo@wnc.edu |
| Phone | 775-445-3241 |
| Office | Carson City Joe Dini Library and Student Center  Room 108 |

**Dana Ryan**

| Title | Vice President of Academic & Student Affairs |
|---|---|
| Department | Academic & Student Affairs |
| Email | dana.ryan@wnc.edu |
| Phone | 775-445-4454 |
| Office | Carson City Bristlecone Building  Room 165 |

**Coral Lopez**

| Title | Chief Financial Officer |
|---|---|
| Department | Western Nevada College |
| Email | coral.lopez@wnc.edu |
| Phone | 775-445-4230 |
| Office | Carson City Bristlecone Building Room 167B |

**Niki Gladys**

| Title | Executive Director of Advancement |
|---|---|
| Department | Advancement |
| Email | niki.gladys@wnc.edu |
| Phone | 775-445-3239 |
| Office | Carson City Bristlecone Building  Room 147 |

## Counselors - Confidential Resources

WNC Counselors are not required to report any information about an incident to the Title IX Coordinator without a complainant's permission. Visit the Academic Advising and Access page for contact information.

## Training Materials

Title IX Personnel and other faculty have completed the following training:

- Title IX Coordinator Level 1
- Title IX Coordinator Level 2
- Title IX Investigator Level 1
- Title IX Investigator Level 2
- Title IX Investigator Level 3
- Title IX Hearing Officer & Decision Maker 2020
- Title IX Hearing Officer & Decisions Maker 2021

- Rationale Writing Workshop for Decisions Makers & Investigators
- Align Your Title IX Policy and Procedures to the New Law
- Review of the Title IX Coordinator Role
- The Hearing Process and Disciplinary Actions
- Ongoing Training Needs for Investigators and Decision Makers
- Officials with Authority and Responsible Employees: Helping Mandatory Reporters Comply with New Title IX Regulations [Website]
- Assessing Credibility in Title IX Cases [Presentation]
- Solutions for Managing Intake, Jurisdiction and Dismissal in the Title IX Grievance Process [Website]
- Investigation Report Writing [Website]
- Informal Resolution: Foundations [Website]
- Hearings and Sanctions [Website]
- Responding to Title IX Disclosures: Training for Faculty and Staff [Website]
- 2023 Title IX Regulations Implementation for Higher Education Overview, Nuances & Best Practices [Website]
- 5 Essentials to Title IX Investigations [Website]
- Mitigating and Responding to Bias in Your Title IX Process [Website]
- Conducting Trauma-Informed Investigations for Sexual Misconduct Cases [Website]
- Overcoming Bias in Your Title IX Investigative Process [Website]

# ADA 504 Coordinators

### Susan Trist, Coordinator for Students

| Title | Disability Support Services Director |
|---|---|
| Department | Western Nevada College |
| Email | susan.trist@wnc.edu |
| Phone | 775-445-4459 |
| Office | Carson City Cedar Building Room 208 |

### Victor Navarro, Coordinator for Employees

| Title | Title IX Coordinator |
|---|---|
| Department | Western Nevada College |
| Email | TitleIX@wnc.edu |
| Phone | 775-445-4235 |
| Office | Carson City Bristlecone Building |

### Jeffrey Erickson, Coordinator for College Facilities

| Title | Interim Director of Facilities, Planning & Construction |
|---|---|
| Department | Western Nevada College |
| Email | jeffrey.erickson@wnc.edu |
| Phone | 775-445-4259 |
| Office | Carson City Bristlecone Building Room 120 |

# Additional Resources

- WNC Human Resources Office
- U.S. Department of Education, Office of Civil Rights

# ADMISSIONS & RECORDS

## ADMISSIONS INFORMATION

# Admission 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:

1. Provide evidence of placement test scores at levels that demonstrate college readiness; or
2. 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.

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 1-3 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.

***New Students***

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

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

# Early Admission and High School Students

### 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 freshmen, sophomores, juniors and seniors may enroll with consent from an official at their high school who can verify the student is in good standing. High school students are required to submit a high school authorization form each academic year prior to registering. A parental signature is required on the form. To help ensure high school students are ready for the academic rigor of college, a WNC Counselor must approve all high school students for enrollment. A student's high school academic performance, test scores, WNC courses the student plans to take, and the recommendation of a high school official are some of the factors that may be used to determine approval.

High School students who have been officially excused from compulsory school attendance on the condition of equivalent instruction outside of the schools (home school students) may be approved on a case-by-case basis for enrollment if the student is a high school junior or senior, or if deemed academically talented if the student is a high school freshman or sophomore.

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. Permission from the instructor of each class the student wishes to enroll in must be obtained. Approval by a WNC Counselor and by the Director of Admissions and Records or her/his designee must also be granted. Students must submit an Enrollment Request form to enroll.

Students below the high school freshman level may enroll in some non-credit continuing education classes.

# 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.

1. A tax return must be filed
2. The student must sign up and pay for an approved designated health insurance policy for the duration of enrollment.
3. It is the student's responsibility to contact Admissions and Records for detailed information regarding any and all of the above information.

# Readmission Policy

Western Nevada College has an open door admissions policy.  Students who were previously admitted remain active in the system for two years past their last course registration.  Students returning to school after a two year break can reapply and they will be readmitted with the same academic status.  Click on "Apply" at the top of any page on the website and fill out the admissions application.

Service members returning to school after a service-related absence over two years should reapply and will be readmitted with the same academic status.   Service members are also encouraged to contact the Veterans Resource Center for additional support and assistance.  775-445-3301

## STUDENT RECORDS AND GRADES

# Student Record 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.

# Official Transcripts

All students may order official transcripts through the National Student Clearinghouse for $5.10 per transcript plus a $2.90 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/Registrars 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/Registrars 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.

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.

# 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. Students name (first, middle, last)
2. Date of birth
3. 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
4. Description of grading system used such a grade scale or grade key
5. Cumulative credits/units earned and grade point average
6. Graduation date (month/day/year) indicating completion of secondary school or high school education
7. The following statement, or one very similar, is to appear above 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)__.
8. Signature of school administrator/parent and date.

**Student must also submit the following in order for the transcript to be considered official:**

- 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

## 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. (3-5 credits for summer)

## 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 wnc.edu/anywhere.**
  - Login with your student identification number and password
  - Select Enrollment Verification  (*This will take you to the National Student Clearinghouse website*)
  - Select "Current enrollment" or "All enrollment" and then click the "Obtain an enrollment certificate" link.
  - Print your official enrollment verification certificate
- **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

The policy for retention of records is outlined in Title IV, Chapter 1, of the Board of Regents Handbook.

WNC follows the Nevada System of Higher Education's Record Retention Policy.

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

## Student Grades

Students may view their grades online at myWNC. Final grades are available no later than approximately 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 Official Grades for final grades.

## Grading Scale:

**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
**S** Satisfactory
**U** Unsatisfactory

**The following grading policies apply to WNC:**

- - It is at the discretion of individual faculty to use the Plus and Minus grading scale.
  - All grades are awarded according to faculty members judgments. Students may repeat failed courses.
  - **Withdrawal "W" Grade:** Withdrawal indicates the student withdrew from the course and did not complete it. Classes dropped after the 100 percent refund period that are not even exchanged will remain on a student transcript with a grade of W.
  - 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.
  - **Incomplete "I" Grade**: An Incomplete grade may be given by the instructor when a **student has completed 75 % 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 they 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.
  - **Satisfactory/Unsatisfactory S/U Grades:** Although most classes are set up for a letter grade (A,B,C,D,F), some classes are set up for a satisfactory/ unsatisfactory grade. Students may not choose their grading option. S/U grades do not affect student grade point averages (GPAs). An S grade is considered passing, a U grade is not passing. Students will be able to utilize the repeat adjustment policy regardless of letter or S/U grade. *Contact Financial Aid for guidance related to Financial Aid & Veteran Benefits implications. 775-445-3264*

## Financial Aid, Scholarship and Veteran Benefit Implications

Students must maintain Satisfactory Academic Progress requirements for all federal, state, and institutional grant, work study and loan programs. S/U grades may impact Financial Aid Satisfactory Academic Progress GPA requirements. S grades will not have a positive or negative impact on the GPA calculation.

S/U grades are still considered attempted credits and will be used in the calculation towards the maximum units attempted. A U grade is not a passing grade and will affect Financial Aid Satisfactory Academic Progress semester and cumulative completion rate requirements.

S/U grades may affect Veteran Benefits GPA requirements.

S/U grades may affect the GPA and credit completion requirement for certain scholarships, including the Governor Guinn Millennium Scholarship and certain WNC Foundation Scholarships.

## 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:

**Policy 3-5-1: Grade Appeal**

**Section 1: Activation**

A. Prior to activation of the formal grade appeal process it is recommended that the student discuss his/her complaint with the faculty member who issued the grade.
B. If the student cannot reach the faculty member or if the grade is not resolved by the faculty member then the student must file a written intent to appeal the grade with the faculty members division office within 2 weeks of the grades posting.

**Section 2: Written Notice**

A. Once the written notice is filed, the student has until 5 p.m. on February 1st or 5 p.m. on September 1st (whichever occurs immediately after the grading period in which the grade was issued) to contact the Academic Director who will set up a meeting between the student, and faculty member if they have not met before).

**Section 3: Unresolved Grade Appeal**

A. If the grade appeal is still unresolved, the student must submit details in writing to the Vice President of Academic and Student Affairs within 10 days of the meeting with the Academic Director and faculty member.
B. The vice president in return will notify the faculty member, student, Academic Director and the Academic Standards Committee by certified U.S. mail (or by WNC email) of the formal grade appeal.

**Section 4: Hearing Committee**

A. Within 15 days of the receipt of the written certified letter, the Academic Standards Committee will meet to hear the grade appeal.
B. The faculty member and the student who is appealing his/her grade will be invited to be present when the Academic Standards Committee meets.
C. Hearings shall be recorded or transcribed. These records are maintained for a seven-year time-period.

**Section 5: Final Action on Grade Appeal**

A. The written recommendation of the Academic Standards Committee will be forwarded to the Vice President for Academic and Student Affairs who will act on the grade appeal within 15 days of being notified.

# Academic Probation

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

# Repeat Adjustment Request

A student may repeat a course and have only the highest grade counted as part of their 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, they 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 students filed petition must specify the semester to be disregarded. A semester with only W grades may not be considered for academic renewal.
4. Academic renewal can occur only once during a students academic career.
5. 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.

If the petition is approved under this policy, the students 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 students 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.

# Dean's List

**Students are eligible for the Dean's List in the Fall and Spring semesters if:**

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

**Students are eligible for the Dean's List in the Summer semester if:**

1. At least 6 credits have been completed during the semester with grades on the ABCD scale, and
2. The semester grade point average is 3.50 or higher.

# 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 colleges 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,
- Seek to amend education records, and
- 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, they may submit explanation statements for inclusions in their file.

Contact Admissions and Records for additional information.

# ADVISING AND REGISTRATION

## ADVISING AND REGISTRATION

**How to Schedule an Advisement Appointment**

***WNC currently offers in-person and virtual (Zoom/Google Hangouts) appointments!***

Schedule now by callling:

- • 775-445-3267 for the Carson City Campus
- • 775-445-3379 for the Fallon Campus
  ***Please be prepared with your WNC student ID number.***

**Academic Advising and Access is here to help!**

Students are highly encouraged to meet with an Academic Advisor on an ongoing basis. Advisors will assist students to stay on track with their academic plan.

WNC offers a variety of counseling services as an integral part of each students 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 verses classes needed for program completion
- Link to career resources
- 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

**Assist students in identifying and attaining their educational goals.**

This includes:

- Explaining the mission of the college and the differences between the degrees and certificates the college offers.
- Helping the student assess which degree or certificate may be the most appropriate for them.
- Providing accurate information about degree requirements and course sequences of the curriculum.
- Assisting the student with course selection and/or registration.
- Monitoring a students academic progress and producing degree progress reports which allows the student to see which requirements have been met for the degree or certificate and which requirements still need to be completed.
- Assist with transferring to other academic institutions.
- Using career assessments to interpret potential career paths for the student.
- Help with locating occupational and/or career information.

**Maintain appropriate counseling approach and ethics.**

This includes:

- Remaining aware of the advisors limitations and advising only about matters of which they have knowledge. If the advisor does not know the answer to a question or does not possess knowledge of the information a student is seeking, the advisor should find out the answer and follow-up with the student.
- Creating an atmosphere of openness and trust, remaining non-judgmental and maintaining confidentiality of shared information.
- Promptly returning student phone calls and email messages.
- Not making decisions for students. Advisors are not expected to and should not make decisions for students; instead, their role is to provide information, ask questions and listen to what the student wants and needs so the student can make the decision that is right for him/her.

**Orientation Information**

All first-time degree and certificate seeking students must attend an orientation. The purpose of the Wildcat Welcome Orientation is to help students make a successful transition to the college environment and promote academic excellence as well as social interaction.

Orientation also provides pertinent information related to academic expectations, campus resources and services. Our orientation is designed to promote the completion of educational goals and student success.

To sign up for an upcoming orientation, please fill out our online sign up form at https://wnc.edu/advising/index.php.

For further questions, please contact Advising at 775-445-3267.

## DISABILITY SUPPORT SERVICES

Our philosophy is to empower students to be successful in obtaining their educational goals. By providing necessary support, we help students to attain their 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.

WNC is committed to serving the College community in the following areas:

- Serving as an advocate and liaison
- Providing appropriate accommodations and services
- Giving guidance and training on disability matters
- Fostering self-sufficiency
- Acting as a resource regarding areas of compliance.

## Getting Needed Accommodations and Services

Reasonable accommodations and implementation of services are determined by the DSS program director after consultation and discussion with the student.

In order to be connected with the Disability Support Services (DSS) office and receive accommodations you will need to first complete and submit an application here.

Once registered with the DSS office, students will attend an intake appointment, provide written proof of their disability when they meet with the DSS program director. At the end of the intake appointment, the program director determines accommodations, which may include:

- Extended time for testing
- Note taking assistance
- Distraction reduced testing room
- Assistive technology
- Academic coaching
- Auxiliary aides
- ASL interpreters/captioning

HOW TO REQUEST ACCOMMODATIONS: https://wnc.edu/dss/index.php

## Exam Scheduling

It is the students responsibility to make an appointment with DSS when planning to take an exam in the DSS office. DSS requires a minimum of:

1. **3 working days** advance notice before exams or quizzes are to be administered in the DSS office
2. **7 working days** if exams must be converted to an alternative format (e.g., Braille, large print, etc.)
3. **7 working days** for readers, scribes and/or assistants

Generally, students with disabilities take exams at the same time as the rest of the class unless there are time conflicts, in which case an alternate exam time is assigned with the instructors approval.

DSS administers exams from 8:00 a.m. until 5:00 p.m.

**Note:** Exams will not be administered after 3:15pm unless after hour arrangements have been made 1 week in advance.

HOW TO SCHEDULE AN EXAM: https://wnc.edu/dss/index.php

## Requesting Alternative Text

If an accessible PDF version of your text is available in the campus bookstore or other online source, you will need to purchase it in that format instead of the physical copy because we may not be able to obtain it for you.

There are many databases and inventories of electronic books and materials, so you may be able to locate an existing electronic copy on your own. **Please be sure to check these external sources prior to submitting your request form**. If you need assistance locating these websites or setting up accounts, please schedule an appointment with the DSS office to do so.

Alternative format options may include:

- Digital: A digital version of the requested book in either EPUB or Adobe PDF, depending upon availability.
- Large Print: An enlarged copy of the requested title. Paper size is 11" x 17," and font size is based on student preference.
- Braille: The universal system of writing and printing for the blind.

**Note:** Book requests can take up to six (6) weeks to be filled.

HOW TO REQUEST ALTERNATIVE TEXT:  https://wnc.edu/dss/index.php

## CREST

Disability Support Services College Readiness Education for Students in Transition (CREST) program is for transition age students (16-22) with disabilities. It is a free program that introduces students to the college experience giving them practical skills to succeed.

DOWNLOAD CREST BROCHURE: https://wnc.edu/dss/index.php

## Behavioral Intervention Team

LEARN MORE: https://wnc.edu/bit.php

## REGISTRATION INFORMATION

# 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.

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

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

***Semesters and Student Involvement***

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

***Registering for Classes***

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

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

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

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

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

***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 that meet four weeks or longer no later than the date that 60% of instruction has occurred.
- Short-term classes that meet less than two weeks but more than two days no later than the first day of class.
- Short-term classes that meet two days or less no later than the day before the first class.

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.

Refund dates vary by length and type of class.  Information about refunds can be found at https://www.wnc.edu/admissions/fees

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

***Auditing A Class***

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, the student does not receive a grade or credit. The student is not required to take examinations.

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

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

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

### Classes with Prerequisites

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 Director of Admissions & Records.

### 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 their course of study. Full-time students are defined as those who carry 12 or more units (six or more for summer); three-quarter-time students carry 9-11 units; half-time students carry six-eight units.

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

### Late Registration

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 https://wnc.edu/coursematerials.php.

### 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 Information

**Transfer to WNC**

Students declared as degree/certificate seeking may request to have transfer credits evaluated toward the degree/certificate program of their choice.

Students that have not been admitted to WNC will first need to complete the **WNC Application for Admission** and choose a degree/certificate program.

**Students must complete the following steps:**

1. Submit the **Petition for Transfer Credit Evaluation form** to Admissions and Records.
2. Submit **all official transcripts\* or training records**
3. Allow up to **4-6 weeks** for the evaluation to be completed
4. **Once the evaluation is complete, 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.
5. **Meet with an Academic Advisor** to discuss goals and next steps. You can **schedule an appointment online** or by calling 775-445-3267.

In general, **only credits applicable to the student's specified degree or certificate program listed on the Petition for Credit Evaluation form will be transferred to the students WNC record**. If a student later submits a Petition for Transfer Credit Evaluation form for a different degree or certificate, additional credits may be applied. Whatever credits were granted for the previous request will remain on a student's record.

**\*Official 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.

*For information on Military credit, Credit by Examination, Certificate Programs, Industry certifications or work experience see steps to complete in **Credit for Prior Learning.***

### 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:

- Accrediting Commission for Community and Junior Colleges (ACCJC) Western Association of Schools and Colleges
- Higher Learning Commission (HLC)
- Northwest Commission on Colleges and Universities (NWCCU)
- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)

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

**WNC can accept transfer credit as follows:**

Only transfer credits that apply toward a requirement (including required electives) will be applied toward a degree or certificate.

- *Students must complete **a minimum of 15 credits in residence at WNC** that are applicable to the associate degree or certificate they are seeking (**minimum of 30 credits for a bachelor's degree**).*
- The college will accept a **maximum of 75 percent of the total credits for a degree,** with the following limitations:
    - A maximum of 75 percent of the total credits required for a degree may be accepted from regionally accredited colleges or universities.
    - A maximum of 30 semester credits may be accepted from approved credit by examination programs. (**maximum of 60 credits for a bachelor's degree**)
    - A maximum of 16 semester credits may be accepted from non-traditional sources.
- The college may accept **a maximum of 15 semester credits** of previous training, education, or credit by examination **toward a Certificate of Achievement.**

*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.*

**Evaluation of Transfer Requirements:**

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

### Transfer Credit Appeals Process

**If a student disagrees with a transfer credit evaluation**

- the student is encouraged to obtain and submit further written information about the course(s) in question such as a course outline or syllabus, and/or a course description if it was not originally available.

**If a student questions an evaluation from a non-traditional source**,

- the student is encouraged to obtain further written information about the training including number of hours of the training, information about the training source, accreditation, etc.

Admissions and Records will reconsider amending the original evaluation if such information is provided.

**If such information is not available, and/or if the student disagrees with the second evaluation**, **the student may file a transfer credit evaluation appeal in writing to the Registrar by emailing admissions.records@wnc.edu.**

The Registrar will first view the appeal.

- **If the reason a course was not transferred in as requested is a result of a course not meeting policies** such as fulfilling the minimum number of credits required for a requirement, the course was developmental, the course was not completed at a regionally accredited institution, etc. the Registrar will make a final decision about course transferability.
- I**f the reason is not based on such a policy** then the appeal and all related information will be forwarded to the applicable department faculty and/or Division Director. The decision of the faculty/Division Director will be final.
- **If a request is denied**, the student will be given a reason for the denial via email.

**Students may request a review of a transfer credit evaluation by the NSHE Articulation Coordinating Committee if not satisfied with the final decision** from WNC by submitting a Nevada System of Higher Education Transfer Credit Request for Review.

### Fractional Credits

Quarter credits are worth 2/3 of a semester credit.

**Students who lack fractional credits in any area(s) of general educational or program requirements should see a counselor.**

- **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.**

### 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.

### Non-Traditional Education

**Credit for Prior Learning Experience and Non-Traditional Education**

WNC recognizes that students accumulate a great deal of information and knowledge outside of the college environment from various training, non-traditional educational sources, and work experience. Therefore, WNC will consider awarding credit for prior experiential learning to students who have been accepted to the college and are declared as degree/certificate seeking.

- **Students may request to have non-traditional training and/or credits evaluated** by submitting a **Petition for Transfer Credit Evaluation form** to Admissions and Records.
- S**tudents must submit official transcripts, training records, certificates or military forms** and then **allow 4 to 6 weeks** for the evaluation to be completed.
- **Once completed, students will be able to view their transfer credit in myWNC** and can run a degree audit report to determine how the 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 students specified degree or certificate program will be transferred to the students WNC record.

**Non-Traditional Education**

- A minimum of 45 contact hours or 15 hours of instruction plus two hours of outside preparation per contact hour is required for each credit awarded.
- The college may accept a maximum of 16 credits from non-traditional sources to include the following:
- - Correspondence courses
  - Extension courses
  - Post-secondary institutions without regional accreditation
  - Certificate training
  - Industry Credentials and Certifications
  - Other recognized sources
- The above sources must meet the minimum standards for accreditation by national or state recognized agencies.
- Credits from non-traditional sources are evaluated on a case-by-case basis.
- In general, credit is awarded only for those courses or training experiences that are comparable to those courses offered by Western Nevada College.
- Certain credits may be applicable to satisfy course requirements for occupational degrees while others may be used as elective credit primarily for the AGS and AAS and Bachelor of Applied Science degrees and for Certificate of Achievement only.
- Credit from non-traditional courses is generally not granted for courses that are considered transferable within the Nevada System of Higher Education (NSHE).
- Correspondence credit from regionally accredited institutions can be applicable towards all degrees.

### Credit For Military Service

- Veteran students and students who are active military and declared as degree/certificate seeking are encouraged to submit a copy of their military transcript, JST or Air Force, and their DD214 and records of approved examinations (if applicable) to determine if credit may be awarded for military service and/or training. **This is required for veterans receiving military benefits.**

- WNC will consider recommendations from ACE, the American Council of Education, when granting military credit.
- Although credit from a military transcript can be granted towards any WNC degree or certificate of achievement, **up to 45 credits may apply towards an Associate of General Studies degree.**

Students can use the following links to order official military transcripts to be sent to WNC for evaluation:

- Joint Services Transcript for Army, Navy, Marine Cops and Coast Guard https://jst.doded.mil/jst/
- Air Force https://www.airuniversity.af.edu/Barnes/CCAF/

Information on military training and courses that have been previously evaluated for transfer may be found at the link below.

- https://tes.collegesource.com/publicview/TES_publicview01.aspx?rid=2227c8fc-896a-4f30-8a24-f2aaf5eadc02&aid=5b328470-dfbf-468d-88d0-f88dde94283f

Veterans who have completed more than one year of active duty and were honorably discharged may be granted non-traditional credit from a DD214, up to a maximum of four credits.

Veterans and active duty military seeking additional information or assistance can contact:

- Veterans Resource Center at 775-445-3263 **or**
- Admissions and Records at 775-445-3277 or admissions.records@wnc.edu.

**Credit By Examination**

A maximum of 30 units for an associate degree, 15 units for a certificate of achievement, or 60 units for a bachelors degree, accumulated through an acceptable credit by examination process, may be accepted toward degree requirements. Credit earned by examination may not apply toward satisfying the minimum on-campus resident credit requirements.

The following examinations and transcript evaluation are permissible for determining credit by examination:

- College Board Advanced Placement Examination (CBAPE)
- College-Level Examination Program (CLEP)
- Excelsior College Exam
- International Baccalaureate (IB)
- Dantes Subject Standardized Tests (DSST)
- American Council on Education (ACE) Corporate Credit
- Challenge Examinations
- Other national testing organizations may be considered

**Challenge Examinations:**

The college recognizes that students accumulate information outside the classroom without formal instruction. There are times when this information may be extensive enough to satisfy the requirements of courses offered by the college.

For this reason, with approvals, **an enrolled student may be allowed to take challenge examinations to receive credit in certain courses**. A student interested in these examination procedures should contact Admissions and Records.

**Policies relating to challenge exams are:**

1. A student may not challenge a lower level course in the same subject area that the student has already received credit in at a more advanced level.
2. A student enrolled in a more advanced course may not challenge a lower level course in the same subject area.
3. A student may not challenge a course that has been previously attempted.
4. A maximum of 15 credits for challenge examinations is allowed.
5. A maximum of 15 credits in a single, or related , subject areas is allowed.
6. Credit earned in challenge examinations are not considered resident credit, do not count as part of a students credit load for any given semester, nor are they computed into the grade point average.
7. Successful challenge examinations are posted as a pass "P" on the students transcript.
8. Challenge examinations may not transfer to other academic institutions and may not count for licensing agencies.
9. WNC reserves the right to deny any petition for challenge examination credit.
10 A student must be currently enrolled and have completed coursework for credit at WNC before credit by examination will be placed on an official academic transcript.

Students should first view the policies associated with challenge examinations. **Students who believe they might qualify should:**

1. **Speak with a full-time instructor who teaches classes in the applicable discipline.** *If no full-time instructor is available, a part-time instructor may be authorized to offer an exam with the approval of the Division Director.*
2. **The instructor must approve offering a challenge examination**; there is no requirement on the part of WNC to offer a challenge examination upon request.
3. **If instructor approval is obtained,** students must obtain permission from the Director of Admissions and Records to ensure the WNC polices allow the student to take the exam.
4. **If approved by the Director of Admissions and Records** the student is required to pay the challenge exam fee and submit receipt of payment along with the Challenge Examination Request Form to Admissions & Records.
5. **The instructor will administer the exam and forward the results** to Admissions and Records for processing.

**Students are responsible for** seeking approval(s), arranging to complete the challenge examination, and requesting the official score be posted on the challenge exam form and sent to the Admissions & Records office.

Additional information including fee may be found on the Challenge Examination Request Form.

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

Credit may be granted for the satisfactory completion of the College Level Examination Program (CLEP) general examinations.

Credit may be granted for the general examinations with a score of 50 or above as follows:

| Examination | WNC Course Equivalent | Credit/Units Granted |
| --- | --- | --- |

| | | |
|---|---|---|
| College Composition | ENG 101 with a score of 50 to 63 | 3 |
| | ENG 101 and 102 with a score of 64 or higher | 6 |
| American Government | U.S. Constitution | 3 |
| History of the United States I | HIST 101 | 3 |
| History of the United States II | Social Science Elective | 3 |
| Human Growth and Development | HDFS 201 | 3 |
| Introductory Psychology | PSY 101 | 3 |
| Introductory Sociology | SOC 101 | 3 |
| Principles of Macroeconomics | ECON 103 | 3 |
| Principles of Microeconomics | ECON 102 | 3 |
| Western Civilization I | HIST Elective | 3 |
| Western Civilization II | HIST Elective | 3 |
| Calculus | MATH 181 | 4 |
| Chemistry | CHEM 121* | 3 |
| College Algebra | MATH 126 | 3 |
| College Mathematics | MATH 120 | 3 |
| Precalculus | MATH 128 | 5 |
| Information Systems | IS 101 | 3 |

*Does not include Laboratory credit. CHEM 121 without lab is not applicable to WNC's nursing program.

A maximum of 3 to 6 semester credits/units may be granted for each subject examination.

In general, WNC will grant credit according to the standards determined by the University of Nevada, Reno. Credit is not granted for laboratory science and Nevada constitutions.

Contact Admissions and Records for specific information on how credit is granted for each test.

**College Board Advanced Placement Examinations:**

WNC can grant credit for Advanced Placement examinations with a score of 3 or higher.  In order for credit to be applied to the student's account, students must complete the following steps:

   • Students that have not been admitted to WNC will first need to complete the **WNC Application for Admission**.
   • **Request through College Board that the official score report** be sent directly to WNC Admissions & Records.
Students who matriculated to WNC prior to summer 2016 may require a score of 4 for some examinations.
Western Nevada College (WNC) awards credit for Advanced Placement tests, as shown below.

| EXAMINATION | SCORE REQUIRED | WESTERN NEVADA COLLEGE COURSE CREDIT |
|---|---|---|
| **Art** | | |
| History | 3, 4, or 5 | Art Elective (3 cr.) |
| Studio Art (2-D Design, 3-D Design, or Drawing) | 3, 4, or 5 | Art Elective (3 cr.) |
| **Biology** | 3 | BIOL 100 Lecture (3 cr.) |
| | 4 or 5 | BIOL 190* (3 cr) and BIOL 191* (3 cr) |
| **Chemistry** | 3 | CHEM 121* (3 cr.) |
| | 4 or 5 | CHEM 121* (3 cr.) and CHEM 122* (3 cr.) |
| **Computer Science** | | |
| Computer Science A | 3, 4, or 5 | CS 135 (3 cr.) |
| Computer Science AB | 3 | CS 135 (3 cr.) |
| Computer Science Principles | 3 | CS Elective (3 cr.) |

| | 4 or 5 | CS 135 (3 cr.) and CS 202 (3 cr.) |
|---|---|---|
| **Economics** | | |
| Microeconomics | 3, 4, or 5 | ECON 102 (3 cr.) |
| Macroeconomics | 3, 4, or 5 | ECON 103 (3 cr.) |
| **English** | | |
| English Language & Composition | 3 | ENG 101 (3 cr.) |
| | 4 or 5 | ENG 101 (3 cr.) and ENG 102 (3 cr.) |
| English Literature & Composition | 3 | ENG 101 (3 cr.) |
| | 4 or 5 | ENG 101 (3 cr.) and ENG 102 (3 cr.) |
| **Environmental Science** | 3 | Environmental Science Elective (3 cr.) |
| | 4 or 5 | ENV 101 (3 cr.) |
| **Foreign Languages** | | |
| Any AP foreign language exam in a language that WNC offers in courses numbered 111 &112 | | |
| Language and Culture | 3 | 111 (4 cr.) and 112 (4 cr.) |
| | 4 | 112 (4 cr.) and 211 (3 cr.) |
| | 5 | 211 (3 cr) and 212 (3 cr) or Foreign Language elective |
| **OR** | | |
| Spanish Literature and Culture | 3, 4 or 5 | SPAN 211 (3 cr) and SPAN 212 (3 cr) |
| Students may get credit for two courses for a maximum of 8 credits for AP exams in a Foreign Language and Culture/Literature and Culture. | | |
| **Geography** | | |
| Human Geography | 3, 4 or 5 | GEOG 106 (3 cr.) |
| **History** | | |
| United States | 3, 4 or 5 | HIST 101 (3 cr.) and Social Science elective (3 cr.) |
| European | 3, 4 or 5 | HIST 105 (3 cr.) and HIST 106 (3 cr.) |
| World: Modern | 3, 4, or 5 | HIST 208 (3 cr) and HIST 209 (3 cr) |
| **Mathematics** | | |
| Precalculus | 3 or 4 | MATH 126 (3 cr) |
| | 5 | MATH 128 (5 cr) |
| Calculus AB (or AB subscore on BC exam) | 3, 4, or 5 | MATH 181 (4 cr.) |
| Calculus BC | 3, 4, or 5 | MATH 181 (4 cr.) and MATH 182 (4 cr.) |
| Statistics | 3, 4, or 5 | STAT 152 (3 cr.) |
| **Music** | | |
| Theory | 3, 4, or 5 | Music Elective (3 cr.) |
| **Physics** | | |
| Physics 1 | 3, 4, or 5 | PHYS 151* (3 cr.) |
| Physics 2 | 3, 4, or 5 | PHYS 152* (3 cr.) |
| Physics C: Mechanics | 3, 4, or 5 | PHYS 180* (3 cr.) |
| Physics C: Electricity & Magnetism | 3,4 or 5 | PHYS 181* (3 cr) |
| **Political Science** | | |

| Government and Politics | 3, 4, or 5 | US Constitutions (3 cr) |
|---|---|---|
| Comparative Government & Politics | 3, 4, or 5 | Political Science Elective (3 cr.) |
| **Psychology** | 3, 4, or 5 | PSY 101 (3 cr.) |

***Does not include Laboratory credit. CHEM 121 and/or BIOL 190 without lab is not applicable to WNCs nursing program.***

In general, WNC will grant credit according to the standards determined by the University of Nevada, Reno. Credit is not granted for laboratory science and Nevada constitutions.

Contact Admissions and Records for specific information on how credit is granted for each test.

### *Transfer from WNC*

For students who plan to continue their education at a four-year university, A variety of available services make transferring from WNC to a four-year university as easy and efficient as possible. College catalogs from most U.S. colleges are available.

For assistance on transferring, contact Academic Advising and Access:

- counseling@wnc.edu
- (775) 445-3267

**Transfer Resources:**

- Information for Students Transferring to 4-year Institutions
- Student Transfer Rights and Responsibilities
- Transfer Checklist

**GBC Transfer Agreements**

- GBC: Transfer Agreements (Website)

**UNR Transfer Agreements**

- UNR: Transfer Agreements (Website)

### *UNR Transfer Admissions Program (TAP)*

The Transfer Admissions Program (TAP) is offered at Western Nevada College. The program allows students to stay connected with the University of Nevada, Reno by receiving monthly reminders on application deadlines, financial aid, transfer events and more. The University of Nevada, Reno visits WNC at least once a month to go over the application process and academic advising.

### *TAP features and benefits*

- Stay connected with University of Nevada, Reno faculty and advisors
- Be reminded of deadlines, such as the February 1st scholarship deadline
- Be able to receive academic advising while attendingWNC
- Stay connected to the University while still enrolled at WNC

# FINANCIAL ASSISTANCE

## APPLYING FOR FINANCIAL AID

# Financial Assistance Office

The Western Nevada College Financial Assistance Office strives to promote student success, by providing accessible, knowledgeable, and consistent professional service and resources to reduce financial barriers.

## Financial Assistance Office Hours and Appointments

WNC Financial Assistance is committed to helping students through the financial aid process during these challenging times. Financial Assistance Staff can help answer your question in a variety of ways and we look forward to hearing from you!

**Get In Touch**

- Visit us Monday-Friday, 8am-5pm on the Carson Campus, Bristlecone Room 102
- Financial Assistance Staff make regular visits the Fallon Campus, please contact the Fallon Campus at 775-423-7565 for upcoming visit information.
- Email us anytime at finaid1@wnc.edu to get general assistance with your questions.
- Schedule a phone appointment to receive a call at a time that is convenient for you.

## Steps To Apply

1. Apply for Admission to Western Nevada College: https://wnc.edu/index.php
2. Complete and Submit FAFSA using the **WNC School Code 013896.** The FAFSA is available at: https://studentaid.gov/h/apply-for-aid/fafsa
3. Complete and Submit the WNC Scholarship Application: https://wnc.edu/financial/types-of-aid.php
4. Submit Any Additional Required Documentation
   If your FAFSA is federally selected for verification, you will be required to submit additional documentation to the Financial Aid Office that may include a verification for, tax transcripts and/or Tax Returns. We will request this documentation when we receive your FAFSA.
5. Review Financial Aid Offer
   Once you have been offered funds, a Financial Aid Offer notification will be emailed to you. You can also check the status of your financial aid offer by logging into myWNC. Note: WNC does not automatically offer student loans. Learn more about requesting student loans by visiting the Student Loan Information page.

## FINANCIAL ASSISTANCE

- Financial Assistance Types
- Student Rights and Responsibilities
- Statement of Ethical Principles
- Important Policies

## FINANCIAL ASSISTANCE TYPES

# Types of Aid

**Grants**

**Federal Pell Grant**

- 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 students aid package. Students must demonstrate financial need to qualify.
- A Federal Pell Grant, does not have to be repaid.
- The Financial Assistance Office uses the Pell award as the foundation of the students 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, by providing the WNC School Code on the FAFSA (013896).
- Federal Pell Grant award amounts are based on the Federal Pell Grant Payment and Disbursement Schedules provided by the U.S. Department of Education. You can learn more about the PELL Grant at **https://studentaid.ed.gov/sa/node/6**.
- 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.
- The Pell Grant amount will be adjusted just prior to the disbursement of aid based on a students enrollment level and enrollment intensity. Enrollment levels are defined in the following manner:
  - 12+ credits = Full Time Enrollment
  - 9-11 credits = 3/4 Time Enrollment
  - 6-8 credits+ 1/2 Time Enrollment
  - Under 6 credits = Less than 1/2 Time Enrollment
- Students could owe money back for all or part of your Federal Pell Grant if they do not complete classes. The amount a student may owe will be calculated based on the drop date, the number of credits that you did not earn and the last day that you attended classes. Review the Return of Title IV Policy page (https://wnc.edu/financial/important-policies.php) for more information.

**Federal Supplemental Education Opportunity Grant (FSEOG)**

- This federal program provides limited grant funding on a first-come, first-serve basis to students who meet the April 1 priority filing deadline. If funds remain after April 1, those funds will be awarded on first-come, first serve basis.
- FSEOG, similar to a Pell Grant, does not have to be repaid.

- Recipients must be:
  - Eligible for a Pell Grant
  - Be enrolled in at least six units
  - Demonstrate financial need
- Award amounts are based on remaining financial need and begin at $600 per semester.

**Silver State Opportunity Grant (SSOG)**

- The Silver State Opportunity Grant Program (SSOG) is a state-supported financial aid program created by the 2015 Legislature pursuant to Senate Bill 227 (Chapter 387,*Statutes of Nevada 2015*).
- Under SSOG, 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 students 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 Student Aid Index (SAI) 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).

**Nevada Resident Award and Nevada Student Grant**

- These two state programs provide limited funding to Nevada residents on a first-come, first-serve basis to students who meet the April 1 priority filing deadline. If funds remain after April 1, those funds will be awarded on first-come, first serve basis.
- To be eligible for these programs, students must:
  - Be a Nevada resident
  - Have a complete financial aid file
  - Demonstrate financial need
  - Enroll at least six units
- Award amounts are based on remaining financial need and begin at $600 per semester.

**Grant in Aid**

- This state program provides limited funding to Nevada residents on a first-come, first-serve basis to students who meet the April 1 priority filing deadline. If funds remain after April 1, those funds will be awarded on first-come, first serve basis.
- To be eligible for a GIA award, a student must:
  - Have a complete financial aid file
  - Demonstrate financial need
  - Enrolled at least six units
  - Have a Student Aid Index (SAI) of less than 200.
- Award amounts are based on remaining financial need and begin at $600 per semester.

**Western Nevada Award**

- This institutional funded grant program provides limited funding to students on a first-come, first-serve basis to students who meet the April 1 priority filing deadline. If funds remain after April 1, those funds will be awarded on first-come, first serve basis.
- To be eligible for this programs, students must:
  - Have a complete financial aid file
  - Demonstrate financial need
  - Enroll at least six units
- Award amounts are based on remaining financial need and begin at $600 per semester.

**Wildcat Award**

- This institutional funded grant program provides limited funding to students on a first-come, first-serve basis to students who meet the April 1 priority filing deadline. If funds remain after April 1, those funds will be awarded on first-come, first serve basis.
- To be eligible for this programs, students must:
  - Have a complete financial aid file
  - Demonstrate financial need
  - Enroll at least six units
  - This award targets students with and SAI of 3500 to 10000.  However the EFC range could be expanded based on available funding and student need.
- Award amounts are based on remaining financial need and begin at $1000 per semester.

## Scholarships

**William N. Pennington CTE Scholarship**

WNC Foundation and Financial Assistance Office are thrilled to announce the opening of the 2024-2025 William N. Penntington CTE Scholarship Application! The William N. Pennington Foundation Career and Technical Scholarship has been created to support students that are pursuing careers in fields that are in high demand with local employers. This scholarship aims to improve the well-being of our community by offering students, with financial need, the opportunity to redefine their careers and ultimately their lives by learning the skills necessary to obtain meaningful employment in northern Nevada.

William N. Pennington CTE Application

**WNC Foundation Scholarships**

Each year, WNC Foundation 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.

**General Eligibility Criteria**

In general, in order to be selected for a campus-based WNC Foundation 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
- • Some scholarships require students to have a financial need. To be more likely to receive a financial need based scholarship, please make sure to complete the Free Application for Federal Student Aid (FAFSA). For information on how to do this visit https://studentaid.gov/h/apply-for-aid/fafsa

**Award Details**

- • Students awarded a scholarship will receive a unique communication from WNC AwardSpring Software with instructions specific to their scholarship award.
- • Student will also receive a Financial Assistance Offer letter that includes their scholarship awards and any other forms of aid the student maybe eligible for.
- • Scholarships of $500 and more will be disbursed in two equal payments (Fall/Spring) unless otherwise requested by the donor.
- • Students must meet the minimum GPA criteria for a scholarship in order to receive the Spring disbursement.
- • 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.

**Career Path Scholarships**

- • This scholarship is for students enrolled in specific courses of study: Automotive Mechanics, Machine Tool Technology, Advanced Manufacturing, Healthcare, Construction, Computer Information Technology, Truck-Driving (CDL) and Welding.
- • You do not need to be a current student to apply for this scholarship. If you do not have a WNC Student ID Number you can still complete the application.
- • **Applicants should ue the code** *WILDCAT to apply for the CAREER PATH* **SCHOLARSHIP**
- • The funds for this scholarship is grant funding that has been received from the Nevada Department of Employment Training and Rehabilitation (DETR), U.S. Department of Education, WINN Nevada Governors Office of Economic Development and SNAP/ENT.

Scholarship Application: https://wnc.awardspring.com/

**Governor Guinn Millennium Scholarship**

In 1999, Gov. Kenny Guinn Millennium Scholarship initiative was enacted into law by the Nevada Legislature. Each Millennium Scholarship is worth up to $10,000 over the lifetime of the award. There is no application for students to complete, however students should become familiar with the policies and procedures related to the Millennium Scholarship program: https://www.nevadatreasurer.gov/GGMS/GGMS_Home/.

**Steps to Secure your Millennium Scholarship**

1. Acknowledging your Millennium Scholarship Award on the State Treasure's Website: https://www.nevadatreasurer.gov/GGMS/GGMS_Home/
2. Enroll om Courses
- • Students must enroll in a minimum of **9** degree applicable credits and can receive funding for up to **15** degree applicable credits. Students 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). Enrollment in courses under the 100 level are counted towards the minimum enrollment requirement of 9 credits, however these course are not eligible for funding.
- • Maintaining your Millennium Scholarship Eligibility
  - • To remain eligible for the Millennium Scholarship each semester, students are required to complete at least 9 credits and maintain a SEMESTER GPA 2.75 .

**Questions regarding your Millennium Scholarship**

Temple Campana
WNC Scholarship and Student Employment Coordinator
775-445-3260
temple.campana@wnc.edu

**Nevada Promise**

The Nevada Promise Scholarship is a last-dollar scholarship that was established by the Nevada State Legislature in 2017. The scholarship incorporates service learning and mentorship with academics, with the goal of increasing enrollment in higher education and improving overall student achievement, by eliminating financial barriers and allowing students to place greater emphasis on their education. This scholarship provides coverage of tuition and other mandatory fees not met by federal or state aid for up to three years. There are no income or high school GPA requirements, and it is open to all Nevada high school students graduating between August 1 and June 15 who begin classes at WNC in the fall immediately following graduation.

*Visit the WNC Nevada Promise Scholarship page: https://wnc.edu/advising/promise.php to learn how to qualify!*

**Outside Scholarships**

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

www.fastweb.com

www.scholarships.com

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

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

We do support known local organizations who offer scholarships and often have hard copy applications in the Financial Assistance Office. Applications are in our lobby or posted on our lobby bulletin board.

## Student Employment/Work-Study

Student Employee programs help students earn funds to help with part of their college expenses while attending school. These are on-campus jobs that are located on the Carson City, Fallon and Douglas campuses. The hours worked are arranged around the students class schedule, not to exceed 20 hours per week. Students must be enrolled at least half-time to be eligible for these programs.

***To be considered for the majority of student employment funds, complete the Free Application for Federal Student Aid (FAFSA).***

- Student Employment positions can be found on the Student Employee Job Board: https://wnc.edu/human-resources/jobs.php
- Supervisors and Students Employees should consult the Student Employment Handbook for more details.

**Types of Work-Study**

- • **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.
  - **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.
  - **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.
  - **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.

## Student Loans

- Student loans are money that must be repaid and are legal obligations.
- Students are required to repay ALL student loans regardless of whether they didnt like the education received, ability to get a job in a preferred field of study, or financial difficulty.
- The Financial Assistance Office at WNC supports the Nevada Attorney Generals Office with regards to college student loan conduct. Please read the WNC College Student Loan Code of Conduct for more information.

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

**Steps to Apply for a Federal Direct Loan**

*Please Note: The 2023-2024 Loan Request Form will open May 1.*

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 FSA ID 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 FSA ID 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 https://nslds.ed.gov/nslds/nslds_SA/ using your FSA ID 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: https://studentloans.gov in the **last** semester you are in attendance at WNC or drop below 6 credits.
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 LOANS GO TO:**https://studentaid.ed.gov/sa/

# IMPORTANT POLICIES

## Receiving Your Aid

### Financial Aid Disbursements

WNC begins disbursements of Grants and Scholarship 10 days prior to each semester.  WNC begins disbursements of Loans during the 3rd week of school and after confirmation of academic engagement.  During the week before school and the first week of school, disbursements and refunds are completed Monday-Friday. Beginning with the second week of school disbursements and refunds are processed on a weekly basis. In general, the disbursement and refund batch jobs are ran on Wednesday.

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

### Financial Aid Census Date

Enrollment Levels and Degree declarations are locked on the Financial Aid Census date, which is the last day of the 100% Refund Period.

### Degree Applicable Programs

Federal regulations require that federal financial assistance can only be provided to students for courses that apply toward their degree or certificate of achievement program. If students are enrolled in courses that do not count toward their degree or certificate of achievement, those courses cannot be used to determine financial aid enrollment status. Enrollment status is what is used to determine the amount of financial assistance that can be awarded to a student.

**Academic Engagement Requirements**

WNC requires instructors to report academic participation/activity as of the Financial Assistance Census Date, WNC is not consider an attendance taking school and only confirms participation for the establishment of aid eligibility. *T*he WNC Financial Assistance Census Date coincides with the last date students can drop full term classes for a 100% tuition refund. In order to maintain or establish eligibility for federal aid, students must establish Academic Attendance or have Attendance at an Academically-Related Activity as defined by under Academic Engagement in 34CFR 600.2.

## Maintaining Your Aid

**Satisfactory Academic Progress Standards**

Federal regulations require Western Nevada College (WNC) to establish and apply reasonable standards of satisfactory academic progress (SAP) for the purpose of the receipt of financial assistance under the programs authorized by Title IV of the Higher Education Act. The law requires WNC to develop policies regarding SAP. WNC must design criteria which outline the definition of student progress towards a degree and the consequences to the student if progress is not achieved. Students who wish to be considered for financial assistance must maintain satisfactory academic progress in their selected course of study as set forth in this policy. In general, financial aid students must maintain the following:

- **Grade Point Average:** Financial Assistance students must maintain a 2.0 cumulative GPA for all coursework regardless of whether or not assistance was received for previous course work.
- **Academic Completion Rate or Pace:** At a minimum, a student must satisfactorily complete 67% of all credits attempted each semester. In addition, a student must maintain a cumulative completion rate or pace of 67% or higher.
- **Maximum Timeframe:** For Financial Assistance purposes a student is limited to attempting 150% of the units required for their specific degree program.

*To learn more about the SAP policy, notifications, and appeal processes visit: https://wnc.edu/financial/important-policies.php.*

**Return of Title IV**

A Return of Title IV (R2T4) of money occurs when a student receives all (or a combination of) F, I, W, EXP, AD, or U grades **before** completing more than 60 percent of the semester. If this happens to you, you **will be** required to return any unearned Federal funds (including Direct Loans and/or PLUS Loans). *To learn more about the R2T4 policy, notifications, and appeal processes visit: https://wnc.edu/financial/important-policies.php.*

## Other Important Financial Aid Policies

**Fraud**

Any individual who fraudulently manipulates the financial aid programs or process for personal gain will be reported to the Department of Education any individual committing fraud on an application for financial aid.

Cases of suspected fraud, including knowingly misrepresenting family or financial application information, purposeful certification of false statements as true and correct, or intentional falsification or misrepresentation on, or alteration of documents used in the financial aid process that results in the receipt of aid, will be reported for possible collection of funds and/or prosecution.

**Special Circumstances**

The Higher Education Act of 1992 allows financial aid administrators to make professional judgment decisions for special or unusual family or student circumstances. These circumstances must be documented and will be analyzed on a case-by-case basis.

The *FAFSA Simplification Act* distinguishes between different categories of professional judgment by amending section 479A of the HEA.

- **Special Circumstances** refer to the financial situations (loss of a job, etc.) that justify an aid administrator adjusting data elements in the COA or in the EFC calculation.
  - Separation of Income: Use this form in the event of a divorce, separation, or death.
  - Special Circumstances: Use this form in the event of a job loss or a significant loss of income.
  - Increase for Cost of Attendance: Use this form when you requesting an increase or review of your financial aid Cost of Attendance.
- **Unusual Circumstances** refer to the conditions that justify an aid administrator making an adjustment to a student's dependency status based on a unique situation (e.g., human trafficking, refugee or asylee status, parental abandonment, incarceration), more commonly referred to as a dependency override. Students must:
  - Submit the FAFSA.
  - Schedule appointment with the Financial Assistance Office at 775-445-3264.
  - Submit Dependency Override form with required documentation.

Please contact a Financial Aid Advisor to discuss your special circumstance at 775-445-3264.

# STATEMENT OF ETHICAL PRINCIPLES

**The Financial Assistance Office shall:**

- Be committed to removing financial barriers for those students who wish to pursue a college education.
- Educate students and families through quality outreach financial aid information.
- Respect the dignity and protect the privacy of students and assure the confidentiality of student records and personal circumstances.
- Assure equity by applying all need analysis formulas consistently among student financial aid applicants.
- Recognize the need for professional development and continuing educational opportunities.
- Commit to the highest level of ethical behavior.
- Maintain the highest level of professionalism, reflecting a commitment to the goals of the National Association of Student Financial Aid Administrators.

# STUDENT RIGHTS AND RESPONSIBILITIES

**You Have The Right To:**

- Know what financial aid programs are available;
- Know the deadline for submitting applications for each of the programs available;
- Be informed of financial aid policies and procedures;
- Know how your financial eligibility was determined and what resources (such as your income, assets, parental contribution and other resources) were considered in the calculation of need;
- Know what portion of your financial aid must be repaid, and what portion is gift or aid received from work;
- Know how the Financial Assistance Office determines whether you are making satisfactory academic progress and what the consequences are if you are not;
- Request an explanation of the various programs in your financial aid package;
- Know the terms of any loans you receive, and your deferment, cancellation and forbearance rights.

**You Have The Responsibility To:**

- Maintain satisfactory academic progress.
- Complete all application forms accurately and submit them on time;
- Provide correct information. Misrepresentation of information on financial aid applications is a violation of federal law and may be a criminal offense (see section on Fraud);
- Report any change in the information used to determine your eligibility, including name, family size, or financial resources;
- Return all documentation, verification, corrections, and/or new information requested by either the Financial Assistance Office or the agency to which you submitted your application, in a timely manner;
- Read and understand all forms that you are asked to sign and keep copies of them;
- Accept responsibility for all agreements that you sign;
- Perform the work that is agreed upon in accepting a Federal Work-Study award in a satisfactory manner;
- Notify the Financial Assistance Office immediately if you withdraw from school or reduce enrollment below six units.
- Be aware of repayment procedures;
- Complete Loan Exit Counseling if you graduate, drop below six units, or leave Western Nevada College;
- If you are a recipient of a student loan, notify your lender and the Financial Assistance Office of changes in your enrollment status;
- Repay all loans including the interest on those loans;
- File all required student loan deferment forms on time.

# VETERANS EDUCATIONAL BENEFITS

## VETERANS EDUCATIONAL BENEFITS

### Veteran 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)
  - Chapter 30 is an educational program for individuals initially entering active duty on or after July 01, 1985 and for certain individuals on active duty before July 01, 1985. Certain other veterans may be eligible under other categories if they were voluntarily or involuntarily separated from the service as a result of a reduction in personnel.
- Veterans Vocational Rehabilitation Program (Chapter 31)
  - The VA administers the Vocational Rehabilitation program for veterans who have incurred or aggravated a service connected disability which entitles them to VA disability compensation; and are in need of vocational rehabilitation because their disability creates an employment handicap.

    Entitlement for vocational rehabilitation services is determined on an individual basis following an evaluation of the veterans interests, aptitudes, education, work experience, and vocational abilities.
- Post-9/11 GI-Bill® (Chapter 33)
  - The Post-9/11 GI Bill provides financial support for education and housing to individuals with at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post-9/11 GI Bill.
- Montgomery GI Bill® for Select Reserve (Chapter 1606)
  - Chapter 1606 is an educational program for active members of the Select Reserve. Select Reserve components of the Ready Reserve include the Army Reserve, Naval Reserve, Air Force Reserve, Marine Corps Reserve, Coast Guard Reserve, Army National Guard, and Air National Guard. Chapter 1606 eligibility is determined by the Department of Defense or the Department of Transportation (Coast Guard), not by the VA. Basic eligibility requires a six year obligation to serve in the Select Reserve and Satisfactory participation in required Select Reserve Training.

For a detailed explanation of each of the programs, go to VA Benefits Page (https://www.benefits.va.gov/gibill/).

*NOTE: "GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at http://www.benefits.va.gov/gibill."*

### Getting Certified at WNC

If a student wishes to use VA 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 throughVA Benefits Page (https://www.benefits.va.gov/gibill/). After completing the application, if eligible for VA Education Benefits the Department of Veteran Affairs will generate a Certificate of Eligibility and mail to the applicant.
2. Complete the WNC Application for Admission (https://wnc.edu/index.php) and all required new student steps.
3. Send all transcripts from previous colleges and universities, including military transcripts, to WNC Admissions and Records. Once your transcripts have been sent, you must complete the Petition for Transfer Credit Evaluation (https://wnc.edu/admissions/forms.php). 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. Meet with or contact the WNC VA School Certifying Official, located in the Financial Aid Office (Bristlecone Room 102 or at 775-445-3263). You will be required to submit your Certificate of Eligibility and DD214. You will also be required to complete the Veterans Data Form (https://wnc.edu/financial/forms.php).This form must be completed each semester in order to be certified for VA Education Benefits. Financial Aid Staff and the VA School Certifying Official are available to help you complete these requirements.
5. Meet with a counselor, located in Counseling Services (Bristlecone Room 103 or at 775-445-3267). Counselors are available to help students with degree selection, class schedules, and provide career counseling. A counselor signature is required on the Veterans Data Form (https://wnc.edu/financial/forms.php).
6. Meet with the Veterans Resource Center Director at the Veterans Resource Center (Cedar Room 302A or at 775-445-3302). Learn more about the VRC on their website (https://wnc.edu/veterans-resource-center/index.php).

### Veteran Satisfactory Academic Progress Requirements

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

### WNC VA SAP Appeal Process

Students wishing to continue using VA education benefits at WNC while on Academic Probation, must meet with an Academic Counselor and file a VA SAP Appeal E-Form.

- If a student's appeal is approved, the school will resume the normal certification process for the student.
- If the appeal is denied students may continue.to take classes at WNC at their own expense. Once they reach a 2.0 cumulative GPA on their own, they will again qualify for certification of VA Education Benefits.

### Late Fees

Western Nevada College does not penalize students using VA Education benefit programs under Chapters 33 and 31 while waiting for payment from the Department of Veterans Affairs providing they submit a Certificate of Eligibility, a written request to use such entitlement (Veterans Data Form) and any additional information needed to certify enrollment.

Students will continue to have access to all WNC classes and services as outlined in our catalog. No late fees will be assessed and student accounts will be placed on hold to avoid classes being dropped for non-payment. Title 38 USC 3679 (e).

**Veteran Certifiting Official Contact Information**

**Veteran Certifying Official - Rebekah Fillippini**
Bristlecone Building, Room 102
2201 West College Parkway, Carson City, NV 89703
rebekah.fillippini@wnc.edu
775-445-3291

# Veterans Resource Center

The Veterans Resource Center lives by its motto "Veterans Helping Veterans" and is home to many beneficial Veteran programs.

