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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.

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 Virginia City — 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.
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 individuals elected to the NSHE Board of Regents
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 student's educational records without the written consent of the student except to:

1. School officials including college staff, student employees, volunteers, contractors, consultants, etc. performing an assigned college function,
2. Officials of other institutions in which the student seeks to enroll,
3. Authorized representatives from federal and state agencies,
4. Accrediting agencies carrying out their accreditation functions,
5. Military recruiters as specified in the Soloman Amendment,
6. A student serving on an official committee such as a disciplinary or grievance committee,
7. Persons in compliance with a judicial order,
8. Officials providing student financial aid,
9. The audit firm retained by the Nevada System of Higher Education,
10. The data warehouse for NSHE or designated institutional research personnel,
11. 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
12. 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

- Cedar Building Room Number Map [PDF]
- Bristlecone Room Number Map [PDF]
- Aspen Building Room Map [PDF]
- Reynolds Building Room Number Map [PDF]
- Joe Dini Jr. Library Room Number Map [PDF]
- Carson City Campus Map [PDF]

Douglas Campus Map

- Douglas Campus Map [PDF]

Fallon Campus Maps

- Fallon Campus Map [PDF]
- Virgil Getto Hall [PDF]

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.
General Information

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 website

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 postsecondary 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
*Please note: that not all WNC Policies will be referenced in these documents.
WNC ByLaws
NSHE Board of Regents Handbook
Nevada Revised Statutes (NRS)
Nevada Administrative Code (NAC)

TITLE IX

WNC Non-Discrimination Statement

NSHE is 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), gender (including pregnancy related conditions), military status or military obligations, sexual orientation, gender identity or expression, genetic information, national origin, race (including hair texture and protected hairstyles such as natural hairstyles, afros, bantu knots, curls, braids, locks and twists), color, or religion (protected classes).

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 sex discrimination may be referred to WNC's Title IX Coordinator:

Melody Duley (Melody.Duley@wnc.edu) (775) 445-4235
Western Nevada College
2201 West College Parkway
Bristlecone Building, Room 157
Carson City, NV 89703
AND/OR any of the Officials with Authority listed below


(Rev. 6/24)
General Information

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 (humanresources@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

Melody Duley

<table>
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<tr>
<th>Title</th>
<th>Chief HR Officer</th>
<th>Chief of Staff</th>
<th>Title IX Coordinator</th>
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<tr>
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<td>Western Nevada College</td>
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<tr>
<td>Email</td>
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<tr>
<td>Phone</td>
<td>775-445-4235</td>
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</tr>
<tr>
<td>Office</td>
<td>Carson City Bristlecone Building, Room 157</td>
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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

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<th>Title</th>
<th>Chief HR Officer</th>
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<th>Title IX Coordinator</th>
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<tr>
<td>Email</td>
<td><a href="mailto:melody.duley@wnc.edu">melody.duley@wnc.edu</a></td>
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</tr>
<tr>
<td>Phone</td>
<td>775-445-4235</td>
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<tr>
<td>Office</td>
<td>Carson City Bristlecone Building Room 157</td>
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Kyle Dalpe

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<th>Title</th>
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<tr>
<td>Email</td>
<td><a href="mailto:kyle.dalpe@wnc.edu">kyle.dalpe@wnc.edu</a></td>
</tr>
<tr>
<td>Phone</td>
<td>775-445-4431</td>
</tr>
<tr>
<td>Office</td>
<td>Carson City Bristlecone Building Room 165</td>
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# General Information

## Heather Rikalo

<table>
<thead>
<tr>
<th>Title</th>
<th>Student Life Coordinator and Assistant to the President</th>
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<tbody>
<tr>
<td>Department</td>
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<tr>
<td>Email</td>
<td><a href="mailto:heather.rikalo@wnc.edu">heather.rikalo@wnc.edu</a></td>
</tr>
<tr>
<td>Phone</td>
<td>775-445-3241</td>
</tr>
<tr>
<td>Office</td>
<td>Carson City Joe Dini Library and Student Center Room 108</td>
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## Dana Ryan

<table>
<thead>
<tr>
<th>Title</th>
<th>Vice President of Academic &amp; Student Affairs</th>
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<tr>
<td>Department</td>
<td>Academic &amp; Student Affairs</td>
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<tr>
<td>Email</td>
<td><a href="mailto:dana.ryan@wnc.edu">dana.ryan@wnc.edu</a></td>
</tr>
<tr>
<td>Phone</td>
<td>775-445-4454</td>
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<tr>
<td>Office</td>
<td>Carson City Bristlecone Building Room 165</td>
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## Coral Lopez

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<tr>
<th>Title</th>
<th>Chief Financial Officer</th>
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<tr>
<td>Department</td>
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<tr>
<td>Email</td>
<td><a href="mailto:coral.lopez@wnc.edu">coral.lopez@wnc.edu</a></td>
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<tr>
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<td>775-445-4230</td>
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<tr>
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<td>Carson City Bristlecone Building Room 167B</td>
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## Niki Gladys

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<thead>
<tr>
<th>Title</th>
<th>Executive Director of Advancement</th>
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<tr>
<td>Department</td>
<td>Advancement</td>
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<tr>
<td>Email</td>
<td><a href="mailto:niki.gladys@wnc.edu">niki.gladys@wnc.edu</a></td>
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<td>Phone</td>
<td>775-445-3239</td>
</tr>
<tr>
<td>Office</td>
<td>Carson City Bristlecone Building Room 147</td>
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## 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]
General Information

- 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

<table>
<thead>
<tr>
<th>Title</th>
<th>Disability Support Services Director</th>
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<tbody>
<tr>
<td>Department</td>
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<tr>
<td>Email</td>
<td><a href="mailto:susan.trist@wnc.edu">susan.trist@wnc.edu</a></td>
</tr>
<tr>
<td>Phone</td>
<td>775-445-4459</td>
</tr>
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<td>Office</td>
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Melody Duley, Coordinator for Employees

<table>
<thead>
<tr>
<th>Title</th>
<th>Chief HR Officer</th>
<th>Chief of Staff</th>
<th>Title IX Coordinator</th>
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<tr>
<td>Department</td>
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<tr>
<td>Email</td>
<td><a href="mailto:melody.duley@wnc.edu">melody.duley@wnc.edu</a></td>
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<tr>
<td>Phone</td>
<td>775-445-4235</td>
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<tr>
<td>Office</td>
<td>Carson City Bristlecone Building Room 157</td>
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Jeffrey Erickson, Coordinator for College Facilities

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<thead>
<tr>
<th>Title</th>
<th>Interim Director of Facilities, Planning &amp; Construction</th>
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<tr>
<td>Department</td>
<td>Western Nevada College</td>
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<tr>
<td>Email</td>
<td><a href="mailto:jeffrey.erickson@wnc.edu">jeffrey.erickson@wnc.edu</a></td>
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<tr>
<td>Office</td>
<td>Carson City Bristlecone Building Room 120</td>
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Additional Resources

- WNC Human Resources Office
- U.S. Department of Education, Office of Civil Rights
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.
   Passport 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 page 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, including payment of all debts to any Nevada System of Higher Education institution.

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

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

Unofficial Transcripts

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

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) and date of birth
2. For each course completed, the following must be listed:
   - Specific course title
   - Units or credits for each
   - Time frame or semester in which it was completed
   - Grade received
3. Description of grading system used such as a grade scale or grade key
4. Cumulative credits/units earned and grade point average
5. Graduation date (month/day/year) indicating completion of secondary school or high school education
6. The following statement, or one very similar, is to appear 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)___.
7. Signature of school administrator/parent and date.

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

Release Of Transcripts From Other Institutions

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 students official transcript from another institution to third parties or to students.

Upon request, students may view their transcript from another institution and take notes in regards to classes, semester, and grades, but may not have a copy.

Exceptions to the policy are at the discretion of the registrar, and are granted only in extreme cases, such as:

1. The institution housing the original records has been destroyed and WNC has the only known existing transcript, or
2. International transcripts that the student is unable to obtain.

Enrollment Status

Full-time students are defined as those who are enrolled in 12 or more credits/units (6 or more credits/units for summer);

Three-quarter time students are enrolled in 9-11 credits/units;

Half-time students are enrolled in 6-8 credits.

Enrollment Verifications

The National Student Clearinghouse is the authorized agent for WNC for providing enrollment and degree verifications. Students may obtain enrollment verifications by accessing the Clearinghouse through wnc.edu/anywhere. Employers or background screening firms requesting enrollment and/or degree verifications may obtain a verification through the Clearinghouse at www.degreerverify.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 he/she received an Incomplete must make arrangements with the instructor who issued the incomplete grade. A grade change from the instructor is due to Admissions and Records within 120 days of the end of the applicable semester.
- 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

1. 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.
2. 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

1. 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
1. 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.
2. 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**

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

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

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

Students may petition to repeat up to 12 units with an adjustment to the previous grade(s). If approved, the original grade will be reflected as an “R” for repeat. The “R” will only be used as a replacement if the repeated course earns a grade higher than the grade originally earned. Repeat adjustment may not be applied to W or D grades.

A repeat adjustment request must be submitted to Admissions and Records no later than four weeks past the published date on which grades are posted, for the semester in which the course was repeated.

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

**Academic Renewal**

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

1. At the time the petition is filed, at least one year must have elapsed since the most recent course work to be disregarded was completed.
2. In the interval between the completion of the most recent course work to be disregarded and the filing of the petition, students shall have completed at least 12 acceptable units of college 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 if:

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

**Privacy Information**

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

No one shall have access to, nor will WNC disclose any non-directory information from a 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.

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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.

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, he/she may submit explanation statements for inclusions in his/her 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 calling:

- 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 student's educational experience, including the following:

- Assist students in developing educational plans for certificate of achievement and degree programs
- Monitor students' academic progress each semester by determining classes completed versus classes needed for program completion
- Link to career resources
- 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 student's 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 advisor's 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 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.
Advising and Registration

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](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, he/she does not receive a grade or credit. The student is not required to take examinations.

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

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

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

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

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

Enrollment Limits

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

Course Load

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

According to the Northwest Commission on Colleges and Universities guidelines, a three-unit lecture class usually requires three hours of class time per week; and a one-unit lecture class usually requires one hour of class per week. A one-unit laboratory class usually requires three hours of class 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 the bookstore website at https://wncbookstore.com/.

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 by submitting a Petition for Transfer Credit Evaluation form to Admissions and Records.

- Students must also submit official transcripts or training records and then allow up to 4-6 weeks for the evaluation to be completed.
- When completed, students will be able to view their transfer credit in myWNC and can run a degree audit report to determine how transfer credits apply toward their intended degree or certificate program. An email will be sent to each student when the transfer evaluation is completed.

Admissions and Records will accept only official transcripts from other colleges, universities, high schools, and educational testing sources; unofficial copies will not be accepted.

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)
- New England Commission of Higher Education (NECHE)
- Northwest Commission on Colleges and Universities (NWCCU)
- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
- WASC Senior College and University Commission (WSCUC)

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 at WNC that are applicable to the degree or certificate they are seeking.

Associates Degree:

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

Bachelors Degree:

- A maximum of 90 credits or 75 percent of the total credits for a degree, whichever is greater, from all sources as listed below may be applied toward a bachelors degree.
  - A maximum of 90 semester credits or 75 percent of the total credits required for a degree, whichever is greater, may be accepted from regionally accredited colleges or universities toward a bachelors degree.
  - A maximum of 60 semester hours of credit may be accepted from approved credit by examination programs.
  - A maximum of 15 semester hours of credit may be accepted from non-traditional programs.

Certificate of Achievement:

- A maximum of 15-18 credits from all sources as listed below may be applied toward a certificate of achievement. (varies by certificate program)
  - A maximum of 15-18 semester credits may be accepted from regionally accredited colleges or universities toward a certificate of achievement. (varies by certificate program)
  - A maximum of 15 semester hours of credit may be accepted from non-traditional programs.
  - A maximum of 15 semester hours of credit may be accepted from approved credit by examination programs.

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.

The Registrar will first view the appeal.

- If the reason a course was not transferred in as requested is a result of a course not meeting policies such as fulfilling the minimum number of credits required for a requirement, the course was developmental, the course was not completed at a regionally accredited institution, etc. the Registrar will make a final decision about course transferability.
- If the reason is not based on such a policy then the appeal and all related information will be forwarded to the applicable department faculty and/or Division Director. The decision of the faculty/Division Director will be final.
- If a request is denied, the student will be given a reason for the denial via email.
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 must have a course by course evaluation completed by an approved transcript evaluation service.
- Students 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 15 credits from non-traditional sources to include the following:
  - Correspondence courses
  - Extension courses
  - Post-secondary institutions without regional accreditation
  - Certificate training
  - Other recognized sources
- The above sources must meet the minimum standards for accreditation by 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/](https://jst.doded.mil/jst/)
- Air Force [https://www.airuniversity.af.edu/Barnes/CCAF/](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.

- 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.records@wnc.edu
- 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 bachelor's 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 policies allow the student to take the exam.
4. **If approved by the Director of Admissions and Records** the student is required to pay the $75 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:

<table>
<thead>
<tr>
<th>Examination</th>
<th>WNC Course Equivalent</th>
<th>Credit/Units Granted</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Composition</td>
<td>ENG 101 with a score of 50 to 63</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ENG 101 and 102 with a score of 64 or higher</td>
<td>6</td>
</tr>
<tr>
<td>American Government</td>
<td>U.S. Constitution</td>
<td>3</td>
</tr>
<tr>
<td>History of the United States I</td>
<td>HIST 101</td>
<td>3</td>
</tr>
<tr>
<td>History of the United States II</td>
<td>History Elective</td>
<td>3</td>
</tr>
<tr>
<td>Human Growth and Development</td>
<td>HDFS 201</td>
<td>3</td>
</tr>
<tr>
<td>Introductory Psychology</td>
<td>PSY 101</td>
<td>3</td>
</tr>
<tr>
<td>Introductory Sociology</td>
<td>SOC 101</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Macroeconomics</td>
<td>ECON 103</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Microeconomics</td>
<td>ECON 102</td>
<td>3</td>
</tr>
<tr>
<td>Western Civilization I</td>
<td>HIST Elective</td>
<td>3</td>
</tr>
<tr>
<td>Western Civilization II</td>
<td>HIST Elective</td>
<td>3</td>
</tr>
<tr>
<td>Calculus</td>
<td>MATH 181</td>
<td>4</td>
</tr>
<tr>
<td>Chemistry</td>
<td>CHEM 121*</td>
<td>3</td>
</tr>
<tr>
<td>College Algebra</td>
<td>MATH 126</td>
<td>3</td>
</tr>
<tr>
<td>College Mathematics</td>
<td>MATH 120</td>
<td>3</td>
</tr>
<tr>
<td>Precalculus</td>
<td>MATH 128</td>
<td>5</td>
</tr>
<tr>
<td>Information Systems</td>
<td>IS 101</td>
<td>3</td>
</tr>
</tbody>
</table>

*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:**

Upon receipt of an official score report from the College Board, WNC can grant credit for Advanced Placement examinations with a score of 3 or higher for students matriculating to WNC in the summer 2016 or later. Prior to summer 2016, some examinations required a minimum score of 4 for credit.

Western Nevada College (WNC) awards credit for Advanced Placement tests as shown below, for the 2017-18 academic year, for students who matriculated to WNC during the summer 2016 semester or later. For students who matriculated prior to summer 2016, some examinations require a minimum score of 4 for credit.

<table>
<thead>
<tr>
<th>EXAMINATION</th>
<th>SCORE REQUIRED</th>
<th>WESTERN NEVADA COLLEGE COURSE CREDIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art</td>
<td>3, 4, or 5</td>
<td>Art Elective (3 cr.)</td>
</tr>
<tr>
<td>History</td>
<td>3, 4, or 5</td>
<td>Art Elective (3 cr.)</td>
</tr>
<tr>
<td>Studio Art</td>
<td>3, 4, or 5</td>
<td>Art Elective (3 cr.)</td>
</tr>
<tr>
<td>Biology</td>
<td>3</td>
<td>BIOL 100 Lecture (3 cr.)</td>
</tr>
<tr>
<td></td>
<td>4 or 5</td>
<td>BIOL 190* (3 cr) and BIOL 191* (3 cr)</td>
</tr>
<tr>
<td>Chemistry</td>
<td>3</td>
<td>CHEM 121* (3 cr.)</td>
</tr>
<tr>
<td></td>
<td>4 or 5</td>
<td>CHEM 121* (3 cr.) and CHEM 122* (3 cr.)</td>
</tr>
<tr>
<td>Advising and Registration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Computer Science</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Science A</td>
<td>3, 4, or 5</td>
<td>CS 135 (3 cr.)</td>
</tr>
<tr>
<td>Computer Science AB</td>
<td>3</td>
<td>CS 135 (3 cr.)</td>
</tr>
<tr>
<td>Computer Science Principles</td>
<td>4 or 5</td>
<td>CS 135 (3 cr.) and CS 202 (3 cr.)</td>
</tr>
<tr>
<td></td>
<td>3, 4 or 5</td>
<td>CS Elective (3 cr.)</td>
</tr>
<tr>
<td><strong>Economics</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Microeconomics</td>
<td>3, 4, or 5</td>
<td>ECON 102 (3 cr.)</td>
</tr>
<tr>
<td>Macroeconomics</td>
<td>3, 4, or 5</td>
<td>ECON 103 (3 cr.)</td>
</tr>
<tr>
<td><strong>English</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English Language &amp; Composition</td>
<td>3</td>
<td>ENG 101 (3 cr.)</td>
</tr>
<tr>
<td></td>
<td>4 or 5</td>
<td>ENG 101 (3 cr.) and ENG 102 (3 cr.)</td>
</tr>
<tr>
<td>English Literature &amp; Composition</td>
<td>3</td>
<td>ENG 101 (3 cr.)</td>
</tr>
<tr>
<td></td>
<td>4 or 5</td>
<td>ENG 101 (3 cr.) and ENG 102 (3 cr.)</td>
</tr>
<tr>
<td><strong>Environmental Science</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Environmental Science Elective (3 cr.)</td>
</tr>
<tr>
<td></td>
<td>4 or 5</td>
<td>ENV 101 (3 cr.)</td>
</tr>
<tr>
<td><strong>Foreign Languages</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any AP foreign language exam in a language that WNC offers in courses numbered 111 &amp; 112</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Language and Culture</td>
<td>3</td>
<td>111 (4 cr.) and 112 (4 cr.)</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>112 (4 cr.) and 211 (3 cr.)</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>211 (3 cr) and 212 (3 cr) or Foreign Language elective</td>
</tr>
<tr>
<td><strong>OR</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spanish Literature and Culture</td>
<td>3, 4 or 5</td>
<td>SPAN 211 (3 cr) and SPAN 212 (3 cr)</td>
</tr>
<tr>
<td><strong>Geography</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Human Geography</td>
<td>3, 4 or 5</td>
<td>GEOG 106 (3 cr.)</td>
</tr>
<tr>
<td><strong>History</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>United States</td>
<td>3, 4 or 5</td>
<td>HIST 101 (3 cr.) and Social Science elective (3 cr.)</td>
</tr>
<tr>
<td>European</td>
<td>3, 4 or 5</td>
<td>HIST 105 (3 cr.) and HIST 106 (3 cr.)</td>
</tr>
<tr>
<td>World: Modern</td>
<td>3, 4, or 5</td>
<td>HIST 208 (3 cr) and HIST 209 (3 cr)</td>
</tr>
<tr>
<td><strong>Mathematics</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Calculus AB (or AB subscore on BC exam)</td>
<td>3, 4, or 5</td>
<td>MATH 181 (4 cr.)</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>3, 4, or 5</td>
<td>MATH 181 (4 cr.) and MATH 182 (4 cr.)</td>
</tr>
<tr>
<td>Statistics</td>
<td>3, 4, or 5</td>
<td>STAT 152 (3 cr.)</td>
</tr>
<tr>
<td><strong>Music</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Theory</td>
<td>3, 4, or 5</td>
<td>Music Elective (3 cr.)</td>
</tr>
<tr>
<td><strong>Physics</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physics 1</td>
<td>3, 4, or 5</td>
<td>PHYS 151* (3 cr.)</td>
</tr>
<tr>
<td>Physics 2</td>
<td>3, 4, or 5</td>
<td>PHYS 152* (3 cr.)</td>
</tr>
<tr>
<td>Physics C: Mechanics</td>
<td>3, 4, or 5</td>
<td>PHYS 180* (3 cr.)</td>
</tr>
</tbody>
</table>
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 WNC's nursing program.

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

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 attending WNC
- Stay connected to the University while still enrolled at WNC
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 TYPES

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

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](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](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.
Financial Assistance

• 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 an 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

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 (CGPA) 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 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 use 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
Financial Assistance

- 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 didn't 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/ by 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. The 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](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](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.
  - 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;
Financial Assistance

- 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.
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 through VA 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 Certifying 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
775-445-3302
REGISTRATION FEES AND TUITION

FEES, PAYMENTS & REFUNDS

2023-2024 Fees

Fall 2023 and Spring 2024 Fees

<table>
<thead>
<tr>
<th></th>
<th>Lower-Division</th>
<th>Upper Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Fees</td>
<td>$115.50 per credit</td>
<td>$189.75 per credit</td>
</tr>
<tr>
<td>Technology Fees</td>
<td>$8.50 per credit</td>
<td>$8.50 per credit</td>
</tr>
<tr>
<td>Academic Success Fee</td>
<td>$25 Flat Fee</td>
<td></td>
</tr>
</tbody>
</table>

Summer 2024 Fees

<table>
<thead>
<tr>
<th></th>
<th>Lower Division</th>
<th>Upper Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Fees</td>
<td>$120.75 per credit</td>
<td>$196.25 per credit</td>
</tr>
<tr>
<td>Technology Fees</td>
<td>$8.50 per credit</td>
<td>$8.50 per credit</td>
</tr>
<tr>
<td>Academic Success Fee</td>
<td>$25 Flat Fee</td>
<td></td>
</tr>
</tbody>
</table>

Additional Fees May be assessed as follows:

Non-Resident Fees

<table>
<thead>
<tr>
<th></th>
<th>Lower-Division</th>
<th>Upper Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Resident, part-time</td>
<td>$127.25 per credit</td>
<td>$208.50 per credit</td>
</tr>
<tr>
<td>Non-Resident, full-time (7 credits or more)</td>
<td>$4049.50 flat fee for lower or upper division</td>
<td></td>
</tr>
<tr>
<td>Non-Resident, WUE</td>
<td>$57.75 per credit</td>
<td>$94.88 per credit</td>
</tr>
<tr>
<td>Non-Resident, Distance Ed Only</td>
<td>$57.75 per credit</td>
<td>$94.75 per credit</td>
</tr>
</tbody>
</table>

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 - $90/credit

High School Dual Enrollment Fees

For the purpose of this section, the terms:

- "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.

