

# CERTIFICATES OF ACHIEVEMENT

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For those desiring a shorter course of study, WNC offers Certificates of Achievement in many occupational areas. Students enrolled in any of these programs will benefit from hands-on laboratory 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](#)

- Machine Tool Technology
- Mechatronics Technology
- Welding Technology