**VRC Services:**

- Tutoring Services
- Peer to Peer Mentorship
- Academic Advising
- Veteran Advocacy
- Counseling Services
- Textbook Lending
- VA Benefits Advising
- A quiet place to study
- Computers with internet/printing access
- The home for the student vet club
- Community Resource Information
- Veterans Upward Bound

**VRC Contact**

**Veterans Resource Center Director- Deb Conrad**
Cedar Building, Room 302A
2201 West College Parkway, Carson City, NV 89703
deb.conrad@wnc.edu
775-445-3301

# REGISTRATION FEES AND TUITION

## REGISTRATION FEES AND TUITION

## Fall 2025/Spring 2026 Fees

|  | Lower Division | Upper Division |
|---|---|---|
| Registration Fees | $127.00 per credit | $208.50 per credit |
| Technology Fees | $8.50 per credit | $8.50 per credit |
| Student Association Fee | $3.00 per credit | $3.00 per credit |
| Student Support Activities Fee | $3.00 per credit | $3.00 per credit |
| Academic Success Fee | $25 Flat Fee | |

## Summer 2026 Fees

|  | Lower Division | Upper Division |
|---|---|---|
| Registration Fees | $136.50 per credit | $222.25 per credit |
| Technology Fees | $8.50 per credit | $8.50 per credit |
| Student Association Fee | $3.00 per credit | $3.00 per credit |
| Student Support Activities Fee | $3.00 per credit | $3.00 per credit |
| Academic Success Fee | $25 Flat Fee | |

## Additional Fees May be assessed as follows:

**Non-Resident Fees 2025-26**

|  | **Lower-Division** | **Upper Division** |
|---|---|---|
| **Non-Resident, part-time** | $139.75 per credit | $229.25 per credit |
| **Non-Resident, full-time (7 credits or more)** | $4450.00 flat fee per semester for lower or upper division | |
| **Non-Resident, WUE** | $63.50 per credit | $104.25 per credit |
| **Non-Resident, Distance Ed Only** | $63.50 per credit | $104.25 per credit |

**Other Course and Differential Fees**

Computer Lab Usage Fee - $10/credit

Web Enhanced Course Fee - $5/course

Online Course Fee - $5/credit

Interactive Video Course Fee - $20/credit

Nursing Differential Fee - $120/credit

**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.

# High School Dual Enrollment Fees

For the purpose of this section, the term:

- "**Concurrent enrollment**" means a postsecondary course taught at a high school by a high school instructor mutually agreed upon by the NSHE institution and high school.
- "**Dual enrollment**" means a postsecondary course taught by an NSHE instructor on the high school campus or NSHE campus through a formally established dual enrollment program.

**Fall 2025/Spring 2026**

| TYPE OF COURSE | RATE | OTHER FEES |
|---|---|---|
| Concurrent enrollment courses | $100 per **course** | no additional student and/or special course fees |
| Dual enrollment courses | $87.50 per **credit** | add technology fee and special course fees (lab fees) |
| Dual enrollment courses where student qualifies for reduced or free lunch (confirmed by school counselor) | $59.50 per **credit** | add technology fee and special course fees (lab fees) |
| Application fee of $15 is waived for all students meeting one of these criteria. | | |

## Explanation of Fees:

### Registration and Technology fees

Registration and technology fees are applied to all credit classes. The fees to audit are the same as the fee to register for credit. The technology fee is used to fund technology needs in computing, information delivery systems and enables WNC to stay abreast of the latest technological developments.

### Academic Success Initiative Fee

Promotes initiatives to enhance student academic success. This flat fee is charged to all students who enroll in one unit or more.

## Student Association Fee

This $3.00 per credit fee supports WNC's student government association, the Associated Students of Western Nevada (ASWN). It funds student organizations, leadership opportunities, scholarships, and essential student association services.

## Student Support Activities Fee

This $3.00 per credit fee supports student activities, enhancing involvement and campus engagement. It funds events and programs that promote student well-being, social activities, and a strong campus community.

### Non-Resident Fees

Students who are classified as non-resident for tuition purposes will pay an additional per unit fee if enrolled for 6 units or less, or an additional flat fee if enrolled in over 6 units during the fall and spring semesters. Non-resident fees are not assessed during summer semesters.

### Non-Resident Western Undergraduate Exchange (WUE)

Through the Western Undergraduate Exchange program, students who are bona fide residents of WUE approved states may enroll at a non-resident reduced tuition level of 150 percent of the college's regular resident tuition. Students must apply for WUE status prior to the start of their first semester (matriculation) at WNC and be approved for the reduced non-resident rate.

### Non-Resident: Distance Education Only

Students classified as out of state residents and enroll exclusively in distance education classes (internet) and reside outside of Nevada during the same semester are charged an additional per unit distance education fee.

### High School Dual Enrollment

Nevada high school students enrolled at WNC in fall or spring semesters do not pay typical registration fees and can attend for a discounted rate.  Please see theHigh School Dual Enrollment section above for rate information.  See a high school or WNC counselor for details.

### Application Fee

All new students who apply for admission are charged a one-time $15 fee when they register for classes. This fee is not deferrable or refundable even if classes are full, dropped, or cancelled.

### Late Registration Fee

Students who register for a full-term class after the second week of the semester must submit late Registration form with instructor permission through the fourth week of the semester. If enrollment is approved a late payment fee of $25 will be assessed. Late enrollment in short-term classes is also subject to a late registration fee.

**Late Payment Plan Fee**

Any student with a past due balance may be subject to late payment fees. Delinquent accounts are assessed a monthly fee of $10 or 10% of the balance, whichever is greater.

**Lab Fee**

A lab fee is charged for most laboratory classes and many other classes that require art supplies or other items.

**Computer Lab Usage Fee**

A $10 per unit fee is charged for classes meeting in a computer lab to cover additional technology costs.

**Web-Enhanced & Online Course Fees**

A $5 web fee is charged for all Web-enhanced classes and a $5 per unit online class fee is charged for all web-based and lecture capture classes to cover additional technology costs.

**Interactive Video Course Fee**

A lab fee of $20 per unit is charged for receiving sites for interactive video distance education classes to cover technology costs.

**Nursing Differential Fee**

Students in the nursing program will be charged a differential fee of $120 per unit for all nursing courses (excluding NURS 130).

**Application for Graduation Fee**

A $25 fee is charged to apply for graduation. This fee is non-refundable even if a student does not fulfill graduation requirements.

# Predictable Pricing

Below is the tuition and registration fees for the next three academic years.

| REGISTRATION FEES | 2025-26 | 2026-27 | 2027-28 | 2028-29 |
|---|---|---|---|---|
| Lower Division (per credit) | $127.00 | $133.50 | $138.75 | $143.50 |
| Fall & Spring (30 credits) | $3,810.00 | $4,005.00 | $4,162.50 | $4,305.00 |
| Upper Division (per credit) | $208.50 | $219.25 | $228.00 | $235.75 |
| Fall & Spring (30 credits) | $6,255.00 | $6,577.50 | $6,840.00 | $7,072.50 |
| **NON-RESIDENT TUITION** | | | | |
| *Rates are assessed in addition to registration fees* | | | | |
| | **2025-26** | **2026-27** | **2027-28** | **2028-29** |
| Full-time* | $8,900.00/ per year | $9,363.00/ per year | $9,738.00/ per year | $10,069/ per year |
| *\* Full-time non-resident tuition rates are assessed to students enrolled in 7 or more credits.* | | | | |
| Part-time Lower Division (per credit) | $139.75 | $146.75 | $152.75 | $157.75 |
| Part-time Upper Division (per credit) | $229.25 | $241.25 | $250.75 | $259.25 |
| *\* Part-time non-resident tuition rates are assessed to students enrolled in fewer than 7 credits* | | | | |
| **DISTANCE EDUCATION** | | | | |
| *Rates are assessed in addition to registration fees* | | | | |
| | **2025-26** | **2026-27** | **2027-28** | **2028-29** |
| Lower Division (per credit) | $63.50 | $66.75 | $69.50 | $71.75 |
| Upper Division (per credit) | $104.25 | $109.75 | $114.00 | $118.00 |
| *\* Assessed only to non-resident students who are residing outside of Nevada during the semester in which enrollment in the distance education course(s) occurs.* | | | | |
| **HIGH SCHOOL DUAL ENROLLMENT FEES** | | | | |
| **Concurrent Enrollment Registration Fees** | | | | |

| | 2025-26 | 2026-27 | 2027-28 | 2028-29 |
|---|---|---|---|---|
| Per course | $100.00 | $110.00 | $114.50 | $118.50 |
| * No additional student and/or special course fees will be assessed. | | | | |
| **Dual Enrollment Registration Fees** | | | | |
| | 2025-26 | 2026-27 | 2027-28 | 2028-29 |
| Per credit | $87.50 | $92.00 | $95.75 | $99.00 |
| * Additional fees include: technology fee & special course fees associated with individual courses | | | | |
| **Dual Enrollment Registration Fees for Free and Reduced Lunch Qualifying Students** | | | | |
| | 2025-26 | 2026-27 | 2027-28 | 2028-29 |
| Per credit | $59.50 | $62.50 | $65.00 | $67.25 |
| * Additional fees include: technology fee & special course fees associated with individual courses | | | | |

# Payments

### Fee Deadlines

Fees must be paid by deadlines listed under Dates and Deadlines: https://wnc.edu/calendar/index.php .

### 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 in Person

Students may pay in-person at the Fallon or Carson City Cashier's Office by cash, check or card.

### Paying by Mail

Make checks payable to Board of Regents. Indicate the student ID number and mail to:

Western Nevada College
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 Cashier's Office by the published fee due dates.  Authorizations may be brought in to the Office, faxed to 775-445-3027, or emailed to cashier@wnc.edu.

### Late Registration 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 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.

***Students must sign up for the payment plans and make their first full payment by the payment deadlines: https://wnc.edu/calendar/index.php.***

Payment Plan Notes:

- • 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

#### Account holds

Student accounts owing more than $200 will be placed on financial hold.  Students on hold may not register for classes at any NSHE Institution until the account has been paid in full.

**Enrollment Cancellation**

Students who have not paid the required amount by the published due date for the term may have their enrollment cancelled and will be dropped from their classes.  Students may re-enroll themselves, but the past due fees must be paid in full at the time of re-enrollment.

**Late Fees**

A monthly fee of 10% of the past due balance, or $10 minimum, will be assessed to all students with an unpaid balance.

**Collections**

Student accounts owing a balance more than $200 may have their account forwarded to a collection agency after 120 days.  Collection or legal fees may be assessed.

**Checks**

WNC will not accept postdated or altered checks.

A $25 insufficient funds fee will be assessed for any payment returned as unpaid by the bank for any reason.

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 collections procedures.

# Refund Policy

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.

**Non Refundable Fees**

- • The application fee is not refundable and cannot be transferred to another person or to another fee.

**Standard Semester Refunds**

Note: The standard semester is 16 weeks for the fall and spring semesters and eight weeks for the summer semester. The standard semester dates are published in the Academic Calendar section of the WNC website.

Refund of fees for withdrawal from WNC full-term & open-entry classes that meet during **standard semester dates** is:

- • **100%** if withdrawal is completed within the first week* of instruction.
- • **50%** if withdrawal is completed by the end of the third week of the semester.

*The first week of instruction ends on the Saturday following the first day of the semester.  If a semester starts on Tuesday, the first week of instruction ends on the following Monday.  For posted deadlines regarding drop dates visit the Academic Calendar.*

**Non Standard Semester Refunds**

*Note: Classes scheduled outside of the standard term, starting earlier and/or after the start of the semester, DO NOT follow standard term refund rules.*

- • For non-standard semester classes that are **5 days or longer**, refund of fees is 100% if withdrawal is complete no later than the first date of class and 50% if withdrawal is complete after the first day and within the first 20% of the class.
- • For non-standard semester classes that meet **less than five days**, refund of fees is 100% if withdrawal is prior to the first day of class.

**Withdrawal after 100% Refund Periods**

- • Classes 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.

**Fee Refunds**

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

**Refund Appeals**

- • Refund appeals with verifiable evidence may be granted during the first half of the semester for the following reasons:
    - • Deployment of the student into the United States Armed Forces;
    - • Death or incapacitation resulting from an illness or injury of the student; or spouse, child, parent, or legal guardian of the student that prevents the student from returning to school for the remainder of the semester;
    - • Verifiable error on the part of the institution;
    - • Involuntary job transfer outside the service area of WNC as documented by the employer.

**An appeal is made by submission of the Refund Exception Form**: https://wnc.edu/admissions/forms.php.

*Note: A change in instructional mode before the start of the class or at any time during the duration of the class does not constitute grounds for a refund.*

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

## Direct Deposit

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.

## Student Accounting/Cashiers Office is responsible for the following:

The Controller's Office provides a system for financial reporting and accountability of all Western Nevada College and college-related funds and is responsible for collection, disbursement and custody of these funds. The Controller's Office provides a number of services including the following:

- Fee Assessment and Collection
- Financial Aid Disbursements (including scholarships, loans, grants) and Refunds
- Collections
- Sponsored/Third Party Billing

# STUDENT SUPPORT SERVICES & PROGRAMS

## CHILD CARE

# Age Appropriate Classes & Playgrounds

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 so on. 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.

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.

**Full Time Tuition Fees**

|  | **Non-Students** | **WNC Staff** | **Students** | **Per** |
|---|---|---|---|---|
| **Cubs (6wks-12 mths)** | $299 | $269 | $224 | week |
| **Turtles (12-24 mths)** | $259 | $233 | $194 | week |
| **Bumbles/Bees (24-36 mths)** | $259 | $233 | $194 | week |
| **Rockets/Bears/Wildcats (3-6 years)** | $230 | $207 | $127 | week |

*Registration Fee charged annually: $50.00 Students and WNC Staff and $100.00 non-students.

## COLLEGE AND CAREER READINESS

### College and Career Readiness

For many of our students, improving their basic literacy skills is just the beginning. WNC's College & Career Readiness program focuses on helping students access postsecondary training, explore job opportunities, and fill high-demand positions. Our goal is to help students transition into jobs that offer both a solid career path and a family-sustaining wage. To request more information about our college and career transition options, please contact our office at 775-445-4452.

### Education Services

College Career and Readiness offers a noncredit English Language Learning (ELL) program at Western Nevada College is designed as a series of courses, ranging from Low-Beginning through Advanced levels of English proficiency.

English Learner Services

Whether students last attended school recently or many years ago, this program offers free classes to help them earn a high school equivalency credential.

Adult Education

### Career & Employer Services

Career services at WNC will provide personalized career counseling, job search support, and professional development resources to help students and alumni achieve their career goals.

Career Services

Employer services can connect businesses with talented students and alumni through job postings, career fairs, and networking events.

Employer Services

College & Career Readiness
Bristlecone Building, Room 340
2201 West College Parkway, Carson City, NV 89703

Monday Thursday: 8am 8pm | Friday: 8am 5pm
collegeandcareers@wnc.edu | (775) 445-4452

Se habla Español | Mandarin

# CONTINUING EDUCATION

### Career Training Programs

 Earn the professional certification you need for the job you want. Many courses are fully online and can be completed in 6 months or less, and financial assistance is available to students who qualify.

### College for Kids

Weeklong kids' camps provide high-quality educational content for kids of all ages. Camps take place on campus and provide exposure to everything a college campus has to offer, with close supervision and small student-to-staff ratios to ensure quality and safety.

### Personal Enrichment Classes

 Learn something new and enrich your life. In-person and online options!

### Professional Development Courses

Get the CEUs and professional skills you need to take your career to the next level. Many courses are fully online and can be completed in 24 hours or less. Customized training for businesses and organizations is available!

### Motor Vehicle Safety Programs

### Commercial Driver's License

Our CDL Prep course will provide you with the knowledge and skills to obtain your Commercial Driver's License in just 5 weeks. Classes are held in Carson City, Fallon, and Winnemucca. Financial assistance is available for most students.

### Motorcycle Safety

Western Nevada College offers motorcycle courses in Carson City for riders of all skill levels. Classes are offered most weekends from March-November.

### Driver Education

Our teen driver education program meets the State of Nevada requirement for anyone under the age of 18 to complete 30 hours of classroom training prior to being awarded a driver's license.

### CONTACT US

**Continuing Education**
Bristlecone Building, Information Desk
2201 West College Parkway, Carson City, NV 89703
 conted@wnc.edu
 775-445-4210

# EMPLOYMENT OPPORTUNITIES

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.

Join Western Nevada College! These listings include academic and administrative faculty, part-time faculty and classified staff positions available at Western Nevada College.

EXTERNAL APPLICANTS

All WNC and Nevada System of Higher Education (NSHE) employees, must apply as an internal candidate through Workday. Log on to Workday and search Find Jobs.

INTERNAL APPLICANTS

**Student Employment**

For listings of on-campus and tutoring opportunities for students of Western Nevada College please visit our Student Employment page.

# LIBRARY

**Carson Campus Library**
2201 W. College Parkway
Carson City, Nevada 89703
(775) 445-3229

**Fallon Campus Library**
160 Campus Way
Fallon, Nevada 89406

(775) 445-3392

### Research Guides & Help
The Library provides a range of guides and video tutorials that help students with access to both physical and digital resources as they complete research projects.

### Academic Coaching
The Academic Coaching Program provides academic support, study skills, and encouragement for WNC students in a wide range of subject areas.

### Borrowing Materials

The Library has many resources that students can borrow including books, calculators, and much more. A library card is not needed to borrow the resources.

### Chromebooks, Laptops, Computers, Printers, & Copiers
The Library has Chromebooks that students can borrow and laptops that they can use in the library. Students can also print from library computers and make photocopies in the library.

### Course Reserves
The Library makes available to students materials that have been placed on reserve by faculty.

### Tutorials

The Library homepage has many useful video tutorials covering a wide range of topics that will help students and faculty navigate library resources.

### Study Spaces

The Library has a variety of group and individual study rooms that can be reserved online.

## STUDENT LIFE

# WNC Student Life

WNC Student Life is here to help you thrive in college. We offer a wide range of resources and services to support your personal and professional growth. We ensure a vibrant campus life through engaging events, activities, and leadership opportunities.

## DINI Student Center

The Student Center, located on the first floor of the Joe Dini Library and Student Center Building on the Carson Campus, is a hub for student engagement and activities. It offers study spaces, fitness facilities, and recreational areas. Additionally, it serves as the central location for the Associated Students of Western Nevada student goverment, providing a space for student leadership and community building.

## Identification Cards

A WNC identification (ID) card provides access to Dini Student Center services, and discounts at local businesses. Faculty, staff and students are eligible for a WNC ID card.

You can obtain your ID card at the STudent Center Help Desk on the first floor of the Dini Building on the Carson Campus. A current government-issued ID, such as a driver's license or passport, is required.

Students must be enrolled in at least one credit hour for the current semester to receive a card, and faculty and staff must have employment verified through WNC Human Resources. IDs are valid for the current academic year (July – June)and must be renewed annually.

## Wildcat Commons

The Wildcat Commons at WNC is a welcoming and inclusive space dedicated to celebrating and supporting all students. The center provides resources, programs, and events that promote understanding and appreciation of cultures, identities, and perspectives and aims to foster an inclusive community where all students feel valued and empowered. Whether you seek a place for meaningful discussions, cultural celebrations, or personal support, the Wildcat Commons is here to enhance your college experience.

## Wildcat E-Sport Arena

The Wildcat E-Sports Arena at WNC is a dedicated space for competitive gaming and community events. Outfitted with high-performance gaming PCs, consoles, and peripherals, the arena supports a wide range of esports activities. It serves as a venue for tournaments, casual play, and practice sessions, fostering a vibrant gaming community on campus.

## Wildcat E-Sport Arena

The Wildcat Fitness Center, found within the Joe Dini Student Center, is accessible to WNC students, staff, and faculty. It features a variety of cardiovascular equipment, free weights, and a universal weight lifting machine. Students must have a valid Student ID Card and a current Student Activity Sticker to gain entry. Activity stickers can be purchased at the WNC Business Office.

*Fees:*

Fitness Center - $20 per semester for students enrolled in 3 or more credits at WNC

Lockers - $15 per semester for students, faculty, staff with a valid Activity Sticker

Faculty and Staff memberships are also available.

***Hours:***

Fall and Spring Semester Hours:

   • Monday – Friday: 8am-5pm
Summer Hours:

   • Monday – Thursday:  8am-5pm
Closed on weekends and all major holidays.

## Wildcat Reserve

The Wildcat Reserve, WNC's Food Pantry, provides essential support to students facing food insecurity. Stocked with non-perishable food items, personal hygiene products, and basic necessities, the pantry is available to all students in need. The goal is to ensure that no student goes hungry, enabling them to focus on their academic and personal growth.

## Wildcat Studio

The Wildcat Studio at WNC offers students and faculty a professional space to create high-quality audio content. Equipped with state-of-the-art recording technology and soundproofing, the studio supports projects ranging from academic podcasts to creative audio storytelling. Reservations are required, and training sessions are available for beginners.

For more information, contact the Student Center Help Desk at 775-445-3218.

# UNIVERSITY POLICE SERVICES

## Reporting Criminal Actions or Emergencies

***To report a crime in progress or an emergency, dial 911.***

Non-emergency calls can be made to UPDNC at **(775) 230-1952**.

If a crime has already occurred or if you are a victim of a crime on campus, you can easily file a report online. Simply visit wnc.edu/police and select "File Police Report" from the menu bar. Alternatively, you can file a report in person at the UPDNC station on campus located in the Bristlecone Building, Room 123.

## WNC Alerts for Closures and Emergencies

In the event of adverse weather or another emergency that affects College operations, the College will communicate to employees and students via

   • **Email:** Employees will be contacted using the WNC all college group list. Students will be contacted at their college email address.
   • **Social Media:** The college will post updates via our social media platforms including Facebook, Instagram, and X.
   • **News Media:** Local news media will carry WNC information on their website or broadcasts.
   • **Website:** The college will post a prominent message on the homepage at **wnc.edu**.
**Notifications to Students:**

University Police Department staff often receive requests to deliver messages to students. In accordance with the WNC Security-Related Procedures and Practices Manual, the University Police Department is authorized to make student notifications that are of an emergency or police nature only. University Police Department personnel screen each request by asking relevant questions. Therefore, anyone making such a request is expected to provide some or all of the following information:

   • student's social security number
   • full name
   • college program
   • class the student is currently in
   • identification of the person making the request
   • the reason for the need to notify

# GRADUATION

## GRADUATION & HONORS PROGRAM

# Graduation Information

## 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.

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.

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).

*Apply For Graduation*

## Graduation Requirements

**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:

- **Completed the curriculum requirements for the degree or certificate**.  (*See catalog year options for graduation for details on catalog year selection and specific policies.*)  Students may not use a combination of catalogs for graduation. This applies to all policies and curricula.

*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.*

- **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.
- **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.**
- **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. Challenge examinations, non-traditional credit, or developmental courses (courses numbered below 100) do not count as resident credit.

**Bachelor's Degree**

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

- **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.  Students may not use a combination of catalogs for graduation. This includes all policies and curriculum.

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.

- **Completed 30 semester credits in residence at WNC**. Challenge examinations, non-traditional credit, or developmental courses (courses numbered below 100) do not count as resident credit.
- **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.**
- **Completed a minimum of 40 upper division credits** (numbered 300 or above).
- **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

**Catalog Year Options for Graduation:**

**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.
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 BAS 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 BAS degree).
- Students applying to the nursing program must follow the catalog in effect at the time the program 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

*View Past Catalogs*

**Graduation With Honors**

Effective summer semester 2022, Students are eligible to graduate with honors based on completion of 30 academic units at Western Nevada College for an associate degree or 60 academic units at Western Nevada College for a bachelors degree, excluding developmental courses.

Grade point average of WNC classes, excluding developmental classes, 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.

## Graduation With Honors at Commencement

For spring commencement, honors that are announced at the ceremony and printed in the commencement program are calculated based on total units and classes completed at WNC prior to the applicable spring semester, including winter session classes. Spring semester classes that start after winter session are not included for honors announcements at commencement. Final honors are calculated after the conclusion of spring semester and commencement and posted on graduates' transcripts.

Honors medals on neck ribbons will be provided to Honors eligible graduates as they check in at commencement.

## Commencement

**Spring 2026 Commencement Ceremony**

Western Nevada College is proud of the accomplishments of our graduates and will plan a ceremony to celebrate their achievements. Information and dates will be announced by March of 2026. All graduating students are encouraged to participate in commencement ceremonies. Associate degrees, bachelor degrees and certificates of achievement are conferred for graduates from the spring semester and the summer and fall semesters preceding the spring semester ceremonies. Invitations are emailed to qualified students.

## Caps and Gowns

The tassel, cap and gown package may be purchased online from the campus bookstore before the ceremony; they will not be available at the ceremonies. Information will be provided with the invitations.

## 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 within 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

## Students Continuing after Graduating

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.

# ACADEMIC DIVISIONS

## LIBERAL ARTS AND SCIENCES

At WNC, students can complete the first two years of a bachelor's degree and transfer to a 4-year college or university with junior status. Students may select a course of study that enables them to complete some or all of the lower division requirements for a four-year degree at many colleges or universities including the University of Nevada, Reno; University of Nevada, Las Vegas; Nevada State College; and schools in other states.

The WNC Liberal Arts and Sciences Division manages three transfer degree options: Associate of Arts, Associate of Science, and Associate of Applied Science - Deaf Studies. The Associate of Arts and Associate of Science degree programs are designed for convenient transfer to a wide variety of four-year programs. Students will complete 24 to 27 credits of transfer level general education and will be able to tailor the remaining 33 to 36 credits to begin meeting program and four-year required courses. For those interested in a more specialized path, the Associate of Applied Science - Deaf Studies degree program will prepare students for a variety of careers including teaching, social work, psychology, speech and language pathology, or any career that interacts with the deaf community.

For students who are not interested in university transfer, the WNC Associate of General Studies provides maximum flexibility in a two year degree that can be tailored to meet a wide variety of educational goals.

Prepare for these areas of Study

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

- Accounting
- Accounting Information Systems
- Agriculture Science
- American Sign Language
- Animal Science
- Anthropology
- Art
- Art History
- Astronomy
- Atmospheric Science
- Biochemistry & Molecular
- Biology
- Biomedical Engineering
- Biotechnology
- Business
- Business Administration
- Chemical Engineering
- Chemistry
- Civil Engineering
- Communication Studies
- Community Health Sciences
- Computer Science & Engineering
- Counseling & Educational
- Criminal Justice
- Deaf Studies
- Ecohydrology
- Economics
- Education
- English
- Electrical Engineering
- Engineering Physics
- Environmental Engineering
- Environmental Science
- Finance
- Forest Management & Ecology
- French
- General Studies
- Geography
- Geological Engineering
- Geology
- Geophysics
- History

- Human Development & Family Studies
- Hydrogeology
- Information Systems
- Integrated Elementary
- Teaching
- International Affairs
- International Business
- Journalism
- Management
- Materials Science &
- Engineering
- Mathematics
- Marketing
- Medicine

- Mechanical Engineering
- Metallurgical Engineering
- Mining Engineering
- Molecular Biology/Immunology
- Music
- Music Education
- Music: Applied (Instrumental, Jazz, Voice)
- Natural Resources & Environmental Science
- Neuroscience
- Nutrition
- Nursing
- Philosophy
- Physics
- Political Science
- Psychology
- Rangeland Ecology & Management
- Renewable Energy
- Secondary Education (Nevada Teach)
- Social Work
- Sociology
- Spanish
- Speech Pathology
- Theatre
- Veterinary Science
- Wildlife Ecology & Conservation
- Women's Studies

**NOTE: All courses to be counted toward AA, AB or AS degrees must be university transferable. Courses with a number under 100 (such as ENG 95) are not applicable toward the associate 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 an academic advisor for the most current information about transferring to another institution.**

## NURSING AND ALLIED HEALTH

The Nursing and Allied Health Division at WNC offers an Associate of Applied Science Degree (AAS) in Nursing and courses in Laboratory Technician (LTE). The mission of the division is to prepare students for transfer to four-year colleges and/or to provide them with the knowledge they need for their careers.

- Registered Nursing
- Laboratory Technician

## WORKFORCE, CAREER & TECHNICAL EDUCATION

The Workforce, Career & Technical Education (WCTE) division at WNC offers a Bachelor of Applied Science degree, Associate of Applied Science degrees, certificates of achievement, certification and licensing preparation, and special academic programs. The mission of the division is to help students earn a four-year degree, prepare students for transfer to four-year colleges and/or to provide them with the knowledge they need for their careers.

WCTE Programs Include:

**Advanced Manufacturing**

**Automotive Technology**

**Business**

**Computer Information Technology**

**Construction Management**

**Criminal Justice**

**Emergency Medical Services**

**Education**

**Fire Science Technology**

**Graphic Design**

**Machine Tool Technology**

**Management**

**Welding**

# ASSOCIATE OF APPLIED SCIENCE PROGRAMS

## ASSOCIATE OF APPLIED SCIENCE

Students enrolled in an applied science program will benefit from hands-on laboratory experience within their major field. They will enter the job market with specific skills and knowledge useful for employment and advancement.

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

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

**This degree provides career preparation, training and industry credentials in an occupational or technical field.**

**Mission**

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

**Student Learning Outcomes**

The successful student will:

- Have met the institutional 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.

## Program Requirements

**36-39 Units**

The number of units required may vary by emphasis. Some units earned in nontraditional courses may be considered for elective credit and may require review in order to be applied to the AAS degree.

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

**General Education Requirements**
**21-24 Units**

**English/Communications**
**6 Units**
*Must include a three-credit writing course.*
Business: 107, 108
Career & Technical Education: EDCT 110
Communication: 101, 102, 113, 215
Criminal Justice: 103
English
Journalism: 201
Reading
***Writing Courses** (Business 108, English 100, 101, 102, 107 or any 200 level English class)*

**Human Relations**
**3 Units**
Anthropology: 101, 201
Business: 110
Career & Technical Education: EDCT 212
Counseling and Personal Development: 117, 123, 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 for PSY 210)
Sociology (except for SOC 210)

**Humanities/Social Science**
**3 Units**
*Choose from either area:*
**Humanities:**
Art: 100, 101*, 124, 135, 160, 214, 224, 260, 261
Career & Technical Education: EDCT 230
Core Humanities: 201, 202, 212
English: 200, 221, 223, 250, 261, 266, 267, 271
History: 105, 106, 203, 207, 208, 209, 247
Holocaust, Genocide & Peace Studies: 201
Humanities: 101

Music: 111*, 121, 124, 125, 134, 176
Music Ensemble: 131, 135
Philosophy (except for PHIL 102, 114)
Theatre: 100, 105, 180
**Social Sciences:**
Anthropology: 101, 201, 202, 215
Career & Technical Education: EDCT 288
Core Humanities: 203
Criminal Justice: 104, 120, 215, 220, 225, 230, 270
Economics: 100, 102, 103
Geography: 106, 200
History: 101, 102, 111, 217
Jounalism: 103
Political Science
Psychology (except for PSY 210)
Sociology (except for SOC 210)
*\* Course may not meet the fine arts requirement at all universities.  See an advisor.*

**Mathematics**
**3 Units**
Business: 115
Economics: 261, 262
Mathematics
Psychology: 210
Statistics: 152

**Science**
**3 Units**
Anthropology: 102, 110L
Astronomy: 109, 110, 120
Atmospheric Sciences: 117
Biology (except for BIOL 208, 223, 224, 251)
Chemistry (except for CHEM 220, 241, 241L, 242, 242L)
Emergency Medical Services: 205
Environmental Studies
Geography: 103, 104, 116, 121
Geology: (except for GEOL 111, 112, 113, 299)
Nutrition: 121
Physics (except for PHYS 293)

**U.S. & Nevada Constitution**
**3-6 Units**
*Must meet both requirements. Choose from the following:*
Core Humanities: 203
History 111
History: 101 and one of the following:
  HIST 102, HIST 217, PSC 100, PSC 208
Political Science: 101, 103

Courses numbered below 100 (such as ENG 98) are not acceptable oward an Associate of Applied Science Degree

# BUSINESS - ACCOUNTING

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

**Please see the Associate of Applied Science page for a list of all courses filling general education requirements.**

EARN THIS DEGREE ONLINE

**Mission:**

The purpose of the Associate of Applied Science Business degree is to provide the knowledge and skills necessary to be a successful manager.

**Student Learning Outcomes**

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.

## Required Courses

| Course | Title | Units |
|---|---|---|
| **Total Requirements** | | **60 Units** |
| **Core Business Requirements** | | **30 Units** |
| **ACC 201** | Financial Accounting | 3 |
| **ACC 202** | Managerial Accounting | 3 |
| **BUS 101** | Introduction to Business | 3 |
| **BUS 273** | Business Law I | 3 |
| **BUS 299** | Business Capstone | 3 |
| **ECON 102** | Principles of Microeconomics | 3 |
| **ECON 103** | Principles of Macroeconomics | 3 |
| **IS 101** | Introduction to Information Systems | 3 |
| **or IS 201** | Computer Applications | |
| **MGT 201** | Principles of Management | 3 |
| **MKT 210** | Marketing Principles | 3 |
| **Accounting Degree Requirements** | | **6 Units** |
| **ACC 203** | Intermediate Accounting I | 3 |
| **ACC 220** | Microcomputer Accounting Systems | 3 |
| **or ACC 223** | Introduction to Quickbooks | |
| **Accounting Electives** | | **9 Units** |
| *Choose 9 units from the following:* | | |
| **ACC 105** | Taxation for Individuals | 3 |
| **ACC 180** | Payroll & Employee Benefit Accounting | 3 |
| **ACC 204** | Intermediate Accounting II | 3 |
| **ACC 220** | Microcomputer Accounting Systems | 3 |
| **ACC 223** | Introduction to Quickbooks | 3 |
| **ACC 261** | Governmental Accounting | 3 |
| **ACC 290** | Certified Bookkeeper Course | 6 |
| **ACC 295** | Work Experience I | 3 |
| **COT 262** | Intermediate Spreadsheets Concepts | 3 |
| **ECON 261*** | Principles of Statistics I | 3 |
| **ECON 262*** | Principles of Statistics II | 3 |
| **General Education Requirements** | | **15 Units** |
| English/Communications Requirement: <br> Recommended: BUS 107, BUS 108; <br> or ENG 101*, ENG 102*; *Must include a writing course* | | 6 |
| Mathematics Requirement | | 3 |

| Course | Title | Units |
|---|---|---|
| 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

| ACCOUNTING - Associate of Applied Science | | | |
|---|---|---|---|
| **First Semester** | **Units** | **Third Semester** | **Units** |
| ACC 201 | 3 | ACC 203 | 3 |
| BUS 107 or ENG 101 | 3 | BUS 273 | 3 |
| BUS 101 | 3 | Accounting Elective | 3 |
| ECON 102 | 3 | Science | 3 |
| IS 101 or IS 201 | 3 | U.S./NV Constitution | 3 |
| **Second Semester** | **Units** | **Fourth Semester** | **Units** |
| ACC 202 | 3 | ACC 220 or ACC 223 | 3 |
| BUS 108 or ENG 102 | 3 | BUS 299 | 3 |
| MATH: BUS 115 or MATH 120 or higher | 3 | Accounting Elective | 6 |
| ECON 103 | 3 | MKT 210 | 3 |
| MGT 201 | 3 | | |

# BUSINESS - MANAGEMENT

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

**Please see the Associate of Applied Science page for a list of all courses filling general education requirements.**

EARN THIS DEGREE ONLINE

**Mission**

The purpose of the Associate of Applied Science Business degree is to provide the knowledge and skills necessary to be a successful manager.

**Student Learning Outcomes**

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.

## Required Courses

| Course | Title | Units |
|---|---|---|
| **Total Requirements** | | **60 Units** |
| **Core Business Requirements** | | **30 Units** |

| Course | Title | Units |
|---|---|---|
| **ACC 201** | Financial Accounting | 3 |
| **ACC 202** | Managerial Accounting | 3 |
| **BUS 101** | Introduction to Business | 3 |
| **BUS 273** | Business Law I | 3 |
| **BUS 299** | Business Capstone | 3 |
| **ECON 102** | Principles of Microeconomics | 3 |
| **ECON 103** | Principles of Macroeconomics | 3 |
| **IS 101** | Introduction to Information Systems | 3 |
| **or IS 201** | Computer Applications | |
| **MGT 201** | Principles of Management | 3 |
| **MKT 210** | Marketing Principles | 3 |
| **Management Degree Requirements** | | **6 Units** |
| **MGT 235** | Organizational Behavior | 3 |
| **MGT 283** | Introduction to Human Resources Management | 3 |
| **Management Electives** | | **9 Units** |
| *Any Business, Management or Marketing Courses* | | |
| **General Education Requirements** | | **15 Units** |
| English/Communications Requirement:<br>Recommended: BUS 107, BUS 108;<br>or ENG 101\*, ENG 102\*; *Must include a writing course* | | 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

| MANAGEMENT<br>Associate of Applied Science | | | |
|---|---|---|---|
| **First Semester** | **Units** | **Third Semester** | **Units** |
| ACC 201 | 3 | MGT 235 | 3 |
| BUS 101 | 3 | Management Elective | 6 |
| BUS 107 or ENG 101 | 3 | MATH: BUS 115 or MATH 120 or higher | 3 |
| ECON 102 | 3 | U.S./Nevada Constitution | 3 |
| IS 101 or IS 201 | 3 | | |
| **Second Semester** | **Units** | **Fourth Semester** | **Units** |
| ACC 202 | 3 | BUS 273 | 3 |
| BUS 108 or ENG 102 | 3 | BUS 299 | 3 |
| MGT 201 | 3 | MGT 283 | 3 |
| ECON 103 | 3 | MKT 210 | 3 |

| Science | 3 | Management Elective | 3 |

# CTE TEACHER TRAINING FOR BUSINESS & INDUSTRY PROFESSIONALS

The CTE Teacher Training Program prepares students with Business & Industry licenses, or those seeking to transition into CTE teaching from business/industry professions, to guide the next generation in exploring career pathways and developing practical skills aligned with industry needs. This program equips educators to deliver high-quality instruction while meeting licesnure requirements and providing immediate support and mentorship.

This program offers foundational training in pedogogy, classroom management, curriculum design, and educational standards, helping teachers navigate school environments and build the tools necessary for success. Participants develop essential skills for engaging diverse student populations, managing school operations, and integrating academic literacy into career-specific teaching practices, ensuring alignment with state standards.

**Mission:**

The mission of the Associate of Applied Science degree in CTE Classroom Teaching is to provide employment-related knowledge and skills necessary to succeed as a professional in the field.

**Student Learning Outcomes:**

Students who complete an Associate of Applied Science in CTE Classroom Teaching are expected to:

- Understand the history of CTE and the connection to economic and workforce development.
- Understand the concepts and strategies for quality curriculum development, selecting effective teaching methods, and assessing student outcomes.
- Understand the definitions, concepts, strategies and tools that support performance/ mastery-based learning, differentiation, and inclusive practices.
- Understand the role of the academic language, literacy and numeracy skill in CTE and the use of effective teaching strategies to reinforce these skills.

# Required Courses

| Total Requirements | | 60 Units |
|---|---|---|
| **Program Requirements** | | **39 Units** |
| **EDCT 230** | Introduction to Career and Technical Education | 3 |
| **EDCT 210** | Nevada School Law | 3 |
| **EDCT 239** | Introduction to CTE Teaching Methods | 3 |
| **EDCT 247** | Introduction to CTE Curriculum & Instruction | 3 |
| **EDCT 260** | Teaching Reading, Writing and Math in a CTE Classroom | 3 |
| **EDCT 271** | Introduction to Workforce Development & Career Tech Student Organizations | 3 |
| **EDCT 288** | Inclusive Strategies for Multicultural-Multilingual Students in CTE | 3 |
| **EDCT 290** | Career Preparation through Performance Based Education | 3 |
| **ACC 135** | Bookkeeping I | 3 |
| *Choose 12 units from the following program electives:* | | |
| *Any EDCT course* | | |
| **EDU 202** | Introduction to Secondary Education | 3 |
| **EDU 203** | Introduction to Special Education | 3 |
| **EDU 214** | Preparing Teachers to Use Technology | 3 |
| **EDU 295** | Special Topics in Education | 1-6 |
| **EPD 162** | PPST/Praxis I Reading Review | 1 |
| **EPD 163** | PPST/Praxis I Writing Review | 1 |
| **EPD 164** | PPST/Praxis I Math Review | 1 |

| **HDFS 202** | Introduction to Families | 3 |
| --- | --- | --- |
| **General Education Requirements** | | **21 Units** |
| English/Communications Requirement:<br>EDCT 110 Required; *Must include a writing course* | | 6 |
| Humanities/Social Science Requirement | | 3 |
| Human Relations Requirement | | 3 |
| Mathematics Requirement: *MATH 120 or higher* | | 3 |
| Science Requirement | | 3 |
| U.S. and Nevada Constitution Requirement | | 3 |

**Please see the Associate of Applied Science page for a list of all courses filling general education requirements.**

## Suggested Course Sequence

| Associate of Applied Science -<br><br>CTE Teacher Training for Business & Industry Professionals | | | |
| --- | --- | --- | --- |
| **First Semester** | **Units** | **Third Semester** | **Units** |
| ACC 135 | 3 | EDCT 260 | 3 |
| EDCT 110 | 3 | EDCT 271 | 3 |
| EDCT 230 | 3 | EDCT 210 | 3 |
| EDCT 247 | 3 | Program Elective | 3 |
| Mathematics | 3 | Humanities/Social Science | 3 |
| **Second Semester** | **Units** | **Fourth Semester** | **Units** |
| EDCT 290 | 3 | EDCT 288 | 3 |
| EDCT 239 | 3 | Program Electives | 6 |
| Program Elective | 3 | Science | 3 |
| English/Communications: *Must include a writing course* | 3 | U.S./NV Constitution | 3 |
| Human Relations | 3 | | |

# CRIMINAL JUSTICE

This program provides students the opportunity to explore all areas of the criminal justice system, including law enforcement, policing and investigations, corrections, parole and probation, prosecution and courts, juvenile justice, and rehabilitation options within the community. Students will receive valuable access and networking with experienced instructors who have studied and worked extensively in all areas of the criminal justice system. Students interested in pursuing a bachelor degree in criminal justice should choose the Associate of Arts degree and work closely with a counselor when choosing their classes.

**Please see the Associate of Applied Science page for a list of all courses filling general education requirements.**

EARN THIS DEGREE ONLINE

**Mission**

The purpose of the criminal justice degree is to provide the academic knowledge and skills in the criminal justice field.

**Student Learning Outcomes**

Students who complete the Associate of Applied Science degree in Criminal Justice are expected to demonstrate they can:

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

- Maintain crime scenes.

## Required Courses

| Course | Title | Units |
|---|---|---|
| **Total Requirements** | | **60 Units** |
| **Program Requirements** | | **36 Units** |
| **CRJ 104*** | Introduction to the Administration of Justice | 3 |
| **CRJ 106*** | Introduction to Corrections | 3 |
| **CRJ 155** | Juvenile Justice System | 3 |
| **CRJ 164** | Principles Of Investigation | 3 |
| **CRJ 211*** | Police in America | 3 |
| **CRJ 222*** | Criminal Law and Procedure | 3 |
| **CRJ 234*** | Introduction to the Courts and American Legal System | 3 |
| **CRJ 225** | Criminal Evidence | 3 |
| **CRJ 270** | Introduction to Criminology | 3 |
| *Choose 9 units from the following program electives:* | | |
| **Any CRJ course** | | 1-6 |
| **ART 135** | Darkroom Photography I | 3 |
| **ART 141** | Introduction to Digital Photography I | 3 |
| **BUS 107** | Business Speech Communications | 3 |
| **COM 101** | Oral Communications | 3 |
| **CPD 116** | Substance Abuse-Fundamental Facts and Insights | 3 |
| **CPD 117** | Introduction to Counseling | 3 |
| **CPD 129** | Communication Techniques | 1 |
| **HIST 226** | Popular Culture and History: Organized Crime | 3 |
| **STAT 152** | Introduction to Statistics | 3 |
| **SW 230** | Crisis Intervention | 3 |
| **Any IS, COT, or CIT course** | | 1-6 |
| **Any Foreign Language** | | 1-6 |
| **Any PSY or SOC** | | 1-6 |
| **General Education Requirements** | | **24 Units** |
| English/Communications Requirement: *Recommend ENG 101 and 102* | | 6 |
| Humanities Requirement | | 3 |
| Mathematics Requirement: *Recommend MATH 120 or higher* | | 3 |
| Science Requirement | | 3 |
| U.S. and Nevada Constitution Requirement | | 3 |
| General Electives | | 6 |
| *Direct transfer to UNR for CRJ Major | | |

## Suggested Course Sequence

| CRIMINAL JUSTICE<br>Associate of Applied Science | | | |
|---|---|---|---|
| **First Semester** | **Units** | **Third Semester** | **Units** |
| CRJ 104 | 3 | CRJ 155 | 3 |
| ENG 101 | 3 | CRJ 211 | 3 |
| Humanities | 3 | CRJ 225 | 3 |
| Mathematics | 3 | Program Elective | 3 |
| General Elective | 3 | Science | 3 |
| **Second Semester** | **Units** | **Fourth Semester** | **Units** |
| CRJ 106 | 3 | CRJ 222 | 3 |
| CRJ 164 | 3 | CRJ 234 | 3 |
| ENG 102 | 3 | CRJ 270 | 3 |
| Program Elective | 3 | Program Elective | 3 |
| General Elective | 3 | U.S./NV Constitution | 3 |

# DEAF STUDIES

This program 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 that govern interpreting. Students will prepare for a variety of careers including teaching, social work, psychology, speech and language pathology or any career that interacts with the deaf.

**Please see the Associate of Applied Science page for a list of all courses filling general education requirements.**

**Mission**

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

**Student Learning Outcomes**

Upon completing the Deaf Studies Associate of Applied Science degree, students will be able to:

- Produce basic expressive/receptive sign language communicative skills.
- Demonstrate appropriate ASL linguistic and grammatical structure in signing.
- Demonstrate functional language aptitude in American Sign Language including expressive/receptive signing.
- Demonstrate knowledge of linguistic, cultural, educational and social aspects of linguistic aspects in relation to the history of people who are deaf or hard of hearing.
- Demonstrate basic fluency in receptive and expressive pragmatics and production of finger-spelling in ASL.

## Required Courses

| Course | Title | Units |
|---|---|---|
| **Total Requirements** | | **60 Units** |
| **Program Requirements** | | **36 Units** |
| **AM 140\*** | American Sign Language I & II | 6 |
| **AM 141\*\*** | American Sign Language III & IV | 6 |
| **AM 149** | American Sign Language V | 4 |
| **AM 150** | American Sign Language VI | 4 |

| Course | Title | Units |
|---|---|---|
| **AM 151** | Fingerspelling I | 1 |
| **AM 152** | Fingerspelling II | 1 |
| **AM 215** | Conversational ASL | 4 |
| **AM 216** | Receptive ASL | 4 |
| **AM 253** | Deaf Culture | 3 |
| **AM 254** | Deaf History | 3 |
| **General Education Requirements** | | **24 Units** |
| 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 Requirement | | 3 |
| General Elective: *Recommend: Theatre 105* | | 3 |
| *Students can take AM 145 (4 units) and AM 146 (4 units) in lieu of AM 140 (6 units).<br>**Students can take AM 147 (4 units) and AM 148 (4 units) in lieu of AM 141 (6 units). | | |

## Suggested Course Sequence

| DEAF STUDIES - Associate of Applied Science | | | |
|---|---|---|---|
| **First Semester** | **Units** | **Third Semester** | **Units** |
| AM 140* | 6 | AM 149 | 4 |
| AM 151 | 1 | AM 216 | 4 |
| AM 254 | 3 | Mathematics | 3 |
| English/Communication | 3 | U.S./NV Constitution | 3 |
| Human Relations | 3 | | |
| **Second Semester** | **Units** | **Fourth Semester** | **Units** |
| AM 141** | 6 | AM 150 | 4 |
| AM 152 | 1 | AM 215 | 4 |
| AM 253 | 3 | Science | 3 |
| English/Communication | 3 | General Elective<br>*(THTR 105 Recommended)* | 3 |
| Humanities/Social Science | 3 | | |

## FIRE SCIENCE TECHNOLOGY

The Associate of Applied Science (AAS) is designed for individuals interested in a career or advancement in fire service.  The purpose of this program is to prepare competent entry-level firefighters and provide access to education for current fire service personnel advancement within the fire service profession.  The courses follow the Fire and Emergency Services Higher Education (FESHE) curriculum.  The course content is designed to meet the National Fire Protection Association's 1001 Standard for Fire Fighter Professional Qualifications.

This degree does not guarantee employment or promotion but will prepare the student to increase their chances of being hired or promoted.  Students may be placed in a physically demanding environment designed to introduce the student to job tasks and skills required to operate in the fire and emergency services.

## Required Courses

## Associate of Applied Science Programs

| COURSE | TITLE | UNITS |
|---|---|---|
| **TOTAL REQUIREMENTS** | | **60 Units** |
| **PROGRAM REQUIREMENTS** | | **39 Units** |
| **EMS 108** | Emergency Medical Technician | 7.5 |
| **FT 101** | Principles of Emergency Services | 3 |
| **FT 109** | Internship in the Fire Science | 1.5 |
| **FT 105** | Fire Behavior and Combustion | 3 |
| **FT 121** | Fire Prevention | 3 |
| **FT 125** | Building Construction for Fire Prevention | 3 |
| **FT 131** | Hazardous Materials Chemistry | 3 |
| **FT 224** | Fire Protection Systems | 3 |
| *Choose 12 units from the following:* | | |
| **FT 106** | Firefighter Academy I | 12 |
| **OR** | | |
| **FT 104** | Nevada Firefighter I | 3 |
| **FT 110** | Basic Wildland Firefighting | 3 |
| **FT 154** | Principles of Fire and Emergency Services, Safety and Survival | 3 |
| **FS 107** | Fire Service Communication Skills | 3 |
| **GENERAL EDUCATION REQUIREMENTS** | | **21 Units** |
| English/Communications (Recommend COM 101) *Must include a writing course* | | 6 |
| Human Relations Requirement | | 3 |
| Humanities/Social Science Requirements | | 3 |
| Mathematics Requirements | | 3 |
| Science Requirement | | 3 |
| U.S. and Nevada Constitution Requirement | | 3 |
| *A list of all courses filling general education requirements for the Associate of Applied Science degree can be found on the Associate of Applied Science Page.* | | |

# GENERAL BUSINESS

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

**Please see the Associate of Applied Science page for a list of all courses filling general education requirements.**

EARN THIS DEGREE ONLINE

**Mission**

The purpose of the Associate of Applied Science Business degree is to provide the knowledge and skills necessary to be a successful manager.

**Student Learning Outcomes**

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.

## Required Courses

| Course | Title | Units |
|---|---|---|
| **Total Requirements** | | **60 Units** |
| **Core Business Requirements** | | **24 Units** |
| **BUS 101** | Introduction to Business | 3 |
| **BUS 273** | Business Law I | 3 |
| **BUS 299** | Business Capstone | 3 |
| **ECON 102** | Principles of Microeconomics | 3 |
| **ECON 103** | Principles of Macroeconomics | 3 |
| **IS 101** | Introduction to Information Systems | 3 |
| **or IS 201** | Computer Applications | |
| **MGT 201** | Principles of Management | 3 |
| **MKT 210** | Marketing Principles | 3 |
| **Accounting Requirements** | | **6 Units** |
| **ACC 201** | Financial Accounting | 3 |
| **&** | | |
| **ACC 135** | Bookkeeping I | 3 |
| **or ACC 202*** | Managerial Accounting | 3 |
| **Business Electives - In three different areas** | | **15 Units** |
| *Any Accounting, Business, Economics, Entrepreneurship, Finance, Management, Marketing or Real Estate Courses* | | |
| **General Education Requirements** | | **15 Units** |
| English/Communications Requirement:<br>*Recommended: BUS 107, BUS 108;*<br>*or ENG 101\*, ENG 102\*; Must include a writing course* | | 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

| GENERAL BUSINESS<br>Associate of Applied Science | | | |
|---|---|---|---|
| **First Semester** | **Units** | **Third Semester** | **Units** |
| ACC 135 or ACC 201 | 3 | MKT 210 | 3 |
| BUS 101 | 3 | Business Electives | 6 |
| BUS 108 or ENG 101 | 3 | Science | 3 |
| ECON 102 | 3 | U.S./NV Constitution | 3 |

| IS 101 | 3 | | |
|---|---|---|---|
| **Second Semester** | **Units** | **Fourth Semester** | **Units** |
| ACC 201 or ACC 202 | 3 | BUS 273 | 3 |
| BUS 107 or ENG 102 | 3 | BUS 299 | 3 |
| BUS 115 or MATH 120 | 3 | Business Electives | 9 |
| ECON 103 | 3 | | |
| MGT 201 | 3 | | |

## GRAPHIC DESIGN

This program is designed for students who seek quick access to career fields involving print design, Web design, multimedia and animation. Students prepare for careers in graphic design for print and web, using current technologies. Coursework will provide students with knowledge and skills to create visual concepts and communicate ideas that inspire, inform and captivate consumers. Students interested in earning a bachelor degree in Graphic Design can complete an Associate of Arts degree at WNC and then transfer and earn a bachelor degree from the University of Nevada, Reno or Truckee Meadows Community College (granted through Nevada State College).

**Mission**

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

**Student Learning Outcomes**

Associate of Applied Science in Graphic Design 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.
- Meet the WNC Institutional Student Learning Outcomes.

## Required Courses

| Course | Title | Units |
|---|---|---|
| **Total Requirements** | | **60 Units** |
| **Program Requirements** | | **36 Units** |
| **ART 100*** | Visual Foundations | 3 |
| **ART 101*** | Drawing I | 3 |
| **GRC 116*** | Introduction to Digital Art and Design | 3 |
| **GRC 175** | Web Design I | 3 |
|   **or ART 260*** | Survey Art History I | |
| **GRC 200*** | Design Thinking and Methodologies | 3 |
| **GRC 210*** | Typography I | 3 |
| **GRC 220*** | Graphic Design I | 3 |
| **GRC 282** | Motion Graphics for Video | 3 |
| **ART 261*** | Survey of Art History II | 3 |
| **GRC 294** | Professional Portfolio | 3 |
| **MKT 210** | Marketing Principles | 3 |
| **Any other ART class** *(Recommend: ART 141*, ART 124* or ART 214*)* | | 3 |
| **General Education Requirements** | | **24 Units** |

| Course | Title | Units |
|---|---|---|
| English/Communications Requirement:<br>*Recommend: ENG 101\* and ENG 102\**<br>*Must include a writing course* | | 6 |
| Human Relations | | 3 |
| Mathematics Requirement:<br>*Recommend Math 120\* or higher* | | 3 |
| Science Requirement | | 3 |
| U.S. and Nevada Constitution Requirement | | 3 |
| General Electives | | 6 |
| *\*Courses transfer to UNR or TMCC. Students should work closely with an advisor when planning their schedules.* | | |
| **Please see the Associate of Applied Science page for a list of all courses filling general education requirements.** | | |

## Suggested Course Sequence

| GRAPHIC DESIGN - Associate of Applied Science | | | |
|---|---|---|---|
| **First Semester** | **Units** | **Third Semester** | **Units** |
| ART 100* | 3 | ART 261* | 3 |
| ART 101* | 3 | GRC 210* | 3 |
| GRC 116* | 3 | GRC 282 | 3 |
| English/Communications | 3 | Human Relations | 3 |
| Mathematics | 3 | Science | 3 |
| **Second Semester** | **Units** | **Fourth Semester** | **Units** |
| ART Elective | 3 | GRC 220* | 3 |
| GRC 175 or ART 260* | 3 | GRC 294 | 3 |
| GRC 200* | 3 | MKT 210 | 3 |
| English/Communications | 3 | U.S./NV Constitution | 3 |
| General Elective | 3 | General Elective | 3 |

## HEALTH SCIENCE

Assists students to apply for the WNC nursing program and provides the coursework toward potential transfer degrees in community health, public health, health education and related areas. Also can prepare students for health-related careers in emergency medical science, laboratory technician, nursing assistant and related areas.

## Required Courses

| Course | Title | Units |
|---|---|---|
| **Total Requirements** | | **60 Units** |
| **Program Requirements** | | **36 Units** |
| **PBH 101** | Foundations of Public Health | 3 |
| **BIOL 190\*** | Intro to Cell & Molecular Biology | 4 |
| **  or CHEM 121\*** | General Chemistry I | |
| **PSY 101** | General Psychology | 3 |
| *Choose 26 units from the following program electives:* | | |

| Course | Title | Units |
|---|---|---|
| **ANTH 101** | Introduction to Cultural Anthropology | 3 |
| **or SOC 101** | Principles of Sociology | |
| **BIOL 223** | Human Anatomy and Physiology I | 4 |
| **BIOL 224** | Human Anatomy and Physiology II | 4 |
| **BIOL 251** | General Microbiology | 4 |
| **CHEM 122** | General Chemistry II | 4 |
| **CHEM 220** | Introductory Organic Chemistry | 4 |
| **PBH 120** | Foundations of Personal Health & Wellness | 3 |
| **EMS 100** | Healthcare Provider CPR | 0.5 |
| **EMS 108** | Emergency Medical Technician | 7.5 |
| **EMS 115** | Advanced Emergency Medical Technician | 7.5 |
| **HDFS 201** | Life Span Human Development | 3 |
| **HIT 117** | Meical Terminology I | 1 |
| **LTE 101** | Fundamental Phlebotomy | 4 |
| **LTE 102** | Applied Phlebotomy | 3 |
| **NURS 130** | Nursing Assistant | 6 |
| **or NURS 129** | Level I Basic Nursing Skills | 2 |
| **NUTR 223** | Principles of Nutrition | 3 |
| *\*Students may take BIOL 190 and CHEM 121 and have 4 units apply toward the program electives.* | | |
| **General Education** | | **24 Units** |
| English/Communications Requirement: <br> *ENG 101 and ENG 102 Required* | | 6 |
| Human Relations Requirement | | 3 |
| Mathematics Requirement: *Math 120 or higher* | | 3 |
| U.S./NV Constitutions Requirement | | 3 |
| General Electives | | 9 |

# MECHATRONICS & ELECTRONICS TECHNOLOGY

## Mechatronics & Electronics Technology

The Mechatronics and Electronics degree develops knowledge and skills needed for career progression in an automated Advanced Manufacturing environment where the integration of computers and electronic technologies control industrial systems and machines.