<table>
<thead>
<tr>
<th>TYPE OF COURSE</th>
<th>RATE</th>
<th>OTHER FEES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Concurrent enrollment courses</td>
<td>$75 per course</td>
<td>no additional student or course fees</td>
</tr>
<tr>
<td>Dual enrollment courses</td>
<td>$85 per credit</td>
<td>add tech fee and special course fees (lab fees)</td>
</tr>
<tr>
<td>Dual enrollment courses where student qualifies for reduced or free lunch (confirmed by school counselor)</td>
<td>$58 per credit</td>
<td>add tech fee and special course fees (lab fees)</td>
</tr>
</tbody>
</table>
Application fee of $15 is waived for all students meeting one of these criteria for fall 22/spring 23 & fall 23/spring 24 only.

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.

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.

**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.

**Dual Enrollment/High School 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 the Dual Enrollment/High School 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 Payment 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 payment fee.

**Late Payment Plan Fee**

WNC offers payment plan options for any student who has a minimum balance over $50 during the fall and spring semesters. The first payment must be made in full by the deadline. Subsequent late payments are assessed a fee of $10 or 10% of the balance, whichever is greater. Students are responsible for the unpaid plan balance.

**Lab Fee**

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

**Computer Use 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 $90 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.

<table>
<thead>
<tr>
<th>REGISTRATION FEES</th>
<th>2023-24</th>
<th>2024-25</th>
<th>2025-26</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lower Division (per credit)</td>
<td>$115.50</td>
<td>$117.75</td>
<td>$121.00</td>
</tr>
<tr>
<td>Fall &amp; Spring (30 credits)</td>
<td>$3,465.00</td>
<td>$3,532.50</td>
<td>$3,630.00</td>
</tr>
<tr>
<td>Upper Division (per credit)</td>
<td>$189.75</td>
<td>$193.25</td>
<td>$198.50</td>
</tr>
<tr>
<td>Fall &amp; Spring (30 credits)</td>
<td>$5,692.50</td>
<td>$5,797.50</td>
<td>$5,955.00</td>
</tr>
</tbody>
</table>

NON-RESIDENT TUITION

Rates are assessed in addition to registration fees

<table>
<thead>
<tr>
<th></th>
<th>2023-24</th>
<th>2024-25</th>
<th>2025-26</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>$8,099.00</td>
<td>$8,253.00</td>
<td>$8,476.00</td>
</tr>
<tr>
<td>Part-time Upper Division (per credit)</td>
<td>$208.50</td>
<td>$212.75</td>
<td>$218.25</td>
</tr>
<tr>
<td>Part-time Lower Division (per credit)</td>
<td>$127.25</td>
<td>$129.50</td>
<td>$133.00</td>
</tr>
</tbody>
</table>

DISTANCE EDUCATION

Rates are assessed in addition to registration fees

<table>
<thead>
<tr>
<th></th>
<th>2023-24</th>
<th>2024-25</th>
<th>2025-26</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upper Division (per credit)</td>
<td>$94.75</td>
<td>$96.75</td>
<td>$99.25</td>
</tr>
<tr>
<td>Lower Division (per credit)</td>
<td>$57.75</td>
<td>$58.75</td>
<td>$60.50</td>
</tr>
</tbody>
</table>

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 by Phone

Students can call the Controllers’ office at 775-445-4221 to pay using a credit or debit 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 Business Office within the week that they register. The fax number is 775-445-3027.

Late Payment Fee

A $25.00 late payment fee will be assessed to students who register or add classes during the late registration period. It is the student’s responsibility to be aware of important semester dates and deadlines, including registration, refund and fee payment deadlines.
Payment Plans
WNC offers a three-payment or two-payment plan for any student who is enrolled in 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
All delinquent accounts will be placed on financial hold. Students on financial hold may not receive a transcript, register for classes at any NSHE Institution or be awarded a certificate/diploma until the account has been cleared and financial hold removed. Delinquent accounts may be sent to collection after 90 days. The student will be assessed collection/legal fees.

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

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.

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.

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:
- induction or activation into the armed forces;
- death of the student's spouse, child, parent or legal guardian;
- death of the student;
- verifiable error on the part of the college;
- verifiable incapacity, illness or injury which prevents the student from returning to school for the remainder of the semester.
- An appeal is made by submission of the Refund Exception Form: 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.
REGISTRATION FEES AND TUITION

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
Prepare for Success with ACCEL

Learn English. Prepare for the High School Equivalency exam (HiSET or GED) and take the official exam when you are ready. Boost skills for the workforce and prepare for college or a career. Earn college credits toward a degree or certificate while studying for the High School Equivalency or learning English.

A Program That Supports You

Gain instructional support for college-level coursework. Get loaner laptops and internet hotspots. You’ll have access to online or remote study options. Virtual and in-person classes to fit your schedule. Access to financial assistance for college tuition, textbooks, and required materials.

English Language Learning

English Learner Services at Western Nevada College are free, non-credit courses for learners ranging from Low-Beginning through Advanced levels of English proficiency. Instruction includes:

- Phonics and Conversation
- Pronunciation
- Vocabulary
- Reading and writing
- Speaking and listening
- Spelling and grammar
- Employability and succeeding in the workplace
- Digital Literacy and basic computer literacy
- Preparing for the U.S. Citizenship
- Family Literacy

To request more information about our English Language Learning class options, please call us at (775) 445-4452 or e-mail us at accel@wnc.edu. To get started, complete our registration form.

Adult Basic Education

The Adult Basic Education (ABE) program at Western Nevada College is dedicated to empowering adult learners by providing essential educational services and resources. Our comprehensive program offers instruction in basic reading, writing, and mathematics to help students achieve their educational and career goals. We also provide preparation for the High School Equivalency (HSE) exams, HiSET and GED, to enable individuals to earn their high school equivalency diploma.

Personalized guidance, flexible class schedules, and supportive instructors ensure that each student receives the attention and encouragement they need to succeed. Whether you’re looking to earn the High School Equivalency credential, transition to college, advance your career, or simply improve your skills, the Adult Basic Education program at Western Nevada College is here to help you every step of the way!

High School Equivalency Preparation

Every year, a number of students do not graduate from high school. The reasons for this are as unique as the individual. And without a high school diploma, career options are greatly limited.

Whether students last attended school recently or many years ago, the Adult Basic Education offers free classes to help them earn a high school equivalency credential. We determine what areas students need to work on and enroll them in an appropriate class. Students receive help to prepare for the five test subject areas:

- Language Arts/Reading
- Language Arts/Writing
- Math
- Science
- Social Studies

Students must be at least 16 years old to enroll and must complete enrollment and testing prior to starting a preparation course. Students ages 16 and 17 years old may enroll, but must provide a letter of withdrawal from the last school attended and parental consent prior to enrollment.

The High School Equivalency Exam Preparation Program prepares students to take either the GED or HiSET exam. Both of these approved tests allow Nevada students to earn the Nevada State Certificate of High School Equivalency.

To request more information about our preparation class options, please call us at (775) 445-4452 or e-mail us at accel@wnc.edu. To register for HSE preparation classes, complete our registration form.

HiSET and GED Testing Center

In addition to providing HSE preparation classes, Western Nevada College also serves as an official testing center for the HiSET and GED exams. Upon successfully passing either exam, individuals are awarded an official Nevada Certificate of High School Equivalency, which is recognized nationwide. For assistance with registering to take the official HiSET exam, please visit our office or contact us at 775-445-4452. To register for the official GED exam, visit www.ged.com.


**College and Career Transitions**

For many of our students, improving fundamental literacy and language skills is just the beginning. The College and Career Transitions program is dedicated to supporting students pursuing postsecondary education and training, exploring job opportunities, and filling high-demand industry positions that offer a stable career path and family-sustaining wage.

Through grants and scholarships, eligible students can enroll in pathways leading to industry-recognized credentials and certificates at no cost. For more information about our College and Career Transition options, please contact our office at 775-445-4452.

ACCEL Office  
Bristlecone Building, Room 340  
2201 West College Parkway, Carson City, NV 89703  
Monday Thursday: 8am 8pm | Friday: 8am 5pm  
accel@wnc.edu | (775) 445-4452

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**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**

<table>
<thead>
<tr>
<th></th>
<th>Non-Students</th>
<th>WNC Staff</th>
<th>Students</th>
<th>Per</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cubs (6wks-12 mths)</td>
<td>$299</td>
<td>$269</td>
<td>$224</td>
<td>week</td>
</tr>
<tr>
<td>Turtles (12-24 mths)</td>
<td>$259</td>
<td>$233</td>
<td>$194</td>
<td>week</td>
</tr>
<tr>
<td>Bumbles/Bees (24-36 mths)</td>
<td>$259</td>
<td>$233</td>
<td>$194</td>
<td>week</td>
</tr>
<tr>
<td>Rockets/Bears/Wildcats (3-6 years)</td>
<td>$230</td>
<td>$207</td>
<td>$127</td>
<td>week</td>
</tr>
</tbody>
</table>

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

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**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 government, 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 Diversity Center at WNC is a welcoming and inclusive space dedicated to celebrating and supporting diversity on campus. The center provides resources, programs, and events that promote understanding and appreciation of various cultures, identities, and perspectives. It 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.

- Met all financial/library obligations. No student will be issued a degree or certificate if he/she has not met all financial/library obligations. Outstanding debts may be paid at the Business Office. Library holds can be cleared through Library and Media Services.

- 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 32 semester credits in residence at WNC. Challenge examinations, non-traditional credit, or developmental courses (courses numbered below 100) do not count as resident credit.

- 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).

- Met all financial/library obligations. No student will be issued a degree if he/she has not met all financial/library obligations.

- 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

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 2025 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 2025. All graduating students are encouraged to participate in commencement ceremonies. Associate degrees and certificates of achievement are conferred for graduates from the spring semester and the summer and fall semesters preceding the spring semester ceremonies. 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 inquiries 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.

Honors Program

Benefits:

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

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

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

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

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

Follow these steps to complete an honors project:

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

- 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
Communication: 101, 102, 113, 215
Criminal Justice: 103
English
Journalism: 201
Reading
Writing Course (Business 108, English 100, 101, 102, 107 or any 200 level English class)

Human Relations
3 Units

Anthropology: 101, 201
Business: 110
Counseling and Personal Development: 117, 129
Criminal Justice: 270
Early Childhood Education: 121
Educational Psychology: 150
Human Development & Family Studies: 201, 202
Management: 201, 212, 283
Nursing: 261
Psychology (except 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, 241, 260, 261
Core Humanities: 201, 202, 212
English: 200, 221, 223, 250, 261, 266, 267, 271, 275
History: 105, 106, 203, 207, 208, 209, 247
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, 210, 212, 215
- Core Humanities: 203
- 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)

*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
- History and Political Science Combination (History 101 and Political Science 208)

Courses numbered below 100 (such as ENG 98) are not acceptable toward 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 today's dynamic business environment. WNC offers Associate of Applied Science degrees for direct entry into the business world or an Associate of Business degree that transfers to four-year institutions.

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

**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

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<thead>
<tr>
<th>Course</th>
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<th>Units</th>
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<td>ACC 201</td>
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<td>ACC 202</td>
<td>Managerial Accounting</td>
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</tr>
<tr>
<td>BUS 101</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 273</td>
<td>Business Law I</td>
<td>3</td>
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<tr>
<td>BUS 299</td>
<td>Business Capstone</td>
<td>3</td>
</tr>
<tr>
<td>ECON 102</td>
<td>Principles of Microeconomics</td>
<td>3</td>
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<tr>
<td>ECON 103</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>IS 101</td>
<td>Introduction to Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>or IS 201</td>
<td>Computer Applications</td>
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<tr>
<td>MGT 201</td>
<td>Principles of Management</td>
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<tr>
<td>MKT 210</td>
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<td>ACC 203</td>
<td>Intermediate Accounting I</td>
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<tr>
<td>ACC 220</td>
<td>Microcomputer Accounting Systems</td>
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<tr>
<td>or ACC 223</td>
<td>Introduction to Quickbooks</td>
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<tr>
<td>ACC 105</td>
<td>Taxation for Individuals</td>
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<tr>
<td>ACC 180</td>
<td>Payroll &amp; Employee Benefit Accounting</td>
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<tr>
<td>ACC 204</td>
<td>Intermediate Accounting II</td>
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<tr>
<td>ACC 220</td>
<td>Microcomputer Accounting Systems</td>
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<tr>
<td>ACC 223</td>
<td>Introduction to Quickbooks</td>
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<tr>
<td>ACC 261</td>
<td>Governmental Accounting</td>
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<tr>
<td>ACC 290</td>
<td>Certified Bookkeeper Course</td>
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<tr>
<td>ACC 295</td>
<td>Work Experience I</td>
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<tr>
<td>COT 262</td>
<td>Intermediate Spreadsheets Concepts</td>
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<tr>
<td>ECON 261*</td>
<td>Principles of Statistics I</td>
<td>3</td>
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<td>ECON 262*</td>
<td>Principles of Statistics II</td>
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<td>U.S. and Nevada Constitution Requirement</td>
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**Associate of Applied Science Programs**

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<tr>
<th>Course</th>
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<th>Units</th>
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<td><em>Recommended for students who plan to transfer and enroll in a bachelor’s degree program.</em></td>
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## Suggested Course Sequence

### ACCOUNTING - Associate of Applied Science

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<th>Third Semester</th>
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<tr>
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<td>ACC 203</td>
<td>3</td>
</tr>
<tr>
<td>BUS 107 or ENG 101</td>
<td>3</td>
<td>BUS 273</td>
<td>3</td>
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<td>BUS 101</td>
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<td>Science</td>
<td>3</td>
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<tr>
<td>ECON 102</td>
<td>3</td>
<td>Accounting Elective</td>
<td>3</td>
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<td>IS 101 or IS 201</td>
<td>3</td>
<td>U.S./NV Constitution</td>
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<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Units</th>
<th>Fourth Semester</th>
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<tr>
<td>ACC 202</td>
<td>3</td>
<td>ACC 220 or ACC 223</td>
<td>3</td>
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<tr>
<td>MATH: BUS 115 or MATH 120 or higher</td>
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<td>BUS 299</td>
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<td>BUS 108 or ENG 102</td>
<td>3</td>
<td>Accounting Elective</td>
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<tr>
<td>ECON 103</td>
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<td>MKT 210</td>
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<tr>
<td>MGT 201</td>
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</table>

### BUSINESS - MANAGEMENT

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

Please see the [Associate of Applied Science](#) page for a list of all courses filling general education requirements.

**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.
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Associate of Applied Science Programs

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<tr>
<th>Course</th>
<th>Title</th>
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<tr>
<td>BUS 101</td>
<td>Introduction to Business</td>
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Management Degree Requirements 6 Units

<table>
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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>MGT 235</td>
<td>Organizational Behavior</td>
</tr>
<tr>
<td>MGT 283</td>
<td>Introduction to Human Resources Management</td>
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Management Electives 9 Units

Any Business, Management or Marketing Courses

General Education Requirements 15 Units

<table>
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<th>Requirement</th>
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<td>English/Communications Requirement: Recommended: BUS 107, BUS 108; or ENG 101*, ENG 102*; Must include a writing course</td>
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<td>Mathematics Requirement</td>
<td>3</td>
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<tr>
<td>Science Requirement</td>
<td>3</td>
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<td>U.S. and Nevada Constitution Requirement</td>
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*Recommended for students who plan to transfer and enroll in a bachelor's degree program.

Suggested Course Sequence

**MANAGEMENT - ON CAMPUS**

**Associate of Applied Science**

<table>
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<tr>
<th>Semester</th>
<th>Course</th>
<th>Units</th>
<th>Course</th>
<th>Units</th>
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<td>BUS 115 or MATH 120 or higher</td>
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<td></td>
<td>BUS 101</td>
<td>3</td>
<td>MGT 235</td>
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</tr>
<tr>
<td></td>
<td>BUS 107 or ENG 101</td>
<td>3</td>
<td>MKT 210</td>
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<td></td>
<td>ECON 102</td>
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<td>Management Elective</td>
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<tr>
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<tr>
<td>Second Semester</td>
<td>ACC 202</td>
<td>3</td>
<td>BUS 273</td>
<td>3</td>
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<td></td>
<td>BUS 108 or ENG 102</td>
<td>3</td>
<td>BUS 299</td>
<td>3</td>
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<td>3</td>
<td>MGT 283</td>
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<td></td>
<td>Science</td>
<td>3</td>
<td>U.S./NV Constitution</td>
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</table>

**MANAGEMENT - ONLINE**

62  Associate of Applied Science Programs
### 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.

### 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>CRJ 104*</td>
<td>Introduction to the Administration of Justice</td>
<td>3</td>
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<tr>
<td>CRJ 106*</td>
<td>Introduction to Corrections</td>
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<tr>
<td>CRJ 155</td>
<td>Juvenile Justice System</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 164</td>
<td>Principles Of Investigation</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 211*</td>
<td>Police in America</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 222*</td>
<td>Criminal Law and Procedure</td>
<td>3</td>
</tr>
<tr>
<td>Course</td>
<td>Title</td>
<td>Units</td>
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<tr>
<td>-------------</td>
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</tr>
<tr>
<td>CRJ 234*</td>
<td>Introduction to the Courts and American Legal System</td>
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<tr>
<td>CRJ 225</td>
<td>Criminal Evidence</td>
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<tr>
<td>CRJ 270*</td>
<td>Introduction to Criminology</td>
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Choose 9 units from the following program electives:

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<tr>
<td>Any CRJ course</td>
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<tr>
<td>ART 135</td>
<td>Darkroom Photography I</td>
<td>3</td>
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<tr>
<td>ART 141</td>
<td>Introduction to Digital Photography I</td>
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<tr>
<td>BUS 107</td>
<td>Business Speech Communications</td>
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<tr>
<td>COM 101</td>
<td>Oral Communications</td>
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<tr>
<td>CPD 116</td>
<td>Substance Abuse-Fundamental Facts and Insights</td>
<td>3</td>
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<tr>
<td>CPD 117</td>
<td>Introduction to Counseling</td>
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<td>CPD 129</td>
<td>Communication Techniques</td>
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<tr>
<td>STAT 152</td>
<td>Introduction to Statistics</td>
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<tr>
<td>SW 230</td>
<td>Crisis Intervention</td>
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<tr>
<td>Any IS, COT, or CIT course</td>
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<td>Any Foreign Language</td>
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<td>Any PSY or SOC</td>
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General Education Requirements: 24 Units

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<th>Requirement</th>
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<tr>
<td>English/Communications Requirement: <em>Recommend ENG 101 and 102</em></td>
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<tr>
<td>Humanities Requirement</td>
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<td>Mathematics Requirement: <em>Recommend MATH 120 or higher</em></td>
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<td>Science Requirement</td>
<td>3</td>
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<td>U.S. and Nevada Constitution Requirement</td>
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<tr>
<td>General Electives</td>
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*Direct transfer to UNR for CRJ Major*

Suggested Course Sequence

### CRIMINAL JUSTICE - ON CAMPUS
Associate of Applied Science

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<th>Third Semester</th>
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<td>ENG 101</td>
<td>3</td>
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<tr>
<td>General Elective</td>
<td>3</td>
<td>CRJ 211</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>3</td>
<td>CRJ 222</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
<td>Program Elective</td>
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<tr>
<td>CRJ 106</td>
<td>3</td>
<td>CRJ 225</td>
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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

<table>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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<td>AM 140*</td>
<td>American Sign Language I &amp; II</td>
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<tr>
<td>AM 141**</td>
<td>American Sign Language III &amp; IV</td>
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Associate of Applied Science Programs

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<td>AM 149</td>
<td>American Sign Language V</td>
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<tr>
<td>AM 150</td>
<td>American Sign Language VI</td>
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<tr>
<td>AM 151</td>
<td>Fingerspelling I</td>
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<tr>
<td>AM 152</td>
<td>Fingerspelling II</td>
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<td>AM 215</td>
<td>Conversational ASL</td>
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<tr>
<td>AM 216</td>
<td>Receptive ASL</td>
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<td>AM 253</td>
<td>Deaf Culture</td>
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<tr>
<td>AM 254</td>
<td>Deaf History</td>
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</tbody>
</table>

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).
**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**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Units</th>
<th>Third Semester</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM 140*</td>
<td>6</td>
<td>AM 149</td>
<td>4</td>
</tr>
<tr>
<td>AM 151</td>
<td>1</td>
<td>AM 216</td>
<td>4</td>
</tr>
<tr>
<td>AM 254</td>
<td>3</td>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>English/Communication</td>
<td>3</td>
<td>U.S./NV Constitution</td>
<td>3</td>
</tr>
<tr>
<td>Human Relations</td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Units</th>
<th>Fourth Semester</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM 141**</td>
<td>6</td>
<td>AM 150</td>
<td>4</td>
</tr>
<tr>
<td>AM 152</td>
<td>1</td>
<td>AM 215</td>
<td>4</td>
</tr>
<tr>
<td>AM 253</td>
<td>3</td>
<td>General Elective</td>
<td>3</td>
</tr>
<tr>
<td>(THTR 105 Recommend)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English/Communication</td>
<td>3</td>
<td>Science</td>
<td>3</td>
</tr>
<tr>
<td>Humanities/Social Science</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL REQUIREMENTS</td>
<td></td>
<td>60 Units</td>
</tr>
<tr>
<td>PROGRAM REQUIREMENTS</td>
<td></td>
<td>39 Units</td>
</tr>
<tr>
<td>EMS 108</td>
<td>Emergency Medical Technician</td>
<td>7.5</td>
</tr>
<tr>
<td>FT 101</td>
<td>Principles of Emergency Services</td>
<td>3</td>
</tr>
<tr>
<td>FT 109</td>
<td>Internship in the Fire Science</td>
<td>1.5</td>
</tr>
<tr>
<td>FT 105</td>
<td>Fire Behavior and Combustion</td>
<td>3</td>
</tr>
<tr>
<td>FT 121</td>
<td>Fire Prevention</td>
<td>3</td>
</tr>
<tr>
<td>FT 125</td>
<td>Building Construction for Fire Prevention</td>
<td>3</td>
</tr>
<tr>
<td>FT 131</td>
<td>Hazardous Materials Chemistry</td>
<td>3</td>
</tr>
<tr>
<td>FT 224</td>
<td>Fire Protection Systems</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose 12 units from the following:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>FT 106</td>
<td>Firefighter Academy I</td>
<td>12</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FT 104</td>
<td>Nevada Firefighter I</td>
<td>3</td>
</tr>
<tr>
<td>FT 110</td>
<td>Basic Wildland Firefighting</td>
<td>3</td>
</tr>
<tr>
<td>FT 154</td>
<td>Principles of Fire and Emergency Services, Safety and Survival</td>
<td>3</td>
</tr>
<tr>
<td>FS 107</td>
<td>Fire Service Communication Skills</td>
<td>3</td>
</tr>
</tbody>
</table>

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 today’s dynamic business environment. WNC offers Associate of Applied Science degrees for direct entry into the business world or an Associate of Business degree that transfers to four-year institutions.

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

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.
Associate of Applied Science Programs

• 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

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

*Suggested Course Sequence

GENERAL BUSINESS - Associate of Applied Science
ON CAMPUS

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Units</th>
<th>Third Semester</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 135 or ACC 201</td>
<td>3</td>
<td>BUS 273</td>
<td>3</td>
</tr>
<tr>
<td>BUS 101</td>
<td>3</td>
<td>U.S./NV Constitution</td>
<td>3</td>
</tr>
<tr>
<td>BUS 107 or ENG 101</td>
<td>3</td>
<td>Business Elective</td>
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</tbody>
</table>
### Associate of Applied Science Programs

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>IS 101 or IS 201</td>
<td>Science</td>
<td>3</td>
</tr>
<tr>
<td>ECON 102</td>
<td></td>
<td>3</td>
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</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Units</th>
<th>Fourth Semester</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 201 or ACC 202</td>
<td>3</td>
<td>Business Electives</td>
<td>9</td>
</tr>
<tr>
<td>BUS 108 or ENG 102</td>
<td>3</td>
<td>BUS 299</td>
<td>3</td>
</tr>
<tr>
<td>BUS 115 or MATH 120</td>
<td>3</td>
<td>MKT 210</td>
<td>3</td>
</tr>
<tr>
<td>ECON 103</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MGT 201</td>
<td>3</td>
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</tbody>
</table>

### General Business - Associate of Applied Science Online

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Units</th>
<th>Third Semester</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 135 or ACC 201</td>
<td>3</td>
<td>MKT 210</td>
<td>3</td>
</tr>
<tr>
<td>BUS 101</td>
<td>3</td>
<td>U.S./NV Constitution</td>
<td>3</td>
</tr>
<tr>
<td>BUS 108 or ENG 101</td>
<td>3</td>
<td>Business Elective</td>
<td>3</td>
</tr>
<tr>
<td>IS 101 or IS 201</td>
<td>3</td>
<td>Science</td>
<td>3</td>
</tr>
<tr>
<td>ECON 102</td>
<td>3</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Units</th>
<th>Fourth Semester</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 201 or ACC 202</td>
<td>3</td>
<td>Business Electives</td>
<td>9</td>
</tr>
<tr>
<td>BUS 107 or ENG 102</td>
<td>3</td>
<td>BUS 273</td>
<td>3</td>
</tr>
<tr>
<td>BUS 115 or MATH 120</td>
<td>3</td>
<td>BUS 299</td>
<td>3</td>
</tr>
<tr>
<td>ECON 103</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MGT 201</td>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Requirements</td>
<td></td>
<td>60 Units</td>
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</table>
### Associate of Applied Science Programs

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td><strong>Program Requirements</strong></td>
<td></td>
<td><strong>36 Units</strong></td>
</tr>
<tr>
<td>ART 100*</td>
<td>Visual Foundations</td>
<td>3</td>
</tr>
<tr>
<td>ART 101*</td>
<td>Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>GRC 116*</td>
<td>Introduction to Digital Art and Design</td>
<td>3</td>
</tr>
<tr>
<td>GRC 175</td>
<td>Web Design I</td>
<td>3</td>
</tr>
<tr>
<td>or ART 260*</td>
<td>Survey Art History I</td>
<td></td>
</tr>
<tr>
<td>GRC 200*</td>
<td>Design Thinking and Methodologies</td>
<td>3</td>
</tr>
<tr>
<td>GRC 210*</td>
<td>Typography I</td>
<td>3</td>
</tr>
<tr>
<td>GRC 220*</td>
<td>Graphic Design I</td>
<td>3</td>
</tr>
<tr>
<td>GRC 282</td>
<td>Motion Graphics for Video</td>
<td>3</td>
</tr>
<tr>
<td>ART 261*</td>
<td>Survey of Art History II</td>
<td>3</td>
</tr>
<tr>
<td>GRC 294</td>
<td>Professional Portfolio</td>
<td>3</td>
</tr>
<tr>
<td>MKT 210</td>
<td>Marketing Principles</td>
<td>3</td>
</tr>
<tr>
<td><em><em>Any other ART class (Recommend: ART 141</em>, ART 124</em> or ART 214*)**</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

| **General Education Requirements** | **24 Units** |
| English/Communications Requirement: Recommend: ENG 101* and ENG 102* | 6     |
| Mathematics Requirement: Recommend Math 120* or higher | 3     |
| Human Relations                      | 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

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Units</th>
<th>Third Semester</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ART 100*</td>
<td>3</td>
<td>GRC 220*</td>
<td>3</td>
</tr>
<tr>
<td>ART 101*</td>
<td>3</td>
<td>GRC 175 or ART 260*</td>
<td>3</td>
</tr>
<tr>
<td>GRC 116*</td>
<td>3</td>
<td>GRC 282</td>
<td>3</td>
</tr>
<tr>
<td>English/Communication</td>
<td>3</td>
<td>Science</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
<td>Human Relations</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Units</th>
<th>Fourth Semester</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART Elective</td>
<td>3</td>
<td>ART 261*</td>
<td>3</td>
</tr>
<tr>
<td>GRC 200*</td>
<td>3</td>
<td>GRC 294</td>
<td>3</td>
</tr>
<tr>
<td>GRC 210*</td>
<td>3</td>
<td>MKT 210</td>
<td>3</td>
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<tr>
<td>English/Communication</td>
<td>3</td>
<td>U.S./NV Constitution</td>
<td>3</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Requirements</td>
<td></td>
<td>60 Units</td>
</tr>
<tr>
<td>Program Requirements</td>
<td></td>
<td>36 Units</td>
</tr>
<tr>
<td>PBH 101</td>
<td>Foundations of Public Health</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 190*</td>
<td>Intro to Cell &amp; Molecular Biology</td>
<td>4</td>
</tr>
<tr>
<td>or CHEM 121*</td>
<td>General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>PSY 101</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Choose 26 units from the following program electives:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANTH 101</td>
<td>Introduction to Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>or SOC 101</td>
<td>Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 223</td>
<td>Human Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 224</td>
<td>Human Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 251</td>
<td>General Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 122</td>
<td>General Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 220</td>
<td>Introductory Organic Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>PBH 120</td>
<td>Foundations of Personal Health &amp; Wellness</td>
<td>3</td>
</tr>
<tr>
<td>HDFS 201</td>
<td>Life Span Human Development</td>
<td>3</td>
</tr>
<tr>
<td>EMS 100</td>
<td>Healthcare Provider CPR</td>
<td>0.5</td>
</tr>
<tr>
<td>EMS 108</td>
<td>Emergency Medical Technician</td>
<td>7.5</td>
</tr>
<tr>
<td>EMS 115</td>
<td>Advanced Emergency Medical Technician</td>
<td>7.5</td>
</tr>
<tr>
<td>HIT 117</td>
<td>Medical Terminology I</td>
<td>1</td>
</tr>
<tr>
<td>LTE 101</td>
<td>Fundamental Phlebotomy</td>
<td>4</td>
</tr>
<tr>
<td>LTE 102</td>
<td>Applied Phlebotomy</td>
<td>3</td>
</tr>
<tr>
<td>NURS 130</td>
<td>Nursing Assistant</td>
<td>6</td>
</tr>
<tr>
<td>or NURS 129</td>
<td>Level I Basic Nursing Skills</td>
<td>2</td>
</tr>
<tr>
<td>NUTR 223</td>
<td>Principles of Nutrition</td>
<td>3</td>
</tr>
</tbody>
</table>

*Students may take BIOL 190 and CHEM 121 and have 4 units apply toward the program electives.

General Education

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>Composition II</td>
<td>3</td>
</tr>
<tr>
<td>Human Relations</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Math 120 or higher</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>U.S./NV Constitutions</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>
## 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

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELM 110</td>
<td>Basic Electricity</td>
<td>3</td>
</tr>
<tr>
<td>ELM 112</td>
<td>Electrical Theory DC</td>
<td>3</td>
</tr>
<tr>
<td>ELM 127</td>
<td>Introduction to AC Controls</td>
<td>3</td>
</tr>
<tr>
<td>ELM 129</td>
<td>Electric Motors &amp; Drives</td>
<td>3</td>
</tr>
<tr>
<td>ELM 134</td>
<td>Programmable Logic Controllers I</td>
<td>3</td>
</tr>
<tr>
<td>ELM 140</td>
<td>Industrial Robotics</td>
<td>3</td>
</tr>
<tr>
<td>MPT 111</td>
<td>Fundamentals of Manufacturing and Automation I</td>
<td>3</td>
</tr>
<tr>
<td>MPT 112</td>
<td>Fundamentals of Manufacturing and Automation II</td>
<td>3</td>
</tr>
<tr>
<td>MPT 160</td>
<td>Mechanical Drive Systems I</td>
<td>3</td>
</tr>
<tr>
<td>OSH 222</td>
<td>General Industry Safety</td>
<td>1</td>
</tr>
</tbody>
</table>

Choose 8 units from the following program electives:

Any AIT, CADD, DFT, ELM, ENGR, ENRG, ET, MPT, MT, or MTT course units vary

### TOTAL REQUIREMENTS 60 Units

### GENERAL EDUCATION REQUIREMENTS 24 Units

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>English/Communications:</td>
<td>Must include a writing course</td>
</tr>
<tr>
<td>Mathematics:</td>
<td>Recommend MATH 126</td>
</tr>
<tr>
<td>Science</td>
<td>3</td>
</tr>
<tr>
<td>Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>Humanities/Social Science</td>
<td>3</td>
</tr>
<tr>
<td>U.S. and Nevada Constitution</td>
<td>3</td>
</tr>
<tr>
<td>General Elective</td>
<td>3</td>
</tr>
</tbody>
</table>
Please see the Associate of Applied Science page for a list of all courses filling general education requirements.

**Suggested Course Sequence**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Units</th>
<th>Third Semester</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELM 110</td>
<td>3</td>
<td>ELM 129</td>
<td>3</td>
</tr>
<tr>
<td>ELM 112</td>
<td>3</td>
<td>ELM 134</td>
<td>3</td>
</tr>
<tr>
<td>MPT 111</td>
<td>3</td>
<td>Program Electives</td>
<td>4</td>
</tr>
<tr>
<td>OSH 222</td>
<td>1</td>
<td>U.S./NV Constitution</td>
<td>3</td>
</tr>
<tr>
<td>Math Course</td>
<td>3</td>
<td>English/Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Units</th>
<th>Fourth Semester</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELM 127</td>
<td>3</td>
<td>MPT 160</td>
<td>3</td>
</tr>
<tr>
<td>MPT 112</td>
<td>3</td>
<td>ELM 140</td>
<td>3</td>
</tr>
<tr>
<td>Program Elective</td>
<td>4</td>
<td>General Electives</td>
<td>3</td>
</tr>
<tr>
<td>English/Communication</td>
<td>3</td>
<td>Science</td>
<td>3</td>
</tr>
<tr>
<td>Human Relations</td>
<td>3</td>
<td>Social Science/Humanities</td>
<td>3</td>
</tr>
</tbody>
</table>

**PARAMEDICINE**

Prepares competent entry-level paramedics in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains with or without exit points at the advanced emergency medical technician, emergency medical technician, and/or emergency responder levels.

**Program Admission**

**Selection Criteria**

Admission is based on special admission procedures and the number of points an applicant receives. Eligible students will be numerically ranked according to total points. Admission will be offered to the applicants on the list with the highest priority points. In the event of applicants having an equal number of points, applicants will be selected as below. Selection will be accomplished by the EMS Committee using the following point-based criteria:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete EMS 108 with grade of C or higher at an NSHE institution</td>
<td>2 pts</td>
</tr>
<tr>
<td>Complete EMS 115 with grade of C or higher at an NSHE institution</td>
<td>2 pts</td>
</tr>
<tr>
<td>Letters of recommendation from EMS agency staff (3 maximum)</td>
<td>1 pt each</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td><strong>7 pts</strong></td>
</tr>
</tbody>
</table>

Selection criteria score will determine the applicant's rank in the program admission process. In the event of a tie in accumulated points, the priority will be given to the applicant:

1. First, by overall score on the FISDAP Paramedic Entrance Exam.
2. Second, to the applicant who has a documented EMS agency sponsorship agreement for the internship. Form provided in application packet.

Tied accumulated selection criteria points, and subsequent program candidate selection, only becomes a factor when there are more applicants than seats available in the program.

**Students must apply for admission to Western Nevada College AND the WNC paramedic program.** Applications for the next spring are available on the WNC Nursing & Allied Health Web page on or after Sept 2. The last date for submission of an application to the program is Nov 15.

**Prerequisites**

Students must complete BIOL 200* with a grade of "C" or higher, or be admitted to the paramedic program (C- or lower will not be accepted) and provide a copy of their Nevada State Certification at the Emergency Medical Technician (EMT). National Registry Certification will not be accepted. State EMT certification is due to the program prior to the start of classes. Students may apply for admission to the paramedic program while in the process of completing BIOL 200, provided the course is completed by the end of the applicable fall semester or, if taken at another institution, an official transcript showing completion of the course is provided by Jan 2 to Admissions and Records of the year of application. Evidence of courses in progress must be submitted to Admissions and Records by the application deadline.

*BIOL 223 & 224 may be accepted in lieu of BIOL 200

**Application & Supporting Documents**
Submit the completed application with supporting documents, which includes Nevada State Certification at the AEMT level to the EMS Program in the time frame delineated in the application packet. When applicable, official transcripts from other colleges must be submitted to WNC Admissions and Records.

**Entrance Testing**

Students are required to take the FISDAP Paramedic Entrance Exam as part of the application process. The entrance exam for prospective paramedic students is an EMS-specific exam that is designed to evaluate nationally registered EMTs who are applying or matriculating to paramedic school. Please see the Paramedic Program Coordinator or NAH Department for fee and scheduled times.

**Requirements**

- A grade of C or better in all paramedic courses is required to continue in program.
- Applicants not selected will not be carried forward and must reapply to be considered for admission the following year.
- Paramedic students are expected to meet the DOT Functional Job Analysis as described in the application packet.
- Documentation and currency of the following after acceptance into the program and prior to the start of classes:
  - An acceptable physical examination and required immunizations and tests.
  - Current CPR certification – AHA Healthcare Provider
  - Major medical health insurance (card required)
  - An acceptable background check

**Other Important Information**

- Paramedic 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 under the direct supervision of a preceptor.

**Mission**

The Paramedic Program reflects the mission of Western Nevada College by assisting students to develop professional competencies that value lifelong learning, use of evidence-based practice, ethical integrity and critical thinking skills. The development of the competencies prepares students to function as safe and competent entry-level professionals.

**Student Learning Outcomes**

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

**Required Courses**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS 200</td>
<td>Fundamentals of Paramedic Medicine</td>
<td>3</td>
</tr>
<tr>
<td>EMS 203</td>
<td>Paramedic Skills</td>
<td>3</td>
</tr>
<tr>
<td>EMS 206</td>
<td>Principles of Pharmacology/Medication Administration &amp; Venous Access for the Paramedic</td>
<td>3</td>
</tr>
<tr>
<td>EMS 207</td>
<td>Airway Management and Ventilation for Paramedics</td>
<td>3</td>
</tr>
<tr>
<td>EMS 209</td>
<td>Patient Assessment for Paramedics</td>
<td>3</td>
</tr>
<tr>
<td>EMS 210</td>
<td>Principles of Cardiology for the Paramedic</td>
<td>3</td>
</tr>
<tr>
<td>EMS 211</td>
<td>Paramedic Care for Medical Emergencies &amp; ACLS</td>
<td>4</td>
</tr>
<tr>
<td>EMS 212</td>
<td>Paramedic Trauma Emergencies &amp; International Trauma Life Support (ITLS)</td>
<td>4</td>
</tr>
<tr>
<td>EMS 214</td>
<td>Special Populations in Paramedicine</td>
<td>3</td>
</tr>
<tr>
<td>EMS 215</td>
<td>EMS Incident Management and Operations</td>
<td>3</td>
</tr>
<tr>
<td>FALL SEMESTER COURSES</td>
<td>Hospital Clinical Experience for the Paramedic</td>
<td>8</td>
</tr>
<tr>
<td>EMS 216</td>
<td>Hospital Clinical Experience for the Paramedic</td>
<td>4</td>
</tr>
</tbody>
</table>
**COURSE**  | **TITLE**                           | **UNITS** |
---|---|---|
EMS 217 | Field Internship for the Paramedic | 4         |

*Current Nevada State EMS Certification and selective admission is a required prerequisite for paramedic courses/program.

**GENERAL EDUCATION REQUIREMENTS**  | **21 Units**  |
---|---|
English/Communications (Recommend COM 101) Must include a writing course. | 6 |
Humanities/Social Science Requirement | 3 |
Mathematics Requirement | 3 |
Psychology Requirements  
Any psychology course except 210 (recommend PSY 101) | 3 |
BIOL 200* | Elements of Human Anatomy & Physiology | 3 |
**or** EMS 205* | Principles of Pathophysiology |

*Biol 223 & BIOL 224 will be accepted in place of BIOL 200

US and Nevada Constitution Requirement | 3 |

*Note: BIOL 223 and 224 will be accepted in lieu of EMS 205 or BIOL 200

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**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**

<table>
<thead>
<tr>
<th>Science GPA (BIOL &amp; CHEM pre and corequisite courses)</th>
<th>2.0-2.25</th>
<th>2.26-2.50</th>
<th>2.51-2.75</th>
<th>2.76-3.00</th>
<th>3.01-3.25</th>
<th>3.26-3.50</th>
<th>3.51-3.75</th>
<th>3.76-4.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
<td>(4)</td>
<td>(5)</td>
<td>(6)</td>
<td>(7)</td>
<td>(8)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GPA (pre- and corequisite courses)</th>
<th>2.0-2.49</th>
<th>2.5-2.99</th>
<th>3.0-3.49</th>
<th>3.5-4.0</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
<td>(4)</td>
<td></td>
</tr>
</tbody>
</table>

(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

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**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.

**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.

**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 that violates the ANA Code of Ethics.
2. A student who matriculates into 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 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 seeking readmission into the nursing program will be required to demonstrate currency of knowledge and skills by passing competency evaluations for selected nursing theory and laboratory courses previously successfully completed. Students may choose the option to repeat those courses or will be required to repeat those courses if the competency evaluations are not passed. A score of 75% or more is required for each theory competency evaluation and a passing grade is required for selected skill evaluations, including basic nursing assessment skills, in order to be readmitted into the nursing program.
4. A student must submit a letter to the Director of Nursing & Allied Health informing the director that he/she wishes to challenge courses previously successfully completed. The letter must be received within two weeks of receiving the acceptance letter for readmission into the nursing program. Upon receipt of the letter, the director will discuss the challenge process with the student and will schedule the challenge evaluations.
5. 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 electing to challenge courses previously passed will be required to pass all courses that are related. For example, a student who had passed NURS 136 challenge evaluation but who fails the NURS 137 challenge evaluation will be required to repeat the sequence of courses.
6. Nursing courses taken more than 2 years prior to reapplication will need to be repeated.
7. Students seeking readmission into the nursing program will be required to submit an acceptable background check.

**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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Requirements</strong></td>
<td></td>
<td>71.5 Units</td>
</tr>
<tr>
<td><strong>Prerequisite Courses</strong></td>
<td></td>
<td>21 Units</td>
</tr>
<tr>
<td>CHEM 121</td>
<td>General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>or BIOL 190</td>
<td>Intro to Cell &amp; Molecular Biology</td>
<td></td>
</tr>
<tr>
<td>BIOL 223*</td>
<td>Human Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 224*</td>
<td>Human Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 120</td>
<td>Fundamentals of College Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>or MATH 124 or higher level (STAT 152 is acceptable)</td>
<td>College Algebra</td>
<td></td>
</tr>
<tr>
<td>PSY 101</td>
<td>General Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Corequisite (non-nursing) Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 251</td>
<td>4</td>
</tr>
<tr>
<td>ENG 102</td>
<td>3</td>
</tr>
<tr>
<td><strong>U.S./Nevada Constitutions Course</strong></td>
<td></td>
</tr>
<tr>
<td>Recommend: PSC 101, HIST 111 or CH 203</td>
<td>3</td>
</tr>
</tbody>
</table>

*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. 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

<table>
<thead>
<tr>
<th>First Year: Fall Semester Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 136</td>
<td>3</td>
</tr>
<tr>
<td>NURS 137</td>
<td>1</td>
</tr>
<tr>
<td>NURS 141</td>
<td>2</td>
</tr>
<tr>
<td>NURS 147</td>
<td>2</td>
</tr>
<tr>
<td>NURS 148</td>
<td>1</td>
</tr>
<tr>
<td>NURS 152</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>First Year: Spring Semester Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 149</td>
<td>3</td>
</tr>
<tr>
<td>NURS 151</td>
<td>1</td>
</tr>
<tr>
<td>NURS 153</td>
<td>1</td>
</tr>
</tbody>
</table>
Associate of Applied Science Programs

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 165</td>
<td>Medical Surgical Nursing I Theory</td>
<td>3</td>
</tr>
<tr>
<td>NURS 166</td>
<td>Medical Surgical Nursing I Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>NURS 167</td>
<td>Medical Surgical Nursing I Clinical</td>
<td>2</td>
</tr>
</tbody>
</table>

**Second Year: Fall Semester Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 156</td>
<td>Foundations of Pharmacology in Nursing III</td>
<td>1</td>
</tr>
<tr>
<td>NURS 261</td>
<td>Nursing Care of The Family From Conception Through Adolescence (Theory)</td>
<td>2</td>
</tr>
<tr>
<td>NURS 262</td>
<td>Nursing Care of Family from Conception Through Adolescence (Lab/Clinical)</td>
<td>1</td>
</tr>
<tr>
<td>NURS 270</td>
<td>Advanced Clinical Nursing I Theory</td>
<td>3</td>
</tr>
<tr>
<td>NURS 271</td>
<td>Advanced Clinical Nursing I Clinical</td>
<td>2</td>
</tr>
</tbody>
</table>

**SECOND YEAR: SPRING Semester Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 261</td>
<td>Nursing Care of The Family From Conception Through Adolescence (Theory)</td>
<td>2</td>
</tr>
<tr>
<td>NURS 262</td>
<td>Nursing Care of Family from Conception Through Adolescence (Lab/Clinical)</td>
<td>1</td>
</tr>
<tr>
<td>NURS 276</td>
<td>Advanced Medical Surgical Nursing II Theory</td>
<td>3</td>
</tr>
<tr>
<td>NURS 277</td>
<td>Advanced Medical Surgical Nursing II Clinical</td>
<td>2.5</td>
</tr>
<tr>
<td>NURS 284</td>
<td>Role of the Adn Manager of Care</td>
<td>2</td>
</tr>
</tbody>
</table>

Note: The sequence of some courses in the second year for fall and spring semesters may be altered.