**Mission**

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

**Student Learning Outcomes**

Students who complete an Associate of Applied Science Mechatronics and Electronics Technology are expected to:

- Know the subject matter appropriate to the emphasis of the degree. (WNC SLO 1,3,6,7)
- Communicate effectively and appropriately, in oral and written form. (WNC SLO 2)
- Locate, evaluate and properly utilize the tools and resources appropriate to a technology degree professional. (WNC SLO 1,6,7)
- Acquire skills and perform tasks necessary for employment or career enhancement. (WNC SLO 1,7)
- Develop an appreciation of the importance of social, ethical, legal and diversity issues. (WNC SLO 5,7)
- Develop an appreciation of the need and importance of lifelong learning. (WNC SLO 1)

## Required Courses

| TOTAL REQUIREMENTS | | 60 Units |
|---|---|---|
| **PROGRAM REQUIREMENTS** | | **36 Units** |
| **ELM 110** | *Basic Electricity* | 3 |
| **ELM 112** | *Electrical Theory DC* | 3 |
| **ELM 127** | *Introduction to AC Controls* | 3 |
| **ELM 129** | *Electric Motors & Drives* | 3 |
| **ELM 134** | *Programmable Logic Controllers I* | 3 |
| **ELM 140** | *Industrial Robotics* | 3 |
| **MPT 111** | *Fundamentals of Manufacturing and Automation I* | 3 |
| **MPT 112** | *Fundamentals of Manufacturing and Automation II* | 3 |
| **MPT 160** | *Mechanical Drive Systems I* | 3 |
| **OSH 222** | *General Industry Safety* | 1 |
| | | |
| *Choose 8 units from the following program electives:* | | |
| Any AIT, CADD, DFT, ELM, ENGR, ENRG, ET, MPT, MT, or MTT course | | units vary |
| | | |
| **GENERAL EDUCATION REQUIREMENTS** | | **24 Units** |
| English/Communications Requirement: *Must include a writing course* | | 6 |
| Human Relations Requirement | | 3 |
| Humanities/Social Science Requirement | | 3 |
| Mathematics Requirement: *Recommend MATH 126* | | 3 |
| Science | | 3 |
| U.S. and Nevada Constitution | | 3 |
| General Elective | | 3 |
| **Please see the Associate of Applied Science page for a list of all courses filling general education requirements.** | | |

## Suggested Course Sequence

| First Semester | Units | Third Semester | Units |
|---|---|---|---|
| ELM 110 | 3 | ELM 129 | 3 |
| ELM 112 | 3 | ELM 134 | 3 |
| MPT 111 | 3 | Program Electives | 4 |
| OSH 222 | 1 | English/Communications | 3 |
| Mathematics | 3 | U.S./NV Constitution | 3 |
| **Second Semester** | **Units** | **Fourth Semester** | **Units** |
| ELM 127 | 3 | MPT 160 | 3 |
| MPT 112 | 3 | ELM 140 | 3 |
| Program Elective | 4 | General Electives | 3 |

| English/Communications | 3 | Science | 3 |
| Human Relations | 3 | Social Science/Humanities | 3 |

# REGISTERED NURSING

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

The nursing program is approved by the Nevada State Board of Nursing (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.

**Program Admission**

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 mandatory one-day orientation sessions scheduled for late spring or early summer and prior to the start of classes.

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

| Selection Criteria Points | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Science GPA (BIOL & CHEM pre and corequisite courses)** | 2.0-2.25 (1) | 2.26-2.50 (2) | 2.51-2.75 (3) | 2.76-3.00 (4) | 3.01-3.25 (5) | 3.26-3.50 (6) | 3.51-3.75 (7) | 3.76-4.00 (8) |
| **GPA (pre- and corequisite courses)** | 2.0-2.49 (1) | 2.5-2.99 (2) | 3.0-3.49 (3) | 3.5-4.0 (4) | | | | |
| (A grade of C or better is required for all pre and corequisite courses in the nursing program. A C- or lower will not be accepted.) | | | | | | | | |
| **Academic Skills Test:** 0-4 points will be awarded based on test scores. | | | | | | | | |
| **Nevada Resident:** An applicant who is classified as a Nevada resident for tuition purposes at Western Nevada College at the time of application to the nursing program will be awarded one (1) point in the nursing admissions selection criteria. | | | | | | | | |
| **Maximum Possible Points:** 17 | | | | | | | | |

**Nursing Program Application Process**
Students must apply for admission to Western Nevada College and the WNC nursing program. Applications for the next fall are available on the WNC Nursing & Allied Health Web page on or after Jan. 2. **The last date for submission of an application to Admissions and Records is April 1.**

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

*NOTE: Current CNA Certification or completion of NURS 129 or NURS 130 required within five years of the date of application to the nursing program.*

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

**Academic Skills Testing**
Students are required to take the Assessment Technologies Institute, Test of Essential Academic Skills examination as part of the application process. Visit Nursing and Allied Health after September for specific information.

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

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

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

**Other Important Information**

- Nursing learning activities are scheduled on and off campus on days, evenings, nights and weekends.
- Course organization requires students to have basic computer skills, including the ability to navigate various online learning programs.
- Clinical experiences take place at long-term health care facilities, acute care hospitals, clinics and day care centers.
- A grade of C (75 percent) or better is required in all nursing courses to continue in the nursing program. A grade of C- or lower will not be accepted.
- Students not admitted to the nursing program must reapply to be considered for admission the following year.
- Nursing students are expected to meet the Nursing Student Essential Abilities as discussed on the nursing Web page and in the student handbook.
- Documentation and currency of the following is required after acceptance into the nursing program and prior to the start of classes:
    - An acceptable physical examination and required immunizations and tests. CPR certification (card required) through the American Heart Association (Basic Life Support for Healthcare Provider).
    - Major medical health insurance (card required).
    - An acceptable background check.

A background check is required by health care organizations. Students will be conditionally accepted into WNCs nursing program until their background check information is approved by the clinical sites. Should clinical sites not approve a student, the conditional acceptance will be withdrawn and the student will not be admitted into the nursing program. Students will be denied entrance into the WNC nursing program if an adverse background check is received from a clinical site. Drug screening is required by clinical sites. Students will be informed of the requirement when necessary.

**Program Readmission Policies**

**Nursing Program Readmission Policies**

1. At the conclusion of each semester of study, the Nursing Program Faculty Committee discusses students who failed or withdrew from courses during the semester.  The faculty acknowledges the responsibility to readmit students who, in their judgment, satisfy the requirements of scholarship and professional suitability for nursing.  The faculty reserves the right to deny readmission based on a history of unprofessional conduct which violates the ANA Code of Ethics.
2. A student who started the nursing program may be readmitted **one time** following a withdrawal/failure. A written request for an exception to the policy for such reasons as medical and military will be considered by the Nursing Program faculty.  Students who are eligible to be considered for readmission into the nursing program will be admitted using a point system and on a space-available basis.
3. Students eligible for readmission into the Nursing Program will complete and submit the **Request for Readmission Form to the Nursing & Allied Health and WNC Admissions and Records offices.**  The form will address the following information:
    - Date by which the request for readmission must be received.
    - Description of the challenge examinations that must be completed with a grade of 75% or better for the theory portion and a Pass (P) grade for the skill evaluations.
    - Cost of readmission testing.  Payment for the challenge tests is submitted to the Business Office prior to scheduling of readmission testing.
    - Upon receipt of the form, the director will discuss the challenge process with the student and will schedule the challenge evaluations.
4. Students will be required to pass both a written competency exam and a hands-on skills performance evaluation demonstrating competency prior learning for re-entry into the nursing program.

A score of 75% or more is required for the competency evaluation and a passing grade is required for the selected skill evaluation in order to be readmitted into the nursing program.

Students who withdrew from or who failed a course or courses that are related (e.g. NURS 136, 137 & 141) will be required to repeat all courses in the sequence.

Students may choose to repeat all courses, including those previously passed, for the semester of readmission.

Students failing either component of the readmission evaluation may choose to reapply for the nursing program with the next incoming cohort and will be held to current admission requirements.  This would be considered the one-time readmission allowable.

The statute of limitations for nursing (NURS) courses is two years.  Nursing courses taken more than 2 years prior to reapplication will be required to be repeated.

5. Students seeking readmission into the nursing program will be required to update all requirements through Complio (CPR, immunizations, health insurance, etc.).

**Mission**

The Nursing Program reflects the mission of Western Nevada College by assisting and preparing nursing students to successfully navigate educational pathways to achieve their professional goals.

**Student Learning Outcomes**

- Incorporate principles from the bio/psycho/social sciences, mathematics, literacy 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 life span.
- 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 health care.
- 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.

# Required Courses

| Course | Title | Units |
| --- | --- | --- |
| **Total Requirements** | | **71.5 Units** |

Associate of Applied Science Programs

| Course | Title | Units |
|---|---|---|
| **Prerequisite Courses*** | | **21 Units** |
| **CHEM 121** | General Chemistry I | 4 |
|  **or BIOL 190** | Intro to Cell & Molecular Biology | |
| **BIOL 223*** | Human Anatomy and Physiology I | 4 |
| **BIOL 224*** | Human Anatomy and Physiology II | 4 |
| **ENG 101** | Composition I | 3 |
| **MATH 120** | Fundamentals of College Mathematics | 3 |
|   **or MATH 124 or higher level (STAT 152 is acceptable)** | College Algebra | |
| **PSY 101** | General Psychology | 3 |
| *\*BIOL 223 & BIOL 224 must be completed at the same college or university if taken at an institution other than within Nevada System of Higher Education.*<br>*NOTE: Statute of Limitation for science courses is five years by the date of application to the nursing program.*<br>Current CNA Certification or completion of NURS 129 or NURS 130 required within five years of the date of application to the nursing program is a required prerequisite. | | |
| **Corequisite (non-nursing) Courses** | | **10 Units** |
| **BIOL 251** | General Microbiology | 4 |
| **ENG 102** | Composition II | 3 |
| **U.S./Nevada Constitutions Course**<br>*Recommend: PSC 101, HIST 111 or CH 203* | | 3 |
| ***Note:*** *Corequisite courses must be completed by the end of the fourth semester of the nursing program. See the Associate of Applied Science degree for more information on courses fulfilling the general education requirement.*<br>*Completion of Chemistry 121 or Biology 190, 223, 224 and 251 fulfills the science general education requirement for the Associate of Applied Science degree in Nursing.* | | |

## Suggested Course Sequence

| First Year: Fall Semester Courses | | Units |
|---|---|---|
| **First Year: Fall Semester Courses** | | **10 Units** |
| **NURS 136** | Foundations of Nursing Theory | 3 |
| **NURS 137** | Foundations of Nursing Laboratory | 1 |
| **NURS 141** | Foundations of Nursing Clinical | 2 |
| **NURS 147** | Health Assessment Theory | 2 |
| **NURS 148** | Health Assessment Laboratory | 1 |
| **NURS 152** | Foundations of Pharmacology in Nursing I | 1 |
| **First Year: Spring Semester Courses** | | **11 Units** |
| **NURS 149** | Mental Health and Illness Theory | 3 |
| **NURS 151** | Mental Health and Illness Clinical | 1 |
| **NURS 153** | Foundations of Pharmacology Nursing II | 1 |
| **NURS 165** | Medical Surgical Nursing I Theory | 3 |
| **NURS 166** | Medical Surgical Nursing I Laboratory | 1 |
| **NURS 167** | Medical Surgical Nursing I Clinical | 2 |
| **Second Year: Fall Semester Courses** | | **9 Units** |
| **NURS 156** | Foundations of Pharmacology In Nursing III | 1 |
| **NURS 261** | Nursing Care of The Family From Conception Through Adolescence (Theory) | 2 |

| NURS 262 | Nursing Care of Family from Conception Through Adolescence (Lab/Clinical) | 1 |
|----------|------------------------------------------------------------------------------|---|
| NURS 270 | Advanced Clinical Nursing I Theory | 3 |
| NURS 271 | Advanced Clinical Nursing I Clinical | 2 |
| **SECOND YEAR: SPRING Semester Courses** | | **10.5 Units** |
| NURS 261 | Nursing Care of The Family From Conception Through Adolescence (Theory) | 2 |
| NURS 262 | Nursing Care of Family from Conception Through Adolescence (Lab/Clinical) | 1 |
| NURS 276 | Advanced Medical Surgical Nursing II Theory | 3 |
| NURS 277 | Advanced Medical Surgical Nursing II Clinical | 2.5 |
| NURS 284 | Role of the Adn Manager of Care | 2 |
| Note: *The sequence of some courses in the second year for fall and spring semesters may be altered.* | | |

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

## TECHNOLOGY - AUTOMOTIVE MECHANICS

This 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.

**Mission:**

The mission of the Associate of Applied Science in Automotive Mechanics is to provide employment-related knowledge and skills necessary to succeed as a professional in a chosen field of study.

**Student Learning Outcomes:**

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

• Know the subject matter appropriate to the emphasis of the degree. (WNC SLO 1,3,6,7)
• Communicate effectively and appropriately, in oral and written form. (WNC SLO 2)
• Locate, evaluate and properly utilize the tools and resources appropriate to a technology degree professional. (WNC SLO 1,6,7)
• Acquire skills and perform tasks necessary for employment or career enhancement. (WNC SLO 1,7)
• Developed an appreciation of the importance of social, ethical, legal and diversity issues. (WNC SLO 5,7)
• Developed an appreciation of the need and importance of lifelong learning. (WNC SLO 1)

## Required Courses

| **Total Requirements** | | **60 Units** |
|------------------------|---|--------------|
| **Program Requirements** | | **36 Units** |
| AUTO 101 | Introduction to General Mechanics | 3 |
| AUTO 115 | Auto Electricity & Electronics I | 4 |
| AUTO 117 | Advanced Auto Electronics | 4 |
| AUTO 130 | Engine Reconditioning | 3 |
| AUTO 145 | Automotive Brakes | 4 |
| AUTO 155 | Steering & Suspension | 4 |
| AUTO 160 | Auto Air Conditioning and Heating | 3 |
| AUTO 210 | Automatic Transmissions & Transaxles I | 3 |
| AUTO 225 | Engine Performance I/Fuel & Ignition | 4 |

| **AUTO 227** | Engine Performance II/Emission Control | 4 |
|---|---|---|
| **General Education Requirements** | | **24 Units** |
| English/Communications Requirement:<br>*Recommend BUS 107 & 108; Must include a writing course* | | 6 |
| Human Relations Requirement<br>*Recommend: BUS 110* | | 3 |
| Humanities/Social Science Requirement | | 3 |
| Mathematics Requirement:<br>*Recommend MATH 110* | | 3 |
| Science Requirement | | 6 |
| U.S. and Nevada Constitution Requirement | | 3 |

**Please see the Associate of Applied Science page for a list of all courses filling general education requirements.**

## Suggested Course Sequence

| First Semester | Units | Third Semester | Units |
|---|---|---|---|
| AUTO 101 | 3 | AUTO 155 | 4 |
| AUTO 115 | 4 | AUTO 160 | 3 |
| AUTO 130 | 3 | AUTO 227 | 4 |
| BUS 107 | 3 | Science | 3 |
| Mathematics | 3 | | |
| **Second Semester** | **Units** | **Fourth Semester** | **Units** |
| AUTO 117 | 4 | AUTO 210 | 3 |
| AUTO 145 | 4 | BUS 108 | 3 |
| AUTO 225 | 4 | BUS 110 or Human Relations | 3 |
| Humanities/Social Science | 3 | Science | 3 |
| | | U.S./NV Constitution | 3 |

# TECHNOLOGY - COMPUTER INFORMATION TECHNOLOGY

Students may earn a general degree in CIT by completing the program requirements and any combination of electives.  Students who wish to specialize may choose one of the four pathways and complete the specific electives for each.  The four pathway areas are Front End Developer, Back End Developer, Cybersecurity and Programming.

**Mission**

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

**Student Learning Outcomes**

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

- Know the subject matter appropriate to the emphasis of the degree. (WNC SLO 1,3,6,7)
- Communicate effectively and appropriately, in oral and written form. WNC SLO 2)
- Locate, evaluate and properly utilize the tools and resources appropriate to a technology degree professional. (WNC SLO 1,6,7)
- Acquire skills and perform tasks necessary for employment or career enhancement. (WNC SLO 1,7)
- Developed an appreciation of the importance of social, ethical, legal and diversity issues. (WNC SLO 5,7)
- Developed an appreciation of the need and importance of lifelong learning. (WNC SLO 1)

## Required Courses

| TOTAL REQUIREMENTS | 60 Units |
|---|---|
| PROGRAM REQUIREMENTS | 36 Units |

| CIT 112 | Network+ | 3 |
|---------|----------|---|
| CIT 114 | IT Essentials | 4 |
| CIT 128 | Introduction to Software Development | 4 |
| CIT 217 | Security+ | 3 |
| CIT 263 | Introduction to IT Project Management | 3 |
| **PROGRAM ELECTIVES -**_Choose 19 units from the following:_ | | |
| Any Computer Information Technology (CIT) course | | Units vary |
| Any Information Systems (IS) course | | Units vary |
| INF 100 | Introduction to Informatics I – Basic Concepts | 3 |
| CS 135 | Computer Science I | 3 |
| CS 202 | Computer Science II | 3 |
| _Students can select program electives from at least one designated pathway based on individual student interests, career goals, etc.*_ | | |
| **GENERAL EDUCATION REQUIREMENTS** | | **24 Units** |
| English/Communications: _Must include a writing course_ | | 6 |
| Human Relations Requirement | | 3 |
| Humanities/Social Science Requirement | | 3 |
| Mathematics Requirement: _Recommended MATH 124_ | | 3 |
| Science Requirement | | 3 |
| U.S. & Nevada Constitution Requirement | | 3 |
| General Elective | | 3 |
| **Please see the Associate of Applied Science page for a list of all courses filling general education requirements.** | | |
| _*Students should meet with an advisor or faculty member in the CIT department for assistance selecting a degree pathway._ | | |

## Suggested Course Sequence

| COMPUTER INFORMATION TECHNOLOGY - Associate of Applied Science | | | |
|---|---|---|---|
| **First Semester** | **Units** | **Third Semester** | **Units** |
| CIT 114 | 4 | CIT 217 | 3 |
| CIT 112 | 3 | Program Electives | 6 |
| CIT 128 | 4 | Human Relations | 3 |
| ENG 101 | 3 | Mathematics | 3 |
| **Second Semester** | **Units** | **Fourth Semester** | **Units** |
| CIT 263 | 3 | Program Electives | 7 |
| Program Electives | 6 | Humanities/Social Science | 3 |
| ENG 102 or 107 | 3 | U.S./NV Constitution | 3 |
| Science | 3 | General Elective | 3 |

## Industry-Aligned Pathways

The Computer Information Technology program prepares students for a variety of careers, certifications and degrees.  Student may choose a pathway and complete specific electives for each.  The four pathway areas are **Front End Developer**, **Back End Developer**, **Cybersecurity** and **Programming**. Students should meet with an advisor or faculty member in the CIT department for assistance selecting a degree pathway.

Cybersecurity Pathway  Programming Pathway Back End Developer Pathway Front End Developer Pathway

## TECHNOLOGY - COMPUTER INFORMATION TECHNOLOGY - BACK END DEVELOPER PATHWAY

Back-end developers build and maintain the mechanisms that process data and perform the unseen actions on websites. This program pathway will allow students to develop critical skills in data storage, security and various server-side functions.

## Required Courses

| TOTAL REQUIREMENTS | | 64 Units |
|---|---|---|
| **PROGRAM REQUIREMENTS** | | **43 Units** |
| **CIT 112** | Network+ | 3 |
| **CIT 114** | IT Essentials | 4 |
| **CIT 128** | Introduction to Software Development | 4 |
| **CIT 217** | Security+ | 3 |
| **CIT 263** | Introduction to IT Project Management | 3 |
| **Back End Developer pathway requirements:** | | |
| **CIT 220** | Routing and Switching | 4 |
| **CIT 270** | Network Tools | 4 |
| **CIT 130** | Beginning Java | 3 |
| **CIT 148** | Beginning Python Programming | 3 |
| **CIT 230**<br><br>  **or CIT 248** | Advanced Java<br><br>Advanced Python Programming | 3 |
| **Program Elective – System Administration -** *choose 6 units from the following:* | | 6 |
| CIT 173 | Introduction to Linux | |
| CIT 211 | Microsoft Operating System Management | |
| CIT 212 | Microsoft Networking II | |
| CIT 214 | Microsoft Azure Administration | |
| **Program Elective – Database -** *choose 3 units from the following:* | | 3 |
| CIT 180 | Database Concepts and SQL | |
| INF 100 | Introduction to Informatics | |
| **GENERAL EDUCATION REQUIREMENTS** | | **21** |
| English/Communications Requirement: *Must include a writing course* | | 6 |
| Human Relations Requirement | | 3 |
| Humanities/Social Science Requirement | | 3 |
| Mathematics Requirement: *Recommended MATH 124* | | 3 |
| Science Requirement | | 3 |
| U.S. Nevada Constitution Requirement | | 3 |
| **Please see the Associate of Applied Science page for a list of all courses filling general education requirements.** | | |

## Suggested Course Sequence

| COMPUTER INFORMATION TECHNOLOGY - Back End Developer Pathway - Associate of Applied Science |
|---|

| First Semester | Units | Third Semester | Units |
|---|---|---|---|
| CIT 114 | 4 | CIT 112 | 3 |
| CIT 128 | 4 | CIT 148 | 3 |
| ENG 101 | 3 | CIT 180 | 3 |
| Human Relations | 3 | CIT 217 | 3 |
| Mathematics | 3 | ENG 102 or 107 | 3 |
| **Second Semester** | **Units** | **Fourth Semester** | **Units** |
| CIT 130 | 3 | CIT 212 | 3 |
| CIT 211 | 3 | CIT 230 or 248 | 3 |
| CIT 220 | 4 | CIT 263 | 3 |
| Humanities/Social Science | 3 | CIT 270 | 4 |
| Science | 3 | U.S./NV Constitution | 3 |

## TECHNOLOGY - COMPUTER INFORMATION TECHNOLOGY - CYBERSECURITY PATHWAY

Specialists in cybersecurity plan and execute security measures to shield computer systems, networks and networked devices from external threats, infiltration and cyberattacks. Students earning this program pathway will understand how to prevent, monitor, and respond to data breaches and cyberattacks.

## Required Courses

| TOTAL REQUIREMENTS | | 61 Units |
|---|---|---|
| **PROGRAM REQUIREMENTS** | | **40 Units** |
| CIT 112 | Network+ | 3 |
| CIT 114 | IT Essentials | 4 |
| CIT 128 | Introduction to Software Development | 4 |
| CIT 217 | Security+ | 3 |
| CIT 263 | Introduction to IT Project Management | 3 |
| **Cybersecurity pathway requirements:** | | |
| CIT 220 | Routing and Switching | 4 |
| CIT 270 | Network Tools | 4 |
| CIT 273 | Network Defense | 3 |
| CIT 274 | Ethical Hacking | 3 |
| CIT 275 | Hacking Forensics Investigation | 3 |
| **Program Elective – System Administration - *choose 6 units from the following*:** | | 6 |
| CIT 211 | Microsoft Operating System Management | |
| CIT 212 | Microsoft Networking II | |
| CIT 214 | Microsoft Azure Administration | |
| CIT 173 | Introduction to Linux | |
| **GENERAL EDUCATION REQUIREMENTS** | | **21 Units** |
| English/Communications Requirement: *Must include a writing course* | | 6 |
| Human Relations Requirement | | 3 |

| | |
|---|---|
| Humanities/Social Science Requirement | 3 |
| Mathematics Requirement: *Recommended MATH 124* | 3 |
| Science Requirement | 3 |
| U.S. & Nevada Constitutions Requirement | 3 |

**Please see the Associate of Applied Science page for a list of all courses filling general education requirements.**

## Suggested Course Sequence

| COMPUTER INFORMATION TECHNOLOGY - Cybersecurity Pathway- Associate of Applied Science | | | |
|---|---|---|---|
| **First Semester** | **Units** | **Third Semester** | **Units** |
| CIT 114 | 4 | CIT 112 | 3 |
| CIT 128 | 4 | CIT 212 | 3 |
| ENG 101 | 3 | CIT 217 | 3 |
| Human Relations | 3 | ENG 102 or 107 | 3 |
| Mathematics | 3 | | |
| **Second Semester** | **Units** | **Fourth Semester** | **Units** |
| CIT 173 | 3 | CIT 263 | 3 |
| CIT 220 | 4 | CIT 270 | 4 |
| CIT 273 | 3 | CIT 275 | 3 |
| CIT 274 | 3 | Humanities/Social Science | 3 |
| Science | 3 | U.S./NV Constitution | 3 |

## TECHNOLOGY - COMPUTER INFORMATION TECHNOLOGY - FRONT END DEVELOPER PATHWAY

Front end developers ensure that website visitors can easily interact with the page.  This program pathway will allow students to develop the combination of skills needed to code a website, including design, technology, programming and debugging.

## Required Courses

| Course | Title | Units |
|---|---|---|
| **TOTAL REQUIREMENTS** | | **62 Units** |
| **PROGRAM REQUIREMENTS** | | **41 Units** |
| **CIT 112** | Network+ | 3 |
| **CIT 114** | IT Essentials | 4 |
| **CIT 128** | Introduction to Software Development | 4 |
| **CIT 217** | Security+ | 3 |
| **CIT 263** | Introduction to IT Project Management | 3 |
| **Front End Developer Pathway requirements:** | | |
| **CIT 151** | Beginning Web Development | 3 |
| **CIT 152** | Web Script Language Programming | 3 |
| **CIT 251** | Advanced Web Development | 3 |
| **CIT 130** | Beginning Java | 3 |

| **or CIT 148** | Beginning Python Programming | |
| **INF 100** | Introduction to Informatics – Basic Concepts | 3 |
| **CIT 180** | Database Concepts and SQL | 3 |
| **Program Elective – _choose 6 units from the following:_** | | |
| **CIT 134** | Beginning C# Programming | 3 |
| **CIT 230** | Advanced Java | 3 |
| **or CIT 248** | Advanced Python Programming | |
| **GENERAL EDUCATION REQUIREMENTS** | | **21** |
| English/Communications Requirement: _Must include a writing course_ | | 6 |
| Human Relations Requirement | | 3 |
| Humanities/Social Science Requirement | | 3 |
| Mathematics Requirement: _Recommended MATH 124_ | | 3 |
| Science Requirement | | 3 |
| U.S. Nevada Constitution Requirement | | 3 |
| **Please see the Associate of Applied Science page for a list of all courses filling general education requirements.** | | |

## Suggested Course Sequence

| COMPUTER INFORMATION TECHNOLOGY - Front End Developer Pathway - Associate of Applied Science | | | |
|---|---|---|---|
| **First Semester** | **Units** | **Third Semester** | **Units** |
| CIT 114 | 4 | CIT 112 | 3 |
| CIT 128 | 4 | CIT 134 | 3 |
| ENG 101 | 3 | CIT 180 | 3 |
| Mathematics | 3 | CIT 217 | 3 |
| Human Relations | 3 | ENG 102 or 107 | 3 |
| **Second Semester** | **Units** | **Fourth Semester** | **Units** |
| CIT 130 or 148 | 3 | CIT 230 or 248 | 3 |
| CIT 151 | 3 | CIT 251 | 3 |
| CIT 152 | 3 | CIT 263 | 3 |
| INF 100 | 3 | Humanities/Social Science | 3 |
| Science | 3 | U.S./NV Constitution | 3 |

## TECHNOLOGY - COMPUTER INFORMATION TECHNOLOGY - PROGRAMMING PATHWAY

Programmers play an important role in writing code for computer programs and applications that improve efficiencies.  As well, programmers are involved in maintaing, debugging and troubleshooting systems and software to ensure smooth operations.

## Required Courses

| **TOTAL REQUIREMENTS** | | **62 Units** |
|---|---|---|
| **PROGRAM REQUIREMENTS** | | **41 Units** |
| CIT 112 | Network+ | 3 |

| CIT 114 | IT Essentials | 4 |
|---|---|---|
| CIT 128 | Introduction to Software Development | 4 |
| CIT 217 | Security+ | 3 |
| CIT 263 | Introduction to IT Project Management | 3 |
| **Programming pathway requirements:** | | |
| CIT 130 | Beginning Java | 3 |
| CIT 148 | Beginning Python Programming | 3 |
| **Program Elective – Programming - *choose 3 units from the following*:** | | 3 |
| CIT 134 | Beginning C# Programming | |
| CS 135 | Computer Science I | |
| CIT 230 | Advanced Java | |
| CIT 248 | Advanced Python Programming | |
| **Program Elective – Web Development - *choose 3 units from the following:*** | | 3 |
| CIT 151 | Beginning Web Development | |
| CIT 152 | Web Script Language Programming | |
| CIT 251 | Advanced Web Development | |
| **Program Elective – Database – *choose 3 units from the following:*** | | 3 |
| CIT 180 | Database Concepts and SQL | |
| INF 100 | Introduction to Informatics I – Basic Concepts | |
| **Program Elective – Specialty – *choose 6 units from the following:*** | | 6 |
| CIT 280 | Introduction to Blockchain Concepts | |
| CIT 281 | Intermediate Blockchain Concepts | |
| CIT 284 | Unity Programming I | |
| CIT 285 | Unity Programming II | |
| **Department Elective** – <br> Any Computer Information Technology (CIT) course | | 3 |
| **GENERAL EDUCATION REQUIREMENTS** | | **21 Units** |
| English/Communications Requirement: *Must include a writing course* | | 6 |
| Human Relations Requirement | | 3 |
| Humanities/Social Science Requirement | | 3 |
| Mathematics Requirement: *Recommended MATH 124* | | 3 |
| Science Requirement | | 3 |
| U.S. Nevada Constitution Requirement | | 3 |
| **Please see the Associate of Applied Science page for a list of all courses filling general education requirements.** | | |

## Suggested Course Sequence

| COMPUTER INFORMATION TECHNOLOGY -Programming Pathway - Associate of Applied Science | | | |
|---|---|---|---|
| **First Semester** | **Units** | **Third Semester** | **Units** |
| CIT 114 | 4 | CIT 112 | 3 |
| CIT 128 | 4 | CIT 148 | 3 |
| ENG 101 | 3 | CIT 217 | 3 |
| Human Relations | 3 | ENG 102 or 107 | 3 |
| Mathematics | 3 | Humanities/Social Science | 3 |
| **Second Semester** | **Units** | **Fourth Semester** | **Units** |
| CIT 130 | 3 | CIT 180 | 3 |
| CIT 134 | 3 | CIT 263 | 3 |
| CIT 151 | 3 | CIT 285 | 3 |
| CIT 284 | 3 | Program Elective | 3 |
| Science | 3 | U.S./NV Constitution | 3 |

# TECHNOLOGY - CONSTRUCTION

WNC's Construction program 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.

This degree allows those who have completed an associate degree in construction technology to progress academically and earn a bachelors degree.

**Mission**

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

**Student Learning Outcomes**

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

- Know the subject matter appropriate to the emphasis of the degree. (WNC SLO 1,3,6,7)
- Communicate effectively and appropriately, in oral and written form. (WNC SLO 2)
- Locate, evaluate and properly utilize the tools and resources appropriate to a technology degree professional. (WNC SLO 1,6,7)
- Acquire skills and perform tasks necessary for employment or career enhancement. (WNC SLO 1,7)
- Developed an appreciation of the importance of social, ethical, legal and diversity issues. (WNC SLO 5,7)
- Developed an appreciation of the need and importance of lifelong learning. (WNC SLO 1)

## Required Courses

| Total Requirements | | 60 Units | |
|---|---|---|---|
| Program Requirements | | 36 Units | |
| **CADD 100** | Introduction to Computer Aided Drafting | 3 | |
| **CEM 100** | Fundamentals of Construction Management | 3 | |
| **CONS 108** | Construction Materials and Methods I | 4 | |
| **CONS 109** | Construction Materials and Methods II | 4 | |
| **CONS 111** | Commercial Building Codes | 3 | |
| **CONS 118** | Construction Contract Documents | 2 | |
| **CONS 120** | Blueprint Reading and Specification | 3 | |
| **CONS 121** | Principles Of Construction Estimating | 3 | |

| CONS 205 | Construction Site Safety | 2 |
|---|---|---|
| CONS 281 | Construction Planning Scheduling and Control | 3 |
| CONS 290 | Internship in Construction | 3 |
| SUR 119 | Construction Surveying | 3 |
| **General Education Requirements** | | **24 Units** |
| English/Communications Requirements:<br>*Recommend: BUS 107, BUS 108; or ENG 101\*, ENG 102\*; Must include a writing course* | | 6 |
| Human Relations: *Recommend: BUS 110* | | 3 |
| Humanities/Social Science Requirement | | 3 |
| Mathematics Requirement: Math 126 or higher | | 3 |
| Science Requirement | | 3 |
| U.S. and Nevada Constitution Requirement | | 3 |
| General Elective | | 3 |
| *\*Recommended for students who plan to transfer and enroll in a bachelor's degree program.* | | |
| **Please see the Associate of Applied Science page for a list of all courses filling general education requirements.** | | |

## Suggested Course Sequence

| CONSTRUCTION - Associate of Applied Science | | | |
|---|---|---|---|
| **First Semester** | **Units** | **Third Semester** | **Units** |
| CEM 100 | 3 | CADD 100 | 3 |
| CONS 108 | 4 | CONS 111 | 3 |
| ENG 101 | 3 | CONS 118 | 2 |
| Human Relations | 3 | Humanities/Social Science | 3 |
| Science | 3 | General Elective | 3 |
| **Second Semester** | **Units** | **Fourth Semester** | **Units** |
| CONS 109 | 4 | CONS 121 | 3 |
| CONS 120 | 3 | CONS 205 | 2 |
| SUR 119 | 3 | CONS 281 | 3 |
| ENG 102 | 3 | CONS 290 | 3 |
| Mathematics: 126 or higher | 3 | U.S./NV Constitution | 3 |

# TECHNOLOGY - MACHINE TOOL

**Please see the Associate of Applied Science page for a list of all courses filling general education requirements.**

**Mission**

The mission of the Associate of Applied Science in Technology is to provide employment-related knowledge and skills necessary as a professional in a chosen field of study.

**Student Learning Outcomes**

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

- Know the subject matter appropriate to the emphasis of the degree. (WNC SLO 1,3,6,7)
- Communicate effectively and appropriately, in oral and written form. (WNC SLO 2)
- Locate, evaluate and properly utilize the tools and resources appropriate to a technology degree professional. (WNC SLO 1,6,7)
- Acquire skills and perform tasks necessary for employment or career enhancement. (WNC SLO 1,7)
- Developed an appreciation of the importance of social, ethical, legal and diversity issues. (WNC SLO 5,7)
- Developed an appreciation of the need and importance of lifelong learning. (WNC SLO 1)

## Required Courses

| Course | Title | Units |
|---|---|---|
| **Total Requirements** | | **60 Units** |
| **Program Requirements** | | **36 Units** |
| **DFT 110** | Blueprint Reading for Industry | 3 |
| **MTT 105** | Machine Shop I | 3 |
| **MTT 106** | Machine Shop Practice I | 2 |
| **MTT 110** | Machine Shop II | 3 |
| **MTT 111** | Machine Shop Practice II | 2 |
| **MTT 230** | Computer Numerical Control I | 4 |
| **MTT 232** | Computer Numerical Control II | 4 |
| **MTT 250** | Machine Shop III | 3 |
| **MTT 251** | Machine Shop Practice III | 2 |
| **MTT 260** | Machine Shop IV | 3 |
| *Choose 7 units from the following program electives:* | | |
| **AIT 101** | Fundamentals of Applied Industrial Technology | 4 |
| **MTT 261** | Machine Projects | 1-6 |
| **MTT 262** | Machine Shop Practice IV | 2 |
| **MTT 295** | Work Experience | 1-6 |
| **Any MTT Course** | | 1-6 |
| **Related WELD or other technical/trade course** | | 1-6 |
| **General Education Requirements** | | **24 Units** |
| English/Communications Requirement: *Recommend: Bus 107* <br> *Must include a writing course* | | 6 |
| Human Relations Requirement: <br> *Recommended: BUS 110* | | 3 |
| Humanities/Social Science Requirement | | 3 |
| Mathematics Requirement: <br> *Recommended: MATH 110* | | 3 |
| Science Requirement | | 3 |
| U.S. and Nevada Constitution Requirement | | 3 |
| General Elective | | 3 |

## Suggested Course Sequence

| MACHINE TOOL TECHNOLOGY - Associate of Applied Science | | | |
|---|---|---|---|
| **First Semester** | **Units** | **Third Semester** | **Units** |
| MTT 105 | 3 | MTT 230 | 4 |
| MTT 106 | 2 | MTT 250 | 3 |
| English/Communications (*BUS 107 Recommended*) | 3 | MTT 251 | 2 |

| Human Relations | 3 | Program Elective | Units vary |
| Science | 3 | Humanities/Social Science | 3 |
| **Second Semester** | **Units** | **Fourth Semester** | **Units** |
| DFT 110 | 3 | MTT 232 | 4 |
| MTT 110 | 3 | MTT 260 | 3 |
| MTT 111 | 2 | Program Elective | Units vary |
| English/Communications | 3 | U.S./NV Constitution | 3 |
| Mathematics | 3 | General Elective | 3 |

## TECHNOLOGY - WELDING

This program provides opportunities to practice and prepare for welding certification exams and allows students to explore other industrial skills that are used in a variety of occupations and businesses.

**Mission**

The mission of the Associate of Applied Science in Technology is to provide employment-related knowledge and skills necessary as a professional in a chosen field of study.

**Student Learning Outcomes**

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

- Know the subject matter appropriate to the emphasis of the degree. (WNC SLO 1,3,6,7)
- Communicate effectively and appropriately, in oral and written form. (WNC SLO 2)
- Locate, evaluate and properly utilize the tools and resources appropriate to a technology degree professional. (WNC SLO 1,6,7)
- Acquire skills and perform tasks necessary for employment or career enhancement. (WNC SLO 1,7)
- Developed an appreciation of the importance of social, ethical, legal and diversity issues. (WNC SLO 5,7)
- Developed an appreciation of the need and importance of lifelong learning.

## Required Courses

| **Total Requirements** | | **60 Units** |
| **Program Requirements** | | **36 Units** |
| **DFT 110** | Blueprint Reading for Industry | 3 |
| **WELD 211** | Welding I | 3 |
| **WELD 212** | Welding I Practice | 2 |
| **WELD 221** | Welding II | 3 |
| **WELD 222** | Welding II Practice | 2 |
| **WELD 231** | Welding III | 3 |
| **WELD 232** | Welding III Practice | 2 |
| **WELD 241** | Welding IV | 3 |
| **WELD 242** | Welding IV Practice | 2 |
| **WELD 250** | Welding Certification Preparation | 1-12 |
| *Choose 1-12 units from the following program electives*: | | |
| **AIT 101** | Fundamentals of Applied Industrial Technology | 4 |
| **ET 131** | Dc for Electronics | 4 |
| **ELM 143** | Wiring Techniques | 2 |
| **MTT 105** | Machine Shop I | 3 |
| **WELD 224** | Welding Projects | 1-6 |

| WELD 290 | Internship in Welding | 1-4 |
|---|---|---|
| **WELD** | Related Welding Courses | 1-3 |
| **General Education Requirements** | | **24 Units** |
| English/Communications Requirement: *Recommend: Bus 107* <br> *Must include a writing course* | | 6 |
| Human Relations: *Recommend: BUS 110* | | 3 |
| Humanities/Social Science Requirements | | 3 |
| Mathematics Requirements: *Recommend: MATH 110* | | 3 |
| Science Requirement | | 3 |
| U.S. and Nevada Constitution Requirement | | 3 |
| General Elective | | 3 |
| **Please see the Associate of Applied Science page for a list of all courses filling general education requirements.** | | |

## Suggested Course Sequence

| WELDING - Associate of Applied Science | | | |
|---|---|---|---|
| **First Semester** | **Units** | **Third Semester** | **Units** |
| WELD 211 | 3 | WELD 231 | 3 |
| WELD 212 | 2 | WELD 232 | 2 |
| English (*BUS 107 Recommended*) | 3 | Program Elective | 3-5 |
| Human Relations | 3 | Humanities/Social Science | 3 |
| Science | 3 | General Elective | 3 |
| **Second Semester** | **Units** | **Fourth Semester** | **Units** |
| DFT 110 | 3 | WELD 241 | 3 |
| WELD 221 | 3 | WELD 242 | 2 |
| WELD 222 | 2 | WELD 250 | 4 |
| Program Elective | 1-3 | Program Elective | 3-5 |
| English/Communication | 3 | U.S./NV Constitution | 3 |
| Mathematics | 3 | | |

# ASSOCIATE DEGREE PROGRAMS

## ASSOCIATE OF ARTS

The Associate of Arts degree is for students planning to transfer with junior standing to a four-year college or university for a bachelors degree.

**This degree allows early choices for those planning a professional life in art, communication, education, history, psychology, social sciences, social work or a related field.**

### 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 Learning Outcomes

The successful student will:

- Meet the institutional student learning outcomes (1-6).
- 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.

### Bachelor Degree Pathways

WNC has 2+2 partnerships with UNR and many other institutions to make completing your degree at WNC and transferring later as smooth as possible. The Associate of Arts degree is designed so students may tailor it to meet degree requirements for a variety of majors at transfer institutions.

**Art**
Explore your creative side by studying art history, painting, sculpture, ceramic, photography, print making and digital media. Careers in graphic design, interior design, teaching and more are possible with an art degree.

**Criminal Justice**
Students can explore and prepare for various career opportunities in criminal justice, law enforcement, parole and probation and more.

**Education**
Educating Nevadas youth is a rewarding career that is in high demand in our state. Through a partnership with Nevada State College, students who earn an AA at WNC can take classes at WNC and online to earn a bachelors degree without leaving the area. Students can also transfer to UNR or another college to pursue a degree in education.

**General Studies**
Students who are undecided about their career or feel their interests require an individualized approach can explore a variety of academic disciplines and professional fields.

**Graphic Design**
Students interested in earning a bachelor degree in Graphic Design can complete an Associate of Arts degree at WNC and then transfer and earn a bachelor degree from the University of Nevada, Reno. Courses with an * direct transfer to UNR. Students should work closely with a counselor when planning their schedules.

**History**
An appreciation for research and historic exploration can open doors to career opportunities that value historical research and writing skills, such as teaching, research analytics, archiving, law, and more.

**Human Development & Family Studies**
A passion to work with individuals and families can lead to a variety of career options. HDFS grads are in demand in businesses, community settings and organizations because of their knowledge of family and group dynamics and their skills in program development and training.

**Journalism**
Turn your passion for storytelling into a career in news, advertising, public relations, and other media. The professional world has many opportunities for individuals with an ability use written and oral communication to influence others.

**Psychology**
Psychology is one of the largest majors at UNR and complements many career fields. Understanding principles of behavior can aid in communication, supervising and many other facets of professional life.

**Sociology**
If society and social classes interest you, then sociology is your career path. Students with this bachelors degree pursue careers in criminal justice, journalism political science and more.

**Social Work WNC/UNR 3+1 Collaborative**
As a profession, social work supports the welfare of individuals in a community by tackling problems related to poverty, discrimination, addiction, domestic violence and disabilities. Students can complete nearly 3 years (5 semesters) of a UNR social work bachelor degree at WNC.

## Program Requirements

**Liberal Arts**
**6 units**
*Choose any transferable course numbered 200 or higher.*  (AM 141, 147, 148 are also accepted.)

**Transfer Requirements or General Electives**
**22-27 units**
Choose any transferable course.  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 agreement from WNC Counseling Services or the UNR Transfer Center.

*Courses designated as non-transferable to Nevada System of Higher Education Universities and courses numbered below 100 (such as ENG 98) are not applicable toward an Associate of Arts degree.*

**GENERAL EDUCATION REQUIREMENTS**

**27-32 Units**

**English/Communications**
**6-8 Units**
English: 100 or 101, 102

**Fine Arts**
**3 units**
Art: 100, 101*, 124, 135, 141, 160, 211, 214, 231, 260, 261
English: 261
History: 203
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 an advisor.*

**Humanities**
**3 units**
Core Humanities: 201, 202, 212
English: 200, 223
History: 105, 106, 208, 209, 247
Holocaust, Genocide & Peace Studies: 201
Philosophy: 101, 135, 200, 203, 204, 207, 210, 224, 245

***UNR transfer students, choose at least one of the following courses:***
*Core Humanities: 201, 202*
*History: 105, 106*
*Philosophy: 200, 207, 245*

**Mathematics**
**3 units**
Mathematics: 120, 124, 126, 127, 128, 176, 181, 182
Statistics: 152

**Science**
**6 Units**
Anthropology: 102, 110L
Astronomy: 109, 110, 120
Atmospheric Sciences: 117
Biology: 100, 113, 190, 191, 200
Chemistry: 100, 121, 122
Environmental Studies: 100, 101
Geography: 103, 104, 116, 121
Geology: 100, 101, 102, 105, 201
Nutrition: 121
Physics: 100, 151, 152, 180 & 180L

*Note: Completion of CHEM 121 or BIOL 190, BIOL 223 and BIOL 224, and BIOL 251 fulfills the science general education requirement.*

**Social Sciences**
**3 Units**
Anthropology: 101, 201, 202, 215
Core Humanities: 203
Criminal Justice: 104
Economics: 100, 102, 103
Geography: 106, 200
History, 101, 102, 111, 217
Journalism: 103
Political Science: 101, 103, 208, 231
Psychology: 101, 102, 233, 234, 240, 257, 261
Sociology: 101

**U.S. & Nevada Constitution**
**3-6 Units**
Must meet both requirements. Choose from:
Core Humanities: 203
History: 111
History: 101 ***and one of the following***:

HIST 102, HIST 217, PSC 100, PSC 208
Political Science: 101, 103

| Year One | | | |
| --- | --- | --- | --- |
| **Suggested Course Sequence** | | | |
| **First Semester** | **Units** | **Second Semester** | **Units** |
| ENG 100 or 101 | 3-5 | ENG 102 | 3 |
| Social Science | 3 | U.S./Nevada Constitution | 3 |
| General Elective | 3 | Fine Arts | 3 |
| Mathematics | 3 | Humanities | 3 |
| Science | 34 | Science | 3 |
| | | | |
| **Third & Fourth Semester** | | | |
| Take courses that meet requirements for the major at intended transfer school. | | | |

## ASSOCIATE OF BUSINESS

The Associate of Business degree is designed for students who intend to transfer with junior status to a four-year college or university for a bachelor degree in a business-related field.

**This degree allows early choices for those planning a professional career in business, management, accounting, marketing or a related field.**

EARN THIS DEGREE ONLINE

**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 Learning Outcomes**

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

- 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.

**Bachelor Degree Pathways**

WNC has 2+2 partnerships with UNR and many other institutions to make completing your degree at WNC and transferring later as smooth as possible. The Associate of Business degree is designed so students may tailor it to meet degree requirements for a variety of majors at transfer institutions.

**Accounting**
Use your strength in math and numbers for public, industrial, tax, managerial or government accounting. Many opportunities are available because finance and budgets are the backbone of every organization.

**Economics**
Work for the government, businesses or nonprofit organizations as an economic and statistical analyst. Provide cutting-edge economic research, and assist public and private decision makers in practical ways.

**Finance**
Skilled with numbers? Make them work for you in financial management, banking, investments and insurance careers. You will learn the skills to credibly weigh in on fiscal matters dealing with business investment and stock and mutual fund research and analysis.

**Management**
Planning, organizing and leading people and projects are key components for all organizations and business. Students can expect to learn about human resources, general business management, entrepreneurship and related topics.

**Marketing**

Become a vital component of a company or organization by having the ability to provide strategic insight. Identify customers, develop ad campaigns, conduct business development research and explore new areas of brand promotion.

### General Business
For students who dont desire to specialize in one area of business, this career pathway gives them a diverse background in many areas of a business, including accounting, sales, management, finance, marketing and business law, to maximize their skills and potential to rise to a top spot in a large company.

### International Business
Gain a better understanding of global markets and various business regions of the world. With the worlds economy increasing global, this well-paid field provides job possibilities such as foreign service officer, interpreter, trade coordinator, accounting manager, economist, business development director, sales manager and more.

### Information Systems
Become a professional in high demand with a large salary by learning how to strategically and effectively apply technology to a business. These highly coveted professionals are invaluable to employers across a variety of business sectors and are qualified to serve positions including application analyst, cybersecurity analyst, data analyst, data scientist, database administrator, systems analyst, information systems manager, IT consultant and more.

# Program Requirements

**27 units**

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Accounting: 201, 202
Economics: 102, 103, 261, 262
Information Systems: 101
Marketing: 210
Mathematics: 176
*NOTE: If 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 Requirement or General Electives 10-12 Units
Choose any transferable course.  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 agreement from WNC Academic Advising & Access or the UNR Transfer Center.
Recommended: BUS 101
For UNR transfer, COM 101 or 113 and 2 courses from Anthropology 101, Political Science 231, Psychology 101, Sociology 101 are recommended.

### GENERAL EDUCATION REQUIREMENTS

### A Minimum of 21 Units

### English/Communications
**6-8 Units**
English: 100 or 101, 102

### Fine Arts
**3 units**
Art: 100, 101*, 124, 135, 141, 160, 211, 214, 231, 260, 261
English: 261
History: 203
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 an advisor.*

### Humanities
**3 units**
Core Humanities: 201, 202, 212
English: 200, 223
History: 105, 106, 208, 209, 247
Holocaust, Genocide & Peace Studies: 201
Philosophy: 101, 135, 200, 203, 204, 207, 210, 224, 245

*UNR transfer students, choose at least one of the following courses:*
*Core Humanities: 201, 202*
*History: 105, 106*
*Philosophy: 200, 207, 245*

### Mathematics
See Program Requirements

### Science
**6 Units**
Anthropology: 102, 110L
Astronomy: 109, 110, 120
Atmospheric Sciences: 117
Biology: 100, 113, 190, 191, 200
Chemistry: 100, 121, 122
Environmental Studies: 100, 101
Geography: 103, 104, 116, 121
Geology: 100, 101, 102, 105, 201

Nutrition: 121
Physics: 100, 151, 152, 180 & 180L

*Note: Completion of CHEM 121 or BIOL 190, BIOL 223 and BIOL 224, and BIOL 251 fulfills the science general education requirement.*

**Social Sciences**
See Program Requirements

**U.S. & Nevada Constitution**
**3-6 Units**
Must meet both requirements. Choose from:
Core Humanities: 203
History: 111
History: 101 **and one of the following**:
  *HIST 102, HIST 217, PSC 100, PSC 208*
Political Science: 101, 103

## Suggested Course Sequence

| First Semester | Units | Third Semester | Units |
|---|---|---|---|
| ENG 100 or ENG 101 | 3-5 | ACC 201 | 3 |
| ECON 102 | 3 | ECON 261 | 3 |
| MATH 176 | 3 | General Elective | 3 |
| Fine Arts | 3 | Humanities | 3 |
| General Elective: Recommend BUS 101 | 3 | Science Course | 3 |
| **Second Semester** | **Units** | **Fourth Semester** | **Units** |
| ENG 102 | 3 | ACC 202 | **3** |
| ECON 103 | 3 | ECON 262 | 3 |
| IS 101 | 3 | General Elective | 3 |
| Science | 3 | MKT 210 | 3 |
| General Elective | 3 | U.S./NV Constitution | 3 |

# ASSOCIATE OF GENERAL STUDIES

The Associate of General Studies is intended as an exploratory and terminal degree, not to be used as a transfer degree; however, credits earned under the degree may transfer to 4-year institutions. It is recommended that anyone planning to apply these credits for transfer consult their intended transfer institution for appropriate curriculum planning.

A maximum of six units of special topics classes in one subject area may apply toward any WNC degree. In some cases, courses may not transfer to other Nevada community colleges and Nevada State College or 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.

**This degree provides academic exploration for those seeking personal growth or professional advancement. Military credits can qualify for up to 45 units toward this degree.**

### Mission

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

### Student Learning Outcomes

The successful student will:

- Meet the general education student learning outcomes.
- Succeed at the professional, academic and personal goals the AGS degree serves.
- Demonstrate knowledge of the subject matter appropriate to their fields of study.

## Program Requirements

**General Electives: 36-39 Units**
Students may choose from any occupational or general education courses to be used as electives for this degree. Some non-traditional credit approved by Admissions and Records may be applicable to satisfy course requirements for occupational degrees, while other such units may be used as electives for the AGS and AAS degrees only. Students planning to transfer to the University of Nevada, Reno should use the UNR core curriculum guide to satisfy general education requirements.

**Any 200 level courses from any area: 6 Units**
200 level courses used for this requirement may also be used to fulfill general education or general elective requirements.

# General Education Requirements

**A minimum of 21 units chosen from the following:**

**English/Communications**
**6 units**
*Must include a three-credit writing course*.*
Business: 107, 108
Communication: 101, 102, 113, 215
Criminal Justice: 103
English
Journalism: 201
Reading

***Writing Courses:*** *Business 108, English 100, 101, 102, 107 or any other 200 level English class*

**Fine Arts & Humanities**
**3 units**
American Sign Language
Art
Core Humanities: 201, 202, 212
Crafts
English: 190, 200, 223, 243, 250, 252, 261, 267, 271, 282, 297
Foreign Languages
Graphic Design
History: 105, 106, 203, 207, 208, 209, 247
Holocaust, Genocide & Peace Studies: 201
Humanities: 101
Music
Philosophy (except for PHIL 102, 114)
Theatre: 100, 105, 180

**Mathematics**
**3 units**
Business: 115
Economics: 261, 262
Mathematics
Sociology: 210
Statistics: 152

**Science**
**3 units**
Anthropology: 102, 110L
Astronomy: 109, 110, 120
Atmospheric Sciences: 117
Biology (except for BIOL 208, 223, 224, 251)
Chemistry (except for CHEM 220, 241, 241L, 242, 242L)
Emergency Medical Services: 205
Environmental Studies
Geography: 103, 104, 116, 121
Geology: (except for GEOL 111, 112, 113, 299)
Nutrition: 121
Physics (except for PHYS 293)

**Social Sciences**
**3 units**
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
Journalism: 103
Political Science
Psychology (except for PSY 210)
Sociology (except for SOC 210)

**U.S. & Nevada Constitution**
**3-6 units**
Must meet both requirements. Choose from:
Core Humanities: 203
History: 111
History: 101 **and one of the following**:
    HIST 102, HIST 217, PSC 100, PSC 208
Political Science: 101, 103

# ASSOCIATE OF SCIENCE

The Associate of Science degree is designed for students who intend to transfer with junior status to a four-year college or university for a bachelor of science degree.

**This degree allows early choices for those planning a professional career in mathematics, science, engineering, technology, medicine, agriculture or related field.**

### Mission

The mission of the Associate of Science Degree Program is to provide the academic knowledge and skills for successful transfer to meet higher education goals.

### Student Learning Outcomes

The successful student will:

- Meet the institutional student learning outcomes (1-6).
- 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.
- Be prepared to succeed at transfer institution.

### Bachelor Degree Pathways

WNC has 2+2 partnerships with UNR and many other institutions to make completing your degree at WNC and transferring later as smooth as possible. The Associate of Science degree is designed so students may tailor it to meet degree requirements for a variety of majors at transfer institutions.

**Biology**
A strong foundation in biology can lead to many career paths in health and environmental science, education, research and more.

**Chemistry**
A solid background in science and mathematics can lead to careers in education, industry, government, medicine and more. Students will have hands-on experience in a lab environment throughout college studies.

**Nutrition**
Explore health from many perspectives: emotional, social, spiritual, intellectual, environmental and physical. Students will be prepared to work in a variety of public and private positions, such as hospital administration, community health educator and fitness trainer.

**Computer Science**
Enter a field that is growing at a rapid pace, learning to solve societal problems with computers. Because students are provided a well-rounded education in computer science and computer engineering, they will have the versatility employers are seeking.

**Engineering**
There are many fields in engineering to consider: Civil, mining, mechanical, environmental, chemical and biomedical, computer, metallurgical and geological. These fields are well-compensated and offer promising futures.

**Environmental Science**
Make a difference by preparing to solve a wide variety of environmental problems and focus on areas such as policy, environmental pollution and more. Students will become knowledgeable in animal science, wildlife science, soils, botany and ecology.

**Geology**
Learn about the major earth systems and the geologic processes that create and shape them. Find work in energy companies, engineering firms, research institutions, government agencies, colleges and universities.