**TECHNOLOGY - AUTOMATED SYSTEMS**

The Automated Systems degree specialization develops knowledge and skills needed in automated Advanced manufacturing and Logistics environments where the integration of computers and electronic technologies control industrial systems and machines.

**Mission:**

The purpose of the Associate of Applied Science degree 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 Automation and Industrial Applied 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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL REQUIREMENTS</td>
<td></td>
<td>60 Units</td>
</tr>
<tr>
<td>PROGRAM REQUIREMENTS</td>
<td></td>
<td>36 Units</td>
</tr>
<tr>
<td>AIT 101</td>
<td>Fundamentals Of Applied Industrial Technology</td>
<td>4</td>
</tr>
<tr>
<td>or MPT 111 &amp; OSH 222</td>
<td>Fundamentals of Manufacturing and Automation I (3) &amp; General Industry Safety (1)</td>
<td></td>
</tr>
<tr>
<td>Course</td>
<td>Title</td>
<td>Units</td>
</tr>
<tr>
<td>--------</td>
<td>-------</td>
<td>-------</td>
</tr>
<tr>
<td>AIT 155</td>
<td>Applied Hands-on AIT Labs</td>
<td>3</td>
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<tr>
<td>or MPT 112</td>
<td>Fundamentals of Manufacturing &amp; Automation II</td>
<td></td>
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<tr>
<td>AIT 200</td>
<td>AIT Projects</td>
<td>3</td>
</tr>
<tr>
<td>or MPT 114</td>
<td>Fundamentals of Manufacturing &amp; Automation III</td>
<td></td>
</tr>
<tr>
<td>ET 131</td>
<td>DC for Electronics</td>
<td>4</td>
</tr>
<tr>
<td>or ELM 112 &amp; ELM 121</td>
<td>Electrical Theory DC (3) &amp; Circuit Design (3)</td>
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</tr>
<tr>
<td>ET 132</td>
<td>AC for Electronics</td>
<td>4</td>
</tr>
<tr>
<td>or ELM 110</td>
<td>Basic Electricity</td>
<td></td>
</tr>
</tbody>
</table>

**CHOOSE 16-18 UNITS FROM THE FOLLOWING PROGRAM ELECTIVES:**

Any AIT, CADD, DFT, ELM, ENGR, ENRG, ET, MPT, MT, or MTT course units vary

**GENERAL EDUCATION REQUIREMENTS**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>English/Communications Requirement</td>
<td>6</td>
</tr>
<tr>
<td>Must include a writing course</td>
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<tr>
<td>Human Relations Requirement</td>
<td>3</td>
</tr>
<tr>
<td>Humanities/Social Science Requirements</td>
<td>3</td>
</tr>
<tr>
<td>Science Requirement</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics Requirement: Recommend MATH 126</td>
<td>3</td>
</tr>
<tr>
<td>U.S. and Nevada Constitution Requirement</td>
<td>3</td>
</tr>
<tr>
<td>General Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

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

**Suggested Course Sequence**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Units</th>
<th>Semester</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td></td>
<td>Third</td>
<td></td>
</tr>
<tr>
<td>MPT 111</td>
<td>3</td>
<td>MPT 114</td>
<td>3</td>
</tr>
<tr>
<td>OSH 222</td>
<td>1</td>
<td>ELM 112</td>
<td>3</td>
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<tr>
<td>MPT 112</td>
<td>3</td>
<td>ELM 121</td>
<td>3</td>
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<tr>
<td>ELM 110</td>
<td>4</td>
<td>Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>English</td>
<td>3</td>
<td>U.S./Nevada Constitution</td>
<td>3</td>
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<tr>
<td>Second</td>
<td></td>
<td>Fourth</td>
<td>Units</td>
</tr>
<tr>
<td>Program Electives</td>
<td>7</td>
<td>General Elective</td>
<td>3</td>
</tr>
<tr>
<td>English</td>
<td>3</td>
<td>Program Electives</td>
<td>9</td>
</tr>
<tr>
<td>Humanities/Social Science</td>
<td>3</td>
<td>Science</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Total Requirements</th>
<th>60 Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Requirements</td>
<td>36 Units</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 101</td>
<td>Introduction to General Mechanics</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 115</td>
<td>Auto Electricity &amp; Electronics I</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 117</td>
<td>Advanced Auto Electronics</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 130</td>
<td>Engine Reconditioning</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 145</td>
<td>Automotive Brakes</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 155</td>
<td>Steering &amp; Suspension</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 160</td>
<td>Auto Air Conditioning and Heating</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 210</td>
<td>Automatic Transmissions &amp; Transaxles I</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 225</td>
<td>Engine Performance I/Fuel &amp; Ignition</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 227</td>
<td>Engine Performance II/Emission Control</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General Education Requirements</th>
<th>24 Units</th>
</tr>
</thead>
</table>
| English/Communications Requirement:  
  Recommend BUS 107 & 108; Must include a writing course | 6       |
| Human Relations Requirement  
  Recommend: BUS 110 | 3       |
| Humanities/Social Science Requirement | 3       |
| Mathematics Requirement:  
  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

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Units</th>
<th>Third Semester</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 101</td>
<td>3</td>
<td>AUTO 155</td>
<td>4</td>
</tr>
</tbody>
</table>
### 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 an area of emphasis and complete the specific electives for each. The four emphasis 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

<table>
<thead>
<tr>
<th>TOTAL REQUIREMENTS</th>
<th>60 Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROGRAM REQUIREMENTS</td>
<td>36 Units</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 112</td>
<td>Network+</td>
<td>3</td>
</tr>
<tr>
<td>CIT 114</td>
<td>IT Essentials</td>
<td>4</td>
</tr>
<tr>
<td>CIT 128</td>
<td>Introduction to Software Development</td>
<td>4</td>
</tr>
<tr>
<td>CIT 217</td>
<td>Security+</td>
<td>3</td>
</tr>
<tr>
<td>CIT 263</td>
<td>Introduction to IT Project Management</td>
<td>3</td>
</tr>
</tbody>
</table>

**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 emphasis.

### GENERAL EDUCATION REQUIREMENTS

24 Units
Associate of Applied Science Programs

| English/Communications: Must include a writing course | 6 |
| Mathematics Requirement: Recommended MATH 124 | 3 |
| Science Requirement | 3 |
| Human Relations Requirement | 3 |
| Humanities/Social 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

<table>
<thead>
<tr>
<th>COMPUTER INFORMATION TECHNOLOGY - Associate of Applied Science</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
</tr>
<tr>
<td>CIT 114</td>
</tr>
<tr>
<td>CIT 112</td>
</tr>
<tr>
<td>CIT 128</td>
</tr>
<tr>
<td>ENG 101</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Second Semester</strong></th>
<th><strong>Fourth Semester</strong></th>
<th><strong>Units</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 263</td>
<td>3</td>
<td>Program Electives</td>
</tr>
<tr>
<td>Program Electives</td>
<td>6</td>
<td>Humanities/Social Science</td>
</tr>
<tr>
<td>ENG 102 or 107</td>
<td>3</td>
<td>General Elective</td>
</tr>
<tr>
<td>Science</td>
<td>3</td>
<td>U.S./NV Constitution</td>
</tr>
</tbody>
</table>

Industry-Aligned Emphases

The Computer Information Technology program prepares students for a variety of careers, certifications and degrees. Student may choose an area of emphasis and complete specific electives for each. The four emphasis 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.

<table>
<thead>
<tr>
<th>TECHNOLOGY - COMPUTER INFORMATION TECHNOLOGY - BACK END DEVELOPER EMPHASIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Back-end developers build and maintain the mechanisms that process data and perform the unseen actions on websites. This program emphasis will allow students to develop critical skills in data storage, security and various server-side functions.</td>
</tr>
</tbody>
</table>

Required Courses

<table>
<thead>
<tr>
<th>TOTAL REQUIREMENTS</th>
<th>64 Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROGRAM REQUIREMENTS</td>
<td>43 Units</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 112</td>
<td>Network+</td>
</tr>
<tr>
<td>CIT 114</td>
<td>IT Essentials</td>
</tr>
<tr>
<td>CIT 128</td>
<td>Introduction to Software Development</td>
</tr>
<tr>
<td>CIT 217</td>
<td>Security+</td>
</tr>
<tr>
<td>CIT 263</td>
<td>Introduction to IT Project Management</td>
</tr>
</tbody>
</table>

Back End Developer emphasis requirements:
### Associate of Applied Science Programs

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 220</td>
<td>Routing and Switching</td>
<td>4</td>
</tr>
<tr>
<td>CIT 270</td>
<td>Network Tools</td>
<td>4</td>
</tr>
<tr>
<td>CIT 130</td>
<td>Beginning Java</td>
<td>3</td>
</tr>
<tr>
<td>CIT 148</td>
<td>Beginning Python Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIT 230</td>
<td>Advanced Java</td>
<td>3</td>
</tr>
<tr>
<td>or CIT 248</td>
<td>Advanced Python Programming</td>
<td></td>
</tr>
</tbody>
</table>

**Program Elective - System Administration** - choose 6 units from the following:

- CIT 211  | Microsoft Operating System Management     |       |
- CIT 212  | Microsoft Networking II                    |       |
- CIT 214  | Microsoft Azure Administration             |       |
- CIT 173  | Introduction to Linux                      |       |

**Program Elective - Database** - choose 3 units from the following:

- CIT 180  | Database Concepts and SQL                  |       |
- INF 100  | Introduction to Informatics                |       |

**GENERAL EDUCATION REQUIREMENTS**

- English/Communications: Must include a writing course
- Mathematics Requirement: Recommended MATH 124
- Science Requirement
- Human Relations Requirement
- Humanities/Social Science Requirement
- U.S. Nevada Constitution Requirement

21 units

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 Emphasis - Associate of Applied Science

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Units</th>
<th>Third Semester</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 114</td>
<td>4</td>
<td>CIT 112</td>
<td>3</td>
</tr>
<tr>
<td>CIT 128</td>
<td>4</td>
<td>CIT 217</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>3</td>
<td>CIT 148</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
<td>CIT 180</td>
<td>3</td>
</tr>
<tr>
<td>Human Relations</td>
<td>3</td>
<td>ENG 102 or 107</td>
<td>3</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Units</th>
<th>Fourth Semester</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 220</td>
<td>4</td>
<td>CIT 230 or 248</td>
<td>3</td>
</tr>
<tr>
<td>CIT 130</td>
<td>3</td>
<td>CIT 263</td>
<td>3</td>
</tr>
<tr>
<td>CIT 211</td>
<td>3</td>
<td>CIT 212</td>
<td>3</td>
</tr>
<tr>
<td>Humanities/Social Science</td>
<td>3</td>
<td>CIT 270</td>
<td>4</td>
</tr>
<tr>
<td>Science</td>
<td>3</td>
<td>U.S./NV Constitution</td>
<td>3</td>
</tr>
</tbody>
</table>
TECHNOLOGY - COMPUTER INFORMATION TECHNOLOGY - CYBERSECURITY EMPHASIS

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 emphasis will understand how to prevent, monitor, and respond to data breaches and cyberattacks.

Required Courses

<table>
<thead>
<tr>
<th>TOTAL REQUIREMENTS</th>
<th>61 Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROGRAM REQUIREMENTS</td>
<td>40 Units</td>
</tr>
<tr>
<td>CIT 112</td>
<td>Network+</td>
</tr>
<tr>
<td>CIT 114</td>
<td>IT Essentials</td>
</tr>
<tr>
<td>CIT 128</td>
<td>Introduction to Software Development</td>
</tr>
<tr>
<td>CIT 217</td>
<td>Security+</td>
</tr>
<tr>
<td>CIT 263</td>
<td>Introduction to IT Project Management</td>
</tr>
</tbody>
</table>

Cybersecurity emphasis requirements:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 220</td>
<td>Routing and Switching</td>
</tr>
<tr>
<td>CIT 270</td>
<td>Network Tools</td>
</tr>
<tr>
<td>CIT 273</td>
<td>Network Defense</td>
</tr>
<tr>
<td>CIT 274</td>
<td>Ethical Hacking</td>
</tr>
<tr>
<td>CIT 275</td>
<td>Hacking Forensics Investigation</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Elective – System Administration - choose 6 units from the following:</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 211</td>
<td>Microsoft Operating System Management</td>
</tr>
<tr>
<td>CIT 212</td>
<td>Microsoft Networking II</td>
</tr>
<tr>
<td>CIT 214</td>
<td>Microsoft Azure Administration</td>
</tr>
<tr>
<td>CIT 173</td>
<td>Introduction to Linux</td>
</tr>
</tbody>
</table>

GENERAL EDUCATION REQUIREMENTS 21 Units

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>English/Communications Must include a writing course</td>
<td>6</td>
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<tr>
<td>Mathematics Requirement: Recommended MATH 124</td>
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</tr>
<tr>
<td>Science Requirement</td>
<td>3</td>
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<tr>
<td>Human Relations Requirement</td>
<td>3</td>
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<tr>
<td>Humanities/Social Science Requirement</td>
<td>3</td>
</tr>
<tr>
<td>U.S. &amp; Nevada Constitutions Requirement</td>
<td>3</td>
</tr>
</tbody>
</table>

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

Suggested Course Sequence

<table>
<thead>
<tr>
<th>COMPUTER INFORMATION TECHNOLOGY - Cybersecurity Emphasis - Associate of Applied Science</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td>Units</td>
</tr>
<tr>
<td>CIT 114</td>
<td>4</td>
</tr>
<tr>
<td>CIT 128</td>
<td>4</td>
</tr>
</tbody>
</table>
TECHNOLOGY - COMPUTER INFORMATION TECHNOLOGY - FRONT END DEVELOPER EMPHASIS

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

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 112</td>
<td>Network+</td>
<td>3</td>
</tr>
<tr>
<td>CIT 114</td>
<td>IT Essentials</td>
<td>4</td>
</tr>
<tr>
<td>CIT 128</td>
<td>Introduction to Software Development</td>
<td>4</td>
</tr>
<tr>
<td>CIT 217</td>
<td>Security+</td>
<td>3</td>
</tr>
<tr>
<td>CIT 263</td>
<td>Introduction to IT Project Management</td>
<td>3</td>
</tr>
<tr>
<td>CIT 151</td>
<td>Beginning Web Development</td>
<td>3</td>
</tr>
<tr>
<td>CIT 152</td>
<td>Web Script Language Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIT 251</td>
<td>Advanced Web Development</td>
<td>3</td>
</tr>
<tr>
<td>CIT 130</td>
<td>Beginning Java</td>
<td>3</td>
</tr>
<tr>
<td>or CIT 148</td>
<td>Beginning Python Programming</td>
<td></td>
</tr>
<tr>
<td>INF 100</td>
<td>Introduction to Informatics – Basic Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CIT 180</td>
<td>Database Concepts and SQL</td>
<td>3</td>
</tr>
</tbody>
</table>

Program Elective – choose 6 units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 230</td>
<td>Advanced Java</td>
<td>3</td>
</tr>
<tr>
<td>or CIT 248</td>
<td>Advanced Python Programming</td>
<td></td>
</tr>
<tr>
<td>CIT 134</td>
<td>Beginning C# Programming</td>
<td>3</td>
</tr>
</tbody>
</table>

GENERAL EDUCATION REQUIREMENTS

21

English/Communications: Must include a writing course

Mathematics Requirement: Recommended MATH 124

Science Requirement

3

Human Relations Requirement

3
Associate of Applied Science Programs

Humanities/Social 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

<table>
<thead>
<tr>
<th>COMPUTER INFORMATION TECHNOLOGY - Front End Developer Emphasis - Associate of Applied Science</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
</tr>
<tr>
<td>CIT 114</td>
</tr>
<tr>
<td>CIT 128</td>
</tr>
<tr>
<td>ENG 101</td>
</tr>
<tr>
<td>Mathematics</td>
</tr>
<tr>
<td>Human Relations</td>
</tr>
<tr>
<td><strong>Second Semester</strong></td>
</tr>
<tr>
<td>CIT 151</td>
</tr>
<tr>
<td>CIT 152</td>
</tr>
<tr>
<td>INF 100</td>
</tr>
<tr>
<td>CIT 130 or 148</td>
</tr>
<tr>
<td>Science</td>
</tr>
</tbody>
</table>

TECHNOLOGY - COMPUTER INFORMATION TECHNOLOGY - PROGRAMMING EMPHASIS

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

Required Courses

<table>
<thead>
<tr>
<th>TOTAL REQUIREMENTS</th>
<th>62 Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROGRAM REQUIREMENTS</td>
<td>41 Units</td>
</tr>
<tr>
<td>CIT 112</td>
<td>Network+</td>
</tr>
<tr>
<td>CIT 114</td>
<td>IT Essentials</td>
</tr>
<tr>
<td>CIT 128</td>
<td>Introduction to Software Development</td>
</tr>
<tr>
<td>CIT 217</td>
<td>Security+</td>
</tr>
<tr>
<td>CIT 263</td>
<td>Introduction to IT Project Management</td>
</tr>
</tbody>
</table>

Programming emphasis requirements:

| CIT 130 | Beginning Java | 3 |
| CIT 148 | Beginning Python Programming | 3 |

Program Elective – Programming - choose 3 units from the following:

<p>| CIT 134 | Beginning C# Programming | 3 |
| CIT 230 | Advanced Java | 3 |
| CIT 248 | Advanced Python Programming | 3 |</p>
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS 135</td>
<td>Computer Science I</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Program Elective – Web Development</strong></td>
<td>3</td>
</tr>
<tr>
<td>CIT 151</td>
<td>Beginning Web Development</td>
<td></td>
</tr>
<tr>
<td>CIT 152</td>
<td>Web Script Language Programming</td>
<td></td>
</tr>
<tr>
<td>CIT 251</td>
<td>Advanced Web Development</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Program Elective – Database</strong></td>
<td>3</td>
</tr>
<tr>
<td>CIT 180</td>
<td>Database Concepts and SQL</td>
<td></td>
</tr>
<tr>
<td>INF 100</td>
<td>Introduction to Informatics I – Basic Concepts</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Program Elective – Specialty</strong></td>
<td>6</td>
</tr>
<tr>
<td>CIT 280</td>
<td>Introduction to Blockchain Concepts</td>
<td></td>
</tr>
<tr>
<td>CIT 281</td>
<td>Intermediate Blockchain Concepts</td>
<td></td>
</tr>
<tr>
<td>CIT 284</td>
<td>Unity Programming I</td>
<td></td>
</tr>
<tr>
<td>CIT 285</td>
<td>Unity Programming II</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Department Elective</strong></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Any Computer Information Technology (CIT) course</td>
<td></td>
</tr>
</tbody>
</table>

**GENERAL EDUCATION REQUIREMENTS**

- **English/Communications**: Must include a writing course 6
- **Mathematics Requirement**: Recommended MATH 124 3
- **Science Requirement** 3
- **Human Relations Requirement** 3
- **Humanities/Social 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**

<table>
<thead>
<tr>
<th>COMPUTER INFORMATION TECHNOLOGY - Programming Emphasis - Associate of Applied Science</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
</tr>
<tr>
<td>CIT 114</td>
</tr>
<tr>
<td>CIT 128</td>
</tr>
<tr>
<td>ENG 101</td>
</tr>
<tr>
<td>Mathematics</td>
</tr>
<tr>
<td>Human Relations</td>
</tr>
<tr>
<td><strong>Second Semester</strong></td>
</tr>
<tr>
<td>CIT 130</td>
</tr>
<tr>
<td>CIT 134</td>
</tr>
<tr>
<td>CIT 151</td>
</tr>
<tr>
<td>CIT 284</td>
</tr>
</tbody>
</table>
Associate of Applied Science Programs

| 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 bachelor's 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

<table>
<thead>
<tr>
<th>Total Requirements</th>
<th>60 Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Requirements</td>
<td>36 Units</td>
</tr>
</tbody>
</table>

- **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: 
  - 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.
Suggested Course Sequence

CONSTRUCTION - Associate of Applied Science

First Semester | Units | Third Semester | Units
--- | --- | --- | ---
CONS 108 | 4 | CONS 111 | 3
CEM 100 | 3 | CADD 100 | 3
ENG 101 | 3 | CONS 118 | 2
Human Relations | 3 | General Elective | 3
Science | 3 | Humanities/Social Science | 3

Second Semester | Units
--- | ---
CONS 109 | 4
CONS 120 | 3
SUR 119 | 3
ENG 102 | 3
Mathematics: 126 or higher | 3

Fourth Semester | Units
--- | ---
CONS 121 | 3
CONS 205 | 2
CONS 281 | 3
CONS 290 | 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DFT 110</td>
<td>Blueprint Reading for Industry</td>
<td>3</td>
</tr>
<tr>
<td>MTT 105</td>
<td>Machine Shop I</td>
<td>3</td>
</tr>
<tr>
<td>MTT 106</td>
<td>Machine Shop Practice I</td>
<td>2</td>
</tr>
<tr>
<td>MTT 110</td>
<td>Machine Shop II</td>
<td>3</td>
</tr>
<tr>
<td>MTT 111</td>
<td>Machine Shop Practice II</td>
<td>2</td>
</tr>
<tr>
<td>MTT 230</td>
<td>Computer Numerical Control I</td>
<td>4</td>
</tr>
<tr>
<td>MTT 232</td>
<td>Computer Numerical Control II</td>
<td>4</td>
</tr>
<tr>
<td>MTT 250</td>
<td>Machine Shop III</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Requirements | 60 Units
Program Requirements | 36 Units
## Associate of Applied Science Programs

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTT 251</td>
<td>Machine Shop Practice III</td>
<td>2</td>
</tr>
<tr>
<td>MTT 260</td>
<td>Machine Shop IV</td>
<td>3</td>
</tr>
</tbody>
</table>

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 292** Computer-Aided Manufacturing I 4
- **MTT 293** Computer-Aided Manufacturing II 4
- **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 Requirements**
  - *Recommend: Bus 107  Must include a writing course*
  - 6
- **Human Relations Requirement**
  - *Recommended: BUS 110*
  - 3
- **Humanities/Social Science Requirement**
  - 3
- **Mathematics Requirement**
  - *Recommended: MATH 110*
  - 3
- **Science Requirement**
  - 3
- **U.S. and Nevada Constitution Requirement**
  - 3
- **General Elective**
  - 3

### Suggested Course Sequence

#### MACHINE TOOL TECHNOLOGY - Associate of Applied Science

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Units</th>
<th>Third Semester</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTT 105</td>
<td>3</td>
<td>MTT 230</td>
<td>4</td>
</tr>
<tr>
<td>MTT 106</td>
<td>2</td>
<td>MTT 250</td>
<td>3</td>
</tr>
<tr>
<td>English Course</td>
<td>3</td>
<td>MTT 251</td>
<td>2</td>
</tr>
<tr>
<td>(BUS 107</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recommended)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Human Relations</td>
<td>3</td>
<td>Humanities/Social Science</td>
<td>3</td>
</tr>
<tr>
<td>Science</td>
<td>3</td>
<td>Program Elective</td>
<td>Units vary</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Units</th>
<th>Fourth Semester</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DFT 110</td>
<td>3</td>
<td>MTT 232</td>
<td>4</td>
</tr>
<tr>
<td>MTT 110</td>
<td>3</td>
<td>MTT 260</td>
<td>3</td>
</tr>
<tr>
<td>MTT 111</td>
<td>2</td>
<td>General Elective</td>
<td>3</td>
</tr>
<tr>
<td>English/Communication</td>
<td>3</td>
<td>Program Elective</td>
<td>Units vary</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
<td>U.S./NV Constitution</td>
<td>3</td>
</tr>
</tbody>
</table>

90  Associate of Applied Science Programs
TECHNOLOGY - MECHATRONICS TECHNOLOGY

The Mechatronics degree specialization develops knowledge and skills needed for career progression in Advanced Manufacturing fields utilizing Industry 4.0 processes and technologies.

Mission

The purpose of the Associate of Applied Science degree 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 Automation and Industrial Applied 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 need and importance of lifelong learning. (WNC SLO 1)

Required Courses

<table>
<thead>
<tr>
<th>Total Requirements</th>
<th>60 Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Requirements</td>
<td>36 Units</td>
</tr>
<tr>
<td>AIT 101</td>
<td>Fundamentals Of Applied Industrial Technology</td>
</tr>
<tr>
<td>or MPT 111 &amp; OSH 222</td>
<td>Fundamentals of Manufacturing and Automation I (3) &amp; General Industry Safety (1)</td>
</tr>
<tr>
<td>AIT 250</td>
<td>Mechatronics: Electrical Components</td>
</tr>
<tr>
<td>or ELM 127</td>
<td>Introduction to AC Controls</td>
</tr>
<tr>
<td>AIT 251</td>
<td>Mechatronics: Mechanical Components</td>
</tr>
<tr>
<td>or MPT 160</td>
<td>Mechanical Drive Systems I</td>
</tr>
<tr>
<td>AIT 252</td>
<td>Mechatronics: Pneumatic &amp; Hydraulic</td>
</tr>
<tr>
<td>or ELM 134</td>
<td>Programmable Logic Controllers</td>
</tr>
<tr>
<td>AIT 253</td>
<td>Mechatronics: Programmable Logic Controllers</td>
</tr>
<tr>
<td>or ELM 136</td>
<td>Programmable Logic Controllers II</td>
</tr>
</tbody>
</table>

Choose 20 units from the following program electives:

Any AIT, CADD, DFT, ELM, ENGR, ENRG, ET, MPT, MT, or MTT course | units vary

General Education Requirements

<table>
<thead>
<tr>
<th></th>
<th>24 Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>English/Communications Requirement</td>
<td>6</td>
</tr>
<tr>
<td>Must include a writing course</td>
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<tr>
<td>Human Relations Requirement</td>
<td>3</td>
</tr>
<tr>
<td>Humanities/Social Science Requirements</td>
<td>3</td>
</tr>
<tr>
<td>Science Requirement</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics Requirement: Recommend MATH 110</td>
<td>3</td>
</tr>
<tr>
<td>U.S. and Nevada Constitution Requirement</td>
<td>3</td>
</tr>
<tr>
<td>General Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Units</th>
<th>Third Semester</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPT 111</td>
<td>3</td>
<td>ELM 134</td>
<td>3</td>
</tr>
<tr>
<td>OSH 222</td>
<td>1</td>
<td>ELM 136</td>
<td>3</td>
</tr>
<tr>
<td>ELM 127</td>
<td>3</td>
<td>Program Elective</td>
<td>3</td>
</tr>
<tr>
<td>MPT 160</td>
<td>3</td>
<td>English/Communication</td>
<td>3</td>
</tr>
<tr>
<td>Program Elective</td>
<td>3</td>
<td>Humanities/Social Science</td>
<td>3</td>
</tr>
<tr>
<td>Human Relations</td>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Units</th>
<th>Fourth Semester</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>English/Communication</td>
<td>3</td>
<td>Program Electives</td>
<td>8</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
<td>General Elective</td>
<td>3</td>
</tr>
<tr>
<td>Program Elective</td>
<td>6</td>
<td>U.S./NV Constitution</td>
<td>3</td>
</tr>
<tr>
<td>Science</td>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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**

<table>
<thead>
<tr>
<th>Total Requirements</th>
<th>60 Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Requirements</td>
<td>36 Units</td>
</tr>
<tr>
<td>DFT 110</td>
<td>Blueprint Reading for Industry</td>
</tr>
<tr>
<td>WELD 211</td>
<td>Welding I</td>
</tr>
<tr>
<td>WELD 212</td>
<td>Welding I Practice</td>
</tr>
<tr>
<td>WELD 221</td>
<td>Welding II</td>
</tr>
<tr>
<td>WELD 222</td>
<td>Welding II Practice</td>
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<tr>
<td>WELD 231</td>
<td>Welding III</td>
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<td>WELD 232</td>
<td>Welding III Practice</td>
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<td>WELD 241</td>
<td>Welding IV</td>
</tr>
<tr>
<td>WELD 242</td>
<td>Welding IV Practice</td>
</tr>
</tbody>
</table>
Associate of Applied Science Programs

**WELD 250**  
Welding Certification Preparation  
1-12

*Choose 1-12 units from the following program electives:*

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIT 101</td>
<td>Fundamentals of Applied Industrial Technology</td>
<td>4</td>
</tr>
<tr>
<td>ET 131</td>
<td>Dc for Electronics</td>
<td>4</td>
</tr>
<tr>
<td>ELM 143</td>
<td>Wiring Techniques</td>
<td>2</td>
</tr>
<tr>
<td>MTT 105</td>
<td>Machine Shop I</td>
<td>3</td>
</tr>
<tr>
<td>WELD 151</td>
<td>Metallurgy I</td>
<td>3</td>
</tr>
<tr>
<td>WELD 224</td>
<td>Welding Projects</td>
<td>1-6</td>
</tr>
<tr>
<td>WELD 290</td>
<td>Internship in Welding</td>
<td>1-4</td>
</tr>
<tr>
<td>WELD 224</td>
<td>Related Welding Courses</td>
<td>1-3</td>
</tr>
</tbody>
</table>

**General Education Requirements**  
24 Units

- **English/Communications Requirement:** *Recommend: BUS 107  
  Must include a writing course*  
  6 Units
- **Human Relations:** *Recommend: BUS 110*  
  3 Units
- **Humanities/Social Science Requirements**  
  3 Units
- **Mathematics Requirements:** *Recommend: MATH 110*  
  3 Units
- **Science Requirement**  
  3 Units
- **U.S. and Nevada Constitution Requirement**  
  3 Units
- **General Elective**  
  3 Units

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

**Suggested Course Sequence**

<table>
<thead>
<tr>
<th>WELDING - Associate of Applied Science</th>
<th>Units</th>
<th>Third Semester</th>
<th>Units</th>
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<tr>
<td>WELD 211</td>
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<td>WELD 231</td>
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<tr>
<td>WELD 212</td>
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<td>WELD 232</td>
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<td>English (<em>BUS 107 Recommended</em>)</td>
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<td>General Elective</td>
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<td>Human Relations</td>
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<td>Humanities/Social Science</td>
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<td>Science</td>
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<td>Program Elective</td>
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<tr>
<th><strong>Second Semester</strong></th>
<th>Units</th>
<th>Fourth Semester</th>
<th>Units</th>
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<tbody>
<tr>
<td>English/Communication</td>
<td>3</td>
<td>WELD 241</td>
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<tr>
<td>Mathematics</td>
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<td>Program Elective</td>
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<tr>
<td>WELD 221</td>
<td>3</td>
<td>U.S./NV Constitution</td>
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<tr>
<td>WELD 222</td>
<td>2</td>
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</tr>
</tbody>
</table>
**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 bachelor's 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 bachelor's 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*, 135, 124, 141, 175, 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
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, 212, 215
Core Humanities: 203
Criminal Justice: 101, 102, 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
Year One

Suggested Course Sequence

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Units</th>
<th>Second Semester</th>
<th>Units</th>
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<tr>
<td>ENG 100 or 101</td>
<td>3</td>
<td>ENG 102</td>
<td>3</td>
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<tr>
<td>Social Science</td>
<td>3</td>
<td>U.S./Nevada Constitution</td>
<td>3</td>
</tr>
<tr>
<td>EPY 150</td>
<td>3</td>
<td>Fine Arts course</td>
<td>3</td>
</tr>
<tr>
<td>STAT 152/MATH 120</td>
<td>3</td>
<td>Humanities Requirement</td>
<td>3</td>
</tr>
<tr>
<td>Science Requirement</td>
<td>3</td>
<td>Science Requirement</td>
<td>3</td>
</tr>
</tbody>
</table>

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.

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

96  Associate Degree Programs
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 don't 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 world's 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

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 transferrable course. Students should take courses that meet requirements for their major at their intended transfer school. Students planning to transfer to the University of Nevada, Reno should obtain a transfer handout from WNC 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*, 135, 124, 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  
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
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 60 total 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 Course (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
Crafts
English: 190, 200, 223, 243, 250, 252, 261, 267, 271, 282, 297
Foreign Languages
Graphic Design
History: 105, 106, 207, 208, 209, 247
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, 229)
Nutrition: 121
Physics (except for PHYS 293)

**Social Sciences**
3 units
Anthropology: 101, 201, 202, 210, 212, 215
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
History and Political Science
Combination (History 101 and Political Science 208)
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.

Community Health Science/Nutrition/Kinesiology

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
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 Engineering: 201
Computer Science: 135, 202
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 handout 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, 175, 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
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, 212, 215
Core Humanities: 203
Criminal Justice: 101, 102, 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
Associate Degree Programs

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

<table>
<thead>
<tr>
<th>Year One</th>
<th>Suggested Course Sequence</th>
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</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td><strong>Units</strong></td>
</tr>
<tr>
<td>ENG 100 or 101</td>
<td>3-5</td>
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<tr>
<td>HIST 101</td>
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<td>EPY 150</td>
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<td>MATH 181</td>
<td>4</td>
</tr>
<tr>
<td>Fine Arts course</td>
<td>3</td>
</tr>
</tbody>
</table>

**Third & Fourth Semester**

Take courses that meet requirements for the major at intended transfer school.
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
Humanities: 101
Core Humanities: 201, 202, 212
Theatre: 100, 105, 180
English: 200, 223, 261
Music, Ensemble: 101, 113, 135
Music: 111, 121, 124, 125, 131, 134, 135, 176
History: 105, 106, 203, 207, 208, 209, 247
Philosophy: 101, 135, 200, 203, 204, 207, 210, 224, 245

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 units
Choose from:
Core Humanities: 203
History: 111
## Bachelor of Applied Science

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

### 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 bachelor’s 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

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<th>BUSINESS AND MANAGEMENT CORE REQUIREMENTS</th>
<th>18 Units</th>
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<td>BUS 101 Introduction to Business</td>
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<tr>
<td>ACC 201 Financial Accounting</td>
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</table>

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 Organizational Behavior & Interpersonal Behavior | 3       |
| MGT 367 Human Resource Management                  | 3       |

Choose 6 units from the following Management courses:

<p>| COM 412 Intercultural Communication            | 3       |
| MGT 462 Changing Environments                  | 3       |</p>
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<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<td>Soils and Foundations for Construction</td>
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<td>CEM 451</td>
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<td>CEM 454</td>
<td>Heavy Construction Methods and Equipment</td>
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<td>Principles of Construction Estimating</td>
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<td>SUR 119</td>
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See [Bachelor of Applied Science Degree](#) for a list of courses to fulfill these requirements.

### Suggested Course Sequence

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<tr>
<td>Economics Course</td>
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<td>U.S./Nevada Consitution</td>
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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 |
### Bachelor of Applied Science

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<tr>
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</table>

**GENERAL EDUCATION REQUIREMENTS**

- **36 Units**
  - English/Communications Requirements: 9
  - Fine Arts/Humanities Requirement: 3
  - Mathematics: 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**

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<th>Term</th>
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<td>English/Comm Course</td>
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<td>Fine Arts Course</td>
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</table>
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.

Program Requirements

60 Units

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<td>Advanced Project and Earned Value Management</td>
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<td>COM 215</td>
<td>Introduction to Group Communication</td>
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<td>MGT 320</td>
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<td>MGT 412</td>
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<td><strong>Summer Semester</strong></td>
<td><strong>Units</strong></td>
<td></td>
</tr>
<tr>
<td>Units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MGT 487</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MGT 480</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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 counselor 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
- Communication: 101, 102, 113, 215
- Criminal Justice: 103
- English
- Journalism: 201
- Reading
- Writing Course; 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
- Counseling and Personal Development: 117, 129
- Criminal Justice: 270
- Early Childhood Education: 121
- Educational Psychology: 150
- Human Development & Family Studies: 201, 202
- Management: 201, 212, 283
- Nursing: 261
- Psychology (except 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
- Early Childhood Education
- Emergency Medical Services
- General Business
- Graphic Design
- Heating Ventilation, Air Conditioning (HVAC)
- Industrial Electronics Technology
Certificates of Achievement

• 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Requirements</td>
<td></td>
<td>30 Units</td>
</tr>
<tr>
<td>Program Requirements</td>
<td></td>
<td>18 Units</td>
</tr>
<tr>
<td>AM 140*</td>
<td>American Sign Language I &amp; II</td>
<td>6</td>
</tr>
<tr>
<td>AM 141**</td>
<td>American Sign Language III &amp; IV</td>
<td>6</td>
</tr>
<tr>
<td>AM 151</td>
<td>Fingerspelling I</td>
<td>1</td>
</tr>
<tr>
<td>AM 152</td>
<td>Fingerspelling II</td>
<td>1</td>
</tr>
<tr>
<td>Any other AM course.</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>General Education Requirements</td>
<td></td>
<td>12 Units</td>
</tr>
<tr>
<td>English/Communications Requirements: Must include a writing course.</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>Human Relations Requirement</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Mathematics Requirement</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

*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

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Units</th>
<th>Second Semester</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM 140</td>
<td>6</td>
<td>AM 141</td>
<td>6</td>
</tr>
<tr>
<td>AM 151</td>
<td>1</td>
<td>AM 152</td>
<td>1</td>
</tr>
<tr>
<td>English/Communication</td>
<td>3</td>
<td>English/Communication</td>
<td>3</td>
</tr>
<tr>
<td>Human Relations</td>
<td>3</td>
<td>AM Elective</td>
<td>4</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Requirements</td>
<td></td>
<td>31 Units</td>
</tr>
<tr>
<td>Program Requirements</td>
<td></td>
<td>19 Units</td>
</tr>
<tr>
<td>AUTO 101</td>
<td>Introduction to General Mechanics</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 115</td>
<td>Auto Electricity &amp; Electronics I</td>
<td>4</td>
</tr>
</tbody>
</table>
Certificates of Achievement

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 145</td>
<td>Automotive Brakes</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 155</td>
<td>Steering &amp; Suspension</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 225</td>
<td>Engine Performance I/Fuel &amp; Ignition</td>
<td>4</td>
</tr>
</tbody>
</table>

**General Education Requirements**

- English/Communications Requirement: Must include a writing course — 6 units
- Human Relations Requirement: Recommend: BUS 110 — 1 unit
- Mathematics Requirement — 3 units
- General Electives — 2 units

**Suggested Course Sequence**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Automotive Mechanics</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AUTO 101</td>
<td>Introduction to General Mechanics</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 115</td>
<td>Auto Electricity &amp; Electronics I</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 145</td>
<td>Automotive Brakes</td>
<td>4</td>
</tr>
<tr>
<td>English Course</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Human Relations Course</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td><strong>Second Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AUTO 155</td>
<td>Steering &amp; Suspension</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 225</td>
<td>Engine Performance I/Fuel &amp; Ignition</td>
<td>4</td>
</tr>
<tr>
<td>Mathematics Course</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>English Course</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>General Elective Course</td>
<td></td>
<td>2</td>
</tr>
</tbody>
</table>

**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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Requirements</strong></td>
<td></td>
<td>30 Units</td>
</tr>
<tr>
<td><strong>Program Requirements</strong></td>
<td></td>
<td>21 Units</td>
</tr>
<tr>
<td>ACC 135</td>
<td>Bookkeeping I</td>
<td>3</td>
</tr>
<tr>
<td>ACC 201</td>
<td>Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUS 101</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>IS 101</td>
<td>Introduction to Information Systems</td>
<td>3</td>
</tr>
</tbody>
</table>
### Certificates of Achievement

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>or IS 201</td>
<td>Computer Applications</td>
<td></td>
</tr>
<tr>
<td>MGT 201</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
</tbody>
</table>

**Choose 6 units from the following program electives:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 180</td>
<td>Payroll &amp; Employee Benefit Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACC 202</td>
<td>Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACC 203</td>
<td>Intermediate Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACC 220</td>
<td>Microcomputer Accounting Systems</td>
<td>3</td>
</tr>
<tr>
<td>ACC 223</td>
<td>Introduction to Quickbooks</td>
<td>3</td>
</tr>
<tr>
<td>ACC 290</td>
<td>Certified Bookkeeper Course</td>
<td>6</td>
</tr>
</tbody>
</table>

### General Education Requirements

**9 Units**

- **English/Communications Requirement:**
  - **Recommend:** BUS 107, BUS 108; **Must include a writing course**
  - 6 Units

- **Mathematics Requirement**
  - 3 Units

### Suggested Course Sequence

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Units</th>
<th>Second Semester</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 135</td>
<td>3</td>
<td>ACC 201</td>
<td>3</td>
</tr>
<tr>
<td>BUS 101</td>
<td>3</td>
<td>BUS 108 or English/Communication</td>
<td>3</td>
</tr>
<tr>
<td>BUS 107 or English/Communication</td>
<td>3</td>
<td>MGT 201</td>
<td>3</td>
</tr>
<tr>
<td>BUS 115 or MATH 120</td>
<td>3</td>
<td>Program Elective</td>
<td>6</td>
</tr>
<tr>
<td>IS 101 or IS 201</td>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Requirements</td>
<td></td>
<td>30 Units</td>
</tr>
<tr>
<td>Program Requirements</td>
<td></td>
<td>21 Units</td>
</tr>
<tr>
<td>CIT 112</td>
<td>Network+</td>
<td>3</td>
</tr>
<tr>
<td>CIT 114</td>
<td>IT Essentials</td>
<td>4</td>
</tr>
<tr>
<td>CIT 128</td>
<td>Introduction to Software Development</td>
<td>4</td>
</tr>
<tr>
<td>CIT 217</td>
<td>Security +</td>
<td>3</td>
</tr>
</tbody>
</table>

**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 |
Certificates of Achievement

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS 202</td>
<td>Computer Science II</td>
<td>3</td>
</tr>
</tbody>
</table>

**General Education Requirements**

9 Units

**English/Communications:** *Must include a writing course*

3

**Mathematics Requirement**

3

**Human Relations Requirement**

3

---

**Suggested Course Sequence**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Units</th>
<th>Second Semester</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 112</td>
<td>3</td>
<td>CIT 217</td>
<td>3</td>
</tr>
<tr>
<td>CIT 114</td>
<td>4</td>
<td>Program Elective</td>
<td>7</td>
</tr>
<tr>
<td>CIT 128</td>
<td>4</td>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>English/Communication</td>
<td>3</td>
<td>Human Relations</td>
<td>3</td>
</tr>
</tbody>
</table>

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**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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEM 100</td>
<td>Fundamentals of Construction Management</td>
<td>3</td>
</tr>
<tr>
<td>CONS 108</td>
<td>Construction Materials and Methods I</td>
<td>4</td>
</tr>
<tr>
<td>CONS 205</td>
<td>Construction Site Safety</td>
<td>2</td>
</tr>
<tr>
<td>CONS 109</td>
<td>Construction Materials and Methods II</td>
<td>4</td>
</tr>
<tr>
<td>CONS 111</td>
<td>Commercial Building Codes</td>
<td>3</td>
</tr>
<tr>
<td>CONS 118</td>
<td>Construction Contract Documents</td>
<td>2</td>
</tr>
<tr>
<td>CONS 120</td>
<td>Blueprint Reading and Specification</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL REQUIREMENTS**

31-33 Units

**PROGRAM REQUIREMENTS**

21 Units

**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**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Units</th>
<th>Second Semester</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEM 100</td>
<td>3</td>
<td>CONS 109</td>
<td>4</td>
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<tr>
<td>CONS 108</td>
<td>4</td>
<td>CONS 111</td>
<td>3</td>
</tr>
<tr>
<td>CONS 205</td>
<td>2</td>
<td>CONS 118</td>
<td>2</td>
</tr>
</tbody>
</table>
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.