**Math**
Individuals with a skill for math and calculations can balance their abilities with arts, humanities, and other general studies for careers in education, finance, computing, science and more.

# Program Requirements

**A minimum of 18 units chosen from the following:**

**Mathematics**
**6 units**
Mathematics: 126, 127, 128, 176, 181, 182, 283, 285, 330
Statistics: 152

**Science**
**12 units**
**Choose a minimum of 8 units from Group A.**

**GROUP A:**
Anthropology: 102 & 110L
Biology: 190, 191, 251
Chemistry: 121, 122

Geology: 101, 102
Geography: 103 & 104, or 121
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 Science: 135, 202
Engineering: 100
Environmental Studies: 100, 101
Geography: 116
Geology: 105, 201
Mechanical Engineering: 241, 242

*Note: Completion of the Associate of Science program requirements fulfills the respective mathematics and science general education requirements.*

**Transfer Requirement & Electives 19-24 units**
Choose any transferable course.  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 agreement from WNC Academic Advising & Access or the UNR Transfer Center.


**GENERAL EDUCATION REQUIREMENTS**

**A MINIMUM OF 18-23 UNITS CHOSEN FROM THE FOLLOWING:**

**English/Communications**
**6-8 Units**
English: 100 or 101, 102

**Fine Arts**
**3 units**
Art: 100, 101*, 124, 135, 141, 160, 211, 214, 231, 260, 261
English: 261
History: 203
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 an advisor.*

**Humanities**
**3 units**
Core Humanities: 201, 202, 212
English: 200, 223
History: 105, 106, 207, 208, 209, 247
Holocaust, Genocide & Peace Studies: 201
Philosophy: 101, 135, 200, 203, 204, 207, 210, 224, 245

***UNR transfer students, choose at least one of the following courses:***
*Core Humanities: 201, 202*
History: 105, 106
Philosophy: 200, 207, 245

**Mathematics**
See Program Requirements

**Science**
See Program Requirements

**Social Sciences**
**3 Units**
Anthropology: 101, 201, 202, 215
Core Humanities: 203
Criminal Justice: 104
Economics: 100, 102, 103
Geography: 106, 200
History, 101, 102, 111, 217
Journalism: 103
Political Science: 101, 103, 208, 231
Psychology: 101, 102, 233, 234, 240, 257, 261
Sociology: 101

**U.S. & Nevada Constitution**
**3-6 Units**
Must meet both requirements. Choose from:
Core Humanities: 203
History: 111

History: 101 **and one of the following**:
   *HIST 102, HIST 217, PSC 100, PSC 208*
Political Science: 101, 103

| Year One | | | |
|---|---|---|---|
| **Suggested Course Sequence** | | | |
| **First Semester** | **Units** | **Second Semester** | **Units** |
| ENG 100 or 101 | 3-5 | ENG 102 | 3 |
| Social Science | 3 | U.S./Nevada Constitution | 3 |
| Science | 3-4 | Mathematics | 3-4 |
| Mathematics | 3-4 | Science | 4-6 |
| Fine Arts | 3 | | |
| **Third & Fourth Semester** | | | |
| Take courses that meet requirements for the major at intended transfer school. | | | |

# BACHELOR OF APPLIED SCIENCE

## BACHELOR OF APPLIED SCIENCE

WNC offers two Bachelor Degrees for students interested in advanced education and leadership development:

## Bachelor of Applied Science Construction Management

This degree allows those who have completed an associate degree in construction technology to progress academically and earn a bachelors degree.

## Bachelor of Applied Science Organization & Project Management

This online degree offers students the ability to gain technical skills in project management while developing leadership/management skills.

*To apply for these programs, please fill out the appropriate application on the Admission and Records Forms page.*

## General Education Requirements

**English/Communications Requirements**
**9 units**
English 100 or 101, 102
*Choose from:*
Business: 107
or Communication: 101, 102, 113

**Fine Arts/Humanities Requirements**
**3 units**
Art: 100, 101, 124, 135, 141, 160, 175, 211, 214, 224, 231, 260, 261
Core Humanities: 201, 202, 212
English: 200, 223, 261
History: 105, 106, 203, 207, 208, 209, 247
Holocaust, Genocide & Peace Studies: 201
Humanities: 101
Music, Ensemble: 101, 131, 135
Music: 111, 121, 124, 125, 134, 176
Philosophy: 101, 135, 200, 203, 204, 207, 210, 224, 245
Theatre: 100, 105, 180

**Mathematics Requirements: Construction**
**3 units**
Mathematics:120*, 124*, 126, 127, 128, 176, 181, 182
Statistics: 152

*\* The BAS in Construction Management requires MATH 126 or higher.*

**Science Requirements**
**6 units**
Anthropology: 102, 110L
Astronomy: 109, 110, 120
Atmospheric Sciences: 117
Biology: 100, 113, 190, 191, 200
Chemistry: 100, 121, 122
Environmental Studies: 100, 101
Geology: 100, 101, 105, 201
Geography: 103, 116, 121
Nutrition: 121
Physics: 100, 151, 152, 180, 180L

**Social Sciences Requirements**
**3 units**
Anthropology: 101, 201, 202, 210, 212, 215
Core Humanities: 203
Criminal Justice: 101, 102, 104, 220, 230, 270
Geography: 106, 200
History: 101, 102, 111, 217, 295
Journalism: 103
Political Science: 103, 105, 108, 208, 231, 295, 299
Psychology (except for PSY 210)
Sociology (except for SOC 210)

**U.S. & Nevada Constitution Requirements**
**3 6 units**
*Choose from:*
Core Humanities: 203

History: 111
History: 101 **and one of the following**:
  *HIST 102, HIST 217, PSC 100, PSC 208*
Political Science: 101, 103

**General Electives**
**Varies by program**

*Courses numbered below 100 (such as ENG 98) are not applicable toward the Bachelor of Applied Science degree.*

# CONSTRUCTION MANAGEMENT

**Construction Management (BAS)**

This degree allows those who have completed an associate degree in construction technology to progress academically and earn a bachelors degree.

The Bachelor of Applied Science degree in Construction Management offers associate degree students, new students and skilled workers an educational route toward a career as a construction manager or supervisor. The 120-credit program combines knowledge in construction methods, planning and project management with business and supervisory skills. 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.

*To apply for this program, please fill out the appropriate application on the Admission and Records Forms page.*

1. Complete a minimum of 30 college units or equivalent with a minimum 2.0 GPA.
   Within the 30 units:
   • A minimum of 12 units must be in applicable construction courses. This requirement may be waived if the student has construction experience.
   • A minimum of 12 units must be in 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**:
   • Have an associate degree in Construction Management from a regionally accredited institution, **or** an associate degree in Apprenticeship from a Nevada System of Higher Education (NSHE) institution.
2. Meet with a WNC counselor.
3. Submit application to Admission & Records.

**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 Learning 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 to plan and schedule construction projects.
• Application of relevant administrative skills, ethics, safety practices and problem-solving techniques to construction management.

# Required Courses

120 Units

| BUSINESS AND MANAGEMENT CORE REQUIREMENTS | | 18 Units |
|---|---|---|
| **BUS 101** | Introduction to Business | 3 |
| **ACC 201** | Financial Accounting | 3 |
| *Choose 3 units from the following Economics courses:* | | |
| **ECON 100** | Introduction to Economics | 3 |
| **ECON 102** | Principles of Microeconomics | 3 |
| **ECON 103** | Principles of Macroeconomics | 3 |
| *Choose 3 units from the following Management courses:* | | |
| **MGT 323** | Orgnizational Behavior & Interpersonal Behavior | 3 |
| **MGT 367** | Human Resource Management | 3 |
| *Choose 6 units from the following Management courses:* | | |
| **COM 412** | Intercultural Communication | 3 |

| MGT 462 | Changing Environments | 3 |
|---------|----------------------|---|
| MGT 469 | Managing Cultural Diversity | 3 |
| **PROGRAM REQUIREMENTS** | | **66 Units** |
| **CADD 100** | Introduction to Computer Aided Drafting | 3 |
| **CEM 100** | Fundamentals of Construction Management | 3 |
| **CEM 330** | Soils and Foundations for Construction | 3 |
| **CEM 350** | Facility Systems Design and Construction I | 3 |
| **CEM 432** | Temporary Construction Structures | 3 |
| **CEM 451** | Construction Estimating | 3 |
| **CEM 452** | Construction Cost Control | 3 |
| **CEM 453** | Construction Scheduling | 3 |
| **CEM 454** | Heavy Construction Methods and Equipment | 3 |
| **CEM 455** | Construction Management Practice | 3 |
| **CEM 456** | Construction Management Capstone | 3 |
| **CEM 485** | Construction Law and Contracts | 3 |
| **CONS 108** | Construction Materials and Methods I | 4 |
| **CONS 109** | Construction Materials and Methods II | 4 |
| **CONS 111** | Commercial Building Codes | 3 |
| **CONS 118** | Construction Contract Documents | 2 |
| **CONS 120** | Blueprint Reading and Specification | 3 |
| **CONS 121** | Principles of Construction Estimating | 3 |
| **CONS 205** | Construction Site Safety | 2 |
| **CONS 281** | Construction Planning Scheduling and Control | 3 |
| **CONS 451** | Advanced Internship in Construction | 3 |
| **SUR 119** | Construction Surveying | 3 |
| **GENERAL EDUCATION REQUIREMENTS** | | **36 Units** |
| English/Communications Requirement | | 9 |
| Fine Arts/Humanities Requirement | | 3 |
| Mathematics Requirement: MATH 126 or higher | | 3 |
| Science Requirement | | 6 |
| Social Sciences Requirement | | 3 |
| U.S. and Nevada Constitution Requirement | | 3 |
| General Electives | | 9 |

See **Bachelor of Applied Science Degree** for a list of courses to fulfill these requirements.

| **Suggested Course Sequence** | | | |
|---|---|---|---|
| **Bachelor of Applied Science - Construction Management** | | | |
| **First Semester** | **Units** | **Fifth Semester** | **Units** |
| CEM 100 | 3 | ACC 201 | 3 |
| CONS 108 | 4 | Bus/Management | 3 |

| | | | |
|---|---|---|---|
| ENG 101 | 3 | English/Communications | 3 |
| MATH 126 or higher | 3 | Fine Arts Course | 3 |
| Science | 3 | Science Course | 3 |
| **Second Semester** | **Units** | **Sixth Semester** | **Units** |
| CONS 109 | 4 | CEM 330 | 3 |
| CONS 118 | 3 | CEM 350 | 3 |
| CONS 120 | 3 | CEM 432 | 3 |
| ENG 102 | 3 | Bus/Management | 3 |
| Mathematics | 3 | Social Science | 3 |
| **Third Semester** | **Units** | **Seventh Semester** | **Units** |
| CADD 100 | 3 | CEM 451 | 3 |
| CONS 111 | 3 | CEM 453 | 3 |
| CONS 121 | 2 | CEM 454 | 3 |
| Humanities | 3 | CEM 455 | 3 |
| General Elective | 3 | Bus/Management | 3 |
| **Fourth Semester** | **Units** | **Eighth Semester** | **Units** |
| CONS 205 | 2 | CEM 452 | 3 |
| CONS 281 | 3 | CEM 485 | 3 |
| SUR 119 | 3 | CONS 451 | 3 |
| Economics | 3 | Capstone | 3 |
| U.S./Nevada Consitution | 3 | | |

# ORGANIZATION & PROJECT MANAGEMENT

## Organization & Project Management (BAS)

Organization leadership applies to a variety of organization types including for- and not-for-profit, small business to corporations, etc. This degree will provide students with the leadership scope and working knowledge of project management development and implementation to fill the U.S. and Northern Nevada gap while contributing to the economic development of the region.

This is an online degree, enabling individuals to advance their education while working in their field of interest.

**Program Entrance Requirements**
An Associate Degree from a regionally accredited institution with an overall GPA of 2.0.

General Education requirements are met with the completion of an accepted associate degree except for the following NSHE general education requirements, which must be completed (prior to completion of BAS) if not met with the associate degree used for the program entrance requirement.

- Students transferring from another state are required to take classes to fulfill U.S. and Nevada Constitution requirements.
- English 102 (3 credits)
- Math (3 credits)
- Natural Science (6 credits)
- Social Sciences or Humanities/Fine Arts (9 credits)

*To apply for these programs, please fill out the appropriate application on the Admission and Records Forms page.*

**See Bachelor of Applied Science Degree for a list of courses to fulfill these requirements.**

EARN THIS DEGREE ONLINE

## Program Requirements

60 Units

| BUS 299 | Business Capstone | 3 |
|---|---|---|
| CIT 263 | Introduction to IT Project Management | 3 |
| CIT 363 | Advanced Project and Earned Value Management | 3 |
| COM 215 | Introduction to Group Communication | 3 |
| FIN 310 | Applied Accounting and Finance | 3 |
| IS 301 | Management Information Systems | 3 |
| MGT 310 | Foundations of Management Theory and Practice | 3 |
| MGT 320 | Organization and Project Management | 3 |
| MGT 323 | Orgnizational Behavior & Interpersonal Behavior | 3 |
| MGT 371 | Leadership and Managerial Skills | 3 |
| MGT 391 | Quantitative Analysis | 3 |
| MGT 412 | Change Management | 3 |
| MGT 462 | Changing Environments | 3 |
| MGT 480 | International Management | 3 |
| MGT 485 | Applied Business Ethics | 3 |
| MGT 487 | Entrepreneurship | 3 |
| MGT 496 | Strategic Management and Policy | 3 |
| MGT 497 | Business Plan Creation | 3 |
| MKT 210 | Marketing Principles | 3 |
| **GENERAL ELECTIVE (upper or lower division)** | | **3 Units** |

| GENERAL EDUCATION REQUIREMENTS* | | 24 Units |
|---|---|---|
| ENG 102 | | 3 |

| | |
|---|---|
| Mathematics Requirement | 3 |
| Science Requirement | 6 |
| Social Sciences or Humanities/Fine Arts Requirement | 9 |
| U.S. and Nevada Constitution Requirement | 3 |
| **GENERAL ELECTIVES*** | **36 Units** |

*General Education & General Elective Requirements must be completed (prior to completion of BAS) if not met with the associate degree used for the program entrance requirement.*

| **Suggested Course Sequence** | | | |
|---|---|---|---|
| Bachelor of Applied Science - Organization & Project Management | | | |
| **First Semester (Fall)** | **Units** | **Third Semester (Fall)** | **Units** |
| COM 215 | 3 | CIT 363 | 3 |
| MGT 310 | 3 | FIN 310 | 3 |
| MGT 320 | 3 | IS 301 | 3 |
| MGT 485 | 3 | MGT 496 | 3 |
| | | | |
| **Winter Session (January)** | **Units** | **Winter Session (January)** | **Units** |
| MGT 323 | 3 | BUS 299 | 3 |
| | | | |
| **Second Semester (Spring)** | **Units** | **Fourth Semester (Spring)** | **Units** |
| CIT 263 | 3 | MGT 371 | 3 |
| MGT 391 | 3 | MGT 412 | 3 |
| MGT 462 | 3 | MGT 497 | 3 |
| MKT 210 | 3 | General Elective | 3 |
| | | | |
| **Summer Semester** | Units | | |
| MGT 480 | 3 | | |
| MGT 487 | 3 | | |

# CERTIFICATES OF ACHIEVEMENT

## CERTIFICATES OF ACHIEVEMENT

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 experiences within their major field. They will enter the job market with specific skills and knowledge useful for employment and advancement. In some cases, courses may not transfer to other Nevada community colleges and Nevada State College or to other colleges and universities.

See a WNC advisor for the latest transfer information. Courses with a number under 100 (such as ENG 95) are not applicable toward a Certificate of Achievement at WNC. Courses completed through Certificates of Achievement provide basis for Associate of Applied Science degrees.

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

The successful student will:

- Know the subject matter appropriate to the emphasis of the certificate.
- Acquire the skills necessary for employment or career enhancement.
- Successfully represent themselves to a potential employer.
- Demonstrate effective communication and computational skills appropriate to the certificate area.
- Utilize appropriate resources for remaining current in the certificate area.
- Have developed an appreciation of the importance of social, ethical, legal and diversity issues.

## Certificate Requirements

**30 total units chosen from the following categories:**

---

**English/Communications**
**3-6 units**
*Must include a writing course\*.*
Business: 107, 108
Career & Technical Education: EDCT 110
Communication: 101, 102, 113, 215
Criminal Justice: 103
English
Journalism: 201
Reading
**\*Writing Courses**: *Business 108,*
*English 100, 101, 102, 107 or any other*
*200 level English class.*

**Mathematics**
**3 Units**
Business: 115
Economics: 261, 262
Mathematics
Psychology: 210
Sociology: 210
Statistics: 152

**Human Relations**
**1-3 units**

Anthropology: 101, 201
Business: 110
Career & Technical Education: EDCT 212
Counseling and Personal Development: 117, 123, 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 for PSY 210)
Sociology (except for SOC 210)

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

- American Sign Language
- Automotive Mechanics
- Bookkeeping
- Computer Information Technology
- Construction
- Criminal Justice
- CTE Classroom Teaching
- Early Childhood Education
- Emergency Medical Services
- General Business

- Graphic Design
- Heating Ventilation, Air Conditioning (HVAC)
- Industrial Electronics Technology
- Machine Tool Technology
- Mechatronics Technology
- Welding Technology

## AMERICAN SIGN LANGUAGE

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.

**Please see the Certificate of Achievement page for a list of all courses filling general education requirements.**

### Required Courses

| Course | Title | Units |
|---|---|---|
| **Total Requirements** | | **30 Units** |
| **Program Requirements** | | **18 Units** |
| **AM 140\*** | American Sign Language I & II | 6 |
| **AM 141\*\*** | American Sign Language III & IV | 6 |
| **AM 151** | Fingerspelling I | 1 |
| **AM 152** | Fingerspelling II | 1 |
| Any other AM course. | | 4 |
| **General Education Requirements** | | **12 Units** |
| English/Communications Requirements: Must include a writing course. | | 6 |
| Human Relations Requirement | | 3 |
| Mathematics Requirement | | 3 |
| \*Students can take AM 145 (4 units) and AM 146 (4 units) in lieu of AM 140 (6 units). \*\*Students can take AM 147 (4 units) and AM 148 (4 units) in lieu of AM 141 (6 units). | | |

### Suggested Course Sequence

| First Semester | Units | Second Semester | Units |
|---|---|---|---|
| AM 140 | 6 | AM 141 | 6 |
| AM 151 | 1 | AM 152 | 1 |
| English/Communication | 3 | AM Elective | 4 |
| Human Relations | 3 | English/Communications | 3 |
| Mathematics | 3 | | |

## AUTOMOTIVE MECHANICS

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.

**Please see the Certificate of Achievement page for a list of all courses filling general education requirements.**

### Required Courses

| Course | Title | Units |
|---|---|---|
| **Total Requirements** | | **31 Units** |
| **Program Requirements** | | **19 Units** |

| Course | Title | Units |
|---|---|---|
| **AUTO 101** | Introduction to General Mechanics | 3 |
| **AUTO 115** | Auto Electricity & Electronics I | 4 |
| **AUTO 145** | Automotive Brakes | 4 |
| **AUTO 155** | Steering & Suspension | 4 |
| **AUTO 225** | Engine Performance I/Fuel & Ignition | 4 |
| **General Education Requirements** | | **12 Units** |
| English/Communications Requirement: Must include a writing course | | 6 |
| Human Relations Requirement Recommend: BUS 110 | | 1 |
| Mathematics Requirement | | 3 |
| General Electives | | 2 |

## Suggested Course Sequence

| AUTOMOTIVE MECHANICS | | | | |
|---|---|---|---|---|
| **First Semester** | **Units** | **Second Semester** | **Units** |
| AUTO 101 | 3 | AUTO 155 | 4 |
| AUTO 115 | 4 | AUTO 225 | 4 |
| AUTO 145 | 4 | English/Communications | 3 |
| English/Communications | 3 | Mathematics | 3 |
| Human Relations | 1 | General Elective | 2 |

## BOOKKEEPING

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.

**Please see the Certificate of Achievement page for a list of all courses filling general education requirements.**

## Required Courses

| Course | Title | Units |
|---|---|---|
| **Total Requirements** | | **30 Units** |
| **Program Requirements** | | **21 Units** |
| **ACC 135** | Bookkeeping I | 3 |
| **ACC 201** | Financial Accounting | 3 |
| **BUS 101** | Introduction to Business | 3 |
| **IS 101** | Introduction to Information Systems | 3 |
| **or IS 201** | Computer Applications | |
| **MGT 201\*** | Principles of Management | 3 |
| *Choose 6 units from the following program electives:* | | |
| **Any ACC course** | | 6 |
| **General Education Requirements** | | **9 Units** |
| English/Communications Requirement: | | 6 |

## Certificates of Achievement

| Course | Title | Units |
|---|---|---|
| *Recommend: BUS 107, BUS 108; Must include a writing course* | | |
| Mathematics Requirement | | 3 |

*\*MGT 201 meets the Human Relations requirement.*

## Suggested Course Sequence

| First Semester | Units | Second Semester | Units |
|---|---|---|---|
| ACC 135 | 3 | ACC 201 | 3 |
| BUS 101 | 3 | BUS 108 or English/Communication | 3 |
| BUS 107 or English/Communication | 3 | MGT 201 | 3 |
| BUS 115 or MATH 120 | 3 | Program Elective | 6 |
| IS 101 or IS 201 | 3 | | |

## CTE CLASSROOM TEACHING

Please see the **Certificate of Achievement** page for a list of all courses filling general education requirements.

## Required Courses

| Course | Title | Units |
|---|---|---|
| **Total Requirements** | | **30 Units** |
| **Program Requirements** | | **21 Units** |
| **EDCT 230** | Introduction to Career & Technical Education | 3 |
| **EDCT 239** | Introduction to CTE Teaching Methods | 3 |
| **EDCT 247** | Introduction to CTE Curriculum & Instruction | 3 |
| **EDCT 260** | Teaching Reading, Writing and Math in a CTE Classroom | 3 |
| **EDCT 290** | Career Preparation through Performance Based Education | 3 |
| *Choose 6 units from the following program electives:* Any EDCT or EPD course | | 6 |
| **General Education Requirements** | | **9 Units** |
| English/Communications: EDCT 110 Required | | 3 |
| Human Relations: EDCT 212 Recommended | | 3 |
| Mathematics: Math 120 or higher Recommended | | 3 |

## Suggested Course Sequence

| First Semester | Units | Second Semester | Units |
|---|---|---|---|
| EDCT 110 | 3 | EDCT 239 | 3 |
| EDCT 230 | 3 | EDCT 260 | 3 |
| EDCT 247 | 3 | EDCT 290 | 3 |
| Program Elective | 3 | Program Elective | 3 |

| Mathematics (120 or higher) | 3 | Human Relations | 3 |
|---|---|---|---|

## COMPUTER INFORMATION TECHNOLOGY

The Certificate of Achievement in Computer Information Technology allows a student to gain foundational knowledge and earn different  industry recognized certifications that align with specific job opportunities in a variety of technology areas such as programming, front end or back end developer, networking, cybersecurity, IT program management and other emerging fields.  Students may pursue different areas of personal or professional interests based on their choice of electives.

**Please see the Certificate of Achievement page for a list of all courses filling general education requirements.**

### Required Courses

| Course | Title | Units |
|---|---|---|
| **Total Requirements** | | **30 Units** |
| **Program Requirements** | | **21 Units** |
| **CIT 112** | Network+ | 3 |
| **CIT 114** | IT Essentials | 4 |
| **CIT 128** | Introduction to Software Development | 4 |
| **CIT 217** | Security + | 3 |
| **Choose 7 units from the following program electives:** | | |
| *Any Computer Information Technology (CIT) course (units vary)* | | |
| **INF 100** | Introduction to Informatics I - Basic Concepts | 3 |
| **CS 135** | Computer Science I | 3 |
| **CS 202** | Computer Science II | 3 |
| **General Education Requirements** | | **9 Units** |
| English/Communications: *Must include a writing course* | | 3 |
| Human Relations Requirement | | 3 |
| Mathematics Requirement | | 3 |

## Suggested Course Sequence

| First Semester | Units | Second Semester | Units |
|---|---|---|---|
| CIT 112 | 3 | CIT 217 | 3 |
| CIT 114 | 4 | Program Elective | 7 |
| CIT 128 | 4 | Human Relations | 3 |
| English/Communications | 3 | Mathematics | 3 |

## CONSTRUCTION

This certificate program prepares students for careers in the construction industry, from entry level to management/supervision opportunities.  Students completing this certificate will be ready to advance to management careers that include foreman, site supervisor, planner, scheduler, estimator and more.

### Required Courses

| Course | Title | Units |
|---|---|---|
| **TOTAL REQUIREMENTS** | | **31-33 Units** |
| **PROGRAM REQUIREMENTS** | | **21 Units** |
| **CEM 100** | Fundamentals of Construction Management | 3 |

## Certificates of Achievement

| Course | Title | Units |
|---|---|---|
| **CONS 108** | Construction Materials and Methods I | 4 |
| **CONS 109** | Construction Materials and Methods II | 4 |
| **CONS 111** | Commercial Building Codes | 3 |
| **CONS 118** | Construction Contract Documents | 2 |
| **CONS 120** | Blueprint Reading and Specification | 3 |
| **CONS 205** | Construction Site Safety | 2 |
| **GENERAL EDUCATION REQUIREMENTS** | | **10-12 Units** |
| English/Communications Requirement: *Must include writing course* | | 6 |
| Mathematics Requirement: *MATH 110 or higher* | | 3 |
| Human Relations | | 1-3 |

**Please see the Certificate of Achievement page for a list of all courses filling general education requirements.**

## Suggested Course Sequence

| First Semester | Units | Second Semester | Units |
|---|---|---|---|
| CEM 100 | 3 | CONS 109 | 4 |
| CONS 108 | 4 | CONS 111 | 3 |
| CONS 205 | 2 | CONS 118 | 2 |
| English/Communications | 3 | CONS 120 | 3 |
| Mathematics | 3 | English/Communications | 3 |
| | | Human Relations | 1-3 |

## CRIMINAL JUSTICE

Designed for students or current peace officers seeking to advance their future in criminal justice. Students will gain knowledge and skills to obtain employment in various criminal justice occupations. Current peace officers can apply for Intermediate and Advanced POST certificates at an accelerated rate.

 EARN THIS CERTIFICATE ONLINE

## Required Courses

| Course | Title | Units |
|---|---|---|
| **Total Requirements** | | **30 Units** |
| **Program Requirements** | | **21 Units** |
| **CRJ 104** | Introduction to the Administration of Justice | 3 |
| **CRJ 106** | Introduction to Corrections | 3 |
| **or CRJ 211** | Police in America | |
| **CRJ 164** | Principles of Investigation | 3 |
| **CRJ 222** | Criminal Law and Procedure | 3 |
| **CRJ 225** | Criminal Evidence | 3 |
| **CRJ 270\*** | Introduction to Criminology | 3 |
| **Program Elective** | | 3 |
| **General Education Requirements** | | **6 Units** |

| Course | Title | Units |
|--------|-------|-------|
| English/Communications Requirement: *Must include writing course* | | 3 |
| Mathematics Requirement | | 3 |
| **General Elective** | | **3 Units** |

*\*CRJ 270 fulfills the Human Relations requirement.*

**Please see the Certificate of Achievement page for a list of all courses filling general education requirements.**

## Suggested Course Sequence

| CRIMINAL JUSTICE - Certificate of Achievement | | | |
|--------|--------|--------|--------|
| **First Semester** | **Units** | **Second Semester** | **Units** |
| CRJ 104 | 3 | CRJ 164 | 3 |
| CRJ 106 or CRJ 211 | 3 | CRJ 222 | 3 |
| CRJ 225 | 3 | CRJ 270 | 3 |
| English/Communications | 3 | Mathematics | 3 |
| Program Elective | 3 | General Elective | 3 |

# EARLY CHILDHOOD EDUCATION

Students will prepare to work in early childhood settings (day care, preschool education and community education programs) and learn human development and cognitive skills associated with early childhood and Pre-K children. Students interested in transferring to a four-year education program should consult with an academic advisor.

## Required Courses

| Course | Title | Units |
|--------|-------|-------|
| **Total Requirements** | | **30 Units** |
| **Program Requirements** | | **21 Units** |
| **ECE 250** | Intro to Early Childhood Education | 3 |
| **ECE 251** | Curriculum in Early Childhood Education | 3 |
| **ECE 204** | Principles of Child Guidance | 3 |
| **ECE 200** | The Exceptional Child | 3 |
| **HDFS 201** | Life Span Human Development | 3 |
| **HDFS 232** | Diversity and the Young Child - a Multicultural Perspective | 3 |
| ***Choose 3 credits units from the following program electives:*** ECE 231, HDFS 202, EDU 214, EDU 207, or PSY 233 | | 3 |
| **General Education Requirements** | | **9 Units** |
| English/Communications Requirements: Recommended: ENG 100 or ENG 101 *Must include a writing course* | | 3 |
| Mathematics Requirement: Recommended: Math 120 or higher | | 3 |
| General Elective | | 3 |

**Please see the Certificate of Achievement page for a list of all courses filling general education requirements.**

## EMERGENCY MEDICAL SERVICES

The Certificate of Achievement-Emergency Medical Services (EMS) is designed for individuals interested in providing care to patients in the pre-hospital setting, and will prepare students for Paramedic level training. This program will provide the knowledge, skills and attitudes necessary for an entry-level EMT/AEMT and allow eligibility to sit for national and state testing for emergency medical technician and advanced emergency medical technician. The program meets or exceeds the required skills and knowledge as set forth by the NHTSA's office of EMS National EMS Education Standards and Instructional Guidelines.

Important Information:

- EMT/AEMT learning activities are scheduled on and off campus on days, evenings and weekends.
- Course organization requires students to have basic computer skills, including the ability to navigate various online learning programs.
- Clinical experiences take place at acute care hospitals, clinics and other medical facilities.
- Field experience takes place on an ALS ambulance or ALS/ILS Fire Department Engine/Rescue under the direct supervision of a preceptor.
- Documentation and currency of the following is required prior to acceptance into the EMS 108 and/or EMS 115 courses:
  - An acceptable physical examination and required immunizations and tests.
  - Current CPR certification – American Heart Association Healthcare Provider.
  - Major medical health insurance (card required).
  - An acceptable background check.

*For EMS 115 an EMT Nevada State Certification IS required. National Registry Certification will not be accepted.

**Student Learning Outcomes:**

- Demonstrate behaviors consistent with professional and employer expectations of an entry-level EMT/AEMT.
- Demonstrate proficiency in all skills necessary to fulfill the role of an entry-level EMT/AEMT.
- Demonstrate the ability to comprehend, evaluate and apply information relative to the role of an entry-level EMT/AEMT.

# Required Courses

**Please see the Certificate of Achievement page for a list of all courses filling general education requirements.**

| Course | Title | Units |
|---|---|---|
| **TOTAL REQUIREMENTS** | | **30 Units** |
| **PROGRAM REQUIREMENTS** | | **18 Units** |
| **BIOL 200*** <br><br> **or EMS 205** | Elements of Human Anatomy & Physiology or Principles of Pathophysiology | 3 |
| **EMS 108** | Emergency Medical Technician (EMT) | 7.5 |
| **EMS 115**** | Advanced Emergency Medical Technician (AEMT) | 7.5 |
| *** BIOL 223 & BIOL 224 will be accepted in place of BIOL 200** <br> **** Current Nevada State EMT Certification is a required prerequisite for EMS 115.** | | |
| **GENERAL EDUCATION REQUIREMENTS** | | **12 Units** |
| English/Communications (Recommend COM 101) *Must include a writing course.* | | 6 |
| Human Relations Requirement: *Required: Any Psychology class except 210 (PSY 101 recommended)* | | 3 |
| Mathematics Requirement | | 3 |

## GENERAL BUSINESS

Provides students with knowledge and skills for employment in a wide variety of occupations in the field of business.

**Please see the Certificate of Achievement page for a list of all courses filling general education requirements.**

# Required Courses

| Course | Title | Units |
|---|---|---|
| **Total Requirements** | | **30 Units** |
| **Program Requirements** | | **15 Units** |
| **ACC 135** | Bookkeeping I | 3 |
| **or ACC 201** | Financial Accounting | |

| Course | Title | Units |
|---|---|---|
| **BUS 101** | Introduction to Business | 3 |
| **IS 101** | Introduction to Information Systems | 3 |
| **or IS 201** | Computer Applications | |
| **MGT 201** | Principles of Management | 3 |
| **MKT 210** | Marketing Principles | 3 |
| **Business Electives** | | **6 Units** |
| Any Accounting, Business, Economics, Entrepreneurship, Finance, Management, Marketing or Real Estate Courses | | |
| **General Education Requirements** | | **9 Units** |
| English/Communications Requirement:<br>Recommended: BUS 107 and BUS 108,<br>or ENG 101 and ENG 102, *must include a writing course* | | 6 |
| Mathematics Requirement | | 3 |

## Suggested Course Sequence

| BUSINESS - Certificate of Achievement | | | |
|---|---|---|---|
| **First Semester** | **Units** | **Second Semester** | **Units** |
| ACC 135 or ACC 201 | 3 | BUS 108 or ENG 102 | 3 |
| BUS 101 | 3 | BUS 115 or MATH 120 | 3 |
| BUS 107 or ENG 101 | 3 | MGT 201 | 3 |
| IS 101 or IS 201 | 3 | MKT 210 | 3 |
| Business Elective | 3 | Business Elective | 3 |

## GRAPHIC DESIGN

In as little as a year, students can enter the job market with specific skills and knowledge useful for employment and advancement.

**Please see the Certificate of Achievement page for a list of all courses filling general education requirements.**

## Required Courses

| Course | Title | Units |
|---|---|---|
| **Total Requirements** | | **30 Units** |
| **Program Requirements** | | **21 Units** |
| **ART 100** | Visual Foundations | 3 |
| **or ART 101** | Drawing I | |
| **GRC 116** | Introduction to Digital Art and Design | 3 |
| **GRC 200** | Design Thinking and Methodologies | 3 |
| **GRC 210** | Typography I | 3 |
| **GRC 220** | Graphic Design I | 3 |
| *Choose 6 units from the following program electives*: | | |
| **ART 260** | Survey Art History I | 3 |
| **ART 261** | Survey of Art History II | 3 |

| Course | Title | Units |
|---|---|---|
| **GRC 175** | Web Design I | 3 |
| **GRC 282** | Motion Graphics for Video | 3 |
| **MKT 210** | Marketing Principles | 3 |
| **General Education Requirements** | | **9 Units** |
| English/Communications Requirement | | 3 |
| Human Relations Requirement | | 3 |
| Mathematics Requirement | | 1-3 |
| General Elective | | 0-2 |

## Suggested Course Sequence

| GRAPHIC DESIGN - Certificate of Achievement | | | |
|---|---|---|---|
| **First Semester** | **Units** | **Second Semester** | **Units** |
| ART 100 or ART 101 | 3 | GRC 210 | 3 |
| GRC 116 | 3 | GRC 220 | 3 |
| GRC 200 | 3 | Program Elective | 3 |
| Program Elective | 3 | Mathematics | 3 |
| English/Communications | 3 | Human Relations or General Elective | 3 |

## HEATING VENTILATION, AIR CONDITIONING (HVAC)

The HVAC program prepares students for a heating and air conditioning industry career.  Students completing the certificate are ready to begin careers in HVAC installation, troubleshooting and repairing HVAC systems.

## Required Courses

| Course | Title | Units |
|---|---|---|
| **TOTAL REQUIREMENTS** | | **31-33 Units** |
| **PROGRAM REQUIREMENTS** | | **24 Units** |
| **AC 102** | Refrigeration Theory | 3 |
| **AC 106** | Residential Gas Heating | 6 |
| **AC 107** | Electrical and Controls for HVAC | 6 |
| **AC 113** | Schematic Reading for HVAC/R | 3 |
| **AC 150** | Basic Refrigeration Servicing | 6 |
| | | |
| **GENERAL EDUCATION REQUIREMENTS** | | **7-9 Units** |
| English/Communications Requirement: <br> *Must include writing course* | | 3 |
| Mathematics Requirement | | 3 |
| Human Relations | | 1-3 |
| **Please see the Certificate of Achievement page for a list of all courses filling general education requirements.** | | |

## Suggested Course Sequence

| First Semester | Units | Second Semester | Units |
|---|---|---|---|
| **HEATING, VENTILATION, AIR CONDITIONING (HVAC) - Certificate of Achievement** | | | |
| AC 102 | 3 | AC 106 | 6 |
| AC 107 | 6 | AC 150 | 6 |
| AC 113 | 3 | Mathematics | 3 |
| English/Communications | 3 | Human Relations | 1-3 |

## INDUSTRIAL ELECTRONICS TECHNOLOGY

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.

**Please see the Certificate of Achievement page for a list of all courses filling general education requirements.**

## Required Courses

| Course | Title | Units |
|---|---|---|
| **TOTAL REQUIREMENTS** | | **30 Units** |
| **PROGRAM REQUIREMENTS** | | **21 Units** |
| **ELM 110** | Basic Electricity | 3 |
| **ELM 112** | Electrical Theory, DC | 3 |
| **ELM 121** | Circuit Design | 3 |
| **MPT 111** | Fundamentals of Manufacturing & Automation I | 3 |
| **MPT 112** | Fundamentals of Manufacturing & Automation II | 3 |
| **OSH 222** | General Industry Safety | 1 |
| | | |
| *Choose 5 units from the following program electives:* | | |
| **Any MPT, ELM, DFT, ENGR, WELD, or MTT** | | |
| | | |
| **GENERAL EDUCATION REQUIREMENTS** | | **9 Units** |
| English/Communications Requirement: *Must include a writing course* | | 3 |
| Human Relations Requirement | | 3 |
| Mathematics Requirement: *MATH 110 or higher* | | 3 |

## Suggested Course Sequence

| First Semester | Units | Second Semester | Units |
|---|---|---|---|
| ELM 110 | 3 | ELM 121 | 3 |
| ELM 112 | 3 | MPT 112 | 3 |
| MPT 111 | 3 | Program Elective | 5 |
| OSH 222 | 1 | English/Communication | 3 |
| Mathematics | 3 | Human Relations | 3 |

## MACHINE TOOL TECHNOLOGY

Students will prepare for entry into machining occupations. Learn setup and use of industrial equipment and tools utilized by machinist to manufacture parts for all types of machines. Operation of CNC (computer numerical control) lathes and mills and other hand tools preparing students for National Institute for Metalworking Skills (NIMS) exams Levels 1 and 3.

**Please see the Certificate of Achievement page for a list of all courses filling general education requirements.**

### Required Courses

| Course | Title | Units |
| --- | --- | --- |
| **Total Requirements** | | **30 Units** |
| **Program Requirements** | | **20 Units** |
| **DFT 110** | Blueprint Reading for Industry | 3 |
| **or CONS 120** | Blueprint Reading and Specification | |
| **MTT 105** | Machine Shop I | 3 |
| **MTT 106** | Machine Shop Practice I | 2 |
| **MTT 110** | Machine Shop II | 3 |
| **MTT 111** | Machine Shop Practice II | 2 |
| **MTT 230** | Computer Numerical Control I | 4 |
| **Choose 3 units from any MTT course** | | 3 |
| **General Education Requirements** | | **10 Units** |
| English/Communications Requirements: Recommend: BUS 108; *Must include a writing course* | | 6 |
| Human Relations Requirement | | 1 |
| Mathematics Requirement: *MATH 110 Recommended* | | 3 |

## Suggested Course Sequence

| MACHINE TOOL TECHNOLOGY - Certificate of Achievement | | | |
| --- | --- | --- | --- |
| **First Semester** | **Units** | **Second Semester** | **Units** |
| MTT 105 | 3 | DFT 110/CONS 120 | 3 |
| MTT 106 | 2 | MTT 110 | 3 |
| MTT Elective | 3 | MTT 111 | 2 |
| English/Communications | 3 | MTT 230 | 4 |
| Human Relations | 1 | English/Communications | 3 |
| Mathematics | 3 | | |

## MECHATRONICS TECHNOLOGY

The Mechatronics Certificate of Achievement expands on the electrical and mechanical skills in the foundational courses and/or field experience to develop further proficiency in Industry 4.0 processes.

### Required Courses

| | | |
| --- | --- | --- |
| **Total Requirements** | | **30 Units** |
| **Program Requirements** | | **18 Units** |
| **MPT 111** | Fundamentals of Manufacturing and Automation I | 3 |

| MPT 112 | Fundamentals of Manufacturing and Automation II | 3 |
|---|---|---|
| MPT 160 | Mechanical Drive Systems I | 3 |
| ELM 127 | Introduction to AC Controls | 3 |
| ELM 134 | Programmable Logic Controllers I | 3 |
| OSH 222 | General Industry Safety | 1 |
| *Choose 2 units from the following program electives:* | | |
| Any AIT, ELM, ENGR, ET, MPT, or MT course | | units vary |
| | | |
| **General Education Requirements** | | **12 Units** |
| English/Communications Requirement: <br> *Must Include a writing course* | | 6 |
| Human Relations Requirement | | 3 |
| Mathematics Requirement: | | 3 |

## Suggested Course Sequence

| First Semester | Units | Second Semester | Units |
|---|---|---|---|
| ELM 127 | 3 | ELM 134 | 3 |
| MPT 111 | 3 | MPT 112 | 3 |
| OSH 222 | 1 | MPT 160 | 3 |
| Program Elective | 2 | English/Communications | 3 |
| English/Communications | 3 | Human Relations | 3 |
| Mathematics | 3 | | |

## WELDING TECHNOLOGY

Provides students with opportunities to practice and prepare for welding certification examinations and the knowledge and skills for employment in welding and related careers.

**Please see the Certificate of Achievement page for a list of all courses filling general education requirements.**

## Required Courses

| Course | Title | Units |
|---|---|---|
| **Total Requirements** | | **30 Units** |
| **Program Requirements** | | **18 Units** |
| **DFT 110** | Blueprint Reading for Industry | 3 |
| **WELD 211** | Welding I | 3 |
| **WELD 212** | Welding I Practice | 2 |
| **WELD 221** | Welding II | 3 |
| **WELD 222** | Welding II Practice | 2 |
| **WELD 250** | Welding Certification Preparation | 3 |
| **Welding Elective** | | 2 |
| **General Education Requirements** | | **12 Units** |
| English/Communications Requirements: | | 6 |

| Course | Title | Units |
|---|---|---|
| *Must include a writing course* | | |
| Human Relations Requirement: <br> *Recommended: BUS 110* | | 3 |
| Mathematics Requirement | | 3 |

## Suggested Course Sequence

| WELDING TECHNOLOGY - Certificate of Achievement | | | |
|---|---|---|---|
| **First Semester** | **Units** | **Second Semester** | **Units** |
| WELD 211 | 3 | DFT 110 | 3 |
| WELD 212 | 2 | WELD 221 | 3 |
| English/Communications | 3 | WELD 222 | 2 |
| Human Relations | 3 | WELD 250 | 3 |
| Mathematics | 3 | WELD Elective | 2 |
| | | English/Communication | 3 |

# SKILLS CERTIFICATES

## SKILLS CERTIFICATES

Students can earn an industry-recognized certification in as little as 8 weeks and enter the workforce above entry level. Skills Certificate programs are designed to prepare students to take state or other certified licensing exams. WNC will issue a certificate of completion for the courses of study, unless otherwise noted.

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

**Advanced Manufacturing**

- Industrial Electronics Technology
- Manufacturing Technician
- Mechatronics Foundation

**Allied Health**

- Certified Nursing Assistant
- Emergency Medical Services
- Firefighter I
- Laboratory Technician-Phlebotomy

**Automotive Technology**

- Automotive Brakes
- Automotive Collision Repair
- Automotive Electrical/Electronic Systems
- Automotive Steering & Suspension
- Automotive Manual Transmission & Transaxle
- Automotive Heating & Air
- Automotive Engine Performance

**Business/Accounting**

- Real Estate

**Computer Information Technology**

- Cisco Routing & Switching
- CyberSecurity
- Front End Developer
- IT Essentials
- IT Project Management
- IT Security: Ethical Hacking
- IT Security: General Security
- Microsoft Certified IT Professional - Server Administrator
- Network Support
- Secondary Education Endorsement - Programming

**Construction**

- Certified Inspector of Structures
- Construction Skills
- Construction Gateway
- Heating, Ventilation, Air-Conditioning/Refrigeration

**Energy Auditor**

- Energy Auditor

**Machine Tool Technology**

- National Institute for Metalworking Skills

**Teacher Education**

- Nevada State College Partnership
- Bachelor Degree State Licensure Preparation
- CTE Teacher Training
- Praxis Exam Preparation

**Welding**

- American Welding Society

## ADVANCED EMERGENCY MEDICAL TECHNICIAN

For certified EMTs, WNC offers training for career advancement. Students will learn 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.

## Required Courses

## Skills Certificates

| Course | Title | Units |
|---|---|---|
| **EMS 115** | Advanced Emergency Medical Technician (AEMT) | 7.5 |

*\* Current Nevada State EMT Certification is a required prerequisite for EMS 115.*

**OTHER IMPORTANT INFORMATION:**

- EMT/AEMT learning activities are scheduled on and o campus on days, evenings and weekends.
- Course organization requires students to have basic computer skills, including the ability to navigate various online learning programs.
- Clinical experiences take place at acute care hospitals, clinics and other medical facilities.
- Field experience takes place on an ALS ambulance or ALS/ILS Fire Department Engine/Rescue under the direct supervision of a preceptor.
- Documentation and currency of the following is required prior to acceptance into the EMS 108 and/or EMS 115 courses:
  - An acceptable physical examination and required immunizations and tests.
  - Current CPR certication American Heart Association Healthcare Provider.
  - Major medical health insurance (card required).
  - An acceptable background check.

*\*For EMS 115 an EMT Nevada State Certification IS required. National Registry Certification will not be accepted.*

**STUDENT LEARNING OUTCOMES:**

- Demonstrate behaviors consistent with professional and employer expectations of an entry-level EMT/AEMT.
- Demonstrate proficiency in all skills necessary to fulfill the role of an entry-level EMT/AEMT.
- Demonstrate the ability to comprehend, evaluate and apply information relative to the role of an entry-level EMT/AEMT.

# AUTOMOTIVE BRAKES

Prepares students for the National Automotive Service Excellence Exams.

**Third-party industry-recognized credentials can be earned throughout the program.**
**A fee is associated with most exams.**

## Required Courses

| Course | Title | Units |
|---|---|---|
| **AUTOMOTIVE BRAKES** | | **12 Units** |
| **AUTO 101** | Introduction to General Mechanics | 3 |
| **AUTO 115** | Auto Electricity & Electronics I | 4 |
| **AUTO 145** | Automotive Brakes | 4 |
| **OSH 222** | General Industry Safety | 1 |

# AUTOMOTIVE COLLISION REPAIR

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

**Third-party industry-recognized credentials can be earned throughout the program.**
**A fee is associated with most exams.**

## Required Courses

| Course | Title | Units |
|---|---|---|
| **AUTB 120** | Automotive Collision I | 3 |
| **AUTB 125** | Automotive Collision II | 3 |
| **AUTB 200** | Automotive Refinishing I | 3 |
| **AUTB 205** | Auto Refinishing II | 3 |

# AUTOMOTIVE ELECTRICAL/ELECTRONIC SYSTEMS

Prepares students for the National Automotive Service Excellence Exams.

**Third-party industry-recognized credentials can be earned throughout the program.**
**A fee is associated with most exams.**

## Required Courses

| Course | Title | Units |
|---|---|---|
| **AUTOMOTIVE ELECTRICAL/ELECTRONIC SYSTEMS** | | **12 Units** |
| **AUTO 101** | Introduction to General Mechanics | 3 |
| **AUTO 115** | Auto Electricity & Electronics I | 4 |
| **AUTO 117** | Advanced Auto Electronics | 4 |
| **OSH 222** | General Industry Safety | 1 |

## AUTOMOTIVE ENGINE PERFORMANCE

Prepares students for the National Automotive Service Excellence Exams.

**Third-party industry-recognized credentials can be earned throughout the program.**
**A fee is associated with most exams.**

### Required Courses

| Course | Title | Units |
|---|---|---|
| **Engine Performance Technician** | | **12 Units** |
| **AUTO 101** | Introduction to General Mechanics | 3 |
| **AUTO 115** | Auto Electricity & Electronics I | 4 |
| **AUTO 225** | Engine Performance I/Fuel & Ignition | 4 |
| **OSH 222** | General Industry Safety | 1 |

## AUTOMOTIVE HEATING & AIR CONDITIONING

Prepares students for the National Automotive Service Excellence Exams.

**Third-party industry-recognized credentials can be earned throughout the program.**
**A fee is associated with most exams.**

### Required Courses

| Course | Title | Units |
|---|---|---|
| **Automotive Heating & Air Conditioning** | | **11 Units** |
| **AUTO 101** | Introduction to General Mechanics | 3 |
| **AUTO 115** | Auto Electricity & Electronics I | 4 |
| **AUTO 160** | Auto Air Conditioning and Heating | 3 |
| **OSH 222** | General Industry Safety | 1 |

## AUTOMOTIVE STEERING & SUSPENSION

Prepares students for the National Automotive Service Excellence Exams.

**Third-party industry-recognized credentials can be earned throughout the program.**
**A fee is associated with most exams.**

### Required Courses

| Course | Title | Units |
|---|---|---|
| **AUTOMOTIVE Steering & Suspension** | | **12 Units** |
| **AUTO 101** | Introduction to General Mechanics | 3 |
| **AUTO 115** | Auto Electricity & Electronics I | 4 |

| Course | Title | Units |
|---|---|---|
| **AUTO 155** | Steering & Suspension | 4 |
| **OSH 222** | General Industry Safety | 1 |

## AUTOMOTIVE TRANSMISSION & TRANSAXLE

Prepares students for the National Automotive Service Excellence Exams.

**Third-party industry-recognized credentials can be earned throughout the program.**
**A fee is associated with most exams.**

### Required Courses

| Course | Title | Units |
|---|---|---|
| **AUTOMOTIVE TRANSMISSION/TRANSAXLE** | | **14 Units** |
| **AUTO 101** | Introduction to General Mechanics | 3 |
| **AUTO 115** | Auto Electricity & Electronics I | 4 |
| **AUTO 205** | Manual Drivetrain and Axles | 3 |
| **AUTO 210** | Automatic Transmissions & Transaxles I | 3 |
| **OSH 222** | General Industry Safety | 1 |

## CTE TEACHING I

**These courses are for CTE business & industry teachers (ideally years 1-3), CTE long-term subs, or those seeking a B&I teaching license, who need immediate classroom support. This program will build understanding of what CTE is, develop a foundational understanding of curriculum/ instruction and begin to meet provisional licensure requirements.**

### Required Courses

| Course | Title | Units |
|---|---|---|
| **EDCT 101 or** | Introduction to CTE Teaching 1 or | 3 |
| **EDCT 102** | Introduction to CTE Teaching 2 | |
| **EDCT 110\*\*** | Communication Skills for Teachers | 3 |
| **EDCT 230\*\*** | Introduction to Career and Technical Education | 3 |
| **EDCT 247\*** | Introduction to Curriculum & Instruction | 3 |
| **Program Elective** | Any EDCT or EPD (recommend EDCT 295 for new teachers or EDCT 239\*) | 3 |

*\*\*Meets general education requirement for COA or AAS*

*\*Courses that meet Nevada Department of Education licensure requirements for CTE Business & Industry licensure.*

## CTE TEACHING II

These courses are for CTE business & industry teachers, CTE long-term subs, or those seeking a B&I teaching license, who are working to meet licensure requirements within three years, have some comfort in the classroom and are seeking ways to better engage students, improve curriculum delivery methods, and provide support for students who are struggling with literacy issues (ie. special education or ESL students).

### Required Courses

| Course | Title | Units |
|---|---|---|
| **EDCT 239*** | Introduction to CTE Teaching Methods | 3 |
| **EDCT 260** | Teaching Reading, Writing and Math in CTE | 3 |
| **EDCT 290*** | Career Preparation through Performance Based Education | 3 |
| **Program Elective** | Any EDCT or EPD course (recommend EDCT 271* for licensure) | 3 |

*\*Courses that meet Nevada Department of Education licensure requirements for CTE Business & Industry licesnure.*

## CTE TEACHING LICENSURE, BUSINESS & INDUSTRY

These courses are for CTE business & industry teachers or anyone working to meet licensure requirements to include academic teachers who are already certified but have or will transition to CTE based on their work experience, new B&I teachers or those seeking a B&I license.

### Required Courses

| Course | Title | Units |
|---|---|---|
| **EDCT 212\*\*** | Family/Community Engagement and Advocacy for CTE Teachers | 3 |
| **EDCT 239** | Introduction to CTE Teaching Methods | 3 |
| **EDCT 247** | Introduction to CTE Curriculum & Instruction | 3 |
| **EDCT 271** | Introduction to Workforce Development & Career Tech Student Organizations | 3 |
| **EDCT 288\*\*** | Inclusive Strategies for Multicultural-Multilingual Students in CTE | 3 |
| **EDCT 290** | Career Preparation through Performance Based Education | 3 |

*\*\*Meets general education requirement for COA or AAS*

## CERTIFIED INSPECTOR OF STRUCTURES

These courses fulfill the minimum course requirements needed for licensure as a certified inspector of Structures-Residential.

### Required Courses

| Course | Title | Units |
|---|---|---|
| **CONS 260** | Certified Inspectors of Structures-Residential | 3 |
| **CONS 261** | Under-Floor Inspections-Certified Inspector | 1 |
| **CONS 262** | Above-Floor Inspections for Certified Inspector | 2 |
| **CONS 263** | Supervised Residential Inspections for Certification | 2 |

## CERTIFIED 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 facilities. 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.

This course prepares students to take the Nevada licensing exam for certification as a nursing assistant.

### Required Courses

| Course | Title | Units |
|---|---|---|
| **NURS 130** | Nursing Assistant | 6 |

## CISCO ROUTING & SWITCHING

In this program, students will develop the skills to plan, prepare, operate, monitor, and troubleshoot complex converged networks. Students will be prepared for the following industry certification exams: CompTIA A+, Comp TIA Network +, and Cisco CCNA Route and Switch. Students will also be eligible to take TestOut curriculum Pro series exams.

### Required Courses

| Course | Title | Units |
|---|---|---|
| **CIT 112** | Network+ | 3 |
| **CIT 114** | IT Essentials | 4 |
| **CIT 128** | Introduction to Software Development | 4 |
| **CIT 220** | Routing and Switching | 4 |

## CONSTRUCTION GATEWAY

These courses prepare students with the basic knowledge and skills needed on any jobsite. Upon successful completion, students are eligible to take the Construction Craft Laborer credential exam offered by the National Center for Construction Education and Research (NCCER).

### Required Courses

| Course | Title | Units |
|---|---|---|
| **CEM 100** | Fundamentals of Construction Management | 3 |
| **CONS 108** | Construction Materials and Methods I | 4 |
| **CONS 120** | Blueprint Reading and Specification | 3 |
| **CONS 205** | Construction Site Safety | 2 |
| **MATH 110** | Mathematics for Industry | 3 |

## CONSTRUCTION SKILLS

This certificate builds on the Construction Gateway, teaching more advanced construction methods, understanding building codes and reading contract documents. The required internship allows students to apply new concepts in a work environment (for those already working, this can be aligned with current job responsibilities).

### Required Courses

| Course | Title | Units |
|---|---|---|
| **BUS 107** | Business Speech Communications | 3 |
| **or ENG 101** | Composition I | |
| **CONS 109** | Construction Materials and Methods II | 4 |
| **CONS 111** | Commercial Building Codes | 3 |
| **CONS 118** | Construction Contract Documents | 2 |
| **CONS 290** | Internship in Construction | 3 |

## CYBERSECURITY

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

## Required Courses

| Course | Title | Units |
|---|---|---|
| CIT 217 | Security + | 3 |
| CIT 273 | Network Defense | 3 |
| CIT 274 | Ethical Hacking | 3 |
| CIT 275 | Hacking Forensics Investigation | 3 |

## EARLY CHILDHOOD EDUCATOR I

These courses provide students with the foundational skills needed to successfully work in an early childhood education setting, such as preschool, childcare or community education programs.  Coursework satisfies some of the initial courses of training required for caregivers working in licensed facilities (NAC 432A).  Please check the Nevada Registry for more information (nevadaregistry.org).

## Required Courses

| Course | Title | Units |
|---|---|---|
| ECE 250 | Intro to Early Childhood Education | 3 |
| ECE 204 | Principles of Child Guidance | 3 |
| ECE 168 | Infectious Diseases and First Aid | 1 |
| EMS 100 | Healthcare Provider CPR | 0.5 |

## EARLY CHILDHOOD EDUCATOR II

These courses advance the foundational skills needed for success in an early childhood education career, such as a preschool, childcare or community education program.  Coursework may satisfy initial courses of training required for caregivers working in licensed facilities (NAC 432A) or continuing education requirements.  Please check the Nevada Registry for more information (nevadaregistry.org).