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Requirements</td>
<td></td>
<td>30 Units</td>
</tr>
<tr>
<td>Program Requirements</td>
<td></td>
<td>21 Units</td>
</tr>
<tr>
<td>CRJ 104</td>
<td>Introduction to the Administration of Justice</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 164</td>
<td>Principles of Investigation</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 106</td>
<td>Introduction to Corrections</td>
<td>3</td>
</tr>
<tr>
<td>or CRJ 211</td>
<td>Police in America</td>
<td></td>
</tr>
<tr>
<td>CRJ 222</td>
<td>Criminal Law and Procedure</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 225</td>
<td>Criminal Evidence</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 270</td>
<td>Introduction to Criminology</td>
<td>3</td>
</tr>
<tr>
<td>Program Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>General Education Requirements</td>
<td></td>
<td>6 Units</td>
</tr>
<tr>
<td>English/Communications Requirement: Must include writing course</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Mathematics Requirement</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>General Elective</td>
<td></td>
<td>3 Units</td>
</tr>
</tbody>
</table>

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

Suggested Course Sequence

<table>
<thead>
<tr>
<th>CRIMINAL JUSTICE - Certificate of Achievement</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
</tr>
<tr>
<td>CRJ 104</td>
</tr>
<tr>
<td>CRJ 222</td>
</tr>
<tr>
<td>CRJ 164</td>
</tr>
<tr>
<td>English/Communication</td>
</tr>
<tr>
<td>Program Elective</td>
</tr>
</tbody>
</table>

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
Certificates of Achievement

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Requirements</strong></td>
<td></td>
<td>30 Units</td>
</tr>
<tr>
<td><strong>Program Requirements</strong></td>
<td></td>
<td>21 Units</td>
</tr>
<tr>
<td>ECE 250</td>
<td>Intro to Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>ECE 251</td>
<td>Curriculum in Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>ECE 204</td>
<td>Principles of Child Guidance</td>
<td>3</td>
</tr>
<tr>
<td>ECE 200</td>
<td>The Exceptional Child</td>
<td>3</td>
</tr>
<tr>
<td>HDFS 201</td>
<td>Life Span Human Development</td>
<td>3</td>
</tr>
<tr>
<td>HDFS 232</td>
<td>Diversity and the Young Child - a Multicultural Perspective</td>
<td>3</td>
</tr>
</tbody>
</table>

*Choose 3 credits units from the following program electives:*
- ECE 231, HDFS 202, EDU 214, EDU 207, or PSY 233

**General Education Requirements**
- 9 Units
- English/Communications Requirements: Recommended: ENG 100 or ENG 101
  - Must include a writing course
- Mathematics Requirement: Recommended: Math 120 or higher
- General Elective

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.
Certificates of Achievement

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Current Nevada State EMT Certification is a required prerequisite for EMS 115.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### GENERAL EDUCATION REQUIREMENTS

| English/Communications (Recommend COM 101) *Must include a writing course.* | 6 |
| Mathematics Requirement | 3 |
| PSY  *Any Psychology class except 210 (PSY 101 recommended)* | 3 |
| BIOL 200*  *Elements of Human Anatomy & Physiology* | 3 |
| or EMS 205  *Principles of Pathophysiology* | (Note: BIOL 223 & BIOL 224 will be accepted in place of BIOL 200) |

### 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Requirements</td>
<td>30 Units</td>
<td></td>
</tr>
<tr>
<td>Program Requirements</td>
<td>15 Units</td>
<td></td>
</tr>
<tr>
<td>ACC 135</td>
<td>Bookkeeping I</td>
<td>3</td>
</tr>
<tr>
<td>or ACC 201</td>
<td>Financial Accounting</td>
<td></td>
</tr>
<tr>
<td>BUS 101</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>IS 101</td>
<td>Introduction to Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>or IS 201</td>
<td>Computer Applications</td>
<td></td>
</tr>
<tr>
<td>MGT 201</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MKT 210</td>
<td>Marketing Principles</td>
<td>3</td>
</tr>
<tr>
<td>Business Electives</td>
<td>6 Units</td>
<td></td>
</tr>
<tr>
<td>Any Accounting, Business, Economics, Entrepreneurship, Finance, Management, Marketing or Real Estate Courses</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### General Education Requirements

| English/Communications Requirement: Recommended: BUS 107 and BUS 108, or ENG 101 and ENG 102, *must be a writing course* | 6 |
| Mathematics Requirement | 3 |

Suggested Course Sequence

<table>
<thead>
<tr>
<th>BUSINESS - Certificate of Achievement</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
</tr>
<tr>
<td>ACC 135 or ACC 201</td>
</tr>
<tr>
<td>BUS 101</td>
</tr>
<tr>
<td>BUS 107 or ENG 101</td>
</tr>
<tr>
<td>IS 101 or IS 201</td>
</tr>
<tr>
<td>Business Elective</td>
</tr>
</tbody>
</table>
Certificates of Achievement

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Requirements</td>
<td></td>
<td>30 Units</td>
</tr>
<tr>
<td>Program Requirements</td>
<td></td>
<td>21 Units</td>
</tr>
<tr>
<td>ART 100</td>
<td>Visual Foundations</td>
<td>3</td>
</tr>
<tr>
<td>or ART 101</td>
<td>Drawing I</td>
<td></td>
</tr>
<tr>
<td>GRC 116</td>
<td>Introduction to Digital Art and Design</td>
<td>3</td>
</tr>
<tr>
<td>GRC 200</td>
<td>Design Thinking and Methodologies</td>
<td>3</td>
</tr>
<tr>
<td>GRC 210</td>
<td>Typography I</td>
<td>3</td>
</tr>
<tr>
<td>GRC 220</td>
<td>Graphic Design I</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose 6 units from the following program electives:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 260</td>
<td>Survey Art History I</td>
<td>3</td>
</tr>
<tr>
<td>ART 261</td>
<td>Survey of Art History II</td>
<td>3</td>
</tr>
<tr>
<td>GRC 175</td>
<td>Web Design I</td>
<td>3</td>
</tr>
<tr>
<td>GRC 282</td>
<td>Motion Graphics for Video</td>
<td>3</td>
</tr>
<tr>
<td>MKT 210</td>
<td>Marketing Principles</td>
<td>3</td>
</tr>
</tbody>
</table>

General Education Requirements 9 Units

| English/Communications Requirements |         | 3     |
| Mathematics Requirement             |         | 3     |
| Human Relations                     |         | 1-3   |
| General Elective                    |         | 0-2   |

Suggested Course Sequence

<table>
<thead>
<tr>
<th>GRAPHIC DESIGN - Certificate of Achievement</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
</tr>
<tr>
<td>ART 100 or ART 101</td>
</tr>
<tr>
<td>GRC 116</td>
</tr>
<tr>
<td>GRC 200</td>
</tr>
<tr>
<td>Program Elective</td>
</tr>
<tr>
<td>General Education Course</td>
</tr>
<tr>
<td>Second Semester</td>
</tr>
<tr>
<td>GRC 210</td>
</tr>
<tr>
<td>GRC 220</td>
</tr>
<tr>
<td>Program Elective</td>
</tr>
<tr>
<td>General Education Course</td>
</tr>
</tbody>
</table>

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
## Certificates of Achievement

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC 102</td>
<td>Refrigeration Theory</td>
<td>3</td>
</tr>
<tr>
<td>AC 106</td>
<td>Residential Gas Heating</td>
<td>6</td>
</tr>
<tr>
<td>AC 107</td>
<td>Electrical and Controls for HVAC</td>
<td>6</td>
</tr>
<tr>
<td>AC 113</td>
<td>Schematic Reading for HVAC/R</td>
<td>3</td>
</tr>
<tr>
<td>AC 150</td>
<td>Basic Refrigeration Servicing</td>
<td>6</td>
</tr>
</tbody>
</table>

### Total Requirements

**TOTAL REQUIREMENTS**

- **24 Units**
- **31-33 Units**

### Program Requirements

- **AC 102**: Refrigeration Theory - 3 Units
- **AC 106**: Residential Gas Heating - 6 Units
- **AC 107**: Electrical and Controls for HVAC - 6 Units
- **AC 113**: Schematic Reading for HVAC/R - 3 Units
- **AC 150**: Basic Refrigeration Servicing - 6 Units

### General Education Requirements

- **English/Communications Requirement**: Must include writing course - 3 Units
- **Mathematics Requirement**: - 3 Units
- **Human Relations**: - 1-3 Units

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

### Suggested Course Sequence

**HEATING, VENTILATION, AIR CONDITIONING (HVAC) - Certificate of Achievement**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Units</th>
<th>Second Semester</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC 102</td>
<td>3</td>
<td>AC 106</td>
<td>6</td>
</tr>
<tr>
<td>AC 107</td>
<td>6</td>
<td>AC 150</td>
<td>6</td>
</tr>
<tr>
<td>AC 113</td>
<td>3</td>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>English/Communications</td>
<td>3</td>
<td>Human Relations</td>
<td>1-3</td>
</tr>
</tbody>
</table>

### Industrial Electronics Technology

Designed to provide fundamental knowledge of and experience with industrial electronic components and systems to learn 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELM 110</td>
<td>Basic Electricity</td>
<td>3</td>
</tr>
<tr>
<td>ELM 112</td>
<td>Electrical Theory, DC</td>
<td>3</td>
</tr>
<tr>
<td>ELM 121</td>
<td>Circuit Design</td>
<td>3</td>
</tr>
<tr>
<td>MPT 111</td>
<td>Fundamentals of Manufacturing &amp; Automation I</td>
<td>3</td>
</tr>
<tr>
<td>MPT 112</td>
<td>Fundamentals of Manufacturing &amp; Automation II</td>
<td>3</td>
</tr>
<tr>
<td>OSH 222</td>
<td>General Industry Safety</td>
<td>1</td>
</tr>
</tbody>
</table>

### Total Requirements

**TOTAL REQUIREMENTS**

- **21 Units**
- **30 Units**

### Program Requirements

- **ELM 110**: Basic Electricity - 3 Units
- **ELM 112**: Electrical Theory, DC - 3 Units
- **ELM 121**: Circuit Design - 3 Units
- **MPT 111**: Fundamentals of Manufacturing & Automation I - 3 Units
- **MPT 112**: Fundamentals of Manufacturing & Automation II - 3 Units
- **OSH 222**: General Industry Safety - 1 Unit
Certificates of Achievement

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose 5 units from the following program electives:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any MPT, ELM, DFT, ENGR, WELD, or MTT</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

GENERAL EDUCATION REQUIREMENTS

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>English/Communications Requirement: <em>Must include a writing course</em></td>
<td>3</td>
</tr>
<tr>
<td>Human Relations Requirement</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics Requirement: <em>MATH 110 or higher</em></td>
<td>3</td>
</tr>
</tbody>
</table>

Suggested Course Sequence

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Units</th>
<th>Second Semester</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELM 110</td>
<td>3</td>
<td>ELM 121</td>
<td>3</td>
</tr>
<tr>
<td>ELM 112</td>
<td>3</td>
<td>MPT 112</td>
<td>3</td>
</tr>
<tr>
<td>MPT 111</td>
<td>3</td>
<td>Program Elective</td>
<td>5</td>
</tr>
<tr>
<td>OSH 222</td>
<td>1</td>
<td>English/Communication</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
<td>Human Relations</td>
<td>3</td>
</tr>
</tbody>
</table>

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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Requirements</td>
<td></td>
<td>30 Units</td>
</tr>
<tr>
<td>Program Requirements</td>
<td></td>
<td>20 Units</td>
</tr>
<tr>
<td>DFT 110</td>
<td>Blueprint Reading for Industry</td>
<td>3</td>
</tr>
<tr>
<td>or CONS 120</td>
<td>Blueprint Reading and Specification</td>
<td></td>
</tr>
<tr>
<td>MTT 105</td>
<td>Machine Shop I</td>
<td>3</td>
</tr>
<tr>
<td>MTT 106</td>
<td>Machine Shop Practice I</td>
<td>2</td>
</tr>
<tr>
<td>MTT 110</td>
<td>Machine Shop II</td>
<td>3</td>
</tr>
<tr>
<td>MTT 111</td>
<td>Machine Shop Practice II</td>
<td>2</td>
</tr>
<tr>
<td>MTT 230</td>
<td>Computer Numerical Control I</td>
<td>4</td>
</tr>
<tr>
<td>Related Machine shop courses</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>General Education Requirements</td>
<td></td>
<td>10 Units</td>
</tr>
<tr>
<td>English/Communications Requirements: Recommend: BUS 108; <em>Must include a writing course</em></td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>Human Relations Requirement</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Mathematics Requirement: <em>MATH 110 Recommended</em></td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>
Suggested Course Sequence

MACHINE TOOL TECHNOLOGY - Certificate of Achievement

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Units</th>
<th>Second Semester</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTT 105</td>
<td>3</td>
<td>DFT 110/CONS 120</td>
<td>3</td>
</tr>
<tr>
<td>MTT 106</td>
<td>2</td>
<td>MTT 110</td>
<td>3</td>
</tr>
<tr>
<td>Human Relations</td>
<td>1</td>
<td>MTT 111</td>
<td>2</td>
</tr>
<tr>
<td>English/Communication</td>
<td>3</td>
<td>English/Communication</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
<td>MTT 230</td>
<td>3</td>
</tr>
<tr>
<td>MTT Elective</td>
<td>3</td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Total Requirements</th>
<th>30 Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Requirements</td>
<td>18 Units</td>
</tr>
<tr>
<td>MPT 111 Fundamentals of Manufacturing and Automation I</td>
<td>3</td>
</tr>
<tr>
<td>MPT 112 Fundamentals of Manufacturing and Automation II</td>
<td>3</td>
</tr>
<tr>
<td>MPT 160 Mechanical Drive Systems I</td>
<td>3</td>
</tr>
<tr>
<td>ELM 127 Introduction to AC Controls</td>
<td>3</td>
</tr>
<tr>
<td>ELM 134 Programmable Logic Controllers I</td>
<td>3</td>
</tr>
<tr>
<td>OSH 222 General Industry Safety</td>
<td>1</td>
</tr>
</tbody>
</table>

Choose 2 units from the following program electives:
Choose 2 units from the following program electives: AIT, ELM, ENGR, ET, MPT, MT units vary

General Education Requirements

<table>
<thead>
<tr>
<th>Total Requirements</th>
<th>12 Units</th>
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</thead>
<tbody>
<tr>
<td>English/Communications Requirement: Must Include a writing course</td>
<td>6</td>
</tr>
<tr>
<td>Human Relations Requirement</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics Requirement</td>
<td>3</td>
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</table>

Suggested Course Sequence

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Units</th>
<th>Second Semester</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPT 111</td>
<td>3</td>
<td>MPT 112</td>
<td>3</td>
</tr>
<tr>
<td>OSH 222</td>
<td>1</td>
<td>ELM 134</td>
<td>3</td>
</tr>
<tr>
<td>ELM 127</td>
<td>3</td>
<td>Program Elective</td>
<td>2</td>
</tr>
<tr>
<td>MPT 160</td>
<td>3</td>
<td>English/Communication</td>
<td>3</td>
</tr>
<tr>
<td>English/Communication</td>
<td>3</td>
<td>Human Relations</td>
<td>3</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Requirements</td>
<td></td>
<td>30 Units</td>
</tr>
<tr>
<td>Program Requirements</td>
<td></td>
<td>18 Units</td>
</tr>
<tr>
<td>WELD 211</td>
<td>Welding I</td>
<td>3</td>
</tr>
<tr>
<td>WELD 212</td>
<td>Welding I Practice</td>
<td>2</td>
</tr>
<tr>
<td>WELD 221</td>
<td>Welding II</td>
<td>3</td>
</tr>
<tr>
<td>WELD 222</td>
<td>Welding II Practice</td>
<td>2</td>
</tr>
<tr>
<td>WELD 250</td>
<td>Welding Certification Preparation</td>
<td>6</td>
</tr>
<tr>
<td>Welding Elective</td>
<td></td>
<td>2</td>
</tr>
</tbody>
</table>

General Education Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>English/Communications Requirements: Must include a writing course</td>
<td>6</td>
</tr>
<tr>
<td>Human Relations Requirement: Recommended: BUS 110</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics Requirement</td>
<td>3</td>
</tr>
</tbody>
</table>

Suggested Course Sequence

<table>
<thead>
<tr>
<th>WELDING TECHNOLOGY - Certificate of Achievement</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
</tr>
<tr>
<td>WELD 211</td>
</tr>
<tr>
<td>WELD 212</td>
</tr>
<tr>
<td>Human Relations</td>
</tr>
<tr>
<td>English/Communication</td>
</tr>
<tr>
<td>Mathematics</td>
</tr>
</tbody>
</table>
CERTIFICATION AND LICENSING PREPARATION

Students can earn an industry-recognized certification in as little as 8 weeks and enter the workforce above entry level. Certification and licensing preparation 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 Level I

Allied Health
- Certified Nursing Assistant
- Emergency Medical Services
- Firefighter I
- Laboratory Technician-Phlebotomy

Automotive Technology
- Automotive Brakes
- Automotive Collision Repair
- Automotive Service Excellence
- 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 Technology Specialist
- Network Support
- Secondary Education Endorsement - Programming

Construction
- Certified Inspector of Structures
- Construction Skills
- Construction Gateway
- Heating, Ventilation, Air-Conditioning/Refrigeration

Deaf Studies
- Interpreting

Machine Tool Technology
- National Institute for Metalworking Skills

Teacher Education
- Nevada State College Partnership
- Bachelor Degree State Licensure Preparation
- 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.

- 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.
Certification and Licensing Preparation

- 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.

- 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTOMOTIVE BRAKES</td>
<td></td>
<td>12 Units</td>
</tr>
<tr>
<td>AUTO 101</td>
<td>Introduction to General Mechanics</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 115</td>
<td>Auto Electricity &amp; Electronics I</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 145</td>
<td>Automotive Brakes</td>
<td>4</td>
</tr>
<tr>
<td>OSH 222</td>
<td>General Industry Safety</td>
<td>1</td>
</tr>
</tbody>
</table>

### 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTB 120</td>
<td>Automotive Collision I</td>
<td>3</td>
</tr>
<tr>
<td>AUTB 125</td>
<td>Automotive Collision II</td>
<td>3</td>
</tr>
<tr>
<td>AUTB 200</td>
<td>Automotive Refinishing I</td>
<td>3</td>
</tr>
<tr>
<td>AUTB 205</td>
<td>Auto Refinishing II</td>
<td>3</td>
</tr>
</tbody>
</table>

### 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTOMOTIVE ELECTRICAL/ELECTRONIC SYSTEMS</td>
<td></td>
<td>12 Units</td>
</tr>
<tr>
<td>AUTO 101</td>
<td>Introduction to General Mechanics</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 115</td>
<td>Auto Electricity &amp; Electronics I</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 117</td>
<td>Advanced Auto Electronics</td>
<td>4</td>
</tr>
<tr>
<td>OSH 222</td>
<td>General Industry Safety</td>
<td>1</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engine Performance Technician</td>
<td>Introduction to General Mechanics</td>
<td>12</td>
</tr>
<tr>
<td>AUTO 101</td>
<td>Introduction to General Mechanics</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 115</td>
<td>Auto Electricity &amp; Electronics I</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 225</td>
<td>Engine Performance /Fuel &amp; Ignition</td>
<td>4</td>
</tr>
<tr>
<td>OSH 222</td>
<td>General Industry Safety</td>
<td>1</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automotive Heating &amp; Air Conditioning</td>
<td>Introduction to General Mechanics</td>
<td>11</td>
</tr>
<tr>
<td>AUTO 101</td>
<td>Introduction to General Mechanics</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 115</td>
<td>Auto Electricity &amp; Electronics I</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 160</td>
<td>Auto Air Conditioning and Heating</td>
<td>3</td>
</tr>
<tr>
<td>OSH 222</td>
<td>General Industry Safety</td>
<td>1</td>
</tr>
</tbody>
</table>

AUTOMOTIVE MECHANICS

These skills certificates can provide the foundation for first-time, entry-level technician jobs or for advancement. Each course has a lab and classroom component to help students master skills, as well as prepare for Automotive Service Excellence certifications in each area.

Third-party industry-recognized credentials can be earned throughout the program.
A fee is associated with most exams.

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automotive Transmission/Transaxle</td>
<td>Introduction to General Mechanics</td>
<td>14</td>
</tr>
<tr>
<td>AUTO 101</td>
<td>Introduction to General Mechanics</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 115</td>
<td>Auto Electricity &amp; Electronics I</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 205</td>
<td>Manual Drivetrain and Axles</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 210</td>
<td>Automatic Transmissions &amp; Transaxles I</td>
<td>3</td>
</tr>
<tr>
<td>OSH 222</td>
<td>General Industry Safety</td>
<td>1</td>
</tr>
<tr>
<td>Automotive Heating &amp; Air Conditioning</td>
<td>Introduction to General Mechanics</td>
<td>11</td>
</tr>
<tr>
<td>AUTO 101</td>
<td>Introduction to General Mechanics</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 115</td>
<td>Auto Electricity &amp; Electronics I</td>
<td>4</td>
</tr>
</tbody>
</table>
Certification and Licensing Preparation

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 160</td>
<td>Auto Air Conditioning and Heating</td>
<td>3</td>
</tr>
<tr>
<td>OSH 222</td>
<td>General Industry Safety</td>
<td>1</td>
</tr>
</tbody>
</table>

**Automotive Brakes**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 101</td>
<td>Introduction to General Mechanics</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 115</td>
<td>Auto Electricity &amp; Electronics I</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 145</td>
<td>Automotive Brakes</td>
<td>4</td>
</tr>
<tr>
<td>OSH 222</td>
<td>General Industry Safety</td>
<td>1</td>
</tr>
</tbody>
</table>

**Automotive Electrical/Electronic Systems**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 101</td>
<td>Introduction to General Mechanics</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 115</td>
<td>Auto Electricity &amp; Electronics I</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 117</td>
<td>Advanced Auto Electronics</td>
<td>4</td>
</tr>
<tr>
<td>OSH 222</td>
<td>General Industry Safety</td>
<td>1</td>
</tr>
</tbody>
</table>

**Automotive Steering and Suspension**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 101</td>
<td>Introduction to General Mechanics</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 115</td>
<td>Auto Electricity &amp; Electronics I</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 155</td>
<td>Steering &amp; Suspension</td>
<td>4</td>
</tr>
<tr>
<td>OSH 222</td>
<td>General Industry Safety</td>
<td>1</td>
</tr>
</tbody>
</table>

**Automotive Engine Performance**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 101</td>
<td>Introduction to General Mechanics</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 115</td>
<td>Auto Electricity &amp; Electronics I</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 225</td>
<td>Engine Performance I/Fuel &amp; Ignition</td>
<td>4</td>
</tr>
<tr>
<td>OSH 222</td>
<td>General Industry Safety</td>
<td>1</td>
</tr>
</tbody>
</table>

**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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTOMOTIVE Steering &amp; Suspension</td>
<td>Introduction to General Mechanics</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 101</td>
<td>Auto Electricity &amp; Electronics I</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 155</td>
<td>Steering &amp; Suspension</td>
<td>4</td>
</tr>
<tr>
<td>OSH 222</td>
<td>General Industry Safety</td>
<td>1</td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 101</td>
<td>Introduction to General Mechanics</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 115</td>
<td>Auto Electricity &amp; Electronics I</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 205</td>
<td>Manual Drivetrain and Axles</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 210</td>
<td>Automatic Transmissions &amp; Transaxles I</td>
<td>3</td>
</tr>
<tr>
<td>OSH 222</td>
<td>General Industry Safety</td>
<td>1</td>
</tr>
</tbody>
</table>

#### CERTIFIED INSPECTOR OF STRUCTURES

These courses fulfill the minimum course requirements needed for licensure as a certified inspector of Structures-Residential.

### Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONS 260</td>
<td>Certified Inspectors of Structures-Residential</td>
<td>3</td>
</tr>
<tr>
<td>CONS 261</td>
<td>Under-Floor Inspections-Certified Inspector</td>
<td>1</td>
</tr>
<tr>
<td>CONS 262</td>
<td>Above-Floor Inspections for Certified Inspector</td>
<td>2</td>
</tr>
<tr>
<td>CONS 263</td>
<td>Supervised Residential Inspections for Certification</td>
<td>2</td>
</tr>
</tbody>
</table>

#### CERTIFIED NURSING ASSISTANT

The college offers NURS 130 Nursing Assistant, a six-unit class that prepares students to take the Nevada licensing exam for certification as a nursing assistant.