## Required Courses

| Course | Title | Units |
|---|---|---|
| ECE 121 | Parent Care Relations | 1 |
| ECE 200 | The Exceptional Child | 3 |
| ECE 231 | Preschool Practicum: Early Childhood Lab | 3 |
| ECE 251 | Curriculum Development in Early Childhood Education | 3 |

## EMERGENCY MEDICAL SERVICES

EMS courses will prepare individuals with the knowledge and skills to assess and care for patients in an emergency or in an out-of-hospital setting. Courses are offered in a sequential series.  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 Advanced EMT.

### Emergency Medical Technician Basic

EMS 108 prepares students to take the National Registry Examination for Emergency Medical Technician (EMT) - Basic.

## Required Courses

| Course | Title | Units |
|---|---|---|
| EMS 108* | Emergency Medical Technician (EMT) | 7.5 |

# Advanced Emergency Medical Technician

For certified EMTs, WNC offers training for career advancement. Students will learn 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.

## Required Courses

| Course | Title | Units |
|---|---|---|
| **EMS 115*** | Advanced Emergency Medical Technician (AEMT) | 7.5 |

*\* Current Nevada State EMT Certification is a required prerequisite for EMS 115.*

**OTHER IMPORTANT INFORMATION:**

- EMT/AEMT learning activities are scheduled on and off campus on days, evenings and weekends.
- Course organization requires students to have basic computer skills, including the ability to navigate various online learning programs.
- Clinical experiences take place at acute care hospitals, clinics and other medical facilities.
- Field experience takes place on an ALS ambulance or ALS/ILS Fire Department Engine/Rescue under the direct supervision of a preceptor.
- Documentation and currency of the following is required prior to acceptance into the EMS 108 and/or EMS 115 courses:
    - An acceptable physical examination and required immunizations and tests.
    - Current CPR certication American Heart Association Healthcare Provider.
    - Major medical health insurance (card required).
    - An acceptable background check.

*For EMS 115 an EMT Nevada State Certification IS required. National Registry Certification will not be accepted.

**STUDENT LEARNING OUTCOMES:**

Upon completion of these courses students will be able to:

- Demonstrate behaviors consistent with professional and employer expectations of an entry-level EMT/AEMT.
- Demonstrate proficiency in all skills necessary to fulfill the role of an entry-level EMT/AEMT.
- Demonstrate the ability to comprehend, evaluate and apply information relative to the role of an entry-level EMT/AEMT.

**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. See the Nursing & Allied Health website for the process and procedures to follow.**

## ENERGY AUDITOR

These skills certificates will prepare students to earn Building Performance Institute (BPI) certifications required to conduct various types of residential energy audits. WNC is partnering with Everblue to offer these certificates as upskilling opportunities or through an apprenticeship structure.

For more information about enrolling in these programs, contact Deb Conrad: deb.conrad@wnc.edu

## Required Courses

| Course | Title | Units |
|---|---|---|
| **Residential Energy Auditor Foundation** | | **5 Units** |
| **ENRG 160** | Building Science Principles | 1 |
| **ENRG 161** | Building Analyst Technician | 3 |
| **ENRG 162** | Building Analyst Professional | 1 |
| **Residential Energy Auditor Advanced** | | **8 Units** |
| **ENRG 160** | Building Science Principles | 1 |
| **ENRG 161** | Building Analyst Technician | 3 |
| **ENRG 162** | Building Analyst Professional | 1 |
| **ENRG 165** | Professional Home Energy Auditor | 3 |
| **Residential Energy Auditor - Infiltration & Duct Leakage** | | **6 Units** |
| **ENRG 160** | Building Science Principles | 1 |

| Course | Title | Units |
|--------|-------|-------|
| **ENRG 161** | Building Analyst Technician | 3 |
| **ENRG 162** | Building Analyst Professional | 1 |
| **ENRG 164** | Building Infiltration & Duct Leakage | 1 |
| **Energy Audit Inspection** | | **6 Units** |
| **ENRG 160** | Building Science Principles | 1 |
| **ENRG 161** | Building Analyst Technician | 3 |
| **ENRG 162** | Building Analyst Professional | 1 |
| **ENRG 167** | Home Energy Audit Quality Control Inspection | 1 |
| **Energy Auditor Leadership** | | **7 Units** |
| **ENRG 160** | Building Science Principles | 1 |
| **ENRG 161** | Building Analyst Technician | 3 |
| **ENRG 162** | Building Analyst Professional | 1 |
| **ENRG 166** | Energy Auditor Leadership | 2 |

## FIREFIGHTER I

Students will be prepared for the following industry certifications exams:  IFSAC/NFPA Firefighter I

## Required Courses

| Program Requirements | | 15 Units |
|----------------------|---|----------|
| **FT 131** | Hazardous Materials Chemistry | 3 |
| *Choose 12 units of the following:* | | |
| **FT 106** | Firefighter I Academy | 12 |
| **OR** | | |
| **FS 107** | Fire Service Communication Skills | 3 |
| **FT 104** | Nevada Firefighter I | 3 |
| **FT 110** | Basic Wildland Fire | 3 |
| **FT 154** | Principles of Fire & Emergency Services | 3 |

## FOUNDATIONS IN ELEMENTARY EDUCATION

The courses in this skills certificate will provide participants with an overview of elementary education and prepare them to become certified paraprofessionals and/or provide the foundation to continue their educational pathway to an elementary education degree.  Students will be prepared to take the ETS-Praxis Parapro Assessment.

## Required Courses

| Course | Title | Units |
|--------|-------|-------|
| **EDU 201** | Introduction to Elementary Education | 3 |
| **EDU 203** | Introduction to Special Education | 3 |
| **EDU 206** | Classroom Learning Environments | 3 |
| **EDU 220** | Principles of Educational Psychology | 3 |
| **EDU 245** | Foundations of Elementary Literacy and the Science of Reading | 3 |

## FRONT END DEVELOPER

This program will provide the foundation for website development, preparing students for the following industry certifications exams:  CompTIA A+, CompTIA Network+ and CIT Site Developer Associate.  Students will also be eligible to take the TestOut Pro series exams.

### Required Courses

| Course | Title | Units |
|---|---|---|
| **CIT 112** | Network+ | 3 |
| **CIT 114** | IT Essentials | 4 |
| **CIT 128** | Introduction to Software Development | 4 |
| **CIT 151** | Beginning Web Development | 3 |

## HEATING VENTILATION AIR-CONDITIONING/REFRIGERATION

The skills certificate in HVAC prepares students for a heating and air conditioning industry career. Gain skills, knowledge and experience preparing for the in-demand jobs installing, troubleshooting and repairing HVAC systems.

### Required Courses

| Course | Title | Units |
|---|---|---|
| **AC 102** | Refrigeration Theory | 3 |
| **AC 107** | Electrical and Controls for HVAC | 6 |
| **AC 113** | Schematic Reading for HVAC/R | 3 |

## IT ESSENTIALS

This program will provide a solid foundation for students to continue in any area of study based on personal or pressional interest.  Students will be prepared for the following industry certification exams: CompTIA A+, Comp TIA Network +.  Students will also be eligible to take TestOut curriculum Pro series exams.

### Required Courses

| Course | Title | Units |
|---|---|---|
| **CIT 112** | Network+ | 3 |
| **CIT 114** | IT Essentials | 4 |
| **CIT 128** | Introduction to Software Development | 4 |

## IT PROJECT MANAGEMENT

IT project management includes overseeing projects for software development, hardware installations, network upgrades, cloud computing and virtualization rollouts, business analytics and data management projects and implementing IT services. In this program, studets will be prepared for the following industry certification exams: Microsoft MOS certification(s), CompTIA Project+, PMI CAPM.  Students will also be eligible to take the TestOut curriculum Pro series exams.

### Required Courses

| Course | Title | Units |
|---|---|---|
| **CIT 128** | Introduction to Software Development | 4 |
| **CIT 263** | Introduction to IT Project Management | 3 |
| **IS 101** | Introduction to Information Systems | 3 |
| **COM 101** | Oral Communications | 3 |

## IT SECURITY: ETHICAL HACKING

This program will prepare students to find vulnerabilities in information systems.  Students completing the program will be prepared for the following industry certification exams: Comp TIA Network +, EC-Council Certified Network Defender and EC-Council Certified Ethical Hacker.  Students will also be eligible to take the TestOut curriculum Pro series exams.

### Required Courses

| Course | Title | Units |
|---|---|---|
| **CIT 112** | Network+ | 3 |
| **CIT 128** | Introduction to Software Development | 4 |
| **CIT 273** | Network Defense | 3 |
| **CIT 274** | Ethical Hacking | 3 |

## IT SECURITY: GENERAL SECURITY

In this program, students will learn the baseline skills needed to perform core security functions needed for entry level positions.  Students completing the program will be prepared for the following industry certification exams: Comp TIA Network +, CompTIA Linux+ and CompTIA Security+.  Students will also be eligible to take the TestOut curriculum Pro series exams.

### Required Courses

| Course | Title | Units |
|---|---|---|
| **CIT 112** | Network+ | 3 |
| **CIT 128** | Introduction to Software Development | 4 |
| **CIT 173** | Introduction to Linux | 3 |
| **CIT 217** | Security + | 3 |

## INDUSTRIAL ELECTRONICS TECHNOLOGY

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).

### Required Courses

| Course | Title | Units |
|---|---|---|
| **MPT 111** | Fundamentals of Manufacturing and Automation I | 3 |
| **ELM 110** | Basic Electricity | 3 |
| **ELM 112** | Electrical Theory, DC | 3 |
| **ELM 121** | Circuit Design | 3 |
| **OSH 222** | General Industry Safety | 1 |

## LABORATORY TECHNICIAN - PHLEBOTOMY

Phlebotomy classes (LTE 101 and LTE 102) are listed in the class schedule under the Laboratory Technician heading. These 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 throughout the collection process.

### Required Courses

| Course | Title | Units |
|---|---|---|
| **LTE 101** | Fundamental Phlebotomy | 4 |
| **LTE 102** | Applied Phlebotomy | 3.5 |

## MACHINE TOOL TECHNOLOGY

Students will prepare for entry into machining occupations. Coursework will prepare students for various National Institute for Metalworking Skills exams.

### Required Courses

| Course | Title | Units |
|---|---|---|
| **MANUAL MACHINING** | | |
| **DFT 110** | Blueprint Reading for Industry | 3 |
| **MTT 105** | Machine Shop I | 3 |
| **MTT 106** | Machine Shop Practice I | 2 |
| **MTT 110** | Machine Shop II | 3 |
| **MTT 111** | Machine Shop Practice II | 2 |
| **Computer Numerical Controls (CNC) Machining** | | |
| **MTT 230** | Computer Numerical Control I | 4 |
| **MTT 232** | Computer Numerical Control II | 4 |
| **MTT 260** | Machine Shop IV | 3 |

## MANUFACTURING TECHNICIAN

The Manufacturing Technician program is the entry point for those seeking career opportunities in Advanced Manufacturing, Robotics and Mechatronics. This program will prepare individuals to succeed in modern production environments that use industry 4.0 controls, automation and processes. Upon completion, students will be prepared to earn the C-101 Certified Industry 4.0 Associate I - Basic Operation certificate through the Smart Automation Certification Alliance (SACA).

### Required Courses

| Course | Title | Units |
|---|---|---|
| **MPT 111** | Fundamentals of Manufacturing and Automation I | 3 |
| **MPT 112** | Fundamentals of Manufacturing and Automation II | 3 |
| **ELM 110** | Basic Electricity | 3 |
| **ELM 127** | Introduction to AC Controls | 3 |
| **OSH 222** | General Industry Safety | 1 |

## MECHATRONICS FOUNDATION

Mechatronics is the study of electrical, mechanical, fluid power and control components that make up automated systems in high-tech industrial environments. This program is for individuals currently working or seeking opportunities in occupations such as maintenance, IT and engineering. Students will become well-versed in basic factory floor controls, automation and programming, learning to analyze and modify modern production control systems that use industry 4.0 automation technologies and processes. Upon completion, students will be prepared for the SACA C-102 Certified Industry 4.0 Associate II.

*Instructor permission is required.*

### Required Courses

| Course | Title | Units |
|---|---|---|
| **MPT 160** | Mechanical Drive Systems I | 3 |
| **ELM 129** | Electric Motors & Drives | 3 |
| **ELM 134** | Programmable Logic Controllers I | 3 |
| **ELM 140** | Industrial Robotics | 3 |

## MICROSOFT CERTIFIED IT PROFESSIONAL - SERVER ADMINISTRATOR

This program is aligned with the Microsoft Certified Technology Specialist (MCTS) certification program and is designed to give the students the skills needed to implement a Microsoft product or technology as part of an organization's business solution.

### Required Courses

| Course | Title | Units |
|---|---|---|
| **CIT 211** | Microsoft Operating System Management | 3 |
| **CIT 212** | Microsoft Networking II | 3 |
| **CIT 213** | Microsoft 365 Security Administration | 3 |
| **CIT 214** | Microsoft Azure Administration | 3 |

## NETWORK SUPPORT

In this program, students will learn how to keep computer networks running efficiently.  Students will be prepared for the following industry certification exams: CompTIA A+, Comp TIA Network +, and Wireshark Certified Network Analyst.  Students will also be eligible to take TestOut curriculum Pro series exams.

### Required Courses

| Course | Title | Units |
|---|---|---|
| **CIT 112** | Network+ | 3 |
| **CIT 114** | IT Essentials | 4 |
| **CIT 128** | Introduction to Software Development | 4 |
| **CIT 270** | Network Tools | 4 |

## REAL ESTATE

WNC offers courses to prepare students for licensure by the Nevada Real Estate Division.

### Required Courses

| Course | Title | Units |
|---|---|---|
| **RE 101** | Real Estate Principles | 4 |
| **RE 103** | Real Estate Law And Practice | 4 |

## SECONDARY EDUCATION ENDORSEMENT - PROGRAMMING

This program satisfies the programming requirement for licensed secondary educators in Nevada to add the Advanced Computer Science endorsement, allowing them to teach high school computer science courses.  Coursework can be completed online.  Students will be prepared for the following industry certifications exams: Python Institute's PCEP - Certified Entry-Level Python Programmer and PCAP - Certified Associate in Python Programming certifications.

### Required Courses

| Course | Title | Units |
|---|---|---|
| **CIT 128** | Introduction to Software Development | 4 |
| **CIT 148** | Beginning Python Programming | 3 |

| Course | Title | Units |
|--------|-------|-------|
| **CIT 248** | Advanced Python Programming | 3 |

## WELDING SKILLS CERTIFICATES

Students are introduced to the many welding certifications available by meeting the standards of the American Welding Society codes. This includes instruction on code certification required by the American Petroleum Institute and the American Society of Mechanical Engineers.

## Required Courses

| Course | Title | Units |
|--------|-------|-------|
| **Shielded Metal Arc-Welding and Gas Metal Arc-Welding** | | |
| **WELD 211** | Welding I | 3 |
| **WELD 212** | Welding I Practice | 2 |
| **WELD 221** | Welding II | 3 |
| **WELD 222** | Welding II Practice | 2 |
| **Fluxed-Core Welding and Gas Tungston Arc-Welding** | | |
| **WELD 231** | Welding III | 3 |
| **WELD 232** | Welding III Practice | 2 |
| **WELD 241** | Welding IV | 3 |
| **WELD 242** | Welding IV Practice | 2 |
| **AWS Code Exam** | | |
| **WELD 250** | Welding Certification Preparation | 9 |

# COURSES

## ALL COURSES

## AIR CONDITIONING (AC)

**AC102**      **Refrigeration Theory**      **3 Credits**
Prerequisites: None Introduction to the fundamental principles of mechanical refrigeration. Designed for those pursuing a career in servicing, repairing and/or installing refrigeration and air conditioning equipment as well as building maintenance.

**AC106**      **Residential Gas Heating**      **6 Credits**
Prerequisites: AC 102, AC 107 Application of principles and skills in the troubleshooting, repair and maintenance of air conditioning, heating and ventilation equipment. Topics covered are the refrigeration cycle, gas furnace, oil furnace, heat pump, chilled water systems, hot water systems and cooling.

**AC107**      **Electrical and Controls for HVAC**      **6 Credits**
Prerequisites: None Familiarizes students with electrical applications and controls used in HVAC/R. Topics include basic electricity, wiring, schematics and controls found in heating, ventilation, air conditioning and refrigeration.

**AC113**      **Schematic Reading for HVAC/R**      **3 Credits**
Prerequisites: None Application of principles and skills in reading schematics seen in HVAC/R. Followed by the operation of air conditioning, heating and Refrigeration equipment. Topics covered are the cooling cycle, gas furnaces, Ice-Machines and Refrigeration systems both residential and commercial.

**AC150**      **Basic Refrigeration Servicing**      **6 Credits**
Prerequisites: AC 102, AC 107 Designed for those interested in entering the refrigeration service, installation or building maintenance fields. Orientated toward development of basic skills required in troubleshooting, repair and maintenance of refrigeration systems. Topics covered are soldering, silver soldering, service and troubleshooting tools and systems construction.

**AC198**      **Special Topics in Hvac**      **.5-6 Credits**
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.

## ACCOUNTING (ACC)

**ACC105**      **Taxation for Individuals**      **1-3 Credits**
Covers income, expenses, exclusions, deductions, and credits. Emphasizes the preparation of individual income tax.

**ACC135**      **Bookkeeping I**      **3 Credits**
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.

**ACC180**      **Payroll & Employee Benefit Accounting**      **3 Credits**
Prerequisites: ACC135,ACC201 or equivalent work experience Introduces payroll and employee benefit reporting to federal state, and local government agencies. Includes an overview of federal and state labor laws and specialized reporting requirements including both manual and computerized payroll accounting systems.

**ACC198**      **Special Topics in Accounting**      **1-3 Credits**
Applies to a variety of topics including short courses and workshops covering a variety of subjects in accounting.

**ACC201**      **Financial Accounting**      **3 Credits**
Recommended prerequisite: ACC 135 Introduces the basic principles of financial accounting for business enterprises with special emphasis on accounting for corporations. Includes theory of debit and credit, accounting cycle, special journals, receivables, depreciation, inventory, long-term debt, corporate capital, and preparation of basic financial statements.

**ACC202**      **Managerial Accounting**      **3 Credits**
Prerequisites: ACC 201 with a grade of C or better Introduces the basic principles of management accounting including manufacturing and cost accounting, budgeting, accounting for management decision-making, and financial statement analysis.

**ACC203**      **Intermediate Accounting I**      **3 Credits**
Prerequisites: ACC 201 with a grade of C or better 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.

**ACC204**      **Intermediate Accounting II**      **3 Credits**
Prerequisites: ACC203 Emphasizes accounting theory and concepts in corporate accounting. Areas of focus will include stockholder's equity, investments in securities and funds, financial reporting, and analysis of financial statements.

**ACC220**      **Microcomputer Accounting Systems**      **3 Credits**
Prerequisites: ACC201 Integrates the principles of accounting and the concepts of data processing. Students will become familiar with computerized accounting systems which are realistic examples of systems used in business today.

**ACC223**      **Introduction to Quickbooks**      **3 Credits**
Prerequisites: ACC135 or consent of instructor Introduces students to QuickBooks accounting program and computerized accounting. The student will receive hands-on training in the use of QuickBooks using fictitious case studies.

**ACC261**      **Governmental Accounting**      **3 Credits**
Prerequisites: ACC201 Introduces accounting and reporting for government and non-profit entities. Includes study of fund and budget accounts of local governmental units, revenues, appropriations, disbursements and assessments.

**ACC290**      **Certified Bookkeeper Course**      **6 Credits**
Prerequisites: ACC201 with a grade of C or better, or by demonstrating a thorough knowledge of double-entry accounting Offers skills for working professionals and students who wish to advance their career in the bookkeeping profession. Upon successful completion, students will be able to sit for a national exam administered by the American Institute of Professional Bookkeepers (AIPB). Upon passing this exam and completing two years of bookkeeping experience, individuals earn the right to call themselves "Certified Bookkeepers."

**ACC295**      **Work Experience I**      **1-6 Credits**
Prerequisites: consent of instructor Provides on-the-job supervised and educationally directed work experience.

**ACC299**      **Advanced Special Topics in Accounting 1-3 Credits**
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.

## AGRICULTURAL SCIENCE (AGSC)

**AGSC100**      **Elements of Livestock Production**      **3 Credits**
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.

**AGSC102**      **Agriculture Communication & Organization**      **1-3 Credits**
Prerequisite: None Designed for students interested in pursuing an agricultural career. Provides students with an in depth investigation into personal and interpersonal leadership. Teaches students to strengthen their leadership influence through a personal application of leadership skills, attitudes and dispositions.

**AGSC122 Intercollegiate Rodeo 2 Credits**
Prerequisite: None Designed for men and women interested in rodeo as a knowledgeable spectator, producer, or participant. Covers rodeo history, current rules, equipment use, and physical and mental conditioning.

**AGSC163 Horsemanship 2 Credits**
Prerequisite: None Demonstrates Western horseback riding techniques and equitation. Provides the foundation for good, basic, and effective horsemanship that can later be developed into more specialized. riding. Includes safety, handling, grooming, saddling, staling, feeding, health, exercise, and riding. All levels of ability are welcome as lab assignments are tailored to the skill levels of both student and horse.

**AGSC198 Special Topics in Agriculture 1-6 Credits**
Prerequisite: None Selected agricultural topics offered for general interest in the agricultural community. Repeatable to a maximum of six units.

**AGSC206 Fundamentals of Animal Nutrition 3 Credits**
Prerequisite: AGSC 100 or 105 Provides an overview of animal nutrition as the basis for livestock feeding and nutrition. Discusses the fundamentals of digestion and absorption in both ruminants and non-ruminants. Emphasizes the nutritive value of feeds as they relate to the formulation of livestock rations, including by-product feeding.

**AGSC211 Agribusiness Management 3 Credits**
Applies business management principles to the operation of commercial farms/ranches and food processing/manufacturing firms.

# APPLIED INDUSTRIAL TECHNOLOGY (AIT)

**AIT101 Fundamentals Of Applied Industrial Technology 4 Credits**
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.

**AIT102 Measurement Tools and Methods 1-2 Credits**
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.

**AIT103 Intro to Machine Tool Technologies 1 Credit**
Introduction to the fundamental concepts of using a drill press and band saw, including their parts and controls. These tools will be utilized in the manufacturing process to cut materials and countersink, counterbore, ream and tap holes. Lab experiments will be accomplished through simulated tools and test equipment.

**AIT121 Electrical Control Systems 1-3 Credits**
Prerequisite: AIT 101 Covers the function and operation of logic control circuits used in industrial, commercial and residential applications. Relays, limit switches and time-delays are introduced for a variety of uses. Automation with electrical control is common in many settings, using components wired together in specific configurations that form the logic needed to determine the sequences of machine operations.

**AIT125 Industrial Robotics in the Manufacturing Industry .5-6 Credits**
Prerequisites: AIT 101 Covers the fundamentals of industrial robotics found in modern manufacturing, logistics and distribution environments. Covers servo robot system components, prepares students to perform robotic movement using articular and/or Cartesian coordinates, ensures exposure to the design of programs for point-to-point and task activities, includes analysis of industrial robotic integration to standardize production line systems, and integrates basic troubleshooting techniques into robot theory and operation.

**AIT131 Basic Industry 4.0 Certification 2-4 Credits**
Prerequisites: None Smart Automation Certification Alliance Industry 4.0 Associate - Basic Operations Certification prepares individuals to succeed in operations and assembly positions in modern production environments that use Industry 4.0 automation technologies. Class provides the knowledge and skills necessary to earn this nationally recognized certification and it is also ideal for individuals in related occupations who want to learn more about automated equipment and processes. Topics include: concepts & terminology of smart manufacturing, basic setup, adjustment & operation of automated machines, safety, hand tools, blueprint & schematic reading, precision measurement, basic electrical control, pneumatic & sensor systems operation, basic robot operation & terminology and production monitoring via HMI.

**AIT155 Applied Industrial Technology Hands On Lab 1-6 Credits**
Allows students of Applied Industrial Technology to use hands-on trainers and equipment as they become available for the study of various topics.

**AIT198 Special Topics in Applied Industrial Technology 1-6 Credits**
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.

**AIT200 Applied Industrial Technology Projects 1-6 Credits**
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.

**AIT201 Pneumatic Power Technologies 1-3 Credits**
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 values will be explained, and skills working with pneumatic schematics will be strengthened by using simulated tools and test equipment.

**AIT250 Mechatronics: Electrical Components 3 Credits**
3 units Prerequisite or Corequisite: AIT 101 Covers the basics of electrical components in a complex mechatronic system. Students will learn the basic functions and physical properties of electrical components, and the roles they play within the system. Technical documentation such as data sheets, schematics, and timing diagrams will be covered while exploring troubleshooting strategies and preventive maintenance.

**AIT251 Mechatronics: Mechanical Components 3 Credits**
3 units Prerequisite or Corequisite: AIT 250 Covers the basics of pneumatic, electropneumatic and hydraulic control circuits in a complex mechatronic system. Teaches the functions and properties of control elements based upon physical principles, and the roles they play within the system. Covers technical documentation such as data sheets, circuit diagrams, displacement step diagrams and function charts while exploring troubleshooting strategies and preventive maintenance. Covers the basics of mechanical components in a complex mechatronic system. Students will learn the basic functions and physical properties of mechanical components, and the roles they play within the system. Technical documentation such as data sheets, schematics, and timing diagrams will be covered while exploring troubleshooting strategies and preventive maintenance.

**AIT252 Mechatronics: Pneumatic & Hydraulic 3 Credits**
3 units Prerequisite or Corequisite: AIT 251 Covers the basics of pneumatic, electropneumatic and hydraulic control circuits in a complex mechatronic system. Students will learn the functions and properties of control elements based upon physical principles, and the roles they play within the system. Technical documentation such as data sheets, circuit diagrams, displacement step diagrams and function charts will be covered while exploring troubleshooting strategies and preventive maintenance.

**AIT253 Mechatronics: Programmable Logic Controllers 3 Credits**
3 units Prerequisite or Corequisite: AIT 252 Covers the fundamentals of digital logic and an introduction to programmable logic controllers (PLCs) in a complex mechatronic system. Students will learn the role PLCs play within a mechatronic system or subsystem; students will explore basic elements

of PLC functions by writing and testing programs to control them. Course teaches students how to identify malfunctioning PLCs, as well as to apply troubleshooting strategies to identify and localize problems caused by PLC hardware.

**AIT270      Mechatronics 2: Process Control Technologies    3 Credits**
Prerequisites: AIT 253 Covers content specifically outlined by the Siemens Mechatronic Systems Certification Program (SMSCP) exam objectives and is part of a six-course series to prepare students for the SMSCP Level 2 industry credential exam. Topics include closed loop and other technologies used in process control in the context of a complex mechatronic system are included. Students will understand and establish operating parameters as PID controllers are introduced and explored, along with strategies for optimizing them. Troubleshooting strategies for a variety of industry controllers and their applications are embedded throughout the course.

**AIT271      Mechatronics 2: Intro to Totally Integrated Automation    3 Credits**
Prerequisites: AIT 253 Covers content specifically outlined by the Siemens Mechatronic Systems Certification Program (SMSCP) exam objectives and is part of a six-course series to prepare students for the SMSCP Level 2 industry credential exam. Introduces the Siemens concept of Totally Integrated Automation by looking at field level analogue sensors and actuators and up to the control level with programming and networking Programmable Logic Controllers (PLCs). Hands-on lab work includes connecting devices and controls, evaluating and writing a PLC program with analogue values and STEP 7 software functions like comparison, memory, arithmetic, conversion, and jump. Including the basics of MPI-Bus and PROFIBUS system, and wire modules to a PLC. Maintenance and troubleshooting of these PLC programs and bus systems are essential components of the course.

**AIT272      Mechatronics 2: Automation Systems    3 Credits**
Prerequisites: AIT 253 Covers content specifically outlined by the Siemens Mechatronic Systems Certification Program (SMSCP) exam objectives and is part of a six-course series to prepare students for the SMSCP Level 2 industry credential exam. Course is divided into two main sections: Manufacturing Technologies, including CNC, CAD and CAM, and Microcontrollers and Programming, which constitute essential tools in modern manufacturing, particularly in mechatronic systems. Introduces through the microcontroller section the theory behind microcontroller and microprocessor architecture, and its ways of interaction with other electronic elements to explore applications. This theory is complemented with practical exercises that reflect the importance of microcontrollers in a mechatronic system. Covers an exploration of manufacturing automation and the concepts of Metal Cutting, Modal analysis, CNC, CAM and CAD. Provides students with part of the skill set necessary to maintain and improve mechatronic systems.

**AIT273      Mechatronics 2: Motor Control    3 Credits**
Prerequisites: AIT 253 Covers general machine operation, different types of braking and loads on a motor, and motor efficiency and power. Different control techniques are introduced, including different methods of starting a motor, controlling voltage and frequency, and the role of different sensors in relation to motor operation. Troubleshooting techniques and an examination of the various causes of motor failure are explored; preventive measures to protect motors are also introduced.

**AIT274      Mechatronics 2: Mechanics and Machine Elements    3 Credits**
Prerequisites: AIT 253 Covers content specifically outlined by the Siemens Mechatronic Systems Certification Program (SMSCP) exam objectives and is part of a six-course series to prepare students for the SMSCP Level 2 industry credential exam. Focuses on the study of the mechanical components that are included in a complex mechatronic system. Includes overview of statics and kinetics, which include; force system analysis, study of equilibrium, frames and machines, friction and effects of forces on the motion of objects among other basic topics. Covers machine elements, fundamentals of a variety of components expanding the material into calculations involving force, stress and wear analysis and investigation of the appropriate component required in given a system. Included are the deployment of these techniques for supporting mechatronic systems and to ensure its proper function, correct possible defects that may interrupt the process, and to plan preventive maintenance operations on them while observing and incorporating safety standards.

**AIT275      Mechatronics 2: Manufacturing Processes    3 Credits**
Prerequisites: AIT 253 Covers content specifically outlined by the Siemens Mechatronic Systems Certification Program (SMSCP) exam objectives and is part of a six-course series to prepare students for the SMSCP Level 2 industry credential exam. Course is divided into two main sections: process management, and function and importance of a hands-on design project. Lessons and labs explore engineering technology in ways that ensure students have an awareness of what it is like to work with customers, timelines, budgetary restrictions, and in general to include some basic business sense in the spirit of their work. The simulations and exercises in this course emphasize business-related factors that further develop well-rounded mechatronics technicians.

**AIT285      AIT Certification/Examination Prep    1-3 Credits**
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.

**AIT290      Applied Industrial Technology Internship    1-6 Credits**
Prerequisite: Consent of Instructor. Allows students to apply knowledge to real on-the-job situations in a program designed by a company official and faculty advisor to maximize learning experiences.

# AMERICAN SIGN LANGUAGE (AM)

**AM140      American Sign Language I & II    6 Credits**
Introduces ASL and focuses on the development of basic conversational skills, emphasizing receptive abilities.

**AM141      American Sign Language III & IV    6 Credits**
Prerequisites: AM 140 or AM 145 / AM 146 American Sign Language III promotes the shift from comprehension to production of ASL to bring the students current ASL fluency to a point of self-generated ASL. American Sign Language IV encourages the student to expand his or her command of discourse in ASL on various everyday topics.

**AM145      American Sign Language I    4 Credits**
Introduces ASL and focuses on the development of basic conversational skills, emphasizing receptive abilities.

**AM146      American Sign Language II    4 Credits**
Prerequisites: AM145 Continues to stress the development of basic conversational skills with emphasis on expanding vocabulary and expressive skills.

**AM147      American Sign Language III    4 Credits**
Prerequisites: AM146 Promotes the shifting from comprehension to production of ASL to bring one's current ASL fluency to a point of self generated ASL.

**AM148      American Sign Language IV    4 Credits**
Prerequisites: AM147 Encourages the student to expand his or her command of discourse in ASL on various everyday topics.

**AM149      American Sign Language V    4 Credits**
Prerequisites: AM148 Emphasizes conversational fluency in American Sign Language. Identification of discourse styles in ASL, which will lead to the ability to initial, maintain and conclude conversational interactions with various deaf language styles and/or preference.

**AM150      American Sign Language VI    4 Credits**
Prerequisites: AM149 Final course in the American Sign Language series, covering a culmination of all signs, pragmatics, grammar and fingerspelling skills acquired throughout the series. Emphasis is on utilizing all ASL skills simultaneously and fluently.

**AM151      Fingerspelling I    1 Credit**
Develops basic skills in receptive and expressive fingerspelling.

**AM152**      **Fingerspelling II**      **1 Credit**
Prerequisites: AM151 or current enrollment in AM 151 Improves receptive and expressive fingerspelling skills to intermediate/advanced levels.

**AM201**      **Interpreting I**      **3 Credits**
Prerequisites: AM146 Exposes students to the profession of sign language interpretation, providing them with an opportunity to determine their interest in the field.

**AM202**      **Interpreting II**      **3 Credits**
Prerequisites: AM201 Develops the student's receptive and expressive skills in interpreting. Includes a series of activities leading from consecutive interpretation to simultaneous interpretation skills.

**AM203**      **Interpreting Sign Language III**      **3 Credits**
Prerequisites: AM202 Develops the student's receptive and expressive skills in interpreting for deaf individuals. Follows a sequenced series of consecutive interpretation to simultaneous interpretation skills.

**AM208**      **Observation/Practicum in Interpreting**    **3 Credits**
Prerequisite: Instructor Approval Provides opportunities to shadow, observe, and interact with professional interpreters in a supervised observation/practicum setting.

**AM215**      **Conversational ASL**      **4 Credits**
Prerequisites: AM147 Focuses on the natural use of American Sign Language. Appropriate use of ASL grammar and vocabulary in conversational situations is stressed. Students master appropriate pragmatics, use of facial expressions, space, fingerspelling and classifiers, simultaneously for conversational fluency.

**AM216**      **Receptive ASL**      **4 Credits**
Prerequisites: AM147 Provides opportunities for students to develop receptive skills with a wide variety of signers. Receptive language of children, teens, adults with various socio-economic levels, and senior signers will be developed. Acquisition and comprehension of regional signs, "slang" signs, and generational signs will also be emphasized.

**AM217**      **Language and Literacy for Deaf/Hard of Hearing Children**      **3 Credits**
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 dear and hard of hearing children.

**AM253**      **Deaf Culture**      **3 Credits**
Prerequisites: AM145 Offers a study of people who are deafened. Includes clinical and audiological descriptions of deafness and its course.

**AM254**      **Deaf History**      **3 Credits**
Examines segments of the history of deaf people and the deaf community, as well as the deaf experience from a historical perspective.

**AM299**      **Special Topics in Sign Language**      **.5-3 Credits**
Includes short courses and experimental classes covering a variety of subjects. May be repeated for up to six credits.

## ANTHROPOLOGY (ANTH)

**ANTH110L**      **Biological Anthropology Lab**      **1 Credit**
Corequisites: ANTH102 Provides practical experience in aspects of physical anthropology: the mechanisms of inheritance, osteology and forensic science, comparative anatomy and human evolution, and aspects of modern human variability.

**ANTH101**      **Introduction to Cultural Anthropology**    **3 Credits**
Introduces human culture and society. Provides an understanding of human diversity through a comparative study of politics, religion, economics and social organization.

**ANTH102**      **Introduction to Biological Anthropology**    **3-5 Credits**
Recommended corequisite: ANTH 110L Explores the biological and evolutionary origins of humans through the examination of the fossil record, the study of primates, and the study of human biology.

**ANTH198**      **Special Topics: Anthropology**      **1-3 Credits**

**ANTH201**      **Peoples & Cultures of the World**      **3 Credits**
Offers a comparative survey of selected societies from throughout the world. Emphasis is on the impact of global developments on traditional societies.

**ANTH202**      **Archaeology**      **3 Credits**
Surveys archaeology in the Old and New Worlds. Examines methods used by archaeologists to describe and explain prehistoric cultures.

**ANTH213**      **Introduction to Indigenous Peoples of the Great Basin**      **3 Credits**
Introduces the Indigenous Nations of the Great Basin summarizing ethnographic and contemporary issues of Indigenous Nations of the Great Basin and the indigenous groups that are geographically adjacent and have influenced Basin cultures. Examines the archaeological documentation of pre-contact conditions. .

**ANTH214**      **Introduction to Mesoamerican Prehistory and Archaeology**      **3 Credits**
Introduces students to the archaeology and prehistory of Mesoamerica. Includes the development of complex societies in Mexico and Central America.

**ANTH215**      **Introduction to Faith Witchcraft & Magic**    **3 Credits**
Introduces students to the anthropological study of religion as a human institution. Examines the history, methods, and current status of the field.

**ANTH443**      **Environmental Archaeology**      **3 Credits**
Topics selected from paleoecology, taphonomy, geoarchaeology, and dating methods. Lectures, readings, and field trips cover advanced principles, method and theory, and practical applications.

## ART (ART)

**ART100**      **Visual Foundations**      **3 Credits**
Explores visual forms and contemporary concepts through a variety of media, presentations and discussions.

**ART101**      **Drawing I**      **3 Credits**
Develops drawing skills through practice with a broad variety of drawing tools and techniques. 1 hour lecture/4 hours studio per week.

**ART102**      **Drawing II**      **3 Credits**
Prerequisites: ART101 Continues ART 101 with increased emphasis on the refinement of drawing skills. One hour lecture/ four hours studio per week.

**ART111**      **Beginning Ceramics**      **3 Credits**
Introduces basic ceramic techniques and concepts including both hand-built and wheel thrown vessels as well as both utilitarian and non-utilitarian ceramic forms.

**ART124**      **Beginning Printmaking**      **3 Credits**
Introduces printmaking processes emphasizing relief, intaglio, lithographic, and screen processes.

**ART127**      **Watercolor I**      **3 Credits**
Offers a beginning course in watercolor painting with emphasis on materials and techniques which contribute to the production of quality works of art.

**ART131**      **Introduction to Painting**      **3 Credits**
Introduces the basics of various traditional and contemporary painting media.

**ART135 Darkroom Photography I 3 Credits**
Prerequisite: None Introduction to photographic techniques and practices through the use of 35mm cameras, black & white film, and darkroom processes including development and printing.

**ART141 Introduction to Digital Photography I 3 Credits**
Introduces photographic techniques. Topics include exposure, camera controls, digital printing, file management. Explores creative possibilities and thematic modes of photography; working in series.

**ART151 Introduction to Time Based Media/ Videography 3 Credits**
Prerequisites: None Introduces Time-Based Media/Videography using still and moving images. Lecture and studio study using broadcast video as a means of personal expression. Discussion of technical and theoretical themes; production by students of short videos that demonstrate understanding of these concepts.

**ART160 Art Appreciation 3 Credits**
Studies art, artists and art media of various historical periods to develop the student's capacity to evaluate and appreciate them.

**ART201 Life Drawing I 3 Credits**
Prerequisites: ART101 Practices drawing the human figure from nude models. Emphasizes the expressive potentialities of human figure, and the production of quality drawings. One hour lecture and four hours studio per week.

**ART211 Ceramics I 3 Credits**
Offers a beginning studio course in ceramic construction and decoration. Lecture and laboratory methods are used to give special attention to the development of individual student's skills. Uses potter's wheels. One hour lecture and four hours studio per week.

**ART212 Ceramics II 3 Credits**
Prerequisites: ART211 Continues ART 211 but with increased attention given to further refinement of skills. One hour lecture/four hours studio per week.

**ART214 Introduction to Book Art: Intersection of Art and Design 3 Credits**
Prerequisites: None Introduction to the book as a physical object. Course covers the field of artists' books as a form of artistic expression and inquiry as well as antiquarian books. Course introduces the mechanics of printing on cylinder and platen presses and several binding structures.

**ART218 The Artist's Book 3 Credits**
Prerequisite: ART 214 or instructor permission Provides the opportunity for students to create a limited-edition, letterpress-printed artist's book edition of 12-15 copies. Students will write original text, generate imagery using traditional and alternative printing techniques, hand set type, letterpress print on antique printing pressed, and hand-bind each copy of their artist's book.

**ART225 Intermediate Printmaking 3 Credits**
Prerequisites: ART124 Continues Art 124 with emphasis on contemporary techniques and processes for traditional intaglio, lithography, and digital imaging techniques for intaglio and lithographic processes.

**ART227 Watercolor II 3 Credits**
Prerequisites: ART127 Continues exploration of watercolor techniques and concepts including gouache and related media.

**ART231 Painting I 3 Credits**
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.

**ART232 Painting II 3 Credits**
Prerequisites: ART231 Continues ART 231, with increased emphasis on refinement of basic painting skills. One hour lecture and four hours studio per week.

**ART235 Photography II 3 Credits**
Prerequisites: ART135 or 141 Covers artificial lighting techniques and theory; strobe equipment, hotlights and electronic flashes. Students produce a portfolio of work demonstrating knowledge of these techniques.

**ART236 Darkroom Photography II 3 Credits**
Prerequisites: ART 135 Advanced darkroom photography course involving continued explorations of numerous photographic techniques, compositional styles, concepts and critical analysis of photography as a Fine Art.

**ART237 Photography II Color 3 Credits**
Prerequisite: ART 141 Covers continued explorations of numerous photographic techniques, compositional styles, concepts and critical analysis of photography as a Fine Art.

**ART260 Survey Art History I 3 Credits**
Surveys art of the western world from prehistoric times through the Gothic Period.

**ART261 Survey of Art History II 3 Credits**
Surveys art of the western world from the Renaissance to the present.

**ART299 Special Topics in Studio Art 1-3 Credits**
Applies to assorted short courses and workshops covering a variety of subjects. May be repeated for up to six credits.

## ASTRONOMY (AST)

**AST109 Planetary Astronomy 3 Credits**
Prerequisites: MATH120,MATH126 or higher or consent of instructor Offers a descriptive introduction to current concepts of the solar system, modern observational techniques, and their results. Utilizes telescopes and observatory facilities. Includes four laboratory experiences.

**AST110 Stellar Astronomy 3 Credits**
Prerequisites: MATH120,MATH126 or higher or consent of instructor Offers a descriptive introduction to stellar and galactic systems, the life cycle of stars, theories of the universe and its formation. Utilizes telescopes and observatory facilities. Includes four laboratory experiences.

**AST120 Introduction to Astrobiology 3 Credits**
Study of the origin, evolution and distribution of life in the geology, planetary science, atmospheric science, oceanography, and other sciences. Will explore the scientific reasons behind why the Solar System harbors a living planet. Covers the factors that allow the Earth to support life and the potential for life on other planets within the universe.

## ATMOSPHERIC SCIENCE (ATMS)

**ATMS117 Meteorology 3 Credits**
Covers the elements that make up meteorology, potential climate change, severe weather, and weather forecasting.

## AUTOMOTIVE AUTOBODY (AUTB)

**AUTB120 Automotive Collision I 3 Credits**
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.

**AUTB125 Automotive Collision II 1-6 Credits**
Prerequisites: AUTB120 Continues AUTB 120 with more advanced hands-on skill and knowledge in auto body construction, tools, safety and work with metal, plastic, fiberglass and trim.

**AUTB200 Automotive Refinishing I 3 Credits**
Provides fundamental instruction of hands-on skill and knowledge in the painting and refinishing, including metal preparation, sanding techniques, masking and priming.

**AUTB205 Auto Refinishing II 1-6 Credits**
Prerequisites: AUTB200 Continues AUTB 200 with more advanced hands-on skill and knowledge in the painting and refinishing of auto bodies.

# AUTOMOTIVE MECHANICS (AUTO)

### AUTO101        Introduction to General Mechanics        3 Credits
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.

### AUTO115        Auto Electricity & Electronics I        4 Credits
Prerequisites: AUTO 101 Topics include mastery of DC electricity, use of digital multimeters, troubleshooting electrical problems in starting, charging and accessory systems. Prepares students for ASE certification.

### AUTO117        Advanced Auto Electronics        4 Credits
Prerequisites: AUTO115 Advanced AC and DC automotive electronic circuits. Troubleshooting electronically controlled components including supplemental restraint systems and convenience accessories. Prepares students for ASE certification.

### AUTO130        Engine Reconditioning        3 Credits
Prerequisites: AUTO101 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.

### AUTO140        Automotive Brake Systems        3 Credits
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.

### AUTO145        Automotive Brakes        4 Credits
Prerequisites: AUTO 101 Focus is on theory, diagnosis, and service of drum, disc, and anti-lock braking systems, brake component machining, hydraulic component reconditioning, friction and hardware replacement. Prepares students for ASE certification.

### AUTO155        Steering & Suspension        4 Credits
Prerequisites: AUTO 101 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.

### AUTO160        Auto Air Conditioning and Heating        1-3 Credits
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.

### AUTO185        Introduction to Alternative Fueled Vehicles        3 Credits
Prerequisite(s): AUTO 117 or instructor approval. Familiarizes students with the alternative fuels movement and the laws, regulations and programs affecting alternative fuels. The design and operation of alternative gaseous, liquid, bio-fuels, hydrogen, hybrid, electric vehicles and emerging technologies will be covered.

### AUTO198        Special Topics in Automotive Mechanics        3-6 Credits

### AUTO205        Manual Drivetrain and Axles        3 Credits
Prerequisite(s): AUTO 101 Covers theory and operation of the automotive and light truck manual drive trains and axles. Emphasis is placed on operation, maintenance, diagnosis, repair, clutch assemblies, differentials, drivelines, axles and manual transaxles. Components will be inspected for wear and failure. Drive train components will be reassembled to manufactures specifications.

### AUTO210        Automatic Transmissions & Transaxles I 3 Credits
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.

### AUTO225        Engine Performance I/Fuel & Ignition        4 Credits
Prerequisites: AUTO 101 A study of engine related subsystems which include ignition, fuel, cooling, starting, and charging systems. Theory and testing of computerized engine management systems. Prepares students for ASE certification.

### AUTO227        Engine Performance II/Emission Control 4 Credits
Prerequisites: AUTO225 Automotive emission control systems. Preparation on current gas analyzers for the purpose of diagnosis and repair of specific emission devices. Prepares students for ASE certification.

### AUTO235        Engine Performance III/Diagnostics        4 Credits
Prerequisites: AUTO227 Computerized engine and fuel management control. Operational theory of automotive computers. Use of hand held diagnostic interfaces. Prepares students for ASE certification.

### AUTO291        Work Experience I        1-4 Credits
Prerequisite(s): Instructor Approval Expands opportunities for applied learning by participating in educationally-directed work-based learning experiences. This includes such things as simulated work place, internships, job shadows, volunteerism, service learning and other opportunities that allow for application of processes, concepts and principles presented through classroom instruction.

# AVIATION (AV)

### AV110        Private Pilot Ground School        4 Credits
Prerequisite: None A study of aviation fundamentals including principles of flight, aircraft and engine operations, weather, navigation, and radio communications as required by the Federal Aviation Administration (FAA) regulations. Topics will include general service, maintenance, and safety practices.

### AV111        Private Pilot Lab        3 Credits
Co-requisites: AV 110 Students will begin their flight training with an FAA Certificated Flight Instructor, covering all skills necessary to pass the FAA Private Pilot Airplane Certificate Practical Exam. To qualify for the FAA Private Pilot Certificate, students must meet the following requirements: be at least 17 years old, be able to read, speak, write, and understand English, hold at least a third-class medical certificate, and complete both ground and flight training, including a minimum of 40 flight hours with specific time requirements for solo and dual instruction. This course is tailored for those pursuing an AAS in Aviation Technology.

### AV210        Instrument Ground School        4 Credits
Prerequisite: None. Recommend AV 110 This course provides in-depth study of the purpose, use and operation of flight instruments in airport departures, en route navigation, approaches and other aspects of instrument flight.

### AV212        Instrument Lab        3 Credits
Prerequisites: AV 111 Co-requisites: AV 210 Students will start their flight training with an FAA Certificated Flight Instructor - Instrument, covering all skills necessary to meet the eligibility requirements for the FAA Instrument Airplane Practical Exam. To qualify for the FAA Instrument Rating, students must have at least 50 hours of cross-country flight time as pilot-in-command, 40 hours of actual or simulated instrument time, and hold at least a private pilot certificate. This course is tailored for those pursuing an AAS in Aviation Technology.

### AV250        Commercial Aviation Ground School        4 Credits
Provides aspiring pilots with the necessary knowledge and skills to pursue a career in commercial aviation. Essential topics related to commercial pilot operations, regulations, advanced navigation, meteorology, aerodynamics, and more will be covered.

### AV251        Commercial Pilot Lab        3 Credits
Prerequisites: AV 111 Co-requisites: AV 250 Students will start their flight training with an FAA-authorized Flight Instructor, focusing on all practical skills required to meet the eligibility requirements for the FAA Commercial Pilot Certificate. To qualify for the FAA Commercial Pilot Certificate, students must have at least 250 hours of total flight time, including specific requirements for cross-country and night flying. This course is designed for those pursuing an AAS in Aviation Technology.

# BIOLOGY (BIOL)

**BIOL100    General Biology for Non-Science Majors    3-4 Credits**
Prerequisites: None. Recommended: MATH120, MATH126 or higher Covers fundamental concepts and theories of life science. Major topics include cellular/molecular biology, anatomy, physiology, genetics, evolutions and ecology. Includes four laboratory experiences.

**BIOL105    Introduction to Neuroscience    3 Credits**
Presents basic principles in biological science, including neural function and cognition. Topics will range from the electrical basis of brain function to higher-order cognitive processes and neurodegenerative diseases. Applications will also be introduced, from the treatment and impact of neurological diseases on society, to how we can use computational models of the brain. Same as PSY 105 and NS 105.

**BIOL113    Life in the Oceans    3 Credits**
Introduces the plants, animals and microorganisms of the oceans with an emphasis on important marine ecosystems such as intertidal zones, estuaries and coral reefs.

**BIOL135    Introduction to Ornithology    3 Credits**
Prerequisites: None Introduction to the biology of birds with a focus on avian biology, behavior, ecology, mechanism of flight, and migration; along with opportunities for field identification of birds common to Western Nevada. Includes classroom lectures, hands-on activities, four laboratory experiences and field trips.

**BIOL190    Intro to Cell & Molecular Biology    4 Credits**
Prerequisite: Math 124 or higher with a grade of C- or higher; or, placement into a MATH course numbered 127 or higher; or, ACT MATH score of 25 or higher or SAT MATH score of 560 or higher; or, a grade of B- or better in high school precalculus. Covers the structure and functions of cells. Includes the major molecules of life, composition and physiology of cellular organelles, cellular metabolism, reproduction, motility, gene function and related topics. Meets for a total of 45 lab hours and 45 lecture hours. Note: BIOL 190 plus BIOL 191 transfer to UNR as fulfilling BIOL 190, 191 and 192 requirements.

**BIOL191    Introduction to Organismal Biology    4 Credits**
Prerequisite: None. Combines the principles of botany and zoology into one course emphasizing levels of organization and life processes common to all organisms. Topics range from nutrient processing and homeostasis to reproduction. Meets for a total of 45 lecture hours and 45 lab hours. Note: BIOL 190 plus BIOL 191 transfer to UNR as fulfilling BIOL 190, 191 and 192 requirements.

**BIOL198    Special Topics in Biology    1-3 Credits**
Prerequisites: None Includes short courses and experimental classes covering a variety of subjects.

**BIOL200    Elements of Human Anatomy & Physiology    3 Credits**
Provides students with an intense descriptive overview of anatomy and physiology with related, illustrative pathology and microbiology.

**BIOL204    Elements of Human Anatomy & Physiology Lab    1 Credit**
Corequisites: BIOL200 Provides students with intense laboratory exercises about anatomy and physiology with related, illustrative pathology and microbiology.

**BIOL208    Introduction to Human Genetics    3 Credits**
Prerequisites: BIOL190 and 190L Offers a basic science (Mendelian genetics, cytogenetics, molecular genetics) and detailed clinical case study and correlation-oriented (pedigree analysis, gene cloning, inborn errors of metabolism) course that demonstrates the principles of genetics/heredity in human health and disease. Strongly recommended for those pursuing per-medical studies. Three hours lecture.

**BIOL212    Introduction to Human Genetics Lab    1 Credit**
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.

**BIOL223    Human Anatomy and Physiology I    4 Credits**
Prerequisite: BIOL 190 with lab, or BIOL 190/190L with grade of C or better. May be repeated a maximum of two times within the last five years. Offers detailed study of histology and the integumentary, skeletal, muscular, and nervous systems. Primary for physical education, pre-nursing and other pre-health majors. Three hours lecture/three hours laboratory. NOTE: For programs that require BIOL 223 and 224, both courses must be completed at the same institution if taken outside Nevada.

**BIOL224    Human Anatomy and Physiology II    4 Credits**
Prerequisites: BIOL 223 with a grade of C or better. May be repeated a maximum of two times within the last five years. Offers a detailed study of the anatomy and physiology of the circulatory, immune, respiratory, digestive, urinary, endocrine and reproductive systems. Primarily for physical education, pre-nursing and other pre-health majors. Three hours lecture/three hours laboratory. NOTE: For programs that require BIOL 223 and 224, both courses must be completed at the same institution if taken outside Nevada.

**BIOL251    General Microbiology    4 Credits**
Prerequisites: BIOL 190 with Lab with a grade of C or better or BIOL 190A & 190L with a grade of C or better. May be repeated a maximum of two times within the past five years. 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.

**BIOL273    Research Experience    1-6 Credits**
Prerequisites: BIOL 190 & 190L or CHEM 121 with a grade of C or better and instructor consent. Research intensive course designed to foster competency in experimental design, laboratory techniques, problem-solving information through open-ended investigation.

**BIOL299    Special Topics in Biology    1 Credit**

# BT CARPENTRY (BTC)

**BTC101    Building Trades Carpentry Level I    5 Credits**
Prerequisite: Must be admitted to an approved apprenticeship program Provides building trade skills and practices in the field of construction carpentry through classroom and hands-on instruction. This class is Level 1 of the Carpentry Apprenticeship Program.

**BTC102    Building Trades Carpentry Level II    5 Credits**
Prerequisite: Must be admitted to an approved apprenticeship program Provides building trade skills and practices in the field of construction carpentry through classroom and hands-on instruction. This class is Level 2 of the Carpentry Apprenticeship Program.

**BTC103    Building Trades Carpentry Level III    5 Credits**
Prerequisite: Must be admitted to an approved apprenticeship program Provides building trade skills and practices in the field of construction carpentry through classroom and hands-on instruction. This class is Level 3 of the Carpentry Apprenticeship Program.

**BTC104    Building Trades Carpentry Level IV    5 Credits**
Prerequisite: Must be admitted to an approved apprenticeship program Provides building trade skills and practices in the field of construction carpentry through classroom and hands-on instruction. This class is Level 4 of the Carpentry Apprenticeship Program.

**BTC105    Building Trades Carpentry Level V    5 Credits**
Prerequisite: Must be admitted to an approved apprenticeship program Provides building trade skills and practices in the field of construction carpentry through classroom and hands-on instruction. This class is Level 5 of the Carpentry Apprenticeship Program.

**BTC106    Building Trades Carpentry Level VI    5 Credits**
Prerequisite: Must be admitted to an approved apprenticeship program Provides building trade skills and practices in the field of construction

carpentry through classroom and hands-on instruction. This class is Level 6 of the Carpentry Apprenticeship Program.

**BTC107        Building Trades Carpentry Level VII        5 Credits**
Prerequisite: Must be admitted to an approved apprenticeship program
Provides building trade skills and practices in the field of construction carpentry through classroom and hands-on instruction. This class is Level 7 of the Carpentry Apprenticeship Program.

**BTC108        Building Trades Carpentry Level VIII        5 Credits**
Prerequisite: Must be admitted to an approved apprenticeship program
Provides building trade skills and practices in the field of construction carpentry through classroom and hands-on instruction. This class is Level 8 of the Carpentry Apprenticeship Program.

## BT ELECTRICAL (BTE)

**BTE101        Building Trades Electrical Level I        5 Credits**
Prerequisite: Admitted to an approved apprenticeship program.

**BTE102        Building Trades Electrical Level II        5 Credits**
Prerequisite: Admitted to an approved apprenticeship program.

**BTE103        Building Trades Electrical Level III        5 Credits**
Prerequisite: Admitted to an approved apprenticeship program.

**BTE104        Building Trades Electrical Level IV        5 Credits**
Prerequisite: Admitted to an approved apprenticeship program.

**BTE105        Building Trades Electrical Level V        5 Credits**
Prerequisite: Admitted to an approved apprenticeship program.

**BTE106        Building Trades Electrical Level Vi        5 Credits**
Prerequisite: Admitted to an approved apprenticeship program.

**BTE107        Building Trades Electrical Level VII        5 Credits**
Prerequisite: Admitted to an approved apprenticeship program.

**BTE108        Building Trades Electrical Level VIII        5 Credits**
Prerequisite: Admitted to an approved apprenticeship program.

## BT LABORERS (BTL)

**BTL101        General Construction I        2 Credits**
Prerequisite: Must be admitted to an approved apprenticeship program
Provides basic information for those new to the construction trade, the tools used, and safety.

**BTL102        General Construction II        2 Credits**
Prerequisite: Must be admitted to an approved apprenticeship program
Covers common hazards in construction, tools of the trade, and successful habits for apprentices.

**BTL103        General Construction III        2 Credits**
Prerequisite: Must be admitted to an approved apprenticeship program
Covers common hazards in construction and tools of the trade. Hands-on activities will be included.