A Certified Nursing Assistant is an individual who, under the direction of a licensed nurse, typically provides basic nursing care for patients in long-term and acute care 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.

### Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 130</td>
<td>Nursing Assistant</td>
<td>6</td>
</tr>
</tbody>
</table>

#### 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 112</td>
<td>Network+</td>
<td>3</td>
</tr>
<tr>
<td>CIT 114</td>
<td>IT Essentials</td>
<td>4</td>
</tr>
<tr>
<td>CIT 128</td>
<td>Introduction to Software Development</td>
<td>4</td>
</tr>
<tr>
<td>CIT 220</td>
<td>Routing and Switching</td>
<td>4</td>
</tr>
</tbody>
</table>
CONSTRUCTION GATEWAY

These courses prepare students for the National Center for Construction Education and Research (NCCER) Construction Craft Laborer credential, which certifies that individuals possess basic knowledge needed on any jobsite.

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEM 100</td>
<td>Fundamentals of Construction Management</td>
<td>3</td>
</tr>
<tr>
<td>CONS 108</td>
<td>Construction Materials and Methods I</td>
<td>4</td>
</tr>
<tr>
<td>CONS 120</td>
<td>Blueprint Reading and Specification</td>
<td>3</td>
</tr>
<tr>
<td>CONS 205</td>
<td>Construction Site Safety</td>
<td>2</td>
</tr>
<tr>
<td>MATH 110</td>
<td>Mathematics for Industry</td>
<td>3</td>
</tr>
</tbody>
</table>

CONSTRUCTION SKILLS

This certificate builds on the Construction Gateway, teaching more advanced construction methods, understanding building codes and reaching 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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 107</td>
<td>Business Speech Communications</td>
<td>3</td>
</tr>
<tr>
<td>or ENG 101</td>
<td>Composition I</td>
<td></td>
</tr>
<tr>
<td>CONS 109</td>
<td>Construction Materials and Methods II</td>
<td>4</td>
</tr>
<tr>
<td>CONS 111</td>
<td>Commercial Building Codes</td>
<td>3</td>
</tr>
<tr>
<td>CONS 118</td>
<td>Construction Contract Documents</td>
<td>2</td>
</tr>
<tr>
<td>CONS 290</td>
<td>Internship in Construction</td>
<td>3</td>
</tr>
</tbody>
</table>

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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 217</td>
<td>Security +</td>
<td>3</td>
</tr>
<tr>
<td>CIT 273</td>
<td>Network Defense</td>
<td>3</td>
</tr>
<tr>
<td>CIT 274</td>
<td>Ethical Hacking</td>
<td>3</td>
</tr>
<tr>
<td>CIT 275</td>
<td>Hacking Forensics Investigation</td>
<td>3</td>
</tr>
</tbody>
</table>

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**
Certification and Licensing Preparation

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 250</td>
<td>Intro to Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>HDFS 201</td>
<td>Life Span Human Development</td>
<td>3</td>
</tr>
<tr>
<td>ECE 168</td>
<td>Infectious Diseases and First Aid</td>
<td>1</td>
</tr>
<tr>
<td>EMS 100</td>
<td>Healthcare Provider CPR</td>
<td>0.5</td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 121</td>
<td>Parent Care Relations</td>
<td>1</td>
</tr>
<tr>
<td>ECE 204</td>
<td>Principles of Child Guidance</td>
<td>3</td>
</tr>
<tr>
<td>ECE 231</td>
<td>Preschool Practicum: Early Childhood Lab</td>
<td>2</td>
</tr>
<tr>
<td>ECE 251</td>
<td>Curriculum Development in Early Childhood Education</td>
<td>3</td>
</tr>
</tbody>
</table>

**EMERGENCY MEDICAL SERVICES**

EMS 100 - Healthcare Provider CPR, EMS 108 - EMT Training, and EMS 115 - Advanced EMT. EMS courses are offered in a sequential series to prepare individuals with the knowledge and skills to assess and care for patients in an emergency or in an out-of-hospital setting. Completion of selected courses is designed to prepare students to take the National Registry Examination for EMT-Basic and the appropriate Nevada EMS certification examination for Advanced EMT.

EMS 108 and EMS 115 are designed to meet the National Standard Curriculum published by the United States Department of Transportation, National Highway Traffic Safety Administration.

- 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.

- 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

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS 100</td>
<td>Healthcare Provider CPR</td>
<td>1</td>
</tr>
<tr>
<td>EMS 108</td>
<td>Emergency Medical Technician Training</td>
<td>7.5</td>
</tr>
<tr>
<td>EMS 115</td>
<td>Advanced Emergency Medical Technician</td>
<td>7.5</td>
</tr>
</tbody>
</table>

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.

**FIREFIGHTER I**

Students will be prepared for the following industry certifications exams: IFSAC/NFPA Firefighter I
Certification and Licensing Preparation

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FT 104</td>
<td>Nevada Firefighter I</td>
<td>3</td>
</tr>
<tr>
<td>EMS 108</td>
<td>Emergency Medical Technician</td>
<td>7.5</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 112</td>
<td>Network+</td>
<td>3</td>
</tr>
<tr>
<td>CIT 114</td>
<td>IT Essentials</td>
<td>4</td>
</tr>
<tr>
<td>CIT 128</td>
<td>Introduction to Software Development</td>
<td>4</td>
</tr>
<tr>
<td>CIT 151</td>
<td>Beginning Web Development</td>
<td>3</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC 102</td>
<td>Refrigeration Theory</td>
<td>3</td>
</tr>
<tr>
<td>AC 107</td>
<td>Electrical and Controls for HVAC</td>
<td>6</td>
</tr>
<tr>
<td>AC 113</td>
<td>Schematic Reading for HVAC/R</td>
<td>3</td>
</tr>
</tbody>
</table>

IT ESSENTIALS

This program will provide a solid foundation for students to continue in any area of study based on personal or professional 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 112</td>
<td>Network+</td>
<td>3</td>
</tr>
<tr>
<td>CIT 114</td>
<td>IT Essentials</td>
<td>4</td>
</tr>
<tr>
<td>CIT 128</td>
<td>Introduction to Software Development</td>
<td>4</td>
</tr>
</tbody>
</table>

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, students 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 128</td>
<td>Introduction to Software Development</td>
<td>4</td>
</tr>
</tbody>
</table>
Certification and Licensing Preparation

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 263</td>
<td>Introduction to IT Project Management</td>
<td>3</td>
</tr>
<tr>
<td>IS 101</td>
<td>Introduction to Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>COM 101</td>
<td>Oral Communications</td>
<td>3</td>
</tr>
</tbody>
</table>

**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: CompTIA 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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 112</td>
<td>Network+</td>
<td>3</td>
</tr>
<tr>
<td>CIT 128</td>
<td>Introduction to Software Development</td>
<td>4</td>
</tr>
<tr>
<td>CIT 273</td>
<td>Network Defense</td>
<td>3</td>
</tr>
<tr>
<td>CIT 274</td>
<td>Ethical Hacking</td>
<td>3</td>
</tr>
</tbody>
</table>

**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: CompTIA Network+, CompTIA Linux+ and CompTIA Security+. Students will also be eligible to take the TestOut curriculum Pro series exams.

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 112</td>
<td>Network+</td>
<td>3</td>
</tr>
<tr>
<td>CIT 128</td>
<td>Introduction to Software Development</td>
<td>4</td>
</tr>
<tr>
<td>CIT 173</td>
<td>Introduction to Linux</td>
<td>3</td>
</tr>
<tr>
<td>CIT 217</td>
<td>Security +</td>
<td>3</td>
</tr>
</tbody>
</table>

**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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPT 111</td>
<td>Fundamentals of Manufacturing and Automation I</td>
<td>3</td>
</tr>
<tr>
<td>ELM 110</td>
<td>Basic Electricity</td>
<td>4</td>
</tr>
<tr>
<td>ELM 112</td>
<td>Electrical Theory, DC</td>
<td>3</td>
</tr>
<tr>
<td>ELM 121</td>
<td>Circuit Design</td>
<td>3</td>
</tr>
<tr>
<td>OSH 222</td>
<td>General Industry Safety</td>
<td>1</td>
</tr>
</tbody>
</table>

**INTERPRETING**

This course of study prepares students to take the Educational Interpreter Performance Assessment or the National Interpreter Certification Exam.
Certification and Licensing Preparation

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AM 149</td>
<td>American Sign Language V</td>
<td>4</td>
</tr>
<tr>
<td>AM 201</td>
<td>Interpreting I</td>
<td>3</td>
</tr>
<tr>
<td>AM 215</td>
<td>Conversational ASL</td>
<td>4</td>
</tr>
<tr>
<td><strong>Second Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AM 150</td>
<td>American Sign Language VI</td>
<td>4</td>
</tr>
<tr>
<td>AM 202</td>
<td>Interpreting II</td>
<td>3</td>
</tr>
<tr>
<td>AM 216</td>
<td>Receptive ASL</td>
<td>4</td>
</tr>
<tr>
<td><strong>Third Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AM 203</td>
<td>Interpreting Sign Language III</td>
<td>3</td>
</tr>
</tbody>
</table>

**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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>LTE 101</td>
<td>Fundamental Phlebotomy</td>
<td>4</td>
</tr>
<tr>
<td>LTE 102</td>
<td>Applied Phlebotomy</td>
<td>4</td>
</tr>
</tbody>
</table>

**MACHINE TOOL TECHNOLOGY**

The National Institute for Metalworking Skills (NIMS) offers various levels of certification in machining.

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level 1: Chucking, Surface Grinding and Milling</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MTT 105</td>
<td>Machine Shop I</td>
<td>3</td>
</tr>
<tr>
<td>MTT 110</td>
<td>Machine Shop II</td>
<td>3</td>
</tr>
<tr>
<td>MTT 250</td>
<td>Machine Shop III</td>
<td>3</td>
</tr>
<tr>
<td><strong>Level 3: CNC OPERATING, TURNING AND Measurement</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MTT 230</td>
<td>Computer Numerical Control I</td>
<td>4</td>
</tr>
<tr>
<td>MTT 232</td>
<td>Computer Numerical Control II</td>
<td>4</td>
</tr>
<tr>
<td>MTT 260</td>
<td>Machine Shop IV</td>
<td>3</td>
</tr>
</tbody>
</table>

**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).
Certification and Licensing Preparation

MECHATRONICS FOUNDATION LEVEL 1

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPT 160</td>
<td>Mechanical Drive Systems I</td>
<td>3</td>
</tr>
<tr>
<td>ELM 129</td>
<td>Electric Motors &amp; Drives</td>
<td>3</td>
</tr>
<tr>
<td>ELM 134</td>
<td>Programmable Logic Controllers I</td>
<td>3</td>
</tr>
<tr>
<td>ELM 140</td>
<td>Industrial Robotics</td>
<td>3</td>
</tr>
</tbody>
</table>

MICROSOFT CERTIFIED TECHNOLOGY SPECIALIST

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 211</td>
<td>Microsoft Operating System Management</td>
<td>4</td>
</tr>
<tr>
<td>CIT 212</td>
<td>Microsoft Networking II</td>
<td>3-5</td>
</tr>
<tr>
<td>CIT 213</td>
<td>Microsoft 365 Security Administration</td>
<td>3-5</td>
</tr>
<tr>
<td>CIT 214</td>
<td>Microsoft Azure Administration</td>
<td>3-5</td>
</tr>
</tbody>
</table>

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+, CompTIA Network+, and Wireshark Certified Network Analyst. Students will also be eligible to take TestOut curriculum Pro series exams.

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 112</td>
<td>Network+</td>
<td>3</td>
</tr>
<tr>
<td>CIT 114</td>
<td>IT Essentials</td>
<td>4</td>
</tr>
<tr>
<td>CIT 128</td>
<td>Introduction to Software Development</td>
<td>4</td>
</tr>
<tr>
<td>CIT 270</td>
<td>Network Tools</td>
<td>4</td>
</tr>
</tbody>
</table>
REAL ESTATE

WNC offers courses to prepare students for licensure by the Nevada Real Estate Division.

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>RE 101</td>
<td>Real Estate Principles</td>
<td>4</td>
</tr>
<tr>
<td>RE 103</td>
<td>Real Estate Law And Practice</td>
<td>4</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 128</td>
<td>Introduction to Software Development</td>
<td>4</td>
</tr>
<tr>
<td>CIT 148</td>
<td>Beginning Python Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIT 248</td>
<td>Advanced Python Programming</td>
<td>3</td>
</tr>
</tbody>
</table>

WELDING CERTIFICATION PREPARATION

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shielded Metal Arc-Welding and Gas Metal Arc-Welding</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WELD 211</td>
<td>Welding I</td>
<td>3</td>
</tr>
<tr>
<td>WELD 212</td>
<td>Welding I Practice</td>
<td>2</td>
</tr>
<tr>
<td>WELD 221</td>
<td>Welding II</td>
<td>3</td>
</tr>
<tr>
<td>WELD 222</td>
<td>Welding II Practice</td>
<td>2</td>
</tr>
<tr>
<td>Fluxed-Core Welding and Gas Tungsten Arc-Welding</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WELD 231</td>
<td>Welding III</td>
<td>3</td>
</tr>
<tr>
<td>WELD 232</td>
<td>Welding III Practice</td>
<td>2</td>
</tr>
<tr>
<td>WELD 241</td>
<td>Welding IV</td>
<td>3</td>
</tr>
<tr>
<td>WELD 242</td>
<td>Welding IV Practice</td>
<td>2</td>
</tr>
<tr>
<td>AWS Code Exam</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WELD 250</td>
<td>Welding Certification Preparation</td>
<td>9</td>
</tr>
</tbody>
</table>
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.

ACC225 Microcomputer Accounting Systems 3 Credits
Prerequisites: ACC201 Designed for those pursuing a career in servicing, repairing and/or installing refrigeration and air conditioning equipment as well as building maintenance.

ACC226 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.

ACC249 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, stabling, 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. Offers 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 bandsaw, 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, 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 basic functions and physical 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 controllers, 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 a given 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.

**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 and IV promote 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 shift 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.
Courses

**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 deaf 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  1-3 Credits
Includes short courses and experimental classes covering a variety of subjects. May be repeated for up to six credits.

**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.
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<tr>
<th>Course Code</th>
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<td>ART141</td>
<td>Introduction to Digital Photography I</td>
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<td>ART151</td>
<td>Introduction to Time Based Media/Videography</td>
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<td>ART160</td>
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<td>Survey Art History I</td>
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<td>ART261</td>
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<tr>
<td>ART299</td>
<td>Special Topics in Studio Art</td>
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| AST109      | Planetary Astronomy                              | 3       |
| AST110      | Stellar Astronomy                                | 3       |
| AST120      | Introduction to Astrobiology                     | 3       |
| ATMS117     | Meteorology                                      | 3       |
| AUTOB120    | Automotive Collision I                           | 3       |
| AUTOB125    | Automotive Collision II                          | 1-6     |
| AUTOB200    | Automotive Refinishing I                         | 3       |
| AUTOB205    | Auto Refinishing II                              | 1-6     |
| AUTO101     | Introduction to General Mechanics                | 3       |
| ATMOSPHERIC SCIENCE (ATMS) |                               |         |
| AUTO110     | Darkroom Photography I                           | 3       |
| AUTO141     | Introduction to Digital Photography I            | 3       |
| AUTO151     | Introduction to Time Based Media/Videography     | 3       |
| AUTO160     | Art Appreciation                                 | 3       |
| AUTO201     | Life Drawing I                                   | 3       |
| AUTO211     | Ceramics I                                        | 3       |
| AUTO212     | Ceramics II                                       | 3       |
| AUTO214     | Introduction to Book Art: Intersection of Art and Design | 3       |
| AUTO218     | The Artist's Book                                | 3       |
| AUTO225     | Intermediate Printmaking                         | 3       |
| AUTO227     | Watercolor II                                    | 3       |
| AUTO231     | Painting I                                       | 3       |
| AUTO232     | Painting II                                      | 3       |
| AUTO235     | Photography II                                   | 3       |

**ART211 Continues ART 211 but with increased attention given to further refinement of skills. One hour lecture/four hours studio per week.**

**ART212 Continues ART 211 and emphasizes the expressive potentialities of human figure, and the production of quality drawings. One hour lecture and four hours studio per week.**

**ART214 Continues ART 211 and introduces students to the basic components of a personal portfolio.**

**ART218 Continues ART 214 and emphasizes the creative potentialities of the human figure, and the production of quality drawings. One hour lecture and four hours studio per week.**

**ART225 Continues ART 224 and emphasizes the creative potentialities of the human figure, and the production of quality drawings. One hour lecture and four hours studio per week.**

**ART227 Continues ART 226 and emphasizes the expressive potentialities of human figure, and the production of quality drawings. One hour lecture and four hours studio per week.**

**ART231 Continues ART 230 and emphasizes the expressive potentialities of human figure, and the production of quality drawings. One hour lecture and four hours studio per week.**

**ART232 Continues ART 231 and emphasizes the expressive potentialities of human figure, and the production of quality drawings. One hour lecture and four hours studio per week.**

**ART235 Continues ART 234 and emphasizes the expressive potentialities of human figure, and the production of quality drawings. One hour lecture and four hours studio per week.**

| ART237      | Photography II Color                             | 3       |
| ART260      | Survey Art History I                             | 3       |
| ART261      | Survey of Art History II                         | 3       |
| ART299      | Special Topics in Studio Art                     | 1-3     |

**ART110 Continues ART 110, with an increased emphasis on the expressive potentialities of human figure, and the production of quality drawings. One hour lecture and four hours studio per week.**

**ART201 Continues ART 200 and emphasizes the expressive potentialities of human figure, and the production of quality drawings. One hour lecture and four hours studio per week.**

**ART211 Continues ART 210 and emphasizes the expressive potentialities of human figure, and the production of quality drawings. One hour lecture and four hours studio per week.**

**ART212 Continues ART 211 and emphasizes the expressive potentialities of human figure, and the production of quality drawings. One hour lecture and four hours studio per week.**

**ART214 Continues ART 213 and emphasizes the expressive potentialities of human figure, and the production of quality drawings. One hour lecture and four hours studio per week.**

**ART218 Continues ART 217 and emphasizes the expressive potentialities of human figure, and the production of quality drawings. One hour lecture and four hours studio per week.**

**ART225 Continues ART 224 and emphasizes the expressive potentialities of human figure, and the production of quality drawings. One hour lecture and four hours studio per week.**

**ART227 Continues ART 226 and emphasizes the expressive potentialities of human figure, and the production of quality drawings. One hour lecture and four hours studio per week.**

**ART231 Continues ART 230 and emphasizes the expressive potentialities of human figure, and the production of quality drawings. One hour lecture and four hours studio per week.**

**ART232 Continues ART 231 and emphasizes the expressive potentialities of human figure, and the production of quality drawings. One hour lecture and four hours studio per week.**

**ART235 Continues ART 234 and emphasizes the expressive potentialities of human figure, and the production of quality drawings. One hour lecture and four hours studio per week.**
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. Emphasis is placed on diagnosis, repair, clutch assemblies, differentials, hardware replacement and proper 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.

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.

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.

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, ACT MATH score of 25 or higher 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 pre-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 with 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.