**BTL104        Blueprint Reading        2 Credits**
Prerequisite: Must be admitted to an approved apprenticeship program
Presents print-reading fundamentals through the use of actual blueprints and work assignments to grasp concepts. Highway construction plans will be introduced. PPE required.

**BTL105        Construction Math        2 Credits**
Prerequisite: Must be admitted to an approved apprenticeship program
Provides a foundation for all the math used in construction through classroom and hands-on activities.

**BTL106        Pipelaying Part I        2 Credits**
Prerequisite: Must be admitted to an approved apprenticeship program
Covers gravity flow pipe systems, the math used during layout and installation, and the tools, PPE, and equipment to perform the work. Trench

and excavation safety practices will be reviewed and practiced during hands-on exercises.

**BTL107        Pipelaying Part 2        2 Credits**
Prerequisite: Must be admitted to an approved apprenticeship program
Course covers polyethylene pipe fusion, utility locating programs, tapping, pressure pipe techniques and the tools, PPE, and equipment to perform the work. Safety practices will be reviewed and practiced during hands-on exercises.

**BTL108        Permit Required Confined Space        1 Credit**
Prerequisite: Must be admitted to an approved apprenticeship program
Covers the hazards associated with working in confined spaces and safety precautions that must be taken during this work. Hands-on activities include preparing for and entering a mock confined space.

**BTL109        MSHA New Miner Training        1 Credit**
Prerequisite: Must be admitted to an approved apprenticeship program
Covers operations for new miners at Part 46 mining facilities and fulfills the MSHA training requirements to work for contractors at these facilities. Note: This training is not a substitute for site-specific training that your employer is required to provide.

**BTL110        Asbestos Worker        2 Credits**
Prerequisite: Must be admitted to an approved apprenticeship program
Provides the initial EPA required training for abatement workers. Coursework will include both classroom and hands-on activities.

**BTL111        Concrete Worker Part I        2 Credits**
Prerequisite: Must be admitted to an approved apprenticeship program
Introduces concrete work; increases knowledge and practical experience in the placement and finishing of concrete.

**BTL112        Concrete Worker Part 2        2 Credits**
Prerequisite: Must be admitted to an approved apprenticeship program
Introductes concrete work; increases knowledge and practical experience in the placement and finishing of concrete.

**BTL113        Rigging and Signaling        2 Credits**
Prerequisite: Must be admitted to an approved apprenticeship program
Covers safety and the procedures for working safely around cranes. Hands-on activities include: calculate weights of loads, choose proper rigging hardware and rig the load properly, and signal the crane operator to pick and move the load.

**BTL114        Asphalt Worker        2 Credits**
Prerequisite: Must be admitted to an approved apprenticeship program
Introduces students to working with asphalt. Hands-on activities include: asphalt placement, raking, patching and repairing.

**BTL115        Scaffold Builder        2 Credits**
Prerequisite: Must be admitted to an approved apprenticeship program
Introduces students to building scaffold. Topics include building frame scaffold, scaffold building tools and PPE, systems scaffold, tube and clamp scaffold, and scaffold user safety.

**BTL116        Concrete Cutting and Coring        2 Credits**
Prerequisite: Must be admitted to an approved apprenticeship program
Introduces students to concrete cutting and coring.

**BTL117        Mason Tending        2 Credits**
Prerequisite: Must be admitted to an approved apprenticeship program
Introduces students to mason tending. Topics include safety and health for mason tenders, reinforced masonry, estimating masonry materials, motar, admixtures and grout, stocking masonry materials, the mason tender's duties, the effects of weather on masonry, cleaning masonry, the masonry saw, bracing masonry walls, and plater tending and mixing.

**BTL118        OSHA 30        2 Credits**
Prerequisite: Must be admitted to an approved apprenticeship program
Covers workplace safety and health hazards and the regulations that protect employee on the jobsite. Many construction contractors are requiring employees to have an OSHA 30 card.

**BTL119**      **Foreman Preparedness**      **2 Credits**
Prerequisite: Must be admitted to an approved apprenticeship program
Prepares laborers to become foremen. Topics include the foreman's role, assuring crew and job site safely, record-keeping and documentation, project planning and management, effective communication, and employee supervision.

## BT HEAVY EQUIPMENT OPERATOR (BTO)

**BTO101**      **Building Trades Heavy Equipment Operator Level I**      **5 Credits**
Prerequisite: Must be admitted to an approved apprenticeship program
Provides building trade skills and practices in operating heavy equipment including earth moving equipment such as dozers, scrapers, compactors, backhoes, motor graders, cranes, etc. through classroom and hands-on instruction. This class is Level 1 of the Heavy Equipment Operator Apprenticeship Program.

**BTO102**      **Building Trades Heavy Equipment Operator Level II**      **5 Credits**
Prerequisite: Must be admitted to an approved apprenticeship program
Provides building trade skills and practices in operating heavy equipment including earth moving equipment such as dozers, scrapers, compactors, backhoes, motor graders, cranes, etc. through classroom and hands-on instruction. This class is Level 2 of the Heavy Equipment Operator Apprenticeship Program.

**BTO103**      **Building Trades Heavy Equipment Operator Level III**      **5 Credits**
Prerequisite: Must be admitted to an approved apprenticeship program
Provides building trade skills and practices in operating heavy equipment including earth moving equipment such as dozers, scrapers, compactors, backhoes, motor graders, cranes, etc. through classroom and hands-on instruction. This class is Level 3 of the Heavy Equipment Operator Apprenticeship Program.

**BTO104**      **Building Trades Heavy Equipment Operator Level IV**      **5 Credits**
Prerequisite: Must be admitted to an approved apprenticeship program
Provides building trade skills and practices in operating heavy equipment including earth moving equipment such as dozers, scrapers, compactors, backhoes, motor graders, cranes, etc. through classroom and hands-on instruction. This class is Level 4 of the Heavy Equipment Operator Apprenticeship Program.

**BTO105**      **Building Trades Heavy Equipment Operator Level V**      **5 Credits**
Prerequisite: Must be admitted to an approved apprenticeship program
Provides building trade skills and practices in operating heavy equipment including earth moving equipment such as dozers, scrapers, compactors, backhoes, motor graders, cranes, etc. through classroom and hands-on instruction. This class is Level 5 of the Heavy Equipment Operator Apprenticeship Program.

**BTO106**      **Building Trades Heavy Equipment Operator Level VI**      **5 Credits**
Prerequisite: Must be admitted to an approved apprenticeship program
Provides building trade skills and practices in operating heavy equipment including earth moving equipment such as dozers, scrapers, compactors, backhoes, motor graders, cranes, etc. through classroom and hands-on instruction. This class is Level 6 of the Heavy Equipment Operator Apprenticeship Program.

## BT PLUMBING (BTP)

**BTP101**      **Building Trades Plumbing Level I**      **5 Credits**
Prerequisite: Admitted to an approved apprenticeship program.

**BTP102**      **Building Trades Plumbing Level II**      **5 Credits**
Prerequisite: Admitted to an approved apprenticeship program.

**BTP103**      **Building Trades Plumbing Level III**      **5 Credits**
Prerequisite: Admitted to an approved apprenticeship program.

**BTP104**      **Building Trades Plumbing Level IV**      **5 Credits**
Prerequisite: Admitted to an approved apprenticeship program. Covers building trade skills and practices in the field of plumbing through classroom and hands-on instruction. Level 4 of the Plumbing Apprenticeship program.

**BTP105**      **Building Trades Plumbing Level V**      **5 Credits**
Prerequisite: Admitted to an approved apprenticeship program.

**BTP106**      **Building Trades Plumbing Level Vi**      **5 Credits**
Prerequisite: Admitted to an approved apprenticeship program.

**BTP107**      **Building Trades Plumbing Level VII**      **5 Credits**
Prerequisite: Admitted to an approved apprenticeship program. Offers advanced building trade skills and practices in the field of plumbing through classroom and hands-on instruction. Level 7 of the Plumbing Apprenticeship program.

**BTP108**      **Building Trades Plumbing Level VIII**      **5 Credits**
Prerequisite: Admitted to an approved apprenticeship program.

## BT CONSTRUCTION SHEET METAL (BTS)

**BTS101**      **Building Trades Construction Sheet Metal Level I**      **5 Credits**
Prerequisite: Must be admitted to an approved apprenticeship program
Provides building trade skills and practices in the field of construction sheet metal through classroom and hands-on instruction. This class is Level 1 of the Construction Sheet Metal Apprenticeship Program.

**BTS102**      **Building Trades Construction Sheet Metal Level II**      **5 Credits**
Prerequisite: Must be admitted to an approved apprenticeship program
Provides building trade skills and practices in the field of construction sheet metal through classroom and hands-on instruction. This class is Level 2 of the Construction Sheet Metal Apprenticeship Program.

**BTS103**      **Building Trades Construction Sheet Metal Level III**      **5 Credits**
Prerequisite: Must be admitted to an approved apprenticeship program
Provides building trade skills and practices in the field of construction sheet metal through classroom and hands-on instruction. This class is Level 3 of the Construction Sheet Metal Apprenticeship Program.

**BTS104**      **Building Trades Construction Sheet Metal Level IV**      **5 Credits**
Prerequisite: Must be admitted to an approved apprenticeship program
Provides building trade skills and practices in the field of construction sheet metal through classroom and hands-on instruction. This class is Level 4 of the Construction Sheet Metal Apprenticeship Program.

**BTS105**      **Building Trades Construction Sheet Metal Level V**      **5 Credits**
Prerequisite: Must be admitted to an approved apprenticeship program
Provides building trade skills and practices in the field of construction sheet metal through classroom and hands-on instruction. This class is Level 5 of the Construction Sheet Metal Apprenticeship Program.

**BTS106**      **Building Trades Construction Sheet Metal Level VI**      **5 Credits**
Prerequisite: Must be admitted to an approved apprenticeship program
Provides building trade skills and practices in the field of construction sheet metal through classroom and hands-on instruction. This class is Level 6 of the Construction Sheet Metal Apprenticeship Program.

**BTS107**      **Building Trades Construction Sheet Metal Level VII**      **5 Credits**
Prerequisite: Must be admitted to an approved apprenticeship program
Provides building trade skills and practices in the field of construction sheet metal through classroom and hands-on instruction. This class is Level 7 of the Construction Sheet Metal Apprenticeship Program.

**BTS108**      **Building Trades Construction Sheet Metal Level VIII**      **5 Credits**
Prerequisite: Must be admitted to an approved apprenticeship program Provides building trade skills and practices in the field of construction sheet metal through classroom and hands-on instruction. This class is Level 8 of the Construction Sheet Metal Apprenticeship Program.

## BT TELECOMMUNICATION TECH (BTT)

**BTT101**      **Building Trades Telecommunication Technician Level I**      **5 Credits**
Prerequisite: Must be admitted to an approved apprenticeship program Provides building trade skills and practices in the field of telecommunication technician through classroom and hands-on instruction. This class is Level 1 of the Telecommunication Technician Apprenticeship Program.

**BTT102**      **Building Trades Telecommunication Technician Level II**      **5 Credits**
Prerequisite: Must be admitted to an approved apprenticeship program Provides building trade skills and practices in the field of telecommunication technician through classroom and hands-on instruction. This class is Level 2 of the Telecommunication Technician Apprenticeship Program.

**BTT103**      **Building Trades Telecommunication Technician Level III**      **5 Credits**
Prerequisite: Must be admitted to an approved apprenticeship program Provides building trade skills and practices in the field of telecommunication technician through classroom and hands-on instruction. This class is Level 3 of the Telecommunication Technician Apprenticeship Program.

**BTT104**      **Building Trades Telecommunication Technician Level IV**      **5 Credits**
Prerequisite: Must be admitted to an approved apprenticeship program Provides building trade skills and practices in the field of telecommunication technician through classroom and hands-on instruction. This class is Level 4 of the Telecommunication Technician Apprenticeship Program.

**BTT105**      **Building Trades Telecommunication Technician Level V**      **5 Credits**
Prerequisite: Must be admitted to an approved apprenticeship program Provides building trade skills and practices in the field of telecommunication technician through classroom and hands-on instruction. This class is Level 5 of the Telecommunication Technician Apprenticeship Program.

**BTT106**      **Building Trades Telecommunication Technician Level VI**      **5 Credits**
Prerequisite: Must be admitted to an approved apprenticeship program Provides building trade skills and practices in the field of telecommunication technician through classroom and hands-on instruction. This class is Level 6 of the Telecommunication Technician Apprenticeship Program.

## BUSINESS ADMIN AND MANAGEMENT (BUS)

**BUS101**      **Introduction to Business**      **3 Credits**
Provides the student a broad background about the modern business world. An important course for students who are considering choosing a business major.

**BUS107**      **Business Speech Communications**      **3 Credits**
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.

**BUS108**      **Business Letters and Reports**      **3 Credits**
Prerequisite: ENG 95, 98, 99, or equivalent writing course or appropriate score on WNC placement or equivalent exam. Students should meet with a WNC Counselor to determine readiness based on placement based on readiness exams, high school coursework, or other factors. 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.

**BUS110**      **Human Relations for Employment**      **1-3 Credits**
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.

**BUS115**      **Business Mathematics**      **3 Credits**
Reviews fundamental mathematical processes for the vendor and the consumer. Discounts, commissions, depreciation, overhead and interest rates are included.

**BUS198**      **Special Topics**      **1-6 Credits**

**BUS271**      **Introduction to Employment Law**      **3 Credits**
Prerequisite: BUS 101. Recommend MGT 283 Provides a framework to develop productive and effective employers and employees in the workplace. Topics include federal and state labor and employment laws and how they impact employers, employees and the workforce environment.

**BUS273**      **Business Law I**      **3 Credits**
Teaches the nature and sources of law. Studies the court systems and law as related to contracts, negotiable instruments, sales, insurance, and agencies.

**BUS295**      **Work Experience I**      **1-6 Credits**

**BUS299**      **Business Capstone**      **3 Credits**
Prerequisite: Completion of a minimum of 45 units of requirements for an AAS degree in business or consent of instructor. Concludes various business concepts introduced throughout the business program by merging acquired skills and concepts through the business plan with additional emphasis on job preparation and business ethics.

## COMPUTER AIDED DRAFTING DESIGN (CADD)

**CADD100**      **Introduction to Computer Aided Drafting**      **3 Credits**
Prerequisite: IS 101 and MATH 110 or higher Uses AutoCAD software to produce working drawings. Emphasizes constructing and editing two-dimensional geometry and placing drawing annotation.

**CADD105**      **Intermediate Computer-Aided Drafting**      **3 Credits**
Prerequisites: CADD100 or consent of instructor Provides instruction and training in advanced two-dimension AutoCAD commands. Covers the use of symbols and symbol libraries. Introduces three-dimensional drawing.

**CADD120**      **Architectural Drafting I**      **3 Credits**
Prerequisites: CADD100 or equivalent experience Stresses blueprint reading skills. Introduces residential working drawing concepts leading to a full set of professional level working drawings.

**CADD245**      **Solid Modeling and Parametric Design**      **3 Credits**
Provides training and instruction in using parametric solid modeling software to create solid model parts, assemblies and working drawings.

## CIVIL ENGINEERING EMPHASIS (CEE)

**CEE495**      **Special Topics**      **3 Credits**
Additional prerequisites or corequisites: CONS 108 and CONS 114 and CEM 456 Study and/or experimentation in areas of special current and modern fields that concerns construction managers. Teaches students to research different possibilities and their implications on the modern construction industry. Repeatable up to six units.

## CONSTRUCTION MANAGEMENT (CEM)

**CEM100**      **Fundamentals of Construction Management**      **3 Credits**
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.

**CEM330**      **Soils and Foundations for Construction  3 Credits**
Additional prerequisite: CONS 114. Introduction to basic concepts of soils and foundations including compaction, compressibility, settlement, shear strength and site investigations.

**CEM350**      **Facility Systems Design and Construction I**      **3 Credits**
Additional prerequisites: CONS 109 and MATH 126 Introduces mechanical systems for facilities including HVAC systems, plumbing, electrical, communications and other systems used int he process of utility services. Provides detailed instruction on how to analyze needs, determine the related scope of work, design and construction of these systems.

**CEM432**      **Temporary Construction Structures  3 Credits**
Additional prerequisites: CONS 109 and MATH 126. Introduces the analysis, design, and construction of temporary structures including formwork, false work, shoring, rigging, and access units. Addresses cost analysis, load and pressure calculations and safety considerations and requirements.

**CEM451**      **Construction Estimating**      **3 Credits**
Additional prerequisites: CONS 109 and MATH 126 Covers principles and procedures used in estimating construction costs. Includes application of quality determination, estimate pricing, specifications, subcontractor and supplier solicitation, risk assessment and risk analysis, and final bidding preparation. Computer based estimating software used for semester project.

**CEM452**      **Construction Cost Control**      **3 Credits**
Additional prerequisites: ACC 201 and MATH 126 Covers construction cost management including productivity and cost reporting/analysis concepts. Includes financial/cost issues/cash flow for the construction firm including reporting methods and percentage of completion techniques. Covers performance/profitability enhancement, earned value management, construction bonding and insurance issues, and firm and job-site analysis.

**CEM453**      **Construction Scheduling**      **3 Credits**
Additional Prerequisites: CONS 109, 281, and MATH 126 Provides an overview of scheduling and resource optimization. Includes short-interval scheduling, Gantt charts, linear, and matrix scheduling formats. Covers network techniques including CPM and PERT concepts and calculations and computer applications using Microsoft Project.

**CEM454**      **Heavy Construction Methods and Equipment**      **3 Credits**
Additional prerequisites: CEM 330 and MATH 126 Covers characteristics, capabilities, limitations, uses, and selection techniques for heavy construction methods and equipment process planning, simulation, fleet operations, and maintenance programs

**CEM455**      **Construction Management Practice  3 Credits**
Additional prerequisites CEM 451, CEM 452, and CEM 453: Includes direction and operation of construction organizations with examination of general contracting, design-build, and construction management methods. Covers synthesis of project management concepts, applications, and limitations through case studies and semester projects.

**CEM456**      **Construction Management Capstone  3 Credits**
Additional prerequisites or corequisites: CEE 462 and CEE 463 Provides an integration of all elements of the construction management undergraduate education, from inception to contract award, and applying them to selected construction projects. Introduces contemporary construction industry issues into student projects.

**CEM485**      **Construction Law and Contracts**      **3 Credits**
Additional prerequisites: CONS 118 Provides information on legal problems in the construction process. Covers stipulated sum, unit price, cost-plus contracts, construction lien rights and bond rights, scope of work issues, builders risk issues, risk-shifting, and case studies.

## COUNSELING EDUC PSYCHOLOGY (CEP)

**CEP121**      **Introduction to the College Experience  1 Credit**
Covers study skills, time management, major selection, and other factors associated with success in college.

## CORE HUMANITIES (CH)

**CH201**      **Ancient and Medieval Cultures**      **3 Credits**
Prerequisites: ENG101 Provides an introduction to Greek, Roman and Judeo-Christian culture through the Middle Ages.

**CH202**      **The Modern World**      **3 Credits**
Prerequisites: ENG101 Explores the intellectual, literary and political history of Europe from the Renaissance to the present.

**CH203**      **American Experience & Constitutional Change**      **3 Credits**
Prerequisites: ENG101 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.

**CH212**      **Science, Technology, and Society in the Modern Era**      **3 Credits**
Prerequisite: Eng 101 Analyzes history and culture of the modern world, exploration of scientific revolutions and methods, rise and global spread of science-based technologies, and their impact on nature, the human body, society and the world.

## CHEMISTRY (CHEM)

**CHEM241L**      **Organic Chemistry for Life Sciences Laboratory I**      **1 Credit**
Prerequisites: CHEM122 ; Corequisites: CHEM241 Introduces the chemistry of carbon compounds; functional groups; relationships among molecular structure, properties and reactivity and biological relevance. For life and environmental sciences majors. Three hours laboratory.

**CHEM242L**      **Organic Chemistry for Life Sciences Laboratory II**      **1 Credit**
Prerequisites: CHEM241 & CHEM241L; Corequisite: CHEM242 Provides an emphasis on functional groups, fundamental reaction mechanisms, and biomoleculaes. For life science and sciences majors. Three hours laboratory.

**CHEM100**      **Molecules and Life in the Modern World**      **3-4 Credits**
Prerequisites: MATH120 or higher Introduces chemistry with emphasis on impacts on human society, environmental issues, energy sources and life processes. Includes four laboratory experiments.

**CHEM121**      **General Chemistry I**      **4 Credits**
Prerequisite: MATH 126 with a grade of C- or higher; or, placement into higher MATH course (excluding MATH 176); or, ACT MATH score of 25 or higher or SAT MATH score of 560 or higher; or, a grade of B- or better in high school precalculus. Provides fundamentals of chemistry including reaction stoichiometry, atomic structure, chemical bonding, molecular structure, states of matter and thermochemistry. Three hours lecture/three hours laboratory.

**CHEM122**      **General Chemistry II**      **4 Credits**
Prerequisites: CHEM121; and, MATH 127 or MATH 128 Provides fundamentals of chemistry including solutions, kinetics, equilibria, thermodynamics, electrochemisty, nuclear chemistry and properties of inorganic and organic compounds. Three hours lecture/three hours laboratory.

**CHEM220**      **Introductory Organic Chemistry**      **4 Credits**
Prerequisites: CHEM121 Surveys the principles of carbon chemistry. Credit allowed in only one of CHEM 220 or 241. Three hours lecture/three hours laboratory.

**CHEM241**      **Organic Chemistry I**      **3 Credits**
Prerequisites: CHEM122 Introduces the chemistry of carbon compounds; functional groups; relationships among molecular structure, properties and reactivity and biological relevance. For life and environmental sciences majors. Credit allowed in only one of CHEM 220 or 241. Three hours lecture.

**CHEM242**     **Organic Chemistry II**     **3 Credits**
Prerequisites: CHEM241 Provides an emphasis on functional groups, fundamental reaction mechanisms, and biomoleculaes. For life science and sciences majors. Continues CHEM 241. Three hours lecture.

# COMPUTER INFORMATION TECHNOLOG (CIT)

**CIT110**     **A+ Hardware**     **3 Credits**
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.

**CIT112**     **Network +**     **3 Credits**
Prerequisites: None Introduction to the concepts and practices needed to function in an entry level network technician capacity. Course content is mapped to current domains within the Comp/TIA Network+ Certification

**CIT114**     **IT Essentials**     **4 Credits**
Provides a comprehensive overview of the primary operating systems and the support of hardware devices. Demonstrates the integration between hardware and software. Emphasis is on installing, configuring, troubleshooting and upgrading a PC and working with computer users as an IT technician. Non-transferable/non-applicable towards an AA or AS degree

**CIT128**     **Introduction to Software Development**     **4 Credits**
Recommended prerequisite: MATH 95 or appropriate score on the WNC placement exam. Offers a first course in programming and software development, and assumes no prior programming experience. Introduces the basic syntax of a programming language and stresses the principles of good software engineering. Introduces HTML (the language of the Web), Webscripting (dynamic Web content), and SQL (Structured Query Language), which is used to access relational databases.

**CIT129**     **Introduction to Programming**     **3 Credits**
Prerequisites: IS101 or consent of instructor Offers a language-independent, introductory course on computer program design and development. Emphasizes identification and solution of business problems through various design tools.

**CIT130**     **Beginning Java**     **3 Credits**
Prerequisites: CIT129 or previous programming experience with consent of instructor Teaches Java, an object-oriented programming language used in general-purpose computing, Web development, client-server computing, n-tier e-commerce applications, and Web-based applets. Object-oriented programing techniques and hands-on learning will be emphasized. Students will complete several computer programming projects.

**CIT133**     **Beginning C++**     **3 Credits**
Prerequisites: CIT129 or consent of instructor Teaches the "C++" programming language. Object-oriented programming techniques and hands-on learning will be emphasized. Students will complete several computer programming projects.

**CIT134**     **Beginning C# Programming**     **3 Credits**
Prerequisite: CIT 128 Introduction to the C# programming language. Uses C# programming language for solving problems. Covers C#'s control structures, Object Oriented Concepts, simple graphical displays, file input/output and error handling.

**CIT144**     **Introduction to Data Analytics**     **3 Credits**
Prerequisites: CIT 128 An introduction to data analysis that uses technologies and applications to analyze and clean up data; to classify, visualize, and summarize sets of sample data; and to determine if the sample data reflects characteristics of populations.

**CIT148**     **Beginning Python Programming**     **3 Credits**
Prerequisite: CIT 128 recommended or consent of instructor Introduction to the Python programming language. Covers Python data types, input, output, operators, decision and looping statements, functions, lists, exceptions and files.

**CIT151**     **Beginning Web Development**     **3 Credits**
Prerequisites: IS101 or consent of instructor Introduces students to XHTML and Web page construction. Topics cover construction and management of Web sites and creation of Web pages utilizing standards-based technologies such as Cascading Style Sheets. Emphasis on developing interoperable web sites that work with standards compliant web browsers. Interoperability with non standards-compliant web browsers is covered. As a technology driven course, graphic design is not emphasized. May be taught using basic text editing or a web-development tool such as Dreamweaver.

**CIT152**     **Web Script Language Programming**     **3 Credits**
Prerequisites: CIT 151 Programming class providing instruction in the creation of interactive web pages using technologies such as Javascript, SQL, CSS and HTML; investigates client- and server- side programming techniques.

**CIT173**     **Introduction to Linux**     **3 Credits**
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.

**CIT180**     **Database Concepts and Sql**     **3 Credits**
Prerequisites: CIT129 or equivalent programming experience or consent of instructor Teaches basic principles of data modeling and relational database design. Class is targeted for people with little or no SQL knowledge. Provides a comprehensive overview of query writing, focusing on practical techniques for the IT professional new to relational databases. Course accents hands-on learning in a Structured Query Language (SQL) and SQL procedures.

**CIT183**     **Database Administration**     **3 Credits**
Prerequisites: CIT 180 or consent of instructor Introduces the primary responsibilities of a database administrator. Includes instructions on installing a DBMS, such as SQL Server or Oracle, to manage database objects, to monitor performance, to manage data storage, to oversee database security and user access, to ensure database connectivity, and to plan for backup and recovery.

**CIT198**     **Special Topics: Comp Info Tch**     **1-5 Credits**
Applies to assorted short courses and workshops covering a variety of subjects.

**CIT211**     **Microsoft Operating System Management**     **3 Credits**
Through lectures, discussions, demonstrations, textbook exercises and classroom labs, teaches the basic skills and knowledge necessary to help prepare for the Microsoft Certified Professional (MCP) exam on the topic of a current Microsoft Workstation operating system.

**CIT212**     **Microsoft Networking II**     **3-5 Credits**
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.

**CIT213**     **Microsoft 365 Administration**     **3 Credits**
Prerequisites: CIT212 or consent of instructor Through lectures, discussions, demonstrations, textbook study, and hands-on lab exercises, teaches the basic skills and knowledge necessary to configure and maintain Microsoft Windows Network Infrastructure services and resources.

**CIT214**     **Microsoft Azure Administration**     **3-5 Credits**
Prerequisites: CIT213 or consent of instructor Through lectures, discussions, demonstrations, textbook study, and hands-on lab exercises, teaches the basic skills and knowledge necessary to implement, administer and maintain a Microsoft Directory Services environment.

**CIT217**     **Security +**     **3 Credits**
Prerequisites: Instructor Consent Introduces fundamental concepts of information security. Provides a basic understanding of best practices and current standards and explores topics of increasing importance in the industry as a whole. Provides practical knowledge and skills using monitoring and detection tools in a lab environment.

**CIT220**      **Routing and Switching**      **4 Credits**
Prerequisites: CIT 112 or Consent of Instructor Introduces the concepts and practices needed to function in an entry level network technician capacity. Course content is mapped to current domains within the Cisco ICND and CCNA certification exams.

**CIT230**      **Advanced Java**      **3 Credits**
Prerequisites: CIT130 Builds upon the foundation constructed in Beginning Java. Since Java works behind the scenes to power Internet applications, this class will focus more heavily upon application development with an emphasis on client-side and server-side techniques. Topics include, but not limited to, inheritance, interfaces, exception handling, javafx, input and ouput to files and databases, data structures, generics, and searching and sort algorithms.

**CIT248**      **Advanced Python Programming**      **3 Credits**
Prerequisite: CIT 148 Focus on Python as an object-oriented language and introduction to Python collections, modules and packages. Techniques for accessing data in relational databases and testing methodologies are included as part of development of larger programs.

**CIT251**      **Advanced Web Development**      **3 Credits**
Prerequisites: CIT 151 Extends student knowledge and skills with HTML, CSS and Scripting. Introduces additional web-related techniques used to make web pages more engaging and more versatile across multiple platforms in a mobile environment.

**CIT263**      **Introduction to IT Project Management**   **3 Credits**
Introduces students to the concepts of project management as used within the information technology fields of study.

**CIT270**      **Network Tools**      **4 Credits**
Prerequisites: CIT 112 or Consent of Instructor Introduces current needed tools and techniques to effectively enumerate, map, document, investigate, and configure within current network architectures and environments. Focuses on tools and methods needed in computer and network technician, and cybersecurity roles.

**CIT273**      **Network Defense**      **3 Credits**
Prerequisites: Instructor Consent Details network security information domains regarding planning to protect a network, as well as detecting and responding to network attacks.

**CIT274**      **Ethical Hacking**      **3 Credits**
Prerequisites: Instructor Consent Explains basic IT security concepts and models. Introduces concepts of penetration testing to validate security measures and identify vulnerabilities; formulate a basic security policy; demonstrate basic penetration attacks; assess risks and countermeasures; explain legal and ethical concerns as they apply to penetration testing; explores methods to gain access to computer resources and methods to prevent/reduce vulnerabilities.

**CIT275**      **Hacking Forensics Investigation**      **3 Credits**
Prerequisites: Instructor Consent Provides key baseline knowledge and practices in the digital forensic domains including file systems, operating systems, network and database systems, websites and email.

**CIT280**      **Introduction to Blockchain Concepts**      **3 Credits**
Prerequisites: MATH 124 or higher Introduction to Blockchain technology; a type of distributed ledger technology. Covers what blockchain is, how blockchain was developed, how blockchain works, and the primary issues, challenges and opportunities blockchain faces. Engages students in hands-on contextualized code exercises, to lay a strong foundation for blockchain development.

**CIT281**      **Intermediate Blockchain Concepts**      **3 Credits**
Prerequisites: MATH 124 or higher, CIT 280 Builds on the concepts introduced in CIT 280 to address intermediate concepts related to blockchain; including the concepts of access, privacy, and integrity. Provides an overview of the practical landscape for the blockchain workforce, including industry-specific applications, different types of blockchain, common project types, and limitations and opportunities that might define blockchain in the future.

**CIT284**      **Unity Programming I**      **3 Credits**
Prerequisites: CIT 134 Teaches the basics of C# programming within Unity software to create interactivity in games, apps, AR/VR and other experiences.

The course objectives are aligned with current industry standards set by professionals and educators leading to Unity Industry User Certification.

**CIT285**      **Unity Programming II**      **3 Credits**
Prerequisites: CIT 284 Teaches the ability to create VR experiences and programs within Unity software. The course objectives are aligned with current industry standards set by professionals and educators.

**CIT299**      **Independent Study Comp Info Technology**    **1-6 Credits**
Prerequisites: available to students who have completed most core and emphasis requirements and have a 2.5 or better GPA. Written consent of a full-time instructor is required Offers students special projects involving subjects or skills related to the CIT curriculum. This project will be designed with a faculty advisor. Class will have variable credit of one to six depending on the course content and number of contact hours required. Course may be repeated. It may be substituted for another course with special permission of the division.

**CIT330**      **Designing Virtualized Systems**      **4 Credits**
Prerequisites: CIT 112 and CIT 211 Teaches students to install, configure, and manage vSphere; to install a complete virtual network on VMware Workstation consisting of ESXi hosts, a domain controller, a vCenter server, and an iScsi SAN. Course prepares students for VCA-DCV and VCP-DCV certifications.

**CIT363**      **Advanced Project and Earned Value Management**      **3 Credits**
Prerequisites: Admission to BAS Organization and Project Management Program, CIT 263 Advanced study of Project Management techniques and methodology. Topics include: Earned Value Management, Financial Instruments, Standard Industry Codes, Concepts of Accounting Theory, Budget/Proforma, use of MS Project, Excel, Visio, PowerPoint, and Access to develop, track, present Project Management data for management review.

## COMMUNICATION (COM)

**COM101**      **Oral Communications**      **3 Credits**
Introduction to the principles and practices of public speaking.

**COM102**      **Intro to Interpersonal Communication**   **3 Credits**
Introduction to the field, principles and concepts of interpersonal communication.

**COM113**      **Fundamentals of Speech Communication**    **3 Credits**
Prerequisites: None Introduces principles and theories of speech communication. Includes participation in public speaking and interpersonal communication.

**COM215**      **Introduction to Group Communication**   **3 Credits**
Prerequisites: None Introduces communication as it functions within small task groups. Emphasizes observation and analysis of actual small group behavior and on improvement of communication skills within the small group setting. Topics to include leadership, conflict, norms, role structure, cohesiveness and decision making. Course stresses student involvement in exercises, discussions and group projects.

**COM299**      **Special Topics in Communication**      **3 Credits**
Investigates a special topic or technique of speech communication.

**COM412**      **Intercultural Communication**      **3 Credits**
Factors important to meaningful communication across cultures with emphasis on intercultural differences in North America.

## CONSTRUCTION (CONS)

**CONS108**      **Construction Materials and Methods I**    **4 Credits**
Prerequisite: MATH 110 or higher. Studies the various types of buildings and structures utilized in industrial, commercial and residential construction. Examines peculiarities and potential problem areas for each type of construction. Construction sequencing, inspection sequencing and required testing will be outlined as well as observable "red flags" that can be indicative of potential problems.

**CONS109  Construction Materials and Methods II  4 Credits**
Prerequisite: CONS 108 Teaches students about the typical materials used in the construction of bridges, roads, pathways, and small commercial buildings. Includes testing procedures, material properties, design, specification, and installation methods using certification standards and guidelines.

**CONS111  Commercial Building Codes  3 Credits**
Introduces the international residential building code. Covers aspects of any code and how to search, interrupt, understand, and implement the code.

**CONS118  Construction Contract Documents  2 Credits**
Prerequisite: BUS 107 and ENG 100 or 101 with a grade of C or better Explores various bid documents including architectural and engineering blueprints, shop drawings and proposals. Common construction contracts and their implications will be explained as well as accepted procedures for resolution of contract disputes.

**CONS120  Blueprint Reading and Specification  3 Credits**
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.

**CONS121  Principles Of Construction Estimating  3 Credits**
Prerequisite: CONS 120 and CONS 216 Presents basic criteria and procedure for estimating labor and material in residential and commercial applications.

**CONS198  Special Topics in Construction  .5-6 Credits**
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.

**CONS205  Construction Site Safety  1-3 Credits**
Includes 30 hours of authorized training addressing the OSHA construction standards. Additional topics include the identification of asbestos, lead and radon in potential construction projects. Upon completion, students will be issued a course completion wallet card by the U.S. Department of Labor's Occupational Safety and Health Administration.

**CONS230  Electrical Distribution System  2 Credits**
Prerequisites: CONS 120 Explains electrical theory, distribution systems and wiring techniques utilized in the construction industry. Topics will include high voltage distribution, grounding, GFCI's, transformers, load centers and circuits. Actual wiring techniques will be practiced in conjunction with electrical troubleshooting.

**CONS260  Certified Inspectors of Structures-Residential  3 Credits**
Provides prescribed course of instruction for Certified Inspector of Structures as per the state of Nevada.

**CONS261  Under-Floor Inspections-Certified Inspector  1 Credit**
Prerequisites: CONS260B Provides instruction on all of the under-floor components that the Certified Inspector of Structures must inspect to complete a certified inspection per 645D of the Nevada Administrative Code. Students will complete two supervised under-floor inspections and prepare extensive narrative inspection reports for evaluation. They will be required to sign "hold harmless" waivers when conducting inspections off state property. Students are strongly encouraged to have medical insurance that provides coverage in the event of a job-site injury.

**CONS262  Above-Floor Inspections for Certified Inspector  2 Credits**
Prerequisites: CONS260 Provides instruction on all of the above-floor components typical of residential construction. Seismic and structural hardware will be discussed as will load-bearing, load-transferring and non-load-bearing assemblies. Extensive mechanical and electrical systems analyses will be conducted. Students will prepare extensive narrative inspection reports for evaluation, and sign "hold harmless" waivers when conducting inspections off state property. Students are strongly encouraged to have medical insurance that provides coverage in the event of a job-site injury.

**CONS263  Supervised Residential Inspections for Certification  2 Credits**
Prerequisites: CONS260 Provides instruction on conducting residential inspections as per 645D of the Nevada Administrative Code. Students will explore methodologies for conducting inspections and develop an inspection format that they will utilize while completing ten supervised inspections. Students must complete ten inspection reports to be evaluated by the instructor and sign "hold harmless" waivers when conducting inspections off state property. Students are strongly encouraged to have medical insurance that provides coverage in the event of a job site injury.

**CONS270  Construction Management  1 Credit**
Prerequisites: CONS 260 or Consent of Instructor Provides the necessary lecture and laboratory experience to satisfy the state regulations concerning the General Level Inspection Regulation NAC 645D.120. Course number or instructor approval needed.

**CONS275  Master Inspector Requirements  1 Credit**
Prerequisites: CONS 270 and consent of Instructor Provides the necessary lecture and laboratory experience to satisfy the state regulations concerning the Master Level Inspection Regulation NAC 645D.130.

**CONS281  Construction Planning Scheduling and Control  3 Credits**
Explores project implementation including logistics, scheduling, delegation of responsibility and quality control.

**CONS290  Internship in Construction  3 Credits**
Prerequisites: None Studies project management techniques on-site under the supervision of a project manager or superintendent.

**CONS295  Work Experience I  1-6 Credits**
Prerequisites: consent of instructor Studies project management techniques on-site under the supervision of a project manager or superintendent.

**CONS451  Advanced Internship in Construction  3 Credits**
Additional prerequisites: CONS 281 and consent of instructor. Studies advanced project management techniques on-site under the supervision of a project manager or superintendent and instructor. In consultation with the student, based on the specific internship, instructor determines additional learning objectives in addition to standard course learning objectives. Includes interaction with the instructor on a weekly basis. Assignments are required.

## COMPUTER & OFFICE TECHNOLOGY (COT)

**COT204  Using Windows  3-9 Credits**
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.

**COT262  Intermediate Spreadsheets Concepts  3 Credits**
Prerequisites: IS101 or consent of instructor Studies the concepts and capabilities of computer spreadsheet systems. Teaches command and macro generation. Students gain experience generating spreadsheet templates, graphs and macros as business problem-solving tools. When offered for variable credit, content will be divided as follows: A) Concepts and capabilities of the computer spreadsheet with spreadsheet generation; B) Experience with the user-level menu access of the software, including graphing; C) More advanced capabilities of database and macro generation.

## COUNSELING & PERSONAL DEVELOP (CPD)

**CPD102  Career Exploration  .5-3 Credits**
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.

**CPD116  Substance Abuse-Fundamental Facts and Insights  3 Credits**
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.

**CPD117**     **Introduction to Counseling**     **3 Credits**
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.

**CPD123**     **Career Choices and Changes**     **1-3 Credits**
Offers career development and job seeking strategies and connections to campus resources and events. 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.

**CPD125**     **Career Accelerators for Success**     **1-3 Credits**
Provides opportunity to acquire and strengthen social and emotional intelligence skills (soft skills) the career differentiators in the 21st century workplace. The course leads from knowledge of self to interaction with others and other career accelerators. The course may include assessment tools such as StrengthsFinder and WorkKeys.

**CPD129**     **Communication Techniques**     **1 Credit**
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.

## CRAFTS (CR)

**CR137**     **Creative Crafts II**     **1-3 Credits**
Introduces students to crafts, stressing design principles and expressive qualities utilizing a variety of craft materials.

## CRIMINAL JUSTICE (CRJ)

**CRJ103**     **Communication Within the Criminal Justice Field**     **3 Credits**
Prepares the student to be able to communicate within the criminal justice field by introducing him/her to the five basic communication skills: report writing, non-verbal communication, basic public speaking, interviewing and interrogation skills, and courtroom testimony. * This class must be taken before attending the Western Nevada State Peace Officer Academy

**CRJ104**     **Introduction to the Administration of Justice**     **3 Credits**
Provides an overview of the American criminal justice system, its development, components, and processes; includes consideration of crime and criminal justice as a formal area of study.

**CRJ106**     **Introduction to Corrections**     **3 Credits**
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.

**CRJ111**     **Firearms I**     **3 Credits**
Prerequisites: None Covers the moral and ethical aspects of the use of deadly force, firearm handling, safety, defensive tactics, marksmanship and qualification. This course only offered as part of the POST Academy.

**CRJ115**     **Cultural Recognition and History of Patrol for Police Academy**     **3 Credits**
Prerequisite: Acceptance to the Police Officers Standards and Training Academy Provides necessary training to recognize cultural awareness and bias recognition in the practice of patrol for law enforcement. Includes proper training and history of patrol basics with the integration of communication of various types, such as interpersonal, and cultural diversity.

**CRJ116**     **Fundamentals of Investigations and Corrections for Police Academy**     **3 Credits**
Prerequisite: Acceptance to the Police Officers Standards and Training Academy Provides the fundamental knowledge and training to conduct interrogations and basic criminal investigation for Category I peace officers.

Overview of correctional institutions and supervision of offenders for Category I and III peace officers as required for Nevada POST certification.

**CRJ117**     **Crisis Intervention and De-escalation for Police Academy**     **3 Credits**
Prerequisite: Acceptance to the Police Officers Standards and Training Academy Provides crisis intervention training and de-escalation techniques for the peace officer standards and training academy. Teaches skills that will allow the peace officer to interact in a safer manner with possible threats they may encounter and to assist in the prevention of escalated force.

**CRJ155**     **Juvenile Justice System**     **3 Credits**
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.

**CRJ164**     **Principles Of Investigation**     **3 Credits**
Prerequisites: CRJ 104 or consent of instructor 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.

**CRJ170**     **Physical Training for Law Enforcement**     **1 Credit**
Prerequisites: None Provides the physical training necessary for all police recruits to meet or exceed State of Nevada Peace Officer Standards and Training requirements in order to be certified as a peace officer. This course offered only as part of the POST Academy.

**CRJ211**     **Police in America**     **3 Credits**
Explores the historical development, roles, socialization, and problems of police work.

**CRJ215**     **Probation & Parole I**     **3 Credits**
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.

**CRJ219**     **Emergency Vehicle Operation and Control**     **3 Credits**
Prerequisites: None Teaches police recruits methods of emergency vehicle operation and control in such areas as shuffle steering, steering motion dynamics and vehicle braking (lock-wheel, ABS, impending), pursuit driving and defensive techniques. This course only offered as part of the POST Academy.

**CRJ220**     **Criminal Procedures**     **3 Credits**
Prerequisites: CRJ101 Examines the origin, development, and rationale of the structure and procedures of the American criminal justice system. Emphasizes arrest, search and seizure, confessions, and other related legal issues.

**CRJ222**     **Criminal Law and Procedure**     **3 Credits**
Prerequisites: CRJ 104 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.

**CRJ225**     **Criminal Evidence**     **3 Credits**
Examines the origin, development, philosophy, and constitutional basis of evidence. Covers constitutional and procedural considerations which affect arrest, search, and seizure.

**CRJ229**     **Defensive Tactics**     **3 Credits**
Prerequisites: None Provides police recruits with training in the areas of self-protection against armed persons armed with dangerous and/or deadly weapons. Training in the use of holds, come alongs, restraints, and baton use on uncooperative suspects, prisoners, or the mentally ill. This course is only offered as part of the POST Academy.

**CRJ230**     **Criminal Law**     **3 Credits**
Prerequisites: CRJ101,LAW101 Examines substantive criminal law with particular attention to crime, intent, attempts, search and seizure, and the laws of arrest. Relates criminal law to the working police officer. Covers rights and duties of citizen and officer under criminal law.

**CRJ234**      **Introduction to the Courts and American Legal System**      **3 Credits**

Prerequisite: CRJ 104 or consent of instructor 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.

**CRJ260**      **911 Dispatch Emergency Telecommunicator Academy**      **12 Credits**

Prerequisites: 4 hour sit-in in Dispatch Center (prior to class start date) Focuses on the skills needed to become a dispatcher with law enforcement agencies, fire centers, trucking firms, taxicab companies, etc. During the 12-credit semester-long course, students will be required to spend 44 hours job shadowing dispatchers, fire fighters and law enforcement officers. They will attend law classes, build their communication and typing skills, and participate in practical scenarios.

**CRJ265**      **Introduction to Physical Evidence**      **3-4 Credits**

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.

**CRJ270**      **Introduction to Criminology**      **3 Credits**

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.

**CRJ295**      **Work Experience - Corrections**      **1-6 Credits**

Prerequisites: CRJ 104 or consent of instructor Provides the student with on-the job, supervised and educationally directed work experience.

**CRJ296**      **Work Experience - Juvenile Justice**      **1-6 Credits**

Prerequisites: CRJ 104 or consent of instructor Provides the student with on-the job, supervised and educationally directed work experience.

**CRJ297**      **Work Experience - Law Enforcement**      **1-6 Credits**

Prerequisites: CRJ 104 or consent of instructor Provides the student with on-the-job, supervised and educationally directed work experience.

**CRJ298**      **Work Experience - Probation and Parole**      **1-6 Credits**

Prerequisites: CRJ 104 or consent of instructor Provides the student with on-the-job, supervised and educationally directed work experience.

## COMPUTER SCIENCE (CS)

**CS135**      **Computer Science I**      **3 Credits**

Prerequisites: MATH128 or higher or satisfactory score on a placement exam Introduces modern problem solving and programming methods. Emphasis is placed on algorithm development, data abstraction, procedural and object-oriented design, implementation, testing, and documentation of computer programs. Students will write several computer programs.

**CS202**      **Computer Science II**      **3 Credits**

Prerequisites: CS135 Emphasizes problem solving and program development techniques. Typical numerical and non-numerical problems are examined. Emphasis is placed on data abstraction, object-oriented design, implementation, testing, and documentation of elementary data structures such as lists, stacks, queues and trees. Students will write and test several non-trivial computer programs.

## CISCO TECHNOLOGIES (CSCO)

**CSCO120**      **Ccna Internetworking Fundamentals**      **4 Credits**

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.

**CSCO121**      **Ccna Routing Protocols**      **4 Credits**

Prerequisites: CSCO120 or consent of instructor Covers the architecture, components, and operation of routers, and explains the principles of routing and routing protocols. Students analyze, configure, verify, and troubleshoot the primary routing protocols RIPv1, RIPv2, EIGRP, and OSPF.

**CSCO130**      **Fundamentals of Wireless Lans**      **4 Credits**

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.

**CSCO220**      **Ccna Lan Switch Wireless**      **4 Credits**

Prerequisites: CSCO120 Covers an in-depth understanding of how switches operate and are implemented in the LAN environment for small and large networks. Beginning with a foundational overview of Ethernet, provides detailed explanations of LAN switch operation, VLAN implementation, Rapid Spanning Tree Protocol (RSTP), VLAN Trunking Protocol (VTP), Inter-VLAN routing, and wireless network operations. Students analyze, configure, verify, and troubleshoot VLANs, RSTP, VTP, and wireless networks. Campus network design and Layer 3 switching concepts are introduced.

**CSCO221**      **Ccna Wan Fundamentals**      **4 Credits**

Prerequisites: CSCO121 & CSCO220 Explains the principles of traffic control and access control lists (ACLs) and provides an overview of the services and protocols at the data link layer for wide-area access. Students learn how to implement and configure Point-to-Point Protocol (PPP), Point-to-Point Protocol over Ethernet (PPPoE), DSL, and Frame Relay. WAN security concepts, tunneling, and VPN basics are also introduced.

**CSCO230**      **Security Operations Center Fundamentals**      **4 Credits**

Prerequisites: CSCO121 Designed to prepare students for certification in this field (Cisco and CompTIA security exams). Teaches how to design and implement security solutions to reduce the risk of revenue loss and vulnerability. Combines hands-on experience, instructor-led lectures, and a Web based curriculum for students. Provides an introduction to network security and overall security processes.

**CSCO280**      **Ccnp Advanced Routing**      **4 Credits**

Prerequisites: CSCO221 or CCNA Certification Prepares students with the knowledge and skills to necessary to use advanced IP addressing and routing in implementing scalability for Cisco ISR routers connected to LANs and WANs. Covers topics on Advanced IP Addressing, Routing Principles, Multicast Routing, IPv6, Manipulating Routing Updates, and configuring basic BGP, Configuring EIGRP, OSPF, and IS-IS. Recommended preparation for the Building Scalable Cisco Internetworks exam required to become a Cisco Certified Network Professional (CCNP).

**CSCO281**      **Ccnp Secure Convg Wide Nt**      **4 Credits**

Prerequisites: CSCO221 or CCNA Certification Prepares students with the knowledge and skills necessary to secure and expand the reach of an enterprise network to teleworkers and remote sites with focus on securing remote access and VPN client configuration. Covers topics on the Cisco hierarchical network model as it pertains to the WAN, teleworker configuration and access, frame mode MPLS, site-to-site IPSEC VPN, Cisco EZVPN, strategies used to mitigate network attacks, Cisco device hardening and IOS firewall features. Recommended preparation for the Implementing Secure Converged Wide Area Networks exam required to become a Cisco Certified Network Professional (CCNP).

## CULINARY (CUL)

**CUL100**      **Sanitation/HACCP**      **2 Credits**

Covers all aspects of food service sanitation; focuses on causes and prevention of foodborne illness and the implementation of HACCP quality assurance systems. Includes lectures, demonstrations, and special projects. Students take the ServSafe Food Service Manager Certification exam. Passing confers NRA (National Restaurant Association) certification.

**CUL105**      **Basic Skills Development**      **3 Credits**

Provides students with basic culinary skills to enroll in kitchen or baking production classes. Competencies include culinary history, professionalism, basic safety and sanitation, standardized recipe use and costing, basic nutrition and menu planning, introduction to ingredients, use of commercial

kitchen equipment and hand tools, basic knife cuts and raw ingredient preparation.

**CUL106        Understanding Culinary Techniques I    6 Credits**
Teaches introductory hot food cookery with emphasis on product utilization, cost effectiveness, timing and presentation. Students practice traditional and modern cooking techniques and good nutrition. Provides hands-on practice utilizing moist and dry heat cooking methods. Students prepare sauces, soups, starches, vegetables and center of the plate entrees. Some menus include practical baking of quick breads and home baked desserts. Chief instructors make frequent demonstrations to reinforce and amplify recipes and lectures.

# DANCE (DAN)

**DAN108        Pilates I                          1 Credit**
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.

**DAN110        Dance for Flexibility and Tone      1 Credit**
Introduction to basic techniques for dance flexibility. Students will learn some simple basic Jazz technique, terminology and choreography that includes kicks and leaps, strengthening the core muscles.

**DAN132        Jazz Dance (Beginning)             1 Credit**
Introduces beginning techniques of jazz dance. May be repeated for up to four credits.

**DAN135        Beginning Ballet                   1 Credit**
Introduces beginning techniques of ballet. May be repeated for up to four credits.

**DAN144        Beginning Tap Dancing             1 Credit**
Introduces beginning techniques of tap dance. May be repeated for up to four credits.

**DAN160        Hip-Hop Dance                     1 Credit**
Teaches beginning techniques of hip-hop dance. May be repeated for up to 4 credits.

**DAN232        Jazz Dance (Intermediate)         1 Credit**
Prerequisites: DAN132 Emphasizes intermediate techniques of jazz dance. May be repeated for up to 4 credits.

**DAN244        Tap Dance (Intermediate)          1 Credit**
Prerequisites: DAN144 or consent of instructor Emphasizes intermediate techniques of tap dance. May be repeated for up to 4 credits.

**DAN260        Intermediate Hip-Hop Dance        1 Credit**
Prerequisites: DAN160B Teaches intermediate techniques of hip-hop dance. May be repeated for up to 4 credits.

# DRAFTING (DFT)

**DFT100        Basic Drafting Principles          3 Credits**
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.

**DFT110        Blueprint Reading for Industry      3 Credits**
Teaches those concepts required by machine shops or engineering, electrical and welding industries. Student will begin with simple prints and proceed to more advanced prints.

# EARLY CHILDHOOD EDUCATION (ECE)

**ECE121        Parent Care Relations              1 Credit**
Helps students acquire various communication skills to enhance parent/caregiver relationships. Covers interpersonal communication, listening skills and cooperative problem solving.

**ECE122        Observation Skills                 1 Credit**
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.

**ECE123        Health & Nutrition for the Young Child    1 Credit**
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.

**ECE129        Environment for Infant/Toddler     1 Credit**
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.

**ECE154        Literature for Preschool Children   1 Credit**
Surveys books for use with preschool children. Includes techniques of storytelling and reading to children.

**ECE155        Literacy and the Young Child        1 Credit**
Emphasizes activities and materials for developing auditory and visual perception and other reading readiness skills in the preschool.

**ECE156        Music in the Preschool Curriculum    1 Credit**
Outlines activities and materials for teaching music in the preschool, including songs, dances and rhythm activities.

**ECE157        Art in the Preschool Curriculum     1 Credit**
Describes activities and materials for teaching art in the preschool, including creative development and enjoyment of art through various materials and activities.

**ECE168        Infectious Diseases and First Aid    1 Credit**
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.

**ECE200        The Exceptional Child              3 Credits**
Surveys the characteristics and specific needs of special children. Emphasizes teaching and behavioral management as well as available support services.

**ECE204        Principles of Child Guidance        3 Credits**
Studies effective communication with children in guiding behavior. Emphasis will be placed on techniques which help children build positive self-concepts and individual strengths within the context of appropriate limits and discipline. The study includes uses of direct and indirect guidance techniques as well as introduction to guidance systems.

**ECE231        Preschool    Practicum:    Early    Childhood
                Lab                              1-4 Credits**
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.

**ECE240        Administration of Preschool        3 Credits**
Prerequisites: ECE250 Studies principles and practices in supervision and management of preschool and child care centers, including program planning, organization, budgeting, personnel records, relationships with community resources, regulatory agencies and working with parents.

**ECE250        Intro to Early Childhood Education    3 Credits**
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.

**ECE251        Curriculum in Early Childhood Education 3 Credits**
Prerequisites: ECE 250 Considers methods of planning and teaching curriculum for children 3-5 years old. Included will be curriculum

development, children's play, lesson planning, and daily scheduling. Emphasis will be on curriculum development for children 3-5 years old in areas such as art, science, literature, music, language arts, block, dramatic play, etc.

# ECONOMICS (ECON)

**ECON100        Introduction to Economics        3 Credits**
Recommended prerequisite: MATH 95 or higher Offers an introductory overview to supply and demand, the four types of product markets (perfect competition, monopolistic competition, oligopoly and monopoly), operations of markets, consumer and enterprise behavior, price determination. Also covers the measurement of the levels of national income, employment and general prices, and basic causes for fluctuation for these levels.

**ECON102        Principles of Microeconomics        3 Credits**
Recommended prerequisite: MATH 95 or higher. Covers supply and demand, the four types of markets (perfect competition, monopolistic competition, oligopoly and monopoly), operations of markets, consumer and enterprise behavior, and price determination.

**ECON103        Principles of Macroeconomics        3 Credits**
Prerequisites: ECON102 or consent of instructor. Recommend MATH 95 or higher. Introduces the study of the determination of levels of national income, employment and prices, and basic causes for fluctuation for these levels.

**ECON261        Principles of Statistics I        3 Credits**
Prerequisites: MATH126 or equivalent Offers probability and major probability distributions, sampling theory, descriptive statistics, measure of central tendency and dispersion, index figures, and time series.

**ECON262        Principles of Statistics II        3 Credits**
Prerequisites: ECON261 Offers statistical inference; estimation hypothesis testing, simple linear regression and correlation, and analysis of variance.

# CAREER AND TECHNICAL EDUCATION (EDCT)

**EDCT101        CTE Teaching Foundations I        3 Credits**
Prerequisites: None In this course, students will learn about the educational framework and classroom practices that will prepare them for employment as a secondary career and technical education (CTE) teacher and/or post-secondary opportunities in a CTE field. Topics include the general knowledge CTE teachers need in order to develop professionally and experience success in their first years of teaching and develop as a professional CTE educator; foundations of learning and education; educational jargon, terms and acronyms related to education and CTE; school operations and teacher requirements; instructional standards, lesson planning, assessment and grading; creating and managing an effective learning environment; CTE funding; and career and technical student organizations (CTSOs).

**EDCT102        CTE Teaching Foundations II        3 Credits**
Prerequisites: None In this course, students will apply best practices for successful CTE teaching and learning that will prepare them for employment as a secondary career and technical education (CTE) teacher and/or post-secondary opportunities in a CTE field. Topics and activities include the knowledge and skills CTE teachers need in order to develop as a professional CTE educator and experience success in their first years of teaching. Topics include integration into the school community; working successfully with colleagues, administration, families and industry partners; school operations and teacher requirements; preparing students for standardized testing; classroom management and conflict resolution; program review strategies and data collection; and career and technical student organization competition/travel.

**EDCT110        Communication Skills for Teachers        3 Credits**
Prerequisites: None This course covers the principles of classroom communication for teachers that are new to Career and Technical Education (CTE). Emphasis will be placed on the strategies teachers use to communicate with students, colleagues, administration, parents and community members, as well as how communication supports the high-level instructional practices and educator professional responsibilities often used to measure educator performance. Topics will include types and methods of communication, barriers to communication, and how to facilitate and improve communication to strengthen collaborative relationships, set clear expectations, respond to challenges, and encourage engagement.

**EDCT212        Family/Community Engagement and Advocacy for CTE Teachers        3 Credits**
Introduces CTE teachers to the elements, goals, and strategies for engaging families and the community, with emphasis on relationship building, outreach, developing strong partnerships, and engaging diverse stakeholders in the classroom. Topics include research supporting family and community engagement, national and state standards for family-school-community engagement and partnerships, and quality collaboration methods to enhance learning and support student success.

**EDCT230        Introduction to Career & Technical Education        3 Credits**
Prerequisites: None Students will learn the history, development, and organization of career and technical education (CTE), as well as how to develop and manage key components of CTE such as labs/shops, project-based learning, work-based learning, advisory committees, etc.

**EDCT239        Introduction to CTE Teaching Methods        3 Credits**
Introduces methods of teaching and how they are used with different types of curriculum to maximize student engagement and learning. Students will explore the connection between teacher performance tools, program effectiveness standards and classroom teaching methods, as well as discuss professional best practices and the impact of teacher behaviors on student learning.

**EDCT247        Introduction to CTE Curriculum & Instruction        3 Credits**
Provides the foundation for developing curriculum and assessments in Career and Technical Education (CTE). Students will learn concepts and practices for developing standards-based course maps, unit and lesson plans, learning outcomes and assessments that support competency-based student learning.

**EDCT260        Teaching Reading, Writing and Math in a CTE Classroom        3 Credits**
In this course, students will explore and apply effective strategies for integrating academic language, literacy, and numeracy (academic skills) instruction within a Career and Technical Education (CTE) context. Upon completion, students will have mastered foundational skills for teaching reading, writing and math. They will be able to effectively teach and reinforce core academic skills and develop lessons and assessments that support diverse learners in achieving career readiness and success.

**EDCT271        Introduction to Workforce Development & Career Tech Student Organizations        3 Credits**
Introduces the concepts of economic and workforce development, as well as the role of career and technical education (CTE) nationally, regionally and locally. Familiarizes students with career and technical student organizations (CTSO) and how they are utilized to help CTE students master critical workplace readiness/employability skills.

**EDCT288        Inclusive Strategies for Multicultural-Multilingual Students in CTE        3 Credits**
Covers the key concepts of cultural competency and equity in CTE education, combining theoretical knowledge with practical application, to enhance awareness, understanding, and capacity for cultural competency. Students will review best practices, develop communication and relationship building skills, and apply course concepts in a field setting.

**EDCT290        Career Preparation through Performance Based Education        3 Credits**
Introduces students to the definitions, concepts, strategies and tools that support performance and mastery-based learning in CTE classrooms. Topics include career exploration/preparation, work-based learning experiences, project-based instruction and how to plan, execute and evaluate each.

**EDCT295        CTE Teaching Internship        1-6 Credits**
Observation and teaching under supervision in a secondary school, community or technical college, or business and industry training environment.

**EDCT298        Special Topics in CTE Education        .5-6 Credits**
Prerequisites: None Various short courses and experimental classes covering a variety of subjects. The class will be a variable credit of one-half to six credits depending upon class content and number of hours required. The course may be repeated for up to six credits.

# EDUCATION (EDU)

**EDU110** **Success Strategies in Education & Human Development** **3 Credits**
Prerequisites: None Designed to introduce students to the resources of Western Nevada College and expectations of a college student. Emphasis on education's role in society as well as historical, philosophical and sociological foundations of education and the role of each student within. Introduction to the field of Education as a career choice and major. Includes study skills and strategies to meet college-level study. Exploration of the career preparation path in order to meet goals for timely graduation and career entry.

**EDU112** **Education Internship** **3 Credits**
Prerequisites: EDU 110 or Instructor Consent Supervised work and learning experience in research, public, education, business or government organizations related to Elementary or Secondary Education.

**EDU201** **Introduction to Elementary Education** **3 Credits**
Introduces the foundations of elementary education, current trends and issues in curriculum and instruction, the roles of teachers and issues of diversity. Includes field experience. A background check may be required for field experience.

**EDU202** **Introduction to Secondary Education** **3 Credits**
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.

**EDU203** **Introduction to Special Education** **3 Credits**
Surveys the various types of exceptionalities. Emphasizes etiology, physical and educational characteristics.

**EDU204** **Information Technology in Teaching** **3 Credits**
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.

**EDU205** **Early Foundations in Mathematics** **3 Credits**
Prerequisites: EDU 201 Comprises math curriculum for children from infancy through the primary grades. Examines what math looks like at each developmental stage, discussing the underlying cognitive processes, and learning specific ways to support the teaching and learning of mathematics in young children's classroom and home environments. Standards, assessment, and understanding the needs of diverse populations also addressed.

**EDU206** **Classroom Learning Environments** **3 Credits**
Prerequisites: EDU201 Presents the function and analysis of elementary school classrooms, daily activities, and methods of behavior management. Includes field experience. A background check may be required for field experience.

**EDU207** **Exploration of Children's Literature** **3 Credits**
Surveys children's literature: issues, genre, censorship, historical background, book evaluation and selection.

**EDU208** **Student Diverse Abilities & Backgrnds** **3 Credits**
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.

**EDU210** **Nevada School Law** **3 Credits**
Identifies legal issues in education and illustrates the implications of laws/mandates in the schools. Guidelines for teachers will provide information on avoiding situations that may lead to litigations. Concepts covered include teacher liability, teacher/student right to free speech and privacy, and accommodations for religious practices and students with disabilities.

**EDU214** **Preparing Teachers to Use Technology** **3 Credits**
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.

**EDU220** **Principles of Educational Psychology** **3 Credits**
The psychology of learning, motivation, growth and development, personality, dynamics, and social adjustment.

**EDU245** **Foundations of Elementary Literacy and the Science of Reading** **3 Credits**
This course is designed to teach paraprofessionals, substitute teachers, and other support staff current research, theory, methods, and instructional strategies related to the science of reading. The curriculum will focus on the 5 pillars of literacy instruction. Effective literacy assessments, intervention strategies, and differentiation techniques will also be explored.

**EDU295** **Special Topics in Education** **1-6 Credits**
Prerequisites: None This course covers special topics relevant to the field of education that vary across semesters.

# ELECTRICAL ENGINEERING (EE)

**EE220** **Circuits I** **3 Credits**
Prerequisite: PHYS 181 with a "C" or better Introduction to analysis methods and network theorems used to describe operation of electric circuits. Topics covered include resistive, capacitive and inductive components in DC and AC circuits.

# ELECTRICAL THEORY (ELM)

**ELM110** **Basic Electricity** **.05-4 Credits**
Prerequisite(s): None This course covers basic AC/DC circuit principles and practices. Students will explore areas of electrical and electronic circuits including: circuit theory, components, circuit construction and analysis, proper test equipment usage, troubleshooting methodology, and applications in various technical fields.

**ELM112** **Electrical Theory, DC** **3 Credits**
Prerequisite(s): None The study of matter, atomic structure, electron theory, source of electricity, and magnetism. Theory and shop application in Ohm's Law, voltage, current, resistance, and power in series, parallel, and series-parallel direct current circuits.

**ELM121** **Circuit Design** **3 Credits**
Prerequisite(s): Recommend ELM 110 or ELM 112 or concurrent enrollment Covers the basics of circuit design for automated systems. Integrates the use of elementary electrical and electronic devices as switches, relays, resistors, capacitors, inductors as well as sensors and filters.

**ELM127** **Introduction to AC Controls** **3 Credits**
Prerequisite(s): None Familiarizes students with critical electronic components in an industrial control setting. Control of electric motors is explored through the use of schematic symbols, diagrams, relay logic and solderless circuit boards. Students conduct laboratory experiments, building control circuits and learn troubleshooting methodologies.

**ELM129** **Electric Motors & Drives** **3 Credits**
Prerequisite(s): ELM 110 and Math proficiency are recommended An introduction to electric motor and variable frequency drives. Topics include how to connect, configure, adjust and operate variable frequency drives for motor operation.

**ELM131** **National Electric Code** **3 Credits**
Prerequisite(s): Must be admitted to an approved apprenticeship program. Survey of the National Electric Code (NEC) and its application to the safe installation of electrical conductors and equipment.

**ELM134** **Programmable Logic Controllers I** **3 Credits**
Prerequisite(s): ELM 127 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; will explore basic elements of PLC functions by writing and testing programs to control them; identify malfunctioning PLCs, applying troubleshooting strategies to identify and localize problems caused by PLC hardware.

**ELM136** **Programmable Logic Controllers II** **3 Credits**
Prerequisite(s): ELM 134 A continuation of ELM 134. Provides intermediate level skills in Programmable Logic Control (PLC) programming instruction and

control concepts. Explores the advanced elements of PLC functions by writing and testing programs to control them. Emphasis placed on programming structure, instructions, and execution. Utilize advanced simulation software to develop and execute various PLC programs. Apply troubleshooting strategies to identify and localize problems caused by PLC hardware.

**ELM140        Industrial Robotics                3 Credits**
Prerequisite(s): ELM 110 and Math proficiency are recommended An introductory course for industrial robotics. Students will learn how to safely test and operate various elements of industrial robotics.

**ELM143        Wiring Techniques                2 Credits**
Prerequisites(s): AIT 101 Introduces the concepts of industrial electrical. The course will describe the function of electrical prints, panels, the wiring between panels, and wire color coding. Students will be introduced to concepts in control system wiring fundamentals, wiring between and outside panels, panel wiring, wire bundling and experience a projetct in how to wire an electrical machine.

**ELM198        SPECIAL TOPICS IN ELECTRICAL AND MECHANICAL TECHNOLOGY                .5-4 Credits**
Prerequisite(s): Must be admitted to an approved apprenticeship program. Basic understanding and hands-on experience of current theories in electrical and mechanical technologies as well as advanced technologies utilized in industry.

## EMERGENCY MEDICAL SERVICES (EMS)

**EMS100        Healthcare Provider CPR                0 Credits**
Provides instruction of Basic Cardiac Life Support/ Cardiopulmonary Resuscitation for the Healthcare Provider which includes: one and two person rescuer for CPR and management of foreign body obstruction of the airway in adults, children and infants. Instruction also provides for recognition of signs and symptoms requiring AED intervention, safe administration of AED, and common actions that can be utilized for survival, and prevention of risk factors for heart attack and stroke. Certification according to the standards of the American Heart Association (AHA) is issued upon successful completion of course which requires passing of a written examination and practical demonstration. The course satisfies the CPR requirement for students admitted to the nursing and surgical technology programs, nursing assistant and EMS courses. May be repeated for up to one credit.

**EMS108        Emergency Medical Technician                8 Credits**
Prerequisite: must be 18 years or older. Current CPR certification and required immunizations and tests, and health insurance. See Nursing and Allied Health web site for further information. Prepares individuals to provide basic emergency medical care, according to US Department of Transportation guidelines, to individuals experiencing sudden illness or injury. Course content includes appraisal of scene safety and scene management, assessment and treatment of common emergency patient conditions, including fractures, wounds and airway obstruction. Instruction includes use of emergency medications and automatic external defibrillation (AED) devices as well as components of continuing care during emergency ambulance transportation to the emergency department (ED). Clinical experience includes Emergency department hospital and ambulance rotations to meet a required minimum of 10 patient contacts. Upon successful conclusion of the course the student is eligible to sit for the National Registry Examination for EMT Basic.

**EMS115        Advanced Emergency Medical Technician                8 Credits**
Prerequisite: Certified as a Nationally Registered EMT within the last two years. CPR Certificate. Must be at least 18 year of age at the time of enrollment. Prepares students to incorporate knowledge of basic and advanced emergency medical care for critically ill and emergent patients to reduce the morbidity and mortally associated with acute out-of-hospital medical and traumatic emergencies. The A-EMT is educated to safely provide more advanced airway maintenance skills and the ability to recognize basic electrocardiography (ECG) arrhythmia's and utilize pharmacological interventions within the scope of practices. Other competencies include interventions such as suctioning, initiation of IV therapy, control of breathing and shock, and cardiopulmonary resuscitation. The A-EMT provides care based on site assessment data and works alongside other EMS and health care professionals as an integral part of the emergency care team.

**EMS200        Fundamentals of Paramedic Medicine        3 Credits**
Prerequisite: Admission to the Paramedicine Program. Provides information to the paramedic student on the history, roles and responsibilities, safety, wellness, medical-legal, and ethical issues of paramedic medicine.

**EMS203        Paramedic Skills                3 Credits**
Prerequisite: Admission to the Paramedicine Program. Familiarizes the Paramedic student with nationally recognized testing. Provides skill-based practice and assessments in a laboratory environment.

**EMS205        Principles of Pathophysiology        3 Credits**
Covers medical terminology, microscopic and gross anatomy and physiology. Designed to go beyond what is covered in the anatomy and physiology review of each section in the national standard curriculum.

**EMS206        Principles of Pharmacology/Medication Administration & Venous Access for the Paramedic                3 Credits**
Prerequisite: Admission to the Paramedicine Program. Prepares Paramedic students to understand and be able to integrate the principles of pathophysiological pharmacology and the assessment findings to formulate a field impression and implement a pharmacologic management plan for patients in the prehosptial environment. Introduces the Paramedic student to venous access, IO access, medication administration and drug calculations that will be used in treating patients in the prehosptial environment.

**EMS207        Airway Management and Ventilation for Paramedics                3 Credits**
Prerequisite: Admission to the Paramedicine Program. Integrates complex knowledge of anatomy, physiology, and pathophysiology into the assessment to develop and implement a treatment plan with the goal of ensuring a patient airway, adequate mechanical ventilation, and respiration for patients of all ages.

**EMS209        Patient Assessment for Paramedics        3 Credits**
Prerequisite: Admission to the Paramedicine Program. Introduces the Paramedic student to a comprehensive physical examination and assessment, which includes history taking, clinical decision making, communications, and documentation.

**EMS210        Principles of Cardiology for the Paramedic                3 Credits**
Prerequisite: Admission to the Paramedicine Program. Prepares the Paramedic student to identify single and multi-lead cardiac rhythms and treat those rhythms considered to be life-threatening with electrical therapy. Teaches skills including defibrillation, cardioversion, and cardiac rhythm interpretation. Prepares the student to assess, manage, and treat various cardiovascular emergencies that includes ventricular fibrillation, bradycardia, tachycardia, myocardial infarction, cardiogenic shock, pulmonary edema, angina pectoris, congestive heart failure, hypertension, PEA (pulseless electrical activity), and asystole.

**EMS211        Paramedic Care for Medical Emergencies & ACLS                4 Credits**
Prerequisite: Admission to the Paramedicine Program Prepares the Paramedic to identify, assess, manage, and treat various medical emergencies. Topics include Neurology, Endocrinology, Allergies and Anaphylaxis, Gastroenterology, Urology, Toxicology, Infectious and Communicable Diseases, Behavioral and Psychiatric Disorders, and associated pharmacological interventions.

**EMS212        Paramedic Trauma Emergencies & International Trauma Life Support (ITLS)                4 Credits**
Prerequisite: Admission to the Paramedicine Program Integrates assessment findings with principles of epidemiology and pathophysiology to formulate a field impression to implement a comprehensive treatment/disposition plan for an acutely injured patient.

**EMS214        Special Populations in Paramedicine        3 Credits**
Prerequisite: Admission to the Paramedicine Program Prepares the Paramedic student to identify, assess, manage, and treat age related emergencies, and other special challenges. Topics include obstetrics, neonatology, pediatrics, geriatrics, abuse and assault, and patients with special challenges.

**EMS215    EMS Incident Management and Operations    3 Credits**

Prerequisite: Admission to the Paramedicine Program Prepares the student to implement a plan for patients with common complaints. Prepares the Paramedic with the concepts of medical incident command, ambulance and rescue operations, hazardous materials, incident, and crime scene awareness.

**EMS216    Hospital Clinical Experience for the Paramedic    4 Credits**

Prerequisite: Admission to the Paramedicine Program Offers planned hospital clinical experience designed to meet and enhance the specific learning needs of the student. Each area of clinical experience has been selected to correspond with a specific area of didactic classroom instruction and to meet the clinical skill objectives outlined by the program. Students will function under the direction of a nurse or physician preceptor.

**EMS217    Field Internship for the Paramedic    4 Credits**

Prerequisite: Admission to the Paramedicine Program and Completion of all other Didactic and Clinical Paramedic courses Introduces the paramedic student to Advanced Life Support (ALS) prehospital operations. Familiarizes students with procedures and care provided by paramedics in the field. Students will be a third person on a paramedic unit and will work under the direct supervision of a paramedic preceptor.

# ENGLISH (ENG)

**ENG90    Basic Writing I    3 Credits**

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.

**ENG95    Basic Writing II    3 Credits**

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: Satisfactory/Unsatisfactory.

**ENG98    Basic Writing III    3 Credits**

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.

**ENG99    Basic Writing Strategies    4 Credits**

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.

**ENG100    Composition - Enhanced    4-5 Credits**

Prerequisite: ENG 95 or equivalent writing course or appropriate scored on WNC placement or equivalent exam. Students should meet with a WNC Counselor to determine readiness based on placement based on readiness exams, high school coursework, or other factors. Intensive reading and writing course focusing on writing the expository and argumentative essay. Emphasis on revising and editing essays for development, coherence, style, and correctness as well as on investigative, reasoning, and organizational skills necessary to create successful research papers. Provides extra assistance in English writing skills, grammar, sentence structure, usage, and punctuation. Includes objectives covered in ENG 101; satisfies the ENG 101 writing requirement for all degrees and certificates of achievement.

**ENG101    Composition I    3 Credits**

Prerequisite: ENG 98, 99 or equivalent writing course or appropriate score on WNC placement or equivalent examination. Students should meet with a Counselor to determine readiness based on placement or equivalent exam, high school coursework, or other factors. Studies expository writing with special attention to the modes, arrangement and style. Students learn to write essays which are unified, thorough, clear and convincing. Students read essays to augment critical reading skills. They learn the research, reasoning and organizational skills necessary for effective academic and research writing.

**ENG102    Composition II    3 Credits**

Prerequisites: ENG100 or ENG101. Continues the study of expository writing. Students read and analyze writing and discursive techniques of interpretation, argument, and research.

**ENG107    Technical Communications I    3 Credits**

Prerequisites: English 99 with a grade of C- or higher or appropriate score on WNC placement examination or equivalent examination. Introduction to expository methods with concentration on specific vocational writing forms including memorandums, formal reports, manuals and proposals. Students will learn how adapt correct paragraph construction to suit the expectations of an occupational audience, in order to communicate clearly and effectively.

**ENG199    Independent Study    3 Credits**

**ENG200    Novels Into Film    3 Credits**

Prerequisites: ENG102 or consent of instructor Studies film and novels to examine the transformation in genre when novels are made into films. Students read novels and view films based on those novels to examine the impact of each form upon the audience as well as to understand the differences between literary and film genre. Emphasizes critical reasoning and writing skills.

**ENG205    Introduction to Creative Writing    3 Credits**

Prerequisites: ENG102 or consent of instructor Offers a beginning writers' workshop in poetry, fiction, and creative non-fiction.

**ENG221    Writing Fiction    3 Credits**

Prerequisites: ENG102 or consent of instructor Teaches fiction writing in a workshop setting. Includes lectures and discussion of plot, character, style, and elements of fiction. Students are required to produce several works of short fiction.

**ENG223    Themes of Literature    3 Credits**

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.

**ENG224    Introduction to Screenwriting    3 Credits**

Prerequisites: None. ENG102 highly recommended Teaches students to analyze film works with an eye toward how they work as stories; demonstrate an understanding of the screenplay as a written form; apply what is seen on the movie screen to the screenplay format; write and revise the key scenes for a short film screenplay in the appropriate format; expand on scenes to create a complete short film screenplay.

**ENG226    Memoir and Autobiography    3 Credits**

Prerequisites: ENG102 or consent of instructor Offers a writing-intensive class which explores various approaches to writing memoirs, autobiography, family history, autobiography-based fiction, or other "life stories," incorporating the classic elements of the personal essay.

**ENG261    Introduction to Poetry    3 Credits**

Prerequisites: ENG101 Reading and discussion of selected British and American poems with attention to form and content.

**ENG266    Popular Literature    3 Credits**

Prerequisites: ENG102 or consent of instructor Studies various forms of popular writing, e.g., best-sellers, the western, science fiction, fantasy, the detective story.

**ENG271    Introduction to Shakespeare    3 Credits**

Prerequisites: ENG102 or consent of instructor Examines Shakespeare's principal plays read for their social interest and their literary excellence.

**ENG282    Intro to Language & Literary Expression  3 Credits**

Explores the forms and function of language with special application to literary study.

**ENG295**      **Directed Study in English**      **1-3 Credits**
Prerequisites: ENG102 Allows students to pursue individual writing or research projects under the close supervision and guidance of the instructor.

**ENG299**      **Special Topics in English**      **1-3 Credits**
Includes short courses and experimental classes covering a variety of subjects. May be repeated for up to three credits.

## ENGINEERING (ENGR)

**ENGR100**      **Introduction to Engineering Design**      **3 Credits**
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.

**ENGR241**      **Statics**      **3 Credits**
Prerequisites: PHYS 180 with a "C" or better and Corequisite: MATH 182 Studies Static force systems. Topics include resolution and composition of forces, equilibrium of force systems, friction, centroids, moments of inertia, mass moments of inertia, cables, beams, fluid statics, and work. Same as ME 241.

## ENERGY (ENRG)

**ENRG110**      **Introduction to Alternative Energy**      **3 Credits**
Introduces alternative and sustainable energy sources and systems, including renewable approaches such as solar and wind.

**ENRG160**      **Building Science Principles**      **1 Credit**
This introductory course prepares students to develop a comprehensive view of the importance of energy auditing and retrofit work in improving home energy efficiency as well as understanding how all of the systems (e.g. HVAC, insulation, appliances) affect the comfort, health, and safety of occupants and durability of the home. This course prepares students for success on the BPI Building Science Principles Certificate of Knowledge examination.

**ENRG161**      **Building Analyst Technician**      **3 Credits**
Prerequisites: ENRG 160 or BPI Building Science Principles certification (or other national equivalent). Students can take this course concurrently with the prerequisite with instructor approval. This course prepares students to conduct residential building science-based diagnostic tests and home performance data collection and for success on the nationally recognized BPI BA-T Certification examination.

**ENRG162**      **Building Analyst Professional**      **1 Credit**
Prerequisites: ENRG 160 or BPI Building Science Principles certification (or other national equivalent) and ENRG 161 or BPI BA-T certification (or other national equivalent). Students can take this course concurrently with the prerequisites with instructor approval. This course prepares students to use energy modeling software to model the energy upgrade potential of a home, develop a scope of work and for success on the nationally recognized BPI BA-P Certification examination.

**ENRG164**      **Building Infiltration & Duct Leakage**      **1 Credit**
Prerequisites: ENRG 160 or BPI Building Science Principles certification (or other national equivalent), ENRG 161 or BPI BA-T certification (or other national equivalent) and ENRG 162 or BPI BA-P certification (or other national equivalent). Students can take this course concurrently with the prerequisites with instructor approval. This course prepares students to test building airflow using blower door and pressure diagnostics, duct testing, and tightness verification, and for success on the BPI Infiltration and Duct Leakage (BPI IDL) Certification examination.

**ENRG165**      **Professional Home Energy Auditor**      **3 Credits**
Prerequisites: ENRG 160 or BPI Building Science Principles certification (or other national equivalent), ENRG 161 or BPI BA-T certification (or other national equivalent) and ENRG 162 or BPI BA-P certification (or other national equivalent). Students can take this course concurrently with the prerequisites with instructor approval. This course prepares students to learn the most advanced methods for testing buildings and be prepared for success on the HEP Energy Auditor certification.

**ENRG166**      **Energy Auditor Leadership**      **2 Credits**
Prerequisites: ENRG 160 or BPI Building Science Principles certification (or other national equivalent), ENRG 161 or BPI BA-T certification (or other national equivalent) and ENRG 162 or BPI BA-P certification (or other national equivalent). Students can take this course concurrently with the prerequisites with instructor approval. This course prepares students to integrate all elements of the Energy Audit Process, data collection and recommendations for improvements to develop a scope of work, understand how to execute the project, and verify that all work has been completed with an emphasis on ensuring quality in completed work. Students will also be prepared for success on the BPI Crew Leader certification examination which is supported by the US Department of Energy and its National Renewable Energy Laboratory.

**ENRG167**      **Home Energy Audit Quality Control Inspection**      **1 Credit**
Prerequisites: ENRG 160 or BPI Building Science Principles certification (or other national equivalent), ENRG 161 or BPI BA-T certification (or other national equivalent) and ENRG 162 or BPI BA-P certification (or other national equivalent). Students can take this concurrently with the prerequisites with instructor approval. This course prepares students to become a quality control inspector with the skills to ensure the completion, appropriateness and quality of residential home energy upgrade work through use of methodological inspection of the building including performing safety and diagnostic tests and observing work performed. The course also prepares students for success on the BPI Home Energy Auditor Quality Control Inspection Certification examination.

## ENTREPRENEURSHIP (ENT)

**ENT200**      **Fundamentals of Entrepreneurship**      **3 Credits**
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 SCIENCE (ENV)

**ENV100**      **Humans and Environment**      **3 Credits**
Prerequisites: MATH120 or consent of instructor Provides an interdisciplinary introductory survey of the ecology of natural systems with emphasis on the relationship of humans to the environment. Includes four laboratory experiences.

**ENV101**      **Introduction to Environmental Science**      **3 Credits**
Prerequisite: Math 120 or consent of instructor. Explores the fundamental components and interactions of earth's natural systems, the relationships between humans and environment, and solutions to current and potential environmental problems.

## ED PROFESSIONAL DEVELOPMENT (EPD)

**EPD162**      **PPST/Praxis I Reading Review**      **1 Credit**
Prerequisites: None Review of reading, vocabulary, comprehension, and test-taking strategies in preparation for taking the PPST/Praxis I Reading Exam. This course is graded as Pass/Fail.

**EPD163**      **PPST/Praxis I Writing Review**      **1 Credit**
Prerequisites: None Review of writing skills and test-taking strategies in preparation for taking the PPST/Praxis I Writing Exam. This course is graded as Pass/Fail.

**EPD164**      **PPST/Praxis I Math Review**      **1 Credit**
Prerequisites: None Review of math concepts, solving problems, quantitative reasoning, and test-taking strategies in preparation for taking the PPST/Praxis I Math Exam. This course is graded as Pass/Fail.

**EPD276**      **Management Methods for Substitutes**      **.5-3 Credits**
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.

**EPD295** **Special Topics in Educational Professional Development** **1-6 Credits**
Covers selected topics in education and critical and current issues in education. Repeatable as topics vary.

**EPD400** **Curriculum, Instruction, and Assessment Projects for Educators** **1-3 Credits**
Prerequisite: Educator within the Nevada Department of Education System or permission of instructor. Offers insight and methods for improving curriculum design and delivery. Provides students opportunities to design and refine assessment projects for PreK-12 curriculum. Project-based course. May be repeated up to three units.

**EPD410** **Contemporary Pedagogical Strategies** **1-3 Credits**
Prerequisite: Instructor Approval Students choose a book(s) to study for professional growth. Each book chosen will include weekly reflections of required reading, lab work, and a self-designed final project. Weekly online discussions required.

## EDUCATIONAL PSYCHOLOGY (EPY)

**EPY150** **Strategies for Academic Success** **3 Credits**
Helps students to develop effective and efficient study skills. Students will learn how to learn.

## ELECTRONICS TECHNOLOGY (ET)

**ET104** **Fabrication and Soldering Techniques** **3 Credits**
Introduces electronic fabrication skills, tool operations applied to fabrication techniques of simple circuit boards, reading of schematic diagrams, soldering, drafting and wire wrapping.

**ET117** **Computer forensics** **3 Credits**
Introduction to the concept of using computer forensics to conduct a successful computer investigation. Covers acquiring digital evidence and reporting its findings. Covers fundamentals of setting up a forensics lab, acquiring the proper and necessary tools, and how to conduct an investigation and subsequent digital analysis.

**ET131** **Dc for Electronics** **3-6 Credits**
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.

**ET132** **Ac for Electronics** **4 Credits**
Prerequisites: ET131 or consent of instructor Familiarizes students with important electronic components, their schematic symbols and how to wire circuits on a solderless circuit board using diagrams. Introduces semiconductors, diodes, and basic theory of transistors and transistor amplifier configurations. Students conduct laboratory experiments and build electronic circuits utilizing these components. Soldering is introduced.

**ET155** **Home Technology Convergence** **4 Credits**
Introduction to the components and technologies that make up the "Smart Home". The convergence of home entertainment audio/visual equipment, surveillance and security systems, computer networks, and telecommunications will be taught in both theory and application. Students will build, configure and install cables, wallplates, jacks, control modules and equipment to bring alive the multiple technologies commonly used in a home or small office environment.

**ET198** **Spec Topics: Electronics** **1-6 Credits**
Explores various topics of current interest/demand in Electronics Technology.

**ET200** **Electronics Projects** **.5-6 Credits**
Prerequisites: ET131 or consent of instructor Studies special projects in Electronics Technology.

## FINANCE (FIN)

**FIN101** **Personal Finance** **3 Credits**
Introduces personal financial planning. Emphasizes budgeting, obtaining credit, buying decisions for a home, auto or other large purchases, investment decisions, and retirement planning.

**FIN115** **Introduction to Investments** **3 Credits**
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.

**FIN310** **Applied Accounting and Finance** **3 Credits**
Prerequisites: Admission to BAS Organization and Project Management Program Designed to provide the keys, concepts and tools used in understanding the financial functions of a business enterprise. Introduces the essential concepts necessary in understanding formal financial statements from the user's perspective.

## FRENCH (FREN)

**FREN101** **Conversational French I** **3 Credits**
Emphasizes spoken communication. Listening, reading and writing skills will be explored. A vocabulary of French-English words can be developed to suit student needs.

**FREN102** **French, Conversational II** **1-3 Credits**
Prerequisites: FREN101 or consent of instructor Offers a second semester of Conversational French designed to continue and improve the skills learned in the first semester.

**FREN111** **First Year French I** **4 Credits**
Develops language skills through practice in listening, speaking, reading, writing and structural analysis. Includes an introduction to French culture.

**FREN112** **First Year French II** **4 Credits**
Prerequisites: FREN111 or equivalent or consent of instructor Continues with the second semester of the course to build on speaking, writing and reading skills in the French language.

**FREN212** **Second Year French II** **3 Credits**
Prerequisites: FREN211 or equivalent or consent of instructor Continues structural review, conversation and writing and reading in modern literature.

## FIRE SCIENCE TECHNOLOGY (FS)

**FS107** **Fire Service Communication Skills** **3 Credits**
Develops interpersonal communication skills of speaking and listening through preparing and presenting both oral and written reports. Studies government structure; covers verbal and non-verbal communication, encoding and decoding. Develops presentation methods and selection of delivery process. Studies how to communicate ideas effectively.

## FIRE SCIENCE (FT)

**FT101** **Principles of Emergency Services** **3 Credits**
Prerequisites: None Provides an overview of fire protection and emergency services; career opportunities in fire protection and related fields; culture and history of emergency services; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics and life safety initiatives. FESHE Core Course.

**FT104** **Nevada Firefighter I** **3 Credits**
Prerequisites: FT 101 Designed to familiarize the student with the general rules and regulations of fire fighting, use and explanation of forcible entry, protective breathing apparatus, fire streams, first aid, ropes, salvage, fire hose, nozzles and apparatus, ladders, ventilation, inspection, rescue, sprinklers, fire alarms and communications, safety and fire behavior.

**FT105        Fire Behavior and Combustion        3 Credits**
Prerequisites: None Explores the theories and fundamentals of how and why fires start, spread and are controlled. FESHE Core Course

**FT106        Firefighter Academy I        12 Credits**
Prerequisites: EMS 108 or current State of Nevada EMT certification FT 101, and FT 109 OR EMS 108 or current State of Nevada EMT certification and six months of firefighting experience and Candidate Physical Abilities Test (CPAT) certification within 12 months of the course start date. Corequisite: FT 131 This course combines lecture with hands on firefighting skills to meet the requirements of the Nevada State Fire Training Firefighter I and the National Fire Protection Association (NFPA). Topics include fire service organization, fire safety, tools and equipment, fire prevention, incident management systems, wildland fire fighting and fire suppression techniques. Students who successfully complete the Academy are eligible for Nevada State Fire Marshal certification as a Firefighter I and National Wildfire Coordinating Group (NWCG) certificates S-110, S-130 and S-190)

**FT109        Internship in the Fire Science        1 Credit**
Prerequisites: FT 101 Provides work experience and skills signoffs that meet the National Fire Protection Association's Firefighter I criteria. Course qualifies students to take the Nevada Fire Fighter I exam. Students must have proof of insurance.

**FT110        Basic Wildland Firefighting        3 Credits**
Prerequisites: None Addresses the basic elements of wildland fire protection, fire behavior, department organization, apparatus and equipment, fire safety and incident command organization.

**FT121        Fire Prevention        3 Credits**
Prerequisites: None Provides fundamental knowledge relating to the field of fire prevention. Topics include: history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use and application of codes and standards, plans review, fire inspections, fire and life safety education and fire investigation. FESHE Core Course.

**FT125        Building Construction for Fire Prevention        3 Credits**
Prerequisites: None Presents the components of building construction related to firefighter and life safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at emergencies. FESHE Core Course.

**FT131        Hazardous Materials Chemistry        3 Credits**
Prerequisites: EMS 108 or current State of Nevada EMT certification FT 101, and FT 109 OR EMS 108 or current State of Nevada EMT certification and six months of firefighting experience and Candidate Physical Abilities Test (CPAT) certification within 12 months of the course start date. Corequisite: FT 106 This course teaches the skills and competencies firefighters need to to be first on the scene of an emergency involving hazardous materials and respond defensively to protect citizens, the environment and property; control the chemical release; and keep it from spreading. Course content aligns with FESHE and NFPA 472 competencies for First Responder Awareness (FRA) and Operational (FRO) levels. This course qualifies the student to take the state Fire Marshal Hazardous Materials Awareness and Operations State Exam.

**FT152        Legal Aspects of Emergency Services        3 Credits**
Prerequisites: FT 101 or Instructor Approval Addresses the Federal, State, and local laws that regulate emergency services and include a review of national standards, regulations and consensus standards. FESHE Non-Core Course.

**FT154        Principles of Fire and Emergency Services, Safety and Survival        3 Credits**
Prerequisites: None Introduces the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavior change throughout the emergency services. FESHE Core Course.

**FT224        Fire Protection Systems        3 Credits**
Prerequisites: None Provides information relating to the features of design and operation of fire alarm systems, water-based fire suppression systems, special hazard fire suppression systems, water supply for fire protection and portable fire extinguishers. FESHE Core Course.

**FT291        Fire and Emergency Services Administration        3 Credits**
Prerequisites: None Introduces the student to the organization and management of a fire and emergency services department and the relationship of government agencies to the fire service. Emphasis on fire and emergency service, ethics and leadership from the perspective of the company officer. FESHE Non-Core Course.

# GEOGRAPHY (GEOG)

**GEOG103        Physical Geography        3 Credits**
Prerequisites: MATH120,MATH126 or higher or consent of instructor Teaches the physical processes of geography, including maps, seasons, weather and climate. Includes at least four lab experiences.

**GEOG104        Physical Geography Laboratory        1 Credit**
Pre or Corequisite: GEOG103 or consent of instructor. Offers experimental and in-depth investigations designed to illustrate fundamental principles of physical geography..

**GEOG106        Introduction to Cultural Geography        3 Credits**
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.

**GEOG116        Oceanography        3 Credits**
Prerequisites: Math 120 or higher or consent of instructor Fundamentals of oceanography covering a brief history. Including spatial aspects of geological, physical, chemical and biological oceanography. Emphasis on the role of oceans on climate change in the past, present and future.

**GEOG121        Climate Change and Its Environmental Impacts        4 Credits**
Reviews the past, present and likely future climate changes, together with its associated impacts on the landscape, with emphasis on water resources, species distributions, and wildfire regime.

**GEOG200        World Regional Geography        3 Credits**
Introduces the world's regions with concentration on parts of the world with which we may be less familiar - many of which are experiencing great changes and have a major impact on our lives in the United States. Specific areas that will be covered include Africa, Asia, and Latin America.

**GEOG211        Introduction to Maps and Compass        2 Credits**
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)

**GEOL100        Earthquakes, Volcanoes, and Natural Disasters        3 Credits**
Investigates geology of the dynamic earth with a focus on geologic hazards. Includes at least four laboratory experiences.

**GEOL101        Exploring Planet Earth        4 Credits**
Prerequisites: MATH120,MATH126 or higher or consent of instructor 3 hours lecture and 3 hours lab. Investigates the fundamental principles of physical geology, including plate tectonics, earth materials, geologic time, topographic maps and geologic structures.

**GEOL102        Earth and Life Through Time        4 Credits**
Prerequisites: GEOL101 3 hours lecture and 3 hours lab. Studies the history of the earth and the origins of its landforms, including dating, evolution of organisms, times of extinction, mountain building episodes, and periods of glaciation.

**GEOL105        Introduction to Geology of National Parks        3 Credits**
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.

**GEOL111　　　Geology of Death Valley National Park 1-2 Credits**
Provides a general field experience in geology for students with little or no earth science background. Teaches the basics of rock and landform identification, and the recognition of modern and ancient geologic events through field study of Death Valley National Park.

**GEOL112　　　Geology of Eastern Sierra Nevada　　1-2 Credits**
Provides a general field experience in geology for students with little or no earth science background. Teaches the basics of rock and landform identification, and the recognition of modern and ancient geologic events through field study of the Eastern Sierra Nevada.

**GEOL113　　　Geology of Lassen Volcanic National Park　　　　　　　　　1-2 Credits**
Provides a general 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 the recognition of modern and ancient geologic events through field study of Lassen Volcanic National Park.

**GEOL114　　　Geology of Lava Beds National Monument　　　　　　　　　1 Credit**
Provides a general field experience in geology for students with little or no earth science background. Teaches the basics of volcanic rock and landform identification, and the recognition of modern and ancient geologic events through field study of Lava Beds National Monument.

**GEOL201　　　Geology of Nevada　　　　　3 Credits**
Prerequisites: GEOL101 or consent of instructor Studies how Nevada¿s geology has changed through time. Includes Nevada¿s fossils, rocks and minerals, earthquakes and geothermal resources. Includes at least four lab experiences.

**GEOL299　　　Special Topics in Geology　　　1-5 Credits**
Applies to assorted short courses and workshops covering a variety of subjects. May be repeated for up to six units.

## GRAPHIC COMMUNICATIONS (GRC)

**GRC116　　　Introduction to Digital Art and Design　3 Credits**
Prerequisites: Basic Computer Skills Introduces students to the Adobe Creative Cloud Software (Illustrator, InDesign, Photoshop and Acrobat). Students will explore design ideation, process, and effective design thinking and analysis as it relates to Graphic Design. Presents projects and design exercises that will increase student's technical fluency in industry-standards for Graphic Design software applications.

**GRC175　　　Web Design I　　　　　　3 Credits**
Prerequisites: Basic computer skills. Recommended: GRC 116 and GRC 200. 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.

**GRC200　　　Design Thinking and Methodologies　3 Credits**
Prerequisites: GRC 116 Builds upon the skills and processes learned in GRC 116. Further investigation and advanced techniques of Adobe Creative Cloud Software (Illustrator, InDesign, Photoshop and Acrobat). Course broadens techniques for design ideation, process, and effective design thinking and analysis. Class will present projects and design exercises that will increase student's technical fluency in industry-standards for Graphic Design software applications. Designed to increase conceptual thinking and improve technical skillsets.

**GRC210　　　Typography I　　　　　　3 Credits**
Prerequisites: GRC 116 Introduces students to designing with type for graphic design. Offers readings that outline the historical context of letter forms, while studio-based projects focus on practical analysis, visual and conceptual interaction of type and image, and the creative exploration of type as a formal element.

**GRC220　　　Graphic Design I　　　　　3 Credits**
Prerequisites: GRC 116, GRC 200, GRC 210 Emphasizes principles and language of graphic design. Provides further development of an understanding of visual communications theories, processes and methods using current industry technologies. Focuses on advancing student's ability, using research and thumbnails, to devise and produce wide varieties of solutions to visual problems through assigned graphic design projects.

**GRC282　　　Motion Graphics for Video　　　3 Credits**
Prerequisites: None Offers principles of visual design and color, animation and sound design applied to motion graphic design. Emphasis on designing projects that combine text, graphics, animation, audio and video. Hands-on projects using multimedia authoring software.

**GRC294　　　Professional Portfolio　　　　3 Credits**
Prerequisites: minimum of 21 credits of GRC design/production classes or consent of instructor Focuses on the development of a portfolio for employment in the graphics communications field. Professional and legal requirements will be explored.

## HUMAN DEV AND FAMILY STUDIES (HDFS)

**HDFS201　　　Life Span Human Development　　3 Credits**
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.

**HDFS202　　　Introduction to Families　　　3 Credits**
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.

**HDFS232　　　Diversity and the Young Child - a Multicultural Perspective　　　　　　　3 Credits**
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.

## HOLOCAUST, GENOCIDE & PEACE ST (HGPS)

**HGPS201　　　Concepts in Holocaust, Genocide and Peace Studies　　　　　　　　3 Credits**
Prerequisite: None Analyzes the origins of prejudice, hatred, and dehumanizing policies that culminate in major social conflicts, mass destructions and genocides. Delves into global reaction to crimes against humanity and international laws that bring perpetrators to justice.

## HISTORY (HIST)

**HIST101　　　U.S. History to 1877　　　　3 Credits**
Prerequisite: None. Recommended: Completion or corequisite of ENG 101 or eligibility to enroll in ENG 101. Offers a survey of American history and civilization from the time of the first European settlement to about 1877. Satisfies the United States constitution requirement.

**HIST102　　　U.S. History Since 1877　　　3 Credits**
Prerequisite: None. Recommended: Completion or corequisite of ENG 101 or eligibility to enroll in ENG 101. Covers American history and civilization since the end of the American Civil War and Reconstruction Era. Satisfies the Nevada Constitution requirement.

**HIST105　　　European Civilization to 1648　　3 Credits**
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.

**HIST106**        **European Civilization Since 1648**        **3 Credits**
Covers Western civilization and history from the mid-17th century to the present.

**HIST111**        **Survey of U.S. Constitutional History**        **3 Credits**
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.

**HIST203**        **History of Television**        **3 Credits**
Prerequisites: None. Recommended: Eng 101 Topical survey of television, focusing on historical context and analysis of television genres and themes. Topics will vary.

**HIST207**        **Discover Nevada**        **1-3 Credits**
Explores the many historic sites and scenic areas of Nevada, utilizing lecture discussions, slide presentations, readings and videos.

**HIST208**        **World History I**        **3 Credits**
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.

**HIST209**        **World History II**        **3 Credits**
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.

**HIST217**        **Nevada History**        **3 Credits**
Studies Nevada's history from prehistoric times to the present. Examines the early mining and cattle frontiers, the development of towns and the advent of industrialization as well as the 20th century problems of water, energy, and growth. Satisfies the Nevada Constitution requirement.

**HIST225**        **Introduction to the Vietnam War**        **3 Credits**
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.

**HIST226**        **Popular    Culture    and    History:    Organized Crime**        **3 Credits**
Prerequisite: None. Recommended: Completion or corequisite of ENG 101 or eligibility to enroll in ENG 101 Topical survey of popular culture and history, focusing on historical background and utilizing diverse primary and secondary sources. Emphasis on organized crime, predominantly in the 20th & 21st centuries across the globe. Repeatable up to a maximum of 9 credits.

**HIST247**        **Introduction to the History of Mexico**        **3 Credits**
Introduces pre-Columbian Mexico, Colonial New Spain and Mexican national history to the present.

**HIST285**        **History of Witchcraft**        **3 Credits**
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.

**HIST290**        **The Roaring 20s**        **3 Credits**
Prerequisites: None. Recommended: Completion or corequisite of ENG 101 or eligibility to enroll in ENG 101. Study of American society and culture in the 1920s through the interrelated topics of consumerism, youth culture, the role of the U.S. in the world, post-war retrenchment, the Harlem Renaissance/Jazz Age, and shifting definitions of race and gender.

## HEALTH INFORMATION TECHNOLOGY (HIT)

**HIT117**        **Medical Terminology I**        **1 Credit**
Studies word derivations and formation with emphasis upon understanding common usage in the field of health care.

**HIT118**        **Language of Medicine**        **3 Credits**
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.

**HIT170**        **Computers in Health Care**        **3 Credits**
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.

## HUMANITIES/HUMANISTIC STUDIES (HUM)

**HUM101**        **Introduction to Humanities**        **3 Credits**
Offers an interdisciplinary approach to the humanities. Students study major works in art, music, literature, and philosophy with historical framework.

## INFORMATICS (INF)

**INF100**        **Introduction    to    Informatics    I    -    Basic Concepts**        **3 Credits**
Deals with the nature of Informatics withing the information technology space. Addresses the core concept of integration of people, technology and information. Emphasizes the practical dimension of Informatics, real problems, and the socio-economic situations in which they arise. Presents a variety of Informatics tools from a variety of domains, and their implications for science, engineering, art, the humanities and society.

## INFORMATION SYSTEMS (IS)

**IS101**        **Introduction to Information Systems**        **3 Credits**
Introduces the student to the role of computers in today's technology-driven environment, allowing for hands on lab experience. Students will be introduced to the Internet, distance education, and the World Wide Web for research, along with operating systems, word processing, spreadsheets, database and basic multi-media. Upon successful completion of this course, the student will be able to demonstrate basic computer survival skills, understand computer terminology, and create data using a variety of software.

**IS201**        **Computer Applications**        **3 Credits**
Prerequisites: IS101 or experience in office software. Develops the student's knowledge in integrated office productivity software. Topics will cover word processing, database, spreadsheets and working with macro programming. Coursework or experience using office software is essential for successful completion and gives students the foundation to pass expert level certification tests.

**IS301**        **Management Information Systems**        **3 Credits**
Prerequisite: Admission to BAS Organization and Project Management program Introduces business applications, computers in organizations, systems development theory and practice, application develop methodology, changing technology, and concerns about computer security and privacy.

## INDUSTRIAL PLANT MECHANICS (IT)

**IT208**        **Fluid Power**        **1-3 Credits**
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.

## ITALIAN LANGUAGE (ITAL)

**ITAL101**        **Conversational Italian I**        **3 Credits**
Emphasizes spoken communication. Listening, reading and writing skills will be explored. A vocabulary of Italian-English words can be developed to suit student needs. As students progress through this four-semester sequence, they will build incrasing fluency in the spearking, reading and writing of Italian.

**ITAL111**        **First Year Italian I**        **4 Credits**
Prerequisites: None Introduces the Italian language through the development of language skills and structural analysis. Includes an introduction to Italian culture.

**ITAL112       First Year Italian II           4 Credits**
Prerequisites: ITAL111 or consent of instructor Continues study of the Italian language through the development of language skills and structural analysis. Includes an introduction to Italian culture.

**ITAL211       Second Year Italian I          3 Credits**
Prerequisites: ITAL112 Emphasizes structural review, conversation and writing, and readings in modern literature.

**ITAL212       Second Year Italian II         3 Credits**
Prerequisites: ITAL211 Continues structural review, conversation and writing, and readings in modern literature.

## JOURNALISM (JOUR)

**JOUR103       Introduction to Media and Society     3 Credits**
Course designed to create more critically engaged consumers and producers of media. Gain an understanding of how print, broadcast, audio, video and digital media influence and interact with social conditions on the individual, national, and international levels. Systematically observe, interpret, and critique mass and networked media using principles grounded in the social sciences.

**JOUR120       Media in Modern Life           3 Credits**
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.

**JOUR201       Media Writing                  3 Credits**
Prerequisites: JOUR103. Teaches writing in journalistic and persuasive styles for mass media. Emphasis on analysis and organization of information, and clarity of expression.

**JOUR221       News Gathering & Writing       3 Credits**

## JAPANESE (JPN)

**JPN111        First Year Japanese I          4 Credits**
Prerequisites: None Introduces the language through structural analysis and the writing system. Includes some conversation and an introduction to Japanese culture.

**JPN112        First Year Japanese II         4 Credits**
Prerequisites: JPN 111 Continues study of the language through structural analysis and the writing system. Includes some conversation and an introduction to Japanese culture.

**JPN211        Second Year Japanese I         3 Credits**
Prerequisites: JPN 112 Continuation of structural analysis of spoken and written Japanese.

**JPN212        Second Year Japanese II        3 Credits**
Prerequisites: JPN 211 Continuation of structural analysis of spoken and written Japanese.

## LABORATORY TECHNICIAN (LTE)

**LTE101        Fundamental Phlebotomy         4 Credits**
Prerequisites: Vaccinations and major medical insurance required (see requirements for LTE under the Nursing and Allied Health division) Provides knowledge and skills necessary to perform basic collection, identification, and preservation of blood samples as applied to venipuncture techniques. Incorporates finger stick procedures and patient contact methodologies carried out within the ethical, legal and professional boundaries of the roles. Successful completion of LTE 102 is required to sit for national certification examinations offered through a variety of certifying organizations, including the American Society for Clinical Pathology (ASCP).

**LTE102        Applied Phlebotomy            3-3.5 Credits**
Prerequisites: LTE 101 with C or better. Vaccinations and major medical insurance. See Nursing and Allied Health Division student requirements for LTE. Provides 100 hours of clinical phlebotomy experience (of clinical phlebotomy to apply knowledge and skills learned in LTE 101. Under the guidance of a laboratory technician preceptor, students will perform a

minimum of 100 successful, documented blood draws with patients across the lifespan (except infants and toddlers). Upon successful completion with a grade of C or better, students are eligible to sit for a national certification examination offered through a variety of certifying organizations, including the American Society for Clinical Pathology (ASCP).

## MATHEMATICS (MATH)

**MATH96D       Algebra Review for Math 126    2 Credits**
Corequisite: Math 126 Offers a second course in algebra. Includes multiplying, dividing, and factoring polynomial expressions, solving polynomial and rational equations, algebraic techniques involving exponents and radicals, and systems of linear equations.

**MATH20        Learning Support for MATH 120   1-3 Credits**
Prerequisites: None. Corequisite: Enrollment in designated section of Math 120. Provides foundational material to support students in Math 120, Fundamentals of College Mathematics.

**MATH24        Learning Support for MATH 124   1-3 Credits**
Prerequisites: None. Corequisite: Enrollment in designated section of Math 124. Provides foundational material to support students in Math 124, College Algebra.

**MATH26        Learning Support for MATH 126   1-3 Credits**
Prerequisites: None. Corequisite: Enrollment in designated section of Math 126. Provides foundational material to support students in Math 126, Precalculus I.

**MATH90        Elementary Arithmetic          1-3 Credits**
Provides individualized instruction in basic math skills including addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals. Intended for students who need a review of whole numbers before studying fractions. Instruction is tailored specifically to each student's needs.

**MATH91        Basic Mathematics              3 Credits**
Provides the fundamental operation of whole numbers, fractions and mixed numbers, decimals, percentage, measurement and geometry. The course is intended to provide a thorough review of basics needed in future mathematics courses and in applied fields.

**MATH92        Algebra Review                 1 Credit**
Prerequisite: Previous success in Intermediate Algebra or Algebra II or higher algebra course. Provides a review of algebra that will refresh previously taught concepts. Designed for students who have successfully completed Algebra II or Intermediate Algebra or similar course sometime in the past. Provides a condensed review of topics from Intermediate Algebra intended to help students place into the appropriate course via Accuplacer Exam.

**MATH93        Pre Algebra                    3 Credits**
Prerequisites: MATH91 or equivalent or consent of instructor Prepares students for MATH 95. Helps students who have experienced difficulties with math to get an introduction to the language and concepts of algebra. Provides a transition from self-paced, basic math to the quick pace required in MATH 95.

**MATH95        Elementary Algebra             3 Credits**
Offers a first course in algebra. Topics include operations with signed numbers; algebraic symbols; evaluating formulas; operations with polynominal, 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.

**MATH96        Intermediate Algebra           3 Credits**
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.

**MATH98        Developmental Mathematics      3-5 Credits**
Prerequisite: None Prepares students for college-level mathematics. Self-paced, computer aided course designed to provide students with the concepts and skills of pre, elementary and intermediate algebra.

**MATH100** **Math for Allied Health and Public Safety** **1 Credit**
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.

**MATH110** **Mathematics for Industry** **3 Credits**
Covers fractions, decimals, percentages, ratios, proportions, measurement, geometry, and briefly, the fundamentals of algebra and right triangle trigonometry.

**MATH120** **Fundamentals of College Mathematics** **3 Credits**
Prerequisite: Success in intermediate algebra, algebra II, MATH 96 or similar course is recommended as preparation for this course. Students should meet with a Counselor to determine readiness based on placement or equivalent exam, high school coursework, or other factors. Studies probability, statistics, business, finance and consumer mathematics. Course is broad in scope and emphasizes applications.

**MATH122** **Number Concepts for Elementary School Teachers** **3 Credits**
Prerequisites: MATH120 or consent of instructor Introduces elementary problem solving with emphasis on the nature of numbers and the structure of the real number system. Designed for students seeking a teaching certificate in elementary education.

**MATH123** **Statistical & Geometrical Concepts for Elementary School Teachers** **3 Credits**
Prerequisites: MATH120 or consent of instructor Presents elementary problem solving with emphasis on patterns and geometric relationships. Designed for students seeking a teaching certificate in elementary education.

**MATH124** **College Algebra** **3 Credits**
Prerequisites: Success in intermediate algebra, algebra II, MATH 96 or similar course is recommended as preparation for this course. Students should meet with a WNC Counselor to determine readiness based on placement or equivalent exam, high school coursework, or other factors. Covers equations and inequalities; relations and functions; linear, quadratic, polynomial, exponential, and logarithmic functions; systems of linear equations.

**MATH126** **Precalculus I** **3 Credits**
Prerequisite: Success in intermediate algebra, algebra II, MATH 96 or similar course is recommended as preparation for this course. Students should meet with a Counselor to determine readiness based on placement or equivalent exam, high school coursework, or other factors. 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.

**MATH127** **Precalculus II** **3 Credits**
Prerequisites: MATH 126 with a grade of C- or higher; or, ACT MATH score of 25 or higher or SAT MATH score of 560 or higher; or, a grade of B- or better in high school precalculus; or appropriate score on the WNC placement exam; or, consent of instructor. Studies circular functions, trigonometric identities and equations, conic sections, complex numbers, and discrete algebra.

**MATH128** **Precalculus and Trigonometry** **5 Credits**
Prerequisites: MATH 096 with a grade of C- or better or appropriate score on the WNC math placement or equivalent exam or three units of high school mathematics at the level of algebra and above with a grade of C- or better within the last three years. Studies relations, functions and their graphs; polynomial, rational, exponential, logarithm and trigonometric functions; analytic trigonometry; systems of equations and inequalities; conics; mathematical induction; sequences and series.

**MATH176** **Introductory Calculus for Business & Social Sciences** **3 Credits**
Prerequisites: MATH 124, 126 or 128 or equivalent with a grade of C- or better; or, ACT MATH score of 25 or higher or SAT MATH score of 560 or higher; or, a grade of B- or better in high school precalculus; or, appropriate score on the WNC placement exam; or consent of instructor. Instructs students in fundamental ideas of analytical geometry and calculus. Includes plane coordinates, graphs, functions, limits, derivatives, integrals, the fundamental theorem of calculus. Includes applications to rates, extremalization, and interpretation of integrals.

**MATH181** **Calculus I** **4 Credits**
Prerequisites: MATH 127 or MATH 128 with a grade of C- or better; or, ACT MATH score of 28 or higher or SAT MATH score of 630 or higher; or, a grade of B- or better in high school trigonometry and precalculus; or, appropriate score on the WNC placement exam; or, consent of instructor. Offers fundamental concepts of analytical geometry and calculus, functions, graphs, limits, derivatives, and integrals.

**MATH182** **Calculus II** **4 Credits**
Prerequisites: MATH181 or equivalent or consent of instructor. Teaches transcendental functions, methods of integration, conics, vectors.

**MATH251** **Discrete Mathematics I** **3 Credits**
Prerequisite: Math 182 A first course in discrete mathematics that provides an introduction to logic, set theory, relations, functions, digraphs, and cardinality.

**MATH283** **Calculus III** **4 Credits**
Prerequisites: MATH182 or equivalent or consent of instructor Covers infinite series, vectors, differential and integral calculus of functions of several variables, and introduction to vector analysis.

**MATH285** **Differential Equations** **3 Credits**
Prerequisites: MATH283 Presents methods of solving ordinary differential equations with application to physical systems. Includes systems of equations, series solution, numerical solution, and Laplace transforms.

**MATH299** **Directed Study** **1-3 Credits**
Prerequisite: Consent of instructor. Provides individual study conducted under the direction of a faculty member.