**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.
**Courses**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BTE107</td>
<td>Building Trades Electrical Level VII</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: Admitted to an approved apprenticeship program.</td>
<td></td>
</tr>
<tr>
<td>BTE108</td>
<td>Building Trades Electrical Level VIII</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: Admitted to an approved apprenticeship program.</td>
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</tbody>
</table>

**BT LABORERS (BTL)**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BTL101</td>
<td>General Construction I</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: Must be admitted to an approved apprenticeship program. Provides basic information for those new to the construction trade, the tools used, and safety.</td>
<td></td>
</tr>
<tr>
<td>BTL102</td>
<td>General Construction II</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: Must be admitted to an approved apprenticeship program. Covers common hazards in construction, tools of the trade, and successful habits for apprentices.</td>
<td></td>
</tr>
<tr>
<td>BTL103</td>
<td>General Construction III</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>BTL104</td>
<td>Blueprint Reading</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>BTL105</td>
<td>Construction Math</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>BTL106</td>
<td>Pipelaying Part I</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>BTL107</td>
<td>Pipelaying Part 2</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>BTL108</td>
<td>Permit Required Confined Space</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>BTL109</td>
<td>MSHA New Miner Training</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>BTL110</td>
<td>Asbestos Worker</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>BTL111</td>
<td>Concrete Worker Part I</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: Must be admitted to an approved apprenticeship program. Introduces concrete work; increases knowledge and practical experience in the placement and finishing of concrete.</td>
<td></td>
</tr>
<tr>
<td>BTL112</td>
<td>Concrete Worker Part 2</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: Must be admitted to an approved apprenticeship program. Introduces concrete work; increases knowledge and practical experience in the placement and finishing of concrete.</td>
<td></td>
</tr>
<tr>
<td>BTL113</td>
<td>Rigging and Signaling</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>BTL114</td>
<td>Asphalt Worker</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>BTL115</td>
<td>Scaffold Builder</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>BTL116</td>
<td>Concrete Cutting and Coring</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: Must be admitted to an approved apprenticeship program. Introduces students to concrete cutting and coring.</td>
<td></td>
</tr>
<tr>
<td>BTL117</td>
<td>Mason Tending</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: Must be admitted to an approved apprenticeship program. Introduces students to masonry tending. Topics include safety and health for masonry tending, reinforced masonry, estimating masonry materials, mortar, admixtures and grout, stocking masonry materials, the mason tending's duties, the effects of weather on masonry, cleaning masonry, the masonry saw, bracing masonry walls, and plater tending and mixing.</td>
<td></td>
</tr>
<tr>
<td>BTL118</td>
<td>OSHA 30</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: Must be admitted to an approved apprenticeship program. Covers workplace safety and health hazards and the regulations that protect employees on the jobsite. Many construction contractors are requiring employees to have an OSHA 30 card.</td>
<td></td>
</tr>
<tr>
<td>BTL119</td>
<td>Foreman Preparedness</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>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 safety, record-keeping and documentation, project planning and management, effective communication, and employee supervision.</td>
<td></td>
</tr>
</tbody>
</table>

**BT HEAVY EQUIPMENT OPERATOR (BTO)**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BTO101</td>
<td>Building Trades Heavy Equipment Operator Level I</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>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 is Level 1 of the Heavy Equipment Operator Apprenticeship Program.</td>
<td></td>
</tr>
<tr>
<td>BTO102</td>
<td>Building Trades Heavy Equipment Operator Level II</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>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 is Level 2 of the Heavy Equipment Operator Apprenticeship Program.</td>
<td></td>
</tr>
<tr>
<td>BTO103</td>
<td>Building Trades Heavy Equipment Operator Level III</td>
<td>5</td>
</tr>
</tbody>
</table>
|        | 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.
### BUSINESS ADMIN AND MANAGEMENT (BUS)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BUS101</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS107</td>
<td>Business Speech Communications</td>
<td>3</td>
</tr>
<tr>
<td>BUS108</td>
<td>Business Letters and Reports</td>
<td>3</td>
</tr>
<tr>
<td>BUS110</td>
<td>Human Relations for Employment</td>
<td>1-3</td>
</tr>
<tr>
<td>BUS115</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>BUS198</td>
<td>Special Topics</td>
<td>1-6</td>
</tr>
<tr>
<td>BUS271</td>
<td>Introduction to Employment Law</td>
<td>3</td>
</tr>
<tr>
<td>BUS273</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>BUS295</td>
<td>Work Experience I</td>
<td>1-6</td>
</tr>
<tr>
<td>BUS299</td>
<td>Business Capstone</td>
<td>3</td>
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</table>

### COMPUTER AIDED DRAFTING DESIGN (CADD)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAD100</td>
<td>Introduction to Computer Aided Drafting</td>
<td>3</td>
</tr>
<tr>
<td>CAD105</td>
<td>Intermediate Computer-Aided Drafting</td>
<td>3</td>
</tr>
<tr>
<td>CAD120</td>
<td>Architectural Drafting I</td>
<td>3</td>
</tr>
<tr>
<td>CAD245</td>
<td>Solid Modeling and Parametric Design</td>
<td>3</td>
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</table>

### CIVIL ENGINEERING EMPHASIS (CEE)

<table>
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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CEE495</td>
<td>Special Topics</td>
<td>3</td>
</tr>
</tbody>
</table>

### CONSTRUCTION MANAGEMENT (CEM)

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>CEM100</td>
<td>Fundamentals of Construction Management</td>
<td>3</td>
</tr>
<tr>
<td>CEM330</td>
<td>Soils and Foundations for Construction</td>
<td>3</td>
</tr>
<tr>
<td>CEM350</td>
<td>Facility Systems Design and Construction I</td>
<td>3</td>
</tr>
<tr>
<td>CEM432</td>
<td>Temporary Construction Structures</td>
<td>3</td>
</tr>
<tr>
<td>CEM451</td>
<td>Construction Estimating</td>
<td>3</td>
</tr>
<tr>
<td>CEM452</td>
<td>Construction Cost Control</td>
<td>3</td>
</tr>
</tbody>
</table>

**Prerequisites and Additional Information**

- **BUS101**: Provides the student a broad background about the modern business world. An important course for students who are considering choosing a business major.
- **BUS107**: 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**: 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.
- **BUS115**: Reviews fundamental mathematical processes for the vendor and the consumer. Discounts, commissions, depreciation, overhead and interest rates are included.
- **BUS271**: 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**: Teaches the nature and sources of law. Studies the court systems and law as related to contracts, negotiable instruments, sales, insurance, and agencies.
- **BUS295**: Prerequisite: Completion of a minimum of 45 units of requirements for an AAS degree in business or consent of instructor. Concludes various business concepts introduced throughout the business program by merging acquired skills and concepts through the business plan with additional emphasis on job preparation and business ethics.

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**COMPUTER AIDED DRAFTING DESIGN (CADD)**

- **CADD100**: Introduction to Computer Aided Drafting
  - 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
  - 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
  - Prerequisites: CADD100 or equivalent experience
  - Introduces residential working drawing concepts leading to a full set of professional level working drawings.
- **CADD245**: Solid Modeling and Parametric Design
  - Provides training and instruction in using parametric solid modeling software to create solid model parts, assemblies and working drawings.

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**CIVIL ENGINEERING EMPHASIS (CEE)**

- **CEE495**: Special Topics
  - Additional prerequisites or corequisites: CONS 108 and CONS 114 and CEM 456 Study and/or experimentation in areas of special current and modern fields that concerns construction managers. Teaches students to research different possibilities and their implications on the modern construction industry. Repeatable up to six units.

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**CONSTRUCTION MANAGEMENT (CEM)**

- **CEM100**: Fundamentals of Construction Management
  - 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
  - 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
  - Additional prerequisites: CONS 109 and MATH 126. Introduces mechanical systems for facilities including HVAC systems, plumbing, electrical, communications and other systems used in the process of utility services. Provides detailed instruction on how to analyze needs, determine the related scope of work, design and construction of these systems.
- **CEM432**: Temporary Construction Structures
  - 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
- **CEM452**: Construction Cost Control
  - 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.
CHEM241L Organic Chemistry for Life Sciences Laboratory I
Prerequisites: CHEM241 & CHEM241L; Corequisite: CHEM242 Provides an emphasis on functional groups, fundamental reaction mechanisms, and biomolecules. For life science and sciences majors. Three hours laboratory.

CHEM122 General Chemistry II
Prerequisites: CHEM121; and, MATH 127 or MATH 128 Provides fundamentals of chemistry including solutions, kinetics, equilibria, thermodynamics, electrochemistry, nuclear chemistry and properties of inorganic and organic compounds. Three hours lecture/three hours laboratory.

CHEM220 Introductory Organic Chemistry
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
Prerequisites: CHEM241 Introduces the chemistry of carbon compounds; functional groups; relationships among molecular structure, properties and reactivity and biological relevance. For life science and sciences majors. Continues CHEM 241. Three hours lecture.

CHEM242 Organic Chemistry II
Prerequisites: CHEM241 Provides an emphasis on functional groups, fundamental reaction mechanisms, and biomolecules. For life science and sciences majors.

CHEM341 Environmental Science
Prerequisites: CHEM121 Surveys the principles of carbon chemistry. Credit allowed in only one of CHEM 220 or 241. Three hours lecture/three hours laboratory.

CIT110 A+ Hardware
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 +
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 Program.

CIT114 IT Essentials
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
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 apps. Object-oriented programming 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.

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 Tech 1-5 Credits
Applies to assorted short courses and workshops covering a variety of subjects.

CIT211 Microsoft Operating System Management 3-5 Credits
Through lectures, 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 implement, administer 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 output 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: CIT151 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 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.

CIT300 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

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, interpret, 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.
COURSES

CONS 230  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.

CONS 260  Certified Inspectors of Structures - Residential  3 Credits
Provides prescribed course of instruction for Certified Inspector of Structures as per the state of Nevada.

CONS 261  Under-Floor Inspections-Certified Inspector  1 Credit
Prerequisites: CONS 260B 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.

CONS 262  Above-Floor Inspections Certified Inspector  2 Credits
Prerequisites: CONS 260 Provides instruction on all of the above-floor components typical of residential construction. Seismic and structural hardware will be discussed as will load-bearing, load-transferring and non-load-bearing assemblies. Extensive mechanical and electrical systems analyses will be conducted. Students will prepare extensive narrative inspection reports for evaluation, and sign "hold harmless" waivers when conducting inspections off state property. Students are strongly encouraged to have medical insurance that provides coverage in the event of a job-site injury.

CONS 263  Supervised Residential Inspections for Certification  2 Credits
Prerequisites: CONS 260 Provides instruction on conducting residential inspections as per 645D of the Nevada Administrative Code. Students will explore methodologies for conducting inspections and develop an inspection format that they will utilize while completing ten supervised inspections. Students must complete ten inspection reports to be evaluated by the instructor and sign "hold harmless" waivers when conducting inspections off state property. Students are strongly encouraged to have medical insurance that provides coverage in the event of a job-site injury.

CONS 270  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.

CONS 275  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.

CONS 281  Construction Planning Scheduling and Control  3 Credits
Explores project implementation including logistics, scheduling, delegation of responsibility and quality control.

CONS 290  Internship in Construction  3 Credits
Prerequisites: None Studies project management techniques on-site under the supervision of a project manager or superintendent.

CONS 295  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 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)

COT 204  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.

COT 262  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)

CPD 102  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.

CPD 116  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.

CPD 117  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.

CPD 123  Career Choices and Changes  1-3 Credits
Offers career development and job seeking strategies. Acquaints students in choosing a suitable career and the necessary work readiness skills to gain and maintain successful employment. Includes Career assessment activities and employability skills training, such as job application, resume, and job interview skills. Covers disability rights and accommodations in the workplace.

CPD 125  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.

CPD 129  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)

CR 137  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)

CRJ 103  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: CRJ101 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: CRJ101 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: CRJ101 or consent of instructor
Provides the student with on-the-job, supervised and educationally directed work experience.
Courses

CRJ298 Work Experience - Parole 1-6 Credits
Prerequisites: CRJ101 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, students study 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. Explores 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. 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. Introduction to network security and overall security processes.

CSCO280 Ccnp Advanced Routing 4 Credits
Prerequisites: CSCO220 or CCNA Certification Prepares students with the knowledge and skills necessary to use advanced IP addressing and routing in implementing scalability for Cisco ISR routers connected to 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).

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 soups, stews, 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 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 four 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.

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.

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 & Backgtrnds 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 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 solid-state devices. 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. Utilizes 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
Prerequisite(s): AIT 101. Introduces the concepts of industrial electrical. The course will describe the function of electrical prints, panels, the wiring between panels, and wire color coding. Students will be introduced to concepts in control system wiring fundamentals, wiring between and outside panels, panel wiring, wire bundling and experience a project in how to wire an electrical machine.

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 completion 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 mortality associated with acute out-of-hospital medical and traumatic emergencies. The A-EMT is educated to safely provide more advanced airway maintenance skills and the ability to recognize basic electrocardiography (ECG) arrhythmia’s and utilize pharmacological interventions within the scope of practices. Other competencies include interventions such as suctioning, initiation of IV therapy, control of breathing and shock, and cardiopulmonary resuscitation. The A-EMT provides care based on site assessment data and works alongside other EMS and health care professionals as an integral part of the emergency care team.

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 prehospital environment. Introduces the Paramedic student to venous access, IO access, medication administration and drug calculations that will be used in treating patients in the prehospital 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
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EMS210</td>
<td>Principles of Cardiology for the Paramedic</td>
<td>3</td>
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<td></td>
<td>Prerequisite: Admission to the Paramedic 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.</td>
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<tr>
<td>EMS211</td>
<td>Paramedic Care for Medical Emergencies &amp; ACLS</td>
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<td></td>
<td>Prerequisite: Admission to the Paramedic 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.</td>
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<tr>
<td>EMS212</td>
<td>Paramedic Trauma Emergencies &amp; International Trauma Life Support (ITLS)</td>
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<td>Prerequisite: Admission to the Paramedic 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.</td>
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<tr>
<td>EMS214</td>
<td>Special Populations in Paramedicine</td>
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<td>Prerequisite: Admission to the Paramedic 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.</td>
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<tr>
<td>EMS215</td>
<td>EMS Incident Management and Operations</td>
<td>3</td>
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<td>Prerequisite: Admission to the Paramedic 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.</td>
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<tr>
<td>EMS216</td>
<td>Hospital Clinical Experience for the Paramedic</td>
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<td>Prerequisite: Admission to the Paramedic 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.</td>
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<tr>
<td>EMS217</td>
<td>Field Internship for the Paramedic</td>
<td>4</td>
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<td>Prerequisite: Admission to the Paramedic 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.</td>
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<tr>
<td>ENGLISH (ENG)</td>
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<tr>
<td>ENG90</td>
<td>Basic Writing I</td>
<td>3</td>
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<td>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.</td>
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<tr>
<td>ENG95</td>
<td>Basic Writing II</td>
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<td>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.</td>
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<tr>
<td>ENG98</td>
<td>Basic Writing III</td>
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<td>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.</td>
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<tr>
<td>ENG99</td>
<td>Basic Writing Strategies</td>
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<tr>
<td></td>
<td>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.</td>
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<tr>
<td>ENG100</td>
<td>Composition - Enhanced</td>
<td>4-5</td>
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<td>Prerequisite: ENG 95 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. 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.</td>
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<tr>
<td>ENG101</td>
<td>Composition I</td>
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<td>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.</td>
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<tr>
<td>ENG102</td>
<td>Composition II</td>
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<td>Prerequisites: ENG100 or ENG101. Continues the study of expository writing. Students read and analyze writing and discursive techniques of interpretation, argument, and research.</td>
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<tr>
<td>ENG107</td>
<td>Technical Communications I</td>
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<td>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.</td>
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<tr>
<td>ENG199</td>
<td>Independent Study</td>
<td>3</td>
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<tr>
<td>ENG200</td>
<td>Novels Into Film</td>
<td>3</td>
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<td>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.</td>
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<tr>
<td>ENG205</td>
<td>Introduction to Creative Writing</td>
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<td>Prerequisites: ENG102 or consent of instructor Offers a beginning writers' workshop in poetry, fiction, and creative non-fiction.</td>
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<tr>
<td>ENG221</td>
<td>Writing Fiction</td>
<td>3</td>
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<td>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.</td>
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</tbody>
</table>
ENGG223 Themes of Literature 3 Credits
Prerequisites: ENG 102 or consent of instructor Offers readings of short stories, poems, 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.

ENGG224 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.

ENGG226 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.

ENGG261 Introduction to Poetry 3 Credits
Prerequisites: ENG101 Reading and discussion of selected British and American poems with attention to form and content.

ENGG266 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.

ENGG271 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.

ENGG282 Intro to Language & Literary Expression 3 Credits
Explores the forms and function of language with special application to literary study.

ENGG295 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.

ENGG299 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.

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.

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)

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.

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)

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 Kirchoff'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 be to 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 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.

GEOG205 GIS Applications 3 Credits
Introduces a variety of common GIS applications. Through content, lectures and hands-on, students will use ArcInfo to complete a variety of tasks pertaining to the applications that are used in everyday GIS.

GEOG211 Introduction to Geotechnology 3 Credits
Introduces geotechnology, the technological advances used to describe, assimilate, or analyze spatial information. Emphasis is on GIS with discussions on GPS, remotely sensed imagery, Google Earth and other applications. The importation and joining of various datasets is described highlighting how a variety of data sources may be used for analysis of spatial features. Laboratory assignments will demonstrate real world applications derived from the lectures using ArcGIS desktop.

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, the 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 103 and GRC 183. Introduction to authoring for the World Wide Web using industry-standard software applications. Topics covered include planning, designing and building a Web site, aesthetics, creating and optimizing computer graphics for Web, information architecture, navigation and interactivity, Web publishing, Web hosting and site management. Knowledge of the following basic computer skills required: saving, opening, and printing documents, opening and closing applications, creating and managing folders and subfolders, viewing the contents of disk drives and external storage devices, managing desktop items.

**GRC200**  
**Design Thinking and Methodologies**  
3 Credits  
Prerequisites: 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.

**GRC275**  
**Web Design II**  
3 Credits  
Prerequisites: GRC175. Recommended GRC188. Offers advanced web page design using industry-standard applications. Topics include CCS layout, advanced site building features, site management, interactivity, and customization.

**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.

**GRC290**  
**Internship in Graphic Communications**  
1-6 Credits  
Prerequisite: Completion of 21 units of GRC classes and consent of instructor. Provides supervised work experience within a selected graphic communications business, dependent upon student's selected major emphasis. Designed to apply knowledge to real-on-the-job situations in a program designed by a company official and a faculty advisor. Available to students entering their last semester of instruction for the Graphic Communications associate degree. Contact department advisor for application, screening and required skills evaluation.

**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.

**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 biopsychosocial 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 reфramed, recontextualized, 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

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 within the information technology space. Addresses the core concept of integration of people, technology and information. Emphasizes the practical dimension of Informatics, real problems, and the socio-economic situations in which they arise. Presents a variety of Informatics tools from a variety of domains, and their implications for science, engineering, art, the humanities and society.

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 development 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 increasing fluency in the speaking, 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.
| Courses |
|------------------|-------------------|-------------------|
| 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: JPN111 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: JPN112 Continuation of structural analysis of spoken and written Japanese. |
| JPN212           | Second Year Japanese II | 3 Credits |
|                  | Prerequisites: JPN211 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). |
| MATHMATICS (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 polynomial, radical and rational expressions; solving equations and application problems using algebra; and elementary graphing. Provides a foundation for the math used in business, science, engineering and related fields. |
| 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. |
| MATH911          | 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. 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; systems of linear equations.

MATH126  Precalculus I  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. 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. Studies circular functions, trigonometric identities and equations, conic sections, complex numbers, and discrete algebra.

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. The 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; systems of linear equations.

MECHANICAL ENGINEERING (ME)

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; matrices; linear transformations; eigenvalues and eigenvectors; and orthogonality and least squares.

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: PHY 210, 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
Prerequisites: 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** Organizational Bhr & Interpersonal Bhr 3 Credits
Prerequisite: Admission to the Organization & Project Management program OR admission to the Management System 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 Organization 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.

**MGT371** 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 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 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
The 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 differences 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
Prerequisite(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.
MECHANICAL TECHNOLOGY (MT)

MT115 Industrial Automation And Materials Handling 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: None. Recommend concurrent enrollment in MTT 106 for additional practice and skills development. Introduces basic machine shop skills which include lathe operation, lathe speeds and feeds, precision measuring techniques, layout methods, band saw and drill press operations, and exposure to the science of heat-treating of metals. Shop safety and etiquette will be stressed.

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: MTTT105 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.

MTT200 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.

MTT205 Machine Shop Practice II 4 Credits
Prerequisite: MTT 200 or consent of instructor. Provides a continuation of MTT 200. 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.

MTT210 Work Experience 1-6 Credits
Prerequisites: consent of instructor Provides students with on the job, supervised and educationally directed work experience.

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.
Courses

MUSA121 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.

MUSA124 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.

MUSA125 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.

MUSA134 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.

MUSA176 Musical Theatre Practicum I 1-3 Credits
Performance ensemble, centered on public performance of musical theatre literature. Repeatable up to 9 units.

MUSA215 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.

MUSA224 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.

MUSA233 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.

MUSA253 Jazz Improvisation I 2 Credits
Introduces the techniques of jazz improvisation in a laboratory setting.

MUSA276 Musical Theatre Practicum II 1-3 Credits
Prerequisite: Six units of MUS 176. Continues skills learned in MUS 176. Repeatable up to 9 units.

MUSA299 Special Topics in Music 1-3 Credits

MUSIC APPLIED (MUSA)

MUSA101 Bass-Lower Division 1-2 Credits
Prerequisites: MUS111 or consent of instructor Provides a continuation of MUS 111, a class in basic piano technique and theory.

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.

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 health care settings. The 150-hour competency based course is designed to prepare students to achieve certification as a nurse assistant in the State of Nevada. The course is approved by the Nevada State Board of Nursing and is in accordance with the Omnibus Budget Reconciliation Act (OBRA) and Occupational Safety and Health Agency (OSHA) regulations.

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  3 Credits
Prerequisites: admission to the nursing program; Corequisites: 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.

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.

NURS151  Mental Health and Illness Clinical  1 Credit
Prerequisites: admission to the nursing program; Corequisites: NURS150 & NURS151 Assists students to gain knowledge of nursing care for the patient experiencing primary threat 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.

NURS152  Foundations of Pharmacology in Nursing  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.
Courses

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, 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. Corequisite: NURS 262. Focuses on basic concepts of nursing associated with care of the family experiencing pregnancy, birth, and the care of children from the neonatal stage through adolescence. 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 identity, 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. 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.

NURS268  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 of lifelong tools that will help enhance wellness, health values, attitudes and behaviors of self and others. Students will be active in the design and execution of strategies to improve 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  Racquetball  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.
Courses

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, Sartre, 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,MATH127,MATH128 or equivalent Provides a
course in physics for students in arts and science, medicine and dentistry, and
agriculture. Emphasis is on mechanics, heat, and sound.

PHYS151  General Physics I  4 Credits
Prerequisites: MATH126 & MATH127,MATH128 or equivalent Provides a
course in physics for students in arts and science, medicine and dentistry, and
agriculture. Emphasis is on mechanics, heat, and sound.

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.

PHYS182  Physics for Scientists and Engineers II  3 Credits
Prerequisite: 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.

PHYS182L  Physics for Scientists and Engineers Lab III  1 Credit
Prerequisites: MATH126 & PHYS180 ; 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.

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.
PSC210  American Public Policy  3 Credits
Prerequisite: None. Recommended prerequisite or corequisite: ENGL 101
or ability to enroll in ENGL 101. Provides an analysis of similarities and differences
in the governing processes of different societies.

PSC221  Introduction to Comparative Politics  3 Credits
Prerequisite: None. Recommended prerequisite or corequisite: ENGL 101
or ability to enroll in ENGL 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 prerequisite or corequisite: ENGL 101
or ability to enroll in ENGL 101. Provides an analysis of similarities and differences
in the governing processes of different societies.

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

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)

READ09  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.
SOCIOMETRY (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: CON5108 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. Orient students to social work perspectives that view human behavior as being influenced and impacted 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 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 non-verbal communication. Emphasizes developing observation and communication skills that capture events in ways that are descriptive, accurate, and unbiased. Stresses the importance of nonjudgmental and unbiased communication and rapport. Examines the roles of power differentials, gender, culture, class, context, and ethnicity/race on professional communication.
THEATER ARTS (THTR)

THTR100 Introduction to Theater
- 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
- 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
- Introduces beginning techniques of tap dance.

THTR121 Make-Up for the Actor
- Acquaints the student with the beginning principles of makeup and progresses to character makeup.

THTR176 Musical Theatre Workshop I
- Features performance of musical theatre productions. May be repeated to a maximum of eight credits. Same as MUS 176.

THTR180 Cinema as Art & Communication
- 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
- Focuses in depth on a special topic in theater.

THTR204 Theatre Technology I
- Introduces the backstage world of the theatre by the study of lighting and sound systems and of technical stage rigging. Students will gain practical experience by serving as the crew for a college theatrical production.

THTR205 Introduction to Acting II
- Continues acting principles presented in Introduction to Acting I with an emphasis on the classics.

THTR209 Theatre Practicum
- Offers practical experience in stage productions.

THTR219 Projects in Technical Theater
- 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
- 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
- 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
- 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
- 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
- Introduces welding which includes welding safety, environmental awareness, oxy-acetylene welding, cutting, and brazing as well as shielded metal-arc.

WELD212 Welding I Practice
- 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
- 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
- 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
- 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
- Prerequisites: WELD221 Includes theory and practice in gas metal-arc welding and gas tungsten-arc welding.

WELD232 Welding III Practice
- 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
- 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 G positions, using advanced welding processes.

WELD242 Welding IV Practice
- 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
- 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
- Prerequisites: consent of instructor Provides the student with on-the-job, supervised and educationally directed work experience.