**MATH330** **Linear Algebra** **3 Credits**
Prerequisite: Math 283 Vector analysis continued; abstract vector spaces; bases, inner products; projections; orthogonal complements, least squares; linear maps, structure theorems; elementary spectral theory; applications.

## MECHANICAL ENGINEERING (ME)

**ME198** **Cooperative Training Report** **1 Credit**
Prerequisites: enrollment in engineering program Guides students in preparation of written reports based on cooperative program assignments.

**ME241** **Mechanical Engineering: Statics** **3 Credits**
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.

**ME242** **Dynamics** **3 Credits**
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.

## MANAGEMENT SCIENCE (MGT)

**MGT103** **Small Business Management** **3 Credits**
Prerequisite: BUS 101 or consent of instructor. Develops an understanding of the small business enterprise with emphasis on how such businesses are started and managed successfully, including planning, finance, marketing, administrative control, and other type of activities.

**MGT201** **Principles of Management** **3 Credits**
Prerequisite: BUS 101 or consent of instructor. Studies fundamentals and principles of management; administrative policies, objectives and procedures, and problems of organization control and leadership. MGT 201 is accepted in lieu of MGRS 301 (UNR) or MGT 401 (UNLV) upon validation of content and knowledge by approved College of Business examination, or satisfactory performance ("C" or better) in MGRS 352 (UNR) or MGT 452 (UNLV) during the first year of eligibility to enroll in the appropriate upper division business course at the University of Nevada, Reno or the University of Nevada, Las Vegas.

**MGT212** **Leadership & Human Relations** **3 Credits**
Prerequisite: BUS 101 and MGT 201 or consent of instructor. Schools students on understanding and managing human behavior in organizations. Central

to the course is developing a better understanding of one's self as a leader and exploring some of the more effective ways of leading others.

**MGT235        Organizational Behavior        3 Credits**
Prerequisites:BUS 101 and MGT 201 or consent of instructor. Studies concepts, theories and case studies concerning the behavior of people in modern business organizations. Analyzes the internal organization structure, and managerial roles and functions, in the business and other goal-oriented institutions. Studies theory and design of organizational structure, impact of work flow, leadership styles, and control systems on human behavior.

**MGT283        Introduction to Human Resources Management        3 Credits**
Prerequisite: BUS 101 and MGT 201 or consent of instructor. Develops an understanding of the duties and responsibilities of personnel at the mid-management level.

**MGT310        Foundations of Management Theory and Practice        3 Credits**
Prerequisites: Admission to BAS Organization and Project Management Program Develops the theoretical foundation development for further study in any field involving management. Explores historical thought and the management of functions of planning, organizing, directing, and controlling. Provides a practical analysis of leadership, communications, and motivation techniques. Concludes with an exploration of current management challenges and trends.

**MGT320        Organization and Project Management  3 Credits**
Prerequisite: Admission to BAS Organization and Project Management Program Focuses on the key drivers of a successful organization. Emphasizes organization theories and models to analyze and improve performance in the organization. skills and Knowledge of project management and introduced and linked to organization performance.

**MGT323        Orgnztional Bhvr & Interpersonal Bhvr  3 Credits**
Prerequisite: Admission to the Organization & Project Management program OR admission to the Construction Management program OR consent of Division Director. 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.

**MGT367        Human Resource Management        3 Credits**
Prerequisites: MGT 323 Considers theoretical concepts and practical approaches relevant to management systems and processes; recruitment, training, appraisal, compensation and labor relations. Emphasis on legal constraints and international management.

**MGT371        Leadership and Managerial Skills        3 Credits**
Prerequisites: Admission to BAS Organizational and Project Management Program or permission of division director and MGT 310 Focuses on the skills of effective leaders and managers. Emphasis on leadership emergence in work settings, how to lead and manage others effectively, and leadership challenges in the contemporary business landscape such as the intersection of leadership with ethics.

**MGT391        Quantitative Analysis        3 Credits**
Prerequisite: Admission to BAS Organization and Project Management Program and MATH 120 or higher Covers identification and formulation of decision problems, introduction to the use of quantitative tools in business including linear programming, non-linear programming, game theory, and similar techniques; construction of quantitative models and their relationship to the use of electronic computers in business decision making.

**MGT412        Change Management        3 Credits**
Prerequisites: Admission to BAS Organizational and Project Management Program Explores critical issues in institutional change, including change management, change readiness and change resistance. Designed to provide techniques and principles on how to introduce change into organizations.

**MGT462        Changing Environments        3 Credits**
Prerequisites: Admission to the Organization & Project Management program OR admission to the Construction Management program OR consent of Division Director. Focuses on managing ethically in the changing cultural, economic, political, technological and global environments of business.

**MGT469        Managing Cultural Diversity        3 Credits**
Prerequisites: Admission to the Construction Management program OR consent of Division Director. 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.

**MGT480        International Management        3 Credits**
Prerequisites: Admission to BAS Organization and Project Management Program, MGT 310 Investigation and identification of environment and internal functions of international organization. Emphasis on management challenges for international organizations; major focus on comparing international management approaches.

**MGT485        Applied Business Ethics        3 Credits**
Prerequisites: Admission to BAS Organization and Project Management Program Provides a specific focus on ethical decision-making, skill development and critical thinking. Examines the ethical problems and conflicts leaders and managers encounter in relating their organizations to a multi-stakeholder environment.

**MGT487        Entrepreneurship        3 Credits**
Prerequisites: Admission to BAS Organization and Project Management Program. Comprehensive study of the process of judiciously combining the various factors of production in meeting the needs of consumers in creative and profitable ways. Topics include: characteristics of successful managers, starting a new enterprise, forming an entrepreneurial team, venture capital sources, and formulation of a business plan.

**MGT496        Strategic Management and Policy        3 Credits**
Prerequisites: Admission to BAS Organization and Project Management Program, FIN 310, MGT 310 Emphasis on the application of knowledge from all functional areas of business to organizational problems and the formulation and implementation of organizational strategies.

**MGT497        Business Plan Creation        3 Credits**
Prerequisite Admission to BAS Organization and Project Management Program and MGT 310 and FIN 310 Teaches how to create investor quality business plans. Follows a step-by-step process to develop a business plan from an opening executive summary to a financial offering.

## MARKETING (MKT)

**MKT127        Introduction to Retailing        3 Credits**
Studies an overview of retail merchandising, including buying, pricing, selling, advertising, sales promotion and display principles.

**MKT210        Marketing Principles        3 Credits**
Covers the problems of manufacturers, wholesalers, and retailers in the marketing of goods and services. Students will develop a plan applying the marketing principles.

**MKT250        Introduction to International Marketing 3 Credits**
Prerequisites: BUS 101 and MKT210 or consent of instructor Introduces the various functions of marketing as they are performed in the international environment. Focuses on the problems and decisions facing management in international marketing. Considers the impact of difference in language, aesthetics, religion and business customs on marketing strategies.

**MKT261        Introduction to Public Relations        3 Credits**
Prerequisite: BUS 101 and MKT 210 or consent of instructor Introduces the techniques of public relations for those holding supervisory or higher positions in management and marketing. Identifies the principles of creating and maintaining good public relations, including employee-employer relations. Customer-employee relations receive emphasis. Focuses on the programming of the total public relations effort and selecting of appropriate strategy, media and persuasive devices to accomplish objectives.

**MKT262        Introduction to Advertising        3 Credits**
Prerequisite: BUS 101 and MKT 210 or consent of instructor Presents methods and techniques in modern advertising, giving information to do the entire advertising job.

**MKT295        Work Experience I        1-4 Credits**

# MANUFACTURING AND PROD TECH (MPT)

### MPT111 Fundamentals of Manufacturing and Automation I 3 Credits
Prerequisite(s): None Introduces the fundamental mechanical and electrical concepts used in industrial applications. This includes the effects of levers and forces on a system; the operation of relay controls; and using basic logic circuits to provide automated control. Simulated tools and lab experiences will be used to apply concepts.

### MPT112 Fundamentals of Manufacturing and Automation II 3 Credits
Prequisite(s): MPT 111 or concurrent enrollment Allows students to practice the concepts of production and automation systems management and controls. Enables students to practice manufacturing skills, including robotic and conveyor systems as well as quality integration. Covers the underlying programming, fluid and mechanical transmission concepts of these systems.

### MPT114 Fundamentals of Manufacturing and Automation III 3 Credits
Prerequisite(s): MPT 112 or concurrent enrollment A continuation of MPT 112. Production and automation systems management and control are further developed.

### MPT160 Mechanical Drive Systems I 3 Credits
Prerequisite(s): Recommend ELM 110 or ELM 112 Covers the basics of mechanical components and systems, chain and belt drives in a complex mechatronic system. Teaches the functions and properties of mechanical components and 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 installation, troubleshooting strategies and preventive maintenance.

# MECHANICAL TECHNOLOGY (MT)

### MT115 Industrial And Materials Handling Automation 3 Credits
Prerequisite: AIT 101 Introduces the concepts of Programmable Logic Controllers (PLC) and computerized control operations. Covers basic PLC programming by describing numbering systems, PLC memory organization, PLC programming software and PLC program logic elements.

### MT130 Introduction to the Natural Gas Industry 3 Credits
Prerequisites: None Introduces the natural gas industry. Includes history of the gas industry, safety issues, and field operations

### MT132 Natural Gas Pipe Joining 3 Credits
Prerequisite: MT 130 Introduces the concepts of natural gas pipe joining. Includes plastic pipe and metal pipe joining. Covers types of joining: plastic solvent, compression coupling, heat fusion, welded and bolted.

### MT134 Natural Gas Line Locating & Leak Survey 3 Credits
Prerequisites: MT 130, MT 132 (May be co-enrolled in MT 132) Introduces natural gas pipe leak detection. Includes various pipeline leak configurations and subsystems. Key devices/tools used in the detection of leaks are evaluated. Demonstrates classification, grading and surveying of leaks.

### MT160 Hydraulic Power 3 Credits
Prerequisite: AIT 101 Introduces the concepts of how to connect and operate basic hydraulic components and systems, read circuit diagrams and monitor system operation. Exposes students to key topics in hydraulic power and safety, principles of hydraulic pressure and flow, and hydraulic speed control circuits in a wide array of applications.

# MACHINE TOOL TECHNOLOGY (MTT)

### MTT105 Machine Shop I 3 Credits
Prerequisite: DFT 110 or Co-requisite of DFT 110. Introduces basic machine shop skills that 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.

### MTT106 Machine Shop Practice I 1-2 Credits
Corequisite: MTT 105. Expands the student's manual skills by putting into practice the theories, and user skills introduced in MTT 105. The emphasis will be geared to a more practical, hands-on experience through the use of lathes, layout techniques, vertical and horizontal band saws, measuring instruments and some vertical mill work. Shop safety and cleanup are always stressed.

### MTT110 Machine Shop II 3 Credits
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.

### MTT111 Machine Shop Practice II 1-2 Credits
Corequisites: MTT110 Further develops student's manual skills by putting into practice the theories and user skills introduced MTT 110. The emphasis will be a more practical, hands-on experience through the use of vertical mill work, layout techniques, vertical and horizontal band saws, measuring instruments and some lathes. Shop safety and cleanup are always stressed.

### MTT230 Computer Numerical Control I 4 Credits
Prerequisite: MTT 105 and MTT 110 or consent of instructor. Offers an introductory class to provide a basic understanding of computer numerical control. The student is introduced to the axis systems, absolute and incremental programming, tool offsets, controller operation, and fixture offsets. To better understand CNC programming process, CNC II is recommended as a follow-up. Includes 3 hours lecture, 3 hours lab per week.

### MTT232 Computer Numerical Control II 4 Credits
Prerequisite: MTT 230 or consent of instructor. Provides a continuation of MTT 230. Offers the student additional practical experience for development of skills with additional information and exposure to more complex applications of programming, mirror imaging, polar coordinates, tool compensation, threading and computer integrated manufacturing. Includes 3 hours lecture, 3 hours lab per week.

### MTT250 Machine Shop III 3 Credits
Prerequisites: MTT110 & DFT110 or consent of instructor Expands skills introduced in MTT 105 and MTT 110 to a more advanced level by developing projects that emphasize tolerances, plan of procedure and blueprint reading. Introduces further skills for surface grinding and tool and cutter grinding.

### MTT251 Machine Shop Practice III 1-2 Credits
Corequisites: MTT250 Further develops student's manual skills by putting into practice the theories and user skills introduced in MTT 250. The emphasis will be a more practical, hands-on experience through the use of vertical mill work, layout techniques, vertical and horizontal band saws, measuring instruments and lathes. Shop safety and cleanup are always stressed.

### MTT260 Machine Shop IV 3 Credits
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.

### MTT261 Machine Projects 1-6 Credits
Prerequisites: consent of instructor Permits students to work on special projects of their own choosing and/or explore areas of special interest under the direction of a college instructor.

### MTT262 Machine Shop Practice IV 1-2 Credits
Corequisites: MTT260 Allows students additional time to concentrate on areas of interest leading to completion of an advanced project emphasizing skills introduced in MTT 260.

### MTT291 Cnc Practice 2-3 Credits
Develops computer aided manufacturing skills with hands on instruction on how to design and prepare manufacture parts using state of the art CAD/CAM software. Safety and clean up are stressed.

### MTT295 Work Experience 1-6 Credits
Prerequisites: consent of instructor Provides students with on the job, supervised and educationally directed work experience.

**MTT296  Computer Numerical Control Practice II  1-4 Credits**
Prerequisites: MTT 232 This course allows for the further development of CNC skills with hands-on instruction related to the design and production of machined parts using CAD/CAM software, CNC milling machines, and CNC turning centers. Students will plan, program, set up, and produce a variety of precision-machined projects.

## MUSIC (MUS)

**MUS103  Voice Class I  3 Credits**
Teaches fundamentals of tone production, breath control and practical techniques involved in reading and interpreting songs.

**MUS104  Voice Class II  3 Credits**
Prerequisites: MUS103 Continues the skills learned in MUS 103.

**MUS107  Guitar Class I  2-3 Credits**
Studies basic guitar technique, bluegrass, classical and rock styles. No previous musical training required.

**MUS108  Guitar Class II  2-3 Credits**
Prerequisites: MUS107 or consent of instructor Continues development of skills learned in MUS 107.

**MUS111  Piano Class I  3 Credits**
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.

**MUS112  Piano Class II  3 Credits**
Prerequisites: MUS111 or consent of instructor Provides a continuation of MUS 111, a class in basic piano technique and theory.

**MUS121  Music Appreciation  2-3 Credits**
Analyzes styles and forms of music from the Middle Ages through the 20th century, and discusses musical instruments and major composers.

**MUS124  History of the American Musical Theater 3 Credits**
Offers a cultural, musical and theatrical survey of musical theatre in the United States, from the mid-nineteenth century to the present.

**MUS125  History of Rock Music  3 Credits**
Explains how cultural, social, political and economic conditions have shaped rock music's evolution. Familiarizes the student with the history of rock music from its origins in Blues through contemporary rock styles. Prominent players and groups of each era will be covered, as well as sociological, economic and cultural factors that shaped the many styles of rock music. Extensive classroom listening will enhance the student's learning experience.

**MUS134  Jazz Appreciation  3 Credits**
Covers how Jazz music's evolution as an art form unique to the United States has both shaped and reflected the construction of our national identity. Teaches how social and cultural events led to the development of jazz music from 1890 through the 1960's. Prominent players and groups of each era will be covered, as well as sociological, economic and cultural factors that shaped the many styles of American Jazz as evolved.

**MUS176  Musical Theatre Practicum I  1-3 Credits**
Performance ensemble, centered on public performance of musical theatre literature. Repeatable up to 9 units.

**MUS215  Technique of Songwriting  3 Credits**
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.

**MUS224  Special Studies in Music Literature  2-3 Credits**
Prerequisites: pianists should be of intermediate level proficiency Focuses in depth on a special topic in music literature. Topics might include Baroque, classical, romantic, or 20th century keyboard literature. Students will explore musical topics through both lecture and their own performance of representative works. Class may be repeated for up to six credits.

**MUS233  Recording Techniques and Midi I  2 Credits**
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.

**MUS253  Jazz Improvisation I  2 Credits**
Introduces the techniques of jazz improvisation in a laboratory setting.

**MUS276  Musical Theatre Practicum II  1-3 Credits**
Prerequisite: Six units of MUS 176. Continues skills learned in MUS 176. Repeatable up to 9 units.

**MUS299  Special Topics in Music  1-3 Credits**

## MUSIC APPLIED (MUSA)

**MUSA101  Bass-Lower Division  1-2 Credits**
Provides a personal introduction to the study and performance of music for bass. Class may be repeated for a total of four credits. Fee covers cost of 14 half-hour private lessons.

**MUSA103  Basson-Lower Division  1-2 Credits**
Introduces students to the study and performance of music for bassoon. Class may be repeated for a total of four credits. Fee covers cost of 14 half-hour private lessons.

**MUSA105  Cello-Lower Division  1-2 Credits**
Provides a personal introduction to the study and performance of music for cello. Class may be repeated for a total of four credits. Fee covers cost of 14 half-hour private lessons.

**MUSA107  Clarinet-Lower Division  1-2 Credits**
Introduces students to the study and performance of music for clarinet. Class may be repeated for a total of four credits. Fee covers cost of 14 half-hour private lessons.

**MUSA109  Drum Set  1 Credit**
Provides individual instruction in the technique and repertoire of drum set. Class may be repeated for a total of four credits. Fee covers cost of 14 half-hour private lessons.

**MUSA111  Euphonium - Lower Division  1-2 Credits**
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.

**MUSA113  Flute-Lower Division  1-2 Credits**
Introduces students to the study and performance of music for flute. Class may be repeated for a total of four credits. Fee covers cost of 14 half-hour private lessons.

**MUSA115  Guitar  1-4 Credits**
Provides individual instruction in the technique and repertoire of the guitar. Class may be repeated for a total of four credits. Fee covers cost of 14 half-hour private lessons.

**MUSA121  Horn - Lower Division  1-2 Credits**
Provides personal introduction to the study and performance of music for horn. Class may be repeated for a total of four credits. Fee covers cost of 14 half-hour private lessons.

**MUSA123  Oboe - Lower Division  1 Credit**
Provides personal introduction to the study and performance of music for horn. Class may be repeated for a total of four credits. Fee covers cost of 14 half-hour private lessons.

**MUSA125  Organ-Lower Division  1 Credit**
Provides individual instruction in the technique and repertoire of the organ.

**MUSA127  Percussion-Lower Division  1-2 Credits**
Offers private instruction in the study and performance of percussion instruments. Class may be repeated for a total of four credits. Fee covers cost of 14 half-hour private lessons.

**MUSA129**     **Piano-Lower Division**     **1-2 Credits**
Considers performance and analysis of keyboard literature from various musical eras, instruction of keyboard technique and application of basic music theory to piano literature. Class may be repeated for a total of four credits. Fee covers cost of 14 half-hour private lessons.

**MUSA131**     **Saxophone-Lower Division**     **1-2 Credits**
Introduces students to the study and performance of music for saxophone. Class may be repeated for a total of four credits. Fee covers cost of 14 half-hour private lessons.

**MUSA135**     **Trombone-Lower Division**     **1-2 Credits**
Provides personal introduction to the study and performance of music for trombone. Class may be repeated for a total of four credits. Fee covers cost of 14 half-hour private lessons.

**MUSA137**     **Trumpet-Lower Division**     **1-2 Credits**
Provides personal introduction to the study and performance of music for trumpet. Class may be repeated for a total of four credits. Fee covers cost of 14 half-hour private lessons.

**MUSA139**     **Tuba-Lower Division**     **1-2 Credits**
Provides personal introduction to the study and performance of music for tuba. Class may be repeated for a total of four credits. Fee covers cost of 14 half-hour private lessons.

**MUSA141**     **Viola-Lower Division**     **1-2 Credits**
Provides personal introduction to the study and performance of music for viola. Class may be repeated for a total of four credits. Fee covers cost of 14 half-hour private lessons.

**MUSA143**     **Violin-Lower Division**     **1-2 Credits**
Provides personal introduction to the study and performance of music for violin. Class may be repeated for a total of four credits. Fee covers cost of 14 half-hour private lessons.

**MUSA145**     **Voice-Lower Division**     **1-2 Credits**
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 four credits. Fee covers cost of 14 half-hour private lessons.

**MUSA146**     **Voice II**     **1-2 Credits**
Continues development of correct and pleasing use of the voice for singers through study of vocal literature and exercises.

## MUSIC ENSEMBLE (MUSE)

**MUSE101**     **Concert Choir**     **1 Credit**
Teaches representative choral music of all periods. Choir is featured in concerts throughout the WNC service area. May be repeated for a total of four credits.

**MUSE111**     **Concert Band**     **1 Credit**
Prerequisites: Consent of instructor; audition required. Introduces study and performance of orchestral music. Class may be repeated for a total of four credits.

**MUSE131**     **Jazz Ensemble**     **1 Credit**
Prerequisites: intermediate proficiency on a band instrument Introduces study and performance of jazz ensemble literature. May be repeated for up to 4 credits.

**MUSE135**     **Jazz Vocal Ensemble**     **1 Credit**
Prerequisites: instrumentalists should be of intermediate level proficiency. No prerequisites for vocalists Explores a variety of musical styles, including pop, rock and jazz. Class may be repeated for a total of eight credits.

## NEUROSCIENCE (NS)

**NS105**     **Introduction to Neuroscience**     **3 Credits**
Presents basic principles in biological science, including neural function and cognition. Topics will range from the electrical basis of brain function to higher-order cognitive processes and neurodegenerative diseases. Applications will also be introduced, from the treatment and impact of neurological diseases on society, to how we can use computational models of the brain. Same as BIOL 150 & PSY 105.

## NURSING (NURS)

**NURS129**     **Level I Basic Nursing Skills**     **2 Credits**
Prepares students to provide holistic basic nursing care within the lab simulation environment. Students provide total patient care and comfort measures at the level of a nursing assistant while incorporating basic principles of safety and infection control for self and others. This is an alternative prerequisite (in lieu of the Certified Nursing Assistant class) for the WNC nursing program. Note: This class does NOT prepare students to sit for the Nevada State Board of Nursing Certified Nursing Assistant Examination.

**NURS130**     **Nursing Assistant**     **6 Credits**
Prerequisites: basic Life Support/Healthcare Provider CPR certification. See Nursing and Allied Health website for additional information. Prepares students to function as nursing assistant trainees (NAT) who assist licensed nurses to provide direct care to health care consumers across the lifespan in a variety of heath care settings. The 150-hour competency based course is designed to prepare students to achieve certification as a nurse assistant in the State of Nevada. The course is approved by the Nevada State Board of Nursing and is in accordance with the Omnibus Budget Reconciliation Act (OBRA) and Occupational Safety and Health Agency (OSHA) regulations.

**NURS136**     **Foundations of Nursing Theory**     **3 Credits**
Prerequisites: admission to the nursing program; Corequisites: NURS137 & NURS141 Introduces students to the role of the associate degree nurse in contemporary practice. Students are guided to utilize knowledge from the sciences, humanities and nursing to understand man as a bio/psycho being. Students are introduced to the nursing program organizing concepts and outcomes which include professional behaviors, communication, collaboration, nursing process, clinical decision making, management of care and teaching learning.

**NURS137**     **Foundations of Nursing Laboratory**     **1 Credit**
Prerequisites: admission to the nursing program; Corequisites: NURS136 & NURS141 Provides students with knowledge and practical application of basic nursing skills while incorporating concepts learned in NURS 136. Students learn and practice basic nursing bedside nursing skills in personal care, sterile technique, patient safety, and medication administration. Emphasizes the critical elements of nursing procedures and the scientific rationale for performing the procedures correctly.

**NURS141**     **Foundations of Nursing Clinical**     **2 Credits**
Prerequisites: admission to the nursing program; Corequisites: NURS136 & NURS137 Provides opportunities for students to utilize knowledge, concepts and skills learned in first semester nursing courses to meet the bio/psycho/social needs of patients in a long term acute care facility. Students use the nursing process and Maslow's Hierarchy of Needs at a beginning level to assess, plan, implement and evaluate nursing care.

**NURS147**     **Health Assessment Theory**     **2 Credits**
Prerequisites: admission to the nursing program; Corequisites: NURS148 Provides opportunities for students to gain knowledge necessary to holistically assess adult and elder patients. Students utilize concepts of previously learned content from pre-requisite and co-requisite nursing courses including the nursing process and methods of prioritizing to perform nursing assessment and nursing diagnosis. Students learn the difference among a comprehensive assessment, an ongoing/partial assessment, a focused, problem-oriented assessment and an emergency assessment of a patient.

**NURS148**     **Health Assessment Laboratory**     **1 Credit**
Prerequisites: admission to the nursing program. Incorporates knowledge from NURS 147 to provide students with learning opportunities to collect, organize, analyze and synthesize health assessment data for adult and elder patients in a laboratory setting using simulated and peer assessment models.

**NURS149**     **Mental Health and Illness Theory**     **3 Credits**
Prerequisites: admission to the nursing program; Corequisites: NURS150 & NURS151 Assists students to gain knowledge of nursing care for the patient experiencing primary threats to psychosocial integrity. Examines the principles and practice of psychiatric nursing through a variety of theoretical frameworks and legal and ethical values that guide its practice. Emphasis

is placed on the use of culturally relevant therapeutic communication skills, development of therapeutic nurse/patient relationships, and interventions that are grounded in evidence based practice to achieve best practice outcomes.

**NURS151     Mental Health and Illness Clinical     1 Credit**
Prerequisites: admission to the nursing program; Corequisites: NURS149 & NURS150 Requires students to utilize the nursing process to apply knowledge of the principles and practice of psychiatric nursing to the care of patients experiencing disruptions in psycho/social functioning. Collaborative experiences involving students, members of the psychiatric health care team, patients and their families occur at acute care and outpatient settings. Relevant legal and ethical issues are explored within the context of care of patients with disruptions in psychosocial integrity.

**NURS152     Foundations of Pharmacology in Nursing I     1 Credit**
Prerequisites: admission to the nursing program. Provides students with an overview of pharmacology with an emphasis on clinical applications within the context of the nursing process and prioritization of needs; with special consideration given to the physiological and psycho/social needs of patients. Explores indications, modes of action, effects, contraindications and interactions for selected drugs. Specific nursing responsibilities related to drug administration are emphasized.

**NURS153     Foundations of Pharmacology Nursing II 1 Credit**
Prerequisites: Successful completion of the first semester of the nursing program. Provides a continuation of study of pharmacological principles and practices to achieve safe administration of medications. Selected drug classifications are presented, with an emphasis on understanding intended and unintended effects of drugs on body systems. Provides an overview of pharmacology with an emphasis on clinical applications within the context of the nursing process and prioritization of needs.

**NURS156     Foundations of Pharmacology In Nursing III     1 Credit**
Prerequisite: admission to the nursing program and NURS 153 Provides a continuation of study of pharmacological principles and practices through in-depth application of principles of pharmacology, pharmacokinetics and pharmacodynamics. Designed to expand the nursing student's knowledge of pharmacotherapeutics, which includes the cellular response level, for the clinical application within the context of the nursing process and prioritization of needs for patients across the lifespan. Selected drug classifications of pharmacological agents are examined and applied through case study application and analysis providing opportunity for development of the nursing competencies of clinical judgement, professional identity, use of evidence-based practice, and the facilitation of a spirit of inquiry.

**NURS165     Medical Surgical Nursing I Theory     3 Credits**
Prerequisites: successful completion of the first semester of the nursing program; Corequisites: NURS166 & NURS167 Assists students to integrate knowledge derived from the bio/psycho/social sciences, humanities, nursing and current literature to achieve safe, competent care of adult patients experiencing common alterations in body systems. Organized by the nursing process to achieve best practice outcomes in an acute care medical/surgical setting. Particular emphasis is placed on the concepts of holistic care, patient education, and discharge planning.

**NURS166     Medical Surgical Nursing I Laboratory     1 Credit**
Successful completion of the first semester of the nursing program. Corequisites: NURS165 & NURS167 Prepares students to safely perform intermediate nursing skills (therapeutic procedures) that are encountered in the care of hospitalized adult patients with common alterations in body systems. Emphasizes the critical elements of nursing procedures and the scientific rationale for performing the procedures safely.

**NURS167     Medical Surgical Nursing I Clinical     2 Credits**
Prerequisites: successful completion of the first semester of the nursing program. Corequisites: NURS165 & NURS166 Provides opportunities for students to utilize knowledge from the bio/psycho/social sciences, humanities, nursing and current literature to provide safe, competent care of adult patients experiencing common alterations in body systems. Organized by the nursing process to achieve best practice outcomes in a medical/surgical setting. Particular emphasis is placed on concepts of holistic care, holistic care, patient education.

**NURS261     Nursing Care of The Family From Conception Through Adolescence (Theory)     2-4 Credits**
Prerequisite: successful completion of the first year of the nursing program. Corequsitie: 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.

**NURS262     Nursing Care of Family from Conception Through Adolescence (Lab/Clinical)     1-2 Credits**
Prerequisite: successful completion of the first year of the nursing program. Corequisite: NURS 261 Focuses on the application of concepts addressed NURS 261. Students provide basic care to families experiencing pregnancy, birth, and the care of children from the neonatal stage through adolescence. Provides active, hands-on learning in the laboratory and clinical setting, under the direct supervision of nursing faculty and competent clinical preceptors,to students caring for maternal, newborn, and pediatric patients. The nursing process, QSEN Safety Standards, and the principles of human flourishing, nursing judgement, professional identity, and the spirit of inquiry, will provide the framework for student activities.

**NURS270     Advanced Clinical Nursing I Theory     3 Credits**
Prerequisites: successful completion of the first year of the nursing program. ; Corequisites: NURS271 Offers clinical theory organized around the nursing process and its application to patient needs. Requires students to apply the principles of providing a safe care environment, while addressing health promotion and health maintenance needs for persons experiencing complex/acute alterations in health. Students will also apply concepts of community care, case management, health teaching and discharge planning.

**NURS271     Advanced Clinical Nursing I Clinical     2 Credits**
Prerequisites: successful completion of the first year of the nursing program. Corequisites: NURS270 Requires students to use the nursing process to identify and prioritize health care needs in the provision of care for patients experiencing complex/acute alterations in health. Expands upon previous clinical learning to include the teaching/learning process and administration of intravenous fluids and medications in the acute care setting.

**NURS276     Advanced Medical Surgical Nursing II Theory     3 Credits**
Prerequisites: successful completion of the third semester of the nursing program. ; Corequisites: NURS277 Assists students to gain knowledge of nursing care for the patient experiencing primary threats to physiological integrity due to complex multisystem disruption in cardiovascular, respiratory, neurological, integumentary, elimination, and digestive systems. Students apply the nursing process to address needs in the psycho/social/cultural and spiritual domains which emerge when there are primary threats to physiological integrity. Related legal, ethical, teaching/learning and communication/documentation issues are also explored.

**NURS277     Advanced Medical Surgical Nursing II Clinical     2 Credits**
Prerequisites: successful completion of the third semester of the nursing program. ; Corequisites: NURS276 Requires students to apply knowledge and skills to the care of adult patients in a simulated laboratory and acute care environments experiencing needs resulting from complex multisystem disruptions. Students apply the nursing process and utilize information literacy skills to achieve deliberative and competent decision-making that is grounded in evidence based practice to achieve best practice outcomes. Emphasis will be placed on prioritization of care through collaboration with other members of the health care team, patients and their families.

**NURS284     Role of the Adn Manager of Care     2 Credits**
Prerequisites: successful completion of the third semester of the nursing program. Utilizes a capstone laboratory/clinical to facilitate the role transition from student to graduate nurse. Students integrate knowledge derived from the bio/psycho/social sciences, humanities and nursing to achieve best practice outcomes for multiple patients and their significant others in the acute care setting. Students apply advanced concepts of leadership and management while functioning in the legal, ethical and regulatory structures of the profession of nursing. In the clinical setting students will establish a therapeutic environment to meet the needs of multiple patients and their

significant others by demonstrating the ability to meet the nursing program educational outcomes.

**NURS285**      **Special Topics: Nursing**      **1-6 Credits**

# NUTRITION (NUTR)

**NUTR121**      **Human Nutrition**      **3 Credits**
Prerequisites: None. 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.

**NUTR205**      **Sports Nutrition: Exercise and Performance**      **3 Credits**
Prerequisite: NUTR 121 Introduces the basic elements of sports nutrition. Presents the scientific basis of the roles played by carbohydrate, fat, protein, water, and key vitamins and minerals as they relate to physical exercise. Presents information on diets during training, timing and composition of pre- and post-competition meals, the use of supplement ergogenic aids. Provides practical evidence based information for the athlete and individuals of all ages wishing to emphasize the role of diet and exercise in promoting a healthy, active lifestyle.

**NUTR223**      **Principles of Nutrition**      **3 Credits**
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)

**OSH222**      **General Industry Safety**      **1 Credit**
Prerequisites: None General safety course for an industrial environment. Provides OSHA regulations, personal safety and understanding of the importance of safe work habits.

# PUBLIC HEALTH (PBH)

**PBH101**      **Foundations of Public Health**      **3 Credits**
Introduces the basic tenets of community health, including concepts of health, health promotion and disease prevention, risk factors affecting community health, health information and research, ethics and health programs.

**PBH120**      **Foundations of Personal Health & Wellness**      **3 Credits**
Covers the components and wellness and of lifelong tools that will help enhance wellness. health values, attitudes and behaviors of self and others. Students will be active in design and execution of personal fitness and wellness plans.

# RECREATION & PHYSICAL ED (PEX)

**PEX105**      **Scuba**      **1 Credit**
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.

**PEX107**      **Swimming**      **1 Credit**
Covers water safety, floating, the backstroke, Austrian crawl and other strokes. May be offered at the beginning or intermediate level.

**PEX112**      **Baseball**      **1 Credit**
Focuses on advanced baseball skill development, competition techniques and strategy for highly skilled, first year participants in competitive baseball. May be repeated for up to six credits

**PEX117**      **Golf**      **1-2 Credits**
Cover fundamentals of golf.

**PEX122**      **Raquetball**      **1-2 Credits**
Covers the fundamentals of racquetball.

**PEX125**      **Softball**      **1 Credit**
Focuses on advanced softball skill development, competition techniques and strategy for highly skilled participants in competitive softball. May be repeated for up to six credits.

**PEX127**      **Tennis**      **2 Credits**
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.

**PEX130**      **Backpacking**      **1 Credit**
Covers the fundamentals of backpacking. Safety skills will also be discussed.

**PEX136**      **Snow Boarding**      **1 Credit**
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.

**PEX139**      **Wilderness Skills**      **1 Credit**
Provides basic survival information. May include field trips to allow students hands-on experience in the field.

**PEX142**      **Judo**      **1-6 Credits**
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.

**PEX143**      **Karate**      **1-2 Credits**
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.

**PEX148**      **Tai Chi**      **1-3 Credits**
Familiarizes students with the forms, sequence and movements of Tai Chi. May be offered at the beginning or intermediate level.

**PEX151**      **Bicycling**      **1-3 Credits**
Covers the fundamentals of bicycling.

**PEX154**      **Dance**      **1 Credit**
Explores dance positions, leading and following, and proper usage of rhythm. May be offered at the beginning or intermediate level. May be repeated for up to four credits.

**PEX159**      **Horsemanship**      **1-2 Credits**
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.

**PEX169**      **Yoga**      **1-2 Credits**
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.

**PEX170**      **Aerobics**      **1-4 Credits**
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.

**PEX172**      **Body Contouring & Conditioning**      **1-3 Credits**
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.

**PEX176**      **General Physical Fitness**      **1-2 Credits**
Covers general physical fitness.

**PEX180** **Strength Training** **1-2 Credits**
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.

**PEX183** **Weight Training** **.5-3 Credits**
Introduces students to weight training principles.

**PEX184** **Conditioning, Intercollegiate Athletics** **1 Credit**
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.

**PEX193** **Intercollegiate Soccer** **1-3 Credits**
Prerequisites: must be a member of the WNC soccer team Participation on the intercollegiate soccer team. May be repeated for up to 6 credits.

**PEX199** **Special Topics** **1-3 Credits**
Offers special topics which vary across semesters. A maximum of six credits may be applied towards a WNC degree.

## PHILOSOPHY (PHIL)

**PHIL101** **Introduction to Philosophy** **3 Credits**
Prerequisites: ENG 101 recommended Studies basic problems in different areas of philosophy such as ethics, political theory, metaphysics, and epistemology.

**PHIL102** **Critical Thinking & Reasoning** **3 Credits**
Covers nonsymbolic introduction to logical thinking in everyday life, law, politics, science, advertising; common fallacies; and the uses of language, including techniques of persuasion.

**PHIL114** **Introduction to Logic** **3 Credits**
Introduces symbolic logic. Studies the principles of correct reasoning, using the symbolic techniques of propositional calculus and basic quantifier calculus.

**PHIL135** **Introduction to Ethics** **3 Credits**
Provides an introduction to representative classical ethical theories.

**PHIL145** **Religion in American Life** **3 Credits**

**PHIL200** **Judeo-Christian Tradition** **3 Credits**
Studies the major religious philosophic beliefs found in the Old and New Testaments along with the way these concepts were modified in post-biblical cosmology.

**PHIL203** **Introduction to Existentialism** **3 Credits**
Reviews readings from Kierkegaard, Nietzsche, Jaspers, Sarte, Heidegger. An examination of the existentialist concepts: "being" and "nonbeing," "estrangement," "dread," "anxiety" and "freedom."

**PHIL204** **Introduction to Contemporary Philosophy** **3 Credits**
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.

**PHIL207** **Introduction to Political Philosophy** **3 Credits**
Provides readings and discussion of theories concerning the nature of society and political structure from classical and contemporary philosophers.

**PHIL210** **World Religions** **3 Credits**
Prerequisites: ENG 101 recommended Examines the main moral and religious views of world religions.

**PHIL224** **Introduction to the Philosophy of Science** **3 Credits**
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.

**PHIL245** **Contemporary Moral Issues** **3 Credits**
Prerequisite: None. Recommended: ENG 101 Explores topical questions in practical ethics, e.g., war and terrorism, world hunger, abortion, racial discrimination, gender roles, the environment from a multicultural perspective.

**PHIL299** **Special Topics: Philosophy** **1-3 Credits**

## PHYSICS (PHYS)

**PHYS180L** **Physics for Scientists and Engineers Lab I** **1 Credit**
Prerequisites: MATH181 ; Corequisites: PHYS180 Explores vectors, rectilinear motion, particle dynamics, work and energy, momentum, rotational mechanics, oscillations, gravitation, fluids, wave properties and sound. Students must co-enroll in both lecture and lab to receive credit.

**PHYS181L** **Physics for Science and Engineers Lab II** **1 Credit**
Prerequisites: MATH182 & PHYS180 ; Corequisites: PHYS181 Explores electric fields, potential, current, dielectrics, circuits, magnetic fields, electromagnetic oscillations, thermodynamics and kinetic theory of gases. Students must co-enroll in both lecture and lab to receive credit.

**PHYS182L** **Physics for Scientists and Engineers Lab III** **1 Credit**
Prerequisites: MATH182 & PHYS181; Corequisites: PHYS182 Explores light, optical systems, relativity, wave aspects of particles, quantum mechanics, statistical mechanics, semiconductors, radioactivity, nuclear physics and particles. Students must co-enroll in both lecture and lab to receive credit.

**PHYS100** **Introductory Physics** **3 Credits**
Prerequisites: MATH120,MATH126 or higher Introduces students to a broad range of concepts in physics from basic classical mechanics to modern physics. Students will conduct at least four experiments with many demonstrations performed throughout the course.

**PHYS151** **General Physics I** **4 Credits**
Prerequisites: MATH126 & MATH127,or MATH128 or equivalent Provides a course in physics for students in arts and science, medicine and dentistry, and agriculture. Emphasis is on mechanics, heat, and sound.

**PHYS152** **General Physics II** **4 Credits**
Prerequisites: PHYS151 Emphasizes light, electricity, magnetism and nuclear physics.

**PHYS180** **Physics for Scientists and Engineers I** **3 Credits**
Prerequisite: MATH 181. Corequisite: PHYS 180L. Explores vectors, rectilinear motion, particle dynamics, work and energy, momentum, rotational mechanics, oscillations, gravitation, fluids, wave properties and sound. Students must co-enroll in both lecture and lab to receive credit.

**PHYS181** **Physics for Scientists and Engineers II** **3 Credits**
Prerequisites: MATH 182 AND PHYS 180. Corequisite: PHYS 181L. Explores electric fields, potential, current, dielectrics, circuits, magnetic fields, electromagnetic oscillations, thermodynamics and kinetic theory of gases. Students must co-enroll in both lecture and lab to receive credit.

**PHYS182** **Physics for Scientists and Engineers III** **3 Credits**
Prerequisite: PHYS 181. Corequisite: PHYS 182L. Explores light, optical systems, relativity, wave aspects of particles, quantum mechanics, statistical mechanics, semiconductors, radioactivity, nuclear physics and particles. Students must co-enroll in both lecture and lab to receive credit.

**PHYS293** **Directed Study** **1-3 Credits**
Prerequisites: PHYS151 or PHYS180 Provides individual study conducted under the direction of a faculty member. May be repeated for up to six credits.

# POLITICAL SCIENCE (PSC)

**PSC100        Nevada Constitution        1 Credit**
Prerequisite: None. An introduction to the political system of Nevada through an examination of the state¿s constitution. PSC 100 satisfies the Nevada Constitution requirement.

**PSC101        Introduction to American Politics        3 Credits**
Prerequisite: None. Recommended: Completion or corequisite of ENG 101 or eligibility to enroll in ENG 101. Studies American government and the discipline of political science; surveys participation, pursuit and use of power, constitution formation and contemporary political issues. Satisfies United States and Nevada Constitution requirements.

**PSC103        Principles of American Constitutional Government        3 Credits**
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.

**PSC208        Survey of State & Local Government        3 Credits**
Prerequisite: None. Recommend completion or corequisite of ENG 100 or ENG 101 Survey of the organization, working principles and functional processes of state and local governments in the United States, including Nevada. Satisfies the Nevada Constitution requirement. Examines governing institutions such as city councils, school boards and state legislatures whose decisions immediately impact our everyday lives. Specific attention is given to civic engagement, i.e., the different ways that people may participate within our democratic system to change communities for the better. May include: field trips to meetings, guest speakers from local offices since the college is situated in the state's capital.

**PSC210        American Public Policy        3 Credits**
Prerequisite: None. Recommended prerequisite or corequisite: ENG 101, or eligibility to enroll in ENG 101. Explores an analysis of the interplay of forces involved in policy-making at all levels of American government. Studies the impact of policy on individuals and institutions.

**PSC211        Introduction to Comparative Politics        3 Credits**
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.

**PSC231        Introduction to International Relations  3 Credits**
Prerequisite: None. Recommended: Completion or corequisite of ENG 101 or eligibility to enroll in ENG 101. Explores policy making institutions, foreign policies and politics of various nations.

# PSYCHOLOGY (PSY)

**PSY101        General Psychology        3 Credits**
Introduces the field of psychology. Covers major principles and their application to the study of human behavior.

**PSY102        Psychology of Personal/Social Adjustment        2-3 Credits**
Focuses on understanding and applying psychological principles and theories to personal development and human relationships.

**PSY105        Introduction to Neuroscience        3 Credits**
Presents basic principles in biological science, including neural function and cognition. Topics will range from the electrical basis of brain function to higher-order cognitive processes and neurodegenerative diseases. Applications will also be introduced, from the treatment and impact of neurological diseases on society, to how we can use computational models of the brain. Same as BIOL 105 & NS 105.

**PSY120        The Psychology of Human Performance  3 Credits**
Prerequisites: PSY101 or consent of instructor Surveys the psychology of human performance. Explores the psychological, emotional, and strategic dimensions of human performance. Emphasis will be to provide students with a comprehensive background that they can apply to their own performance areas.

**PSY130        Human Sexuality        3 Credits**
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.

**PSY210        Introduction to Statistical Methods        3-4 Credits**
Prerequisites: PSY101,SOC101 & MATH096 or consent of instructor Develops an understanding of statistical methods and training in the useful presentation and interpretation of behavioral science data, including elementary computer use. Same as SOC 210.

**PSY220        Principles of Educational Psychology        3 Credits**
Prerequisites: PSY101 or consent of instructor Introduces the application of psychology principles of learning and cognitive development.

**PSY230        Intro to Personality Psychology        3 Credits**
Introduces students to personality testing and the major approaches to the study of personality, including the influence of heredity, learning, the unconscious, etc.

**PSY233        Child Psychology        2-3 Credits**
Prerequisites: PSY101 or consent of instructor Explains the growth and development of children from conception through early adolescence.

**PSY234        Psychology of Adolescence        2-3 Credits**
Prerequisites: PSY101 or consent of instructor Examines psychological development during adolescence with emphasis on special problems in American society: drug abuse, pregnancy, and familial problems.

**PSY240        Introduction to Research Methods        3 Credits**
Prerequisites: PSY101 or consent of instructor Introduces how hypotheses are objectively tested in the social sciences, including research design, data collection, and interpretation of results.

**PSY241        Introduction to Abnormal Psychology        3 Credits**
Prerequisites: PSY101 or consent of instructor Covers causes, symptoms, and treatments of major psychological disorders, including anxiety, dissociative, mood, somatoform, eating, schizophrenia and substance-related disorders.

**PSY257        Introduction to Positive Psychology        3 Credits**
Prerequisites: PSY101. Recommended: COM102 and SOC 101. Explores the scope of this new branch of Psychology. Key topics include: the history of Positive Psychology, positivity, learned optimism, purpose, handling adversity and resilience, happiness and well-being, personality development and integration, and positive relationships.

**PSY261        Introduction to Social Psychology        3 Credits**
Prerequisites: PSY101,SOC101 or consent of instructor Examines how the presence of others influences thoughts and behavior, including research on close relationships, persuasion, stereotyping, aggression, and group dynamics.

**PSY275        Undergraduate Research        3 Credits**
Prerequisites: PSY101 & PSY210&PSY240 Requires independent or collaborative research.

**PSY280        The Making of a Murderer        3 Credits**
A broad examination of the phenomenon of murders both historically and currently. This course provides a detailed introduction and examination of serial murder, focusing on biological, psychological, and sociological explanations for psychopathic, sociopathic,antisocial personality disorders.

**PSY299        Special Topics        1-3 Credits**
Explores special topics which vary across semesters. A maximum of three credits may be applied towards a WNC degree.

# REAL ESTATE (RE)

**RE101        Real Estate Principles        4 Credits**
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.

**RE103**          **Real Estate Law And Practice**          **4 Credits**
Prerequisites: RE101 Provides in-depth study of the real estate profession including Nevada real estate laws. Covers rules and regulations pertaining to NRS 645 and NRS 119, along with listing procedures, contracts, closing statements and office procedures.

# READING (READ)

**READ95**          **Reading and Improvement**          **3 Credits**
Improves fundamental reading skills, including word-attack skills, vocabulary development, reading comprehension, fluency, and interpretation.

**READ135**          **College Reading Strategies**          **3 Credits**
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.

# SOCIOLOGY (SOC)

**SOC101**          **Principles of Sociology**          **3 Credits**
Explains sociological principles underlying the development, structure, and function of culture, society, human groups, personality formation and social change.

**SOC102**          **Contemporary Social Issues**          **3 Credits**
Prerequisites: SOC101 or consent of instructor Acquaints students with selected social problems, their causes and possible solutions.

# SPANISH (SPAN)

**SPAN101**          **Spanish, Conversational I**          **3 Credits**
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.

**SPAN102**          **Conversational Spanish II**          **3 Credits**
Prerequisites: SPAN101B or consent of instructor Offers a second semester of Conversational Spanish designed to continue and improve the skills learned in the first semester.

**SPAN103**          **Conversational Spanish III**          **3 Credits**
Prerequisites: SPAN102B or consent of instructor Further develops skills learned in previous semesters.

**SPAN104**          **Conversational Spanish IV**          **3 Credits**
Prerequisites: SPAN103 Continues the development of language skills through practice in listening, speaking, reading and writing; and structural analysis. Includes an introduction to Spanish culture.

**SPAN111**          **First Year Spanish I**          **4 Credits**
Develops language skills through practice in listening, speaking, reading, writing and structural analysis. Includes an introduction to Spanish culture.

**SPAN112**          **First Year Spanish II**          **4 Credits**
Prerequisites: SPAN111 or equivalent or consent of instructor Develops language skills through practice in listening, speaking, reading and writing; and structural analysis.

**SPAN211**          **Second Year Spanish I**          **3 Credits**
Prerequisites: SPAN112 or equivalent Considers structural review, conversation and writing, and readings in modern literature.

**SPAN212**          **Second Year Spanish II**          **3 Credits**
Prerequisites: SPAN211 Continues structural review, conversation and writing, and readings in modern literature.

**SPAN226**          **Spanish for Heritage Speakers I**          **3 Credits**
Prerequisite: None; students should have some bilingual communications skills. Designed for native Spanish speaking students who want to improve their literacy in the language. Students will study and practice basic Spanish grammar for improving and developing written and oral communications and reading skills while exploring some of the most interesting and important aspects of their own history and culture.

**SPAN227**          **Spanish for Heritage Speakers II**          **3 Credits**
Prerequisite: SPAN 226 or instructor consent; students should have some bilingual communications skills; Continuation of SPAN 226, designed for native Spanish speaking students who want to improve their literacy in the language. Students will study and practice Spanish grammar for improving and developing written and oral communication and reading skills while exploring some of the most interesting and important aspects of their own history and culture.

# STATISTICS (STAT)

**STAT52**          **Learning Support for STAT 152**          **1-3 Credits**
Prerequisite: None. Corequisite: Enrollment in designated section of STAT 152. Provides foundational material to support students in STAT 152, Introduction to Statistics.

**STAT152**          **Introduction to Statistics**          **3 Credits**
Prerequisites: Success in intermediate algebra, algebra II, MATH 96 or similar course is recommended as preparation for this course. Students should meet with a Counselor to determine readiness based on placement or equivalent exam, high school coursework, or other factors. Introduces statistics, probability models, statistical estimation and hypothesis testing, linear regression analysis, and special topics.

# SURVEYING (SUR)

**SUR119**          **Construction Surveying**          **2-4 Credits**
Prerequisites: CONS108 or consent of instructor Presents care and use of surveying equipment. Profile elevation and closed traverse projects will provide hands-on experience. Construction staking will be explained in detail.

**SUR161**          **Elementary Surveying**          **4 Credits**
Prerequisites: MATH127 or higher Offers a beginning course designed to introduce students to modern techniques in land surveying.

# SOCIAL WORK (SW)

**SW101**          **Introduction to Social Work**          **3 Credits**
Introduces the profession of social work within a historical context. Emphasis on values, human diversity, analysis of social problem solving and fields of practice.

**SW230**          **Crisis Intervention**          **3 Credits**
Analyzes types of crisis theory, effects of crisis on the individual, family and community. Looks at methods and resources for crisis intervention.

**SW250**          **Social Welfare History and Policy**          **3 Credits**
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.

**SW310**          **Structural Oppression**          **3 Credits**
Prerequisite: SW 101 and SW 250 First course in a two course sequence that promotes a multidimensional understanding of human functioning and behavior across systems and the life course. Specifically examines human behavior manifested in larger systems as well as the reciprocal relationship between individual functioning and social institutions. Orients students to social work perspectives that view human behavior as being influenced and impinged upon by environmental forces. Advances student's ability to critically examine the role of power, privilege and oppression in shaping life experiences.

**SW311 Theoretical Perspectives on Human Behavior 3 Credits**
Prerequisites: SW 310 Second course in two-course sequence that promotes a multidimensional understanding of human functioning and behavior across systems and the life course. Specifically examines human behavior and functioning among individuals and families. Emphasizes an evidence-informed approach to assessing human functioning. Advances student ability to critically apply a range of theories and research to better understand and assess human behavior and development.

**SW321 Basics of Professional Communication 3 Credits**
Prerequisite: SW 101 and 250. Focuses on the development of basis communication and observational skills needed for subsequent social work methods courses. Addresses communications topics including: active listening, questioning, empathetic responding, paraphrasing, summarizing, persuasive writing, and nov-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.

## THEATER ARTS (THTR)

**THTR100 Introduction to Theater 3 Credits**
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.

**THTR105 Introduction to Acting I 3 Credits**
Examines fundamentals of stage acting with special emphasis on improvisation. Introduces the principles that govern the performing environment. Speech and vocal skills as well as theatrical movement will be stressed. Emphasis is on the preparation aspect of acting rather than on performance.

**THTR116 Musical Theatre Dance 1 Credit**
Introduces beginning techniques of tap dance.

**THTR121 Make-Up for the Actor 1-3 Credits**
Acquaints the student with the beginning principles of makeup and progresses to character makeup.

**THTR176 Musical Theatre Workshop I 1-8 Credits**
Features performance of musical theatre productions. May be repeated to a maximum of eight credits. Same as MUS 176.

**THTR180 Cinema as Art & Communication 3 Credits**
Surveys cinema in its diverse forms. Course uses films to show historical and stylistic influences on the aesthetic values and social implications of cinema.

**THTR198 Special Topics in Theater 1-6 Credits**
Focuses in depth on a special topic in theater.

**THTR204 Theatre Technology I 3 Credits**
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.

**THTR205 Introduction to Acting II 3 Credits**
Continues acting principles presented in Introduction to Acting I with an emphasis on the classics.

**THTR209 Theatre Practicum 1-6 Credits**
Offers practical experience in stage productions.

**THTR219 Projects in Technical Theater 1-3 Credits**
Offers an in-depth study of some technical aspect of theater. Through practical application students can explore lighting, set art, set construction, sound, set design or rigging.

**THTR240 Acting for the Camera 3 Credits**
Introduces the concept and practice of performing on camera and working with directors. Performance and discussion of scenes from television, film, and commercials. Discussion of the business of the entertainment industry.

**THTR247 Beginning Improvisation 3 Credits**
Explores basic theatrical improvisation for general students. Focuses on spontaneity, flexibility, and structure. Variety of theatrical styles and improvisational techniques explored.

**THTR258 Theatre Experience and Travel 1-2 Credits**
Field study class in which students travel to an arranged destination for the purpose of play viewing, play study and possible workshop attendance.

**THTR276 Musical Theatre Workshop II 2-3 Credits**
Prerequisites: MUS176,THTR176 Continues skills learned in THTR 176 or MUS 176. Offers a workshop in the techniques of musical theatre. May be repeated to a maximum of nine credits. Same as MUS 176.

## WELDING (WELD)

**WELD211 Welding I 3 Credits**
Introduces welding which includes welding safety, environmental awareness, oxy-acetylene welding, cutting, and brazing as well as shielded metal-arc.

**WELD212 Welding I Practice 2 Credits**
Prerequisites: WELD211 Develops the student's manual skills necessary to produce high quality gas welds and flame cuts. The student learns to set up the equipment for all phases of oxy-acetylene welding and cutting. The shielded metal-arc welding section develops entry level skills for welders. This course specifically develops basic shielded metal arc welding skills such as striking the arc, maintaining proper arc length, adjusting equipment and manipulating the electrode.

**WELD221 Welding II 3 Credits**
Prerequisites: WELD211 or consent of instructor Continues MTL 212 with emphasis on developing welding skills for SMAW, GMAW, GTAW production in overhead, flat, horizontal, and vertical positions.

**WELD222 Welding II Practice 2 Credits**
Prerequisites: WELD221 Continues MTL 212 with emphasis on developing welding skills for SMAW, GMAW, and GTAW production in overhead, flat, horizontal, and vertical positions.

**WELD224 Welding Projects 1-6 Credits**
Prerequisites: Consent of instructor Offers welding student additional supervised lab hours. Students will perfect their skills through an approved project or work toward an A.W.S. Code preparation. May be repeated to a maximum of six units.

**WELD231 Welding III 3 Credits**
Prerequisites: WELD221 Includes theory and practice in gas metal-arc welding and gas tungsten-arc welding.

**WELD232 Welding III Practice 2 Credits**
Prerequisites: WELD222B Focuses on GMAW, GTAW, and FCAW which will train the student to perform production and certification performance welding on ferrous and non-ferrous metals.

**WELD241 Welding IV 3 Credits**
Prerequisites: WELD231B Covers shielded metal-arc welding of pipe, flux core arc welding of pipe and introduction to A.P.I., A.S.M.E., and A.W.S. code certification. Welding of pipe provides training to develop welding skills necessary to produce high quality multipass welds on 6-inch schedule, 80 mild steel pipe in the 6 G positions, using advanced welding processes.

**WELD242 Welding IV Practice 2 Credits**
Prerequisites: WELD241B & WELD232B Introduces fundamental pipe welding techniques and develops basic skills for the service and transmission fields in the shielded metal-arc section. Trains welders for work in either the pressure pipe industry or transmission pipeline work using the micro-wire weld.

**WELD250 Welding Certification Preparation 1-12 Credits**
Prerequisites: consent of instructor Introduces the student to the many certifications available by meeting the standards of the American Welding Society codes. Also, it includes instruction on code certification required by the American Petroleum Institute and the American Society of Mechanical Engineers. May be repeated for up to 12 units.

**WELD290**  **Internship in Welding**  **1-8 Credits**

Prerequisites: consent of instructor Provides the student with on-the-job, supervised and educationally directed work experience.

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